

## **Minutes of the Annual Meeting of Mumbles Community Council held on 9 May 2023 at 6.30 pm (Hybrid Meeting at the Ostreme Centre and via Zoom)**

**Members Present:** Cllrs Pamela Erasmus, Rhian Evans, Rebecca Fogarty, Richard Jarvis, Phil Keeton, Sara Keeton, Rob Marshall, Helen Nelson, Francesca O'Brien, Angela O'Connor, Martin O'Neill, Mike Parkin, Ian Scott, Will Thomas, Carrie Townsend Jones and Tim Zhou.

**Officer Present:** Paul Beynon (RFO/Assistant Clerk) and Ian Hughes (Committee Support Officer)

### **C02305.AN-01 To elect a Chair of Council**

Nominations had been received for Cllr Martin O'Neill and Cllr Carrie Townsend Jones.

Cllr Martin O'Neill was duly elected as Chair.

### **C02305.AN-02 To receive the Chair's Declaration of Acceptance of Office**

The newly elected Chair and the Proper Officer signed the Declaration of Acceptance of Office for Chair of the Council

### **C02305.AN-03 To elect a Vice Chair of Council**

Nominations had been received for Cllr Helen Nelson and Cllr Will Thomas but Cllr Nelson withdrew her nomination.

Cllr Will Thomas was elected as Vice Chair of the Council

### **C02305.AN-04 To receive the Vice Chair's Declaration of Acceptance of Office**

The newly elected Vice Chair and the Proper Officer signed the Declaration of Acceptance of Office for Vice Chair of the Council

### **C02305.AN-05 Apologies for Absence**

None were received.

**CO2305.AN-06 Declarations of Interest**

None were received.

**CO2305.AN-07 Chair's Annual Report**

The Chair for 2022/23 read part of her Annual Report.

**RESOLVED** that the report is noted.

**CO2305.AN-08 Review of Delegation Arrangements to Committees, Sub-Committees, Staff and Other Local Authorities**

**RESOLVED** that the existing delegation arrangements are re-adopted.

**CO2305.AN-09 To review the Terms of Reference of the Standing Committees**

**RESOLVED** that the existing Terms of Reference be approved subject to a further review by the new Clerk when appointed.

**CO2305.AN-10 Appointment of Chairs to the Existing Committees**

The following nominations had been received.

**Community and Social Development Committee** – Cllr Pamela Erasmus

**Culture, Tourism and Communications Committee** – Cllr Rob Marshall

**Environmental Committee** – Cllr Helen Nelson

**Finance and Compliance Committee** – Cllr Ian Scott and Cllr Carrie Townsend Jones

The following Chairs are duly appointed.

**Community and Social Development Committee** – Cllr Pamela Erasmus

**Culture, Tourism and Communications Committee** – Cllr Rob Marshall

**Environmental Committee** – Cllr Helen Nelson

**Finance and Compliance Committee** – Cllr Ian Scott

**CO2305.AN-11 Appointment of Members to Existing Committees**

Councillors were duly appointed to each Committee as shown in Appendix 1

**CO2204.AN-12 Review and Adoption of Standing Orders and Financial Regulations**

**RESOLVED** that the existing Standing Orders and Financial Regulations be re-adopted subject to a review being undertaken once the new Clerk is in post.

**CO2305.AN-13 Adoption of Welsh Language Scheme**

**RESOLVED** that the Welsh Language Scheme be adopted.

**CO2305.AN-14 Review of Representation on Work with External Bodies and Arrangements for Reporting Back**

**RESOLVED** that the existing arrangements be re-adopted subject to a new framework being put in place following the appointment of the new Clerk.

**CO2305.AN-15 To appoint Observers to the meetings of the Governing Bodies of the following Organisations**

**RESOLVED** that the following councillors be appointed.

**Oystermouth Historical Society** – Cllr Ian Scott

**West Cross Community Association** – Cllr Pamela Erasmus and Cllr Sara Keeton

**Mumbles Development Trust** – Cllr Francesca O'Brien and Cllr Angela O'Connor

**Ostreme Management Advisory Group** – Cllr Ian Scott, Cllr Will

Thomas and Cllr Carrie Townsend Jones

**CO2305.AN-16 To appoint Representatives to the following Organisations**

**RESOLVED** that the following councillors be appointed.

**One Voice Wales Swansea Area Committee** – Cllr Martin O'Neill

**Town/Community Council's Forum** – Cllr Carrie Townsend Jones

**One Voice Wales – Larger Councils Committee** – Cllr Carrie Townsend Jones

**Twinning Association of Mumbles** – Cllr Rebecca Fogarty

**CO2305.AN-17 Appointment of School Governors**

**RESOLVED** that

1. The existing School Governor appointments continue apart from YGG Llwynderw where Cllr Helen Nelson will replace Cllr Sara Keeton in September 2023.
2. A letter be sent to St David's RC Primary School to ask if the School is happy to accept a Community Council nominated member of their Governing Body.

**CO2305.AN-18 Review of Inventory of Land and Other Assets including Buildings and Office Equipment**

**RESOLVED** that the Inventory of Land and Other Assets be noted

**CO2305.AN-19 Confirmation of arrangements for Insurance Cover in respect of all Insurable Risks**

The RFO confirmed that the insurance cover remained unchanged and included all insurable risks including the Skatepark from the date of handover from the contractor.

**CO2305.AN-20 Review of Council's Complaints Procedure**

**RESOLVED** that the existing procedure be re-adopted subject to 'Chairman' being replaced with 'Chair' on 2<sup>nd</sup> page of the procedure.

**CO2305.AN-21 Review of the Council's Policies, Procedures and Practices in respect of its obligations under the Freedom of Information and Data Protection Legislation**

**RESOLVED** that the existing Information and Data Protection Policy is re-adopted.

**CO2305.AN-22 Review of the Policy for dealing with the Press and Media**

**RESOLVED** that a policy for dealing with the Press and Media should be developed by the Policies Task and Finish Group which will be re-convened once the new Clerk is in post.

**C)2305.AN-23 Review of the Council's Employment Policies and Procedures**

**RESOLVED** that the existing Policies and Procedures are re-adopted

**CO2305.AN-24 Review of the Council's Expenditure incurred under S137 of the Local Government Act 1972 or the Power of Well-being**

The RFO reported that expenditure of £260.00 had been incurred under S137 of the Local Government Act 1972 on the Clerk's Memorial Tree and Day.

**CO2305.AN-25 Review of Councillors Attendance at Council and Committee Meetings**

There were some concerns that the information provided may not be entirely accurate and it was reported that in future the Committee Support Officer will maintain ongoing monthly tables of attendance at Council and Committees.

**RESOLVED** that the report and amended procedure be noted.

**CO2305.AN-26 Determining the Time and Place of Ordinary Meetings up to and including the next Annual Meeting of Council**

**RESOLVED** that

1. The monthly meeting of Council will be held on the 2<sup>nd</sup> Tuesday of each month at 6.30pm apart from in August 2023 when there will be no monthly meeting.
2. The Committee meetings will be held on the days and times shown below and Committees will have discretion on holding meetings in December 2023.

**Finance and Compliance Committee** – 3<sup>rd</sup> Monday of the month at 6.30pm

**Community and Social Development Committee** – 3<sup>rd</sup> Wednesday of the month at 6.30pm

**Environmental Committee** – 4<sup>th</sup> Monday of the month at 6.30pm

**Culture, Tourism and Communications Committee** – 4<sup>th</sup> Wednesday of the month at 6.30pm



## Committee Listing 2023/24

### Community and Social Development (8)

Pamela Erasmus (Chair)

Rhian Evans

Phil Keeton

Sara Keeton

Francesca O'Brien

Martin O'Neill

Ian Scott

Will Thomas

### Culture, Tourism and Communications (6)

Rob Marshall (Chair)

Rhian Evans

Angela O'Connor

Martin O'Neill

Mike Parkin

Tim Zhou

### Environmental (6)

Helen Nelson (Chair)

Rebecca Fogarty

Sara Keeton

Martin O'Neill

Carrie Townsend Jones

Tim Zhou

### Finance and Compliance (8)

Ian Scott (Chair)

Rebecca Fogarty

Phil Keeton

Francesca O'Brien

Martin O'Neill

Mike Parkin

Will Thomas

Carrie Townsend Jones

### Personnel (7)

Martin O'Neill (Chair)

Pamela Erasmus

Sara Keeton

Rob Marshall

Angela O'Connor

Ian Scott

Carrie Townsend Jones

### Appeals (1)

Rebecca Fogarty

