

## **Minutes of the Annual Meeting of Mumbles Community Council held on 7 May 2024 at 6.30 pm (Hybrid Meeting at the Ostreme Centre and via Teams)**

**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, Ian Scott, Will Thomas, Carrie Townsend Jones, Emilie Cox, Hannah Hunter and Tim Zhou.

**Officer Present:** Kerry Grabham (Clerk), Claire Anderson (Events Officer), Lydia Graham (Environmental Officer), Diane Athernought (Customer Services Officer), Elaine Wright (Ostreme Manager) and Ian Hughes (Committee Support Officer)

### **C02405.AN-01 To elect a Chair of Council**

Nominations had been received for Cllr Martin O'Neill.

Cllr Martin O'Neill was duly elected as Chair.

### **C02405.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

### **C02405.AN-03 To elect a Vice Chair of Council**

Nominations had been received for Cllr Will Thomas.

Cllr Will Thomas was elected as Vice Chair of the Council

### **C02405.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

**CO2405.AN-05 Apologies for Absence**

Apologies received from Cllr Mike Parkin

**CO2405.AN-06 Declarations of Interest**

In relation to agenda item **CO2405.AN-14** The CSO, Ian Hughes declared an interest regarding the Oystermouth Historical Association, being the Chair of that Society.

**CO2405.AN-07 To receive the Chair's Annual Report**

The Chair for 2023/24, Cllr. O'Neill read out his Annual Report which included thanking councillors and officers for their commitment.

**RESOLVED** that the report is noted.

**CO2405.AN-08 Review of Delegation Arrangements to Committees, Sub-Committees, Staff and Other Local Authorities**

The Clerk highlighted key aspects to the current arrangements including delegated powers having previously been approved for The Clerk and RFO. In addition, The Clerk reminded Councillors that committees had delegated powers to spend up to £1,000 on projects without the need for Full Council approval.

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

**CO2405.AN-09 To review the Terms of Reference of the Standing Committees**

**RESOLVED** that the review by The Clerk is noted and accepted.

**CO2405.AN-10 Appointment of Chairs to the Existing Committees**

The following nominations had been received.

**Community and Social Development Committee** – Cllrs Ian Scott

**Culture, Tourism and Communications Committee** – Cllr Angela O'Connor

**Environmental Committee** – Cllr Carrie Townsend Jones

**Finance and Compliance Committee** – Cllrs Rob Marshall and Pamela Erasmus

The following Chairs are duly appointed.

**Community and Social Development Committee** – Cllr Ian Scott

**Culture, Tourism and Communications Committee** – Cllr Angela O'Connor

**Environmental Committee** – Cllr Carrie Townsend Jones

**Finance and Compliance Committee** – Cllr Rob Marshall

Cllr Helen Nelson left the meeting at 6.57pm during this agenda item when the appointment of The Chair to The Finance and Compliance Committee was being discussed, returning at 7.01pm

Following the appointment of above chairs, Cllr O'Neill stated that MCC and the wider community would benefit from more recently appointed councillors taking the lead in relation to committees and suggested that such councillors should be considered when appointing vice chairs during May's Committee Meetings.

**CO2405.AN-11 Appointment of Members to Existing Committees**

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

**CO2405.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.

**CO2405.AN-13 Review of Representation on Work with External Bodies and Arrangements for Reporting Back**

**RESOLVED** that the existing arrangements be re-adopted.

**CO2405.AN-14 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 Hannah Hunter

**Ostreme Management Advisory Group** – Cllr Will Thomas

**Friends of Oystermouth Castle** – Cllr Rob Marshall and Cllr Richard Jarvis

**CO2405.AN-15 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 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 Pamela Erasmus

**CO2405.AN-16 Appointment of School Governors**

**RESOLVED** that the following councillors be re-appointed or appointed to the primary schools listed below:-

**Whitestone** – Cllr Pam Erasmus

**Newton** – Cllr Rob Marshall

**Oystermouth** – Cllr Carrie Townsend Jones

**St. Davids** – Cllr Emilie Cox

**Llwynderw** Cllr Rhian Evan

**Mayals** – Cllr Rebecca Fogarty

**CO2405.AN-17 Review of Inventory of Land and Other Assets including Buildings and Office Equipment**

A draft report has been submitted to Full Council, matter deferred to Full Council Meeting of 14<sup>th</sup> May 2024.

**CO2405.AN-18 Confirmation of arrangements for Insurance Cover in respect of all Insurable Risks**

The Clerk confirmed that the insurance cover had been renewed but on a three-year basis thus obtaining a cheaper premium. Insurance covers all insurable risks including The Mumbles Skatepark, Langland Tennis Courts and Fun Days.

**CO2405.AN-19 Review of Council’s Complaints Procedure**

**RESOLVED** that the existing procedure is currently under review, but once prepared should be made accessible to all Councillors.

**CO2405.AN-20 Review of the Council’s Policies, Procedures and Practices in respect of its obligations under the Freedom of Information and Data Protection Legislation**

Currently under review.

**CO2405.AN-21 Review of the Council's Expenditure incurred under S137 of the Local Government Act 1972 or the Power of Well-being**

The Clerk reported that expenditure incurred under S137 of the Local Government Act 1972 had previously been circulated and included a Memorial Tree to the previous Clerk.

**CO2405.AN-22 Review of Councillors Attendance at Council and Committee Meetings**

Tables of attendance of Councillors at meetings circulated prior to meeting.

**RESOLVED** that the reports be noted.

**CO2405.AN-23 Determining the Time and Place of Ordinary Meetings up to and including the next Annual Meeting of Council**

It was agreed at The Full Council Meeting on 9<sup>th</sup> April 2024 that the Committee meetings will be held on the days and times shown below and Committees will have discretion on holding meetings in December 2024.

**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

**RESOLVED** that 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.

**Meeting Finished** at 7.30pm

## Appendix 1

### Committee Listing 2024/25

#### Community and Social Development (9)

Ian Scott (Chair)  
Phil Keeton  
Angela O'Connor  
Emilie Cox  
Pamela Erasmus  
Rhian Evans  
Sara Keeton  
Francesca O'Brien  
Will Thomas

#### Environmental (7)

Carrie Townsend Jones (Chair)  
Helen Nelson  
Sara Keeton  
Emilie Cox  
Rhian Evans  
Phil Keeton  
Rhian Evans

#### Personnel (7)

Martin O'Neill (Chair)  
Pamela Erasmus  
Sara Keeton  
Rob Marshall  
Angela O'Connor  
Ian Scott  
Carrie Townsend Jones

#### Culture, Tourism and Communications (7)

Angela O'Connor (Chair)  
Rob Marshall  
Martin O'Neill  
Tim Zhou  
Richard Jarvis  
Rhian Evans  
Hannah Hunter

#### Finance and Compliance (9)

Rob Marshall (Chair)  
Ian Scott  
Tim Zhou  
Sara Keeton  
Hannah Hunter  
Martin O'Neill  
Mike Parkin  
Pam Erasmus  
Carrie Townsend Jones

#### Appeals (2)

Phil Keeton  
Hannah Hunter