

## **Minutes of the Monthly Meeting of Mumbles Community Council held on 8 October 2024 at 6.30pm (Hybrid Meeting at the Ostreme Centre and via Teams)**

**Members Present:** Cllrs Martin O'Neill (Chair), Rob Marshall, Francesca O'Brien, Ian Scott, Sara Keeton, Carrie Townsend Jones, Pamela Erasmus, Angela O'Connor, Tim Zhou, Helen Nelson, Rhian Evans and Phil Keeton.

**Officers Present:** Paul Beynon – RFO, Diane Athernought – Customer Services Officer and Ian Hughes – CSO

**C02410-01 Apologies for Absence:** Cllrs Hannah Hunter and Will Thomas (Vice-Chair),

**C02410-02 Declarations of Interest:**  
Cllr Ian Scott and CSO stated that they had a personal interest with the grant application in connection with Oystermouth Historical Association as they are a member and chair respectively of that society (**C02410-13** refers).

**C02410-03 Public Participation**  
Members of the public may make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

No members of the public were present and there were no representations from the public prior to the meeting commencing.

**C02410-04 Minutes of the Monthly Meeting held on 10 September 2024**

To approve the minutes of the Monthly Meeting held on 10 September 2024 as a true record.

**RESOLVED** to approve the minutes of the Monthly Meeting held on 10 September 2024 as a true record.

Cllr Tim Zhou arrived at the meeting at 6.33pm

**C02410-05 Clerk's Report**

The RFO, Paul Beynon stated that the Clerk, had returned to work on a phased basis on 7<sup>th</sup> October 2024 with a view to returning full time after four weeks.

The RFO also outlined that just over £6,600 had been awarded by SCC in grant money for an additional heritage-led event, 'Merry Mumbles' which is due to coincide with the Christmas Lights being illuminated in Mumbles.

**C02410-06 Chair's Report**

The Chair, Cllr O'Neill read out his report which has been circulated to all Council members. Within his report Cllr O'Neill highlighted the success of a recent well attended food festival at Oystermouth Castle and how much he had enjoyed a recent guided tour of Oystermouth Castle at the invitation of The Friends of Oystermouth Castle. Cllr O'Neill reflected on how fortunate we are to have such a significant and popular structure in our surroundings.

Cllr O'Neill paid tribute to Cllr Emilie Cox, following her resignation, who had made a valuable contribution to MCC. Following the departure of two councillors, the Council has been left quite depleted particularly in the running of some committees. When vacancies on the council arise there are procedures to follow, announcing the vacancy and giving local people the opportunity to call an election, if they so wish. Whilst stressing the duties placed upon the Council, Cllr O'Neill noted the significant resource implications with the last election costing £10,000.

Two such elections if called would cost a significant sum and Cllr O'Neill reminded councillors that if elections were not called the positions could be filled through the 'co-option' process, stressing however that it is important that the correct processes are abided to.

Cllr O'Neill also reminded councillors that our staff work diligently to service the council and that they have a duty not to make their duties any more onerous than they need to be. To this end can councillors strive to ensure that agenda items are submitted in a timely manner and that chairs and committee members ensure business is dealt with promptly and that meetings do not over run without significant reason.

Following the reading of the report by Cllr O'Neill a number of councillors reaffirmed the view of the chair that holding elections would be to the financial detriment of the Council but that the correct procedures must be followed. The cost of any elections would be funded through the Contingency Fund.

Cllr Helen Nelson arrived at the meeting at 6.40pm

**C02410-07 Financial Report for September 2024**

**RECOMMENDED** that

The payments made by the RFO in September 2024 are retrospectively approved.  
The budget monitoring report to 31/08/2024 is approved

Financial reports prepared by RFO Paul Beynon had previously been provided to councillors. The RFO provided a brief outline on the reports and offered to take questions in relation to these reports. No questions were raised.

Reports attached at **Annex A**

**RESOLVED** to retrospectively approve payments made by the RFO for September 2024.

**RESOLVED** to approve the budget monitoring report to 31/08/2024.

**C02410-08****Review of Grants Policy – Applications from National Charities**

To review how applications for grants from national charities are considered and to update the Grants Policy if necessary.

The RFO, Paul Beynon outlined how following a recommendation from the Finance and Compliance Committee he and the Chair, Cllr O'Neill had researched the options in relation to MCC supporting national charities through grants. In particular whether supporting national charities fell outside the remit of grant funding by a community council.

The RFO had sought advice from One Voice Wales who provided a report which was circulated to councillors prior to the meeting. In essence the scope for funding is quite extensive although providing money outside of the UK is not permitted.

The Chair, Cllr O'Neill had contacted other comparable community councils and although no definitive guidelines are in place the general consensus amongst other councils is that any grant provided should benefit those within the community in question.

A lengthy debate ensued amongst councillors who made a number of wide ranging comments and proposals, including the following points:-

- Grant applications should be for local causes only
- Granting to national charities would result in a 'flood' of applications some of whom would be professional applicants
- In the event of money being provided to national charities a cap should be made either to the grant in question or an annual cap to all national charities due to finite budget available.
- The relationship of national charities working locally was discussed e.g. RNLI and The Scout Association where valuable work is done locally but the money is donated to a national body. In addition other charities such as cadets within the armed services have registered autonomous charities locally.
- A further 'blurring' of the issue involved local activities covering the area beyond MCC for example where parts of Gower such as Pennard and Bishopston are included within applications and additional grants to other councils are being

- It was proposed that a flow chart be designed to assist in local needs being addressed through the use of pertinent question to applicants.

**RESOLVED:** That the RFO assisted by councillors will work on the above observations and provide a proposal for Full Council at their November Meeting.

**C02410-09 Report from Chair of Finance and Compliance Committee**

Cllr Rob Marshall outlined that the main focus of the previous meeting revolved around the issue of donating to national charities which had been discussed under agenda item [C02410-08](#). Other matters will be discussed under the committee's recommendations, agenda [C02410-13](#) refers.

**C02410-10 Report from Chair of Community and Social Development Committee**

Cllr Ian Scott stated that issues concerning the Community Asset Transfer relating to Hennebont Gardens are subject to a recommendation agenda item [C02410-13](#) refers. Additionally Cllr Scott outlined developments relating to exercise equipment on Mumbles Front and within Underhill Park, where information is being sought from SCC and budget proposal forms and being prepared. Additionally quotes in relation to fencing and re-surfacing of Langland Tennis Courts are in hand.

**C02410-11 Report from Chair of Environmental Committee**

Cllr Carrie Townsend Jones had provided a written report which had been circulated to councillors prior to the meeting. Again recommendations made by the committee are detailed within agenda item [C02410-13](#). Highlights of the report include planning permission for the gazebo in Clyne Gardens being approved by SCC, liaison with Friends of Clyne Gardens continue. Approval for The Keep Wales Tidy Hub at Ostreme has been achieved, with a launch date to be fixed, grant approval has also been obtained for local footpaths including Washinghousebrook Woods. In addition four budget proposal forms have been submitted to date.

**C02410-12 Report from Chair of Culture, Tourism and Communications Committee**

Cllr Angela O'Connor again outlined that recommendations made by the committee are detailed within agenda item [C02410-13](#).

**C02410-13 Committee Recommendations**

To consider the recommendations to Council made by Committees at their September meetings.

**The Chair outlined the following recommendations from The Finance and Compliance Committee held on 16 September 2024****1. Cardiac Risk in the Young (CRY) Grant Application**

Grant Application for £5,000 to contribute towards the screening of 100 young persons aged between 14 and 35 in relation to identifying heart-related issues.

The committee recommended that Full Council make a decision in relation to this grant application and that advice be sought through Full Council for guidance on how MCC should contribute to national charities in relation to future grant applications.

**RESOLVED:** that as these recommendations relate to a national charity any decision should be deferred until appropriate guidelines have been obtained as detailed under agenda item [C02410-08](#)

**2. St John's Ambulance Gower Division Grant Application**

Grant Application for £5,000 to contribute towards the purchase of vital equipment for volunteers and includes expenditure for training

The committee recommended that Full Council make a decision in relation to this grant application. and that advice be sought through Full Council for guidance on how MCC should contribute to national charities in relation to future grant applications.

**RESOLVED:** that as these recommendations relate to a national charity any decision should be deferred until appropriate guidelines have been obtained as detailed under agenda item [C02410-08](#)

**3. Kids Cancer Charity Grant Application**

Grant Application for £1,000 to support families in Mumbles who have children diagnosed with cancer respite breaks.

A discussion again took place in relation to the role of MCC in relation to national charities albeit that two families have been identified within The MCC area.

**RESOLVED** not to approve a grant application for £1,000 to support families in Mumbles who have children diagnosed with cancer respite breaks.

#### **4. Sunday Tea Room Grant Application**

Grant Application for £425, to provide elderly residents of MCC with monthly Sunday afternoon tea.

During the discussion on whether this application related to a national charity, Cllr Townsend Jones outlined that although the application relates to a national charity, this only acts as a 'sign-post' for individuals to contract the local charity in question.

**RESOLVED:** that using the **Budget FC1**, the amount of £425 be granted to provide elderly residents of MCC with monthly Sunday afternoon tea.

#### **5. Oystermouth Historical Association Grant Application**

Grant Application for £913.97, to provide equipment for the digitalisation of The Oystermouth Historical Association's Archive

During the discussion on the above The CSO and Cllr Rob Marshall left the meeting between 7.33pm and 7.36pm.

**RESOLVED:** that using the **Budget FC1**, the amount of £913.97 be granted for the digitalisation of The Oystermouth Historical Association's Archive.

#### **The Chair outlined the following recommendation from The Community & Social Committee held on 18 September 2024**

##### **Update re- Community Asset Transfer of Hennebont Gardens.**

The committee recommended that Full Council make a collective decision on whether a Community Asset Transfer for Hennebont Gardens should be progressed.

A discussion took place on the relationship between SCC and MCC for on-going maintenance of Hennebont Gardens. The general consensus of the committee was that further information was required.

**RESOLVED:** that MCC should not progress a Community Asset transfer in relation to Hennebont Gardens.

Cllr Rob Marshall left the meeting between 7.38pm and 7.40pm.

#### **The Chair outlined the following recommendations from The Environmental Committee held 23 September 2024**

##### **1. Promoting volunteer days**

A questionnaire prepared by Robert Hernando, The Environmental Officer had been circulated to committee members prior to the meeting.

It was recommended to Full Council that Robert Hernando be authorised to carry out a survey in relation to volunteer recruitment, using the form previously circulated.

**RESOLVED:** that Robert Hernando be authorised to carry out a survey in relation to volunteer recruitment, using the form previously circulated.

## **2. Environmental Green Fair**

The Chair of the committee, Cllr Townsend Jones outlined how a stand organised by MCC at the forthcoming Environmental Fair could promote Plastic Free Mumbles, Mumbles Buzz in Bloom and other relevant events. The event is due to take place on Saturday 23<sup>rd</sup> and Sunday 24<sup>th</sup> November 2024 at the National Waterfront Museum, Swansea.

**RESOLVED:** to approve the provision of a stall at the forthcoming Environmental Green Fair as detailed above

Cllr Pamela Erasmus arrived at the meeting at 7.43pm

## **The Chair outlined the following recommendations from The Culture, Tourism and Communication Committee held on 25 September 2024**

### **1. Calendar of Events**

Discussion took place over benefits of having a long-term calendar of events, which would allow for preparations to be made including the booking of facilities and costings to be made.

During the discussion that followed councillors raised concerns that they might lose oversight of events taking place, lose budgetary discipline and that all committees should be reflected in the calendar.

The Chair, Cllr O'Neill outlined that the calendar would not undermine the decision making of Full Council but was only intended to facilitate the organisation necessary for Claire Anderson to prepare for events in a timely fashion. In addition The RFO reminded Full Council that any decision making would be dependent upon budget availability.

Cllr O'Neill proposed that the calendar of events be agreed until the end of the financial year (March 2025) and that the issue be brought back to Full Council in April 2025 for further consideration.

**RESOLVED:** That the calendar of events and associated delegated powers to arrange such events as outlined by the Culture, Tourism and Communication Committee be agreed until the end of the financial year (March 2025) and that the issue be brought back to Full Council in April 2025 for further consideration.

Cllr Rhian Evans left the meeting at 8.05pm

### **2. Mumbles Folk and Blues Festival Update**

Recommended that Full Council approve a Mumbles Folk and Blues Festival on Sunday 4<sup>th</sup> October 2025 with delegated powers to arrange the event being provided to the Culture, Tourism and Communication Committee. Financing the event will be subject to budgetary availability.

During the discussion Cllr Jarvis outlined how the event would coincide with Mumbles Octoberfest and that no financial support from MCC was anticipated due to sponsorship and the self-funding of the venues in question.

**RESOLVED:** That the Mumbles Folk and Blues Festival take place on Sunday 4<sup>th</sup> October 2025 with delegated powers to arrange the event being provided to the Culture, Tourism and Communication Committee be approved.

### 3. VE 80<sup>th</sup> Anniversary Celebrations

Claire Anderson had prepared a budget proposal form which had been circulated to committee members prior to the meeting. It was suggested to hold an event to commemorate the 80<sup>th</sup> anniversary of the Victory in Europe on Thursday 8<sup>th</sup> May 2025 at The Ostreme Centre. The event will be hosted by Rob Pendry with wartime music being played and afternoon tea being provided. Together with decorations and other ancillary expenditure the overall cost is expected to be in the region of £1,840.

**RESOLVED:** To approve a VE 80<sup>th</sup> Anniversary Celebration on Thursday 8<sup>th</sup> May 2025 at the Ostreme Centre at a cost of up to £2,000 subject to budget availability.

### 4. Newsletter

The Chair, Cllr O'Neill set out the options of retaining the current system of circulating printed newsletters as opposed to moving towards the letters being digitally circulated.

It was noted that elderly residents may potentially miss out on information through lack of internet access and it was suggested that a limited number of newsletter be made available at key locations such as cafes, libraries, doctors surgeries, allowing elderly residents access to them. In addition, newsletters could be made available at Ostreme.

**RESOLVED:** That approval be given to greater use of a digital newsletter, to be used in conjunction with a limited distribution of a printed newsletter.

### 5. Halloween Disco for 11-17yrs at CU

Claire Anderson had prepared a budget proposal form which had been circulated to committee members prior to the meeting. Claire outlined that the age group in question was not well catered for within MCC and that this disco would be a 'pilot' for other such events including a Christmas Disco. Funding would be covered through the use of the current underspent budget and the cost of venue, snacks and DJ would amount to £565.

**RESOLVED:** To accept the recommendation that a Halloween Disco take place as set out above on Tuesday 29<sup>th</sup> October 2024.

The cost of the event will be £565 which will be funded through an underspent budget in 2024/25. .



## 6. Honour of Mumbles

A discussion took place on how best to honour local persons who have made a valuable contribution to the area

**RESOLVED:** That a policy for honouring local persons within MCC for their notable contribution to the area be devised and brought back to Full Council for consideration.

### C02410-14

#### Exclusion of Press and Public

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that the press and public be excluded for the following items of business due to the confidential nature of the business to be transacted.

**RESOLVED** that due to the confidential nature of the business to be discussed, the press and public be excluded from the meeting.

### C02410-15

#### Underhill

Discussion on progress at Underhill.

**RESOLVED** that MCC accept the recommendations previously submitted in relation to the development of a sports bar in the Pavilion subject to MCA agreeing to pay all legal fees incurred by MCC in relation to the recent amendments proposed.

Meeting Finished at 8.21pm

Next meeting: Full Council 12<sup>th</sup> November 2024

# ANNEX A

## **Electronic and Cheque Payments for Retrospective Approval**

**September 2024**

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02/09/24	Swansea Council – Ostreme Trade Waste September 2024	15.60	0.00	15.60
02/09/24	Dwr Cymru Welsh Water – Ostreme Water September 2024	47.50	0.00	47.50
02/09/24	Nisbets - Flask	36.48	7.29	43.77
03/09/24	Lidl – Boarspit Bash Supplies	18.58	0.00	18.58
03/09/24	B & M – Boarspit Bash Supplies	14.98	0.00	14.98
03/09/24	Home Bargains – Boarspit Bash Supplies	36.21	0.00	36.21
03/09/24	M&S – Coffee with Friends 03/09/2024	14.05	0.00	14.05
09/09/24	M&S – Coffee with Friends 10/09/2024	20.15	0.00	20.15
11/09/24	Louise Davies – Ostreme Relief Cleaner	160.00	0.00	160.00
11/09/24	Penguin Recruitment – Temporary Admin Assistant W/C 02/09/2024	376.80	75.36	452.16
13/09/24	Banner Business Solutions – Desk Diaries	17.39	3.48	20.87
13/09/24	Banner Business Solutions – Flipchart Easel	49.00	9.80	58.80
13/09/24	Banner Business Solutions – Desk Diary	3.50	0.70	4.20
13/09/24	Zombie Plastics CIC – Family Fun Day Recycling Workshop	400.00	0.00	400.00
13/09/24	Mr Superwhippy – Boarspit Bash Ice Cream	187.50	0.00	187.50
13/09/24	Mumbles Rangers – Family Fun Day Football Coaching	50.00	0.00	50.00
13/09/24	K Evans Electrical – Replacement Strip Light Ostreme Centre	100.00	20.00	120.00
13/09/24	Charlotte Perkins – Boarspit Bash Baby Ballet Session	50.00	0.00	50.00
13/09/24	Diane Athernought – Office Milk 02/09	1.20	0.00	1.20
13/09/24	Diane Athernought – Office Milk 09/09	1.20	0.00	1.20
13/09/24	Diane Athernought – Blue Tac	6.69	0.00	6.69
13/09/24	In House Ents – Boarspit Bash	315.00	63.00	378.00
13/09/24	Medieval Gower School Project - Grant	2,000.00	0.00	2,000.00
13/09/24	Penguin Recruitment – Temporary Admin Assistant W/C 09/09/2024	376.80	75.36	452.16
13/09/24	Open Spaces Society – Membership 2024/25	45.00	0.00	45.00
16/09/24	M&S – Coffee with Friends 17/09/2024	21.45	0.00	21.45
16/09/24	Giff Gaff – RFO Mobile Phone September 2024	5.00	1.00	6.00

17/09/24	Newhall Janitorial – Ostreme Supplies	41.21	8.24	49.45
17/09/24	Gower Unearthed – Story of Mumbles August 2024	1,100.00	0.00	1,100.00
20/09/24	Buzzy Bee Face Painting – Boarspit Bash	110.00	0.00	110.00
20/09/24	Penguin Recruitment – Temporary Admin Assistant W/C 16/09/2024	376.80	75.36	452.16
20/09/24	Diane Athernought – Office Milk 16/09	1.20	0.00	1.20
20/09/24	Cllr Rhian Evans – Boarspit Bash Milk	3.38	0.00	3.38
20/09/24	Diane Athernought – Office Milk 19/09	0.85	0.00	0.85
20/09/24	Claire Anderson – Boarspit Bash Supplies	4.99	0.00	4.99
20/09/24	Claire Anderson – Boarspit Bash Supplies	4.92	0.00	4.92
20/09/24	Claire Anderson – Boarspit Bash Supplies	28.99	0.00	28.99
20/09/24	Claire Anderson – Boarspit Bash Supplies	8.49	0.00	8.49
20/09/24	CIA Fire and Security – Langland Tennis Courts Gate Repair	185.00	37.00	222.00
20/09/24	Dwr Cymru Welsh Water – Norton Nature Reserve Water August 2024	5.96	0.00	5.96
20/09/24	PHS Group - Personnel Hygiene Contract	87.04	17.41	104.45
23/09/24	Barclaycard Statement September 2024 – see below	426.93	0.00	426.93
24/09/24	M&S – Coffee with Friends 24/09/2024	19.15	0.00	19.15
25/09/24	Staff Salaries – September 2024	13,880.11	0.00	13,880.11
25/09/24	Staff Telephone Allowances – September 2024	50.00	0.00	50.00
26/09/24	St John Ambulance – First Aid Training	290.00	58.00	348.00
26/09/24	St John Ambulance – First Aid Training	290.00	58.00	348.00
26/09/24	St John Ambulance – First Aid Training	290.00	58.00	348.00
26/09/24	Apogee - Photocopier	223.75	44.75	268.50
26/09/24	Circus Eruption – Family Fun Day Workshop	380.00	0.00	380.00
26/09/24	SA1 Creative – Multimedia Consultant September 2024	700.00	140.00	840.00
26/09/24	PPL PRS – Boarspit Bash Music Licence	252.57	50.52	303.09
26/09/24	Npower – Electricity West Cross Christmas Tree August 2024	55.21	2.76	57.97
26/09/24	Jargon 3 – Ostreme H & S Consultant August 2024	242.50	0.00	242.50
26/09/24	NSP HR Solutions – Retainer August 2024	325.00	65.00	390.00
26/09/24	Banner Business Solutions – Paper Cups Family Fun Days	8.98	1.80	10.78
26/09/24	Banner Business Solutions – Paper Cups Family Fun Days	35.55	7.11	42.66

26/09/24	Banner Business Solutions – Pens	21.98	4.40	26.38
26/09/24	SA1 Solutiuons – IT Support	39.65	7.93	47.58
27/09/24	Total Energies – Ostreme Gas August 2024	55.81	2.79	58.60
27/09/24	HMRC – Payroll Deductions September 2024	5,241.93	0.00	5,241.93
27/09/24	Linden Church - West Cross Youth Club Annual Grant 2024/25	5,000.00	0.00	5,000.00
27/09/24	Cllr Phil Keeton – West Cross Warm Hub 20/09	14.18	0.00	14.18
27/09/24	Cllr Phil Keeton – West Cross Warm Hub 06/09	17.78	0.00	17.78
27/09/24	Cllr Phil Keeton – West Cross Warm Hub 20/09	4.20	0.00	4.20
27/09/24	Cllr Phil Keeton – West Cross Warm Hub 02/08	27.03	0.00	27.03
27/09/24	Fresh Creative – Cllr Helen Nelson Electric Boxes	960.00	0.00	960.00
27/09/24	OCA – Broadband and Phone September 2024	72.29	0.00	72.29
27/09/24	Penguin Recruitment – Temporary Admin Assistant W/C 23/09/2024	376.80	75.36	452.16
27/09/24	Swansea Council – Pension Contributions September 2024	4,129.39	0.00	4,129.39
30/09/24	UK Debt Management Office – Underhill Loan Repayment	48,694.32	0,00	48,694.32
30/09/24	Curry's – E&SEO Mobile Phone	115.83	23.17	139.00
30/09/24	All Saints Church – Lease Q2 2024/25	3,750.00	0.00	3,750.00
	<b>Total</b>	<b>92,319.85</b>	<b>993.59</b>	<b>93,313.44</b>

### Barclaycard Purchases – September 2024 Statement

	£
Adobe - Adobe Creative	56.98
Microsoft Corp – Online Services	199.76
Microsoft Corp – Online Services	147.00
Breathe – HR System	21.60
Google – Storage	1.59
<b>Total</b>	<b>426.93</b>

<b>2-</b>	<b>Income – September 2024</b>	<b>£</b>
	Boels Rental – Generator Refund	150.00
	Nisbets – Flask Refund	43.76
	Ostreme Centre – Income September 2024	3,428.88
	<b>Total</b>	<b>3,622.64</b>

<b>3 –</b>	<b>Bank Balances as at 01/10/2024</b>	<b>£</b>
	Current Account	14,504.06
	Savings Account	403,012.47
	<b>Total</b>	<b>417,516.53</b>

**Budget Monitoring to 31/08/2024**

The Budget Monitoring reports to 31/08/2024 are summarised in the table below.

<b>Service</b>	<b>Budget £</b>	<b>Actual £</b>	<b>+/- Under/Over £</b>
Community & Social Development	151,200	57,272	93,928
Culture, Tourism & Communications	89,450	34,541	54,909
Environmental	43,500	-4,733	48,233
Finance & Compliance	170,600	40,805	129,795
Ostreme Centre	32,900	7,308	25,592
General Fund	48,700	26,032	22,668
Office Costs	2,850	2,140	710
Payroll	255,100	98,201	156,899
Contingency	69,150	0	69,150
<b>Total</b>	<b>863,450</b>	<b>261,566</b>	<b>601,884</b>

Actual expenditure to 31/08/2024 represents 22.2% of the annual budget for 2024/25.

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