

Minutes of the Monthly Meeting of Mumbles Community Council held on 10 December 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, Helen Nelson, Phil Keeton, Richard Jarvis, Rebecca Fogarty and Will Thomas (Vice-Chair).

Officers Present: Kerry-Leigh Grabham – Clerk, Diane Athernought – Customer Services Officer and Ian Hughes – CSO

Prior to the meeting commencing the Vice Chair, Cllr Will Thomas informed the meeting that the Chair, Cllr Martin O'Neill although present was not well enough to chair the meeting and that he (Cllr Thomas) would be doing so.

C02412-01 Apologies for Absence: Cllrs Tim Zhou and Rhian Evans

C02412-02 Declarations of Interest:

The Clerk declared a personal interest in **C02412-20**.

During the discussion on recommending a grant to Upper Norton Field Allotment Association (Agenda Item **C02412-14** refers) Cllr Townsend Jones declared a personal and prejudicial interest as an allotment holder within the association in question. Cllr Fogarty declared a potential personal interest due to her father being an allotment holder within MCC. Both councillors left the meeting during voting.

C02412-03 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.

Three members of the public were present, Mark Child, Gary Burkhardt and John Norman and there were no representations from the public prior to the meeting commencing.

Both Mr Burkardt and Mr Norman were present in their capacity as candidates for the vacant councillor posts, **C02412-07** refers.

Cllr Thomas offered the members of the public an opportunity to contribute to the meeting which they all declined to do.

C02412-04 Minutes of the Monthly Meeting held on 12 November 2024

To approve the minutes of the Monthly Meeting held on 12 November 2024 as a true record.

RESOLVED to approve the minutes of the Monthly Meeting held on 12 November 2024 as a true record.

C02412-05 Clerk's Report

The Clerk outlined two main points.

Firstly, MCC had applied for a grant of £12,500 from SCC's Tackling Poverty Budget. £9,920 had been awarded which will contribute to a number of events, in particular Half Term Fun Day Events and additional Coffee With Friends events.

Secondly the Christmas Office hours were detailed with the office being closed from noon on Friday 20th December 2024 until 9am on Monday 6th January 2025. Officers will be available through a call out system.

In addition The Clerk thanked Officers and Councillors for putting up the Christmas decorations inside and outside the Ostreme Centre.

Cllr Helen Nelson arrived at 6.33pm

C02412-06 Chair's Report

Cllr Thomas read out the Chair's report which had been circulated to all Council members. Cllr Thomas highlighted the success of recent events including The Essence of Mumbles, The Christmas Lights Switch On, which had been well attended and The Christmas Lunch at the Newton Community Hall. Complaints had been received in relation to fireworks at the Christmas Lights Event and this matter is in hand.

The Chair also wished to thank Councillors and Officers for their response to Storm Darragh.

Cllr Angela O'Connor arrived at 6.38pm

C02412-07 Co-Option

Mayals Ward – 1 Candidate

Oystermouth Ward – 3 Candidates

A) Statements of Interest from Candidates

Cllr Thomas outlined that only one candidate, Laura Gilbert had been received for the Mayals Ward vacancy and that her personal statement had been circulated to Councillors. Cllr Thomas invited all Councillors to vote on whether to accept this nomination.

RESOLVED: To approve Laura Gilbert as a MCC Councillor within The Mayals Ward subject to the necessary declaration being completed.

Cllr Thomas outlined that applications from three candidates had been received for the vacancy within The Oystermouth Ward, Trevor Carr, John Norman and Gary Burkhardt. All candidates had made personal statements which had been provided to councillors.

Clr Thomas then managed a vote by councillors on who should be nominated as the Oystermouth Ward Councillor. Both Mr Norman and Mr Burkhardt were present during this process. Mr Carr received the most votes during the second round of voting.

RESOLVED: To approve Trevor Carr as a MCC Councillor within The Oystermouth Ward subject to the necessary declaration being completed.

**C02412-08 Financial Report for November 2024
RECOMMENDED that**

- B) The payments made by the RFO in November 2024 are retrospectively approved.
- C) The budget monitoring report to 31/10/2024 is approved
- D) To consider 2025/2026 Hire Fees

Financial reports prepared by RFO Paul Beynon had previously been provided to councillors. The Clerk 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 November 2024.

RESOLVED to approve the budget monitoring report to 31/10/2024.

RESOLVED to approve the 2025/26 Hire Fees as proposed with the amendment that Ostreme Hire Fees increase by £1 'across the board'.

C02412-09 Review of Policies

- A) Pay Policy

Recommendations in relation to staff salaries, NI contributions and pensions made by a sub-group of The Finance and Compliance Committee outlined in document circulated to members prior to the meeting.

RESOLVED to approve the recommendations made by the sub-group in relation to Pay Policy.

- B) Safeguarding Policy

The Clerk had carried out a review of Safeguarding Policies including the need for all Councillors to undergo DBS checks in light of their participation at events such as Fun Days where children participate. The cost implications for DBS checks are minimal and will be accommodated through The Contingency Fund.

RESOLVED to approve the Safeguarding Recommendations as outlined in the circulated policy document.

C) Terms and Condition of Hire Policy

Recommendations in relation to the hire of The Ostreme Centre outlined in document circulated to committee members prior to meeting. Further to this report the Manager of The Ostreme Centre had proposed changes to the timings of payments under Point 22.1, namely that regular hirers will be invoiced on the 1st of every month with payment due by the 25th of the month.

RESOLVED to approve the report previously circulated to Council and to include the amendment proposed by the Ostreme Manager outlined above.

C02412-10 Report from Chair of Finance and Compliance Committee

Cllr Rob Marshall outlined that the main focus of the previous meeting had revolved around grant application which had either been deferred until January's Meeting pending additional information or will be the subject of a recommendation to be discussed under agenda item [C02412-14](#).

C02412-11 Report from Chair of Community and Social Development Committee

Cllr Ian Scott stated that issues concerning the exercise equipment on Mumbles Front at West Cross will be the subject of a committee recommendation, agenda item [C02412-14](#) refers. Cllr Scott confirmed that fencing and re-surfacing issues at Langland Tennis Courts were progressing.

Between 7.00 and 7.03pm there was a break in communication resulting in remote contributors to the meeting not being able to participate. During this period the meeting was suspended. Following the resumption of the meeting Cllr O'Brien re-joined at 7.05pm

C02412-12 Report from Chair of Environmental Committee

Cllr Carrie Townsend Jones was grateful to the RFO's contribution at November's Committee Meeting in relation to the 2025/26 Budget agenda item. The Big Climate Leap Working Group is being organised, but Cllr Townsend Jones is still hopeful that Councillors outside of The Environment Committee will contribute. Plans had been received for the development of Jubilee Gardens and The Clerk together with the Environmental Officer, Robert Hernando are working closely with SCC to resolve SAL issues and complete grant spending within timescale (end of March 2025).

ACTION: Cllr Townsend Jones to forward plans of proposed changes to Jubilee Gardens to all councillors.

C02412-13 **Report from Chair of Culture, Tourism and Communications Committee**

Cllr Angela O'Connor stated that there would be a full de-brief on the Christmas Lights Switch On Event which will include the issue of fireworks being used, Full Council will be updated in due course.

C02412-14 **Committee Recommendations**

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

Cllr Thomas outlined the following recommendation from The Finance and Compliance Committee Meeting held on 18 November 2024

Recommended that Upper Norton Field Allotment Association receive a Grant Application for £1,836 to contribute towards the completion of boundary fencing along the eastern perimeter of the allotments.

For reasons declared at [C02412-14](#) both Cllr Townsend Jones and Cllr Fogarty left the meeting during voting between 7.17 and 7.19pm

RESOLVED that a grant of £1,836 be made to The Upper Norton Allotment Association, towards completion of a boundary fence from **Budget FC1**.

Cllr Thomas outlined the following recommendation from The Community & Social Committee held on 20 November 2024.

Recommended that MCC purchase three pieces of exercise equipment for The West Cross Seafront. The cost of £4,051 includes the purchase of three pieces of equipment, their transportation and installation.

RESOLVED: To purchase and install three pieces of exercise equipment for The West Cross Seafront at a cost of £4,051 from **Budget CSD28**.

Cllr Thomas outlined the following recommendation from The Environmental Committee held 25 November 2024.

Recommended that following planning permission being obtained from SCC and liaison between Friends of Clyne and Environmental Committee Members, The RFO to arrange the transfer of £6,000 to Friends of Clyne to contribute towards a gazebo being installed in Clyne Park.

RESOLVED: That the RFO arrange the transfer of £6,000 to Friends of Clyne to contribute towards a gazebo being installed in Clyne Park from **Budget ENV28**.

Cllr Thomas outlined the following recommendations from The Culture, Tourism and Communication Committee held on 27 November 2024.

Recommended that MCC purchase floral displays using the peat-free option at a cost of £11,521. A discussion took place on the merits of using peat-free compost.

RESOLVED: that MCC purchase floral displays using the peat-free option at a cost of £11,521 from Budget CTC 14.

Recommended that the public make recommendations for nominees to be considered for The Honour of Mumbles Award. Each nominee will require a proposer and seconder from Councillors to go forward to a Full Council Committee Meeting where either one or two nominees will be awarded The Honour of Mumbles. The award will be presented by the Chair of MCC/Culture Committee during the MumblesFest Festival.

A discussion ensued in which it became apparent that further detail including the number of nominees and the venue for award presentations will be addressed at future Culture Committee meetings. Any financial cost incurred will be covered thorough a future virement from an underspent budget.

RESOLVED: that the public make recommendations for nominees to be considered for The Honour of Mumbles Award. Each nominee will require a proposer and seconder from Councillors to go forward to a Full Council Committee Meeting where either one or two nominees will be awarded The Honour of Mumbles. The award will be presented by the Chair of MCC/Culture Committee during the MumblesFest Festival or other venues to be decided.

Recommended that a section of The Ostreme Centre be illuminated during significant periods to highlight Baby Loss Awareness.

A discussion took place on how this arrangement could be carried out in conjunction with SCC and augment the arrangements already carried out by SCC.

The cost should be within £400 with funding being provided through the virement of funds.

RESOLVED: that a section of The Ostreme Centre be illuminated during significant periods to highlight Baby Loss Awareness.

C02412-15 Confirm Cllr R Fogarty as a member of Environmental Committee

RESOLVED: to confirm Cllr R Fogarty as a member of Environmental Committee

C02412-16 Confirm Cllr R Marshall as nominated Council representative for All Saints Church

This agenda item was removed.

C02412-17 To discuss additional funding for Mumbles Pavillion – Cllr F O’Brien

Cllr O’Brien set out a request on behalf of The RFO seeking additional funding to be made available for the renovation of the Mumbles Pavillion. In answer to questions from Councillors Cllr O’Brien stated that whilst quotations for work to be carried out had not been detailed the renovation would consist of a complete overhaul. The work will be carried out prior to MCC taking responsibility for the structure and due to this arrangement MCC will only be contributing to 30% of the overall cost involved. Precise figures are not yet available but additional funding is being sought at this stage to ensure that the redevelopment continues on schedule, Full Council will be appraised of developments and requests for further additional funding sought through Full Council if required.

Cllr Thomas thanked the Clerk and Cllr O’Brien for their commitment in progressing this matter and believed that such a valuable asset to the heritage of Mumbles should be preserved.

RESOLVED: that an additional £5,000 should be made available from The **Contingency Fund** and added to the existing £5,000 in order to progress the redevelopment of Mumbles Pavillion.

Mark Child left the meeting at 7.58pm

C02412-18 To discuss and agree relocation of MCC benches

Cllr O’Brien set out that after a prolonged period MCC still had a number of benches in temporary ‘storage’ near the seafront. The issue of relocating these benches had been beset with problems including the cost of transportation and installation. SCC have offered to take responsibility for the removal and installation of these benches in other parts of SCC. A number of Councillors were keen to make use of these benches within MCC.

ACTION: any councillor interested in installing benches within MCC to liaise with Cllr O’Brien who will be contacting SCC on 11.12.24 to establish whether benches can be ‘recycled’ within MCC.

RESOLVED that subject to Cllr O’Brien liaising with other councillors within MCC and SCC the benches be provided to SCC for ‘recycling’.

C02412-19 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.

Standing Orders were suspended, and the recording of the meeting was suspended at 8.06pm.

Gary Burkhardt and John Norman left the meeting at 8.06pm

C02412-20

Recommendations from Personnel Committee

The recommendations from Personnel Committee were discussed.

RESOLVED: to accept the recommendations from Personnel Committee

Diane Athernought, Ian Hughes and Cllr Marshall left the meeting during this agenda item between 8.06pm and 8.11pm

C02412-21

Report on Christmas Light Switch On

Update on the Christmas Lights Switch On provided by the Clerk.

Cllr O'Brien left the meeting at 8.17pm, returning at 8.21pm

Following this update The Full Council voted to extend the meeting beyond 8.30pm

Cllr Townsend Jones left the meeting at 8.31pm

C02412-22

Report on Mumblesfest

Agenda item deferred to January Meeting

C02412-23

Underhill - Legal Update

Cllr Will Thomas informed Full Council that legal issues were ongoing and that a further update will be provided at the January Meeting

Meeting Finished at 8.37pm

Next meeting: Full Council 14th January 2025

ANNEX A

Electronic and Cheque Payments for Retrospective Approval**November 2024**

		£	£	£
01/11/24	O'Brien Security Systems – Ostreme Burglar Alarm Service	50.00	10.00	60.00
01/11/24	DCWW – Ostreme Water November 2024	104.00	0.00	104.00
01/11/24	Cllr Sara Keeton – Halloween Party Food	35.54	0.00	35.54
01/11/24	Cllr Sara Keeton – Halloween Party Food	47.73	0.00	47.73
01/11/24	Cllr Sara Keeton – Halloween Party Food	52.26	0.00	52.26
01/11/24	Claire Anderson – Halloween Party Sweets	31.85	0.00	31.85
05/11/24	M&S – Coffee with Friends 05/11/2024	22.45	0.00	22.45
07/11/24	M&S - Essence of Mumbles Prize	100.00	0.00	100.00
07/11/24	Banner Business Solutions – Boarspit Bash Paper Cups	5.95	1.19	7.14
07/11/24	Banner Business Solutions – Ostreme Eye Wash Dispenser	19.50	3.90	23.40
08/11/24	Clear Translation – Welsh Translation September 2024	78.13	15.62	93.75
08/11/24	Gower Unearthed – Story of Mumbles October 2024	1,100.00	0.00	1,100.00
08/11/24	Managed Technology – Photocopier Usage September 2024	5.48	1.10	6.58
08/11/24	B&Q – Sand and Cement for Ostreme Paths and Paving	86.95	17.40	104.35
11/11/24	EDF – Ostreme Electricity	603.05	30.15	633.20
11/11/24	M&S – Coffee with Friends 12/11/2024	12.00	0.00	12.00
14/11/24	Diane Athernought – Office Milk 28/10/2024	1.30	0.00	1.30
14/11/24	Diane Athernought – Office Milk 07/11/2024	1.30	0.00	1.30
14/11/24	Claire Anderson - Meeting Expenses	9.90	0.00	9.90
14/11/24	Kerry Grabham – Meeting Expenses	6.00	0.00	6.00
14/11/24	Don Bagley – Paint for Ostreme Stage	18.00	0.00	18.00
14/11/24	Diane Athernought – Office Milk 04/11/2024	1.20	0.00	1.20
14/11/24	Cllr Carrie Townsend Jones – Mileage and Welsh course	174.92	0.00	174.92

15/11/24	Giff Gaff - RFO Mobile Phone November 2024	5.00	1.00	6.00
15/11/24	Natalie Anne Sealey – Halloween Party Face Painting	90.00	0.00	90.00
15/11/24	Jargon 3 – Ostreme H&S Consultant October 2024	242.50	0.00	242.50
15/11/24	One Voice Wales – Model Appraisal Documents	25.00	0.00	25.00
15/11/24	NSP HR Solutions – HR Consultant September 2024	325.00	65.00	390.00
17/11/24	Amazon – Elf Hats	26.59	5.34	31.93
18/11/24	Amazon – Christmas Lights	24.98	5.00	29.98
19/11/24	M&S – Coffee with Friends 19/11/2024	27.05	0.00	27.05
20/11/24	DCWW – Skatepark Water	100.42	0.00	100.42
20/11/24	Clr Sara Keeton – West Cross Warm Hub 08/11/2024	29.25	0.00	29.25
20/11/24	Diane Athernought – Office Milk 12/11/2024	1.20	0.00	1.20
20/11/24	Cash Hardware – Lanes of Mumbles Grant	330.00	0.00	330.00
20/11/24	Colloiuers Photo Imaging – Essence of Mumbles	92.25	18.45	110.70
20/11/24	All About The Image – Essence of Mumbles	95.00	0.00	95.00
20/11/24	Celtic Mowers – Leaf Blower	280.00	56.00	336.00
20/11/24	SA1 Solutions – IT Support	56.00	11.20	67.20
21/11/24	Amazon – Christmas Lights	30.81	6.16	36.97
21/11/24	Barclaycard Statement November 2024 – see below	424.93	0.00	424.93
22/11/24	Claire Anderson – Tinsel and Selection Boxes Merry Mumbles Event	64.43	0.00	64.43
22/11/24	Claire Anderson – LED Light Necklaces Merry Mumbles Event	27.98	0.00	27.98
22/11/24	Amusement Equipment Company – Food Boarspit Bash	300.00	0.00	300.00
22/11/24	Claire Anderson – Warning Signs Ostreme Christmas Tree	21.72	0.00	21.72
25/11/24	Staff Salaries – November 2024	15,905.22	0.00	15,905.22
25/11/24	Staff Telephone Allowances – November 2024	60.00	0.00	60.00
26/11/24	EPM Marketing – Merry Mumbles Event	3,665.00	0.00	3,665.00
26/11/24	Wickes – Picket Fence for Ostreme Christmas Tree	159.17	31.83	191.00
26/11/24	M&S – Coffee with Friends 26/11/2024	19.05	0.00	19.05

28/11/24	Total Energies – Ostreme Gas	282.44	14.12	296.56
28/11/24	DCWW – Jubilee Garden Water and Sewer Plans	13.56	0.00	13.56
28/11/24	Claire Anderson – Selection Boxes Merry Mumbles Event	186.30	0.00	186.30
28/11/24	Claire Anderson – Selection Boxes Merry Mumbles Event	44.15	0.00	44.15
29/11/24	Banner Business Solutions – Printer Paper, Ring Binders and Polypockets	41.45	8.29	49.74
29/11/24	Banner Business Solutions – Ostreme Warning Signs	48.30	9.66	57.96
29/11/24	Wild Horizons – Jubilee Garden Design	750.00	0.00	750.00
29/11/24	Clear Translation – Welsh Translation October 2024	591.60	118.32	709.92
29/11/24	Npower – Electricity West Cross Christmas Tree October 2024	57.28	2.86	60.14
29/11/24	HMRC – Payroll Deductions November 2024	6,540.52	0.00	6,540.52
29/11/24	SA1 Creative – Multimedia Consultant November 2024	700.00	140.00	840.00
29/11/24	NSP HR Solutions – HR Consultant October 2024	325.00	65.00	390.00
29/11/24	Don Bagley - Batteries	5.00	0.00	5.00
29/11/24	Elaine Wright – Fire Exit Signs	5.49	0.00	5.49
29/11/24	Diane Athernought – Office Milk 29/11/2024	1.20	0.00	1.20
29/11/24	Robert Hernando – Ostreme Christmas Tree Base	79.49	0.00	79.49
29/11/24	CLlr Sara Keeton – West Cross Warm Hub 15/11 and 22/11/2024	31.10	0.00	31.10
29/11/24	CLlr Sara Keeton – West Cross Warm Hub 22/11/2024	3.72	0.00	3.72
29/11/24	Virgin Media – Broadband and Phone November 2024	68.75	13.75	82.50
29/11/24	Koru Ecology Associates – Ostreme Planning Application	400.00	0.00	400.00
29/11/24	Diane Athernought – Office Milk 17/11/2024	1.20	0.00	1.20
29/11/24	SA1 Solutions – IT Support	217.75	43.55	261.30
29/11/24	Oystermouth Historical Society - Grant	913.97	0.00	913.97
29/11/24	Diane Athernought – Office Milk 21/11/2024	1.20	0.00	1.20
29/11/24	OCA – Broadband and Phone November 2024	72.29	0.00	72.29

29/11/24	Swansea Council – Pension Contributions November 2024	6,388.95	0.00	6,388.95
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Total	42,766.77	694.89	43,461.66
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Barclaycard Purchases – November 2024 Statement

	£
Adobe - Adobe Creative	56.98
Microsoft Corp – Online Services	197.76
Microsoft Corp – Online Services	147.00
Breathe – HR System	21.60
Google – Storage	1.59
Total	424.93

2- Income – November 2024

	£
Ostreame Centre – Income November 2024	10,951.88
Total	10,951.88

3 – Bank Balances as at 04/12/2024

	£
Current Account	12,148.75
Savings Account	338,731.85
Total	350,880.60

4 - Budget Monitoring to 31/10/2024

The Budget Monitoring reports to 31/10/2024 are summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social Development	156,200	105,414	50,786
Culture, Tourism & Communications	89,450	41,454	47,996
Environmental	43,500	-3,714	47,214

Finance & Compliance	170,600	51,420	119,180
Ostreme Centre	32,900	16,600	16,300
General Fund	48,700	30,211	18,489
Office Costs	2,850	2,889	-39
Payroll	255,100	139,589	115,511
Contingency	64,150	0	64,150
Total	863,450	383,863	479,587

Actual expenditure to 31/10/2024 represents 36.4% of the annual budget for 2024/25.

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