



Mumbles

Community Council

Councilors: Pam Erasmus, Rebecca Fogarty, Gareth Ford, Sara Keeton, Martin O'Neill, Will Thomas & Linda Tyler-Lloyd

You are **SUMMONED** to a **MEETING** of the **COMMUNITY & SOCIAL WELL-BEING COMMITTEE** of Mumbles Community Council to be held on Wednesday, 16 June 2021 at 6 pm, via Zoom.

Steve Heydon
Clerk to the Council
Dated 11 June 2021

AGENDA

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes of the meeting held on 19 May 2021**
- 4. Update on Skate Park**
- 5. Update on Underhill**
- 6. Langland Bay Tennis Courts – Courts 1 & 2**
- 7. Langland Bay Tennis Courts – Court 3 – Progress**
- 8. Mumbles Gardens (Tennis Courts & Bowls Pavilion)**
- 9. Grant Request from 1st Mumbles Scouts**

Grant application for £19,578 for hall refurbishment (see below)
- 10. Grant Application Process**
- 11. Review of the Committee Structure of the Council**

Report by Paul Egan, Deputy Chief Executive of One Voice Wales – see below

12. Financial Report

13. Items for social media & Website

MINUTES of the **COMMUNITY & SOCIAL WELL-BEING COMMITTEE MEETING** of Mumbles Community Council held on Wednesday, 19 May 2021 at 6 pm via Zoom

CS.21.064 Present

Councillors: Gareth Ford, Pam Erasmus, Rebecca Fogarty, Sara Keeton, Martin O'Neil, & Will Thomas

Co-opted Members: Jason Williams & Ian Thomas

CS.21.065 Officer Present

Steve Heydon (Clerk)

CS.21.066 Apologies

Councillors: Linda Tyler Lloyd

CS.21.067 Declarations of Interest

Will Thomas declared a personal interest in item CS.21.077 – Grant Request from Newton AFC because his son plays for them, and he occasionally helps with the coaching.

CS.21.068 Minutes of the Meeting held on 21 April 2021

RESOLVED to approve the minutes as a correct record.

CS.21.069 The meeting was adjourned to allow members of the public to speak.

CS.21.070 Update on Skate Park

Still awaiting outcome of judicial review.

CS.21.071 Update on Underhill

Our solicitor is in the final stages of negotiations, but at time of meeting have unfortunately hit an impasse.

ACTION – Clerk to circulate latest paperwork.

CS.21.072 Langland Bay Tennis Courts – Courts 1 & 2

Awaiting meeting with Tennis Wales for next steps.

CS.21.073 Langland Bay Tennis Courts – Court 3 and Basketball & Netball Provision

Request made to Swansea Council permission to do paint multi-court lines and install basketball nets. Awaiting response.

CS.21.074 Mumbles Gardens (Tennis Courts & Bowls Pavilion)

The second consultation workshop has been held. The final workshop - to allocate tasks to working party members – will take place shortly.

CS.21.075 Sea Wall Development

ACTION - Clerk to circulate details of Swansea Council's Sea Wall Consultation.

ACTION – Clerk, Chair and Chair of Council to meet to discuss process and Special Meeting.

CS.21.076 Grant Request from Mumbles Development Trust

Grant Request for £1,000 for preparation of a fundraising bid in respect of producing a Mumbles Railway Trail.

RECOMMEND that grant application be approved on the basis that we would like to work in partnership with MDT on the project.

CS.21.077 Grant Request from Newton Athletic FC

Grant request for £2,500 towards club development.

RECOMMEND that grant of £2,165 to cover the costs of items requested be approved

CS.21.078 Items for social media & website

Draft text for naming of the individual Langland Courts has been produced – should go out on social media next week.

Meeting ended at 6.57 pm

#107

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, June 01, 2021 11:26:08 AM
Last Modified: Tuesday, June 01, 2021 11:33:42 AM
Time Spent: 00:07:33
IP Address: 109.149.121.109

Page 1: Overview

Q1

Name of Organisation

1st Mumbles Scout Group

Q2

Name and official position of person in your organisation to contact about this application.

Steve Hardy - Group Scout Leader/Group Chairman

Q3

Contact Information

Email Address **s.j.hardy@swansea.ac.uk**
Phone Number **07967 808875**

Q4

Alternative Contact Name and Position

Andi Lyden - Group Treasurer

Q5

Alternative Contact Information

Email Address **alyden63@gmail.com**
Phone Number **07918 638380**

Q6

Name of project

Redevelopment of Sutton Hall Scout Headquarters

Q7

Amount of grant requested

£19,578

Page 2: About the project

Q8

What is the purpose of the project? (In not more than 150 words)

In our first application in 2020, we talked about the importance of Scouting and Guiding in Mumbles for over a century. We explained that Sutton Hall, which is the HQ for both organisations in Mumbles, is in desperate need of modernisation including making it 'disabilities friendly'. The application for MCC funding was towards this renovation project. We were very grateful to receive a grant of £6,942 from your 2020/21 budget to provide for an entrance ramp, railings and lighting. This work is due to start shortly. The next stage of the project for which we are applying for a grant towards is to install a Disabled Toilet. This requires some reconfiguration of the Entrance Hall with new entrances to the Gents Toilets and Stores in order to provide a suitable footprint for this toilet.

Q9

Date / Time

26/07/2021

Start date of project

Q10

Date / Time

02/09/2022

End date of project

Q11

Who will benefit from the project?

Our Hall is used by the Scout and Guide Associations for the specific purpose of providing those Associations' aims and objectives. These youth and adult members will clearly benefit from the improvements. Making our Hall more 'disabled friendly' will also enable those Associations to potentially recruit more members with disabilities. We recently had a physically disabled Cub who had to be carried up and down the concrete stairs to the Gents toilets. We anticipate that these improvements will also make our Hall a more viable and attractive option for other local clubs/groups/societies, mainly but not exclusively adults, who are looking for a venue. Over the last few years, we have received a number of tentative enquiries from other local clubs wanting to relocate. Until now we have been reluctant to open up the Hall to other groups in view of its rather 'sad' condition. Nevertheless, our Hall has been used very effectively by Kings Road Surgery during the pandemic to roll out their vaccination programme. We

Q12

How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

Currently we have approximately 150 local Beavers, Cubs, Rainbows, Brownies, Guides and Leaders and a further ~10 in the keep fit class. We would estimate that at least 50 more local users could result from making the facilities more widely available. Although the number of additional users is very important, just as important is the social benefit to the community. For example, although the drop-in centre may not attract a large number of participants, the benefits of such a facility are clear to see.

Q13

How will you monitor both the numbers participating and meeting of project objectives?

The Scout and Guide Sections keep their own attendance records, from which current numbers will be made available for scrutiny. The Project Manager and our Hall Development Group (consisting of a Leader, our Treasurer, one previous Leader and two ex-Executive members) run, monitor and discuss progress on the overall project and how the project objectives are being met. They will continue to monitor overall numbers and investigate and approach other potential Users in order to estimate the likely increase in numbers.

Q14

What is the total cost of the project?

£77,497

Q15

What amount of funding are you requesting from MCC?

£19,578

Q16

What amount of funding are you requesting from other bodies?

£14,897

Q17

When will you hear the result of this application?

Within the next 3 months

Q18

What is the amount of funding you are investing from your organisation's own sources?

£17,000

Q19

MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

Since their origins over 100 years ago, the Scouting and Guiding movements have always been at the heart of Mumbles life. Furthermore, Sutton Hall is a valuable asset to the village. Opened in 1976, the Hall has many of its original features and is rather outdated and 'tired' generally. It is in desperate need of renovation/improvement, for example the roof, the toilets and the kitchen all need extensive work. Also, the hall lacks adequate disabled facilities. The total cost of this redevelopment, to bring Sutton Hall into the 21st Century, is £77,497 with £45,600 being sought from MCC over a three year period. In addition to improving the facilities for current users, It will also provide the opportunity for more extensive use by other local organisations/clubs/societies. This grant will be used to create the additional space needed for a disabled toilet and install the toilet.

Q20

What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

The purpose of Scouting (taken from Policy, Organisation and Rules, The Scout Association, May 2021):

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Similarly, for Guiding (taken from Girlguiding.org.uk):

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

Q21

Yes

Does your organisation have a website?

Q22

If yes, please give details

www.1stmumblesscoutgroup.com

Q23

Yes

Is your organisation a registered charity?

Q24

Yes

Do you have a written constitution?

Q25

If yes, please attach copy

constitution.docx (44KB)

Q26

No

Can your company reclaim VAT?

Page 4: Major Capital Projects

Q27

Respondent skipped this question

Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

Q28

Respondent skipped this question

Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

Q29

I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

,

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

,

I accept the terms and conditions of grant.

Q30

Respondent skipped this question

I attach a copy of our most recently accounts.

Q31

Respondent skipped this question

I attach copies of our last 3 bank statements

Q32

Respondent skipped this question

I attach all quotes/estimates that we have.

Q33

How did you hear about MCC Grants?

From the MCC website

Subject: FAO Steve Heydon
Date: Tuesday, 1 June 2021 at 23:28:53 British Summer Time
From: Hardy S.J.
To: Mumbles Community Council
Attachments: hall redevelopment summary_25 05 21.xlsx

Hi Steve,

Hope you are keeping safe and well. You will see that we have submitted a further application for a £19,578 grant towards our 'Redevelopment of Sutton Hall Scout Headquarters' project from your 2021/22 budget.

This particular application is to enable us to put a disabled toilet in the hall. There are three elements:

1. Block up current access to Gents toilets and Stores to increase the disabled toilet footprint (£4,920);
2. Create new entrances to Gents toilets and Stores from Main Hall (£7,818) and
3. The disabled toilet itself (£6,840).

We appreciate that this is quite a large request so you may consider only funding part of this work from your current budget. In this case, Elements 1 and 2 need to be completed at the same time and before Element 3. This equates to £12,738.

I attach an updated version of our costings (now in Excel format, which I hope you can read). Can I highlight the following:

1. The cost of the new roof has increased from £5,000 (my original guesstimate) to £10,440. Not only was mine a significant underestimate, we also need to repair rotten fascia boards, cover with plastic and replace a large amount of guttering and down pipes. We have agreed this quotation and are waiting for the work to start.
2. We have also decided to replace all the obsolete fluorescent tubes with modern, low energy, more economical LED ones. Our Electrician also suggested that we should replace the current emergency lighting system, which is also dated. The cost has increased from £1,000 to £2,040. We have agreed this quotation and the work is starting this week.
3. We are waiting to be given a start date for the entrance ramp work.
4. The total project cost is now £77,497 of which we are contributing £17,000 and seeking grants of £13,198 from other sources.
5. The work/equipment from the COVID-19 resilience grant is now completed/purchased. We are hoping to reopen next week, subject to any changes in Government rules.

Please don't hesitate to contact me if you need further information.

Regards,
Steve.

Sent from my iPad

[Information and Data Protection Policy](#)

PROPOSED WORK ON SUTTON HALL

25/05/2021

ITEM OF WORK	COST PROJECTION	NOTES	SOURCE OF FUNDING	STAGE OF APPLICATION
New roof	£10,440		Group	
Entrance ramp, handrails, lights	£6,942	Recover VAT ?	MCC	
Block up current access to Gents & Stores to increase disabled toilet footprint	£4,920	Recover VAT ?	MCC	
Disabled toilet	£6,840	Recover VAT ?	MCC	
Refurbish Gents toilets	£7,440		MCC	
Refurbish Ladies toilets	£7,200		MCC	
Refurbish Entrance Hall	£4,440		MCC	
Create new entrances to Gents and Stores from the Main Hall	£7,818		MCC	
Disabled lift to stage	£8,500		Lottery	Re-submitting in June 21
Strengthen stage under lift	£200		Lottery	Re-submitting in June 21
Broadband and contract	£850		Lottery	Re-submitted
5 laptops	£2,000		Lottery	Re-submitted
New kitchen units	£1,648		Tesco	Submitted
Installation of kitchen	£1,000	Estimate	Group	
Hand sanitisers and refills	£456		COVID-19 resilience	Received
Safety signage	£75		COVID-19 resilience	Received
Hall clean plus products	£400		COVID-19 resilience	Received

MUMBLES COMMUNITY COUNCIL

REVIEW OF THE COMMITTEE STRUCTURE OF THE COUNCIL

April 2021

Prepared by Paul Egan, Deputy Chief Executive of One Voice Wales

1. INTRODUCTION

Mumbles Community Council commissioned One Voice Wales to undertake an assessment of its Committee structure based on the following agreed specification:

- a) To review the current terms of reference of the Council.
- b) To compare the terms of reference of Committees and other Groups in four selected Councils of a similar population size and budget level.
- c) To set out the terms of reference of comparable Councils in a tabulation to enable an effective comparison to be made.
- d) To offer several options for changing the terms of reference of the Council if this was considered to be desirable along with the likely benefits that could be achieved.

2. COMPARATORS USED FOR THE REVIEW

The four comparator Councils used for the assessment were as follows:

South Wales Town Council

West Wales Town Council

Mid Wales Town Council

South East Wales Town Council

Table 1 – This provides the Council with details of population, precept level, charge per band D household, summary of services and facilities and the committee structures of the comparators.

3. ADVANTAGES AND DISADVANTAGES OF COMMITTEE STRUCTURES

There are a range of advantages and disadvantages associated with Committee structures which can be summarised as follows:

Advantages

- Can be appointed on a short term or long-term basis as dictated by organisational needs, activities and resources of the Council
- They can work on behalf of the Council and they can establish Sub-Committees which enable them to break down the work further into more manageable quantities
- They can be established as advisory Committee saving Council time whilst at the same time enabling the Council to consider recommendations from Committees rather than going into depth in relation to all matters relating to their work
- Those with full delegated powers can make the Council's decision-making process more efficient and without them the full Council must meet whenever it needs to decide about Council business, responsibility for which has not been delegated to staff. Very regular meetings of the Council or indeed Committees if there are many of them can place a burden on Councillor's time
- Committees and Sub-Committees can include non-Councillors giving a wider perspective on matters
- They can harness the special interests, skills and knowledge of members
- They can be dissolved when there is no longer a need for them

Disadvantages

- ❖ If a Council or Committee assumes the responsibilities that it has delegated to a Committee or Sub-Committee, which it is free to do, this duplicates efforts and undermines the appointment of the Committee or the Sub-Committee
- ❖ If a Council or Committee routinely challenges the decisions of a Committee or Sub-Committee with delegated responsibilities, confidence in the Council as a whole is likely to suffer
- ❖ There may be an insufficient number of Councillors or non-Councillors available to appoint to Committees

- ❖ A Council may not have adequate staff resources to support the meetings of Committees and Sub-Committees.

4. KEY POINTS IDENTIFIED FROM THE COMPARISON

a) Mumbles CC has seven appointed Committees which appear to have some overlapping themes. These are supplemented by two sub-committees arranged of Working Groups detailed in Table 1 to this report.

b) Of the comparator Councils, the South Wales Town has 5 Committees, the West Wales Town has 3 Committees, the Mid Wales Town has 5 Committees, and the South East Wales Town has 4 Committees.

c) Some of the functions of comparator Towns have full delegation where appropriate.

d) The budget level of Mumbles CC is less than the comparator Towns and does not currently have such a wide range of facilities and services that as is the case with the comparator towns.

e) It would appear that the design of Committee structures in the comparator towns is cognisant of the level of staff resources available to support their structures coupled with the fact that I am aware that they have schedules of delegation in place for officers to deal with a range of appropriate matters.

f) Looking at the commonality of the structures (see Table 2) it can be seen that: -

a) All Councils have a **Personnel Committee** or something similar with differing descriptions such as Management Committee, Resources Committee or having the function linked to a Committee with wider terms of reference.

b) Four of five Councils have a **Finance Committee** or something similar with differing descriptions such as Resources Committee and in one case with wider terms of reference encompassing Policy and HR.

c) Only one Council has an **Appeals Committee** which is essential to enable the Council to deal with any appeals against disciplinary or grievance matters.

d) Mumbles CC has 4 different **Well Being** Committees based on a range of themes. Other Councils have different arrangements in place with one Council having an all-encompassing General Purposes Committee, another with

separate Regeneration and Community Engagement/Well-Being Committees, another with an Economy and Environment Committee and one with an Environmental, Planning and Development Committee.

e) Mumbles has a **Premises** Committee, one has a Services Committee and another with an Events, Venues and Open Spaces Committee.

f) None of the comparator Councils have a Joint Enabling Committee.

Table 3-6 will enable the Council to compare in more depth how other Councils manage their business through their respective Committee structures.

5. OPTIONS FOR CONSIDERATION

The structure of Committees in Mumbles CC is quite unique and differs markedly from the comparator Councils. Possible issues arising from the structure might be that terms of reference are over-lapping which can cause difficulties in relation to coordination of the different work streams. There may also be a difficulty in relation to the staff resources required to service each of the Committees and the amount of member time involved in relation to attendance.

If the Council wishes to review and possibly change the current structure there appear to be a few options available to it. These might include: -

a) The possibility of linking Finance, Personnel and Building Management matters within one Committee (e.g., One of the comparator Councils has what it calls a Management Committee, another calls it a Resources Committee and another example is one called a Policy Resources Finance HR and Appeals Committee).

b) I would suggest that an Appeals Committee should be a separate standing committee required to meet as and when required to deal with grievance and disciplinary appeals. This would enable the Council to have in place an appeals mechanism with members who are sufficiently independent and objective to hear appeals.

c) One Council has a Strategy and Corporate Projects Committee which does appear to be a sensible option given that the focus is on planning and developing corporate projects. Projects once completed come within the remit of a Services Committee. Other Councils consider such duties to be the responsibility of the full Council.

d) In terms of the focus that Mumbles CC has on 'well-being' in the title of all Committees, the Council might want to consider the creation of a single well-being Committee to focus on those elements of the well-being agenda of most importance to the community such as community engagement, special events tourism and leisure.

e) When the Council has sufficient facilities and services to manage it may be necessary to consider the creation of a separate Services Committee.

f) It is currently accepted that the environmental impact associated with all economic progress should be built into forward planning, and indeed, that there are intrinsic benefits to business and commerce adopting environmentally friendly practices. Accordingly, it would make sense to link environmental and economic matters.

In summary, the Council might want to consider creating a Committee structure comprising of no more than 3-4 active Committees plus full Council, with an Appeals Committee in place to meet on an ad hoc basis when needed. It is suggested that the possible structure might look as follows with a clear need for the first three and possible consideration of the fourth or incorporating the responsibilities of four into an overreaching full Council: -

Resources Committee (To deal with Finance, Premises and other physical resources such as parks, HR and Governance matters).

Community Engagement and Well-Being Committee (Engagement plans, partnership working and steering the well-being agenda)

Strategy and Corporate Projects Committee (Development of the corporate strategy, identification of corporate projects and review and monitoring of the strategy and project advancement)

Economy and Environment Committee (Specific focus on economic issues including tourism as well as the environmental issues affecting the community)

In time it may be necessary to create a **Services Committee** to create a governance arrangement for the practical elements relating to services and facilities delivered by the Council.

6. CONCLUSION

This report is intended to provide the Council with information to enable it to compare its own structure with comparator Councils and to generate discussion in relation to an assessment of its current governance structure enabling it to consider what might be a more effective arrangement for the future. The issue of the time-consuming nature of the existing structure was mentioned in the brief provided to me and I am aware that not all Councils operate to a strict monthly timetable for every Committee with many having a break from meetings in August each year. The Council might consider the main committees meeting on a minimum of 10 times a year and the specialist committees meeting less frequently according to need or on a six weekly cycle given the time often needed to progress matters with a small team of support staff. I am aware that the Clerk and Assistant Clerk have a range of project delivery responsibilities as well as Committee responsibilities and regard should be given to the extent to which it is reasonable to expect them to continue to resource such a large number of Committee, Sub-Committee and Working Group support needs. Furthermore, I am aware that budgets have been aligned to the current governance structure and the timing of any changes will need to be cognisant of the financial accounting changes that will be required.