

Agenda Council Meeting

11 May 2021

1 - Apologies for Absence

2 - Declarations of Interest

3 - Minutes of the Monthly Meeting held on 14 April 2021

To confirm as a correct record the minutes of the Monthly Meeting held on 14 April 2021.

4 - Clerk's Report

Please see Appendix 2

5 - Chair's Report

Please see Appendix 3

6 - Financial Report

Please see Appendix 4

7. Langland Tennis Courts

Please see Appendix 5

PROPOSE that MCC accepts the Tennis Wales offer to:

- i. Support Mumbles Community Council to apply for funding towards LTA Gate Access Technology £10k to manage court bookings online, on the basis that access remains free as a minimum to residents booking for social play.
- ii. Support council to setup operation of courts using ClubSpark booking system.
- iii. Work with council to develop a preferred operation model to ensure long term sustainability of the courts, developing a sinking fund to maintain the facility longer term.

- iv. Support in developing a coaching provider agreement at the site to drive coaching programmes and community events / access.

PROPOSED by Cllr Rebecca Fogarty Seconded by Cllr Pam Erasmus

8 - Recommendations by the Cultural & Tourism Well-being Committee

a - Mumbles Rugby Club – Outdoor Hospitality Area

The Community Council has been approached by Mumbles Rugby Club with a request to fund the hire of 4 picnic tables for a 4-week period starting on 30/04/2021 so that they can set up an Outdoor Hospitality Area during the period when premises can only serve customers outdoors.

The cost of the hire is £30/table per week which means the total cost would be £480 which could be funded from underspends in the Events Budget for 2021/22.

As arrangements for the hire had to be made in advance of the start date of 30/04/2021, the Chair consulted the Cultural and Tourism Well-being Committee and gave approval to hire the tables. Therefore, Committee and Council are asked to give retrospective approval for the hire of the tables on behalf of Mumbles Rugby Club.

RECOMMEND that retrospective approval is given for the hire of 4 picnic tables for Mumbles Ruby Club for a 4-week period commencing on 30/04/2021. The cost of £480 will be funded by underspends from the CL10 – Mumbles Fest budget.

b - Festivals and Events 2021

A list of planned events in the Mumbles area has been obtained from Swansea Council although it is still unclear whether the events will be allowed to go ahead due to ongoing COVID-19 restrictions.

There is a free weekend at the start of August 2021 but that was thought to be too soon to organise an event and also the first 2 weekends in September 2021 are free.

It was felt that an event combining food and music on the weekend of 10 – 12 September 2021 possibly on a seated only basis may be possible although care would have to be taken as the early booking of tables, chairs, marquees, etc. may require the payment of deposits which may not be refundable.

RECOMMEND that the Cultural and Tourism Well-being Committee is given delegated authority to organise a food and music-based event in September 2021 subject to the event being logistically possible and allowed under any COVID-19 restrictions in place at the time. The event would be funded from budgets CL10 – Mumbles Fest, CL15 - Food Festival and CL18 – Event Income less any virement from the budgets approved elsewhere.

c - NHS, Social Care and Frontline Workers Day – 5 July 2021

The proposed placing of a memorial/commemorative stone in Southend Gardens will be delayed until the 2022 event to allow time to arrange the sourcing and engraving of the stone and also to obtain any required permissions from Swansea Council.

For the 2021 day, it is proposed that a plaque recognising the work of NHS, Social Care and Frontline Workers be placed on the wall of the Ostreme Centre with the plaque being incorporated into any future development of the Ostreme and subject to the agreement of the Ostreme Community Association.

The Cadets based at West Cross be asked to march to the Ostreme Centre and place a rainbow-coloured wreath under the plaque and a brass quintet perform at the Ostreme. The total cost of the event will be no more than £500.

RECOMMEND that event outlined above be arranged to commemorate the NHS, Social Care and Frontline Workers day on 5 July 2021 at a cost of no more than £500 to be funded from underspends on CL10 – Mumbles Fest.

d - Ostreme Market

Discussions have been held with the Ostreme Community Association about holding a monthly, outdoor craft market in the grounds of the Centre with up to 20 stalls. The OCA would take the bookings for the

market and retain the income with Mumbles Community Council promoting the market on its website and social media as well as arranging music for the market such as a busker or string quartet.

It is planned that a trial market be held on 29 May 2021 subject to any loose stonework and paving being repaired.

It was felt that, if successful at the monthly market, the provision of live music around the Ostreme could be made a weekly event each Saturday and would be a good way of attracting visitors to the area.

RECOMMEND that Mumbles Community Council supports the planned monthly outdoor craft market and agrees to meet the cost of the music up to a maximum of £50/week for the market and at any other times over the summer months where appropriate. The cost would be met from underspends on the CL10 – Mumbles Fest budget.

9 - Questions to the Chair of the Cultural & Tourism Well-being Committee

10 - Recommendations by the Community & Social Well-being Committee

a - Langland Bay Tennis Courts – Court 3 and Basketball & Netball Provision

Please see Appendix 6

RECOMMEND that using underspend from the CS1 - Small & Medium Grants budget we:

- i. (In short medium term) paint the lines on Court 3 with tennis, basketball and netball at a cost of £10,300.
- ii. Undertake consultation on court 3
- iii. Ask Swansea Council permission to use the court for a purpose other than tennis.

b - Grant Request from Goleudy Housing & Support Ltd

Grant request for £996.92 towards a community fridge scheme

Please see Appendix 7

RECOMMEND that the grant be made with funds from CS1 - Small and Medium Grants budget.

c - Grant Request from Sculpture by the Sea

Grant request for £2,600 towards their annual festival.

Please see Appendix 8

RECOMMEND that the grant be made with funds from CS1 - Small and Medium Grants budget.

11 - Questions to the Chair of the Community & Social Well-being Committee

12 - Recommendations by the Joint Enabling Committee

a - Mumbles Tennis Courts Community Consultation

RECOMMEND that up to a further £500 is spent on consultation from underspends in the JE11 - Community Consultation budget

b - Review of Staff Grading & Capacity

Please see Appendix 9

RECOMMEND that the quote of £1,995 from One Voice Wales to undertake this work be accepted. Budget heading to be confirmed by RFO.

13 - Questions to the Chair of the Joint Enabling Committee

14 - Recommendations by the Environmental Well-being Committee

a - Flora for Schools

CONSIDER that the funds of £1,750 be distributed to schools as intended from the EV6 - Flora in Schools budget.

15 - Questions to the Chair of the Environmental Well-being Committee

16 - Questions to the Chair of the Economic Well-being Committee

17 - Exclusion of Press & Public

RECOMMEND that the press and public are excluded from the meeting to all consideration of staffing matters.

18 - Recommendations by the Personnel Committee

Appendix 1:

Minutes of Council Meeting

13 April 2021

MINUTES of the MONTHLY MEETING of MUMBLES COMMUNITY COUNCIL held via Zoom on Tuesday 13 April 2021

Present:

**129.04 Councillors(s)
2021**

Pam Erasmus
Rebecca Fogarty
Gareth Ford,
Adam Gilbert
Richard Jarvis
Sara Keeton

Councillors(s)

Rob Marshall
Martin O'Neill
Ian Scott
William Thomas
Caroline Townsend Jones

130.04 Officer in attendance:

Steve Heydon (Clerk) & Paul Beynon (RFO)

131.04 Apologies for Absence

Councillors: Tim Bull, Pip Reason, Rebecca Singh & Linda Tyler-Lloyd

132.04 Declarations of Interest

None

133.04 Minutes of the Monthly Meeting held on 9 February 2021

RESOLVED to confirm as a correct record the minutes of the Monthly Meeting held on 9 March 2021.

134.04 Clerk's Report

The Clerk gave a brief verbal report.

135.04 Chair's Report

The Chair read his report to Council.

RESOLVED that the report be noted.

Finance Report

Electronic Payments for Retrospective Approval

			£	£	£
136.04	04/03/21	HMRC – Payroll Deductions Mth 11	862.77	0.00	862.77
137.04	04/03/21	Npower – Electricity West Cross Xmas Tree January 2021	32.31	1.62	33.93
138.04	04/03/21	Virgin Media – Broadband and Phone February 2021	74.38	14.88	89.26
139.04	04/03/21	Wildlife Trust of South and West Wales – SMUGS Clearance Work	870.00	174.00	1,044.00
140.04	04/03/21	Came & Co - Insurance	3,136.45	0.00	3,136.45
141.04	10/03/21	Dancover – Recycling Container	477.98	95.60	573.58
142.04	12/03/21	Lighthouse Theatre – Digital Archive Video	1,000.00	200.00	1,200.00
143.04	19/03/21	Heatwave Marketing – COVID-19 Coordinator Nov 20 – Mar 21	313.32	0.00	313.32
144.04	22/03/21	Barclaycard March 2021 – see below	779.49	0.00	779.49
145.04	24/03/21	Picseli – Multimedia Consultant March 2021	416.67	83.33	500.00
146.04	25/03/21	Staff Salaries – March 2021	5,475.64	0.00	5,475.64
147.04	25/03/21	CCS – Pension Contributions February 2021	1,779.04	0.00	1,779.04
148.04	25/03/21	Alain Thomas – SMUGS and Tennis Courts Consultation	462.50	0.00	462.50
149.04	25/03/21	DWJ Group – Newsletter Printing	2,094.00	0.00	2,094.00
150.04	25/03/21	Wildflower Turf – Wild Verges Turf	1,600.50	320.10	1,920.60
151.04	25/05/21	Claire Anderson – Phone Feb/March 2021	20.00	0.00	20.00
152.04	26/03/21	HMRC – Payroll Deductions Mth 12	1,848.88	0.00	1,848.88
153.04	26/03/21	E-on – Electricity Blackpill Xmas Tree	5.03	0.25	5.28
154.04	26/03/21	CCS – Mumbles Hill Nature Reserve Work	1,250.00	250.00	1,500.00
155.04	26/03/21	CCS – Pension Contributions March 2021	2,097.02	0.00	2,097.02
156.04	26/03/21	Paul Beynon – Printer Paper and Stationery	17.88	3.59	21.47
157.04	26/03/21	Nature Sign Design – Verges Sign	205.00	41.00	246.00
158.04	26/03/21	Gower Timber Co – Community Orchard Sign	700.00	140.00	840.00
159.04	27/03/21	Joe & Marcus Carter – Newsletter Delivery	97.50	0.00	97.50
160.04	27/03/21	Jude Bere – Newsletter Delivery	69.38	0.00	69.38
161.04	27/03/21	Dylan Beynon-Lloyd – Newsletter Delivery	48.75	0.00	48.75
162.04	27/03/21	Guy Josty – Newsletter Delivery	48.75	0.00	48.75
163.04	27/03/21	Mat Pelders – Newsletter Delivery	88.13	0.00	88.13
164.04	27/03/21	Ollie and Daisy Anderson – Newsletter Delivery	96.25	0.00	96.25

165.04	28/03/21	Gabe Davies – Newsletter Delivery	37.50	0.00	37.50
166.04	28/03/21	Theo Hancock – Newsletter Delivery	65.63	0.00	65.63
167.04	28/03/21	Sam Price – Newsletter Delivery	50.63	0.00	50.63
168.04	28/03/21	Heatwave Marketing – COVID-19 Coordinator Hourly Rate Increase	95.33	0.00	95.33
169.04	01/04/21	OCA – Ostreme Rent April 2021	800.00	0.00	800.00
		Total	32,256.71	1,622.37	33,879.08

170.04 Barclaycard Purchases – March 2021 Statement

Apple – iPad Additional Storage	0.79
Reach Publishing – Evening Post Subscription	20.54
Creative Cloud – Adobe for EEO	49.94
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
Survey Monkey – Annual Subscription	408.00
Catalyst2 Services – SSL Certificate 2021/22	118.80
Microsoft – Online Services	45.12
Microsoft – Online Services	100.32
Zoom – Monthly Fee	14.39
Total	779.49

171.04 Income £

OCA – Ostreme Rent	5,000.00
Total	5,000.00

172.04 Bank Balances at 04/01/2021

	£
Current Account	17,540.54
Savings Account	675,706.02
Total	695,246.56

173.04 Budget Monitoring to 28/02/2021

The budget monitoring to 28/02/2021 is summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social	632,600	129,148	503,452

Cultural & Tourism	86,150	50,885	35,265
Economic	85,400	18,786	66,614
Environmental	55,950	-7,698	63,648
Joint Enabling	38,750	15,885	22,865
General Fund	49,200	27,739	21,461
Office Costs	2,300	10,269	-7,969
Payroll	85,000	76,355	8,645
Ostremer Centre	9,850	16,108	-6,258
Contingency	23,875	0	23,875
Total	1,069,075	337,477	731,598

The budget now includes all earmarked reserves held of £499,450. Actual expenditure to 28/02/2021 is equivalent to **31.6%** of the total budget.

174.04 RESOLVED that the RFO's report be noted and the payments be approved.

175.04 Social Media Policy

Please see report in 'Additional Documents' folder.

RESOLVED that this policy be adopted.

Recommendations by the Cultural & Tourism Well-being Committee

176.04 Videography

RESOLVED that the following videos be commissioned, at no more than £2,500 per video, with the cost being met from budget CL17 – Digital Archive

- i. Underhill – capture what is there now before the development.
- ii. Surfing at Langland
- iii. Margaret Thrush

177.04 Rebecca Fogarty joined the meeting.

178.04 Videography Contract

The recommendation that a formal draft contract be produced by our solicitor including any necessary release documents from any interviewees/participants was discussed.

RESOLVED to defer to the next meeting of the council when solicitor's quote will be available.

179.04 NHS, Social Care and Frontline Workers Day 05/07/2021

The Committee were keen to support this day and a number of ideas were discussed although it was recognised that some form of COVID-19 restrictions may still be in place which will impact on the type of event that can be organised.

Ideas included encouraging the public to organise garden parties as happened for VE Day in May 2020, putting a rainbow on the website and organising a socially distanced march/parade through the village collecting money to donate to NHS charities. A request has been received from the army cadets at West Cross to be involved in any event.

A commemorative/memorial stone could be placed in Southend Gardens near the existing war memorial to commemorate the work of NHS, Social Care and Frontline Workers during the pandemic and as a memorial to all those from the area that lost their lives to COVID-19.

RESOLVED that this be referred back to the committee for costings.

Recommendations by the Community & Social Well-being Committee

180.04 West Cross Green Play Equipment

Assuming full plans available for full council.

RECOMMEND that we release up to £20,000 (set-aside in the budget) be used as MCC's contribution to the £56,000 scheme.

181.04 Grant Request for Book Exchange Scheme

Grant request for £150 towards the scheme.

Full application in 'Additional Documents' folder.

RESOLVED that a grant of £150 be paid.

Recommendations by the Joint Enabling Committee

182.04 Virement Policy

See additional documents folder.

RESOLVED that the policy be adopted.

183.04 Councillors Remuneration Policy

See additional documents folder.

RESOLVED that

- (i) the policy be adopted

- (ii) For this year only, payments are made to the Chairs of the following committees: Community & Social Well-being, Cultural & Tourism Well-being Economic Well-being Committee, Environmental Well-being Committee & Premises Committee.

Recommendations by the Environmental Well-being Committee

184.04 SMUGS Project

RESOLVED spending on project be devolved to the SMUGS operational group in conjunction with the RFO.

185.04 Assessment of the salary level of the Clerk/RFO

The proposal that One Voice Wales be asked to carry out an assessment of the salary level of the Clerk & RFO at a cost of £180 was discussed.

RESOLVED that a quote be obtained from One Voice Wales for all staff to be assessed and the capacity of the Council reviewed.

186.04 RESOLVED that standing orders be suspended to allow the meeting to continue beyond 2 hours.

187.04 Exclusion of Press & Public

RESOLVED that the press and public are excluded from the meeting to consider commercial interests concerning the Ostreme Centre

Recommendations by the Premises Committee

187.04 OSTREME CENTRE

Confidential report in Additional Documents Folder

RESOLVED that the report be noted and:

- i. MCC maximise the potential of the Ostreme Site
- ii. The joint working group develop a new governance structure that will allow both parties to discuss and agree on how centre is used and develops
- iii. Alongside OCA we develop an overarching vision and strategy for the centre
- iv. Develop a business and operational plan for the centre – which will include more in-depth and broader market research

RESOLVED that the Urban Foundry quote of £5,600 to progress iii and iv above be accepted.

RESOLVED that we instruct of solicitor to draft a report on the pros and cons of sub lease or license and meet for 30 minutes to present the report and answer questions.

RESOLVED that up to £5,000 be spent on the priority repairs listed by Ostreme Community Association

Meeting Closed at 8.30 pm

Appendix 2

Clerk's Report

11 May 2021

1. I would like to join the Chair in welcoming our two members, who bring us up to a full complement of 18 councilors.
2. I would publicly like to thank those councilors and volunteers, who have been working hard building recycling centres, putting up gazebos and installing wildflower verges.

I don't think anyone would begrudge me picking out three people who are Particularly deserving of a mention: Cllrs Gareth Ford, Richard Jarvis and Carrie-Townsend Jones

Appendix 3

Chair's Report April 2021

During April we have seen some changes in MCC one of the main ones being that our Environmental Engagement Officer Madi left us on the 23rd April for pastures new. I would like to use this report to convey our best wishes to Madi for the future and also to thank her for the outstanding work she has done over the past year in developing the Environmental agenda and profile of the council. That said managing ongoing change is an inherent part of any dynamic organisation and we need to embrace this change and move on building on the firm foundation that Madi has laid. We were lucky enough to attract a very strong field when we advertised for Madi replacement and I would hope that the new staff will be able to add to the overall capacity of MCC.

We continue to make progress with our major projects of Underhill and Ostreme and going forward we will continue to monitor and develop partnership working with these initiatives. I am also pleased to report that the tennis courts at Langland have now been refurbished and opened to the public so this is another project MCC have managed to deliver on.

The elephant in the room this month that I want to address as a matter of record in this report is that as we all know by now is that a judicial review has been called into the process by which City and County of Swansea transferred the lease to MCC for the site at Llwynderw that we have earmarked for the skatepark. My feeling in relation to this development is that life is full of ups and downs and in our attitude to dealing with this review it would be wise to remember the advice of Rudyard Kipling that we should treat the two imposters of triumph and disaster just the same. The judicial review is what it is and those who have called for it are entitled to do so. Although some of us may see this process as a nuisance which delays something that we have put a lot of time and effort into we, as a council, need to co-operate and contribute to its successful completion even though the review is not into our processes. We should view the judicial review as simply an element of scrutiny that we as a council must expect to be open to at all times. It should be in our interests that the review is completed as quickly and as comprehensively as possible as when it is there should (I would hope) be no further questions to answer. It is only by operating in an open and upfront manner that MCC can maintain the public confidence that we are operating in a competent and professional manner.

As I hope this report has highlighted coping with and responding to change and challenge is all part of everyday life not only for individuals but also for organisations such as ourselves. Change and challenge provide opportunities for further development and a focus for reflection and should not be viewed as simply problems that get in the way of our plans, for as someone once said the best laid plans of mice and men often go awry

Martin O'Neill May 2021

Appendix 4

Financial Report

1 - Electronic Payments for Retrospective Approval

	£	£	£
15/04/21 Picseli – Multimedia Consultant April 2021	416.67	83.33	500.00
15/04/21 SLCC – RFO Membership Fee	166.00	0.00	166.00
15/04/21 One Voice Wales – Membership Fee	2,996.00	0.00	2,996.00
16/04/21 Virgin Media – Broadband and Phone March 2021	74.97	14.99	89.96
16/04/21 Npower – Electricity West Cross Xmas Tree March 2021	32.26	1.61	33.87
16/04/21 Robert Bowen Planning & Development – SMUGS Planning Application	147.50	0.00	147.50
16/04/21 Hurley and Davies – Underhill Renewable Energy Review	625.00	125.00	750.00
16/04/21 Cartwn Cymru – Wildlife Signs Translation	36.00	7.20	43.20
16/04/21 Broxap – New Bins	9,103.20	1,820.64	10,923.84
21/04/21 BT Group – Back Up Service	28.95	5.97	34.92
21/04/21 Barclaycard April 2021 – see below	4,453.28	0.00	4,453.28
23/04/21 Cllr P Reason – Remuneration 2020/21	120.00	0.00	120.00
23/04/21 Cllr G Ford – Recycling Container Base	260.00	0.00	260.00
23/04/21 DWJ Group – Event Shelter Signs	75.00	15.00	90.00
23/04/21 Atkins Accountants – Payroll Q4 2020/21	55.00	11.00	66.00
25/04/21 Staff Salaries – April 2021	4,491.59	0.00	4,491.59
28/04/21 Claire Anderson – Mobile Phone April 2021	10.00	0.00	10.00
30/04/21 HMRC – Payroll Deductions Mth 1	1,055.04	0.00	1,055.04
04/05/21 OCA – Ostreme Rent May 2021	800.00	0.00	800.00
Total	24,946.46	2,084.74	27,031.20

Barclaycard Purchases – April 2021 Statement

Apple – iPad Additional Storage	0.79
Reach Publishing – Evening Post Subscription	20.54

Penlan Perennials – Jubilee Garden Plants	25.60
RHS Plants – Jubilee Garden Plants	69.87
Naturescape – Jubilee Garden Plants	31.99
Farm Forestry – Mesh Tree Guards	299.16
Charlies Stores – Event Shelters	1,199.97
Creative Cloud – Adobe for EEO	49.94
Catalyst2 Services – Website Hosting	15.59
Amazon – RFO Printer Cartridges	30.00
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	45.12
Microsoft – Online Services	100.32
Zoom – Monthly Fee	14.39
Shelley Signs – Wildlife Signage	2,544.00

Total **4,453.28**

2- Income **£**

HMRC VAT Refund	26,048.19
Swansea Council – Precept Inst 1	200,033.33

Total **226,081.52**

3 – Bank Balances at 05/05/2021

£

Current Account	12,849.36
Savings Account	880,711.86

Total **893,552.22**

4 – Budget Monitoring to 31/03/2021

The budget monitoring to 31/03/2021 is summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social	632,600	129,148	503,452
Cultural & Tourism	86,150	52,509	33,641
Economic	85,400	18,786	66,614
Environmental	55,950	153	55,797
Joint Enabling	38,750	19,693	19,057

General Fund	49,200	30,503	18,697
Office Costs	2,300	11,186	-8,886
Payroll	85,000	86,574	-1,574
Ostreme Centre	9,850	12,304	-2,454
Contingency	23,875	0	23,875
Total	1,069,075	360,856	708,219

The budget now includes all earmarked reserves held of £499,450. Actual expenditure to 31/03/2021 is equivalent to **33.8%** of the total budget.

This is not the final year-end position as MCC is required to change the way it prepares its accounts this year. In the past, the accounts have been based on cash transactions only but now it must account for any committed income and expenditure even if it has not been received or spent as at 31/03/2021.

The accounts will be finalised in the next few weeks after all the accounting adjustments have been actioned and will be reported to June Council.

Appendix 5

Questions Put to Tennis Wales

1. Is there a way to limit the amount of time one user can book e.g., if you've booked one slot in the day, will the system recognise this and not allow you to book multiple slots in one day?

Yes the operator of the courts can set booking rules within ClubSpark. This can limit, how many bookings can be made during a set time period, the minimum and maximum booking duration, price per booking slot (this can also be changed if you want to have peak and off peak rates.) You can also set how far in advance customers can view the booking calendar. You can also set different rules for different user groups. For example, subscribers you may give them extending rights to view the booking calendar as a benefit of becoming a regular user.

2. If people don't turn up for a booking will the system highlight this?

No, however if it is a pay and play booking the fee has already been paid for the booking slot at the point of booking a court. In addition you can set a refund cancellation period window. What venues often do is to put in their booking terms that any user found booking courts as a subscriber and not attending without cancelling would have their subscription suspended for 1-2 week period. The system currently is not able to track what pin codes have been entered. In truth, at the sites we operate, we do not have much of an issue with this and we send out regular polite reminders about ensuring courts are cancelled if a customer cannot attend.

3. If it doesn't, is there the functionality to include a system for members of the public to report no shows (with some leeway for lateness).

When people book a court they are given a pin number to access the courts. This pin number will remain active even if they are slightly late for their booking slot so this wouldn't be an issue. With regards to reporting no shows, you would need someone on site or a member of the public to report this. Again, if the booking was a pay and play no show then the fee has already been paid to the operator. Usually venue choose to have a cancellation period of a minimum 24 hours cancellation to allow refunds.

4. Is it possible to apply discounted rates to residents? And if so, how?

You can include different price points for different users. This is most commonly used with subscription packages. Within ClubSpark you can have a large number of different subscription packages and price points with flexible instalments also an option. You can also add court booking schedules to limit when courts are available to different groups of subscribers. For example, you may decide you want to have an off peak subscription for courts between 8am-3pm only. For pay and play you could limit this to specific courts or charge different hourly rates in the court schedule section of ClubSpark.

5. When there is no Wi-Fi on site I understand you use 3G and 4G SIM cards. The mobile network that works best at Langland is Vodaphone Is that a problem?

No not at all. We have not experienced any issues with people being able to book at the site of the courts using WIFI or 4G signals. As part of gate installation, a GSM

router is installed and transmits information to and from the booking system. The sim card within the router is programmed to operate on the strongest signal from 4 network providers.

6. I read somewhere that you can set all sort of payment parameters depending on time of day, e.g. Does this mean we could charge at peak time but allow free access at other times?

Yes absolutely and this can be set on specific courts too.

7. Are children allow to use the system to book courts?

Anyone under the age of 18 will need to book courts through a parent/guardian. When booking a court or buying a subscription the user has to setup a ClubSpark account, during this process the person enters their date of birth information. When purchasing a group subscription, for example a family package, the user is prompted to enter the names of all the associated people within the subscription. That way the user can then login and book courts on behalf of the players within the family membership.

8. If they are, how do they pay if they don't have a credit card?

All payments ideally should be made making a card payment, thus reducing administration time for volunteers. However, if you do have a small group of people wanting to join but would rather pay you cash etc you do have the option to manually add people into the system. We can provide you with some training on how to use ClubSpark.

9. We have blocks of two adjoining courts. We were thinking of having one entry gate per block. Is that sensible, or would you recommend an alternative approach?

You can do the above however this would need 2 separate gates and would significantly increase you maintenance costs. The difference in one or two gates is around an additional £350 per annum in maintenance costs.

In addition each gate will roughly cost in the region of £6-£7k to install and if you are looking for support with grant funding from the LTA, I would doubt that you would get both gates grant funded.

My recommendation given what we have seen work well as other sites is to get one gate installed in-between the two blocks to provide one entry point onto both blocks of courts. This may incur an initial extra cost but will reduce your long term maintenance fees and improve your chances of receiving grant funding for 1 gate. We have seen this work well at Neath Community Tennis Courts on Dyfed Road if you wanted to take a look at this site that was installed in September 2020.

10. Can you tell us more about using solar power for the system?

Solar power is an option but I would only recommend this as a last resort if electrical connection is an issue for you. The reason for this is that it is much more expensive to install initially for solar gate access given the cost of the solar unit alone can be anything between £8-9k before the actual gate itself. The LTA only fund the gate

element. Providing you have electrical connection in close proximity to the courts, this would definitely be the best solution for you.

11. Once power is in place how, how long does it normally take from order to installation?

If you know the electrical installation date you can book a slot for gate installation directly with the supplier. Generally you should be able to get the gate installed within 3-4 weeks of the electric going in but if this is planned well in advance you could arrange a date to suit soon after the electric power is completed. We recently installed a gate 3 working days after connection was completed.

12. How much would it be to supply two gates (one for each block of two courts)?

As stated above, the maintenance fees would be approx. £1,030 for two gates but the biggest issue is that the gates costs in the region of £6-£7k each. It is likely the LTA would only support one gate and we would need to support you in applying for this grant funding. My recommendation would be to have just one gate installed as an entry point into all 4 courts located between the two blocks. See Neath example mentioned earlier.

13. What grants are currently available?

For gate access the LTA has potential grant funding available to support installation of gate access technology. Venues need to apply for this funding stream, writing a business case which we would support you in developing. If approved the LTA would then fund the installation of the gate with the venue responsible for arranging power supply at the site.

Sport Wales currently have the [Be Active Wales Fund grant](#) which also could be an option for you, however if you decide to proceed then I would suggest we support you first with the LTA Grant application for gate funding as this would be a quicker process and with Tennis Wales support we feel we can put forward an excellent case to get this agreed.

14. Can we order the system before applying for a grant?

No as the system would need to be paid for to the supplier, unless of course you were paying yourselves for the system to be installed. If you decide to go for the LTA grant funding option we can start building the business case for you and get this submitted in a matter of days to the LTA. In addition we can support you in getting quotations in place from the supplier for the gate as this needs to be included as part of the LTA application process. Providing this is approved we would then send a full application to the LTA panel for review where if accepted, a formal agreement will be issued and payment will be made directly to you.

15. What are the benefits of the gate system in terms of monitoring usage etc.

There are some great benefits of using the gate system alongside ClubSpark which will help to promote your venue and monitor the usage of your courts.

ClubSpark is the platform that powers the customer journey by enabling you to develop your own website, take bookings, subscription, payments and also provides a dashboard where you can monitor performance. Within the system there is a contacts database which will enable you to communicate with all users and promote events, latest news and offers for example. In addition there are lots of filters where you can send targeted emails within ClubSpark to specific user groups. For example, for all customers that have booked a pay and play court, you may decide to offer them a discounted rate for becoming a subscriber, or you might do a promotional offer for one month only on cheaper court hire etc. ClubSpark allows you to manage everything at your venue within the system saving hundreds of volunteer hours. In Wales, currently over 70% of tennis venues are using ClubSpark to manage their subscriptions, courts bookings and website. You can also add all coaching programmes / sessions on the ClubSpark platform and take payments, produce course registers etc. We would provide you with training and guidance documents when implementing the system.

Appendix 6

Basketball and Netball markings on Court 3 at Langland

What?

This is a low cost proposal that will a) meet immediate demand for outdoor basketball and netball facilities, b) protect tennis at Langland while also making the space more flexible and therefore increasing usage, and c) provide evidence for which sports are most in demand to inform MCC decisions about use of Court 3 in the longer term, as well as Court 4 and Mumbles Tennis Courts should those become available to MCC. It is intended to be a short-term solution, looking at the next 18-24 months. In order to be most effective, it needs to be implemented as quickly as possible, aiming to be fully implemented in time for this summer.

The proposal is to:

- Paint different coloured lines for basketball (blue) and netball (yellow), and repaint the lines for tennis courts (white) on Court 3. The tennis court would remain as is, at regulation size. The basketball and netball courts would be slightly smaller than regulation size.
- Install outdoor basketball hoops at both ends.
- Purchase moveable tennis net that can easily be put in place when the court is required for tennis.
- Implement booking gate system to ensure fair usage and monitor demand across the three sports on all three courts.

Outdoor basketball hoops have been chosen instead of moveable hoops because:

- A) They represent better value for money, being cheaper and more long-lasting than moveable hoops, as they are designed for the outdoors
- B) They will not interfere with tennis play, as they are fitted flush against the fence and the hoop overhangs at a height of 10 feet.
- C) Moveable hoops of the type required to withstand lots of play outdoors are very heavy and cumbersome, requiring several people to move them, presenting a storage issue and potentially a health and safety concern.

Why?

The demand for basketball facilities in the Mumbles area has been well-known for some time. This has been largely understood as residents wanting to play 'ad hoc' with friends, and it was identified that a half court for street basketball style play would meet that demand. £22,500 was agreed in the 2021-22 budget for this type of facility and multiple sites would need to be considered.

Since the budget was set, a number of parents have contacted the Council to ask for a full court facility, as their children play in local teams. Organised, coached teams are struggling to train currently as indoor courts are closed due to COVID-19 restrictions and there are no

suitable outdoor courts in the area. It is clear that beyond the demand for space to play ad hoc, there is also demand for a full court where teams can train and play matches.

In addition, the Council has been contacted by local residents who play netball. Similarly to basketball, indoor courts are closed and there are no outdoor courts in the area. We have learned that netball can be played on a court the same dimensions as a basketball court and using the same hoops, meaning that we can meet the needs of players of two sports in one go. It is worth noting that it has been predominantly women who have expressed a desire to see netball facilities in the area - according to Sport Wales, women are under-represented in sport, and it is one of their priorities to see this inequality addressed through development of sports facilities.

The Council has also been contacted by the CAE, an organisation working to promote integration of ethnic minority communities in Swansea. They have proposed basketball events in Langland that would aim to engage with ethnic minority communities to widen use of the facilities. These would both engage both local people and people from across Swansea to come and use the wonderful facilities on offer. In addition, MCC has recently pledged its support to the vision of City of Sanctuary, and welcoming asylum seekers and refugees to be part of these events will be one way in which we can put those words into action.

This proposal provides an opportunity to widen the demographics of people who use the facilities at Langland, in terms of gender, age and race. A vibrant mix of people coming to Langland to use the facilities is more likely to secure their sustainable future.

Why now?

Basketball and netball facilities for ad hoc play are currently not available in or around the Mumbles area. This has been exacerbated for teams who train locally by the closing of indoor facilities due to COVID-19.

Court 3 has been under MCC control for X years and nothing has been done with it while we struggle as a Council to make decisions about its long term future. It is impossible for councillors to make informed decisions about what should be done with Court 3 at this stage because no comprehensive consultation including all of the options for the space has been completed. Meanwhile this valuable asset is sitting under-used, and we risk the investment we've put into courts 1 and 2 by not providing suitable facilities for other types of user.

This proposal will provide indisputable data about usage and demand for three different sports, which will inform decisions about the longer term refurbishment at Langland, as well as MCC's strategy for sports and recreation facilities across the four wards.

MCC is planning a community consultation on the future of Mumbles Tennis Courts and Bowls Green. One option to consider is to have basketball and netball courts at that site. However, we have to be realistic that whatever MCC might be able to do at that site, work will not be able to start until the sea wall development is complete, which is currently estimated at 3-4 years from now. While we have the space and means to provide these additional facilities now, it does not seem to make sense to wait 3-4 years.

How much?

Basketball Hoops x 2	£4,600
Installation x 2	£3,000 estimate – likely to be significantly less as both hoops are on one site
Lines painting	£1,500
Moveable tennis net	£1,200
TOTAL	£10,300

See megaslamhoops.uk for example of the hoops - these are adjustable so suitable for all ages.

We have explored grant funding to cover some of these costs. Unfortunately community councils are not eligible to apply for funding from Sport Wales. We have also explored options with Basketball Wales but they are not currently offering any suitable grant funding.

There are three possible sources for this funding from MCC:

- A. Langland budget 2021-22
- B. Basketball budget 2021-22
- C. Underspend from Small & Medium Grants budget 2020-21

This proposal is to use money from the underspend on the Small & Medium Grants budget (option C). This leaves the Langland budget for Court 3 untouched so that it can be used for more permanent refurbishment when it has been decided what Court 3 should be used for. It also leaves the basketball budget, which was put aside with half-courts for street basketball social play in mind, so that it can be used at smaller sites e.g. local parks where there is demand for new or additional facilities.

£89,000 has been spent refurbishing Courts 1 and 2 for tennis exclusively. £1.3m has been agreed to support rugby, football and cricket at Underhill. This is a comparatively low cost proposal to support two new popular sports in the Mumbles area and support the physical and mental well-being of a wide range of residents and visitors.

Appendix 7

Q1 Name of Organisation

Goleudy Housing and Support Limited

Q2 Name and official position of person in your organisation to contact about this application.

Patrick Fleming, Business Support Manager

Q3 Contact Information

Email Address patrick.fleming@goleudy.org Phone Number **07720740097**

Q4 Alternative Contact Name and Position

Judith Kitson-Jones

Q5 Alternative Contact Information

Email Address jude.kitson-jones@goleudy.org Phone Number **07738148735**

Q6 Name of project

Community Fridge Swansea - West Cross Pop Up Events

Q7 Amount of grant requested

£996.92

Q8 What is the purpose of the project? (In not more than 150 words)

Community Fridge Swansea (CFS) is an open access community resource which diverts edible food from landfill and redistributes it, free of charge, helping to alleviate issues around food poverty and insecurity, while also preventing waste.

To increase CFS' impact, we have recently piloted a pop-up event in areas which have little food crisis provision and aren't widely recognised as having issues with social deprivation. Using the Welsh Index of Multiple Deprivation, we identified West Cross was among these areas and, with the range of household income within the area, were sure the community would benefit from our service.

Our event on 18th February 2021 received positive engagement from the community, Council representatives and South Wales Police. We distributed over 100kg of food to 30 households. With funding and support, we can hold regular events for the remainder of 2021 and increase these outputs, thus benefitting the local community.

Q9 Start date of project

21/04/2021

Q10 End date of project

30/11/2021

Q11 Who will benefit from the project?

To maximise waste reduction and counteract some of the stigma around accessing food donations, the service is open to everyone. Providing free, fresh food helps to tackle the issue of food poverty which directly benefits some groups. This includes, but is not limited to: • Families • Children (tackling child food poverty) • Single people • Refugees/Asylum Seekers •

Those experiencing social exclusion • Low income households • Those experiencing long term mental or physical health issues • Those with accessibility issues who cannot access fresh produce elsewhere Some of these issues have undoubtedly become more prolific as the Covid-19 pandemic continues to affect people's livelihoods. Moreover, the Community Fridge indirectly benefits the wider community through education and raising awareness of food poverty/insecurity and environmental issues, e.g. reducing food and plastic waste and encouraging positive environmental behaviours. This is done through social media, pop-up events and our weekly service e.g. by sharing tips on cooking different foods, recipe ideas, food storage etc.

Q12 How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

50 - 100 people per event

Q13 How will you monitor both the numbers participating and meeting of project objectives?

We have an established process in place to record outputs of the project. We use attendance sheets to capture postcodes and the number of beneficiaries. The amount of food being redistributed is weighed to capture the amount diverted from landfill. The data is entered onto an Excel spreadsheet and is regularly monitored for reporting purposes.

Q14

What is the total cost of the project?

£996.92

Q15

What amount of funding are you requesting from MCC?

£996.92

Q16 What amount of funding are you requesting from other bodies?

£0

Q17

When will you hear the result of this application? N/A

Q18

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

£0

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).

CFS provides good quality, nutritious food for those who need it. The pop-up events are open to all members of the West Cross community, with no pre-qualifying criteria. We envisage that the project will be of particular benefit to those experiencing food poverty/insecurity and that it will help to alleviate these issues.

Regular pop-up events will result in more awareness of the service and will allow more residents to benefit. It will also allow us to promote the weekly Community Fridge service held in Swansea Marina, which residents may also access on a regular basis.

We also envisage that this will help to encourage a more sustainable and socially responsible outlook among the community, raising awareness of food waste and encouraging positive environmental behaviours. Such messaging will be intrinsic to the pop-up events and will help to develop a self-sustaining, environmentally friendly community, which will benefit all residents.

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) Goleudy is a Swansea based housing charity, operating across South Wales. Our charitable objectives include the relief of poverty; our core objectives are to prevent homelessness and provide housing and opportunities to those who need them. Goleudy established the Community Fridge in early 2019 to reduce food waste, help alleviate food poverty/insecurity and help to create sustainable, environmentally aware communities.

The project has been hugely successful. Approximately 1 tonne of food per month is diverted from landfill and redistributed to local households and community groups; helping over 100 people per week, who may otherwise have difficulty accessing good quality, nutritious food.

Since opening, we have diverted over 18.5 tonnes from landfill and, since January 2020, have helped over 8,000 people, establishing partnerships with agencies who work with those experiencing social exclusion or financial hardship to reach those who may need our services most.

Q21 Does your organisation have a website?

Yes

Q22 If yes, please give details

www.goleudy.org

Q23 Is your organisation a registered charity?
Yes

Q24 Do you have a written constitution?
Yes

Appendix 8

Grant Application

Page 1: Overview

Q1 Name of Organisation

Sculpture by the Sea UK

Q2 Name and official position of person in your organisation to contact about this application.

Sara Holden, Managing Artist

Q3 Contact Information

Email Address sara@artandeducationbythesea.co.uk Phone Number **01792367571**

Q4 Alternative Contact Name and Position

Tina Cunningham, Managing Artist

Q5 Alternative Contact Information

Email Address tina@artandeducationbythesea.co.uk Phone Number **01994 240719**

Q6 Name of project

Beach Sculpture Festival and Schools workshops

Q7 Amount of grant requested

£2600.00

Q8 What is the purpose of the project? (In not more than 150 words)

It will be used for our annual Festival project where artist led workshops are run in summer term for our seven Mumbles primary schools to create festival flags /displays to use at the Beach Sculpture Festival at Bracelet Bay and Blackpill beaches in July 2021 or take part in a pre-festival beach workshop. Artist workshops will also be run at the festival ensuring that the community is connected with the event. 2020's event (sponsored by Mumbles Community Council) is featured on our website including sponsor logos - see Bracelet Bay page <http://www.artandeducationbythesea.co.uk/festival%202020%20day%204.htm> and Blackpill Beach page <http://www.artandeducationbythesea.co.uk/festival%202020>

Q9 Start date of project

02/06/2021

Q10 End date of project

31/07/2021

Q11

Who will benefit from the project?

Mumbles Schools and Community will benefit.

Q12 How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

In 2020, the number of children taking part in the school workshops was 189 and the number of festival participants at Bracelet Bay and Blackpill Beach was 120 which brings the overall total of participants for our project last year to 309. We estimate that there would be the same or even more people benefitting from this year's project.

Q13 How will you monitor both the numbers participating and meeting of project objectives?

We will be recording and monitoring the numbers participating and project objectives on our project evaluation forms that we use each year in order to run a reflective practice.

Q14 What is the total cost of the project?

£3600.00

Q15 What amount of funding are you requesting from MCC?

£2600.00

Q16 What amount of funding are you requesting from other bodies?

£1000.00 from City & County of Swansea

Q17 When will you hear the result of this application?

In the next few months. They sponsor us for this event every year so we do not envisage not receiving funding this year from C&CS

Q18 What is the amount of funding you are investing from your organisation's own sources?

We are a not for profit group that has no core funding to enable us to carry out our educational workshops but we always invest extra time and energy over and above costs as sponsorship in kind.

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).

This grant will enable us provide art workshops for local schools with trained artists. Schools budgets are very tight and it's difficult for them to raise funds for extra curricular activities but they are keen to take part in these workshops that also improve self-esteem and confidence.

Oystermouth, Newton, Grange, YGG Llwynderw, Whitestone and St. Davids R.C. Schools will be invited to take part and the children will be from both English and Welsh Mediums, some with special needs or disabilities and some from ethnic minority groups involving all abilities, ages and cultures. They will also have the opportunity to attend the festival days during the summer holidays with their families which are free for all ages, abilities and cultures to take part and enjoy together. The workshops will be especially useful to enhance mental health and well-being that has been affected for all age groups during the Covid Pandemic.

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)

Our mission is to educate and inspire children and communities enhancing creativity, well-being and give an awareness of local natural places and wildlife. Our aim is to educate and inspire children and communities through environmental art, teaching participants how to enjoy and take care of natural resources such as local beaches. We aim to show participants how to become more creative in their lives and more resourceful by creating sculpture and art from natural, recycled or found objects. Our belief is that everyone has the right to and is enriched by the opportunity to experience and create art which is the poetry of life. Our objective is to bring art out of the gallery into the heart of the community for everyone to enjoy at our beautiful local beaches.

Q21 Does your organisation have a website?

Yes

Q22 If yes please give details

www.artandeducationbythese

Appendix 9

QUOTATION FOR MUMBLES COMMUNITY COUNCIL

Our consultancy quotation for an assessment of the salary level of 4 members of staff and for undertaking a review of the current staffing capacity of the council is as follows:

a) Grading assessment of four posts using the National Job Evaluation agreement

This will require an on-line meeting with each of the postholders to discuss their respective roles and, other than in the case of the Clerk where I will use the national benchmark scheme, the other postholders will be required to complete a job evaluation questionnaire which I will use to assess their grading level based on the local job evaluation scheme. A full written report will be provided to the council on the outcome of the work.

Estimated consultancy days = 2 at £399 per day = **£798.00**

b) Review of the current staffing capacity.

This will require meetings on-line with the four members of staff which can be linked in with the meetings to discuss grading related issues as well as selected members of the council (possibly members of the Personnel Committee). This will require the preparation of questions for the meeting, write up of notes of the discussions and the preparation of a written report with options for consideration.

Estimated consultancy days = 3 at £399 per day = **£1197**

(One Voice Wales will set up the remote meetings)

**Paul R. Egan
Deputy Chief Executive**

April 2021