

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
Ostreme 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