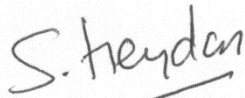


Summons to the Monthly Meeting of the Culture, Tourism & Communications Committee

Councillors:

Rob Marshall (Co-Chair)
Philip Reason (Co-Chair)
Gareth Ford
Adam Gilbert
Richard Jarvis
Martin O'Neill
Carrie Townsend Jones

You are **SUMMONED** to the **MONTHLY MEETING** of the **COMMUNITY & SOCIAL DEVELOPMENT COMMITTEE** to be held on Wednesday, 27 October 2021 at 6.30 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 21 October 2021

Culture, Tourism & Communications Committee Meeting Agenda 27 October 2021 at 6.30 pm Virtual Meeting (Zoom)

01 Apologies for Absence

02 Declarations of Interest

03 Minutes of the Meeting held on 29 September 2021

To approve the minutes of the meeting held on 29 September 2021 as a true record.

04 Actions Arising from the Previous Meetings

05 Terms of Reference

06 Monthly Coffee Afternoons

07 Mumbles in Bloom

08 Queen's 70th Jubilee

09 Appointment of possible Office/Event Assistant

10 Finance Report

11 Budget 2022/23

Minutes of Meeting of the Culture, Tourism & Communications Committee held on 29 September 2021 at 6.30 pm by videoconference (Zoom)

Councillors Present: Rob Marshall (Joint Chair), Adam Gilbert, Richard Jarvis, Martin O'Neill & Carrie Townsend Jones

Officer Present: Steve Heydon & Claire Anderson

CT2109-01 Apologies for Absence

Apologies for absence were received from Philip Reason (Joint Chair)

CT2109-02 Declarations of Interest

None.

CT2109-03 Terms of Reference

ACTION - Co Chairs to draft and circulate before the next meeting.

CT2109-04 Appointment of Sub Committees

- Digital Archive - As before. **ACTION** to invite all members of councillors.
- Mumbles in Bloom - **ACTION** to invite all members of councillors.

CT2109-05 Co-option of Members

There were no co-options made.

CT2109-06 Budget Timetable & Proposal

RESOLVED to note timetable and proposal.

CT2109-07 Mumbles Fest 2021

A very special day with a huge crowd. Held debrief last week and passed on observations to Claire who is writing a report.

The Chair, Cllr Rob Marshall asked that the follow note of thanks be recorded in the minutes:

I would like to thank everyone who helped make Mumblesfest the great success it was. In particular I would like to thank our fantastic staff Claire Anderson and Paul Beynon for all the hard work they put in not just on the day but in the weeks leading up. They really go above and beyond their job descriptions. Also, a big thank to Pip Reason, Adam Gilbert, Richard Jarvis and Martin O'Neill for all their help too and finally to Carrie and David Townsend Jones and the rest of the green team for the fantastic job they did if clearing the Castle Field on the Sunday morning - not an easy task!

CT2109-08 Mumbles Fest 2022

Licence in hands of solicitor.

ACTION – Clerk to chase solicitor.

AGREED to set the date before Christmas.

CT2109-09 Mumbles in Bloom

Await the setting-up of the sub-committee.

CT2109-10 Monthly Coffee Afternoons

RECOMMEND that a trial coffee afternoon is held in association with Neighbourhood Friends at the Ostreme a cost of no more than £150.

CT2109-11 Christmas Lights

RECOMMEND that,

- (i) Phillips be asked to order shorter trees (20M)
- (ii) On the advice from the RFO, the quote from Phillips to arrange the Christmas Lighting be accepted.

CT2109-12 Queen's 70th Jubilee

ACTION – Clerk to investigate whether there is any funding available to put on Jubilee events.

CT2109-13 Appointment of possible Office/Event Assistant

ACTION – Claire to draw up a job description.

CT2109-14 Finance Report

First report will be available at the October meeting of the committee.

Meeting closed at 7.48 pm

Actions arising from previous meetings report

Meeting paper for Culture, Tourism & Communications Committee - 27 October 2021

Agenda Item: 4

Item	Actions	Update
CM2109-03	<p>Terms of Reference</p> <p>ACTION – Chair & Vice Chair to draft and circulate before the next meeting.</p>	<p><i>Outstanding – drafting in progress</i></p>
CT2109-04	<p>Appointment of Sub Committees</p> <ul style="list-style-type: none"> ▪ Digital Archive – As before. ACTION to invite all members of councillors. ▪ Mumbles in Bloom – ACTION to invite all members of councillors. 	<p><i>Completed – Email sent by Clerk to all councillors.</i></p>
CT2109-08	<p>Mumbles Fest 2022</p> <p>Licence in hands of solicitor.</p> <p>ACTION – Clerk to chase solicitor.</p>	<p><i>In progress – Clerk has contacted the solicitor and awaiting an update.</i></p>
CT2109-11	<p>Christmas Lights</p> <p>RECOMMEND that,</p> <ul style="list-style-type: none"> (i) Phillips be asked to order shorter trees (20M) (ii) On the advice from the RFO, the quote from Phillips to arrange the Christmas Lighting be accepted. 	<p><i>Completed – Resolution Passed and order made.</i></p>
CT2109-12	<p>Queen’s 70th Jubilee</p> <p>ACTION – Clerk to investigate whether there is any funding available to put on Jubilee events.</p>	<p><i>Completed – One Voice Wales email states: We are not aware of any grant streams available, and I would expect that</i></p>

		<i>Councils would make suitable budget provision in relation to organising events to celebrate the Jubilee.</i>
CT2109-13	Appointment of possible Office/Event Assistant ACTION – Claire to draw up a job description.	<i>Completed –sent to Paul Egan (One Voice Wales) as he is currently reviewing MCC's staffing levels.</i>

Mumbles Community Council - Budget 2021/22

Code	Items	Amount £	RFO Authorised
<i>Culture, Tourism and Communications Committee</i>			
CTC1	Mumbles Fest	21,850	✓
CTC2	Food Festival	10,000	
CTC3	Christmas Motifs	6,000	
CTC4	Christmas Trees	7,600	
CTC5	Inspection of Southend Tree	500	
CTC6	New Christmas Motifs (2)	1,200	
CTC7	New Lights - Oystermouth Christmas Tree	1,000	
CTC8	Community Parties	2,000	
CTC9	Schools Competition	1,000	
CTC10	Mumbles Guided Walks	1,500	
CTC11	Mumbles Fashion Shows	1,500	
CTC12	Digital Archive	8,000	
CTC13	Tourism Plan - Improved Signage	2,000	
CTC14	Floral Decorations	9,350	
CTC15	Mumbles in Bloom - Contestant	100	
CTC16	Mumbles in Bloom - Competition	100	
CTC17	Marketing/Publicity Leaflets and Posters	3,000	
CTC18	Newsletter Printing	4,000	
CTC19	Newsletter Distribution	1,200	
CTC20	Newsletter Translation	2,000	
CTC21	Twinning	1,500	
CTC22	Festoon Lighting - Newton Road	16,100	
CTC23	Event Income	-7,500	
	Total	94,000	