Mumbles Community Council

Minutes of Meeting of the Finance and Compliance Committee held on 16th October 2026 at 6.30 pm Hybrid Meeting at the Ostreme Centre & via Teams

Councillors Present: Tim Zhou (Chair), Phil Keeton and Martin O'Neill.

Officers Present: Ceri Willcox – RFO and Ian Hughes – CSO

FI2611-01	**Apologies:** Cllrs Townsend Jones, Ian Scott and Pam Erasmus
FI2611-02	**Declarations of Interest:** None
FI2611-03	**Minutes of the Previous Meeting of the Committee** To approve the minutes of the meeting held on 16th October 2026 as a true record. **RESOLVED** to approve the minutes of the meeting held on 16th October 2026 as a true record.
FI2611-04	**Outstanding Actions from Previous Meeting** Outstanding actions outlined by the CSO. **RESOLVED** outstanding actions updated, and new action to be recorded in 'outstanding action' report by CSO.

DRAFT

Mumbles Community Council

FI2611-05	**Budget Monitoring Reports – Ceri Willcox, RFO** Ceri Willcox, the RFO had circulated budget monitoring reports to Councillors prior to the meeting. The RFO outlined expenditure including spending on budgets within the Finance and Compliance Committee budget lines. Although West Cross Youth Club currently shows an overspent, a virement had been made that was yet to be reflected. There are no concerns overall with a current surplus fund of over £9,000 for grant budgets. It was also noted by the RFO that £5,000 had recently been awarded by Full Council to Mumbles Traders to assist with the Christmas Lights. RESOLVED: To approve the budget monitoring reports.
FI2611-06	**Budget 2026/2027** The RFO is in the process of updating procedures and making existing software more compatible for inputting data.
FI2611-07	**To review and approve full bank reconciliations to date** The RFO had circulated bank reconciliations to Councillors prior to the meeting. This covered the period between July and October 2026. The payments had been redacted to anonymise personal details of Officers and Councillors where appropriate. In answer to Councillor questions the RFO explained that arrangements are in hand to open a savings account thereby accruing greater interest. The CCLA has previously been approved. The RFO has a meeting in-person with bank staff within the next seven days and will update Full Council on developments. **RESOLVED** to approve the full bank reconciliations to date.

DRAFT

Mumbles Community Council

FI2611-08	**To note VAT claim dates and procedure** The RFO explained that whilst MCC has been tax registered since September 2025, all accounts are now digitally recorded enabling payments and receipts to be sent directly to HMRC. This has required considerable digital reconciliation work to be carried out on accounts for the interim period. This has now been completed and the RFO provided the relevant documents prior to the meeting. MCC will now be processing VAT returns on a quarterly basis.
FI2611-09	**Grants Policy/Procedure Review** The RFO had circulated a document to Councillors prior to the meeting outlining the potential for new grants policy via a procedure review. The RFO set out key points from the document which was discussed by Councillors. The Councillors offered to assist in the preparation of any future policy document. **RESOLVED** to note the findings of this review. **RESOLVED** to agree that the Community Grant Policy be revised to address the issues identified in this report. **RESOLVED** to request that a revised Grant Policy and supporting application documentation be prepared for consideration at a future meeting of the Committee. **RESOLVED** to support the development of a standard Grant Recipient Media Pack to accompany future grant awards. **RESOLVED** to consider the introduction of a standard assessment and eligibility checklist for all grant applications. **ACTION** RFO to prepare a draft grant review policy document
FI2611-10	**Elev8 Dawns CIC Grant Application** Grant Application for £5,000 to contribute towards a wellbeing initiative. The Committee had previously requested additional information on the following points prior to deciding whether to support the application:

DRAFT

Mumbles Community Council

	:- • Venue or venues for the event. • If the event is centralised what provision has been made for less abled participants to attend. • How are participants being recruitment. • Was there any involvement with the recent MCC Wellbeing Festival. • Is any future involvement with similar festivals anticipated. • How is the budget for the event being spent/breakdown of expenditure requested. The applicant had provided a written response to these points which was circulated to Councillors prior to the meeting. Councillors were again supportive of the aims contained within the application. However a number of reservations remained in relation to the expenditure of the grant if approved and the relatively low score of 10 for a successful application. Consideration was given to providing partial funding with a further application being made and being considered by the new incoming Council in May 2027. A grant of 50% of the amount sought was proposed as compromise. **RECOMMENDED** That a Grant Application to Elev8 Dawns CIC for £2,500 be offered to contribute towards a wellbeing initiative. Any future successful application will be dependent upon a progress report. From **Budget FC1** Small and Medium Grants.

Meeting Finished at 7.05pm

Next meeting: 15th January 2027

DRAFT