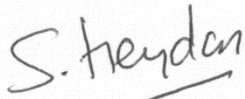


Summons to the Monthly Meeting of the Finance & Compliance Committee

Councillors:

Rebecca Child (Chair)
Carrie Townsend Jones (Vice-Chair)
Tim Bull
Rebecca Fogarty
Rob Marshall
Martin O'Neill
Ian Scott
Will Thomas

You are **SUMMONED** to the **MONTHLY MEETING** of the **FINANCE & COMPLIANCE COMMITTEE** to be held on
Wednesday, 23 March 2022 at 6.30 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 21 March 2022

**Finance & Compliance Committee
Meeting Agenda
23 March 2022 at 6.30 pm
Virtual Meeting (Zoom)**

01 Apologies for Absence

02 Declarations of Interest

03 Minutes of the Meeting held on 16 February 2022

To approve the minutes of the meeting held on 16 February 2022 as a true record.

04 Action Points Arising from Previous Minutes

05 Terms of Reference

06 St David's Primary School Grant Application

Grant application for £3,000 to 'enhance pupils' well-being.'

07 Grant Request from Porthcawl Shout Forum

Grant request towards foundations for new SS Samptama & Mumbles RNLI Lifeboat Edward Price of Wales memorial.

08 Ostreme Centre - CCTV

09 Ostreme Centre - Heads of Terms / Licence

10 Ostreme - Appointment of Ostreme Development Consultant

11 Report from RFO of grants made from May 2017 to date

12 Review of Financial Regulations

13. Risk Assessment Report

14. Finance Report

**Minutes of Meeting of the
Finance & Compliance Committee
held on 16 February 2022 at 6.30 pm
by videoconference (Zoom)**

Councillors Present: Rebecca Child (Chair), Carrie Townsend Jones (Vice- Chair),
Martin O'Neill, Rob Marshall & Ian Scott

Officer Present: Steve Heydon

FN2202-01 Apologies for Absence

Rebecca Fogarty

FN2202-02 Declarations of Interest

None.

FN2202-03 Minutes of the Meeting held on 19 January 2022

RESOLVED to approve the minutes of the meeting held on 19 January 2022 as a true record.

FN2202-04 Action Points Arising from Previous Minutes

All outstanding action points are covered below.

FN2202-05 Terms of Reference

Meeting of Chairs due. Defer to next meeting.

FN2202-06 CCTV at the Ostreme Centre

ACTION - Chair to contact Cllr Thomas regarding outstanding quotes

RESOLVED to note the definition of public space supplied by the Clerk

FN2202-07 St David's Primary School Grant Application

Grant application for £3,000 to 'enhance pupils' well-being.'

ACTION – Clerk to ask for more information on action plans.

ACTION – Chair to send a letter to all schools before next committee meeting, detailing opportunities to apply for grants.

FN2202-08 The Creatory Wales Grant Application

Grant application for £350 towards producing a Jubilee ‘Yarnbomb’.

RECOMMEND that a grant of £350 be made with the proviso that items be put across the whole of the MCC area, and they consider holding a ‘yarnbomb’ treasure hunt for children.

FN2202-09 Mumbles First Scout Group Grant Application

Grant application for £18,800 towards completing works on Sutton Hall.

ACTION – Clerk to ask applicant for a formal progress report with photos.

RECOMMEND that a grant of £18,800 be made

FN2202-10 Review of Financial Regulations

AGREED to send any comments to Chair of the committee and committee review next meeting.

FN2202-11 Appointment of an Internal Auditor

RECOMMEND that our RFO be empowered to appoint an Internal Auditor

FN2202-12 Finance Report

RESOLVED that the report be noted.

Meeting closed 7.09pm

Actions Arising Report

Meeting paper for Finance & Compliance Committee – 23 March 2022

Agenda Item: 4

Item	Actions	Update
FN2109-04	<p>Terms of Reference</p> <p>ACTION - Chair & Vice Chair to draft and circulate before the next meeting.</p>	<i>In progress</i>
FN2109-10	<p>Budget Timetable & Proposal</p> <p>ACTION - RFO to be asked to draw up procedure for accepting donations</p>	<i>In progress. Clerk has asked RFO to produce procedure. RFO to draft.</i>
FN2111-04	<p>Action Points Arising from Previous Minutes</p> <p>ACTION - Clerk to arrange a meeting of a Policies working party consisting of Rebecca Fogarty, Louise Thomas & Carrie Townsend Jones,</p>	Completed – Meeting to be held Tuesday, 22 March 2022.
FN2111-06	<p>CCTV at the Ostreme Centre</p> <p>ACTION - Will Thomas to provide details of CCTV installer to enable a quote to be obtained.</p>	<i>In Progress</i>
FN2202-06	<p>CCTV at the Ostreme Centre</p> <p>ACTION - Chair to contact Cllr Thomas regarding outstanding quotes</p>	
FN2111-09	<p>Grange Primary School Grant Application</p> <p>Grant application for £70,000 towards refurbishment of school yard.</p> <p>ACTION - RFO to produce a spreadsheet of (i) all grants applied for - with sum requested and sum</p>	Completed

	paid (ii) a spreadsheet showing the same for all schools in our area.	
FN2202-07	<p>St David's Primary School Grant Application</p> <p>Grant application for £3,000 to 'enhance pupils' well-being.'</p> <p>ACTION – Clerk to ask for more information on action plans.</p> <p>ACTION – Chair to send a letter to all schools before next committee meeting, detailing opportunities to apply for grants.</p>	<p>Completed – Report received and circulated.</p>
FN2202-09	<p>Mumbles First Scout Group Grant Application</p> <p>Grant application for £18,800 towards completing works on Sutton Hall.</p> <p>ACTION – Clerk to ask applicant for a formal progress report with photos.</p>	<p>Completed – Report received and circulated.</p>

#124

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, January 28, 2022 1:33:47 PM
Last Modified: Monday, February 07, 2022 10:05:41 AM
Time Spent: Over a week
IP Address: 159.86.182.37

Page 1: Overview

Q1

Name of Organisation

St David's School

Q2

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

Headteacher

Q3

Contact Information

Email Address **richardse197@hwbcymru.net**
Phone Number **01792512212**

Q4

Alternative Contact Name and Position

Liz Richards

Q5

Alternative Contact Information

Email Address **st.davids.primaryschool@Swansea-edunet.gov.uk**
Phone Number **01792512212**

Q6

Name of project

Enhance pupils' well-being

Q7

Amount of grant requested

£3000

Page 3: About the project

Q8

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

The project will enhance the well-being of pupils, focus on children's mental health as it will give children more opportunities to stimulate their brain. The environment will be more enriching

Q9

Date / Time

10/04/2022

Start date of project

Q10

Date / Time

17/04/2022

End date of project

Q11

Who will benefit from the project?

The children who attend St David's School.

Q12

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

Around 40 children.

Q13

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

Staff, Governors and Parents will observe the children when playing and also through discussions with children.

Q14

What is the total cost of the project?

£3000

Q15

What amount of funding are you requesting from MCC?

£2500

Q16

What amount of funding are you requesting from other bodies?

£500

Q17

Respondent skipped this question

When will you hear the result of this application?

Q18

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

£500

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).

The increased wellbeing of children from the area who come to St David's School cannot be understated. This grant will support the wellbeing of the children, and also support the aspiration of children in the future.

Page 4: About Your Organisation

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)

Education - school

Q21

Yes

Does your organisation have a website?

Q22

If yes, please give details

www.stdavidsatholicprimary.swansea.sch.uk

Q23

No

Is your organisation a registered charity?

Q24

No

Do you have a written constitution?

Q25

Respondent skipped this question

If yes, please attach copy

Q26

Yes

Can your company reclaim VAT?

Page 5: 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?

Contacting Mumbles Community Council

Subject: FW: Grant application
Date: Thursday, 17 February 2022 at 11:32:44 Greenwich Mean Time
From: Mumbles Community Council <council@mumbles.gov.uk>
BCC: ClickUp: ST DAVID SCHOOL - GRANT APPLICATION <a.c.1yn3k3b.u-32517014.297f575b-ee08-4412-b727-3d9698b3a517@tasks.clickup.com>, Rebecca Child <Rebecca.Child@mumbles.gov.uk>, Carrie Townsend Jones <carrie.townsendjones@mumbles.gov.uk>, Tim Bull <tim.bull@mumbles.gov.uk>, Rebecca Fogarty <rebecca.fogarty@mumbles.gov.uk>, Rob Marshall <rob.marshall@mumbles.gov.uk>, Martin O'Neill <martin.oneill@mumbles.gov.uk>, Ian Scott <ian.scott@mumbles.gov.uk>, William Thomas <william.thomas@mumbles.gov.uk>
Attachments: image002.jpg

Dear Committee Members

Following our meeting last night, I emailed the Head on St David's Primary School asking for the additional information you required.

Is this sufficient?

Best wishes

Steve

From: "E Richards (St Davids Catholic Primary School)" <RichardsE197@Hwbcymru.net>
Date: Thursday, 17 February 2022 at 10:36
To: Steve Heydon <steve.heydon@mumbles.gov.uk>
Subject: RE: Grant application

Good morning,

Many thanks for taking the time to look at our application.

We would like to continue to enhance our indoor and outdoor areas for the children. Therefore; indoors we are looking at developing a sensory/chill out room – material for the room, soft furnishing, having colour changing cubes, sensory floor tiles, lava lamps and bubble tubes. This will cost around £900.

Then we would also like to develop our playground areas – playground paint markings/ different games etc and also look at the area around our trim trail to make it usable for the whole year, rather than it being seasonal which it is now. The children show great enjoyment in the outdoors and this would be a way to encourage the children to be outdoors and give them stimulating and enriching opportunities. This would be more than £2100, however the school is happy to find ways to fund the remaining balance.

If you would like further information, please get in touch.

Kind regards,

Liz

Miss E Richards

Headteacher
St David's School
Swansea
01792 512212



RichardsE197@hwbcymru.net

From: Steve Heydon [mailto:steve.heydon@mumbles.gov.uk]
Sent: 16 February 2022 19:34
To: E Richards (St Davids Catholic Primary School) <RichardsE197@Hwbcymru.net>
Subject: Grant application

You don't often get email from steve.heydon@mumbles.gov.uk. [Learn why this is important](#)

Dear Headteacher

My Finance committee met tonight to discuss your application for a grant of £3,000 towards enhancing the well-being of your pupils

I have attached a copy of your application for your records.

I have been asked to write to you to ask for more details about your application. What exactly are you planning to do? Do you need to buy anything? How much will it cost? etc., etc.

Best wishes

Steve Heydon
Clerk to Mumbles Community Council
[Information and Data Protection Policy](#)

Ar gyfer yr unigolyn y cyfeirir yr e-bost hwn ato yn unig y mae'r neges a'r atodiadau sydd ynghlwm. Os ydych wedi derbyn y neges e-bost hon drwy gamsyniad, rhoch wybod i'r anfonwr a'i dileu'n barhaol o'ch system. Os oes cynnwys yn y neges e-bost hon sy'n bersonol neu os oes ynnddi gynnwys nad yw'n gysylltiedig â gwaith Llywodraeth Cymru, ysgolion, y consortia addysg rhanbarthol neu unrhyw awdurdod lleol yng Nghymru, nid ydym yn derbyn cyfrifoldeb am gynnwys o'r fath nac atebolrwydd drosto. Gallai data mewn negeseuon e-bost sy'n cael eu hanfon dros y rhyngwrdd gael eu llygru, neu gallai negeseuon gael eu darllen cyn iddynt gyrraedd pen eu taith neu gael eu diwygio heb awdurdod; nid oes gennym unrhyw reolaeth dros hyn.

Nid ydym yn atebol am unrhyw feirysau cyfrifiadurol a allai fod yn y neges hon nac am unrhyw golledion yn sgil feirysau. I gael gwybodaeth am y sail a ddefnyddir ar gyfer casglu gwybodaeth bersonol drwy <http://hwb.llyw.cymru>, ewch i <http://hwb.gov.wales/Privacy>, ac i weld telerau defnydd y wefan, ewch i <http://hwb.gov.wales/TermsAndConditions>

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[Information and Data Protection Policy](#)

Dear Mumbles Council members

You may be aware that Porthcawl Shout Forum (PSF) is an older peoples community group who have been working since 2015 to provide a memorial to the SS Samtampa and the Mumbles RNLi lifeboat, Edward Prince of Wales. Both vessels and crews were lost in the horrific disaster that took place at Sker Point Porthcawl on April 27th 1947. A total of 47 men and boys died on our coast that afternoon from heavy fuel oil asphyxiation and there were no survivors.

On May 3rd 2017 First Minister Carwyn Jones launched our educational and memorial project at the Senedd with school children from Mumbles, Middlesbrough and Porthcawl taking part. We also unveiled our unique bilingual exhibition which we have displayed in schools, colleges, museums and hospitals etc around South Wales.

Early on we were advised that we would not obtain a heritage lottery grant for a memorial but we did plus grants from BCBC, Porthcawl Town Council and a large private donation.

Sketty sculptor Martin Williams carved the 7.5 ton memorial from local Portland stone and workshop completed it 3 years ago. However finding a location for the memorial has proved very difficult and we are indebted to BCBC who have now given it a wonderful site on Rest Bay looking out to the disaster area at Sker.

However we are unable to complete the project because the “soft ground” location needs a further £10K for reinforced foundations for which we have no budget.

The magnitude of the disaster and the unbelievable courage and bravery displayed that day attracted world attention but the disaster and it’s heroism is now almost forgotten which is why we have put in hundreds of voluntary hours and our personal running costs to publicly honour these victims of a savage sea.

No one died from Porthcawl but this Swansea Bay disaster has a very important maritime legacy we need to cherish and maintain for future generations but unfortunately we cannot complete the project with just voluntary workers.

We are close to the finishing line which is why I am asking you to consider supporting our quest and to help keep alive the outstanding sacrifice made by the people of Mumbles.

I have attached our educational file and photographs.

Kind regards

Gary Victor.....Porthcawl Shout Forum.....21/02/2022



Dear Paul,

Thank you for your MCC grant application form which one of our members is looking at however I would be pleased to receive your thoughts on an alternative approach to the situation.

Porthcawl Shout Forum (PSF) originated with the Welsh Governments 2003 Strategy for Older People and we have completed a number of community projects for Porthcawl residents and visitors with the help of our Town and Borough councils

Having been closed for two years because of COVID-19 we are now restarting our public forum meetings with far fewer members and most of us are now over 80 years of age.

However to honour and recount the exceptional bravery of the 47 seamen lost with the SS Samtampa and RNLI Edward Prince of Wales is still our objective.

As you know we are unable to complete the installation because we are now short of funds required for additional work

Would MCC consider becoming a stakeholder and fund directly the remaining work or part of it at an estimated total cost of around £12K.

This would be for the memorial foundation and an increased fee required by the sculptor Martin Williams for delivery from his Morryston workshop and installation at Rest Bay. However I am still awaiting his additional quotation.

I would be pleased to forward any further information you may require.

Kind regards

Gary Victor PSF 09/03/2022

Subject: Ostreme Centre
Date: Friday, 11 March 2022 at 16:13:39 Greenwich Mean Time
From: Chris Tymanowski <Chris@plandp.co.uk>
To: Steve Heydon <steve.heydon@mumbles.gov.uk>
Attachments: image001.jpg, DRAFT HoT Ostreme Centre 10.03.22.docx

Hi Steve

I attach a draft set of heads of terms to circulate to the relevant Counsellor's for consideration and comment.

Please also see below a detailed note on manager and caretaker. In short, it would be prudent to transfer both over to avoid any TUPE claims.

I haven't undertaken any due diligence on the two employees yet. This would include copy of contract / how long employed if none, terms of employment, age / dob, hours, hourly rate, holidays etc.

Practically where there is a staff member(s) that is not necessarily 'wanted' under TUPE, the usual process would be to carry on as normal for a year or so then review the requirement for their provision. You can't ask a TUPE employee to re-tender for the work so you would have to make them redundant. The above details allow us to calculate what would have to be paid on redundancy (statutory formulae) under a compromise agreement, we can advise this figure before completion provided we have the relevant info.

The alternative would be for OCA to make them redundant and pay any redundancy, and you then employ the manager on a new contract and do not employ the caretaker. Obviously not an option as OCA have no funds for redundancy payments and would probably not want to take this action anyway.

Let me know how you want to proceed on the HoT and employment matter?

With kind regards

Chris Tymanowski
Partner
Peter Lynn & Partners
(T) 01792 450010
(M) 07799 641131

From: James Lewis-Hyndman <James@plandp.co.uk>
Sent: 11 March 2022 11:18
To: Chris Tymanowski <Chris@plandp.co.uk>
Cc: Nia <nia@plandp.co.uk>
Subject: RE: Matter 35640

Hi Chris

I've spoken with Nia and these are our thoughts.

TUPE applies to a transfer of an economic entity that then retains its identity after a transfer. So, if MCC does take over, the transferor will be the OCA and the transferee will be MCC.

As above, TUPE applies to a 'relevant transfer' – this means a transfer of a business which satisfies there being:

1. An economic entity

2. A transfer of the economic activity
3. The economic activity retaining its identity following the transfer

Point 1 - An economic entity – I would suggest that the OCA would satisfy this definition, not least because they clearly have employees being the caretaker and the manager.

Point 2 - Now an 'economic activity' is defined in case law as "an organised grouping of persons and assets facilitating the exercise of an economic activity which pursued a specific objective." I don't know much about the activities carried out under the OCA, but it would seem that the activities that the OCA carry out within the OC would satisfy there being an economic activity. If the MCC does take over the 'running of the OC' (the activities of the OCA) then the OCA activities are transferred from the OCA to the MCC.

Point 3 – As the running of the OC is going to transfer from the OCA to the MCC, and the activities carried out within the OC under MCC's running are similar to the activities that were carried out under the OCA's management, then there would be an argument that the economic activities within the OC will 'retain its identity' following the transfer from OCA to MCC and therefore retain its identity following the transfer and satisfy Point 3.

As above I think this all hinges on whether there is the 'relevant transfer' from the OCA to the MCC. If the transfer is said to have satisfied the above, based on the research I'd suggest that both the OC caretaker and the manager would be able to argue that there has been a relevant transfer, mainly if the activities carried out in the OC itself are going to 'retain its economic identity.' Therefore, TUPE would apply to both employees and so there would not be the need for the redundancy/reappointment of the manager. Further, even though the MCC are going to grant a license to the OCA, it looks like the 'relevant transfer' will already have taken place should the MCC take over the running.

There is also a risk that the lease situation could add a further possible concern. I have seen that changes in lease ownership may trigger TUPE as a business transfer and that the business transfer test may be met if the business continues after the change in lease ownership and is for a 'similar purpose' to the business carried out at the property before the transfer. If a landlord grants a new lease, as seems to be the case with the MCC obtaining the new lease, then any TUPE transfer is likely to be between the outgoing tenant and the incoming tenant (MCC).

Please let me know if you would like anything further.

Thanks

James

From: Chris Tymanowski <Chris@plandp.co.uk>
Sent: 10 March 2022 14:07
To: James Lewis-Hyndman <James@plandp.co.uk>
Cc: Nia <nia@plandp.co.uk>
Subject: Matter 35640

James

I need a bit of employment advice. I act for Mumbles Community Council (MCC) who have recently taken a long lease of the Ostreme Centre in Mumbles (OC). The OC is run by Ostreme Community Association (OCA). OCA are struggling so the plan is for MCC to take over the running of OC with a licence for OCA to use. The structure is that MCC will be responsible for OC (bills, insurance, repair etc) and OCA will deal with day to day management.

OCA have a centre manager and care taker. The intention is that when the licence is granted to OCA the centre manager will TUPE over to MCC.

The first question is, does the care taker have to TUPE over as well? The care taker is day to day work, maintaining external areas etc. MCC don't want to take him on (or by implication the day to day care taker work) as he is oldish and a one man band, so if he fails to turn out to work MCC will have to deal with his duties by way of the Councillors! They want that day to day element to remain with OCA.

If necessary they will take him on, and put the work out to tender in the next year or so.

Second question, based on the above scenario, I don't think MCC are necessarily 'taking over all of the business' of OCA, as such can the centre manager TUPE over or would it have to be redundancy / employment by new employer?

Record time on above matter, can you run your conclusion by Nia. I could do with something by say 2.00pm tomorrow to report to the client by the end of the day.

Thanks

CT

With kind regards

Chris Tymanowski

Partner

Email – chris@plandp.co.uk

Peter Lynn & Partners Solicitors

Langdon House, Langdon Road, SA1 Waterfront, Swansea SA1 8QY

Tel: 01792 450010 - Mob: 07799 641131 - Fax: 01792 462881

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DRAFT HEADS OF TERMS

LICENCE TO USE OSTREME CENTRE

FROM MUMBLES COMMUNITY COUNCIL TO OSTREME COMMUNITY ASSOCIATION

DATED: 11.03.22

Licensor	Mumbles Community Council (MCC) Contact: Steve Haydon Address: Tel: 01792 542749 Email: council@mumbles.gov.uk
Licensee	The Trustees of Ostreme Community Association (OCA) Contact: Address: Tel: Email:
Licensor Advisor	Peter Lynn & Partners Contact: Chris Tymanowski Address: Unit 11, Langdon House, Langdon Road, Swansea SA1 8QY Tel: 01792 4500120 Email: chris@plandp.co.uk
Licensee Advisor	Stuart Batcup Tel: Email: slbatcup@aol.com
Licence Premises	Ostreme Centre, Castle Avenue, Mumbles, Swansea SA3 4BA The centre including all external areas (hard standing and planted areas) and any parking areas.
Licence Term	From completion of the licence until 28 September 2044. [Either party may determine the licence on 12 month's notice]
Licence Fee	A peppercorn per annum.
Licensor obligations	<ul style="list-style-type: none">- To insure the Premises.- To be responsible for the repair, maintenance, and any improvement of the Premises.- To cover all utility and other costs of the premises.- To comply with their obligation in their head lease.

	<ul style="list-style-type: none"> - To meet statutory requirements. - To allow the Licensee to hold [4] bring and buy sales at the Premises per annum each for [2] days and - To have due regard to the requests and representations of the Licensee regarding the running and management of the centre.
Licensee obligations (General)	<ul style="list-style-type: none"> - On completion to formally surrender the existing unregistered lease which OCE are holding over after the expiry of the lease term. - To pay sums due under the licence. - Not make any alterations to the Premises. - Not to apply for planning permission in relation to the Premises. - Comply with statutes. - To hold (regular) meetings and invite the Premises Manager to attend to discuss the running and management of the centre.
Premises manager	Elaine Wright TUP over to MCC
Premises Caretaker	Don (Surname) TUP over to MCC?
Income Generated	All income generated from use of the centre to be retained by MCC (saved as provided below), this is reflected on the 'peppercorn rent'.
OCA income	OCA will retain income from membership fees paid by <i>[insert details of members/groups (drama society, historic society)]</i> plus any income they generate from their own use such as the tabletop bring and buy sale held a few times per annum.
Grant Funding	OCA shall apply annually to MCC for grant funding for items such as insurance and accounts costs.
Centre Management	The OC shall be run by the Centre Manager who will meet with OCA regularly (frequency TBC). With regards to the use, running and management of the Centre and shall have due regard to OCA's opinion on these items given their long standing association with the premises.
Parking Spaces	To be utilised by 'service users' of the OC only. Not general parking to be used by members of MCC or trustees of OCA.
Day Management	OCA shall be responsible for the day-to-day activities within the OC including booking what classes will be held there and management of the day-to-day diary.
Other	<i>[MCC to advise any main terms not included]</i>



Report of RFO to Finance and Compliance Committee 23/03/2022

Grants Awarded 2017/18 to 2021/22

1. Introduction

- 1.1 The Finance and Compliance Committee has requested a list of grants awarded by Mumbles Community Council since 2017/18.
- 1.2 A total of just over £153,000 has been awarded from the Small and Medium Grants budget up to the February 2022 meeting of Council and a list of the grants awarded is attached in Appendix 1.
- 1.3 Committee also asked for a list of grants made to schools. The schools have been extracted from Appendix 1 and are shown separately in Appendix 2. The total amount of grants awarded to schools is £39,816.

Appendix 1

Small and Medium Grants 2017/18 to 2021/22 to February 2022

Organisation	Amount £	Purpose of Grant
2017/18		
Sculpture by the Sea 2017	1,000.00	Beach Festival & School Workshops
Mumbles Methodist Day Centre	450.00	Summer Day Trip
Mumbles RFC	2,000.00	Drainage improvement works
Mumbles RFC	800.00	Cracker 7's Tournament 2017
Mumbles Development Trust	1,101.68	Mumbles Movie Project
Newton Short Mat Bowls Club	450.00	Bowls Equipment
Mumbles Rangers AFC	500.00	Kit for Under 14's trip to Italy
Mumbles Fire Sports Team	500.00	Participation in international event in Czech Republic
Gower Chorale	600.00	Cost of a soloist performing at All Saints Church
Forget-Me-Not Dementia Day Club	235.00	Day Trip
Mumbles Rangers AFC	300.00	Alan Martin Football Festival 2017
Mumbles Traders Association	700.00	Summer Road Closure Event
Newton Neighbourhood Friends	1,000.00	Volunteer recruitment, insurance, telephone, posters and leaflets
Friends of Grange Primary School	750.00	Safer environment for pupils and promote community classes
Mumbles Festival of Music	1,000.00	Performance of Handel's Messiah
Mumbles Development Trust	513.00	Christmas Road Closure Event
All Saints Church	3,044.40	Repairs to mechanism of Church clock
Mumbles Development Trust	1,000.00	Dragon Parade
Sculpture by the Sea 2018	1,000.00	Beach Festival & School Workshops
Mumbles RFC	800.00	Cracker 7's Tournament 2018
Total 2017/18	17,744.08	
2018/19		
Friends of Grange Primary School	10,398.00	Ride to School Initiative
Mumbles Rangers AFC	1,500.00	Under 13's teams attending trips to Holland and Genoa
Swansea Bay Symphony Orchestra	800.00	Concert
Mumbles Rangers AFC	500.00	Expenses of players selected for international fixtures by Boys and Girls Club of Wales

Gower Chorale	300.00	Cost of a concert
Oystermouth Historical Society	126.00	Work to archive to make it accessible to community and visitors
Ostreme Theatre Players	2,000.00	Ostreme Stage Curtains
Henry Gilbert	1,500.00	Defibrillator Awareness Project
Friends of Mumbles Parks	2,235.00	Fencing and concrete kerbs at Underhill Park Playground.
Mumbles Traders Association	1,350.00	Christmas Lights and Parade
Whitestone Primary School	7,230.00	Refurbishment of playground area
Royal British Legion	200.00	Remembrance Day Concert
Lighthouse Theatre	1,000.00	Stumbles Through Mumbles Project
Armor Ale Cyf	500.00	Mumbles Boules tournament
Oystermouth School PTA	4,067.00	Replacing condemned Infants playground equipment
Total 2018/19	33,706.00	
2019/20		
Sculpture by the Sea 2019	2,500.00	Beach Festival & School Workshops
Mumbles Development Trust	1,600.00	Refurbishment of Dragon's Head
Mumbles Rangers AFC	1,000.00	Under 14's attending Genoa International football Tournament
Mumbles Rangers AFC	1,000.00	Alan Martin Football Festival 2019
Newton Parents Association	4,800.00	Development of Community Gardens
Swansea City of Sanctuary	300.00	Welcome to Mumbles Event
Mumbles RFC	900.00	Cracker 7's 2019
Mumbles Twinning Association	272.00	Yves Pezron Historical Booklet
Lower Norton Allotment Group	500.00	Improved water supply and rubbish clearance
Mumbles Traders Association	2,200.00	Christmas Trees and Road Closure 2019
Mayals Primary School	1,000.00	Replacement defibrillator
St David's School PTA	5,591.00	Enhancement of school outdoor area
Friends of Clyne Gardens	970.00	Creation of website
Mumbles Bowls Club	2,309.00	Bowls Green maintenance
Vivian Hall Management Committee	488.00	Installation of defibrillator
Plunch Lane Allotment Society	450.00	Installation of storage shed
Mumbles Rangers AFC	5,848.80	3 sets of goalposts
Total 2019/20	31,728.80	
2020/21		
Upper Norton Field Allotment Association	500.00	Extension of water supply and restoration of main path

Mumbles Bowls Club	394.20	Bowling Green maintenance
Sculpture by the Sea 2020	2,500.00	Beach Festival & School Workshops
Lower Norton Allotment Group	550.00	Improve paths for accessibility and removal of waste
Oystermouth School PTA	4,980.00	Outdoor Learning Zone
Mumbles Twinning Association	100.00	A Child's Christmas in Wales video
Acre Field Allotments	1,000.00	Hedgerow survey, 2 new plots, compostable toilet, community shed and fruit tree area
Mumbles Rangers AFC	6,000.00	2 team dug outs and 4 mini goals
Total 2020/21	16,024.20	
2021/22		
1st Mumbles Scout Group	6,942.00	Phase 1, works on entrance hall, handrails and lighting
Sculpture by the Sea 2021	2,600.00	Beach Festival & School Workshops
Goleudy Housing and Support	996.92	West Cross Community Fridge events
Castle Road Allotment Society	2,298.00	Security fencing
Ripples Ice Cream Parlour	1,600.00	Bike Repair Tool Station – not yet paid
Victoria Hugtenburg	150.00	Mumbles Book Exchange
Newton Athletic AFC	2,165.00	3 'C' License training courses and completion of Club website
Mumbles Development Trust	1,000.00	Mumbles Railway Trail
Red Community Project	5,000.00	West Cross Youth Club
1st Mumbles Scout Group	19,578.00	Phase 2, reconfiguration of entrance hall and installation of disabled toilet
Mumbles Centurion	3,000.00	Long Course Weekend
Mumbles Traders Association	1,261.20	Christmas Trees 2021
Mumbles Yacht Club	400.00	Remembrance Day buffet
Mumbles Traders Association	1,650.00	Road Closure Event 2021
Sculpture by the Sea 2022	3,000.00	Beach Festival & School Workshops
Mumbles Bowls Club	905.70	Bowls Green grounds maintenance
Victoria Hugtenburg	169.90	Mumbles Book Exchange replacement cabinet
Mumbles RFC	250.00	Defibrillator
The HOW People	1,250.00	Water Safety designs on famous local building
Total 2021/22	54,216.72	
Total 2017/18 to 2021/22	153,419.80	

Appendix 2

Schools - Small and Medium Grants 2017/18 to 2021/22 to February 2022

Organisation	Amount £	Purpose of Grant
2017/18		
Friends of Grange Primary School	750.00	Safer environment for pupils and promote community classes
2018/19		
Friends of Grange Primary School	10,398.00	Ride to School Initiative
Whitestone Primary School	7,230.00	Refurbishment of playground area
Oystermouth School PTA	4,067.00	Replacing condemned Infants playground equipment
2019/20		
Newton Parents Association	4,800.00	Development of Community Gardens
Mayals Primary School	1,000.00	Replacement defibrillator
St David's School PTA	5,591.00	Enhancement of school outdoor area
2020/21		
Oystermouth School PTA	4,980.00	Outdoor Learning Zone
Schools Total	38,816.00	



Report of RFO to Finance and Compliance Committee 23/03/2022

Risk Assessment 2021/22

1. Introduction

- 1.1 The Council's Internal Auditor reported in the Internal Audit Report for 2020/21 that the required risk assessment review had not been undertaken during 2020/21.
- 1.2 This report and attached schedule of risks identified by the RFO is the Council's review of risk for 2021/22 and the Finance and Compliance Committee are asked to review the schedules to ensure the adequacy of the risk assessment and ensure that all potential risks to the Council have been identified.

2. Risk Management

- 2.1 Risk Management is a systematic approach to minimising the Council's exposure to risk. A risk management system includes various policies, procedures and practices that work together to identify, analyse, evaluate, address and monitor the risks identified.
- 2.2 There are a number of ways that the Council can deal with identified risk including passing the risk onto a third party, taking appropriate action in house to minimise the risk, purchasing insurance cover or avoiding the risk all together by ceasing the action or service that gives rise to the risk.
- 2.3 An important aspect of any risk management system is identifying the impact and probability of each risk as explained below
 - **Probability** – a risk is an event that **may** happen and the probability of the risk happening can range from just above 0% to just under 100%. The probability can't be 100% as that would be a certainty not a risk and it can't be 0% as that wouldn't be a risk. In the attached risk schedules the probability of each risk is shown as High (H), Medium (M) or Low (L).
 - **Impact** – a risk will always have a negative impact on the Council but the size of the impact will vary in terms of the potential cost and the impact on life, health

or any other critical factor. In the risk schedules the impact of each risk is also shown as High (H), Medium (M) or Low (L).

- 2.4 The Council is required to undertake an annual review to identify the key risks to the successful achievement of its priorities and service objectives.

3 Recommendation

- 3.1 It is **recommended** that the Finance and Compliance Committee reviews the risk assessment to ensure it is robust and accurate and to ensure that no risks have been missed.
- 3.2 The Practitioners Guide on Governance and Accountability Guide for Local Councils in Wales published by One Voice Wales and the SLCC states that the Council's minutes should record that the council has conducted a risk assessment review.

MUMBLES COMMUNITY COUNCIL

RISK REGISTER 2021/22

Risk	Potential Consequence of Risk	Probability of Risk (H/M/L)	Impact of Risk (H/M/L)	Measures to Manage Risk
Insufficient councillors	If number of councillors falls below the quorum to hold meetings and make decisions then the Council would be unable to function.	L	H	The number of councillors on Council is 18 and a quorum for a Council meeting is 6. It is highly unlikely that the number of councillors will fall that low therefore no action required
Business Continuity	If the Council is hit by an unexpected or tragic set of circumstances, then it would be unable to continue to undertake its business on a day-to-day basis.	L	H	A Business Continuity Plan should be prepared and approved by Council.
Precept	If the annual precept is inadequate, not submitted or not paid by Swansea Council then the Council may be unable to meet its commitments.	L	H	The RFO prepares a Budget Timetable each year which is reported to each Committee. Each Committee approves its budget to be recommended to Council for the following year at the November meeting. Budget and precept are approved by Council at January meeting with precept being sent to Swansea

				<p>Council by RFO before the deadline of 31 January.</p> <p>RFO completes monthly budget monitoring process which would identify the non payment of precept.</p>
Financial Records	If financial records are insufficient then the Council could suffer fraud or financial loss.	L	M	<p>Financial Regulations based on the Model Financial Regulations for Wales 2019 issued by One Voice Wales have been adopted by Council and are subject to an annual review.</p> <p>A Responsible Financial Officer (RFO) has been appointed with the specific role of ensuring adequate financial records are established and maintained.</p> <p>Since 01/04/2018 all financial records have been held on the Scribe Accounting Package.</p> <p>An up to date Asset Register is maintained on Scribe to control assets owned by the Council and ensure they are accurately recorded in the accounts. Insurance cover is in place for all assets owned.</p>

				<p>The RFO provides a monthly Finance Report to Council which includes a schedule of all payments and receipts in the previous month.</p> <p>Monthly budget monitoring reports are provided to the Chair of each Committee by the RFO comparing actual expenditure to budget. A summary of the monthly budget monitoring is included in the Finance Report to Council.</p> <p>The RFO completes monthly bank reconciliations which would identify any fraud, irregularity or missing transactions. Monthly bank reconciliation to be reviewed by nominated councillors (to be resumed from 01/04/2022).</p>
Bank and Banking	If there is insufficient control over the banking records then this could lead to a loss of money,	L	H	<p>Financial Regulations outline the procedures to be followed for the bank and banking arrangements</p> <p>Only the RFO has access to online banking and regularly monitors transactions.</p> <p>A monthly bank reconciliation is undertaken of all accounts using</p>

				<p>Scribe and bank reconciliation records are saved to OneDrive.</p> <p>Since the outbreak of the COVID-19 pandemic, all payments have been made by bank transfer actioned by the RFO rather than by signed cheques as required by Financial Regulations as Council is meeting virtually. As a compensating control all invoices for payment are sent to the Chair and Clerk for review prior to payment.</p> <p>Bank signatories will need to be reviewed following the election to be held in May 2022.</p>
Borrowing	If the Council has insufficient funds to meet the loan repayments then the Council may default on the loan.	L	H	The Council will be borrowing £1.2m before 31/03/2022 to fund Underhill and has included an amount for the first loan repayment in the 2022/23 budget. The loan repayment must be included in the budget for the next 15 years.
Loss of money	If cash or cheques are mislaid or stolen then this could lead to a financial loss to the Council.	L	L	Most income is received by bank transfer. The only significant amounts of cash received are for Mumbles Fest.

				<p>Arrangements are in place to secure cash on the day of the event.</p> <p>The following insurance cover is in place</p> <p>Money in Transit £2,500 Money on Premises (Office or home of insured person) £2,500 Fidelity Guarantee £800,000</p> <p>The Fidelity Guarantee cover to be reviewed for 2022/23.</p>
Procurement	If proper procurement practices are not followed then the Council may not obtain value for money or incur unnecessary expenditure. Council could also be subject to criticism from its auditors.	M	M	<p>Standing Orders and Financial Regulations include the following procurement rules</p> <p>£100 to £2,999 obtain 3 estimates £3,000 to £24,999 obtain 3 quotes Over £25,000 formal tendering exercise</p> <p>RFO is responsible for ensuring procurement rules are followed.</p> <p>Standing Orders and Financial Regulations are subject to an annual review.</p>
End of Year Accounts	If the Annual Return is not approved and	L	L	All accounting records are kept on Scribe which has dedicated end

	submitted for external audit by the due date then the Council will suffer damage to reputation and criticism from its auditors.			of year procedures which are followed by RFO to ensure accounts and approved by 30 June each year and are submitted to Audit Wales by the due date.
VAT	If VAT claims are not submitted within the prescribed timetable then the Council will not receive the VAT refund.	L	H	VAT claims are currently submitted annually but it is intended to move to a quarterly reclaim via Scribe for 2022/23.
General Reserves	If the Council fails to maintain an adequate level of General Reserves then it may not be able to meet its commitments.	L	H	<p>The Council has adopted a Financial Reserves Policy which requires General Reserves to be maintained at around 6 months of the annual running costs of the Council.</p> <p>The level of General Reserves are monitored by the RFO and reported to Council in the annual Outturn Report.</p>
Employees	If proper practices are not followed in the employment and payment of staff then the Council could be subject to legal action and fail to follow HMRC rules.	L	M	<p>All staff appointments are made by Council following a recommendation by the Personnel Committee.</p> <p>A Contract of Employment is issued to all new staff.</p>

				The monthly payroll is prepared by Atkins Accountants. All salary and deductions payments are made by the RFO based on the information provided by Atkins Accountants.
Litigation	If legal action is taken against Council then this could lead to potential costs and damage to reputation.	L	H	Adequate records are maintained by the Clerk to challenge any legal action. Legal documents are secured by the Clerk. Advice is obtained from Peter Lynn and Partners on all issues.
Legal Powers	If the Council incurs expenditure for which it does not have the legal power then it may make a payment which is ultra vires.	L	L	The legal powers available to the Council are considered by the Clerk and Assistant Clerk/RFO when reports to Committees or Council are proposed.
Legal Liability	If a member of the public is injured while using a Council asset or receiving a Council service then the Council maybe subject to legal liability.	M	H	Assets and servicers are monitored to ensure they are safe for the public to use. Risk Assessments are prepared for individual events. Public Liability insurance cover is held of £10m.

Councillors Interests	If a Councillor fails to declare an interest then the councillor maybe investigated by the PSOW with potential reputational damage to the Council.	L	L	<p>All councillors are required to follow the Code of Conduct and must declare an interest where they may have a conflict.</p> <p>There is a standing item on the agenda for each Committee and Council meeting for the declaration of interests. A form must be completed by the councillor which is recorded in a public register on the Council's website.</p>

**FINANCE AND COMPLIANCE COMMITTEE
BUDGET MONITORING REPORT TO 28/02/2022**

Code and Title	Actual to 28/02/2022			Year End Adj £	Adjusted Net to 28/02 £	Budget 2021/22 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
FC1 - Small and Medium Grants	50,041	0	50,041	9,240	40,801	45,200	4,399	
FC2 - Small Business Grant Scheme	0	0	0	0	0	31,000	31,000	
FC3 - Multimedia Consultant	4,583	0	4,583	417	4,166	12,000	7,834	
FC4 - Website, Email Hosting & Domain Name	2,081	0	2,081	134	1,947	1,700	-247	
FC5 - Training Courses and Associated Costs	680	0	680	0	680	2,000	1,320	
FC6 - Evaluation Services	4,278	0	4,278	798	3,480	5,900	2,420	
FC7 - Hybrid Meeting Equipment and Licences	0	0	0	0	0	5,000	5,000	
FC8 - Ostreme Centre Development Costs	5,600	0	5,600	0	5,600	43,900	38,300	£10,000 to be C/F to 2022/23
FC9 - IT Support	1,076	0	1,076	30	1,046	0	-1,046	
FC10 - Councillors IT Equipment	10,984	0	10,984	9,524	1,460	0	-1,460	
FC11 - Commercial & Residential Painting Grants	0	0	0	0	0	5,000	5,000	
Total	79,323	0	79,323	20,143	59,180	151,700	92,520	

NOTES

1. Year End Adj are invoices paid in 2021/22 that have been charged back to the 2020/21 budget.
2. All virement approved by Council in 2021/22 has now been included in the Budget 2021/22 column
3. All Earmarked Reserves agreed at Council on 14/12/2021 have now been included in the Budget 2021/22 column

Mumbles Community Council

Finance and Compliance Committee - Expenditure Transactions to 28/02/2022 (Between 01-04-2021 and 28-02-2022)

Code 1 FC6 - Evaluation Services

Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	07/05/2021	433.11	1Lloyds Current Account		Committee Review	One Voice Wales	X	798.00		798.00
88	23/06/2021	SP.012	1Lloyds Current Account		Seawall Consultation Response	Urban Foundry	S	900.00	180.00	1,080.00
141	23/07/2021		1Lloyds Current Account		Evaluation	Alain Thomas Consultancy	X	325.00		325.00
182	20/08/2021		1Lloyds Current Account		Evaluation	Alain Thomas Consultancy	X	260.00		260.00
480	18/01/2022	228.05	1Lloyds Current Account		Staff and Grading Review	One Voice Wales	X	1,995.00		1,995.00
Subtotal for Code: FC6 - Evaluation Services								£4,278.00	£180.00	£4,458.00

Code 2 FC3 - Multimedia Consultant

Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	15/04/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
46	07/05/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
89	23/06/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
125	15/07/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
169	06/08/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
245	23/09/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
286	21/10/2021	042.01	1Lloyds Current Account		Multimedia Consultant	Picseli Ltd	S	416.67	83.33	500.00
436	17/12/2021	042.01	1Lloyds Current Account		Multimedia Consultant	SA1 Creative	S	416.67	83.33	500.00
475	07/01/2022	042.01	1Lloyds Current Account		Multimedia Consultant	SA1 Creative	S	416.67	83.33	500.00
476	18/01/2022	042.01	1Lloyds Current Account		Multimedia Consultant	SA1 Creative	S	416.67	83.33	500.00
531	18/02/2022	042.01	1Lloyds Current Account		Multimedia Consultant	SA1 Creative	S	416.67	83.33	500.00
Subtotal for Code: FC3 - Multimedia Consultant								£4,583.37	£916.63	£5,500.00

Code 4 FC4 - Website, Email Hosting and Domain Name

Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	21/04/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
33	21/04/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	37.60	7.52	45.12
34	21/04/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	83.60	16.72	100.32
76	07/05/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
80	07/05/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	37.60	7.52	45.12
81	07/05/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	83.60	16.72	100.32
104	07/06/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
107	07/06/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	83.60	16.72	100.32
108	07/06/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	159.80	31.96	191.76
155	07/07/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
158	07/07/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	83.60	16.72	100.32
159	07/07/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	122.80	24.56	147.36
192	07/08/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
199	07/08/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	33.06	6.61	39.67
200	07/08/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	103.40	20.68	124.08
260	07/09/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
262	07/09/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	80.00	16.00	96.00
266	07/09/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	112.80	22.56	135.36
267	07/09/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	57.00	11.40	68.40
315	07/10/2021	042.01	Barclaycard		Website Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59

318	07/10/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	112.80	22.56	135.36
319	07/10/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	57.00	11.40	68.40
356	07/11/2021	042.01	Barclaycard		Website and Email Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
360	07/11/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	112.80	22.56	135.36
361	07/11/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	57.00	11.40	68.40
459	07/12/2021	042.01	Barclaycard		Website Hosting	Catalyst2Services Ltd	S	12.99	2.60	15.59
461	07/12/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	112.80	22.56	135.36
462	07/12/2021	042.01	Barclaycard		Online Services	Microsoft Corp	S	57.00	11.40	68.40
511	07/01/2022	042.01	Barclaycard		Website Domain Nane	Catalyst2Services Ltd	S	12.99	2.60	15.59
513	07/01/2022	042.01	Barclaycard		Online Services	Microsoft Corp	S	112.80	22.56	135.36
514	07/01/2022	042.01	Barclaycard		Online Services	Microsoft Corp	S	63.59	12.72	76.31
550	07/02/2022	042.01	Barclaycard		Website and Email Hosting	Catalyst2	S	12.99	2.60	15.59
554	07/02/2022	042.01	Barclaycard		Online Services	Microsoft	S	112.80	22.56	135.36
555	07/02/2022	042.01	Barclaycard		Online Services	Microsoft	S	60.80	12.16	72.96
Subtotal for Code: FC4 - Website, Email Hosting and Domain Name								£2,080.74	£416.17	£2,496.91

Code 10 FC5 - Training Courses and Associated Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
134	16/07/2021	042.01	1Lloyds Current Account		Training	One Voice Wales	X	90.00		90.00
478	18/01/2022		1Lloyds Current Account		Training	One Voice Wales	X	30.00		30.00
489	19/01/2022		1Lloyds Current Account		Training	One Voice Wales	X	30.00		30.00
491	21/01/2022		1Lloyds Current Account		CiLCA Course Clerk	SLCC	Z	410.00		410.00
525	17/02/2022		1Lloyds Current Account		Training	SLCC	S	90.00	18.00	108.00
541	25/02/2022		1Lloyds Current Account		Training	One Voice Wales	X	30.00		30.00
Subtotal for Code: FC5 - Training Courses and Associated Costs								£680.00	£18.00	£698.00

Code 14 FC8 - Ostreme Centre Development Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
300	21/10/2021	187.04	1Lloyds Current Account		Ostreme Consultation	Urban Foundry	S	2,800.00	560.00	3,360.00
474	07/01/2022	187.04	1Lloyds Current Account		Ostreme Consultation	Urban Foundry	S	2,800.00	560.00	3,360.00
Subtotal for Code: FC8 - Ostreme Centre Development Costs								£5,600.00	£1,120.00	£6,720.00

Code 17 FC1 - Small and Medium Grants

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
60	14/05/2021	125.03	1Lloyds Current Account		Grant	1st Mumbles Scout Group	X	6,942.00		6,942.00
66	25/05/2021	226.05	1Lloyds Current Account		Grant	Sculpture by the Sea UK Ltd	X	2,600.00		2,600.00
67	25/05/2021	225.05	1Lloyds Current Account		Grant	Goleudy Housing and Support Ltd	X	996.92		996.92
70	25/05/2021	436.11	1Lloyds Current Account		Grant	South Wales Fencing Ltd	X	2,298.00		2,298.00
135	16/07/2021	181.04	1Lloyds Current Account		Grant	Victoria Hugtenburg	X	150.00		150.00
144	23/07/2021	278.06	1Lloyds Current Account		Grant	Newton Athletic AFC	X	2,165.00		2,165.00
280	06/10/2021	277.06	1Lloyds Current Account		Grant	Mumbles Development Trust	X	1,000.00		1,000.00
326	05/11/2021	CO2110- 1	1Lloyds Current Account		Grant	Red Community Project	X	5,000.00		5,000.00
329	05/11/2021	CO2110-11	1Lloyds Current Account		Grant	1st Mumbles Scout Group	X	19,578.00		19,578.00
333	05/11/2021	126.03	1Lloyds Current Account		Grant	Mumbles Centurion	X	3,000.00		3,000.00
342	12/11/2021	CO2111-20	1Lloyds Current Account		Grant	Mumbles Traders	X	1,261.20		1,261.20
343	15/11/2021	CO2111-08	1Lloyds Current Account		Grant	Mumbles Yacht Club	X	400.00		400.00
443	22/12/2021	CO2111-13	1Lloyds Current Account		Grant	Mumbles Traders	E	1,650.00		1,650.00
504	28/01/2022	CO2111-12	1Lloyds Current Account		Grant	Sculpture by the Sea UK Ltd	X	3,000.00		3,000.00
Subtotal for Code: FC1 - Small and Medium Grants								£50,041.12		£50,041.12

Code 81 FC9 - IT Support

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	21/04/2021	042.01	1Lloyds Current Account		Back Up Service	BT Group PLC	S	29.10	5.82	34.92
54	11/05/2021	042.01	1Lloyds Current Account		IT Support	SA1 Solutions	S	215.10	43.02	258.12
115	02/07/2021	042.01	1Lloyds Current Account		IT Support	SA1 Solutions Ltd	S	330.30	66.06	396.36

133	16/07/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	88.65	17.73	106.38
138	21/07/2021	042.01	1Lloyds Current Account	Back Up Service	BT Group PLC	S	29.85	5.97	35.82
173	06/08/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions Ltd	S	45.00	9.00	54.00
246	23/09/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions Ltd	S	203.85	40.77	244.62
322	21/10/2021	042.01	1Lloyds Current Account	Back Up Service	BT Group PLC	S	29.85	5.97	35.82
334	05/11/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	22.50	4.50	27.00
384	02/12/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	12.60	2.52	15.12
432	17/12/2021	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	8.10	1.62	9.72
471	07/01/2022	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	15.00	3.00	18.00
490	20/01/2022		1Lloyds Current Account	Back Up Service	BT Group PLC	S	29.85	5.97	35.82
532	18/02/2022	042.01	1Lloyds Current Account	IT Support	SA1 Solutions	S	15.75	3.15	18.90
Subtotal for Code: FC9 - IT Support							£1,075.50	£215.10	£1,290.60

Code 123 FC10 - Councillors IT Equipment

Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
47	07/05/2021		1Lloyds Current Account		Councillor's IT Equipment	SA1 Solutions	S	9,524.24	1,904.85	11,429.09
126	15/07/2021		1Lloyds Current Account		Councillor's IT Equipment	SA1 Solutions	S	1,349.76	269.95	1,619.71
127	15/07/2021		1Lloyds Current Account		Councillor's IT Equipment	SA1 Solutions Ltd	S	110.00	22.00	132.00
Subtotal for Code: FC10 - Councillors IT Equipment							£10,984.00	£2,196.80	£13,180.80	
Subtotal for Cost Centre: Finance and Compliance Committee							79,322.73	5,062.70	84,385.43	
TOTALS							£79,322.73	£5,062.70	£84,385.43	

**OSTREME CENTRE -
BUDGET MONITORING REPORT TO 28/02/2022**

Code and Title	Actual to 28/02/2022			Year End Adj £	Adjusted Net to 28/02 £	Budget 2021/22 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
OS1 - Rent	11,250	0	11,250	0	11,250	15,000	3,750	
OS2 - Electricity	0	0	0	0	0	1,800	1,800	To be C/F to 2022/23
OS3 - Gas	0	0	0	0	0	1,400	1,400	To be C/F to 2022/23
OS4 - Water	0	0	0	0	0	600	600	To be C/F to 2022/23
OS5 - Insurance	0	0	0	0	0	1,100	1,100	To be C/F to 2022/23
OS6 - Minor Maintenance	269	0	269	0	269	1,000	731	To be C/F to 2022/23
OS7 - Annual Gas Safety Check	0	0	0	0	0	200	200	To be C/F to 2022/23
OS8 - Annual Fire Alarm Checks	0	0	0	0	0	300	300	To be C/F to 2022/23
OS9 - Annual Fire Extinguisher Check	0	0	0	0	0	100	100	To be C/F to 2022/23
OS10 - Burglar Alarm Contract	0	0	0	0	0	150	150	To be C/F to 2022/23
OS11 - Ostereme Community Association Rent	0	3,500	-3,500	0	-3,500	-7,000	-3,500	
OS12 - Loan Repayment	0	5,000	-5,000	0	-5,000	-5,000	0	
Total	11,519	8,500	3,019	0	3,019	9,650	6,631	

NOTES

1. Year End Adj are invoices paid in 2021/22 that have been charged back to the 2020/21 budget.
2. All virement approved by Council in 2021/22 has now been included in the Budget 2021/22 column
3. All Earmarked Reserves agreed at Council on 14/12/2021 have now been included in the Budget 2021/22 column

Mumbles Community Council

Ostreme Centre - Expenditure Transactions to 28/02/2022 (Between 01-04-2021 and 28-02-2022)

98 OS1 - Rent										
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
112	24/06/2021		1Lloyds Current Accoun		Ostreme Centre Rent	All Saints Church	X	3,750.00		3,750.00
272	24/09/2021		1Lloyds Current Accoun		Ostreme Centre Rent	All Saints Church	X	3,750.00		3,750.00
449	29/12/2021		1Lloyds Current Accoun		Ostreme Centre Rent	All Saints Church	X	3,750.00		3,750.00
Subtotal for Code: OS1 - Rent								£11,250.00		£11,250.00
103 OS6 - Minor Maintenance										
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
142	23/07/2021	222.05	1Lloyds Current Accoun		NHS Day	Paul Beynon	X	24.10		24.10
293	21/10/2021	042.01	1Lloyds Current Accoun		RFO - Reimbursement	Paul Beynon	X	25.00		25.00
503	28/01/2022		1Lloyds Current Accoun		Wall Repair	Dan Bramhall	X	220.00		220.00
Subtotal for Code: OS6 - Minor Maintenance								£269.10		£269.10
Subtotal for Cost Centre: Ostreme Centre								11,519.10		11,519.10
TOTALS								£11,519.10		£11,519.10

Mumbles Community Council

Ostreme Centre - Income Transactions to 28/02/2022
(Between 01-04-2021 and 28-02-2022)

108 OS11 - Ostreme Community Association Rent										
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	24 24/09/2021		1Lloyds Current Account		Rent	Ostreme Community Association	X	3,500.00		3,500.00
Subtotal for Code: OS11 - Ostreme Community Association Rent								£3,500.00		£3,500.00
109 OS12 - Loan Repayment										
Code Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	39 17/01/2022	S.018	1Lloyds Current Account		Ostreme Centre Loan	All Saints Church	X	5,000.00		5,000.00
Subtotal for Code: OS12 - Loan Repayment								£5,000.00		£5,000.00
Subtotal for Cost Centre: Ostreme Centre								8,500.00		8,500.00
TOTALS								£8,500.00		£8,500.00