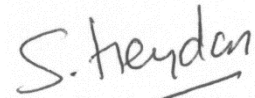


## Summons to the Monthly Meeting of the Finance & Compliance Committee

### Councillors:

Ian Scot (Chair)  
Rebecca Fogarty  
Sophie Gardiner  
Phil Keeton  
Helen Nelson  
Mike Parkin  
Francesca O'Brien  
Will Thomas  
Carrie Townsend Jones

You are **SUMMONED** to the **MONTHLY MEETING** of the **FINANCE & COMPLIANCE COMMITTEE** to be held on  
Monday, 20 June 2022 at 6.30 pm, via Zoom



Steve Heydon  
Clerk to the Council  
Dated 14 June 2022

**Finance & Compliance Committee  
Meeting Agenda  
Monday, 20 June 2022 at 6.30 pm  
Virtual Meeting (Zoom)**

**01 Apologies for Absence**

**02 Declarations of Interest**

**03 Minutes of the Meeting held on 23 May 2022**

To approve the minutes of the meeting held on 23 May 2022 as a true record.

**04 Action Points Arising from Previous Minutes**

**05 Appointment of Sub Committees:**

- OCA/MCC JWG
- GDPR (sub-committee)
- Premises (sub-committee)

**06 Action Points Arising from Previous Minutes**

**07 Ostreme Centre - CCTV**

**08 Ostreme Centre – Heads of Terms / Licence - Update**

**09 Grant Request from YGG Llwynderw PTFA**

Grant request for £2,850 towards a £6,000 project to celebrating the school's achievements spanning 20 years.

**10 Grant Request from Mumbles Development Trust**

Grant request for £5,000 towards their Mumbles Railway Trail project.

**11 Request from Allotment Society to change use of award**

**12 Councillors Remuneration Policy**

**13 Finance Report**



## **Minutes of Meeting of the Finance & Compliance Committee held on 23 May 2022 at 6.30 pm by videoconference (Zoom)**

**Councillors Present:** Ian Scot (Chair), Rebecca Fogarty, Phil Keeton, Helen Nelson, Mike Parkin, Francesca O'Brien, Will Thomas & Carrie Townsend Jones

**Officer Present:** Steve Heydon

**FN2205-01 Apologies for Absence**

Rebecca Fogarty, Sophie Gardiner & Phil Keeton.

**FN2205-02 Declarations of Interest**

**Will Thomas** declared a personal interest in item **FN2205-09** as a parent of children at the school.

**Carrie Townsend Jones** declared a personal interest in item **FN2205-09** as an MCC-appointed governor.

**Carrie Townsend Jones** declared a personal interest in item **FN2205-11** as she has done some work for the shared plate.

**FN2205-03 Election of Vice-Chair**

Will Thomas was elected as vice-chair

**FN2205-04 Appointment of Sub Committees:**

- OCA/MCC JWG – Ian Scott, Carrie Townsend Jones, Will Thomas
- Ostreme Sub-committee (including OCA/JWG function) – Ian Scott, Carrie Townsend Jones, Will Thomas
- GDPR (sub-committee) – Ian Scott,

**ACTION** – Clerk to advise other councillors of the vacancies in the sub-committees.

**FN2205-05 Minutes of the Meeting held on 23 March 2022**

To approve the minutes of the meeting held on 23 March 2022 as a true record.

**RESOLVED** to approve these minutes held as a true record.

**FN2205-06 Action Points Arising from Previous Minutes**

**ACTION** – Cllr Carrie Townsend Jones – as Chair of Council – will arrange the joint meeting of chairs to confirm their terms of reference.

**FN2205-07 Ostreme Centre – CCTV**

Cllr Will Thomas suggested that this should be incorporated into the development of the new centre.

**FN2205-08 Ostreme Centre – Heads of Terms / Licence – Update**

Clerk advised Council that the solicitor had advised that he was very close to be able to issue the licence for approval.

**FN2205-09 Grant Request from Oystermouth Primary School Parents Teachers Association**

Grant request for £15,000 towards a £55,000 project to improve Key Stage 2 (KS2) yard.

**RECOMMEND** that the grant be made subject to a sign being placed to recognise our contribution. (Suggested that before and after articles are produced for our website / social media and website.)

**FN2205-10 Grant Request from Swansea Bay Orienteering Club**

Grant request for £250 towards a £1,025 project to provide Orienteering Course Markers for Clyne.

**RECOMMEND** that the grant be made.

**FN2205-11 Grant Request from The Shared Plate CIS**

Grant request for £5000 towards their £6,930 Chop n Chat monthly cooking connection project.

**RECOMMEND** that the grant be made.

**ACTION** – Clerk to find out more about the ‘outreach’ aspect of the project.

**Meeting Closed at 7.12 pm**

## Actions Points Arising from Previous Minutes

Meeting paper for Finance & Compliance Committee – 20 June 2022

Agenda Item: 4

Item	Actions	Update
FN2109-04	<p><b>Terms of Reference</b></p> <p><b>ACTION</b> - Chair &amp; Vice Chair to draft and circulate before the next meeting.</p>	<i>In progress</i>
FN2109-10	<p><b>Budget Timetable &amp; Proposal</b></p> <p><b>ACTION</b> - 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>
FN2111-06	<p><b>CCTV at the Ostreme Centre</b></p> <p><b>ACTION</b> - Will Thomas to provide details of CCTV installer to enable a quote to be obtained.</p>	<i>In Progress</i>
FN2202-06	<p><b>CCTV at the Ostreme Centre</b></p> <p><b>ACTION</b> - Chair to contact Cllr Thomas regarding outstanding quotes</p>	<i>Completed.</i>
FN2203-07	<p><b>Request from Porthcawl Shout Forum</b></p> <p><b>ACTION</b> - that prior to deciding, we seek the views the local RNLI and residents of Mumbles (via website and social media. Clerk to arrange</p>	<i>Outstanding - awaiting end of campaigning period.</i>
FN2202-08	<p><b>CCTV at the Ostreme Centre</b></p> <p><b>ACTION</b> - Clerk to arrange a meeting with local police about the use of CCTV and other measures.</p>	<i>Outstanding - awaiting end of campaigning period.</i>

FN2205-04	<p><b>Appointment of Sub Committees:</b></p> <p><b>ACTION</b> - Clerk to advise other councillors of the vacancies in the sub-committees.</p>	
FN2205-06	<p><b>Action Points Arising from Previous Minutes</b></p> <p><b>ACTION</b> - Cllr Carrie Townsend Jones - as Chair of Council - will arrange the joint meeting of chairs to confirm their terms of reference.</p>	
FN2205-11	<p><b>Grant Request from The Shared Plate CIS</b></p> <p><b>ACTION</b> - Clerk to find out more about the 'outreach' aspect of the project.</p>	

# #133

**INCOMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 10, 2022 10:48:29 AM  
**Last Modified:** Friday, June 10, 2022 11:22:05 AM  
**Time Spent:** 00:33:35  
**IP Address:** 86.165.11.6

---

Page 1: Overview

## Q1

Name of Organisation

YGG LLWYNDERW PTFA

---

## Q2

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

Lisa Moore

---

## Q3

Contact Information

Email Address	<b>llwynderwptfa@gmail.com</b>
Phone Number	<b>07807997728</b>

---

## Q4

Alternative Contact Name and Position

Stu Cairns

---

## Q5

Alternative Contact Information

Email Address	<b>lisavintagemoore@gmail.com</b>
Phone Number	<b>07810 305672</b>

---

## Q6

Name of project

20 year anniversary YGG Llwynderw summer festival

---



**Q7**

Amount of grant requested

£2850

---

Page 3: About the project

**Q8**

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

A celebration of the schools achievements spanning 20 years. Celebrating the children past and present including teachers and the wider community it serves.

---

**Q9**

Date / Time

**18/07/2022**

Start date of project

---

**Q10**

Date / Time

**18/07/2022**

End date of project

---

**Q11**

Who will benefit from the project?

Children aged 3 - 11, teachers, parents, families and the wider community

---

**Q12**

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

500+

---

**Q13**

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

Marshal's at entry and exits with a clicker similar to Tap and go. Define our objectives. We ask yourself beforehand 'What are we hoping to achieve from this event. Choose a prime location. Make sure that our location is prepped ready. Set a date. Create a site plan. Issuing invitations to vendors, local businesses and organisations. The day of the event - Evaluate.

---

**Q14**

What is the total cost of the project?

£6000

---

**Q15**

What amount of funding are you requesting from MCC?

£2800

---

**Q16**

What amount of funding are you requesting from other bodies?

0

---

**Q17**

When will you hear the result of this application?

0

---

**Q18**

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

We haven't decided yet. We wanted to see what comes in from you and the parents. The PTFA have raised funds through various fundraisers at school and are hoping to invest all funds back into the school for the children's benefit. Recently we bought an outdoor classroom which is now installed at Llwynderw. Our Eco coordinator has just set up a loose parts play project from funds we raised. Next we would like to invest in a climbing wall

---

**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).

To focus on what students need to be successful in their learning, including nutrition, health, school safety, physical fitness and general well-being. It's vital the householders works with schools to ensure that children succeed.

---

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)

Faced with shrinking budgets and growing class sizes, not to mention high standards for teacher and student performance, schools today need the support of families and the community.

- Increase family engagement and volunteerism
  - Implement programs to engage families in student success or school improvements
  - Qualify for grants and awards to support your school
  - Communicate with families more effectively
  - Partner with other community organizations
  - Enhance fundraising efforts
  - Realize measurable results in student achievement
-

**Q21**

**No**

Does your organisation have a website?

---

**Q22**

If yes, please give details

The school does, the PTFA has twitter, Facebook, tiktok, instagram

---

**Q23**

**Yes**

Is your organisation a registered charity?

---

**Q24**

**Yes**

Do you have a written constitution?

---

**Q25**

**Respondent skipped this question**

If yes, please attach copy

---

**Q26**

**No**

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**

**Respondent skipped this question**

I confirm that

---

**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**

Respondent skipped this question

How did you hear about MCC Grants?

---

# #132

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, May 20, 2022 3:21:38 PM  
**Last Modified:** Friday, May 20, 2022 6:15:41 PM  
**Time Spent:** 02:54:02  
**IP Address:** 81.130.157.67

---

Page 1: Overview

## Q1

Name of Organisation

Mumbles Development Trust

---

## Q2

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

Naomi Trodden, Administrator

---

## Q3

Contact Information

Email Address	<b>production@cartwn-cymru.com</b>
Phone Number	<b>07771640400</b>

---

## Q4

Alternative Contact Name and Position

Robin Bonham, Chair

---

## Q5

Alternative Contact Information

Email Address	<b>robinbonham@btinternet.com</b>
Phone Number	<b>01792 405169</b>

---

## Q6

Name of project

Mumbles Railway Trail

---

**Q7**

Amount of grant requested

£5000

---

Page 3: About the project

**Q8**

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

To create a record and celebration of the famous Mumbles Railway by setting up a walking trail along the railway route from Swansea to Mumbles Pier, including 11 replica station signs with QR information codes on each sign (to include video material, historical and socio-geographic/industrial background etc regarding each station stop and hinterland), information boards, leaflets and trail guides, murals and conservation work on the Southend Gardens waiting room.

---

**Q9**

Date / Time

**01/08/2022**

Start date of project

---

**Q10**

Date / Time

**31/12/2022**

End date of project

---

**Q11**

Who will benefit from the project?

The local community will benefit from having this famous aspect of its heritage recorded and celebrated, and this will draw visitors to walk the trail, which in turn will benefit the community further by bringing higher footfall to the community and to shops and hospitality venues.

---

**Q12**

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

The Mumbles Railway Trail will be installed along an area of Swansea Bay that is already very widely used both by local people and visitors. It is used every day by many members of the community for exercise and as an alternative to road travel for commuting into Swansea. In fine weather and holidays hundreds of people in families and groups walk daily along the promenade. The Trail will therefore be seen and appreciated by all those using the area. The heritage aspect will also draw additional visitors to walk the Trail because of the specific historical interest. To specify numbers is difficult, but as an indication of the possible footfall, over 4.8 million people visited Swansea Bay in 2018.

---

**Q13**

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

There will be opportunities for feedback from users of the Trail both via the project website, social media and in the form of questionnaires on paper which will be available during the early stages of the project.

---

**Q14**

What is the total cost of the project?

The total cost of the project has been calculated at £45,136.

---

**Q15**

What amount of funding are you requesting from MCC?

£5000

---

**Q16**

What amount of funding are you requesting from other bodies?

MDT was awarded a grant of £1000 previously by MCC in Spring 2021, which enabled the organisation to carry out detailed research into the costs and procedures necessary to complete the Mumbles Railway Trail, including making a Planning Application to Swansea Council and creating the Spacehive Crowdfund project. We are now raising funding via Spacehive Crowdfund Swansea from supporters and businesses in the community. We have also been awarded £5000 by Swansea Council from their Crowdfund Swansea/Cyllido Torfol Abertawe fund. We currently have a funding application with the National Lottery Heritage Fund for approx. £20k. We have also been awarded £1500 by the Gower Society.

---

**Q17**

When will you hear the result of this application?

The Crowdfund campaign ends on 31st July, and unless we hit or pass our target, the rules of Spacehive Crowdfund Swansea dictate that pledges made will be returned to the donors, and the campaign will fail. We hope to hear the result of our application to the Heritage Fund by 12th July 2022.

---

**Q18**

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

MDT's investment is in the form of volunteer hours contributed, and reimbursement of travel/administrative expense incurred. We have also invested in high quality enamel badges of the iconic red Mumbles Railway trams, 1929-1960, and are selling these at various outlets to raise funds towards our project.

---

**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).

MDT is an organisation that has been embedded in the local community for nearly 2 decades, and as such we have constant proof of the affection in which the Mumbles Railway is held, as something unique to the area that was shared and enjoyed by so many in the past. We have been told innumerable times that people greatly regret the closure of the railway, but since the route can't be reinstated due to modern transport infrastructure developments, at least the heritage and memory of the railway should be celebrated and recorded. It is hard to understand why so little has been made of the railway's heritage, and why its contribution to the story of Mumbles has not been celebrated more. We have found the community to be highly supportive and extremely interested in the idea of creating this walking trail, making so much information available about the railway.

---

**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)

MDT is a grass-roots membership organisation open to all people in the community who are committed to regenerating Mumbles through self-help projects and schemes. The Trust works to improve the health and economic well-being of Mumbles for the betterment of the local community, working in partnership with community organisations and the statutory authorities, promoting active citizenship in support of an extensive programme of sustainable self-help community initiatives and social enterprise as our community's economic and social contribution to the regional and national regeneration of Wales.

**Q21**

**Yes**

Does your organisation have a website?

**Q22**

If yes, please give details

[www.mumblesdevelopmenttrust.org](http://www.mumblesdevelopmenttrust.org)

**Q23**

**No**

Is your organisation a registered charity?

**Q24**

**Yes**

Do you have a written constitution?

**Q25**

If yes, please attach copy

**MDT M&A.pdf (9.7MB)**

**Q26**

**No**

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**

I attach a copy of our most recently accounts.

**MDT 2021 signed.pdf (4.4MB)**

---

**Q31**

I attach copies of our last 3 bank statements

**MDT bank statements Jan\_Feb\_Mar-mid April 2022.pdf (1.4MB)**

---

**Q32**

Respondent skipped this question

I attach all quotes/estimates that we have.

---

**Q33**

How did you hear about MCC Grants?

MDT has previously applied for grants from MCC, for events such as the Oyster Fair and the Dragon Parade, and also received a £1000 grant to enable us to carry out detailed research into the costs and procedures necessary to complete the Mumbles Railway Trail, including making a Planning Application to Swansea Council and creating the Spacehive Crowdfund project.

---

Dear Sir/Madam,

In November 2019, the Community Council (MCC) was kind enough to award a grant of £450 to the Allotment Society to partially fund the installation of a storage shed for the storing of equipment and to act as a social hub for the allotment.

There was a significant delay caused by Covid. In 2021, the Society applied for and was awarded funding from the Welsh Government Allotment Support Grant 2021 via Swansea Council. The Society requested a grant to part fund the purchase of a shed and the provision of hard standing, with the remainder of the cost being met from the MCC grant. In the event Swansea Council had sufficient funds to pay the entire cost of the shed and hard standing.

However we now have an empty shed! I am writing to enquire whether we can amend the terms of the MCC grant to fund equipping the shed and to providing a communal external space. The items we have identified as essential include a first aid kit, laminated first aid notices, a post box, notice boards, shelving and landscaping the shed surrounds.

Following the experience of Covid, the Society is even more convinced of the need to provide a communal space to act as a social hub in order to promote best gardening practices and to support the wellbeing of its members.

We will of course be pleased to place a plaque on the shed to recognise the support of MCC and would be delighted if we could arrange to show representatives of the MCC around our site and to officially unveil the plaque.

I look forward to hearing from you.

Yours faithfully,

Phil Gough  
Treasurer