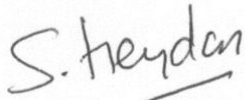


Summons to the Monthly Meeting of the Finance & Compliance Committee

Councillors:

Ian Scot (Chair)
Rebecca Fogarty
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, 17 October 2022 at 6.30 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 14 October 2022

**Finance & Compliance Committee
Meeting Agenda
Monday, 17 October 2022 at 6.30 pm
Virtual Meeting (Zoom)**

01 Apologies for Absence

02 Declarations of Interest

03 Minutes of the Meeting held 26 September 2022

To approve the minutes of the meeting held on 26 September 2022 as a true record.

04 Action Points Arising from Previous Minutes

05 Councillors Individual Fund Policy

06 Sport Information Board

07 Training Plan

08 Grant Request Grange Primary School

Report back on meeting with Headteacher.

09 Grant Request Mumbles Bowls Club

Application for grant of £1,811.40 towards the cost of maintenance of the bowls green.

10 Grant Request Sculpture by the Sea

Application for grant of £3,200 towards the cost of the project.

11 Finance Report

Minutes of Meeting of the Finance Committee held on 26 September 2022 at 6.30 pm Virtual Meeting (Zoom) / Hybrid

Councillors Present: Ian Scott, Will Thomas, Phil Keeton, Helen Nelson, Michael Parkin, Carrie Townsend Jones

Officer Present: Steve Heydon & Sydney Lee

FN2209-01 Apologies:

Francesca O'Brian

FN2209-02 Declarations of Interest

None

FN2209-03 Minutes of the Previous Meetings

RESOLVED to approve the minutes of the meeting held on 18 July 2022 as a true record.

FN2209-04 Action Points Arising from Previous Meetings

FN2209-05 Councillor Review of Bank Reconciliations

RESOLVED Three councillors; Helen Nelson, Phil Keeton and Michael Parkin have been identified to undertake a review of Bank Reconciliations completed for each quarter as recommended by the RFO.

FN2209-06 Ostreme Centre Budget Report

RECOMMENDED Down to Earth Report to be provided by RFO

ACTION - Helen Nelson suggests a plan B surrounding the budget.

FN2209-07 Ostreme Alterations to Minor Hall

ACTION- Clerk to send over RFO's Down to Earth Report

RECOMMENDED Architecture Schematic to be circulated to new councillors.

FN2209-08 Sport Information Board

RECOMMENDED Establishing cost, location, naming, and type for fixtures board.

Cllr Michael Parkin declared a personal interest in the Fixtures Board.

ACTION- Who will carry the fixtures board forward.

FN2209-09 Training Budget

RECOMMENDED proper training plan presented and the inclusion of a non-mandatory requirement.

FN2209-11 Finance Application from Grange School

ACTION- Clerk to arrange meeting with school.

FN2209-12 Councillors Individual Fund Policy

Moved to top of next meeting's agenda

ACTION: Invite RFO to next meeting on 17 October.



Mumbles
Community Council

DRAFT COUNCILLOR'S INDIVIDUAL FUND POLICY

Question to Finance & Compliance (F&C)– do you want to give the scheme a snappier title?

Approved by Council on xx/xx/2022

1. Introduction

- 1.1 In March 2020, Alain Thomas produced an evaluation report following a review of the Council's structures, processes and staffing arrangements.
- 1.2 The report included a number of recommendations including the following which was intended to improve the way Mumbles Community Council (MCC) responds to local priorities.

***Recommendation 2:** that the Clerk and Responsible Financial Officer prepare a proposal for a responsive fund, along the lines described above to enable the Clerk and Responsible Financial Officer to approve small amounts of expenditure at the request of a councillor and up to a maximum amount, to enable councillors to respond quickly to requests from the public.*

- 1.3 The recommendation, among others, was adopted by the Council at the monthly meeting held on 14/07/2021.
- 1.4 The Council's budget for 2020/21 approved in January 2021 included £18,000 for a Councillors Individual Fund which was intended to meet the recommendation shown above and was based on each councillor having an amount of £1,000 available to allocate to local priorities within their ward.
- 1.5 This policy outlines the rules and processes that will apply to the spending of each councillor's allocation of £1,000.

2. What can the Councillor's Individual Fund be spent on?

- 2.1 The fund is intended to support the delivery of small local measures that are a priority for individual councillors and their local community but are not funded by other Council budgets.
- 2.2 The fund will give councillors the opportunity to respond quickly to resolve simple problems raised by their constituents and provide a tangible, immediate benefit to the local community.
- 2.3 Each councillor will have an allowance of £1,000 available per financial year which will be reviewed each year as part of the setting of the budget for the following year.
- 2.4 Works may be delivered up to the £1,000 allowance available to each councillor in any year. **(F&C - should there be a lower limit for each transaction e.g., the maximum per job could be £250 or £500?)**

- 2.5 Councillors can decide to pool their resources with other councillors in their ward to allow the delivery of larger schemes. Councillors may also ‘save’ up their annual allowance to deliver a larger scheme over their term of office. **(F&C to confirm this will be the case).**
- 2.6 It is intended that the uses of the fund by councillors will be as broad as possible to allow the maximum community impact subject to MCC having the powers and permission of the landowner as noted in the next section. Examples of the types of expenditure would include.
- To clear fly-tipped rubbish.
 - General grounds maintenance e.g., clearance of weeds, hedge trimming, encroachment onto pavements etc.
 - Clearance of unkempt or neglected pieces of land.
 - Provision of community assets e.g., benches, noticeboards, minor lighting schemes.
 - Repairs to community assets e.g., broken benches, removal of graffiti, re-painting of assets.
 - To stage community events, fun days or parties.
 - Minor highways works.
 - **F&C to confirm and/or add to this list**
- 2.7 The fund should not be used to enhance, improve or develop private land unless the specific written permission has been obtained from the landowner, this also applies to land owned by Swansea Council.
- 2.8 The fund should not be used in pursuit of any political purposes or be used to provide funding for any commercial organisation or to any individual or organisation whose principles conflict with those of MCC.

3. What controls are to be put in place over expenditure from the Councillor’s Individual Fund?

- 3.1 The public would see MCC responding quickly to requests as work requested under this scheme would be undertaken without the excessive planning or bureaucracy normally involved with council schemes. However, it is important that the controls identified in this section are adhered to in order to protect the position of each councillor and the Council as a whole.
- 3.2 It is vitally important that MCC has the power to undertake the proposed work and the power must be identified by the councillor when requesting work be undertaken. The Clerk and RFO/Assistant Clerk can provide support to councillors in identifying powers.

- 3.3 If there are no specific powers, the work can still be carried out and be classed as S137 expenditure which for 2021/22 is limited to £8.41 per elector and must be identified in the Council's accounts. S137 expenditure is allowed if Council considers the expenditure is in the interest of and will bring direct benefit to the community providing that benefit is commensurate with the expenditure. **(I have asked Swansea Council for the number of electors so that the full amount available can be included in Policy)**
- 3.4 Any expenditure met from the fund is still classed as Council expenditure therefore it must comply with the Council's procurement rules and financial regulations.
- 3.5 Any assets purchased or improved which are funded by the fund will be assets of MCC and must remain in the Council's ownership. The assets will be recorded in the Council's Asset Register by the RFO.
- 3.6 The intention of the fund is that works can be carried out quickly therefore the approval process for any works must be approved without the normal process of obtaining Committee and Council approval.
- 3.7 It is proposed that the RFO be responsible for authorising expenditure to be charged to the fund. **(Question to F&C should this be RFO and Clerk or Clerk in absence of RFO?)** Councillors must complete the form attached in Appendix 1 and submit to the RFO for approval. **(Question to F&C is a form too bureaucratic or could it be done by email?)**
- 3.8 Any proposed work must be for the benefit of the community rather than an individual, group of individuals or business. **(Question to F&C is a group of individuals allowed?)**
- 3.9 All orders for works must be placed by the Clerk or RFO/Assistant Clerk to ensure compliances with Standing Orders and Financial Regulations.
- 3.10 **Question to F&C – should an annual report of expenditure from the Councillor's Individual Fund be provided to Council? Possibly to the Annual Meeting?**

This Policy should be reviewed every 2 years and is due for review in 2024/25.



COUNCILLOR'S INDIVIDUAL FUND 2022/23

Councillor	
Description of Works	
Exact Location of Works	
Estimated Cost of Works	£
Who will benefit from works?	
What powers does the Council have to incur expenditure?	
Funding available after approval of works identified above.	£
Councillor Signature	
Date	
Approved by	
Date	

The completed form must be emailed to [council@mumbles .gov.uk](mailto:council@mumbles.gov.uk)

**ONE VOICE WALES AND THE SOCIETY OF LOCAL
COUNCIL CLERKS**

**GUIDANCE ON PREPARING A COUNCIL'S TRAINING
PLAN INCLUDING A MODEL PLAN TEMPLATE**

September 2022

1. INTRODUCTION.

- 1.1 Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address these gaps. Section 67 of the 2021 Local Government and Elections (Wales) Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.
- 1.2 The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively. Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by the council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support councillors to have the relevant training to carry out their role - as well as professional clerks and other employees.
- 1.3 In order to determine the training priorities for the community council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, a council intending to exercise the GPoC may find it essential that councillors are familiar with preparing a business case or setting up a business.
- 1.4 There are areas which all councils should ensure that they have sufficient skills and understanding. These are:
 - Basic induction for councillors;
 - The Code of Conduct for members of local authorities in

Wales; and • Financial management and governance. In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the GPoC. In which case, it may decide there are new skills for councillors and clerks to attain.

- 1.5 The first step in the process of developing the training plan is to undertake a training needs analysis of councillors, the Clerk/RFO and Deputy and/or Assistant Clerk, as well as other officers and staff such as caretakers, cleaners, grounds staff, catering staff and those managing facilities such as leisure facilities, cemeteries or street markets. To make certain that this process is meaningful and effective, it will be necessary to have regard to the competencies required for each role.
- 1.6 The next step is to determine what steps it will take to address relevant skills gaps and prioritise accordingly. The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about the type of training; Numbers participating; the timeframe over which the training is expected to be completed; and the overall cost of the training.
- 1.7 The plan will need to include details of the courses that will be considered for each of the roles. It is anticipated that the training needs of the Council will mostly be met by One Voice Wales and the Society of Local Council Clerks. However, for certain training needs specifically those with a high technical component or courses needed to address training needs that relate specifically to roles such as caretakers and grounds staff it may be necessary to source courses from local providers such as colleges of further education or local training companies that may specialise in what might be described as technical training or specific elements relating to health and safety. In the case of training in planning related matters the first port of call should be Planning Aid Wales who have a successful track record of providing training to community councils.
- 1.8 Training costs must be met by councils themselves, although bursary schemes for councillors and clerks may be available from the Welsh

Government to subsidise these costs. Councils should not need reminding that part of the costs of running an effective council includes ensuring that the members and staff have sufficient capability to carry out their functions effectively. It is vital therefore that Councils should take account of the training costs when setting their budgets.

- 1.9 Smaller councils, in particular, may wish to share their training plans with neighbouring councils to identify any common training requirements that could be negotiated on a larger group basis and potentially reduce the training costs for all. One Voice Wales for instance can offer to provide any of its training modules on what is described as 'a bespoke package where councillors from a number of councils can attend with the cost being shared between each of the councils.
- 1.10 The Council's published training plan should not seek to name individuals without their consent. Where this is impossible, e.g., there is one member of staff, the training plan should focus on what the training priorities are rather than who they are for.
- 1.11 It is common for a single clerk to act in this capacity for more than one community council. Other staff may also work across multiple community councils. It is recommended that community councils take a pragmatic approach to meeting the training needs. For instance, councils could agree collectively what training such staff are to receive and how the costs may be shared between the councils. This could be recorded in the training plans of all councils affected with care being taken to prevent the information identifying a particular individual.
- 1.12 Under section 67(4) of the 2021 Act there is a duty on councils to review their training plan from time to time. As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets. Where a council revises or replaces its

training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

- 1.13 The publication of the council's training plan should be consistent with the wider approach to publication required by the 2021 Act and be published electronically.

2. IDENTIFICATION OF TRAINING NEEDS.

- 2.1 Initially an analysis needs to be undertaken of the core competencies required of councillors and employees. To assist Councils undertake this analysis there is a schedule of core competencies associated with some of the roles common to most councils described in **Appendix One**. These roles relate to that of Councillor, Clerk/RFO, Deputy and Assistant. **Appendix Two** provides details of those core competencies that would apply to other roles such as Caretaker of a Community Centre and Grounds staff which are employed in many community councils.
- 2.2 The next step, having determined the competencies that are required for each of the roles, is to determine what training and development is required, the estimated cost involved and programming of the training over the period of the training plan. It should be acknowledged that training and development is not just about sending individuals on training courses or webinars, but it may include membership of professional bodies, provision of relevant information and internally organised team development events.
- 2.3 For those employees who are annually appraised there is an opportunity here to consider how training and development needs identified as part of the process can be linked to the requirements specified in the training plan. Likewise, any new initiatives planned by the Council might require consideration of new and emerging training and development needs. For example, a Council that decides to organise an event for the community for the first time might identify that health and safety training is needed together with guidance on risk assessment preparation.
- 2.4 The next step is to assess the training requirements for each role within the Council. Appendix Three provides a template for recording the assessments made and identifying the training requirements needed. It

will be important to prioritise the implementation of the training plan and programme the investment over the next five years.

- 2.5 Appendix Four provides a template for programming the training and including estimated costs in each of the years that can feed into the budget making process.
- 2.6 Appendix Five provides a schedule of One Voice Wales's courses together with a summary of the content. These are normally held as 1.5-hour webinars.
- 2.7 Appendix Six provides a schedule of courses available from the Society of Local Council Clerks with the associated web-links.

3. PUTTING IT ALL TOGETHER IN A TRAINING PLAN

- 3.1 Having made the relevant assessment and determined the training and development needs of roles within the Council it is now necessary to pull this information together to prepare the training plan that will require approval by the Council and following that publication on the Council's website.
- 3.2 Appendix Seven provides Councils with a template that can be used to prepare the training plan.
- 3.3 It is important to note that the plan will need to be reviewed at set intervals and used as a 'living' document to support the enhancement of the knowledge and skills of Councillors and their employees.

APPENDIX ONE

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.

Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted).

	employer. Understanding of the appointments process and interviewing skills.	Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and

	<p>contributions which do not contribute to the outcomes.</p>	<p>management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>
<p>Civic Leadership</p>	<p>In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.</p>	<p>Demonstrates high level communication, interpersonal and social skills.</p>

CLERKS (Deputies and Assistant Clerks)

(These are taken from the CilCA portfolio guide)

Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council

Is able to carry out research so that the council is well-informed for making decisions

Can manage the implementing of decisions for which the council is responsible

Can organise and maintain effective administrative systems, processes, policies and records

Can employ a variety of written and oral communication skills including the use of information and communications technology

Can advise the council on its duties and powers

Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality

Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees

Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council

Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications

Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement

Can support the council in the planning, management, funding and review of projects, services, assets and facilities

Can manage the employment, performance and development of council staff

Can manage effective relationships with contractors and service users

Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

Can advise and support the council as it identifies and implements plans for the future of the community it represents

Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion

Can help provide all members of the community with opportunities for influencing decisions that affect their lives

Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions

Can manage effective partnership working

Can advise and support the council as it facilitates community activity

APPENDIX TWO

Grounds Staff/Park Keepers/Cemetery Staff

The core competencies for these roles can be accessed from the following web-link:

<https://qualifications.pearson.com/content/dam/pdf/NVQ-and-competence-based-qualifications/Work-based-Horticulture/2010/Specification/N029587-Edexcel-Level-2-Diploma-in-Work-based-Horticulture-QCF-221211.pdf>

In the case of cemetery staff, training is available from ICCM (<https://www.iccm-uk.com/iccm/training/>) and NAMM (https://www.namm.org.uk/nammArticle.eb?id=76&ebd=0&ebp=10&ebz=3_1661350768001)

Caretakers and Cleaners

The core competencies for such roles can be found on the Ofqual website: <https://register.ofqual.gov.uk/>

You may also find that the Ofqual website will identify competencies linked to NVQ qualification for the wide range of other staff employed by community and town councils.

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					

Using ICT and social media					
Working with Clerk/Other Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee.....

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

Appendix Five

One Voice Wales Courses

National Training Programme for Community and Town Councils in Wales

Module 1 - The Council

- The Council as a Corporate Body
- The “Team” of Members and Staff
- The Council’s Role
- Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.

Module 2 - The Councillor

- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the Councillor and their commitment to the office of Councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a Councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to “build bridges” between yourself, the council and other interested parties.

Module 3 - The Council as an Employer

- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding the Law

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders

- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers
- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.

The module specifically covers the following:

The Nolan Principles
What Councillors must do and must not do
Personal/Prejudicial interests
Predetermination & Predisposition
How the Code is Policed

The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.

Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 - Community Emergency Planning

What does emergency planning mean to you?

This course will give an overview of emergency planning and how it relates to communities.

It will inform on the role of the main responding agencies and give an insight into what a community can do before, during and after an incident.

It will give you the opportunity to deal with a scenario real councils could face.

So...

- What is a resilient community?
- What should a community emergency plan look like?
- How would you interact with the responding agencies?
- This course will give the who, why, what and when of emergency planning!

Module 12 – Creating a Community Plan

To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

Module 14 - Equality & Diversity

Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management

To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & social media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications

To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

Module 18 – Managing Your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer

Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.

The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers

- Models for and approaches to Service Devolution
- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability

This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced

This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities
- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds

- Reserves and Provisions
- Investments

Module 22 - Understanding Mediation

To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low-level Code of Conduct complaints and in relation to employment matters.

Module 23 Successfully taking on a Community Asset Transfer

To provide an understanding of the most effective ways of ensuring a successful community asset transfer.

APPENDIX SIX

TOPIC COURSES AVAILABLE FROM THE SOCIETY OF LOCAL COUNCIL CLERKS AS WELL AS QUALIFICATIONS

Webinars

The SLCC offer over 100 sector specific webinars for your officers to attend from VAT to Health & Safety, Planning to Carbon Literacy

<https://www.slcc.co.uk/events/webinar/>

Themed Summits

A one day dedicated event on topical matters

<https://www.slcc.co.uk/events/themed-summits/>

Practitioners' Conference

A two day in person event covering a variety of workshop topics for small / medium sized councils. A chance to network with likeminded clerks and share similar experiences

<https://www.slcc.co.uk/event/practitioners-conference-2023/>

Joint SLCC & OVW Conference

An annual event currently delivered virtually offering training and guidance on a variety of topics <https://www.slcc.co.uk/event/ovw/>

Management in Action

An interactive event featuring sessions around connecting people, developing strategy and preparing the sector for the future

<https://www.slcc.co.uk/event/mia>

National Conference

Hear from a range of distinguished sector speakers providing training focused on the conference theme (changes annually)

<https://www.slcc.co.uk/event/national/>

Qualifications

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and expand your skill set, broaden your career opportunities & progression and feel empowered.

ILCA <https://www.slcc.co.uk/qualification/ilca/>

FiLCA <https://www.slcc.co.uk/qualification/filca/>

ILCA to CiLCA <https://www.slcc.co.uk/qualification/ilca-to-cilca/>

CiLCA <https://www.slcc.co.uk/qualification/cilca/>

**ILM (L5) Diploma in Leadership & Management
<https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-leadership-management/>**

**ILM (L5) Certificate in Coaching & Mentoring
<https://www.slcc.co.uk/qualification/ilm-level-5-certificate-in-coaching-mentoring/>**

**ILM (L5) Diploma in Coaching & Mentoring
<https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-coaching-mentoring/>**

**Community Governance
<https://www.slcc.co.uk/qualification/community-governance/>**

APPENDIX SEVEN

TRAINING PLAN TEMPLATE

Name of Council.....

TRAINING PLAN

Date approved by Council....., 2022

Date of First Planned Review....., 20..

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

Role	Training to be arranged in 2022/23	Training to be arranged in 2023/24	Training to be arranged in 2024/25	Training to be arranged in 2025/26	Training to be arranged in 2026/27

Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods e.g., attendance at conferences of events

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years):

(This table to include the amount in the current 2022/23 budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23		
2023/24		
2024/25		
2025/26		
2026/27		

#138

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, October 01, 2022 12:15:43 PM
Last Modified: Saturday, October 01, 2022 12:34:16 PM
Time Spent: 00:18:32
IP Address: 86.26.99.19

Page 1: Overview

Q1

Name of Organisation

Mumbles Bowls Club

Q2

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

Arthur Hinton President and Treasurer

Q3

Contact Information

Email Address **art.hinton@virginmedia.com**
Phone Number **+447816493548**

Q4

Alternative Contact Name and Position

Nigel Richards

Q5

Alternative Contact Information

Email Address **dknrichards@gmail.com**
Phone Number **01792233058**

Q6

Name of project

Green Maintenance

Q7

Amount of grant requested

£1811.40

Page 3: About the project

Q8

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

Maintenance of bowling green by City & County of Swansea Parks Dept.

Q9

Date / Time

01/09/2021

Start date of project

Q10

Date / Time

30/09/2022

End date of project

Q11

Who will benefit from the project?

Members of Mumbles Bowls Club and general public

Q12

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

48 members - unknown numbers of general public plus members of Mumbles Croquet Club

Q13

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

Saved data match records and daily records

Q14

What is the total cost of the project?

£3622.80

Q15

What amount of funding are you requesting from MCC?

£1811.40

Q16

What amount of funding are you requesting from other bodies?

None

Q17

When will you hear the result of this application?

N/A

Q18

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

£1811.40

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).

Continued maintenance of the green is necessary for the long term viability of the bowls club, and for the general public who have access to use the green on a daily basis.

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)

To foster develop and promote the sport of flat green bowls

Q21

No

Does your organisation have a website?

Q22

Respondent skipped this question

If yes, please give details

Q23

No

Is your organisation a registered charity?

Q24

Yes

Do you have a written constitution?

Q25

If yes, please attach copy

MBC Constitution & Rules.pdf (185.8KB)

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.

Respondent skipped this question

Q31

I attach copies of our last 3 bank statements

Respondent skipped this question

Q32

I attach all quotes/estimates that we have.

Respondent skipped this question

Q33

How did you hear about MCC Grants?

Have successfully applied previously

#139

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, October 05, 2022 11:20:56 AM
Last Modified: Wednesday, October 05, 2022 12:21:25 PM
Time Spent: 01:00:29
IP Address: 95.146.205.218

Page 1: Overview

Q1

Name of Organisation

Sculpture by the Sea UK

Q2

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

Sara Holden, Managing Artist

Q3

Contact Information

Email Address **sara@artandeducationbythesea.co.uk**
Phone Number **01792367571**

Q4

Alternative Contact Name and Position

Tina Cunningham

Q5

Alternative Contact Information

Email Address **tina@artandeducationbythesea.co.uk**
Phone Number **01994240719**

Q6

Name of project

Beach Sculpture Festival and Schools workshops

Q7

Amount of grant requested

£3200

Page 3: About the project

Q8

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

Our project purpose is to provide healthy mind and body activities that benefit both our participants and the natural environment. Creativity adds a depth and richness to learning and makes memorable experiences that can have life-long benefits. The grant is for our annual Festival where artist led workshops for local community are run on two Mumbles beaches – Bracelet Bay and Blackpill. We will also run a creative workshop for each of the 7 Mumbles primary schools in July in school grounds or local beach to enhance health and well-being through the outdoor environment. The grant will pay for the artists' workshops, materials and running costs for the festival, including insurance, marketing and project photography for our publicity and web feature. Our 2022 event (MCC sponsored) is featured on our website - see Bracelet Bay page - sculpture festival 2022 bracelet bay (artandeducationbythesea.co.uk) and Blackpill Beach page - sculpture festival 2022 blackpill (artandeducationbythesea.co.uk)

Q9

Date / Time

16/05/2023

Start date of project

Q10

Date / Time

29/07/2023

End date of project

Q11

Who will benefit from the project?

Mumbles Schools and Community will benefit.

Q12

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

We calculate that there were 148 people participating in festival activities over the two days and 334 Mumbles school children participating in the pre-festival workshops making a total of 482 participants in our project in 2022 so we would expect approximately the same number or more people benefitting in 2023

Q13

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

We will be recording and monitoring the numbers participating and project objectives on our project evaluation forms that we use each year in order to run a reflective practice.

Q14

What is the total cost of the project?

£42000

Q15

What amount of funding are you requesting from MCC?

£3200.00

Q16

What amount of funding are you requesting from other bodies?

£1000.00 from City & County of Swansea

Q17

When will you hear the result of this application?

We expect to hear the result before the end of the current financial year before the start of our project. (same amount that we receive each year for event)

Q18

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

We are a not for profit group that has no core funding to enable us to carry out our educational workshops but we always invest extra time and energy over and above costs as sponsorship in kind.

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).

This grant will provide festival art workshops for the community and follow up ones for local schools with trained artists. Our belief is everyone has the right to and is enriched by the opportunity to experience and create art which is the poetry of life. Schools are keen to do these outdoor extra-curricular creative workshops, especially in current times, but need help in funding them. Oystermouth, Newton, Grange, YGG Llwynderw, Whitestone, Mayals and St. Davids R.C. Primary Schools will be invited to take part including both English and Welsh Mediums, those with special needs or disabilities and all abilities, ages and cultures. They will also have the opportunity to attend the festival days with their families which are free for everyone to enjoy together. Our objective is to bring art out of the gallery into the heart of the community for everyone to enjoy at our beautiful local beaches.

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)

Our mission is to educate and inspire children and communities enhancing creativity, well-being and give an awareness of local natural places and wildlife. We aim to educate and inspire children and communities through environmental art, teaching participants how to enjoy and take care of natural resources at local beaches or other natural places. Through our workshops, we help support the emotional well-being of children and communities through the arts. As professionals, we know that creativity can reduce stress and anxiety while giving people an opportunity to express themselves and communicate. We show participants how to become more resourceful and creative in their lives by making sculpture /art from natural, recycled or found objects, giving them a feeling of accomplishment and pride. We aim to educate our participants about the natural environment and how to protect and sustain it for future generations, helping with the global fight against climate change.

Q21

Yes

Does your organisation have a website?

Q22

If yes, please give details

www.artandeducationbythesea.co.uk

Q23

No

Is your organisation a registered charity?

Q24

Yes

Do you have a written constitution?

Q25

If yes, please attach copy

[Sculpture%20by%20the%20Sea%20UK%20SKMBT_C35141204155800-%20Articles%20of%20Association.pdf \(1.1MB\)](#)

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.

SBTS%20Accounts%20%202021-22%20summary%20signed%20by%20KP.docx (22.6KB)

Q31

I attach copies of our last 3 bank statements

Bank%20Statements%20x3%20SBSUK001.pdf (275.3KB)

Q32

Respondent skipped this question

I attach all quotes/estimates that we have.

Q33

How did you hear about MCC Grants?

Website

**FINANCE AND COMPLIANCE COMMITTEE
BUDGET MONITORING REPORT TO 30/09/2022**

Code and Title	Actual to 30/09/2022			Year End Adj £	Adjusted Net to 30/09 £	Budget 2022/23 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
FC1 - Small and Medium Grants	54,356	0	54,356	0	54,356	71,200	16,844	
FC5 - Training Courses and Associated Costs	1,015	0	1,015	0	1,015	5,000	3,985	
FC6 - Evaluation Services	0	0	0	0	0	3,000	3,000	
FC7 - Hybrid Meeting Equipment and Licences	0	0	0	0	0	5,000	5,000	
FC8 - Ostreme Centre Development Costs	2,513	0	2,513	2,087	426	71,500	71,074	
FC11 - Commercial & Residential Painting Grants	0	0	0	0	0	5,000	5,000	Mural
FC14 - Ostreme Centre - New Operating Model	0	0	0	0	0	25,000	25,000	
Total	57,884	0	57,884	2,087	55,797	185,700	129,903	

NOTES

1. Year End Adj are invoices paid in 2022/23 that have been charged back to the 2021/22 budget.
2. All Earmarked Reserves brought forward from 2021/22 agreed at Council on 27/09/2022 have been included in this report.

Mumbles Community Council

Finance and Compliance Committee - Expenditure Transactions to 30/09/2022

(Between 01-04-2022 and 30-09-2022)

Code 10 FC5 - Training Courses and Associated Cos

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
145	05/07/2022	CO2201.S-06	1Lloyds Current Account		Training	One Voice Wales	X	945.00		945.00
252	09/08/2022		1Lloyds Current Account		Training	One Voice Wales	X	70.00		70.00
Subtotal for Code: FC5 - Training Courses and Associated Cost								£1,015.00		£1,015.00

Code 14 FC8 - Ostreme Centre Development Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	S	2,086.70	417.34	2,504.04
82	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	S	408.00	81.60	489.60
83	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	X	18.00		18.00
Subtotal for Code: FC8 - Ostreme Centre Development Costs								£2,512.70	£498.94	£3,011.64

Code 17 FC1 - Small and Medium Grants

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	12/04/2022	CO2203-09	1Lloyds Current Account		Grant	Swansea Yarnbombers	X	350.00		350.00
11	12/04/2022	CO2203-10	1Lloyds Current Account		Grant	1st Mumbles Scout Group	X	19,080.00		19,080.00
152	15/07/2022	CO2204-09	1Lloyds Current Account		Grant	St. David's Primary School	X	2,500.00		2,500.00
231	04/08/2022	CO2206-12	1Lloyds Current Account		Grant Award	Swansea Bay Orienteering Club	X	250.00		250.00
251	09/08/2022	CO2207-10	1Lloyds Current Account		Grant	Mumbles Development Trust	X	5,000.00		5,000.00
256	09/08/2022	CO2207-11	1Lloyds Current Account		Grant	YGG Llwynderw	X	2,850.00		2,850.00
270	19/08/2022	CO2206-11	1Lloyds Current Account		Grant	Oystermouth School PTA	X	15,000.00		15,000.00
342	22/09/2022	CO2206-13	1Lloyds Current Account		Grant Award	The Shared Plate	X	5,676.00		5,676.00
371	29/09/2022		1Lloyds Current Account		Grant	Mumbles Traders	X	3,650.00		3,650.00

Subtotal for Code: FC1 - Small and Medium Grants

£54,356.00

£54,356.00

Subtotal for Cost Centre: Finance and Compliance Committee

57,883.70

498.94

58,382.64

TOTALS

£57,883.70

£498.94

£58,382.64

**OSTREME CENTRE -
BUDGET MONITORING REPORT TO 30/09/2022**

Code and Title	Actual to 30/09/2022			Year End Adj £	Adjusted Net to 30/09 £	Budget 2022/23 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
OS1 - Rent	7,500	0	7,500	0	7,500	15,000	7,500	
OS2 - Electricity	0	0	0	0	0	2,700	2,700	
OS3 - Gas	0	0	0	0	0	2,100	2,100	
OS4 - Water	0	0	0	0	0	600	600	
OS5 - Insurance	0	0	0	0	0	1,800	1,800	
OS6 - Minor Maintenance	0	0	0	0	0	1,000	1,000	
OS7 - Annual Gas Safety Check	0	0	0	0	0	200	200	
OS8 - Annual Fire Alarm Checks	0	0	0	0	0	300	300	
OS9 - Annual Fire Extinguisher Check	0	0	0	0	0	100	100	
OS10 - Burglar Alarm Contract	0	0	0	0	0	150	150	
OS11 - Ostereme Community Association Rent	0	-7,000	-7,000	-3,500	-3,500	-7,000	-3,500	
OS12 - Loan Repayment	0	0	0	0	0	-5,000	-5,000	
Total	7,500	-7,000	500	-3,500	4,000	11,950	7,950	

NOTES

1. Year End Adj are invoices paid in 2022/23 that have been charged back to the 2021/22 budget.
2. All Earmarked Reserves brought forward from 2021/22 agreed at Council on 27/09/2022 have been included in this report.

Mumbles Community Council

Ostreme Centre - Income Transactions to 30/09/2022 (Between 01-04-2022 and 30-09-2022)

Code Vchr.	Date	108 Minute	OS11 - Ostreme Community Association Rent Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	19/04/2022		1Lloyds Current Account		Ostreme Centre Rent	Ostreme Community Association	X	3,500.00		3,500.00
27	23/09/2022		1Lloyds Current Account		Ostreme Centre Rent	Ostreme Community Association	X	3,500.00		3,500.00
Subtotal for Code: OS11 - Ostreme Community Association Rent								£7,000.00		£7,000.00
Subtotal for Cost Centre: Ostreme Centre								7,000.00		7,000.00
TOTALS								£7,000.00		£7,000.00

Mumbles Community Council

Ostreme Centre - Expenditure Transactions to 30/09/2022 (Between 01-04-2022 and 30-09-2022)

Code Vchr.	Date	98 OS1 - Rent Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
140	24/06/2022	1Lloyds Current Account		Ostreme Centre Rent	All Saints Church	X	3,750.00		3,750.00
396	29/09/2022	1Lloyds Current Account		Ostreme Centre Lease	All Saints Church	X	3,750.00		3,750.00
				Subtotal for Code: OS1 - Rent			£7,500.00		£7,500.00
				Subtotal for Cost Centre: Ostreme Centre			7,500.00		7,500.00
				TOTALS			£7,500.00		£7,500.00