



Committee Members: Gareth Ford, Rebecca Fogarty, Adam Gilbert, Helen Nelson, Martin O'Neill, Phillip Reason & Carrie Townsend Jones

You are **SUMMONED** to a **MEETING** of the **JOINT ENABLING COMMITTEE** of Mumbles Community Council to be held on Tuesday, 6 July 2021 at 6.30 pm via Zoom

A handwritten signature in black ink that reads "S. Heydon".

Steve Heydon
Clerk to the Council
Dated 1 July 2021

AGENDA

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes of the meeting held on 4 May 2021**
- 4. Action points arising from previous meeting**
- 5. Marketing & Website Update**
- 6. Mumbles Tennis Courts Community Consultation**
To receive the results of the poll
- 7. Committee Restructure**
- 8. Annual Meeting**
To discuss when to re-convene the Annual Meeting
- 8. Banner Stand**
- 9. Grants Process**
- 10. Evaluation & Training**
- 11. Draft Councillor's Individual Fund Policy**

12. Financial Reviews

13. Reports and requests from Committees

MINUTES of the **JOINT ENABLING COMMITTEE MEETING** of Mumbles Community Council held on Tuesday, 4 May 2021 via Zoom

JEC.21.043 Present

Councillors: Rebecca Fogarty, Gareth Ford, Martin O'Neill, Helen Nelson, Pip Reason & Carrie Townsend Jones

JEC.21.044 In attendance

Mr Steve Heydon (Clerk)
Claire Anderson (MEEP)

JEC.21.045 Apologies

Councillors: None
Members: None

JEC.21.046 Declarations of Interest

Cllr Rebecca Fogarty declared a personal and prejudicial interest in item **JEC.21.051** as she is standing for Vice-Chair.

JEC.21.047 Minutes of the Meeting held on 2 March 2021

RESOLVED to pass these as a correct record.

JEC.21.048 Action points arising from previous meeting

ACTION - Clerk to put Training on Agenda for the Annual Meeting

JEC.21.049 Website Report

Claire ran through a PDF of initial concept designs on website.

JEC.21.050 Committee Structure

Discussed report from Paul Egan, One Voice Wales

AGREED that JEC members take the matter back to their individual committees and report back to the July meeting of the JEC.

JEC.21.051 Annual Meeting

AGREED:

- i. That the appointment of committees be delayed until the proposed new structure is discussed.
- ii. To hold Annual Meeting and monthly meeting on the same evening as the council meeting.

JEC.21.052 Financial Regulations

AGREED that these be referred back to RFO with request that sets out rules/process for how £1,000 for each member can be spent.

JEC.21.053 Mumbles Tennis Courts Community Consultation

Martin

RECOMMEND that a further £300 is spent on consultation out of JEC Consultation budget.

JEC.21.054 One Voice Wales Evaluation

RECOMMEND that One Voice Wales Quote of £1,995 be accepted with funding from budget set-aside from Evaluation Services budget.

JEC.21.055 Evaluation Form

Discussed draft form prepared by Clerk. Some suggestions for improvement were made.

AGREED that that amended document should be used for all future proposals.

JEC.21.056 Helen Nelson left the meeting

JEC.21.057 Financial Report

RESOLVED that report be noted.

JEC.21.058 Reports and requests from Committees

None.

Meeting Closed at 7:54



Mumbles
Community Council

DRAFT COUNCILLOR'S INDIVIDUAL FUND POLICY

Question to JEC – do you want to give the scheme a snappier title?

Approved by Council on xx/xx/2021

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. **(JEC - 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. **(JEC 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.
 - **JEC 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 JEC 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 JEC 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 JEC 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 JEC – 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 2023/24.



COUNCILLOR'S INDIVIDUAL FUND 2021/22

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)