

ORDINARY MEETING OF MAWR COMMUNITY COUNCIL (MCC)
Held remotely via Zoom on Wednesday 18th June 2025 at 7.00pm.

Present: Cllr. Darren James (DJ) - Chair; Cllr. Angela Williams (AW); Cllr Linda Frame (LF); Cllr Gareth Richards (GR);

Apologies for Absence: Cllr Catherine Evans (CE)

County Councillor Reports: None Received.

Declarations of Interest: None

Minutes

1) Minutes of the Ordinary Meeting of Full Council held on 19th May 2025 -

Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the next meeting.

Proposed: LF, Seconded: DJ, Agreed: All

2) Minutes of the Annual Meeting of the Council held on 12th May 2025 -

Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the next meeting.

Proposed: LF, Seconded: AW, Agreed: All

3) Admin

- a) No applications for new councillors had been received.
- b) There were no reports from councillors attending training.

Members did request that the Clerk send out training dates as these have not previously been received.

4) Finance, Employment, and Policy

- a) To agree appointment of internal auditor

Members were provided with a singular quote for an internal auditor to conduct the internal audit for the financial year 2024/25. The quote was agreed as per the terms set out in the document.

Proposed: DJ, Seconded: AW, Agreed: All

- b) To discuss the variance report 2024/25

Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the next meeting.

- c) To discuss the annual return 2024/25

The annual return had not been completed prior to the new clerk starting. When the correct paperwork is obtained, this will be completed appropriately. An extension has been sought from Audit Wales.

d) To discuss the bank reconciliation for April and May

The current financial year cashbook was not passed onto the new clerk so a bank reconciliation could be completed at this time. A full reconciliation of accounts will be completed when the new clerk is in receipt of all correct documents.

e) To discuss end of quarter and financial year figures

The new clerk was not provided these figures upon his appointment at the start of June. When in receipt of these figures they will be presented to the Council.

f) To Approve May, June and further legacy payments

Members were provided with a list of payments totalling £14,027.19. It was noted that staff costs are currently estimated due to the new clerk starting and the pay information for current staff had not been provided. The list of payments includes the annual indemnity insurance, grass cutting across the 3 wards and several miscellaneous payments including memberships to One Voice Wales and the SLCC.

Proposed: DJ, Seconded: AW, Agreed: All

g) To note April closing balances

The new clerk was not provided these figures upon his appointment at the start of June. When in receipt of these figures they will be presented to the Council.

h) To receive insurance quotes and agree provider

The insurance had expired at the end of May 2025. The new clerk managed to arrange a further month grace period up to July 2025. Unfortunately, without an up-to-date asset register and specific details of the Councils property no further quotes were able to be obtained other than the renewal price as confirmed in the list of payments. The renewal premium had increased compared to the year previous but was less than 15%. The Council agreed to accept this quote noting the requirement to be insured and likely inability to meet prior to July.

i) To note receipt of audit documents and timetable

As previously stated – an extension has been requested with Audit Wales due to this not being completed prior to the new clerk starting.

j) To discuss VAT return

It is currently unclear what stage the VAT return is at and what date VAT has been reclaimed up to. When the clerk is in receipt of the proper documents, all VAT will be reclaimed and will continue quarterly.

k) Update from Grants Officer

The clerk shared a brief update from the grants officer noting the key funding being applied for currently is for a summer playscheme and continuing with the solar panel project for Felindre Welfare Hall. The grants officer has asked if the Council is prepared to cover the rental for CCP Welfare Hall to facilitate the

running of the playscheme. An amount of £405 was agreed.

Proposed: LF, Seconded: DJ, Agreed: All

- l) To approve the purchase of a new laptop and to authorise the new Clerk/RFO to proceed with procurement.
Members agreed for the clerk to purchase a new laptop for up to the same amount as the previous laptop that was purchased.

5) Policy

- a) To consider and approve the re-examination of all policy documents presented at the Annual Meeting, ensuring that all amendments are clearly recorded and documented in accordance with audit and compliance requirements.
The clerk was not in receipt of these documents upon his appointment. When acquired they will be presented to the Council.
- b) To review and discuss a revised draft of the Asset Register to enhance oversight of MCC assets and ensure alignment to audit and compliance standards.
The clerk was only able to locate an asset register dated 2023 which appeared incomplete. When in receipt of the correct asset register, this will be presented to the Council.
- c) To discuss the development of Standard Operating Procedures (SOPs) aimed at improving transparency regarding operating timescales and methods, thereby supporting consistency and accountability in MCC activities.
Members were provided with a first version of the SOP document. It was accepted as a working document and for implementation immediately.

Proposed: AW, Seconded: DJ, Agreed: All

- d) To consider the implementation of an Action Log to monitor and record progress on agreed actions, enabling regular reporting at council meetings.
Members were provided with the first version of the action log. It was accepted as a working document and for implementation immediately.

Proposed: DJ, Seconded: LF, Agreed: All

6) Estates and Health & Safety

- a) Update on the licence to occupy agreement for Felindre Welfare Hall and agreement on a way forward.

The clerk was not in receipt of this document but has requested it from the solicitors. When received, it will have final ratification with the Council and shared accordingly.

Proposed: LF, Seconded: AW, Agreed: All

b) To discuss Sally's Way proposal

It was agreed to obtain a survey and quotes to repair the broken bridge on the entrance to Sallys way and to conduct a tree survey of the area with the view to reopen Sallys way in readiness for the summer playschemes.

Proposed: LF, Seconded: DJ, Agreed: All

c) Ground maintenance update – to discuss updating the ground maintenance contract.

Members were provided with a quote that encompasses the areas that were omitted from the previously agreed quote. This new quote ensures the football field, and the Dell are maintained along with other miscellaneous areas including knotweed control just off Felindre Welfare Hall. The quote was agreed.

Proposed: LF, Seconded: DJ, Agreed: All

d) Update on floodlight issues

It was noted that the current issue with the floodlights situated on the new MUGA is that they have a timer that works but during nighttime hours when it was hoped that it would be an 'on demand' floodlight system as to not waste energy. Members requested that the clerk contact the electricians who installed them and ask their advice on providing a different timer that can be set per use basis and not have the lights on without purpose.

Proposed: DJ, Seconded: LF, Agreed: All

e) To discuss electrical problems Garnswllt Hall

The clerk read a report of issues concerning Garnswllt Hall. It was confirmed that the appointed electricians had provided a quote that was previously agreed under the list of payments. Other matters such as the floor and the broken drawer will have separate resolutions made.

Proposed: DJ, Seconded: LF, Agreed: All

f) To agree approaching SCVS for advice on CCP Hall Trust

Proposed: LF, Seconded: DJ, Agreed: All

g) To agree a date for Craig Cefn Parc Welfare Hall Charity AGM and request an annual report from the Hall Committee to inform the meeting.

Members agreed to set a date upon conclusion of the advice from SCVS.

Proposed: DJ, Seconded: LF, Agreed: All

- h) To receive written update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda

Cllr L Frame updated the Council and advised that nearly several years ago the Council agreed to undertake a drain survey of the hall, and the hall are still experiencing a bad smell to the rear. The Council asked the clerk to obtain a quote for a drain survey and report back in the extraordinary meeting if this takes places before the next full council.

Proposed: DJ, Seconded: LF, Agreed: All

- i) To receive written update on Felindre Welfare Hall on items not already covered elsewhere on the agenda

A member of the hall committee was present and provided a verbal update; it was explained that an invoice is still due for a plumber who fixed the flood issue back in May. A plug has blown out in the kitchen and two lights have also blown (1 in the disabled toilet and 1 in the backroom). It was noted that the hall is required to have its 5 yearly electricity certificate produced which was confirmed to have been completed by the prior clerk/RFO. The Hall have requested this certificate and have yet to be provided with it. This item is to be requested from the previous staff to provide which will in turn be passed onto FWH. It was also noted that the boiler is needed to be serviced which is to undertaken next week and, as the boiler is now out of warranty, it needs to be insured.

- j) To receive written update on Garnswilt Welfare Hall on items not already covered elsewhere on the agenda

Cllr Frame advised that the drawer needs to be fixed as just mentioned and that the floor will be fixed from 4th – 6th August.

7) Correspondence

Local community officer MUGA electrical outlet. Feeder pillar was open but it was old feeder pillar. Poly tunnel insured?

8) To note the date of the next ordinary meeting as 14/07/2025 (subject to change should there be any unforeseen circumstances).

Proposed: DJ, seconded: AW, Agreed: All.

The meeting closed at 20:45pm

Matthew Thomas

Matthew Thomas CiLCA
Clerk/RFO
Mawr Community Council
24/06/2025