

Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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**Minutes of the ordinary meeting of Mawr Community Council (MCC)**

**Held remotely via Zoom on Tuesday, 14 March 2023 at 7.00 pm**

**PRESENT**: Cllr. L. Frame (LF), Cllr. G. Price (GP), Cllr. C. Williams (CW), Cllr. M. Davies (MD), Cllr. D. James (DJ)

Cllr. B. Rowlands (Clydach and Craig Cefn Parc); Cllr. P. Downing (Pontarddulais and Garnswllt)

**APOLOGIES**:Cllr. LJ. Thomas – maternity leave
Cllr. M. Tribe (Llangyfelach and Felindre), Cllr. K. Griffiths (Pontarddulais and Garnswllt)
**ABSENT**: Cllr. M. Bailey (Clydach and Craig Cefn Parc), Cllr. G. Walker (Clydach and Craig Cefn Parc)

**County Councillor Reports***Report received and circulated with agenda:**Cllr. P. Downing (Pontardulais)
No other reports received in time for circulation.
Brief update provided from Cllr. M. Tribe and Cllr. K. Griffiths by email, communicated verbally by Clerk.***Questions for County Councillors (limited to 10 minutes):** *None.*

**Declarations of Interest:** *None.*

**Questions from the public relating to items on this agenda** (limited to 10 minutes): *None.*

1. **2023/1 Chairperson’s Address**

The Chair welcomed everyone present and introduced the new Clerk to the meeting.

1. **2023/2 Minutes of the Extraordinary Meeting of Full Council held on 6th February 2023**

Accuracy and approval

*Motion passed. Proposer: CW; Seconder: DJ; Approved all.*

1. **2023/3 Minutes of the Meeting of Full Council held on 13th February 2023**

Accuracy and approval

*The Clerk explained the minutes did not include item 20 “Staffing Matters” and explained she would like to include this item in the minutes as recorded by the previous Clerk in her Confidential Report. Council agreed to defer the approval of the minutes to the next ordinary meeting.*

1. **2023/4 Admin**
2. Update on Councillor Vacancies

*Following the notice to electors being displayed for the required time, no election has been requested; therefore, Council will move to co-option as soon as is practicable.*

1. To note Health and Safety Reports for all three Welfare Halls and agree recommendations.

*Cllr DJ presented the findings of the Health and Safety assessments of all three Welfare Halls and the recommended measures required, including one urgent action for Felindre Welfare Hall. A contractor will be agreed at the next ordinary meeting of Council.*

*Motion passed to accept recommendations for all three halls.
Proposer: MD; Seconder CW*

1. Report from Councillors who attended Fire Safety Training at Felindre and Garnswllt Welfare Halls

*Council received report from Cllr LF. She stated the course had been very interesting, informative, and easy to understand. It had emphasised the duty on the Council and Hall Committees to keep people safe. There was a disappointing level of attendance from Felindre Hall Committee members, however, It was noted that Garnswllt Hall was well represented at the training. Cllr CW suggested that each Hall Committee is updated on the outcome of the training and the learning points be incorporated into the hall hire agreement and risk assessments. It was noted that the statutory requirement for testing of the fire safety system has increased from annually to biannually. CCPWH training is planned for March 27th. Cllr. Frame requested her thanks to all attendees be stated in the minutes.*

1. Report from Cllr. Linda Frame on One Voice Wales (OVW) Health and Safety training

*Cllr LF reported this was a very worthwhile training session provided by OVW and recommended all Councillors find the time to take advantage of this training module. LF suggested Council consider appointing a Health and Safety advisor to carry out a review of H&S policies and procedures for all halls annually. She reinforced the requirement for accident books to be kept securely to comply with GDPR and that dog fouling is a serious H&S matter which Council must look to adopt a policy/procedure to address. The training highlighted areas the Council would benefit from a general review of current policies and procedures to ensure best practice.*

1. Report from Cllr. Laura-Jane Thomas on One Voice Wales (OVW) “Understanding the Law” and “Code of Conduct” training.

*Received Report from Cllr. Williams as Cllr. Thomas is on maternity leave. Cllr CW agreed with Cllr LF that the OVW training modules were very helpful and the information provided was comprehensive and encouraged all councillors who have not previously undertaken them to book their places, especially new councillors. The training highlighted there have been many changes to legislation and finance regulations and all councillors would benefit because of this. The Clerk agreed to circulate the most recent training timetable from OVW to all Cllrs.*

1. To appoint a working party to review and update Council policies in preparation for the Annual Meeting in May.
*Resolved MD, CW and LF will form working party to review policies.*
2. To agree Retention and Deletion Policy for all data held by MCC
*Deferred to next meeting as policy not ready for circulation prior to the meeting.*
3. To agree to record MCC meetings for minute-taking purposes.
*Deferred to next meeting as the Retention and Deletion Policy is required to be agreed prior to recording of meetings being permitted.*
4. To agree requirement for new website.
*The Council website has been difficult to update for several months and has been deleting documents when multiple staff members have been trying to update it, including the new Clerk in the hours prior to the meeting. The current website is insufficient for Council needs. Motion passed. Proposer: MD; Seconder: CW
Clerk to seek quotes.*
5. **2023/5 Finance**
6. To approve payments for March 2023
*Due to the new Clerk having insufficient information prior to the meeting this was agreed to be deferred to an Extraordinary meeting later in the month.*
7. To note closing balances for Feb 2023
*The Clerk presented updated February payments and closing balances for February. Noted*
8. To note “1 month extension to RDP grant and minor alterations to spend including 1 month extension to cover Biodiversity Project Co-ordinator salary” as agreed with Swansea External Funding Team.
*It was explained that the RDP funding deadline had been extended by one month, including the salary payment. Noted*
9. To agree appointment of Internal Auditor for 2022/2023 Audit
*The Clerk explained it would be best practice to review the audit procedure prior to deciding on an internal auditor at this meeting. Deferred to next meeting.*
10. To agree formation of working party to conduct review of Internal Audit procedure 2022/2023.
*Resolved Finance Committee will form a working group and will carry out the review prior to the next meeting. Proposer: MD; Seconder: DJ.*
11. To agree plenary powers for the Chairperson of MCC (along with the Clerk), to approve future funding applications for planned activities/facilities within MCC area.
*It was discussed that some funding applications have a very quick turnaround and without this approval, MCC could miss out on potential funding bids for projects already agreed by Council and Welfare Hall Committees. Motion Passed. Proposer: CW; Seconder: DJ*
12. To review contract with ServiceMaster and cleaning arrangements for all Welfare Halls and agree a way forward.
*Two halls are currently cleaned by ServiceMaster and one needs a new cleaner. The Clerk will obtain quotes from 3 contractors/individuals prior to next meeting.*
13. **2023/6 Planning and Community**
	1. [2023/0298/FUL](https://planningapps.swansea.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

47 Clydach Road, Craig Cefn Parc, Swansea, SA6 5TA

Two storey side extension to replace existing conservatory and two storey rear extension
*No comments*

* 1. [2023/0359/FUL](https://planningapps.swansea.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)
	25 Lon Y Felin, Garnswllt, Ammanford, SA18 2RG
	Single storey rear extension to dwelling house
	*No comments*
	2. To discuss dog fouling and fly tipping and agree any necessary actions to mitigate the impact on MCC land.

*Councillors resolved to purchase signage prohibiting dog walkers from using the fields and to only use paths. In addition, further signage stating dog fouling must be picked up and disposed of properly will also be purchased. Chair and Clerk to decide on signage and location.*

*Motion Passed. Proposer: DJ; Seconder: GP*

* 1. To discuss and agree memorial plaques for former councillors Tom Roberts and Bob Jones
	*A named vote was requested by Cllr GP.*

*A discussion took place with Cllrs explaining their reasoning for and against the memorial plaques. Those for the proposal explained they were not proposing large notices but a small brass plaque on a bench or next to a tree. Motion Passed. Proposer DJ; Seconder CW; For: LF; Against GP; Abstain MD.*

1. **2023/7 Community Halls**
	* 1. To receive update on Craig Cefn Parc Welfare Hall
		*Update received including successful events and funding bids.*
		2. To receive update on Felindre Welfare Hall
		*Update received – written report provided by S. Morgan.*
		3. To receive update on Garnswllt Welfare Hall
		*Update received including intended purchase of accessible ramp and modular staging. A complaint has been received regarding incorrect mops being used in different areas of the hall. Clerk asked to research H&S signage with colour coding for mop heads for each area.*
		4. To agree to request monthly written report from all Hall Committees to be circulated with the agenda.
		*It was discussed that the meeting be presented with a written report from each hall committee in advance of the meeting so each committee has an equal opportunity for representation at the meeting and Councillors will have time to consider the reports and bring any questions to the meeting. Motion passed. Proposer: DJ; Seconder: MD*
		5. To agree arrangements for accounting audits for all three Welfare Halls following the end of this financial year.
		*It was proposed the Clerk and Finance Committee carry out the audit of each hall. Motion Passed. Proposer: CW; Seconder MD*
2. **2023/8 Correspondence***Diolch am 20/Thanks for 20 campaign. Noted.*
3. **2023/9 To note the date of the next meeting as 18/04/2023**

**2023/10 Council resolved to suspend Standing Order 3x***Proposer: DJ; Seconder: CW*

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
Proposer: LF; Seconder: GP*

1. **2023/11 To agree Employment Contracts for new staff***Clerk has insufficient time to produce all contracts. Deferred to next meeting.*
2. **2023/12 To discuss employee overtime request***This was discussed, Cllrs had questions that required external advice from OVW and the accountant. The Clerk was tasked with this and the matter was deferred to next meeting pending the advice being received.*

**Meeting closed 10.06pm**