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**MINUTES OF THE ordinary meeting of Mawr Community Council (MCC)**

**Held remotely via Zoom on Tuesday, 18 April 2023 at 7.00 pm.**

**PRESENT**: Cllr. L. Frame (LF), Cllr. C. Williams (CW), Cllr. M. Davies (MD), Cllr. D. James (DJ), Cllr. M. Tribe (Llangyfelach and Felindre),

**APOLOGIES**:Cllr. LJ. Thomas – maternity leave, Cllr. P. Downing (Pontarddulais and Garnswllt), Cllr. K. Griffiths (Pontarddulais and Garnswllt)  
**ABSENT**: Cllr. B. Rowlands (Clydach and Craig Cefn Parc); Cllr. M. Bailey (Clydach and Craig Cefn Parc), Cllr. G. Walker (Clydach and Craig Cefn Parc)

**County Councillor Reports***No reports received prior to the meeting.  
Brief update provided from Cllr. M. Tribe to the meeting*

**Questions for County Councillors (limited to 10 minutes):** *None*

1. **2023/17 Chairperson’s Address**

The Chair welcomed everyone to the meeting and expressed thanks to all volunteers at the warm spaces hubs for making them such a success. Special thanks were given to Sue in Felindre, Emma in CCP and Pat in Garnswllt who had worked to ensure the halls were in good order and took responsibility for the food provision. There had been considerable damage at Felindre Hall due to a car being driven through the gates of the hall. Thanks were given to Sue for her assistance and coordinating the police response.

1. **2023/18 Minutes of the Meeting of Full Council held on 13th February 2023**

Accuracy and approval

*Proposer: DJ; Seconder: MD; Agreed all. Motion passed.*

1. **2023/19 Minutes of the Meeting of Full Council held on 14th March 2023**

Accuracy and approval.

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

1. **2023/20 Minutes of the Extraordinary Meeting of Full Council held on 27th March 2023**Accuracy and approval.

*Proposer: MD; Seconder: DJ; Agreed all. Motion passed (with one corrected typo “firther to further”).*

1. **2023/21 Minutes of the Extraordinary Meeting of Full Council held on 31st March 2023**

Accuracy and approval.

*Proposer: DJ; Seconder: LF; Agreed all. Motion passed*

1. **2023/22 Admin**
2. To consider application for Co-option for Garnswllt Ward

*Applicant sent apologies as they were unwell.*

1. To agree to Co-opt to fill one vacancy in Garnswllt Ward

*Deferred to next meeting due to illness.*

1. Training Reports from Councillors

*No training courses attended this month.*

1. To appoint a working party to review and update Council policies in preparation for the Annual Meeting in May.

*Agreed that all Councillors present will assist in this task due to the number of policies due for review and adoption.*

*Proposer: MD; Seconder: MD; Agreed all*

1. To agree Retention and Deletion Policy for all data held by MCC

*Council agreed to adopt the policy with one amendment (“Gwent to West Glamorgan”) Annexe 1*

*Proposer: LF; Seconder: DJ; Agreed all*

1. To agree to record MCC meetings for minute-taking purposes.

*The Clerk explained in order to ensure the accuracy of the minutes, she would like to record meetings for this purpose only. All recordings will be deleted as soon as the minutes of those meetings are approved as set out in the newly adopted Retention and Deletion Policy.*

*Proposer: CW; Seconder: MD; All agreed*

1. To note intention to adopt new Standing Orders at the Annual Meeting

*Noted pending timely receipt of new Model Standing Orders from One Voice Wales.*

1. **2023/24 Finance**
2. To approve payments for April 2023

*Motion passed.*

*Proposer: CW; Seconder: DJ; All agreed*

1. To note closing balances for March 2023

*Noted*

1. To consider cleaning arrangements for all Welfare Halls and agree a way forward.

*Clerk will forward cleaning schedule template to Cllrs for amendment for each hall with input from Hall Supervisors. Amended schedules will be circulated to all interested parties and site visits arranged as required prior to quotes being submitted for consideration and presentation to the next ordinary meeting.*

*Proposer: CW; Seconder MD; Agreed all.*

1. To consider and approve contractor for electrical work at Felindre Hall

*2 quotes had been received:*

*Company A - £2652.00*

*Company B - £2958.00*

*Council resolved to appoint Company A.*

*Proposer: DJ; Seconder: LF; Agreed all.*

*The Clerk revealed Company A is P.E.S. Systems Ltd, Swansea*

*The Clerk will inform the successful contractor and arrange for the works to be carried out.*

1. Update from Grants officer

*Request to meet with the hall committees/supervisors along with the Clerk to discuss how the Grants Officer can work with the halls to realise their goals. This was agreed by the Clerk.*

1. **2023/25 Planning and Community**
   1. Update from Biodiversity Officer

*Nothing new to report other than Community Garden sessions are well attended.*

* 1. To discuss and agree the promotion of the “Pooper Snooper” app to map the bins available within the ward for the safe disposal of dog fouling.

*Council resolved to promote the App within the community and encourage use of it to map out bins which accept dog waste across Mawr.*

*Proposer: CW; Seconder: LF; Agreed all.*

* 1. [2023/0577/PRE](https://planningapps.swansea.gov.uk/online-applications/applicationDetails.do?keyVal=RRAS39EV0FC00&activeTab=summary)| Pre-application Enquiry – Proposed detached 2 bed dwelling and associated works. | Land Adj To 37 Mountain Road Craig Cefn Parc Swansea SA6 5RH

*Council resolved to submit a neutral comment that this proposed development is on an unadopted road in poor condition.*

*Proposer: MD; Seconder: DJ; Agreed all.*

* 1. [2023/0693/FUL](https://planningapps.swansea.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRXRJ4EVKXE00) | Demolition of an existing sub-standard extension, and the erection of a new extension to the side elevation | 7 Lon Y Felin Garnswllt Ammanford SA18 2RG

No comments

1. **2023/26 Community Halls**
   * 1. To receive update on Craig Cefn Parc Welfare Hall

*Grant of £1000 received to pay towards lighting work.*

* + 1. To receive update on Felindre Welfare Hall

*Warm Spaces Hub funding had £400 remaining. Swansea Council agreed this could be spent on further warm spaces sessions. Cllr Mark Tribe has also committed some of the ward community fund towards continuing this community resource and he has attended every week. Great opportunity for engagement with the community. Sue will be inviting PCSOs and expressed her thanks to the volunteers for their help. This will be moving to fortnightly on a Tuesday to accommodate the other hall users from now on.*

*The first Food and Craft Market is planned for May 27th and will continue on the last Saturday of every month. At the time of the meeting, 21 stalls had already confirmed their attendance.*

*Damage to hall gates and pillars have been reported to the police. Damage caused by a single driver in a car. There is CCTV footage which will be passed to the police.*

* + 1. To receive update on Garnswllt Welfare Hall

*The builder has completed the external ramps and has one external handrail remaining to be fitted at the time of this meeting. The path has been levelled.*

*The Community Café will continue on a reduced timetable.*

* + 1. To agree arrangements for accounting audits for all three Welfare Halls following the end of this financal year.

*Council resolved the Finance Committee will carry out Hall audits once halls have finalised their annual accounts.*

*Proposer: DJ; Seconder: MD; Agreed all.*

1. **2023/27 Correspondence**

*Council noted the following items of correspondence:*

*Business Rate bills for all three Welfare Halls*

*BT Bill: payment overdue due to change of Council address*

*Letter from Member of the public concerning dog fouling*

*Resignation of Gaynor Price as Cllr for Garnswllt ward*

*Complaint from member of the public regarding possible data breach: investigation showed no breach occurred.*

*Receipt of grant £4700, for CCP Community Garden*

*Ombudsman decision notice against G. Price. No case to answer, therefore no further action required.*

*Training needs survey to be completed.*

1. **2023/28 To agree the date of the Annual Meeting**

*Council resolved the Annual Meeting must be before the Ordinary Meeting and agreed to hold the Annual Meeting on 16/05/2023.*

*Proposer: DJ; Seconder: LF; Agreed all.*

1. **2023/29 To note the date of the next Ordinary Meeting as 16/05/2023**

*Council resolved to move the next Ordinary meeting to 22/05/23 as the Annual Meeting has been agreed for 16/05/2023.*

*Proposer: DJ; Seconder: CW; Agreed all.*

***2023/30 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.****Motion passed  
Proposer: DJ; Seconder: CW; All agreed***2023/31 To agree to suspend Standing Order 3x in order to complete the items on the agenda.**  
*Proposer: MD; Seconder: CW; Agreed all.*

**13. 2023/32 To discuss and agree a way forward for employee overtime payment request.** *Following receipt of advice from One Voice Wales, Council resolved the Clerk should send a letter to the ex-employee to be agreed by Cllrs prior to sending.  
Proposer: DJ; Seconder: MD; Agreed all.*

**Meeting closed 21.48.**

**Annexe 1**

**MAWR COMMUNITY COUNCIL**

**Retention and Disposal Policy**

**Adopted April 2023**

# Introduction

* 1. The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various types of documents.
  2. Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council’s transactions and are necessary to ensure it can demonstrate accountability.
  3. Documents may be retained in either ‘hard’ paper form or in electronic forms. For the purpose of this policy, ‘document’ and ‘record’ refers to both hard copy and electronic records.
  4. It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage, and difficulty in defending any claim brought against the Council.
  5. In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the 2018 Data Protection Act so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

1. **Scope and Objectives of the Policy**
   1. The aim of this policy is to provide a working framework to determine which documents are:

* Retained – and for how long; or
* Disposed of – and if so by what method.
  1. There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
* ‘With compliments’ slips.
* Catalogues and trade journals.
* Non-acceptance of invitations.
* Trivial electronic mail messages that are not related to Council business.
* Requests for information such as maps, plans or advertising material.
* Out of date distribution lists.
  1. Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
  2. Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the 2018 Data Protection Act.

1. **Roles and Responsibilities for Document Retention and Disposal**
   1. Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the 2018 Data Protection Act.
   2. Councils should ensure that all employees are aware of the retention/disposal schedule.
2. **Document Retention Protocol**
   1. Councils should have in place an adequate system for documenting the activities of their service. This system should consider the legislative and regulatory environments to which they work.
   2. Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

* Facilitate an audit or examination of the business by anyone so authorised.
* Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
* Verify individual consent to record, manage and record disposal of their personal data.
* Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
  1. To facilitate this the following principles should be adopted:
* Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the 2018 Data Protection Act.
* Documents that are no longer required for operational purposes but need retaining should be placed at the West Glamorgan County records office.
  1. The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
  2. Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

1. **Document Disposal Protocol**
   1. Documents should only be disposed of if reviewed in accordance with the following:

* Is retention required to fulfil statutory or other regulatory requirements?
* Is retention required to meet the operational needs of the service?
* Is retention required to evidence events in the case of dispute?
* Is retention required because the document or record is of historic interest or intrinsic value?
  1. When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the 2018 Data Protection Act.
  2. Documents can be disposed of by any of the following methods:
* Non-confidential records: place in wastepaper bin for disposal.
* Confidential records or records giving personal information: shred documents or engage a suitable firm to confidentially dispose of them.
* Deletion of computer records.
* Transmission of records to an external body such as the County Records Office.
  1. The following principles should be followed when disposing of records:
* All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the 2018 Data Protection Act.
* The Freedom of Information Act or cause reputational damage.
* Where computer records are deleted, steps should be taken to ensure that data is ‘virtually impossible to retrieve’ as advised by the Information Commissioner.
* Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
* Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
  1. Records should be maintained of appropriate disposals. These records should contain the following information:
* The name of the document destroyed.
* The date the document was destroyed.
* The method of disposal.

1. **Data Protection Act 2018 – Obligation to Dispose of Certain Data**
   1. The Data Protection Act 2018 requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. It defines personal information as:

Data that relates to a living individual who can be identified:

1. from the data, or
2. from those data and other information which is in the possession of or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

* 1. The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
  2. Councils are responsible for ensuring that they comply with the principles of the Act namely:
* Personal data is processed fairly and lawfully and shall not be processed unless specific conditions are met.
* Personal data shall only be obtained for specific purposes and processed in a compatible manner.
* Personal data shall be adequate, relevant, but not excessive.
* Personal data shall be accurate and up to date.
* Personal data shall not be kept for longer than is necessary.
* Personal data shall be processed in accordance with the rights of the data subject.
* Personal data shall be kept secure.
  1. External storage providers or archivists that are holding Council documents must also comply with the above principles of the Act.

1. **Scanning of Documents**
   1. In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
   2. As a general rule, hard copies of scanned documents should be retained for three months after scanning.
   3. Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.
2. **List of Documents**
   1. The full list of the Council’s documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

**Review: May 2024**