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

**Held remotely via Zoom on Tuesday 16th May 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), Cllr. P. Downing (Pontarddulais and Garnswllt),

Clerk / Responsible Financial Officer: Mrs Susan Rodaway

**APOLOGIES**:Cllr. LJ. Thomas – maternity leave, 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)

1. **2023/33 Election of Chair**

*Cllr DJ proposed Cllr LF. Cllr LF accepted the nomination. Seconder: CW, Agreed all. Cllr. Linda Frame elected to Chair.*

1. **2023/34 Election of Vice Chair**

*Cllr CW proposed Cllr CW. Cllr CW accepted the nomination. Seconder: LF, Agreed all. Cllr. Caroline Williams elected as Vice Chair.*

1. **2023/35 Declarations of Interest**

*None.*

1. **2023/36 To agree change of Finance and Personnel Committee to Finance, Employment, and Policy Committee.**

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

1. **2023/37 To agree formation of a Planning Committee.**

*The Clerk explained the reasoning behind Community and Town Councils having a Planning Committee and the benefits to the community and Local Planning Authority of having “eyes on the ground” to inform proposed developments and applications.*

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

1. **2023/38 To agree rename of Health and Safety Committee to Estates and Health and Safety Committee.**

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

1. **2023/39 To agree the terms of reference for committees.**

*The Clerk had circulated proposed terms of reference for the three committees prior to the meeting.*

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

1. **2023/40 To appoint Designated Councillor – Finance (also Chair of Finance, Employment, and Policy Committee)**

*Cllr CW proposed Cllr MD. Cllr MD accepted the nomination. Seconder: LF, Agreed all. Cllr. Martin Davies elected as Designated Councillor – Finance.*

1. **2023/41 Appointment of Committee Chairs for Planning, and Estates and Health and Safety Committees**

*Planning: Cllr CW proposed Cllr DJ. Cllr DJ accepted the nomination. Seconder: MD, Agreed all. Cllr. Darren James elected as Chair of Planning Committee.*

*Estates and Health & Safety: Cllr LF proposed Cllr DJ. Cllr DJ accepted the nomination. Seconder: MD, Agreed all. Cllr. Darren James elected as Chair of Estates and Health & Safety Committee.*

1. **2023.42 Appointment of Committees – to agree membership of all committees will be all Councillors until more members are co-opted.**

*In order to ensure quorum at each meeting the Clerk suggested all Cllrs be members of all committees for now. Proposer: DJ, Seconder: CW, Agreed: all*

1. **2023.43 Appointments to outside bodies – One Voice Wales, Swansea Area Committee**

*Cllr DJ proposed Cllr LF. Cllr LF accepted the nomination. Seconder: MD, Agreed all. Cllr. Linda Frame elected as OVW Swansea Area Committee Representative.*

1. **2023/44 To give notice of intention to amend Standing Orders following the receipt of the new Model Standing Orders from One Voice Wales. standing orders and financial regulations**

*Noted*

1. **2023/45 To review and agree Asset Register as at 16th May 2023.**

*Following review of the Asset register, Cllrs were happy it was an accurate record based on information currently held. Proposer: DJ, Seconder: MD, Agreed: all*

1. **2023/46 To note renewal date for insurance and timetable for obtaining renewal quotes in respect of all insurable risks including building valuations.**

*Noted. The Clerk will seek quotes for valuations for all three halls for insurance purposes.*

1. **2023/47 To review and agree the Council’s and/or staff subscriptions to other bodies.**

*Subscriptions to OVW and SLCC have been accounted for in the budget. OVW subscription has been paid for this financial year, SLCC to be paid asap. Proposer: MD, Seconder: CW, Agreed: all.*

1. **2023/48 To agree updates to Council policies, procedures and practices following internal governance review.**

*The Clerk had carried out a thorough internal review of Council policies and procedures. This resulted in the update and creation of a set of policies required by Community and Town Councils. Cllrs had had sight of these policies and an opportunity to review them and suggest any amendments. The Chair thanked the Clerk for pulling them together and Cllrs for taking the time to provide oversight. Proposer: DJ, Seconder: MD, Agreed: all.*

1. **2023/49 To review and agree the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**

*The Clerk explained that the Council has the power of well-being and s137 in order to provide funding where no other power exists. Given the latest updated number of electors in Mawr, the annual limit for s137 for the last financial year was £12,806.64. The Clerk further reported Council spend under s.137 as £1,065.14. Proposer: CW, Seconder: MD, Agreed: all.*

1. **2023/50 To agree the planned time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

*The proposed dated for ordinary meetings of Full Council were circulated to Cllrs prior to the meeting and are attached to these minutes as Annexe A. The Clerk explained that the March meeting will be held on Tuesday 12th as she has a long-standing family commitment on Monday 11th and the same stands for the May meeting. Cllrs were happy with this. Proposer: DJ, Seconder: MD, Agreed: all.*

1. **2023/51 To agree remuneration for councillors and those with other responsibilities**

*The Clerk explained the change to the Cllr allowances for this year. The mandatory payment of £156 p/a for all Cllrs which is intended to cover the cost of carrying out duties as a Cllr, e.g. heating, lighting, phone, broadband. Cllrs are not obligated to take this payment and can “Opt-out” should they wish to. The Clerk further explained the rationale behind this allowance is to enable all members of the community to become Cllrs without expecting them to be placed in financial hardship. Cllrs were required to make decisions on expenses payments such as printing/mileage outside of the ward. The two options were a standard £52 p/a without the requirement for presentation of receipts or reimbursement on presentation of receipts.*

*Cllrs were further required to approve payments for positions of responsibility with a payment of up to £1,500 being available for the Chair and £500 for 3 further positions of responsibility within the Council. Cllrs were also appraised of reimbursement for caring responsibilities and loss of earnings.*

*Expenses to be reimbursed on presentation of receipt, maintaining the status quo. Proposer: DJ, Seconder: MD, Agreed: all.*

*Positions of Responsibility to be paid in accordance with advice from the Independent Remuneration Panel for Wales. Proposer: DJ, Seconder: MD, Agreed: all.*

*Clerk to add the link to information regarding Councillor Payments to the MCC website in order to encourage more interest from the community in becoming Community Councillors.*

1. **2023/52 To Review and agree Financial and Operational Risk Assessment**

*This was reviewed without updates. Proposer: MD, Seconder: DJ, Agreed: all.*

1. **2023/53 To Approve List of Regular Monthly Payments for 2022/23**

*Regular payments were circulated to all Cllrs prior to the meeting. The Clerk was unable to share the document with the meeting as it contained personal data about MCC staff. However, the Clerk read out the regular payments and approximate monthly staff costs. Proposer: DJ, Seconder: MD, Agreed: all.*

**Meeting closed 19.50**

**Annexe A**

MEETING DATES 2023/4

JUNE 12TH 2023

JULY 10th 2023

SEPTEMBER 11th 2023

OCTOBER 9th 2023

NOVEMBER 13th 2023

DECEMBER 11th 2023

JANUARY 8th 2024

FEBRUARY 12th 2024

MARCH 12th 2024

APRIL 8th 2024

ANNUAL MEETING MAY 14th 2024

MAY 20th 2024