Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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

**Held remotely via Zoom on Monday 10th JULY 2023 at 7.00 pm.**

**MINUTES**

**AGENDA**

**PRESENT**: Cllr. L. Frame (LF), Cllr. C. Williams (CW), Cllr. M. Davies (MD), Cllr. D. James (DJ), Cllr V. Morgan-Beattie (VMB),

**APOLOGIES**:Cllr. M. Tribe (Llangyfelach and Felindre), 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: Reports received from Cllr. M. Tribe and Cllr. K. Griffiths**

**Declarations of Interest:** *None*

**Questions from the public relating to items on this agenda:** *None*

1. **2023/77 Chairperson’s Address:** *No updates since the last meeting*
2. **2023/78 Minutes of the Meeting of Full Council held on 12th July 2023**

Accuracy and approval.

*(With typo corrections) Proposer: DJ; Seconder: CW; Agreed: All*

1. **2023/79 Admin**
2. To agree Councillor recruitment flyer to fill remaining casual vacancies.

*Cllrs made suggestions to be included in the flyer. The Clerk will amend the flyer and send to all Cllrs prior to the next meeting.*

1. To agree and adopt new Standing Orders for Mawr Community Council as previously advertised.  
   *A discussion was held in order to ensure the new Standing Orders were suitably robust.*

*An amendment to SO 25 to restrict membership of Cllrs to Hall or community groups in Mawr, unless duly authorized, was suggested.  
Proposer: VMB; Seconder: CW; Agreed: All*

*To Adopt amended new Standing Orders  
Proposer: MD; Seconder: DJ; Agreed: All*

1. To agree dates of Planning Committee meetings until the next Annual Meeting.

*Not required under new standing orders*

To agree dates of Estates and Health & Safety Committee meetings until the next Annual Meeting.  
*Not required under new standing orders*

To agree dates of Finance, Employment, and Policy Committee meetings until the next Annual Meeting.  
*Not required under new standing orders*

To agree Safeguarding Training.  
*Agreed to undertake e-learning as suggested by Swansea Councillors. Clerk to arrange.  
Proposer: DJ; Seconder: CW; Agreed: All*

1. To appoint Safeguarding and Deputy Safeguarding Officers.  
   *Deferred until training is completed. VMB offered to take Deputy Safeguarding Officer role as she already has experience in this field.*
2. Training Reports from Councillors who have attended training since the last meeting.  
   *Cllr CW informed the meeting that she had attended two training sessions since the last meeting. Community Engagement from OVW and Creating a Place Plan from Planning Aid Wales. Both training sessions were very useful and she encouraged all members to undertake them is they hadn’t already. The main message from both sessions was to increase engagement with the community and to engage at all stages. There is a toolkit for producing a community plan on the Planning Aid Wales website. Suggested Estates and Health & Safety committee look at this further.*
3. To agree to carry out Feasibility studies for CCP and Garnswllt subject to successful funding applications.  
   *Subject to successful funding applications. Proposer: MD; Seconder: DJ; Agreed: All*
4. **2023/80 Finance, Employment and Policy**
5. To approve payments for July 2023.  
   *Proposer: CW; Seconder: MD; Agreed: All*
6. To note closing balances for June 2023.  
   *Noted  
     
   20.26: Cllr P. Downing left the meeting.*
7. To receive and approve Qtr 4 2023 figures.  
   *Proposer: CW; Seconder LF:; Agreed: All*
8. To receive and approve 2022/23 end of year figures.  
   *With virements for s137: Proposer: DJ; Seconder: CW; Agreed: All*

To agree Annual Governance Statement, Annual Return, and audit documentation for submission to Internal Auditor.  
*Agreed amendment to submit documents to Internal Auditor for Internal Audit.  
Proposer: MD; Seconder: DJ; Agreed: All*

1. To agree to begin working through Finance and Governance Toolkit for Wales.  
   *Proposer: MD; Seconder: DJ; Agreed: All*
2. To note change of dates for Summer Play Club.  
   *Noted*
3. To agree Contractor for clearing of Sally’s Way  
   The Clerk presented 3 quotes:

*Contractor a): £10.440 + VAT  
Contractor b): £9,000 No VAT  
Contractor c): £9,500 + VAT  
Cllrs asked questions on the details of each quote and as a result of the detail included in the quotations, contractor a) was proposed by: LF; Seconded by: CW; Agreed: All.*

*H. M. Price was duly appointed for the works.*

1. To agree to apply to Swansea Shared Prosperity Fund under the Third Sector Anchor programme.  
   *Proposer: CW; Seconder: DJ; Agreed: All*
2. To agree to run Forest School activities in all three wards subject to successful funding bids.  
   *Proposer: MD; Seconder: DJ; Agreed: All*
3. To agree to apply for funding to extend Biodiversity Project Co-ordinator position.  
   *Cllrs discussed the positive outcomes already visible in the community as a result of the work of the Biodiversity Project Coordinator and were keen to continue her employment.  
   Proposer: CW; Seconder: DJ; Agreed: All*
4. To note successful funding bids.  
   *Noted. Cllrs wished to thank the Grants Officer for her work over the past 6 months.*
5. Update from Grants Officer on items not already covered elsewhere on the agenda.  
   *All covered elsewhere.*
6. **2023/81 Estates and Health & Safety**
7. To discuss current position of MUGA at CCP.  
   *The Clerk updated Cllrs on the situation with funding applications for the MUGA. Cllrs are aware further funding over and above the £30,000 secured by Friends of Craig Cefn Parc will be required. It is hoped the existing funding will cover the re-surfacing of the area. Quotations will come to the next meeting in order to appoint a contractor.*
8. To agree use of Football Field by CCP Welfare Hall Committee on August Bank Holiday weekend for Family Inflatable Fun Day subject to successful funding application.  
   *Proposer: CW; Seconder: MD; Agreed: All*
9. To note end of temporary fencing arrangement.  
   *Noted*
10. To discuss and agree appropriate action following incident at Felindre Hall in May 2023  
    *Deferred to in camera session at the end of the meeting.***2023/82: To suspend Standing Order 3v to continue the meeting.** *Proposer: MD; Seconder: CW; Agreed: All*
11. To agree letter of thanks to Sue Morgan and Felindre Welfare Hall Committee following very successful Community Markets.  
    *Proposer: MD; Seconder: CW; Agreed: All*
12. To discuss request from Garnswllt Welfare Hall Committee to move the Youth Club Shed the lower side of the Oil tank.  
    *The Clerk had received a request from the Hall Committee, Cllrs had visited the site and agreed this was a good idea.  
    Proposer: LF; Seconder: CW; Agreed: All*
13. To discuss request from Garnswllt Welfare Hall Committee to move a picnic bench from the Football Field to the new patio area at the hall.  
    Cllrs were unable to grant this request as the bench in question had been part of a successful funding bid to site the benches in that location.
14. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda.  
    *No further information.*
15. To receive update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.  
    *Fencing completed in time for the Wedding reception, waste being collected by licensed firm. Hedging has been cut and grass will be mown prior to the Wedding too. A local artist has requested an ongoing hire arrangement for the back room, an agreement is being drawn up by the Hall Committee.*
16. To receive update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.  
    *Successful funding bid for solar panels from Mynydd Y Gwair fund. Problems with cleaners persisting. Clerk asked to contact them to raise it again. Toilets and carpet both not cleaned following monthly market.*
17. To receive update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.  
    *No update received.*
18. **2023/83 Correspondence***All circulated to Cllrs.*
19. **2023/84 To note the date of the next Ordinary Meeting as 11/09/2023***Noted.*

**2023/85** *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.*

1. **2023/86 To agree Forest School Training for employees. One to Level three and the other to Level two subject to successful funding bid.***Proposer: DJ; Seconder: MD; Agreed: All*
2. **2023/87 To discuss contact with Councillors regarding safety concerns in Felindre.***A discussion was held regarding safety of children in the community. Cllrs requested the Clerk write to Cllr. Tribe to support his concerns and actions.****6.* d) 2023/88** To discuss and agree appropriate action following incident at Felindre Hall in May 2023  
   *Cllrs discussed two separate and concerning incidents at the hall concerning young people and Llangyfelach FC. The Clerk was asked to write to the Hall Committee regarding these concerns and request the hall is no longer made available to the club.  
   Proposer: DJ; Seconder: MD; Agreed: All*
3. **2023/89 Update on legal matters.***Cllrs received an update regarding Council representation. Clerk to follow up.*