Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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

**Held remotely via Zoom on Tuesday 15th August 2023 at 7.00 pm.**

**MINUTES**

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

APOLOGIES: Cllr. M. Davies (MD)

**Declarations of Interest:** *None*

**2023/96** *Proposed by DJ; Seconded by CW; Agreed by all to move item* **1. Finance** *to a further meeting as the Internal Auditor’s Report was not complete in time for the meeting.*

1. **Finance – moved to next meeting.**
   1. To receive Internal Auditor’s Report.
   2. To approve Annual Governance Statement and Annual Return
   3. To agree to submit audit documents to Audit Wales for external audit.
2. **2023/97 Estates and Health & Safety**
   1. To receive quotes and appoint a contractor for structural surveys in Felindre to include the footbridge in Sally’s way, the roof and possible subsidence at the Welfare Hall.

*The Clerk presented 3 quotes:*

*Contractor a): £750 + VAT (approx.)  
Contractor b): £580 no VAT  
Contractor c): £685 - £1085 + VAT (estimate)  
Cllrs asked questions on the details of each quote and the Clerk informed Council a grant from The Gower Society had been approved to a value of £580. Councillors were uneasy about appointing a contractor without a definite fixed price and given the funding from The Gower Society would cover the costs in full, Contractor a) was proposed by: DJ; Seconded by: CW; Agreed: All.  
Barratt Associates were duly appointed.*

**2023/97** *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.  
Proposed: DJ; Seconded: CW; Agreed: All*

**3. 2023/98 To discuss and agree action regarding potential claim.***The Clerk provided an update to councillors on the current position and members agreed to appoint DAS Law as the Council’s legal representation.*

*Proposed: DJ; Seconded: CW; Agreed: All.*

**4. 2023/99 To note end of employee probationary period.***Members were informed the employee’s probationary period had concluded the previous day.   
Noted*

**2023/100** *Cllr Darren James had to leave the meeting at this point due to an urgent medical appointment. This would leave the meeting inquorate, so the meeting was adjourned until the following day at 7pm in order to complete the agenda.*

*Proposed LJ; Seconded: CW; Agreed: All.*

*Meeting adjourned at 7.24pm*

**ADJOURNED EXTRAordinary meeting of Mawr Community Council (MCC)**

**Held remotely via Zoom on Wednesday 16th August 2023 at 7.00 pm.**

**5. 2023/101 To consider employees contracted hours.**

*Members held a discussion about the impact of the potential claim on the employee’s working hours. It was agreed that an additional 10 hours a week be awarded to the employee on a temporary basis to complete the necessary documentation and liaise with the Council’s legal representatives as well as to manage the backlog of work left by the previous employee.*

*This should be backdated to Monday 14th August and continue for 4 weeks until Sunday 10th September and be reviewed at the next ordinary meeting of Council.*

*The Clerk had already provided information that there was currently financial capacity within the budget for this expenditure.  
Proposed: DJ; Seconded: CW; Agreed: All.*

*A discussion was held regarding another employee who was nearing the end of their contract. It was agreed that the contract be extended by an additional three months in order to provide time to realise the funding applications already made and planned for the immediate future.*

*The Clerk had already provided information that there was currently financial capacity within the budget for this expenditure.  
Proposed: MD; Seconded: DJ; Agreed: All.*

*Meeting closed 20.22.*