Clerk / Responsible Financial Officer: Mrs. Susan Rodaway

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

**Held remotely via Zoom on Monday 11th SEPTEMBER 2023 at 7.00 pm.**

**FINAL MINUTES**

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

**APOLOGIES**: Cllr. V. Morgan-Beattie (VMB), Cllr. M. Tribe (Llangyfelach), Cllr. K. Griffiths, Cllr. P. Downing

**ABSENT**: Cllr. B. Rowlands (Clydach), Cllr. M. Bailey (Clydach), Cllr. G. Walker (Clydach)

**County Councillor Reports:**Reports circulated to councillors prior to the meeting from Cllr. K. Griffiths and Cllr. M. Tribe.

**Declarations of Interest: NONE**

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

1. **2023/106 Minutes of the Extraordinary Meeting of Full Council held on 7th July 2023**

*Proposed: DJ; Seconded: MD; Agreed: All*

1. **2023/107 Minutes of the Meeting of Full Council held on 10th July 2023**

*Proposed: DJ; Seconded: MD; Agreed: All*

1. **2023/108 Minutes of the Extraordinary Meeting of Full Council held on 28th July 2023**

*Proposed: DJ; Seconded: MD; Agreed: All*

1. **2023/109 Minutes of the Extraordinary Meeting of Full Council held on 15th August 2023**

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

1. **2023/110 Minutes of the Extraordinary Meeting of Full Council held on 30th August 2023**

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

1. **2023/111 Minutes of the Planning Meeting of MCC held on 5th September 2023**

Employee illness delayed meeting start resulting in lack of quorum.

1. **2023/112 Admin**
2. Training Reports from Councillors who have attended training since the last meeting.
*Cllr. MD reported on his attendance on the Basic Finance for Councils OVW module and recommended the course for all as a good introduction to the uniqueness of Council financial management.*
3. To discuss member self-assessment reports and training plan.
*The Clerk reported she had received a self-assessment for Cllr. LF and reminded all Cllrs this was required prior to the October meeting.*
4. To agree attendance of Chair and Clerk at OVW AGM/Conference at Builth Wells 30th September 2023
*The Clerk reported it was no longer possible for Cllr. LF and herself to attend.*
5. To agree attendance at OVW/SLCC joint remote conference in November
*It was proposed the Clerk and Chair attend if possible.
Proposed: DJ; Seconded: CW; Agreed: All.*
6. To note inclusion of MCC Environmental Policy statement as Climate Pledge to Swansea Council.
*Noted*
7. To agree image for Councillor Recruitment poster/flyer.
*It was proposed the Clerk circulate this via email and as long as all Cllrs were in agreement with the design this could be actioned between meetings. If all Cllrs are not in agreement then it will return to the next meeting.
Proposed: DJ; Seconded: MD; Agreed: All.*
8. To agree printing arrangements for Councillor Recruitment Poster and Flyers.
*A budget of £50 for printing was proposed.
Proposed: DJ; Seconded: MD; Agreed: All.*
9. **2023/113 Finance, Employment and Policy**
10. To note payments for August 2023.
*The Clerk explained there had been some technical issues with the new accounting software which meant the figures were not available for this meeting. It was proposed that items 8 a),b), and d) be deferred to a Finance, Employment and Policy meeting and plenary powers be given to that committee to approve these items.*

*Proposed: MD; Seconded: CW; Agreed: All*

1. To approve payments for September 2023
*Taken at item 8 a)*
2. To note closing balances for July 2023.
*Noted*
3. To note closing balances for August 2023.
*Taken at item 8 a)*
4. To discuss options for future payroll services.
*The Clerk informed the Council of issues with the current Payroll provision and the outcome of her discussions with the Internal Auditor. The recommendation is to move to the HMRC payroll system on a trial basis, to be reviewed if necessary.
Proposed: CW; Seconded: MD; Agreed: All.*
5. To discuss and agree a way forward for current contract with Cross and Bowen Accountants.
*The Clerk informed Council that the new finance package is almost up and running and the contract with the accountants would be unnecessary once the figures for the current financial year were up to date. The Clerk also recommended a 6 month internal audit in order to identify any potential issues earlier in the year. It was proposed the contract with the accountants be terminated with only payroll services retained until November 2023 and a 6 month audit be carried out by the internal auditor.
Proposed: CW; Seconded: MD; Agreed: All.*
6. To note with thanks receipt of Mynydd y Gwair grant for Forest School preparation, training and provision - £21,696.75
*Noted and Clerk asked to express gratitude to funders.*
7. To note with thanks receipt of Pobl Trust grant for play resources - £250
*Noted and Clerk asked to express gratitude to funders.*
8. To note with thanks receipt of Swansea Council Summer Holiday Food Fund 2023 - £577.50
*Noted and Clerk asked to express gratitude to funders.*
9. To note with thanks receipt of Mynydd Y Gwair fund for tennis nets for proposed MUGA - £834
*Noted and Clerk asked to express gratitude to funders.*
10. Update from Summer Play Club including to note income of £264.87
*The Clerk provided an update on the success of the Summer Play Club and how well attended it was in all three communities. As the Council had been successful in their funding bid for meal provision, a different meal was prepared with the children each week and ingredients with instructions send home to every family. This was very well received and a welcome addition to the play provision. The income was noted.*
11. To discuss and agree potential for further play session days.

*The Clerk will provide an update on spend to date and capacity for further sessions at the next meeting.*

1. Update from Grants Officer on items not already covered elsewhere on the agenda.
*Report circulated prior to meeting*
2. **2023/114 Estates and Health & Safety**
3. Update on progress on MUGA at CCP.
*Funding for floodlights, fencing and nets has been applied for. Contractor for groundworks and surface to be selected at the October meeting.*
4. Update on Forest School preparation and training.
*The contractor will be beginning work on the clearance of the site later this month. Training will be booked for a second forest school worker and equipment will be purchased as required.*
5. To note with thanks input from the NEET team to build raised beds at the Community Garden in CCP.
*The Biodiversity Project Coordinator met with the manager of the team and discussed building raised beds in the Polytunnel at CCP. They are very happy to support the Council in this way and materials will be purchased to allow this to move forward. The Council wish to express their sincere thanks to the NEET team for their support.*
6. To note approval provided for creation of a second vehicular entrance to the field in Felindre due to Health and Safety reasons with no cost to the Community Council.
*Noted.*
7. To note legal position for use of a “Nature Camera” at CCP Community Garden and to agree to inform FoCCP of regulations and legislation required to be adhered to.
*The Clerk appraised the Council of the advice received from One Voice Wales and the need to comply with the regulations as outlined by the ICO. This advice will be passed to Friends of Craig Cefn Parc (FoCCP) for consideration and compliance prior to any camera being purchased or installed.*
8. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda.
*Report circulated prior to this meeting.*
9. To discuss and agree a way forward to resolve issues with the flat roof over the foyer at Garnswllt Welfare Hall, subject to successful funding.
*It was agreed that DJ and LF will meet at the hall prior to the next Council meeting to compile a specification for work in order for the Clerk to source appropriate quotations for the work.*
10. To discuss and agree request from Garnswllt Welfare Hall Committee to install solar panels on the roof, subject to successful funding.
*A discussion took place and the Council will require further information from the Hall Committee before agreeing an installation however they were happy for funding bids to be submitted in the meantime.*
11. *Proposed CW; Seconded: MD; Agreed: All.*
12. To note invitation to Garnswllt Welfare Hall official re-opening event.
*Noted with thanks.*
13. To receive update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.
*A very successful fun day had been organised by the hall committee for the community and despite a rainy start, the day was well attended with great feedback. Councillors expressed thanks to the hall committee and the chair in particular for their efforts in organising a successful event.*
14. To receive update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.
*The markets are very successful but the field is suffering due to the wear from vehicles. It is hoped the additional entrance will help with this but there is a need for mats to create a surface for vehicles to drive on. Funding will be sought for this. Unfortunately, the clean up after the market is significant and there is a large volume of rubbish/recycling to be sorted through and disposed of.*
15. To receive update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.
*A new minute secretary has been elected and a new Chair will be elected next month. The fire alarm is checked weekly and there is a coffee morning held every Thursday between 11am and 1pm.*
16. **2023/115 Correspondence***Correspondence**is circulated by the Clerk between meetings however there**had been correspondence received by post from Tonia Antoniazzi, MP enquiring about plans for provision for older youth in CCP. The Clerk will respond and provide an update on the progress of the MUGA.*
17. **2023/116 To note the date of the next Ordinary Meeting as 09/10/2023 (subject to change should there be any unforeseen circumstances).***Due to a clash, the Clerk and Chair are unable to meet on the 9th so it was agreed to move the next meeting to October 16th 2023.
Proposed: DJ; Seconded: CW; Agreed: All.*

**2023/117** *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: CW; Seconded: DJ; Agreed: All*

1. **2023/118 To discuss and agree amendments to employee job description and contract.***This was deferred to a further meeting pending discussions with the staff member and successful funding*

**2023/119** *It was proposed by MD, seconded by DJ and agreed by all to suspend Standing Order 3x in order to complete the agenda*

1. **2023/120 Update on current position of employment claim.**

*An update was provided by the Clerk following discussions with the Council’s Legal Representative.*

1. **2023/121 To discuss and agree a way forward for employment claim.**

*The Council agreed to follow advice from the Council’s legal Representative.*

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

1. **2023/122 To agree employee hours.**

*The Clerk left the room during this discussion and motion.**It was agreed to increase the employee’s hours for a temporary period up to December 11th 2023.*

*Proposed: DJ; Seconded: MD; Agreed all.*

**Meeting closed 22.03**