Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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

**Held remotely via Zoom on Monday 16th OCTOBER 2023 at 7.00 pm.**

**Final Minutes**

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

**APOLOGIES**: Cllr. V. Morgan-Beattie (VMB), Cllr. K. Griffiths (Pontarddulais).

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

**County Councillor Reports** *Reports received from Cllr. P. Downing and Cllr. M. Tribe prior to the meeting and circulated to all members. Cllr. K. Griffiths had nothing to report due to taking leave during the past month.*

**Declarations of Interest:** *None*

**Questions from the public relating to items on this agenda** (limited to 10 minutes)  
*Questions received from members of the public regarding agenda items 6 a), g), h), and i).  
The Clerk requested the questions be emailed to her in order for her to respond fully. This was agreed by the members of the public.  
A robust discussion ensued.  
During this item, the Clerk left the meeting due to feeling too unwell to continue. The meeting continued to be recorded for the Clerk to record the minutes.*

1. **2023/134 Minutes of the Extraordinary Meeting of Full Council held on 11th September 2023**

Accuracy and approval.  
*Agreed: All*

1. **2023/135 Minutes of the Meeting of Finance, Employment and Policy Committee held on 25th September 2023**

Accuracy and approval.  
*Agreed: All*

1. **2023/136 Minutes of the Estates, Health and Safety Committee Meeting held on 10th October 2023**

Accuracy and approval.  
*Agreed: All*

1. **2023/137 Admin**
2. Training Reports from Councillors who have attended training since the last meeting.  
   *Cllr. MD reported on Code of Conduct training and usefulness of the course to remind Cllrs on how they should behave, also noting how much has changed in the many years since he was last a community councillor. He also reported on the benefits of attending the advanced finance course, even though he is an accountant, finding the budget setting and annual report training especially useful.*
3. To discuss member self-assessment reports and training plan.  
   *Cllrs MD, CW and DJ still to complete this task.*
4. To receive report from OVW Area Committee meeting 09/10/23  
   *Cllr LF and the Clerk were in attendance. There was a discussion around the current review of Town and Community Councils in Swansea. No staff would lose jobs if Councils merge. The recommendation received from Swansea Council is that MCC would be reduced to 8 Cllrs from 2027.The Chair gave a report on MCC activities to the meeting. Recruitment difficulties at Wales Audit explains the delay in audit reports.*
5. To discuss Boundary Review responses from City Councillors  
   *Cllr Tribe has completed the survey. Cllr Downing says unless someone makes responses suggesting boundaries for Community Councils change then nothing will change. Cllr Tribe reinforced that everyone should complete their responses as soon as possible. Cllr MD reported that the position, as it was reported at the Swansea Council forum meeting, is that Welsh Government and Swansea Council are suggesting the Town and Community Councils align with the City wards.*
6. To give Plenary Powers to the Finance, Employment and Policy Committee to formulate and approve the response from MawrCC to the Boundary review.  
   *Proposed: DJ; Seconded: CW; Agreed All.*
7. **2023/138 Finance, Employment and Policy**
8. To note approval by this committee for August Payments, July & August 23 closing balances at its September meeting.  
   *Noted.*Cllr. M. Tribe and Cllr. P. Downing left the meeting at this point 19.55
9. To approve payments for October 2023  
   *Proposed: MD; Seconded: CW; Agreed: All.*
10. To note closing balances for September 2023.  
    *Noted.*
11. To agree to explore alternatives to the Council’s current banking arrangements, including change of bank.  
    *Difficulties in getting a debit card from HSBC and other services. It was agreed to explore alternatives.  
    Proposed MD; Seconded DJ; Agreed: All.*
12. To approve VAT reclaim for 2021/22 and 2022/23  
    *Cllr MD explained the Clerk has prepared the VAT returns from the previous two years and brought the Council’s claims up to date in the short period of time she has been managing the finances.*

*Proposed: MD; Seconder: CW; Agreed: All.*

1. To approve Quarters 1 & 2, 2023/24 VAT reclaim  
   *Proposed: MD; Seconded CW; Agreed: All.*
2. To agree to create a framework of preferred suppliers for MawrCC.  
   *Cllr MD explained the proposal is to agree we wish to have a preferred list rather than agreeing to put any contactors or suppliers on the list at this point.*

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

1. To note open Tender process for phase one of the CCP Muga  
   *Noted.*
2. To note with thanks receipt of Swansea Council Play Grant for £3000  
   *Noted with thanks.*
3. To note with thanks receipt of The Gower Society grant for £580 for the structural survey at Felindre.  
   *Noted with thanks.*
4. To discuss and agree play/forest school sessions for October half term.  
   *Cllr. LF explained the Biodiversity Project Coordinator is keen to run forest school activities during the October half term in Felindre.* *Her understanding is that it is possible to run two separate sessions in one day with a break in the middle of the day without the requirement of being registered. LF suggested continuing and agreeing to provide sessions but checking with CIW whether registration is required. An enhanced DBS is required for the forest school assistant who is attending level 2 training in February. Some Cllrs felt it was a little short notice to run something in two weeks and Cllr DJ asked for a paper with the proposal and explanation but was told there was none. It was suggested the sessions be moved to February Half term and potentially be included in the level 2 training. Cllr LF also proposed running sessions over the Christmas Break.  
   Proposed: CW; Seconded: DJ; Agreed All.*
5. Update from Grants Officer on items not already covered elsewhere on the agenda.  
   *Written report noted.*
6. To discuss and agree the need for a policy/procedure for management of community defibrillators.  
   *Proposed DJ; Seconded: CW; Agreed: All.*
7. To agree date of next meeting and beginning of 2024/5 budget process.  
   *Meeting agreed for Monday 30th October 2023 at 7pm.*
8. **2023/139 Estates and Health & Safety**
9. Update on progress on MUGA at CCP.  
   *Next step will be to approve contractor for surfacing.*
10. Update on Forest School preparation and training.  
    *Ground cleared, fencing needs replacing, Terrie looking for grant funding. Training booked.*
11. To note approval for Felindre Market to use the Field and Welfare Hall.  
    *Noted*
12. To agree format of plan for community facilities maintenance, repair and upgrade.  
    *Agreed the plan to be developed as we progress.  
    Proposed: DJ; Seconded: MD; Agreed: All.*
13. To discuss request and agree terms for sale of 5m2 land off Rhyddwen Road, CCP, to National Grid for placement of a ground mounted transformer located within a fibreglass kiosk.  
    *Agreed to freehold sale of land as long as no ongoing maintenance required by CCP and fees incurred by MCC during the process are covered by National Grid.  
    Proposed DJ; Seconded: MD; Agreed: All.*
14. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda.  
    *Written report circulated. Work required for bog garden development, discussion to be had with NEET team to discuss ability and capacity for them to assist.*
15. To receive written update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.  
    *None received prior to the meeting.*
16. To receive written update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.  
    *None received prior to the meeting. Chair requested verbal update from the Chair of the hall committee present at the meeting. Felindre Market received a visit from trading standards as informed by Cllr. Mark Tribe. Felindre Market requires a Street Trading licence which requires a letter of approval from MCC for use of the land. The Clerk had informed the Hall Committee Chair, no approval letter for use of Council property can be provided without insurance cover being in place for the Market. The Hall Committee has never had insurance in place. Clerk has requested minutes of Hall Committee meetings and attendance at a meeting. Cllr. CW requested a copy of the verbal report given by the Chair of the Hall Committee “word for word” to be circulated to all members. This was agreed. Cllr. MD stated the Council have tasked the Clerk with a remit to rescue the Council from the situation it has found itself in. She has uncovered an error that has occurred over many years and has done what she should have done, and that is to correct that as soon as possible for the benefit of the Council and the members of the hall committees. Cllr LF agreed the Clerk had raised the matter of insurance with her for months. The Clerk had previously told the hall chair, as soon as the insurance is in place then the letter of approval will be provided, Councillors and the hall chair agreed with this.*
17. To receive written update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.  
    *Minutes received were circulated prior to the meeting. The email sent by the Clerk regarding the requirement for insurance was circulated to the hall committee members by Mr. Millward. Cllr. LF stated it is true the hall committees need their own insurance as set out in the agreements between the Council and the Committees and also within the halls’ own constitutions. Cllr. DJ clarified that as long as the Clerk receives the insurance certificates covering the hall committees for any and all of their activities, the Council will not be required to take any action to close the halls.*
18. To agree date of next meeting.  
    30/10/23  
    *Proposed DJ; Seconded MD; Agreed: All*
19. **2023/140 Correspondence**
20. Request to contribute to [Slow Ways](https://beta.slowways.org/) National Walking Network – discuss and agree response  
    *Noted but no response agreed at present.*
21. Request from Future Histories CIC for collaboration and Support.  
    *Noted*
22. **2023/141 To note the date of the next Ordinary Meeting as 13/11/2023 (subject to change should there be any unforeseen circumstances).***Noted.*

***2023/142*** *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: MD; Agreed: All.  
  
Members of the public left the meeting.*

*The Clerk messaged to say she felt better and could return. She re-joined the meeting at 21.27***2023/143** *To suspend Standing Order 3v to complete the meeting  
Proposed: MD; Seconded: CW; Agreed: All*

1. **2023/144 Update on current position of employment claim.***The Clerk provided an update from the Council’s legal representative.*
2. **2023/145 To discuss and agree a way forward for employment claim.***The Council agreed to continue to follow the advice from the legal representative and provide documents to the Clerk by midday Thursday 19th October In turn, the Clerk will forward all relevant documents to the Council’s legal representative as required by Friday 20th October 2023.*

*It was agreed the Clerk should be given plenary powers to act at short notice on advice from the Council’s legal representative*. *Proposed: CW; Seconded: MD; Agreed: All.*

**Meeting Closed 21.45**

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*The chair of this meeting does not believe that the minutes of the meeting of the Council held on 16/10/2023 in respect of the Ordinary Meeting were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.*