**ordinary meeting of Mawr Community Council**

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

**Final Minutes**

**Present:** Linda Frame – Chair (LF), Caroline Williams (CW), Darren James (DJ), Aled Williams (AW), Cllr Phillip Downing (PD), Cllr. Mark Tribe (MT)
**Apologies:** Victoria Morgan-Beattie (VMB), Catherine Evans (CE), Cllr. Kevin Griffiths (KG)
**Absent:** Cllr. Brigitte Rowlands (BR), Cllr Matthew Bailey (MB), Cllr. Gordon Walker (GW)
**County Councillor Reports:** *Reports received from KG and PD prior to the meeting as requested. MT gave verbal report at the meeting.*

**Declarations of Interest:** *None*

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

1. **2023/154 Minutes of the Extraordinary Meeting of Full Council held on 16th October 2023**

*Proposed: CW; Seconded: DJ; Agreed: AW; Against: LF*

*The Clerk informed the Chair she was entitled to record on the minutes she did not agree with them as an accurate record of the meeting. LF requested this be recorded.*

1. **2023/155 Minutes of the Meeting of Finance, Employment and Policy Committee held on 30th October 2023**

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

1. **2023/156 Minutes of the Estates, Health and Safety Committee Meeting held on 30th October 2023**

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

1. **2023/157 Minutes of the Planning Committee held on Wednesday 8th November 2023**

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

1. **2023/158 Minutes of the Planning Committee held on Wednesday 29th November 2023**

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

1. **2023/159 Minutes of the Extraordinary Meeting of Full Council held on 4th December 2023**

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

1. **2023/160 Admin**
2. Training Reports from Councillors who have attended training since the last meeting.

*No training undertaken this month.*

1. To discuss member self-assessment reports and training plan.
*No self-assessment reports received. Cllrs agreed to produce these reports by the January meeting.*

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

1. To receive report from Clerk about SLCC/OVW Joint Conference 08/11/23

*The Clerk reported on the usefulness of this conference and the informative speakers.*

1. **2023/161 Finance, Employment and Policy**
2. To appoint Chair of Finance, Employment and Policy (also Cllr. Resp. for Finance)
*Proposed: DJ; Seconded: CW; Agreed: All. Cllr. Caroline Williams is the new Chair of FE&P.*
3. To note payments for November 2023
*Noted*
4. To approve payments for December 2023
*Proposed: LF; Seconded: DJ; Agreed: All.*
5. To note closing balances for October 2023.
*Noted*
6. To note Closing balances for November 2023
*Noted*
7. To note agreement on rates of pay applicable from 01/04/23 to 31/03/24 and back payment to employee in order to comply with the statutory increase.
*Noted*
8. To note change to Councillor allowance guidance for 2023/24
*Noted*
9. To discuss and agree non-statutory (taxable) Councillor Allowances for 2023/24
*Moved to January Meeting.
Proposed: DJ; Seconded: CW; Agreed: All.*
10. To note end of open tender process for MUGA at CCP
*Noted*
11. To appoint a contractor for CCP MUGA phase 1 and preferred contractor for remainder of project.
*This Item was moved to later in the agenda for consideration and was discussed under Point 9.*

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

1. To agree payment to Cllr. Frame, due to stationary budget overspend, for printer ink.
*Cllr Frame withdrew this item.*
2. To consider request from all 3 halls for purchase of chocolates for children for Christmas celebrations
 *The Clerk explained she had been unable to authorise these payments as Council had resolved to remove funds from this budget line when creating an outline budget for the financial year 2023/24.*

To agree to submit request for changes to project delivery for Rural Anchor funding bid
 *Proposed: DJ; Seconded: LF; Agreed: All.*

To agree to recruit a Biodiversity Assistant for 5 hours a week between March 1st 2024 and September 1st 2024 to deliver on bog garden project subject to successful funding bid.
*Proposed: DJ; Seconded: CW; Agreed: All.*

1. Update from Grants Officer on items not already covered elsewhere on the agenda.
*Written report circulated prior to the meeting.*
2. **2023/162 Estates and Health & Safety**
3. To approve recommendation from this committee to prioritise works required at all three halls for Fire/Health and Safety compliance.
*Proposed: DJ; Seconded: CW; Agreed: All.*
4. To agree contractor for Fire Risk Assessments and PAT testing at all three halls
*Council agreed only quotes for PAT testing are required.*
5. To agree formation of MCC/Hall Working party to assess current documentation and bring suggestions to the next meeting of MCC to map out responsibilities of both parties and a way forward for the lease/licence agreements with all halls, as agreed by Estates and Health & Safety Committee.
*Working Party will be open to all Cllrs due to the small number of Cllrs at present.
Proposed: DJ; Seconded: CW; Agreed: All.*
6. To discuss and approve request from Swansea Council to use the Tennis courts and adjacent land at CCP on a temporary basis to facilitate the refurbishment of 11 properties on Ffordd Ellen.
*Council discussed this proposal and agreed to offer scrubland to the left of the MUGA site from the road for the storage of materials, preserving the footpath access. Site meeting* planned for Monday 18th December.

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

1. To discuss enquiry from CCP Hall Committee regarding outstanding monies for Fire System at the Hall
*Agreed Council will make this payment as soon as the VAT reclaim is received and sufficient funds are available.
Proposed: DJ; Seconded: CW; Agreed: All.*
2. To agree to carry out a tree survey at the woodland at Sally’s Way subject to successful funding application.
*Proposed: DJ; Seconded: LF; Agreed: All.*
3. To agree tree planting subject to funding bid.

*No action agreed at this time*

1. To agree a way forward for the placing of solar panels at Felindre Welfare Hall (FWH).

*Council to get quotes to site panels on the bank at the hall and apply for certificate of lawful development.*

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

1. To consider request from FWH Committee to place a storage container outside FWH.

*Agreed subject to planning permission being approved if required. Planning Permission to be funded by the hall committee if required.*

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

To consider request from Garnswllt Welfare Hall (GWH) Committee to place an adjustable Flagpole (no higher than 4.5m) outside GWH.
*Proposed: CW; Seconded: LF; Agreed: All.*

To agree to seek quotes for external works at GWH to be funded by GWH Committee via grant funding.
*Proposed: DJ; Seconded: CW; Agreed: All.*

1. To note updated insurance valuations for all halls.
*Not received as yet*

To agree to indoor community nature sessions at CWH and GWH to be arranged between Biodiversity Project Coordinator and hall committees.
*Proposed: DJ; Seconded: CW; Agreed: All.*

To agree funded Forest school sessions
*Proposed: DJ; Seconded: CW; Agreed: All.*

1. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda.

*Received and circulated prior to the meeting.*

1. To receive written update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.
*None Received.*
2. To receive written update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.
*None Received.*
3. To receive written update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.
*None Received.*
4. To appoint a contractor for CCP MUGA phase 1 and preferred contractor for remainder of project.

*The quotations for 4 contractors received as a result of the tender process were discussed. Due to the complexity of the quotes and specifications plenary powers were awarded to the Clerk along with the Chair of Council and the Chair of Estates, Health and Safety Committee to make a decision within the funding received to date.*

1. **2023/163 Correspondence**
2. Communication and posters from Tonia Antoniazzi MP
3. Request to contribute to Wales Air Ambulance Charity Community Council Appeal 2023.
4. Request from Urdd
5. **2023/164 To note the date of the next Ordinary Meeting as 08/01/2024 (subject to change should there be any unforeseen circumstances).**

*Due to Clerk annual leave it was suggested the January meeting be moved to 16/01/2024*

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

**2023/165***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: LF; Seconded: CW; Agreed: All*

**2023/166 Suspend Standing Order 3x to complete the agenda**

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

1. **2023/167 To discuss employment claim process.***The Clerk provided an explanation of the process up to agreement of resolution.*
2. **2023/168 To note resolution of employment claim.***It was noted an agreement had been reached between the Council and the former employee.*
3. **2023/169 To note receipt of Subject Access Request and agree a response.***Noted. LF declared an interest at this point so discussion and response moved to January meeting.*
4. **2023/170 To discuss potential data protection breach of employee data.***Noted. Employee to consider way forward.*
5. **2023/171 To discuss and agree request from Employee.***Employee request agreed. CW will take position of line manager on a temporary basis.*

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

1. **2023/172 To consider and agree a response to the October Felindre Welfare Hall report.***Council discussed the contents of the written and verbal reports and instructed the Clerk to write to the Hall. Letter to be co-signed by the Chair.*

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

Meeting Closed at 22.31