**THE ANNUAL MEETING OF MAWR COMMUNITY COUNCIL
14TH MAY 2024**

**FINAL MINUTES**

**Present:** Cllr. Linda Frame (LF); Cllr. Darren James (DJ); Cllr. Caroline Williams: Cllr. Catherine Evans (CE)
**Apologies:** Cllr. Aled Williams (AW); Cllr. Victoria Morgan-Beattie (VMB)

*Cllr. Linda Frame opened the meeting.*

1. **2024/91 Election of Chair***Cllr. Darren James was nominated and accepted the nomination. No further nominations were received.*
*Proposed: CE; Seconded: CW; Agreed: All. Cllr. James Chaired the meeting from this point.*
2. **2024/92 Election of Vice Chair**

*Cllr. Caroline Williams was nominated and accepted the nomination. No further nominations were received.*
*Proposed: DJ; Seconded: CE; Agreed: All.*

1. **2024/93 Declarations of Interest Forms**

*The Clerk informed Cllrs that she had circulated forms for Councillors to update their register of interests and would require them to be returned by the next ordinary meeting scheduled for 20th May 2024.*

1. **2024/94 To review and agree the terms of reference for committees.**

*These were circulated prior to the meeting*

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

1. **2024/95 To appoint Designated Councillor – Finance (also Chair of Finance, Employment, and Policy Committee)**
*Cllr. Caroline Williams was nominated and accepted the nomination. No further nominations were received.*
*Proposed: DJ; Seconded: LF; Agreed: All.*
2. **2024/96 Appointment of Committee Chairs for Planning, Finance, Employment, and Policy, and Estates and Health & Safety Committees**
***Planning*** *- Cllr. Darren James was nominated and accepted the nomination. No further nominations were received.*
*Proposed: CE; Seconded: LF; Agreed: All.*

***Estates and Health & Safety*** *- Cllr. Darren James was nominated and accepted the nomination. No further nominations were received.*
*Proposed: CE; Seconded: CW; Agreed: All.*

1. **2024/97 Appointment of Vice Chairs for Planning, and Estates and Health and Safety Committees**

*Agreed to adjourn appointment of Vice Chairs to Committees until more Cllrs are appointed. Until then, should the chair of the committee be unable to attend a chair will be elected at the start of the meeting.*

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

1. **2024/98 Appointment of Committees – to agree membership of all committees will be all Councillors until more members are co-opted.**

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

1. **2024/99 Appointments to outside bodies – One Voice Wales Swansea Area Committee; Swansea Community Council Forum**

***One Voice Wales Swansea Area Committee*** *- Cllr. Darren James was nominated and accepted the nomination. No further nominations were received.*

*Proposed: DJ; Seconded: CE; Agreed: CW; Abstained: LF*

***Swansea Community Council Forum*** *- Cllr. Darren James was nominated and accepted the nomination. No further nominations were received.*

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

1. **2024/100 To review and accept Standing Orders for 2024/5**

*The Clerk suggested the removal of items 25 a) (iii) and (iv) as they were unnecessarily restrictive on Cllr activity outside of the Council:*

# *“****25.* RESTRICTIONS ON COUNCILLOR ACTIVITIES**

* 1. Unless duly authorised by Council, no councillor shall:
		1. inspect any land and/or premises which the Council has a right or duty to inspect; or
		2. issue orders, instructions, or directions.
		3. *be a member of a hall management committee within Mawr.*
		4. *be a member of a constituted community group within Mawr”*

 *Proposed: CW; Seconded: CE; Agreed: DJ; Abstained: LF*

1. **2024/101 To review and accept Financial Regulations for 2024/5**

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

1. **2024/102 To note renewal date for insurance and note continuation of long-term agreement with insurers**

*Renewal date of 01/06/24 noted*

1. **2024/103 To review and agree Asset Register as at 14th May 2023.**

*The Clerk explained the asset register had not altered and had circulated the document prior to the meeting.*

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

1. **2024/104 To review and agree the Council’s and/or staff subscriptions to other bodies;**

*One Voice Wales and SLCC subscriptions agreed*

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

1. **2024/105 To agree Council policies, procedures and practices following review by the Clerk**

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

1. **2024/106 To review and agree the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**

*No spend under this power in 2023/24*

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

1. **2024/107 To agree the planned time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

*See Annexe 1*

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

1. **2024/108 To accept the Independent Remuneration Panel Wales Annual Report for 2024-2025**

*Councils will no longer be required to name Cllrs receiving the allowances, only a total remuneration figure will be required.*

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

1. **2024/109 To agree remuneration for councillors and those with other responsibilities**

*Expenses payments fixed at £52 per year optional*

*Additional Costs £156 – mandatory payment unless opt-out form received*

*No optional payments for 3 positions of responsibility*

*No optional payment for Vice Chair*

*Optional payment of £1,500 for Chair*

*No Attendance allowance*

*Travel and subsistence: HMRC rates for mileage/public transport costs with receipt and £150 limit on overnight stays to include evening meal and breakfast.*

*Care costs - mandatory*

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

1. **2024/110 To Review and agree Financial and Operational Risk Assessment**

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

1. **2024/111 To Approve List of Regular Monthly Payments for 2024/25**

*See Annexe 2*

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

**Meeting Closed 20.09**

**Annexe 1**

MEETING DATES 2024/5

JUNE 10TH 2024

JULY 8th 2024

SEPTEMBER 9th 2024

OCTOBER 14th 2024

NOVEMBER 11th 2024

DECEMBER 9th 2024

JANUARY 13th 2025

FEBRUARY 10th 2025

MARCH 10th 2025

APRIL 8th 2025

ANNUAL MEETING MAY 12th 2025

MAY 19th 2025

**Annexe 2**

|  |  |  |
| --- | --- | --- |
| Regular Payments 2024/25 |   |   |
|   |   |   |
| Company | Current Monthly Cost\* | Current Annual Cost\* |
| BT | £172.58  |   |
| O2 | £7.61  |   |
| HSBC | £5 per account |   |
| Apple | 99p |   |
| Adobe |   | £19.97  |
| Zoom |   | £155.88  |
| Zurich |   | £2,478.60  |
| ICO |   | £35  |
|   |   |   |
|   |   |   |
|   |   |   |
| \*Subject to in-year changes by supplier within contract agreements |