**EXTRAORDINARY MEETING OF MAWR COMMUNITY COUNCIL (MCC)**

**Held remotely via Zoom on Saturday 7th September 2024 at 10.00 am.**

**Present:** Cllr. Darren James (DJ) - Chair; Cllr. Caroline Williams (CW); Cllr. Angela Williams (AnW); Cllr. Gareth Richards (GR); Cllr. Cheryl Perkins (CP)

**Apologies:** Cllr. Aled Williams (AW); Cllr. Victoria Morgan-Beattie (VMB); Cllr. Catherine Evans (CW); Cllr. Linda Frame (LF)

**Declarations of Interest:** *None*

**Minutes**

**Questions from the public relating to items on this agenda***There were no questions but a member of the public in attendance spoke to introduce themselves and explained they had submitted an application for the role of Temporary Clerk and had come to observe the meeting and answer any questions Cllrs may have. No questions were asked and the member of the public was thanked for their interest in the Council and the post.*

1. **Receive Internal Audit report and agree submission to Audit Wales***The Internal Auditor report was circulated prior to the meeting and found no major issues in any of the areas he inspected. There are some recommendations for further improvements going forward which Council will review at a further meeting. The report is very positive and Council thanked the Clerk for the work carried out to improve the financial and administrative governance of the Council Cllrs agreed to submit the report to Audit Wales.  
   Proposed: AnW; Seconded CP; Agreed by all*
2. **To approve purchase of Laptop for Clerk***The budget includes funds for a new laptop for the Clerk. As any Temporary Clerk will require access to the Council files, it was agreed to purchase a new laptop. Given the Council have already made a commitment to Apple hardware, the Clerk made recommendations that the most sensible and efficient way forward for file sharing and co-working would be to purchase an Apple laptop. Having considered the options, including screen size and future-proofing, Council agreed to purchase the Macbook Air M3 15”, 8GB/256 SSD, £1,299.  
   Proposed: AnW; Seconded CW; Agreed by all*
3. **To approve purchase of phone***In order to facilitate ease of working, given the existing Clerk phone is an iPhone SE, it was discussed this would be the most appropriate model to purchase for the new Clerk. This will enable both staff members to receive the same messages and share information with ease. There is no money in the budget for this so Council resolved to pay from the free reserves and gave plenary powers to the Clerk to purchase a phone for the best price up to £429.  
   Proposed: DJ; Seconded CP; Agreed by all*
4. **To agree contract for new phone***It was agreed to source a value for money contract with the best service provision upt to a maximum of £10 a month on a rolling monthly contract.  
   Proposed: AnW; Seconded GR; Agreed by all*
5. **To agree to repair screen of Clerk laptop***Council agreed to repair the Laptop screen and requested the Clerk source costs for doing so.  
   Proposed: DJ; Seconded AnW; Agreed by all* *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 AnW; Agreed by all*

1. **Agree appointment of Temporary Clerk on a rolling month by month contract for an initial 3 month period during recruitment process***The Clerk explained there had been one application from the member of the public in attendance during the public portion of the meeting but no others. LCC had been contacted for information and costings on a Locum Clerk but none had been provided. The Clerk explained she had worked with the applicant previously and they had extensive experience of working with Town and Community Councils across Wales and had also been a sitting Community Councillor for ten years. Council agreed to appoint Mr. Arthur Rogers as Temporary Clerk.  
   Proposed: DJ; Seconded AnW; Agreed by all*

Meeting Closed at 11.00 am