

MAWR COMMUNITY COUNCIL

Minutes of an **Ordinary Meeting** of Mawr Community Council held remotely via Zoom on Wednesday 18th June 2025 at 7.00pm.

Present:

Chair: Cllr Darren James (DJ)

Councillors: Cllr Angela Williams (AW); Cllr Linda Frame (LF); Cllr Gareth Richards (GR); Cllr Catherine Evans (CE);

Absent: N/A

Apologies: N/A

In Attendance: Mr M Thomas (Clerk & RFO)
Members of the public (1)

Declarations of Interest: None

Questions from the public relating to items on this agenda (limited to 10 minutes).
No questions were provided to the Council.

1. County Councillor Reports
None received.

2. Accuracy and Approval of Minutes of the Ordinary Meeting of Full Council held on 19th May 2025
Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the next meeting.

RESOLVED: LF proposed, seconded DJ – Item is to be deferred until the next meeting.

3. Accuracy and Approval of Minutes of the Annual Meeting of The Council held on 12th May 2025
Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the next meeting.

RESOLVED: DJ proposed, seconded LF – Item is to be deferred until the next meeting.

ADMINISTRATION

4. Co-option of councillor(s)
No applications were received this month.

5. Update from councillors who attended training this month

No training was completed this month. Members requested that the new Clerk send out training dates as these have not previously been received.

FINANCE, EMPLOYMENT AND POLICY

6. To agree appointment of internal auditor

Due to time constraints and this not being done previously, the Clerk was only able to obtain one suitable quote from a proven internal auditor. The terms are:

1. *£510.00 per day for internal audit / General Consultancy / Training. Working the Greener Way online is not currently VAT Registered.*
2. *£75.00 per hour for additional works as agreed with the Clerk & RFO.*
3. *Mileage is charged at 45p per mile from the office to the closest parking facility to the Council's office.*
4. *Parking fees, where applicable, are recharged at cost.*
5. *Fees may be fixed for a period of 3 years if a service contract is entered into.*

RESOLVED: DJ proposed, seconded AW – The quoted terms were agreed. The successful quote is that of Working the Greener Way Online (<https://wgwonline.org/>).

7. To discuss the variance report 2024/25

Due to staff changes, a full pack of paperwork was unable to be sent with the agenda. This item is to be deferred until the internal audit and annual return have been completed for FY24.25.

8. To discuss the annual return 2024/25

The annual return had not been completed prior to the new clerk starting. When the correct paperwork is obtained, this will be completed appropriately. An extension has been sought from Audit Wales.

9. To discuss the bank reconciliation for April and May

The current financial year cashbook was not passed onto the new clerk so a bank reconciliation could be completed at this time. A full reconciliation of accounts will be completed when the new Clerk is in receipt of all correct documents.

10. To discuss end of quarter and financial year figures

The new clerk was not provided these figures upon his appointment at the start of June. When in receipt of these figures they will be presented to the Council.

11. To Approve May, June and further legacy payments

Members were provided with a list of payments totalling **£14,027.19**. This list covered a time period that the current Clerk was not working for the Council so not all information was fully available at this time.

It was noted that staff costs are currently estimated due to the new Clerk starting and the pay information for current staff had not been provided. The list of payments includes the annual

indemnity insurance, grass cutting across the 3 wards and several miscellaneous payments including memberships to One Voice Wales and the SLCC.

12. To note April closing balances

The new Clerk was not provided these figures upon his appointment at the start of June. When in receipt of these figures they will be presented to the Council.

13. To receive insurance quotes and agree provider

The insurance had expired at the end of May 2025. The Clerk advised that he had managed to arrange a further months grace period up to July 2025. Unfortunately, without an up-to-date asset register and specific details of the Councils property no further quotes were able to be obtained other than the renewal price as confirmed in the list of payments. The renewal premium had increased compared to the year previous but was less than 15% (13.2% actual). The Council agreed to accept this quote noting the legal requirement to be insured and likely inability to meet prior to July.

RESOLVED: Proposed DJ, Seconded LF – Council to accept quote of **£2,806.02** for public liability insurance for 2025/26. The provider is Zurich.

14. To note receipt of audit documents and timetable

As previously stated, an extension has been requested with Audit Wales due to this not being completed prior to the new Clerk starting.

15. To discuss VAT return

It is currently unclear what stage the VAT return is at and what date VAT has been reclaimed up to. When the Clerk is in receipt of the proper documents, all VAT will be reclaimed and will continue quarterly forthwith.

16. Update from Grants Officer

The Clerk shared a brief update from the grants officer noting the key funding being applied for currently is for a summer playscheme and continuing with the solar panel project for Felindre Welfare Hall. The grants officer has asked if the Council are prepared to cover the rental for CCP Welfare Hall to facilitate the running of the playscheme. An amount of £455 was advised.

RESOLVED: Proposed LF, seconded DJ – Agree to £455 to cover the additional costs of the playscheme that exist outside of the grant funding.

17. To approve the purchase of a new laptop and to authorise the new Clerk/RFO to proceed with procurement.

Members agreed for the Clerk to purchase a new laptop.

RESOLVED: Proposed LF, seconded AW – Clerk to proceed with laptop procurement.

POLICY

18. To consider and approve the re-examination of all policy documents presented at the Annual Meeting, ensuring that all amendments are clearly recorded and documented in accordance with audit and compliance requirements.

The clerk advised that he was not in receipt of these documents upon his appointment. When acquired, they will be presented to the Council.

19. To review and discuss a revised draft of the Asset Register to enhance oversight of MCC assets and ensure alignment to audit and compliance standards.

The clerk was only able to locate an asset register dated 2023 which appeared incomplete. When in receipt of the correct asset register, this will be presented to the Council.

20. To discuss the development of Standard Operating Procedures (SOPs) aimed at improving transparency regarding operating timescales and methods, thereby supporting consistency and accountability in MCC activities.

Members were provided with a first version of the SOP document. It was accepted as a working document and for implementation immediately.

RESOLVED: Proposed AW, seconded DJ – adopt the SOP document for immediate use.

21. To consider the implementation of an Action Log to monitor and record progress on agreed actions, enabling regular reporting at council meetings.

Members were provided with the first version of the action log. It was accepted as a working document and for implementation immediately.

RESOLVED: Proposed DJ, seconded LF – adopt the Action Log document for immediate use.

ESTATES AND HEALTH & SAFETY

22. Update on the licence to occupy agreement for Felindre Welfare Hall and agreement on a way forward.

The clerk was not in receipt of this document but has requested it from the solicitors. When received, it will have final ratification with the Council and shared accordingly.

23. To discuss Sally's Way proposal

It was agreed to obtain a survey and quotes to repair the broken bridge on the entrance to Sallys way and to conduct a tree survey of the area with the view to reopen Sallys way in readiness for the summer playschemes.

RESOLVED: Proposed LF, seconded DJ – Clerk to obtain quotes to repair the bridge to Sallys Way.

24. Ground maintenance update - to discuss updating the ground maintenance contract.

Members were provided with the below quote (QU-0229) that encompasses the areas that were omitted from the previously agreed quote. This new quote ensures the football field, and the Dell are maintained along with other miscellaneous areas including knotweed control just off Felindre Welfare Hall.

Description	Quantity	Unit Price	VAT	Amount GBP
Site: Craig Cefn Park. To carry out grounds maintenance to all areas consisting of Litter Picking, Grass Cutting to Football Field and The Dell as discussed with councillor Linda Frame. Consisting of 1 visit per month at £375.00 + VAT per visit.	6.00	375.00	20%	2,250.00
Site: Felindre. To carry out grounds maintenance to Elevated Play Ground Area, consisting of Grass Cutting, Hedge Cutting, Minor Tree Works and Herbicide Treatment as discussed with councillor Linda Frame. Consisting of a one off visit. £265.00 + VAT per visit.	1.00	265.00	20%	265.00
Site: Garnswllt. To carry out grounds maintenance to Left Hand Side of Main Entrance, consisting of Grass Cutting and Litter Picking as discussed with councillor Linda Frame. Note: This does not include the entire field as we have quoted on designated areas provided by Council Clerk Arthur. However, Should you require the whole area to be cut then we can re-quote Consisting of 6 visits per year at £100.00 + VAT per visit.	6.00	100.00	20%	600.00
Subtotal				3,115.00
TOTAL VAT 20%				623.00
TOTAL GBP				3,738.00

RESOLVED: Proposed LF, seconded DJ – To accept the quote (QU-0229) to the sum of £3,738.00.

25. Update on floodlight issues

It was noted that the current issue with the floodlights situated on the new MUGA is that they have a timer that works but during nighttime hours when it was hoped that it would be an 'on demand' floodlight system as to not waste energy. Members requested that the clerk contact the electricians who installed them and ask their advice on providing a different timer that can be set per use basis and not have the lights on without purpose.

RESOLVED: Proposed DJ, seconded LF – Clerk to contact the electricians for the floodlights and ask if there are alternative timer options available.

26. To discuss electrical problems Garnswllt Hall

The Clerk read a report of issues concerning Garnswllt Hall. It was confirmed that the appointed electricians had provided a quote for £438 to fix the LED lights and fire alarm. Other matters such as the floor and the broken drawer will be quoted for in the future.

Issue Date 03/06/2025	Reference Garnswllt Welfare hall	Number SE-347
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Description	VAT %	Net
Labour - Electrical Replace 3 LED lights as (discussed) Check external front door flood light not working appears to be no switch?	20.00	205.00
Labour - Fire alarm Investigate short circuit on power supply cable for fire alarm door closers and repair/replace as required ?	20.00	160.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£365.00	£73.00

Total Net	365.00
Total VAT	73.00
TOTAL	£438.00

RESOLVED: Proposed DJ, Seconded LF – To accept the quote for electrical repairs to Garnswllt Welfare Hall for £438. Clerk to arrange a contractor to fix the drawer.

27. To agree approaching SCVS for advice on CCP Hall Trust

RESOLVED: Proposed LF, seconded DJ – Clerk to approach SCVS for advice to bring the CCP Charity under correct administration.

28. To agree a date for Craig Cefn Parc Welfare Hall Charity AGM and request an annual report from the Hall Committee to inform the meeting.

Members agreed to set a date upon conclusion of the advice from SCVS.

RESOLVED: Proposed DJ, seconded LF – AGM date to be set following conclusion of SCVS discussions.

29. To receive written update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda

Cllr L Frame updated the Council and advised that nearly several years ago the Council agreed to undertake a drain survey of the hall, and the hall are still experiencing a bad smell to the rear. The Council asked the Clerk to obtain a quote for a drain survey and report back in due course.

RESOLVED: Proposed DJ, seconded LF – Clerk to obtain a drain survey quote.

30. To receive written update on Felindre Welfare Hall on items not already covered elsewhere on the agenda

A member of the hall committee was present and provided a verbal update; it was explained that an invoice is still due for a plumber who fixed the flood issue back in May. A plug has blown out in the kitchen and two lights have also blown (1 in the disabled toilet and 1 in the backroom).

It was stated that the hall is required to have its 5 yearly electricity certificate (EICR) produced which was confirmed to have been completed by the prior Clerk/RFO. The Hall have requested this certificate and have yet to be provided with it.

Members suggested that this item is to be requested from the previous staff who may have it, which will in turn, be passed onto Felindre Welfare Hall. It was also noted that the boiler is needed to be serviced which is to be undertaken next week and, as the boiler is now out of warranty, it needs to be insured.

RESOLVED: Proposed: LF, seconded AW – Clerk to attempt to obtain the previous EICR for Felindre Welfare Hall and arrange for a contractor to visit the hall and review the broken plug sockets.

31. To receive written update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda

Cllr Frame advised that the drawer in the kitchen needs to be fixed as recently mentioned and resolved. The floor will also be fixed from 4th – 6th August under warranty from last years installation.

32. To note the date of the next ordinary meeting as 14/07/2025 (subject to change should there be any unforeseen circumstances).

RESOLVED: Proposed DJ, seconded AW.

CLOSE: The meeting ended at 08:45pm.

Signed:

Cllr Darren James
Chairman
Date: