

## MAWR COMMUNITY COUNCIL

Minutes of an **Ordinary Meeting** of Mawr Community Council held remotely via Zoom on Wednesday 16<sup>th</sup> July 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 received during the meeting or provided to the Clerk prior to the meeting.

**33. County Councillor Reports**

Cllr Mark Tribe (Llangyfelach) provided the following updates;

- The bridge to Sallys Way has been repaired and is ready for use pending a signed off survey ensuring the new bridge's integrity.
- He has also arranged for Swansea City Council to complete a Tree Survey which will cover this area for quite some time, but there are trees that need felling and a few that need lopping back.
- Cllr Tribe intends, with the permission of MCC, to cordon off a safe area for the school children to use during their summer holidays.
- There will be a second residents meeting at the Village Hall in Felindre to discuss the findings of the recently undertaken Traffic Survey. This meeting will take place on Wednesday 16th July at 6pm. A team from the Highways Department will be in attendance along with the Gorseinon Police Inspector, Nia Lambley, in attendance.
- The damaged 40mph sign at the entrance to Felindre from Llangyfelach will be repaired soon.
- The two separate groups of Travellers currently encamped on the DPD green are still in situ with the original group set to leave on the 20th of July as they are attending the Royal Welsh Show at Builth Wells. The second group have received an eviction notice from the County Council.

Members noted the report and wished to pass their thanks onto Cllr Tribe for his efforts and detailed report and look forward to a more productive relationship going forward.

**RESOLVED: DJ proposed, seconded CE** - to note the report and pass on thanks to Cllr Tribe. Cllr Frame to pass on a surveyors details to Cllr Tribe.

**34. Accuracy and Approval of Minutes of the Ordinary Meeting of Full Council held on 19<sup>th</sup> May 2025**

Members wished to amend the 'key decision 11' which states:

*"11) Finalise employee overtime payment. It was agreed finalise the agreed employee overtime payments at the extraordinary meeting".*

Members agreed that the discussion involved overtime payments being reviewed upon the submission of a timesheet. No agreement had been set in place until this information was first provided.

**RESOLVED: DJ proposed, seconded GR** - Amend key decision 11 to show that overtime payments are to be reviewed if a timesheet is presented to the Council by the previous staff.

**35. Accuracy and Approval of Minutes of the Annual Meeting of Full Council held on 12<sup>th</sup> May 2025**

Members were provided with documentation in relation to the Annual Meeting that had required their agreement. It was noted that policies, financial regulations, standing orders and other documents weren't previously provided within a timely manner. Members did not have the time to properly review them prior to the annual meeting so these could not be agreed and thus accepted so would need to be re-reviewed.

**RESOLVED: LF proposed, seconded AW** - Amend the Annual Meeting minutes to reflect the policies not being circulated with the proper notice. Cllrs L Frame and A Williams volunteered to assist the new clerk in reviewing the current list of policies and governing documents. These will be presented to Council for ratification and adoption.

**36. Accuracy and Approval of Minutes of the Ordinary Meeting of Full Council held on 18<sup>th</sup> June 2025**

Cllr Frame requested that minute number 16 should be amended from £405 to £455 to reflect the £50 of printing costs. The remainder of the minutes were taken as a true representation of the meeting and accepted.

**RESOLVED: DJ proposed, seconded by CE** - Amend minute 16 and publish the ratified minutes.

**ADMINISTRATION**

**37. Co-option of councillor(s)**

No applications received this month.

**38. Update from councillors who attended training this month**

A new calendar of training dates was recently sent out to members who will review and book onto courses that are relevant.

### 39. To discuss playscheme dates and locations.

Members were advised of the dates for playschemes in Felindre and CCP Welfare Halls. It was noted that Garnswilt welfare hall had no children in attendance last year, so the funding was divided to CCP and FWH to run more days. The cost is £2 per child per day.

#### **Craig Cefn Parc**

Monday 21 July to Friday 25 July

9.00am - 3.00pm on Monday and Friday; 9.30am - 2.30pm on Tuesday, Wednesday and Thursday

#### **Felindre Welfare Hall**

Monday 4<sup>th</sup> August to Friday 8<sup>th</sup> August

9.00am - 3.00pm on Monday and Friday; 9.30am - 2.30pm on Tuesday, Wednesday and Thursday.

This information was noted.

### 40. Standards Committee Recruitment Swansea City Council.

To respond to the email request from democratic services which states:

*'Can you please re-circulate you your Cllrs. It is vital that the Standards Cttee has a Community / Town Councillor amongst its membership. This helps assure that the voice of that sector is present during hearings relating to the Code of Conduct. **I have extended the deadline for applications to noon on Friday, 25 July 2025**'.*

Cllr C Evans advised that she would be interested in the post if her schedule would allow and requested that the Clerk forward more details on to her.

**RESOLVED: DJ proposed, seconded CE** - Clerk to forward the details to Cllr Evans.

## **FINANCE, EMPLOYMENT AND POLICY**

### 41. To discuss the managing of the Councils finances going forwards.

#### **1. Accounting Software**

#### **2. Payroll**

- 1) The clerk provided members with a singular quote to move the Council onto an accounting package. This was due to the nature of the software and being unable to find 'like for like quotes to consider.

The quote provider was noted as being a sector lead on accounting and audit. The software itself was confirmed to be:

- Designed for local councils.
  - Changes to entries are logged and cannot be deleted.
  - Generates annual return compliant reports, VAT returns, and reconciliation statements.
  - Cost effective for the level needed with Mawr CC.
  - Effective at producing and monitoring budgets.
- 2) The Clerk advised that its best practice to outsource payroll to a reputable company based on the following reasons:

- A Clerk acting as payroll officer would be both the employee and the person administering the payment which undermines transparency and accountability as the individual would be responsible for calculating, authorising, and reporting their own pay.
- Sound financial governance requires separation of duties which is a basic principle in public sector financial management.
- Internal and external auditors are likely to flag concerns where the same person prepares and receives their own salary.
- If payroll is not independently checked or signed off, it could result in audit recommendations, or even a qualified audit if errors or risks are present.
- Mistakes with PAYE, National Insurance, or pensions can have legal and financial consequences.
- An independent processor is more likely to spot errors (e.g. missed pay rises, incorrect tax codes, pension obligations), and have the required software to report payroll in real time (RTI) using approved software to enrol eligible staff in a pension scheme under the Pensions Act 2008.

**RESOLVED: proposed LF, seconded CE;**

**41.1)** Members agreed to move ahead with the quoted price of £788 for the software and the annual cost of £152.25 for Annual Support and Maintenance and 3 months support included for free. The quote was with Rialtas (<https://rialtas.co.uk/>) and for their Alpha license. Totalling £940.25 (Excluding VAT).

**41.2)** Members requested that the clerk obtain quotes to outsource payroll for the Council.

**42. To Approve July payments**

Members were provided with the following list of Julys payments for authorising totalling **£8,884.18**

A quote for £144 was also provided to fix the smoke alarm issues within Craig Cefn Parc Welfare Hall by the Fire Alarm contractor, which was accepted, the contractor being P.E.S. Systems.

Company	Type of Cost	Description	£Gross
Shine Above The Rest	Utilities	Cleaner to GWH	£160
Rialtas	Administration	Accounting Software	£1067.40
P.E.S. systems	Faciities	Ref Job Number W 18825	£144
P.E.S. systems	Faciities	Invoice 36877	£256.08
Servicemaster	Contract & Services	Felindre halls	£343.07
Servicemaster	Contract & Services	cleaning CCP hall	£343.07

Apex Grounds Maintenance	Contract & Services	carry out grounds maintenance to all areas consisting of Grass Cutting and Herbicide Treatment	£2130.00
BT	Facilities		£200.00
Mawr CC	Salaries		£3470.39
Argos	Administration		£230.18
Currys	Administration		£1407.39

\*\* The Rialtas invoice was £50.75 cheaper than its quoted net price.

**RESOLVED: DJ proposed, seconded AW** – to accept the payments for July and the quote for urgent works to the smoke alarm in Craig Cefn Parc Welfare Hall.

#### **43. To note June closing balances.**

Members were provided the bank statement for June 2025. The Clerk highlighted to members the closing balance in June: **£60,785.68**

The Clerk advised that the transition over to Rialtas will enable detailed monthly reports, bank reconciliations and budget monitoring far more accurately than the current system.

The Clerk is currently forensically reconstructing the financial year 2023/24 and 2024/25 to submit to audit. The Clerk is hopeful that the Council will be up and running after the summer recess where the reports will be shared.

Members thanked the Clerk for the work he is undertaking. The Chair stated that the balance on the statement appeared positive.

#### **44. To review the budget 2025/26.**

Members were provided with the draft budget for 2025/26 and were asked to confirm this budget as the true budget for the year as a signed off budget was not handed over to the new clerk and no budget for 2025/26 exists on the website despite a previous resolution noting this action.

Members agreed that the draft budget matched their recollection of the budget meeting, and this copy will be adopted and uploaded to the website as the official budget.

**RESOLVED: proposed LF, seconded DJ** – accept the budget document and upload it to the website.

#### **45. To review regular payments 2025/26**

Members were provided with the below list of regular payments for 2025/26 totalling £5,037.05/month which was provided at the Annual Meeting by the previous Clerk.

Regular Payments 2024/25		
Company	Current Monthly Cost*	Current Annual Cost*
BT	£201.53	
O2	£9.41	
HSBC	£5 per account	
Apple	99p	
Adobe	£19.97	
Zoom		£155.88
Zurich		£2,478.6*
ICO		£47
Servicemaster	£686.14	
Shine	£120.00	
Salaries	£4000**	
E'ON	10**	
*Subject to in-year changes by supplier within contract agreements		
** Approximate		

The Clerk advised that there will be amendments involved due to the appointment of the landscape contractor and with other contracts being reviewed throughout the year. It was also noted that salaries had been estimated in this version at £4,000/month which will also be reviewed and re-presented to the Council and the date will be amended to reflect the current financial year as 2025/26.

Members wished to discuss the ongoing payments for an email system that doesn't work and would like to explore a new email provider as a matter of urgency.

**RESOLVED: proposed DJ, seconded LF** – accept the current list of regular payments but Clerk to review and present a more accurate assessment when possible.

#### 46. To receive an update on the VAT return

The Clerk advised that a VAT return payment was received in July 2024 but no further reclaim had taken place. When the accounts have been reconstructed, a VAT return will be submitted for any unclaimed VAT and then quarterly henceforth.

#### 47. Update from Grants Officer

The following report was provided to members noting the grants officers current objectives and workload:

- Gathering documentation for the certificate of lawful development application for the solar panels in Felindre Welfare Hall.
- Meeting with XL Wales to go through costs for funding for IT sessions for September onwards.
- IT funding grant search (ongoing)



- Attended a Grant Funding fair at the Tramshed, Swansea
- Meet the funder webinar - Community Foundation Wales
- Sending grant information to the halls (ongoing).
- Applying for CYP holiday club funding.
- Dealing with CIW to clarify details of the holiday clubs to get grant funding released.
- Applying for COAST holiday food grant.
- Returning grant paperwork for CYP and COAST holiday food.
- Rural Anchor finance reporting and first progress report.
- Admin and Cllr updates.
- General grant funding research (ongoing).
- Equipment costs research and pricing for grant applications.

Members requested that the Clerk to relay their thanks to the grants officer for her work and how she goes above and beyond in her role. They also noted the positive and transparent reporting already shown to the Council since the appointment of the new clerk and commended the working relationship between the two members of staff and the likely benefit the community will receive.

**RESOLVED: Proposed LF, seconded AW** – Clerk to pass on the Council's thanks to the grants officer.

## **POLICY**

**48. 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.**

As previously discussed, Cllrs L Frame and A Williams will assist the clerk with reviewing, amending and issuing new and existing policies.

**49. 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.**

Members were provided with the most recently findable asset register. It was noted that certain items need to be updated, and new items will need to be added.

**RESOLVED: L Frame proposed, seconded AW** - Cllrs L Frame and A Williams will assist the clerk in reviewing the asset register and make any necessary amendments.

## **ESTATES AND HEALTH & SAFETY**

**50. Update on the licence to occupy agreement for Felindre Welfare Hall**

The clerk advised that the solicitors have made the required changes to the license as per the meeting between the Council and hall committee. The final stage is to send an updated land registry plan of the land mentioned in the license and this will be shared upon receipt. A member of the hall committee does wish to have an official signing within Felindre Welfare Hall which the Councillors agreed.

**51. A general update on Sally's Way**

As previously mentioned, Cllr Tribe has arranged for the bridge to be repaired – this is

awaiting a surveyor to officially declare the bridge safe to use. He has also arranged for a tree survey to take place to ensure that entering Sallys way is safe, the results of this will be shared with members and shared with the public.

## **52. To discuss the installation of a drainage pipe in the football field on Rhyddwen Road in CCP**

Cllr James advised that correspondence took place between Swansea City Council (SCC) and himself regarding works to stop the road from flooding. Cllr James authorised works to the field due to the safety nature of the road becoming flooding. The works have left an area of the field in bad condition and have potentially affected the works completed by the Councils landscaper. The clerk advised that he would review the completed works and contact SCC to remediate any outstanding issues.

## **53. Update on floodlights for the MUGA in CCP.**

Members were advised of a meeting attended by the clerk and Cllr Frame. The outcome was that the current flood light timer was as best as it could be for the required purpose. The chair felt that there were more appropriate options based on his experience. Members agreed that Cllr James contact the electricians; M&M, to discuss this and report back to the Council.

## **54. An update to the community gardens of CCP and Garnswllt.**

Cllr Frame stated that she requested this item to be placed onto the agenda and advised the Council that the community garden in Garnswllt does not have volunteers anymore and is effectively abandoned. Cllr Frame asked the Council what could be done and if it was an option to close the Garnswllt garden and move its assets elsewhere such as the CCP garden or onto the grounds of Garnswllt Welfare Hall.

Members agreed to approach the committee of Garnswllt and discuss current and future ideas for the garden in Garnswllt.

Cllr Frame asked that members acknowledge the ongoing work of the volunteers at the community garden in CCP. The garden is now well established, very productive and extremely well maintained – this was agreed.

***N.B. The time was 9:30pm and members resolved to suspend standing orders to discuss the remaining key items.***

## **55. To discuss electrical problems Garnswllt Hall**

The clerk advised that M&M electricians had booked in to fix the issues for the day following the meeting.

## **56. To discuss Solar Panels for Felindre Welfare Hall.**

Members noted the current state of the new solar panels for Felindre Welfare Hall with everything being green lit to plan for installation. A comment from the hall committee did state that building regulations must be met, and a structural survey of the roof must be completed before installation of new solar panels. A query was made about asbestos, but it was confirmed in the asbestos report that none is present. Members noted the importance of this item and the license for Felindre Welfare Hall being signed off and decided to have an extraordinary meeting in August to resolve these urgent items.



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

The clerk updated members on the current position of CCP Welfare Hall and noted that the managing of its accounts will need to be reviewed given that the Council is the trust. Additionally, the charity commission website states that the annual return and accounts & TAR are overdue and were meant to be submitted 138 days ago. The same items were submitted 186 days late in 2024. Members accurately recalled going through these documents and signing them off to be submitted and were informed that the documents had been submitted so were disappointed to hear this. It was requested that the Clerk try to obtain these documents and submit them as soon as possible.

The Clerk advised that a drain survey quote for CCP will be sought and brought to Council for consideration.

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

The Clerk informed members of the visit to FWH with himself, Cllr Frame and M&M electricals to review the hall and discuss remedial works that may need to take place. The clerk advised that a quote and recommendations will follow from M&M upon receipt of the most recent EICR report. Members requested that the grants officer start to look for grants in relation to the electrical works in FWH.

The Clerk advised that a drain survey quote will also be obtained for Felindre Welfare Hall and brought back before the Council for consideration.

**59. To receive written update on Garnswilt Welfare Hall (GWH) on items not already covered elsewhere on the agenda. Action plan.**

The Clerk informed members of the visit to GWH with himself, Cllr Frame and M&M electricals. There were no major items that require immediate attention, but the hall committee have provided a list of items that they would like reviewed such as the placing of an outdoor tap on the West side of the building, some building touch ups, drawer and radiator fixes. The Clerk further advised that the most pressing item is the damp ingress to the rear of the building which would need a qualified person to inspect.

The Clerk further noted that whilst immediate action is not possible for most of the items, an action plan will be drawn up for the halls in due course and shared with each corresponding committee to ensure the Council can adequately plan appropriate works for the next several years.

**CORRESPONDENCE**

- 60.** The chair advised of the correspondence he received in relation to the field on Rhyddwen Road which had been resolved earlier in the meeting. There was no further correspondence to share.

**DATE OF NEXT MEETING**

- 61.** The next meeting is scheduled to take place on **12/08/2025** (subject to change should there be any unforeseen circumstances). This is to be an Extraordinary Meeting due to the planned Summer Recess in August.

**CLOSE: The meeting ended at 10:45pm.**

**Signed:**

**Cllr Darren James**

Chairman

Date:

DRAFT