

**Clerk / Responsible Financial Officer: Ms. M. L. Gabriel – Davies**

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**Minutes of Mawr Community Council Meeting held on Monday, 17 October 2022 at 7:00 p.m. via Zoom**

**Present:** Cllr. Linda Frame (Chair - LF), Cllr. Ian Price (Vice-Chair - IP), Cllr. Darren James (DJ), Cllr Rhysian Phillips (RP), Cllr Laura Jane Thomas (LJT), Cllr Caroline Williams (CW), (GP), Pontarddulais Cllr Philip Downing (PD), Clydach Cllr Brigitte Rowlands (BR), Llangyfelach Cllr Mark Tribe (MT), Tessa Gabriel-Davies (Clerk - TGD), Neil Rushby (NR) – part attendance

The Chair announced that NR had resigned from his post as Project Coordinator and thanked him for his work on the Biodiversity Project. It was agreed that NR will provide an exit strategy. NR left the meeting after the announcement.

**RESOLVED:** NR to produce an exit strategy for the council to consider after he finishes on 7 November 2022.

1. Apologies for absence – Cllr Gaynor Price, Cllr Kevin Griffiths
2. Declarations of Interest – Cllr Frame declared an interest re: Agenda Items 8 and 16 ≈.
3. Public Forum – no members of the public attended. The Chair explained that 10 minutes are allocated for the public forum subject to prior notice being given before 12 noon on the day of the meeting. Representations shall not require a response at the meeting nor start a debate on the question.

**RESOLVED:** The Standing Orders to be posted on the website so the public is made aware of the rules and regulations on council meetings.

1. County Councillors – Reports from county councillors
2. Cllr Downing – daffodil bulbs to be planted in Garnswllt. Cllr IP to contact Cllr PD by 10 a.m. 18 Oct to advise the best places to plant them.
3. Cllr Rowlands – no report.
4. Cllr Tribe –

(i) daffodil bulbs to be planted in Felindre

(ii) street light in Bwlch y Gwyn to be repaired

(iii) Llangyfelach Football Club – Chair informed Cllr MT that no agenda item can be added to the agenda once it has been posted. The Chair asked Cllr MT to request LFC to respond to the council’s letter.

1. The minutes from the meeting held on 27 September 2022 were confirmed as accurate and accepted. Proposed by DJ and seconded by IP. Chair informed Cllr MT that he cannot second a resolution as a county councillor.
2. Project Coordinator’s Report on Biodiversity Project
3. RDP queried some items in 2nd Quarterly claim and 3rd quarterly still to be submitted. No grant monies have been paid by Swansea RDP to date.
4. Welsh Water grant of £250.00 received in the bank
5. Community Orchard delivery has been delayed due to weather conditions.
6. NR organizing events for both sites for Halloween.
7. Matters arising from the minutes
8. Defibrillators – Cllr RP is looking into electrical power supply with Western Power Distribution in Garnswllt and possibility of installing defibrillator at Salem Chapel. She will update at next meeting. Cllr DJ suggested costs could potentially link in with a grant.
9. Vacancies – Democratic Services informed clerk that no one requested elections for the vacancies on the community council so co-option procedures should now be followed. Clerk to make arrangements for notices to be posted.

1. Grounds Maintenance Contract – (Cllr LF left the room) - bids were received from two companies. The councillors wanted more information on the breakdown of costs.

**RESOLVED:** The clerk will contact both bidders to provide more information for the council to make a decision at the next council meeting in November.

1. Grants Officer: one application received. It was agreed that the clerk will circulate the application form and councillors will decide if a re-advertisement is required.

Cllr MT enquired if other councils have a grants officer and Cllr PD responded that Pontarddulais Town Council had one in the past and now they have an assistant clerk who deals with the grants. The permanent clerk is retiring and the Town Council is looking to appoint a replacement.

1. Participatory Budget – no applications for participatory budget. A request for a donation was considered after the council received a response from the Urdd West Glamorgan Development Officer on how the donation will be spent.

**RESOLVED:** The council will donate £200.00 to the Urdd. Proposed by Cllr IP and seconded by Cllr DJ.

1. Halls update:
2. Garnswllt Hall –Cllr L Frame/Cllr Ian Price

* GWHA has a hall committee meeting on 18 October at 6:30 p.m.
* Work has progressed and almost ready for reopening
* Floor has been laid and back steps covered with safety carpet
* Plumber to install appliances in the kitchen
* Damaged end panels and cupboard door will be replaced by Wren
* Electrician will complete connection of appliances next week
* Morning of Saturday, 22 October Hall Committee will start emptying storage sheds

1. Felindre Welfare Hall – Cllr C Williams/Clerk

* Carpenter will replace the top door panel with glass
* Thumb turn to be fitted
* Events – Halloween on 28 October and Murder Mystery Nights on 29 & 30 October
* Feasibility study – a community survey will be conducted in early November

1. CCP Welfare Hall – Cllr L Frame

* A Trustees Meeting was held prior to the council meeting
* Phase four of the work to replace the flat roofs will be finished in the coming week
* Carpenter will do work on the front door

1. Clerk’s General Report:
2. Grants

* another grant application submitted to Welsh Water for £1k
* 3rd Quarterly Claims in progress for submission
* Contractor contacted to install Smart Screen in Garnswllt Hall. Clerk awaiting a date.
* Mynydd y Gwair Round 10 not yet open. Clerk monitoring situation.
* Councillors to set up a working party on Grants

1. Website, Social Media and Communications

* Vision ICT has different packages that were circulated to councillors for consideration. Cllrs LJT and RP to take lead and work with the clerk.
* UK2 Email hosting can potentially be on a monthly billing. Clerk to make arrangements.
* The move to BT Broadband is in progress. Clerk requested three separate billing accounts

for each of the halls.

1. Chair’s Report:
2. Chair attended the OVW Area meeting where topics on the following items were discussed: Finance and Governance Tool Kit, External Audit arrangements, Employment Law, Training Plan. The Chair proposed a Working Party of Councillors to look into the use of the Finance and Governance Tool Kit.
3. Training – the Chair urged the new councillors to take up statutory training particularly the Code of Conduct. The proposed training on fire safety, specific to each hall, to be provided by Ken Wall was welcomed by councillors.
4. CCP Community Garden – the Chair has been distributing the harvested crops to residents.
5. Public meeting at Felindre Hall to discuss the feasibility study to be held in early November.
6. Mawr CC is scheduled to have a full audit next financial year.
7. Chair reported that cutting back the internal hedges at CCP Hall exposed about a metre of grassed area.
8. Problems with parking on pavements around the hall which has resulted in the skip not being delivered/collected. Cllr BR commented that bollards could be placed to prevent cars/vans parking on pavement when hedges being cut. Could also ask the police for assistance. She asked the council to let her know when hedge will be cut so that she can arrange this.
9. Community Councillors’ Reports
10. Cllrs LJT, RP – distributed leaflets about the Community Bus with Cllr LF. Cllr LF to enquire if pilot can be extended until end of December to allow for Christmas shopping.

**RESOLVED:** To invite Rod Owen of Community Transport to give a presentation at the next council meeting.

1. Cllr DJ – nothing to report
2. Cllr CW – will report on Finance Committee meeting in Agenda Item 18.
3. Cllr IP – reported that he has visited former Cllr TR who was impressed with the work at the hall.
4. Training Plan – all councils are now required to produce a Training Plan
5. Democratic Services of Swansea Council has requested a copy of Mawr CC’s Training Plan be submitted to Standards Committee Monitoring Officer. Clerk has circulated the Training Plan template to all councillors.
6. OVW training schedule has been circulated and will now be delivered via Zoom.
7. The clerk has started a spreadsheet recording all training undertaken by councillors and staff.
8. The clerk responded to a survey on digital literacy and commented on the survey on the need for digital training for councillors and staff.
9. Chair proposed a Working Party to produce the Training Strategy and Training Plan.
10. To consider planning applications (already circulated) – Cllr LF declared interest on list of 26 August.
11. Correspondence: already circulated.
12. Financial Report - Report from the Finance Committee and External Audit
13. Finance Committee met on 11 October 2022 via hybrid meeting at Felindre Hall and Zoom. The broadband in the hall was erratic and the committee ended up using the council’s mobile phone data for Zoom. Cllr CW was elected Chair of the Committee. It was agreed that Cllrs CW and GP will be the signatories to the bank. Cllr CW reported to the full council that clerk is in the process of becoming the Primary User for online banking.
14. Clerk reported that £21,867.51 was brought forward from 31 August and as of 30 September, the bank balance is £4,417.54. The council is awaiting payment from GWHA for work carried out at Garnswllt Hall. A new committee has been formed and bank transfer is in progress.
15. Clerk has sent VAT Claims for financial years 2019-2020 and 2020-2021 to HMRC.
16. Clerk has written to HMRC about changing the contact details from those of the former clerk and accessing the council’s online PAYE/tax account.
17. Notice for External Audit of FY2021-2022 has been received and all audit requirements must be submitted by 31 October 2022.
18. Staff Matters- This section is confidential and is, therefore, closed to the public as agreed in full council meeting
19. Date and time of next meeting: Monday, 14 November 2022 at 7:00 p.m.

Meeting finished at 20:30 p.m.

(Cllr. PD excused himself at 19:46 p.m.)

**M. L. Gabriel – Davies, Clerk and Responsible Financial Officer**