

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

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**Minutes of Mawr Community Council Meeting held on Monday, 9 January 2023 at 7:00 p.m. via Zoom**

**Present:** Cllr. Linda Frame (Chair - LF), Cllr. Darren James (DJ), Cllr Caroline Williams (CW), Cllr Laura Jane Thomas (LJT), Cllr Martin Davies (MD), Pontarddulais Cllr Kevin Griffiths (KG), Llangyfelach Cllr Mark Tribe (MT), Sue Morgan (SM), Tessa Gabriel-Davies (Clerk - TGD), Mr. Alun Lewis (public)

The Chair introduced the newly co-opted councilor for Craig Cefn Parc Ward, Cllr Martin Davies.

The Chair announced the details of the funeral of Cllr Tom Roberts who passed away on 17 December. **RESOLVED:** Mawr CC will dedicate one of the benches at Garnswllt Fields as a memorial to Cllr Roberts. A donation to Cancer Research UK will also be made.

1. Apologies for absence – Cllr Rhysian Phillips (RP), Cllr. Ian Price (Vice-Chair - IP), Cllr Gaynor Price (GP), Cllr Philip Downing (PD)
2. Declarations of Interest – Cllr Williams declared an interest in Agenda Item18.
3. Public Forum – Mr. Lewis joined the meeting late at 19:28.
4. Reports from County Councillors
5. Cllr Griffiths – (i) Bin by Garnswllt Field, determine the location (ii) Cllr KG is a member of the Road Safety Committee and requested to report to him any concerns. Mawr CC councillors mentioned the speeding along Lon y Felin and towards park and field and in CCP on Rhyddwen Road. Suggestions to have flashing signs warning speed. Cllr MT mentioned he had a spare speed camera on Swansea Road.
6. Cllr Tribe - (i) planning for solar farm to support Morriston Hospital (ii) 6 hanging baskets approved for Felindre and to advise where to locate them (iii) Cllr MT agreed to cover the cost of public noticeboard including the light. Suggestion to put up noticeboard by bus stop at Pont y Gwin. **RESOLVED:** Cllr CW will look into costings and report at next meeting.
7. The accuracy of the minutes from the last meeting held on 12 December 2022 was confirmed and accepted. Proposer: Cllr DJ. Seconded by Cllr CW.
8. Matters arising from the minutes – Defibrillators – the council has been awarded two defibrillators. These will be sited at Garnswllt and at Salem or the former primary school in CCP. Other potential sites are: Rhyddywen Road near the playing field and the area between Felindre and Garnswllt.
9. The appointment of the Grants Officer, Terrie Cousins, was ratified by the council. Proposer: Cllr LJT. Seconded by Cllr CW.
10. The appointment of the Biodiversity Project Coordinator, Catherine Curtis, was ratified by the council. Proposer: Cllr CW Seconded by: Cllr LJT.
11. New co-opted councilor – Cllr Martin Davies was introduced at the beginning of the meeting.
12. Membership of Council Committees:
13. H & S Committee – to invite one member of the Hall Committee to attend the committee meetings.
14. Finance Committee – Cllr MD will join the committee
15. Personnel Committee – Cllr IP to Chair and members include Cllr LF, Cllr GP and Cllr MD.
16. Social Media and Communications Committee – Cllr LJT and Cllr RP will take the lead.
17. Participatory Budget – no applications were submitted. Donation to Urdd, still waiting of their bank details.
18. Update on Asset Register and future of all halls and assets –
19. Cllr CW reported that the solicitors stated no one contested the title deeds of land forming part of Felindre Welfare Hall and its surrounding area. **RESOLVED:** Mawr CC to complete the forms for the title deeds. Proposer: Cllr LJT. Seconded by Cllr MD.
20. The valuation of the Asset Register with Dawsons. No covenants have been found relating to Sally’s Way which was gifted to the Council by Mr Frank Jones. Mr. Lewis, a former member of the Council, also could not recall seeing a covenant. **RESOLVED**: The council will check the files in Felindre and SM will check with former councillor GM. The keys found in the petty cash boxes from the former clerk could be for the locked filing cabinets.
21. An inventory and tracking system of all Mawr CC equipment including all grant items received
22. An inventory will be created. All Hall Committees will be requested to update their own asset registers and Hall Committees will be given copies of the council’s inventory. Cllr CW suggested that one councilor for each ward be assigned to liaise with each Hall Committee.

**RESOLVED:** The clerkshould conduct an audit of each Hall Committee and all assets to be checked.

1. Halls update:

All halls were awarded the Warm Spaces grant until March 2023 and each hall to schedule their opening days. Research to be conducted.

1. Garnswllt Hall –Cllr L Frame/ Cllr I Price/ Cllr G Price – (i) snagging work to be completed, hole repaired, sealant applied, kitchen door fronts fitted, Sapphire Doors to install door between the main hall to back room, kitchen windows glass panels have been renewed. (ii) GWHA and Mawr CC received MyG grant funding for external ramp and lighting, hand rails, completion of external drainage work and the installation of a fire safety system. The latter will be undertaken on 11, 12 & 13 January 2023. (iii)BT Broadband installation still to be completed on 16 January and router received. (iv) GWH to hold their Warm Spaces on Thursdays.
2. Felindre Welfare Hall – Cllr C Williams/ S. Morgan – (i) Felindre Hall will open on Thursdays as a Warm Spaces Hub. (ii) Five-year and Annual electrical installation tests including CCTV have been completed on 5 January. Some corrective work has to be done. (iii) Key safe problems reported. Make sure that the code is not exposed. Guardian has suggested some solutions. (iv) The roof of the building damaged by the storm has been temporarily repaired. However, wear and tear has also contributed to the damage. **RESOLVED:** The Council will not pursue the insurance claim and the council will look for a grant to replace the roof. A survey also has to be conducted. Proposer: Cllr CW. Seconded by Cllr MD. (v) There was a query about the Food Hygiene Certificate. **RESOLVED:** To make it compulsory for those volunteering at the Warm Spaces to watch the Food Standards Agency video and regular volunteers preparing the food to hold the food hygiene certificate. The clerk to register all three halls for the Business for Food Register and Directory. Proposer: Cllr CW. Seconded by Cllr DJ. (vi) There was a query about the need for each hall to hold an Entertainment Licence. The Chair will contact GWHA as they have enquired about it from Swansea council. (vii) Felindre Hall Committee asked about the annual grant funding that Mawr CC used to provide each hall committee.
3. CCP Welfare Hall – Cllr L Frame (i) At present, CCP Hall Committee does not have volunteers to run the Warm Spaces and an appeal has been made on social media.
4. Clerk’s General Report –
5. Grants – (i) Awaiting payment of £250.00 from Welsh Water (ii) Mawr CC was awarded the grant for the fencing of CCP Community Garden and GWHA in partnership with the council was awarded the grant for the external disabled ramp, external lights, hall stage and the fire alarm system for Garnswllt Hall in Round 10 of Mynydd y Gwair grant funding. (iii) End of grant report on the underpinning of Garnswllt Hall was submitted to SCVS.
6. Social Media and Communications (i) Meeting with Cllr LJT and RP to be deferred to February 2023 as Cllr RP has family bereavement. (ii) Original newsletter circulated for update and dissemination to communities, should the council approve its launch. It was originally agreed that a newsletter will be circulated but this was shelved because the council felt it was not the right time as there were elections in May 2022.
7. Chair’s Report – (i) Voiced concern over the number of potholes in Mawr – Rhydypandy, Salem, Clydach Road, Rhyddwen Road. (ii) Stated that better signage required for Mawr as it is not clear where villages and roads start and end; need for speed signs and signs stating names of roads. A suggestion that the name of the village can be placed on the planters. It was agreed that information to be sent to Cllr Griffiths and Cllr Tribe.
8. Community Councillors – Reports from Community Councillors
9. Cllr LJT – concern over the bus stop in Salem, difficulty in accessing it because of the road conditions.
10. Cllr DJ – nothing to report
11. Cllr CW – concerned about the key safe being left showing the code as it could have impact on the insurance should anything happen. Suggested to change the code and a sign in book to be filled by people using the hall.
12. Cllr MD – nothing to report
13. To consider planning applications (already circulated) – The council does not have any objections to the planning applications for solar farms as they support Morriston Hospital. Positive comments to be added to the planning consultation.
14. Correspondence (already circulated). Letter from Swansea Council on the Training Plan. The clerk had created a spreadsheet of the training that councillors are undertaking. Councillors will be undertaking training on Code of Conduct (Cllrs DJ & LJT); New Councillor Induction (Cllrs CW & GP), Creating a Community Place Plan and Health & Safety (Cllr LF). **RESOLVED:** The Chair will circulate the Training Plan exemplar.
15. Reports from Council Committees
16. Health & Safety Committee has agreed to conduct inspection and risk assessment of the three halls and invite the Hall Committee representatives. **RESOLVED:** An initial inspection to be held on Saturday, 21 January 2023 from 10:00 a.m. at CCP; 12 noon at Felindre and 2:00 p.m. at Garnswllt. Inspections will be held every 6 months and move to annual inspections unless circumstances trigger additional inspections. Proposer: Cllr CW. Seconded by Cllr MD.
17. Finance Committee has not set the meeting yet to discuss the adoption of the new financial regulations. Committee Chair prefers an in-person meeting. Contact the clerk by Tuesday to state availability.
18. Financial Report from Clerk has been circulated. **RESOLVED:** Mawr CC precept set at £70k and the clerk to submit form to Swansea Council. **RESOLVED:** The council approved the expected expenditure for the council is about £9k which includes payment of £4k for the fire alarm system, electrical checks at Felindre to Guardian Property, materials from Howdens, windows and doors from Sapphire Windows, roof repair invoice from Stephen Collins. Proposer: Cllr MD Seconded by Cllr DJ. **RESOLVED:** the council approved the payment of salaries, clerk’s overtime hours and mileage expenses to staff for the month of January 2023. The clerk has submitted her overtime timesheets and also sent it to the accountants for them to check the calculations of the amount due. Payment can be made once the accountants verify the correct amount. Proposer: Cllr MD. Seconded by Cllr LJT.
19. Staff Matters- This section is confidential and is closed to the public as agreed in full council meeting.
20. Date and time of next meeting – 13 February 2023 at 7:00 p.m. via Hybrid meeting – Zoom and at Felindre Hall.

The meeting ended at 21:31 p.m.

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