

# **CLYDACH COMMUNITY COUNCIL FULL COUNCIL MEETING**

Minutes of the Community Council Meeting held on 13<sup>th</sup> June 2023

**The meeting convened at Forge Fach Resource Centre, Hebron Road, Clydach at 7.00 p.m. present**

Cllrs. R Jenkins (Chair), M Bowmer, R Smith, G Walker, J Lewis, J Nicholds, C, M Cherrington, A Jenkins and A Harris

**10/2023: APOLOGIES FOR ABSENCE:** Apologies were received from Cllrs D Williams, I Whitehurst and S Powell

**11/2023: DECLARATIONS OF INTEREST:** Declarations would be made as and when necessary, during the meeting.

**12/2023: TEN MINUTE PERIOD FOR MEMBERS OF THE PUBLIC TO ADDRESS COUNCIL** Although the Community Garden had requested to speak to council nobody attended on their behalf

**13/2023: CONFIRMATION OF MINUTES OF ORDINARY MEETING on 9<sup>th</sup> May 2023 & MATTERS ARISING:**

The minutes had been circulated prior to the meeting and were unanimously approved.

## **14/2023 UPDATE ON COUNCIL VACANCY**

The Clerk updated the meeting on the vacancy in Vardre Ward. Nobody had requested an election so consequently the vacancy was advertised on Council's social media, on the website and on the notice boards in our premises. Only one application was received and having checked the position with One Voice Wales Council can co-opt in such circumstances. A proposal to co-opt Steven Weller to serve on the Council was duly proposed, seconded and carried. The Clerk also reported that he had received a letter of resignation from Peter Blunn and as a result there is a vacancy in Graigfelelen Ward. He will report the vacancy to Electoral Services with the appropriate notice which will also be put on our online sites and hard copies will be displayed in our premises. If the required number of electors request it then an election will be held, if not then Council can co-opt to fill the vacancy. Council would expect to hear from Electoral Services around 4<sup>th</sup> July.

## **15/2023 UPDATE ON RECRUITMENT FOR A NEW CLERK**

The Clerk and Cllr J Nicholds updated the meeting. A number of applications have been received both through advertising on Council's own pages and also through Indeed.com. It was agreed that a closing date be fixed of 30<sup>th</sup> June 2023 for applications with a view to interviews being held in the middle of July. The Clerk will source an application form. A draft job description for the new role of co-ordinator was circulated for approval by the end of the week

## **16/2023 UPDATE ON MEETING WITH THE PERFORMANCE FACTORY**

Cllr Bowmer met with the Performance Factory who had expressed an interest in taking on the managing of parties in both halls at the weekends. This would relieve the Council of pressure on the caretaking staff. An email with more details will be circulated for further discussion. The possibility of their taking on the Clydach pantomime was also discussed and it would appear considerable savings could be made if the Performance Factory were to put on the panto for Council. Children would be included and a script is already in place. They've worked with the Swansea Grand whose pantomime is extremely successful and have contacts for costume hire and sound and lighting equipment which had been an issue at our last show.

## **17/2023 DISCUSS THE PROCESS FOR THE HIRING OF THE MOBILE BAR AND MARQUEES**

The Chair raised this matter and expressed concern that on some occasions Council equipment and venues were being let out without following the proper procedure. Council's policy is not to charge where a community event is involved and that will not change but it is essential that all booking be made through the Clerk on our booking system. Similarly all hires of the mobile bar and marquees must include a properly signed agreement and where necessary at the least a deposit and an agreed charge even if that is nil.

## **18/2023 DISCUSS THE PROPOSAL TO FUND A PLAY PARK AT GRAIGFELEN**

This was raised in correspondence at the last meeting and since then the original location proposed has been rejected and an alternative is being discussed. This item will be relisted at the next meeting by which time a new location may have been agreed.

## **19/2023 COMMITTEE REPORTS**

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## Facilities and Events Committee

The minutes of the Facilities and Events meeting held on 23<sup>rd</sup> and 30<sup>th</sup> May were circulated at the meeting and a copy will be attached and the minutes of the meeting were unanimously approved. The Clerk went through the minutes and gave updates where appropriate.

## Planning Committee

1. 30 Factory Road, Clydach – Single storey side extension
2. 31 Hebron Road, Clydach – Conversion from Pub to 3 two bed flats
3. 197 Kingrosia Park Clydach – Single storey side extensions
4. Craigfelen Primary School – Single storey extension

Council was concerned about the parking implications of no 2 and the Clerk will post on the planning portal.

**Audit Committee** - (all invoices for payment are scrutinised by the Audit committee prior to presentation to full council)

Accounts to pay

1. Wages	£3,339.80
2. Tax & NIC	£ 635.73
3. PES Alarms	£ 84.00 Door repair
4. Ian Coles	£ 445.00 Odd jobs
5. Viking Direct	£ 79.37 Office sundries
6. Eurooffice	£ 117.46 Office Sundries
7. MGW Trumper	£ 476.40 Trailer hire

£ 5,507.76

## **20/2023: CORRESPONDENCE: -**

1. Council has received an email from the heating efficiency engineering about the special fluid for the gas system. We await a cost analysis so we can discuss it further.
2. Cwmtawe Beagles have requested a marquee for an event in August at Glyngorse Farm and the meeting approved this subject to completing the proper paperwork.
3. The Clerk has seen an exchange between Cllr Bailey and City and County of Swansea re the hanging baskets. The signs and fitting of the basket brackets will be done at the same time. The Clerk has tried to speak to the nursery for an invoice both on the phone and by email without success so far.

**21/2023 STAFF AND MEMBERS TRAINING:** – Face to face training has been suspended following the epidemic, but basic training is available on the One Voice Wales website and the Clerk will circulate details to all Councillors. There are online training sessions available, and Councillors are encouraged to check the email and book those that interest them with the Clerk. The most recent programme for the coming months has been circulated.

**22/2023 NEXT MEETING:** The next meeting of Council will be held at 7.00 pm. on Tuesday 11<sup>th</sup> July 2023 preceded as usual by the Planning Committee and Audit Committee at 6.30 pm. The next Facilities and Events meeting will be held on Tuesday 27<sup>th</sup> June 2023 @ 6.30 pm

The meeting closed at 8.35pm

*The above minutes are approved as a true record*

*Signed Chair Community Council: .....*

*Date: .....*

**CLYDACH COMMUNITY COUNCIL**

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## **Minutes of the Events and Facilities Sub Committee Meeting held on Tuesday 23<sup>rd</sup> and 30<sup>th</sup> May, 2023**

**Those Present:** Cllrs: Melissa Bowmer, Jayne Lewis, Susan Powell , Julian Nicholds, Carol Williams

**Apologies:** Roger Smith

The meeting was spread over two sessions as the Agenda had not been completed at the first.

### **1. Action Log**

#### **Action 6 – Panto,**

It was agreed that it would be beneficial to have broader local involvement with the Panto, in particular the involvement of local children and support from more local Entertainment Managers. Melissa would be speaking to Dean Verbeck soon to discuss the possibility of him taking over the Parties, she would ask him about the Panto . Any options that he offers would be discussed further by the Committee.

#### **Update from 30<sup>th</sup> May Mtg.**

Melissa had spoken to Dean who had made some suggestions re possible involvement with him in the Panto Production. To maximise income he recommended shows to run over Wed to Sunday. Costumes could be purchased from Light in the Box and he would store them for us. We could engage the scriptwriter who does the Panto for the Grand and Bridgend. He charges according to audience size which would be an estimated £60 per show.. Also advised not to do on-line bookings. Rehearsals would be organised to take account of time constraints of our current Panto stars.

As the overall costs would be considerably less than previous Pantos and opened up opportunities of engaging local children and local characters, the committee agreed to recommend to Full Council that we go forward with these proposals.

#### **Action 9 – Review of Terms of Reference**

Sue to check up with Stewart. Needed to get clarity around approvals and recommendations to full Council, in order to clarify what authority the sub committee has.

#### **Action 10 - Removal of Planters**

Agreed that the Planter that had miniature daffs in would be put behind Vardre Hall (**Gordon Walker** )

#### **Action 14 - Update on Towers and Flowers**

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- County Hall had advised that we were unable to use the newly paid for lampposts as there were traffic sign on them. Hanging basket options were therefore not an options as we could not water ourselves.
- Given that the upgrade of lampposts had cost £15,000 it t was agreed that the issue needs to be investigated further and a full explanation provided by the Council .

Meanwhile it was agreed that we should purchase plants for the Planters.

It was noted that Watering of plants would be an issue as it is too labour intensive for just a few councillors.

Additional actions::

- Enquire with Andrew re use of the bowser if he could commit to watering
- Ask Dale Barfoot if he would be interested in doing it regularly.
- Melissa to get plants from Old school Nursery to fill 10 planters in the village
- Volunteers for planting
- Advertise on Residents of Clydach for a paid waterer

## 2. Summer Fete

- Toilets and Railings had been ordered
- Cath Bevan confirmed Dog Show if there were 2 helpers. Mary and Sue would volunteer.

### **Update from 30<sup>th</sup> May**

Cath unable to do show due to ill health. We would carry on with the show with the help of instructions but needed someone for the mic. Action Petz to be approached to see if they can help

- Booked:
  - Fun Fair and Rides
  - Chip Van
  - Sweet Stall
  - Rides
  - 2 Security personnel
  - DJ Scott Jones All Day
- Action for all Committee members to look for vegan/veg
- Sue has spoken Richard who had agree the umbrella licence would be a good idea. This would cover all stalls irrespective of whether they have individual licences. This would cost £138 per month. Stewart would be asked to progress the licence application.
- Jayne to check if Riverside providing pizzas. She had confirmed with council that his Food standard rating for the restaurant covers for fete.
- Alcohol Licence is a separate Licence
- 2 Bouncy Castles to be ordered
- Face Painter to be Booked (paid service we provide to public for free) Normally pay £80 .

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- It was agreed that we would ask that all Councillors be encouraged where possible to make some contribution towards the success of the Fete, whether it be preparation activities, help with events during the day or help clearing up and litter picking. We should bring it up in the next meeting and a weekend rota drawn up.
- Poster to be organised

## Update from Mtg. 30<sup>th</sup> Mtg

- Aimee had made further enquiries with respect to the Umbrella Licence and whether we needed one. It was confirmed that the stalls we would be having did not have their own licence. She believed that we were covered under the Alcohol Licence. Stewart would be asked to suspend progress on the Licence application until written confirmation had been received.
- Jayne had contacted Jazz Bands but not available. However She had contacted Wild Boar Carvings who were interested.. The meeting agreed it would be a good idea if he could be booked. She would confirm details with him.
- In House Entertainment to provide 2 Bouncy Castles and Assault Course
- It was agreed that a Tug of War was a good idea.. Details to be confirmed
- Decision made to offer a 45 min singer slot for £70

## 3. Vardre Hall

There was considerable concern over the lack of progress in clearing out the Hall. A skip had been ordered for a week but had now been there for 5 weeks with no clearance activity taking place.

The Office and under the stage were the key areas needing attention. Although there were only empty boxes under the stage.

Boxed files need to be sorted and shelves ordered for the Clerks Office in FF to store what needs to be kept. Actions:

- Ask Stewart to confirm how much storage is needed for boxes and arrange order of shelves as appropriate **(SP)**
- Marissa going to Vardre Road on Wednesday May 31<sup>st</sup> at 6.30. Ask for volunteers for 31<sup>st</sup> May and 1<sup>st</sup> June **(SP)**

## 4. Clydach in Bloom.

### To be held on 18<sup>th</sup> August

- Agreed there would be no entry fee
- Laminated posters would be going out this week

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- Application form would be put on our Website and manual forms available from shops and Library and Halls
- Categories confirmed and Gift Voucher values for winners as:

Best Business Outside £40

Best Front Garden £40

Best Back Garden £40

Best Container Garden £40

Best Wildlife Garden (Biodiversity and environmentally friendly) £40

Tallest Sunflower£10

Best in Show £50 and the glass trophy

All winners to get a Highly Commended Certificate

A photographer would go round with the judges (message to go on Resident of Clydach for volunteer)

Posters would be done by Valley printers (MB)

The Award event would be held on Saturday September 16<sup>th</sup> at 1 p.m. with Teas and Coffees provided

### **5. Date of next meeting 20<sup>th</sup> June**