

**COMMUNITY DEVELOPMENT MEETING**

**TUESDAY 10<sup>th</sup> of SEPTEMBER at**

**Meeting Start: 6.15 p.m.**

**Meeting End: 8:15 p.m.**

**Next Meeting: November 12<sup>th</sup> at 6 p.m. in Main Council Office.**

**Record of Meeting**

**1. To receive apologies for absence. (5mins)**

**Apologies received from Pauline Barker**

**2. To receive members' declarations of interest. (5mins)**

**Cllr. David Jenkins: County Councillor (Glanamman), School Governor (Ysgol y Bedol).**

**Cllr. Kevin Madge: County Councillor (Garnant), Governor (Ysgol y Bedol), Chairperson  
(Carmarthenshire County Council), Member (Carmarthenshire County Council Planning Board).**

### 3. To receive Community Development Officer Report.

#### **GI Project Update:**

**RV** updated all present on the current status of the WG funding application and informed all that he had received an email from Catrin (NPT Lead), stating that the issue was currently with WG and we are awaiting a response.

**DJ** – enquired as to the expected commencement date/confirmation for funding.

**RV** – responded that this is currently an unknown factor as the decision is now with WG. All partners have submitted all required materials and no other requests have been received to-date.

**RV** updated on the status of the GI Volunteer Coordinator Job Description and confirmed that this will be available at the meeting scheduled for the 11<sup>th</sup> of September.

**RV** informed that there will be certain aspects of the project that will be started ASAP, regardless of funding confirmation, as these are beneficial to the community, fit within the current CDO work schedule and will support a quicker start once funding is confirmed.

These are: development of volunteer role descriptors, develop contact list for invite to GI Steering Group, organise first meeting of GI Steering Group, produce GI Volunteering Officer interview/application pack.

**RV** informed all of upcoming meetings with GI Management Group (23<sup>rd</sup> Sept) and Small-Woods (18<sup>th</sup> Sept.)

#### **Partnerships Update:**

**INCC:** need to support RP with the install of polytunnel on yard site. Will support planting.

**Neighbourhood Policing Team/Young People:** issues raised around youth at risk. Mirrored by comments of young people directly engaged with by CDO. Limited resource in community for the majority of young people; supports older consultation findings.

Issues with drug use, condoms etc. at Youth Resource Centre.

#### **Funded Projects Update:**

##### **Precious Plastics**

1. Current quote/tender records shared and updated. **RV** explained the need to refresh quote lists as a result of suppliers no longer stocking items, price increases etc. Explained that this needs to be avoided going forward as it was very time hungry.  
**DJ** – Raised concerns over only now receiving this information “on the night” of the meeting.  
**RV** – Explained that the information was only completed that afternoon and was being circulated as soon as possible as with members. No core decisions were asked in relation to the information shared.
2. Education aspects quote presented (~~Agreed / Declined~~ / **Other**): **DJ** requested that the quote be submitted via email for consideration by the sub-committee.
3. Swansea University Update provided: scheduled meeting with Dr. F. Boy (School of Management).
4. **RV** informed members of the recent meeting with members of the public interested in the machinery builds. Very positive and eager to proceed.
5. **RV** to follow-up with schools, colleges etc. to ensure engagement; once grant agreement is in place.

#### **Wellbeing Act Update:**

**RV** – Updated all of positive feedback received from Barry Liles (Chair of the PSB). Invitation to attend further meetings based upon projects recorded within the submitted report and subsequent discussions.

**RV** – Given the positive feedback received, this supports the requirement to adopt a general method of measuring Council work (in all areas) against the Act. As explained in previous meetings.

**DJ** – Raised concerns over the length and details of reports. Had discussed with County Council Officer who stated it was “very good but overkill”.

**RV** – Explained that we are able to benefit from more detail and, as a smaller organisation, it is more of an achievable aim. The model proposed has been checked by external organisations and agreed as appropriate. It also allows for planning, monitoring and recording needed within statutory reports so avoids duplication/double-working.

**RV** – Possible to provide report in detail with leading overview which covers the majority of information.

**DJ** – asked to see what this would look like.

**RV** – to refresh existing reporting model using a current project (GI Project, Precious Plastic etc.) and circulate

to the group when possible.

**RV** – Recommendation for a Well-being Working Group to be established – to comprise of both Councillors and external members (residents, organisations and service providers).

Members – No objections.

**RV** – to continue with development planning.

### **Community Updates (give and receive):**

**KM** – Need to arrange meeting with Christchurch to provide support with constituting a 3<sup>rd</sup> sector/not for profit entity to access grant support for the development of a community space at the church.

**KM** – Need to arrange to provide support and promote the Wind Farm and other funds.

**RV** – agreed to arrange both points as soon as possible. Also informed that there are already loose plans to deliver a community update scheme that focusses on funding support.

**DW** – Community Workshop is working very well under the woodturning group on Thursday.

**Although additional support is needed to help facilitate the sessions.**

**RV** – Agreed and thanked the volunteers. RV to try to secure time in calendar on a weekly basis to locate at workshop on Thursday afternoon/early evening where work and personal commitments allow.

### **Requests for Support:**

- INCC (Agreed / ~~Denied~~) – RV to update with more detail once known. RV explained that this would be support through advocacy, engagement etc. as opposed to purely financial.
- Mess Up the Mess (Agreed / ~~Denied~~) – RV to update CDOs when more detail of the support is known.

### **Upcoming CDO Activities:**

- Meeting with Professor Frederick Boy (Head of School of Management, Swansea University).
- Meeting with PSB.
- Meeting with LEADER, Economic Regeneration and Community Bureau departments (single joint meeting).

## To discuss the future evolution of the Community Development Sub-Committee.

**Chairperson: David Jenkins** (Nom: David Williams – approved by all)

### Members (Council):

- Cllr. Mal Walker
- Cllr. Tori Sparano
- Cllr. Pauline Barker
- Cllr. David Williams
- Cllr. Kevin Madge
- Cllr. David Jenkins

### Non-Council Members: Agreed /~~Denied~~ – in principal.

Further info required. RV to develop info and bring back to next CDO meeting. RV reassured of precedence within Parks Committee. Not related to voting; aimed at information, engagement and collaboration.

### If agreed: Co-option Nominations –

- JA
- JS

### Methodology:

Agreed by all to follow a projects-based approach to the delivery of CDO works. Using project planning methods for tracking progress and reporting.

### Format of Meetings:

1. Email led – meetings to focus on decisions (votes) and wider discussion points. Reports to provide adequate information for decision making and consideration outside of the meetings. Aim to reduce time spent in meetings on issues that can be addressed via email, documents etc.
2. Regular email updates as needed; no defined frequency.  
**RV** – asked members if they would be happy to receive issues on email for decision making.  
**DJ** – raised concern over ability to make a judgement and have discussion when making decision based on email.  
**RV** – confirmed that any significant, detailed, complex or large-scale change or decision making would not be requested in this manner. If any member doesn't feel able to make a decision on the information available through email, phone call or one-to-one with CDO, then this will be taken-up in meetings.  
**RV** – explained the justification for this is to make the most efficient use of time. Also raised reduction of paper, printing and sorting that comes with paper-based meetings.  
**Members** – agreed with the above and to proceed with trialling.
3. Email decision making capabilities (possible use of voting/polling software).  
**DJ** – queried the need for this.  
**RV** – stated it was based on the rights for members to vote through blind ballot if they wish.  
**DJ** – stated that this isn't needed in Cwmaman Town Council as we have/do always open vote on issues.  
**RV** – agreed. Options for apps in meetings to be investigated and reported back at next meeting.
4. Use of decision-making toolkit to ensure compliance with regulations.  
See points under Well-being Act above. Members reiterated the desire to comply but avoid time wasted on unnecessary content in reports.  
**RV** – to produce model report and share with members at future meeting.  
**DJ** – to receive agenda prior to circulation to all members.  
**RV** – to set dates for bi-monthly meetings on the 2<sup>nd</sup> Tuesday of the relevant months.

### To receive questions from members.

**Covered elsewhere within meeting – no specific content raised under agenda item.**

### Task Setting (where not covered elsewhere).

**No additional content.**



Croesewir gohebiaeth yn y Gymraeg neu'r Saesneg.  
Correspondence is welcome in either Welsh or English.