

## **NOTICE OF MEETING**

A meeting of the **WELFARE HALL MANAGEMENT COMMITTEE** will be held at the **Welfare Hall, Woodlands Road, Loughor on Monday next the 15<sup>h</sup> January 2018** commencing at 7.00pm for the transaction of the following business:-

1. Apologies for absence.
2. To receive disclosures of Personal Interests from Members under the Council's Code of Conduct.  
(Note: Members are requested to identify the item number and subject matter that their interest relates to and to signify whether their interest is such that they remain and vote / remain and not vote / withdraw).
3. To confirm the Minutes of the previous meeting held on 4<sup>th</sup> December 2017 (copy attached).
4. To consider matters arising from the Minutes, if any.
5. To consider the Report of the Clerk (copy attached).
6. Any other matter which the Chairman determines to be urgent.

**Would members please ensure that they sign the Attendance Register.**

Dated this 10 January 2018

Clerk to the Council

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee**

**Meeting held on the 4 December 2017**

**Present:** Councillor I. James (Chairman)  
Councillors J. Bowen, Wendy Evans, William Evans, H. Huelin, P. Parsons,  
C. Phillips, C. Richards, K. Roberts, R. V. Smith, W. Smith, J. Williams,  
P. Williams and R. Williams.

(Welfare Hall, Loughor: 7.00pm – 7.15pm)

**32. APOLOGIES**

There were apologies for absence from Councillor S. Beynon.

**33. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**34. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the 6<sup>th</sup> November 2017 be confirmed as a correct record.

**35. MATTERS ARISING**

There were no matters arising.

**36. REPORT OF THE CLERK**

(a) Payments

It was **RESOLVED** that the following payment be approved.

Petzbedz Ltd – Wooden Plinths and t and g Sheets -	£211.20
A W Davies – Toilet seats and cable ties -	£34.56
Lloyds Bank Commercial Finance – Algebra Supplies -	£32.39
Dwr Cymru – Water Charges -	£688.34

(b) Welfare Hall Receipts

The receipts for the Welfare Hall were **NOTED**.

(c) B T – Telephone Charges

It was **NOTED** that the telephone charges for the last quarter amounted to £60.70 and would be paid by direct debit.

(d) N Power – Electricity Charges

It was **NOTED** that the electricity charges for the last quarter amounted to £423.50 but due to a credit of £309.03 were reduced to £114.47.

(e) Rodent Infestation

It was reported that there had been sightings of rats in the vicinity of the Hall but not in the Hall itself.

It was **NOTED** that the Clerk had arranged for the Environmental Health to carry out a series of treatments at a cost of £186.00.

(f) Charity Commission Annual Return 2017

It was **NOTED** that the Clerk had completed the Annual Return for the Charity Commission.

**37.**

**URGENT ITEMS**

There were no urgent items.

Chairman

**Agenda Item 5**

**LLWCHWR TOWN COUNCIL**

**WELFARE HALL MANAGEMENT COMMITTEE**

**15 January 2018**

**REPORT OF THE CLERK**

1. Payments  
The following payment needs to be authorised  
O'Brien Security Systems Ltd – Intruder Alarm Maintenance - £240.00  
O'Brien Security Systems Ltd – Fire Alarm Maintenance - £240.00  
British Gas Services (Commercial) Ltd – work to kitchen boiler - £18.00  
A W Davies – Premises Licence Fee - £180.00  
N Livings – hose pipe for the Hall - £13.77
  
2. Welfare Hall Receipts  
The Committee may wish to note the current receipts for the Hall.
  
3. British Gas Boiler Service  
British Gas have undertaken the service to the boiler in the kitchen which is in full working order. A new thermocouple had to be fitted at a cost of £18.00 as set out above. The Careplan for the boiler needs to be renewed at a cost of £225.20. This does not include the new boiler which is still under manufacturers guarantee. It is recommended that the Care Plan is renewed.
  
4. Alarm Servicing  
The Committee may wish to note that both the Intruder Alarm and the Fire Alarm have been serviced and are both in full working order.
  
5. Rodent Infestation  
It has been reported that rodents have been seen in the vicinity of the Hall. There have been no sign of any rodents in the Hall itself. The Environmental Health have carried out visits, the first was to lay bait and the second to look for any developments. The bait was not taken and a further visit was made on the 19<sup>th</sup> December. No bait has been taken on any of the visits and the bait boxes have been removed since there is no sign of rodents. The Committee may wish to note the position.
  
6. BT Business – Broadband Services  
The Committee will be aware that the Council provides broadband in the Hall. The bill is currently paid by cheque on a quarterly basis. A problem has arisen regarding payments. The bills currently being issued by BT require payment within 11 days of being issued. Basically it is a deadline the Council cannot meet. The Clerk has to collect the bill from the Welfare Hall, draw up a cheque, get the cheque signed and send it to BT or pay it in the bank. The first time there was a problem the charge was withdrawn. It has happened

again and the Clerk has paid the bill by Debit Card on his own account but not the late payment charge. The late payment charge appears on the bill without any prior notice and in small print. The Clerk has made an official complaint to BT but they will not withdraw the charge. Under the current arrangement the council will always fail to make the BT deadline which would seem to be unrealistically short. There are a number of options – the Council could pay the charge and any subsequent ones; it could pay by direct debit; or it could look at an alternative provider. The council is asked that the payment of £130.52 be refunded to the Clerk. The Clerk has been in contact with Virgin Media and agreement has been reached to provide Broadband and telephone services at a cost of £32.00 per month for 12 months. The Council can review it at that time or it will increase to £48.00 per month. The Clerk has agreed that the installation charge be waived and the installation will be undertaken on the 16<sup>th</sup> January. There was a one off payment of £25.00 which the Clerk was required to pay and the Council is asked to refund. In the meantime BT are seeking to impose an early termination charge of £159.29. This will need to be paid. So far as the Clerk can determine the problem arose following the renewal of the BT service. When the contract was renewed BT introduced new payment conditions which caused the current difficulties.

7. N Power – Gas Charges

The Gas Charges for the last two quarters have been updated and revised. The Clerk has previously reported that the gas charge had been revised previously and the Council had been re-credited. The current two quarters should bring the matter up to date and they amount to £909.25 inclusive of VAT and will be paid by direct debit.

Dated this 10 January 2018

Clerk to the Council