

## **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 5th November 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 1<sup>st</sup> October 2018 ([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 29<sup>th</sup> October, 2018

Nigel G Havard  
Clerk to the Council

Draft Minutes-subject to formal approval

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee**

**Meeting held on the 1<sup>st</sup> October 2018**

**Present:** Councillor I.James(Chair)

Councillors J.Bowen,Wendy Evans,Will Evans,H.Huelin,K.Roberts,P.Parsons,C.Richards,  
R.V.Smith,W.Smith,and J. Williams

(Welfare Hall, Loughor: 7.00pm – 7.25pm)

**21. APOLOGIES**

There were apologies for absence from Councillors S.Beynon,A.Davis,  
C.Phillips, D.Walters,P.Williams and R.Williams

**22. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**23. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the  
3<sup>rd</sup> September 2018 be confirmed as a correct record.

**24. MATTERS ARISING**

There were no matters arising

**25. REPORT OF THE CLERK**

(a) Payments

It was **NOTED** that the following payments had been made

Worcester (Service fee)	£164.00
Virgin Media	£70.80
BT	£ 22.76

(b)Virgin Media

Members reported that they were unable to connect to the Internet.

It was **RESOLVED** that the Clerk and Councillor Judith Williams  
would carry out further tests on the booster equipment.

(c)Works to the Hall-Frontage

The Clerk reported that only one contractor had submitted a quotation.

It was believed one of the other contractors would shortly be submitting  
a written quotation but that the third contractor had decided not to  
proceed.

It was **RESOLVED** to seek a further contractor to obtain a third  
quotation.

(d) Ladies Toilet

The Clerk's Report was **NOTED**

(e)Welfare Hall-Electrics

The Clerk's Report was **NOTED** and it was **RESOLVED** that an appropriate sign be displayed by the switches outside the Ladies Toilet advising which of the switches related to the external lights and which to the toilet.

(f)Boiler

The Clerk's Report was **NOTED**

It was **RESOLVED** that the actions taken to date to effect repairs to the boiler be ratified

It was **FURTHER RESOLVED** that the Clerk be authorised to settle the Invoice of the Contractor who had carried out the remedial Works.

It was **FURTHER RESOLVED** that the Caretaker proceed to construct a platform in order that the boiler may be serviced and that the Clerk be authorised to pay the Caretaker in respect of his services and materials.

(g)Welfare Hall Receipts

The Clerk's Report was **NOTED**

**26. URGENT ITEMS**

There were no urgent items

Chair

Agenda Item 5

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT COMMITTEE**

**Date 5<sup>th</sup> November,2018**

**Report of the Clerk**

**CONTENTS**

**1-Payments**

The following payments have been made by Direct Debit

Virgin Media	£70.80
NPower(Gas)	£ 66.72
The following payments need to be authorised	
BT(cancellation charges)	£197.52
PPL PRS(Music Licence)	£202.32
Swansea Council (Premises Licence)	£180.00
Swansea Council (Personal Licence fees)	£340.00
Platinum Property Services(boiler repair)	£1,440.00
N.Livings (materials required for boiler platform)	£122.40
Swansea Council (Trade Waste)	£344.50

## 2-BT

The Clerk has terminated the Council's Contract with BT;the Contract was ongoing until March 2019 and accordingly cancellation charges totalling £197.52 are payable.

## 3-Piano

The Clerk has managed to locate an engineer Tony Packer (recommended by Coachhouse Pianos in Carmarthen Road)who may be able to repair the piano;theEngineer's rates are £125.00 for an initial visit and assessment and thereafter £90.00 per hour plus the cost of any replacement parts.Initial enquiries would seem to indicate that the piano is a relatively rare model and consequently the cost of repairs could be consequently higher than may be expected.

## 4-Virgin Media

At the time of writing this Report the Clerk is arranging to meet Councillor Judith Williams in the Council Chamber to test the internet connection.A verbal update will be given at the Meeting.

## 5-Works to the Hall-Frontage

At the time of writing this Report,notwithstanding that the Clerk has been in contact with them numerous times,unfortunately quotations are still outstanding from three Contractors.

Consequently the Clerk has sought the advice from One Voice Wales in the following terms

“The Council ,as part of an on going programme of re building and re furbishment works to the Welfare Hall, wish to demolish part of the frontage wall,lay some more tarmacadam and create more parking spaces.

In August,in order to comply with the Council's financial regulations,we approached three contractors for quotations.One sent back a quotation fairly rapidly,one pulled out at the end of September and the other one who has consistently said he will drop off a quotation has failed to do so.The Council,at the beginning of October,approached two other contractors-I have constantly chased them to make at least a site visit but to no avail-they have simply gone back on their promises and failed to attend.

The end result is that the Council is still left with only one quotation-it is not known,at this stage,how long this quotation is valid for.

My question is-is there a period where despite the best efforts of the Council,it is no longer practicable to continue to attempt to comply with the financial regulations and for the Council simply to proceed with the one quotation it has”

The Clerk is currently awaiting a reply and it may be possible to give a verbal update at the Meeting.

## 6-Licensing

The Welfare Hall requires three Licences to operate in its current form-  
a)Music Licence-this is required if recorded music is played at the premises or the premises are used to stage live music events such as concerts in public.The Licence is obtainable from PPL PRS and their fee is based on 2% of the Hall's income.

b) Premises Licence-this authorises the sale or supply of alcohol and the provision of public entertainment. The Licence is issued by Swansea Council; it is due for renewal at the end of November and costs £180.00

c) Personal Licence-this is issued by the Licensing Authority (Swansea Council) and enables the licence holder to sell or authorise the sale of alcohol in accordance with the Premises Licence. The current Personal Licence holder is Tony Davies and it is intended to transfer the licence into the name of the Caretaker. However before such transfer can take place it will be necessary for the Caretaker to attend a course at which he will be examined and the Licence issued to the new holder. The next available course is at the Swansea Marriott on the 30<sup>th</sup> November; the total cost is £340.00. At the time of writing this Report the Clerk is awaiting confirmation from the Caretaker as to his attendance.

### 7-Welfare Hall Receipts

The Committee may wish to note the current receipts for the Hall.

**Dated this 29<sup>th</sup> October, 2018**

**Clerk to the Council**

### Agenda Item 5

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT COMMITTEE  
Date 5<sup>th</sup> November, 2018  
Report of the Clerk-Addendum**

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#### 1-Works to the Hall-Frontage

The Clerk has now received advice from One Voice Wales and it is set out below-  
“In view of the cost of the work I do not think that the Council should work on the basis of authorising one quotation. This is quite a large amount and the only way of testing out value for money would be to obtain alternative quotations. I assume that you have a specification for the work prepared by a suitably qualified professional as this will ensure that the work undertaken accounts for all elements of good building design and construction.

I would suggest that there are a number of alternatives available to you:-

- a) Contact City and County of Swansea to see if they can provide you with details of suitable contractors they have used.
- b) Use Sell2Wales as a means of identifying contractors who would be willing to quote for the work.

c) Ensure that you receive references from the chosen contractor and that they have health and safety policies in place to inform their working practices.

From my experience of obtaining quotations, they can vary by a few thousand pounds on jobs such as the one you have described.”

The Clerk will contact the three Contractors who have yet to submit quotations and will give a verbal update at the Meeting.