

COUNCIL SUMMONS

You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held on Monday NEXT the 11th June 2018 at the Welfare Hall, Loughor, commencing at 7.15pm, for the transaction of the following business:-

1. Mayor's Announcements
2. Apologies for absence.
3. 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 Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed.)

4. To confirm the Minutes of the Meeting of Council held on the 14th May 2018 (copy enclosed)
5. To consider matters arising from the Minutes, if any.
6. To receive the Minutes of the meeting of the Welfare Hall Management Committee held on the 30th April 2018 .(copy enclosed)
7. To receive the Minutes of the meeting of the Functions Sub-Committee held on the 30th April (copy enclosed).
8. To receive a report on current policing activity.
9. To consider correspondence received, if any.

10. To receive reports from Members attending meetings/functions.
11. To consider the Report of the Clerk (copy enclosed).
12. To consider the Planning Report (copy enclosed).
13. Any other business which the Chairman determines to be urgent.
14. To consider passing a resolution to exclude the press and public during consideration of the next item of business due to the confidential nature of the matters to be considered.
15. To consider the Further Report of the Clerk

Would members please ensure that they sign the Attendance Register.

Dated this 5 June 2018

Clerk to the Council

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Annual Meeting of

Llchwyr Town Council

held on 14 May 2018

PRESENT: Councillors S. Beynon, J. Bowen, William Evans, H. Huelin, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, W. Smith, D J Walters, J. Williams, P. M. Williams and R. Williams.

(Welfare Hall, Loughor : 7.15pm – 8.20pm.)

(Councillor C. Phillips Chairman)

1. APOLOGIES

There were apologies for absence from Councillors Wend Evans, K. Roberts and A. Davis.

2. DECLARATIONS OF INTEREST

Councillor I. James declared a prejudicial interest in minute 11 and left the Meeting while the item was discussed.

3. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2018/2019

The Mayor asked for nominations for the Office of Mayor. It was moved by Councillor R. V. Smith and seconded by Councillor C. Richards that Councillor I. James be elected Mayor for the Municipal Year 2018/2019.

The motion was unanimously carried.

Councillor I. James formally accepted and was duly installed and presented with the Chain of Office of Mayor, by the immediate past Mayor, Councillor C. Phillips.

Councillor I. James signed the Declaration of Acceptance of Office

of Mayor of Llchwyr Town Council.

Mr Peter James was installed as Consort and presented with the Chain of Office of Consort by Mr. Anthony Phillips.

(Councillor I. James Chairman)

4. INAUGURAL SPEECH OF THE MAYOR

The Mayor, Councillor I. James, thanked Councillor R. V. Smith for proposing her and Councillor C. Richards for seconding the proposal. She thanked members for their support in electing her to the Office of Mayor and that she was honoured and privileged to undertake the duties and responsibilities of the office. The Mayor looked forward to meeting as many of the community and for as busy a year as possible. The Mayor indicated that the two charitable institutions to be allocated funds would be the Town Trust in respect of the restoration of the Old Town Hall and Ty Llchwyr. She thanked the outgoing Mayor and Consort for their support during her year as Deputy.

5. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR

2018/2019

The Mayor, Councillor I. James asked for nominations for the Office of Deputy Mayor for the Municipal Year 2018/2019. It was moved by Councillor R. Williams and seconded by Councillor W. Smith that Councillor William Evans be elected as Deputy Mayor for the Municipal Year 2018/2019.

The motion was unanimously carried.

Councillor William Evans formally accepted and was installed and presented with the Chain of Office of Deputy Mayor, by the Mayor, Councillor I. James. The Mayor welcomed the Deputy and looked

forward to working with him.

Councillor William Evans signed the Declaration of Acceptance of Office of Deputy Mayor of Llŵchwr Town Council.

The Deputy Mayor said he was honoured to serve as Deputy and thanked members for their support.

6. PRESENTATION BY COUNCILLOR J BOWEN

Councillor J Bowen presented Councillor I. James with a copy of the Gideon's Bible.

Councillor I. James thanked Councillor J Bowen for the kind gift

7 VOTE OF THANKS TO THE OUTGOING MAYOR

The Mayor called upon Councillor R.V. Smith to propose a vote of thanks to the outgoing Mayor, Councillor C. Phillips. Councillor R.V. Smith said he had great pleasure in proposing a vote of thanks on behalf of the Council. Councillor Phillips had had a very busy year in office and had undertaken her duties diligently and professionally and had achieved a great deal in the community and raised a considerable amount for charity during

the year in office particularly Loughor Inshore Rescue. She had represented the Council at a considerable number of events in the community and she and the Consort Mr. Anthony Phillips had both been fine ambassadors for the Council.

8. PRESENTATION TO THE IMMEDIATE PAST MAYOR

The Mayor presented the immediate past Mayor with a framed photograph of herself together with a Past Mayor's Badge and a photographic record of

her year in office in appreciation of her work during her term of office and paid tribute to the manner in which she had undertaken her duties and responsibilities as Mayor throughout the Municipal Year.

9. RESPONSE BY THE IMMEDIATE PAST MAYOR

The immediate Past Mayor, Councillor C.Phillips thanked Councillor R.V.Smith for the vote of thanks and his kind words. The year had passed very quickly and he was honoured to have served the community and had enjoyed her year in office. She thanked the Councillors and the Consort for their support. She had raised a considerable sum of money for charity and she extended her best wishes to the new Mayor for her year in office.

10. MINUTES

(a) The minutes of the Annual Meeting of Council held on the 15th May 2017 were **NOTED** by the Council.

(b) It was **RESOLVED** that the Minutes of the Meeting of Council held on the 30th April 2018 be confirmed as a correct record and further and for the avoidance of doubt Minute Number 190(k) thereof is hereby **RATIFIED** by this Annual Meeting of Council.

(Councillor I.James left the meeting while the following item was under discussion and the meeting was chaired by Councillor William Evans for this item).

11. MAYOR'S ALLOWANCE

It was **RESOLVED** that the Mayor's Allowance for 2018/2019 be £700.00.

12. DATES OF TOWN COUNCIL MEETINGS IN 2017/2018

It was **RESOLVED** that meetings of the Town Council in the 2018/2019

Municipal Year be held at 7.15pm on the following dates at the Welfare Hall, Loughor.

Monday 11 June 2018	Monday 5 November 2018	Monday 1 April 2019
Monday 9 July 2018	Monday 3 December 2018	Monday 29 April 2019
<i>August recess</i>	Monday 14 January 2019	Monday 13 May 2019 (Annual Meeting)
Monday 3 September 2018	Monday 4 February 2019	
Monday 1 October 2018	Monday 4 March 2019	

13. APPOINTMENT OF COMMITTEES

It was **RESOLVED** that

- (a) the Welfare Hall Management Committee shall comprise all members of the Council;

- (b) the Functions Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, I James, P. Parsons, C. Phillips, C. Richards, K. Roberts, R. V. Smith, D Walters J. Williams, R. Williams and P.M. Williams.

- (c) the Budget Working Party shall comprise Councillors J. Bowen, I. James, William Evans, C. Phillips, R V Smith,

C. Richards and the Chairman of the Welfare Hall
Management Committee.

(d) the Joint Working Party with the Town Trust shall comprise
Councillors Wendy Evans, H. Huelin, C. Phillips, R V Smith,
D. Walters, R. Williams and P. M. Williams.

(e) Regalia and Plate Sub-Committee shall comprise
Councillors J. Bowen, William Evans, I. James, P. Parsons,
C. Phillips, C Richards, K. Roberts, R. V. Smith, R. Williams
and P. M. Williams.

(f) Newsletter and IT Sub-Committee shall comprise
Councillors J. Bowen, A. Davis, William Evans, I James,
C Richards, K. Roberts, W. Smith, D. Walters, J Williams
and R. Williams.

(g) Electoral Review Sub-Committee shall comprise
Councillors J. Bowen, Wendy Evans, William Evans, I James,
C. Phillips, C Richards, R V Smith, P. M. Williams and
R. Williams.

(h) Health and Safety and Working Practices Sub-Committee shall
comprise Councillors J. Bowen, William Evans, I. James,
C Phillips, D. Walters, P. M. Williams and
R. Williams.

- (i) Projects Sub-Committee membership shall comprise
Councillors J.Bowen, Wendy Evans, William Evans,
I.James, P. Parsons, K. Roberts, C Richards,
W. Smith, D Walters, J. Williams, P. M. Williams and
R. Williams.

- (j) Local Development Plan Sub-Committee shall comprise of
Councillors J Bowen, Wendy Evans,
William Evans, I James, C. Phillips, C Richards, R V Smith,
W. Smith, D. Walters and P. M. Williams.

- (k) Ad Hoc Pay and Performance Sub-Committee shall comprise
Councillors S. Beynon, J Bowen, Wendy Evans,
William Evans, H. Huelin, I James, C Richards,
P. M. Williams and R. Williams.

14. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE

BODIES

It was **RESOLVED** that

- (a) the Council's representatives on the One Voice Wales Area Committee
be Councillor I James and the Clerk.

- (b) the Council's representative on the One Voice Wales Larger Councils
Committee be Councillor Ireen James.

- (c) the Council be represented at meetings of the Gorseinon and Llwchwr

Lantern Parade by Councillors J Bowen, I James,

P. M. Williams and the Clerk.

(d) the Council's be represented on the Community and Town Councils' Forum by Councillors J Bowen, the Mayor and the Clerk.

15. APPOINTMENT OF INTERNAL AUDITOR

It was **RESOLVED** that Mr Lyn Llewelyn be appointed internal auditor for the Municipal Year 2018/2019.

16. ATTENDANCE OF MEMBERS 2017/2018

It was **NOTED** that a list of attendances by members for the Municipal Year 2017/2018 was presented to Council.

17. ANNUAL INVESTMENT STRATEGY 2018/2019 AND FINANCIAL RISK ASSESSMENT

It was **RESOLVED** that the above strategy and the Financial Risk Assessment be adopted.

18 URGENT ITEMS

(i) A request has been received from the owner of a new business to the area requesting advertising space on the Council website and for the attendance of Councillors at an opening ceremony. It is inappropriate to support one particular business on the website. It is therefore **RESOLVED** that the Clerk be directed to notify the owner that advertising space will not be permitted but that the Mayor will attend such opening ceremony, if available, and the Clerk will also offer the owner the best wishes of the Council

The reason for urgency is that the opening ceremony is likely to be before the next Council Meeting in June

(ii) The Council NOTES the impending deadline of the introduction of the General Data Protection Regulation on the 25th May 2018 and in order for the Council to proceed with its implementation it is recommended that authority be delegated to the Clerk in consultation with either the Mayor or Deputy Mayor. The reason for urgency is the impending deadline noted above

Chairman

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Welfare Hall Management Committee

30 April 2018

Present: Councillor I. James (Chairman)

Councillors S Beynon, J. Bowen, Wendy Evans, William Evans, ,

P. Parsons, C. Phillips, C. Richards, , R. V. Smith, W. Smith,

D. Walters, J. Williams, P. Williams and R. Williams.

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

62. APOLOGIES

There were apologies for absence from Councillors A. Davis, H.Huelin,
and K.Roberts

63. DECLARATIONS OF INTEREST

There were no declarations of interest.

64. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 9th April 2018 be confirmed as a correct record.

65. MATTERS ARISING

There were no matters arising.

66. REPORT OF THE CLERK

(a) Payments

The following payments were authorised

City and County of Swansea-Trade Waste 1/4/18 to 30/9/18

£344.50

(b) Welfare Hall Receipts

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

(c) Smart Pension

The pension deduction for April in the sum of £20.06 was **NOTED**

(d) N Power Gas Charges.

The charges for the last quarter amounting to £1,308.62 were **NOTED**

(e) Virgin Media Telephone and Broadband Service

It was **NOTED** that the works to be undertaken by Virgin were due to be installed shortly.

(f) Works to the Hall

The current position in respect of the Works were **NOTED**

67. URGENT ITEMS

There were no urgent items.

Chairman

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Functions Sub-Committee

30 April 2018

Present: Councillor I. James (Chairman)

Councillors S Beynon, J. Bowen, Wendy Evans, William Evans,

P. Parsons, C. Phillips, C. Richards, R. V. Smith, W. Smith,
D. Walters, J. Williams, P. M. Williams and R. Williams.

(Welfare Hall, Loughor: 8.00pm – 8.15pm)

53. APOLOGIES

There were apologies for absence from Councillors A. Davis, H. Huelin and K. Morgan

54. DECLARATIONS OF INTEREST

There were no declarations of interest.

55. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 9th April 2018 be confirmed as a correct record.

56. MATTERS ARISING

There were no matters arising.

57. REPORT OF THE CLERK

(a) Annual Dinner 2018

It was **NOTED** that the Evening had been a great success and further the costs of the Evening set out below were **NOTED**

Catering	£1,034.00
Entertainment	£60.00
Bouquets	£50.00

£1,144.00

Raffle raised £186.00 paid into Mayor's Account

Bar takings amounted to	£316.50
Less Float	£112.00

	£204.50
Less Bar Supplies	£101.58

Bar Profit	£102.92

(b)Awards Evening

It was **NOTED** that the above Event was due to be held on the 11th May 2018

58. OTHER COUNCIL FUNCTIONS

It was **NOTED** that there are currently no other plans in place.

Agenda Item 11

LLWCHWR TOWN COUNCIL

FULL COUNCIL

Date 11th June, 2018

Report of the Clerk

CONTENTS

1-Police Matters

The spreadsheet containing the police statistics for May 2018 is enclosed.

2-Accounts for Payment

Rialtas Business Solutions Ltd-training for Clerk	£600.84
Kingsbridge Printers-letterheads	£184.80
Internal Auditors fees	£370.00
W.Kirby-photographer	£330.98
N Havard-postage	£8.04
N Havard-printer/copier paper	£12.00
N Havard-stapler and staples	£8.99
N Havard-travelling 297 miles @ 0.45p	£133.65

3-Council Grants

(i)Casllwchwr Primary School

A request has been received from the School in respect of a fun run to be held at Parc William on June 15th.The School has requested either bottled water or a donation to enable them to purchase the water for 240 children.The cost for 240 standard 500ml bottles would be approximately £38.00

(ii)Bowls Clubs

A request has been received from Loughor Bowls Club,Parc William Bowls Club and Loughor Ladies Bowls Club-they are requesting financial support for maintenance costs of the Green;they emphasise that the facility is open to the public and that they hope to organise Taster days

(iii)West Street Acrobatic Gymnastics Centre,Gorseinon

This is a volunteer run organisation that hosts fund raising activities.The Group offers gymnastics from pre-school to adults and they have recently introduced a Youth Night which is very popular.The Group have competed,successfully in the USA and Cardiff recently and are intending to compete in Lisbon on the 30th June.The Group emphasise that they assist gymnasts from Penyrheol Comprehensive to become Welsh Champions.The Group has trained 9 new gymnastic judges and 6 new coaches and are seeking financial help towards travelling,training,courses and general maintenance of gyms

(iv)Casllwchwr Ladies Bowls Club

A letter of thanks has been received

4-Review of the Electoral Arrangements for the City and County of Swansea by the Local Democracy and Boundary Commission for Wales

__The Commission,in order to make recommendations to Welsh Ministers, is required to carry out periodic reviews of the electoral arrangements of principal areas in Wales.The Commission has recently commenced study of the area of the City and County of Swansea(CCS).The study will focus on the boundaries and electoral wards of CCS and not ,at this time,those of other tiers of government;however,it is possible that any amendments or changes to such boundaries could ultimately affect town and community councils.

The review is defined by the Local Government(Democracy) (Wales) Act 2013(the Act) which provides that the Commission in carrying out its duties must seek to ensure effective and convenient local government and in order to do this they conduct reviews of electoral arrangements.

The current programme of electoral reviews will aim to submit recommendations for all 22 Principal Council areas to Welsh Government to be implemented with, or without modification, in time for the 2022 local government elections.

The objective of an electoral review is to ensure that, within each local authority area, electoral arrangements seek to achieve parity. Utilising the existing community structure within a local authority, an electoral review will take into account community identities, electoral equality and consultation feedback.

The Commission is required by the Act to-

(a) seek to ensure that the ratio of local government electors to the number of members of the council to be elected is,as nearly as may be, the same in every electoral ward of the principal area and

(b) have regard to-

(i)the desirability of fixing boundaries for electoral wards which are and will remain easily identifiable;and

(ii)the desirability of not breaking local ties when fixing boundaries for electoral wards

Following a review the Commission can recommend boundary changes.

The Commission has adopted a methodology to determine the number of elected members appropriate for each Council which takes into account eg population density

The Commission are therefore seeking the optimum number of electors per councillor.

The Commission have come to an initial view that the number of CCS Councillors should increase from 72 to 75 giving a councillor to population ratio of 1:2,379 electors.

It will be seen from the enclosed plan that the current electoral arrangements of CCS do not fit neatly into this ratio. There are 8 wards with a current variance from the ideal ratio of more than 25% and the Commission have indicated that these wards and boundaries could face change.

Some of the matters the Commission will take into account are:

1-Easily identifiable boundaries

In general the Commission will use the community areas and wards as the primary building blocks for electoral wards. This in effect means that the boundaries of any proposed electoral wards are formed from the boundaries of existing local government areas and as such should be easily identified. Roads can be seen to be the focus of an area if they are the location of shops or community facilities which people visit regularly and where they interact. Also eg rivers or railway lines are often physical barriers marking the boundary between different communities.

2-Local Ties

The Act requires the Commission must have regard to the desirability of not breaking local ties when fixing boundaries for electoral wards. The Commission can take into account considerations of locations of hospitals, schools and large scale employers.

The Commission is encouraging town and community councils, members, interested parties and the general public to make representations and suggestions as part of the process of review. The Commission will welcome representations based on fact and evidence. The Commission state that they will consider, acknowledge and summarise every representation made.

At the Seminar hosted by the Commission in the Guildhall they emphasised that they intend to carry out the review based on evidence eg factual evidence of local, community and sporting ties and any alternative proposals to their initial view should take into account the statutory requirements. The Commission also indicated that they were not minded to consider or take into account parliamentary boundaries, political implications, post codes, transfer of wards from one area to another, or changes to school catchment areas or polling districts.

The Clerk has also requested of the Commission the proposed timetable and the method by which Councils/Members can make their views known. I enclose the Commission's comments

In regards to the timetable the initial consultation period is currently open and will close on the 26th July. The Commission will then analyse all the representations received and develop draft proposals to be published in early 2019 – this will then have a further 12-week consultation period on the draft proposals where people can comment their support, opposition or provide alternatives. The Commission will then consider all of these representations and develop Final Proposals which will be published towards the end of 2019. This will then end the Commission's role in the review as it will be up to Welsh Government to make an Order with or without any modifications.

Anyone can write representations to the Commission by email to – ldbc.wales@gov.wales or by writing to –
Chief Executive,
Local Democracy and Boundary Commission for Wales
Hastings House, Fitzalan Court
Cardiff
CF24 0BL

You can write in regards to any information you and the Town Council feel the Commission should be aware of within your area when it is considering forming electoral wards.

Finally, at the seminar, the Commission indicated that once the current review has been completed it would be up to CCS to initiate a review of wards of town and community councils; there has been no indication to date as to when or if such a review will commence.

5-General Data Protection Regulation

Reference is made to Minute No.18(ii) of the Meeting of Council held on the 14th May 2018.A

General Privacy Notice was prepared by the Clerk and approved by the Mayor and Deputy

Mayor.A copy is attached and is also on the website.During the course of the next few months various other policies,documents and practices will need to be developed.

6-SLCC/One Voice Wales Joint Conference,Llandrindod Wells 16th May,2018

The Clerk attended this Event which was very informative.Some of the matters discussed included-

(i)Review of Community and Town Councils

This is being conducted by the Independent Review Panel established by the Welsh Government in 2017;it is still considering evidence from the public and Councils.Some of the themes emerging are-

-role of Community and Town Councils-the Panel are taking a fundamental look at the role such

Councils play; a majority of the public are seemingly unaware of the Councils' role

-one size does not fit all-there are 735 Community and Town Councils in Wales and they differ greatly in size

-the Panel are reviewing the Councils' capacity and capability and resources available

The Panel are hoping to present a final report to the Welsh Government by October 2018.

(II) The Welsh Audit Office reported on the issues that they will be concentrating on in the next few years which will include compliance with Standing Orders, delegation to Committees, and letting of contracts

(iii) General Data Protection Regulation

A serious issue facing each Council; a lot of documentation required

7- Independent Remuneration Panel for Wales

Members will recall that a report was presented by the Clerk at the Meeting of Council held on the 30th April whereby Members were informed that the Council is required to pay an annual payment to members in respect of the costs incurred in carrying out their role as member. This payment is in the sum of £150.00 and is payable to each member for telephone usage, I.T. consumables etc. The Council cannot resolve not to make this payment. A member can decide that they do not want to accept the payment but they must do it in writing to the Clerk.

It is believed that members do not wish to avail themselves of this payment; if this is the case can members please e mail the Clerk accordingly.

8-Charles Arnold-Baker Local Council Administration

This book is the authoritative text for Town and Community Council Clerks. The current Version held by the Council is 7th Edition (2006); in order to provide up to date advice to Members it is recommended that the Council purchase (at a discounted rate) the 10th Edition from SLCC in the sum of £78.40

9-Audit for the Year ended 31 March 2018

The Town Council Accounts are audited each year. There is an internal audit and an external audit.

The internal audit has been completed and there are no matters that need to be brought to the attention of the Council. Members will recall that previously the external auditor had raised an issue that the Financial Risk Assessment should be carried out on an annual basis and not bi-annually as previously been the practice. Consequently the Assessment was reviewed at the

Annual Meetings of Council in 2017 and 2018; it is also now part of the agenda for such Meetings and thus the requirement has been met.

A copy of the Internal Auditors Report is attached for information. The draft Annual Return is attached for the information of Members and the Council is required to approve the Annual Governance Statements and the Mayor must be authorised to certify the document. It is therefore recommended that the Governance Statements be approved and the Mayor be authorised to sign the Annual Return and accompanying documents

Date 5th June, 2018

Clerk to the Council

Agenda Item 12

LLWCHWR TOWN COUNCIL

Date 11th June, 2018

PLANNING REPORT

1-Planning Applications

At the time of writing this Report, notification has been received of the following Planning applications upon which the observations of the Town Council have been requested:-

(i) No. 2018/1041-Kingsbridge Area-22, Swansea Road, Gorseinon SA4 4HE

Mr. Anthony Jones-Proposed single storey rear extension, front porch and detached garage

(ii) No. 2018/1180-Kingsbridge Area 2 154 West Street Gorseinon SA4 4AG

Mr Sarfraz Ahmed-single storey rear store room extension to retail unit

(iii) No. 2018/1145-Lower Loughor Area 2- 66 Castle Street Loughor SA4 6TS

Mr Ryan Tozer-new access and hardstanding

(iv) No.2018/1165-Upper Loughoe Area 2 Land between 5 & 9 Woodlands Road

Loughor SA4 6PS

Mr David Williams- detached boat shed

Dated this

Clerk to the Council

Agenda Item 15

Not for publication due to the confidential nature of the Report

LLWCHWR TOWN COUNCIL

Date

FURTHER REPORT OF THE CLERK

CONTENTS

1-Payments

2-Receipts and Payments

3-Loughor Rovers Football Club

Dated this 5th June,2018-06-12

Clerk to the Council

