

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 11th June 2018** commencing at 7.00pm for the transaction of the following business:-

1. To Appoint a Chairman.
2. To Appoint a Vice Chairman.
3. Apologies for absence.
4. 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).
5. To confirm the Minutes of the previous meeting held on 30th April

2018 (copy attached).

6. To consider matters arising from the Minutes, if any.
7. To consider the Report of the Clerk (copy attached).
8. Any other matter which the Chairman determines to be urgent.

Would members please ensure that they sign the Attendance Register.

Dated this 5th June, 2018

Nigel G Havard

Clerk to the Council

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

Agenda Item 7

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE

Date 11th June,2018

Report of the Clerk

CONTENTS

1-Payments

The following payments need to be authorised

Curry's –Dyson V10 Cleaner	£399.99
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Welsh Water for period 18/11/17 to 2/05/18	£381.69
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The following payments have been made by Direct Debit

NPower-electricity	£362.79
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BT	£62.64
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2-Virgin Media

The Cable has been laid by Virgin to the Hall; unfortunately the telephone is not connected to the Virgin system and the phone can only be utilised through BT's system (hence their bill). In addition in order to connect to the Internet it will be necessary to install boosters in the Council Chamber. Despite several telephone calls by both the Clerk and the Caretaker the works remain outstanding. This is not a satisfactory position and the Clerk will continue to contact Virgin.

4-Works to the Hall

The Clerk has been in contact with Phil Johnson the Council's Consultant and I enclose below his Report verbatim-

" Please find attached quotation prepared by M A Hartley dated 26th June 2017. The total cost for renewing the roof covering complete, including erecting scaffolding for this work, is in the sum of £7800.00 excluding VAT (scaffolding was £921.00).

I can advise you that this quotation was a single tender.

I was further instructed by Mr. Anthony Davies that additional works were required. The details as follows:

- external rendering to front elevation - carried out by Stuart Rees Plastering Contractor in the sum of £3,200.00
- decoration of external rendering - carried out by P. Owens in the sum of £650.00

The above works required additional scaffolding hire outside the original quotation. Due to the inclement weather [heavy rain then frost] in January and February the plastering contractor was unable to proceed with his works and hence the additional scaffolding had to remain on site for a further period until the external rendering and decoration were complete. This was reported to Anthony."

The Invoice for the additional scaffolding issued by M.A.Hartley Roofing Contractors Ltd is in the sum of £3,349.44 (including VAT) and in view of the above statement it is recommended for payment. Hartleys have indicated that once the above account has been settled work on the original quotation will commence.

The Caretaker has also indicated that there is a small leak in the flat roof area. Normally separate quotations would need to be obtained for this repair work but the Council's Financial Regulation 11.1(a)(iv) provides an exception "for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council". In view of the fact that Hartleys are on site it is recommended that the works necessary to repair the leak are awarded to that Company. At the time of writing this Report Hartleys have not investigated the leak and so it is not possible to give a figure for the repairs.

The Clerk has also asked Phil Johnson for a Report concerning the boiler-this is not yet to hand and possibly a verbal update will be given at the Meeting.

5-Welfare Hall Receipts

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

The Caretaker also reports that due to a variety of reasons the Davies Dancing group have decided that they are going to disband and hence will no longer be utilising the Hall;this has a significant financial implication for the Council as Members will note that the sum of £1,400.00 was the expected receipt from this Group for this year.

The current balance in the Welfare Hall Account is £1,594.82 and in view of the pending settlement of Hartley's Account and the need to cover the Caretaker's salary and expenses it is recommended that say £10,000.00 be transferred to it from the main Town Council Account

Dated this 11th June,2018

Clerk to the Council