

## **NOTICE OF MEETING**

A meeting of the **WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES** will be held at the **Welfare Hall, Woodlands Road, Loughor on Monday next the 4<sup>th</sup> November 2019** 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 the 7<sup>th</sup> October 2019 (copy enclosed).
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 22<sup>nd</sup> October ,2019

Nigel G Havard  
Clerk to the Council

## **CYNGOR TREF LLWCHWR**

### **LLWCHWR TOWN COUNCIL**

#### **Minutes of the Welfare Hall Management Committee /Trustees**

#### **Meeting held on the 7<sup>th</sup> October ,2019**

**Present:** Councillor I.James(Chair)  
Councillors S.Beynon, J. Bowen,A.Davis,Will Evans,Wendy

Evans,H.Huelin,P.Parsons, C.Phillips,, R.V.Smith, W.Smith, D.Walters,  
and R.Williams

(Welfare Hall, Loughor: 7.00pm – 7.10pm)

**21. APOLOGIES**

There were apologies for absence from Councillors  
C.Richards,K.Roberts,J.Williams and P.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  
2<sup>nd</sup> September 2019 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 payment has been made by Direct  
Debit-

Virgin Media (September) £72.90

The following payments were authorised-

Viking Signs £308.70

Samatrix £550.56

Worcester Boiler Service £164.00

Miscellaneous Supplies £45.98

First Aid Box £19.99

(b)Worcester Boiler

The Clerk's Report was **NOTED**

(c)Car Park Disclaimer Notice

The Clerk's Report was **NOTED**

(d)Drainage Issues

The Clerk's Report and verbal update were **NOTED** and it was  
**RESOLVED**

**(i)**to send a letter of thanks to the Caretaker and

**(ii)**that the Clerk be authorised to enter into the Agreement referred to in  
the Report on behalf of the Council.

(e)First Aid Box

The Clerk's Report was **NOTED**

(f)Receipts and Payments

The Clerk's Report was **NOTED**.

- 26. URGENT ITEMS**  
There were no urgent items.

**Chair**

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES  
Date 4<sup>th</sup> November,2019  
Report of the Clerk**

**CONTENTS**

**1-Payments**

The following payments have been made by Direct Debit

Virgin Media (September)

£70.80

NPower(Gas)

£123.54

NPower(Electricity)

£69.31

The following payments need to be authorised-

Swansea Council-Trade Waste Services(1/10/19-31/3/20)

£364.00

United-supplies

£91.78

**2-Repairs/Refurbishment to the Welfare Hall**

Members will recall that in previous Meetings they have expressed a desire to carry out further works of repair/refurbishment/decoration to the Hall.Previous suggestions have included the following-

Interior painting(possibly Reception area and toilets/Council Chamber)

Balcony seats to be repaired

Stairs to the side of the Chamber

Potential cracking in the exterior walls

Possible structural Engineer to be appointed

At the time of writing this Report there is a balance of £72,000.00 in the main Town Council Account so there would appear to be scope for some Works to be carried out.

Members views are sought generally.

**3-Receipts and Payments**-The current receipts and payments are attached.

**Dated this 23rd October,2019**

**Clerk to the Council**

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT  
COMMITTEE/TRUSTEES  
Date 4<sup>th</sup> November, 2019  
Report of the Clerk-Addendum**

**1-Welfare Hall-Drainage issues**

Members will recall that at the last Meeting drainage issues had been reported which had led to some flooding problems.Samitrix have now installed a new pump but the Caretaker is still reporting problems in particular wrapping papers and acorns are seemingly being forced

back up into the pump area. This could potentially affect the pump's operations and efficiency and could in itself lead to more flooding problems.

The Clerk has called out Welsh Water who report that it is not a mains issue; they did however carry out some preliminary investigative work which may possibly show a broken or mis-aligned pipe being the issue. Further investigative work is required.

The Clerk approached the Council's Insurers to ascertain if such work would be covered by the Council's policy - unfortunately it is not. A claim for actual damage could be considered.

The Clerk has taken the views of the Mayor, Deputy Mayor and the Chair of the Welfare Hall Management Committee/Trustees who are in agreement that the Council should urgently appoint an Environmental firm to investigate; the Clerk proposes to instruct Siddells.

The Clerk sets out below an extract of the Council's Financial Regulations and Members will note that the actions set out above comply with the Regulations.

## **1. "CONTRACTS**

1.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price."

Members are asked to ratify the above actions .

**Dated the 31<sup>st</sup> October, 2019**  
**Clerk to the Council.**