

NOTICE OF MEETING

A meeting of the **FUNCTIONS SUB-COMMITTEE** will be held at the Welfare Hall, Woodlands Road, Loughor on **MONDAY NEXT the 14th January 2019** at 8.30pm 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 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).
3. To confirm the minutes of the Meeting held on the 3rd December 2018 ([copy enclosed](#)).
4. To consider matters arising from the minutes, if any.
5. To consider the [Clerks Report](#).
6. To consider any other matters relating to current Council functions.

Dated this 7th January, 2019

N G Havard
Clerk to the Council

DISTRIBUTION

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.

Would members please ensure that they sign the Attendance Register.

All other Members for Information only.

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the meeting of the
FUNCTION SUB-COMMITTEE
held on the 3rd December 2018

PRESENT: Councillor I. James (Chair)
Councillors S. Beynon, J. Bowen, Will Evans, Wendy Evans, H. Huelin,
P. Parsons, C. Phillips, C. Richards, R. V. Smith, W. Smith, D. Walters,
P. Williams and R. Williams

(Welfare Hall, Loughor: 8.10 – 8.15 pm)

30. APOLOGIES FOR ABSENCE

There were apologies for absence from Councillors A.Davis, K.Roberts,and J.Williams

31. DECLARATIONS OF INTEREST

There were no declarations of interests.

32. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 5th November,2018 be confirmed as a correct record.

33. MATTERS ARISING

There were no matters arising

34. CLERK'S REPORT

(i) Cawl a Chan

The Clerk's Report was **NOTED** and it was agreed that the Committee would discuss at its January Meeting the issue of ticket prices and other arrangements.

(ii) Annual Dinner 2019

The Clerk's Report was **NOTED** and it was agreed that the VIP Invitations to the M.P.,A.M.,Swansea's Lord Mayor and Gorseinon's Mayor would be sent out in January 2019.

(iii) Awards Evening 2019

The Clerk's Report was **NOTED**

35. OTHER COUNCIL FUNCTIONS

The Mayor confirmed that next Saturday the 8th December there would be a Coffee and Cakes Function at the Town Hall.Father Christmas would be attending.The entrance fee was £3.00 for adults and children free.

The Event was on between 11.00 am to 1.00 pm.

Chair

Agenda Item 5.

LLWCHWR TOWN COUNCIL

14th January,2019

REPORT OF THE CLERK

1. Cawl a Chan 2019

The Council has resolved to host a Cawl a Chan in the Welfare Hall on the 15th February 2019. The Committee may wish to –

- (i) confirm the price of the ticket for the Event; last year it was £3.00
- (ii) the format of the Event's Poster and ticket - an updated version of last year's documents are attached
- (iii) any other arrangements.

2. Annual Dinner 2019

The Council has resolved to host an Annual Dinner in the Welfare Hall on the 13th April 2019. An updated checklist based on last year's Event is attached and Members may wish to consider same. Invitations have been forwarded to the M.P., A.M., Lord Mayor and Gorseinon's Mayor.

3. Awards Evening 2019

The Council has resolved to host an Awards Evening on the 3rd May 2019. The Committee may wish to give some thought to suitable recipients and also whether Members would require a Display eg West Street Gymnastics.

4. Other Council Functions

There is nothing to report at this time

Dated this 7th January 2019

Clerk to the Council

MAYOR'S ANNUAL DINNER 2019

CHECKLIST

1. Date 13/04/19
2. Venue Welfare Hall
3. Entertainment: Ireen to arrange ?
Bus Pass Cowboys?
4. Guest Speaker: ?
5. Glass Hire: Council's glasses
6. Catering: Globe Inn ? at £ ? per head
7. Invitations
 - (i) Date of Event: 13/04/19
 - (ii) To Go Out By: 01/03/19
 - (iii) Reply By: 22/03/19
 - (iv) Reserve List: 29/03/18
8. Flowers
 - (i) How Many Bouquets:
 - (ii) Ordered-
9. Raffle
 - (i) Tickets:

(ii) Prizes

10. Chief Guests (Top Table): Lord Mayor and Lady Mayoress; Mayor and Mayoress of Gorseinon; Rebecca Evans and husband; Llŵchwr Mayor and Mayoress; Guest Speaker and husband/partner.

11. Drinks Reception: ?

12. Doormen Guest Directors: 6.00 for 6.30 –

13. Seating Arrangements (Tables): Ireen by 8/04/19 ?

14. Master of Ceremonies:

15. Procedure:

16. Hall Arrangements

(i) Setting Out: Date and time and by whom: 10.30 on the day

(ii) Doors Open:

17. Displays

Any?

18-Guest List