

## **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 14th January 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 3<sup>rd</sup> December 2019 ([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 7<sup>th</sup> January,2019

Nigel G Havard  
Clerk to the Council

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee**

**Meeting held on the 3<sup>rd</sup> 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: 7.15pm – 7.30pm)

**33. APOLOGIES**

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

**34. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**35. MINUTES**

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

**36. MATTERS ARISING**

There were no matters arising

**37. REPORT OF THE CLERK**

(a) Payments

It was **NOTED** that the following payments have been made by Direct  
Debit-

Virgin Media	£70.80
NPower(Electricity)	£405.35

It was **RESOLVED** that the following payments be approved

N Havard extension leads	£19.98
PPL PRS(Music Licence) (balance of fee)	£40.44
Welsh Water	£430.84
Mike Young –Electrician(faulty light in kitchen)	£216.00
BT-(further cancellation charges)	£61.36
Music Repair Services-Piano repair	£154.75

(b) Alarm

The Clerk's Report was **NOTED**

(c) Licensing

The Clerk's Report was **NOTED**

(d) Piano

The Clerk's Report was **NOTED**

(e)Boiler

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Clerk instruct the Manufacturers Worcester to carry out a Service.

(f)Cooker

The Clerk's Report was **NOTED**

(g)Works to the Hall-Frontage

The Clerk's Report was **NOTED**

(h)Welfare Hall Receipts

The Clerk's Report was **NOTED** and it was **RESOLVED** to transfer the sum of £15,000.00 from the main Town Council Account to the Welfare Hall Management Account

**38. URGENT ITEMS**

There were no urgent items.

Chair

Agenda Item 5

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT COMMITTEE  
Date 7<sup>th</sup> January, 2019  
Report of the Clerk**

**CONTENTS**

**1-Payments**

The following payments have been made by Direct Debit

Virgin Media £70.80

The following payments need to be authorised

O'Brien Security (installation DigiAir and annual intruder maintenance) £324.00

O'Brien Security (annual maintenance of fire alarm system) £240.00

BT-(further cancellation charges) £62.76

Licensing Course fee £340.00

NPower(Gas) £1,212.68

**2-Alarm**

It is now confirmed that the DigiAir alarm system has now been installed by O'Brien Security. The Clerk was also under the impression that the Company had also carried out the annual maintenance and monitoring of the intruder alarm system as well as the annual

maintenance of the fire alarm system as an Invoice had been received;however unfortunately this is not the case and the Clerk has again supplied the Company with the Caretaker's contact details so that such maintenance can take place.

### 3-Licensing

The Caretaker has confirmed that he will be attending the licensing course to be held at the Marriott Hotel at the end of January

### 4-Police Office

The Estates Department of the Police Authority have confirmed that they vacated the premises on the 19<sup>th</sup> December,2018 and the keys were delivered to the Caretaker. The Caretaker reports a small amount of damp in the premises and Members may wish to carry out a site visit as well giving consideration to its future use. There is a potential issue with the keys in that it is believed that the Cleaners employed by the Police and possibly some Special Constables may still have them in their possession;consequently the Mayor has instructed the Clerk to contact Neners locksmiths in Sketty to arrange for the lock to be changed. A verbal update will be given at the Meeting.

### 5-Boiler

At the time of writing this Report the boiler is due to be serviced by the Worcester Engineer on the 8<sup>th</sup> January. A verbal update will be given at the Meeting. The Clerk has contacted Platinum Gas Services once again to carry out the service to the cooker and combi boiler.

### 6-Works to the Hall-Frontage

A Meeting was held on the 4<sup>th</sup> January between the Contractor, the Mayor the Clerk and the Caretaker to discuss the remit and main terms of the Contract. It was agreed that the Council would proceed with the appointment of the selected Contractor on the basis of the quotation and terms set out in the Further Report of the Clerk for the Meeting held on the 3<sup>rd</sup> December 2018 save that-

- 1-the Company will shortly be attending a site visit with the sub contractor responsible for the gates together with the Mayor,Deputy Mayor,Clerk and Caretaker to agree an exact specification.It is intended that the gates will be wheeled and capable of being operated by one person.The Council will also require confirmation of the length of the wall to be demolished,whether pillars will be constructed and the mechanism of the gates themselves.
- 2-this Council will appoint Swansea Council in respect of the dropped kerb and be responsible for its fee
- 3-the manhole at the rear of the premises will be concreted over
- 4-the existing slabs will be retained,new ones to be installed at the gas block site;the remaining area to be tarmacadam
- 5-the Company estimates that the Works will be completed within a two week period-the Works will commence when the gates have been made

7-Receipts and Payments-The current receipts and payments are attached.

**Dated this 7<sup>th</sup> January,2019**

**Clerk to the Council**