

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 1st July 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 3rd June 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 17th June,2019

Nigel G Havard
Clerk to the Council

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Welfare Hall Trustees/ Management Committee

Meeting held on the 3rd June ,2019

Present: Councillor I.James(Chair)

Councillors S.Beynon, J. Bowen, Will Evans, Wendy Evans, P.Parsons, C.Phillips,
R.V.Smith, W.Smith, J.Williams,
P.Williams and R.Williams

(Welfare Hall, Loughor: 7.10pm – 7.25pm)

1. APPOINTMENT OF CHAIR

It was **RESOLVED** that Councillor Ireen James be appointed Chair for the Municipal Year 2019/2020.

2. APPOINTMENT OF VICE CHAIR

It was **RESOLVED** that Councillor Jeff Bowen be appointed Vice Chair for the Municipal Year 2019/2020

3. APOLOGIES

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

It was **RESOLVED** that the minutes of the Meeting held on the 29th April 2019 be confirmed as a correct record.

6. MATTERS ARISING

There were no matters arising.

7. REPORT OF THE CLERK

(a)Payments

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

Virgin Media	£72.90
NPower-electricity	£382.39

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

B & Q Weedkiller	£10.00
Welsh Water	£454.90

(b)Former Police Office

The Clerk's Report was **NOTED** and it was **RESOLVED** that taking into account the Trustees overriding duty to consider what is in the Charity's best interests that-

(i) the Office,at this time,is not required specifically for use as a community centre and

(ii) any potential letting would not unduly interfere with the remainder of the building's use as a community centre.

Notwithstanding the above it was **FURTHER RESOLVED** that the Office will be permitted to be booked(in the same manner as the current users of the Hall) for community purposes eg a quiet room or Meeting

room with the proviso that in exceptional circumstances the booking fee may be waived.

And it was **FURTHER RESOLVED** that the Clerk procure an Electric Storage Heater for the Office.

(c) Works to the Hall-Frontage

The Clerk's Report was **NOTED** and it was **RESOLVED** that

(i) all community centre users of the Welfare Hall would be entitled to utilise the new car parking area in front of the Hall on a first come first served basis but on the understanding that Council Members would always have priority particularly on the occasions of any and all Council Meetings and subject also that such users would not be entitled to such parking until such time as a Disclaimer Notice had been erected/placed in the parking area and

(ii) the Clerk be authorised in conjunction with the Mayor to procure such Disclaimer Notice and which said Notice should if possible be bilingual in Welsh

(d) Schedule of Meetings for 2109/2020

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

(e) Welfare Hall Receipts and Payments

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

8. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

**LLWCHWR TOWN COUNCIL
WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES
Date 1st July, 2019
Report of the Clerk**

CONTENTS

1-Payments

The following payments have been made by Direct Debit

Virgin Media £72.90

The following payments need to be authorised

Electrical Radiators Direct £183.99

N.Havard-re imbursement of £50.00 for collection and delivery of pyramid stone slabs. £50.00

Dorian Heel Bar-labels for framed photographs £35.47

2-Former Police Office

The Clerk has now ordered an electrical storage heater for the office and may be able to give a verbal update at the meeting

3-Works to the Hall-Frontage

The Works have now been completed .The final costs, as noted above, are £50.00 in respect of collection and delivery of the pyramid tops.

The Clerk has drafted a disclaimer Notice in respect of the parking area and which is set out below. Councillor Robert Smith has kindly translated the Notice into Welsh and which, again, is set out below for Members information. The Clerk has also supplied the Caretaker with forms to be signed by the various user Groups of the Hall which confirms that they have read the disclaimer Notice and understand same.

“Llwchwr Town Council

This car park is reserved for Council Members and staff and other authorised users of the Welfare Hall.

The users of this car park do so at their own risk-vehicles and their contents are left at the owner’s risk.

The Council will not accept liability or responsibility for any accidents, damages or loss incurred

Cyngor Tref Llwchwr

Mae'r maes parcio hwn wedi'i neilltuo ar gyfer Aelodau'r Cyngor a defnyddwyr awdurdodedig eraill y Neuadd Les.

Mae defnyddwyr y maes parcio hwn yn gwneud hynny ar eu risg eu hun -mae pob cerbyd a'u cynnwys yn cael eu gadel ar risg eu perchennog.

Ni fydd y Cyngor yn derbyn eu bod yn atebol nac yn gyfrifol am unrhyw ddamweiniau, iawndal neu golled a ddigwydd.”

The Clerk has arranged for temporary Notices to be affixed to the office window and at the entrance to the Welfare Hall and will arrange for a more permanent sign to be affixed; in view of the August recess it might be convenient to grant plenary powers to the Clerk in conjunction with the Mayor or Deputy Mayor to agree both the final design of the Notice and the payment in respect thereof and Members are requested to consider same.

The Clerk has also informed the Council’s Insurers of the situation and requesting confirmation as to whether the Council’s insurance position is affected; the Clerk has received the following reply from Zurich-

“You are the party responsible for the creation and ongoing maintenance of these spaces so your Public Liability would extend onto this if poor condition led to the damage of a third party vehicle. However, vehicle on vehicle incidents or situations such as theft from a vehicle would not be covered though as these responsibilities would remain with the individual owners.”

4-Alarm Systems

O’Briens have carried out a routine maintenance inspection on the fire and intruder alarm systems.

Hartsons have also serviced the fire extinguishers.

5-Hall Booking Forms

The Clerk has updated the Hall Booking Form and added some General Conditions; both forms are set out below for Members information and approval.

HALL BOOKING FORM

Part of Hall	Date/Dates	Time	Charge £12.00 an hour
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Chamber
Main Hall
Balcony
Kitchen

Total

Description of Event (“Event”)-

Please note that children are not allowed on the Balcony unless accompanied by an adult and the Balcony is not available for children’s parties.

All Bookings should be arranged with the Council’s Caretaker, Nigel Livings, who can be contacted on 01792 536629 or 07779 842888.

Equipment required

1-Use of Kitchen

yes/no

NB-Gas Cooker is not available for use at any time.

The Council does not supply tablecloths and hirers should provide their own after discussion with the Caretaker.

2-Please confirm to the Caretaker, at the time of the booking, whether you intend to bring with you on the date of the Event any equipment of whatsoever description.

Seating-the arrangements need to be discussed with the Caretaker at the time of the booking otherwise standard seating will be arranged for 30 persons.

Risk Assessment-it is your responsibility as Event organiser to arrange this-the Caretaker will permit access to the Hall prior to the Event to accommodate a visit. You may wish to consider taking out separate insurance. Please supply a copy of the risk assessment to the Caretaker prior to the Event.

Bouncy Castles-these will not be permitted into the Hall unless the supplier is insured and has supplied to the Council, **prior to the Event**, a copy of the Policy. It is the hirer’s/organiser’s responsibility to ensure that the terms of such insurance are followed. Hirer’s/Organisers should be aware of the risks if the supplier asks them to sign a waiver ie they may incur personal liability.

Helium Balloons are not allowed in the Hall (reason-they cannot be retrieved due to the high ceiling and once cooled could set off an alarm).

Lift-the disabled persons lift is only for use by disabled persons only.

Accidents-should an accident occur please complete the details in the Accident Book which is located in the First Aid Box at the rear of the Hall and reported to the Caretaker as soon as possible.

General Data Protection Regulations (GDPR)- your contact details will be stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data-necessary for a contract between us. Further information may be found on our Privacy Notice on the Council’s website.

Completed Form -Please return the completed Form to-

The Caretaker,
Llwchwr Town Council,

Welfare Hall,
3, Woodlands Road,
Loughor
Swansea
SA4 6PS

Conditions of Hire-use of the Welfare Hall and its facilities are subject to the General Conditions of Hire-these will be supplied by the Caretaker at the time of the booking.

Declaration

I have read and understood the conditions contained in this Form and also the General Conditions of Hire.

I confirm that the person/organisation who is applying accepts them.

Name(please print).....

Address.....

.....

.....

Telephone-

Signed.....

Date-

Welfare Hall-General Conditions of Hire

1-CONDITIONS OF HIRE APPLICATIONS: All applications for hire of any facilities must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of these General Conditions of Hire and that the hirer fully accepts responsibility for any damage/loss incurred to the Welfare Hall or its contents during the period of hire. Please therefore read these conditions carefully and please ask if you do not understand any of these conditions. If there is any doubt as to the meaning of any of the following the Town Clerk should be consulted.

“Event” for the purposes of these General Conditions and the Hall Booking Form shall mean any party, concert, meeting or gathering of whatsoever description or numbers.

Please note that the Hall will be available for a period of 30 minutes both before and immediately after the period booked free of charge.

2- CANCELLATIONS: By Hirer: In case of cancellation by the Hirer, the hirer may be liable to pay the Council the total hire charge.

3- THE HIRER must be 21 years of age or over and shall not assign the benefit of the hiring to any other person.

4-**HIRE CHARGES** must be paid in cash in full on the day of the Event. Post dated cheques will not be accepted under any circumstances.

5-**SUPERVISION & 'THE RESPONSIBLE PERSON'**: The Hirer shall, during the period of the hiring, be deemed to be the 'RESPONSIBLE PERSON' for:

- The administration, organisation and overall supervision of the premises.
- The protection of the fabric and the contents; their care and safety from damage however slight, or change of any sort.
- The behaviour of all persons using the premises and surrounding area whatever their capacity.
- The consideration of local residents in terms of safety and noise.
- Ensuring that TWO or MORE responsible people are available to help supervise and, together with the hirer, are suitably qualified to supervise the group, especially when young children or under 18 year olds are present.
- Ensuring that NO SMOKING is allowed anywhere inside the Welfare Hall .
- ensuring that he/she shall be on the premises for the entire period of the hire or duration of the activity. She/he shall not be engaged in any duties which prevent her/him from exercising general supervision.

6- **DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS**

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- no alcohol shall be permitted at the Event or in respect of the booking.
- Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity.
- No illegal drugs may be brought onto the premises.

7-**PUBLIC SAFETY**

- Make sure that all emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring.
- Any electrical appliance brought into the premises and used there shall be safe, in good working order, used in a safe manner and have an UP TO DATE PAT TEST CERTIFICATE.
- Do not allow children in the kitchen except under close supervision. Avoid overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or to the building's facilities to the Caretaker.

8- **FIRE**: The Fire Brigade shall be called to ALL outbreaks of fire, however slight. Please evacuate the building and keep all your people together in one safe location at the suggested muster point in Globe Field opposite the Welfare Hall. Please try to account for all persons present (Roll Call), this will greatly assist the Fire Brigade. All such incidents and full details thereof shall be given to the Caretaker. The Hirer should make themselves aware of the following:

- The location and use of fire equipment
- The location of all escape routes and the need to keep them clear.
- The method of operation of escape door fastenings.
- That all fire exits are unlocked .
- That all escape routes are free of obstruction and can be safely used.

9-**NOISE**: the Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning

10-**DAMAGE** to the fabric or contents of the Welfare Hall shall be reported to the Caretaker immediately after the letting. The Hirer shall repay the Council for all damage (Including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

11-**UNAUTHORISED ITEMS:** The Hirer shall ensure that none of the following items are brought into the premises - Illegal drugs, highly flammable substances, heating appliances, fireworks, animals (except guide or hearing dogs); and that no fireworks or smoke machines will be used at the Event.

12- **COLLECTIONS & LOTTERIES:** No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises.

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

Members may also wish to note that the Council has received remittance in the sum of £150.00 from Swansea Council in respect of hire of the Hall for the European Elections.

Dated this 23rd June,2019

Clerk to the Council

Agenda Item 5

**LLWCHWR TOWN COUNCIL
WELFARE HALL MANAGEMENT
COMMITTEE/TRUSTEES**

Date 1st July, 2019

Report of the Clerk-Addendum

1-Weightwatchers

The Clerk has received a letter from Weightwatchers (WW)requesting a change in the manner in which they make payment to the Council in respect of their weekly use of the Hall.At present WW make a cash payment of £21.00 to the Caretaker each week.

WW wish to change to payment by BACS paid directly into the Council's Bank Account. The reason given is that "this is due to our workshops now being almost cashless as our members are paying electronically."

Further they state-"You will need to send regular invoices in to us either monthly or quarterly in advance.Once an invoice is received payments are made 30 days from the date of the invoice."

As Members will note the above proposal does create more administrative work in raising monthly invoices and checking payments have been received and also in the production of the monthly reconciliation figures.

Members views are sought as to whether to approve or not the above proposals.

Dated the 25th June,2019

Clerk to the Council.