

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 7th October 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 2nd September 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 2nd October ,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 2nd September ,2019

Present: Councillor I.James(Chair)

Councillors S.Beynon, J. Bowen, Will Evans, Wendy 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 – 7.20pm)

15. APOLOGIES

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

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 1st July 2019 be confirmed as a correct record..

18. MATTERS ARISING

There were no matters arising.

19. REPORT OF THE CLERK

(a) Payments

It was **NOTED** that the following payment has been made by Direct Debit-

Virgin Media (July)	£72.90
Virgin Media (August)	£72.90
NPower-Gas	£654.46
NPower-Electricity	£311.67

(b) Former Police Office

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

i) the Caretaker be requested to test the fire alarm and if necessary fit new batteries and

ii) the fire extinguishers be tested and serviced on the occasion that the extinguishers in the Hall are serviced.

(c) Car Parking-Front of Welfare Hall

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

RESOLVED that the Clerk proceed to order the external Car Park Disclaimer Notice.

(d) New User for the Hall

The Clerk's Report was **NOTED**

(e) Utilities

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

RESOLVED that at this time the Council will not change supplier or enter into a new Contract but shall review the offers available when

the current Contract expires in May 2020.

(f)Receipts and Payments

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

20. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

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

Date 7th October,2019

Report of the Clerk

CONTENTS

1-Payments

The following payments have been made by Direct Debit

Virgin Media (September)

£72.90

The following payments need to be authorised-

Viking Signs (car park disclaimer notice)

£308.70

Samatrix(supply and installation of replacement pump and VAT and visits by Engineer)

£550.56

Worcester Boiler Service(including VAT)

£164.00

Miscellaneous Supplies(extension lead & mop heads)

£45.98

First Aid Box

£19.99

2-Worcester Boiler

The Clerk has arranged with Bosch Thermotechnology Ltd for the Worcester Boiler to receive its annual service.

3-Car Park Disclaimer Notice

The bi-lingual Notice has been received from Viking Signs and has been delivered by the Clerk to the Caretaker. The sign will hopefully have been installed by the time of the Meeting.

4-Drainage Issues

The Caretaker recently reported an occurrence of flooding in the stairwell used for egress by Welsh Wood Crafts-the flooding was caused by exceptionally heavy rainfall and the failure of the pump in the bottom of the stairwell. There was some internal flooding but the Caretaker was given authority to call out the emergency engineer and to install an industrial humidifier which eased the problem-the area is now drying out. Unfortunately the Engineer was unable to install a new pump at that time. Also on the night of the Town Band Concert a further flooding incident occurred. At the time of this Report the Caretaker is investigating with Welsh Wood Crafts whether there are any outstanding issues. The Clerk has also spoken directly to Samatrix who have confirmed they will now install a new pump-the Clerk may be able to give a verbal update at the Meeting.

By coincidence the Company responsible for the pumps Samatrix had sent to the Clerk a Service Agreement; the Clerk and the Caretaker were considering this document at the time as there were several issues which did not reflect the issues and equipment in the Welfare Hall eg the original Agreement referred to a Sewage Treatment Plant and a Pumping Station rather than the two submersible pumps which are actually installed; it also referred to a Bi-Annual Service rather than the Caretaker's preferred choice of Annual Service. The Clerk has accordingly amended the draft document which is set out for member's information; it would be helpful if the Clerk could be given plenary powers to finalise the wording of the document in conjunction with the Mayor, Deputy Mayor and the Chair of the Welfare Hall Management Committee/Trustees and thereafter be authorised to sign on behalf of the Council.

Llŵchwr Town Council
Welfare Hall
Woodlands Road
LOUGHOR. SA6 6PS

Two submersible Pumps(located in two purpose built pits)("the Equipment")

Maintenance Programme

PROPOSAL REF: QL 1304

Date: 13TH September 2019

Samatrix Limited would like to offer for your consideration the following proposal which involves the service maintenance and operation of the Equipment and ancillary equipment.

1. Scope of Works

- a. We propose an Annual Service schedule at the following sites in line with the recommendations set out in the manufacturer's operations & maintenance handbooks.
- b. The scope of service carried out will be based on our standard service / inspection report included with this proposal. Any changes that you wish to make to the report to include other requirements will be agreed at the outset of this programme.
- c. The service will cover all relevant aspects of the Equipment, including but not limited to:
 - Electrical test of control panels & equipment including all lights and functions.
 - Lifting of all pumps to clean and inspect all mechanical parts for damage and or wear.

- To test float level regulators and high-level alarms.
- Run test of pumps checking for noise, vibration and visual performance of pump duty.
- Visual check of valve operation.
- Visual check of condition of all parts of the Equipment.
- Visual check of condition of access frames and covers for distortion and corrosion.
- Visual check of condition of kiosks and plinths.

- Statutory inspection to lifting equipment as per Lifting Operation and Lifting Equipment Regulations (LOLER) 1998. Check cable ducts for adequate sealing and prevention of gasses back to Control Panel as per Dangerous Substance & Explosive Atmosphere Regulations (DSEAR) 2003. Check all cables for signs of damage, kinks or excess wear.
- Check condition of station pipe work (where visible).
- Check condition of blowers including pressure reading and volume, visual check of filters and internal components i.e. Blades, diaphragms etc.
- Replace filters with new if required.
- Check motor / gearbox condition including belt and chain drive tensions. Grease bearings where applicable.
- Visual check of primary tank and cleaning of inlet and discharge pipes. Check and record crust layer depth, depth of settled sludge – offer advice when de-sludging is to be completed.
- Visually check the effluent treatment area including airlines, enkamat & bucker operation.
- Check condition of media and overall plant performance.
- Visually check final effluent for colour and clarity – taking a BOD reading.
- Provide report on condition plus insulation test results to client along with any recommendations required using photographic evidence where applicable.

IF, DURING THE COURSE OF THE SERVICE WORK, FAILURE OF ANY OF THE CRITICAL SYSTEMS OR EQUIPMENT IS DETECTED WE AGREE TO CONTACT YOU IMMEDIATELY, WITH A QUOTATION, FOR AUTHORISATION TO CARRY OUT EMERGENCY REPAIRS.

d. We will offer recommendations advising you where we feel we could implement cost effective improvements to the Equipment and to offer engineered solutions to specific and ongoing problems / asset failure where they may exist.

e. We propose that the Equipment(including particularly the pumping box/pit) is de-sludged and cleaned, at least, annually. To de-sludge primary and humus chambers using combination tanker/jetter and confined space entry trained personnel (if required) to remove excess sludge from chambers – At additional cost (See below)

f. Samatrix Limited will be able to provide the following as required: Emergency response - See below for charges.

Ground maintenance.

Capital upgrades.

2. Health & Safety

a. Samatrix Limited will offer you our safe working methods, risk assessments, confined entry procedures, training certificates etc. for their approval.

b. It will be the responsibility of Samatrix Limited to ensure that they have made enough effort to familiarise themselves with the Equipment and understand fully their obligation towards it, under this proposal.

c. It is the responsibility of Samatrix Limited to ensure that they are familiar with the location of the Equipment and the means of access to it.

d. All our engineers have been trained for:

Confined Space Entry – to City & Guilds level.

LOLER “Thorough Examinations” to all lifting equipment

Construction Skills – Health & Safety Test (CSCS)

Manual Handling

- e. We agree to provide basic instructions on pump operations/maintenance to a selection of your engineers at the start of this agreement.
- f. We are certified by SMAS Safe Contractor Certificate No : 67301
- g. We are accredited NICEIC Approved Contractors
- h. Samatrix is covered by a £2,000,000 waste water accidental spillage policy.

3. Administration

- a. A service/maintenance/inspection report will be completed expeditiously after every service providing you with details of completed work, the condition of your system and our recommendations if further work is necessary.
- b. If required, we would monitor on site electric meters and provide you with readings.

4. Contact Information

In the course of our duties, if we have any queries or require clarification, we will contact you beforehand.

5. Pricing Schedule

1 No engineer to carry out an Annual Service Regime as per the manufacturer's guidelines.

Total Cost @ £185.00 per visit excluding VAT

(including labour, travelling, mileage, sundry items*, priority site attendance & technical support.)

De-sludging / Jetvac Costs To be advised

6. All Additional Purchases

Our engineers will seek authorisation from you before replacing components and sundry items over the value of £30.00

7. Labour Charges

Labour costs for works are calculated based on the pricing schedule set out below:

Mon – Fri 08:00 – 16.30hrs £45 excluding VAT per hour

All other hours & Saturday £65 excluding VAT per hour

Sunday & Bank Holiday £85 excluding VAT per hour

Mileage Rate £0.50 excluding VAT per mile

*In the case of an emergency we DO NOT charge a minimum call out charge.

8. Notes

- Cost of a service assumes that the Equipment is in a safe and serviceable condition.
- All prices quoted include VAT at standard rate.
- 1st payment is due prior to service. All other payments are due within 30 days from date of invoice.
- *Sundry items include filters, greases, oils, nuts & bolts only.
- Additional repairs on site will incur further charges – only to be carried out following your authorisation.
- Delayed payments may result in closure of credit account.

5-First Aid Box

A First Aid Box is now located at the back of the Hall

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

Dated this 2nd October,2019

Clerk to the Council

