

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 13th January 2020** 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 December 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 7th January,2020.

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 2nd December ,2019

Present: Councillor R.Williams(Chair)

Councillors J. Bowen, Will Evans, Wendy Evans,
H. Huelin, C. Phillips, C. Richards, R. V. Smith, W. Smith, J. Williams, and P. Williams

(Welfare Hall, Loughor: 7.09 pm – 7.25pm)

33. APOLOGIES

There were apologies for absence from Councillors
S. Beynon, A. Davis, I. James, P. Parsons, K. Roberts, and D. Walters.

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the
4th November 2019 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 (November) | £70.80 |
| NPower (Electricity) | £126.83 |

The following payments were authorised-

| | |
|----------------------------------|---------|
| Swansea Council-Premises Licence | £180.00 |
| Welsh Water | £430.57 |

The Clerk also verbally reported that he had been informed by O'Briens
that they would shortly be carrying out both the annual service of the
intruder alarm system and the fire alarm system at the respective costs of
£230.00 plus VAT and £200.00 plus VAT and it was **RESOLVED**
that such payments be authorised.

(b) Repairs/Refurbishment to the Welfare Hall

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

- i) the Clerk be authorised to arrange for site visits by Contractors with a
view to obtaining quotations for the required Works
- ii) the Clerk and the Caretaker continue discussions in respect of the
emergency stairs to the side of the Chambers
- iii) the Caretaker be authorised to carry out a survey of the balcony
seating in 12 months time

(c) Welfare Hall-Drainage Issues

The Clerk's Report and verbal update were **NOTED**

(d) Receipts and Payments

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

38. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

**LLWCHWR TOWN COUNCIL
WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES
Date 13th January, 2020
Report of the Clerk**

CONTENTS

1-Payments

The following payments have been made by Direct Debit

Virgin Media (December) £75.60

The following payments need to be authorised-

Evac & Chair-renewal (incl.VAT)

£108.00

Mike Young –Electrician-ladies toilet repair(Incl VAT) £138.00

2-Repairs/Refurbishment to the Welfare Hall

Two Contractors have now inspected the Premises-both have recommended that the Council contact the Fire Authority to carry out a formal Inspection as the Authority may wish to stipulate mandatory recommendations which would need to be incorporated into the Contractor's bids.

The Clerk has contacted the Fire Authority who have replied that an initial step would be a fire risk assessment-the Authority also sent a 148 page Guidance Note which the Clerk has not yet had time to assimilate.The Clerk also contacted OVW who replied as follows-

“OVW has a Health and Safety Consultant who can undertake a fire risk assessment for you and train staff. Would you like me to obtain a quotation for you?”

At the time of writing this Report the Clerk has not received a quotation but may be able to give a verbal update at the Meeting. The Council already, of course, employ O'Briens to service the fire alarms and Hartsons service the fire extinguishers-what is not immediately apparent is whether the Council should be taking other steps; this of course is an area of Regulation of possible utmost consequence and it would be the Clerk's recommendation, if the cost is reasonable, to employ OVW's expert.

As regards gender neutral toilets the Clerk enquired of Swansea Council whether they had any Guidance-their reply-

“As long as they comply with the requirements of BS 6465 for the number of people they serve and appropriate equipment is fitted, consider modesty where urinals are installed”

The Clerk sets out below BS6465-it is not totally clear which Section would apply to the

Welfare Hall; before further work is carried out on this point perhaps Members may wish to

confirm that gender neutral toilets are an essential requirement of the proposed refurbishment works. It has been suggested to the Clerk that as regards capacity in the Ladies Toilet it may be possible to convert the existing store room into a cubicle-if Members are content with this in principle the Contractors can be briefed accordingly.

BS6465

Office washrooms

Minimum scale of provision of sanitary appliances for staff toilets in offices, shops, factories and other non-domestic premises used as place of work.

Female toilets

| Number of persons at work | Number of WCs | Number of washbasins |
|---------------------------|---------------|----------------------|
| 1 to 5 | 1 | 1 |
| 6 to 15 | 2 | 2 |
| 16 to 30 | 3 | 3 |
| 31 to 45 | 4 | 4 |
| 46 to 60 | 5 | 5 |
| 61 to 75 | 6 | 6 |
| 76 to 90 | 7 | 7 |
| 91 to 100 | 8 | 8 |

Above 100 persons require: 8, plus 1 WC and washbasin for every unit or fraction of a unit of 25 persons.

Male toilets

Every male toilet should have at least one WC. Considerations should be give to the provision of privacy screens between urinals.

| Number of persons at work | Number of WCs | Number of urinals | Number of washbasins |
|---------------------------|---------------|-------------------|----------------------|
| 1 to 15 | 1 | 1 | 1 |
| 16 to 30 | 2 | 1 | 2 |
| 31 to 45 | 2 | 2 | 2 |

| Number of persons at work | Number of WCs | Number of urinals | Number of washbasins |
|---------------------------|---------------|-------------------|----------------------|
| 46 to 60 | 3 | 2 | 3 |
| 61 to 75 | 3 | 3 | 3 |
| 76 to 90 | 4 | 3 | 4 |
| 91 to 100 | 4 | 4 | 4 |

Above 100 persons require: 4, plus 1 WC, urinal and washbasin for every unit or fraction of a unit of 50 persons.

We have also created a complete guide to office and workplace washrooms.

Shops and shopping centres

Minimum provision of sanitary appliances for customer toilets in shops and shopping centres with a retail area in excess of 1,000 m².

| Sanitary appliance | Male customers | Female customers |
|--------------------|---|--|
| WC | 1 per 500 males; plus 1 per every additional 1,000 males or part thereof Where urinals are not used, WC numbers to be half of those used for females | 1 per 100 females up to 500, plus 1 per every additional 200 females or part thereof |
| Urinal | 2 for up to 500 males, plus 1 for every additional 500 males or part thereof | N/A |
| Washbasin | 1 per WC, plus 1 per 5 urinals or part thereof | 1, plus 1 per 2 WCs or part thereof |

Sports and entertainment venues

Minimum provision of sanitary appliances for assembly buildings where most toilet use is during intervals. For example, theatres, cinemas, concert halls, sports stadiums and similar buildings.

| Sanitary appliance | Male visitors | Female visitors |
|--------------------|--|---|
| WC | 2 for up to 250 males; plus 1 for every additional 250 males or part thereof | 2 for up to 20 females; plus 1 for every additional 20 females or part thereof up to 500 females; and 1 per 25 females or part thereof over 500 females |
| Urinal | 2 for up to 50 males; plus 1 for every additional 50 males or part thereof | N/A |
| Washbasins | 1 per WC and in addition, 1 per 5 urinals or part thereof | 1, plus 1 per 2 WCs or part thereof |

Minimum provision of sanitary appliances for assembly buildings where toilet use is NOT concentrated during intervals. For example, exhibition centres, libraries, museums and similar buildings.

| Sanitary appliance | Male visitors | Female visitors |
|--------------------|---|--|
| WC | 1 per 250 males; plus 1 for every additional 500 males or part thereof Male WC provision should be half female WC provision where urinals are not used | 2 for up to 40 females; 3 for up to 70 females; 4 for up to 100 females; plus 1 for every additional 50 females or part thereof |
| Urinal | 1 per 50 males up to 100 males; plus 1 for every additional 100 males or part thereof | N/A |
| Washbasin | 1 per WC and in addition, 1 per 5 urinals or part thereof | 1, plus 1 per 2 WCs or part thereof |

We have also created a complete guide to stadium washrooms.

Restaurants and food courts

Minimum provision of sanitary appliances for restaurants and other places where seating is provided for eating and drinking.

| Sanitary appliance | Male customers | Female customers |
|--------------------|----------------|------------------|
|--------------------|----------------|------------------|

| Sanitary appliance | Male customers | Female customers |
|--------------------|--|--|
| WC | 2 for up to 150 males; plus 1 for every additional 250 males or part thereof 2 for up to 50 males if urinals are not provided | 2 for up to 30 females; plus 1 for every additional 30 females up to 120, plus 1 for every additional 60 females or part thereof |
| Urinal | 1 per 60 males or part thereof up to 120 males; plus 1 for every additional 100 males or part thereof | N/A |
| Washbasin | 1 per WC, plus 1 per 5 urinals or part thereof | 1 per WC |

Pubs, bars and nightclubs

Minimum provision of sanitary appliances for licensed pubs, bars, nightclubs, and discotheques.

| Sanitary appliance | Male customers | Female customers |
|--------------------|--|--|
| WC | 2 for up to 150 males; plus 1 for every additional 200 males or part thereof 2 for up to 40 males if urinals are not provided | 2 for up to 25 females; plus 1 for every additional 25 females or part thereof up to 200 females; plus 1 for every additional 35 females or part thereof |
| Urinal | 1 for every 50 males up to 200 males; plus 1 for every additional 70 males or part thereof | N/A |
| Washbasin | 1 per WC, plus 1 per 5 urinals or part thereof | 1, plus 1 per 2 WCs or part thereof |

3-Fire and Intruder Alarm checks

O'Brien Security Systems Ltd. carried out the above system checks on the 20th December, 2019; there are no adverse comments and the systems are working satisfactorily.

4-Assistant Caretaker

Members will recall that there have been previous discussions concerning cover for the Caretaker on the occasions of his annual leave and possible absence through eg sickness. The Mayor has contacted a previous Caretaker who is interested in the role of Assistant Caretaker; the intention would be that the Assistant would cover the Caretaker as and when required and therefore be employed on a part time basis. The Caretaker's current Contract of Employment is attached as Appendix A and Members may wish to consider which of those terms would apply to the Assistant's role eg-

- a)if the Caretaker is absent for a week the Assistant to work 37 hours; if the Caretaker is absent for a lesser period then 7 hours 20 minutes per day
- b)pay-hourly rate applicable under the UK's Living Wage for the time being
- c)duties-same as those listed in the Caretaker's Contract

4-Receipts and Payments-

Unfortunately Lloyds Bank have not yet forwarded the December Bank Statements so the usual list of Receipts and Payments cannot be listed-they will be attached to the February Agenda.

Dated this 8th January,2020
Clerk to the Council