

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 2nd March 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 3rd February 2020 (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 26th February, 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 3rd February 2020

Present: Councillor I.James(Chair)

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

(Welfare Hall, Loughor: 7.05 pm – 7.30pm)

45. APOLOGIES

There were apologies for absence from Councillors
A.Davis,C.Richards and J.Williams.

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the
13th January 2020 be confirmed as a correct record.

48. MATTERS ARISING

There were no matters arising.

49. REPORT OF THE CLERK

(a)Payments

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

Virgin Media (January)	£75.60
NPower (Gas)	£1,085.39

The Clerk also presented a verbal update and it was **RESOLVED**
that the Girl Guides be charged a booking fee of £15.50 for hiring the
Welfare Hall on the 29th February for a Leader's Meeting.

(b)Repairs/Refurbishment to the Welfare Hall

The Clerk's Report and verbal Update were **NOTED** and the following
matters discussed and further it was **RESOLVED** to implement the
following actions-

- 1-it would be preferable to have an internal inspection prior to appointing
an external Consultant in order to carry out a basic checklist
- 2-Signage an important matter-needs to be clearly identifiable exit plan if
the alarm goes off;ideally the alarm should be checked on a weekly
basis.
- 3-Noted that not all the emergency lighting came on after power
terminated-possibly two circuits;need to examine cause.
- 4-Requirement for formal evacuation process including notices and plans in
the Hall setting out muster points possibly to include the Globe Field
- 5-Requirement for torches

- 6-Confirmed all cleaning spirits locked in cupboard
- 7-Preference for Deputy Mayor’s suggestion that the local Chief Fire Officer be appointed as the Council’s Consultant rather than the proposal by OVW
- 8-Requirement for smoke excluders on fire doors
- 9-Requirement to carry out a fire drill when Hall being occupied by Users and records kept

As regards the actual Works to be carried out in the refurbishment schedule the Clerk presented the following Report which were the suggestions put forward by the Deputy Mayor following his site inspection-

- 1-the storeroom in the Ladies Toilet is not sufficient to convert into a further toilet cubicle so the issue of access from the Hall corridor is irrelevant.
- 2-the disabled toilet to stay the same but with hand dryer installed
- 3-all toilets to have auto lighting
- 4-new taps in all toilets
- 5-disabled toilet fit for purpose-no shower area
- 6-no gender neutral toilets
- 7-all toilets to have touch sensitive taps
- 8-all existing cubicles to be replaced
- 9-All toilets to be painted-no need for internal doors and doors on both men’s and ladies changed to fire doors with no handles

It was **RESOLVED** to add the following to the list-
 “baby changing facilities to be installed in both men’s and ladies toilets”
 and it was **FURTHER RESOLVED** that at this stage the above prospective works be noted with the intention to include them in the final Specification to be forwarded to the Contractors.

(c)Assistant Caretaker’s Post

The Clerk’s Report was **NOTED** and it was **RESOLVED** that the post be advertised as set out in the Report.

(e)Receipts and Payments

The Clerk’s Report was **NOTED** .

50. URGENT ITEMS

There were no urgent items.

Chair

**LLWCHWR TOWN COUNCIL
WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES
Date 2nd March,2020
Report of the Clerk**

CONTENTS

1-Payments

The following payments have been made by Direct Debit

Virgin Media (January)	£75.60
NPower(Electricity)	£499.03
NPower(Gas)	£336.05

2-Repairs/Refurbishment to the Welfare Hall

Members will recall that this matter was discussed at the last Meeting and the Clerk sets out the relevant Minute-

“The Clerk’s Report and verbal Update were **NOTED** and the following matters discussed and further it was **RESOLVED** to implement the following actions-

- 1-it would be preferable to have an internal inspection prior to appointing an external Consultant in order to carry out a basic checklist
- 2-Signage an important matter-needs to be clearly identifiable exit plan if the alarm goes off;ideally the alarm should be checked on a weekly basis.
- 3-Noted that not all the emergency lighting came on after power terminated-possibly two circuits;need to examine cause.
- 4-Requirement for formal evacuation process including notices and plans in the Hall setting out muster points possibly to include the Globe Field
- 5-Requirement for torches
- 6-Confirmed all cleaning spirits locked in cupboard
- 7-Preference for Deputy Mayor’s suggestion that the local Chief Fire Officer be appointed as the Council’s Consultant rather than the proposal by OVW
- 8-Requirement for smoke excluders on fire doors
- 9-Requirement to carry out a fire drill when Hall being occupied by Users and records kept “

The Deputy Mayor has agreed in conjunction with the Chief Fire Officer and the Caretaker to carry out a basic inspection and thereafter it suggested once such an inspection has been carried out then the above points can start to be addressed.

3-Police and Crime Commissioner Elections -7th May 2020

The Clerk has received a letter from the Elections Section of Swansea Council asking the Council to confirm that the Hall will be available as a polling station on Thursday 7th May for the purposes of the election of the Police and Crime Commissioner. Normally the Hall ,on a Thursday,would be used by Healthforce,Karate and Bowls.

Can Members please confirm the availability of the Hall for the above Elections

4-Utilities

Members may wish to note that the Council's Electricity and Gas supplier namely NPower is now part of the E.ON Group.

Members may also recall that the Council's Contract with now E.ON in respect of electricity expires in May 2020. The Clerk has been in contact with the broker who negotiated the Council's previous electricity contract in order to obtain quotations including one from a Green supplier. At the time of writing this Report the Quotations are not to hand but the Clerk may be able to supply an Addendum or Verbal Update.

5-Assistant Caretaker's Post

There has been a delay in placing the advertisement due to the fact that the Company placing the advert would not accept the Council's cheque nor were they prepared to invoice the Council. In order to progress the matter the Clerk has paid for the advert and will be reimbursed by the Council. The closing date will now be mid April.

6-Welfare Hall-Storm Damage

The Caretaker has reported damage to the side/rear fencing adjacent to the parking area. Part of the fence has been demolished-it would appear that the support posts were not sufficient to resist the wind. In the Clerk's absence through leave the Caretaker in conjunction with the Chair has requested three quotations for replacement fencing with concrete bases.

The Clerk has also reported the matter to the Council's Insurers.

7-Receipts and Payments-

The current receipts and payments are attached.

Dated this 26th February, 2020
Clerk to the Council