

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 7th June,2021 commencing at 7.00pm .

The Meeting will be held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams.Press and Public are invited to attend online but should give prior notice to the Clerk at clerk@llwchwrtaowncouncil.gov.uk and detail any question they wish to submit.The agenda will be as follows-

1. To appoint a Chair.
2. To appoint a Vice Chair.
3. Apologies for absence.
4. 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 Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed).
5. To confirm the Minutes of the Meeting held on the 26th April,2021
6. To consider matters arising from the Minutes,if any.
7. To consider the Clerk's Report.
8. Any other matter which the Chair determines to be urgent.

Dated this 1st June,2021.

**N G Havard
Clerk to the Council**

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

**Minutes of the Welfare Hall Management Committee /Trustees
held on a remote basis in accordance with the provisions of the Local
Authorities(Coronavirus)(Meetings)(Wales) Regulations 2020 and by means of Microsoft
Teams held on the 26th April,2021.**

Present: Councillor I.James(Chair)

Councillors J. Bowen,
Will Evans,H.Huelin,P.Parsons,
C.Phillips,C.Richards,K.Roberts,R.V.Smith,W.Smith,D.Walters,and J.Williams.

(Remote Access: 7.04 pm – 7.16 pm)

95. APOLOGIES

There were apologies for absence from Councillors S.Beynon,A.Davis, and Wendy Evans.

96. DECLARATIONS OF INTEREST

There were no declarations of interest.

97. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 12th April,2021 be confirmed as a correct record.

98. MATTERS ARISING

In respect of Minute No.93(c) Councillor C.Phillips confirmed that she was in the process of putting together material for the proposed podcast and it was **FURTHER NOTED** that when such material became available it would be forwarded to the Clerk who pending the Meeting of the Committee/Trustees in June would seek the consent of the Mayor,Deputy Mayor and the Chair of the Welfare Hall Management Committee/Trustees to such wording.

99. REPORT OF THE CLERK

(a)Payments

It was **RESOLVED** that the following payment be authorised-

Caretaker's Annual Telephone Allowance	£50.00
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(b)Users of the Welfare Hall

The Clerk's Report and verbal update were **NOTED** and it was **FURTHER NOTED** that potentially the Welfare Hall may possibly be able to re open in June but that this would be subject to receiving advice from Swansea Council and OVV

on the detailed Guidance to be issued by the Welsh Government-risk assessments would need to be carried out and it was likely there would be compulsory use of sanitisers, face masks and social distancing. The matter would be discussed at the June Meeting of the Committee/Trustees but if decisions were required prior to the meeting then the matter(s) would be referred to the Mayor, Deputy Mayor and Chair of the Welfare Hall Management Committee/Trustees in conjunction with the Clerk.

(c) Environmental Issues in the Hall

The Clerk's Report was **NOTED** and it was **RESOLVED** that Surveying Cymru be authorised to carry out a survey for the sum indicated.

(d) Receipts and Payments

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

100. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 7

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 7th June ,2021

Report of the Clerk

CONTENTS

1-Payments

The following payment needs to be authorised-

Welsh Water

£390.77

The following payments have been made by Direct Debit-

Virgin	£75.60
E.On(electricity)	£99.86
E.On(gas)	£480.12

2-Users of the Welfare Hall

The Clerk has been in constant contact with OVW regarding WG Guidance in respect of the reopening of the Welfare Hall.

The Clerk sets out an e mail received on the 17th May-21

“The latest Welsh Government advice was updated on 10th May 2021 and I understand that this is to be further updated as well as further updated guidance from the WCVA which is not yet available. The web-link is:

<https://gov.wales/safe-use-multi-purpose-community-centres-covid-19>

This Guidance is set out in this Report as Appendix 1 .

The Clerk subsequently enquired of OVW whether they had now received the Guidance and received the following reply on the 27th May-

“Hi Nigel,

Unfortunately we have still not received the updated guidance. I will ask Lyn Cadwallader to check on progress as I know how difficult it is to manage bookings without the promised guidance.”

The Clerk has also been in touch with Swansea Council who,of course,manage a large number of Community Centres and received the following reply-

“Afternoon, yes , will add you to our list and soon as we have information back from Public Health teams to ensure we don’t need to anything further the documents we have prepared previously, we will share with you what we have, thanks Sue

Cofion / Regards,

Sue Reed

Rheolwr Datblygu Cymunedau, Partneriaethau a Chyrchfannau (CPC)

Community, Partnership & Destination (CPD) Development Manager”

The Clerk has not as yet received any further advice or documents from Swansea Council.

The Clerk has previously prepared a Covid-19 Precaution Policy and this is attached as the Appendix 2.

Members will need to carefully consider all the enclosed documentation before coming to an informed decision.

Suggested Points for Noting and Decision

1-the current Guidance as set out in Appendix 1 refers to risk assessments being carried out by both the Management of the Community Centres and the Users. The Clerk is not particularly qualified to carry out such assessments but has attempted to put together the advice in the form of the Policy in Appendix 2.

2-In the paragraph headed “Background” in Appendix 1 there is reference to “Detailed guidance is available on [how to take reasonable measures to minimise the risk of exposure to coronavirus in workplaces and premises open to the public](#)” This Guidance is set out in Appendix 3.

3-Some issues arising from Appendix 1-

a)” Where premises delivers a mix of services, only those services that can be carried out in accordance with the Coronavirus Restrictions Regulations will be permitted. “

Members may wish to consider each User Group individually-they may wish to do this once in receipt of a risk assessment by each User.

The current Users are-

Welsh Wood Crafts

OAP’s

Pilates

Karate

Kung Fu

Yoga

Bowls

Potentially the Town Band

Special consideration may need to be given to birthday parties-

Will social distancing be observed?

Is it feasible to request a risk assessment?

Bouncy Castles?

b)" WCVA has produced a set of [practical guidance for community centres reopening that you might find useful](#)"

This guidance is set out as Appendix 4 and the sample Terms and Conditions referred to as Appendix 5. It is suggested that, subject to comments and directions given by Members at this Meeting, that the Terms and Conditions be generally adapted and added to the Council's standard hire agreement - there will eg be a need to refer to the Council's Covid-19 Precaution Policy and eg clarification of the cleaning duties to be undertaken by the Caretaker. The Clerk would propose bringing the amended Terms and Conditions as tailored to the Town Council's requirements to the next Meeting. Once the documentation is finalised the Clerk will inform the Council's Insurers. The Clerk did contact the Council's Insurers in September 2020 when the Covid-19 Precaution Policy was first drafted and received the following reply-

" We do not have any specific guidelines or recommendations for the re-opening of facilities or the re-starting of services. This is because the government's guidelines take precedent.

So, I'm going to first broadly explain how your cover will apply. Then I will outline what you need to do, to ensure you're working within the terms of the policy.

Your Employers' Liability cover will protect you against legal liabilities resulting from injury or disease suffered by your employees in the course of their duties. This includes contracting Coronavirus.

Volunteers are covered under your Public Liability insurance and they are eligible for the same protection that employees get under Employers' Liability. Public Liability insurance will also extend to cover legal liabilities resulting from injury or disease suffered by a member of the public where it is deemed to be your fault. This also includes contracting Coronavirus.

For a claim against you to succeed, you would have to be found responsible for the individual contracting Coronavirus. The claimant would need to show that you had failed in your duty to take reasonable steps to keep them safe and that this was the cause of them contracting the disease.

As you re-open/re-start services and activities you will need to conduct fresh risk assessments for them, ensuring that the latest government guidelines are factored into them. You will need to document these assessments and then take appropriate actions to ensure the safety of your staff, volunteers and service users. You should be able to demonstrate that you have adhered to the advice and recommendations provided by the government during each phase of the pandemic's evolution. So this means you will need to re-do your risk assessments each time the government guidelines that affect you are changed.

In the event of a claim arising we will ask for copies of the risk assessments, as we will use these to defend a claim on your behalf."

As Members will note risk assessments are a key step and Members may wish to consider approaching third parties with appropriate technical knowledge eg from Swansea Council.

c) "Those in control of a premises have a [legal duty](#) to ensure effective ventilation"

It is not clear to the Clerk that even with doors and windows open whether the Council will be abiding by this duty and Members may wish to consider receiving technical advice from a third party.

d) "Cleaning to an appropriate standard helps minimise the spread of COVID-19. A cleaning regime should be established based on the risk assessment and use of the building."

Members may wish to consider what cleaning duties will be the responsibility of the Caretaker and those of the individual User Group eg cleaning between each User Group?The final agreed rota will need to be incorporated into the Council's Covid-19 Precaution Policy.

4-Appendix 2

a)In the section headed Infection Prevention the following has been added as a Control Measure-" All Members,staff,Users and visitors must strictly comply with Welsh Government Regulations and Guidelines with regard to the wearing of face masks."

b)in the Section headed "where social distancing guidelines cannot be followed in full" I have added the following-" Individual User Groups to supply full explanation and risk assessment"

c)I have attempted to strengthen the disclaimer clause by adding the words in bold.

“I hereby acknowledge that I have seen and understood the enclosed Covid 19 Protection Policy and all relevant UK and WG Guidelines **and Regulations** and that I visit the Welfare Hall and carry out any permitted activities strictly in accordance with same. **I hereby further acknowledge that it is strictly my responsibility to ascertain and abide by the latest UK and Welsh Government law, Measures, Regulations and Guidelines.**”

d) In view of the proposed amendment in c) above I would propose deleting Appendix 3-it is very difficult to keep up to date with the Regulations and publish them.

5-Appendix 3

- a) “The risk assessment required by the Coronavirus Regulations should establish the appropriate number of people who can be present and we recommend that that information should be publicly available publicly.”

This exercise has not yet been undertaken and is perhaps something the Caretaker could carry out?

- b) “The risk assessment should include consideration for what mitigating actions can be taken if 2 metre physical distancing is not maintained on a premises”

This could presumably apply to Karate, Kung Fu or Bowls? It is suggested that this point should be dealt with by each individual User’s Group own risk assessments.

c) “Ultimately, if the measures you can reasonably take are insufficient to mitigate the risks involved, Regulation 16 makes clear that reasonable measures may include ceasing to carry out certain activities and closing part of premises.”

6-Alert Level

At the time of writing this Report the Welsh Government has declared Alert Level 2.

“The changes to the coronavirus restrictions, which will come into force from Monday 17 May include:

Up to 30 people can take part in organised indoor activities and up to 50 people in organised outdoor activities”

What you must do at alert level 2

At alert level 2 you must:

- follow social distancing rules with people you don't live with or who aren't in your exclusive extended household
- wear a face covering (unless you have a reasonable excuse not to wear a face covering) in all indoor public places
- not meet with anyone in a private home other than those you live with or your exclusive extended household
- meet no more than 5 other people indoors at a café, restaurant or other open premises (unless with your household of a larger number)
- meet no more than 5 other people outdoors or in private gardens (unless with your household of a larger number)
- work from home if you can

What can open at alert level 2

- community centres
- Organised activities
- Organised activities encompass a broad range of activities that can be attended by people of any age. This includes activities such as team sports, exercise classes, meetings of religious groups and support groups. During these activities, up to 50 people of any age will be able to gather from a mix of households outdoors and up to 30 people from that mix of households will be able to gather indoors.. There are no limits to the number of children aged under 11 that can take part. Organised activities do not include activities such as parties or wider social gatherings of families and friends beyond the arrangements for meeting other people. Organised outdoor activities must not take place in the gardens or grounds of private homes and alcohol must not be consumed as part of the activity.
- An organised activity must be organised by a business, public body or a charitable, benevolent, educational or philanthropic institution, a club or political organisation, or the national governing body of a sport or other activity. The organiser of the activity must meet requirements in the Regulations to **take all reasonable measures** to minimise the risk of exposure to coronavirus and must carry out a risk assessment.

- Organised activities for children
- **Organised activities for the development and well-being of children** are permitted. These activities could include a range of clubs or classes attended by children under 18 (or by persons who were aged under 18 on 31 August 2020), such as sports clubs, parent and baby/toddler groups, youth groups and religious groups. It does not include activities such as children's birthday parties or wider social gatherings of families and friends beyond the existing arrangements for meeting other people outlined in this guidance.
- While these activities are not part of a child's formal education, they may have some wider benefits related to learning and development. These activities are usually run by a business, a public body or charitable institution, a club, or the national governing body of a sport or other activity.
- The operators of these activities must **take all reasonable measures** to manage risk and maintain **social distancing**. There are currently no set limits on the numbers of children under 18 that can take part in these activities. However, organisers should ensure they limit the number of places to that which can be safely accommodated in the space available.
- Organisers should avoid running consecutive activities, and give time for all those participating in one session to have left the area before starting another. This is important to reduce levels of transmission. Organisers should remain present for the duration of the activity.
- Many parents or guardians may want to stay in the area while their children are participating in these activities. Where this happens parents should not use this as an opportunity to gather or mix, and should continue to follow the rules on **social distancing**. Parents and organisers should also be mindful of the use of **face coverings** for those over 11. While it is not mandatory for face coverings to be worn outside, organisers should consider whether or not they should be used in spaces where it is difficult to maintain social distancing.

Exercise

You can exercise in indoor public places with:

- members of your household, or
- a group of up to 30 people as part of an organised indoor activity

You should ensure that you maintain social distancing from the people you are exercising with if they are not in your household or extended household.

DUTIES AS TRUSTEES

Members will be aware that in considering the complex question of whether to open the Welfare Hall they will be acting as Trustees of the Parish Hall Charity.

Trustees have to take the following principles into account when making decisions.

“As trustees, you need to work together to make the best decisions you can for your charity.

Often there will not be a perfect solution. Your decision can be different from the one another group of people would reach, but it must be an informed and responsible one in your situation.

To meet this standard, you must:

- act within your powers
- act honestly and with good intentions, and only in your charity’s interests
- be sufficiently informed, taking any advice you need
- take account of all relevant factors
- ignore irrelevant factors
- manage conflicts of interest
- make a decision that is within a range of decisions that a reasonable body of trustees could make

DECISION REQUIRED

Notwithstanding that the Town Council have not received detailed and further Guidance from either the Welsh Government or OVW the Trustees are requested to confirm whether or not the Welfare Hall is to be re opened for use by the Town Council, User Groups and members of the public and, if so, on what basis.

3-Environmental Issues in the Hall

The insulation survey has been carried out by Surveying Cymru and is set out below-the Report does contain a large number of photographs which have proved difficult to transpose to the Report-it is proposed that the Clerk will e mail all Members with the full Report prior to the Meeting.

Llwchwr Welfare Hall

Complete

Score	80%	Failed items	0	Actions	0
Audit Title					
Llwchwr Welfare Hall					
Conducted on					
17th May, 2021					
Prepared by				Lee Gregory	
Property Tenure				Private Tenant	
Weather Conditions					
Dry					

Audit

Tenant/Homeowner Details

Name

Nigel Livings

Address

Welfare Hall
Woodlands Road
Swansea
Wales
SA4 6PS
United Kingdom
(51.66386866738842, -
4.056631132957359)

Phone Number

07779 842888

Email Address

N/A

Preferred Time of Contact	Morning Afternoon
CIGA Guarantee Required	No
Property details	80%

Property Details

Property Type	
Building finish	
Number of Bedrooms	
Main Heating Type	Gas
Structural condition	Safe
External Wall Condition	Sound
Adequate ventilation to work area	Yes
Any evidence of dampness or water damage?	No
Special Instructions	
<p>3 x Separate loft spaces to be insulated. Main loft space is above auditorium with access hatch above the gallery seating.</p> <p>Second loft space is accessible via the entrance hall. This has 100mm of existing insulation present.</p> <p>Third loft space is accessible via the police office.</p>	
Insulation Works Required	Loft Insulation
Total Loft Area to be insulated	Main 178.5. Entrance Hall 60. Police Office 9.5
Main and Police Office require 300mm	
Existing Depth	0mm
Depth to installed	300mm
Relay Required	No

Tanks & Pipes need insulating	No
Loft hatch needing DP/Insulating	Yes
Loft Vents Required	Yes
Down lights present	No
Walkway required	No

Access

On site parking	Good
Access Equipment Required	Ladders
	Step Ladders

Condensation and Ventilation and Other Property Issues

Condensation or Damp Issue

Issues Identified

None identified

Other Property Issues

Inspection Summary and Recommendations

Issues Identified

None identified

Subsequent to the Report the Clerk did raise a specific point with the Company as to whether any ventilation issues needed to be addressed and received the following reply-

“in terms of the ventilation the surveyor explained that due to the size of the loft space there are no issues with the ventilation there is already adequate air flow through the loft voids.”

As Members will note the Surveyor's recommendation is for three sets of insulation to be installed-the Quotation is set out below and Members are requested to confirm whether or not they wish to approve the Works.

"Welfare Hall, Woodlands Road, Lougher, Swansea, SA4 6PS

Further to your request and based on the findings of our surveyor's inspection of 17th May 2021 the works to the loft spaces are as follows.

Works' schedule- The loft space to the above is made up of 3 separate areas as follows.

- 1). Main loft
- 2). Hallway loft
- 3). Police office loft

We quote:

Main Loft for the installation of 300mm loft quilt = £1,950.50

Hallway loft for the installation of 200mm (100mm existing) loft quilt = £730.00

Police office loft for the installation of 300mm loft quilt = £345.00

Net all areas = £3,025..50

VAT @ 5% = £151.27

Gross total = £3,176.77

Please note a 50% deposit is required before any works may be scheduled.

All loft installations shall be carried out to BBA technical specification.

The material used shall hold an agreement Certificate or comply with requirements BS EN 13162: 2001 or BS 5803 02-03 1985.

All pipe and or cistern insulation products will conform to BS 5422:2009 and will be installed as appropriate.

4-O'Brien Security Sysyems

Members may wish to note that the above firm will carry out a routine maintenance inspection on the fire and intruder alarm systems on the morning of Thursday the 24th June.

5-LOUGHOR TOWN BAND

The Clerk has received the following e mail-

“Hi Nigel ,

I have been in touch with Nigel the caretaker at the Welfare Hall who has advised that I should email you re the possibility of the Band using the Welfare hall for practice purposes.

As you will appreciate, during these Covid times and the social distance guidelines and other restrictions that have been in place the Band has not been able to get together to practice indoors for over a year now. (We did however manage to have a practice last Saturday morning but it was outside and of course we were dependant on good weather).

Although guidelines are now changing, our band room is not a particularly large building and as things stand we could not fit in 20+ players safely for a practice. So, for the immediate future we are looking for an indoor venue where we could all get together once a week for perhaps a 2 hours session.

Hence this note to you to ask about any suitable sots that may be available at the Hall and what would be the cost of hiring it for the 2 hours suggested. Historically we have met on a Wednesday evening 19:00-21:00hrs and if that is available it would be great but if not, can you advise of any other days/times that are available and may prove suitable.

I look forward to hearing from you.

Kind Regards

Dorian

Dorian Mardon (Band Sec)”

The Wednesday evening slot is available.

It has been suggested that the Band pay the normal fee of £12.00 per hour but that it is suggested to the Band that they apply for a Grant.

6-Receipts and Payments

The current receipts and payments are attached.

Members may also wish to note that a sum of £10,000.00 has been transferred from the main Town Council Account to the Welfare Hall Account.

Dated this 1st June,2021

Clerk to the Council