

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 5th July, 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@llwchwrtauncouncil.gov.uk and detail any question they wish to submit.The agenda will be as follows-

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 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).
3. To confirm the Minutes of the Meeting held on the 7th June,2021
4. To consider matters arising from the Minutes,if any.
5. To consider the Clerk's Report.
6. Any other matter which the Chair determines to be urgent.

Dated this 30th 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 Government and Elections (Wales) Act 2021 and by means of Google Meet held on the 7th June ,2021.

PRESENT: Councillor Ireen James (Chair)

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

(Remote Access: 7.02 pm – 7.40 pm)

1. APPOINTMENT OF CHAIR

It was **RESOLVED** that Councillor Ireen James be appointed Chair for the Municipal Year 2021/2022.

2. APPOINTMENT OF VICE CHAIR

It was **RESOLVED** that Councillor Ron Williams be appointed Vice Chair for the Municipal Year 2021/2022.

3. APOLOGIES

There were apologies for absence from Councillors A.Davis,H.Huelin,P.Williams and R.Williams.

4. DECLARATIONS OF INTEREST

Councillor C.Richards declared an Interest in Minute No.7 (e).

5. MINUTES

It was **RESOLVED** that the Minutes of the Meeting held on the 26th April,2021 be confirmed as a correct record.

6. MATTERS ARISING

There were no Matters arising.

7. REPORT OF THE CLERK

(a)Payments

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

Welsh Water	£390.77
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It was **NOTED** that the following payments had been made by Direct Debit-

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

(b)Users of the Welfare Hall

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

- i)subject to any further Welsh Government restrictions,that the Welfare Hall be re-opened on 1st September to existing Users and for the purposes of Town Council Meetings
- ii)that prior to such re-opening that an inspection be carried out of the Hall by the Mayor,Councillor I.James,the Clerk and the Caretaker

- iii) following advice from OVW family social events such as birthday parties would not be permitted
- iv) each individual user would be required to carry out their own risk assessment but the Clerk and Caretaker would assist wherever possible—each such risk assessment would need to be approved by the Welfare Hall Management Committee/Trustees and to this end delegated powers were hereby granted to the Mayor and Councillors I. James and William Evans in conjunction with the Clerk and the Caretaker to approve such assessments on behalf of the Council
- v) the amendments to the Town Council’s Covid-19 Precaution Policy as set out in the Report be authorised
- vi) the additions to the Terms and Conditions of the Hiring Agreement of the Hall as set out in the Report be authorised

(c) Environmental Issues in the Hall

The Clerk’s Report was **NOTED** and it was **RESOLVED** that the Works set out in the Report be authorised.

(d) O’Brien’s Security Systems

The Clerk’s Report was **NOTED**.

(e) Loughor Town Band

The Clerk’s Report was **NOTED** and it was **RESOLVED** that the Band be offered a slot in the Welfare Hall on Wednesday evenings at the current hiring charge but further the Band be informed that Grant assistance might be available upon request.

(f) Receipts and Payments

The Clerk’s Report was **NOTED** .

8. URGENT ITEMS

A request had been made to fly the Pride Flag outside the Welfare Hall and it was **RESOLVED** that-

- (i) both the Pride flag and the Welsh flag should fly outside the Welfare Hall for the remainder of June and
- (ii) the Clerk to present a Flags Policy at the next Meeting.

Chair

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 5th July ,2021

Report of the Clerk

CONTENTS

1-Payments

The following payment has been made by Direct Debit-

Virgin £75.60

2-Users of the Welfare Hall

The Clerk sets out the Minutes from the last Meeting-

“Users of the Welfare Hall

- The Clerk’s Report and verbal update were **NOTED** and it was **RESOLVED** that-
- i)subject to any further Welsh Government restrictions,that the Welfare Hall be re-opened on 1st September to existing Users and for the purposes of Town Council Meetings
 - ii)that prior to such re-opening that an inspection be carried out of the Hall by the Mayor,Councillor I.James,the Clerk and the Caretaker
 - iii)following advice from OVW family social events such as birthday parties would not be permitted
 - iv)each individual user would be required to carry out their own risk assessment but the Clerk and Caretaker would assist wherever possible-each such risk assessment would need to be approved by the Welfare Hall Management Committee/Trustees and to this end delegated powers were hereby granted to the Mayor and Councillors I.James and William Evans in conjunction with the Clerk and the Caretaker to approve such assessments on behalf of the Council
 - v)the amendments to the Town Council’s Covid-19 Precaution Policy as set out in the Report be authorised
 - vi)the additions to the Terms and Conditions of the Hiring Agreement of the Hall as set out in the Report be authorised”

The Clerk can report that he has now met with the Mayor ,Councillor Ireen James and the Caretaker at the Welfare Hall-the Council's Covid-19 Precaution Policy was thoroughly discussed and a result the Policy was amended.The amended and final Policy is now set out in Appendix 1 and Members are requested to formally endorse and approve same.

The procedure then will be for the Clerk to write/contact each User Group first to establish that they wish to return,then supply the Council's Covid-19 Precaution Policy and amended Hiring Terms and Conditions and then explain that a risk assessment needs to be carried out by them.

A further issue concerns the Meeting of the Town Council itself and the pre-Meeting by Members.These Meetings were,of course,traditionally held in the Chamber Room but due to social distancing will now be required to be held in the main Hall.

Prior to lockdown the Hall was occupied on a Monday evening by Yoga between 5.30 pm to 6.30 pm and then by Kung Fu between 7.00 pm to 8.00 pm.

The Clerk has contacted the Yoga organiser who,unfortunately,has confirmed that she will not be returning to the Hall.The Clerk has tried several times to contact the organiser of the Kung Fu class but so far without success.It may be worth noting that as WeightWatchers have again,unfortunately confirmed that they also will not be returning,that a slot would have been available to Kung Fu on a Wednesday evening.

However,as Members will be aware a Wednesday evening slot has been offered to the Loughor Town band between 7.00 pm to 9.00 pm.

However there is space available in the Hall on a Wednesday between 4.00 pm when the OAP's leave to 7.00 pm when the Band starts;the Clerk will make further efforts to contact the Kung Fu organiser to see if a change of slot to that day and time can be agreed.

Members views are sought generally.

Some good news-the Clerk has now been informed that Healthforce wish to return to the Hall at their pre-lockdown spot of Thursday morning.

3-Flags Policy

The Clerk sets out the Minute from the last Meeting -
"A request had been made to fly the Pride Flag outside the Welfare Hall and it was

RESOLVED that-

- (i)both the Pride flag and the Welsh flag should fly outside the Welfare Hall for the remainder of June and
- (ii)the Clerk to present a Flags Policy at the next Meeting."

It would seem from the previous Clerk's file that the Council's Policy on the use of Flags is as follows-

Flags will be flown on the following occasions:

1-St.David's Day

2-The Queen's Official Birthday(usually second Saturday in June)

- 3-All Civic Occasions in the Welfare Hall
- 4-At half mast on Armistice day and other appropriate occasions
- 5-Any other occasion the Council deems appropriate.

The existing Policy does not specify which Flags are to fly on each of the above occasions and Members may wish to confirm this point.

In addition it is believed Members wish the Pride Flag to fly during the duration of the Swansea Pride Festival but again Members are requested to confirm this point.

Perhaps Members could also confirm with regard to point 3 above what "Civic Occasions" they would wish to see Flags flying.

The Clerk has consulted the SLCC Manual on Flags;the following points may be of interest to Members-

- 1-the issue of flag flying is mostly about etiquette and not law(generally stricter rules within the military)
- 2-the principle is that any local authority can fly any suitable flag on any flagpole erected on any land or building as long as it is within the ownership or control of the Council
- 3-On the occasion of a Royal visit the personal standard of the member of the Royal Family making the visit is dispatched in advance so that it can be flown on the day.Personal standards of the Royal Family are to be raised only when the Royal person is inside the building and must never be flown when he or she is passing by as in a procession.

A list of official days on which flags are likely to be hoisted is issued from time to time by the Department for Culture ,Media and Sport-the list for 2021 is set out below-

Designated days for flying the Union Flag on UK government buildings 2021

- 9 January: Birthday of the Duchess of Cambridge
- 20 January: Birthday of the Countess of Wessex
- 6 February: Her Majesty's Accession
- 19 February: Birthday of the Duke of York
- 1 March: St David's Day (in Wales)
- 8 March: Commonwealth Day (second Monday in March)
- 10 March: Birthday of the Earl of Wessex
- 17 March: St. Patrick's Day (in Northern Ireland)

- 21 April: Birthday of Her Majesty the Queen
- 23 April: St George's Day (in England)
- 2 June: Coronation Day
- 12 June: Official celebration of Her Majesty's Birthday
- 21 June: Birthday of the Duke of Cambridge
- 17 July: Birthday of the Duchess of Cornwall
- 15 August: Birthday of the Princess Royal
- 14 November: Remembrance Day (second Sunday in November)
- 14 November: Birthday of the Prince of Wales

4-Receipts and Payments

The current receipts and payments are attached.

Dated this 30th June,2021

Clerk to the Council