

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 6th September, 2021 commencing at 7.00pm at the Welfare Hall, Woodlands Road, Loughor.

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 5th July, 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 2nd September, 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 5th July, 2021.

Present: Councillor I.James(Chair)

Councillors A.Davis,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: 7.01 pm – 7.09 pm)

9. APOLOGIES

There were apologies for absence from Councillors S.Beynon,
Wendy Evans,P.Williams and R.Williams.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the
7th June,2021 be confirmed as a correct record.

12. MATTERS ARISING

There were no matters arising.

13. REPORT OF THE CLERK

(a)Payments

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

Virgin Media £75.60.

(b)Users of the Welfare Hall

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

(i)the Covid-19 Precaution Policy as attached to the Report be formally endorsed and
approved

(ii)the Clerk contact the individual Users as set out in the Report

(c)Flags Policy

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

(i)the following Flags would be flown outside the Welfare Hall on the following
occasions-

1-St.David's Day-Welsh flag,St.David's flag,Union Jack.

2-Queen's Official Birthday(usually second Saturday in June)-Welsh flag and
Union Jack

3-Civic Occasions at the Hall eg Annual Dinner,Awards Evening and Cawl a Chan-
St.David's flag and Town Council flag

4-Armistice day-half mast Welsh flag and Union Jack

5-Other occasions the Council deems appropriate eg death of Duke of

Edinburgh, Queen's Platinum Jubilee (June 2022) - Welsh flag and Union Jack
6-Swansea Pride Festival (as defined by Swansea Council otherwise the month of June) - Pride flag
7-Town Council Meetings - Welsh flag and Town Council flag

(d) Receipts and Payments

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

14. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 6th September ,2021

Report of the Clerk

1-Payments

The following payments have been made by Direct Debit-

Virgin	£75.60
E.On(Gas)	£142.07
E.On(Electricity)	£93.96

The following payment needs to be authorised-

Viking(mop/bucket/towel dispenser)(incl.VAT)	£77.83
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2-Users of the Welfare Hall

Members will be aware that they determined that the Welfare Hall should re open on the 1st September 2021 on the basis of the Council's Covid-19 Precaution Policy("the Policy").

During the Recess the Welsh Government has moved to Alert level zero.

The Clerk consulted with the Mayor and the Chair of this Committee/Trustees and a Delegated Decision was made that the basis of such re opening would be-

1-to continue to utilize the Policy as the basis of re-opening

2-to ask all User Groups to provide their own specific risk assessments for their own particular activities

3-as a Town Council formally approve or amend such user Group assessments.

The Clerk approached all User Groups on the above basis.

Prior to the pandemic the User Groups in the Hall were as follows-

1-Casllwchwr Short Mat Bowls

2-Yoga

3-Karate

4-Pilates

5-Lougor OAP's

6-Kung Fu

7-Heathforce

8-Weightwatchers

9-Welsh Wood Crafts

The following Groups have decided not to return,at least for the present.

i)Weightwatchers

"I just wanted to pop you an email to let you know that WW will not be returning at this time. Due to Covid we have had to readjust our physical footprint and reduce our offerings. Thank you for your hospitality to us, and we hope that one day soon we may be able to return again. Thank you so much.

Raelene Hope
Area Manager
m. 07879 028184"

ii)Kung Fu-vulnerability to Covid

The following Groups have submitted risk assessments which have been approved by Delegated Decision and have been cleared to enter the Hall and carry out their activities-

i)Bowls

ii)Welsh Wood Crafts

iii)Karate

The position as to the remaining User Groups is as follows-

i)Loughor OAP's-awaiting risk assessment

ii)Healthforce-awaiting risk assessment

iii)Pilates-awaiting risk assessment

iv)Yoga-awaiting confirmation whether they wish to return.

The Clerk may be able to give a verbal update at the Meeting.

Two new User Groups have applied to use the Hall-

1-Kadampa Mediation Centre(on a Tuesday between 10.15 am to 12.15 pm)

2-Loughor Town Band(on a Wednesday between 7.00 pm to 9.00 pm)-it is not known at present whether this will be a permanent booking.

Both these User Groups have submitted risk assessments which have been approved and they have been cleared to use the Hall.

3-Loft Insulation

The Works have been carried out and the Company's Report is set out below.

The photographs attached to the Report may not show particularly well in this Report and the Clerk can,if required,send Members the original Report.

The Caretaker has inspected the Works and has reported that they "are all OK".



Surveying Cymru *in Partnership with;*



E.H.E.S Post Works Report V3

Loft / Livings / SA4 6PS / 2 Aug 2021 / EVO12

Complete

Score	0%	Failed items	0	Actions	0
Measure carried out?				Loft	
Clients Name					
Livings					
Postcode					SA4 6PS
Clients Address					WELFARE HALL WOODLANDS ROAD SWANSEA SA4 6PS
Installation Date					2 Aug 2021 12:56 BST
Crew					EVO12
Crew Leader Full Name					S allan
Audit					
Audit					
Health And Safety					
Is all Electrical Equipment, Access Equipment, PPE and H&S Equipment up to Standard and Suitable for Use?					Yes
Site Details					

Photo of Front of Property:



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

1. What is the dwelling type?

Semi detached House

2. Number of bedrooms?

Other

3. Main Heating Type

Gas

4. Secondary Heating Type

Electric

5. Access equipment required:

No

6. Measures installed:

Loft

LOFT INSULATION

Inspection Details

7. Was the measure installed as part of new dwelling/extension?

Yes

8. Was 100% of property installed?

Yes

SQM Installed

250

9. Type of insulation used

Roll Matt

10. Is the type of insulation installed as specified in the project plan?

Yes

11. Thickness of Original material (mm)

0

From 0 to 300

Photos Pre-Works all areas.



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

12. Thickness of material added (mm)

300
From 0 to 300

Photo Mid-Works all areas



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23

13. Total Thickness of material (mm)

300
From 0 to 300

Photo Post-Works all areas



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34

14. Is the thickness of insulation installed as specified in the project plan?

Yes

Photo with Tape Measure showing post works depth.



Photo 35

15. Has the insulation been close butted?

Yes

16. Has the insulation been cross laid to prevent cold bridging?

Yes

17. Has the loft hatch been properly insulated as specified in PAS 2030:2012?

Yes

Photo of loft Hatch insulated.



Photo 36



Photo 37

18. Has the hatch been properly draught proofed as specified in PAS 2030:2012?

Yes

Photo of Hatch/Draught Proofing



Photo 38

19. Is the area around down-lights kept clear of insulation?

N/A

20. Do the down-lights have the "F-capped" symbol, or have caps been fitted?

N/A

21. Has walkway been fitted for any live tanks 0.5m from Hatch?

N/A

22. Has Pipes and Tanks been insulated?

N/A

23. Ventilation safeguarded and eaves clear?

Yes

Photos of ventilation safeguarded and clear eaves. (ALL AREAS OF LOFT)



Photo 39

24. Power Cables above Insulation?

N/A

25. Has Danger Sign been stapled in loft space?

Yes

Photo Of Danger notice stapled in Loft



Photo 40

26. Loft Cert stapled in Loft?

Yes

Photo Of Loft Cert Stapled in Loft



Photo 41

27. Has additional ventilation been installed?

Yes

Photos of additional ventilation.



Photo 42

28. Has storage area been maintained?

N/A

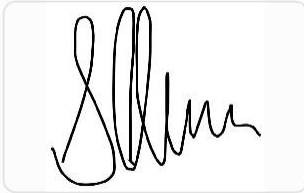
29. Is there a risk to health & safety, or the environment?

No

Comments:

Additional Photos:

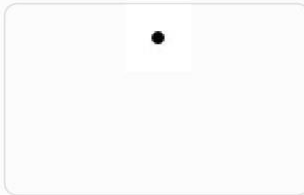
Inspectors name/signature:



S Allan

3 Aug 2021 13:01 BST

Customers name/signature:



Livings

3 Aug 2021 13:01 BST

Remote TM Inspection Report and Evidence

No

4-Fire Inspection

Members will wish to be aware that Hartsons carried out an Inspection and Service of the Fire Extinguishers and Blankets at the Hall on the 24th June 2021. A Delegated Decision was made in the Recess to approve payment of Hartson's Invoice in the sum of £48.00 (including VAT).

5-Repairs/Refurbishment to the Hall

Members will recall that this matter has been in abeyance during the pandemic. It may assist Members if the Clerk were to set out some of the previous Reports and Minutes.

1-Clerk's Report December 2019

" Members will recall that in November's Meeting the following was agreed-

"Repairs/Refurbishment to the Welfare Hall

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

- i) the Clerk be authorised to obtain quotations for the work necessary to refurbish/paint the reception area, toilets and the area underneath the balcony
- ii) the emergency stairs to the side of the Chambers be tidied and that the edge of the stairs be painted and
- iii) the Caretaker be authorised to carry out a survey of the balcony seating and if necessary carry out refurbishment works"

With regard to the above the Clerk can report as follows-

(i) two firms of Contractors have been approached and site visits are being arranged; the Clerk may be able to give a verbal update at the Meeting. In addition the Clerk and the Caretaker have discussed the matter and the Caretaker is arranging site visits/quotations by a local electrician, plumber, painter and carpenter.

ii) the Clerk and the Caretaker are discussing possible tape/paint solutions

iii) the Caretaker reports that he has inspected the chairs and is of the belief that the majority do not need refurbishment at the moment; it would seem that the chairs cannot be refurbished piecemeal - they would all have to be done."

2-Clerk's Report January 2020

“ 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”

3-Clerk's Report February 2020

“ The Clerk sets out below the Minute from the last Meeting-

“ (b)Repairs/Refurbishment to the Welfare Hall

The Clerk's Report and verbal Update were **NOTED** and it was

RESOLVED that

(i) the Clerk convene a Meeting between the Station Commander of

Goseinon Fire Station,the Mayor,Deputy Mayor,Chair of the Welfare

Hall/Trustees and the Clerk to discuss fire safety arrangements

generally and

(ii) a Meeting be convened, initially with Councillor Jeff Bowen, the Clerk and the Caretaker (and possibly thereafter with potential Contractors) to investigate the possibility of increasing capacity within the ladies toilet area by utilising the existing storeroom and further whether it was possible to gain access to such extra cubicle from the corridor directly; subject thereto the existing male and disabled toilets to remain

(iii) the refurbishment works are to include replacement wash basins, taps, hand dryers, and re painting generally. Ensure signage for baby changing facilities on disabled toilet door.”

a) with regard to Minute (i) the Clerk has been in contact with Gorseinon Fire Station-the Station Commander is on sick leave. The Clerk then spoke to Fire Officer Steve Black who has consulted with the Acting Station Commander-his basic advice is that he does not see the requirement for a meeting with the Council at the present time because he would be unable to offer any more advice than he was able to give on the telephone. It would seem that the Council has two choices-

1-the Council carries out its own fire safety assessment in accordance with the Government Guidance –see link below. As mentioned at the last meeting this is a lengthy document and although it is appreciated that the Welfare Hall is well maintained and that the Council has contracts in respect of the extinguishers and alarm the Clerk would not feel competent in applying the Regulations to the building and formally signing them off.

2-Employ a consultant to carry out the assessment.”

4-Clerk’s Report March 2020

“ 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.”

Members views are sought generally on this matter and ,in particular,as to the following points-
a)is it now opportune for the Mayor,the Caretaker and the Chief Fire officer to carry out an inspection as set out in the Clerk’s Report of March 2020.

b)do Members want to confirm/amend what is intended by the refurbishment Works as set out in the Clerk’s Reports above namely-

- i) refurbish/paint the reception area,toilets and the area underneath the balcony
- ii)the emergency stairs to the side of the Chambers be tidied and that the edge of the stairs be painted and
- (iii)the refurbishment works are to include replacement wash basins,taps,hand dryers,and repainting generally.Ensure signage for baby changing facilities on disabled toilet door
- iv)are the current toilets configuration to be changed?

4-Receipts and Payments

The current receipts and payments are attached.A Delegated Decision was made in the Recess to top up the Welfare Hall Account from the main Town Council Account in the sum of £10,000.00.

Dated this 2nd September,2021

Clerk to the Council