

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 6th December, 2021 commencing at 7.00pm at the Welfare Hall, Woodlands Road, Loughor and to 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 1st November, 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 December, 2021.

**N G Havard
Clerk to the Council**

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Meeting of the Welfare Hall Management Committee/Trustees held at the Welfare Hall, Woodlands Road, Loughor and on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams held on the 1st November, 2021.

PRESENT: Councillor I.James (Chair)

Councillors A.Davis,S.Beynon,J.Bowen,Wendy Evans,
Will Evans,H.Huelin,P.Parsons,C.Phillips, C.Richards, K.Roberts,R.V.Smith, W.Smith,
J.Williams and R.Williams.

(At the Welfare Hall and by Remote Access: 7.03 pm – 7.20 pm)

27. APOLOGIES

There were apologies for absence from Councillors D.Walters and P.Williams.

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

It was **RESOLVED** that the minutes of the Meeting held on the 4th October,2021 be confirmed as a correct record.

30. MATTERS ARISING

There were no matters arising.

31. REPORT OF THE CLERK

(a)Payments

The following payments were authorised-

Swansea Council (trade waste)	£421.00
Swansea Council(Premises Licence)	£180.00
Liftech	£198.00
Projector lead	£12.43
PPI/PRS Music Licence	£121.79

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 as regards the Council's Covid-19 Precaution Policy the following amendments would be made-

- (i)the capacity of the Hall would be raised to 120 persons at any one time
- (ii) the regulations relating to social distancing would be deleted save that the provisions would remain with respect to Town Council Meetings.

(c)Flooding at the Hall

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

that-

(i)the payments to the two Contractors referred to in the Report were ratified and approved

(ii)authority be granted to purchase the flood barrier referred to in the Report and

(iii)delegated power be granted generally to the Mayor,Deputy Mayor,the Chair of the Welfare Hall Management Committee/Trustees and Councillor Will Evans to facilitate any matters arising

(d)Evac Chair

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that the payment referred to in the Report be authorised.

(e)Receipts and Payments

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

32. URGENT ITEMS

The Mayor updated Members regarding Fire Regulations and a prospective inspection of the Hall with the Caretaker.Some of the matters that will need to covered by the inspection-

-the basement

-exit signs

-clutter around doorways

-firedoors

-padlocked doors

-monthly testing of fire equipment,lights and alarms

-evacuation plan

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 6th December ,2021

Report of the Clerk

1-Payments

The following payment needs to be authorised-

Welsh Water	£428.76
A.Phillips	£9.87

The following payment has been made by Direct Debit

Virgin Media	£75.60
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2-Users of the Welfare Hall

The Council's Covid-19 Precaution Policy has now been amended and forwarded to all Users.

The Clerk has been approached by a potential new User -Yoga Embrace who wish to run two permanent classes on Tuesday and Wednesday mornings.The Clerk is in contact with the organiser in respect of the necessary paperwork including requesting a risk assessment.The organiser has requested a site visit in December to confirm layouts before formally proceeding.This Group also wish to place posters and the Council's website-the poster is set out in Appendix 3.

Can Members please confirm that they would wish this new User Group to proceed and whether they wish the poster to be displayed.

3-Flooding at the Hall

The Clerk has requested a formal quotation from Nautilus in respect of the proposed flood barrier to be erected by the external basement door and is currently awaiting same.The Clerk may be able to give a verbal update.

The Clerk has now received the Reports from Siddell Environmental Services and they are set out in Appendix 1 and Appendix 2.Members will note the multiple references to cracks,fractures and displacement of soil.

The pipes referred to are believed to be surface water pipes and may well be the original pipes when the building was constructed.

As Members will be aware there have now been several instances of flooding in the basement area of the Hall and the primary reason for this is believed to be the faults outlined in the Siddell Reports ie failure to deal with excessive surface water caused by heavy rain.

Notwithstanding the potential acquisition of a flood barrier it would seem prudent to put in place a more permanent solution.

Members will also note the reference to Patch repairs in the Siddell Reports but it is not known at this stage whether it is feasible to undertake any repairs to the pipes running underneath the Hall and which could potentially involve the digging up of the flooring inside the Hall.

Potentially another solution would be the installation of two or more pipes on the former Police Office side of the building in order to drain away the surface water. The Caretaker believes such surface water could drain into existing drains but the Clerk is aware that some Members believe that such surface water cannot just drain to existing manholes and that a soakaway or tank may need to be excavated; building regulations could be required.

It would seem possibly that the Council should at this stage seek specialist advice from eg a surveyor, engineer or building contractor- Members views are sought generally.

As regards the Council's Financial Regulations in obtaining such advice the Clerk sets out the relevant extract-

- 1.1. "Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply);"

It could well be possible to argue that the appointment of a specialist advisor and the subsequent building works constitutes “an emergency” due to the potential of future flooding and consequently the Financial Regulations do not apply and there will be no requirement to obtain quotations; if Members wish confirmation of this point this could be sought from OVW.

Also the appointment of a specialist (but not a Contractor possibly) could come under 1.1 a ii above and the actual works could be deemed to come under 1.1 a iii as “repairs”.

There would appear to be no particular surveyors, engineers or contractors recommended on either the website of OVW or SLCC.

Members views are sought generally.

4-Inspection of the Hall

O’Briens will be testing the fire and intruder systems on the 9th December and the opportunity will be taken to talk the Caretaker through the manual testing procedure-thereafter the Mayor and the Caretaker will visit the Hall to go through the list of matters outlined in previous Reports. In the meantime the Mayor has forwarded a proposed evacuation sign which is set out in Appendix 4 and Members may wish to discuss same.

5-Receipts and Payments

The current receipts and payments are attached.

Dated this 2nd December, 2021

Clerk to the Council