

## **NOTICE OF MEETING**

**You are hereby summoned to attend a meeting of the FUNCTIONS SUB-COMMITTEE to be held on MONDAY the 7<sup>th</sup> March,2022 commencing at 8.15 pm. 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](mailto: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 7<sup>th</sup> February,2022.
4. To consider matters arising from the Minutes,if any.
5. To consider the Clerk's Report.
6. To consider any other matters relating to current Council functions.

**Dated this 3<sup>rd</sup> March, 2022.**

**N G Havard  
Clerk to the Council**

### **DISTRIBUTION**

Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, D. Walters, J. Williams ,P.M.Williams and R.Williams.

**All other Members for Information only.**

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Meeting of the Functions Sub Committee**

**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 7<sup>th</sup> February 2022.**

**PRESENT:** Councillor Jeff Bowen (Chair)

Councillors Wendy Evans, Will Evans, H. Huelin, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, W. Smith, J. Williams P. Williams and R. Williams.

(At the Welfare Hall and by Remote Access: 8.11 pm – 8.18 pm)

**45. APOLOGIES**

There were apologies for absence from Councillors S. Beynon, K. Roberts and D. Walters.

**46. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**47. MINUTES**

It was **RESOLVED** that the Minutes of the Meeting held on the 17<sup>th</sup> January, 2022 be confirmed as a correct record.

**48. MATTERS ARISING**

There were no matters arising.

**49. CLERK'S REPORT**

(i) Council Events

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

- a) arrangements for the Annual Dinner to be held on the 22<sup>nd</sup> April including invitations would be discussed at the next Meeting of the Sub Committee and
- b) the date of the Awards Evening be moved to Friday 29<sup>th</sup> April; Members to inform the Clerk of any nominations.

**50. OTHER COUNCIL FUNCTIONS**

- (i) On the 2<sup>nd</sup> April a Craft Fayre will be held at the Welfare Hall with the proceeds going to the Mayor's and other local Charities.
- (ii) On Sunday 5<sup>th</sup> June a Jubilee Tea Party will be held at Parc Williams featuring Chris Hughes and the Loughor Town Band

**Chair**

**Agenda Item 5.**

**LLWCHWR TOWN COUNCIL**

**7<sup>th</sup> March,2022**

**REPORT OF THE CLERK**

**1.ANNUAL DINNER 2022**

The Council has resolved to host an Annual Dinner in the Welfare Hall on the 22<sup>nd</sup> April,2022.

The Clerk encloses as Appendix 1 the Guest List that was being considered for the Annual Dinner in 2020 and Members are invited to amend/add/delete as appropriate.

Members are also requested to consider and confirm the following points-

a-musical and other entertainment

b-guest speaker

c-catering will be supplied by the Globe Inn-will they supply waiters/waitresses for the Event

d-two bouquets required?by what date?

e-Clerk and Caretaker to cover bar?

f-raffle proceeds to be paid into Mayor's Account and bar takings be paid into main Town Council Account?

g)invites to be sent out by the 14<sup>th</sup> March?

h)replies by Monday 4<sup>th</sup> April?

i)draw up possible Reserve List Wednesday 6<sup>th</sup> April?

j)Council have previously resolved-"any invitee who does not reply formally or does not attend the Event is not to be invited next year"

k)seating arrangements including Top Table

l)pre dinner arrangements for Top Table guests-in previous years this has been as set out in Appendix 2-Members are asked to confirm arrangements

m)any other arrangements?

**2.AWARDS EVENING 2022**

The Council has resolved to host an Awards Evening in the Welfare Hall on the 29<sup>th</sup> April,2022.

Members are requested to consider and confirm the following points-

a-Nominations-the Clerk has received two nominations to date-other nominations are requested.

b-Master of Ceremonies?

c-bar-Clerk and Caretaker?or just light refreshments/soft drinks?

d-entertainment/presentation?West Street Gym?

**3.ANY OTHER COUNCIL EVENTS**

(i)On the 2<sup>nd</sup> April a Craft Fayre will be held at the Welfare Hall with the proceeds going to the Mayor's and other local Charities.

(ii)On Sunday 5<sup>th</sup> June a Jubilee Tea Party will be held at Parc Williams featuring Chris Hughes and the Loughor Town Band

**Dated this 3<sup>rd</sup> March,2022.**

**Clerk to the Council**

**Agenda Item 5.**

**LLWCHWR TOWN COUNCIL**

**7<sup>th</sup> March,2022**

**REPORT OF THE CLERK  
APPENDIX 1**

**Llwchwr Town Council Annual Dinner 2022**

**LIST OF INVITATIONS**

**Town Councillors**

Councillor C Phillips 81 Culfor Road Loughor SWANSEA SA4 6UA	and guest	2
Councillor J. M. Williams 175,Borough Road Loughor SWANSEA SA4 6RZ	and guest	2
Councillor D J Walters 17 Danybryn Road Loughor SWANSEA SA4 4PB	and guest	2
Councillor Wilf Smith 4 Llys Aneurin Garden Village	and guest	2

Swansea SA4 4HW

<p>Councillor H Huelin, 140 Glebe Road, Loughor, SWANSEA, SA4 6SL</p>	<p>and guest</p>	<p>2</p>
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<p>Councillor S. M. Beynon, 97 Belgrave Road, Loughor Swansea SA4 6RE</p>	<p>and guest</p>	<p>2</p>
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<p>Councillor Mrs W Evans 10 Clos Bryngwyn, Garden Village Gorseinon Swansea SA4 4BJ</p>		<p>1</p>
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<p>Councillor C.Richards 76, Castle Street, Loughor</p>	<p>and guest</p>	<p>2</p>
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c/f 15

b/f 15

<p>Councillor Will Evans 10 Clos Bryngwyn Garden Village Gorseinon Swansea SA4 4BJ</p>		<p>1</p>
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<p>Councillor P Parsons 17 Ffordd Bryngwyn Garden Village Swansea SA4</p>	<p>and guest</p>	<p>2</p>
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<p>Councillor P Williams</p>		<p>1</p>
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204 West Street  
Gorseinon  
Swansea  
SA4 4AQ

Councillor R Williams,  
204 West Street,  
Gorseinon,  
SWANSEA SA4 4QA

1

Councillor J Bowen,  
13 Castle Road,  
Loughor,  
SWANSEA SA4 6TU

and guest

2

Councillor R V Smith,  
20 Swansea Road,  
Garden Village,  
Gorseinon,  
SWANSEA

and guest

2

Councillor I James  
19 Ystrad Einon  
Gorseinon  
Swansea

and guest

2

c/f 26

Councillor K.Roberts                      and guest                      b/f 26  
7,Westlands Close,                      2  
Loughor

Councillor A.Davis                      and guest                      2  
64,Highfield,  
Gorseinon  
Swansea

**Town Council Employees**

Mr A W Davies (Tony and Sue)                      and guest                      2  
4 Lady Margaret Villas,  
Sketty  
Swansea,  
SA2 0RX

Mr J Bevan, (John and Hilary)                      and guest                      2  
55 Bryn Road  
Loughor  
Swansea  
SA4 6PG

Mr.N.G.Havard                      and guest                      2  
30,Huntingdon Way  
Tycoch  
Swansea  
SA2 9HN

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c/f36

**Past Mayors** (not now serving on the Town Council and not included elsewhere on the invitation list)

		b/f 36
D A Evans (David and Sylvia)	and guest	2
46 Bryn Road		
Loughor		
Swansea		
SA4		
Doreen and Gethin Evans		2
27 Garngoch Terrace,		
Garden Village		
Gorseinon,		
SA4		
Mrs E Davies	and guest	2
8 Belgrave Close		
Loughor		
Swansea		
SA4 4BQ		
Mrs A Veck (Ann and Austin)	and guest	2
12 Plas Croeso		
Gorseinon		
Swansea		
SA4		

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c/f 44

*(included elsewhere - Past Mayors, ).*



**Special Guests**

b/f 44

Guest Speaker

Mr H.Gilbert

and guest

2

Past High Sheriff of West Glamorgan

2, Castle Avenue,

Mumbles,

Swansea

SA3 4BA

Tonia Antoniazzi.

and guest

2

MP for Gower

Rebecca Evans

and guest

2

Assembly Member for Gower

Councillor Peter Black

and Lady Mayoress

2

Lord Mayor of Swansea

c/f 52

**Councillors of the City and County of Swansea whose constituencies cover or abut with Llwchwr** (and who have not been included elsewhere within the invitation list)  
b/f 52

**Chairmen of Neighbouring Community Councils**

b/f 52

Mayor of Gorseinon Town Council                      and Consort                      2  
C/o Mr J Millard  
Town Clerk  
39 Gorseinon Road  
Penllergaer  
Swansea  
SA4 9AE

c/f 54

**Local Guests**

b/f 54

Secretary Loughor Workingmens Club, Oakleigh Road Loughor Swansea.	two reps	2
M.Curtice President, Gorseinon and Loughor Branch, The Royal British Legion, 14 Heol Cae Copyn, Loughor, Swansea, SA4 6SF	and guest	2
Secretary, New Lodge, Alexandra Road, Gorseinon, Swansea.	two reps	2
Secretary Loughor Inshore Lifeboat Service The Lifeboat Station Glanyafon Loughor Swansea SA4 6TW	two reps	2
Secretary Loughor OAP's, 93 Loughor Road Kingsbridge Swansea SA4 6AZ	two reps	2
WRVS (Alison Jones)	two reps	2

		c/f66 b/f66
Friends of Parc Williams- Cllr Christine Richards	4 representatives	4
Mrs S.Beynon Secretary Gorseinon and Llchwyr District Twinning Association, 97 Belgrave Road Gorseinon Swansea SA4 6RE	two reps	2
Station Commander Gorseinon Fire Station West Street Gorseinon Swansea	two reps	2
Chairman Loughor Rugby Club Belgrave Road Loughor Swansea	two reps	2
Mr Clive Williams Secretary Garden Village FC 3 Myrtle Road Garden Village Swansea SA4 4ES	two reps	2
Secretary Loughor Town Band C/O Band Secretary, 26, Llys Aneirin, Garden Village, Swansea, SA4 4HW.	two reps	2

Chair Welsh Woodcrafts Association, Swansea.	two reps	2
		c/f82 b/f82
Secretary Welfare Hall Bowls	and guest	2
St Johns Ambulance Ruth Lewis Y Bwthyn 7 Loughor Common Gorseinon Swansea SA4 4UW	and guest	2
The Commodore Loughor Boating Club Glan Yr Afon Loughor Swansea SA4 6TJ	and guest	2
Gorseinon and Loughor Cage Birds Society	and guest	2
Owen Thomas Headteacher Casllwchwr Primary School Loughor Swansea	and guest	2
South Wales Police Gorseinon Police Station Pontarddulais Road Gorseinon Swansea SA4 4FE	two reps	2
Mrs Jan Robinson 22 Glyn Rohsyn Gorseinon		1

Swansea

Christine Hewitt and guest 2  
Headteacher  
Tre Uchaf Primary School  
Loughor  
Swansea

c/f97

b/f97

Secretary  
Loughor Rovers two reps 2

Ronan Ruddy and guest 2  
Local Area Co-ordinator for  
Gorseinon, Kingsbridge  
Garden Village and Penyrheol

Jo Edwards  
Local Area Co-ordinator for and guest 2  
Loughor

Anthony Phillips Photographer 1

Mr Ceri Scourfield and guest 2  
Headteacher  
Ysgol Gynradd Pontybrenin  
Swansea

Mr Phillip Williams and guest 2  
Headteacher  
Pontybrenin Primary School  
Kingsbridge  
Swansea

Head teacher (or other nomination) and guest 2  
Penyrheol Comprehensive School  
Pontarddulais Road  
Gorseinon

c/f110

b/f110

**Personal Guests**

Mr & Mrs C. Perrington and Harry, George and Poppy 12, Broadwood, Penllergaer, Swansea, SA4 9DH.	5
Mr Emlyn Llewellyn No. 19, Penrhos, Gorseinon, Swansea SA4 4PA.	1
Mr and Mrs N. Thomas 'Islwyn' 9, Plascadwgan Road, Ynystawe, Swansea. SA6 5AG.	2
Mrs N.Dunn and Guest 'Woodhurst' 40, Pentre Road, Pontardulais, Swansea, SA4 8HT.	2
Mrs M. Lewis 30, Myrtle Road, Garden Village, Gorseinon,	1



Swansea, SA4 4ES.

Mr. Alwyn Jenkins 1  
103, Belgrave Road,  
Gorseinon,  
Swansea, SA4 6RE.

Mrs Sylvia Edwards's and Guest 2  
50, Myrtle Road,  
Garden Village,  
Gorseinon,  
Swansea, SA4 4ES.  
c/f 124

Mrs Lisa Thomas and Guest b/f124  
5, Park View, Loughor, SA4 6UP. 2  
(West St Gym)

Secretary Loughor Town Trust 2  
2 Representatives.  
c/o Mrs Ireen James  
19, Ystrad Einon,  
Kingsbridge,  
Gorseinon SA4 6HY.

Mr.&Mrs. Robert & Edwina Hart, 2  
31, Ty'r Farchnad,  
Gowerton,  
SA4 3GS.

Total 130  
**Agenda Item 5.**

## LLWCHWR TOWN COUNCIL

7<sup>th</sup> March,2022

REPORT OF THE CLERK  
APPENDIX 2

## LLWCHWR TOWN COUNCIL - ANNUAL DINNER

1. The Annual Dinner will be organised by the Functions Sub-Committee.
2. It will be paid for by the Town Council.
3. If it is held in the Welfare Hall the guests will be limited to 120.
4. The Council operates a bar .The Caretaker is the Licensee and any profit made by the bar is retained by the Council.
5. The Mayor may hold a raffle with prizes being donated by the Mayor and Council members.
6. Table decorations are provided by the Mayor though the Mayor may use any that are held by the Council.
7. Guests comprise Council members and partners, chief guests, other guests from the community and the Mayor's personal guests.
8. The guest list is drawn up and agreed by the Functions Sub-Committee.
9. The Council in conjunction with the Mayor arranges for a guest speaker/ entertainment.
10. The Council provides a master of ceremonies.
11. Only invitees who have confirmed their attendance are permitted to attend.
12. The Mayor hosts a drinks reception prior to the event for the chief guests and if the event is in the Welfare Hall the Council provides the drinks and also wine for the top table. Any further drinks for the chief guests are funded by the Mayor. Guests are not given a free drink on arrival.
13. If the event is not in the Welfare Hall the Mayor funds the drinks Reception and drinks for the top table. A drink for the guests is generally provided as part of the total cost when not in the Hall.
14. Members of the Functions Sub-Committee set out the Hall, sell raffle tickets and receive the guests at the door and direct them to their tables.
15. The Clerk sends out invitations and guests can respond by telephone, in writing or electronically. The invitation has a deadline for replies and anyone who does not reply is deemed to have declined.
16. Any unfilled spaces can be filled at short notice via the Clerk/Functions Sub-Committee prior to the event.
17. There should in addition be a presentation of floral displays to the Lady Mayoress, and the Guest Speaker/wife