

## **NOTICE OF MEETING**

**A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 4<sup>th</sup> April,2022 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@llwchwrtaowncouncil.gov.uk](mailto:clerk@llwchwrtaowncouncil.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> March,2022.
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 31st March,2022.**

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

**PRESENT:** Councillor I.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(remote  
attendance), J.Williams and R.Williams.

(At the Welfare Hall and by Remote Access: 7.00 pm – 7.11 pm)

**51. APOLOGIES**

There were apologies for absence from Councillors A.Davis and P.Williams.

**52. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**53. MINUTES**

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

**54. MATTERS ARISING**

There were no matters arising.

**55. 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 the Council's Covid-19 Precaution Policy be amended (after the 28<sup>th</sup> March) as  
follows-

- i)that the wearing of masks be a personal decision for all Users and visitors
- ii)kitchen be opened but each User and visitor sanitise and clean the room and  
equipment after each use
- iii)sanitiser to be used as before and regularly
- iv)Chamber Room to be opened but subject to fire regulations
- v)maximum of 120 people in the Hall
- vi)all toilets to be opened
- vii)no bouncy castles to be permitted in the Hall as they cause accidents and are  
dangerous
- viii)all other restrictions to be removed but subject nevertheless to current and any  
and all Welsh Government Regulations and Guidance for the time being in force  
and in pursuance thereof delegated power be granted to the Mayor,Chair of the  
Welfare Hall Management Committee/Trustees and the Deputy Mayor in  
conjunction with the Clerk to add,delete,alter or amend the Council's Covid-19  
Precaution Policy as and when appropriate.

(c )Flooding at the Hall

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

- i) that the final quotation for the flood barrier gate be accepted for the sum indicated and the Clerk be authorised to place the necessary order
- ii) in respect of the major works necessary to prevent flooding the Mayor be authorised to approach the three Contractors referred to in the Report to ascertain if they wished to submit proposals and if necessary approach other Contractors

(d) Welfare Hall Roof

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that payment of the roofing Contractors's Invoice be authorised.

(e) Refurbishment Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED** and it was **RESOLVED** that the Clerk be authorised to instruct the various Contractors referred to in the Report and update and to make payment to such Contractors as and when necessary.

(f) Old Gates

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

(g) Receipts and Payments

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

**56. URGENT ITEMS**

There were no urgent items.

**Chair**

**Agenda Item 5**

**LLWCHWR TOWN COUNCIL**

**WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES**

**Date 4<sup>th</sup> April, 2022**

**Report of the Clerk**

## **1-Payments**

The following payment has been made by Direct Debit

Virgin Media	£75.60
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The following payment needs to be authorised

S.Beynon (Drying mats)	£12.98
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## **2-Users of the Welfare Hall**

a)Members will be aware that at the last Meeting various amendments were discussed and agreed concerning the Council's Covid-19 Precaution Policy and the Clerk sets out the relevant Minute-

“ The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that the Council's Covid-19 Precaution Policy be amended (after the 28<sup>th</sup> March) as follows-

- i)that the wearing of masks be a personal decision for all Users and visitors
- ii)kitchen be opened but each User and visitor sanitise and clean the room and equipment after each use
- iii)sanitiser to be used as before and regularly
- iv)Chamber Room to be opened but subject to fire regulations
- v)maximum of 120 people in the Hall
- vi)all toilets to be opened
- vii)no bouncy castles to be permitted in the Hall as they cause accidents and are dangerous
- viii)all other restrictions to be removed but subject nevertheless to current and any and all Welsh Government Regulations and Guidance for the time being in force and in pursuance thereof delegated power be granted to the Mayor,Chair of the Welfare Hall Management Committee/Trustees and the Deputy Mayor in conjunction with the Clerk to add,delete,alter or amend the Council's Covid-19 Precaution Policy as and when appropriate. “

Subsequent to the Meeting the Welsh Government made a further announcement concerning Covid on the 25<sup>th</sup> March and confirmed that there are two legal requirements remaining-  
1-Businesses, employers and other organisations must continue to undertake a specific coronavirus risk assessment and take reasonable measures to minimise exposure to, and the spread of, coronavirus.

2-You are still legally required to wear a face covering in retail premises, health and social care settings and on public transport, including taxis.”

These requirements do not directly affect the decisions made by the Committee in amending the Council's Policy and the Clerk has therefore forwarded the amended Policy to all Users.

b)Loughor OAP's-the Clerk and the representative of the OAP's were in discussion concerning the OAP's risk assessment but as the Committee has determined that such an assessment is no longer required then the OAP's will be invited to return to the Hall in April as they intended subject only to them formally accepting the new amended Council's Covid Policy.

c)The Clerk has received the following e mail from the Loughor Town Band.It had always been the Band's intention to have a temporary hire period in the Hall pending the re opening of the Band's Practice Room-

" Hi Nigel

Just an email to confirm our telephone conversation earlier today.

The band is aiming to re-commence our weekly practice in our own band room as from 4 April so our last practice in the Welfare Hall will be 30 March. As discussed we will settle our rent for March with Nigel the caretaker. We agreed in principal that there will be no need for the 28 days notice.

We would be grateful if you could pass our gratitude to the Council for allowing to practice in Hall for the last 6/7 months and for the financial help they also provided.

I believe that covers everything but if you have any questions or need more information just get in touch.

Thank you once again for everything.

Kind Regards

Dorian"

d)St.John Ambulance-the Clerk has received the following e mail

"Dear Nigel

Have had site visit with Nigel Livings this morning and happy to continue with hire of hall for St John Ambulance Loughor Division , for training nights .

Having spoken to Nigel as he mentioned Monday and Friday evenings, I said we are happy with the Friday evening slot for Welfare hall hire at times mentioned 17:30 to 21:00 , do not require to use hall on Mondays.

Mentioned that we are aware that Llwchwr Town Council use hall on some Friday nights for special events and we can work with this .

So Nigel explained and I have said what we do on the nights and he is happy to work with us , he explained he will put out tables and chairs as requested ( health and Safety) and facilities available.

So hall access , tables , chairs, use of kitchen occasional this would be for light refreshments when we have guests visiting and tea/ coffees if required. Bring our own , plus given parking arrangements for out side building. We will also supply additional covid cleaning wipes and sanitation spray for members and wipe down after use.

So going forward what will fees be and as a charitable organisation what reduction would be in place ?

Who and how would we arrange a grant to help support hire fees. In addition to fee if more then grant outstanding fee to be paid if any , this would come from St John Ambulance Cymru NHQ Cardiff.

How would fees be paid invoice or in advance.?

Nigel mentioned some hire's pay direct to him , as charitable would imagine fee paid direct to whoever. Llwchwr Town Council !

Will arrange our own Risk Assessment for you as well.

Yours sincerely

Roger

DOIC Roger Viccars MStJ

Loughor Division Youth

West Glamorgan

St John Ambulance Cymru “

There would appear to be a few issues arising out of the e mail-

1-should St.John be offered a reduced hiring fee?the standard rates for Voluntary Bodies are £15.50 per session and for Others £12.00 an hour.

2-Are the Council prepared to offer a Grant towards all or part of these hire charges?presumably this would be an annual recurring request for a Grant.It is the Council's

standard policy to request the latest financial information from any body requesting a Grant and the Clerk has requested this information. At the time of writing this Report such financial information has not been received but the Clerk may be able to give an update at the meeting.

3-Now that the Town Band have vacated their Wednesday evening slot St. John have been offered this slot in addition to or as replacement for the Friday evening slot.

St. John have not previously received a Grant from the Council.

#### **4-Welfare Hall Roof**

The Roofing Contractor has now carried out the works and the Invoice as set out below will now be settled.

“Erect scaffold to meet Health and Safety requirements and replace slates to rear west facing elevation of main hall. Also replace slates to rear east facing elevation of main hall (accessed off flat roof). Also replace slates to front west elevation of main hall, accessed off high level small flat roof-£1,240.00 plus VAT”

#### **5-Refurbishment/Fire Safety Works**

The Clerk met with the Mayor and the Caretaker on the 22<sup>nd</sup> March and the following actions were agreed and are ongoing-

a)-O’Briens have been instructed to install smoke alarms and detectors in the Office and the basement-their fee of £540.00 plus VAT will be paid on completion of the Works. This work has now been completed.

b)-Hartsons have been instructed to carry out the following work-

“1-Former Police Office-foam extinguisher sign required

2-basement-in room where lathes etc situated-extra extinguisher required

3-Generally-

i)do the Council have the right number of extinguishers?

ii)are they the right type and balance between dry powder, water, foam, Co2?

iii)are they in the right place?

iv)does each extinguisher have the correct notice attached to it?”

c)a local Contractor has been instructed to replace the external door nearest to the kitchen and the Mayor is in discussions with him about possibly replacing other doors and/or locks.

d)the Caretaker will be putting up various signs and notices.

e)an evacuation plan is being prepared by the Mayor and the Chair of the Committee

f)an extra light will be fitted outside the Chamber Room

## **6-Flood Prevention Works**

It has not been possible to locate a Contractor willing to undertake these Works.

The Mayor and the Caretaker are in discussions as to the way forward.

## **7-Cooker,Combi Boiler and Main Worcester Boiler**

All the above items were recently inspected and serviced by Platinum Property Services;all items were found to be satisfactory and safe to use and no problems reported.

Members are asked to authorise payment to the Company in the sum of £195.01(Including VAT).

## **8.Old Gates**

The Clerk has received no bids and Members views are sought generally.

## **9-Receipts and Payments**

The current receipts and payments are attached.

**Dated this 31st March,2022.**



**Clerk to the Council.**