

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 25th 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@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 4th April,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 21st April,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 4th April,2022.

PRESENT: Councillor I.James (Chair)

Councillors S.Beynon,J.Bowen,A.Davis,Wendy Evans,
Will Evans,H.Huelin(remote attendance),P.Parsons,C.Phillips,
C.Richards, R.V.Smith, W.Smith,D.Walters,
J.Williams(remote attendance),P.Williams and R.Williams.

(At the Welfare Hall and by Remote Access: 7.10 pm – 7.25 pm)

57. APOLOGIES

There were no apologies for absence.

58. DECLARATIONS OF INTEREST

There were no declarations of interest.

59. MINUTES

It was **RESOLVED** that the minutes of the Meeting held on the 7th March,2022 be confirmed as a correct record.

60. MATTERS ARISING

There were no matters arising.

61. REPORT OF THE CLERK

(a)Payments

It was noted that the following payment had been made by Direct Debit-
Virgin Media £75.60

The following payment had been authorised
S.Beynon £12.98

(b)Users of the Welfare Hall

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

(i)the Hall would be offered for hire to the St.John Ambulance at an annual fee of £600.00(with the intention that the Town Council would make an Annual Grant of £600.00 to St.John Ambulance to cover such hire costs) on a Wednesday evening between 5.30 pm to 9.00 pm.

(c)Welfare Hall Roof

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

that payment of the Contractor's Invoice be authorised.

(d) Refurbishment/Fire Safety Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED** and it was **RESOLVED** that-

- (i) the Clerk approach Swansea Council to ascertain if that Authority keeps an Approved List of Contractors
- (ii) the Caretaker to appoint an electrician to install an additional light outside the Chamber
- (iii) an evacuation plan to be prepared by the Mayor and the Chair of the Welfare Hall Management Committee/Trustees

(e) Flood Prevention Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED** and it was **RESOLVED** that-

- (i) the Clerk approach Swansea Council to ascertain if that Authority keeps an Approved List of Contractors.

It was **FURTHER NOTED** that the Clerk had been in correspondence with the manufacturer of the flood barrier gates; the manufacturer refused to accept a Town Council cheque and if the matter is to proceed then payment can only be made by the Clerk using his personal credit card and thereafter to be reimbursed by the Council; the current position is that the Caretaker is to confirm that he can fix the gates himself or is able to find a Contractor who could do so.

(f) Cooker, Combi Boiler and main Worcester Boiler

The Clerk's Report was **NOTED** and it was **RESOLVED** that payment of the Contractor's Invoice be authorised.

(g) Old Gates

The Clerk's Report was **NOTED** and it was **RESOLVED** that the gates be donated or possibly sold for scrap.

(h) Receipts and Payments

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

62. URGENT ITEMS

The Chair of the Welfare Hall Management Committee/Trustees stated that she had met with the Caretaker at the recent Craft Fayre and had discussed the following items-

- (i) the cooker is in need of cleaning-Clerk and Caretaker to liaise
- (ii) some of the chairs have been stacked in the Welfare Hall for some time and have become dusty and need cleaning-Clerk and Caretaker to liaise
- (iii) the Caretaker may have to adjust the timing as to when the heating goes off and on according to the current usage in the Hall. Thermostat does not appear to be working in the Hall

- (iv)Welsh Wood Crafts have enquired whether it will be possible to have a water supply in the basement;Caretaker check if any infrastructure
- (v)door to kitchen and cupboard door will need changing-will form part of the refurbishment/fire safety Works

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 25th 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 payments need to be authorised

S.Beynon (Drying mats)	£12.98
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Viking Signs(vaping signage)	£13.39
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Swansea Council-trade waste	£452.40
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Amazon-Laminating pouches	£9.99
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2-Users of the Welfare Hall

There appears to have been no substantive change to the Welsh Government Guidance and Regulations and hence there is no need to make any amendments to the Council's Covid-19 Precaution Policy.

3-Refurbishment/Fire Safety Works

- a)the checks and works have been carried out by O'Briens and Hartsons
- b)the Caretaker has been asked to install the various signs required
- c)the Caretaker has instructed the local electrician to install an additional light outside the Chamber Room
- d)the Mayor and the Chair of the Welfare Hall have produced an Evacuation Plan which has now been laminated and given to the Caretaker to install as Notices
- e)Doors-the Mayor is contacting possible Contractors

4-Flood Prevention Works

As regards the flood barrier gates the Caretaker has been asked to confirm that he can either fit the gates himself or knows a suitable Contractor.

As regards the main body of Works required to alleviate the flooding underneath the Hall the Mayor is contacting possible Contractors.

5-Other Repairs

The Clerk sets out an extract of the Minutes-

"The Chair of the Welfare Hall Management Committee/Trustees stated that she had met with the Caretaker at the recent Craft Fayre and had discussed the following items-

- (i)the cooker is in need of cleaning-Clerk and Caretaker to liaise
- (ii)some of the chairs have been stacked in the Welfare Hall for some time and have become dusty and need cleaning-Clerk and Caretaker to liaise
- (iii)the Caretaker may have to adjust the timing as to when the heating goes off and on according to the current usage in the Hall.Themostat does not appear to be working in the Hall
- (iv)Welsh Wood Crafts have enquired whether it will be possible to have a water supply in the basement;Caretaker check if any infrastructure
- (v)door to kitchen and cupboard door will need changing-will form part of the

refurbishment/fire safety Works”

As regards the points-

- (i)the Clerk has contacted a Contractor to request a quotation and may be able to give a verbal update at the Meeting-this has now been received in the sum of £190.00.Members are asked to confirm whether they wish to proceed on this basis or would wish to obtain further quotations.
- (ii)the Caretaker will check which chairs require cleaning or attention after he has completed the layout for the Annual Dinner-the Clerk will now discuss the matter further with the Caretaker.
- (iii)the Caretaker has confirmed that the heating in the Hall is controlled by both a timer and a thermostat;he does regulate the heating depending on usage-the Caretaker has been asked to confirm if a new thermostat is required
- (iv)Platinum Contractors have been requested to investigate the possibility of supplying a water supply to the basement
- (v)the Mayor is contacting possible Contractors

6-Receipts and Payments

The current receipts and payments are attached.

Dated this 21st April,2022.

Clerk to the Council.