

NOTICE OF MEETING

A meeting of the **WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES** will be held on Monday next the 6th June,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 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 25th 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 2nd June,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 held on the 25th April,2022.

PRESENT: Councillor I. James (Chair)

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

(At the Welfare Hall 7.00 pm – 7.04 pm)

63. APOLOGIES

There was an apology for absence from Councillor H.Huelin.

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. MINUTES

It was **RESOLVED** that the minutes of the Meeting held on the 4th April,2022 be confirmed as a correct record.

66. MATTERS ARISING

There were no matters arising.

67. 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 payments had been authorised	
S.Beynon	£12.98
Viking Signs	£13.39
Swansea Council-trade waste	£452.40
Amazon	£9.99

(b)Users of the Welfare Hall

The Clerk's Report and verbal update were **NOTED**.

(c)Refurbishment/Fire Safety Works

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

- (i)the works involving the replacement of the door which was previously padlocked and the turn key locks required to be fitted to the basement door were likely to be completed in the next few weeks and
- (ii)the Mayor will attempt to engage other Contractors in respect of the works required to replace the other doors in the Hall.

(d)Flood Prevention Works

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

NOTED that the Clerk would now order the flood barrier gates.

It was **FURTHER NOTED** that as regards the Works required to alleviate flooding beneath the Hall that the Mayor was attempting to locate and engage possible Contractors failing which the Mayor had been in discussions with the Caretaker regarding a temporary solution.

(e)Other Repairs

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

- (i)the quotation received for cleaning the cooker be authorised and the Contractor be instructed to carry out the works
- (ii)the Caretaker be instructed to inspect all the chairs in the Hall and ascertain which chairs require attention or cleaning
- (iii)the Contractor referred to in the Report be instructed to examine the thermostat and recommend whether or not it needs replacing and also to examine the possibility of connecting a water supply to the basement.

It was **FURTHER NOTED** that as regards the door to the kitchen and cupboard door that the Mayor will attempt to locate Contractors to undertake the works.

(f)Receipts and Payments

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

68. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 6th June,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

Welsh Water	£523.31
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2-Users of the Welfare Hall

The Welsh Government has now relaxed its remaining restrictions and have stated-

“ Face coverings are no longer required by law in any indoor public place.”

WG have however produced the following Guidance for Employers,Businesses and Organisations-

“coronavirus has not gone away and will remain with us globally. For this reason, it remains important for businesses, employers and event organisers to consider what they can do to reduce the spread of the virus, and protect their workers and customers

With increasing numbers of people vaccinated and thanks to everyone’s continued efforts, coronavirus specific legal requirements no longer apply. The risks from coronavirus should now be considered in the same context as other communicable diseases risks (for example flu and norovirus).

You are no longer legally required to conduct a specific coronavirus risk assessment.

However, as coronavirus has not gone away, you can continue to conduct a specific coronavirus risk assessment if this works best for your circumstances.”

Members will note that there is no longer a legal requirement on the Council/Trustees to produce a risk assessment-the Council’s current assessment namely the Covid-19 Precaution Policy is set out for Members information as Appendix 1.

Members may wish to consider whether they would wish to retain the Precaution Policy as a Guidance imposed on Staff,Visitors and Users-some of the perceived advantages in retention could include-

i)a reminder as to the benefits of social distancing,good hygiene practice,

ii)importance of cleaning and disinfecting

iii)make Users think about how they operate in the Hall

iv)issues for vulnerable people to consider

v)reminder to keep up to date with Welsh Government Guidance

vi)capacity set at 120

The Loughor OAP's have still not unfortunately returned.

St.John Ambulance now occupy the Wednesday evening slot.

Members may wish to consider whether Town Council Meetings should remain in the main

Hall on a socially distancing basis.

3-Refurbishment/Fire Safety Works

a)the Caretaker has asked Platinum to call at the Hall to investigate the thermostat and also whether it is possible to supply water to the basement

b)the flood gates to the basement have now been supplied and the Caretaker is in the process of installing them

c)the new door(which was previously padlocked) being the fire exit by the kitchen has now been installed,An Invoice in the sum of £1,450.00(including VAT) has been received from the Contractor.This work had been previously authorised but the Internal Auditor strongly recommends that there should be,if possible,a specific Minute Number for each item of expenditure and accordingly Members are asked to authorise payment.The same Contractor has also provided a quotation for replacement basement fire exit door and two replacement cylinders and thumb turns (other one for the kitchen)in the sum of £1,495.00 (including VAT) and Members are asked to authorise this payment.

d)Nigel has commenced checking all the chairs and he will let me have his report shortly.

e)the Caretaker has instructed the local electrician to install an additional light outside the Chamber Room

f)the cooker has now been cleaned

4-Flood Prevention Works

As regards the main body of Works required to alleviate the flooding underneath the Hall the Mayor is contacting possible Contractors and /or developing a solution with the Caretaker.

5-Receipts and Payments

The current receipts and payments are attached.

Dated this 2nd June,2022.

Clerk to the Council.

