

## **NOTICE OF MEETING**

**A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 4<sup>th</sup> July,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](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 6<sup>th</sup> June,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 30th 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 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 6<sup>th</sup> June,2022.**

**PRESENT:** Councillor I.James (Chair)

Councillors S.Beynon,J.Bowen,A.Davis,M.Davis,P.Parsons,  
A.Phillips(remote attendance),C.Phillips(remote attendance),  
C.Richards, K.Roberts,R. V.Smith, W.Smith,D.Walters,N.Walters,M.Williams,  
J.Williams, and R.Williams.

(At the Welfare Hall and by Remote Access: 7.00 pm – 7.12 pm)

**1. APOLOGIES**

There were no apologies for absence.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

It was **RESOLVED** that the minutes of the Meeting held on the 25<sup>th</sup> April,2022 be confirmed as a correct record.

**4. MATTERS ARISING**

There were no matters arising.

**5. 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  
Welsh Water £523.31

(b)Users of the Welfare Hall

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

(i)the Council's own Risk Assessment in the form of the Covid-19 Precaution Policy would remain in force as Guidance to Users save that the 120 person capacity would remain mandatory

(ii)Town Council Meetings would remain in the Hall(but on a rectangular table basis) until such time as the Chamber Room had been fitted with new fire doors.

(c )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 invoice in the sum of £1,450.00 be authorised

(ii)the works in respect of the basement door and replacement cylinders and thumb turns be authorised and the invoice in the sum od £1,495.00 be authorised for

payment

(d) Flood Prevention Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED** and it was **FURTHER NOTED** that the Mayor intended to meet a Contractor to discuss the matter generally in the near future and it was **RESOLVED** that the Mayor and the Chair of the Welfare Hall Management Committee/Trustees in conjunction with the Clerk be granted delegated powers to conclude negotiations with such Contractor and authorise Works as appropriate.

(e) Receipts and Payments

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

6. **URGENT ITEMS**

There were no urgent items.

**Chair**

**Agenda Item 5**

**LLWCHWR TOWN COUNCIL**

**WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES**

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

**Report of the Clerk**

**1-Payments**

The following payment has been made by Direct Debit

Virgin Media

£75.60

## **2-Users of the Welfare Hall**

The Welsh Government does not appear to have changed its Guidance on coronavirus and therefore there is no necessity to amend the Council's Covid-19 Precaution Policy.

The Loughor OAP's have now returned.

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

a)Platinum have called at the Hall to investigate the thermostat and also whether it is possible to supply water to the basement;the Clerk is currently awaiting a formal Report and Quotation.

b)Chairs-the Caretaker has indicated that he is willing to undertake the necessary upholstery work

c)Doors-we are currently waiting for the door in the basement to be supplied and fitted;other doors will be required in the Hall and further discussions will be held with the Contractor.

d)Signage-the Mayor,Caretaker and Clerk will carry out a further inspection in the near future to see if further signs are required.

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

## **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-Loughor Town Band**

The Clerk has received the following request from the Band and Members are asked as to whether they are agreeable to the Band hosting an afternoon Concert on a Saturday afternoon;the usual fee would be £90.00.

The Caretaker has confirmed the amount of cutlery and crockery is sufficient for 120 being the maximum capacity of the Hall.

“ Hi Nigel

I would like to sound you out over an idea that I had in mind to celebrate the belated 25<sup>th</sup> Anniversary of Loughor Band. I know that Dorian has already approached you about the use of the Welfare Hall and received a favourable reply (in terms of the present Covid situation), with the Caveat that only downstairs can be used and therefore there would be restricted numbers.

I also bore in mind that a lot of our supporters are elderly and don't like coming out at night, staying out for long periods and so on, and I formulated a different approach. (Based in a way on the Council's Cawl y Chan format)

I suggested to friends in the band the idea of :-

Loughor Town Band

Invite you to

An afternoon

**Tea and Tunes Concert**

**Just 90 minutes of music to celebrate the**

**Belated 25<sup>th</sup> Anniversary Annual**

**on**

**Saturday September?..... 2022**

at

**3.00 p.m. (finishes 4.30 p.m.)**

**Ticket Price £5 to £7 to include tea and cakes while you listen to the band**

(£5 to £7 range- we haven't looked into the cost of cakes etc- but we are looking at it as a more "thanks for your support" thing rather than making a vast profit.)

Obviously to do this we would need to lay out tables and chairs in the hall (as per Cawl y Chan) – and this in itself would restrict numbers. It is really a thank you to loyal supporters and the local community rather than a vast fund raising event We have discussed the point that all cakes would be shop bought (limiting the chance of food poisoning or heavy stomachs from home baking).

It does raise the question

a) would we be able to get a Saturday afternoon session (again we would need a get in to prepare)

b) I gather the kitchen is available – so would it be possible for us to use it, and is there a cleaning regime afterwards

c) Is there crockery and cutlery available and if we could use it are there restrictions on washing it up afterwards

The most obvious question is what would be the cost either in total or in terms of a,b, and c above.

There are probably many other things that may arise from our committee or from yourself, but that is the nature of the beast.

As you can appreciate this is a bit of a draft idea, however I look forward to your thoughts on the above before putting it to the band committee prior to making a formal application

Yours sincerely

John”

**6-Assistant Caretaker**

Members will recall that in April 2020 the Council advertised the above post;the original advert and person specification are set out in Appendices 1 and 2;the National Living Wage is currently £9.50 an hour.There were several applicants originally but currently only one has indicated that he is still interested-a Mr.Y.S.

In order to preserve Mr.Y.S.'s confidentiality it is proposed that the Clerk e mails his original C.V. to Members prior to the Meeting-the C.V. would need updating if we are to proceed.

Members are asked to confirm whether they still wish to proceed with the appointment of an Assistant Caretaker and if they do whether they would wish to interview Mr.Y.S. or commence a new appointment procedure.

The Caretaker has indicated that he might be on annual leave at the end of August and in October but these proposals have not yet been finalised.

### **7-Receipts and Payments**

The current receipts and payments are attached.

**Dated this 30th June,2022.**

**Clerk to the Council.**

### **Appendix 1**

#### **LLWCHWR TOWN COUNCIL** **RELIEF CARETAKER-WELFARE HALL,LOUGHOR**

**Salary-UK's National Living Wage-£8.72 an hour.**

**Duties can include cleaning,security ,taking bookings and minor maintenance and repair-a full Job Description is available from the Clerk.**

**Applicants should preferably live within a reasonable distance from the Hall,have home or mobile phone,be physically fit,and be able to deal with the public.**

**Please apply in writing giving personal details,previous work experience and any qualifications together with the names of two referees to-  
Mr N.G.Havard,Clerk to the Council.**

**30,Huntingdon Way,Tycoch,Swansea,SA2 9HN**

**Tel. 01792-419121 or e mail-clerk@llwchwrtowncouncil.gov.uk**

**Closing date for Applications-31<sup>st</sup> March 2020**

**JOB DESCRIPTION-RELIEF CARETAKER**

## Appendix 2

Duties and Responsibilities-to provide cover for the Caretaker at the Welfare Hall, Woodlands Road, Loughor on the occasions of the Caretaker's absence through holidays, sickness or other reasons.

Duties will depend on whether the cover is short term ie 3 weeks or less or long term.

The following duties and responsibilities will apply to short term cover-

- 1-general care, maintenance and cleaning of the Hall
- 2-opening and closing the Hall for the users of the Hall including the carrying out of the necessary seating/table arrangements for each user
- 3-to report to the Clerk of the Council any issues of whatsoever description
- 4-at all times to be responsible for the keys to the Hall and under no circumstances whatsoever to release or lend or permit the use of same by any user of the Hall
- 5-to carry out all other duties as reasonably required by the Council

If long term cover is required then the following additional duties will apply-

i)to be the principal contact of the Council in respect of the administration of bookings of the Hall

ii)to collect takings/cash from each user and report to the Clerk

iii)to actively seek appropriate training eg manual handling

iv)if required to attend an appraisal by the Clerk

v)to carry out any duties generally required by the Council in respect of its Annual

Dinner, Awards Evening and Cawl a Chan and under no circumstances to be absent from any of these events without the express approval of the Council

The salary will be the hourly rate currently paid under the UK's National Living Wage-at present £8.72 an hour.

### Person Specification

1-the person appointed should ideally live in the vicinity of the Welfare Hall in order to properly carry out their duties.

2-physically fit

3-have home landline telephone and/or mobile so can be contacted easily

4-be computer literate and be familiar with Microsoft Word and e mail packages.

5-generally to be numerate and literate

6-have reasonable interpersonal skills

7-be honest and capable of working without direct supervision and show initiative

8-good time management skills

9-ability to undertake basic repair and maintenance tasks

10-ideally have previous experience of working in a building open to the public