

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 5th September,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 July,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 1st September,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 July,2022.

PRESENT: Councillor I.James (Chair)

Councillors J.Bowen,M.Davis,P.Parsons,A.Phillips,C.Phillips,C.Richards (remote attendance), 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 – 7.10 pm)

7. APOLOGIES

There were apologies for absence from Councillors S.Beynon,A.Davis,and K.Roberts.

8. DECLARATIONS OF INTEREST

The following declarations of interest were made:-

Councillor C.Richards declared an interest in Minute 11(e)

Councillor R.Smith declared an interest in Minute 11(e)

Councillor R.Williams declared an interest in Minute 11(e)

9. MINUTES

It was **RESOLVED** that the minutes of the Meeting held on the 6th June,2022 be confirmed as a correct record.

10. MATTERS ARISING

There were no matters arising.

11. 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**.

(c)Refurbishment/Fire Safety Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED**.

(d)Flood Prevention Works

The Clerk's Report and the verbal updates from the Mayor and the Clerk were **NOTED**.

(e)Loughor Town Band

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Town Band would be permitted to stage a Concert on a Saturday afternoon in September at nil fee.

(f)Assistant Caretaker

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Clerk enquire generally if the applicant still wished to proceed; if he did then the appropriate Sub Committee would need to be convened.

(g) Receipts and Payments

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

12. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 5th September, 2022

Report of the Clerk

1-Payments

The following payment has been made by Direct Debit

Virgin Media

£75.60

2-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 first an external Contractor will be required to provide a quotation for cleaning the chairs-there are about 260 in total.In the Caretaker’s opinion some of the chairs will not survive the cleansing operation;in respect of these the Caretaker would look into the possibility of purchasing the seats and backs to go with the existing frames.The Caretaker has noted the details of the original purchase of the seats and is investigating if supplies can be purchased in the UK rather than have to be imported-if that proves impossible he is willing to upholster/recover the chairs himself.

c)Doors-the Mayor may be in a position to give a verbal update.

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

3-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. The Mayor may be able to give a verbal update.

4-Assistant Caretaker

The Clerk sets out his Report to the last Meeting of the Management Committee/Trustees-“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.

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 Clerk sets out the Minute from the last Meeting-

“The Clerk’s Report was **NOTED** and it was **RESOLVED** that the Clerk enquire generally if the applicant still wished to proceed;if he did then the appropriate Sub Committee would need to be convened”

The Clerk has emailed Mr.Y.S. on two occasions and has not received a reply.In the circumstances it is suggested that the Council place a further advertisement in the Evening Post in line with the wording set out in the two Appendices save for the increase in the National Living Wage.Members are asked specifically to authorise payment of the advertisement-in April 2020 it was £576.00.

4-Damage to the Welfare Hall Roof

The Caretaker has informed the Clerk that a neighbour has reported that there is apparently a hole in the Welfare Hall roof and that birds are entering the building.

The Clerk instructed the Council’s Roofing Contractor to investigate who has responded as follows-

“There is a hole in roof further over than last repair, by the looks of it a couple of missing slates. But, the scaffold would need to go in the rear garden of 57 North Road. Do you want me to approach the neighbour, I know her, and show my scaffolder what is needed and get a price back to you.”

The matter was referred to the Mayor and the Chair of the Welfare Hall Management Committee/Trustees who made a delegated decision to approve the Contractor approaching the neighbour in respect of scaffolding and obtain a price.

The Clerk may be able to give a verbal update at the Meeting.

6-Receipts and Payments

The current receipts and payments are attached.

Dated this 1st September,2022.

Clerk to the Council.

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-31st March 2020

JOB DESCRIPTION-RELIEF CARETAKER

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