

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 3rd October,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 5th September,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 29th 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 5th September,2022.

PRESENT: Councillor I.James (Chair)

Councillors S.Beynon,J.Bowen,A.Davis,M.Davis,P.Parsons,A.Phillips,C.Phillips,R.V.Smith, W.Smith,D.Walters,N.Walters,M.Williams,J.Williams, and R.Williams.

(At the Welfare Hall : 7.12 pm – 7.25 pm)

13. APOLOGIES

There were apologies for absence from Councillors C.Richards and K.Roberts.

14. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

15. MINUTES

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

16. MATTERS ARISING

There were no matters arising.

17. REPORT OF THE CLERK

(a)Payments

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

(b)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)as regards the chairs that some 50 chairs which had previously been used in St.Michael's Church were now being stored in the Town Hall and could be utilised if necessary in the Welfare Hall.

(ii)as regards the doors the Mayor and the Caretaker had been in contact with a Contractor who had indicated that he would be able to carry out the necessary Works(involving both replacement frames and doors);a further meeting was being arranged for later in September.

(iii)no meetings should be held in the Chamber Room until replacement frames/doors been fitted;until further notice Town Council Meetings would be held in the Main Hall.

(c)Flood Prevention Works

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

(d)Assistant Caretaker

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Clerk update the Job Advert and Person Specification (rate £10.00 an hour) and that the advert be placed on the Council's website, noticeboards, social media and the SA4 Magazine.

(e) Damage to the Welfare Hall Roof

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that because of the urgency of the matter that delegated powers be granted to the Clerk in conjunction with the Mayor (or Deputy Mayor in his absence) together with the Chair of the Welfare Hall Management Committee/Trustees to deal with all matters appertaining to the Works required and approve all quotations/payments as necessary.

(f) Receipts and Payments

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

18. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

Date 3rd October, 2022

Report of the Clerk

1-Payments

The following payment has been made by Direct Debit

Virgin Media	£75.60
PPL/PRS	£151.68

2-Users in the Welfare Hall

i)HealthForce have ceased operating out of the Hall;no notice or explanation was given to either the Caretaker or the Clerk.If this is a permanent move it will mean a major loss of income of £1,300.00 per annum.The Clerk subsequently phoned HealthForce and the reason given was “no coach available to take class”;classes are now being held at Penyrheol Leisure Centre.

ii)Yoga Embrace have booked four workshop sessions in October/November.

iii)Dog Training

The following request has been received;the operator would like to use the Hall the three Mondays in the month when it is not being used by the Council.Members are asked to confirm whether or not they are prepared to authorise this activity.

“Name: Stephanie Mead

I am inquiring about the possibility of hiring your hall weekly on a Monday or Wednesday evening to run dog training classes. If you can let me know if you have availability would be grateful thanks Steph (paws4asecond) .“

iv)PontyBrenin Welsh School have booked the Hall on the 8th,9th,15th and 16th December for rehearsals and a Christmas Concert.

3-Refurbishment/Fire Safety Works

a)Platinum -the Clerk is still awaiting the Report in respect of the thermostat and also whether it is possible to supply water to the basement.

b)Chairs-the Clerk has had to instruct a second Contractor as the first Contractor simply did not respond.The Clerk may be able to give a verbal update at the Meeting.

c)Doors-the door in the basement has now been fitted.The Mayor and the Caretaker have had a further meeting with the Contractor.It would seem that most if not all of the doors inside the Hall may need replacing;it would seem that the frames will also need replacing.The Contractor is currently preparing costings pending a formal quotation.

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)Light outside Chamber Room-it would seem that as well as a light a new fusebox is required-the electrician has been advised.

4-Flood Prevention Works

The Caretaker has carried out some investigatory work and discovered a drainage pipe(to the left of the Hall looking from the front) which seemingly connects to a drainage system.The aim is to try and prevent rain water etc from draining away through and to the right of the Hall.

The Caretaker is therefore proposing to “dig up existing pipe,raise its position to increase flow towards the front of the Hall to the existing black drain;also splice in a branch to include a rodding point and cap off existing outlet to prevent water flow under the Hall.”

The Caretaker has indicated that he is willing to undertake this work;he has also indicated that building materials will be required up to a cost of no more than £250.00.

Members are asked to confirm whether they wish this course of action to proceed and to authorise all necessary payments.

5-Assistant Caretaker

The Clerk has placed the advert in the SA4 Community Magazine,the Council’s website and NoticeBoards-the information has also been sent to all Members for placing on social media.

The closing date is the 30th November.

6-Damage to the Welfare Hall Roof

The Contractor has been authorised both to erect scaffolding in an adjoining property in North Road in order that the repairs can be carried out and to carry out such repairs.This authorisation was made under delegated powers.

The Contractor’s Invoice is set out below.

The Caretaker also reports that due to windy weather some slates came loose and damaged a neighbour's greenhouse. The Caretaker has inspected the damage and believes the damaged panes can be replaced at a cost of no more than £50.00; the Caretaker may be able to carry out the work himself. The Caretaker is proposing a further visit to take measurements.

Members are asked to authorise payment of the repairs.

H. M. Thomas

(Loughor) ROOFERS Ltd



218 West Street, Gorseinon, Swansea SA4 4AQ Tel:(01792) 893516

Nigel Havard
Clerk to the Council.

12/09/2022

Roof repairs to Welfare Hall, Loughor.

Erect 2no. scaffolds in gardens of domestic properties on North Road, Loughor to gain access to side elevation of hall roof. Fix and supply good quality reclaimed Welsh slate to replace those damaged/missing.

At the cost of £1,980.00 plus VAT

Slating

Tiling

Re-Roofing

Fascia & Soffit

Skylights & Rooflight

Guttering

Flat & Fibreglass Roofing

7-Fire Blanket

The Caretaker has reported that a fire blanket has been stolen from the Hall.

The Clerk has contacted Hartsons to request a replacement;the website would seem to indicate that the cost is £18.00 plus VAT and Members are requested to authorise payment.

8-Heating in the Hall

The Caretaker is enquiring whether Members have any preferences to when the heating comes on/is switched off at the Hall.The heating generally comes on about one hour before the first User group attends and switched off immediately after the last User group has finished.

The heating does come on at the weekend.

The Hall does quickly chill down after the heating has been switched off.

The Caretaker also believes the radiators need flushing out and would like to approach a Contractor to obtain a quotation.

9-Utilities

The Council has three Accounts with E.On-

- a)Gas-main account in respect of the Welfare Hall-3 year deal ending on 1/12/2023
- b)Electricity-main account in respect of the Welfare Hall-3 year deal ending on 29/5/2023
- c)Electricity for Globe Field-rolling 12 month contract-current contract expires 23/11/2022

In view of the current utility situation the Clerk has approached a Consultant to see if a new/better deal can be negotiated with a view to quotations being submitted to the Council;there would be no cost to the Council.

10-Receipts and Payments

The current receipts and payments are attached.

Dated this 29th September,2022.

Clerk to the Council.

ADDENDUM

I met with Nigel Livings at the Welfare Hall earlier this afternoon. He showed me the chairs and explained the situation.

As I explained to Nigel, I haven't come across this kind of thing before – that is to say where the fabric has become very weak and indeed seems to be disintegrating on some of the chairs. Nigel explained that some of the chairs appear to be ok, but was unsure whether they would start deteriorating in the same way as the others if cleaned and I would agree with him on that.

Naturally, it would be best for you to keep costs as low as possible in terms of replacement, whether that be new pads, re-upholstery, new chairs or cleaning and I can see it's a bit of a tricky situation for you. It's also tricky for me because I really can't guarantee that the fabric is going to hold up to cleaning.

I suggested to Nigel that a way forward might be to cost on an individual basis at £2.50/chair and see how we get on.

Before proceeding I can test a couple of solutions on a few of the chairs that are already damaged and inspect them once they are clean and dry. We will then be in a better position to assess further.

Please feel free to share your thoughts.

Thanks

Pete

Kind regards,

Peter Ellison

Cleaner by Nature Limited