

NOTICE OF MEETING

A meeting of the **WELFARE HALL MANAGEMENT COMMITTEE** will be held at the **Welfare Hall, Woodlands Road, Loughor on Monday next the 3rd December 2018** commencing at 7.00pm for the transaction of the following business:-

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 interest relates to and to signify whether their interest is such that they remain and vote / remain and not vote / withdraw).
3. To confirm the Minutes of the previous meeting held on 5th November 2018 ([copy attached](#)).
4. To consider matters arising from the Minutes, if any.
5. To consider the Report of the Clerk ([copy attached](#)).
- 6 Any other matter which the Chairman determines to be urgent.

Would members please ensure that they sign the Attendance Register.

Dated this 26th November, 2018

Nigel G Havard
Clerk to the Council

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Welfare Hall Management Committee

Meeting held on the 5th November 2018

Present: Councillor I.James(Chair)

Councillors S.Beynon, J.Bowen, Will Evans, H.Huelin, P.Parsons, C.Phillips, C.Richards,
R.V.Smith, W.Smith, J. Williams, P.Williams and R.Williams

(Welfare Hall, Loughor: 7.00pm – 7.25pm)

27. APOLOGIES

There were apologies for absence from Councillors A.Davis,
Wendy Evans,K.Roberts and D.Walters

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the
1st October 2018 be confirmed as a correct record.

30. MATTERS ARISING

There were no matters arising

31. REPORT OF THE CLERK

(a)Payments

It was **NOTED** that the following payments have been made by Direct
Debit-

Virgin Media	£70.80
NPower(Gas)	£ 66.72

It was **RESOLVED** that the following payments be approved

BT(cancellation charges)	£197.52
PPL PRS(Music Licence)	£202.32
Swansea Council (Premises Licence)	£180.00
Swansea Council (Personal Licence fees)	£340.00
Platinum Property Services(boiler repair)	£1,440.00
N.Livings (materials required for boiler platform)	£122.40
Swansea Council (Trade Waste)	£344.50

(b)BT

The Clerk's Report was **NOTED**

(c)Piano

The Clerk's Report was **NOTED** and it was **RESOLVED** that the
Clerk contact the engineer referred to in the Report to arrange a site visit
and inspection.

(d)Virgin Media

The Clerk's Report was **NOTED** and it was **FURTHER NOTED**
that an Internet connection was now available in the Chamber.

(e)Works to the Hall-Frontage

The Clerk's Report and Addendum were **NOTED**

The Clerk's verbal update to the effect that one of the outstanding Contractors had stated he would arrange a site visit with the Caretaker on Tuesday the 6th November and that the other Contractor had stated he would deliver a written quotation on Wednesday the 7th November was **NOTED**.

(f)Licensing

The Clerk's Report was **NOTED**

It was **RESOLVED** that the Caretaker be authorised to attend an appropriate licensing course in January 2019 in order to be able to attain a Personal Licence

(g)Welfare Hall Receipts

The Clerk's Report was **NOTED**

32. URGENT ITEMS

The Clerk reported as follows-

(i)-Gas Cooker,Kitchen,Welfare Hall.

The Caretaker has received an enquiry from British Gas to service the cooker and has confirmed that some years previously British Gas had carried out a test on the cooker in which it had seemingly failed safety regulations.

As Members are aware only the hob of the cooker is used and not the ovens and hence the reason for the safety black and yellow tape.

It may be opportune to further test and service the cooker because next week the Hall has been booked by the Bird Show who utilise the cooker for hot meals.In the circumstances it is proposed to contact the firm who recently carried out the service on the boiler namely Platinum Gas Services and who are registered Gas Safe Engineers to carry out such tests and service and preferably prior to the Bird Show

For the purposes of the Council's Financial Regulations the supply of gas is outside the Regulations and could also be classed as urgent and would not need to be tendered.

It was **RESOLVED** that the Clerk be authorised to instruct Platinum Gas Services to carry out an inspection and service.

(ii)-Alarm System-Welfare Hall

Reference is made to Paragraph (b) of the Clerk's Report.The Caretaker has informed the Clerk of an unintended consequence of the cancellation of the BT Contract.It would appear that the Hall's Alarm system which is supplied by O'Brien Security Systems is intrinsically linked to the BT telephone system.It will be necessary to upgrade the system.The Clerk has spoken to O'Brien systems who recommend a

DigiAir installation-this is a wireless digital communicator with zero call costs.The Clerk believes that the costs are £40.00 connection and an annual fee of £30.00 plus VAT.It is suggested that Members approve this option;O’Briens have confirmed that the alarm if activated would still be routed to South Wales Police.

For the purposes of the Council’s Financial Regulations the alarm could be deemed an extension to an existing contract and again would not need to be tendered

It was **RESOLVED** that the Clerk be authorised to instruct O’Briens Security Systems to connect a DigiAir system.

Chair

Agenda Item 5

**LLWCHWR TOWN COUNCIL
WELFARE HALL MANAGEMENT COMMITTEE
Date 5th November,2018
Report of the Clerk**

CONTENTS

1-Payments

The following payments have been made by Direct Debit

Virgin Media	£70.80
NPower(Electricity)	£ 405.35

The following payments need to be authorised

N Havard-extension leads	£19.98
PPL PRS(Music Licence) (balance of fee)	£40.44
Welsh Water	£430.84
Mike Young –Electrician(faulty light in kitchen)	£216.00
BT-(further cancellation charges)	£61.36
Music Repair Services-Piano repair	£154.75

2-Alarm

The Clerk has contacted O’Brien Security Systems;unfortunately they have not yet installed the DigiAir system but have promised to do so “this week.”

The Clerk will give a verbal update at the Meeting.

3-Licensing

The Clerk has now been informed that the PPL/PRS Music Licence fee is in fact £242.76 and not £202.32 as previously reported .The first fee quoted excluded VAT.

4-Piano

The Engineer has now called at the Welfare Hall and effected repairs-this involved removing the keys and cleaning the optical sensors and calibration.The piano (Bachman Baby Grand) should now be in full working order.

5-Boiler

As Members will be aware the main boiler was recently repaired-it now requires servicing.It is suggested that this service be carried out by the manufacturer Worcester rather than the firm who carried out the repairs.A platform has now been constructed by the Caretaker to enable the service to be carried out.

6-Cooker

The Clerk has instructed Platinum Gas Services to carry out a service on the cooker and accompanying combi boiler.At the time of writing this Report the service has not been carried out;the Clerk has chased the matter with the Company and hopefully the service will be carried out shortly.

The Clerk will give a verbal update at the Meeting.

7-Works to the Hall-Frontage

It is suggested that because of the confidential nature of the quotations received that this matter is more appropriately dealt with in the Further Report of the Clerk as attached to the main Council Agenda

8-Receipts and Payments

The current receipts and payments are attached.The current balance in the Welfare Hall Account is £2,100.00 and it is recommended that say a sum of £15,000.00 be transferred from the main Town Council Account.

Dated this 26th November,2018

Clerk to the Council