

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 1st July,2024 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 3rd June,2024.
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 27th June,2024.

**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 on the 3rd June,2024.

PRESENT: Councillor Jeff Bowen , I. James (Joint Chairs)
Councillors S. Beynon, P. Parsons, A. Phillips, C. Phillips, C. Richards,
K. Roberts, R. Smith, W. Smith, N. Walters, J. Williams , M. Williams
and R. Williams.

(At the Welfare Hall : 7.47 pm – 7.53 pm)

69. APOLOGIES

There were apologies for absence from Councillors A. Davis, M. Davis,
and D. Walters.

70. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

71. MINUTES

It was **RESOLVED** that the Minutes of the Meeting held on the 29th April,2024
be confirmed as a correct record.

72. MATTERS ARISING

There were no matters arising .

73. REPORT OF THE CLERK

(a)Payments

It was noted that the following payment had been made by Direct Debit-
Virgin Media £70.80

The following payment was authorised
Swansea Council-trade waste £504.00

(b)Users

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

(c)Refurbishment Works

(i)Electrical Works

The Clerk's Report and verbal update by Councillor Jeff Bowen were **NOTED**.

(ii)Aluminium nosings

The Clerk's Report and verbal update by Councillor Jeff Bowen were **NOTED**.

(iii) Porch

The Clerk's Report and verbal update by Councillor Jeff Bowen were **NOTED**.

(iv) External Fire Escape

The Clerk's Report and verbal update by Councillor Jeff Bowen were **NOTED** and it was **RESOLVED** that payment of the Contractor's Invoice be authorised.

(v) Signage

The Clerk's Report and verbal update by Councillor Jeff Bowen were **NOTED**.

(vi) Grants

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

(d) Receipts and Payments

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

74. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

Date 1st July, 2024

Report of the Clerk

1-Payments

The following payment has been made by Direct Debit

Virgin Media	£70.80
--------------	--------

The following payment needs authorisation-

Handyman Window Cleaning Services	£175.00
-----------------------------------	---------

Algebra-supplies	£155.40
------------------	---------

2-Users

The latest correspondence from Ty'r Felin Surgery, Gorseinon states-

"The Health Board are undertaking a feasibility / cost-comparison study on current options, one of the difficulties is that they need a 'clinical' space with access to a sink for the community audiology service so this is complicating matters. They don't move quickly but I'm hoping for a response by the end of the summer as we will be unable to run all our services if we don't have additional space by September."

There have been, unfortunately no other approaches from potential hirers to use the Hall.

3-Refurbishment Works

a)Electrical Works

The Council's Contractor has been instructed in all of these matters which include the external lights as well as the eco friendly lights for the toilets. The Contractor has also been instructed to fit a pull cord alarm in the disabled toilet. The Clerk is awaiting an update from the Contractor as well as a detailed quotation for these works which can form the basis of an application for a Wales Church Act Grant along with the works to the Porch. The Clerk may be able to give a verbal update.

b)Aluminium Nosings-these will be obtained by the main Contractor and fitted by him.

c)Porch

The Clerk has asked for an update from the Contractor generally and in particular the works relating to the roof; this Contractor has also been instructed to carry out works in the toilets including the fitting of vanity units/wash basins, dispensers and mirrors. Councillor Jeff Bowen or the Clerk may be able to give a verbal update.

d)Blinds

The blinds are due to be fitted on the 26th June-they will be paid for by Grant monies.

Tower scaffolding has been supplied by Knight and Benchley but an Invoice has not yet been received.

e)Deep Clean

This due to be carried out between the 1st to 3rd July. Members are requested to confirm payment of the Contractor's Invoice of £3,072.00.

f)Grants

The Clerk is currently waiting to hear from the Rural Anchor Grant Team that the claim in respect of the blinds has been formally approved and sent to Swansea Council's Finance Department for payment.

4-Inspections and Maintenance

O,Briens carried out an inspection of both the intruder and fire alarms on the 13th June- no issues were reported in respect of the intruder alarm but in respect of the fire alarm it was reported that the "heat detector in the kitchen not working."

At the time of writing this Report the Clerk has instructed the Contractor to urgently carry out all remedial works.

The Contractor will submit an Invoice in December.

Hartsons have carried out a service and maintenance check on the fire equipment-no issues have been reported and a Certificate has been issued.

The Company have also submitted an Invoice for £54.00 and Members are requested to authorise payment.

5-Receipts and Payments

The current receipts and payments are attached.

Dated this 27th June,2024.

Clerk to the Council.

Councillor Jeff Bowen's Inspection of the Welfare Hall and Outstanding Issues/Works

1-Signage-believed all supplied but Councillor Jeff Bowen will carry out Inspection after Works have been completed.

2-Outside lights and eco friendly lights for toilets and toilet alarm -electrical contractor has been instructed-awaiting update and quotation quotation for possible Grant application

Also as regards the toilets the main Contractor has been instructed to install new vanity units,dispensers and mirrors but not new cubicles

3-Aluminium nosings-Caretaker has informed Clerk that the Council's Main Contractor is both supplying and fitting these

4-Repainting Building-Painting Contractor will carry out any touching up works

5-Porch/roof-awaiting update from main Contractor

6-Refurbish Kitchen-not started

7-Hall Floor-not started

8-window cleaning-work carried out

9-Blinds -due to be installed on the 26th June-tower scaffolding hired from Knight & Benchley

10-Deep clean-due to be carried out 1st to 3rd July

25th June,2024