

NOTICE OF MEETING

A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 8th April,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 4th March,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 4th April,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 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 on the 4th March,2024.

PRESENT: Councillors Ireen James, Jeff Bowen (Joint Chairs)
Councillors S. Beynon, A. Davis, M. Davis ,A. Phillips, C. Phillips,
K. Roberts (remote attendance), R. Smith, W. Smith,
D. Walters , N. Walters, J. Williams and M. Williams.

(At the Welfare Hall and by Remote Access: 7.05 pm – 7.26 pm)

51. APOLOGIES

There were apologies for absence from Councillors P. Parsons, C. Richards, and R. Williams.

52. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

53. MINUTES

It was **RESOLVED** that the Minutes of the Meeting held on the 5th February,2024 be confirmed as a correct record save that the following should be added to Minute No.50-“the Clerk would accompany Councillor Phillips in the purchase of the equipment.”

54. MATTERS ARISING

There were no matters arising.

55. 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-Asbestos Report £761.10

(b)Users

The Clerk’s Report was **NOTED**.

Councillor Nia Walters reported that she had been approached by Swansea Council with a view to that Authority hiring the Hall for digital training-it was **RESOLVED** that the Hall could be offered for hire at a discounted rate of £50.00

(c) Refurbishment Works

(i) List of Further Works

Councillor Jeff Bowen gave a verbal update-he had inspected the Hall on the 29th February and as a result presented a List of Further Works; it was

RESOLVED that-

- 1-the blinds were to be installed prior to the deep clean and then the windows would be cleaned.
- 2-the items noted as urgent on the List would be given priority.
- 3-payment of floor brackets to secure the screen in the balcony area was authorised.

(ii) It was **RESOLVED** that the Clerk should immediately supply the Caretaker with an Asbestos Register-the Caretaker should ensure all Contractors sign it to signify receipt of the Asbestos Report prepared by Swansea Council.

(iii) It was **RESOLVED** that the Clerk should initial the Inspection Report prepared by the Caretaker in respect of his inspection of the alarms and lighting.

(iv) Porch

Councillor Jeff Bowen gave a verbal update-drier weather was required but hopefully a quotation could be supplied to allow a Grant Application; further work was required to ascertain the cause of the dampness.

(v) External Fire Escape

Councillor Jeff Bowen's verbal update was **NOTED**.

(vi) Deep Clean

The Clerk's Report was **NOTED** and it was **FURTHER NOTED** that the deep clean would not now take place until after the blinds had been installed.

(vii) Plumbing Works

The Clerk's Report was **NOTED** and it was **FURTHER NOTED** the radiator was not working correctly and the Clerk was to contact the Contractor; in the meantime payment of the Contractor's Invoice would not be authorised.

(viii) Grant

The Clerk's Report was **NOTED** and it was **FURTHER NOTED** that-

- 1-the Grant Team required quotations for the four non Apple type of iPads units
- 2-the Council wished to apply for 30% of the Grant to be paid up front-the monies to be utilised for I.T. equipment.
- 3-any publicity relating to the Grant will have to use specific logos and be approved in advance by the Grant Team.
- 4-the Grant Team required a short quote stating what impact Rural Anchor

funding will have on the work of the Town Council and Members approved the wording in the Report.

(d)Wheelchair

The Clerk's Report was **NOTED** and it was **RESOLVED** that-
1-payment of the fee of £355.49 was authorised.
2-the old wheelchair could be donated to St.John Ambulance.

(e)Receipts and Payments

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

56. URGENT ITEMS

There were no urgent items.

Chair

Agenda Item 5

LLWCHWR TOWN COUNCIL

Date 8th April,2024

Report of the Clerk

1-Payments

The following payment has been made by Direct Debit

Virgin Media	£70.80
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The following payment needs to be specifically authorised-

Evac Chair maintenance contract	£121.20
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Liftech maintenance contract	£222.00
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2-Users

There is no update on any new User Groups wishing to hire the Hall.

3-Refurbishment Works

a)List of Further Works

Councillor Jeff Bowen carried out an Inspection on the 29th February and his Report is set out for Members in Appendix 1. The Last Meeting set out the priority Works-

i)outside lights-the Council's Electrical Contractor has been instructed.

ii)aluminium nosings-work is required on the four steps leading to the storeroom, the four steps leading to the woodwork area and two steps leading up to the balcony. The Council's main Contractor has been instructed.

iii)screen-the Caretaker is procuring the necessary floor brackets

iv)hot water signs-the Clerk has ordered these.

b)Porch

Councillor Jeff Bowen may be able to give a verbal update.

The Clerk has requested the Contractor to provide a general update and a quotation which could form the basis of a grant application for Welsh Church Act funding.

c)External Fire Escape

Councillor Jeff Bowen may be able to give a verbal update.

d)Plumbing Works

The Caretaker is currently on holiday and upon his return the Clerk will seek confirmation that the plumbing/radiator works have been carried out satisfactorily in order that the Contractor may be paid.

e)Grants

At the time of writing this Report the Clerk has been invited by the Swansea Rural Anchor Grant Team to attend a Meeting at 3.00 pm on the 4th April at the Civic Centre in order to finalise all current documentation and procedures. It is hoped that shortly thereafter the Clerk may be able to place ,using the 30% up front funds, an order with Currys/PC World for some of the I.T. equipment listed in the Council's application, utilising the Council's Account with Currys/PC World.

The Clerk will also enquire with the Grant Team as to when the earliest opportunity will arise to place an order for the blinds.

4-Safety Inspection

The Council's Gas Contractor has carried out safety and maintenance checks on the main Worcester boiler in the stairway and the boiler and cooker in the kitchen-a gas safety certificate has been issued.

The Contractor has submitted an Invoice for £234.00(Incl.VAT) and Members are asked to authorize payment.

5-Broadband

Members have in previous Meetings made reference to the fact that the broadband reception in the Chamber Room is not always 100% operable-a reason maybe ,notwithstanding the use of a booster in the Main Hall, is that the new doors may possibly reduce the signal. One solution may be to purchase another booster/range extender to be operable in the Chamber Room.

Members views are sought and if they wish to proceed Members are asked to authorize the Clerk to make the necessary purchase; the range extender recommended by Curry's costs £45.00.

6-Receipts and Payments

The current receipts and payments are attached.

Dated this 4th April,2024.

Clerk to the Council.

APPENDIX 1

Inspection Welfare Hall 29th February

Car share office ok

Porch dog sign outside bilingual, bilingual no smoking in porch sign saying wheel chair users assistance to get in to chamber

Toilets hot water signs above hot taps.

Kitchen hot water above tap

Main hall wheel chair remains with lift sign

Stage fire sign on door and exterior door fire sign

Chamber two fire exit signs and evacuation sign

Down stairs fire exit sign on door and on beam above stairs

Two fire exit signs in turning room one hazard strip above small door and mind your head out of turning room.

Canteen fire exit sign

Evacuation signs in main hall and upstairs

To do list

Matter of urgency outside lights down path to woodwork room and upgrade outside light one needed on corner where cars are parked.

Urgent aluminium nosing for steps some are in bad way and dangerous.

Eco friendly lights for building toilets to have lights automatic on and off save electricity

Repainting building

Refurbish toilets

Refurbish kitchen

Hall floor

Told caretaker to look for floor brackets so we can get screen on upstairs wall.

We need to get blinds up before deep cleaning so curtains can be down when tower scaffold there window cleaner to clean inside windows and pvc Nigel knows a window cleaner and he would be willing to do it Nigel would liaise with him.