

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee /Trustees**

**Meeting held on the 3<sup>rd</sup> February 2020**

**Present:** Councillor I.James(Chair)

Councillors S. Beynon, J. Bowen, Will Evans, Wendy Evans, P. Parsons,  
C. Phillips, R.V. Smith, W. Smith, D. Walters, P. Williams and R. Williams

(Welfare Hall, Loughor: 7.05 pm – 7.30pm)

**45. APOLOGIES**

There were apologies for absence from Councillors

A. Davis, C. Richards and J. Williams.

**46. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**47. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the  
13<sup>th</sup> January 2020 be confirmed as a correct record.

**48. MATTERS ARISING**

There were no matters arising.

**49. REPORT OF THE CLERK**

**(a) Payments**

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

Virgin Media (January)	£75.60
NPower (Gas)	£1,085.39

The Clerk also presented a verbal update and it was **RESOLVED**  
that the Girl Guides be charged a booking fee of £15.50 for hiring the  
Welfare Hall on the 29<sup>th</sup> February for a Leader's Meeting.

**(b) Repairs/Refurbishment to the Welfare Hall**

The Clerk's Report and verbal Update were **NOTED** and the following  
matters discussed and further it was **RESOLVED** to implement the  
following actions-

- 1-it would be preferable to have an internal inspection prior to appointing  
an external Consultant in order to carry out a basic checklist
- 2-Signage an important matter-needs to be clearly identifiable exit plan if  
the alarm goes off; ideally the alarm should be checked on a weekly  
basis.
- 3-Noted that not all the emergency lighting came on after power

- terminated-possibly two circuits; need to examine cause.
- 4-Requirement for formal evacuation process including notices and plans  
In the Hall setting out muster points possibly to include the Globe Field
  - 5-Requirement for torches
  - 6-Confirmed all cleaning spirits locked in cupboard
  - 7-Preference for Deputy Mayor's suggestion that the local Chief Fire Officer be appointed as the Council's Consultant rather than the proposal by OVW
  - 8-Requirement for smoke excluders on fire doors
  - 9-Requirement to carry out a fire drill when Hall being occupied by Users and records kept

As regards the actual Works to be carried out in the refurbishment schedule the Clerk presented the following Report which were the suggestions put forward by the Deputy Mayor following his site inspection-

- 1-the storeroom in the Ladies Toilet is not sufficient to convert into a further toilet cubicle so the issue of access from the Hall corridor is irrelevant.
- 2-the disabled toilet to stay the same but with hand dryer installed
- 3-all toilets to have auto lighting
- 4-new taps in all toilets
- 5-disabled toilet fit for purpose-no shower area
- 6-no gender neutral toilets
- 7-all toilets to have touch sensitive taps
- 8-all existing cubicles to be replaced
- 9-All toilets to be painted-no need for internal doors and doors on both men's and ladies changed to fire doors with no handles

It was **RESOLVED** to add the following to the list-  
"baby changing facilities to be installed in both men's and ladies toilets"  
and it was **FURTHER RESOLVED** that at this stage the above prospective works be noted with the intention to include them in the final Specification to be forwarded to the Contractors.

(c)Assistant Caretaker's Post

The Clerk's Report was **NOTED** and it was **RESOLVED** that the post be advertised as set out in the Report.

(e)Receipts and Payments

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

**50. URGENT ITEMS**

There were no urgent items.

**Chair**