



LLWCHWR Town Council

Full Council Meeting November 2025

Action & Decision List



Councillors Present: Councillor S. Beynon, I. James, N. Walters, C. Richards, J. Williams, A. Davis, R. Smith, M. Williams, P. Parsons, M. Davis, R. Williams and A. Phillips

Attended on TEAMS: Councillor J Bowen

Apologies: Councillors D. Walters, K. Roberts, C. Phillips and W. Smith

No	D/R	DECISION	ACTION BY	R/A /G	Date ACHIEVED
Welfare Hall Management Committee					
125	02.06.25	Security Measures	Clerk to obtain quote for shutters for Chamber Room and separate quote for external camera installation.	G	In progress
143	06.10.25	Fire Safety Policy Management Plan	Clerk to prepare	G	17.10.25
144	06.10.25	PAT Testing Report Template	Clerk to prepare	G	13.10.25
145	06.10.25	Emergency Evacuation Plan	Clerk to prepare	G	17.10.25
146	06.10.25	Set up fire extinguisher training for staff	Clerk to arrange and extend to councillors	G	
147	06.10.25	Set up Fire precaution training for staff	Clerk to arrange and extend to councillors	G	
148	06.10.25	Set up record for fire drills	Clerk to arrange	G	11.10.25
149	06.10.25	Log book for emergency lighting checks	Clerk to arrange	G	11.10.25
150	06.10.25	Prepare record for periodic checks in relation to fire risk	Clerk to arrange	G	11.10.25
151	06.10.25	Purchase a log book for weekly fire alarm tests	Clerk to arrange	G	11.10.25
152	06.10.25	Purchase a log book for Fire Extinguisher checks	Clerk to arrange	G	11.10.25
153	06.10.25	Smoke Alarm Test log	Clerk to arrange		11.10.25
154	06.10.25	Extra Booking dates - School	Clerk to contact school	R	07.10.25
155	06.10.25	Welfare Hall disabled toilets	Clerk to prepare poster for locking procedure	A	13.10.15

156	06.10.25	External Fire Exit Steps	Cllr Bowen to provide contact numbers to the clerk for companies dealing with stairs	G	11.10.25
157	06.10.25	Drainage issues	Cllr Bowen to meet with caretaker to review next steps	G	Superceded by actions from 15.10.25
158	06.10.25	Drainage Issues	Clerk to contact Metrorod to chase up report	A	15.10.25
159	03.11.25	Fire safety policy and management plan	Clerk to upload to website and prepare for all hall users	G	
160	03.11.25	Fire evacuation plan and map	Clerk to prepare maps for all levels of hall	G	
161	03.11.25	Welfare Hall terms and conditions	Clerk to update with inflatables and firework clauses	G	
162	03.11.25	Fire training	Clerk to arrange e-course	G	
163	03.11.25	Linked fire alarm to monitoring service	Clerk to sort out link with O'Briens	G	
164	03.11.25	Commercial Waste – recycling bins	Clerk to purchase recycling bins	G	
165	03.11.25	Social media	Clerk to add Welfare Hall social media page	G	
Town Council Meeting					
104	07.10.24	Procedures to be written up for all actions	Clerk to write up	G	In progress
164	03.02.25	Digital Assets	Clerk to set up digital assets register	G	In progress
175	03.03.25	Defibrillators	Clerk to contact previous guardian again Clerk to update website with link to defib locations. Clerk to prepare a report for AGM	A	03.11.25
197	07.04.25	Utilities – need to review energy usage and change best cost suppliers	Clerk to take this task over from energy broker.	G	Completed for electric waiting for end of gas term. 29.10.25
219	12.05.25	Presentation of photo and mayor's ribbon to past Mayor	Clerk to arrange for a later date.	G	01.07.25 photo still to be arranged

224	02.06.25	Contact information for Police	Clerk to add information on any issues to report to Police to website with link to reporting process.	G	01.11.2025
241	02.06.25	Light Up Loughor – St Davids Church	Clerk to obtain quote on costings for Xmas tree and security of tree.	G	15.10.25
245	07.07.25	Mayors Starter pack (and councillors induction pack	Clerk to put together a pack for incoming Mayor and new councillors	G	In progress
247	07.07.25	Funding for youth events	Clerk to check with Swansea council on availability of grant funding	G	
248	07.07.25	Remembrance Day	Clerk to obtain costings for poppies and road closures, contact CC Swansea about process and requirements	G	In progress
256	01.09.25	Annual Report 2024/25	Clerk to upload report to website and prepare QR code for sharing on social media and noticeboards	A	12.09.25 – website and printed for noticeboards
259	01.09.25	Age Cymru Coffee Morning	Clerk to contact Age Cymru to organise coffee morning	G	
275	06.10.25	Christmas Tree costings	Clerk to get costings on individual set up for Christmas tree – fencing, lights, tree, putting up and taking down and costing for company doing it all in one go.	G	15.10.25
276	06.10.25	Decorated Service Boxes	Clerk to defer to November Agenda Clerk to contact EE for potential funding for decorating of boxes.	G	28.10.25
277	06.10.25	Parking on Bryn Road, Loughor Road and Belgrave Road	Clerk to contact Swansea Council Highways and Local police putting forward local resident and council concerns	R	29.10.25
278	06.10.25	Remembrance Day Church service and monument timings	Clerk to contact J. Williams with details	R	15.10.25
279	06.10.25	Grant Requests – New Bees Community, Urdd, One Heart Drummers, Friends of Parc Williams, Loughor Rugby Club and Gorseinon Cricket Club	Clerk to contact all groups with outcome of grant applications	R	07.10.25

280	06.10.25	OVW Constitution and AGM	Clerk to email OVW with Council's concerns	R	30.10.25
281	06.10.25	Rights of Way	Update letter to be completed and sent to Chief Executive	A	15.10.25
282	06.10.25	Glebe Road – works to road	Clerk to email Highways with council's continued concerns in relation to intended roadworks	R	29.10.25
283	06.10.25	Defibrillators	Clerk to change defib box at Garden Village	G	
284	06.10.25	Council EMR	Clerk to increase EMR to £25k in respect of works to be completed at Welfare hall	G	30.10.25
285	06.10.25	Welfare Hall – review of future required works	Cllr J Bowen and Caretaker to carry out survey on Welfare Hall	G	
286	06.10.25	Bank account	Clerk to close down instant access account and open deposit account	G	
287	06.10.25	PAYE and TAX	Clerk to note transfer of caretaker to LTC account in new financial year		
288	06.10.25	Social Media	Social Media policy and current accounts to be reviewed in November council meeting	G	28.10.25
289	06.10.25	New PC	Clerk to purchase tower pc for permanent clerk's office	A	13.10.25
290	06.10.25	Application No. 2025/1851/S73– no objection	Clerk to send decision to Planning Dept	R	10.10.25
291	06.10.25	Application No. 2025/1912/PLD - no objection	Clerk to send decision to Planning Dept	R	10.10.25
292	06.10.25	Application No. 2025/1932/NMA – no objection	Clerk to send decision to Planning Dept	R	10.10.25
293	06.10.25	Application No. 2025/1945/TPO – approve lop branches do not approve felling of tree	Clerk to send decision to Planning Dept	R	10.10.25
294	06.10.25	Application No. 2025/1984/TPO – approve lop branches do not approve felling of tree	Clerk to send decision to Planning Dept	R	10.10.25
295	06.10.25	Application No. 2025/1990/FUL – no objection	Clerk to send decision to Planning Dept	R	10.10.25
296	06.10.25	Application No. 2025/2028/FUL – no objection	Clerk to send decision to Planning Dept	R	10.10.25
297	06.10.25	Application No. 2025/2051/FUL – no objection	Clerk to send decision to Planning Dept	R	10.10.25

298	03.11.25	Service Boxes	Clerk to email schools, rugby and football clubs for ideas on what to put on boxes	G	
299	03.11.25	Privacy Policy	Clerk to upload to website and set up footer		
300	03.11.25	Social media policy	Clerk to upload to website		
301	03.11.25	Grant Requests – New Bees Community, Penyrheol PTA, the Sharing table, Welsh Air Ambulance	Clerk to contact all groups with outcome of grant applications		
302	03.11.25	OVW Membership	Clerk to prepare a report		
303	03.11.25	Pavement Parking issues	Forward email to councillors		
304	03.11.25	St David Day – grant funding	Clerk to apply		
305	03.11.25	Birthday Awards	Clerk to add to December agenda		
306	03.11.25	Flowers 2026	Clerk to confirm quote with CC Swansea and remind of baskets		
307	03.11.25	Application No. 2025/1749/TPO – no objection	Clerk to send decision to Planning Dept		
308	03.11.25	Application No. 2025/2133/FUL - no objection	Clerk to send decision to Planning Dept		
Meeting of Functions Sub-Committee					
127	02.06.25	Additional fund-raising functions 2025/26	Clerk to liaise with Mayor to decide on other functions and add to template for next meeting.	G	
131	01.09.25	Biodiversity	Clerk to contact schools to offer support for any biodiversity ideas	R	30.10.25
133	01.09.25	Christmas Tree	Clerk to contact Lighthouse Electrical about Christmas tree lights.	R	In Progress
135	01.09.25	Awards	Clerk to contact Swn-y-Gan to arrange presentation of flowers and award to resident	R	13.10.25
136	06.10.25	Remembrance Sunday	Clerk to send invite to Gorseinon Town Council	A	20.10.25
137	06.10.25	Remembrance Sunday	Clerk to contact Swansea Council in relation to poppies on lampposts and road closure support.		11.10.25

137	06.10.25	Welfare Hall – Christmas Fair decorations	Clerk to purchase decorations and Christmas tree budget of £500	G	
138	03.11.25	Order of wreath laying	Amend with additional people.	R	
139	03.11.25	Kingsbridge Ceremony	Clerk to update details to Rev Morgan	R	04.11.25