



LLWCHWR Town Council
Full Council Meeting 6th October 2025
Decision List



Councillors Present: J. Bowen, I. James, C. Phillips, W. Smith, M. Williams, J. Williams, P. Parsons, S. Beynon, R. Williams and A. Phillips
Apologies: N. Walters, D. Walters, R. Smith, C. Richards, K. Roberts, A. Davis and M. Davis

No	D/R	DECISION	ACTION BY	R/A /G	Date ACHIEVED
Welfare Hall Management Committee					
102	02.12.24	Charity Commission	Clerk to prepare Constitution paper from Charity Commission Template	G	22.09.25
105	06.01.25	Fire and Burglar Alarm Maintenance costs	Clerk to research other alarm companies and provide different quotes to Council.	G	01.09.25
112.	03.02.25	Postcode Lottery	Clerk to apply for grant	G	Superceded by 136
118	07.04.25	Welfare Hall heating – split between rooms in Welfare Hall	Clerk to research eco grants and cost of splitting system into 3	G	05.09.25 on hold
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
130	07.07.25	Fire Risk Assessment	Clerk to research and liaise with fire service on risk assessment and FEP for disabled persons	G	Superceded by 135
131	07.07.25	Loop in	Clerk to research and liaise with sound companies to link loop in with new sound system	G	Superceded by 137
133	07.07.25	Fire Escape both concrete and metal	Councillor J. Bowen to contact structural engineer to get a report prepared on requirements.	G	06.10.25

134	07.07.25	Drains	Caretaker to remove pump and casing. Clerk to instruct draining to prepare a report on drainage system.	G	06.10.25
135	01.09.25	Fire Risk Assessment	Clerk to contact FWS to set up date for fire risk assessment and Legionella risk assessment	A	03.09.25
136	01.09.25	Grants	Clerk to complete grant application for work to be done at Welfare Hall via Community Facilities Programme	R	17.09.25
137	01.09.25	Upgrade Welfare Hall Sound system	Clerk to contact Total Sounds to organise works required.	A	02.09.25
138	01.09.25	Electrical Safety Certificate	Clerk to contact Lighthouse Electrical to complete inspection and certificate	R	02.09.25
139	01.09.25	Welfare Hall Request	Clerk to contact J. Williams for further info on hall usage	R	04.09.25
140	01.09.25	Oven	Clerk to contact Essential Oven Clean to organise date of cleaning	A	02.09.25
141	01.09.25	Chamber Room Heating	Clerk to contact both plumbing firms see if any other options of separating heating out. Also advise boiler change being put on hold.	R	25.09.25
142	01.09.25	Music Licence	Clerk to make payment to PPPL	R	05.09.25
143	06.10.25	Fire Safety Policy Management Plan	Clerk to prepare	G	
144	06.10.25	PAT Testing Report Template	Clerk to prepare	G	
145	06.10.25	Emergency Evacuation Plan	Clerk to prepare	G	
146	06.10.25	Set up fire extinguisher training for staff	Clerk to arrange	G	
147	06.10.25	Set up Fire precaution training for staff	Clerk to arrange	G	
148	06.10.25	Set up record for fire drills	Clerk to arrange	G	
149	06.10.25	Prepare record for emergency lighting checks	Clerk to arrange	G	
150	06.10.25	Prepare record for periodic checks in relation to fire risk	Clerk to arrange	G	
151	06.10.25	Purchase a log book for weekly fire alarm tests	Clerk to arrange	G	
152	06.10.25	Purchase a log book for monthly emergency escape lighting tests	Clerk to arrange	G	
153	06.10.25	Extra Booking dates - School	Clerk to contact school	R	

154	06.10.25	Welfare Hall disabled toilets	Clerk to prepare poster for locking procedure	A	
155	06.10.25	External Fire Exit Steps	Cllr Bowen to provide contact numbers to the clerk for companies dealing with stairs	G	
156	06.10.25	Drainage issues	Cllr Bowen to meet with caretaker to review next steps	G	
157	06.10.25	Drainage Issues	Clerk to contact Metrorod to chase up report	A	
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	A	
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.
198	07.04.25	Utilities – look to change current boiler system to get best possible coverage of all areas of the Welfare Hall	Clerk to research costs and types of heating systems that are both economic and eco friendly.	G	Superceded by 112
211	28.04.25	Defibrillators – research CC Swansea defib listings	Clerk to email 3 county councillors for information on defib listings	A	05.09.25
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	
241	02.06.25	Light Up Loughor – St Davids Church	Clerk to obtain quote on costings for Xmas tree and security of tree.	G	In progress

243	07.07.25	Rights of Way	Clerk to liaise with Councillor M Williams on letter to rights of way officer	A	Superceded by 262
244	07.07.25	Mayors Allowance	Clerk to review information in policies and standing order on Mayors allowance	G	12.09.25
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
250	07.07.25	OVW Constitution and Governance Framework	Clerk to inform OVW of attendance of Councillor J Williams to the meeting.	R	Superceded by 261
252	07.07.25	Defibrillator pads	Clerk to obtain	G	05.09.25
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
257	01.09.25	Biodiversity Report 2025	To be added to website	A	12.09.25
258	01.09.25	Health & Safety Policy	Clerk to add to website and update with date of adoption	R	12.09.25
259	01.09.25	Age Cymru Coffee Morning	Clerk to contact Age Cymru to organise coffee morning	G	
260	01.09.25	Grant request	Clerk to contact Loughor Ladies Bowls Team grant awarded	R	02.09.25
261	01.09.25	Constitution and Governance Framework	Clerk to contact team for further info on how many people registered to attend and what the process will be on how decisions will be made.	R	10.09.25
262	01.09.25	Rights of Way letter	Clerk to send to Chief Exec of Swansea Council	R	03.09.25
263	01.09.25	ALCC membership	Clerk to pay £50 membership fee	A	05.09.25
264	01.09.25	Bleed Kits	Clerk to contact Heart		

265	01.09.25	Small office	Clerk to set up electrical work and painting required in small office	A	26.09.25
266	01.09.25	Grants	Clerk to apply for grant funding from Community Facilities Programme	R	17.09.25
267	01.09.25	Amazon	Clerk to sort account	A	05.09.25
268	01.09.25	Application No. 2025/1517/TPO – no objection	Clerk to send decision to Planning Dept	R	03.09.25
269	01.09.25	Application No. 2025/1663/FUL – no objection	Clerk to send decision to Planning Dept	R	03.09.25
270	01.09.25	Application No. 2025/1694/FUL – no objection	Clerk to send decision to Planning Dept	R	03.09.25
271	01.09.25	Application No. 2025/1697/TPO – approve lop branches do not approve felling of tree	Clerk to send decision to Planning Dept	R	03.09.25
272	01.09.25	Application No. 2025/1736/FUL – no objection	Clerk to send decision to Planning Dept	R	03.09.25
273	01.09.25	Application No. 2025/1747/FUL – no objection	Clerk to send decision to Planning Dept	R	03.09.25
274	01.09.25	Application No. 2025/1706/FUL – no objection	Clerk to send decision to Planning Dept	R	03.09.25
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	
276	06.10.25	Decorated Service Boxes	Clerk to defer to November Agenda	G	
277	06.10.25	Parking on Bryn Road, Loughor Road and Belgrave Road	Cler to contact Swansea Council Highways and Local police putting forward local resident and council concerns	R	
278	06.10.25	Remembrance Day Church service and monument timings	Clerk to contact J. Williams with details	R	
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	
280	06.10.25	OVW Constitution and AGM	Clerk to email OVW with Council's concerns	R	
281	06.10.25	Rights of Way	Update letter to be completed and sent to Chief Executive	A	
282	06.10.25	Glebe Road – works to road	Clerk to email Highways with council's continued concerns in relation to intended roadworks	R	

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	
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 review in November council meeting	G	
289	06.10.25	New PC	Clerk to purchase tower pc for permanent clerk's office	A	
290	06.10.25	Application No. 2025/1851/S73– no objection	Clerk to send decision to Planning Dept	R	
291	06.10.25	Application No. 2025/1912/PLD - no objection	Clerk to send decision to Planning Dept	R	
292	06.10.25	Application No. 2025/1932/NMA – no objection	Clerk to send decision to Planning Dept	R	
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	
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	
295	06.10.25	Application No. 2025/1990/FUL – no objection	Clerk to send decision to Planning Dept	R	
296	06.10.25	Application No. 2025/2028/FUL – no objection	Clerk to send decision to Planning Dept	R	
297	06.10.25	Application No. 2025/2051/FUL – no objection	Clerk to send decision to Planning Dept	R	
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	
129	07.07.25	Christmas concert	Clerk to contact C. Hughes about date and requirements for concert.	A	04.09.25

130	07.07.25	Christmas Tree St Davids	Clerk to contact A Stevens to get details and costings for tree	G	02.09.25
131	01.09.25	Biodiversity	Clerk to contact schools to offer support for any biodiversity ideas	R	
132	01.09.25	Christmas Tree	Clerk to contact Murton Farm for Christmas Tree	R	05.09.25
133	01.09.25	Christmas Tree	Clerk to contact Lighthouse Electrical about Christmas tree lights.	R	In Progress
134	01.09.25	Loughor Band	Clerk to contact to book for 20 th Feb Cawl a Chan and 28 th Nov for Light up Loughor	R	05.09.25
135	01.09.25	Awards	Clerk to contact Swn-y-Gan to arrange presentation of flowers and award to resident	R	
136	06.10.25	Remembrance Sunday	Clerk to send invite to Gorseinon Town Council	A	
137	06.10.25	Remembrance Sunday	Clerk to contact Swansea Council in relation to poppies on lampposts and road closure support.		
137	06.10.25	Welfare Hall – Christmas Fair decorations	Clerk to purchase decorations and Christmas tree	G	