



# LLWCHWR Town Council

## Full Council Meeting 7<sup>th</sup> July 2025

### Decision List



**Councillors Present:** J. Bowen (Chair) I. James, C. Phillips, R. Smith, W. Smith, J. Williams, M. Williams, N. Walters, P. Parsons, D. Walters, S. Beynon, R. William and A. Phillips

**Via TEAMS:** Councillors: 0

**Apologies:** Councillors: M. Davis, A. Davis and K. Roberts

No	D/R	DECISION	ACTION BY	R/A /G	Date ACHIEVED
<b>Welfare Hall Management Committee</b>					
102	02.12.24	Charity Commission	Clerk to prepare Constitution paper from Charity Commission Template	G	In progress
105	06.01.25	Fire and Burglar Alarm Maintenance costs	Clerk to research other alarm companies and provide different quotes to Council.	G	ongoing
111.	03.02.25	Insurance	Clerk to look for further quotes on insurance.	G	ongoing
112.	03.02.25	Postcode Lottery	Clerk to apply for grant	G	ongoing
117	07.04.25	Refurbishment - Closing Welfare Hall for 1 week in August	Clerk to contact contractor and caretaker to discuss best week to close. Then contact Welfare Hall users once week has been decided.	G	In progress
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	In progress
119	07.04.25	Welfare Hall Sound System – get a new system	Clerk to get quotes for a new sound system	G	In progress
124	02.06.25	Zurich Insurance claim for Storm Daragh Damage	Clerk to inform Zurich in complaint letter that Council are Trustees of Welfare Hall.	R	05.06.25
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

126	02.06.25	Refurbishment Contracts	Clerk to ensure contract prepared is used for all contractors employed by council	G	In progress
127	07.07.25	St Johns First Aid training sessions	Clerk to contact St Johns confirm usage of Welfare Hall for first aid sessions every couple of months.	R	
128	07.07.25	C. Hughes – Christmas Concert	Clerk to contact Mr Hughes confirm use of Hall and confirm requirements and date.	A	
129	07.07.25	Insurance Claim	Clerk to take complaint to Financial Ombudsman	G	
130	07.07.25	Fire Risk Assessment	Clerk to research and liaise with fire service on risk assessment and FEP for disabled persons	G	
131	07.07.25	Loop in	Clerk to research and liaise with sound companies to link loop in with new sound system	G	
132	07.07.25	PPE and Tools – Welfare Hall	Clerk to arrange for payment of purchase of tools and ppe required for caretaker of Welfare Hall.	G	
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	
134	07.07.25	Drains	Caretaker to remove pump and casing. Clerk to instruct draining to prepare a report on drainage system.	G	
<b>Town Council Meeting</b>					
96	07.10.24	Add additional admin to HMRC and bank Cllr Beynon to be added as admin on the bank	Clerk to add on	R	03.07.25
104	07.10.24	Procedures to be written up for all actions	Clerk to write up	G	In progress

117	04.11.24	Advertising Banners	Clerk to prepare a design for banner for approval	G	In progress
161	03.02.25	Community Café	Clerk to update all marketing and posters	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	
177	03.03.25	Newsletter	Clerk to research and prepare letter.	G	
190	07.04.25	Correspondence: Age Cymru attendance at coffee morning	Clerk to arrange Age Cymru attendance at Saturday coffee morning	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	In progress
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	In progress 1 quote rcvd
199	07.04.25	Biodiversity report to be completed. Review what other actions council can take on board	Clerk to prepare report and research biodiversity projects bring to council meeting.	G	
211	28.04.25	Defibrillators – research CC Swansea defib listings	Clerk to email 3 county councillors for information on defib listings	A	
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
220	12.05.25	Council meeting dates	Clerk to upload to website and set up meeting invites to council	A	23.06.25
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	
225	02.06.25	Remuneration Policy	Clerk to amend policy, update with date of approval and adoption following amendment. To add to website.	R	25.06.25
226	02.06.25	Biodiversity Gardens	Clerk to set up ad hoc sub committee meeting for biodiversity group.	A	23.06.25

<b>227</b>	<b>02.06.25</b>	Rights of Way issues	Clerk to contact Highways Team at City and County of Swansea inviting to attend council meeting to discuss.	R	05.06.25
<b>228</b>	<b>02.06.25</b>	Accounts for Payment	Clerk to pay SA1 Telecoms, S&A Stationers, Clarity copiers	G	
<b>229</b>	<b>02.06.25</b>	Grant Requests	Clerk to contact the following groups on grant requests and to arrange payment and presentations. Parc Williams Bowling Club St. Johns Ambulance – advise that costs covered are for 6.30-8pm Urdd	A	01.07.25
<b>230</b>	<b>02.06.25</b>	Audit 2024/25	Clerk to forward approved Annual Return to Audit Wales following report of internal auditor.	A	09.06.25
<b>231</b>	<b>02.06.25</b>	Defibrillators	Clerk to contact C James Cae Duke Field to confirm move of defibrillator and to obtain quote on costs for move.	G	26.06.25
<b>232</b>	<b>02.06.25</b>	Gov.uk	Clerk to obtain report on security of .gov.uk emails and website for digital communications sub committee.	G	
<b>233</b>	<b>02.06.25</b>	Small office	Clerk to contact Gorseinon Car Scheme	G	26.06.25
<b>234</b>	<b>02.06.25</b>	Recycling Supplies	Clerk to contact CC Swansea for information on setting up recycling supplies from Welfare Hall	G	02.07.25
<b>235</b>	<b>02.06.25</b>	Application No. 2025/0660/FUL – no objection			
<b>236</b>	<b>02.06.25</b>	Application No. 2025/0794/FUL - Objection	Clerk to inform planning department	R	04.06.25
<b>237</b>	<b>02.06.25</b>	Application No. 2025/0838/NMA – no objection			
<b>238</b>	<b>02.06.25</b>	Application No. 2025/0874/FUL – no objection			

239	02.06.25	Application No. 2025/0906/FUL – no objection			
240	02.06.25	Application No. 2025/0927/FUL – no objection			
241	02.06.25	Light Up Loughor – St Davids Church	Clerk to obtain quote on costings for Xmas tree and security of tree.	G	
242	02.06.25	Parc Williams Fun Day	Clerk to liaise with Councillors J. Williams and A. Davis on funday requirements.	A	21.06.25
243	07.07.25	Rights of Way	Clerk to liaise with Councillor M Williams on letter to rights of way officer	A	
244	07.07.25	Mayors Allowance	Clerk to review information in policies and standing order on Mayors allowance	G	
245	07.07.25	Mayors Starter pack	Clerk to put together a pack for incoming Mayor	G	
246	07.07.25	Complaints and DSE policy	Clerk to update and add to website	A	
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 roadclosures, contact CC Swansea about process and requirements	G	
249	07.07.25	Loughor Bowls Club	Clerk to contact them to confirm grant donations and arrange presentation.	R	
250	07.07.25	OVW Constitution and Governance Framework	Clerk to inform OVW of attendance of Councillor J Williams to the meeting.	R	
251	07.07.25	Windows 11 professional	Clerk to purchase	A	
252	07.07.25	Defibrillator pads	Clerk to obtain	G	
253	07.07.25	Application No. 2025/1219/FUL – no objection			
254	07.07.25	Application No. 2025/1304/FUL – no objection			
255	07.07.25	Application No. 2025/1392/FUL – no objection			
Meeting of Functions Sub-Committee					
114	07.10.24	Banner and posts to be purchased once image has been drawn up	Clerk to purchase this.	G	In Progress

<b>126</b>	<b>02.06.25</b>	Council Functions 2025/26	Clerk to prepare template of usual council functions with potential dates.	G	01.07.25
<b>127</b>	<b>02.06.25</b>	Additional fund-raising functions 2025/26	Clerk to liaise with Mayor to decide on other functions and add to template for next meeting.	G	
<b>128</b>	<b>07.07.25</b>	St Johns First Aid for parents – 26 <sup>th</sup> July	Clerk to confirm with St Johns and prepare posters and send to schools mother and toddler groups.	A	
<b>129</b>	<b>07.07.25</b>	Christmas concert	Clerk to contact C. Hughes about date and requirements for concert.	A	
<b>130</b>	<b>07.07.25</b>	Christmas Tree St Davids	Clerk to contact A Stevens to get details and costings for tree	G	