



LLWCHWR Town Council

Full Council Meeting 1st September 2025

Decision List



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

Via TEAMS: Councillors: K. Roberts – (issues with clerk's connection unable to continue via TEAMS)

Apologies: Councillors: A. Davis and C. Phillips

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	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	16.08.25
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	30.07.25
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	27.08.25
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	26.08.25

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	09.07.25
128	07.07.25	C. Hughes – Christmas Concert	Clerk to contact Mr Hughes confirm use of Hall and confirm requirements and date.	A	Part of functions sub committee
129	07.07.25	Insurance Claim	Clerk to take complaint to Financial Ombudsman	G	17.07.25
130	07.07.25	Fire Risk Assessment	Clerk to research and liaise with fire service on risk assessment and FEP	G	In progress
131	07.07.25	Loop in	Clerk to research and liaise with sound companies to link loop in with new sound system	G	In progress
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	21.08.25
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	
135	01.09.25	Fire Risk Assessment	Clerk to contact FWS to set up date for fire risk assessment and Legionella risk assessment	A	
136	01.09.25	Grants	Clerk to complete grant application for work to be done at Welfare Hall via Community Facilities Programme	R	
137	01.09.25	Upgrade Welfare Hall Sound system	Clerk to contact Total Sounds to organise works required.	A	
138	01.09.25	Electrical Safety Certificate	Clerk to contact Lighthouse Electrical to complete inspection and certificate	R	

139	01.09.25	Welfare Hall Request	Clerk to contact J. Williams for further info on hall usage	R	
140	01.09.25	Oven	Clerk to contact Essential Oven Clean to organise date of cleaning	A	
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	
142	01.09.25	Music Licence	Clerk to make payment to PPPL		
Town Council Meeting					
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	08/08/25
161	03.02.25	Community Café	Clerk to update all marketing and posters	G	18/07/25
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	26.08.25
190	07.04.25	Correspondence: Age Cymru attendance at coffee morning	Clerk to arrange Age Cymru attendance at Saturday coffee morning	A	09.07.25
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	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
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	17.07.25
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

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	
228	02.06.25	Accounts for Payment	Clerk to pay SA1 Telecoms, S&A Stationers, Clarity copiers	G	09.07.25
232	02.06.25	Gov.uk	Clerk to obtain report on security of .gov.uk emails and website for digital communications sub committee.	G	11.07.25
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	In progress
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	In progress
246	07.07.25	Complaints and DSE policy	Clerk to update and add to website	A	17.07.25
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
249	07.07.25	Loughor Bowls Club	Clerk to contact them to confirm grant donation and arrange presentation.	R	09.07.25
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	23.07.25
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			

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	
257	01.09.25	Biodiversity Report 2025	To be added to website	A	
258	01.09.25	Health & Safety Policy	Clerk to add to website and update with date of adoption	R	
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	
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	
262	01.09.25	Rights of Way letter	Clerk to send to Chief Exec of Swansea Council	R	
263	01.09.25	ALCC membership	Clerk to pay £50 membership fee	A	
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	
266	01.09.25	Grants	Clerk to apply for grant funding from Community Facilities Programme	R	
267	01.09.25	Amazon	Clerk to set up account	A	
268		Application No. 2025/1517/TPO – no objection			
		Application No. 2025/1663/FUL – no objection			
		Application No. 2025/1694/FUL – no objection			
		Application No. 2025/1697/TPO – approve lop branches <u>do not</u> approve felling of tree			
		Application No. 2025/1736/FUL – no objection			
		Application No. 2025/1747/FUL – no objection			
		Application No. 2025/1706/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	08/08/25
126	02.06.25	Council Functions 2025/26	Clerk to prepare template of usual council functions with potential dates.	G	01.07.25
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	
128	07.07.25	St Johns First Aid for parents – 26 th July	Clerk to confirm with St Johns and prepare posters and send to schools mother and toddler groups.	A	10.07.25
129	07.07.25	Christmas concert	Clerk to contact C. Hughes about date and requirements for concert.	A	In progress
130	07.07.25	Christmas Tree St Davids	Clerk to contact A Stevens to get details and costings for tree	G	In progress
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	
133	01.09.25	Christmas Tree	Clerk to contact Lighthouse Electrical about Christmas tree lights.	R	
134	01.09.25	Loughor Town Band	Clerk to contact to book for 20 th Feb Cawl a Chan and 28 th Nov for Light up Loughor	R	
135	01.09.25	Awards	Clerk to contact Swn-y-Gan to arrange presentation of flowers and award to resident	R	