

LLANELLI TOWN COUNCIL

ORDINARY MEETING

5th July 2017

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 5th July 2017 at 6.00 p.m.

PRESENT: Councillor J.S. Edmunds (Town Mayor)

Councillors

Bigyn Ward

M.D. Cranham, J.P.
Ms. L.A. Edmunds
M.P. Edmunds
C.A. Reed
W.E. Skinner

Elli Ward

D.Ll. Darkin
S.I. Davies
J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
S.L. Rees
B.A.L. Roberts
(Deputy Town Mayor)

Lliedi Ward

Mrs. S.J. Griffiths
Ms. S. Najmi, J.P.

Tyisha Ward

A.S.J. McPherson

APOLOGIES: Councillors Ms. S.A. Curry, T. Davies, C. Griffiths, W.J. Lemon, J.G. Prosser, P.T. Warlow and Mrs. J. Williams.

25. VERIFICATION AND CONFIRMATION OF MINUTES

RESOLVED – that the following minutes of the Town Council, its committees and joint committees (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received and confirmed respectively:-

Extraordinary Llanelli Town Council	6 th June 2017
Planning, Licensing and Consultation Committee	6 th June 2017
Llanelli Joint Burial Authority	12 th April 2017
Llanelli Town Council	7 th June 2017
Extraordinary Llanelli Town Council	15 th June 2017
Planning, Licensing and Consultation Committee	19 th June 2017
Extraordinary Llanelli Town Council	19 th June 2017
Building and Finance Committee	19 th June 2017

26. NOTICE OF MOTION

The Town Clerk reported the receipt of a Notice of Motion Proposed by Councillor S.L. Rees and Seconded by Councillor J.P. Jenkins, moving that the Council writes to the Hywel Dda Health Board and to the Cabinet Secretary for Health and Wellbeing, Vaughan Gething, A.M., expressing our concerns regarding the problems being experience by local surgeries recruiting G.P's.

Following a lengthy discussion, an amendment to the motion was moved and seconded and the amended motion then became the substantive motion and it was:

RESOLVED – that the Town Clerk writes to the Hywel Dda Health Board and Vaughan Gething, A.M., the Minister for Health and Well-Being for a response to the problems facing local surgeries in recruiting doctors and invites representatives of the Hywel Dda Health Board to give a presentation on a possible solution to recruiting more G.P's, and also to write to Lee Waters, A.M. to ask him to present our concerns to the Welsh Assembly.

27. WELSH GOVERNMENT – GEOLOGICAL DISPOSAL FACILITY

The Town Clerk reported the receipt of an invitation from the Welsh Government to attend a Stakeholder engagement workshop on the development of policy for community engagement in the long term management and disposal of radioactive waste (copies having been circulated to members prior to the start of the meeting).

The workshops will provide background and scene setting information and will offer an opportunity for questions to be raised with the aim being to consider the approach for public consultation in 2017 about community engagement.

RESOLVED – that Councillors D.Ll. Darkin, C.A. Reed and S.L. Rees be authorised to attend the Stakeholder engagement workshop on 19th July 2017 in the National Waterfront Centre, Swansea.

**28. TEMPORARY BRANCH CLOSURE – PENYFAN POST OFFICE,
67 PENYFAN ROAD, LLANELLI**

The Town Clerk reported the receipt of an e-mail received from the Network Operations Manager, Post Office Limited (copies having been circulated to members prior to the start of the meeting).

The e-mail stated that following the withdrawal of the premises for Post Office use the above branch will be closing temporarily on Wednesday, 5th July 2017. The e-mail stated that they would work hard to restore services in the area and would welcome any applications from potential retail partners interested in running Penyfan Post Office.

RESOLVED – that the Town Clerk write to the Network Operations Manager, Post Office Limited asking how long the temporary closure is for and what alternative options are in place.

29. PROPOSED CLOSURE OF DWP OFFICE, LLANELLI

Members raised the issue of the proposed closure of the Department of Works and Pensions office at Crown Buildings, Llanelli, which would result in a loss of over 100 jobs which would have a catastrophic effect on the town and people of Llanelli.

RESOLVED – that the Town Clerk write to the Minister for Works and Pensions expressing the Town Council's dismay and deep concerns over the possible closure of the DWP offices in Llanelli.

30. MATTERS FOR INFORMATION

RESOLVED – that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) One Voice Wales Carmarthenshire Area Committee Minutes:
 - (i) Annual General Meeting held 28th June 2016;
 - (ii) Ordinary Meeting held 5th April 2017;
- (2) Carmarthenshire Community Safety Newsletter, May 2017;

The Meeting concluded at 6.40 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

10th July 2017

At a Meeting of the **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 10th July 2017 at 6.00 p.m.

PRESENT: Councillors J.P. Jenkins (Chairman), Ms. S.A. Curry, D.Ll. Darkin (Vice-Chairman), S.I. Davies, C. Griffiths, Mrs. S.J. Griffiths, J.E. Jones J.P., C.A. Reed, S.L. Rees and P.T. Warlow.

APOLOGIES: Councillors T. Davies and M.P. Edmunds.

11. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

Councillor J.P. Jenkins (Chairman) declared a personal interest in application S/35705, as a friend of the applicant and as he also considered this to be a prejudicial interest, he vacated the chair and withdrew from the meeting prior to the discussion and voting thereon, with the Vice-Chairman (Councillor D.Ll. Darkin) taking the Chair in his absence for that item.

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

RESOLVED – that the comments shown in column 3 hereunder be forwarded to the Head of Planning:-

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/35679 Shaun Brown, 19 Coronation Road, Llanelli. SA15 1PD	Building an extension on side of kitchen.	No objection, subject to demonstration that there will be no loss of light or privacy to the neighbouring property
S/35705 Mr. Conrad Alan Phillips Queen Victoria Club, 4 Queen Victoria Road, Llanelli. SA15 2TL	Change of use from licensed premises to ground floor offices.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/35717 Mr. Dale Evans, 64 Tunnel Road, Llanelli. SA15 1LG	Double garage with pitched roof (retrospective).	No objection.
S/35722 Mr. & Mrs. George, 31 Brettenham Street, Llanelli. SA15 3ED	Single storey side extension for disabled adaptation grant aided works.	No objection.
S/35748 Santander, 20 Stepney Street, Llanelli. SA15 3UR	Installation of 46 inch TV depicting various Santander advertisements.	No objection.
S/35756 Mrs. Oksana Biernacka, 29 Grant Street, Llanelli. SA15 1RB	Application for a lawful development certificate for an existing use or operation or activity: Conservatory to the rear of property.	No objection.
S/35757 c/o Harlequin Housing Ltd., 16 Lower Cross Road, Llanelli. SA15 1NQ	Application for a lawful development certificate for an existing use or operation or activity: End of terrace house changed to two one bedroom flats with separate metering.	No objection.

(2) NON STATUTORY PLANNING APPLICATIONS

Members were informed that the council currently receives a weekly list of planning applications which are submitted to the County Council for consideration from the planning officer, however, these lists sometimes contain non statutory planning applications with no statutory requirement to consult on them and they may be determined in advance of the usual consultation period.

Following a brief discussion, it was

RESOLVED – that the Town Council no longer considers these applications but that members are sent out the aforementioned weekly lists for their information.

(3) PLANNING APPLICATION S/35542 – PLAY AREA,
PARC HOWARD, LLANELLI

Further to Minute No. 4 of the Committee meeting held on 6th June 2017, the Town Clerk reported the receipt of an email dated 30th June 2017, received from Planning Services, Carmarthenshire County Council (copies having been previously circulated to members).

The email informed members that a private site visit would be undertaken by members of the County Council's Planning Committee on Tuesday, 11th July 2017, followed by a meeting at County Hall, Carmarthen at 2.00 p.m., where the planning application will be determined.

Since the Town Council had objected to the application a representative could attend the meeting to speak in opposition to the application at the aforementioned planning meeting. Following the circulation of the email to members of the Town Council's committee there were no requests to speak at the meeting, however, the Town Council would be represented by Councillor Mrs. J. Williams (Leader of the Council).

RESOLVED – that the information be noted.

**12. CWRT DILWYN – FORMER RAFFLES NIGHCLUB,
33-35 MURRAY STREET, LLANELLI**

Further to Minute No. 6 of the Committee meeting held on 19th June 2017, the Town Clerk reported the receipt of an e-mail response dated 20th June 2017, received from the Agent acting on behalf of the application (copies having been previously circulated to members).

The Agent noted members concerns regarding the proposed brick finish and that great care would be taken to try and avoid any colour or texture clash with the existing neighbouring properties.

RESOLVED – that the information be noted.

13. LICENSING ACT 2003 – NOTIFICATION OF LICENCE APPLICATION

**(1) APPLICATION TO VARY PREMISES LICENCE – DOMINO’S PIZZA
UNIT 2, CROWN PARADE, BRIDGE STREET, LLANELLI**

Further to Minute No. 7(2) of the Committee meeting held on 19th June 2017, the Town Clerk reported the receipt of an e-mail dated 3rd July 2017, received from the Licensing Officer, Carmarthenshire County Council (copies having been previously circulated to members).

The e-mail informed members that Domino’s already have a licence condition requiring them to clean up any rubbish in the vicinity of the premises when they close each evening and this will stay on the licence if the variation is granted.

RESOLVED – that the information be noted.

**(2) APPLICATION FOR PREMISES LICENCE – LIQUID SPIRIT,
56 STEPNEY STREET, LLANELLI**

Further to Minute No. 8 of the Committee meeting held on 19th June 2017, the Town Clerk reported the receipt of an e-mail dated 20th June 2017, received from the Licensing Officer, Carmarthenshire County Council informing members that the application had been withdrawn (copies having been previously circulated to members).

RESOLVED – that the information be noted.

The Meeting concluded at 6.10 p.m.

BUILDING AND FINANCE COMMITTEE

17th July 2017

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 17th July 2017 at 6.00 p.m.

PRESENT: Councillors W.E. Skinner (Chairman), M.D. Cranham J.P., D.Ll. Darkin (substitute for Cllr. Ms. L.A. Edmunds), J.S. Edmunds (Town Mayor), A.S.J. McPherson, Ms. S. Najmi J.P. (Vice-Chairman), J.G. Prosser, Mrs. B.A.L. Roberts (Deputy Town Mayor), P.T. Warlow and Mrs. J. Williams (Leader of the Council).

APOLOGIES: Councillors Ms. L.A. Edmunds and W.J. Lemon.

14. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1st April – 30th June 2017 and payment schedule (copies having been previously circulated to members).

(1) INCOME AND EXPENDITURE

RESOLVED – that the Income and Expenditure report for the aforementioned period, in the sums of £308,629 and £205,520 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 14868 - 14883 (inclusive), in the sum of £13,744.91, and Direct Debit, BACS payments and Other Payments, in the sum of £13,080.64, £12,642.51 and £0 respectively, be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the Budget Review report dated 17th July 2017, be noted and approved.

15. COMMUNITY CENTRE

(1) HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of June 2017 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

16. COMMUNITY DEVELOPMENT OFFICER

(1) REPORT

Further to Minute No. 11 of the Committee meeting held on 19th June 2017, consideration was given to the written report of the Community Development Officer (copies having been previously circulated to members). The report dealt with the following:

(i) FUTURE GENERATION AND WELLBEING ACT

A number of Town Councillors have taken part in a Future Generation and Wellbeing training course with seven members volunteering to be part of a Llanelli Town Council Future Generation and Wellbeing working group.

The Public Service Board (PSB) has launched its 4 key goals for the draft Future Generations and Wellbeing plan which is due for consultation in October 2017. The Wellbeing Future Generations for Town Councils workshop (for Councils subject to the Act) facilitated by the PSB and Carmarthenshire County Council took place in Tumble Hall which afforded Councillors and officers the opportunity to take part in workshops and influence the Wellbeing Plan moving forward.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5, 6 and 7 of The Wellbeing of Future Generation Act 2015.

(ii) 106 GLANYMOR

Following housing building works having been carried out in the Glanymor ward by Persimmon i.e. Machynys West and The Avenue, £144,421.40 has been made available under S106 for open green space and play areas. A small working group of interested parties from the area has therefore been formed to support community applications for 106 Monies in Glanymor. The group includes representatives from Seaside and Bwlch Rangers Football Clubs and Havelock Bowls. The Town Council and Local County Members will be consulted prior to a decision of funding awards and applications from interested parties from the area are now being invited to be sent to the County Council.

RESOLVED – that the information be noted.

This meets goals 2, 4 and 5 of The Wellbeing of Future Generation Act 2015.

(iii) SAFER ROUTES TO COMMUNITIES PROJECT

The Application will be a joint application between the five schools in West Llanelli, supported by Llanelli Town and Rural Councils. The application area has been agreed and will include 5 schools; Furnace, Pwll. Old Road, Pentip and Ysgol Y Strade. The bid will go through to short community consultation activities in July, with the expression of interest being submitted by 21th July. If successful a full application will be submitted to Welsh Government in January 2018, with works being carried out during the 2018-19 year.

RESOLVED – that the information be noted

This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(iv) COEDCAE TAKE OVER DAY

Members were informed that following concerns raised in the community on anti-social behaviour in Penyfan Park and local concerns raised in public meetings a takeover day took place in Coedcae school as many of the young people identified attended that school. The intervention day took place on 10th July, with 160 year 9 pupils, with workshops focusing on:

- Respect
- Positive Relationships
- Arson
- Water - safety
- Community connections
- Alcohol
- Drugs
- Sexual health

Further intervention is planned which will include Llanelli Town Council supporting their 3 week nurturing programme during the first 3 weeks of the summer holidays. A planned Penyfan multi agency meeting will take place on 18th July focusing on feedback from the meetings and workshops.

RESOLVED – that the information be noted

This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(v) MENS SHED AND AIL GYLE

Further to Minute No. 11(4) of the previous Committee meeting, members were encouraged to vote instore at Tesco Llanelli, for the Sospan Shedders. This is a project which had been supported by the Town Council since early 2016, in Partnership with Ail Gyfle, Antioch Centre, Tesco and others.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015.

(vi) LLANELLI COMMUNITY PARTNERSHIP

The next open meeting will be held on Wednesday, 19th July at 6.00 p.m. in Furnace Hall, Llanelli and all are welcome to attend.

RESOLVED – that the information be noted.

This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.

(vii) OLDER PERSONS ACTIVITY DAY

Members were invited to attend the Dementia Friends Activity Day at Y Ffwrnnes Theatre on Friday, 28th July, there will be a number of workshops and stalls which will be supported by the Town Council together with the Community Health Resources Team and Carmarthenshire County Council.

RESOLVED – that the information be noted

This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.

(viii) DEMENTIA FRIENDLY LLANELLI

The project has been support by a number of agencies since 2017 and goes from strength to strength and was recently recognised as Good Practice in Wales during a visit by the Older People's Commissioner for Wales, Sarah Rochira,

The programme delivers a number of projects:

- Supporting the delivery of Ty Golau;
- Llanelli Market has recently become the first Market in the UK to be designated as dementia friendly;
- A number of dementia awareness sessions have taken place;
- Six dementia champions have been created in Llanelli with the Town Council Community Development Officer being one;

- Working towards a Safer Shopping Tuesday project in the Town Centre;
- Llanelli Town Council has become a dementia friendly Town Council and undertook a dementia session on the 28th June, where members received training to become dementia friends from the Community Development Officer.

RESOLVED – that the information be noted

This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.

(IX) LLANELLI COMMUNITY EMERGENCY PLAN

The Llanelli Community Emergency Planning Group have been meeting for the last year and are a group of likeminded community members and organisations involved with the Blue light services in Llanelli. The group are working towards developing a community emergency plan for Llanelli with three further dates planned for 2017/18:

- Stebonheath School September blue light day;
- Mock Town Council rest centre drill – November;
- Mock coastal simulation for emergency services in Spring 2018.

RESOLVED – that the information be noted and that further information on the mock Town council rest centre drill will be received in due course.

This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.

(X) OTHER ACTIVITIES

Members were informed that the Town Council staff together with Llanerch Meithrin Group will undertake a joint fire drill on the 19th July. This will be an opportunity to test the Llanerch Community Centre fire system and evacuation procedures and also develop the Meithrin pupils understanding of fire safety issues.

(xi) DATES FOR DIARIES AND COMMUNITY ACTIVITIES

- Ty Golau dementia drop-in last session will be held on Thursday, 20th July, 10.30 am – 12.00 pm at the Antioch Centre and will return in September;
- Antioch Centre OAP Lunch Club - Every Monday at 12.00 pm- 1.30 pm;
- Every Tuesday evening Llanelli Library- Tenovus Singing Along 6.30 pm - 8.00 pm;
- Llanelli Multicultural Network drop-in - Saint Paul's Family Centre every Friday 1.30 pm -3.00 pm;
- Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night, youth club for young people
- Y Lle soup kitchen on a Sunday evening from 7pm.

- The Gar Gwyl music festival is to be held at Spring Gardens on the weekend of the 21st and 22nd of July
- The Older Persons Day is taking place at Y Ffwrnes Theatre on 28th July, 10.00 am to 3 pm, all are welcome
- Llanelli Multicultural Event being held on the 29th July 2017 10.00 am all are welcome.
- LGBT day will take place on Saturday 5th August 12.00 pm- 5.00 pm outside Boots

RESOLVED – that the information be noted

(2) WORK PROGRAMME 2017/18

A copy of the Community Development Officer's Work Programme for 2017/18 was attached for members' information.

RESOLVED – that the Work Programme for 2017/18 be approved.

17. STAGING – SAFETY ALERT

Members considered an e-mail received from Carmarthenshire County Council dated 28th June 2017, together with the response and copy of an audit report from the Administrative Officer (copies having been previously circulated to members).

RESOLVED – that the information be noted.

18. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED

Councillors M.D. Cranham and J.S. Edmunds (Town Mayor) declared an interest in application (c) below as Governors on Stebonheath Primary School, but as they did not consider this to be a prejudicial interest they remained in the meeting during the discussion and voting thereon.

Councillor Mrs. J. Williams declared a personal interest in application (e) as Chairperson of CYCA Wales and as she considered this to be a prejudicial interest she withdrew from the meeting prior to the discussion and voting thereon.

Having considered the following applications (copies having been previously circulated to members), it was

RESOLVED as follows –

- (a) Kids Cancer Charity –that a grant of £300 be made;
- (b) Evans & Williams A.F.C. – that a grant of £800 be made;
- (c) Stebonheath Primary School – that a grant of £300 be made
- (d) Royal British Legion Band – that a grant of £500 be made;
- (e) CYCA – that a grant of £500 be made;
- (f) Victoria Road Methodist Church – that a grant of £300 be made;
- (g) Pentip V.A. School – that a grant of £300 be made.

(2) SPONSORSHIP

Having considered the following applications (copies having been previously circulated to members), it was

RESOLVED that the following sponsorship be approved –

- (a) Llanelli Town A.F.C. - £1,100;
- (b) Bwlch Rangers A.F.C. - £800;
- (c) Llanelli Wanderers R.F.C. - £1,300.

(3) LETTER OF THANKS

RESOLVED – that the letter of thanks received from PLTRA and Guide Dogs for the Blind be noted with pleasure.

The Meeting concluded at 6.40 p.m.

STEBONHEATH DEVELOPMENT COMMITTEE

18th July 2017

At a Meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Media Suite, Stebonheath Park, Penallt Road, Llanelli on Tuesday, 18th July 2017 at 6.00 p.m.

PRESENT: Councillors J.S. Edmunds (Town Mayor)(Chairman), M.D. Cranham, J.P., Ms. S.A. Curry, D.Ll. Darkin, J.P. Jenkins, J.E. Jones, J.P. and P.T. Warlow.

APOLOGIES: Councillors C. Griffiths, W.J. Lemon (Vice-Chairman), Ms. S. Najmi, J.P. and Mrs. J. Williams (Leader of the Council).

1. INSPECTION

Prior to the start of the meeting, members conducted an inspection of the premises and its facilities, following which members proceeded to the Media Suite to reconvene their meeting.

Members expressed their pleasure in the current facilities being provided to service both football and rugby league and understood the need for the improvement of the running track's surface and training facilities. It was hoped that, following the entry of the rugby league club into the Second Division of the English Rugby League structure next season, there would be an opportunity for both clubs to work towards the possibility of a lease arrangement that would have access to the funding required to improve the facilities.

The Town Clerk provided a verbal report confirming that statutory maintenance and inspection works were being carried out as required and against an agreed timetable. The Town Clerk also provided an update on other maintenance works carried out following recent Fire Risk and Health and Safety Assessments of the stadium and surrounding areas.

RESOLVED – that the inspection and matters arising be noted.

2. FINANCIAL REPORT

Consideration was given to the report prepared by the Town Clerk, giving a detailed analysis of cumulative income and expenditure for the period between 1st April and 30th June 2017, in the sums of £6,420 and £23,940 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be adopted and approved.

3. HIRING CHARGES

Further to Minute No. 1 of the Committee meeting held on 16th May 2016, consideration was given to the written report prepared by the Town Clerk (copies having been previously circulated to members).

RESOLVED – that the proposed charges for the hire of the football pitch for the 2017/18 season, be as follows –

Hiring Charges 2017/2018 Season

	<u>Daylight Hours</u>	<u>Under Floodlights</u>
Carmarthenshire League (Junior Aged 16 and Under)	70.00	120.00
Carmarthenshire League (Seniors)	85.00	135.00
Llanelli Town Youth Team	100.00	150.00
Llanelli Town F.C.	175.00	225.00
C.C.T.A. Llanelli	150.00	200.00
West Wales League (Juniors Aged 16 and Under)	140.00	190.00
West Wales League (Seniors)	160.00	210.00
Welsh Schools and Colleges	230.00	280.00
International Matches	450.00	550.00
Swansea City	650.00	750.00
Rugby League	330.00	430.00
Rugby League Internationals	450.00	550.00

4. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

5. EQUIPMENT

Members considered the Town Clerk's verbal report regarding the need to purchase a new John Deere 2653B Stadium triple utility mower and three tenders received from three local companies. Following a discussion, it was

RESOLVED – that the lowest of the three tenders received from Powercut, Carmarthen, in the sum of £22,500 (plus V.A.T.), be accepted and approved.

The Meeting concluded at 6.40 p.m.

SELWYN SAMUEL CENTRE COMMITTEE

20th July 2017

At a Meeting of the **SELWYN SAMUEL CENTRE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Selwyn Samuel Centre, Park Crescent, Llanelli on Thursday, 20th July 2017 at 6.00 p.m.

PRESENT: Councillors Ms. S. Najmi, J.P. (Chairman), S.I. Davies, T. Davies, M.P. Edmunds, Mrs. S.J. Griffiths, A.S.J. McPherson, J.G. Prosser, C.A. Reed (Vice-Chairman) and W.E. Skinner.

APOLOGIES: Councillors S.L. Rees and Mrs. J. Williams (Leader of the Council).

1. FOOD SAFETY AND HYGIENE INSPECTION

(1) INSPECTION

Prior to the start of the meeting, members conducted an inspection of the premises and its facilities, including both kitchens, following which members proceeded to the Riverside Bar to reconvene their meeting.

A number of issues were raised and answered, however, there were concerns regarding the cleanliness of the toilet and changing room areas.

(2) KITCHEN EQUIPMENT

Members were informed of the actions taken by the Town Clerk to have the kitchen equipment inspected by Amman Catering Equipment Ltd.

RESOLVED – that the actions taken are endorsed and approved.

2. FINANCIAL REPORT

Consideration was given to the report prepared by the Town Clerk, giving a detailed analysis of cumulative income and expenditure for the period between 1st April and 30th June 2017, in the sums of £18,252 and £25,013 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be adopted and approved.

3. BOWLING SCALE OF CHARGES

Further to Minute No. 2 of the Committee meeting held on 18th July 2016, members reviewed the current scale of charges, as set out in the Town Clerk's report (copies having been previously circulated to members).

RESOLVED – that the proposed scale of charges for the 2017/2018 season be adopted and approved as follows –

	<u>September 2016</u>	<u>September 2017</u>
<u>Green Fees</u>		
Club League Matches	£8.80 per hour	£9.00 per hour
Members	£7.20 per hour	£7.20 per hour
Non-Members	£9.30 per hour	£9.30 per hour
Vacant rinks (not booked in advance) Members only		
Single person	£3.80 per hour	£4.00 per hour
<u>Club Tournaments Rink Hire</u>		
Singles	£5.30 per rink per hour	£5.30 per rink per hour
Pairs	£6.30 per rink per hour	£6.50 per rink per hour
Triples	£6.60 per rink per hour	£6.90 per rink per hour
Rink	£7.00 per rink per hour	£8.00 per rink per hour
<u>Junior Coaching</u>		
Saturday Morning	£2.00 per rink per hour	£2.00 per rink per hour
Lockers	£3.50	£3.50

4. CLOSE SEASON HIRING CHARGES

Further to Minute No. 3 of the Committee meeting held on 18th July 2016, consideration was given to the written report prepared by the Town Clerk relating to proposed increases in some of the hiring charges during the summer recess period (copies having been previously circulated to members).

RESOLVED – that the proposed charges for the forthcoming close season, with effect from 1st April 2018 be as follows –

COUNCIL BOOKED EVENTS:

MAIN HALL	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Event Rate/Day	£200.00	£240.00	£650.00	£780.00	£750.00	£900.00
Hourly Rate	£25.00	£30.00	£75.00	£90.00	£100.00	£120.00
Rehearsal Hourly Rate	£25.00	£30.00	£25.00	£30.00	£50.00	£60.00
Setting Up	Free	Free	Free	Free	Free	Free
SEATING (Per Chair)	£0.50	£0.60	£0.50	£0.60	£1.00	£1.20
TABLES (Per Table)	£5.00	£6.00	£5.00	£6.00	£10.00	£12.00

STAGING	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Full Use	£180.00	£216.00	£240.00	£288.00	£360.00	£432.00
Per Unit	£7.00	£8.40	£10.00	£12.00	£12.00	£14.40
Off Site Hire Per Unit	£7.00	£8.40	£10.00	£12.00	£12.00	£14.40

Concessionaire Booked Events:

MAIN HALL	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Event Rate/Day	£200.00	£240.00	£650.00	£780.00	£750.00	£900.00

SEATING (Per Chair)	£0.40	£0.48	£0.40	£0.48	£0.75	£0.90
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TABLES (Per Table)	£4.00	£4.80	£4.00	£4.80	£9.00	£10.80
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STAGING	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Full Use	£90.00	£108.00	£120.00	£144.00	£180.00	£216.00
Per Unit	£5.00	£6.00	£8.00	£9.60	£10.00	£12.00
Off Site Hire Per Unit	£5.00	£6.00	£8.00	£9.60	£10.00	£12.00

Code:

P	Hire by local societies/organisations etc. for the provision of low attendance events.
	Hire by charitable/fund raising organisations and local schools.
S	Hire by local societies/organisations etc. charging entrance fee.
C	Hire by local authorities, national bodies and commercially managed organisations.

5. ELECTRICAL WORKS

Members considered a quotation submitted by the Council's Electrical Contractor, R.T. Electrics Ltd., for the installation of a 3 phase electrical supply for the staging area, which is set up at the far end of the main hall during the close season. Current arrangements rely on running cable from the boiler house, along the walkway to the rear wall (copies having been previously circulated to members).

The new supply would negate these costs, however, with the provision of the new stage lights the current 3 phase supply socket positioned on the rear wall could become available and may not require these works to be undertaken. Following a discussion, it was

RESOLVED – that a site inspection take place to determine if the works are required and should they be needed approval of Option 2 of the quotation, in the sum of £2,795.75 (plus VAT), be accepted and approved.

6. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

7. CONCESSIONAIRE

Further to Minute No. 16 of the Committee meeting held on 23rd February 2017, the Town Clerk briefed members on the Concessionaire's rental position and his failure to meet the schedule of payments previously approved by this committee.

Members were very concerned with the situation and felt that it was in everyone's interest to find a suitable arrangement that would allow the Concessionaire to settle the outstanding arrears and enable him to meet his future financial commitments to the council under the terms set out in his contract. Following a full discussion, it was

RESOLVED – that the Town Clerk arrange a meeting with the Concessionaire informing him of the Committee's concerns and to seek a solution where the Concessionaire can set a schedule of financial commitments which can be adhered to and so address the arrears in a timely fashion.

8. DEAF LOOP SYSTEM

Consideration was given to two quotations received for the provision of a Deaf Loop System in the Bowls Centre and Lliedi Suite, Selwyn Samuel Centre (copies having been previously circulated to members).

RESOLVED – that the lowest quotation submitted by R.T. Electrics, in the sum of £7,845.75 (plus VAT) be accepted, and approved.

9. STAGE LIGHTING

Members considered a quotation received from LTP Integration & Products for the replacement and upgrade of the stage lighting in the main hall (copies having been previously circulated to members).

RESOLVED – that the Committee approves the quotation submitted by LTP Integration & Products in the sum of £3,110 (plus VAT).

The Meeting concluded at 7.00 p.m.

LLANELLI TOWN COUNCIL

EXTRAORDINARY MEETING

26th July 2017

At the **EXTRAORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 26th July 2017 at 6.00 p.m.

PRESENT: Councillor B.A.L. Roberts (Deputy Town Mayor)

Councillors

Bigyn Ward

M.D. Cranham, J.P.
W.E. Skinner

Elli Ward

D.Ll. Darkin
S.I. Davies
J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
J.G. Prosser
S.L. Rees

Lliedi Ward

C. Griffiths
Mrs. S.J. Griffiths
Ms. S. Najmi, J.P.
P.T. Warlow

Tyisha Ward

A.S.J. McPherson

APOLOGIES: Councillors Ms. S.A. Curry, J.S. Edmunds (Town Mayor), Ms. L.A. Edmunds, M.P. Edmunds, T. Davies, W.J. Lemon, C.A. Reed and Mrs. J. Williams.

31. REVIEW OF THE ELECTORAL ARRANGEMENTS FOR CARMARTHENSHIRE AREA

The Town Clerk reported the receipt of a letter dated July 2017, received from the Local Democracy and Boundary Commission for Wales (copies having been previously circulated to members).

The letter informed members that prior to undertaking a review of the electoral arrangements for the Carmarthenshire area, the Local Democracy and Boundary Commission would like to invite a representative to attend a presentation explaining the review process. The presentation is to be held at Carmarthenshire County Council's Chamber, County Hall, Carmarthen on Wednesday, 20th September 2017 at 5.30 p.m.

RESOLVED – that the Town Clerk and the Leader of the Council (Councillor Mrs. J. Williams) be authorised to attend the above presentation.

32. FURNACE POST OFFICE CHANGES

The Town Clerk reported the receipt of an email dated 12th July 2017, received from the Network Operations Area Manager of Post Office Ltd., informing members that the Post Office provision at Furnace had been restored on 7th June 2017 through the introduction of a mobile post office service located at Furnace Community Centre car park on Wednesdays between the hours of 10.30 a.m. and 12.00 noon (copies having been previously circulated to members).

Following the reinstatement of the Post Office provision there would now be a six week consultation between 13th July and 24th August 2017, during which time views were sought on the new location and service provision including any community issues arising from the relocation and the days or opening hours of the service.

RESOLVED – that all Town Councillors be encouraged to express their personal views via the online questionnaire and that the Town Clerk writes to the Network Operations Manager regarding the very restricted opening hours, poor site location and pedestrian access to the community centre car park.

33. LLANELLI PARISH CHURCH

The Town Clerk reported the receipt of an e-mail dated 20th July 2017, received from Alec Jones, a Member of the Parish Council, on behalf of long serving members of the Parish Church (copies having been previously circulated to members).

The email outlined the future plans being considered for the Parish Church by the St. David's Diocesan Advisory Committee for the provision of disabled access into the West Tower, toilet facilities for the ground floor of the tower and the inclusion of a meeting area with the provision of basic kitchen facilities into the current Vestry space.

Whilst members of the Parish Council agreed with the disabled access and toilet facilities they believed that the works associated with providing a meeting room facility in the Vestry were unnecessary as it would mean the closure of the organ chamber and relocation of the organ to an undefined location. The space would be filled by a plasterboard screen and the windows which presently had red velvet curtains being boarded up.

Members were concerned that the planned works would have a detrimental effect on the appearance of the church for what seemed very little gain and following a discussion, it was

RESOLVED – that the Town Clerk writes to the St. David's Diocesan Advisory Committee noting the council's objections to the scheme and requesting a site visit so that members can fully understand the extent of the works.

34. MATTERS FOR INFORMATION

RESOLVED – that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) Heart of Wales Line Forum AGM Minutes 16th June 2017;
- (2) Llanelli Traffic Management Working Group Notes 10th January 2017;
- (3) Mid and West Wales Fire and Rescue Service Survey.

35. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

36. LLANELLI JOINT BURIAL AUTHORITY

Further to Minute No. 22 of the Extraordinary Council meeting held on 15th June 2017, members considered that Llanelli Town Council and Llanelli Rural Council (collectively known as the Parties) being the owners of Llanelli District Cemetery wish to continue their long standing collaboration arrangement in managing the cemetery service at the cemetery. The Parties discharge their cemetery management functions in accordance with the powers contained in Section 214 and Schedule 26 of the Local Government Act 1972 (copy resolution having already been circulated to members).

RESOLVED – that the Llanelli Town Council agrees to delegate the discharge of its cemetery management functions to Llanelli Rural Council in order for it to run the service on behalf of the Parties under powers granted to the Town Council under Section 101 of the Local Government Act 1972. For the purpose of discharging any functions in pursuance of arrangements made under Section 101 the Parties hereby agree to appoint a joint committee under Section 102 of the Local Government Act 1972 to support the general administration of the cemetery service. The joint committee will be known as Llanelli Joint Burial Advisory Committee and its role will be to advise and make recommendations to the Parties on any matter relating to the discharge of their cemetery management functions.

37. FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES

Further to Minute No. 7 of the Building and Finance Committee meeting held on 22nd May 2017 and Minute No. 88 of the Council meeting held on 1st March 2017, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The Report set out the current positions in respect of the transfer of the five sites from the County Council together with the previously agreed responsibilities of the Town Council and the sporting organisations entering into sub-leases with the council.

Members were informed that the sporting organisations in the Glanymor Ward were currently submitting grant applications for 106 monies currently held by the County Council. These applications would be supported by Cllrs. Roberts and Prosser as County Councillors for the ward as would any application that benefited the area. The applications include improvements to equipment and facilities as well as fencing works.

The Report also informed members that the County Council had taken the decision to reduce the two years maintenance grant for each month past the 31st March 2017 deadline. As a result it has been agreed that the County Council would issue the Town Council with licences for the five sites, resulting in no deduction of the grant. This, however, did mean that works undertaken by the County Council at these sites would be chargeable.

RESOLVED – that the information be noted and approved.

The Meeting concluded at 6.15 p.m.

JOINT COUNCIL MEETING

LLANELLI TOWN COUNCIL

AND

LLANELLI RURAL COUNCIL

31st July 2017.

At a Joint Council meeting of **LLANELLI TOWN COUNCIL** and **LLANELLI RURAL COUNCIL** held at The Lledi Suite, Selwyn Samuel Centre, Llanelli on Monday, 31st July 2017 at 6.00 p.m.

PRESENT:

LLANELLI TOWN COUNCIL: Councillors J.S. Edmunds (Town Mayor), M.D. Cranham, J.P., Ms. S.A. Curry, D.Ll. Darkin, S.I. Davies, T. Davies, Miss L.A. Edmunds, C. Griffiths, Mrs. S.J. Griffiths, J.P. Jenkins, J.E. Jones, J.P., A.S.J. McPherson, Ms. S. Najmi, J.G. Prosser, S.L. Rees, Mrs. B.A.L. Roberts (Deputy Town Mayor), W.E. Skinner, P.T. Warlow, Mrs. J. Williams.

LLANELLI RURAL COUNCIL: Councillors H.J. Evans (Chairman), Ms. F. Akhtar, Ms. S.M. Ciaich (Vice-Chairman), M.V. Davies, Mrs. T. Devichand (Leader of the Council), S.M. Donoghue, Mrs. T.M. Donoghue, Mrs. P. Edwards, J.P. Hart, T.J. Jones, A.G. Morgan, J.S. Phillips, A.J. Rogers, E. Simmons, W.V. Thomas, I.G. Wooldridge.

ALSO IN ATTENDANCE: Mrs. M. Beevers, Messrs. D. Gary Jones, M. Galbraith and D. Kemp.

APOLOGIES: Councillors Mrs. S.L. Davies, M.P. Edmunds, W.J. Lemon, Mrs. S.N. Lewis, Ms. R.L. Najmi, J.S. Randall, C. Reed and Mrs. C.A. Rees.

1. APPOINTMENT OF CHAIRMAN PRO TEMPORE

Members proceeded to appoint a Chairman and following the motion of Cllr. Mrs. J. Williams, seconded by Cllr. Ms. S. Najmi, J.P., it was

RESOLVED – that Cllr. J.S. Edmunds (Town Mayor) be appointed Chairman Pro Tempore.

2. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

3. COLLABORATION ARRANGEMENTS

Further to Minute No. 22 of the Extraordinary Town Council meeting held on 15th June 2017, and Minute No. 89 of the Ordinary Rural Council meeting held on 13th June 2017, members welcomed Mr. D. Kemp and Mrs. M. Beevers, Directors, DCK Accounting Solutions Ltd. to the meeting and asked Mr. Kemp to give a further explanation of the necessary revisions required to be made to both council's general accounting arrangements for the 2017/18 financial year to support the areas of collaboration as well as to provide further advice to members about the accounting convention and methodology to be adopted to facilitate:

(1) LLANELLI JOINT BURIAL AUTHORITY

Mr. Kemp explained that the accounts for Llanelli Joint Burial Authority had been incorporated within both council's accounts for 2016/17 and since the LJBA was no longer deemed to be a separate authority the accounts would need to sit within the Rural Council's accounts with an advisory joint committee replacing the work of the LJBA. Mr. Kemp distributed a schedule outlining the possible structure on the new working arrangement together with a schedule containing a list of variable factors that could have an effect on the Service Level Agreement.

The day-to-day maintenance of the cemetery would continue as a joint operation and both councils would have an input into the management and overseeing of the accounting systems with the Town Clerk reviewing the accounts. These accounts would be reviewed by the joint advisory committee as it was under the LJBA, however, these accounts would be presented to both councils for consideration on a quarterly basis.

(2) FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES

Members considered the servicing of a new collaboration agreement enacted between the constituent councils whereby Llanelli Rural Council will assist Llanelli Town Council to manage and maintain parks, playing fields together with open spaces and the like within the Town Council's administrative area and which specifically have been transferred to the Town Council from Carmarthenshire County Council under its asset transfer programme.

Mr. Kemp informed members that a new Service Level Agreement would regulate the grounds maintenance activities and the work would be undertaken by officers employed by Llanelli Rural Council and charged to the Town Council on a month to month basis and reviewed annually.

Following some questions, which were answered satisfactorily, it was

RESOLVED – that the report be noted and approved.

4. MEMORANDUM OF UNDERSTANDING

Members considered the Memorandum of Understanding (MOU) to be used as the overarching governing document to support the ongoing provision of Cemetery Services at Llanelli District Cemetery and permit Llanelli Rural Council to provide a grounds maintenance service to Llanelli Town Council in connection to parks and playing fields transferred to the Town Council by asset transfer (draft copies having been previously circulated to members).

Members were informed that the MOU was, in essence, a letter of intent and that the Service Level Agreements for both services would be made available to both councils for consideration prior to approval being sought at a further joint meeting in September.

Following a discussion, it was

RESOLVED – that the Memorandum of Understanding be adopted and approved.

The Meeting concluded at 6.35 p.m.