

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

5th April 2017

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

PRESENT: Councillor C.L. Thomas (Deputy Town Mayor)(Presiding)

Councillors

Bigyn Ward

M.J.P. Burns
J.S. Edmunds
Ms. Ff.S. Larsen
D. Thomas

Elli Ward

J.P. Jenkins
Mrs. R.F. Price

Glanymor Ward

R.M. Davies
W.J. Lemon
Mrs. L.J. Stedman

Liedi Ward

D.Ll. Darkin
Ms. S. Najmi
Mrs. J. Williams

Tyisha Ward

C.C. Lucas (Leader of the Council)
R.T. Price

APOLOGIES: Councillors Mrs. P.J. Edmunds, A.H. Hitchman and W.G. Thomas (Town Mayor).

89. MAYORAL ANNOUNCEMENT

The Deputy Town Mayor (Councillor C.L. Thomas) informed members that the Town Mayor (Councillor W.G. Thomas) had recently been hospitalized after feeling unwell. He also passed on the Mayor's deepest regrets at missing his last Council meeting as Town Mayor, and as a councillor, since he was not standing at the elections in May.

The Town Mayor also wanted to thank members for their support throughout his mayoral year and for the honour they had bestowed on him. He also wished to thank the Leader of the Council (Councillor C.C. Lucas) and the other retiring members for their service to their community.

Members wished the Town Mayor a speedy recovery and best wishes for his future in retirement.

90. 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:-

Llanelli Town Council	1 st March 2017
Llanelli Joint Burial Authority	11 th January 2017
Planning, Licensing and Consultation Committee	6 th March 2017
Town Twinning Committee	6 th March 2017
Building and Finance Committee	6 th March 2017

91. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2017/18

Further to Minute No. 29 of the Planning, Licensing and Consultation Committee meeting of 7th November 2016, the Town Clerk reported the receipt of the Annual Report (copies having been previously circulated to members).

RESOLVED – (1) that the Town Council adopts Determinations 44, 46, 47, 48, 49, 50 and 51;
(2) that the Town Council does not adopt Determination 45.

92. SECTION 15 COMMONS ACT 2006 – APPLICATION FOR THE REGISTRATION OF LAND AS A TOWN OR VILLAGE GREEN – LAND AT LLANERCH RECREATIONAL FIELD

The Town Clerk reported the receipt of a letter dated 29th March 2017, together with a copy of Form 45 – Commons Act 2006 – Section 15(1) – Notice of Application for the registration of land as a Town or Village Green (copies having been previously circulated to members).

During the ensuing discussion, members reiterated their previous view that Llanerch recreation field had always been used by the public and sporting organisations for many activities, including football, and should be permitted to continue to do so.

RESOLVED – that the Town Council fully supports the application and that a letter of support is sent to Carmarthenshire County Council.

93. LEADER’S ANNOUNCEMENT

As this was the last Council meeting of the current Municipal Year, the Leader of the Council (Councillor C.C. Lucas) took the opportunity to express his thanks to the Council for the support that they have given him during his twenty nine years service as a councillor and during his tenure as Leader of the Council.

Thanks were also given to the councillors retiring at the elections in May, in particular the Town Mayor (Councillor W.G. Thomas) for the exemplary manner in which he has carried out his duties during his term of office and his representation of his electorate throughout his twenty two years service.

Members returned their thanks to the Leader and also passed on their best wishes to Councillor Mrs. PJ. Edmunds for her outstanding service to the community during her twenty six years on the council

94. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matter 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.

95. LLANELLI JOINT BURIAL AUTHORITY

Further to Minute No. 80 of the Council meeting held on 1st February 2017, the Town Clerk reported the receipt of a report prepared by the Secretary of the Llanelli Joint Burial Authority (LJBA) which had previously been considered by the LJBA at a meeting held on 8th March 2017 (copies having been previously circulated to members).

The Town Clerk informed members that he had sought legal advice, as previously requested by members, on the matter to One Voice Wales, who had in turn sought advice from the Head of Legal Services at the National Association of Local Councils with the outcome being that Town and Community Councils had no powers to create a joint venture or limited company to act as a vehicle for the provision of services at the cemetery and that joint committees could not hold contracts of employment, enter into contracts, have assets or a bank account or set budgets.

As a result there would be a need for one of the councils to act as the lead authority, employing staff, responsibility for the machinery etc. with the possible creation of an advisory committee which would have dual representation similar to the LJBA but would make recommendations which would be considered by each council for approval.

Members were concerned about 'ownership' of the LJBA in the eyes of the public and whilst the branding of livery would be essential together with the possible involvement of Town Clerk in the decision making process, no decision would be taken on the future model of the LJBA without the Town Council first being fully satisfied that it met its needs.

Following a long discussion, it was

RESOLVED – that the information be noted and further developments awaited.

96. FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES

Further to Minute No. 88 of the Council meeting held on 1st March 2017, members were briefed on the current position of asset transfer.

Members were informed that the Town Council had only received two of the five head leases which have been reviewed by the council's solicitor, Jennings Solicitors. Following that review there were a number of issues that would be referred back to the County Council for consideration. The County Council have also stated that a statutory declaration would have to be made to the Land Registry in respect of Havelock Park because there was no title to the land.

The agreed works to the infrastructure have not been started by the County Council other than the works to the trees and some installations of meters.

With the passing of the 31st March 2017 deadline, at no fault of the Town Council, confirmation had been sought regarding protection of the two years maintenance grant. Having enquired about legal costs, the County Council have stated that the offer was to draft the leases and not to meet the legal costs, Members disputed this claim.

The County Council have previously agreed that their maintenance programme for the football and rugby pitches would continue until the end of the season which was on 31st May 2017. Unfortunately the county's maintenance programme for the bowling greens finished on 31st March 2017 and would not carry out any further works unless the costs were met by the Town Council. As a result permission has been given by the County Council for this council's contractors, Llanelli Rural Council, to enter the sites and carry out maintenance works so that the bowling season can commence during mid April.

Members raised concerns over the County Council inclusion of Penygaer and Dewi Sant Schools' right to use Penygaer Playing Fields within the head and sub leases. It was pointed out that the inclusion was objected to but that an agreement had been reached where any use of Penygaer by the schools would have to be first approved by the Penygaer Management Committee and that a financial contribution may be expected.

Following a discussion, it was

RESOLVED – that the report be noted and await further developments.

The Meeting concluded at 7.05 p.m.

TOWN TWINNING COMMITTEE

5th April 2017

At a Meeting of the **TOWN TWINNING COMMITTEE** of LLANELLI TOWN COUNCIL, held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 5th April 2017 at 7.08 p.m.

PRESENT: Councillors Mrs. J. Williams (Chairman), D.Ll. Darkin (Substitute for Cllr. Mrs. P.J. Edmunds), J.S. Edmunds, Ms. Ff.S. Larsen, C.C. Lucas (Leader of the Council), Mrs. S. Najmi (Substitute for Cllr. A.H. Hitchman), Mrs. L.J. Stedman, C.L. Thomas (Deputy Town Mayor)(Vice-Chairman), and D. Thomas.

APOLOGIES: Councillors Mrs. P.J. Edmunds, A.H. Hitchman and W.G. Thomas (Town Mayor)

3. CONCERT – CHRISTIAN MOULIE

Further to Minute No. 2 of the Twinning Committee meeting held on 16th January 2017, the Town Clerk reported that he had received an e-mail notification from Jean-Pierre Hilaire, Secretary of Agen Twinning Committee cancelling the tour by Christian Moulie and his musicians.

RESOLVED – that the information be noted.

4. PRUNEAU SHOW 2017

Further to Minute No. 1 of the Twinning Committee meeting held on 16th January 2017, the Town Clerk reported the receipt of a letter dated 21st March 2017, received from the Mayor of Agen, Jean Dionis, inviting two members of the Council to attend the Grand Pruneau Show 2017, in order to continue working on developing future exchanges. There was also an invitation to have a stall displaying local Welsh produce at the show and this would be dealt with later.

RESOLVED – that the Leader of Council and the Town Mayor for the time being be authorised to attend the Pruneau Show 2017.

5. LLANELLI RAMBLERS

Further to Minute No. 1 of the Twinning Committee meeting of 23rd November 2015, the Town Clerk reported the receipt of a letter dated 14th March 2017, together with an account of expenditure (copies having been previously circulated to members).

The e-mail requested the Council's financial assistance towards the cost of their visit by twenty four Llanelli Ramblers to Agen from 21st to 28th September 2017, this being their ninth visit to our twin town of Agen.

RESOLVED – that, in line with the Council's policy, a grant of £750 be made towards the Llanelli Ramblers' visit to Agen.

6. LLANELLI AND DISTRICT TWINNING ASSOCIATION

The Town Clerk informed members that the Llanelli and District Twinning Association originally set up by the Town Council to promote twinning exchanges independently of the council would shortly have their AGM to appoint new officers and welcome new members to the association.

The Association would then fulfil its original purpose and facilitate exchanges between the two towns.

Following a discussion, it was

RESOLVED – that a grant of £2,500 be awarded to the Association and it was

FURTHER RESOLVED – that, further to Minute No. 4 above, the Llanelli and District Twinning Association be asked to respond to Agen Town Council regarding the requirement of a stall at this year's Pruneau Show.

The Meeting concluded at 7.15 p.m.

ESTABLISHMENT COMMITTEE

5th April 2017

At a Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 5th April 2017 at 7.16 p.m.

PRESENT: Councillors J.S. Edmunds (Chairman), M.J.P. Burns, D.Ll. Darkin (substitute for Cllr. Mrs. P.J. Edmunds), C.C. Lucas (Leader of the Council), Ms. S. Najmi (substitute for Cllr. A.H. Hitchman), Mrs. R.F. Price, Mrs. L.J. Stedman, D. Thomas and Mrs. J. Williams.

APOLOGIES: Councillors Mrs. P.J. Edmunds, A.H. Hitchman, and W.G. Thomas (Vice-Chairman).

7. PUBLIC BODIES (ADMISSION TO MEETINGS) 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.

8. PADDOCK STREET COMMUNITY CENTRE CARETAKER/ CLEANER

The Town Clerk informed members that following the retirement of the previous caretaker some years previously a relief caretaker/cleaner was currently being employed at Paddock Street Community Centre due to the lack of hirings. Following an increase in usage it was now considered necessary for the post to be contracted.

RESOLVED – that a contract of employment be given to the acting relief Caretaker/Cleaner of Paddock Street Community Centre.

9. APPOINTMENT OF ADMINISTRATIVE OFFICER

Further to Minute No. 6 of the Establishment Committee meeting held on 4th January 2017, members were informed that the Establishment Sub-Committee (Councillor C.C. Lucas deputising for Councillor A.H. Hitchman and Councillor Mrs. P.J. Edmunds deputising for Councillor J.S. Edmunds) had reviewed the application forms received in respect of the post, however, during that process it was noticed that most of the applications were not suitably qualified for the post advertised. The review also considered the current roles within the council and with this in mind three candidates were selected to attend for interview.

RESOLVED – that the actions of the Sub-Committee be endorsed and that the three candidates be invited to attend for interview by the Establishment Sub-Committee as amended.

FURTHER RESOLVED – that as a result of the aforementioned review by the Sub-Committee an appropriate job revaluation be undertaken at the same time.

10. TOWN CLERK QUALIFICATION

Members raised the question of the qualification requirement included within the Town Clerk's contract of employment. The previous Town Clerk was not asked to undertake the qualification and members were of the opinion that it should have been excluded from the current job specification.

RESOLVED –that the requirement for the Town Clerk to undertake the qualification be removed from his contract.

The Meeting concluded at 7.20 p.m.

LLANELLI JOINT BURIAL AUTHORITY

8 March 2017

At a **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 March 2017 at 4:00 pm.

PRESENT: Councillors R.E. Evans (Chairman), L.J. Butler, C.C. Lucas, M.V. Davies, J.S. Phillips.

TOGETHER WITH: Mr D. Gary Jones (Town Clerk - Llanelli Town Council).

64. CHAIRMAN'S ANNOUNCEMENT

The Chairman referred to the recent demise of committee member Cllr. C.J. Reed, MBE. and as a mark of respect Members and Officers stood in silent tribute.

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. M.J.P. Burns, S.M. Donoghue, P.J. Edmunds, and R. F. Price.

66. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

67. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings.

Ordinary Meeting - 11 January 2017
Special Meeting - 30 January 2017

68. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for December 2016 and January 2017 and the provisional report for February 2017 be noted.

69. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for January and February 2017, which revealed expenditure for the months, amounted to £36,010.61 and £21,186.09 respectively.

RESOLVED that the information be noted.

70. MANAGEMENT OF RISK

The Secretary provided Members with a detailed report on the management of risk, covering 19 areas and functions requiring risk evaluation. Two areas were highlighted for action namely the transfer of financial arrangements and transfer of staff to the parent council(s) once the new delivery model for the cemetery service had been agreed. Following discussion it was

RESOLVED that the report be approved.

71. PUBLIC BODIES (ADMISSION TO MEETINGS) 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.

72. STAFFING MATTERS

Consideration was given to the Secretary's report regarding a staffing matter and it was

RESOLVED that the report and recommendation be accepted.

73. LLANELLI JOINT BURIAL AUTHORITY FUTURE STATUS AND REMIT

Further to Minute No. 61, the Secretary presented Members with a report on the future status and remit of the joint committee which highlighted a series of models that closely matched the collaborative arrangements required along with the legal powers currently available to the local council sector. Having considered the models Members were keen to retain the joint committee in some capacity going forward.

The Secretary informed Members that legal advice to support the report had also been sought but a response was still awaited. The Secretary then presented the list of actions set out in the report which would need to be addressed in order to determine the best delivery model for managing the cemetery service. These actions included the description of the model; legal powers; procurement and contracts; governance arrangements, finance and human resources.

Members were informed that once the new delivery model had been agreed its remit could be extended to cover the additional grounds maintenance duties required to service parks, play areas and playing fields following asset transfers by the two parent councils from Carmarthenshire County Council. This could be built into a new service level agreement which would govern the future working arrangements of the preferred delivery model. Issues to consider included the corporate branding and livery on vehicles for the extended service; pooling of resources and billing arrangements generated from job codes and staff time allocations. After a lengthy discussion it was

RESOLVED that the report be accepted together with the list of actions and the other issues highlighted for attention. Furthermore, that the legal advice being obtained shall be reported to a future committee meeting and that the preferred delivery model shall be taken forward on the basis of an advisory committee being created so that the management and administrative arrangements remained broadly similar to the current service model.

FURTHER RESOLVED that the Secretary commences the necessary preliminary work in order to address the actions and issues identified in the report with progress on matters being the subject of a further committee report.

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The Meeting concluded at 4:50 pm
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PLANNING, LICENSING AND CONSULTATION COMMITTEE

10th April 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 April 2017 at 6.00 p.m.

PRESENT: Councillors C.L. Thomas (Chairman)(Deputy Town Mayor), D.Ll. Darkin, Ms. Ff.S. Larsen, Ms. S. Najmi, Mrs. R.F. Price and R.T. Price.

APOLOGIES: Councillors A.H. Hitchman and J.P. Jenkins (Vice-Chair).

49. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

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/35230 N. Jenkins, Capel Isaf Farm, Capet Isaf Road, Llanelli. SA15 1QD	Proposed front part roof alteration, rear porch extension and detached garage with hobby room above to rear of garden.	No objection.
S/35231 Mr. Chris Jacob, Garage, Coldstream Street, Llanelli. SA15 3BG	Proposed external alterations to existing building including part demolition of Vauxhall Road elevation, installation of new frontage and 3 no. up and over roller shutter doors; construction of 900mm high facing brick boundary wall; external alterations to rear elevation including new up and over roller shutter door and new cladding frontage; new entrance with glazed opening to side elevation.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/35235 Mr. & Mrs. P. Randall, 16 Courtenay Road, Llanelli. SA15 3LB</p>	<p>Proposed single storey side kitchen and wet room extension.</p>	<p>No objection.</p>
<p>S/35239 Mr. Rishi Chaudhry, 34 Station Road, Llanelli. SA15 1AN</p>	<p>Change of use of ground floor commercial to A3 Takeaway – first floor to remain as self-contained flat.</p>	<p>No objection.</p>
<p>S/35252 Notemachine UK Ltd., c/o Jan Clark, 82 Station Road, Llanelli. SA15 1AN</p>	<p>The retention of an ATM installed through existing glazing to the right hand side of the door, replacing part of the existing glazing with composite security panel powder coated premier purple to match the rest of the shop front, incorporating the ATM fascia with a black bezel surround and white internally illuminated lettering ‘Free Cash Withdrawals’ out of black background blue LED halo illumination to the ATM surround (286.478 cd/m).</p>	<p>No objection.</p>
<p>S/35253 Notemachine UK Ltd. (as above)</p>	<p>Advertisement – as above.</p>	<p>No objection.</p>
<p>S/35278 Mr. Winston Lemon, 164 Old Castle Road, Llanelli. SA15 2SW</p>	<p>Proposed construction of 2 no. semi-detached houses with attached garages.</p>	<p>No objection subject to the application adhering to current planning legislation.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/35279 Mr. Thomas Harvey 5 Spowart Avenue, Llanelli. SA15 3HY</p>	<p>Double storey extension with a mono pitched roof.</p>	<p>No objection.</p>
<p>S/35334 Mrs. George, 31 Brettenham Street, Llanelli. SA15 3ED</p>	<p>Single storey side extension accommodating utility and show room for disabled adaptation works in association with disabled grant aided works.</p>	<p>No objection.</p>
<p>S/35342 Penyfan & Llwynwhilwg Tenants & Residents Association, Communities First, Penyfan Park, Trostre Road, Llanelli. SA15 1PN</p>	<p>Siting of two portacabins to be used as temporary meeting and community facilities for years (previous Planning S/25339). Siting of a steel container for youth meeting, storage for play equipment (previous Planning S/12236).</p>	<p>No objection.</p>
<p>S/35343 Mr. & Mrs. Galloway, 45 Heol Goffa, Llanelli. SA15 3LT</p>	<p>Proposed demolition of existing utility room to allow proposed two storey extension to rear of dwelling. Extension to have flat roof with roof light to single storey section of extension and pitched roof with hip to tie in with existing dwelling to the first floor section of dwelling.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/35368 Carmarthenshire County Council, c/o Steffan Jenkins, Oxfam, 48 Stepney Street, Llanelli. SA15 3TR	Proposed shop front with interior alterations.	No objection.

50. LICENSING ACT 2003 – NOTIFICATION OF LICENCE APPLICATIONS TO THE LICENSING SECTION, CARMARTHENSHIRE COUNTY COUNCIL

ALL IN ONE TAKEAWAY, 34 MURRAY STREET, LLANELLI

The Town Clerk reported the receipt of a Notification of Licence Application to Vary Premises Licence of All In One Takeaway, 34 Murray Street, Llanelli (copies having been circulated to members prior to the start of the meeting).

The application was for a late night refreshment licence from Monday to Thursday between the hours of 23.00 p.m. and 01.00 a.m., Friday and Saturday between the hours of 23.00 p.m. and 03.30 a.m., Sunday from 23.00 p.m. to 01.00 a.m. and Bank Holiday Fridays, Saturdays and Sundays between the hours of 23.00 p.m. to 04.00 a.m.

RESOLVED – that no objection be made to the application.

51. REFORMING LOCAL GOVERNMENT: RESILIENT AND RENEWED WHITE PAPER

The Town Clerk reported the receipt of the Welsh Government’s White Paper on Reforming Local Government: Resilient and Renewed (copies having been previously circulated to members together with an e-mail from One Voice Wales answering all the questions).

RESOLVED – that the Council fully supports One Voice Wales’ responses to the White Paper.

The Meeting concluded at 6.25 p.m.

BUILDING AND FINANCE COMMITTEE

24th April 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, 24th April 2017 at 6.00 p.m.

PRESENT: Councillors Mrs. J. Williams (Chairman), M.J.P. Burns, D.Ll. Darkin (substitute for Cllr. C.C. Lucas), Mrs. P.J. Edmunds, W.J. Lemon, J. Owen, Mrs. L.J. Stedman (Vice-Chairman) and W.G. Thomas (Town Mayor).

APOLOGIES: Councillors J.S. Edmunds and C.C. Lucas (Leader of the Council).

83. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for the period 1st April 2016 – 31st March 2017 and payment schedule (copies having been previously circulated to members).

(1) INCOME AND EXPENDITURE

RESOLVED – that the Income and Expenditure report for the period 1st April 2016 – 31st March 2017, in the sums of £940,316 and £910,198 respectively be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 14759 - 14791 (inclusive), in the sum of £73,191.79, and Direct Debit, BACS payments and Other Payments, in the sum of £11,647.03, £11,978.53 and £0 respectively, be approved.

84. COMMUNITY CENTRE

(1) HIRINGS

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

RESOLVED – that the information be noted.

85. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 65 of the Committee meeting held on 13th February 2016, 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:

(1) PRIDE IN THE PATCH 2017

The Pride in their Patch project will be looking to support community environmental projects in and around Llanelli, the group next meets at the end of April 2017.

RESOLVED - that the information be noted.

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

(2) LLANELLI COMMUNITY PARTNERSHIP

An Annual General Meeting had been held in March and new officers had been appointed: Chair - Paolo Piana, Vice-Chair - Andrew Evans, Treasurer - Marie Evans and Secretary - Rhiannon Taylor with Cllr. David Darkin joining the Executive Board. The next Partnership meeting will be in May 2017 with the Executive Board meeting on 16th May.

RESOLVED - that the information be noted.

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

(3) FUSION CULTURAL 2016

Following the successful delivery of The Fusion Cultural project in March, a working group has now been formed. Welsh Government has agreed a further 2 years funding of £25,000 per year to deliver further Fusion Projects in Carmarthenshire, the 2017 bid was submitted in March and a response from Welsh Government is awaited.

RESOLVED - that the information be noted.

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

(4) MENS SHED AND AIL GYFLE

Supported by Llanelli Town Council, the Sospan Shedders are looking to relocate with the Ail Gyfle project in Derwent Street, Llanelli, which will provide them with a fit for purpose venue one day a week. Over the next 6 months the Sospan Shedders have agreed to develop in Partnership with Ail Gyfle, Antioch Centre, Trostre Tesco, Llanelli Town Council and others the Buddy Bench project.

They will be working in Partnership with six local schools in Llanelli to design and build ‘buddy benches’ that will be placed in the individual schools to combat isolation and bullying by providing pupils with a new way of communicating when they require support in the playground. The project will promote respect and form positive friendships with funding being sort from Tesco and ASDA.

RESOLVED - that the information be noted.

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

(5) LLANELLI AND DISTRICT ASSOCIATION

Llanelli and District Twinning Association AGM will be held at Glenalla Civic Hall on Wednesday, 26th April 2017 at 6.00 p.m.

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.

(6) COMMUNITIES FIRST UPDATE

Communities First has now been extended until 31st March 2018, the new focus will see them deliver skills, employment and resilient based projects moving forward and we will continue to support the project.

RESOLVED - that the information be noted.

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

(7) FUTURE GENERATIONS ACT

The Future Generations assessment has now been completed with a number of open meetings having taken place to establish the priorities for the 2018 Well-Being report. The Town Council along with others are working closely with the Public Service Board (PSB) in creating the Well-being report.

RESOLVED - that the information be noted.

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

(8) DATE FOR DIARIES AND COMMUNITY ACTIVITY –
DECEMBER AND JANUARY

- Ty Golau dementia drop in meets every Thursday 10.30 am – 12.00 pm at the Antioch Centre;
- Sospan Shedders (Men’s Shed) will be next meeting at 1.45 pm Antioch Centre Morfa on 20th February;
- Antioch Centre OAP Lunch Club - Every Monday at 12.00 pm- 1.30pm;
- Every Tuesday evening Llanelli Library- Tenovus Singing Along 6.30 pm - 8.00 pm;

- Llanelli Multicultural Network Wellbeing day - 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 and a soup kitchen on a Sunday evening.
- Paw Patrol launches in Penyfan Park on the 22nd April 10.00am, all are welcome.

RESOLVED – that the information be noted.

86. RISK ASSESSMENT REGISTER

Further to Minute No. 88 of the Committee meeting held on 20th April 2015, the Town Clerk reported that the Council's Risk Assessment Register (a copy having been previously circulated to members) had been reviewed in accordance with the Council's Risk Management Strategy, approved at the Council meeting on 2nd November 2011.

RESOLVED – that the Risk Assessment Register be approved and be further reviewed in 12 months' time.

87. WELSH RUGBY UNION DEVELOPMENT OFFICER

The Town Clerk reported the receipt of a letter dated 31st March 2017, received from the Headteacher of Coedcae School also on behalf of St. John Lloyd School, requesting financial assistance towards the provision of a Welsh Rugby Union Rugby Development Officer in each school on one day per week (copies having been previously circulated to members).

The aim of the programme is to support the development of grassroots rugby to the benefit of the young people and the communities of Llanelli and would also support the primary schools that feed into Coedcae and St. John Lloyds.

Members were mindful that the Town Council had previously supported a WRU Development Officer for many years until the decision of the WRU to withdraw the scheme.

RESOLVED – that the Town Council supports the provision of a WRU Rugby Development Officer with a contribution of £2,461.43 to each school.

88. SPLASH PADS

The Town Clerk reported that an approach had been made by the County Council regarding the contracts for the commissioning and de-commissioning of the Splash Pads at Penyfan Park and Havelock Park. Having informed the council that the delay in the asset transfer of both sites had made it impossible for the Town Council to enter into any contracts the County Council indicated that the Splash Pads would remain closed until asset transfer had taken place.

In order to avoid the Splash Pads being unavailable during the upcoming Easter holidays authority was given for the County Council to engage the company responsible for the commissioning and de-commissioning of the Splash Pads with the Town Council meeting the cost of £2,300 plus vat per site.

As a result both Splash Pads were available during the school holidays from 10 a.m. to 7 p.m. daily.

Members expressed their satisfaction at the actions taken, and it was

RESOLVED – that the Town Council meets the cost of the commissioning and de-commissioning of the Splash Pads in the sum of £2,300 plus vat per site.

89. APPLICATIONS FOR FINANCIAL ASSISTANCE

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

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

RESOLVED as follows –

- (a) Brynhyfryd Bowls Club – that a grant of £500 be made;
- (b) Teenage Cancer Trust – that the application be noted;
- (c) Llanelli Art Society – that a grant of £200 be made;
- (d) Llanelli Tenants Network – that a grant of £200 be made;
- (e) Trostre Amateur Boxing Club – that a grant of £800 be made;
- (f) Llanelli Visually Impaired Bowls Club – that a grant of £300 be made;
- (g) Alzheimer's Society Cymru – that the application be noted;
- (h) S.W. Junior Cricket League – that a grant of £300 be made;
- (i) White Knights Chess Club – that a grant of £300 be made;
- (j) Llanelli Bowling Club – that a grant of £500 be made;
- (k) Parc Howard Veterans Bowling Club – that a grant of £500 be made;
- (l) Llanelli Branch of Parkinsons UK – that a grant of £300 be made;
- (m) Llanelli and District Caged Bird Society – that a grant of £300 be made.

(2) KIT SPONSORSHIP 2017

Further to Minute No. 16 of the Committee meeting held on 17th July 2016, members considered a report prepared by the Town Clerk, regarding kit sponsorship (copies having been previously circulated to members).

Following an increase in the awards for grant applications submitted by sports clubs it had been agreed that the level of kit sponsorship would be set at £800/£1,000 for football clubs without/with a junior section and £1,000/£1,300 for rugby clubs.

Even though the council is proceeding with asset transfer, which will provide sporting facilities at a subsidised rate, members considered it may prove prudent to continue the sponsorship for the ensuing year.

RECOMMENDATION – that the Town Council continues with kit sponsorship for 2017/18 with a review to take place prior to the year end.

(3) SPONSORSHIP

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

RESOLVED that the following sponsorship be approved –

- (a) Llanelli Star Awards – £800;
- (b) Coedcae School – £300;
- (c) Llanelli Wanderers RFC.

(4) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Cruse Bereavement Care Carmarthenshire and Llys Glanymor Tenants be noted with pleasure.

90. 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.

91. COUNCIL BUILDINGS – REPAIRS AND MAINTENANCE: ANNUAL APPRAISAL OF APPROVED LIST CONTRACTORS

Councillor D.Ll. Darkin declared a personal interest in this item as an owner of an Architect business and as he considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion and voting thereon.

Further to Minute No. 89 of the Committee meeting held on 18th April 2016, the Consultant Architect presented his annual appraisal of the contractors that had carried out work for the Council during the preceding twelve months (copies having been previously circulated to members).

Members were given a summary of the works undertaken by the relevant contractors and the total value of each contract. Contracts were appraised under three main headings, namely the percentage of works completed on time, the average standard of workmanship and the response time in each case. The details for 2016/2017 together with the relevant details for the previous year by way of comparison were as follows:-

	2016/2017	2015/2016
Total number of projects	6	2
Total value of projects undertaken	£76,235.60	£9,063.08
Percentage of works completed on time	50%	100%
Average standard of workmanship	Very Good	Very Good
Response time:		
(1) Very good	50%	50%
(2) Good	33%	50%
(3) Acceptable	17%	0%
(4) Poor	0%	0%

No requests for inclusion in the contractor's tender list were received during the year.

RESOLVED – that the appraisal report be noted and accepted, and that the Council's Approved List includes the following contractors for the forthcoming year:

- (1) TAD Builders Limited;
- (2) M. Hiorns Contractors Limited;
- (3) HRJ Carpentry;
- (4) Ware & Michael Ltd.;
- (5) Allwood Joinery Ltd. (formerly Gwyn Phillips Ltd.);
- (6) Lewis Construction Ltd.;
- (7) M. Taffetsauffer.

92. OFFICE TELEPHONE SYSTEM

Members raised concerns regarding the high volume of calls that the office receives daily from the public inquiring about services that were the responsibility of Carmarthenshire County Council. This meant that staff wasted valuable time re-directing callers even though the council's front end telephone message clearly stated who was responsible for key services and the telephone number to ring.

After a lengthy discussion, it was

RESOLVED – that the Town Clerk makes enquiries into possible options that could resolve the problem and report back a future Committee meeting.

The Meeting concluded at 6.40 p.m.

ESTABLISHMENT SUB-COMMITTEE

26th April 2017

At a Meeting of the **ESTABLISHMENT SUB-COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 26th April 2017 at 3.00 p.m.

PRESENT: Councillors W.G. Thomas (Town Mayor)(Chairman), M.J.P. Burns, C.C. Lucas (Leader of the Council)(deputising for Cllr. J.S. Edmunds) and Mrs. J. Williams.

APOLOGIES: Councillors J.S. Edmunds and A.H. Hitchman.

4. APPOINTMENT OF ADMINISTRATIVE ASSISTANT

Further to Minute No. 9 of the Establishment Committee meeting held on 5th April 2017, members received a detailed briefing from the Town Clerk on the appointment process to date and the procedure to be followed by members when interviewing the short-listed candidates.

Following the briefing, the Council interviewed the undermentioned short-listed candidates who had agreed to present themselves for interview:

- (1) Mr. C.J. Burton, 108 Tal Y Coed, Hendy;
- (2) Mr. G.M. Hughes, 39 Heol Y Waun, Pontlliw;
- (3) Mr. A.L. Davies, Maesmawr, Ferryside.

Following the interviews a brief discussion took place and a unanimous decision was determined.

RESOLVED – that Mr. Arfon Davies be appointed to the post of Administrative Officer, and that the terms and conditions relating thereto be as prescribed in the general provisions of the National Joint Council for Local Government Services National Agreement on Pay and Conditions, as supplemented by prior agreement of the Town Council.

The Meeting concluded at 4.45 p.m.

EX-TOWN MAYORS' COMMITTEE

26th April 2017

At a Meeting of the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 26th April 2017 at 5.15 p.m.

PRESENT: Councillors C.C. Lucas (Leader of the Council)(In the Chair), M.J.P. Burns, J.P. Jenkins, W.J. Lemon and Mrs. J. Williams.

APOLOGIES: Councillors Mrs. P.J. Edmunds, A.H. Hitchman, Ms. S. Najmi, R.T. Price, Mrs. R.F. Price, Mrs. L.J. Stedman and D. Thomas.

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. ANNUAL MEETING

(1) POSTPONEMENT OF MEETING

Further to Minute No. 3 of the Committee meeting held on 23rd February 2017, members further considered the detailed arrangements for the Annual Meeting to be held on 10th May 2017.

RESOLVED – that the Annual Meeting now takes place on Wednesday, 17th May 2017.

(2) REVISION OF GUEST LIST

Further to Minute No. 3 of the Committee meeting held on 23rd February 2017, members further considered the detailed arrangements for the Annual Meeting to be held on 17th May 2017.

RESOLVED – that the Guest List be approved as amended.

The Meeting concluded at 6.15 p.m.

EX-TOWN MAYORS' COMMITTEE

12th May 2017

At a Meeting of the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Friday, 12th May 2017 at 2.00 p.m.

PRESENT: Councillors Mrs. J. Williams (Leader of the Council)(In the Chair), J.P. Jenkins, W.J. Lemon, Ms. S. Najmi and W.E. Skinner.

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. ANNUAL MEETING

Further to Minute No. 5 of the Committee meeting held on 26th April 2017, members further considered the arrangements for the Annual Meeting to be held on 17th May 2017.

RESOLVED – that the Outgoing Mayoral Party will undertake their official role in the Annual Meeting following an election as in any normal year.

The Meeting concluded at 2.15 p.m.