

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

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MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

6th March 2019

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 6th March 2019 at 6.00 p.m.

PRESENT: Councillor D.Ll. Darkin (Town Mayor)

Councillors

Bigyn Ward

M.D. Cranham, J.P.
J.S. Edmunds
Miss LA. Edmunds
M.P. Edmunds
W.E. Skinner

Elli Ward

J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
J.G. Prosser
S.L. Rees
Mrs. B.A.L. Roberts

Lliedi Ward

C. Griffiths
Mrs. S.J. Griffiths
Ms. S. Najmi, J.P. (Leader of the Council)
P.T. Warlow
Mrs. J. Williams

Tyisha Ward

Ms. S.A. Curry
(Deputy Town Mayor)
T. Davies
A.S.J. McPherson

APOLOGIES: Councillors S.I. Davies and W.J. Lemon.

101. LEADER'S ANNOUNCEMENT

The Leader of the Council (Councillor Ms. S. Najmi, J.P.) addressed the meeting regarding the recent resignations, from the ruling Labour Group to join the Independent Group, of herself and Councillors J.S. Edmunds, Miss L.A. Edmunds, M.P. Edmunds, C. Griffiths, Mrs. S.J. Griffiths and Mrs. B.A.L. Roberts which had resulted in the Council ruling group transferring to the Independent Group.

Councillor Ms. S. Najmi, J.P confirmed that she would remain in position as the Leader of the Council and she assured the opposition members that the close cross party working relationship would continue as before with all members continuing to serve the community and people of Llanelli.

Councillor Mrs. J Williams responded on behalf of the Labour Group to note that they would continue to work in a constructive manner with the Independent Group for the benefit of the people of Llanelli.

102. VERIFICATION AND CONFIRMATION OF MINUTES

Councillor W.E Skinner chose to withdraw from the meeting during the verification and confirmation of the Planning, Licensing and Consultation Committee 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 Joint Burial Advisory Committee	14 th November 2018
Llanelli Joint Burial Advisory Committee	23 rd January 2019
Ex-Town Mayor's Committee	5 th February 2019
Llanelli Town Council	6 th February 2019
Planning, Licensing and Consultation Committee	18 th February 2019
Joint Standing Committee on Estimates	18 th February 2019
Building and Finance Committee	18 th February 2019

103. STANDING ORDERS

Further to Minute No. 61 of the Council meeting held on 3rd February 2016, consideration was given to the Town Clerk's report, together with an updated version (in conjunction with the One Voice Wales and the National Association of Local Councils Model Standing Orders) of the council's Standing Orders (copies having been previously circulated to members).

RESOLVED – that the matter be deferred until the next Council meeting.

104. FINANCIAL REGULATIONS

Further to Minute No. 150 of the Council meeting held on 4th April 2012, members considered the Town Clerk's report on the review of the Council's current Financial Regulations using the One Voice Wales 2016 Model in the conjunction with the current Llanelli Rural Council's regulations (copies having been previously circulated to members).

The combined document considers the model financial regulations recommended and the current regulations approved for use by the Town Council.

RESOLVED – that the updated Financial Regulations be noted and approved.

105. ONE VOICE WALES

Further to Minute No. 95 of the Town Council meeting held on 7th March 2018, members considered a letter received from One Voice Wales in respect of membership renewal for 2019/20 (copies having been previously circulated to members).

RESOLVED – that the Council renews its membership of One Voice Wales for 2019/2020 and continues as a member until instructed differently.

106. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT

Further to Minute No. 96 of the Council meeting held on 7th March 2018 and Minute No. 24 of the Planning, Licencing and Consultation Committee meeting held on 8th October 2018, the Town Clerk presented a report on the Independent Remuneration Panel for Wales Annual Report 2019/20 (copies having been previously circulated to members).

The report gave details of the member's expenses that have been determined by the Panel for 2019/20 and due to the level of Income or Expenditure in the 2018-19 Financial Year, the Town Council was considered a Band A council within the report resulting in the council being required to make a Resolution in regard to the following Determinations:-

Determination 40 – The Council must make available a payment to each of its members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

This will be paid at the end of May of each year unless a member confirms to the Town Clerk that they do not wish to claim all, or part of it.

Determination 41 – The Council must make available an annual payment of £500 each to a minimum of one and a maximum of five members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

The Council must therefore select at least one role to receive this payment and it will be paid at the end of May of each year unless the member holding the appointed role confirms to the Town Clerk that they do not wish to claim all, or part of it.

Determination 43 – The Council is authorised to make payments to each of their members in respect of travel costs for attending approved duties.

Determination 44 – The Council, if a duty requires an overnight stay, may authorise reimbursement of subsistence expenses to its members at the maximum rates as published.

This would be reimbursed at the end of the month that a claim is submitted to the Town Clerk.

Determination 45 – The Council is authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as published.

This would be reimbursed at the end of the month that a claim is submitted to the Town Clerk.

Determination 46 – The Council must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

This would be reimbursed at the end of the month that a claim is submitted to the Town Clerk.

Determination 47 – The Council is authorised to provide a Civic Head payment to the Town Mayor up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed by that member. This payment is in addition to the budget of £8,000 that is allocated to cover mayoral activities.

If this payment allocation is approved, it will be paid at the end of May of each year unless the Town Mayor confirms to the Town Clerk that they do not wish to claim all, or part of it.

Determination 48 – The Council is authorised to provide a Deputy Civic Head payment to the Deputy Town Mayor to a maximum of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed by that member. This payment is also in addition to the budget of £8,000 that is allocated to cover mayoral activities.

If this payment allocation is approved, it will be paid at the end of May of each year unless the Deputy Town Mayor confirms to the Town Clerk that they do not wish to claim all, or part of it.

During the ensuing discussions members expressed their concern that the role of Town Mayor was becoming a financial burden, especially with the increased call on the office, and would discriminate between those that could and could not afford to undertake the role. However, in a time of austerity it could be considered inappropriate to award this allowance at this time.

RESOLVED – (1) that the Town Council adopts Determinations 40, 43, 44, 45, and 46;
(2) that the Town Council adopts Determination 41 but allocates the minimum one payment of £500, in recognition of specific responsibilities, to the Leader of the Council;
(3) that the Town Council does not adopt Determinations 47 and 48.

107. PARKS AND PLAYING FIELD EVENTS

Members considered a report prepared by the Principal Administrative Officer together with a draft Event Application form (copies having been previously circulated to members).

Following completion of the Asset Transfer of parks and playing fields to the Town Council, requests have been received for utilisation of the areas by organisations and individuals, these include examples such as:

- Christmas Tree celebration at Havelock Park.
- Police activity use of Penyfan Park and astroturf pitch.
- PLTRA activity use of Penyfan Park car park, playing fields and play area.
- Possible utilisation of Crown Park by a fun fair.

Following discussions with the County Council regarding their previous management of these facilities and hire requests the hiring documents have been adapted for possible Town Council use.

Any third party usage will be strictly monitored, as per the booking forms, to ensure the possible recharge of any utilities and that the necessary insurance is in place with each hirer being responsible for the use made of the Town Council facilities.

Where possible all community usage will be free, with a charge being levied only to commercial hirers. Community usage can be described as follows:

- Use by Police, Fire or other statutory bodies for Community Activity;
- Use by Organisations such as PLTRA, Crown Park Association etc. for activities or fundraising events;
- Use by Schools;
- Use by other Community Organisations.

At any of the events hosted by a community organisation any costs incurred by the Town Council will be recharged to that event e.g. markings for school sports days.

For any request by private companies Officers will use discretion as to whether the booking is to be accepted with a fee to be determined by the Building and Finance Committee in advance of the event where possible.

The use of the football / rugby / bowling playing fields will be strictly monitored and may be refused depending upon ground conditions.

RESOLVED – that the booking forms be approved together with the aforementioned charging arrangements.

108. WORKING GROUP

Further to Minute No. 61 of the Town Council meeting held on 3rd October 2018, it was

RESOLVED – that Councillors T. Davies, C. Griffiths, J.P. Jenkins, Mrs. B.A.L. Roberts, W.E. Skinner and P.T. Warlow be nominated to sit on the cross-party working group.

109. MATTERS FOR INFORMATION

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

- (1) Llanelli Flood Forum – Minutes of meeting held on 6th July 2018;
- (2) Llanelli 1911 Strike Committee – Minutes of meetings held on 5th September and 17th October 2018;
- (3) Parc Howard Association – Minutes of meeting held on 8th January 2019.

FURTHER RESOLVED – that the undermentioned matters be noted (copies of which having previously been circulated by email):

- (1) Hywel Dda Community Health Council – GP Out of Hours Survey 2019;
- (2) Age Cymru Sir Gar – January 2019 Newsletter;
- (3) Chamber of Trade – February 2019 Newsletter.

The Meeting concluded at 6.25 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

11th March 2019

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, 11th March 2019 at 6.00 p.m.

PRESENT: Councillors J.P. Jenkins (Chairman Pro-Tem), M.D. Cranham, J.P. (deputising for Cllr. J.E. Jones), D.Ll. Darkin (Town Mayor), J.S. Edmunds (substitute for Cllr. M.P. Edmunds), C. Griffiths, Ms. S. Najmi, J.P. (Leader of the Council) (substitute for Cllr. Mrs. S.J. Griffiths), S.L. Rees, Mrs. B.A.L. Roberts (substitute for Cllr. S.I. Davies), P.T. Warlow and Mrs. J. Williams (substitute for Cllr. A.S.J. McPherson).

APOLOGIES: Councillors S.I. Davies, M.P. Edmunds, Mrs. S.J. Griffiths, J.E. Jones and A.S.J. McPherson (Vice-Chairman),

52. APPOINTMENT OF CHAIRMAN PRO-TEMPORE

RESOLVED – that, in the absence of both the Chairman and the Vice-Chairman, the immediate past Chairman (Councillor J.P. Jenkins) be appointed Chairman for the duration of the meeting, whereupon Councillor J.P. Jenkins took the chair.

53. TOWN AND COUNTRY PLANNING ACT

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/38454 Mr D Williams, 30 Walters Road, Llanelli, SA15 1LR	Proposed rear ground floor lean to kitchen extension and rear garden car port.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/38455 M Robert, Evs Motors, March Street, Llanelli, SA15 1BG</p>	<p>Proposed change of use from hand car wash facility to MOT testing enclosure ancillary to existing car service / repair garage. Externally clad the existing steel structure.</p>	<p>No objection.</p>
<p>S/38469 SBM Solutions Ltd, SA15 3LU Land at Llys y Fran, Llanelli, SA15 3LU</p>	<p>New 2-bedroom detached bungalow</p>	<p>Object on the basis that the application:</p> <ul style="list-style-type: none"> • Contravenes Policy GP1 parts (J) and (K) as there is not sufficient information regarding the provision for the satisfactory generation, treatment and disposal of both surface and foul water; • Contravenes Policy GP4 as the proposed development amenity infrastructure is inadequate and does not meet the needs of the development.
<p>S/38499 Martin Phillips, 35 Tyr Fran Avenue, Llanelli, SA15 3LW</p>	<p>Property has recently been granted planning permission for a rear extension and a double garage ref S/38308, a resubmission request to increase the depth of the extension to 5.2m internal.</p>	<p>No objection.</p>

**54. CARMARTHENSHIRE COUNTY COUNCIL (DOG CONTROL)
PUBLIC SPACES PROTECTION ORDER 2016**

Further to Minute No. 30 of the Committee meeting held on 9th November 2015, the Town Clerk reported the receipt of a consultation from Carmarthenshire County Council to extend the duration of the Public Spaces Protection Order 2016 for a further three years (copies having been previously circulated to members).

Members discussed the current Order which states that dogs should be kept on a lead in public spaces and asked that it be amended to include the necessity for dog owners to carry 'doggy bags' to ensure that dog waste is picked up and deposited appropriately.

RESOLVED – that the Town Clerk be authorised to respond to the consultation expressing the Council's support for the renewal of the Order for a further three years but ask that the County Council considers the proviso of dog owners carrying 'doggy bags' and that the writing on the signage provided could be larger as members have received representations from residents.

55. LOCAL DEVELOPMENT ORDER FOR LLANELLI TOWN CENTRE

The Town Clerk reported the receipt for information of the Carmarthenshire Local Development Order for Llanelli Town Centre. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

**56. LICENSING ACT 2003 – NOTIFICATION OF LICENCE APPLICATION -
APPLICATION TO VARY PREMISES LICENCE**

RE: DILLWYN STREET NEWSAGENTS, 2B DILLWYN STREET,
LLANELLI, SA15 1BU

The Town Clerk reported the receipt of a Notification of Licence Application to Vary Premises Licence for Dillwyn Street Newsagents, 2B Dillwyn Street, Llanelli. The application was to amend the licensed hours for the sale of alcohol from Monday to Saturday from 6.00 a.m. to 10.00 p.m. and Sundays from 10.00 a.m. to 10.00 p.m. Also, to amend the opening hours from Monday to Saturday from 6.00 a.m. to 10.00 p.m. and Sundays from 7.00 a.m. to 10.00 p.m.

Although concerns were raised regarding the number of outlets selling alcohol in nearby Station Road it was felt that restricting this premises would prevent the business from offering a similar service as their competitors.

RESOLVED – that no objection be offered to the application.

57. CARMARTHENSHIRE COUNTY COUNCIL (OFF-STREET PARKING PLACES) CONSOLIDATION (AMENDMENT OF CHARGES) ORDER 2017

Further to Minute No. 9 of the Committee meeting held on 19th June 2017 and Minute No. 14 of the Selwyn Samuel Centre Committee meeting on 15th January 2018, the Town Clerk reported the receipt of a Highways Order including amendment relating to Parking Places in Llanelli which included adoption of the Selwyn Samuel Centre car park for parking charges and enforcement.

RESOLVED – that the Town Council welcomes the inclusion of the Selwyn Samuel Centre as part of the Order.

The Meeting concluded at 6.16 p.m.

TOWN TWINNING COMMITTEE

11th March 2019

At a Meeting of the **TOWN TWINNING COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 11th March 2019 at 6.20 p.m.

PRESENT: Councillors Mrs. J. Williams (Chairman), M.D. Cranham (substitute for Cllr. Mrs. S.J. Griffiths), J.P. Jenkins, J.S. Edmunds, C. Griffiths, Mrs. S. Najmi (Leader of the Council), S.L. Rees, Mrs. B.A.L. Roberts W.E. Skinner and P.T. Warlow.

APOLOGIES: Councillors Ms. L.A. Edmunds and Mrs. S.J. Griffiths (Vice-Chair).

4. 30TH ANNIVERSARY CELEBRATIONS

Further to Minute No. 3 of the Committee meeting held on 10th September 2018, members received the Town Clerk's verbal report on the progress made for the 30th Anniversary celebrations.

The Town Clerk informed members that following prolonged negotiations with both rugby clubs both sides have been unable to find a suitable date to play a rugby match in celebration of the 30th Anniversary.

Following consultation with the Llanelli and District Twinning Association the Town Clerk informed members that in order to showcase Llanelli it was felt appropriate to invite an Agen delegation to Llanelli during the 80's Weekend Festival which was scheduled for the weekend of the 28th June 2019 culminating in the Monday being the anniversary of the signing of the Twinning Charter in Llanelli on 1st July 1989. Last year this proved a great success and had brought many visitors into the town centre and was jointly funded by the Town Council and Llanelli BID.

RESOLVED – that an invitation be sent to M. Jean Dionis du Sejour, the Mayor of Agen, inviting him and five other Agen councillors together with two members of the Agen Twinning Committee to visit Llanelli over the weekend of the 28th June to 1st July 2019.

The Meeting concluded at 6.30 p.m.

BUILDING AND FINANCE COMMITTEE

18th March 2019

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th March 2019 at 6.00 p.m.

PRESENT: Councillors Ms. S. Najmi, J.P. (Chairman)(Leader of the Council), M.D. Cranham J.P., S.I. Davies (substitute for Cllr. Mrs. B.A.L. Roberts), T. Davies, J.P. Jenkins (substitute for Cllr. W.J. Lemon), A.S.J. MacPherson (substitute for Cllr. Ms. S.A. Curry), J.G. Prosser, S.L. Rees (substitute for Cllr. J.S. Edmunds), W.E. Skinner and P.T. Warlow (deputising for Cllr. Mrs. J. Williams).

APOLOGIES: Councillors Ms. S.A. Curry (Deputy Town Mayor), J.S. Edmunds (Vice-Chairman), Ms. L.A. Edmunds, W.J. Lemon, Mrs. B.A.L. Roberts and Mrs. J. Williams.

102. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1st April 2018 – 28th February 2019 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 £1,388,336 and £993,507 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 15580 - 15612 (inclusive), in the sum of £90,227.40, and Direct Debit, BACS payments and Other Payments, in the sum of £11,655.45, £15,484.63 and £2,074.23 respectively, be approved.

103. COMMUNITY CENTRES

HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of February 2019 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

104. COMMUNITY DEVELOPMENT OFFICER

(1) REPORT

Further to Minute No. 91 of the Committee meeting held on 18th February 2019, 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:

(a) Llanelli and District Twinning Association

The Llanelli and District Twinning Association met on the 5th March 2019 with the meeting focusing on the 30 year twinning celebrations. The main celebratory events were being intended to be held over the 28th, 29th, 30th June and 1st July. A number of projects were taking place this year including a Daffodil plant project, crafting project, Llanelli Ramblers visit and a youth heritage project.

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

(b) Sospan Sheddars

The Llanelli Sospan Sheddars have recently relocated to Llanelli Railway Station and we would like to wish them well.

RESOLVED – that the information be noted

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

(c) International Women's Day

A number of events took place in Llanelli for International Women's Day:

- The multicultural network held a very successful event on Friday 8th March in Llanelli Library to celebrate International Women's Day. The event was very well attended with several inspirational speeches.
- The Time for Change Act event is to be held at Parc Y Scarlets on March 23rd. There will be a number of activities and information stands at the event. All the workshops and speakers will be focussing on body positivity.

RESOLVED – that the information be noted

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

(d) Supporting Cancer Rehabilitation

Following the recent Cancer Rehabilitation Conference held on the 7th February 2019, the Sir Gar Cancer Network meetings will once again resume to provide a Communication Network and will be project focussed. The working group was formed 3 years ago to bring together officers working around cancer projects.

RESOLVED – that the information be noted

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

(e) Healthy Eating Cooking on a Budget

The healthy eating workshops are being held and supported by the Council in partnership with Fusion. The 4-week workshops are held every Thursday evening 5pm –7pm in Paddock Street Community Centre. 19 community members attended the first session and each session will look at eating healthily on a budget, cooking safely and recipe information.

RESOLVED – that the information be noted

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

(f) Old Road Heritage Leaflet Project

The Old Road Heritage Leaflet project is looking at 5 heritage sites in Llanelli. Parc y Scarlets, Llanelly House, Llanelli Market, Parc Howard and Llanelli Library. The project focusses on working with 30 young people from Old Road School to produce a heritage leaflet and is funded by Fusion.

RECOMMENDATION: That the information be noted

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

(g) Dates for Diaries, Community Activity for March 2019

- 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, Sospan Soup Kitchen Sundays 7.00-8.00pm
- Greenfield Church, soup kitchen every Wednesday - 6.00pm
- 'Story Care & Share' every second Wednesday at The Ffwrnnes Fach Llanelli - 10am – 12.00pm.
- Llanelli Community Partnership meeting will be held at Glenalla Community Centre 13th March at 5.45pm. All are welcome.
- Action for Change is to be held at Parc Y Scarlets on March 23rd at 11.00am

(2) COMMUNITY DEVELOPMENT ACTIVITY AND WORK PROGRAMME 2019-20

Consideration was given to the Community Activity and Development Work Programme for 2019/20 (copies having been previously circulated to members).

RESOLVED – that the Community Activity and Development Work Programme for 2019-20 be approved.

105. ANNUAL INVESTMENT STRATEGY

Further to Minute No. 69 of the Committee meeting held on 19th March 2018, consideration was given to the draft Annual Investment Strategy for 2019/20 (copies having been previously circulated to members).

RESOLVED – that the draft Annual Investment Strategy for 2019/2020 as prepared by the Town Clerk be approved.

106. WEST WALES COMMUNITY AWARDS

Further to Minute No. 64(2) of the Committee meeting held on 19th February 2018, the Town Clerk reported the receipt of an e-mail regarding the West Wales Community Awards (copies having been previously circulated to members).

The e-mail set out details of the West Wales Community Awards 2019 which would be held at Parc Y Scarlets on Friday, 24th May 2019.

As a result of the late notice of the event the Town Clerk had received authority from the Chairman and Vice-Chairman of the Committee to agree sponsorship of the Community Champion Award for 2019 as in past years.

RESOLVED – that the actions of the Chairman and Vice-Chairman are endorsed and approved with the Town Council once again sponsoring the Community Champion Award at a cost of £1,250 (plus VAT) with preference being given to those who did not attend last year's event when allocating the ten spaces.

107. LLANELLI COMMUNITY HERITAGE

Further to Minute No. 64(1)(f) of the Committee meeting held on 19th November 2018, the Principal Administrative Officer's informed members that funding in the sum of £500 had been sourced from Carmarthenshire County Council, however, it was very unlikely that any further funding would be received.

RESOLVED – that the Town Council provides the shortfall of the estimated cost of £3,500.

108. PARC Y DRE

Further to Minute No. 62 of the Committee meeting held on 19th November 2018, members received notes of an Officer meeting held on 12th March 2019, with representatives of Llanelli Wanderers R.F.C. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

109. 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) Llanelli Community Partnership – that a grant of £300 be made;
- (b) Llangollen 2019 – that no grant be made;
- (c) Cruse Bereavement Care Carmarthenshire – that a grant of £300 be made;
- (d) Cylch Meithrin Llanerch – that a grant of £300 be made;
- (e) Urdd National Eisteddfod Sir Gaerfyrddin 2021 – that the matter be deferred pending the setting up of the Local Fundraising Committee;
- (f) Penyfan United AFC – that a grant of £500 be made.

(2) SPONSORSHIP – HAVELOCK PARK BOWLS CLUB

Consideration was given to an application received from Havelock Park Bowls Club for sponsorship of their club shirts (copies of the Sponsorship Guidelines having been previously circulated to members).

Members were informed that the current Sponsorship Guidelines did not include provision for sponsorship of bowling clubs. The guidelines made provision for football and rugby clubs to receive an additional sum of £300 on top of what they would receive if applying for a grant as an incentive to have the Town Council's logo on the front of their first team playing kit.

RESOLVED – that the Town Council sponsor Havelock Park Bowls Club in the sum of £800.

FURTHER RESOLVED – that the current Sponsorship Guidelines be amended to reflect the aforementioned decision.

(3) LETTERS OF THANKS

RESOLVED – that letters of thanks received from Coedcae School, Carmarthenshire Toy Box Appeal, Wales Air Ambulance, Prince Philip Hospital Radio and Crossroads be noted with pleasure.

110. 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.

111. PENYMORFA COMMUNITY CENTRE

Further to Minute No. 68 of the Committee meeting held on the 19th November 2018, consideration was given to the Principal Administrative Officer's written report concerning the heating system at Penymorfa Community Centre in particular the age of the installation and its inability to manage the hot water and heating system independently (copies having been circulated prior to the meeting).

The report informed members that the Town Council maintenance contractor had advised that the boiler was at the end of its life and required replacing. The Centre hirer had also requested improvements to be carried out to reduce condensation in the main gym room of the building.

As a result, a tender exercise was undertaken by the Council's Mechanical & Electrical Building Services Engineering Consultants, Jones Associates, with prices sought as follows:

- Option 1 - Change Boiler & Provide Water Heaters and Extract Fans/Heater in Main Hall
- Option 2 - Change Boiler & Provide Water Heaters and Air Conditioning Unit in Main Hall
- Option 3 - Change Boiler & Provide Water Heaters

Following the receipt of the tenders it was recommended that the costs associated with Options 1 and 2 were not considered viable and that the installation of a new boiler and point of use water heaters would be the best course of action. As a result, it was

RESOLVED – that the Option 3 quotation submitted by the Town Council's plumbing contractor, R.T. Davies and Sons Ltd., in the sum of £10,926.00 plus vat be approved.

112. ST. BARNABAS COMMUNITY CENTRE

Further to Minute No. 51 of the Committee meeting held on 14th November 2016, consideration was given to the Town Clerk's written report regarding the possible surrender of the Llanelli Town Council lease at St. Barnabas Community Centre (copies having been previously circulated).

Members were informed that the Town Council's Consultant Valuer, Mr. Bob Harlow of Lambert Smith Hampton, had been tasked with raising the issue of the lease with the landlord's agent, Mr. Stuart Phillips of Rees Richards.

The agent was asked to advise upon the terms by which the landlord would be prepared to sell the freehold interest taking into account the short remaining term of the lease and whether his client would be prepared to reconsider the price of £60,000 which they had asked for previously and reduce their expectations to a more realistic level.

The agent had responded to the effect that because the end of the lease was now shorter than it was when they last discussed the matter 12 months ago, he thought the value should have risen, however, he stated that he would take any offer to his client and he asked for a proposal setting out the terms by which the Council would be prepared to acquire the freehold interest in the property.

When the purchase of the freehold interest was reviewed in 2018 the landlord advised that he still required the sum of £60,000, which was also the price sought in 2017. Mr. Harlow advised that he was unable to recommend that the Council proceed to purchase the freehold interest at that date for £60,000 and that remains his advice and he believes the landlord is over stating the value of the property and he remains concerned that the Council would not be able to sell the property for half the sum the landlord requests.

Although the landlord may consider his reversion 12 months closer, with a possible increase in value, the reality is that the market is presently depressed because of the threat of Brexit which is causing uncertainty. The property has been used for many years as a community asset and any form of development or change of use will require planning consent

The landlord has not operated the 2014 rent review, but Mr. Harlow considers that it will be difficult for him to argue that the regular annual contact concerning the sale of the freehold has meant that he has delayed operating the rent review (now for some 5 years). However legally he could still operate the review, but in light of the limited demand for the facility and given that the lease restricts use to a public hall community centre it may be difficult for the landlord to prove that the rent should rise.

Under the terms of the lease the council is responsible for all repairs and this will include a terminal liability for dilapidations if the property has not been properly repaired when it is returned to the landlord at the end of the lease. The liability in the lease is absolute, however, under statute and common law the tenant is only liable for the reduction in the value of the property caused by the disrepair. If the property is redeveloped or substantially adapted, there will be an element of “supersession” meaning that for instance you cannot be forced to pay the cost of repairing and decorating a wall which is subsequently demolished.

With no opportunity to surrender the lease the council will continue to operate St. Barnabas as a community centre, however, a decision on the future of the community centre will have to be made before the lease expires on 28th September 2024.

Taking all the aforementioned information into account the council has the following options:-

1. To purchase the freehold, at a reasonable price, in order to continue using the property as a community centre or to sell the property should the usage of the centre no longer warrant its use as a community centre;
2. To continue using the property as a community centre up until the lease expires and then hand back the property with any costs incurred through dilapidations. These costs, or the cost of the purchase of the freehold would be financed through an earmarked reserve which currently has a value of £23,250;
3. To continue using the property as a community centre and continue negotiations with the landlord annually in the hope that the purchase price is reduced. This would give the council the opportunity of delaying any decision on selling the property if it was considered surplus to requirement as a community centre;

RESOLVED – that the Committee approves Option 3 as recommended.

113 PARKS AND PLAYING FIELDS

Further to Minute No. 98 of the Committee meeting held on the 18th February 2019, consideration was given to the Principal Administrative Officer’s written report which provided an update in relation to certain activities at Town Council Parks and Playing Fields (copies having been previously circulated).

The report set out the following updates at each site.

Crown Park

1. S106 application funded works
 - The installation of the fenced compounds at Crown Park had now been completed and payment of the S106 funding for the work had been requested.

- Decisions on the remaining S106 applications were still awaited from the County Council.

2. Electricity Supplies

- Investigations were continuing in relation to the un-identified electricity supply at the site. This may be a supply for the paddling pool shed, however, a full clearance of the building would be undertaken in the coming weeks to confirm if a meter is located in the building and to dispose of the items stored that are no longer required.

Havelock Park

1. S106 application funding

- Planning permission has been secured for the proposed surrounding fence and a commencement date is awaited from the approved contractor.

Penyfan Park

1. Play Area Improvements

The installation of the new accessible play equipment at Penyfan Park is to be carried out week commencing the 18th March 2019.

2. Water Supply

Following further investigations at site, it has become clear that the Penyfan Changing Rooms and PLTRA cabin are on a separate un-metered supply. This issue has been raised with Dŵr Cymru for an urgent response since the County Council have been unable to advise on the matter.

The supply that was leaking only provides water to the splash pad facility and has been isolated. A quote has been sought from the council's main contractors, with Martin Taffetsauffer Contractors only showing interest in the works. The investigation and new pipework costs are as follows:

- Option 1 – Install new pipework from meter supply in the road to our boundary line £1,169.75 – this could resolve the problem if the leak is in this area which is near possible tree roots.
- Option 2 – Install new pipework from our boundary line to the splash pad cabin £3,265.34 – this work will only be carried out if Option 1 fails to rectify the leak. This should clear the leak which lies between the splash pad cabin and the meter.

Parc y Dre Bowls

1. Planning Application for tender works

- Planning permission has been delayed by a requirement to undertake a bat survey on the pavilion during the summer months, as a result an additional application has been made for the provision of the surrounding fence. In the meantime, much of the tender works would still be able to be progressed with the exception of the wooden cladding and roof works.

Parc y Dre Changing Rooms

1. Planning Application for tender works

- Planning permission has been delayed by a requirement to undertake a bat survey on the changing rooms during the summer months. In the meantime, much of the tender works would still be able to be progressed with the exception of the roof works.

Play Area Maintenance

The skate park at Parc y Dre is in a poor overall condition due to a lack of maintenance while under the County Council's control. Each piece of equipment is deteriorating and assessed to be of a moderate risk of injury. Each contractor that has visited the site has advised against repair with a full replacement programme suggested as the only viable option.

Carmarthenshire County Council undertake an annual play area inspection by a qualified engineer and has reported that one of the landing platforms on the half pipe is in a dangerous condition. The Town Council contracted engineer feels that the landing area remains structurally sound, however with the report received officers feel that action must be taken to ensure the Council is not open to injury claims.

A quote was received for the full repair of the landing area in question at a sum of £2,950 or removal of the half pipe at a cost of £395. The Town Council is considering its overall options in relation to this Skate Park with a replacement project being investigated. It is also understood that a community petition is being organised to request improvement of the skate park and officers will investigate avenues of funding for a full replacement project for consideration. In the meantime the defective equipment will be removed on safety grounds.

RESOLVED – that the report and actions undertaken by Officers is endorsed and approved.

FURTHER RESOLVED - that the works recommended by Martin Taffetsauffer, starting with Option 1 followed by Option 2 if required, in the sums of £1,169.75 and £3,265.34 plus vat respectively, be approved.

The Meeting concluded at 6.30 p.m.

SELWYN SAMUEL CENTRE COMMITTEE

25th March 2019

At a Meeting of the **SELWYN SAMUEL CENTRE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 25th March 2019 at 6.00 p.m.

PRESENT: Councillors J.G. Prosser (Chairman), M.D. Cranham, J.P. (substitute for Cllr. S.I. Davies), T. Davies, J.S. Edmunds (substitute for Cllr. M.P. Edmunds, Ms. L.A. Edmunds (Vice-Chairman), Ms. S. Najmi, J.P. (Leader of the Council), C.A. Reed, S.L. Rees, P.T. Warlow (substitute for Cllr. W.E. Skinner) and Mrs. J. Williams.

APOLOGIES: Councillors S.I. Davies, M.P. Edmunds, Mrs. S.J. Griffiths and W.E. Skinner.

7. 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 2018 and 28th February 2019, in the sums of £37,362 and £67,536 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be adopted and approved.

8. FOOD SAFETY AND HYGIENE INSPECTION

Further to Minute No. 1 of the Committee meeting held on 20th July 2017, members received a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Members were informed that an inspection visit had been undertaken by the Councillors Ms. S. Najmi (Leader of the Council) and Miss L.A. Edmunds (Vice-Chairman) of the concessionaire areas at the Selwyn Samuel Centre on Wednesday 10th October 2018.

The visit included the kitchens, Riverside Bar, cellar and Lliedi Suite areas with the following items being noted for progression:

- Loose brick at entrance area to be concreted back into place.
- Sensor light in corridor between kitchens needing repair.
- Fire exit route to staff entrance to be cleared.
- Clearing of office items from bar cellar.
- Removal of gas canisters from corridor
- Removal of un-used wall mounted grill in kitchen.
- Removal of aged fridges currently not powered and being used for storage,
- Removal of aged television and video.

The Concessionaire had been informed that the council would soon be looking at a maintenance programme for the Selwyn Samuel Centre, and items such as increased safety measures and the wooden gates at the entrance of the Lliedi Suite would be looked at.

RESOLVED – that the inspection report be noted.

9. LLIEDI SUITE

(1) SOUND SYSTEM

Following complaints from a hirer of the Lliedi Suite regarding the handheld microphone picking up sounds from neighbouring equipment a thorough investigation of the matter had been undertaken resulting in the purchase of a new microphone with its own radio frequency from Vaughan Sound Installations Ltd. (copy Invoice having been previously circulated to members).

RESOLVED – that the purchase of a new Handheld Microphone, in the sum of £249 (plus VAT), be noted and approved.

(2) DANCE FLOOR LIGHTING

Members were informed that following representations by the Concessionaire regarding the failure of the lighting system around the dance floor area of the Lliedi Suite and an inspection undertaken by the Council's electrician it had been confirmed that the lighting system was no longer viable.

As a result quotations had been sought from two specialist electrical lighting suppliers. Unfortunately, only Vaughan Sound Installations Ltd. submitted a quotation (copies having been previously circulated to members).

RESOLVED – that the Quotation received from Vaughan Sound Installations Ltd. in the sum of £2,140.85 (plus VAT) be noted and approved.

10. CAR PARK

Further to Minute No. 14 of the Committee meeting held on 15th January 2018 and Minute No. 57 of the Planning, Licensing and Consultation Committee held on 11th March 2019, the Town Clerk informed members that the Selwyn Samuel Centre car park had now been included as part of Carmarthenshire County Council Parking Places in Llanelli Highways Order for parking charges and enforcement. Unfortunately, as a result of objections being raised in respect of the other car parks the outcome of the Order would be delayed until the matter had been considered by the Executive Board of the County Council.

RESOLVED – that the information be noted.

11. BRITISH ISLES CHAMPIONSHIP AND INTERNATIONAL SERIES 2020

Further to Minute No. 11 of the Committee meeting held on 1st April 2015, members considered the Town Clerk's report concerning the possibility of the Selwyn Samuel Centre hosting the 2020 Series on behalf of the Welsh Indoor Bowls Association (WIBA) (copies having been circulated prior to the meeting).

Members were informed that the Llanelli Indoor Bowls Club (LIBC) together with three other clubs in Wales have been invited by the Secretary of the WIBA to submit expressions of interest in hosting the Series to be held in March 2020.

Under the criteria for the 2020 Series, the Council would be responsible for the following:-

- Rink fees for the duration of the event;
- Cost of installing and removing up to 500 seats (to be undertaken by the Council's contractor responsible for the boarded floor);
- Printing 500 tickets per day;
- Printing of 1,000 programmes;
- Database of suitable hotels;
- Car/coach parking.

The LIBC would be responsible for the following:-

- First Aid;
- Running and establishment of a raffle;
- Volunteers to act as Stewards etc.

However, due to the advanced age and scarcity of LIBC volunteers available the WIBA have agreed to provide additional support.

The Catering Concessionaire would be responsible for the following:-

- Provision of Meals and Bar (staffing);
- Rink side refreshments.

The council would retain all advertising income and receive a share of the programme sales together with a contribution of £3,000 from the WIBA to cover lost green fees.

RESOLVED – that the Council registers its interest in hosting the 2020 Series with the WIBA.

12. 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.

13. CONCESSIONAIRE

(1) MEETINGS

Further to Minute No. 6(1) of the Committee meeting held on 3rd September 2018, members received the notes of officer meetings held with Llanelli Indoor Bowls Club and the Concessionaire (copies having been previously circulated to members) on the following dates:

- 15th October 2018
- 30th November 2018
- 18th January 2019
- 11th March 2019

RESOLVED – that the information be noted.

(2) PERFORMANCE REVIEW

Further to Minute No. 6(2) of the Committee meeting held on 3rd September 2018, members received copies of quarterly performance reviews as follows (copies having been previously circulated to members):

- 30th August 2018;
- 18th December 2018;
- 14th March 2019.

RESOLVED – that the information be noted.

(3) CONCESSIONAIRE AGREEMENT

The Town Clerk informed members that under the Terms and Conditions of the current 5-year agreement which was due for renewal on 8th May 2019, there was an opportunity to extend the term of the contract by up to 24 months.

As a result the Concessionaire had requested that this extension be applied and that consideration also be given to a possible 3 to 5-year extension.

After a brief discussion, it was

RESOLVED – that the current agreement be extended for a further two years and that any decision on a new improved contract be taken closer to the new end date of 8th May 2021.

14. BOARDED FLOOR

Members were reminded that at the end of the indoor bowling season (the beginning April) and at the start of the next indoor bowling season (the middle of September) a boarded floor is laid and lifted by TAD Builders Ltd. to enable the centre to be used during the summer period for concerts etc.

The cost of these works have been held since 2015 and consideration was now being sought to a price increase from September 2019.

Members were informed that the contractor had carried out the works efficiently and to a high standard whereupon, it was

RESOLVED – that the Council continue to employ TAD Builders Ltd. and approve their costs of £2,240 plus vat for lifting the boards and £3,300 plus vat for laying the boards up until April 2021.

The Meeting concluded at 6.20 p.m.