

LLANELLI TOWN COUNCIL

MINUTES

		<u>Page Nos.</u>
Ex-Town Mayors Committee	7 th November 2018	132 - 133
Llanelli Town Council	7 th November 2018	134 - 138
Stebonheath Development Committee	7 th November 2018	- 139 -
Planning, Licensing and Consultation Committee	12 th November 2018	140 - 143
Building and Finance Committee	19 th November 2018	144 - 152
Establishment Committee	19 th November 2018	- 153 -

EX-TOWN MAYORS' COMMITTEE

7th November 2018

At a Meeting of the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 7th November 2018 at 5.00 p.m.

PRESENT: Councillors Mrs. J. Williams (Chairman), J.S. Edmunds, J.P. Jenkins W.J. Lemon and W.E. Skinner

APOLOGY: Ms. S. Najmi (Leader of the Council).

1. MAYORAL HANDBOOK

Further to Minute No. 3 of the Committee meeting held on 25th February 2018, members considered the Town Clerk's report together with a copy of the current Mayoral Handbook (copies having been previously circulated to members).

The report informed members that following a query regarding the dress code of the Town Mayor on official duties an email was sent to the South Wales Larger Local Councils Forum members to enquire as to what, if any, arrangements they had in place.

Of the replies received one council has an entry in their Standing Orders stating 'Meetings and functions are part of the business of the Council and Members should wear an appropriate standard of dress when attending such events.' The same council contains the following wording within their 'Framework for the Guidance of the Chairman Elect and Vice-Chairman Elect' under the heading Dress Code 'The Chairman and Vice-Chairman, as well as their Consorts, are expected to be dressed appropriately when attending civic events and to be smart, clean and of a tidy appearance.'

Another council has a Standing Order reference 'Smoking is not permitted at any meetings of the Council. Preferred dress code for all meetings is semi-formal. Semi-formal implies that men should wear jacket and ties and ladies smartly dressed. Denim is not permitted'. Other responses made no reference to a dress code which also applies to Carmarthenshire County Council.

Following a lengthy discussion it was

RESOLVED - that the Mayoral Handbook be amended by the Town Clerk to take into account the responsibility of the Town Mayor to be dressed appropriately at all times.

2. MAYORAL CHAUFFEUR

Further to Minute No. 12 of the Establishment Committee meeting held on 6th October 2010, the Town Clerk reported that he had received a letter from the current Mayoral Chauffeur, Mr. Phil Jenkins of Ashley's Executive Cars, informing the Town Council that he would be retiring on 31st December 2018.

RESOLVED – that the information be noted and that the Town Clerk source an alternative contractor as soon as possible.

The Meeting concluded at 5.35 p.m.

LLANELLI TOWN COUNCIL

ORDINARY MEETING

7th November 2018

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 7th November 2018 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
C.A. Reed
W.E. Skinner

Elli Ward

J.P. Jenkins

Glanymor Ward

J.E. Jones, J.P.
W.J. Lemon
J.G. Prosser
Mrs. B.A.L. Roberts

Lliedi Ward

C. Griffiths
Mrs. S.J. Griffiths
P.T. Warlow
Mrs. J. Williams

Tyisha Ward

Ms. S.A. Curry
(Deputy Town Mayor)

APOLOGIES: Councillors, S.I. Davies, T. Davies, A.S.J. McPherson, Ms. S. Najmi, J.P. (Leader of the Council) and S.L. Rees.

68. MAYORAL ANNOUNCEMENT

The Town Mayor (Councillor D.Ll. Darkin) referred to the very recent passing of former Member of Parliament for Llanelli, Denzil Davies, and members stood in silent tribute as a token of respect.

69. 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	3 rd October 2018
Planning, Licensing and Consultation Committee	8 th October 2018
Building and Finance Committee	15 th October 2018
Extraordinary Llanelli Town Council	24 th October 2018
Stebonheath Development Committee	24 th October 2018

70. FREE CAR PARKING

Further to Minute No. 26 of the Council meeting held on 6th June 2018, the Town Clerk informed members that the free parking initiative had begun in Llanelli on Monday, 29th October 2018, although no advance notification had been received from Carmarthenshire County Council and that their press release had appeared on their website the day after.

The press release noted that the scheme in Llanelli Town Centre was to operate on a Monday and Tuesday between the hours of 10.00 a.m. and 4.00 p.m. and that a ticket was still required to be displayed within the vehicle but the ticket would be issued without charge during the aforementioned periods.

Members were reminded that consultation had been undertaken by the Town Council with representatives of the Llanelli Chamber of Trade, Llanelli BID and traders, and it was felt that due to the limited financing available for the pilot it would be better served by a shorter period of availability during the week so that the pilot could last for a greater length of time.

The Town Clerk informed members that he was still awaiting details of when the pilot scheme would finish.

RESOLVED – that the information be noted.

71. ELECTORAL ARRANGEMENTS FOR THE COUNTY OF CARMARTHENSHIRE – DRAFT PROPOSALS

The Town Clerk reported the receipt of a letter dated 29th August 2018 received from the Chief Executive of the Local Democracy and Boundary Commission for Wales together with a Notice requesting representations by 27th November 2018 (copies having been previously circulated to members).

The current draft proposals for Tyisha and the neighbouring Elli ward was the transference of Tyisha B polling district into Elli ward thereby making Elli ward a two members electoral ward and reducing Tyisha ward to a single member ward.

Following representations received it was felt more appropriate for the transfer of ELLC polling district into the Tyisha Ward which it was felt would provide for further support of the proposal that there be no change to the number of County Councillors representing the two wards.

Members felt that the needs and extraordinary issues of deprivation experienced by Tyisha ward mean that it is vital that two members are available to support these needs and provide for the necessary level of representation.

RESOLVED – that the Town Clerk writes to the Local Democracy and Boundary Commission for Wales informing them of the Town Council’s support for the aforementioned changes to Elli and Tyisha wards previously submitted by Councillors Mrs. S.A. Curry (Deputy Town Mayor) and A.S.J. McPherson.

72. TOWN CENTRE CCTV PROVISION

The Town Clerk reported the receipt of an email from Dyfed Powys Police regarding the provision of CCTV in Llanelli Town Centre together with a location plan of the cameras (copies having been previously circulated to members).

RESOLVED – that the information be noted.

73. LLANELLY HOUSE

Further to Minute No. 67 of the Extra-Ordinary Council meeting held on 24th October 2018, the Town Clerk reported the receipt of an email dated 30th October 2018, received from the Cambrian Heritage Regeneration Trust thanking the Town Council for the offer of future funding support and inviting a representative of the Council to sit on their board as an observer.

RESOLVED – that Councillor Ms. S. Najmi, J.P. (Leader of the Council) be nominated as the Town Council’s representative together with the Town Clerk.

74. CENTENARY FIELDS

Further to Minute No. 10 of the Building and Finance Committee meeting held on 20th June 2016, the Town Clerk reported the receipt of an email received from Carmarthenshire County Council (copies having been previously circulated to members).

The Town Clerk reminded members that the Town Council had undertaken the asset transfer of four sites from Carmarthenshire County Council in order to protect green areas and ensure that the town's park and recreational areas remained in public ownership.

RESOLVED – that no expression of interest be offered and that the information be noted.

75. SECTION 106 FUNDING

(1) HAVELOCK BOWLS CLUB

The Town Clerk informed members that Havelock Bowls Club had received confirmation of funding via the Section 106 monies, but this was subject to the removal of the request for a boundary fence which they felt did not have a beneficial impact to the wider community.

RESOLVED – that the information be noted.

(2) HAVELOCK PARK

The Town Clerk informed members that following the rejection of the funding application submitted by Havelock Bowls Club for fencing around the bowling green and pavilion, the Town Council had submitted a new request for Section 106 monies for a new perimeter fence around Havelock Park with the Town Council providing 50% of the funding. This had been made due to the very poor condition the fence was currently in and the danger it posed to the public since part of the fencing still had decorative spikes.

The application had been successful and an email had been received with the offer of 50% of the cost involved upon receipt of an Invoice.

RESOLVED – that the information be noted with pleasure.

(3) SEASIDE A.F.C.

The Town Clerk informed members that Seaside A.F.C. had received confirmation of funding via the Section 106 monies, but this was subject to the removal of the request for a boundary fence which they felt did not have a beneficial impact to the wider community.

RESOLVED – that the information be noted.

76. MATTERS FOR INFORMATION

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

- (1) Llanelli Town Centre Task Force Sub Working Group – Minutes of Meeting held on 19th July 2018;
- (2) One Voice Wales Larger Council's Committee – Minutes of Meeting held on 18th April 2018;
- (3) South Wales Larger Local Councils Forum – Minutes of Meeting held on 10th July 2018;
- (4) St. Elli Church Llanelli Advent Carol Service 6 p.m. Sunday 2nd December 2018;
- (5) Pride in Your Patch – Minutes of Meeting held on 23rd May 2018;
- (6) Ymlaen Llanelli – Minutes of Meeting held on 20th September 2018;
- (7) Llanelli Official Visitor Guide – Autumn 2018 edition

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

- (1) One Voice Wales News Bulletin – October 2018;
- (2) Hywel Dda University Health Board – Launch of NHS111

The Meeting concluded at 6.33 p.m.

STEBONHEATH DEVELOPMENT COMMITTEE

7th November 2018

At a Meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 7th November 2018 at 6.35 p.m.

PRESENT: Councillors Mrs. S.A. Curry (Chairman)(Deputy Town Mayor), M.D. Cranham, D.Ll. Darkin (Town Mayor), J.S. Edmunds, M.P. Edmunds (Vice-Chairman), J.P. Jenkins, J.E. Jones, W.J. Lemon, P.T. Warlow and Mrs. J. Williams (substitute for Cllr. Ms. S. Najmi).

APOLOGIES: Councillor Ms. S. Najmi (Leader of the Council)

16. 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 31st October 2018, in the sums of £12,297 and £52,586 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be approved.

17. 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.

18. STEBONHEATH SOCIAL CLUB LEASE

Further to Minute No. 15 of the Committee meeting held on 24th October 2018, the Town Clerk informed members that one of the two Personal Guarantors, Mr. W.A. Thorne, had withdrawn his permission to be a Personal Guarantor on the lease leaving Mr. A.R. Thorne as the only remaining Personal Guarantor.

Following advice from the Council's Consultant Solicitor, Jennings Solicitors, a new lease with the removal of Mr. W.A. Thorne would require signing by both parties once again.

Consideration was given to the reduction in Personal Guarantors from an original three to just the one and following a discussion, it was

RESOLVED – that the authority be given to the Town Mayor to sign the new lease with Mr. Andrew Thorne as the only Personal Guarantor.

The Meeting concluded at 6.45 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

12th November 2018

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, 12th November 2018 at 6.00 p.m.

PRESENT: Councillors C.A. Reed (Chairman), D.Ll. Darkin (Town Mayor), C. Griffiths, J.P. Jenkins, J.E. Jones, J.P. and Mrs. J. Williams (substitute for Cllr. P.T. Warlow).

APOLOGIES: Councillors S.I. Davies, M.P. Edmunds, Mrs. S.J. Griffiths, A.S.J. McPherson (Vice-Chairman), S.L. Rees and P.T. Warlow.

27. 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/36948 Carmarthenshire County Council, Llanelli Wellness and Life Science Village, Land at Delta Lakes, Llanelli	Wellness and life science development including: community health hub (institute of life science, wellness education centre and clinical delivery centre) of up to 16,500 sqm (use classes; D1 non-residential institution, B1 (B) business research and development, and C2 residential institution. Life science business centre (office space in the research and development sector) of up to 10,000 sqm (use class B1 business research and development and B2 light	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/36948 cont'd.....	<p>industrial). Wellness hub (visitor centre and corporate, community, leisure and sporting facilities) of up to 11,000 sqm (use class D2 assembly and leisure). Assisted living (nursing care, residential care, extra care housing and clinical rehabilitation facilities) of up to 370 beds/units and 7,500 sqm (use classes; C2 residential institution, C3 (A) and C3 (B) residential). Associated outdoor recreation area, leisure and therapy spaces; landscaping and public realm; energy and utilities infrastructure; access and parking on land at Delta Lakes, Llanelli.</p>	
<p>S/37918 A to Z insurance Ltd – Zain Akram, The Princes Head, 13 West End, Llanelli, SA15 3DN</p>	<p>Retrospective application for the re-roofing of the rear extension at Princes Head, changing from a traditional pitch roof to a flat roof. The flat roof is to provide a walkway for the residential unit above the public house.</p>	<p>No objection.</p>
<p>S/37933 Mr Matthew Williams, 105 Pentre Nicklaus Village, Llanelli, SA15 2DF</p>	<p>Single storey rear extension, with a balcony to the first floor.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/37935 Mr Alan Bowen 44 Tyrfran Avenue, Llanelli, SA15 3LP</p>	<p>Demolition of existing kitchen, and construction of new side kitchen extension</p>	<p>No objection.</p>
<p>S/37971 WRW construction Ltd, 3-5 Goring Road, Llanelli, SA15 3HF</p>	<p>To refurbish, alter and change the use of the existing offices to provide 8 residential flats consisting of a mix of new one bed, two bed and studio housing association apartments.</p>	<p>No objection.</p>
<p>S/37998 M & G Real Estate, Mr. Stephen Gwilliam, Land adjoining roundabout at Heol Trostre Retail Park, Llanelli. SA14 9UY</p>	<p>Advertisement – Totem Sign at entrance into Retail park (This is the relocation of an existing sign).</p>	<p>No objection.</p>
<p>S/37999 British Overseas Bank, Land near Staff parking area, rear of Parc Trostre, Llanelli.</p>	<p>Variation of Planning Condition 9 on S/33856 (Drainage).</p>	<p>No objection.</p>

28. RAFFLES NIGHTCLUB, 33-35 MURRAY STREET, LLANELLI

The Town Clerk reported the receipt of a pre-application consultation received from Prime Architecture Limited in relation to the proposed redevelopment of Raffles Nightclub (copies having been previously circulated to members).

RESOLVED – that the information be noted.

29. MATTERS FOR INFORMATION

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

- (a) One Voice Wales – Copy of the One Voice Wales response on the Subordinate Legislation Consolidation and Review Consolidation of the Town and Country Planning (Use Classes) Order 1987 and Town and Country Planning (General Permitted Development) Order 1995 consultation. Minute No. 9 of the Committee meeting of 18th June 2018 refers.
- (b) Carmarthenshire County Council – Information of a 6 month experimental order to prohibit waiting at any time along North Road. The experimental order commenced on the 19th October.
- (c) Carmarthenshire County Council – Information of a temporary road closure of Station Road, Church Street and Cowell Street between 17.45pm and 20.00pm on Friday 23rd November 2018 for the Llanelli Christmas Carnival.
- (d) Carmarthenshire County Council - license application received for Aldi Stores Ltd, Swansfield Place, Llanelli, SA15 3PW.
- (e) Welsh Government – Information on the Government review of digital innovation.

The Meeting concluded at 6.05 p.m.

BUILDING AND FINANCE COMMITTEE

19th November 2018

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 19th November 2018 at 6.00 p.m.

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

APOLOGIES: Councillors Ms. S.A. Curry (Deputy Town Mayor), Ms. L.A. Edmunds, W.J. Lemon, J.G. Prosser and Mrs. B.A.L. Roberts.

56. ANNOUNCEMENT

The Chairman (Cllr. Ms. S. Najmi) informed members that Cllr. J.G. Prosser had been admitted into Morriston Hospital the previous morning with a suspected heart attack and was being kept in for monitoring and treatment. On behalf of the Committee she conveyed her good wishes to Councillor Prosser and expressed the hope that he would make a speedy and full recovery.

57. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1st April – 31st October 2018 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 £670,968 and £561,065 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 15417 - 15454 (inclusive), in the sum of £90,681.05, and Direct Debit, BACS payments and Other Payments, in the sum of £14,708.50, £15,623.82 and £575.00 respectively, be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the Budget Review report dated 19th November 2018, be noted and approved.

58. COMMUNITY CENTRES

HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of October 2018 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

59. COMMUNITY DEVELOPMENT OFFICER

(1) REPORT

Further to Minute No. 49 of the Committee meeting held on 15th October 2018, 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) Tyisha Working Group Update

The Group continued to meet and a steering group meeting had been held on 25th September at Paddock Street, Community Centre. The next steps are for the group to meet to agree on actions and responsibilities planned for late November, with the consultation findings being reported to Carmarthenshire County Council Executive Board by Christmas 2018, with further updates being provided following proposed actions moving forward.

RESOLVED – that the information be noted.

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

(ii) Llanelli WW1 Commemoration

A number of events and projects have taken place leading up to Armistice Day.

- *Oh What a Lovely War* project was delivered by Llanelli Youth Theatre and supported by Llanelli Town Council. It saw 7 performance of the *Oh What a Lovely War* play in Y Ffwrnes. As part of the two weeks of activity there were poppy art classes, WW1 lunches for primary school children, community exhibition and two films on life in WW1. 12 silhouettes signifying lost soldiers were displayed in and around Llanelli leading up to 11th November.

- Working with the Royal British Legion, Crafty Seniors group knitted hundreds of poppies displayed as part of the commemoration on the 11th November and the 18th November at the Parish church. The group hosted a WW1 Afternoon tea party on Tuesday 13th November, with Mayor Cllr Darkin in attendance.
- Supporting those affected by Dementia, Ty Golau held a war time session on 1st November to mark the end of the Great War. The session was well attended.
- David Mathias concluded his lectures on the Great War in Llanelly House on the 2nd November, with the session being well attended.
- On the 7th November the Deputy Town Mayor hosted a day of commemoration talks and displays. 2 secondary Schools and the Unloved Heritage group attended. 62 young people between the ages of 15-18 took part. The event saw a lecture from David Mathias and a display of artifacts from the Great War.
- A community WW1 display will be placed in Llanelli Library for the next month with enquiries being made to Llanelly House to see if they wanted the items displayed there for the remainder of the year.

The Community Development Officer informed members that overall 302 school children had visited the Town Mayor's Parlour as part of the WW1 Commemorations and that a poem written by the children had been laid at the Menin Gate. Also one of the poppies knitted by the Crafty Seniors which had been displayed at the Cenotaph during the recent Remembrance Sunday Parade had been placed in a display box with a trilingual message and sent to our twin town of Agen.

She also informed members that due to our involvement in the WW1 Commemorations the Town Council had featured in the recent copy of the Clerks and Council Direct magazine.

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.

(iii) Street Buddies

The first meeting of the Street Buddies project was held on Tuesday, 14th November in Felinfoel Resource Centre, the project will support those looking to volunteer in the Community and further information will be provided in due course.

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) The Future Generation Liaison Group of County and Town and Community Councils

The Future Generations Liaison Group of the County and Town / Community Councils meets on a regular basis, the next meeting is scheduled for the 12th December. Further updates will be provided following this meeting on proposed actions moving forward.

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) Llanelli Food and Drink Festival

The Llanelli Food and Drink Festival was held on the 19th, 20th and 21st October 2018, and included the Town Mayor's Charity Cheese and Wine event on the evening of 19th October 2018. The Food and Drink Festival promoted local produce and artisan food stalls, street food, cookery demonstrations, food trails and talks. The event had been a great success and saw a number of stalls being held in and around the Town Centre and Market it was delivered in partnership with Llanelli BID and Llanelli Town 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.

(vi) Dates for Diaries, Community Activity for October and November

- 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, Sospan Soup Kitchen Sundays 7.00-8.00pm
- Sospan Shedders sessions every Friday 10.00 am – 1.30 pm in Derwent Street.
- Greenfield Church, soup kitchen every Wednesday
- Festival of Light – Elli Centre 19th November - 6.30pm
- Love Light Christmas concert – St Peters Church 22nd November -7.00pm
- Christmas light switch on and carnival 23rd November – 6.15pm
- Reindeer Parade on the 1st December – 12.00pm -3.00pm
- A Heart of the sea – Coedcae Young Promoters – 5.30pm – 7.00pm, (tickets on the door)
- Advent Carol Service – 2nd December Parish Church - 6.00pm

(2) WORK PROGRAMME 2018/19

Further to Minute No. 3 of the Committee meeting held on 21st May 2018, members received a copy of the six-monthly review of the Community Development Officer's Work Programme for 2018/19 (copies having been previously circulated to members).

RESOLVED – that the review of the Work Programme for 2018/19 be approved and the Community Development Officer be thanked for her outstanding work.

60. CROWN PARK

Further to Minute No. 39 of the Committee meeting held on 17th September 2018, members received notes of an Officer meeting held on 17th October 2018, with representatives of Crown Park Association (copies having been previously circulated to members).

RESOLVED – that the information be noted.

61. HAVELOCK PARK

Further to Minute No. 51 of the Committee meeting held on 15th October 2018, members received notes of an Officer meeting held on 10th October 2018, with representatives of Havelock Bowls Club (copies having been previously circulated to members).

RESOLVED – that the information be noted.

62. PARC Y DRE

Further to Minute No. 7(1) of the Committee meeting held on 21st May 2018, members received notes of an Officer meeting held on 7th November 2018, with representatives of Llanelli Wanderers R.F.C. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

63. PENYFAN PARK

Further to Minute No. 41(1) of the Committee meeting held on 17th September 2018, members received notes of an Officer meeting held on 23rd October 2018, with representatives of Penyfan United A.F.C. (copies having been previously circulated to members).

RESOLVED – that the information be noted.

64. APPLICATIONS FOR FINANCIAL ASSISTANCE

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

Councillor M.D. Cranham declared a personal interest in application (b) and (e) as members of his immediate family were involved with both clubs but as he did not consider this to be a prejudicial interest remained in the meeting without taking part in the discussion and voting thereon.

Councillor D.Ll. Darkin declared a personal interest in application (d) as they were a Client of his and left the meeting prior to the discussion and voting thereon.

Councillor A.S.J. McPherson declared a personal interest in application (c) as he was a Trustee of the Centre and as he felt this was a prejudicial interest left 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) St. Alban Ladies Fellowship (Glenalla) – that the Club now be recognised as a senior citizens' group, therefore, benefitting from the Council's policy of free use of their community centres;
- (b) Llangennech Cricket Club – that a grant of £500 be made;
- (c) St. Paul's Family Centre – that a grant of £300 be made;
- (d) Llanelli & Mynydd Mawr Railway –that no grant be awarded;
- (e) Carmarthenshire Junior Regional Cricket Association – that a grant of £300 be made;
- (f) Llanelli Community Heritage – that the Town Council agree to sponsor the full cost of the board, however, grant funding should be sourced by the Community Development Officer to reduce the council's contribution of up to a maximum of £3,500;
- (g) Stepney WI (Llanerch) – that the Club now be recognised as a senior citizens' group, therefore, benefitting from the Council's policy of free use of their community centres.

(2) LETTERS OF THANKS

RESOLVED – that a letters of thanks received from Llanelli Police Cadets and Urdd Gobaith Cymru be noted with pleasure.

(3) RETURN OF GRANT

The Town Clerk reported that SOSPPAN had returned their grant cheque due to the conclusion of their campaign.

RESOLVED – that the information be noted.

The Town Mayor, Councillor D.LL. Darkin left the meeting to attend to Mayoral Duties.

65. 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.

66. LAKEFIELD COMMUNITY CENTRE

Further to Minute No. 74 of the Committee meeting held on 16th February 2015, members considered a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Members were informed that contact had recently been made by the new owner of the adjoining property, No. 17 Lakefield Road, who has been undertaking refurbishment works at the property with the intention of renting the house and expressed concern in relation to rising damp at the property.

The Principal Administrative Officer together with the Council's Consultant Architect visited the property and met with the owner's building contractor. It was noted that there were problem areas visible in the front rooms to the first and ground floors of the property. The first floor issues appeared to be caused by problems through the roof on number 17 in the area adjoining the Community Centre and these necessary remedial works would be taken forward by the property owner.

In relation to the ground floor, the owner's contractors believed that water ingress to the area beneath the ground floor floorboards is entering from the Community Centre front courtyard and the owner believes that some manner of drainage should be installed to remove water from the area and away from his property.

This matter has been discussed further with the Consultant Architect who preliminarily believes that nothing had materially changed from when the original chapel (which was converted into the Community Centre) was built in relation to how it interacts with the adjoining property and that the owner would have to prove that it is the Council's responsibility to rectify the matter. It was felt that the solution is that the owner of No. 17 Lakefield Road needs to tank the adjoining wall on his side.

RESOLVED – that the information be noted and that the Committee endorses the current course of action taken by the Council's Officers and Consultant Architect.

67. PENYFAN CHANGING ROOMS

Further to Minute No. 45 of the Committee meeting held on the 17th September 2018, members received a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Following complaints from Penyfan Utd AFC and the Carmarthenshire Football league in relation to the lack of hot water for showers in the Penyfan Playing Field Changing Rooms two contractors visited the location and have concluded that the building electrical infrastructure was unable to provide for sufficient hot water from each shower unit.

Quotations were therefore sought for the replacement of the current shower provision with a hot water cylinder system and new shower units with costs received as follows:

- RT Davies and Sons - £11,200.00
- RNF Services - £8,440.00

Although the condition of the changing rooms was quite poor there appeared no other alternative but to undertake the aforementioned works. Planned refurbishment works would be undertaken in the coming months, however, officers were exploring the possibility of providing a new building through grant funding streams which would incorporate a community facility, managed by the Town Council in a similar way to the current community centres, together with changing room facilities.

RESOLVED – that the lowest price tender received from RNF Services be duly accepted and approved.

68. PENYMORFA COMMUNITY CENTRE

(1) SATORI JUJITSU ACADEMY

Further to Minute No. 44 of the Committee meeting held on 18th December 2017, where the Town Council agreed to a 12 month hiring agreement for the use of Penymorfa Community Centre by the Satori Jujitsu Academy, the Town Clerk reported the receipt of an email from the Academy together with a letter of support received from Sport Actif Carmarthenshire (copies having been previously circulated to members).

The email gave a brief history of what had been happening within the Academy over the last 12 months and how they were striving to make martial arts available to as many people as possible and that their membership currently comprised of 152 children and 22 adults.

Members were informed of the Academy's role with the local school children and for the last eight months had been working closely with Sports Actif improving children's fitness. They were also providing coaching opportunities for children in their teens who show a flare not just for the sport, but a desire to progress and currently have 3 Junior Coaches who volunteer their time to assist within lessons for the younger age groups. They also have Mini Coaches who are younger children who help younger age groups with their techniques also three adult members who have become assistant coaches.

Members were also informed that the Academy were currently paying a monthly rent together with re-imburement of the electricity and gas charges together with the rates and water rates and that following their investment in the community they were looking to have some long term protection for their use of the property.

Following a discussion, it was

RESOLVED – that the Town Clerk meets with the Satori Jujitsu Academy to discuss the possibility of protecting their use of Penymorfa Community Centre through the provision of a longer term hire agreement.

(2) PURCHASE OFFER

The Town Clerk reported the receipt of an email from the Council's Consultant Valuers, Lambert Smith Hampton, informing the council that an offer of £85,000 had been received in respect of the purchase of Penymorfa Community Centre (copies having been previously circulated to members).

RESOLVED – that a decision on the matter be deferred until the issue of the preceding minute has been resolved.

The Meeting concluded at 6.33 p.m.

ESTABLISHMENT COMMITTEE

19th November 2018

At a Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 19th November 2018 at 6.35 p.m.

PRESENT: Councillors Ms. S. Najmi (Vice-Chairman)(In the Chair)(Leader of the Council), M.D. Cranham (substitute for Cllr. J.P. Jenkins), T. Davies (substitute for Cllr. W.J. Lemon), J.S. Edmunds, A.S.J. McPherson, W.E. Skinner and Mrs. J. Williams.

APOLOGIES: Councillors D.Ll. Darkin (Chairman)(Town Mayor), Ms. L.A. Edmunds, J.P. Jenkins, W.J. Lemon, Mrs. B.A.L. Roberts and P.T. Warlow.

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. LOCAL GOVERNMENT PENSION SCHEME (AMENDMENT) REGULATIONS 2018

Further to Minute No. 3 of the Committee meeting held on 16th June 2014 and the Local Government Pension Scheme (Amendment) Regulations 2018 which came into force on 14th May 2018, members considered a report prepared by the Town Clerk together with a schedule of proposed Employer Discretionary Policies (copies having been previously circulated to members).

Following the introduction of the aforementioned Regulations the Town Council was required to undertake a review of the Council's pension policies and the schedule contained decisions already agreed by Carmarthenshire County Council (highlighted in red). In past years the Town Council has fallen in line with the County Council's decisions.

This policy, once adopted, would be confidential and will be sent to the Dyfed Pension Fund as a matter of record together with an abridged version of those discretions under the heading **MANDATORY WRITTEN POLICY** contained within the attached document being published and sent to all Town Council employees enrolled within the LGPS.

RESOLVED – that the aforementioned Policy be approved and adopted.

The Meeting concluded at 6.40 p.m.