

## **BUILDING AND FINANCE COMMITTEE**

7<sup>th</sup> April 2025

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021 the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL was held REMOTELY and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 7<sup>th</sup> April 2025 at 6.13 p.m.

**PRESENT:** Councillors A.R. Bragoli, M.D. Cranham J.P, S.A. Curry, D. Ll. Darkin (Leader of the Council), S. Greaney (Deputy Town Mayor), A.S.J. McPherson (Chair), B.A.L. Roberts, and P.T. Warlow.

**APOLOGIES:** Councillors A.A. Carter, R. James, and G.R. Lloyd.

### **104. MEMBERS' DECLARATION OF INTEREST**

Declarations of interest were made on item 111 as noted below.

### **105. FINANCIAL REPORT**

#### **(1) BUDGET REVIEW**

**RESOLVED** – that the Income and Expenditure report for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025, in the sums of £1,908,322 and £1,488,105 respectively, be approved.

#### **(2) ACCOUNTS FOR PAYMENT**

**RESOLVED** - that the payment schedule showing Direct Debit Nos. 417 – 452 (inclusive) in the sum of £23,412.94, BACS Nos 350 - 378 in the sum of £24,518.52 and Electronic Payments Nos 538 - 602 in the sum of £202,812.68 respectively, be approved.

### **106. COMMUNITY CENTRES**

#### **(1) HIRINGS**

Consideration was given to the summary schedule of hirings of all community centres during the month of March 2025 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **107. PARKS, PLAYING FIELDS AND COMMUNITY CENTRES**

Further to minute 96 of the Committee meeting held on the 10<sup>th</sup> March 2025, consideration was given to the Town Clerk's report which gave an update on developments with the Town Council Parks, Playing Fields, Community Centres and properties.

### **1. Park Improvements - Play By Numbers Project**

The Play By Numbers project had been funded by the Carmarthenshire County Council Administered, UK Government SPF. This had seen mathematics play panels installed at the following play areas encouraging children to learn and play:

- **Clos yr Ysgol**
- **Crown Park**
- **Havelock Park**
- **Penyfan Park**
- **Peoples' Park**

### **2. Roller Shutter Maintenance**

The annual maintenance inspection of roller shutters had been recently completed.

The shutter at Peoples' Park Changing Room was noted to be catching in the box housing and jamming. The shutter was therefore taken down and reinstalled with a cost of £400.00 plus VAT. The 2 manual override facilities needed to be replaced at Lakefield Community Centre at a cost of £80.00 plus VAT.

### **3. Community Centre Furniture Requirements**

Following an audit of Community Centre Furniture, it had been identified that damaged tables need to be replaced at Glenalla Community Centre (4), Llanerch Community Centre (2) and Paddock Street (4). Prices had been sought for replacements (each) as follows:

- Go Pak - £111.83 excl VAT (1830mm x 610mm x 760mm)
- Viking - £154.00 excl VAT (1800mm x 800mm x 750mm)
- Furniture@Work - £122.00 excl VAT (1830mm x 690mm x 700mm)

It was therefore proposed to purchase the tables from Go Pak.

### **4. Footpath works at Penygaer Playing Fields**

Work had been completed by Carmarthenshire County Council on the footpath improvements at Penygaer Playing Fields. 'Before and after' photos had previously been circulated to members.

## 5. Morfa Park, Bwlch

Further vandalism had been experienced with damage caused to the rubber surfacing in the park. This would be monitored as to whether it reached the stage where the swing units would again need to be removed for a period.

**RESOLVED** – that the report be noted and

- the actions taken and proposed be approved.

## 108. DEFIBRILLATOR PROVISION

Further to minute 106 of the Committee meeting held on the 6<sup>th</sup> March 2023, consideration was given to the Town Clerk’s report that an audit had been undertaken of the Llanelli Town Council maintained defibrillator provision.

### Current Provision and activity

Location	Type of Unit	Heated Cabinet?	Condition	Purchased	Pads expiry date
Crown Park	Mediana Heart On A15	Yes	Good	2020 - 2021	07/11/2025
Old Vicarage	Zoll AED Plus	No	Good	July 2019	25/05/2026
Parc Howard	Mediana Heart On A15	Yes	Good	September 2021	19/09/2026
Penyfan Park	Zoll AED Plus	Yes	Good	March 2023	28/03/2026
Penygaer Playing Fields	Zoll AED Plus	Yes	Reasonable	Not known	28/03/2026
Selwyn Samuel Centre	Zoll AED Plus	No	Reasonable	July 2019	28/05/2026
Stebonheath Park	Zoll AED Plus	No	Good	July 2019	28/03/2026

These were all registered with the Ambulance Service *the circuit* website with regular checks carried out of their operation by the Town Council Park Keepers. In recent times the units at Crown Park and the Selwyn Samuel Centre had been used in emergency situations.

The Town Council had also arranged Defibrillator Awareness Training at Community Centres and the Old Vicarage in order to provide opportunities for Town Councillors, Staff Members and the general public to understand the use of these lifesaving pieces of equipment.

## **Ongoing Maintenance**

Defibrillators required ongoing maintenance such as the periodic purchase of new batteries and replacement pads. In addition, when an unit is used in an emergency situation, the Ambulance Service would provide replacement pads (for Zoll Units). Defibrillators themselves were noted to have an average life span of 7-8 years.

Supplies for the units cost around:

	Pads	Batteries
• Mediana	£60 - £80	£170 - £200
• Zoll AED	£40 - £50	£40 - £50

The purchase of a Zoll AED Plus with lockable cabinet costs around £1,400 plus VAT. There would be an additional cost for connecting the cabinet to an electrical supply should a heated cabinet be preferred. While companies were noted to advise to purchase such a cabinet, it was understood that this is not a necessity.

## **Heartbeat Trust**

Meetings had been held with the Heartbeat Trust, who had undertaken a project with Swansea City Council in relation to their defibrillator provision. They were a registered charity that would provide a maintenance service for defibrillators at a cost of £50.00 per unit per annum. This included up to 4 changes of batteries and pads over a 7-year period. They would also monitor the units and advise on their condition. They also were 'partnered' with Zoll.

## **Wales Ambulance Service Trust**

Meetings had also been held with the Wales Ambulance Service Trust to try to ascertain where there were gaps in provision across Llanelli. It was also noted that there were numerous units across the Town which were not appropriately maintained, leading to them being noted as not available by the Ambulance Service in emergency situations.

Unfortunately, the information sought on where emergencies had taken place and where it was felt that additional provision was required in Llanelli had not been forthcoming to date.

## **Future provision and maintenance**

Members recalled that a £20,000 budget had been included in the 2025-26 Town Council budget for Equipment Purchases (to include Defibrillators and EV Charging infrastructure). Utilising this budget, the Town Council gave consideration to a rolling programme of replacement of the units held by the Council with grants to be sought for new units proposed wherever possible. If this funding does not become available,

the Town Council considered whether to make purchases to ensure that the units held continue to be useful in emergency situations in the Community.

### **Proposed Replacement Programme**

A programme of replacement / renewal was therefore proposed as follows:

<b>Unit</b>	<b>Financial Year</b>
Selwyn Samuel Centre	2025 - 2026
Penygaer Playing Fields	2025 - 2026
Old Vicarage	2026 – 2027
Stebonheath Park	2026 – 2027
Crown Park	2027 – 2028 (sooner if grants are available to change to a Zoll unit)
Parc Howard	2027 – 2028 (sooner if grants are available to change to a Zoll unit)
Penyfan Park	2030 - 2031

### **Further provision**

Future additional provision had also been considered in order to widen the defibrillator availability at Town Council facilities and provide coverage in area of low numbers of nearby units. With consideration as follows:

- Havelock Park / Wesleyan Community Centre – Not currently required due to nearby unit availability.
- Paddock Street / Lakefield Community Centre – Not currently required due to nearby unit availability.
- Clos yr Ysgol / Glenalla Community Centre / Stebonheath Park – The unit at Stebonheath Park was held within the Stadium and was therefore not accessible 24 hours. It was proposed to provide an unit at one of these Town Council facilities to improve coverage in the area. Glenalla Community Centre would appear to be most appropriate, however it was likely that a listed building consent application would need to be submitted for the property.
- Llanerch Community Centre – Not currently required due to nearby unit availability.
- Nightingale Court Play Area - It was proposed to provide an unit in and around this Town Council facility to improve coverage in the area.
- Peoples' Park - Not currently required due to nearby unit availability.
- Parc Howard – The current unit was located on the Parc Howard Bowling Pavillion and is therefore not accessible 24 hours. Discussions could be held via the Parc Howard Collaboration Group in relation to possible provision on the external fence of Parc Howard (a proposal which would also require a listed building consent application).

**RESOLVED** - That the Committee notes the report and:

- Approves the proposals set out therein

### **109. PARC HOWARD PADDLING POOL**

Further to Minute No. 101 of the Committee meeting held on 10<sup>th</sup> March 2025, consideration was given to the Town Clerk's report which provided an update on works required to the facility.

Confirmation had been received that the County Council would fund 50% of the costs for the works recommended to the paddling pool with the Town Council to fund the other 50%.

The approved contactors (Martin Taffetsauffer Building and Civil Engineering) had been instructed to move forward with the project in order for the pool to be brought into operation in readiness for the Summer Holiday period.

**RESOLVED** – that the report is noted and

- Actions undertaken be approved

### **110. PUBLIC FOOTPATHS**

Consideration was given to the Footpath inspection reports for the end of March 2025, minute No. 70 of the Committee meeting held on 13<sup>th</sup> January 2025.

**RESOLVED** – that the reports be noted and forwarded to the Public Rights of Way Department at Carmarthenshire County Council for their attention.

### **111. APPLICATIONS FOR FINANCIAL ASSISTANCE**

#### **(1) GRANT APPLICATIONS**

Councillor J.G. Prosser (Town Mayor) declared an interest in application (e) as he is the Chair of the fundraising group, as he felt this was a prejudicial interest Councillor Prosser withdrew from the meeting prior to the discussion and voting thereon.

Having considered the following applications (copies having been previously circulated to members), it was **RESOLVED** as follows: -

- (a) WAND – Further information to be requested.
- (b) Llanelli Visually Impaired Bowls Club - that a grant of £500 be made
- (c) Llanelli U3A – No contribution as the Town Council provides free use for a number of the organisation's hirings.
- (d) Gurkha Nepalese Association Llanelli - that a grant of £300 be made
- (e) Marie Curie – Noted.
- (f) Scarlets Community Foundation - that a grant of £500 be made

## **112. 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.

## **113. ASBESTOS MONITORING**

Further to minute 85 (2) of the Committee meeting held on the 10<sup>th</sup> February 2025, consideration was given to the Town Clerk's report that noted that the approved contractor Anchem had completed works on the Asbestos Management Plans, registers and reports at the relevant Town Council properties:

- Lakefield Community Centre
- Llanerch Community Centre
- Penymorfa Community Centre
- People's Park Changing Rooms
- Penygaer Changing Rooms and Community Facility
- Stebonheath Park
- Selwyn Samuel Centre
- Wesleyan Community Centre

All inspections had identified areas of Asbestos Containing Materials (ACMs) and provided plans for these locations. In all but 1 instance the report had noted that the ACMs should be maintained in place and monitored.

In Penygaer Playing Fields Changing rooms, within the roof void a recommendation had been made to encapsulate exposed edges to the paper lining of a stramit board. Quotations had been sought for this work and costs proposed as follows:

- RDM Environmental £450.00 plus VAT
- Pheonix Asbestos Recovery Limited £350.00 plus VAT

**RESOLVED** - That the recommended works be carried out by the lowest tenderer.

## **114. BIGYN COMMUNITY CENTRE PROJECT**

Further to minute 100 of the Committee meeting held on the 10<sup>th</sup> March 2025, consideration was given to the Town Clerk's report which gave an update on developments with the project to create the Bigyn Community Centre at Penyfan Park.

The building was delivered on Tuesday 18<sup>th</sup> March 2025 with works now ongoing with completing the facility and surrounding ground works.

## **Arrangements for Opening of the Centre**

When firmer information was available on the completion date, open days would be arranged to enable visits for:

- Town Councillors;
- Partnership Organisations;
- General Public;
- Prospective Hirers.

It was likely that due to the pre-election period coming into operation for the Bigyn Ward bi-election, that a lower key official opening would be required in early May prior to completion of the works. Confirmation would be provided when details were finalised.

## **Financial Considerations**

### **Intruder and Fire Alarm Systems**

Architect's Instructions 3, 4, 5 and 6 in relation to the Wernick Contract was attached at Annex 1. These dealt, in the main, with removal of the works to form the fire and intruder alarm from the Wernick Contract. The works would be carried out directly by the Town Council Contractor Dyfed Alarms with costs as follows:

- Fire Alarm           £4,033.00
  - Intruder Alarm     £1,771.00
- Plus VAT

### **Community Centre Furniture and equipment**

Tables and orange stacking chairs had been made available from the former St Barnabas Community Centre, with a proposal to purchase 28 cushioned chairs for use with quotes (each) received as follows:

- Go Pak - £54.57 excl VAT
- Viking - £61.49 excl VAT
- Furniture@Work - £30.00 excl VAT

A microwave, kettle and fridge would be purchased for the Community Centre kitchen, cutlery, plates, mugs etc are again available from St Barnabas.

The purchases would be funded from the National Lottery Grant received.



## Changing Rooms

In order to bring the changing rooms back into operation a number of actions were required to be completed, which would be funded from the National Lottery Grant received as follows:

- Painting of building, inside and outside.
- Provision of new door handles, mirrors, coat hooks.
- Provision of new toilet seats.
- Provision of shower curtains.

These works would be completed by the joint maintenance team from Llanelli Rural Council.

In addition, electrical upgrades would be carried out, including the electrical infrastructure required to provide power to the Community Centre. The proposed works were tendered to contractors with prices as follows:

- RT Electrics           £4,363.00
- Excel Electrics       No return
- Phillips Services     £4,920.58

The shower facilities at the Changing Rooms would be replaced, tenders are awaited for these works.

A roller shutter was also proposed for the changing rooms entrance, as the previous surrounding fence was to be removed as part of the project. Prices had been received as follows:

- John Glenn Garage Doors     £1,100.00
- TJ Garage Doors               £800.00
- Autodoor                         £875.00

All Plus VAT

It was proposed that Autodoor be contracted to undertake the works as they were the supplier to Wernick for the Community Centre building, this would provide for the same type of unit at both facilities.

**RESOLVED** – that the report be noted and

- the actions taken and proposed be approved.
- that the Architect Instructions presented by approved.

The Meeting concluded at 6.26 pm