

Cyngor Tref Llanelli - Llanelli Town Council

Yr Hen Ficerdy,
Sgwâr Neuadd y Dref,
LLANELLI,
Sir Gaerfyrddin,
SA15 3DD.



The Old Vicarage,
Town Hall Square,
LLANELLI,
Carmarthenshire,
SA15 3DD.

Arfon Davies, Clerc y Dref/Town Clerk

Ffôn/Tel: (01554) 774352

Ebost/Email: enquiries@llanellitowncouncil.gov.uk

Gwefan/Website: www.llanellitowncouncil.gov.uk

Eich Cyf:

Fy Nghyf

Dyddiad

Your Ref:

My Ref: TC/BF.80/ALB

Date: 04.03.26

TO: MEMBERS OF THE BUILDING AND FINANCE COMMITTEE

Dear Councillor,

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 you are hereby summoned to attend the meeting of the BUILDING AND FINANCE COMMITTEE of LLANELLI TOWN COUNCIL to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI** on **MONDAY 9th MARCH 2026 AT 6.15 P.M.**

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Arfon Davies'.

Town Clerk

AGENDA

1. To receive apologies for absence

2. To receive Members' declarations of interest

Pro-forma to be circulated and completed as appropriate.

3. Financial Report

(1) Budget Review

To consider the Town Clerk's Budget Review report, including the Income and Expenditure report for the period 1st April 2025 – 28th February 2026 (copy herewith).

(2) Accounts for Payment

To approve the Accounts for Payment (copy herewith).

4. Community Centres

(1) Hirings

a) To receive the summary of hirings for the month of February 2026

- b) To consider the Town Clerk's report, Minute No. 83 (1) of the Committee Meeting held on the 9th February 2026 refers.

(copy herewith).

5. Applications for Financial Assistance

(1) Grants

To consider the applications received as follows:

- a) Heol Goffa PTA
- b) Llanelli Sub Aqua Club
- c) New Dock Stars RFC
- d) RBL Band

6. 2025-26 Internal Audit Report Recommendations

To consider the Town Clerk's report, Minute No. 99 of the Town Council Meeting held on the 4th February 2026 refers.

NOTE: THE REPORTS RELATING TO THE FOLLOWING ITEMS CONTAIN CONFIDENTIAL DETAILS. IF THE COUNCIL RESOLVES PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO CONSIDER THE ITEM IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING THEIR CONSIDERATION OF THEM.

7. Parks, Playing Fields and Community Centres

To consider the Town Clerk's report, Minute No. 92 of the Committee meeting held on the 9th February 2026 refers (to follow).

MEMBERS:- Councillors M.D. Cranham, J.P., (Chair) A.R. Bragoli, A.A. Carter, S.A. Curry, T. Davies, S. Greaney, R. James, G.R. Lloyd, S.L. Rees (Leader of the Council), B.A.L. Roberts, P.T. Warlow, and S. Williams.

EX-OFFICIO MEMBER: Councillor. J.E. Jones, J.P. (Town Mayor), S. Evans (Deputy Town Mayor).

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Date: 04.03.26

AT: AELODAU'R PWYLLGOR ADEILADU A CHYLLID

Annwyl Gynghorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 a Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chi drwy hyn i gyfarfod PWYLLGOR ADEILADU A CHYLLID CYNGOR TREF LLANELLI sydd i'w gynnal **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI, DDYDD LLUN, 9^{fed} MAWRTH 2026 AM 6.15 Y.H.**

Yn gywir,

Clerc y Dref

AGENDA

1. I dderbyn ymddiheuriadau am absenoldeb

2. I dderbyn datganiadau buddiant yr aelodau

Pro-forma i'w gylchredeg a'i gwblhau fel sy'n briodol.

3. Adroddiad Ariannol

(1) Adolygiad o'r Gyllideb

I ystyried adroddiad Adolygiad Cyllideb Clerc y Dref, gan gynnwys yr adroddiad Incwm a Gwariant am y cyfnod 1^{af} Ebrill 2025 – 28^{ain} Chwefror 2026 (copi'n amgaeedig).

(2) Cyfrifon ar gyfer Taliad

I gymeradwyo'r Cyfrifon ar gyfer Taliad (copi'n amgaeedig).

4. Canolfannau Cymunedol

(1) Huriannau

- a) I dderbyn y crynodeb llogi ar gyfer mis Chwefror 2026 (copi'n amgaeedig).
- b) I ystyried adroddiad Clerc y Dref, gweler Cofnod Rhif 83 (1) o gyfarfod y Pwyllgor a gynhaliwyd ar 9^{fed} Chwefror 2026 (copi'n amgaeedig).

5. Ceisiadau am Cymorth Ariannol

(1) Grantiau a Nawdd

I ystyried ceisiadau a dderbyniwyd gan y canlynol:

- a) CRA Heol Goffa**
- b) Llanelli Sub Aqua Club**
- c) New Dock Stars RFC**
- d) Band yr LIBB**

6. Argymhellion Adroddiad Archwilio Mewnol 2025-26

I ystyried adroddiad Clerc y Dref, gweler Cofnod Rhif 99 o Gyfarfod y Cyngor Dref a gynhaliwyd ar 4^{ydd} Chwefror 2026.

SYLWCH: MAE'R ADRODDIADAU SY'N YMWNEUD Â'R EITEMAU CANLYNOL YN CYNNWYS MANYLION CYFRINACHOL. OS YW'R CYNGOR YN PENDERFYNU YN UNOL I ADRAN 1(2) O DDEDDF CYRFF CYHOEDDUS (DERBYN CYFARFODYDD) 1960 I YSTYRIED YR EITEM YN BREIFAT, BYDD Y CYHOEDD YN CAEL EI EITHRIO O'R CYFARFOD YN YSTOD EU HYSTYRIAETH.

7. Meysydd Chwarae, Parciau a Chanolfannau Cymunedol

I ystyried adroddiad Clerc y Dref, gweler Cofnod Rhif 92 o gyfarfod y Pwyllgor a gynhaliwyd ar 9^{fed} Chwefror 2026 (i ddilyn).

(copi'n amgaeedig).

AELODAU:- Cynghorwyr M.D. Cranham Y.H., (Cadeirydd) A.R. Bragoli, A.A. Carter, S.A. Curry, T. Davies, S. Greaney, R. James, G.R. Lloyd, S.L. Rees (Arweinydd y Cyngor), B.A.L. Roberts, P.T. Warlow a S. Williams.

AELOD EX-OFFICIO: Cynghorydd J.E. Jones Y.H. (Maer y Dref, S. Evans (Dirprwy Maer y Dref).

AGENDA ITEM 4 (1)(a)

COMMUNITY CENTRE HIRINGS

MONTH: FEBRUARY 2026

FACILITY	BOOKINGS	INCOME (EXCL. VAT)
		£
Glenalla	15	576.98
Lakefield	0 (plus Gym Club)	0.00 (820.00)
Llanerch	31	1,012.80
Paddock Street	28	541.78
Penymorfa	Jujitsu Club	700.00
Wesleyan	23	351.16
Penygaer	0	0.00
Bigyn	20	417.24

MONTHLY HIRINGS 2025-26

Community Centres Hirings	April	May	June	July	August	September	October	November	December	January	February	March	Year End Total	Previous Year
Glenalla	17	21	21	19	8	22	16	18	10	12	15		179	242
Lakefield													0	39
Llanerch	33	34	38	34	11	37	37	37	26	26	31		344	443
Paddock Street	28	28	32	35	24	32	31	28	16	24	28		306	374
Penymorfa													0	0
Wesleyan	25	20	24	25	11	27	30	23	16	29	23		253	326
Penygaer		2	6	2	1	0	2	0	0	0	0		13	10
Bigyn			3	1	3	11	18	14	10	14	20		94	
Total each month	103	105	124	116	58	129	134	120	78	105	117	0	1189	1434

Company\\My Documents\\Community Centre Hirings\\bookings summary

MONTHLY HIRINGS 2024-25

Community Centres Hirings	April	May	June	July	August	September	October	November	December	January	February	March	Year End Total
Glenalla	20	16	32	21	13	29	27	26	13	21	24	26	268
Lakefield	4	5	4	4	3	2	5	4	4	4	0	0	39
Llanerch	43	42	46	38	16	50	50	48	31	41	38	39	482
Paddock Street	39	38	34	36	32	35	38	31	22	33	36	36	410
Penymorfa													0
St Barnabas	4	6		1									11
Wesleyan	29	27	32	33	21	27	35	32	33	26	31	32	358
Penygaer	1		1		1	2	1	1	0	1	2	2	12

Company\\My Documents\\Community Centre Hirings\\bookings

AGENDA ITEM 4 (1)(b)

TO: ALL MEMBERS OF THE BUILDING AND FINANCE COMMITTEE

DATE OF MEETING: 4TH MARCH 2026

COMMUNITY CENTRE HIRINGS

Further to Minute No. 83 (1) of the Committee Meeting held on the 9th February 2026, the following report provides some background to the noted drop in Community Centre hirings during the 2025-26 Financial Year:

Glenalla Community Centre

During the year the Army Cadets have decreased their hirings from 3 x per week to 1 x per week. They have relocated some of their use to the Sea Cadets Unit in Embankment Road.

A recent additional hiring is a Community / Benefits advice group who utilise the Centre weekly.

Ward Members will be aware of the ongoing parking issues being experienced in the area, this has led on occasions to confrontations between hirers and residents which may have also had an impact on hiring frequency.

Llanerch Community Centre

During the year, the SWAMP Theatre Group had a weekly hiring which came to an end in the early Summer. In addition, a Tap-Dancing Class has decreased to an average of twice monthly hirings rather than weekly. A general decrease in birthday party bookings has also been noticed at the Centre.

Paddock Street Community Centre

During the year, the Spiritualist Group has decreased to an average of one weekly hiring rather than twice weekly. A regular Saturday hiring by People Speak Up has relocated to the Goods Shed where there is no charge for use.

A recent additional hiring is a Hard of Hearing group twice a month

Bigyn Community Centre

The Centre is seeing increased hirings with the Jam on Toast Group twice weekly along with regular meetings and the popular Darts Sessions in partnership with Menter Cwm Gwendraeth Elli. Birthday party numbers are also increasing.

Wesleyan Community Centre

During the year, the LAMAS group has decreased their hirings to 1 a month from 2 a month. A general decrease in birthday party bookings has also been noticed at the Centre.

Hirings have been taken on for the NHS for vaccination provision and Pembs College for their Nursing Degree Course.

St Barnabas Community Centre

A number of the hirings that were previously using St Barnabas Community Centre disbanded around its closure, this included the dancing group and the Bigyn Ladies friendship group.

CASM and the Weight Watchers moved to Paddock Street Community Centre, while SCAG now utilise the St Pauls Family Centre.

General Other Findings

There have been a number of hirings that may normally have been booked with Town Council Facilities that have been noted to be at the Goods Shed, Library, Pentre Awel and the Selwyn Samuel Centre, where café facilities are available and charges are not raised for a booking.

The Town Council will continue to look to advertise its facilities online and in discussions with Community Groups. The decision to hold hiring charges unchanged for 2026-27 will hopefully also entice further hirings.

RECOMMENDATION – that the report is noted

I await the Committee's instructions.

Arfon Davies
Town Clerk

March 2026.

AGENDA ITEM 5

GRANT GUIDELINES

- (1) Applications should be accompanied by financial information (latest audited financial accounts and / or bank statement);
- (2) Applications should be accompanied by a clear description of how any award will be utilised;
- (3) Grants are not awarded to individuals;
- (4) Organisations will not normally be awarded more than one grant in any financial year;
- (5) The guideline amount for the following categories will be £300: Other interest groups, Schools and Playgroups, Local support groups, National Bodies – local branch, Fundraising groups, Religious organisations, Armed Forces and Veterans groups;
- (6) Community / Residents / Youth Groups; the guideline amount for organisations in this category will be £300;
- (7) Consideration can however be given of an award of up to £500 where the organisation can provide evidence that it is providing activities which are made available to and benefit the wider Community;
 - a. Consideration can however be given of an award of up to £500 where the organisation can provide evidence that it is providing services or activities which benefit under represented groups;
- (8) The guideline amount for Performing Arts groups will be £500;
- (9) The guideline amount for Sports clubs without an additional section (e.g. Junior Section, Senior Section, Women's Section, LGBT Section) will be £500;
- (10) The guideline amount for Sports clubs with an additional section; (e.g. Junior Section, Senior Section, Women's Section, LGBT Section) will be £800;
- (11) Applications from National Bodies will normally be noted;
- (12) Senior Citizens' groups will normally be granted free use of the Town Council's community halls;
- (13) The guideline amounts will normally be awarded for normal running costs, if an organisation is planning a specific project it is encouraged to provide information, including costs, relating to that project;
- (14) Group affiliated to the same umbrella body can apply for funding if they are based at different locations and have separate bank accounts;
- (15) These guidelines apply to applications for grants and do not apply to sponsorship agreements agreed by the Town Council.

Please help us to help our children

Donate NOW

Ysgol Heol Goffa PTA

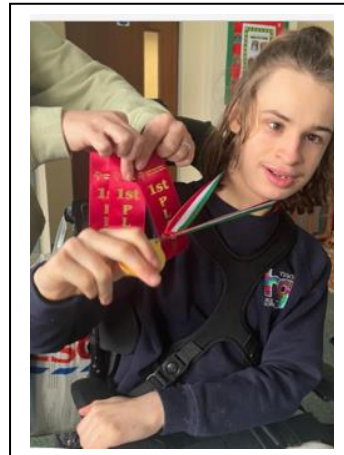
Dear Manager

The PTA at Ysgol Heol Goffa are fundraising and collecting for our annual events. Each year we have our fundraising events and with funding cuts we need the support of our local community. We appreciate any support you can offer.

What we are asking for is whether you would help us by making a donation.

Anything would be gratefully received however big or small. As ever we have a wish list which includes:

- **Hamper baskets-empty or full ones**
- **Bottles of wine**
- **Toys**
- **Books**
- **Chocolates**
- **Vouchers or raffle prizes**
- **Money donations**



Thank you so much for taking the time to read this letter and for any help that you can give us..

We would love to see you!

Yours faithfully

Laura Hunter

Ysgol Heol Goffa PTA

Charity number 1079650

Hi Sophia,

Just to introduce a bit about the club, we are Llanelli Sub Aqua Club (LSAC) formed in 1962, currently with 15 members, 7 of whom are trainees going through the process of being educated to Ocean Diver Level, thanks to your grant from last year, we now have an extra assistant instructors to help with this process and have attracted many try dives with 2 new members now being trained.

We are a BSAC (British Sub Aqua Club) affiliated club, with all members being part of this organisation too, so that they are covered by insurance and have credible qualifications awarded to them when they pass as divers, recognised worldwide.

We meet every Saturday at the Canolfan Pentre Awel at 4:30 – 5:30pm for training, try dives for anyone interested in starting scuba diving and a general catch up among members. We have a unit based in Llanelli which we rent from the Council to keep our training kit, air compressors and boat. Each member pays an annual fee of £150 to join the club and this covers the pool session charges, maintenance to the boat and compressors and also annual servicing of the dive kit we use for training.

We are now faced with a serious maintenance issue which is affecting our operation as a club. The boat trailer is over 30 yrs old and while we have kept it maintained, we believe that the trailer is in need of a replacement as a reliability and safety issue. We have had a cost from CLH trailers in St Clears to purchase a new one, see attached, and were wondering if you would be in a position to help us purchase it?

Anything you can do to help us of course, would be greatly appreciated, please see this month's bank statement attached as requested.

Good afternoon Arfon.

I refer to the above and our recent conversation.

New Dock Stars wish to apply for a Local Community Grant. I have outlined below New Dock Stars work in the Community.

At present we run three rugby teams :-

- New Dock Stars RFC 1st XV who play in Division 3 West of the WRU Admiral Men's National League
- New Dock Stars RFC 2nd XV who started up this season and play Friendly games
- New Dock Stars RFC Under 15 who play friendly games

The Scarlets have six pre- season training sessions at New Dock Stars RFC. Also the injured players have rehabilitations sessions in the off season.

The Scarlets Under 17's played Ealing Trailfinders this season and the Scarlets Academy played Leinster Academy.

Last season the Scarlets played both the Dragons and the Ospreys Academy

Previously Llanelli School Boys and Llanelli Warriors have hosted games at New Dock Stars

I have copied Mr Wayne Williams [Treasurer] into this email who can pass you our bank details. if required.

If you required any further information I shall be pleased to provide it.

Kind regards

To:- Clerk to the Council: - Arfon Davies

Re:- Application for Grant Aid.

Dear Arfon,

I am writing to you in the hope of obtaining Grant Aid from the Llanelli Town Council to enable the Royal British Legion Band of Wales (Llanelli) to remain solvent, the demands are such from very many more events to perform "Fee and Expenses Free" are ever increasing.

This level of commitment if it continues is unsustainable.

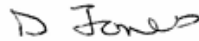
We are asked to provide a concert band, buglers at flag raising and funerals and a drum accompaniment at times for both the above occasions and Drumhead services.

Our band members travel from as far afield as Haverfordwest in the West and Newport in the East.

To prepare for many events, rehearsals are essential and these practices are carried out by the members free of expense charges.

Please would your committee look at our application favorably.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D Jones', with a stylized flourish at the end.

Duncan Jones,
Band Drummer

TO: ALL MEMBERS OF THE BUILDING AND FINANCE COMMITTEE

DATE OF MEETING: 9TH MARCH 2026

2025-26 INTERNAL AUDIT RECOMMENDATIONS

Further to Minute No. 99 of the Town Council meeting held on the 4th February 2026, consideration has been given to the Internal Audit Report (First Interim) 2025-26 prepared by Auditing Solutions Ltd.

The recommendations and comments for member consideration are set out in Annex 1 below.

I await the Committee's consideration of the matters arising.

Arfon Davies
Town Clerk

March 2026.

ANNEX 1

Action Plan FY2025-26		
Reference	Recommendation	Comments
Review of Maintenance of Accounting Records & Bank Reconciliations		
1	Rialtas now offers a Cloud based and tenanted version of Rialtas Omega. This can be integrated directly into SharePoint so that Purchase and Sales Invoices may be attached directly to its accounting record. The system also provides an Auditor Access function which permits read only access to the Council's duly appointed Auditors.	This facility provision was being implemented when the audit was taking place. The facility is now in place with login facilities available to relevant staff members.
Review of Corporate Governance		
2	It is considered Best Practice to ensure that all statutory and policy documents are formatted in the same manner, using the same font, format and with a front page containing the Council's logo where one exists, or its name. The document version number, date of adoption, date of next review and retention information should also be clearly stated.	This recommendation will be implemented as a project for the Temporary Administrative Assistant to undertake over the Spring / Summer period.
Review of Income		
3	It is considered Best Practice for all Councils to maintain a holistic Playground Management Risk Policy. We encourage the Town Clerk and Council Members to consider developing such a document. A template can be provided upon request.	This recommendation will be implemented over the Spring / Summer period and presented to the Committee for review.
Review of Investments & Loans		
4	It is considered Best Practice for all Councils to implement reasonable and proportionate Credit Control measures. The Clerk and Principal Finance Officer should review the level of aged debt each month and take steps to collect the outstanding funds ensuring that there is no level of Aged Debt over 30 days.	Measures noted in the recommendation are in place with the Town Council debtors being regularly reviewed and payments chased. Members will note that reports are also submitted to Town Council Committee's in relation to specific debtors with decision taken on occasion to remove hirers from Community Centres or the raise the possibility legal proceedings when necessary in order to ensure payments are received. The Council reviews this matter on an annual basis as part of its review of the Town Council Risk Register.

Review of Investments & Loans		
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5	The Council has a significant investment in a single bank: the HSBC. We ask the Clerk, the Principal Finance Officer and Members to consider opening a CCLA PSDF account in order to de-risk the Council currently having all the Public funds under its management in a single banking institution. The CCLA is used by a great many councils in Wales and in England. Other investments are available from other institutions. Proper investment advice should be sought when considering any investment.	This recommendation is noted and has been considered closely. The use of HSBC, being a well established international banking institution by the Town Council is believed to remain an appropriate position for the Council. The Council reviews this matter on an annual basis as part of its review of the Town Council Risk Register.
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