

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

LLANELLI TOWN COUNCIL

MINUTES

Page Nos.

Llanelli Town Council Ordinary Meeting	4 th December 2024	183 - 190
Planning, Licensing and Consultation Committee	9 th December 2024	191 – 195
Building and Finance Committee	9 th December 2024	196 – 199
Establishment Committee	9 th December 2024	200 - 201

LLANELLI TOWN COUNCIL

ORDINARY MEETING

4th December 2024

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 4th December 2024 at 6.00 p.m.

PRESENT: Councillor J.G. Prosser (Town Mayor)

Councillors

Bigyn Ward

M.D. Cranham J.P.
D.Ll. Darkin (Leader of
the Council)
G. Lloyd
P.T. Warlow
J.R. Williams

Elli Ward

N.J. Pearce
S. Williams

Glanymor Ward

J.E. Jones, J.P.
S.L. Rees

Lliedi Ward

A.R. Bragoli
A. Lochrie

Tyisha Ward

S.A. Curry

APOLOGIES: Councillors A.A. Carter, T. Davies, J.R. Elliott, S. Evans, L. Fenris, S. Greaney (Deputy Town Mayor), R. James, A.S.J. McPherson and B.A.L. Roberts.

84. MEMBERS' DECLARATIONS OF INTEREST

Declarations of interest were made on item 95.

85. PUBLIC PARTICIPATION

The Town Mayor (Councillor J.G. Prosser) noted that there were no members of the public in attendance at this meeting.

86. 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:

Establishment Committee	15 th July 2024	144 - 146
Llanelli Joint Burial Advisory Committee	11 th September 2024	147 - 148
Llanelli Town Council Ordinary Meeting	6 th November 2024	149 – 157
Llanelli Town Council Extraordinary Meeting	11 th November 2024	158 - 160
Planning, Licensing and Consultation Committee	11 th November 2024	161 - 163
Building and Finance Committee	11 th November 2024	164 – 170
Stebonheath Development Committee	18 th November 2024	171 – 175
Selwyn Samuel Centre Committee	18 th November 2024	176 – 179
Establishment Committee	18 th November 2024	180 - 182

87. COMMUNITY DEVELOPMENT AND ACTIVITY

(1) Principal Officer's Community Development and Activity Report

Further to Minute No. 76 of the Town Council Ordinary meeting of 6th November 2024, consideration was given to the Principal Officer's report (copies having been previously circulated to members). The report dealt with the following:

(1) Community & School Activities

- **Llanelli Community Partnership and Llanelli and District Twinning Association** - The Llanelli and District Twinning Association AGM took place on 30th October at Paddock Street Community Centre.

Officers confirmed for 2024/25 were as follows:

Paolo Piana – Chair

Gary Hays – Secretary

Tracy Senchal – Treasurer

The Chair gave an update on what had been a very busy year for the association. The meeting was positive and well attended with each of the groups giving updates on their plans for 2024/25. The accounts for 2023/24 were verified at the meeting.

○ **Llanelli Community Partnership**

The Llanelli Community Partnership AGM was held on 6th November at Paddock Street Community Centre.

Officers confirmed for 2024/25 were as follows:

Paolo Piana – Chair

Kim Darkin – Vice Chair

Marie Evans – Treasurer

The Chair gave an update on work achieved during 2023/24 and a discussion was held on the way forward for 2024/25. The accounts for 2023/24 were verified at the meeting.

- **Veterans Arrangements** – The Festival of Remembrance was held at the Selwyn Samuel Centre on the 1st November. All proceeds raised on the evening went to the Llanelli Poppy Appeal. Remembrance Sunday was marked on the 10th November and was very well attended. Armistice Day was marked on the 11th November at the Parish Church with a number of local primary schools attending. Officers continue to support; meetings are now being planned to discuss a timetable of events for 2025.

- **Christmas preparations 2024** – Community Christmas preparations were well underway for the remainder of the Christmas period.

- 7th December would see the return of Llanelli Christmas Parade in Llanelli Town Centre.
- The Multicultural Network would be celebrating with Christmas around the world at EJs on 17th December at 10.30am.
- Llanelli Community Partnership supported by the Town Council and in partnership with Tesco Trostre would be providing 150 food hampers for the 3 food stations in Llanelli.

- **Meet the Mayor 2024** – The Understanding Democracy project took place in November. Over 35 young people from Coleg Sir Gar attended, further dates are planned for Coedcae and Ysgol Y Strade to attend the Chamber in March 2025. The project sets out to deliver against the school curriculum on democracy and educates on local and national government.

- **Llanelli Community Cancer Rehabilitation - Angor Conference** - The Angor Conference was held in November at the Johns Burns Foundation community centre. The Conference was very well attended, with a number of organisations from the voluntary and NHS sectors in attendance. The Conference focused on a way forward for community cancer rehabilitation in Llanelli and wider in Carmarthenshire. Further information to follow.

RESOLVED – that the information be noted.

(2) Policy and Strategic Meetings

Officers had been working with partners; meetings had recently been held with:

- Llanelli Multi Cultural Network Drop-in Centre Support
- Pentre Awel
- Llanelli Community Partnership
- Llanelli Green Network
- Dementia Cradle Choir
- Bumble Bee Trust
- Local Places for Nature
- National Lottery
- Dementia Coalition
- Llanelli Ramblers
- Tesco Trostre
- Llanelli Community Cancer Rehabilitation
- Fusion Network
- Radio BGM
- Foothold Cymru
- People Speak Up
- Links
- Royal British Legion Llanelli

(2) Community Development and Activity Work Programme

Consideration was given to the six-monthly review of the Community Development Work Programme 2024-25 – Minute No. 32(2) of the Council meeting held on 24th June 2024 refers (copies of which were circulated to members).

RESOLVED - that the information be noted.

88. SPORTS, YOUTH AND ACTIVITIES REPORT

Further to Minute No. 76 of the Town Council Ordinary meeting of 6th November 2024, consideration was given to the Sports, Youth and Activity Officer's report (copies having been previously circulated to members). The report dealt with the following:

(2) Community & School Activities

- **Autumn Activities Timetable** – The Autumn activities timetable had been published and shared with schools and community groups. Sessions such as football, bowls and multisport were included. The bowls and football club sessions provided a transition platform from community activities into club activity. The successful Llanelli indoor junior bowls sessions attracted a high number of children continued from the summer bowls sessions.

- **Wellbeing Walk of Pentre Awel** – Over thirty local community members joined Town Council officers as well as the newly appointed Community Officer for Pentre Awel on the 4th November, for a 2 mile walk around the site which concluded in Unit 7 Coffee Shop which provided refreshments to the community.
- **Schools Bowls Competition** – The schools bowls competition resulted in a play-off match between Ysgol Y Felin and Ysgol Pentip, with parents and family members coming to support the local schools. Ysgol Y Felin would now move on to the final after a 17-16 victory. The school's staff and children thanked officers and Bowls club volunteers for their efforts.
- **Heroes of the Cruyff Course** – A £1,000 grant had been awarded as a result of the further training undertaken by the SYAO, this will fund new advertising equipment for use during sessions. Local company, Emerge had produced 'pop ups' for more children to engage in sessions taking place in our green spaces.
- **School Sports Survey Results** – The School Sport Survey is a national survey of pupils from years 3 to 11, looking into attitudes, behaviours and opportunities for young people in sport. The survey is key to understanding who, where, and how often young people participate in, and have a demand for sports. Teachers are also offered the opportunity to share their views on school sport provision and the support they need to deliver it. This had now been localised to Llanelli Officers will assist Actif Sport team in the way they deliver taking account of the data.
- **The Barclays Premier League in Llanelli** – Working alongside the Barclays Local Specialist, over 500 children attended the Llanelli Library on the 3rd of December to take photos and see personal and up close the Men's and Women's Premier League trophy. Eight of the Town Council schools were in attendance.
- **Coleshill Special Needs Bowls** – Partnering with the Llanelli Indoor Bowls Club to allow those with additional learning needs to take part in physical activity within a calm setting. The children then received a social activity while eating in the Selwyn Samuel Centre post activity.
- **Syria Sir Gar Rugby Sessions** - The Syria Sir Gar group had partnered with the Scarlets Community team to allow the youngsters their first opportunity to play rugby. The four sessions will be followed up by a visit to the stadium and possible tickets to the European fixture on the 15th of December.
- **Community Christmas Float** – Teaming up with a number of partners the Community float took part in this year's Llanelli Christmas Carnival. Around twenty thousand people viewed our community float with handmade crafts and lanterns made by children and adults of various nurseries, family centres along with People Speak Up. The event was a major success with ambitions to do it again next year

- **Xmas Around the World** – Llanelli Multicultural Network were once again holding their Xmas Around the World event in EJ's on the 17th of December to celebrate the diversity we have in Llanelli. All members are invited to attend the event beginning at 10.30am.

RESOLVED - That the information be noted

89. YSGOL PENRHOS

Further to minute 13 of the Adjourned Annual Meeting of Llanelli Town Council held on the 13th May 2024, the Town Clerk advised that a vacancy had been reported for a Governor Representing Llanelli Town Council on the Governing Body of Ysgol Penrhos.

The Town Council was therefore invited to nominate a member to serve as Governor on the Ysgol Penrhos Governing Body.

RESOLVED - that the Town Council defers consideration of the matter to the January Full Council meeting.

90. TOWN COUNCIL FINANCIAL REGULATIONS

Consideration was given to the draft updated Financial Regulations. Minute No. 48 of the Town Council meeting held on the 2nd October 2019 refers. (copies of which were previously circulated to members)

RESOLVED - that the Council approves the draft Regulation as Town Council policy.

91. AUDIT OF ACCOUNTS 2023/2024

Consideration was given to the Annual Return and Accounting Statements following completion of the Audit for the year. Minute No. 31 of the meeting held on the 24th June 2024 refers.

RESOLVED – that the Audit of Accounts report be accepted.

92. INTERNAL AUDIT REPORT 2024/25

Further to Minute No. 29 of the Council meeting held on 24th June 2024, consideration was given to the Internal Audit Report 2024-25 (first interim) prepared by Auditing Solutions Ltd. (copies having been previously circulated to members).

RESOLVED – That the report be noted.

93. MATTERS FOR INFORMATION

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

- (1) Tyisha Building Preservation Community Interest Company – Minutes of meeting held on the 29th October 2024.
- (2) Llanelli Town Council – Minutes of the Future Generation Working Group held on the 18th November 2024.
- (3) Office Christmas Closing Arrangements.
- (4) PLTRA – Minutes of meeting held on the 30th October 2024.
- (5) One Voice Wales – Training Dates November and December 2024.
- (6) One Voice Wales – News Bulletin.
- (7) Parc Howard Association – Minutes of meeting held on the 28th October 2024.
- (8) Llanelli House Trust – Minutes of the Trust meeting held on the 14th October 2024.
- (9) Llanelli Community Partnership – Minutes of the AGM held on the 11th November 2024.
- (10) One Voice Wales – Training events November 2024 – March 2025.
(copies previously circulated by email).

94. 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.

95. STEBONHEATH STADIUM LEASE

Councillor M.D. Cranham declared an interest in this item as he is a season ticket holder for Llanelli AFC, and as he felt this was a prejudicial interest Councillor Cranham withdrew from the meeting and voting thereon.

Councillor S.L. Rees declared an interest in this item as a member of his family plays for Llanelli Ladies AFC, and as he felt this was a prejudicial interest Councillor Rees withdrew from the meeting and voting thereon.

Councillor G. Lloyd declared an interest in this matter as he is a member of Evans & Williams walking football, and as he felt this was a prejudicial interest Councillor Lloyd withdrew from the meeting and voting thereon.

Councillor S. Williams declared an interest in this item as a family member plays for Llanelli Ladies AFC, and as he felt this was a prejudicial interest, Councillor Williams withdrew from the meeting and voting thereon.

Further to minute 27 of the Stebonheath Development Committee meeting held on the 18th November 2024, where it was resolved to defer consideration of the matter to a meeting of the full Town Council, consideration was given to the Town Clerk's report.

Following further discussion it was:

RESOLVED – that consideration of the matter be deferred to the January Full Council Meeting.

The Meeting concluded at 6.25 pm

PLANNING, LICENSING AND CONSULTATION COMMITTEE

9th December 2024

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 **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL was held REMOTELY and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 9th December 2024 at 6.00 p.m.

PRESENT: Councillors A.R. Bragoli (Substitute for Councillor S. Evans), D.Ll. Darkin (Leader of the Council), G.R. Lloyd (Substitute for Councillor L. Fenris), A. Lochrie, A.S.J. McPherson, N.J. Pearce (Vice-Chair) (In the Chair), J.G. Prosser (Town Mayor), S.L. Rees, J.R. Williams, and S. Williams.

APOLOGIES: S. Evans, L. Fenris (Chair), and J.E. Jones J.P.

29. DECLARATIONS OF INTEREST

Declarations of interest were made on item 31 as noted below.

30. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

RESOLVED – that the comments shown in column 3 hereunder be forwarded to the Head of Planning: -

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
PL/08451 Land at North Dock, Llanelli, SA15 2LY	Variation of Condition 1 on S/38285 (Amend wording of condition 1 to allow for a further 5 years for the submission of reserved matters)	No objections. The Town Clerk will write to Carmarthenshire County Council, to ask them to provide a presentation to the Committee on project plans.

PL/08523 36 Alban Road, Llanelli, SA15 1EW	Installation of Air Source Heat Pump with external unit located in rear garden (falls within 3m boundary due to being mid terraced)	No objections.
PL/08479 Llanelli Royal Mail Sorting Office, Old Castle Road, Llanelli, SA15 2SN	The proposed works comprise the replacement of all single glazed steel framed windows and curtain walling at Llanelli Delivery Office. The existing windows are life expired, in a poor condition throughout and beyond economical repair. It is proposed that the windows are replaced with double glazed slimline aluminium casement windows and curtain walling, to closely replicate the dimensions and overall aesthetics of the existing windows	No objections.
PL/08447 Pugh Buildings, Cowell Street, Llanelli, SA15 1AP	Installation of a 5G mobile base station	No objections.
PL/08567 St Barnabus Community Hall, Llewellyn Street, Llanelli, SA15 1BD	Change of use from unused Community Hall to a Portrait Photography Studio used by myself as a sole trader under my business name Andrea B Photography. Specialising in Babies, Children and Family portraits	No objections.

PL/08396 34A Murray Street, Llanelli, SA15 1DJ	Variation of Condition 2 to PL/07690 (Change of design to include parpet wall)	No objections.
---	---	----------------

31. CONSULTATIONS

Councillor D.LI. Darkin declared a personal interest in consultation **(3)** as he has a friend that lives in the area, as he considered this to be a prejudicial interest, Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

(1) Carmarthenshire County Council

Consideration was given to the consultation on the draft supplementary planning guidance as part of the Local Development Plan received from Carmarthenshire County Council.

RESOLVED – that the consultation be noted.

(2) Wales COVID-19 Inquiry Special Purpose Committee

Consideration was given to the consultation received from the Wales COVID-19 Inquiry Special Purpose Committee in relation to the UK-Covid Inquiry Module 1 Report.

RESOLVED – that the consultation be noted.

(3) Carmarthenshire County Council

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed waiting at any time, to the lane at the rear of Pottery Street, Llanelli.

RESOLVED – that the consultation be noted.

(4) Carmarthenshire County Council

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed implementation of a 24 hour Clearway along the B4304 Coastal Link Road (Pentre Awel Development).

RESOLVED – that the consultation be noted.

(5) House of Commons' Women and Equalities Committee

Consideration was given to the consultation on the House of Commons' Women and Equalities Committee inquiry into community cohesion.

RESOLVED – that the consultation be noted.

32. MATTERS FOR INFORMATION

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

- (1) **Carmarthenshire County Council** – Notification of Application under the Licensing Act 2003 for a Minor Variation Application at St Elli's Bay, North Dock, Llanelli, SA15 2LF.
- (2) **Carmarthenshire County Council** – Cancellation of road closure at Great Western Crescent which was requested for the 23rd November 2024.
- (3) **Carmarthenshire County Council** – Cancellation of road closure at Great Western Crescent which was requested for the 16th November 2024.
- (4) **WSP** – Consultation on the conversion of FP 72/11 into a shared use path (i.e. for walking and cycling).
- (5) **Carmarthenshire County Council** – Notification of a Temporary Road closure of length of road known as Coldstream Street Rear from its junction with Coldstream Street, for a distance of 50 metres in a north-easterly, then south-easterly, direction on 14th November 2024 for 5 days.
- (6) **Carmarthenshire County Council** – Temporary road closures for the Christmas Carnival on the 22nd November 2024.
- (7) **Carmarthenshire County Council** – Emergency road closure of length of road known as Mansel Street, Llanelli (SA15 1DA) from a point 86 metres North West of its junction with Christopher Terrace for a distance of 32 metres in a North Westerly direction from Thursday 21st November 2024 for a period of five days.
- (8) **One Voice Wales** – One Voice Wales response to the Senedd Cymru – Local Government and Housing Committee enquiry into the role, governance, and accountability of the community and town council sector. Minute No. 21 (2) of the Committee meeting held on 7th October 2024 refers.
- (9) **Carmarthenshire County Council** – Confirmation following a Cabinet Member Decision Meeting held on the 8th of November 2024, that the implementation of the Order (proposing the introduction of a new 30MPH speed restriction along the B4304 Coastal Link Road in Llanelli) was agreed for implementation from Friday 29th of November 2024.
- (10) **Carmarthenshire County Council** – Temporary road closure along Cowell Street, Llanelli from its junction with John Street, for a distance of 80 metres in a north-westerly direction on 29th November 2024 from 08:00 to 15:00 hours.
- (11) **Planning & Environment Decisions Wales** – Confirmation of dismissal of the appeal for application Ref PL/07766 at 31 Nathan Street, Llanelli, SA15 2PG.

(12) **Carmarthenshire County Council** – Notice of Confirmation of Public Path Order, footpath 72/30 & 72/31 Pentre Awel, Llanelli.

The Meeting concluded at 6.25 p.m.

BUILDING AND FINANCE COMMITTEE

9th December 2024

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, 9th December 2024 at 6.30 p.m.

PRESENT: Councillors A.R. Bragoli, A.A. Carter, M.D. Cranham J.P, S.A. Curry, D. Ll. Darkin (Leader of the Council), S. Greaney (Deputy Town Mayor), R. James, G. Lloyd, A.S.J. McPherson (Chair), S.L. Rees (Substitute for Councillor B.A.L Roberts), and P.T. Warlow.

APOLOGIES: Councillors, J.R. Elliott and B.A.L. Roberts.

60. MEMBERS' DECLARATION OF INTEREST

Declarations of interest were made on items 64 (1) as noted below.

61. FINANCIAL REPORT

(1) BUDGET REVIEW

RESOLVED – that the Income and Expenditure report for the period 1st April 2024 – 30th November 2024, in the sums of £1,306,482 and £981,788 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED - that the payment schedule showing Direct Debit Nos. 279 – 310 (inclusive) in the sum of £12,166.83, BACS Nos 237 - 265 in the sum of £30,850.42 and Electronic Payments Nos 377 - 421 in the sum of £90,114.87 respectively, be approved.

62. COMMUNITY CENTRES

(1) HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of November 2024 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

63. PENYFAN COMMUNITY FACILITY

Further to minute 42 of the Committee Meeting held on the 9th September 2024, consideration was given to the Town Clerk's report that provided an update on the Community Facility Project for the Bigyn and Penyfan area.

Discharge of the planning condition in relation to the grounds investigation was received on the 13th November 2024. Works were therefore approved to commence. Some minor preparatory works were to be carried out during December in relation to removing fencing around the changing rooms building and the removal of the surrounding soil bund.

The main project would fully commence on the 6th January 2025. Grounds works were expected to be completed by late February with the building planned to be constructed and completed by late April.

Project works were also being planned to provide for shower installation improvements and other works to the changing rooms in order to bring these back into operation in conjunction with the Community Facility.

An updated project budget would be provided to the Committee for consideration.

Information would be posted to residents in the local Community and on social media to confirm the commencement of works and a suggested timetable.

RESOLVED - That the Committee note the report.

64. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANT APPLICATIONS

Councillor D. LI. Darkin declared a personal interest in relation to item (b) as a family member is a member of the group, as he considered this to be a prejudicial interest, Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

Councillor M.D. Cranham declared an interest in item (c) as he was mentioned in the letter of application, as he considered that this could be thought to be a prejudicial interest, Councillor Cranham withdrew from the meeting prior to the discussion and voting thereon.

Councillor P.T. Warlow declared an interest in item (c) as he is a member of the Llanelli Art Society, and as he felt this was a prejudicial interest, Councillor Warlow withdrew from the meeting prior to the discussion and voting thereon.

Councillor S.L. Rees declared an interest in item (f) as he is the Chairman of the Family Centre, and as he felt this was a prejudicial interest, Councillor Rees withdrew from the meeting prior to discussion and voting thereon.

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

- (a) Yr Urdd – to be noted.
- (b) Llanelli Community Partnership - a grant of £300 be made.
- (c) Llanelli Art Society - a grant of £300 be made.
- (d) HEIRS - a grant of £500 be made.
- (e) Llanelli Green Spaces Network - a grant of £300 be made.
- (f) Morfa Family Centre - a grant of £500 be made.

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. PARKS, PLAYING FIELDS AND COMMUNITY CENTRES

Further to minute 53 of the Committee meeting held on the 11th November 2024, consideration was given to the Town Clerk's report which provided an update on developments with the Town Council Parks, Playing Fields, Community Centres and properties.

1. SPF Funded Project – Active Play and Sensory Play

Works had been completed on the delayed installation of the Active and Sensory Play Equipment at Crown Park, Penyfan Park and Penygaer Playing Fields. The project would now be finalised with the completion of the grant reports and funding applications.

2. Minor repair works, Peoples' Park Changing Rooms

Works had recently been completed on the minor maintenance repairs works at Peoples' Park Changing Rooms. Minute 49 (3) of the Committee Meeting held on the 7th October 2024 refers. The Committee noted and approved Architect Instruction 1 for the project increasing the contract sum from £2,943.53 to £2,993.53.

3. Minor repair works, Glenalla Community Centre

Works had recently been completed on the minor maintenance repairs works at Glenalla Community Centre. Minute 49 (1) of the Committee Meeting held on the 7th October 2024 refers. The Committee noted and approved Architect Instruction 1 for the project increasing the contract sum from £2,570.54 to £2,070.54.

4. Old Vicarage Car Park Wall

On the 28th October 2024, damage was caused to the Old Vicarage car park surrounding wall by a delivery vehicle during a delivery to a Town Centre store. The matter had been passed to the company insurers and a tendered scheme was being pulled together by the Town Council consultant architect.

5. Insurance Claims

Two insurance claims had been referred to the Town Council insurers as follows:

- A child falling in Crown Park.
- A fall at Penyfan Cruyff Court.

While neither incident caused serious injuries, both were now being considered.

6. Penygaer Playing Fields – Modular Building Changing Rooms

Work was nearing completion with the shower upgrade and gutter repairs on the changing rooms building. Minute No. 59 of the Committee meeting held on the 11th November 2024 refers.

7. Nightingale Court

During November, 3 separate incidents of vandalism had been suffered at Nightingale Court with fence panels and netting broken and ripped. These were repaired twice. On the third occasion, the area had been made safe and left to be monitored. The matter has also been referred to the police.

RESOLVED – that the report be noted and the actions taken and proposed be approved.

The Meeting concluded at 6.38 pm

ESTABLISHMENT COMMITTEE

9th December 2024

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 Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 9th December 2024 at 6.40 p.m.

PRESENT: Councillors A.S.J. McPherson (Vice-Chair, in the Chair), D.Ll Darkin (Leader of the Council, Chair), G.R. Lloyd, R. James, N.J. Pearce, P.T. Warlow and J.R. Williams.

APOLOGY: Councillor S.A. Curry, S. Evans and L. Fenris.

8. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

9. 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.

10. TOWN COUNCIL STAFFING ARRANGEMENTS

Further to minute 7 of the Establishment Committee meeting held on the 18th November 2024, consideration was given to the Town Clerk's report that dealt with the following matters:

Park Keeping and Grounds Assistants Positions

Consultation meetings had been undertaken with the two Grounds Assistant's Team members in relation to the proposal to remove the role of Grounds Assistant from the Town Council Structure with a role of Park Keeper only to be retained.

The Clerk confirmed that information had been provided on options including the possibility of applying for a Park Keeper role (should one become available) along with notice periods and redundancy entitlement (based on contractual and statutory entitlements). Both staff members had also been made aware of their rights in relation to Union or other representation along with the appeals process for any decision made by the Committee.

The information provided by both staff members was considered and following further discussion it was:

RESOLVED – That the position of Grounds Assistant be removed from the Town Council Structure from 31st March 2025. A further review would be undertaken on whether additional Park Keeping cover was required. Should this be the case the current staff members would be able to apply for the position. The Town Clerk will update the two impacted staff members of the decision made.

The Meeting concluded at 6.53 pm