CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

LLANELLI TOWN COUNCIL

MINUTES

		Page Nos.
Llanelli Joint Burial Advisory Committee	25th November 2025	162 - 163
Llanelli Town Council Ordinary Meeting	3rd December 2025	164 - 170
Planning, Licensing and Consultation Committee	8th December 2025	171 – 176
Building and Finance Committee	8th December 2025	177 – 181
Establishment Committee	8th December 2025	182 – 184
Stebonheath Development Committee	17th December 2025	185 - 186

LLANELLI JOINT BURIAL ADVISORY COMMITTEE

Minute Nos. 10 - 18

At the **Special Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Tuesday, 25 November 2025 at 4:00 p.m.

Present: Cllr. D. L. Darkin (Vice-Chairman (in the Chair)

Cllrs.

S. N. Lewis
J. R. Williams
J. S. Phillips
S. Williams

Together with Mr A. Davies (Town Clerk)

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. T. M. Donoghue, N. Evans and A. J. Rogers.

11. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

12. MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings.

Annual Meeting - 11 June 2025

13. INCOME AND EXPENDITURE REPORT

RECOMMENDED that the income and expenditure report up to 31 October 2025 be noted.

14. BUDGET MEETING

The Secretary informed members that a special meeting would be held on Wednesday, 14 January 2026, at 4.00 pm in the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli and via remote attendance in order to recommend a budget for the ensuing year.

RESOLVED that the information be noted.

15. DRAFT INCOME AND EXPENDITURE ESTIMATES

Members considered the rate of interest to be applied to the draft income and expenditure estimates in support of the preparation of the forthcoming 2026-2027 budget.

RECOMMENDED that an interest rate of 3.6% be applied to the draft income and expenditure estimates.

16. PUBLIC BODIES (ADMISSION TO MEETINGS) 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.

17. LLANELLI CREMATORIUM - ANNUAL RENT REVIEW

Members considered the Secretary's report informing of the impending annual rent review, which confirmed the amount of rent payable by the Westerleigh Group Ltd with effect from 1 December 2025.

RECOMMENDED that the rent for the ensuing year be confirmed as £46,920 and that the Westerleigh Group Ltd be notified accordingly.

18. BACAS BURIAL SYSTEM

Members considered the Secretary's verbal report regarding the new contract for the BACAS system. After a short discussion it was

RESOLVED that the Secretary contact other specialist burial record providers to compare costs and report his findings to the December meeting.

……...
The meeting concluded at 4.20pm
……

LLANELLI TOWN COUNCIL

ORDINARY MEETING

3rd December 2025

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 3rd December 2025 at 6.00 p.m.

PRESENT: Councillor S. Evans (Deputy Town Mayor) (Presiding)

Councillors

Bigyn Ward

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

Elli Ward

N.J. Pearce
S. Williams

Glanymor Ward

A.A. Carter
L. Fenris
S.L. Rees
B.A.L. Roberts

Lliedi Ward

A.R. Bragoli
S. Greaney
R. James
A. Lochrie

Tyisha Ward

S.A. Curry
T. Davies
A.S.J. McPherson
J.G. Prosser

APOLOGIES: Councillors J.E. Jones, J.P. and J.R. Williams.

74. TO ELECT A TOWN MAYOR FOR THE REMAINDER OF THE 2025-26 CIVIC YEAR

The Town Clerk updated members of the Town Mayor's (Councillor Andrew Bragoli) resignation. Tributes were paid to Councillor Bragoli's service as Town Mayor and the considerable sums raised for his chosen charities. Following further discussion, it was

RESOLVED that Councillor J.E. Jones, J.P. be elected Town Mayor for the remainder of the 2025-26 Civic Year.

75. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

76. PUBLIC PARTICIPATION

The Deputy Town Mayor (Councillor S. Evans) noted that no members of the public were in attendance at this meeting.

77. 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 Joint Burial Advisory Committee	11th June 2025	135 - 136
Llanelli Town Council Ordinary Meeting	5th November 2025	137 - 144
Planning, Licensing and Consultation Committee	10th November 2025	145 - 151
Building and Finance Committee	10th November 2025	152 - 159
Ex-Town Mayor's Committee	12th November 2025	160 - 161

78. COMMUNITY DEVELOPMENT AND ACTIVITY

(1) <u>Community Activities</u>

- **Christmas In Llanelli 2025 – Activities which are being planned include:**

Lights Switch on in Llanelli and Carnival Parade was held on the 21st November, the weather remained dry, with the event being well attended. The community float was supported by the Town Council with over 50 families and children taking part on the 101 and Dalmatians themed float.

The Llanelli Lantern Parade - The Lantern parade this year was incorporated in the carnival parade. Lanterns were made by the community and schools in the area.

Community Christmas Tree lights – Christmas trees had been placed and lit around the Llanelli community. Children from Stebonheath school and Cylch Meithrin Llanerch sang songs at the Llanerch Community Centre and Bigyn Community Centre light switch-ons.

Links Veteran Support though Christmas – Links Veteran Support were providing sessions for veterans this year. Military Naffi mornings and Breakfast Clubs would take place, along with an opportunity to reconnect with old Regiments. Tuesday craft, model club and a warm hub for those that require support. A Christmas lunch was also being supported by Tesco Trostre.

Hearts and Crafts – The bobble hat project had gone from strength to strength with bobble hats being knitted through the year by the Hearts and Crafts Group. 89 hats had been knitted to date from donated wool. The hats would be used as part of the warm bags for those that need them supported by the Town Council. The bags included, warm socks, blanket, hand warmers, thermos mug and a list of support available in the area would be distributed to community partners such as The Wallach, Soup Kitchens and local churches. The bags had been donated by Western Power.

Town Centre Christmas Parade – This year the parade would take place on the 6th December in the Town Centre from 12.00pm. There would be food stalls, crafts and activities for all.

Feeding Stations - Town Council support for the Feeding Stations would take place in December and be sponsored by the Town Mayor.

Santa Post Box - The Santa Post Box would again this year provide an opportunity for letters to be sent to Father Christmas. The box would be situated on the Old Vicarage railings.

Food Around the World - Officers were supporting the Multicultural Network Food Around the World Christmas celebration taking place on the 16th December at 10.00am at the Selwyn Samuel Centre. The event would bring together community members from different cultures to celebrate Christmas through their food traditions.

Support for the Feeding Stations - Supported by the Town Mayor and officers, Llanelli community Partnership alongside Tesco Trostre would be pulling together 150 food hampers. The bag packing day would be on the 19th December at Bigyn Community Centre. Students from Coleg Sir Gar would be joining community volunteers to pack the bags.

Tree Nursery – The first 240 trees had been planted at the tree nursery at the Box Cemetery, with a further 250 trees expected to come from funding through the Llanelli Green Spaces Network. The nursery was a dedicated area where young trees (seedlings or saplings) were grown and nurtured until they are ready to be transplanted to their permanent locations, such as our parks and gardens.

Warm Hubs - There were a number of warm hubs which had opened their doors to provide a warm space. Warm Hub People Speak Up, Arts, Health & Wellbeing Hub, Park Street, Llanelli. Monday 10am-1.00pm, Wednesday 10.30am-2.00pm, Thursday 10am-1.00pm and Friday 10am-12.30pm. Jam on Toast was another example at Bigyn Community Centre. The group meets on a Thursday at 10.30am–12.30pm to offer jam, toast and friendship. Llanelli Library also offered warm hub spaces were all were welcome 9.00am – 6.00pm.

Numeracy Week Activities – In late November, officers supported Barclays Bank to deliver Numeracy Week across four primary schools. The sessions focussed on highlighting the importance of mathematics in everyday life and helping pupils understand how numeracy skills support real-world decision-making. Working alongside Barclays had allowed us to provide engaging, practical activities that strengthened pupils' confidence and appreciation of maths, while promoting the value of financial and numerical awareness from a young age.

Strade Youth Leaders - In partnership with Ysgol Y Strade, the Town Council continued to progress with the next cohort of Strade Youth Leaders, aimed at pupils who prefer a more practical approach to coaching and education rather than traditional core subjects. Thirty aspiring young coaches would be selected and subsequently signposted to support local community clubs post project. The scheme attracted over 170 pupil applications, those not selected for the programme would still receive a full day of coaching training, ensuring they benefit from valuable skills and development opportunities.

Darts Sessions - The darts sessions at Bigyn Community Centre, delivered in partnership with Menter Cwm Gwendreath Elli, continued to grow steadily. Participation has increased as local children recognise the sessions as an inclusive and enjoyable activity that brings the community together. Sessions were held on a Wednesday afternoon at Bigyn Community Centre.

RESOLVED - That the information be noted

(2) <u>Policy and Strategic Meetings</u>

Officers were working with partners; examples are

- Llanelli Multi Cultural Network Drop-in Centre Support
- Pentre Awel
- Communities For Work C4W
- Llanelli Community Partnership
- Local Places for Nature CCC
- People Speak Up
- Actif Sir Gar
- Tyisha Community Team

- Menter Cwm Gwendraeth Elli
- Llanelli Green Spaces Network
- Scarlets Community Team
- Primary Schools
- Coleg Sir Gar
- Toy box 2025
- Rural Council Tree Nursery
- Hearts and Crafts
- Llanelli RBL
- Pobl
- Election Reform
- St Pauls Family Centre
- Tyisha Team

RESOLVED - That the information be noted, and actions taken be approved.

79. CROWN PARK ARRANGEMENTS

ARRANEMENTS AT CROWN PARK

Further to Minute No. 63 of the Town Council meeting held on the 1st October 2025, consideration was given to the Town Clerk's report on the consultation event which was held at the Seaside Social Club on the 12th November 2025 in relation to the proposal to place a gate barrier at the entrance of Crown Park from the car park area.

Sadly despite a wide-ranging letter drop (175 properties), turn out for the consultation was low. Attendees fully understood the safety issues. As would be anticipated, concerns raised centered around traffic and parking issues with an anticipated knock-on impact of vehicles being displaced. The need for parking enforcement and police attendance / action was also raised strongly. Written responses received were attached at Annex 1.

Traffic Management issues in the surrounding streets was of course a matter for the Police and County Council. The knock-on issues were also raised at the Llanelli Traffic Management Working Group on the 20th November 2025.

Taking these matters into account, officers remained of the view that it had become necessary, in order to protect pedestrian safety, to place a locked gate at the car park field entrance, keys / code would be provided to Crown Park Association / Seaside AFC, Seaside Social Club and the Coke Can, for emergency access requirements.

Following further consideration of the matter, it was:

RESOLVED – that the Council Leader meets with Councillor S.L. Rees and B.A.L. Roberts to discuss putting in place further Community consultation on the matter.

80. ONE VOICE WALES

The Town Clerk noted that One Voice Wales Annual General Meeting would be held on Wednesday 21st January.

RESOLVED – Councillor P.T. Warlow to be nominated attend the meeting to represent the Town Council.

81. 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 – Town and Community Council's Update;
(2) Dyfed Powys Police and Crime Commissioner – Bulletin;
(3) Llanelli Town Centre Task Force – Minutes of meeting held on the 4th September 2025;
(4) Ymlaen Llanelli – Minutes of Ymlaen Llanelli Board meeting held on the 16th September 2025;
(5) One Voice Wales – E-bulletin;
(6) Llanelly House Trust – Minutes of the AGM held on the 25th November 2024;
(7) One Voice Wales – Newsletter;
(8) One Voice Wales – E-bulletin;
(9) Hywel Dda University Health Board – Information on a briefing session for Community and Town Councils on the 2nd December 2025;
(10) PLTRA – Minutes of meeting held on the 29th October 2025;
(11) Carmarthenshire County Council – Llanelli Healing the Divide Training Sessions;
(12) Hywel Dda University Health Board – Clinical Services Plan, Consultation Report;
(13) Parc Howard Association – Minutes of the meeting held on 27th October 2025.
(14) (copies available to members).
(15) FGen Working Group – Minutes of the Working Group Meeting held on the 5th November 2025;
(16) Carmarthenshire County Council – SLCC Civility and Respect Pledge;
(17) Llanelli Town Council – Christmas Office Closure, Minute No. 93 (3) of the Council meeting held on 4th December 2024 refers;
(18) Llanelli Town Council – Traffic Management Working Group – Minutes of the meeting held on the 20th November 2025.

82. 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.

83. GROUNDS MAINTENANCE SERVICE LEVEL AGREEMENT (SLA)

Further to Minute No. 113 of the Town Council meeting held on the 5th February 2025 and Minute No. 63 of the Building and Finance Committee meeting held on the 10th November 2025, consideration was given to the Town Clerk's report that a review had been undertaken of the Llanelli Town Council Facilities Standard Service Specification as part of the Grounds Maintenance SLA with Llanelli Rural Council.

The review had updated the hours estimated to be carried out at each Llanelli Town Council facility and taken account of additional support being provided to the Council as required by Council service provision.

The Draft Standard Service Specification was attached at Annex 1 for member consideration.

Following consideration of the matter it was:

RESOLVED – that the report is noted and

- the Standard Service Specification be approved and signed by the Town Mayor;

The Meeting concluded at 6.26 p.m

PLANNING, LICENSING AND CONSULTATION COMMITTEE

8th December 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 **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL was held REMOTELY and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 8th December 2025 at 6.00 p.m.

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

APOLOGIES: S. Evans (Deputy Town Mayor), L. Fenris, and J.R. Williams.

33. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

34. 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/10170 2-4 Station Road, Llanelli, SA15 1AB	Change of use of a self-contained office let into a 2-bed residential let and associated work	No Objections.

PL/10217 Former Stebonheath Centre For Enterprise, Stebonheath Terrace, Llanelli, SA15 1NE	Conversion of existing buildings to provide 21 no. affordable units and associated infrastructure works	No Objections but to send the following to County Council: • It was the Committee's understanding that an application of this scale with the number of residential units proposed, should have been subject to a Pre Application Consultation Process. The Committee would wish to receive confirmation of whether this should have been the case and why on this occasion the necessary process has not been followed? • The Committee would wish to note its full support for the correspondence received by the Planning Authority from the Carmarthenshire County Council Education and Leisure Department on the 4th December 2025 in relation to the application and the need for S106 contributions from any proposed development towards open spaces

		and play facilities within the Bigyn Ward. The Committee would note that as the great majority of the play and open space facilities in Bigyn Ward are managed and maintained by Llanelli Town Council, that the Council should be involved in this process at the earliest possible stage.
PL/10215 8 St George, Llanelli, SA15 1JE	Proposed front garden outbuilding. Single storey, externally finished in cedar type cladding to all walls with a EPDM roof finish. Also proposed creation of 2no off-road parking spaces and partial removal of existing boundary hedgerow	No Objections.
PL/10206 City Plumbing Supplies, Trostre Road, Llanelli, SA14 9RA	Installation of fencing and gates within the site	No Objections.
PL/10219 Parc Y Dre, Park Crescent, Llanelli	Removal of existing green fencing panels around skate park and the erection of proposed 1200mm high galvanised steel hoop top fencing and gates to the perimeter of the existing skate park and outdoor paddling pool	Members noted their interest as the application was made by Llanelli Twn Council

35. CONSULTATION

(1) Wales Regional Energy Strategic Plans

Consideration was given to the consultation received the Wales Regional Energy Strategic Plan Methodology (copies of which were previously circulated to members).

RESOLVED – that the Consultation be noted and Members encouraged to provide any comments to the Consultation.

(2) Proposed Prohibition of Waiting at Any Time, Bigyn Road

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed Prohibition of Waiting at Any Time at Bigyn Road (copies of which were previously circulated to members).

RESOLVED – that the consultation be noted and the Council write in support of the application.

(3) Proposed Prohibition of Waiting at Any Time, Rear Lane between Gilbert Crescent and Prospect Place

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed Prohibition of Waiting at Any Time at Rear Lane between Gilbert Crescent and Prospect Place.

RESLOVED – that the consultation be noted and the Council write in support of the application.

(4) Proposed Prohibition of Waiting at Any Time, Old Road

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed Prohibition of Waiting at Any Time at Old Road.

RESLOVED – that the Consultation be noted.

(5) Have your say on policing in Dyfded-Powys

Consideration was given to the consultation received from Dyfed Powys Police and Crime Commissioner.

RESLOVED - that the Consultation be noted and Members encouraged to provide any comments to the Consultation.

(6) Waiting restrictions and street parking places (Llanelli) consolidation (variation No.44) Order 2025

Consideration was given to the consultation received from Carmarthenshire County Council on the intention to create new Disabled Badge Holders Only parking bays at:

a) On the road outside Number 5 Bryndulais Avenue, Llanelli;
b) On the road outside Number 54 Felinfoel Road, Llanelli; and
c) On the road outside Number 60 (and partly outside Number 62) Tunnel Road, Llanelli.

RESLOVED - that the consultation be noted and the Council write in support of the application.

(7) Proposed Revocation of existing Limited waiting bay Mon – Sat 8 am – 6 pm 1 hour no return to Residents Permit Holder Bay Mon – Sat 8 am – 6 pm Andrew Street

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed Revocation of existing Limited waiting bay Mon – Sat 8 am – 6 pm 1 hour no return to Residents Permit Holder Bay Mon – Sat 8 am – 6 pm Andrew Street.

RESLOVED - that the Consultation be noted.

(8) Proposal to construct new road humps in Llanelli HTTR/1991

Consideration was given to the consultation received from Carmarthenshire County Council on the proposed construction of new road humps at various locations in Llanelli.

RESLOVED - that the Consultation be noted.

36. 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 – Road closure information for the Christmas Carnival on the 21st November 2025.
(2) Carmarthenshire County Council – Road closure information for the Christmas Parade on the 6th December 2025.

(3) Carmarthenshire County Council – Notice of the making of an order for a Footpath Diversion Order for public footpath 72/22, Black Bridge, Ropewalk Road.

(4) Carmarthenshire County Council – Notice of a Temporary Suspension of Waiting and Resident Parking Places Order - Upper William Street, Llanelli from Monday 8th December 2025 until Monday 5th January 2026.

The Meeting concluded at 6.20 p.m.

BUILDING AND FINANCE COMMITTEE

8th December 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, 8th December 2025 at 6.23 p.m.

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

APOLOGIES: Councillors A.A. Carter, R. James and B.A.L. Roberts.

64. MEMBERS' DECLARATION OF INTEREST

A Declaration of Interest was made on item 67.1(c) as noted below.

65. FINANCIAL REPORT

(1) BUDGET REVIEW

RESOLVED – that the Income and Expenditure report for the period 1st April 2025 – 30th November 2025, in the sums of £1,155,610 and £1,031,921 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED - that the payment schedule showing Direct Debit Nos. 233 – 268 (inclusive) in the sum of £7,839.72, BACS Nos 220 - 243 in the sum of £24,665.91 and Electronic Payments Nos 381 - 421 in the sum of £110,112.62 respectively, be approved.

66. COMMUNITY CENTRES

(1) HIRINGS

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

RESOLVED – that the information be noted.

67. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANT APPLICATIONS

Councillor S.L. Rees declared an interest in Application 67.1.c, as he is a trustee of Golau Baptist Church, as he saw this as 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) Bwlch Rangers - that a grant of £800 be made
b) Rotary Llanelli - that a grant of £300 be made
c) Renew Wellbeing - that a grant of £300 be made
d) Urdd – Fund for All – application noted
e) Llanelli and District Twinning Association - that a grant of £300 be made
f) 7th Llanelli Rangers - that a grant of £300 be made

(2) LETTER OF THANKS

RESOLVED – that the letter of thanks received from the CASM and Llanelli Green Spaces Network be noted with pleasure.

68. CHRISTMAS TREEE PROVISION 2025

Further to Minute No. 39 of the Committee meeting held on 8th September 2025, consideration was given to the Town Clerk's report which provided an update to members on provision of Christmas Trees in the Community for 2025.

The Community Christmas Trees at:

- The Old Vicarage.
- Havelock Park.
- Llanerch Community Centre.
- Bigyn Community Centre

Were lit on the 21st November 2025, to coincide with the Town Centre Christmas lights for Carnival Evening. In addition, lights were placed on the trees at.

- Roundabout of Firth Road and Queen Mary's Walk.
- Grassed area between Heol Dderwen and Penyfan Road.

Sadly, due to ongoing County Council works, it was not possible this year to place a tree at the Rose Garden project at the junction of New Road and Stradey Park Avenue.

At Llanerch Community Centre, the children of Llanerch Meithrin provided wonderful singing when they joined Ward Councillors for the tree lighting. At Bigyn Community Centre / Penyfan Playing Fields, pupils from Stebonheath School did the same. Thanks were expressed to the teachers for their assistance with these arrangements along with Tesco Trostre for their support.

Funding Support

An application for a grant was made to Carmarthenshire County Council regarding the cost of these trees and was approved, with gratefully acknowledged support of £5,902.41 agreed to be provided.

RESOLVED – that the Committee note the report

69. ARRANGEMENTS FOR THE PUBLISHING OF MEETING RECORDINGS

Further to Minute No. 72 of the Town Council meeting held on the 5th November 2025, consideration was given to the Town Clerk's report that Officers had made enquiries in relation to the arrangements that would be necessary to enable the publishing of Town Council meeting recordings online.

Meetings had been held with Pisys (IT Support contractor) and Steve Chilvers (Web development contractor) to look at how this process could work, taking account of any technical issues along with GDPR requirements. The consensus advice for a possible process to be undertaken should the Town Council wish to implement this suggestion, that was as follows:

- The web developer would be provided with access to a dedicated SharePoint folder where the recordings could be downloaded from the Teams application used by the Town Council.
- The web developer would then cut the recording as necessary (to remove the matters that were considered in private etc).
- The recording would then be placed onto a private YouTube channel (which would not be generally searchable).
- A link to the video would be placed on the Town Council website under the 'Meetings' tab to coincide with publishing of the draft minutes (e.g. within 7 days, giving sufficient time for the web developer to complete the recording editing).
- The recording would be password protected with residents contacting the Town Council for access to be enabled.

Cost would be around £400 for some general works required to the website and an hourly rate for the Web Developer to carry out the editing etc as detailed above (suggested at £40 per hour).

The current use of microphones and laptops continued to be felt to provide for adequate recording quality for meeting recordings, however this would need to continue to be monitored considering any public comments received should the proposal be taken forward (with additional cost implications that would need to be considered). Arrangements would also need to be put in place to take into account the privacy of members of the public (including children) who may attend Council meetings.

It was also noted that Officers had been unable to find examples of other Town and Community Councils publishing meeting recordings as had been proposed for Llanelli Town Council. The matter had also been discussed with One Voice Wales, who are also unaware of other examples.

RESOLVED – the report is referred to the next Full Town Council meeting for further consideration.

70. 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.

71. CRITICAL BLEED KITS

Further to Minute No. 68 of the Town Council meeting held on the 5th November 2025, consideration was given to the Town Clerk's report which provided an update on the provision of Critical Bleed Kits (CBKs) for Town Council Defibrillator Cases.

Provision of the CBKs had been agreed for the 9 Town Council Facilities at:

- Bigyn Community Centre / Penyfan Park;
- Crown Park;
- Glenalla Community Centre;
- Nightingale Court Play Area;
- The Old Vicarage;
- Parc Howard Bowling Pavilion;
- Penygaer Playing Fields;
- Selwyn Samuel Centre / Peoples' Park;
- Stebonheath Park.

Prices had been sought for the kits with findings as follows (prices per unit):

- St Johns Ambulance £84.99
- Turtle Medical £85.00
- Daniel Baird Foundation £85.00

- Heartbeat Trust £95.00
- Medisave £97.99

It was anticipated that should these be approved for purchase, that the units could be available for installation by the end of the calendar year.

Town Council suppliers had also been contacted to provide an opportunity to sponsor the kits. Thus far, the following suppliers would be supporting the campaign, TAD Builders, Martin Taffetsauffer Building and Civil Engineering, Dyfed Alarms, RT Electrics, RT Davies and Sons, Lewis Partnership and Penfro Consultancy.

Officers had also spoken to the Heartbeat Trust who would be able to provide free training events on the use of CBKs and Defibrillators for the Town Council at Community Centres without charge.

It was therefore proposed to arrange training events at:

- Old Vicarage (for Councillors and Staff) 5-6pm 7th January 2026
- Bigyn Community Centre (public) 6-7pm 21st January 2026
- Llanerch Community Centre (public) 6-7pm 11th February 2026
- Wesleyan Community Centre (public) 6-7pm 24th February 2026
- Paddock Street Community Centre (public) 6-7pm 16th March 2026

Following further consideration and as a result of the additional benefit of the training events and the small (£90) total difference in cost, it was

RESOLVED – that the report be noted and

- the services of the Heartbeat Trust be utilised for the provision of CBKs and training at Llanelli Town Council Community Centers.

The Meeting concluded at 6.46pm

ESTABLISHMENT COMMITTEE

8th December 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 Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 8th December 2025 at 6.50 p.m.

PRESENT: Councillors D.Ll Darkin (Leader of the Council, Chair), S. Greaney, G.R. Lloyd, N.J. Pearce, A.S.J. McPherson, P.T. Warlow.

APOLOGY: Councillor S.A. Curry, S. Evans (Deputy Town Mayor), A. Lochrie and J.R. Williams.

1. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

2. 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.

3. TOWN COUNCIL STAFFING ARRANGEMENTS

Further to minute 14 of the Establishment Committee meeting held on the 7th April 2025, consideration was given to the Town Clerk's report providing an update on the Town Council Staffing arrangements.

1. Office Cleaning Position

Following carrying out the position of Llanerch Community Centre Caretaker on a trial basis successfully, Victoria Jones had taken on the role of Office Cleaner. Thanks are noted to the Town Council Administrative Officer for previously covering out the cleaning role in addition to her full time role with the Council.

2. Town Council Community Centre Caretakers

The Town Council was noted to employ a number of part time Caretaker staff members with coverage currently in place being as follows:

- Kelvin Painter Bigyn Community Centre
- Kelvin Painter Glenalla Community Centre
- Kevin Tucker Llanerch Community Centre
- Vicky Jones Paddock Street Community Centre
- Kevin Tucker Wesleyan Community Centre

Lakefield Community Centre – With the low level of hirings for this facility, the building was covered by the Town Council Park Keeping team for the time being. This would continue to be monitored.

3. **Paddling Pool Attendants**

Paddling pools remained open for the Summer Holiday period from late July until the end of August. The Town Council employed a number of staff for the temporary Paddling Pool attendant cover. A training programme was undertaken as part of an induction process for each individual along with completion of a DBS Check.

4. **Staff Appraisals**

Annual Appraisals had been carried out for all staff for the 2024-25 year.

5. **Head Groundsman**

The Head Groundsman underwent surgery in late July, this would entail a long period of convalescence, members would be updated on an expected date of return to work. Arrangements continue with the Park Keeping Team and Grounds Maintenance Partner, Llanelli Rural Council for covering the upkeep of Stebonheath Park pitch.

6. **Park Keeper Supervisor**

JL was promoted for a 6 month period to the position of Park Keeping Supervisor from the 1st April 2025. This had proved to be a successful change and was recommended to be extended until the return of the Town Council Head Groundsman, where the matter would again be reviewed.

RESOLVED – That the Committee note the report and approve the actions undertaken and proposed.

4. STAFF PERFORMANCE

The Town Clerk updated the Committee on an ongoing matter of Staff Performance.

RESOLVED – That the matter continue to be monitored.

5. TOWN COUNCIL MATERNITY ARRANGEMENTS

Consideration was given to the Town Clerk's report that the Town Council Administration and Finance Officer had made the Council aware that she was pregnant with an expected week of childbirth at the end of March 2026. The Committee wished to congratulate the Officer on this news. Arrangements were therefore being considered in order to provide for necessary cover during her Maternity Leave period with a further report to follow.

The arrangements relating to the Town Council Maternity Policy were noted to be set out in the Employees Handbook and had been brought to the staff members' attention.

The Committee considered the matter further and;

RESOLVED – That the matter be noted.

The Meeting concluded at 7.00 p.m.

STEBONHEATH DEVELOPMENT COMMITTEE

17th December 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 **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI on Wednesday, 17th December 2025 at 6.00 p.m.

PRESENT: A.R. Bragoli (Chair), M.D. Cranham J.P., S. Greaney, P.T. Warlow (Vice-Chair), A.C. Williams and S. Williams (Substitute for Councillor S.L. Rees).

APOLOGY: D.Ll. Darkin (Leader of the Town Council), L. Fenris, G.R. Lloyd, R. James, J.E. Jones J.P (Town Mayor), S.L. Rees and J.R. Williams.

22. MEMBERS' DECLARATIONS OF INTEREST

No Declarations of interest were made.

23. 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 2025 and 30th November 2025, in the sums of £23,129 and £105,529 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be approved.

24. STEBONHEATH PARK DEVELOPMENTS

Further to Minute No. 20 of the Committee meeting held on the 15th October 2025, consideration was given to the Town Clerk's report providing an update on developments at Stebonheath Park.

1. Floodlights LED Upgrade

Works were ongoing with the LED upgrade of the floodlights at Stebonheath Park. It was noted that following an inspection with the crane hire company at site, it was agreed that due to health and safety concerns relating to uncertainty with the weight of the lighting columns, to bring in a larger crane than originally anticipated to undertake the lowering of the columns. This had entailed a higher hiring cost than that originally quoted.

It was also noted that, unfortunately, the work programme had met a difficulty. Following the lowering of the lighting columns at Stebonheath Park, it was noted

by the manufacturing company that the condition of the columns would mean that it would not be possible to install the new LED lighting units onto the current column structures.

It was therefore necessary to order new lighting columns to replace the previous structures. All other costs in relation to base plate repairs and electrical works remained unchanged and continued to be necessary.

However, overall an additional £40,000 was unavoidably added to the cost of the project. Full details on all these issues was made available to members. A final report would be provided to the Committee with any further changes to be confirmed.

The issue had also had an unavoidable impact on the installation programme and with the Christmas shut down period, the stadium would now remain closed for an additional month to Week Commencing 19th January 2026.

2. Dug outs

The Town Council had been informed that installation of the new FAW funded replacement dug outs at the stadium was due to be completed during January 2026.

3. Safety Report and Works

Completion of the Safety Report Works by the agreed contractor was awaited.

Following further consideration of all matter arising it was:

RESOLVED - that the report be noted and

- the actions taken and proposed be approved;

The Meeting concluded at 6.10 pm