

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

LLANELLI TOWN COUNCIL

MINUTES

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SELWYN SAMUEL CENTRE COMMITTEE

7th February 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 **SELWYN SAMUEL CENTRE COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at the Old Vicarage, Town Hall Square, Llanelli on Wednesday 7th February 2024 at 5.00pm.

PRESENT: Councillors A.S.J. McPherson (Chair), A.R. Bragoli, S.A. Curry (Vice-Chair), D.Ll. Darkin (Leader of the Council) (substitute for Cllr. J.R. Elliott), J.E. Jones J.P., A. Lochrie, G.R. Lloyd, N.J. Pearce (Town Mayor), B.A.L. Roberts, P.T. Warlow (Deputy Town Mayor), and J.R. Williams (Substitute for Cllr. S. Greaney).

APOLOGIES: Councillors, A.A. Carter, J.R. Elliott and S. Greaney

14. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

15. 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 2023 and 31st January 2024, in the sums of £32,077 and £64,181 respectively (copies having been previously circulated to members).

RESOLVED – that the report be noted and approved.

16. COMMUNITY TRANSPORT SCHEME

Further to minute No. 11 of the Committee meeting held on the 6th September 2023, consideration was given to the Town Clerk's report on the Community Transport Scheme Electric Charging points at the Selwyn Samuel Centre.

The project continued to see vehicles being charged by the Community Transport Scheme at the Centre with electrical use as follows:

	Dolen Teifi (35p per unit)	Public Use (70p per unit)
July	478 units	
August	344 units	155 units
September	136 units	97 units
Income	£511.35 plus VAT	

	Dolen Teifi (35p per unit)	Public Use (70p per unit)
October	806 units	274 units
November	243 units	58 units
December	406 units	5 units

Income £745.51 plus VAT

RESOLVED – that the information be noted.

17. BOWLS CLUB

Further to minute No. 9 of the Committee Meeting held on the 6th September 2023, Members received for information the minutes of the meeting held with the Llanelli Indoor Bowls Club on the 11th December 2023 (copies having been previously circulated to members).

RESOLVED – that the minutes be noted.

18. 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.

19. CONCESSIONAIRE AGREEMENT

Further to Minute No. 13 of the Committee meeting held on 6th September 2023, consideration was given to the Principal Officer's report providing an update in relation to the Selwyn Samuel Centre Concessionaire agreement.

Discussions were noted to be continuing with the agreed contractor Anyone Waiting in relation to a formal agreement for the contract awarded from 1st April 2024. Once agreed, this would be drafted for signature by the Town Council Legal Representatives.

It was further noted that Anyone Waiting were currently in arrears in relation to payment of their current agreement which was to come to an end in March 2024. As of the 1st February, the sum of these arrears was £3,876.84. This included the sum of £2,000 (inclusive of VAT) which related to agreement charges for the months of February and March 2024.

Consideration had therefore been given to the matter by the Town Council Legal Representatives.

Following detailed consideration of the matter it was:

RESOLVED - To give 21 days' notice under clause 7.2 of the agreement that they were in breach of their current agreement and requiring payment within those 21 days. Should these payments not be received to then consider moving forward with terminating their current agreement.

The Meeting concluded at 5.12 p.m.

LLANELLI TOWN COUNCIL

ORDINARY MEETING

7th February 2024

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 7th February 2024 at 6.00 p.m.

PRESENT: Councillor N.J. Pearce (Town Mayor) (Presiding)

Councillors

Bigyn Ward

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

Elli Ward

Glanymor Ward

L. Fenris
J.E. Jones, J.P.
S.L. Rees
B.A.L Roberts

Lliedi Ward

A.R. Bragoli
A. Lochrie

Tyisha Ward

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

APOLOGIES: Councillors, A.A. Carter, S. Evans, S. Greaney and R. James

97. MEMBERS' DECLARATIONS OF INTEREST

Declarations of interest were made on item 106.

98. PUBLIC PARTICIPATION

Further to Minute No. 88 of the Town Council meeting held on 10th January 2024, the Town Mayor (Councillor N.J. Pearce) noted that no members of the public were in attendance at this meeting.

98. 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	13 th December 2023	178 - 179
Llanelli Town Council Ordinary Meeting	10 th January 2024	180 - 188
Planning, Licensing and Consultation Committee	15 th January 2024	189 - 191
Building and Finance Committee	15 th January 2024	192 – 197
Stebonheath Development Committee	22 nd January 2024	198 - 203

99. COUNCILLOR VACANCY

The Town Clerk reported a Vacancy in the office of a member of the Elli Ward of Llanelli Town Council following the resignation of J.P Jenkins. It was noted that the Notice of Vacancy had been advertised, and an election would be held on 6th March 2024.

RESOLVED – that the information be noted.

100. COMMUNITY DEVELOPMENT AND ACTIVITY

Further to Minute No. 91 of the Town Council meeting of 10th January 2024, consideration was given to the Principal Officer's Community Development report (copies having been previously circulated to members). The report dealt with the following:

(1) Updates and Activities

Community

Cook / Skills 24 – Officers continued to support Cook24 connecting to 8 primary schools. The project launched on the 26th January with food stalls at the Antioch Centre where the project is now based for the remainder of 2024. The launch was well attended.

Penygaer / Crown Park / Community Sensory Garden – Members, Officers and volunteers had completed phase 1 of the Penygaer Sensory Garden. Phase 2, the play project would be consulted upon with the Penygaer and Ysgol Dewi Sant schools in February.

Climate Change Conversation – Officers were supporting the delivery of the Climate Change Conversation which was held in Ty Gwyn on the 30th January. The conversation would be part of a wider conversation in Wales and was facilitated by Foothold Cymru.

Town Centre Plastic project – The project was part of the wider Zero Waste Llanelli project of which the Town Council was an alliance member. James Dovey was the project lead and would be opening the new project shop 1 Stepney Street (EE Shop). The plastic project would be recycling bottle tops, hard plastics designing, making and selling items. The pop-up shop would be in place until March 2024.

Dementia Coalition – Officers helped to facilitate the pilot Cradle Dementia Choir in the winter of 2023. It was noted that the Cradle Choir would now be funded by The National Opera Wales for a further year and started on Tuesday 30th January and would run every Tuesday at 2.00pm at Y Ffwrnes Theater.

RESOLVED - That the information be noted.

Meeting goals 1, 2, 3, 4, 5,6 and 7 of The Wellbeing of Future Generation Act 2015.

(2) Policy and Strategic Meetings

Officers were working with partners; examples include meetings that had been held with:

- Cook / Green 24 project launch
- Zero Waste Alliance
- Llanelli Multi Cultural Network Drop-in Centre Support
- Penygaer School
- Penrhos School
- Stebonheath School
- Coedcae / Strade Schools
- Llanelli Good Shed
- Llanelli Community Partnership
- Llanelli Green Network
- Selwyn Samuel Centre Bowls Group
- Tesco Trostre
- Antioch Centre
- Dementia Cradle Choir
- Junior Young Traders Project, Llanelli Town Centre
- Lantern Parade meeting

- Tyisha Regeneration project
- Making Change, transforming health services Local Health Board

Strategic Work Programme Reviews

- The Principal Officer continued to meet with colleagues and support the development of Pentre Awel and Tyisha Regeneration project.
- Officers continued through February and March to review the end of year Community Development Strategy, Biodiversity Strategy, training plan and the Annual report for the Town Council.
- The Principal Officer continued to meet with the *Making Change*, social module Local Health Board, transforming health service Carmarthenshire looking at place-based health delivery.

(3) Dates for Diaries, Community Activity examples for February / March 2024

Community activity-

- Pancake day Race, 13th February, times to be confirmed
- 14th February 10.00am 1.00pm free family fun day Ffwrnes Theater
- 14th February 12.00pm – 3.00pm Llanelli Superhero Day
- 17th February Llanelli Library *What Home Means To Me*, crafts, music and Arts
- 1st March – Children parade Llanelli Town Centre, times to be confirmed
- 5th March Welsh Community Cooking evening, 5.00 pm Ty Gwyn
- 27th March 12.00pm - 3.00pm Llanelli Cartoon Capers, Llanelli Town Centre.
- Hearts and Crafts Paddock Street, 2.00pm – 3.30pm Mondays, all are welcome.
- Mondays, Fan group meeting Llanelli Goods Shed 10.00am-11.30am
- Mondays, Age Cymru 50+ Carers Group 11.00am-12.30 Llanelli Goods Shed
- Dementia Cradle Choir – Tuesdays 2.00pm Ffwrnes Theatre
- Multicultural Network every Tuesday from 10.30am - 12.30pm at EJs.
- Young People Speak Up drop-in every Wednesday 5.00pm – 7.00pm - at the Ffwrnes Fach.
- Story Care and Share – gathering and connectivity project, 11.00am every Wednesday at the Ffwrnes Fach.
- Wednesday, The Craft Shed at the Goods Shed 11.00am – 12.30pm
- Cosy Coffee at The Vestry Llanelli every Thursday 10.00am – 3.00pm
- Morfa Youth Drop-in – Thursday, Bwlch Community Centre 4.00pm – 6.00pm. TBC
- Men in Conversation every Thursday, 10.00am to 3.00pm – 4.30pm at the Ffwrnes Fach.
- People Sing Up every Thursday 10.30am – 12.00pm at the Ffwrnes Fach.
- Thursdays, Magpies 50+ Group, Goods Shed 11.00am
- Young people up youth drop-in Ffwrnes Fach Wednesday 5.00pm -7.00pm and Tuesday 3.30pm- 5.00pm.
- Elevenses dementia project 11.00am – 12.30pm Fridays at the Ffwrnes Fach.
- Neuro project fortnightly Fridays at the Ffwrnes Fach 1.30pm- 2.30pm

- Homeless provision being provided in Llanelli (however may be subject to change):
- Ty Gwyn continue to support on a Saturday evening as a warm hub – 5.30pm – 7.00pm.
- Greenfield Baptist Church on a Wednesday.
- Sospan Soup Station are supporting on a Sunday night as a food station but also as a food hub at the Vestry Kings Church 5.30pm – 7.00pm.

101. SPORT, YOUTH AND ACTIVITY OFFICER'S REPORT

Further to Minute No. 92 of the Town Council meeting of 10th January 2024, consideration was given to the written report of the Sport, Youth and Activity Officer (copies having been previously circulated to members). The report dealt with the following.

Review of service provision in Llanelli, Meetings, Gaps, and Opportunities.

The Sports, Youth and Activities programme included an update on action taken and being developed in line with the Future Generation Act and targets goals set by Carmarthenshire Public Service Board for 2024.

(1) Community & School Activities

- **Actif Over 60's Chair Activities** – In partnership with Actif Sir Gar the SYAO had liaised with the 60+ officer from the County Council to develop free taster session at Wesleyan Hall throughout January to see if there was a demand for the group.
- **Schools Sessions** – Sessions and activities continued to thrive at Stebonheath School. This had developed and broadened the primary schools' teachers' ideas and perception with regards to physical education lessons. This had helped to provide and establish links with school sport and community sport. Teachers were now incorporating maths components such as measurements and distances with the foam javelins the SYAO brought into sessions.
- **Strade Youth Leaders** – The Young Leaders had shown an interest in opportunities that were available with Front Runner Events. Various roles would be available to the Young Leaders on the days of the 'Elli 10k' and 'Llanelli Half Marathon'. In addition, they would be attending the finals inter-school bowls day.
- **Cymru C vs England C** – After lengthy discussions with the Football Association of Wales (FAW), it had been decided that they would play their bi-annual game at Stebonheath Park. This was a great opportunity for the Town Council and Llanelli Town AFC to showcase the good work in the community that was ongoing and the stature of the ground. The game was expected to host over 600 spectators. It was hoped that the fixture would allow the FAW to see the ambitions of the Town Council in relation to Stebonheath Park
- **Nursery Sessions** – Nursery & Toddler sessions had been begun with Cylch Meithrin Llanerch, with St Pauls & Morfa Family Centre due to be confirmed. This supported the nursery and family centre staff in delivering activities to

promote *keeping active and healthy*. The project would work to tackle the rising percentage of childhood obesity levels within Llanelli which had been noted by the support services.

- **Ysgol Maes Y Morfa Rugby Sessions** – Following from a meeting, a rugby after school session for those that had expressed interest in rugby had started, around ten children had attended and welcomed the session as there was a lack of afterschool rugby sessions being offered.
- **Carmarthenshire Sports Network** – Llanelli Town Council had been invited to take part in the new Carmarthenshire Sports Partnership. The new ‘Sports Partnership’ would see five sport partnerships spanning across Wales. Llanelli formed part of the Southwest Wales region. Officers had expressed interest in chairing the subcommittee based on initiatives that focused on Developing Young Leaders / Ambassadors programme.
- **February Half Term Provision** – A timetable of activities would be published on the Town Council’s social media which would include sessions, along with working in partnership in the WRU’s Fit, Fed & Fun camp in Ysgol Penrhos. Session timetables would also be shared with the local schools in Llanelli.
- **People Speak Up Sessions** – January saw Officers support the over 50’s sessions with PSU in the Ffwrnes Fach. Members of the group benefited from the chair activities, with their mobility being improved. Session plans / exercises were given so that the exercise could also be carried out in the comfort of their own home. Healthy lifestyle choices were also discussed with an open forum to identify barriers people face in the Committee.
- **Dydd Gwyl Dewi Parade** – Activities were being planned for the parade around the Town Centre with Menter Cwm Gwendraeth Elli. 9 schools and family centres would take part in this years’ planned activities.
- **New Sporting Equipment** – The recent successful SPF application would see new football & rugby posts in the Councils Playing Field areas. Consultation was being carried out with the clubs and organisations as well as the consultations with school regarding adventure play.

RESOLVED - That the information be noted.

(2) Activities Planned Short Term / Long Term

Sporting activities were being developed with planned short term and long-term activities working independently and in partnership with others as follows:

- Football sessions held weekly Monday’s 4.00pm – 5.00pm at the Cruyff Court in Penyfan;
- New Year, New Me’ scheme first Tuesday of the month, EJs.
- Syria Sir Gar Football weekly session Wednesday’s 5.00pm - 6.00pm Cruyff Court in Penyfan;
- Welsh Rugby Fit Fed & Fun Camp – 15th February at Ysgol Penrhos
- Scarlets Rugby Festival 22nd February at Coleg Sir Gar
- Actif Sir Gar Sports Awards 22nd February at the Ffwrnes Theatre
- Elli 10k – 25th of February at the Coastal Path near North Dock

- St David Day March Through – 1st March
- Bowls Inter School Final – 7th March

RESOLVED - That the information be noted.

(3) Communication and advertising

The activities were being made available will be advertised on the Town Council social media, website and via posters. In addition to emails being sent to eight primary and two secondary schools.

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

102. TOWN COUNCIL 50TH ANNIVERSARY

Further to Minute No. 50 of the Well-Being of Future Generations Working Group meeting held on the 15th January 2024, consideration was given to events that could be undertaken during the 2024-25 year to mark the 50th Anniversary of the Town Council's founding in 1974. Events and activities were suggested that would promote the Town Council's history, partnerships and services provided to the Town of Llanelli.

These included:

Mayoral Events

- Reception for former Town Mayor's, Town Clerk's, Town Councillor's and Staff;
- Community Awards Evening celebrating Community Activity over the previous 50 years.

Town Council Public Face

- Update for the Town Council website, Facebook / Instagram pages and email signatures to note the anniversary;
- Update of page contents including provision of a 'democracy' page and online resource.

Selwyn Samuel Centre

- Mayoral Charity Concert;
- Bowls Tournament event with the Llanelli Indoor Bowls Club.

Parks and Playing Fields

- Community picnic / Garden Party during the Summer period 2024.

Community Centres

- Community activity week with organisations making use of the community centres.

Stebonheath Park

- **50-year celebration Sports engagement week – Currently Schedule for the week of 13th – 19th May**
 - Tuesday 14th May – Mini Olympic school years 3 / 4 – 10;
 - Golf Wales (off pitch), handball (LTC), rugby (scarlets) boxing (fitness Stallion boxing), basketball (Basketball Wales), Races (Welsh Athletics), Throwing LTC/AWP;
 - Wednesday 15th May - Euro Football Day – year 5/6 – 15 schools – supporting local football clubs;
 - Thursday 16th May – Scarlets and Town Council, year 2/3 Rugby Festival – with Coleg Sir Gar;
 - Sunday 19th May – Disability Football Tournament.

Town Centre Event

- Possible Town Centre Event in partnership with Ymlaen Llanelli / Llanelli BID to co-incide with the Great Get Together in mid June to include a family fun day in the Town Centre and possible competitions for a wide range of activities such as arts, cookery, flowers etc.

Twinning

- **Invitation to Agen Council to visit Llanelli** – Suggested for the last weekend in June to co-incide with the Town Centre 80s Festival and Armed Forces Day.

Other Considerations

- **Former Town Council Flower Festival** – Possibility of a resurrection on a one-off basis of the festival, this could form part of the Town Centre Event suggested above.
- **Stebonheath Stadium** – Llanelli Town AFC were noted to be looking at a possible friendly match with a topflight side to mark the 100th anniversary of Stebonheath Stadium.
- **Selwyn Samuel Centre** – The Llanelli Indoor Bowls Club had been successful in their bid for the BIIBC Internationals and Championships in March 2025.

RESOLVED – that the proposals be noted, and approval given for further work by Officers to confirm a finalised programme of events.

103. MATTERS FOR INFORMATION

RESOLVED - that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) **Well-being of Future Generations Working Group** – Minutes of meeting held on 15th January 2024.
- (2) **Llanelli Traffic Management Working Group** - Minutes of meeting held on 16th January 2024.
- (3) **One Voice Wales** – Training Dates for January, February & March 2024.

- (4) **Dyfed Powys Police and Crime Commissioner** – St David’s Day Conference 2024.
- (5) **Llanelli Railway Goods Shed** - Quarter 4 Newsletter.
- (6) **Carmarthenshire County Council** – Update on the Public Spaces Protection Order.
- (7) **One Voice Wales** – Information on Use of IT, Websites and Social Media Training.
- (8) **Cyber Resilience Centre for Wales** - January 2024 newsletter.
- (9) **Llanelli Railway Goods Shed Trust** – Update.
- (10) **Older People’s Commissioner for Wales** - Report ‘Access denied – Older people’s experiences of digital exclusion in Wales’.
(copies having been circulated previously)

104. 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.

105. PENYBIGYN COMMUNITY CENTRE

Consideration was given to the Town Clerk’s report that noted that the former Penybigyn Community Centre at Bigyn Road was leased to Carmarthenshire County Council on the 1st August 2023 for a 21 year period.

The rental was originally set at a ‘peppercorn’, this was in recognition of the work intended to be undertaken by the County Council to transform the former building to provide additional facilities for Bigyn Primary School. The building had thereafter been used as a Meithrin and was an integral part of the school facility.

With the lease end date nearing, contact had been made with the County Council in relation to their intentions for the building. It was confirmed that it was very much the wish of the School and County Council to retain the building. The Town Council consultant valuers, Lambert Smith Hampton were therefore contracted to provide options on the matter with the following findings;

- Market Rent £12,000
- Market Value £77,500 (with sitting tenant)
- Market Value £120,000 (with vacant possession).

These values were provided to the County Council in late 2022 for consideration. Following visits to the school and further discussions on the matter. The County Council had advised the Town Council of their views as follows:

The preferred option is for a purchase of the Freehold of the centre including the adjacent parking area, timed to coincide with lease end in July this year.

From our valuation exercise we confirm we can support this at a price of £120,000 (One Hundred and Twenty Thousand Pounds). We are instructed to proceed at this figure but no higher.

It was noted that:

- The County Council had therefore met the Town Council Consultant Valuers previously assessed valuation of the property;
- Bigyn Primary School were very keen to retain the property and had noted their preferred option of the purchase of the building;
- The Town Council had no current use for the building as the preference had been to develop Community Centre facility at the nearby Penyfan Playing fields;
- This capital receipt could be utilised to support the costs of the proposed development at Penyfan Playing Fields through the creation of an earmarked reserve.

RESOLVED – that the sale be approved of the freehold of Penybigyn Community Centre to the County Council at the price of £120,000, with these funds to then be placed in an earmarked reserve towards the Penyfan Community Centre project.

106. GROUNDS MAINTENANCE SLA

Further to Minute No. 26 of the Council meeting held on 19th May 2022 where members approved the Service Level Agreement (SLA) between Llanelli Town Council and Llanelli Rural Council for Grounds Maintenance Services for the 2022-23 Financial Year. Consideration was given to the Town Clerk's report.

The SLA continued to provide for the ground's maintenance costs (labour and materials) at the Town Council's parks at Crown Park, Havelock Park, Llanerch Field, Peoples' Park, Penyfan Park, Clos Yr Ysgol, Morfa Park, Nightingale Court, Llanerch Field and Penygaer Playing Fields as well as investment in new machinery and equipment. The SLA would also provide for some grounds maintenance works at other Town Council sites as and when necessary, such as at Stebonheath Park.

As with the present machinery and equipment portfolio the Town Council would retain 50% ownership of all purchases.

For the 2024-25 year, under the updated SLA, the Personnel Costs would be £69,941 which took into account 4,214 labour hours p.a. (full costs associated with two employees, Employers N.I. and Pension costs).

The Management Fee (back-office costs equating to 421 hours p.a.) would be £10,187.

Other costs covered by the SLA for 2024-25 included:

Vehicle and Machinery Maintenance	£21,905
Materials for Ground Maintenance	£20,475
Other employee costs	£3,350

There was also provision for the purchase of additional capital equipment with a 50% contribution cost of £4,475.

The Rural Council would therefore continue to provide the service for 2024-25.

RESOLVED – that the actions taken were noted and endorsed for approval.

107. PENYFAN COMMUNITY FACILITY

Councillors D.LI. Darkin and L. Fenris declared a personal interest in this item, as they have contacts employed for Wernick Building Ltd, as they considered this to be a prejudicial interest they therefore withdrew from the meeting prior to the discussion and voting thereon.

Further to Minute No. 95 of the Town Council meeting held on 10th January 2024, members received a copy of the consultant quantity surveyor of the tenders received of the modular building, costings were received as follows:

- | | | |
|----------------------------------|-----------|-----------------|
| • Portakabin Ltd | £300,000 | Budget Estimate |
| • Wernick Building Ltd | £306,329 | |
| • Carlton Building Solutions Ltd | £311,733 | |
| • Willbox | No return | |

Following detailed consideration of the matter it was:

RESOLVED

To approve in principal the price received from Wernick Building Ltd, pending receipt of the planning permission along with the estimated expenditure of the ground works and other works required to complete the project.

108. SELWYN SAMUEL CENTRE

The committee received a verbal update from the Principal Officer, it was noted that Llanelli IBC had been selected to hold the WIB finals in April 2024 and the BIIBC Internationals and Championships in March 2025.

The meeting concluded at 6.25pm

EX-TOWN MAYORS' COMMITTEE

19th February 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 **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL was held REMOTELY and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 19th February 2024 at 5.00 p.m.

PRESENT: Councillors D.Ll. Darkin (Leader of the Council) (Chair), M.D. Cranham J.P., J.E. Jones J.P and P.T. Warlow (Deputy Town Mayor).

ALSO PRESENT: Councillors N.J. Pearce (Town Mayor) and J.G. Prosser.

APOLOGIES: None.

1. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

2. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matter 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 MAYOR – ELECT 2024/2025

Further to Minute No. 3 of the Committee meeting held on 16th February 2023, the Chair welcomed Councillor J.G. Prosser to the meeting. It was noted that copies of the Mayoral Handbook had been previously circulated to all attendees.

Members were informed that this meeting offered members the opportunity to pass on their advice and experiences to the Mayor Elect together with an opportunity for Councillor Prosser to ask questions.

Councillor Prosser confirmed that he was fully aware of the requirements and obligations of the office and was delighted to be offered the opportunity to serve his community as Town Mayor during the 2024/25 municipal year.

The Chair (Councillor D.Ll. Darkin) and members extended their congratulations and best wishes to Councillor Prosser who then returned thanks for their valuable assistance and advice. Members were informed that the Town Clerk would now meet with Councillor Prosser to go through the Mayoral Handbook in more detail.

4. ANNUAL MEETING

Further to Minute No. 4 of the Committee meeting held on 16th February 2023, members were informed that arrangements were being made for the Annual Meeting to be carried out on Wednesday 8th May 2024 with a reception being provided in the Lliedi Suite.

A further meeting of the Ex-Town Mayor's Committee will be held if necessary to finalise these arrangements.

Payment of the remuneration of the Town Council Mace Bearer Mr. Peter Killick was approved as £150.00 for the 2024 year.

RESOLVED – that the information be noted.

The Meeting concluded at 5.10 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

19th February 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, 19th February 2024 at 6.00 p.m.

PRESENT: Councillors D.Ll. Darkin (Chair), M.D. Cranham (Substitute for Councillor T. Davies), L. Fenris, S. Greaney (Substitute for Councillor S. Evans), J.E. Jones, J.P., A. Lochrie, A.S.J. McPherson, N.J. Pearce (Town Mayor) (Vice-Chair), J.G. Prosser, S.L. Rees, and J.R. Williams.

APOLOGIES: Councillors, T. Davies and S. Evans

45. DECLARATIONS OF INTEREST

No declarations of interest were made.

46. 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/07078 42 Stepney Street, Llanelli, SA15 3TR	Replacement of existing ground floor shopfront	No Objections.

<p>PL/07069 Unit 1 Sandy Bridge, Llanelli, SA15 3EU</p>	<p>Proposed extension to Unit 1 - Carpet and Furniture Warehouse</p>	<p>No Objections.</p>
<p>PL/07100 Telecommunication Mast 3774, Llanelli, SA15 1DN</p>	<p>Proposed removal of the existing 20.0m Lattice Tower and 6No. antennas. Proposed installation of a 24.0m Lattice Tower on concrete base, 6No. Antennas, 1No. ?600 Dish and 1No. GPS Module. Existing 3No. 300? Dishes to be relocated to new tower legs and associated ancillary works. Existing equipment cabin to be refreshed internally.</p>	<p>No Objections.</p>
<p>PL/07024 36A Swansea Road, Llanelli, SA15 3YT</p>	<p>Proposed change of use from cafe to tattoo studio, alterations to external finishes and reinstatement of side window.</p>	<p>Objections on the following basis:</p> <ul style="list-style-type: none">• The proposed development would not be in keeping with the current use of the properties in the surrounding area and is therefore in contravention to policy GP1 a.• The proposed development would have a significant impact on the parking facilities in the area and is therefore in contravention to policy GP1 d. and GP1 h.

<p>PL/07135 16 Vaughan Street, Llanelli, SA15 3UE</p>	<p>This application is made to support the decommission of this Bank. The intention externally is the: removal of existing external signage and branding; removal of existing branch nameplate; removal of existing CCTV camera with dome; removal of external ATM in front elevation and existing aperture to be infilled with stonework to match existing; removal of existing bed box in rear elevation and existing aperture to be sealed with new stainless steel metal plate to match existing; removal of existing ADT alarm box; existing letter box to be sealed internally; existing 2 no night safe face plate retained and Barclays Bank texts concealed with small metal strips, bonded to the faceplate, and finished to match existing metal work. The intention internally is the: removal of internal counters; removal of all internal furniture; removal of modern stud partition behind counter area.</p>	<p>No Objections.</p>
<p>PL/07145 16 Vaughan Street, Llanelli, SA15 3UE</p>	<p>This application is made to support the decommission of this Bank. The intention externally is the: removal of existing external signage and branding; removal of existing branch nameplate; removal of existing CCTV camera with dome; removal of external ATM in front elevation and existing aperture to be infilled with stonework to match existing; removal of existing bed box in rear elevation and existing aperture to be sealed</p>	<p>No Objections.</p>

<p>PL/07165 12-14 Cowell Street, Llanelli, SA15 1UU</p>	<p>with new stainless steel metal plate to match existing; removal of existing ADT alarm box; existing letter box to be sealed internally; existing 2 no night safe face plate retained and Barclays Bank texts concealed with small metal strips, bonded to the faceplate and finished to match existing metal work. The intention internally is the: removal of internal counters; removal of all internal furniture; removal of modern stud partition behind counter area.</p> <p>Additional Ground Floor Flat</p>	<p>No Objections.</p>
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47. CONSULTATIONS

(1) Polling Districts and Polling Places Review

Consideration was given to the consultation from Carmarthenshire County Council on the Polling Districts and Polling Places Review, Minute No. 31 of the committee meeting held on the 6th November 2023.

Following detailed consideration of the matters arising in the consultation it was:

RESOLVED – that the Town Council would again respond to the consultation with comments raised previously as follows:

- TYIA – Tyisha Electoral Ward – Confirmation to be provided to the County Council that as previously noted, the Llanelli Town Council Community Centre at St Barnabas Community Centre, Llewellyn Street was under lease to the Town Council. The lease would come to an end in September 2024 and the decision had been made not to renew this agreement. It was therefore likely that the Community Centre would close during Summer of 2024.
- TYIE and TYIF – Tyisha Electoral Ward - Bigyn Primary School Nursery, Penybigyn – The Town Council wished to note it’s concern in relation to the

suitability of this polling station due to its location at the top of a hill leading to concerns in relation to accessibility. The Town Council believed that an alternative location should be sought for the polling district polling station. During the discussion on the matter Waddles Court was raised as a possible alternative location along with other suggestions. However, it was suggested that a review be undertaken to locate an alternative facility.

(2) Carmarthenshire County Council

Consideration was given to the consultation from Carmarthenshire County Council on the Primary Rising 4s Policy 2025/26.

RESOLVED – that the consultation be noted.

(3) Carmarthenshire County Council

Consideration was given to the consultation from Carmarthenshire County Council on a location for a Town Centre Bike Repair and Pump station.

RESOLVED – that the consultation be noted.

48. 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 a temporary road closure of New Dock Road Llanelli, from its junction with Copperworks road for a total distance of 104 metres in a north westerly direction, from 23:00 hours on Saturday 10th February 2024 to 11:00 hours on Sunday 11th February 2024.
- (2) Carmarthenshire County Council** – Notification of a temporary road closure of New Dock Road Llanelli, from its junction with Copperworks road for a total distance of 104 metres in a north westerly direction, from 23:00 hours on Saturday 3rd February 2024 to 11:00 hours on Sunday 4th February 2024.
- (3) Carmarthenshire County Council** – Notification of a temporary road closure of the B4304 Station Road, Llanelli from its junction with Glanmor Road to its junction with Copperworks Road for a distance of 356 metres in a Southerly direction (overnight between 18:00 hours and 24:00 hours) from Tuesday 19th March 2024 for a period of 4 nights.
- (4) Carmarthenshire County Council** – Notification of a temporary road closure of B4304 Station Road, from its junction with Great Western Crescent for a total distance of 53 metres in a north westerly direction from 9:30am – 15:30pm on Sunday March 3rd and Sunday March 10th, 2024.

The Meeting concluded at 6.15 p.m.

**LLANELLI TOWN COUNCIL
JOINT STANDING COMMITTEE ON ESTIMATES**

19th February 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 **LLANELLI TOWN COUNCIL** the **JOINT STANDING COMMITTEE ON ESTIMATES** was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday 19th February 2024 at 6.15 p.m.

PRESENT: Councillors N.J. Pearce (Town Mayor), A.R. Bragoli, A.A. Carter, M.D. Cranham J.P., S.A. Curry, D.LI. Darkin (Leader of the Council), T. Davies, L. Fenris, S. Greaney, J.E. Jones J.P., G. Lloyd, A. Lochrie, A.S.J. McPherson, J.G. Prosser, S.L. Rees, B.A.L. Roberts, P.T. Warlow (Deputy Town Mayor) and J.R. Williams.

APOLOGIES: Councillors J.R. Elliott, S. Evans, and R. James

1. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

2. ESTIMATES OF INCOME AND EXPENDITURE 2024-2025

Members considered a report prepared by the Town Clerk setting out draft estimates for income and expenditure for the financial year 2024/2025 (copies having been previously circulated to members).

Following discussion, a motion was proposed by Councillor D.LI. Darkin to set the precept at £1,500,000, which was seconded by Councillor J.G. Prosser.

Councillor S.L. Rees proposed an amendment which was seconded by Councillor T. Davies that:

The Town Council set the precept at £1,475,769 million.

Following a request from Councillor T. Davies that a Recorded Vote be taken on the matter it was:

RESOLVED - that the Motion not be amended with Councillors, A.A. Carter, M.D. Cranham J.P, T. Davies, J.E. Jones J.P., S.L. Rees, and B.A.L. Roberts in favour.

Against the Motion: Councillors A.R. Bragoli, S.A. Curry, D.LI. Darkin, L. Fenris, S. Greaney, G.R. Lloyd, A. Lochrie, A.S.J. McPherson, N.J. Pearce (Town Mayor), J.G. Prosser, P.T. Warlow (Deputy Town Mayor) and J.R. Williams.

The substantive motion was therefore put to the vote where it was:

RESOLVED – that the motion be carried with Councillors A.R. Bragoli, S.A. Curry, D.LI. Darkin, L. Fenris, S. Greaney, G.R. Lloyd, A. Lochrie, A.S.J. McPherson, N.J. Pearce (Town Mayor), J.G. Prosser, P.T. Warlow (Deputy Town Mayor) and J.R. Williams in favour.

Against the Motion: Councillors, A.A. Carter, M.D. Cranham J.P, T. Davies, J.E. Jones J.P., S.L. Rees, and B.A.L. Roberts.

THEREFORE IT WAS RESOLVED – that the draft estimates be adopted as presented, and that the Town Council does precept upon Carmarthenshire County Council as the Rating Authority the sum of £1,500,000, this precept representing a Council Tax element of £166.24 for Band ‘D’ properties, representing an increase of £2.69 for the year. The Town Clerk will provide a budget based on these figures for approval by the Building and Finance Committee.

The Meeting concluded at 6.28 p.m.

BUILDING AND FINANCE COMMITTEE

19th February 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, 19th February at 6.30 p.m.

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

APOLOGIES: Councillors, S.A. Curry, J.R. Elliott and R. James

79. MEMBERS' DECLARATION OF INTEREST

Declarations were made on items 85 (1) and 90 as noted below.

80. FINANCIAL REPORT

(1) BUDGET REVIEW

RESOLVED – that the Income and Expenditure report for the period 1st April 2023 – 31st January 2024, in the sums of £1,719,525 and £1,088,613 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED - that the payment schedule showing Direct Debit Nos. 347 - 389 (inclusive) in the sum of £15,028.27, BACS Nos 252 - 281 in the sum of £22,891.36 and Electronic Payments Nos 389 - 424 in the sum of £111,615.86 respectively, be approved.

81. COMMUNITY CENTRES

(1) HIRINGS

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

RESOLVED – that the information be noted.

(2) HIRING CHARGES

Further to Minute No.91 of the Committee meeting held on 6th February 2023, members reviewed the charges currently in operation for the Council's community centres.

RESOLVED – that the charges for the financial year commencing 1st April 2024, be agreed as follows:

Glenalla Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall	£7.75	£9.30	£9.17	£11.00	£10.83	£13.00
Glenalla Civic Hall	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall	£9.17	£11.00	£11.25	£13.50	£14.17	£17.00
Concert Hire	£18.33	£22.00	£23.33	£28.00	£29.17	£35.00
Upright Piano (Free but cost of tuning recharge)						
Civic Hall & Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Both Halls	£14.17	£17.00	£17.50	£21.00	£20.83	£25.00
Lakefield Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall (Gym Club)	N/A	N/A	N/A	N/A	N/A	N/A
Room 1	£3.50	£4.20	£4.58	£5.50	£5.83	£7.00
Room 2	£3.50	£4.20	£4.58	£5.50	£5.83	£7.00
Both Rooms 1 & 2	£6.25	£7.50	£7.50	£9.00	£8.75	£10.50
Room 3	£5.42	£6.50	£6.88	£8.25	£8.75	£10.50
Room 4	£5.42	£6.50	£6.88	£8.25	£8.75	£10.50
Both Rooms 3 & 4	£8.33	£10.00	£10.83	£13.00	£13.33	£16.00
Rooms 1, 2, 3, & 4	£11.67	£14.00	£14.17	£17.00	£17.50	£21.00
Room 5 (Gym Club)	N/A	N/A	N/A	N/A	N/A	N/A
Room 6 (Gym Club)	N/A	N/A	N/A	N/A	N/A	N/A
Llanerch Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall	£7.75	£9.30	£9.17	£11.00	£10.83	£13.00
Committee Room	£3.33	£4.00	£4.58	£5.50	£5.83	£7.00
Both Rooms	£9.17	£11.00	£11.67	£14.00	£14.17	£17.00
Group Practice	£9.17	£11.00	£11.67	£14.00	£14.17	£17.00
Cylch Playgroup	£9.17	£11.00	£11.67	£14.00	£14.17	£17.00
Paddock Street Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall	£7.50	£9.00	£8.75	£10.50	£10.42	£12.50
Penymorfa Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Sports Club	N/A		N/A		N/A	
St. Barnabas Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Main Hall	£7.75	£9.30	£9.17	£11.00	£10.83	£13.00
Committee Room	£5.83	£7.00	£7.08	£8.50	£8.75	£10.50
Both Rooms	£11.67	£14.00	£14.17	£17.00	£16.67	£20.00
Wesleyan Community Centre	P	Incl VAT	S	Incl VAT	C	Incl VAT
Either Room	£7.75	£9.30	£9.17	£11.00	£10.83	£13.00
Both Rooms	£12.50	£15.00	£15.00	£18.00	£17.50	£21.00
Birthday Party 3 1/2 hour period	£23.33	£28.00				
Code						
P	Hire by the public or local societies/organisations for meetings.					
S	Hire by charitable/fund raising organisations who charge subscriptions/membership fees.					
C	Hire for profit and by companies.					

- (3) Consideration was given to the proposal put forward by Councillor L. Fenris. (copies having been previously circulated to members) as follows:

I propose in light of the drastic rise in hate crime towards LGBTQ people in Britain we allow LGBTQ community groups for the year of 2024 to use our community halls for the purpose of organising safe spaces, for free of charge.

It was noted that free use was currently only provided for Pensioner Groups due to the user demographic of these organisations. It was further noted that should the Committee be minded to agree to the proposal being put forward, it would be advisable to set a limit on the number of free hirings to be made available to groups along with a maximum number of free hours that could be provided. Some consideration should also be given to how the Town Council would categorise groups along with which or the number of different organisations that could be accommodated in this way.

Following further discussion and consideration of the matter it was:

RESOLVED – that the proposal be approved.

82. YMLAEN LLANELLI SPONSORED EVENTS 2024-25

Further to Minute No. 7 of the Committee meeting held on the 15th May 2023, consideration was given to the Town Clerk's report that noted that the Town Council had provided for a £12,000 budget for the 2024-25 Financial Year to support Ymlaen Llanelli Town Centre events.

Following discussion with Ymlaen Llanelli officers, it was proposed that this budget be used to sponsor 4 events with a £3,000 contribution each to be provided for the:

- 80s Festival 29th June 2024
- Vintage Festival 21st September 2024
- Food Festival 19th October 2024
- Christmas Parade 7th December 2024

RESOLVED– that the actions proposed were noted and approved.

FURTHER RESOLVED - The Town Clerk would discuss possible improvements in the promotion of the Town Council's contribution and support to these events by Ymlaen Llanelli.

83. GROUNDS MAINTENANCE VEHICLE

Consideration was given to the Town Clerk's report that noted that the Town Council Grounds Maintenance / Park Keeping Team had use of 1 vehicle purchased via the Grounds Maintenance SLA with Llanelli Rural Council. This vehicle had proved

invaluable in providing a facility to the Head Groundsman and Park Keepers during the 2023 year.

It had become clear that the Service was in need of a second vehicle to ensure that the Team had sufficient facilities to enable the consistent availability of vehicles. The joint service with the Rural Council did not have an additional vehicle to spare. As a result, it was proposed to purchase an additional vehicle that would be for exclusive Town Council use.

An underspend in the 2023-24 Capital Budget meant that a sum of £12,000 - £15,000 could be allocated for this purpose.

A proposal was therefore made that options be sought, and purchase of a suitable vehicle be approved with a budget of £12,000 - £15,000 being provided for the purpose, if possible, this would be an electrically powered vehicle. Confirmation would then be reported to the Town Council of the vehicle purchased.

RESOLVED – that the actions proposed be approved.

84. TOWN COUNCIL LEASE AND CONTRACT SUB-COMMITTEE

A proposal was made for the Building and Finance Committee to appoint a Sub-Committee to consider the content of future Town Council Leases and Contracts and to report to the relevant Committees with recommendations for future action.

RESOLVED – it was approved that the Sub-Committee be formed with Councillors, D.LI Darkin, A.S.J. McPherson, L.Fenris and J.G. Prosser be appointed as members.

85. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANT APPLICATIONS

Councillor D.LI. Darkin declared an interest in applications (a) and (b) as he was a member of both the Llanelli Chamber of Trade and Commerce, and Llanelli and District Twinning Association, as he saw this as a prejudicial interest Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon. Councillor Darkin also declared an interest in application (e) as he is a Director of the CIC, as he saw this as a prejudicial interest, Councillor Darkin withdrew from the meeting prior to discussion and voting thereon.

Councillor A.S.J. McPherson declared an interest in application (e) as he is a Director of Tyisha Building Preservation Community Interest Company, and as he felt this was a prejudicial interest, Councillor McPherson vacated the chair and withdrew from the meeting prior to the discussion and voting thereon and in the absence of the Vice-Chair (Cllr. R. James), the Town Mayor (Cllr. N.J. Pearce) was nominated to take the Chair for this item only.

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

- (a) Llanelli Chamber of Trade and Commerce - that a grant of £300 be made.
- (b) Llanelli and District Twinning Association - that a grant of £300 be made.
- (c) 1054 Llanelli Squadron Air Cadets - that a grant of £300 be made.
- (d) Radio BGM - that a grant of £300 be made.
- (e) Tyisha Building Preservation Community Interest Company - that a grant of £300 be made.

(2) LETTER OF THANKS

RESOLVED – that the letter of thanks received from the Association of Polish Journalists and Writers in Wales Dialog be noted with pleasure.

86. MATTERS FOR INFORMATION

RESOLVED - that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) Crown Park** – Notes of meeting held on 31st January 2024. (copy herewith).

87. 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.

88. MAINTENANCE WORK TENDERS

(1) Confidential Waste Bin for Council Offices

Further to Minute No. 14 of the Building and Finance Committee meeting held on the 21st May 2018, consideration was given to the Town Clerk's report that the Town Council Confidential Waste bin was currently provided by Matthews Confidential Shredding.

Tenders had been sought for provision of this service from 1st April 2024 with a return date of the 2nd February 2024. Prices had been received as follows:

Matthews Confidential Shredding

- 1 Secure Office Console
- Monthly Rental of £11.00
- Monthly Collection Fee of £15.00
 - Total £26.00

- Sack Destruction Fee £3.75

Restore

- 1 Secure Office Console
- Monthly Fee of £55.00

Shred-It

- 2 Secure Office Consoles (bi-monthly collection)
- Collection Fee of £48.96 per 2 months

The preference from an office efficiency point of view was noted to be to maintain a monthly collection with one console.

RESOLVED – that the provision of a Confidential Waste Service from Matthews Confidential Shredding on a one-month collection service be approved.

(2) GAS BOILER SERVICING AND MAINTENANCE

Further to Minute No. 112 of the Committee meeting held on 6th March 2023, consideration was given to the Town Clerk’s report that a re-tender exercise had been undertaken for the Town Council building’s annual boiler service and maintenance contract with a deadline of 2nd February 2024 for return of proposals. A number of companies were contacted for tender, with quotations received as follows:

Location	Current cost	Warmserve and RNF Services (no return)	BPS Facilities	Westward	Lorne Stewart
Glenalla Community Centre,	£77.00		£384.00	£135.00	£135.00
Lakefield Community Centre	£154.00		£560.00	£245.00	£270.00
Llanerch Community Centre	£77.00		£284.00	£110.00	£135.00
Paddock Street Community	£77.00		£284.00	£110.00	£135.00
Penymorfa Community Centre	£77.00		£284.00	£110.00	£135.00
Selwyn Samuel Centre, Park	£231.00		£1,040.00	£360.00	£235.00
St Barnabas Community	£77.00		£284.00	£110.00	£135.00
Stebonheath Stadium	£385.00		£1,240.00	£450.00	£285.00
Wesleyan Community Centre	£77.00		£284.00	£110.00	£135.00

Total	£1,232.00		£4,644.00	£1,740.00	£1,600.00
Call out cost - Normal Hours	Current cost	Warmserve and RNF Services (no return)	BPS Facilities	Westward	Lorne Stewart
First Hour	£32.00		£68.00	£70.00	£95.00
Additional Hours	£32.00			£50.00	£32.50
Evening / Weekend / Bank Holiday					
First Hour	£80.00		£98.00	£75.00	£135.00
Additional Hours	£56.00			£65.00	£54.50

Lorne Stewart were noted as the current contractor and continued to provide a good quality service.

RESOLVED – that the tender provided by Lorne Stewart be approved.

(3) Old Vicarage Lift Maintenance Contract

Consideration was given to the Town Clerk’s report that The Town Council Offices lift is maintained via a twice annual inspection and maintenance visit.

Tenders had been sought for provision of this service from 1st April 2024 with a return date of the 2nd February 2024. Prices had been received as follows:

- **Cardiff Lift Company £182.60**
- **Jacksons Lifts £140.00**
- **RJ Lifts £300.00**

Annual LOLER inspections should also be carried out on lifts. This should be carried out by an independent inspector approved by the Town Council Insurers. The Town Council insurers Zurich would therefore undertake this work with a cost included in the insurance renewal to be provided.

RESOLVED – that the Committee approved provision of the lift maintenance service by Jacksons Lifts and the LOLER inspection by Zurich.

89. SPLASH PAD PROVISION 2024

Further to Minute No. 56 of the Committee meeting held on 6th November 2023, consideration was given to the Town Clerk's report on proposed Splash Pad use for the 2024 Summer Period.

Quotations had been sought from specialist companies for the activation and de-activation of the Splash Pads at Havelock and Penyfan Parks with the following prices received:

- The Splash £4,745.09
(new company formed from 2 previous suppliers – Midori and WSL)
- Ustigate £5,217.00
- M&W Solutions Did not tender

In 2023, the splash pads were noted as having been activated in readiness for the Easter Holidays and closed down on 22nd September.

RESOLVED – that the report be noted and the contract for the activation and de-activation of the splash pads be awarded to The Splash in the sum of £4,745.09.

FURTHER RESOLVED – that the period of activation and daily times of use for the 2024 season be retained as in 2023.

90. PENYGAER CHANGING ROOMS AND COMMUNITY FACILITY PROJECT

Councillor D. LI. Darkin declared an interest in this item as he has a business relationship with the consultant, as he saw this as a prejudicial interest Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

Councillor L. Fenris declared an interest in this item as she has a business relationship with the consultant, as she saw this as a prejudicial interest Councillor Fenris withdrew from the meeting prior to the discussion and voting thereon.

The committee received the Consultant Architect's Certificate No. 4, Minute No. 77 of the Committee meeting held on the 15th January 2024.

RESOLVED – that the Architect's Instruction be noted and approved.

91. CLOS YR YSGOL PLAY AREA

Further to Minute No. 64 of the Committee meeting held on the 11th December 2023, consideration was given to the Town Clerk's report that the Town Council had received notification from the County Council that a sum of £23,121.84 was available through S106 for maintenance and improvements to the play area at Clos yr Ysgol.

The sum was confirmed as being only available for works at this play area and not in other locations in the Bigyn or other Town Council Wards. In addition, a sum of £5,250 was held in an earmarked reserve by the Town Council for Clos yr Ysgol.

Consultation had been held in relation to the current play equipment provided at the play area with the following:

- Stebonheath School.
- Consultation letters to residents.
- Visit to the Play Area to contact users directly.
- Community Consultation via social media.

The consultation had been used to develop proposals for improvements to the Play Area with the following pieces of equipment considered:

- Double swing to replace the single swing.
- Disabled friendly roundabout to replace 2 springers.
- Rocking equipment to replace a spinner.
- Replacement of the two gates with operational self-closing units.

Prices had therefore been sought from a number of contractors with returns as follows:

- | | |
|-------------|------------|
| • Proludic | £28,683.39 |
| • Kompan | £25,378.16 |
| • Wicksteed | £35,693.47 |

Having discussed the options with Bigyn Ward members, the project proposal from Proludic was favoured.

In addition, works as part of the project were proposed to include:

- New climbing net for multi play unit.
- New bench.
- General painting of equipment metal works.

On approval by the Committee an application would be made to the County Council for approval of the release of the S106 funding available for the project.

RESOLVED - That the proposal from Proludic be approved pending approval from the County Council.

92. CORONATION ROAD ALLOTMENT IMPROVEMENTS

Further to Minute No. 39 of the Committee meeting held on 11th September 2023, consideration was given to the Town Clerk's report that work had recently been completed for the provision of a retaining wall between plots 15 and 16 at Coronation Road Allotments. The works were in the main funded by a £17,500 grant from the Welsh Government, Carmarthenshire County Council administered Allotment Fund.

The original Tender approved for Martin Taffetsauffer Building and Civil Engineering Contractors was for £17,882.69. During the project additional works were identified in relation to the linking pathway, bringing the total cost to £19,309.26 plus VAT. This increase had been confirmed as appropriate by the Town Council Consultant Architect.

The grant claim would be submitted to the County Council for the refund to be made of the grant sum.

RESOLVED – that the report be noted, and the actions undertaken be approved.

93. PENYFAN COMMUNITY FACILITY

Further to Minute No. 106 of the Town Council meeting held on 7th February 2024, consideration was given to the Town Clerk's report. The report provided an update to members on the Penyfan Community Facilities project as follows.

Planning permission for the project was confirmed to the Town Council on the 13th February 2024. A Condition of the approval which was brought to the Committee's attention related to the need to provide a full investigation and risk assessment for any contamination to the development area. This had been raised due to the previous use of the site as a municipal waste landfill site. Depending upon the outcome of the reports required, further reporting work and mitigation may be required as part of the ground works and footings for the modular building.

Quotes had therefore been sought for the work necessary in relation to this condition as follows:

- Quantum £13,905.00
- Terrafirma £20,027.50
- Spectrum £16,150.50

A cost plan for the project had also been provided by the Quantity Surveying Contractor Penfro Consultancy and was attached at Annex 1. The overall cost is estimated at around £420,000 including the ground works.

Formal tenders will be sought for the Ground Works and reported to the Town Council for approval.

The project budget was noted as being funded with Town Council approval as follows:

- | | |
|--|----------|
| • Welsh Government Grant Funding | £250,000 |
| • Capital Receipt – Penybigyn Community Centre | £120,000 |
| • Town Council Contribution | £50,000 |

A grant application would also now be submitted to the National Lottery as this had not been possible until the provision of the planning permission.

Changing Rooms Facility

A scheme was being pulled together in relation to works that would be necessary to bring this building back into use. This would be presented to the Town Council in due course for consideration.

RESOLVED -

- That the actions of Officers be approved;
- That the tender received from:
 - Quantum

Be approved.

- That progression with the project as detailed above be approved.

The Meeting concluded at 7.02 p.m.