

Cyngor Tref Llanelli - Llanelli Town Council

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



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

Arfon Davies, Clerc y Dref/Town Clerk

Ffôn/Tel: (01554) 774352

Ebost/Email: enquiries@llanellitowncouncil.gov.uk
Gwefan/Website: www.llanellitowncouncil.gov.uk

Eich Cyf:

Fy Nghyf

Dyddiad

Your Ref:

My Ref: TC/BF.80/ALJ

Date: 02.09.26

TO: MEMBERS OF THE BUILDING AND FINANCE COMMITTEE

Dear Councillor,

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021 you are hereby summoned to attend the meeting of the BUILDING AND FINANCE COMMITTEE of LLANELLI TOWN COUNCIL to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI** on **MONDAY 7TH SEPTEMBER 2026 AT 6.15 P.M.**

Yours faithfully,

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

Town Clerk

AGENDA

1. To receive apologies for absence

2. To receive Members' declarations of interest

Pro-forma to be circulated and completed as appropriate.

3. Financial Report

(1) Budget Review

To consider the Town Clerk's Budget Review report, including the Income and Expenditure report for the period 1st April 2026 – 31st August 2026 (copy herewith).

(2) Accounts for Payment

To approve the Accounts for Payment (copy herewith).

4. Community Centres

(1) Hirings

To receive the summary of hirings for the months of July and August 2026. (copy herewith).

5. Applications for Financial Assistance

(1) Grants

To consider the applications received as follows:

- (a) CK Swiss Valley FC;
- (b) Parc Howard Association;
- (c) APJWW Dialog;
- (d) St Pauls Allotment Society;
- (e) Parc y Dre Bowls Club;
- (f) PLTRA;
- (g) Penywaer Management Committee.

6. 2025-26 Internal Audit Report Recommendations

To consider the Town Clerk's report, Minute No. 35 of the Extraordinary Town Council Meeting held on the 29th June 2026 refers. (copy herewith).

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

7. Parks, Playing Fields and Community Centres

To consider the Town Clerk's report, Minute No. 26 of the Committee meeting held on the 6th July 2026 refers (copy to follow).

8. Christmas Tree Provision 2026

To consider the Town Clerk's report. Minute No. 39 of the Committee meeting held on the 8th September 2025 refers. (copy herewith).

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

Cyngor Tref Llanelli - Llanelli Town Council

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



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

Arfon Davies, Clerc y Dref/Town Clerk

Ffôn/Tel: (01554) 774352

Ebost/Email: enquiries@llanellitowncouncil.gov.uk

Gwefan/Website: www.llanellitowncouncil.gov.uk

Eich Cyf:

Fy Nghyf

Dyddiad

Your Ref:

My Ref: TC/BF.80/ALJ

Date: 02.09.26

AT: AELODAU'R PWYLLGOR ADEILADU A CHYLLID

Annwyl Gynghorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 a Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chi drwy hyn i gyfarfod PWYLLGOR ADEILADU A CHYLLID CYNGOR TREF LLANELLI sydd i'w gynnal **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI, DDYDD LLUN, 7^{fed} MEDI 2026 AM 6.15 Y.H.**

Yn gywir,

Clerc y Dref

AGENDA

1. I dderbyn ymddiheuriadau am absenoldeb

2. I dderbyn datganiadau buddiant yr aelodau

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

3. Adroddiad Ariannol

(1) Adolygiad o'r Gyllideb

I ystyried adroddiad Adolygiad Cyllideb Clerc y Dref, gan gynnwys yr adroddiad Incwm a Gwariant am y cyfnod 1^{af} Ebrill 2026 – 31^{ain} Awst 2026 (copi'n amgaeedig).

(2) Cyfrifon ar gyfer Taliad

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

4. Canolfannau Cymunedol

(1) Huriannau

a) I dderbyn y crynodeb llogi ar gyfer misoedd Gorffennaf ac Awst 2026 (copi'n amgaeedig).

5. Ceisiadau am Cymorth Ariannol

(1) Grantiau a Nawdd

I ystyried ceisiadau a dderbyniwyd gan y canlynol:

- (a) CPD CK Swiss Valley;
- (b) Cymdeithas Parc Howard;
- (c) APJWW Dialog;
- (d) Cymdeithas Rhandiroedd St Pauls;
- (e) Clwb Bowlio Parc y Dre;
- (f) PLTRA;
- (g) Pwyllgor Rheoli Penygaer.

6. Argymhellion Adroddiad Archwilio Mewnol 2025-26

I ystyried adroddiad Clerc y Dref, gweler Cofnod Rhif 35 o Gyfarfod Neulltuol y Cyngor Dref a gynhaliwyd ar 29^{ain} Mehefin 2026. (copi'n amgaeedig).

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

7. Meysydd Chwarae, Parciau a Chanolfannau Cymunedol

I ystyried adroddiad Clerc y Dref, gweler Cofnod Rhif 26 o gyfarfod y Pwyllgor a gynhaliwyd ar 6^{ed} Gorffennaf 2026. (copi i ddilyn).

8. Darpariaeth Goed Nadolig 2026

I ystyried adroddiad Clerc y Dref. Gweler Cofnod Rhif 39 o gyfarfod y Pwyllgor a gynhaliwyd ar 8^{fed} Medi 2025. (copi'n amgaeedig).

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

AGENDA ITEM 4 (1)(a)

COMMUNITY CENTRE HIRINGS

MONTH: JULY 2026

FACILITY	BOOKINGS	INCOME (EXCL. VAT)
		£
Glenalla	11	602.13
Lakefield	0 (plus Gym Club)	0 (820.00)
Llanerch	34	1,173.76
Paddock Street	36	825.73
Penymorfa	Jujitsu Club	700.00
Wesleyan	22	304.73
Penygaer	0	0.00
Bigyn	7	147.76

MONTHLY HIRINGS 2026-27[illegible]

COMMUNITY CENTRE HIRINGS

MONTH: AUGUST 2026

FACILITY	BOOKINGS	INCOME (EXCL. VAT)
		£
Glenalla	13	788.76
Lakefield	0 (plus Gym Club)	0 (820.00)
Llanerch	14	155.63
Paddock Street	31	729.12
Penymorfa	Jujitsu Club	700.00
Wesleyan	21	400.04
Penygaer	0	0.00
Bigyn	11	391.56

MONTHLY HIRINGS 2026-27

Community Centres Hirings	April	May	June	July	August	September	October	November	December	January	February	March	Total	Previous Year
Glenalla	9	17	12	11	13								62	195
Lakefield	0	1	0	0	0								1	0
Llanerch	27	33	43	34	14								151	391
Paddock Street	28	26	29	36	31								150	340
Penymorfa	0	0	0	0	0								0	0
Wesleyan	19	22	25	22	21								109	280
Penygaer	0	0	0	0	0								0	13
Bigyn	14	9	8	7	11								49	110
Total each month	97	110	117	110	90	0	0	0	0	0	0	0	522	1329

MONTHLY HIRINGS 2025-26

Community Centres Hirings	April	May	June	July	August	September	October	November	December	January	February	March	Year End Total	Previous Year
Glenalla	17	21	21	19	8	22	16	18	10	12	15	16	195	268
Lakefield													0	39
Llanerch	33	34	38	34	11	37	37	37	26	26	31	47	391	482
Paddock Street	28	28	32	35	24	32	31	28	16	24	28	34	340	410
Penymorfa													0	0
Wesleyan	25	20	24	25	11	27	30	23	16	29	23	27	280	358
Penygaer		2	6	2	1	0	2	0	0	0	0	0	13	12
Bigyn			3	1	3	11	18	14	10	14	20	16	110	
Total each month	103	105	124	116	58	129	134	120	78	105	117	140	1329	1569

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

AGENDA ITEM 5

GRANT GUIDELINES

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

From:
Sent: 07 July 2026 14:29
To:
Subject: CKSV AFC - Grant Application

Hi Arfon,

Please accept this email as an application for Town council grant support for CKSV AFC.

We have teams at all ages, in total:

Boys - U6s, 7s, 8s, 9s, 10s, 11s, 12s, 13s, 14s, 16s Girls - U7s, 8s, 9s, 11s, 12s, 13s, 16s

Seniors - 4 teams

Youth - 1 team

Women's - 1 walking football team plus a new Women's team for the season ahead

Kind Regards

Dean Williams
CKSV AFC
Sent from my iPhone

|

4 Carrick Avenue

Llanelli

SA15 3JZ

24th July 2026

Dear Amy / Sophia,

In previous years the Parc Howard Association has applied for some financial assistance towards the considerable amount of work the volunteers do in the parc, and towards the ever rising cost of annual insurance.

I should be grateful if you would forward this request to the appropriate committee for consideration this year.

As usual you can be assured that any help we receive will be ploughed back into the running of the association and support of the volunteer gardeners

Thank you for your consideration

Yours sincerely

Alison Jenkins

Secretary Parc Howard Association



From:

The Association of Polish Journalists

and Writers in Wales Dialog

and Young Journalists Academy

To:

Llanelli Community Development Officer

Llanelli Town Council

Dear Sir/Madam,

The Association of Polish Journalists and Writers in Wales, known as Dialog, has been actively fostering Polish-Welsh cooperation for many years. We promote shared cultural values, traditions, and achievements in the fields of science and art. Our activities are conducted on a pro bono basis, meaning that no individuals, including project managers, receive any financial compensation. We focus on educating children, youth, and adults about Polish history, language, geography, and art, all enriched by our experiences of life in Wales.

Our headquarters are located in Llanelli, Carmarthenshire, where we collaborate closely with local institutions such as People Speak Up, the Town Council, the Rural Council, Carmarthenshire County Council. Through our efforts, we not only represent the Polish community on national and international stages but also enhance the image of Llanelli—our new home—as a vibrant and positive voice within South Wales, including in the Welsh Parliament. We take pride in this recognition.

This year, our association and the Young Journalists Academy represented the Polish community at events such as the Second Polish-Welsh Ball in Cardiff, Armed Forces Day in Wales, and the inaugural Polish Community Forum in Wales. At the same time, we continue to be actively engaged in supporting the Polish community in Llanelli; thanks to our efforts, the community has access to a Polish library collection housed at the PSU headquarters.

We focus on initiatives for young people; thanks to our efforts, members of the Young Journalists' Academy were able to take part in a free, three-day trip to London. Young representatives of the Polish community in Llanelli had the opportunity to tour the British Parliament led by MP Nia Griffith, meet with the Polish Consul in London, and visit the Tate Modern as well as key historical landmarks. Our association covered 100% of the participants' meal costs.

Since 2010, we have published Dialog Magazine, a bilingual periodical dedicated to the Polish community in Carmarthenshire and increasingly throughout Wales. In 2023, we launched the Young Journalists Academy, which allows participants aged 8–18 to represent the Polish diaspora internationally. They have delivered heartfelt speeches and hosted the Polish Heritage Days event in the Senedd in

Cardiff.

Our organization blends education for the Polish diaspora with journalistic activities, cultural promotion, and historical documentation. We bridge tradition with the present. Additionally, we operate a community library and archive to support the development and integration of Polish communities in Wales. We are also committed to assisting veterans and elderly individuals facing loneliness.

For the past 18 years, we have proudly documented and published information about the 316 Warsaw Polish Fighter Squadron, which was formed in Pembrey, Wales, in 1941.

A full record of our initiatives is available on our blog and Facebook pages.

In light of our continued commitment, we respectfully request financial support of up to £500. This funding would enable us to further our mission and continue promoting Llanelli at Welsh, British, and international levels.

Yours faithfully,

On behalf of the Dialog Association

Paulina Czubatka

Secretary of the Association of Polish Journalists and Writers in Wales Dialog



St. Pauls Allotment Society Est 1945
c/o, 15 Prendergast Street, Llanelli, Carmarthenshire
SA15 1DW

30.7.26

DEAR COUNCILLORS,

WE WOULD APPRECIATE IF YOU WOULD
CONSIDER A GRANT FOR IMPROVEMENT TO THE ABOVE
ALLOTMENTS.

PLEASE FIND ENCLOSED A COPY OF OUR BANK
STATEMENT.

YOURS SINCERELY
MEURIC MORRIS (SECRETARY)

Parc-Y-Dre Bowls Club

Chairman – Clive Hopkins
Secretary – Clive Hopkins
Treasurer – Ashley Williams

Date – 12th August 2026.



Llanelli Town Council
The Old Vicarage
Town Hall Square
Church St
Llanelli
SA15 3DD

Dear Sirs,

I write on behalf of parc y dre bowls club to request the grant of £500 for the 2026 season.

Also enclosed is the clubs latest bank statement as requested.

If you require any further information, please do not hesitate to contact me.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Ashley Williams', enclosed in a rectangular box.

Ashley Williams FCCA - Treasurer



PLTRA

PENYFÂN & LLWYNWYLLWG TENANTS &
RESIDENTS ASSOCIATION

"WELSH TENANTS FEDERATION COMMUNITY AWARD WINNER 2004"



12.8.26

Dear Sir.

he above association would like the Llanelli Town Council to consider a grant for the overheads and upkeep of the cabin.

Enclosed latest bank statement.

Thanking you

D H Skivington
Secretary

From: Dean Williams <>
Sent: 07 July 2026 14:26
To: Arfon Davies <arfond@Llanellitowncouncil.gov.uk>
Subject: PMC - Grant Application

Hi Arfon,

Please accept this email as a request to apply for the Town Council Grant for voluntary organisations on behalf of the Penygaer Management Committee.

Please let me know if you need any further information.

Kind Regards

Dean Williams
Chairperson - PMC

AGENDA ITEM 6

TO: ALL MEMBERS OF THE BUILDING AND FINANCE COMMITTEE

DATE OF MEETING: 7TH SEPTEMBER 2026

2025-26 INTERNAL AUDIT RECOMMENDATIONS

Further to Minute No. 35 of the Extraordinary Town Council Meeting held on the 29th June 2026, consideration has been given to the Internal Audit Report (Final) 2025-26 prepared by Auditing Solutions Ltd.

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

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

Arfon Davies
Town Clerk

September 2026.

ANNEX 1

Action Plan FY2025-26		
Ref:	Recommendation	Comments
YEAR-END REVIEW		
Review of Maintenance of Corporate Governance		
6	We encourage the Clerk & RFO to review the WCAG 2.2AA test report, supplied as Appendix 'A' to this Internal Audit report and to work with the website's host to achieve greater compliance with current Accessibility Legislation as amended from time to time.	Consideration of updating work to the website to take place following the 2026 Town Council Elections.
7	The Information Commissioner has published a <u>mandatory publication scheme</u> for Public Authorities. This publication scheme, in Welsh and English, can be located and downloaded at https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/ . We strongly advise that the Clerk & RFO revises the Council's current publication scheme in accordance with the ICO's model document.	Updated Publication Scheme, presented to the September Town Council meeting for consideration
8	We advised the Clerk & RFO of the new GDPR Legislation which comes into effect on the 19 th of June 2026. An overview has been provided to the Clerk & RFO under separate cover. We strongly suggest that the Council's Subject Access request policies are updated to come into compliance with this new legislation.	The changes have been considered and relate to policies in relation to Data Protection complaints. The policies have been reviewed and felt to meet the requirements set out

ANNEX 1

Action Plan FY2025-26		
Ref:	Recommendation	Comments
YEAR-END REVIEW		
Review of Maintenance of Corporate Governance		
6	We encourage the Clerk & RFO to review the WCAG 2.2AA test report, supplied as Appendix 'A' to this Internal Audit report and to work with the website's host to achieve greater compliance with current Accessibility Legislation as amended from time to time.	Consideration of updating work to the website to take place following the 2026 Town Council Elections.
7	The Information Commissioner has published a <u>mandatory publication scheme</u> for Public Authorities. This publication scheme, in Welsh and English, can be located and downloaded at <u>https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/</u> . We strongly advise that the Clerk & RFO revises the Council's current publication scheme in accordance with the ICO's model document.	Updated Publication Scheme, presented to the September Town Council meeting for consideration
8	We advised the Clerk & RFO of the new GDPR Legislation which comes into effect on the 19 th of June 2026. An overview has been provided to the Clerk & RFO under separate cover. We strongly suggest that the Council's Subject Access request policies are updated to come into compliance with this new legislation.	The changes have been considered and relate to policies in relation to Data Protection complaints. The policies have been reviewed and felt to meet the requirements set out

