

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

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MINUTES

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LLANELLI JOINT BURIAL ADVISORY COMMITTEE

Minute Nos. 18 - 28

At the **Special Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 8 November 2023 at 4:00 pm.

Present: Cllr. A. J. Rogers (Chairman)

Cllrs.

D. L. Darkin
N. Evans
T. M. Donoghue
S. N. Lewis

Together with Mr A. Davies (Town Clerk)

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. B. A. L. Roberts and J. Williams.

19. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

20. MINUTES

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

Ordinary Meeting - 13 September 2023

**21. MATTERS ARISING
ICCM CEMETERY OF THE YEAR AWARDS**

Further to Minute No. 14, the Secretary informed members that the cemetery had been awarded a silver award at the national awards ceremony. The focus of the award centred around the procedures and processes in place and it was determined that the cemetery office had very effective systems in place, including its website, cemetery rules and regulations, memorial headstone safety policy,

exclusive rights of burial, Muslim burial administration and processes for catering for the needs of bereaved families otherwise known as the Charter for the Bereaved.

RESOLVED that the information be noted.

22. INCOME AND EXPENDITURE REPORTS

RECOMMENDED that the income and expenditure report up to 30 September 2023 be noted.

23. BUDGET MEETING

The Secretary informed members that a special meeting would be held on Wednesday, 24 January 2024, 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.

24. 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 2024-2025 budget.

RECOMMENDED that an interest rate of 3% be applied to the draft income and expenditure estimates.

25. 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.

26. MEMORIAL MASON

Members considered an application from N. P. of Memorials of Distinction to be added to the Burial Services list of approved memorial masons.

RESOLVED that the application be approved.

27. 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 2023.

RECOMMENDED that the rent for the ensuing year be confirmed as £43,720 and that the Westerleigh Group Ltd be notified accordingly.

28. STAFFING MATTERS

Members considered the Technical and General Operations Manager's staffing report.

RECOMMENDED that the report be approved.

.....
The meeting concluded at 4.18pm
.....

LLANELLI TOWN COUNCIL

ORDINARY MEETING

6th December 2023

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 6th December 2023 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)
G. Lloyd
P.T. Warlow (Deputy Town
Mayor)

Elli Ward

Glanymor Ward

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

Lledi 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.R. Elliott, S. Evans, L. Fenris, J.P. Jenkins and J.R. Williams

76. MEMBERS' DECLARATIONS OF INTEREST

Declarations of interest were made on Minute No's. 85 and 86.

77. PUBLIC PARTICIPATION

Further to Minute No. 66 of the Town Council meeting held on 4th October 2023, the Town Mayor (Councillor N.J. Pearce) noted that no members of the public were in attendance at this meeting.

78. VERIFICATION AND CONFIRMATION OF MINUTES

RESOLVED – that the following minutes of the Town Council, its committees, and joint committees (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed respectively:

Establishment Committee	6 th September 2023	82 - 83
Llanelli Joint Burial Advisory Committee	13 th September 2023	131- 133
Llanelli Town Council Ordinary Meeting	1 st November 2023	134 - 143
Planning, Licensing and Consultation Committee	6 th November 2023	144 - 147
Building and Finance Committee	6 th November 2023	148 - 153

79. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 68 of the Town Council meeting of 1st November 2023, consideration was given to the report of the Community Development Officer (copies having been previously circulated to members). The report dealt with the following:

(1) Updates and Activities

Community

Meet the Mayor and Civic Structures

Officers facilitated alongside Town Mayor Cllr Pearce in the delivery of 3 workshops with Coedcae and Bryngwyn schools and Coleg Sir Gâr. The workshops were the first of their kind looking at democracy, the role of the Council and the Future Generations and Wellbeing Act. The workshops worked along the national curriculum and provided an opportunity to attend the Chamber and to speak with the Town Mayor. 79 young people took part in the workshops. Meet the Mayor for 8 primary schools was planned for March 2024.

Llanelli Christmas Pop Up

1 Stepney Precinct would be the location for Llanelli's pop-up shop in the lead up to Christmas. As part of 100% Sir Gâr, events across the County's primary towns, Carmarthenshire based businesses had been given the opportunity to showcase their

business in a prime town centre location. 14 Carmarthenshire based business had secured a place at the event which would be open every Wednesdays – Saturdays from 29th November to 16th December.

A number of businesses were returning again after having successful experiences in previous events as well as a few new businesses who would have the opportunity to showcase their offering in the lead up to Christmas. Entertainment provided by local musicians had also been arranged to compliment the event and provide a festive atmosphere. An extensive marketing campaign on local Radio, in town billboard digital screens and across social media platforms would also be undertaken with all participating business encouraged to promote the event.

1 Stepney Precinct, Llanelli

Opening Times 10.00-4.00pm, Wednesday to Saturday, 29th November to 16th December.

Play Sufficiency Duty – Place Making

Meetings had taken place with the County Council and Transforming Tyisha team who were putting together an officer steering group for the Play Sufficiency pilot in Tyisha 2. The project would look at basic play and would develop a Place Planning model to help shape further children play provision in the community. The project was to run until April 2024 and was funded by the Shared Prosperity Fund.

Cook / Skills 24

Officers had worked to link Cook24 to the Connect school programme with 8 of the primary schools being offered basic cooking skills onsite and a visit to a local food producer. Officers had facilitated the link with Ysgol Strade and Coedcae school with in person onsite cooking sessions and visits to the Shortbread Company Cooking Lockup in Crosshands. It was expected that over 900 children would participate in the project through 2023 /24. The project was to run along side the National Curriculum and would be a free resource for the school.

Penygaer Community Sensory Garden

Members, Officers and volunteers had been working hard to create the Penygaer Sensory Garden. Wednesday 18th October saw the railway sleeper planters built and put in place, with 9 tons of soil being moved by hand. November 15th saw the planting of sleeper beds, wildflower turf and over 60 tree saplings from the Woodlands Trust being planted. Penygaer school had continued with their filming project on the garden which formed part of their work for the year's curriculum for year 6. Further community tree saplings planting days were planned.

Llanelli Cradle Choir – Officers had partnered with the Carmarthenshire Dementia Coalition and Welsh National Opera to create the new free Cradle Choir in Llanelli. Following the success of the project with over 40 people attending Welsh Opera had confirmed that the Cradle Choir would continue in January 2024 and would be based at the Ffwrnes Theatre. This project offered much needed respite for those attending with dementia and for those looking for company.

PRIDE 24 – The Community Development Officer had attended the PRIDE 24 committee meeting to offer both support and advice when needed.

RESOLVED - That the information be noted

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

(2) Policy and Strategic Meetings

Officers aware working with partners; examples of meetings that had been held with:

- Cook / Green 24 project
- Llanelli Zero Waste project
- Llanelli Multi Cultural Network Drop-in Centre Support
- Penygaer School
- Penrhos School
- Stebonheath School
- Coedcae / Strade Schools
- Llanelli Good Shed
- Community Green Network
- Llanelli Community Partnership
- Play Sufficiency Steering group Tyisha 2
- Cymru Can
- Penyfan Flood consultation
- PRIDE 24
- Green 24 project
- Anyone Waiting Selwyn Samuel Centre
- Transforming Town Centre Team Carmarthenshire County Council

Funding Applications being supported / working with community organisations.

- Officers continued to work on funding applications for Penyfan Community Facility. Several meetings had taken place recently.
- Solar Panel funding was being sought for Penygaer and Penyfan facility projects.
- Supported funding application for transition to Net Zero from Welsh Government.
- Community development garden for Coedcae School, funding was being sourced from Lottery Heritage funding.

Strategic Work Programme Reviews

- Officers had spent some time this month carrying out the 6-month review of the 2023-24 work programme due to presented to the Town Council in December.
- Place Making meetings with Carmarthenshire County Council Officers had taken place.
- Play Sufficiency Duty meeting had taken place with the Council forming part of the Play Sufficiency Pilot in Tyisha 2.
- Review and how we work with *Cymru Can* the current Wellbeing of Futures Generations Act.

(3) Dates for Diaries, Community Activity examples For December 2023

Community activity-

- Reindeer Parade 2nd December, Llanelli Town Centre
- A very Tyisha Christmas 9th December 6.00pm to 8.30pm Paddock Street.
- 12th December Christmas around the world at EJS 10.30am – 12.30pm
- Llanelli Lantern Parade TBC
- Hearts and Crafts Paddock Street, 2.00pm – 3.30pm Mondays, all are welcome.
- 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.
- Cosy Coffee at The Vestry Llanelli every Thursday 10.00am – 3.00pm
- Morfa Youth Drop-in – Thursday, Bwlch Community Centre 4.00pm – 6.00pm.
- 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.
- 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.
- Sosban Soup Station are supporting on a Sunday night as a food station but also as a food hub at Paddock Street Community Centre 5.30pm – 7.00pm.

RESOLVED – The Town Council noted its thanks to the Community Development Officer for the work carried out, and noted the report.

80. SPORT, YOUTH AND ACTIVITY OFFICER'S REPORT

Further to Minute No. 69 of the Town Council meeting of 1st November 2023, 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.

(1) Community & School Activities

- **Autumn Activities** – Emails to schools & social media posts had been published promoting the new Winter activities timetable for the wards of Llanelli providing opportunities to experience a range of sporting sessions. The football sessions at the Cruyff Court had recently seen an increase to an average of 25 children at each session. The Court had also seen an increase general usage.
- **Schools Bowls Sessions Selwyn Samuel** – Ysgol Y Felin had attended three weeks of activity with Llanelli Indoor Bowls club at the Selwyn Samuel Centre exploring and learning new skills assisting the new school curriculum. Ysgol Y Felin would play against Ysgol Halfway in an intra schools' semifinal on the 30th of November. The winner would play in a final in March 2024.
- **Coleg Sir Gar ALN** – Coleg Sir Gar's Additional Learning Needs (ALN) unit sessions at the Selwyn Samuel Centre had been a great success. The sessions with the SYAO in partnership with Llanelli Indoor Bowls club had seen around 25 weekly participants of the collage attend the session at the Selwyn Samuel Centre offering opportunities to those that may find it difficult to take part.
- **Sesiynau Pêl-droed Cymraeg** – Llanelli Town Council had partnered with Menter Cwm Gwendreath Elli to provide indoor football session through the medium of the Welsh Language at Wesleyan Community Centre. The sessions had seen around 8 children sign up and it was hoped this would continues to grow through the remainder of the season.
- **Sport Wales Young Ambassador South Conference** – Sport Wales and the Youth Sport Trust had extended an invite for Officers to attend the Southwest Young Ambassador conference to assist and lead delivery in Llandarcy's academy of sport with Olympic Swimmer Tom Haddfield. The day provided opportunities for young sports leaders within Llanelli and surrounding areas to take part and learn valuable skills.
- **Front Runner Volunteer Support** – Front Runner charity organise and facilitate the Elli half marathon and the 10k held along the coastal path. They had been in touch via the athletic club and asked for support through volunteers. Links with schools and leadership programs run by LTC and Actif Sir Gar could meet the requirements to host such future events.
- **Korean Community Child Provision** – Officers were supporting the Korean community within Llanelli who had expressed an interest in running a children's club within one of our community centres. Launched in Paddock Street Community Centre last Friday, the Music sessions were available for all on

Fridays at 3:30pm, these had seen five local children from the Tyisha area attend.

- **Cruyff Court Review** – A review had been undertaken of the usage by sports clubs and booking on the Cruyff Court. The review was presented and provided information on the current and future use of the Court. The SYAO was also attending Cruyffian Court Training on the 7th and 8th December which would enhance delivery of activities at the Court as well as establishing links and good practice to other Courts.
- **Partneriaeth Awyr Agored** – The Outdoor Partnership was a charity that's mission is to make the outdoors more accessible to disadvantaged groups who are interested in assets that are located within Llanelli such as North Dock and Swiss Valley Reservoir. Officers from both the Town Council and Rural Council were supporting to see how the outdoor areas could be best utilised and made more accessible to the Llanelli community.
- **Old Road After School Club** – Following consultation with the headteacher of Old Road Primary school, a teacher had been identified who was interested in running a sports club once a week for those children that express an interest. The barrier however had been confidence in teaching various sports the children expressed interest in. The SYAO had been supporting the delivery of football, tennis and various mini games and recorded the games to upskill the teachers that had expressed interest in the club.

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:

- Syria Sir Gar Football weekly session Wednesday's 5.00pm - 6.00pm Cruyff Court in Penyfan;
- Football sessions held weekly Monday's 4.00pm – 5.00pm at the Cruyff Court in Penyfan;
- Weekly CSG ALN Bowls Sessions to be held at the Selwyn Samuel Centre Friday's 12:00pm – 1:00pm.
- Scarlets Girls Only Festival 5th December
- Tree Planting Penygaer 11th December
- Christmas Around the World 12th of December

RESOLVED - That the information be noted.

81. COMMUNITY ACTIVITY AND DEVELOPMENT WORK PROGRAMME

Further to minute No. 37(2) of the Council meeting held on 28th June 2023, consideration was given to the six-month review of the Community Activity and

Development Work Programme. (copies of which having previously been circulated to members).

The review had been considered by the Town Council Well-Being of Future Generations Working Group at their meeting held on the 6th November 2023.

RESOLVED – The Town Council noted its thanks to Officers for all the work carried out and noted the report.

82. INTERNAL AUDIT REPORT

Further to Minute No. 36 of the Council meeting held on 28th June 2023, consideration was given to the Internal Audit (Final) Report 2023-24 prepared by Auditing Solutions Ltd. (copies having been previously circulated to members).

RESOLVED – That the report be noted.

83. MATTERS FOR INFORMATION

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

- (1) **Carmarthenshire County Council** - Town and Community Councils Update October.
- (2) **Mid & West Wales Fire and Rescue Service** - Service Magazine - Calon Tân October 2023 Edition.
- (3) **One Voice Wales** - November & December 2023 Training Dates.
- (4) **Carmarthenshire County Council** – November Tourism Newsletter.
- (5) **Dyfed-Powys Police and Crime Commissioner** - Bwletin CHTh | PCC Bulletin.
- (6) **One Voice Wales** – Green Economy Conference 22nd November 2023.
- (7) **Dyfed Powys Police and Crime Commissioner** – Headquarters Open Day Events.
- (8) **Tyisha Building Preservation Trust** – Minutes of meeting held on 24th October 2023.
- (9) **Llanelli Town Council** – Minutes of the Future Generation Working Group held on the 6th November 2023.
- (10) **Independent Remuneration Panel for Wales** - Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables.
- (11) **Tyisha Community Steering Group** – Action Log of meeting held on the 7th September 2023.
- (12) **Carmarthenshire County Council** – Town and Community Councils Update November.
- (13) **Llanelli Standard** – Edition 56 and 57.

- (14) **Co-operative Councils Innovation Network** – Policy Officer call – Annual Conference and Policy Lab and Prototype 2024 update – Tuesday 14th November 2023.
- (15) **Mid and West Wales Fire and Rescue Service** – Newsletter.
- (16) **Office Christmas Closure Arrangements.**

84. 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.

85. PENYFAN COMMUNITY FACILITY PROJECT

Councillor David Ll. Darkin declared an interest in this matter, due to working within the construction business, as he considered this to be a prejudicial interest he withdrew from the meeting prior to the discussion and voting thereon.

Further to minute number 75 of the Town Council meeting held on the 1st November 2023, consideration was given to the Town Clerk's report providing an update to members on the Penyfan Community Facilities project.

Officers had carried out consultation on the proposed modular building project with the PLTRA Residents Association, the Penyfan Community Facilities Working Group and with the Dyfed Powys Police Designing Out Crime Officer. These had provided positive comments and support for the project. Further meetings had also been held with the National Lottery in order to develop a possible additional grant application.

The Town Council Consultant Architect had developed draft plans which were provided for members information and had been submitted as a Pre-Planning Application to the Planning Authority for their advice. The Consultant Architect fees were charged on an hours worked basis. The Consultant Architect had also sought fee proposals from necessary contractors with returns as follows:

Quantity Surveyors

Works to include: -

- A - External Works and drainage – Schedule of Works
- B - Modular Building – pre tender including bills of quantities / schedule of works
- C – Post contract – on site and final account based on 3 months site works

Penfro Consultancy - £3,475.00 plus VAT (with additional hourly rates as necessary)
Downies (Wales) Ltd - £4,950.00 plus VAT (with additional hourly rates as necessary)
Ivor Russell Partnership – unable to provide a quotation due to current workload

Structural Engineers

Works to include: -

A - External Works and drainage including SAB

B - Modular Building – foundations

C – Meetings – 2 no.

MW Consult Ltd - £4,650.00 plus VAT (with additional hourly rates as necessary)

CB3 Consult Ltd - £8,550.00 plus VAT (with additional hourly rates as necessary)

Roger Casey Associates – unable to provide a quotation due to current workload.

N.B. The above figures did not include a potential site investigation which would be in the region of £2,500 - £4,500 plus VAT (to be confirmed). There would also be SAB fees payable to Carmarthenshire County Council in the region of £900.00.

As a separate item confirmation of fees from Keith Jones / Wayne Towell (MEP Services) for the Mechanical & Electrical input were provided as follows: -

Modular building – incoming supplies - £1,125.00 plus VAT

Changing Rooms Facility

Necessary works to bring the changing rooms back into use were also being planned.

Electrical repairs were estimated to cost £1,592.50 plus VAT.

Work was also required to bring the shower facilities back into use, fees for the design for the new water tank installation were £1,250.00 plus VAT from Keith Jones / Wayne Towell (MEP Services).

Following further consideration of the report, it was

RESOLVED

- That the actions of Officers be approved.
- That the tenders received from:
 - Penfro Consultancy
 - MW Consult
 - Keith Jones / Wayne Towell (MEP Services)

Be approved.

86. COMPLAINT

Councillors A. Bragoli, A. Lochrie, and S. Greaney declared their interest in this item as being members of the Caru Lliedi Group they were mentioned in the complaint

investigation report, as they considered this to be a prejudicial interest they withdrew from the meeting prior to the discussion and voting thereon.

Councillor R. James declared an interest in this item, as a member of the Caru Lliedi Group, as he did not consider this interest to be a prejudicial interest he remained in the meeting during the discussion and voting thereon.

Consideration was given to the Town Clerk's report that the Town Council had received a complaint from Llanerch Community Group in relation to a number of issues relating to its activities and actions with regards to project work at Llanerch Field, Penygaer Playing Fields and the proposed asset transfer of the piece of land across the river from Llanerch Field. Additionally, complaints were raised in relation to the relationship between Caru Lliedi Community Group and the Town Council.

The Town Clerk reported that an informal resolution to the original complaint had been attempted but had proved to not be possible. The Group had therefore requested that a formal investigation by a third party be undertaken.

One Voice Wales had therefore carried out this investigation and their report was attached for member consideration. The cost of the investigation was noted as £754.00.

The conclusions of the report noted that there appeared to be little scope to meet the requests made by the Group in relation to joint working on projects at Llanerch and Penygaer. The report noted that the Town Council should write to the Group confirming this position.

Following detailed discussion of the complaint report it was proposed and seconded that the report be noted and accepted with a letter to be sent to the Llanerch Community Group setting out the position. A meeting with the Council Leader would also be offered.

Upon the request of Councillor T. Davies that a recorded vote be taken it was:

RESOLVED – that the proposal be agreed, with Councillors S.A Curry, D.Ll. Darkin (Leader of the Town Council), G. Lloyd, N. J Pearce (Town Mayor), A.S.J McPherson, J.G. Prosser, and P.T. Warlow (Deputy Town Mayor) in favour.

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

Abstentions: Councillor R. James.

The meeting concluded at 6.55pm

ESTABLISHMENT COMMITTEE

11th December 2023

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, 11th December 2023 at 5.30 p.m.

PRESENT: Councillors D.Ll. Darkin (Leader of the Council)(Chair), A.R. Bragoli (substitute for Councillor S. Evans), S.A. Curry, L. Fenris, A.S.J. McPherson (Vice-Chair), N.J. Pearce (Town Mayor), P.T. Warlow (Deputy Town Mayor) and J.R. Williams.

APOLOGY: Councillor S. Evans

4. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

5. 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.

6. TOWN COUNCIL STAFF STRUCTURE

Further to minute 13 of the Establishment Committee meeting held on the 18th January 2023, consideration was given to the Town Clerk's report providing an update on the Town Council Staffing Structure for Committee approval.

Principal Officer

The Town Clerk position was currently covered and deputised as necessary by the Community Development Officer, this was in addition to her extensive role which included the management of the Town Council Community Development and Sports, Youth and Activity Services along with leading on Safeguarding Issues. The Officer was noted to have a wealth of experience in the arrangements of the Town Council and was a qualified Council Clerk in her own right, having completed the CiLCA qualification.

It was proposed to formalise this position by putting in place a clear structure with the Officer being confirmed as the Senior Officer of the Town Council. This would entail

confirming a new position as Principal Officer from 1st December 2023 on the Principal Administrative Officer salary scale LC3 33-36 (current scale for the Officer was 29–32). An updated job description had been developed and was attached for approval.

Administrative Officer

The Town Council 2 Administrative Officers provide for a wide range of support duties to the Town Council with one officer undertaking the extensive responsibilities of Financial Officer to a very high standard. It was proposed to clarify this arrangement by providing this officer with an amended job role of Administration and Finance Officer from 1st December 2023 on scale LC2 24-28 (currently 18-23). An updated job description had been developed and was attached for approval.

Office Cleaner

Following the resignation of the previous post holder, the Town Council had sought to employ a new Office Cleaner. The role was also advertised to include for cover duties at the Town Council Community Centres to provide for additional resource availability across this service provision. Following interviews, Angela Wood had been appointed with a 1 month trial to be undertaken in the role.

Following further consideration of the report it was:

RESOLVED – That the Committee notes the report and approves the actions and proposals set out therein.

7. TOWN COUNCIL SAFEGUARDING ARRANGEMENTS

Consideration was given to the Town Clerk’s report which provided an update to the Committee on the Town Council Safeguarding arrangements. It was noted that the development of the Town Council service provision in the areas of Community Development / Sports Youth and Activity Services and Park Keeping / Grounds Maintenance arrangements had necessitated the putting in place of processes to ensure Safeguarding responsibilities were taken into account in all aspects of the Town Council’s work.

A draft safeguarding policy had therefore been developed which set out formally the actions the Town Council undertook as part of these activities.

The following staff (on appointment or thereafter) were noted as having had Disclosure and Barring Service checks as detailed below:

- | | | |
|----------------|-------------------------------|----------------|
| • Arfon Davies | Town Clerk | Basic Check |
| • Delyth Jones | Community Development Officer | Enhanced Check |
| • Eddie Donne | Head Groundsman | Basic Check |

- | | | |
|----------------|-----------------------------------|----------------|
| • Sion Thomas | Sports Youth and Activity Officer | Enhanced Check |
| • Gerwyn Jones | Park Keeper | Basic Check |
| • Jack Lynch | Park Keeper | Basic Check |
| • Kevin Tucker | Caretaker | Basic Check |
- (due to being the 'second Person' at SYAO activities on occasions)

In addition, the following staff had undertaken Safeguarding Training via Virtual College with a cost of £250.00.

- | | | |
|----------------|-----------------------------------|------------------|
| • Arfon Davies | Town Clerk | Level 2 Training |
| • Delyth Jones | Community Development Officer | Level 3 Training |
| • Sion Thomas | Sports Youth and Activity Officer | Level 3 Training |
| • Eddie Donne | Head Groundsman | Level 2 Training |
| • Kevin Tucker | Caretaker | Level 2 Training |
| • Gerwyn Jones | Park Keeper | Level 2 Training |
| • Jack Lynch | Park Keeper | Level 2 Training |

Following further consideration of the report it was:

RESOLVED – That the Committee notes the report, approves the actions and proposals set out therein along with approving the draft Safeguarding Policy.

8. APPEALS PANEL

Further to minute 22 of the Establishment Committee meeting held on the 6th September 2023, consideration was given to the Town Clerk's report that noted that confirmation had been received from One Voice Wales that the Appeals Panel of the Establishment Committee should not be made up of members of the Committee in attendance at a meeting where a decision is made. The current position was noted as being that the Appeals Panel was made up of the Chair and Vice-Chair of the Establishment Committee.

The membership of the Appeals Panel would therefore be approved at the Adjourned Annual Meeting of the Council in May. In the meantime, it was proposed that for the remainder of the current Civic Year that the Appeals Panel, if required to meet would be made up of 1 or 2 members of the Committee not in attendance from time to time when meetings are held along with Councillor Andrew Bragoli due to his expertise in these matters.

Following further consideration of the report it was:

RESOLVED – That the Committee notes the report and approves the actions and proposals set out therein.

The Meeting concluded at 5.35 p.m.

PLANNING, LICENSING AND CONSULTATION COMMITTEE

11th December 2023

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, 11th December 2023 at 6.00 p.m.

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

APOLOGIES: Councillors T. Davies, S. Evans, J.P. Jenkins, and J.G. Prosser

34. DECLARATIONS OF INTEREST

No declarations of interest were made.

35. 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/06785 Hair Control, 33A Inkerman Street, Llanelli, SA15 1RY	Change of use of hairdressers and chiropractist to ground floor flat	No Objections.

<p>PL/06935 Penygaer CP School, Bryndulais Avenue, Llanelli, SA14 8RS</p>	<p>Proposed internal and external alterations to toilets, reception and classroom with new external canopy.</p>	<p>No Objections.</p>
<p>PL/06873 47 Stepney Street, Llanelli, SA15 3QQ</p>	<p>Replace 1 no. projecting signage with new 500mm. Replace 1 no. fascia and 1 no. logo with 1 no. new blue fascia and 1 no. new 290mm logo height. Remove window message "Adeiladu Cymdeithas yn Llanelli" & make good as necessary. Replace 1 no. ATM tablet and decals with new. Replace statutory signage with new. Install new window message "Ffordd dda i fancio"& "A good way to bank"</p>	<p>No Objections.</p>

36. DRAFT COMMUNITY RISK MANAGEMENT PLAN 2040

Consideration was given to the consultation received from Mid and West Wales Fire and Rescue Service on their draft Community Risk Management Plan 2040.

RESOLVED – That the consultation be noted.

37. ROAD SAFETY STRATEGY

Consideration was given to the consultation received from the Welsh Local Government Association on the Welsh Government Road Safety Strategy.

RESOLVED – that the consultation be noted.

38. 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) **Police and Crime Commissioner Dyfed Powys Police** – Policing Budget Consultation
- (2) **Carmarthenshire County Council** – Temporary Road Closure: C2200 Llanelli, from its junction with Pentrepoeth road for a total distance of 200 metres in a south easterly direction, from Monday 11th December 2023 until Friday 15th December 2023.
- (3) **Carmarthenshire County Council** – Cancellation of temporary road closure - B4304, Llanelli East Level Crossing, Station Road, Llanelli from its junction with Copperworks Road - 23:00 hours Saturday 25th November 2023 to 11:00 hours Sunday 26th November 2023.
- (4) **Carmarthenshire County Council** – Emergency Road Closure – Old Road, Llanelli from its junction with B4309 to its junction with Roland Avenue for a distance of 112 metres in a south Easterly direction for six days from Thursday 23rd November 2023.
- (5) **Carmarthenshire County Council-Temporary Road** closure of Trostre Road, from its junction with Coedcae Road, for a distance of 100 metres in a westerly direction on Sunday 10th December 2023 from 08:00 to 17:00.
- (6) **Carmarthenshire County Council-Temporary Road** closure of Cowell Street, Llanelli from a point 55 metres north-west of the Cowell Street junction with the A4213 (Murray Street) in a north-westerly direction to its junction with Stepney Street on Saturday 2nd December 2023 from 10:00 to 15:00.
- (7) **Carmarthenshire County Council-Temporary Road** closure of Princess street, Llanelli from a point 64 metres south west of its junction with Erw road for a total distance of 98 metres in a south westerly direction from Wednesday 17th January, 2024 until Friday 19th January, 2024.

The Meeting concluded at 6.04 p.m.

BUILDING AND FINANCE COMMITTEE

11th December 2023

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, 11th December 2023 at 6.08 p.m.

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

APOLOGIES: Councillors A.A Carter, J.R. Elliott, R. James G.R. Lloyd, and B.A.L. Roberts.

61. MEMBERS' DECLARATION OF INTEREST

No declarations were made.

62. FINANCIAL REPORT

(1) BUDGET REVIEW

RESOLVED – that the Income and Expenditure report for the period 1st April 2023 – 30th November 2023, in the sums of £1,127,535 and £881,988 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED - that the payment schedule showing Direct Debit Nos. 271 - 289 (inclusive) in the sum of £11,716.25, BACS Nos 192 - 222 in the sum of £31,601.04 and Electronic Payments Nos 285 - 327 in the sum of £152,200.67 respectively, be approved.

63. COMMUNITY CENTRES

(1) HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of November 2023 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

64. PARKS AND PLAYING FIELDS AND COMMUNITY CENTRES

Further to minute 48 of the Committee meeting held on the 9th October 2023, consideration was given to the Town Clerk's report which provided an update on developments with the Town Council Parks, Playing Fields and Community Centres.

Play Area Inspections

The annual play area inspection reports had been received for the Town Council play areas from the Play Inspection Company. Low risk findings had been identified at each site with remedial works to be carried out as appropriate.

Medium risk findings had been identified in two instances at Crown Park, these were being taken forward for repair.

Clos yr Ysgol

Consultation had been held within the local community and on line in relation to a possible improvement project at the Park. The findings were being used to inform discussions with companies in order to provide quotations for the Town Council for the suggested project.

Penygaer Sensory Garden

The first stage of the creation of a Sensory Garden at Penygaer Playing Fields through the Welsh Government, National Lottery Local Places for Nature project was completed in November. Further work was now being developed in relation to the possible provision of sensory play equipment, with a decision on a grant application made to the Shared Prosperity Fund awaited.

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

65. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANT APPLICATIONS

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

- (a) Ty Gwyn Community Church – that a grant of £300 be made.
- (b) Lifeshare Antioch's Food and Clothes Bank – that a grant of £300 be made.
- (c) Frontline Nations – that a grant of £300 be made.
- (d) Llanelli Schoolboys Under 15s and Under 16s Rugby – that a grant of £500 be made.
- (e) CISS – that the application be noted.

- (f) Pentip VA Church in Wales Primary School PTA – that a grant of £300 be made.

66. MATTERS FOR INFORMATION

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

- (1) Welsh Government** – Appropriate Sum Under Section 137 (4) (a) of the Local Government Act 1972 for the 2024-25 Financial Year.

The Meeting concluded at 6.18 p.m.