

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/SFS

Date: 01/10/26

TO: ALL MEMBERS OF LLANELLI TOWN COUNCIL

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 LLANELLI TOWN COUNCIL** to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI** on **WEDNESDAY, 7th OCTOBER 2026 at 6.00 p.m.**

Yours faithfully,

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

Town Clerk

A G E N D A

1. **To receive apologies for absence**
2. **To receive members' declaration of interest**

Declaration form for completion will be circulated at the start of the meeting.

3. **Public Participation**

To provide an opportunity for any members of the public in attendance to address Council or ask questions on any matters of concern in relation to agenda items (other than those proposed to be considered in private).

4. **Verification and Confirmation of Minutes**

To receive, confirm and verify Minutes of Proceedings as follows: -

		<u>Page Nos.</u>
Llanelli Town Council Ordinary Meeting	7 th September 2026	100 - 101
Planning, Licensing and Consultation Committee	7 th September 2026	102 - 105
Building and Finance Committee	7 th September 2026	106 - 109
Llanelli Town Council Ordinary Meeting	16 th September 2026	110 - 118
Selwyn Samuel Centre Committee	16 th September 2026	119 - 122
Establishment Committee	16 th September 2026	123 - 124

5. Appointment of Standing Committees, Committees, Joint Committees and Membership of Outside Bodies 2026-27

To consider amending the membership of Standing Committees, Committees, Joint Committees and of Outside Bodies for 2026-27, Minute No. 11 and 13 of the Adjourned Town Council Annual Meeting held on the 14th May 2026 refers. (copy herewith).

6. Community Development and Activity

Community Development and Activity Report

To consider the Community Development and Activity Report. Minute No. 60 of the Town Council Meeting of 16th September 2026 refers. (copy herewith).

7. 2026-27 Internal Auditing Arrangements

To consider the Town Clerk's report. Minute No. 43 of the Building and Finance Committee held on the 9th October 2023 refers (copy herewith).

8. Matters for Information

- 1. Llanelli Town Centre Task Force** – Minutes of the meeting held on the 19th May 2026.
- 2. One Voice Wales** – Minutes of Carmarthen Area Committee meeting held on the 14th July 2026.
- 3. One Voice Wales** – E-bulletin.
- 4. PLTRA** – Minutes of the meeting held on the 26th August 2026.
- 5. Parc Howard Association** – Minutes of the meeting held on the 27th July 2026.
- 6. Carmarthenshire County Council** – Town and Community Councils Update.
- 7. Bigyn Community Centre** – Report of the consultation process. Minute No. 61 of the Town Council meeting held on the 16th September 2026 refers.
(copies herewith or available to members).

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Eich Cyf:

Fy Nghyf

Dyddiad

Your Ref:

My Ref: TC/SFS

Date: 01/10/26

AT: BOB AELOD O GYNGOR TREF LLANELLI

Annwyl Gyngorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 a Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chwi drwy hyn i **GYFARFOD CYNGOR TREF LLANELLI** i'w gynnal **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI DDYDD MERCHER 7^{FED} HYDREF 2026 am 6.00 o'r gloch.**

Yn gywir,

Clerc y Dref

AGENDA

- I dderbyn ymddiheuriadau am absenoldeb**
- I dderbyn datganiadau buddiant yr aelodau**

Dosberthir ffurflen datganiad i'w llenwi ar ddechrau'r cyfarfod.

- Cyfranogiad y Cyhoedd**

I rhoi cyfle i unrhyw aelod o'r cyhoedd sy'n bresennol annerch y Cyngor neu ofyn cwestiynau ar unrhyw faterion sy'n codi pryder mewn perthynas ag eitemau ar yr agenda (ac eithrio'r rhai y bwriedir eu hystyried yn breifat).

- Dilysu a Chadarnhau Cofnodion**

I dderbyn, cadarnhau a dilysu Cofnodion y Cyfarfodydd canlynol:-

		<u>Rhif Tud.</u>
Cyngor Tref Llanelli	7 ^{fed} Medi 2026	100 - 101
Pwyllgor Cynllunio, Trwyddedu ac Ymgynghori	7 ^{fed} Medi 2026	102 - 105
Pwyllgor Adeiladu a Chyllid	7 ^{fed} Medi 2026	106 - 109
Cyngor Tref Llanelli	16 ^{eg} Medi 2026	110 - 118
Pwyllgor Canolfan Selwyn Samuel	16 ^{eg} Medi 2026	119 - 122
Pwyllgor Staffio	16 ^{eg} Medi 2026	123 - 124

5. **Penodi'r Pwyllgorau Sefydlog, Pwyllgorau Eraill ac Aelodaeth Sefydliadau Allanol 2026-27**

I ystyried newid aelodaeth y Pwyllgorau Sefydlog, Pwyllgorau Eraill a Sefydliadau Allanol ar gyfer 2026-27, gweler Cofnod Rhif 11 ac 13 o gyfarfod Blynnyddol Gohiriedig y Cyngor Dref a gynhaliwyd ar 14^{fed} Mai 2026. (copi'n amgaeedig).

6. **Datblygu a Gweiddgaredd Cymunedol**

Adroddiad Datblygu a Gweiddgaredd Cymunedol

I ystyried Adroddiad Datblygu a Gweiddgaredd Cymunedol - Gweler Cofnod Rhif 60 o gyfarfod y Cyngor a gynhaliwyd ar 16^{eg} Medi 2026. (copi'n amgaeedig).

7. **Trefniadau Archwilio Mewnol 2026-27**

I ystyried adroddiad Clerc y Dref. Gweler Cofnod Rhif 43 o'r Pwyllgor Adeiladu a Chyllid a gynhaliwyd ar 9^{fed} Hydref 2023. (copi'n amgaeedig).

8. **Materion er Gwybodaeth**

1. **Tasglu Canol Tref Llanelli** – Cofnodion y cyfarfod a gynhaliwyd ar 19^{eg} Mai 2026.
2. **Un Llais Cymru** – Cofnodion cyfarfod Pwyllgor Ardal Caerfyrddin a gynhaliwyd ar 14^{eg} Gorffennaf 2026.
3. **Un Llais Cymru** – E-fwletin.
4. **PLTRA** – Cofnodion y cyfarfod a gynhaliwyd ar 26^{ain} Awst 2026.
5. **Cymdeithas Parc Howard** – Cofnodion y cyfarfod a gynhaliwyd ar 27^{ain} Gorffennaf 2026.
6. **Cyngor Sir Caerfyrddin** – Diweddariad Cyngorau Tref a Chymuned.
7. **Canolfan Gymunedol y Bigyn** – Adroddiad ar y broses ymgynghori. Gweler Cofnod Rhif 61 o gyfarfod y Cyngor Dref a gynhaliwyd ar 16^{eg} Medi 2026.
(copi'n amgaeedig neu ar gael i aelodau).

AGENDA ITEM 5

TO: MEMBERS OF LLANELLI TOWN COUNCIL

DATE OF MEETING: 7TH OCTOBER 2026

REVIEW OF MEMBERSHIP OF TOWN COUNCIL STANDING COMMITTEES AND COMMITTEES 2026-27

Further to minute 11 of the Adjourned Town Council Annual Meeting held on the 14th May 2026, following the co-option of Garry Rees-Andrews as a member of the Town Council, representing the Glanymor Ward, it is proposed that Cllr Rees-Andrews is appointed to the following Committees and outside bodies to replace former Cllr Amanda Carter directly.

- Building and Finance Committee
- Llanelly House Committee
- Establishment Committee
- Well-Being of Future Generations Working Group
- Town Council Working Group
- Ty Bryngwyn Hospice Committee (outside body representation)

I await the Council's decision.

Arfon Davies
Town Clerk

October 2026

AGENDA ITEM 6

TO: ALL MEMBERS OF LLANELLI TOWN COUNCIL

MEETING – OCTOBER 2026

COMMUNITY DEVELOPMENT AND ACTIVITIES REPORT

The Town Council has a legal duty under the Well-being of Future Generations Act 2015 to ensure it takes consideration of the Act in all its activities and services. The Town Council Community Development Service supports the delivery of the objectives set out within both the Act and the Carmarthenshire Well-being strategy through its work in Llanelli with Community Organisations and key partners for 2026 / 27.



(1) Community Activities

- **Cooking with Cancer** - is a new initiative being developed in partnership with the Angor Cancer and Long-Term Illness Charity and Gegin y Bobl, supporting individuals living with cancer and other long-term health conditions.

A consultation event was held at the Antioch Centre on 15th June, providing participants with an opportunity to share their experiences, views and ideas on the types of support, activities and services they would like to see included within a new six-week programme.

Further discussions have taken place with the Pentre Awel National Exercise Referral Scheme (NERS) team and Macmillan, who are exploring opportunities to support the initiative through funding and partnership working. The programme aims to provide a welcoming and supportive environment, combining practical activities, healthy eating, exercise and opportunities for social connection.

- **National Winners – FAW McDonalds Football Fun Provider 2026** – Llanelli Town Council is delighted to have been recognised as the McDonald's Football Fun Provider for Wales, celebrating the Council's commitment to providing inclusive and enjoyable football opportunities for children and young people in the Llanelli community. The award recognises the hard work involved in delivering football activities that encourage young people to be active, develop new skills, build confidence and, most importantly, have fun.
- **Meet The Mayor 2026** - Takes place week commencing 5th October 2026, providing an exciting opportunity for primary school pupils to learn about citizenship and democracy.

Through meeting the Mayor and taking part in interactive activities, children gain an understanding of local government and the importance of community involvement. This successful project, delivered in partnership with Llanelli Community Partnership, has been running for several years and continues to inspire young people to become active and engaged citizens.

- **Democracy Session with BrainKind** - A Democracy Session with BrainKind (Brainkind at Ty Aberdafen is a neurological center located in Llanelli, that provides innovative rehabilitation and person-centered support for individuals recovering from brain injuries) was held in September, providing an opportunity for residents to learn more about democratic structures and how local democracy works. Twelve residents took part in the session, which explored the different levels of local government, the roles and responsibilities of elected representatives, and how residents can engage with and participate in the democratic process. The session encouraged greater understanding of local democracy and supported residents to become more confident in having their voices heard within their.
- **Shwdmae Day** – Llanelli - Llanelli will be celebrating **Shwdmae Day (Diwrnod Shwdmae/Su'mae)** on 15th October with a range of activities taking place across the town. Schools will be encouraged to take part in activities at the library. In addition, buskers will bring Welsh-language music and entertainment to the Market. Local town centre businesses will also be getting involved, helping to create a welcoming atmosphere and encouraging people to use Welsh in their everyday interactions. Shwdmae Day is an annual celebration of the Welsh language, encouraging everyone, from fluent Welsh speakers and learners to those taking their first steps in the language to start conversations with a simple “**Shwdmae**” or “**Su'mae.**” The Llanelli activities will provide an opportunity to celebrate Welsh language culture while encouraging more people to use and enjoy Welsh within the community.
- **Stay On Side Project** – Ysgol Dewi Sant are the latest school to enrol in the project tackling anti social behaviour through the medium of sport and activities learning about police powers and the consequences of ASB.

RECOMMENDATION: That the information be noted.

(2) POLICY AND STRATEGIC MEETINGS

Officers are working with partners; examples are

- Llanelli Multi Cultural Network Drop-in Centre Support
- Brain kind
- Pride in Place – Youth
- Pride in place Environment
- Active
- Hywel Dda Health Board
- Communities For Work C4W

- Llanelli Community Partnership
- More in Common Partnership
- People Speak Up
- Actif Sir Gar
- Tyisha Community Team
- Menter Cwm Gwendraeth Elli
- Scarlets Community Team
- Hearts and Crafts
- Llanelli Market team CCC
- MacDonalds Football Fun
- MIND
- Mess Up The Mess – Youth Theater Group

(3) Activities Planned Short Term / Long Term

Activities are being developed with planned short term and long-term activities working independently and in partnership some examples are as follows:

- Football sessions weekly Monday's 4.00pm – 4.45pm at the Cruyff Court in Penyfan
- Darts Session at Bigyn community Centre every Wednesday 4.00pm -6.00pm
- Bowls sessions weekly Thursday's 4:00pm – 4:45pm at the Selwyn Samuel Centre
- Multicultural Network every Tuesday from 10.30am - 12.30pm at the Selwyn Samuel Centre
- Young People Speak Up drop-in every Wednesday 3.30pm – 5.30pm - at the Ffwrnes Fach.
- Welsh Learning Sessions every Thursday 10:00am – 12:00pm at Llanelly House
- People Sing Up Choir Thursday, 10.00am to 12.00pm at the Ffwrnes Fach
- LGBTQ+ Coffee morning at CETMA Station Road, 1st Friday in the month 10.15am-12.30pm
- October 13th Ffwrnes Fach Llanelli Jobs Fayre 11.00am – 2.00pm
- Next Spoken Word Saturday at People Speak Up, Arts, Health & Wellbeing Hub on Saturday 7 November 2.00pm-5.00pm
- Tyshia Halloween Event 2.00pm –5.00pm – Goods Shed llanelli

RECOMMENDATION: That the information be noted

(4) Communication and advertising

The activities 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, two secondary schools and Coleg Sir Gar and community organisations.

RECOMMENDATION: That the information be noted, and actions taken be approved.

Delyth Jones Principal Officer

D. Sion Thomas Sport, Youth and Activity Officer

October 2026

AGENDA ITEM 7

TO: LLANELLI TOWN COUNCIL

DATE OF MEETING: 7TH OCTOBER 2026

INTERNAL AUDIT SERVICE TO THE TOWN COUNCIL – 2026-27

Further to Minute No. 43 of the Building and Finance Committee meeting held on the 9th October 2023, where it was agreed that the services of Auditing Solutions as Town Council Internal Auditors be retained, with approval given to the Responsible Financial Officer / Town Clerk to sign the letter of engagement to be approved for the remainder of the term of the current Town Council. Attached at Annex 1 for the Town Council's information is the updated letter of engagement for the service provision for the 2026-27 Financial Year.

RECOMMENDATION

That the Council notes the report and approves the letter of engagement.

I await the Council's instruction.

Arfon Davies
Town Clerk

September 2026.

Annex 1



Llanelli Town Council
The Old Vicarage,
Town Hall Square,
Llanelli,
Carmarthenshire, SA15 3DD

September 2026

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council, you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

As a privately owned company we conform our total independence from the Council's decision-making processes and maintenance of accounting and other records. Our annual programme of work is as set out in our standardised detailed programme of work, suitably tailored to meet the requirements of the Council and to take account of the various financial systems in operation and is based on the requirements of the detail set out in the Governance and Accountability Manual – "The Practitioner's Guide".

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and our detailed annual report to the Council, also whether they comply with all relevant legislation. In arriving at our view, we are required to consider the requirements set out in the Governance and Accountability Manual – "The Practitioner's Guide", and to report on any in respect of which we are not satisfied.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (as amended periodically) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

Clackerbrook Farm, Unit 7, 46 The Common, Bromham, WILTSHIRE SN15 2JJ
Tel: 07986 095004; E-mail anne@councilaudit.co.uk
www.auditingolutions.co.uk

We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

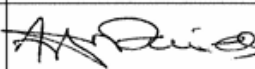
The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	Signature	Llanelli Town Council	Signature
Stuart J Pollard Director	<i>Stuart Pollard</i>	Dated: 22/9/20	

AGENDA ITEM 8.7

TO: LLANELLI TOWN COUNCIL

DATE OF MEETING: 7TH OCTOBER 2026

BIGYN COMMUNITY CENTRE - CONSULTATION

Further to Minute No. 61 of the meeting of Llanelli Town Council held on the 16th September 2026, the following report provides information of the consultation process proposed in relation to the naming of the current Bigyn Community Centre at Penyfan Playing Fields.

Arrangements are being taken forward as follows:

- Consultation event at Bigyn Community Centre on Monday 19th October 2026 – 2pm – 6pm.
- The consultation event will be advertised via:
 - Flyer drop in local community;
 - Advertised on Facebook.
- Online consultation survey accessed via:
 - Flyer QR Code;
 - Facebook / Instagram.
- Direct consultation with
 - Stebonheath School;
 - Bigyn School;
 - Coedcae School;
 - Community Centre and Playing Field users.

The results of the consultation will be reported to the Town Council at the November or December meeting to enable a decision to be taken on the name of the centre.

Arfon Davies
Town Clerk

October 2026.