

**CYNGOR TREF LLANELLI**



**LLANELLI TOWN COUNCIL**

# LLANELLI TOWN COUNCIL

## MINUTES

### Page Nos.

|                                                |                                 |           |
|------------------------------------------------|---------------------------------|-----------|
| Establishment Committee                        | 15 <sup>th</sup> July 2024      | 144 – 146 |
| Llanelli Joint Burial Advisory Committee       | 11 <sup>th</sup> September 2024 | 147 - 148 |
| Llanelli Town Council Ordinary Meeting         | 6 <sup>th</sup> November 2024   | 149 - 157 |
| Llanelli Town Council Extraordinary Meeting    | 11 <sup>th</sup> November 2024  | 158 – 160 |
| Planning, Licensing and Consultation Committee | 11 <sup>th</sup> November 2024  | 161 – 163 |
| Building and Finance Committee                 | 11 <sup>th</sup> November 2024  | 164 – 170 |
| Stebonheath Development Committee              | 18 <sup>th</sup> November 2024  | 171 – 175 |
| Selwyn Samuel Centre Committee                 | 18 <sup>th</sup> November 2024  | 176 – 179 |
| Establishment Committee                        | 18 <sup>th</sup> November 2024  | 180 - 182 |

## **ESTABLISHMENT COMMITTEE**

15<sup>th</sup> July 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 the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 15<sup>th</sup> July 2024 at 5.35 p.m.

**PRESENT:** Councillors A.S.J. McPherson (Vice Chair, in the Chair), S.A. Curry, L. Fenris, G.R. Lloyd, J.G. Prosser (Town Mayor) (substitute for Councillor N.J. Pearce), P.T. Warlow and J.R. Williams.

**APOLOGY:** Councillor D.Ll. Darkin (Leader of the Council – Chair), S. Evans and N.J. Pearce.

### **1. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **2. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960**

**RESOLVED** – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

### **3. TOWN COUNCIL STAFF STRUCTURE**

#### **TOWN COUNCIL STAFFING ARRANGEMENTS**

Further to minute 11 of the Establishment Committee meeting held on the 18<sup>th</sup> March 2024, consideration was given to the Town Clerk's report providing an update on the Town Council Staffing arrangements.

#### **Office Cleaner**

Following the resignation of the Office Cleaner, Angela Wood an advert was published seeking a replacement at the end of March 2024. The Town Council did not receive any applications for the role and thereafter, Amy Bowen, the Council Administrative Officer expressed an interest in carrying out the position.

This arrangement had continued successfully and it was recommended to maintain the arrangement on a trial basis for the time being and to review as appropriate. Careful monitoring

was in place to ensure that the hours worked do not become excessive, taking account of Amy's full-time role for the Town Council.

### **Annual Appraisals**

Town Council staff were noted to have recently received their annual appraisals for the year to 31<sup>st</sup> March 2024.

### **Paddling Pool Attendants**

In readiness for the 2024 Summer Season Temporary Paddling Pool Attendants had been employed by the Town Council to commence work for the School Summer Holiday period as follows:

- Sally Hocking;
- Ianto Evans;
- Rhianna Phillips;
- Jessica Jones;
- Harri George;
- Thomas Evans;
- Katie Davies – cover if necessary.

Sally Hocking and Rhianna Phillips had previous experience as life guards. Thomas Evans and Harri George had undertaken this role for the Town Council over previous seasons. Induction training was provided on the 12<sup>th</sup> July. DBS checks were being undertaken for each of these temporary staff members. The paddling pools would be brought into operation on the 22<sup>nd</sup> July.

Members were made aware that Katie Davies was the Town Clerk's daughter and Jessica Jones was also known to the Town Clerk.

### **Park Keeping and Grounds Assistants Positions**

A review had been undertaken of the working arrangements of the Town Council Park Keepers and Grounds Assistants. The review had taken account of the first 18 months of the working patterns of the new service design along with the needs of the Grounds Maintenance service. Consideration had also been given to likely future workload increases entailed by:

- Increased use of Stebonheath;
- Increased use of playing fields facilities at Peoples' Park, Penylan, Penygaer, Llanerch and Crown Park.

The current coverage was noted as follows:

- Head Groundsman – Working Monday – Friday (37 hours per week).

- 2 Park Keepers – Working a 4 day on / 4 day off pattern covering 7 days per week (around 10 hours per day during the Spring / Summer and around 7 hours per day Autumn and Winter);
- 2 Grounds Assistants - Both working 2 days a week covering Monday, Tuesday, Thursday and Friday (around 6 hours per day);

The review had concluded that the Town Council Grounds Maintenance Service was overstaffed during the week and understaffed during weekends. A Grounds Team Meeting had been undertaken to discuss current and future arrangements. The 2 Grounds Assistants had been asked to consider their availability for weekend duties to support colleagues during these busy periods. Arrangements had also been put in place to provide for an ‘overlap’ between the two Park Keepers in order to support a structured ‘handover’ following their 4 shift pattern days.

Further discussions would be held with the staff team in order to update the Establishment Committee on possible ways forward. The Committee noted that a structure was required that would meet the needs of the Town Council service moving forward.

### **St Barnabas Community Centre**

St Barnabas Community Centre had now been closed with the final hiring being the General Election held on the 4<sup>th</sup> July. The Town Council Caretaker at St Barnabas Community Centre also holds the same position at Glenalla Community Centre and would take over the role at the new Penyfan Community Centre when that becomes operational. In the meantime, offers had been made to the staff member of alternative additional hours of work during the intervening period.

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

**FURTHER RESOLVED** – That the Town Council Grounds Maintenance service was felt to be a 7 day a week service and that members of staff were expected to be available to ensure the needs of the service could be carried out. The Town Clerk to seek options for this to be taken forward.

## **4. TOWN COUNCIL TRAINING PLAN 2024-26**

### **Town Council Training Plan**

Further to Minute Number 6 of the Committee meeting held on the 26<sup>th</sup> September 2022, consideration was given to the draft Town Council draft Training Plan for 2024-2026. Following further discussion it was:

**RESOLVED** – That the 2024-26 Training Plan be approved and adopted.

The Meeting concluded at 5.45 p.m.

**LLANELLI JOINT BURIAL ADVISORY COMMITTEE**

**Minute Nos. 10 - 15**

At the **Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 11 September 2024 at 4:00 p.m.

**Present:** Cllr. A. J. Rogers (Vice-Chairman (in the Chair))

**Cllrs.**

T. M. Donoghue  
J. S. Phillips  
N. Evans  
B. A. L. Roberts  
S. N. Lewis  
J. Williams

**10. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. D. L. Darkin.

**11. MEMBERS' DECLARATIONS OF INTEREST**

Cllr. N. Evans declared a personal and prejudicial interest in Minutes No. 15 because she was related to one of the applicants.

**12. MINUTES**

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

Annual Meeting - 12 June 2024

**13. INCOME AND EXPENDITURE REPORT**

**RECOMMENDED** that the income and expenditure report up to 31 July 2024 be noted.

**14. 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.

**15. MEMORIAL MASONS**

*Cllr. N. Evans declared a personal and prejudicial interest in the following matter because she was related to one of the applicants and withdrew from the meeting before discussion commenced.*

Members considered applications from J. T. of Hengoed Memorials and S. W. of SW Memorial Masons for inclusion on the Burial Service's approved list of memorial masons, and it was

**RESOLVED** that the applications be approved.

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The meeting concluded at 4.07pm

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

6<sup>th</sup> November 2024

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 6<sup>th</sup> November 2024 at 5.30 p.m.

**PRESENT:** Councillor S. Greaney (Deputy Town Mayor) (Presiding)

### Councillors

#### **Bigyn Ward**

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

#### **Elli Ward**

N.J. Pearce  
S. Williams

#### **Glanymor Ward**

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

#### **Lliedi Ward**

A.R. Bragoli  
S. Evans  
A. Lochrie

#### **Tyisha Ward**

T. Davies  
A.S.J. McPherson

**APOLOGIES:** Councillors A.A. Carter, S.A. Curry, J.R. Elliott, L. Fenris, R. James, and J.G. Prosser.

### **72. MEMBERS' DECLARATIONS OF INTEREST**

Declarations of interest were made on item 74 as noted below.

### **73. PUBLIC PARTICIPATION**

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

## **74. LLANELLI CITY STATUS CAMPAIGN**

Councillor's D.LI. Darkin (Leader of the Council) declared an interest in the Agenda Item as a member of the Llanelli Chamber of Trade and Commerce, as he did not feel this was a prejudicial interest, councillor Darkin remained in the meeting.

The Deputy Town Mayor (Councillor S. Greaney) welcomed representatives of the Chamber of Trade and Commerce, David Timbrell-Hill and Tara Fisher, and thanked them for their attendance. The Deputy Mayor noted that the purpose of the visit was to meet with the Council to provide an update on the progress of the Llanelli City Status Campaign.

David Timbrell-Hill and Tara fisher, addressed the Council, detailing the current position of the project and possible benefits of the City Status Campaign. They provided details on the plans for the next steps of the project as the campaign was developed. The campaign would concentrate on working with residents and groups to tell a story of how Llanelli is a good place to live, work and raise a family.

Following the presentation an opportunity was given to Town Councillors to ask questions of the Representatives in relation to the matters raised.

Councillors asked for information about the economic benefits and related impacts and costs, the proposed City boundaries and the consultation process moving forward.

Following the completion of the Question and Answer session, the Deputy Town Mayor thanked the Representatives for their attendance.

## **75. 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 Town Council Ordinary Meeting         | 2 <sup>nd</sup> October 2024  | 121 – 129 |
| Town Twinning Committee                        | 2 <sup>nd</sup> October 2024  | 130 - 131 |
| Planning, Licensing and Consultation Committee | 7 <sup>th</sup> October 2024  | 132 - 136 |
| Building and Finance Committee                 | 7 <sup>th</sup> October 2024  | 137 – 140 |
| Llanelli Town Council Extraordinary Meeting    | 22 <sup>nd</sup> October 2024 | 141 – 143 |

## **76. COMMUNITY DEVELOPMENT AND ACTIVITY**

Further to Minute No. 64 of the Town Council Ordinary meeting of 2<sup>nd</sup> October 2024, consideration was given to the Principal Officer's report (copies having been previously circulated to members). The report dealt with the following:

**(1) Community & School Activities**

- **Llanelli Town Council 50<sup>th</sup> Anniversary Community Awards** – Llanelli Town Council 50<sup>th</sup> Awards evening was held on 19<sup>th</sup> October at the Diplomat Hotel Llanelli. The awards evening was very well attended and was an opportunity to thank the community for their support over the last 50 years. The evening recognised those that were nominated by the community for their service to Llanelli. The awards evening coincided with a visit from the Mayoral team from Agen.
- **Llanelli Community Partnership and Llanelli and District Twinning Association** - The Llanelli and District Twinning Association AGM took place on 30<sup>th</sup> October at 6.00pm with the Llanelli Community Partnership AGM held on 6<sup>th</sup> November at 6.00pm, both were held at Paddock Street Community Centre.
- **Veterans Arrangements** – Officers continued to support veterans planning for the Festival of Remembrance held at the Selwyn Samuel Centre on the evening of the 1<sup>st</sup> November and Remembrance Sunday on the 10<sup>th</sup> November along with Armistice Day on the 11<sup>th</sup> November.
- **Christmas preparations 2024** – Community Christmas preparations were underway. The Multicultural Network were celebrating with Christmas around the world at EJS on 17<sup>th</sup> December at 10.30am. Llanelli Community Partnership were again providing 150 food hampers for the 3 food stations in Llanelli. People Speak Up, Positive Tyisha and Once Upon a Time Nursery were working in partnership on the Christmas lantern parade. The parade this year would be part of Llanelli Christmas carnival and would see the group have a lorry in the parade. Lantern workshops were already taking place in a few primary schools in Llanelli, it would be expected that over 100 young people would take part in the lantern parade. Christmas Eve mid night mass would return to St Elli Church along with a mixed faith Community carol service (date to be confirmed). 7<sup>th</sup> December would see the return of Llanelli Christmas Parade in Llanelli Town Centre.
- **Meet the Mayor 2024** – Understanding Democracy would again take place in November. Coleg Sir Gar, Coedcae and Ysgol Y Strade were confirmed to attend the Chamber. The project would set out to deliver against the school curriculum on democracy and educates on the many levels of local government.
- **SPF Fund Project - Crown Park Wellbeing Walk / Planting Day** – The fourth wellbeing / planting walk (celebrating the Town Council 50<sup>th</sup> anniversary) in partnership with the Llanelli Community Partnership, Local Health Board, Bumble Bee Trust and Llanelli Green Network took place on Friday 27<sup>th</sup> September at Seaside Social Club. 30 young people from Ysgol

Penrhos joined the walk and planted a number of Daffodils along with 2 small bumblebee gardens planted alongside the butterfly garden.

A wellbeing walk was be planned with the Pentre Awel project for early November, all are welcome. Refreshments would be available at the Social Club after the event.

**RESOLVED** - That the information be noted

## **(2) Policy and Strategic Meetings**

Officers had been working with partners; meetings have recently been held with:

- Llanelli Multi Cultural Network Drop-in Centre Support
- Pentre Awel
- Llanelli Community Partnership
- Llanelli Green Network
- Dementia Cradle Choir
- Dyfed Powys Police
- Bumble Bee Trust
- Local Places for Nature
- National Lottery
- Dementia Collision
- Llanelli Ramblers
- Tesco Trostre
- Llanelli Community Cancer Rehabilitation
- Fusion Network
- One Voice Wales Funding Conference
- BGM Radio
- Foothold Cymru
- People Speak Up
- Links Veterans
- Royal British Legion Llanelli (RBL)

## **(3) Activities Planned Short Term / Long Term**

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

- Monday's, Fan group meeting Llanelli Goods Shed 10.00am-11.30am.
- Monday's, Age Cymru 50+ Carers Group 11.00am-12.30 Llanelli Goods Shed.
- Dementia Cradle Choir –Tuesday 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
- 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.
- Young People Speak Up youth drop-in Ffwrnes Fach Wednesday 5.00pm - 7.00pm and Tuesday 3.30pm- 5.00pm.
- Elevenes dementia project 11.00am – 12.30pm Fridays at the Ffwrnes Fach.
- Men's Shed group, World Horizon North Dock
- Llanelli Community Partnership AGM Paddock Street 6.00pm on the 6<sup>th</sup> November.
- Pentre Awel Walk 4<sup>th</sup> November 12.30pm at Pentre Awel
- 19<sup>th</sup> November Unit 7 Community Shop opening 10.30am at Unit 7 Llanelli.
- 22<sup>nd</sup> November Llanelli Christmas Carnival and the community Lantern Parade, 6pm.
- 7<sup>th</sup> December Llanelli Christmas Parade at 12pm, Llanelli Town Centre.

Homeless provision being provided in Llanelli (however may be subject to change):

- Ty Gwyn continues 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.

**RESOLVED** - That the information be noted

## **76. SPORTS YOUTH AND ACTIVITIES OFFICER'S REPORT**

Further to Minute No. 65 of the Town Council Ordinary meeting of 2<sup>nd</sup> October 2024, consideration was given to the Sports, Youth and Activity Officer's report (copies having been previously circulated to members). The report dealt with the following:

### **(1) Community & School Activities**

- **Autumn Activities Timetable** – The Autumn activities timetable had been published and shared with schools and community groups. Sessions such as football, bowls and multisport were included. The bowls and football club sessions provided a transition platform from community activities into club activity. The successful Llanelli indoor junior bowls sessions attracted a high number of children and are a continuation from the summer bowls sessions.
- **#StayOnSide Project** – The new project aimed at tackling anti-social behaviour at a community level in sports within the school setting was three weeks into its first school (Stebonheath). The children were provided with information to understand the definition of Anti-Social Behaviour and had taken part in activities such as javelin, bean bag throwing and a one-minute drama that the

pupils created to display characteristics of ASB to present in front of the Head Teacher. Partner organisations such as the emergency services would be included in the project. Ysgol Bigyn had expressed interest in being the second school to roll out the project.

- **Schools Bowls Competition** – The schools bowls competition had returned for another year, in partnership with the Llanelli Indoor Bowls Club, four schools would take part in 3 weeks of learning how to play bowls with a subsequent semi-final against a neighbouring school. The volunteers leading the sessions would be made up of Strade Youth Leader & members of the indoor bowls club.
- **Heroes of the Cruyff Course** – The SYAO would undertake further training provided by the Cruyff Court Foundation to allow further projects at Penyfan. The course, run in Derby would unite courts and initiatives from across the UK.
- **Actif Working Partnership Conference** – Organisations from across Wales travelled to the Ffwrnes theatre to become a part of the conference which highlighted and connected organisations all working for the key goal of physical activity and mental wellbeing. The Town Council would look to partner with Actif's in the use of "GoodBoost" tablets to provide tailored activities for those with reduced mobility.
- **Chair Based Exercise** – Session's targeting over 50s had continued to be a success with groups such as Llanelli Multicultural Network, Hearts & Crafts Knitting, People Speak Up. The sessions aimed to improve movement and co-ordination.
- **Ready Set Cycle Day** – Working in partnership with the road safety team, the event took place during the October Half term at the Goods shed to highlight the importance of safe cycling and deliver cycle proficiency to children under the age of 16. The successful day would be run again during the February half term.
- **Coleshill Special Needs Bowls** – Partnering with the Llanelli Indoor Bowls Club to allow those with additional learning needs to take part in physical activity within a calm setting. The children would then have a social activity while eating in the Selwyn Samuel Centre post activity.
- **Cruyff Court Usage** – The court was being utilised by several of the junior age groups of local football teams. The parents, coaches and players are grateful that an artificial surface allows them to play during the colder winter months.
- **Agen Twinning Links Through Sport** – Relevant meetings were being held between the Town Council, the Scarlets and Llanelli School Boys Rugby, to see if there is a possibility to link the two towns through the medium of rugby.

Alongside this consideration was being given to link a heritage and language project through Stebonheath School with a school in Agen.

**RESOLVED** - That the information be noted

**(2) Activities Planned Short Term / Long Term**

Sporting activities are 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 – 5.30pm at the Cruyff Court in Penylan;
- Bowls sessions held weekly Thursday's 4:00pm – 5:00pm at Selwyn Samuel Centre
- Syria Sir Gar Football weekly session Wednesday's Cruyff Court in Penylan;
- Schools Bowls Sessions Thursdays 9am-11am at the Selwyn Samuel Centre
- Pentre Awel Community Walk 4<sup>th</sup> November 1pm
- StreetGames Conference 13<sup>th</sup> November 9am-3pm
- 

**RESOLVED** - That the information be noted

**77. NOTICE OF MOTION**

Consideration was given to a Notice of Motion proposed by Councillor D.LI. Darkin (Leader of the Council) and seconded by Councillor A.S.J McPherson.

The motion was as follows: -

‘This Council recognises the longstanding challenges Llanelli has faced under the governance of Hywel Dda University Health Board. For many years, our town has experienced a gradual reduction in essential health services, leading to widespread concern and frustration within the community. The recent decision to close the Minor Injuries Unit at Prince Philip Hospital represents, for many, the final straw in what has been a series of detrimental decisions affecting the healthcare provision of our town. Llanelli is a growing urban area with a unique set of needs, distinct from the more rural regions of the Hywel Dda Health Board's catchment area. In many respects, we share more in common with the urban demographic and healthcare demands of Swansea, and yet, our healthcare services continue to be eroded by a health board that appears increasingly disconnected from the realities faced by our community. This motion, therefore, determines that Llanelli Town Council write to Swansea Bay University Health Board, urging them to consider the possibility of Llanelli becoming a part of their Health Board area. It is imperative that the people of Llanelli have access to the quality healthcare they deserve and that we work towards a solution that reflects the urban character and demands of our town.’

Councillor S.L. Rees proposed an amendment, which was seconded by Councillor M.D. Cranham, to add the following:

‘Llanelli Town Council calls upon our constituency and regional Members of the Senedd to support this proposal and formally requests that the Welsh Government Health Minister explores and considers this proposal.’

Upon a request by Councillor S.L. Rees that a recorded vote be taken it was:

**RESOLVED** – that the amendment above not be agreed, with Councillors M.D. Cranham J.P, T. Davies, J.E. Jones J.P., S.L. Rees, B.A.L. Roberts, and S. Williams in favour.

**Against:** Councillors A.R. Bragoli, D. LI. Darkin, S. Evans, S. Greaney (Deputy Town Mayor), G.R. Lloyd, A. Lochrie, A.S.J. McPherson, P.T. Warlow and J.R. Williams against.

The original motion was therefore put to the vote and upon a request by Councillor A.S.J. McPherson that a recorded vote be taken it was

**RESOLVED** – that the original motion be agreed, with Councillors A. R. Bragoli, M.D. Cranham J.P, D.LI. Darkin, T. Davies, S. Evans, S. Greaney (Deputy Town Mayor), J.E. Jones J.P., G.R. Lloyd, A. Lochrie, A.S.J. McPherson, S.L. Rees, B.A.L. Roberts, P.T. Warlow, J.R. Williams and S. Williams in favour.

**RESOLVED** – that the Motion be carried.

## **78. YSGOL MAES Y MORFA**

Further to minute 13 of the Adjourned Annual Meeting of Llanelli Town Council held on the 13<sup>th</sup> May 2024, the Town Council had been made aware of a vacancy for a Governor Representing Llanelli Town Council on the Governing Body of Ysgol Maes y Morfa.

The Town Council were invited to nominate a member to serve as Governor, therefore Councillor D. LI. Darkin nominated Councillor A.SJ. McPherson, which was seconded by Councillor N.J. Pearce. Councillor S.L. Rees nominated Councillor J.E. Jones J.P., which was seconded by B.A.L. Roberts.

Councillors A.S.J. McPherson and J.E. Jones both declared a prejudicial interest, and therefore did not take part in the discussion or voting thereon.

Following further discussion it was:

**RESOLVED** – that Councillor A.S.J. McPherson be nominated for Governor representing Llanelli Town Council on the Governing Body of Ysgol Maes y Morfa.

**79. 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) Mid and West Wales Fire and Rescue** – Calon Tan Newsletter.
- (2) Carmarthenshire County Council** – Community and Town Council Update.
- (3) PLTRA** – Minutes of meeting held on the 11th September 2024.

The Meeting concluded at 6.57 p.m.

**LLANELLI TOWN COUNCIL**

**EXTRAORDINARY MEETING**

11<sup>th</sup> November 2024

At the **EXTRAORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 11<sup>th</sup> November 2024 at 5.35 p.m.

**PRESENT:** Councillor J.G. Prosser (Town Mayor)

**Councillors**

**Bigyn Ward**

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

**Elli Ward**

S. Williams

**Glanymor Ward**

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

**Lliedi Ward**

A.R. Bragoli  
S. Greaney (Deputy Town Mayor)  
A. Lochrie

**Tyisha Ward**

A.S.J. McPherson

**APOLOGIES:** Councillors A.A. Carter, S.A. Curry, T. Davies, J.R. Elliott, L. Fenris, G. Lloyd, N.J. Pearce and R. James.

## **80. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **81. PUBLIC PARTICIPATION**

The Town Mayor (Councillor J.G. Prosser) noted that there were no members of the public in attendance at this meeting.

## **82. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960**

**RESOLVED** – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

## **83. STEBONHEATH STADIUM**

The Town Mayor (Councillor J.G. Prosser) welcomed representatives of Llanelli Town AFC and thanked them for their attendance. The Town Mayor noted that the purpose of the visit was to meet with the representatives of Llanelli Town AFC in relation to the proposed Lease for Stebonheath Stadium to the Club. Minute Number 21 of the Stebonheath Development Committee meeting held on the 9<sup>th</sup> September 2024 refers.

The representatives of Llanelli Town AFC were invited to provide their presentation detailing their wish to obtain a lease and their plans for development of the Club and Stebonheath Park.

Areas discussed included:

- The Club's wish to increase their general use of the stadium and to bring the entire club into the stadium;
- The requirements of different Club Team categories to use Stebonheath Park;
- The Club's ambitions to be promoted to the Cymru Premier and to bring European competition games to Stebonheath Park;
- The Club's plans for development of the stadium including:
  - A recently installed WIFI Upgrade;
- The Club also had plans to seek grant funding for development of the stadium including projects for:
  - Floodlight improvements;
  - Improvements to disability access;
  - Implementation of a 3G Playing Surface;
  - Solar Panel, LED Lighting and EV Charging infrastructure;
  - Development of a training, gym, classroom building.

The Club therefore wished to obtain a lease for the stadium in order to take these plans forward and felt that without this being in place the development of the club would be hindered.

The Club noted the good working relationship in place between them and the Town Council and expressed a wish to work more closely with the Town Council Sports, Youth and Activity Service.

The use of the stadium by other clubs including the current agreement with Evans and Williams AFC were discussed.

Following the presentation an opportunity was provided to Members to ask questions and clarify issues arising.

Following the completion of the Question and Answer session, the Town Mayor thanked the Llanelli Town AFC Representatives for their attendance.

The Meeting concluded at 6.30 p.m.

## **PLANNING, LICENSING AND CONSULTATION COMMITTEE**

11<sup>th</sup> November 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, 11<sup>th</sup> November 2024 at 6.35 p.m.

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

**APOLOGIES:** S. Evans, L. Fenris (Chair), and N.J. Pearce (Vice-Chair)

### **23. APPOINTMENT OF CHAIRMAN PRO TEMPORE**

As the Chairman and Vice-Chair had given their apologies, it was

**RESOLVED** – that Cllr. J.G. Prosser (Town Mayor) be appointed Chair Pro Tempore.

### **24. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **25. 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: -

| <b>Ref No. and Name and Address of Applicant (1)</b>          | <b>Proposed Development (2)</b>                                 | <b>Observations (3)</b> |
|---------------------------------------------------------------|-----------------------------------------------------------------|-------------------------|
| <b>PL/08486</b><br>18-20 Thomas Street,<br>Llanelli, SA15 3JA | Change of use from former workshops into two residential units. | No objections.          |

## **26. CONSULTATIONS**

### **(1) Independent Remuneration Panel for Wales - Draft Annual Report**

Consideration was given to the consultation on the Draft Annual Report for 2025-26 received from the Independent Remuneration Panel for Wales. Minute 18 of the Adjourned Annual Meeting of the Town Council held on the 13<sup>th</sup> May 2024 refers.

**RESOLVED** – that the consultation be noted.

### **(2) Carmarthenshire County Council – Public Path Diversion Order**

Consideration was given to the consultation on the Public Path Diversion Order 72/30 & 72/31, Pentre Awel received from Carmarthenshire County Council. Minute 21 (4) of the Committee Meeting held on the 7<sup>th</sup> October 2024 refers.

**RESOLVED** – that the consultation be noted.

### **(3) Carmarthenshire County Council - Introduction of various experimental waiting prohibitions and parking restrictions**

Consideration was given to the consultation on the introduction of various experimental waiting prohibitions and parking restrictions along certain roads in Llanelli received from Carmarthenshire County Council.

**RESOLVED** – that the consultation be noted.

### **(4) Carmarthenshire County Council – Carmarthenshire County Council (Dog Control) Public Spaces Protection Order 2016**

Consideration was given to the consultation on Extending of the Carmarthenshire County Council (Dog Control) Public Spaces Protection Order 2016 received from Carmarthenshire County Council.

**RESOLVED** – that the consultation be noted.

## **27. LICENSING ACT 2003 – NOTIFICATION OF APPLICATION FOR PREMISES LICENCE**

### **(1) Hotel Chocolat, Unit 6F, Parc Trostre Retail Park, Llanelli, SA14 9UY**

The Town Clerk reported the receipt of a Notification of License Application in respect of Hotel Chocolat, Unit 6F Parc Trostre Retail Park, Llanelli SA14 9UY (copies having been previously circulated to members).

**RESOLVED** – that the information be noted, and no objection be offered to the application.

## **28. 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 Planning Appeal decision in relation to Hair Control, 33A Inkerman Street, Llanelli, SA15 1RY.
- (2) Carmarthenshire County Council** – Emergency road closure of **John Street, Stepney Street (south), and Cowell Street**, Llanelli from its junction with the A4214, for a distance of approximately 280 metres in a general north-westerly direction on the 30<sup>th</sup> October 2024 for a period of 1 day.
- (3) Carmarthenshire County Council** – Notification of the Closure of Heol Nant Y Felin, Llanerch (SA15 3PB) from a point 37 metres East of its junction with Corporation Avenue for a distance of 20 metres in an Easterly direction on Wednesday 28<sup>th</sup> November 2024.
- (4) Carmarthenshire County Council** – Remembrance Sunday road closure information for commemorations on 10<sup>th</sup> November 2024.

The Meeting concluded at 6.42 p.m.

## **BUILDING AND FINANCE COMMITTEE**

11<sup>th</sup> November 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, 11<sup>th</sup> November 2024 at 6.45 p.m.

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

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

### **50. MEMBERS' DECLARATION OF INTEREST**

Declarations of interest were made on items 51 (2) below.

### **51. FINANCIAL REPORT**

#### **(1) BUDGET REVIEW**

**RESOLVED** – that the Income and Expenditure report for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> October 2024, in the sums of £1,280,112 and £829,611 respectively, be approved.

#### **(2) ACCOUNTS FOR PAYMENT**

Councillor D. Ll. Darkin (Leader of the Council) declared a personal interest in relation to this item as there was a payment made to a family member included in the schedule of accounts for payment, as he considered this to be a prejudicial interest, Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

**RESOLVED** - that the payment schedule showing Direct Debit Nos. 241 – 278 (inclusive) in the sum of £28,894.91, BACS Nos 210 - 236 in the sum of £24,031.11 and Electronic Payments Nos 321 - 376 in the sum of £70,213.92 respectively, be approved.

### **52. COMMUNITY CENTRES**

#### **(1) HIRINGS**

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

**RESOLVED** – that the information be noted.

### **53. PARKS, PLAYING FIELDS AND COMMUNITY CENTRES**

Further to minute 47 of the Committee meeting held on the 7<sup>th</sup> October 2024, consideration was given to the Town Clerk's report on developments with the Town Council Parks, Playing Fields and Community Centres.

#### **(1) SPF Funded Project – Active Play and Sensory Play**

Work was noted to be delayed on the installation of the Active Play equipment at Penyfan Park, Crown Park and Penygaer Playing Fields until the 18<sup>th</sup> November 2024. The Sensory Play equipment at Penygaer Playing Fields has however been installed.

#### **(2) Minor Work Repairs to Town Council buildings**

Works were noted to have commenced on the approved minor works contracts at Glenalla Community Centre and Peoples Park Changing rooms. Works were ongoing at Llanerch Community Centre. A start date at Wesleyan Community Centre was awaited. Minute number 49 of the Committee meeting held on the 7<sup>th</sup> October 2024 refers.

#### **(3) Coronation Road Allotments**

Following incidents of thefts and vandalism to allotment sheds at Coronation Road, consideration was being given to the erection of a higher fence at its boundary with Y Bwthyn. The fence would be installed by the joint Llanelli Town Council / Llanelli Rural Council Grounds Team. A further report on the cost of material would be provided to the Committee.

**RESOLVED** – that the report is noted and the actions taken and proposed be approved;

### **54. PADDLING POOL AND SPLASH PAD PROVISION 2024**

Further to Minute No. 45 of the Town Council meeting held on 31<sup>st</sup> July 2024, consideration was given to the Town Clerk's report that provided an update on the Paddling Pool and Splash Pad facility provision during the 2024 Summer period.

#### **(1) Splash Pads**

Splash Pads at Havelock and Penyfan Parks were noted to have opened in readiness for the Easter Holidays in late March with the automatic timer providing the service from 9am - 7pm. Problems had been experienced throughout the season this year with the contractor being required to attend on occasions along with regular actions by the

Town Council Park Keepers to continue the provision. These issues would be looked at closely for the 2025 season.

The cost of the contract to activate and close down the splash pads along with call out, parts and repairs for the year was noted as £7,380.

The Splash Pads were noted to have remained open until the 24<sup>th</sup> September 2024.

## **(2) Paddling Pools**

Paddling Pools at Crown Park and Peoples' Park were noted to have opened on 22<sup>nd</sup> July in conjunction with the start of the Summer Holiday period, with Parc Howard following on the 11<sup>th</sup> August (the delay caused by delays with resurfacing works by Carmarthenshire County Council). The pools were staffed by temporary contract staff employed directly, for the first time, by the Town Council.

Each pool had an attendant working an 8am – 6pm shift pattern with a cover attendant providing for lunch breaks. The filling of the paddling pools was noted to take around 2-3 hours with emptying taking between 1 hour and 1.5 hours depending on the pool.

| <b>Paddling Pool</b> | <b>Days of Operation</b> | <b>Estimates Users</b> | <b>Cost of operation (staff)</b> |
|----------------------|--------------------------|------------------------|----------------------------------|
| Crown Park           | 29                       | 1,500                  | £3,842                           |
| Parc Howard          | 15                       | 1,000                  | £1,581                           |
| Peoples' Park        | 27                       | 1,200                  | £3,351                           |

## **(3) Health and Safety**

User safety had been closely monitored during the period. Some slips, falls and small cuts were noted at each pool during the period, however, no serious incidents had been reported to the Council by users or Attendants.

Additional effort were put in place to monitor use of Peoples' Park following the issues experienced in previous years. Fewer instances of glass were experienced at Peoples' Park again this year.

Extensive arrangements involving Town Council Officers and Park Keepers had been put in place on a daily basis to support the Attendants and approve activation of each of the pools on a 7 day a week basis.

Both splash pads were inspected early every morning by Town Council Park Keepers with glass and litter noted on several occasions which was cleared prior to the sites being activated.

During 2024, provision of portable toilets was again provided at Crown Park and Peoples' Park. Some issues were experienced with the provision, however no severe problems were noted.

#### **(4) Conclusions**

The paddling pools and splash pads remained very popular attractions in Llanelli during sunny days. The changeable weather experienced during the period did however lead to very low user numbers on a number of occasions.

From an environmental point of view the water usage with daily filling and emptying was very large with Crown Park using around 1073m<sup>3</sup> (£4,137.76) of water and Peoples Park 1015m<sup>3</sup> (£4,031.51) during the period. This was also the case at the splash pads with Havelock using 1,509 m<sup>3</sup> and Penyfan 3,287 m<sup>3</sup>.

It remained the view of Officers that the extensive arrangements put in place to ensure as far as practical that no glass or other sharp objects find their way into the pools were necessary to enable the successful provision of the facilities in 2024. This was noted though to present a resource implication to the Council during what was also a holiday period for the Office Team.

Thanks were noted to all the Town Council Staff who as always had made additional efforts during the summer period with these facilities.

For 2024 limited painting works were noted to have been undertaken to Peoples Park pool surface (£361.50) with a full repaint carried out at Crown Park pool (£4,818), it was felt to be likely that more extensive repairs would be required in 2025 (including to surrounding slabs). The continuing difficulties with arranging necessary works at Parc Howard was noted to cause further concern as the opening of the pool had been delayed over the previous 2 seasons due to issues with obtaining County Council approval for works to be carried out. It was hoped that an early meeting could this year take place to consider the works required for this pool in readiness for 2025.

**RESOLVED** – that the information be noted.

#### **55. CHRISTMAS ACTIVITIES AND SUPPORT**

##### **(1) Toy Box Appeal 2024**

Consideration was given to the Principal Officer's report that provided confirmation that following a review in 2023, the Carmarthenshire Toy Box Appeal for 2024 was to go ahead. Increased numbers needing support had been noted. In previous years the Town Council had authorised £1,000 of toys and other products to be purchased for donating to the scheme. The appeal by Carmarthenshire County Council had been launched for 2024, for families needing support.

## **(2) Mayoral Visits and support**

Mayoral visits to the three feeding stations in Llanelli were planned for early December. The evenings would be sponsored by the Town Council with a £300 donation. Town Mayor, Cllr Prosser would present the donations during each visit to these services that provide much needed support for the Community.

## **(3) Hospital Visit**

A Mayoral visit with the Llanelli Rural Council Chair to Prince Philip Hospital was being planned for early December.

**RESOLVED** – that the information be noted and the Committee authorise £1,000 of toys and products to be purchased for the Carmarthenshire Toy Box Appeal along with £300 donations to the three feeding stations.

## **56. 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) St Paul's Family Centre - a grant of £500 be made.
- (b) Bwlch Rangers AFC - a grant of £500 be made.
- (c) Llanelli Schoolboys Under 15/16 - a grant of £500 be made.
- (d) Seaside Community Association - a grant of £500 be made.

### **(2) LETTERS OF THANKS**

**RESOLVED** – that the letter of thanks received from CASM be noted with pleasure.

## **57. 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) Welsh Government** – Appropriate Sum Under Section 137 (4) (a) of the Local Government Act 1972 for the 2025-26 Financial Year.

## **58. 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.

## **59. PENYGAER MODULAR BUILDING CHANGING ROOMS**

Further to Minute No. 90 of the Committee Meeting on 19<sup>th</sup> February 2024, consideration was given to the Town Clerk's report that provided an update on repair works required to the Modular Changing Rooms facility at Penygaer Playing Fields.

### **(1) Building Locks**

The building was noted to have been transferred to the Town Council by the County Council via Asset Transfer with a standard lock facility in place. Over time the locks had become problematic and it became necessary to change these in order for the locks to sit under the suited key system used at almost all Town Council properties. The cost of these recently completed works via Locktech was noted as £1,162.66.

### **(2) Building Roof Trough Guttering**

The building metal roof trough guttering had begun to fail with holes opening in places and the units becoming loose. This had led to the need to remove stretches of troughing from the building.

The Town Council Consultant Architect undertook a tender exercise to replace the troughing with black UPVC alternative. The Tender report was provided to members with tenders provided as follows:

- Martin Taffetsauffer     £2,596.77
- Lewis Construction     £2,810.00
- Elijah Homes Ltd       £4,589.00
- Vaughan Construction   £5,058.97

All plus VAT

### **(3) Building Changing rooms showers**

The bi-annual risk assessment of the hot water facilities at site had raised concerns relating to the lack of individual Thermostatic Mixing Valves (TMV's) for each shower in the building. Quotations had therefore been sought for

- Removal of existing TMVs (1 unit for 4 showers);
- Supply and installation of 16 TMVs (1 unit per shower);
- Pipe work alterations;
- Supply of 2, 25 litre expansion vessels to replace aged current units

Quotations have been received as follows:

- RT Davies and Sons             £3,700.00
- Darren Daniel Mechanical     £3,230.00

- Lorne Stewart £9,330.50

Following consideration of the report it was

**RESOLVED** - That the Committee notes the report, approves the actions of Officers and

- Approves the lowest tender for the works to the building roof trough guttering.
- Due to the quality of works previously provided and their work as the Town Council Plumbing Maintenance Contractor approves the works to the showers in the changing rooms by RT Davies and Sons.

The Meeting concluded at 6.55 pm

## **STEBONHEATH DEVELOPMENT COMMITTEE**

18<sup>th</sup> November 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 **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI on Monday, 18<sup>th</sup> November 2024 at 6.00 p.m.

**PRESENT:** A.R. Bragoli (Vice-Chair, In the Chair), M.D. Cranham J.P., D.Ll. Darkin (Leader of the Town Council), J.E. Jones J.P, N.J. Pearce (Substitute for J.R. Elliott), J.G. Prosser (Substitute for Councillor L. Fenris) (Chair), S.L. Rees, P.T. Warlow, and J.R. Williams.

**APOLOGY:** Councillor J.R. Elliott, L. Fenris (Chair), S. Greaney (Deputy Town Mayor), R. James. and G.R. Lloyd.

### **23. MEMBERS' DECLARATIONS OF INTEREST**

Declarations of Interest were made on item 27 and 29 as noted below.

### **24. 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 1<sup>st</sup> April 2024 and 31<sup>st</sup> October 2024, in the sums of £15,681 and £62,290 respectively (copies having been previously circulated to members).

**RESOLVED** – that the aforementioned report be approved.

### **25. STADIUM TREE INSPECTION REPORT**

Further to minute 16 of the Committee meeting held on 31<sup>st</sup> July 2024, consideration was given to the Town Clerk's report in relation to the removal and replacements of the trees forming the boundary between the Stebonheath Park Car Park and Stebonheath Terrace.

An application had been made and granted by Natural Resources Wales of a 'Tree Felling License' to remove the trees.

Meetings had been held with Carmarthenshire County Council Conservation Unit and as part of a project they were undertaking, they would be able to support the Town Council with provision of replacing the trees with hedgerow and trees as agreed at the previous Committee meeting.

The County Council had also recommended that the stumps of the removed trees are 'ground out', the contractor Lampeter Trees had confirmed a cost of £875.84 for these additional works.

It was anticipated that the trees would be removed in December and the replanting project would take place early in the new year. With approval from the Committee, the details would be confirmed for the Community and other interested parties.

**RESOLVED** – that the Committee notes the report and approves the actions of officers and the proposals to be taken forward.

## **26. 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.

## **27. STADIUM LEASE**

Councillor M.D. Cranham declared an interest in this item as he is a season ticket holder for Llanelli AFC, and as he felt this was a prejudicial interest Councillor Cranham withdrew from the meeting and voting thereon.

Councillor S.L. Rees declared an interest in this item as a member of his family plays for Llanelli AFC Ladies, and as he felt this was a prejudicial interest Councillor Rees withdrew from the meeting and voting thereon.

Further to minute 21 of the Committee meeting held on the 9<sup>th</sup> September 2024 and the meeting held between Llanelli Town Council and representatives of Llanelli Town AFC on the 11<sup>th</sup> November 2024, members considered the Town Clerk's report on the proposal for a lease with Llanelli Town AFC to be put in place for Stebonheath Park.

**RESOLVED** - That the Committee:

- notes the report.
- defers consideration of the matter to a full Town Council meeting.

## **28. STEBONHEATH SOCIAL CLUB**

Further to minute 22 of the Development Committee meeting held on the 9<sup>th</sup> September 2024, consideration was given to the Town Clerks report that provided an update on matters relating to the Social Club.

### **Rental Position**

The Social Club arrears position currently stood at £3,910.55, being 1 quarter's rent and the annual insurance premium of £870.55 outstanding.

### **Drainage**

The Social Club drainage repair works were nearing completion, these works were to be funded via an insurance claim. Final costs would be reported to the Committee.

### **Car Park**

**Barrier Gate** - It had been noted that the car park barrier gate had not been in use for some time. Confirmation had been received that once the drainage repairs were complete, with contractors no longer needing early access, that the barrier would again be locked consistently.

**Car Park Generally** – The need to remove the cabins / caravans and other items stored in the car park area had again been noted and action is awaited by the tenant.

### **Electrical Supply**

Confirmation had been received that due to problems with the electrical supply contractor, that a generator was in use for the Social Club. This was hired by the Tenant from Parker Plant Hire. Maintenance and installation certification had been provided and the Town Council Electrical Contractor had completed the installation into the Social Club (with recharge made to the Tenant).

Officers were seeking to make contact with the Electrical Supply Contractor to seek urgent re-connection of supply to the Social Club (and consequently the Media Suite).

**RESOLVED** - That the Committee notes the report and approves the actions set out therein.

## **29. STEBONHEATH STAND STEELWORKS**

Councillor D.LI. Darkin declared an interest in this item as he is in a business group with Structural Engineering Consultant, and as he felt this was a prejudicial interest Councillor Darkin withdrew from the meeting and voting thereon.

Further to minute 9 of the Committee Meeting held on the 13<sup>th</sup> May 2024, consideration was given to the Town Clerk's report that provided an update on the steelwork project at Stebonheath Stadium.

The balustrading works at the Stadium had been completed with a Final Certificate released (copies of which were previously circulated to members). Consideration

would now be required to stage 2 of the Steelworks project, proposed for the main stand of Stebonheath Park.

This would entail works as follows:

- Painting of the roof above the Joc Stein Lounge.
- Painting of the roof above the Café and groundsman garage areas.
- Painting of the main stand steelworks.
- Redecoration of under stand steel supports.

The tenders previously received for these works were now very much outdated and would need to be revisited. In addition, the project scope and tender documents would need to be reviewed to cover any deterioration in the condition of the areas under consideration. In order to obtain tenders for consideration, work would be required by the Town Council Consultant Architect, by a Quantity Surveyor and by the Structural Engineering consultant. For the 1<sup>st</sup> stage of the works, Structural Engineering was carried out by HCE Limited. The Quantity Surveyor used most recently by the Town Council is Penfro Consultancy.

Suggested costings had been put forward as follows:

- Consultant Structural Engineer - Based on hourly charges, the charges to re-visit the site, inspect the stadium steelwork would be at a cost of £562.50. If necessary, the steelwork remedial works drawings and specifications would then have to be ammended as required. A cost for these works would be quoted for approval. The visit had now taken place with a report awaited.

Following this, the following costs would be incurred in order to obtain costed tenders.

- Consultant Architect – Would be based on hourly charges (estimated at £1,155), updating the CDM and schedule of works package, carrying out the tendering activity and provision of report.
- Quantity Surveyor – £2,250 – Input for tender document preparation, bill of quantities and review of tenders received.

These charges would be required should the Town Council wish to get to the stage of having confirmed costings to enable a budget to be put in place in the 2025-26 Financial Year and the project to be undertaken in the 2025 off-season.

### **Emergency Works**

During early October a section of guttering on the main stand above the staircase and café became loose, following high winds. Due to this Health and Safety hazard, an emergency repair had to be approved with TAD contractors attending with appropriate machinery to remove the guttering. The cost including hire of machinery was £1,893.00.

**RESOLVED** – That the Committee:

- Notes the report and final certificate.
- Approval be given to the actions of officers
- Approval be given to the works required to provide the Tenders for Council consideration.

The Meeting concluded at 6.10 pm

## **SELWYN SAMUEL CENTRE COMMITTEE**

18<sup>th</sup> November 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 Monday, 18<sup>th</sup> November 2024 at 6.30 pm.

**PRESENT:** Councillors A.S.J. McPherson (Chair), A.R. Bragoli, D.Ll. Darkin (Leader of the Council) (substitute for Cllr. S.A. Curry), N.J. Pearce, J.G. Prosser (Deputy Town Mayor) (Substitute for S. Greaney), P.T. Warlow and S. Williams.

**APOLOGIES:** Councillors, S.A. Curry (Vice-Chair), J.R. Elliott, S. Greaney, J.E. Jones J.P., A. Lochrie, and G.R. Lloyd.

### **12. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **13. 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 1<sup>st</sup> April 2024 and 31<sup>st</sup> October 2024, in the sums of £23,528 and £48,796 respectively (copies having been previously circulated to members).

**RESOLVED** – that the report be noted and approved.

### **14. 2025 INTERNATIONAL SERIES**

Further to Minute Number 11 of the Committee meeting held on the 25<sup>th</sup> March 2019, consideration was given to the Town Clerk's report that the Selwyn Samuel Centre had again been chosen to host the 2025 Series on behalf of the Welsh Indoor Bowls Association (WIBA).

Under the criteria for the 2025 Series, the Council would be responsible for the following: -

- Rink fees for the duration of the event.
- Cost of installing and removing up to 500 seats.
- Printing 500 tickets per day.
- Printing of 1,000 programmes.

The LIBC would be responsible for the following:-

- First Aid.
- Running and establishment of a raffle.
- Volunteers to act as Stewards etc.

Should there be a requirement for additional support, the WIBA have agreed to provide additional Stewards where necessary.

The Catering Concessionaire would be responsible for the following: -

- Provision of Meals and Bar (staffing).
- Rink side refreshments.

The council would retain all advertising income and receive a share of the programme sales together with a contribution of £4,000 from the WIBA to cover lost green fees.

**RESOLVED** – that the report be noted and approval given to the arrangements being put in place to bring this tournament to the Selwyn Samuel Center in 2025.

## **15. 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.

## **16. CONCESSIONAIRE AGREEMENT**

Further to minute 11 of the Committee Meeting held on the 9<sup>th</sup> September 2024, consideration was given to the Principal Officer's report which provided an update in relation to the Selwyn Samuel Centre Concessionaire agreement.

### **Quarterly Meetings**

Quarterly meetings with the Concessionaire Company continued.

### **Rental Position**

The Concessionaire rental position showed a concessionaire agreement balance owed of £6,030 to the end of the financial year (being proportion of the rental payments for the remainder of the 2024-25 year).

### **Centre Cleaning**

The Centre Cleaning role continued by the Concessionaire Company with waste disposal and cleaning products being the responsibility of the Concessionaire Company. Following the introduction of the new Welsh Government Workplace Recycling

Regulations. It had been felt most appropriate for this to be undertaken via the Concessionaire Company as they generated the waste rather than the Town Council. Officers do weekly unannounced visits checking on the cleaning standards, Health and Safety, fire regulations and waste management.

### **Concessionaire Company Community Support**

The Concessionaire Company emails updates on the day-to-day activity at the Selwyn Samuel regularly and at least weekly. Community support was being offered by the Concessionaire Company on several projects such as the Cradle Choir, where space is being provided for their community concert in December and the Ramblers meeting at the Riverside Cafe. The Rotary coat collection was supported by the Concessionaire Company with a reported 600 coats collected to date. The Riverside Café is used three times a week as an alternative learning space for young people re-sitting courses with Coleg Sir Gar. Weekly bowls sessions supported by the Concessionaire Company go from strength to strength, with the latest being a Tuesday session for Coleshill.

**RESOLVED** - That the report be noted.

### **17. SELWYN SAMUEL CENTRE – BOARDED FLOOR**

Further to minute 14 of the Committee meeting held on the 25<sup>th</sup> March 2024, consideration was given to the Town Clerk's report that noted that at the end of the Bowling Season in April and for the Summer period, a boarded floor was laid on top of the bowling green at the Selwyn Samuel Centre. This enabled concerts and functions to be held in the centre, along with election counts.

The current boards were noted to be at the end of their useful life and should the Town Council wish to continue with this provision, would require replacement and provision to be made in the 2025-26 budget and precept for the costs. Tenders had therefore been sought for a new surface (and the first laying).

The Town Councils Consultant Architect's report was attached at Annex 1 with Tenders received as follows:

- Martin Taffetsauffer - £27,590.15 plus VAT
- TAD Builders Ltd - £28,250.00 plus VAT
- Elijah Homes Ltd - £32,200.50 plus VAT
- Mike Hiorns Ltd - £35,675.00 plus VAT

Members were made aware that the cost of laying / raising of the boards was around £6,000 per annum.

The prospective contractors were aware that these costs are to be held until April 2025 which would be when the floor would be laid.

**RESOLVED** - That the report be noted and the lowest tender be approved for progression with the cost to be included in the 2025-26 Budget.

The Meeting concluded at 6.33 p.m.

## **ESTABLISHMENT COMMITTEE**

18<sup>th</sup> November 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 the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18<sup>th</sup> November 2024 at 6.35 p.m.

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

**APOLOGY:** Councillor S.A. Curry, S. Evans, G.R. Lloyd, L. Fenris and R. James.

### **5. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **6. 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.

### **7. TOWN COUNCIL STAFFING ARRANGEMENTS**

Further to minute 3 of the Establishment Committee meeting held on the 15<sup>th</sup> July 2024, consideration was given to the Town Clerk's report that dealt with the following matters:

#### **Office Cleaner**

The Office Cleaning role was noted to continue to be successfully carried out by Amy Bowen. It was proposed to continue with the arrangement and review at the end of the current financial year. Careful monitoring was noted to be in place to ensure that the hours worked did not become excessive, taking account of Amy's full-time role for the Town Council.

#### **Sport Youth and Activity Service Activities**

Forming part of the Town Council Safeguarding procedures and policies, arrangements were in place to ensure that a 'second person' was in place for each activity undertaken by the Sports Youth and Activities Officer. When activities were undertaken in third party locations such as schools, Meithrin or People Speak Up, a member of these organisations staff or volunteers were expected to be made available for this role.

When activities were undertaken at Town Council facilities, e.g. Cruyff Court in Penyfan, a member of the Town Council Park Keeping Team provided the cover facility. On the rare occasions when the Park Keeping Team was unavailable, one of the 2024 Paddling Pool Attendants (Ianto Evans) had been retained in employment as a sessional staff member. Ianto was noted to be studying Sports Sciences at Coleg Sir Gar.

### **Park Keeping and Grounds Assistants Positions**

A review had been undertaken of the working arrangements of the Town Council Park Keepers and Grounds Assistants. The review had taken account of the first 22 months of the working patterns of the new service design along with the needs of the Grounds Maintenance service. Consideration had also been given to likely future workload increases entailed by:

- Increased use of Stebonheath;
- Increased use of playing fields and Community Centre facilities at Peoples' Park, Penyfan, Penygaer, Llanerch and Crown Park;
- Support for Sport, Youth and Activities service provision;
- Coverage for Town Council Community Centres and other duties entailed by the roles.

The coverage was noted to have originally been as follows:

- Head Groundsman – Working Monday – Friday (37 hours per week).
- 2 Park Keepers – Working a 4.5 day on / 3.5 day off pattern covering 7 days per week (around 10 hours per day during the Spring / Summer and around 7 hours per day Autumn and Winter);
- 2 Grounds Assistants - Both working 2 days a week covering Monday, Tuesday, Thursday and Friday (around 6 hours per day);

It was noted that the Town Council Grounds Maintenance Service was overstaffed during the week and understaffed during weekends. A Grounds Team Meeting had been undertaken to discuss current and future arrangements. The 2 Grounds Assistants were asked to consider their availability for weekend duties to support colleagues during these busy periods. This led to a staff member making themselves available for Sunday working.

The review had concluded that in order to ensure that the needs of the Town Council were met in relation to the Parks and Playing Fields and other facilities, with staffing cover on appropriate days during the week, within an appropriate role was required. Consideration was therefore given to changing the structure in order that there is a clear job description of Park Keeper only, with the role of Grounds Assistant being removed.

**RESOLVED** – That the Committee notes the report and:

- Approves the arrangements set out for the Office Cleaning and Sports Youth and Activity Service;
- Approves the changing of the Grounds Maintenance structure to implement a change from 2 different roles to a single Park Keeper position.
- The Town Clerk would meet with staff and update the Committee on the matter.

The Meeting concluded at 6.41 pm