

CYNGOR TREF LLANELLI



LLANELLI TOWN COUNCIL

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MINUTES

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LLANELLI JOINT BURIAL ADVISORY COMMITTEE

Minute Nos. 1 - 9

At the **Annual Meeting** of the **Llanelli Joint Burial Advisory Committee** held at Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 11 June 2025 at 4:00 p.m.

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

Cllrs.

T. M. Donoghue

S. Greaney

N. Evans

S. N. Lewis

B. A. L. Roberts

Together with Mr A. Davies (Town Clerk)

1. APPOINTMENT OF CHAIRMAN

Members proceeded to appoint a Chairman for the ensuing year and it was

RESOLVED that Cllr. A. J. Rogers be appointed Chairman.

2. APPOINTMENT OF VICE CHAIRMAN

Members proceeded to appoint a Vice Chairman for the ensuing year and it was

RESOLVED that Cllr. D. L. Darkin be appointed Vice-Chairman.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. D. L. Darkin, J. S. Phillips and J. R. Williams.

4. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

5. MINUTES

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

Special Meeting - 22 January 2025

6. MATTERS ARISING

Further to Minute No. 29, the Secretary informed members of an omission on the draft scale of fees for 2025/2026. The administration fee that was introduced in June 2024 had not been listed.

RESOLVED that the administration fee be set at £67 and included in the published scale of fees for 2025/2026.

7. INCOME AND EXPENDITURE REPORT

RECOMMENDED that the income and expenditure report up to 31 March 2025 be noted.

8. 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.

9. MEMORIAL MASONS

Members considered applications from S. D. of Ross Stonecraft UK Ltd, J. S. of South Wales Monuments Ltd and Z. A. of Memorials of Worcester T/A Stonemasons of Worcester Ltd for inclusion on the Burial Service's approved list of memorial masons, and it was

RESOLVED that the applications be approved.

.....
The meeting concluded at 4.10pm
.....

LLANELLI TOWN COUNCIL

ORDINARY MEETING

5th November 2025

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held remotely and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 5th November 2025 at 6.10 p.m.

PRESENT: Councillor A.R. Bragoli (Town Mayor) (Presiding)

Councillors

Bigyn Ward

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

Elli Ward

N.J. Pearce
S. Williams

Glanymor Ward

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

Lliedi Ward

S. Greaney
A. Lochrie

Tyisha Ward

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

APOLOGIES: Councillors A.A. Carter, S. Evans (Deputy Town Mayor), and R. James

65. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

66. PUBLIC PARTICIPATION

The Town Mayor (Councillor A.R. Bragoli) noted that no members of the public were in attendance at this meeting.

67. CRITICAL BLEED KITS

Melanie James addressed the Council, providing information on critical bleed kits, detailing the current position of their provision in the area and possible benefits of these pieces of equipment. She provided details on the bleed kits already available to the community in England and Wales and detailed plans for the next steps of the project as the campaign was developed. The project would concentrate on working with local authorities, residents and groups to get the bleed kits into already in place defibrillator cases.

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

RESOLVED - That the information be noted

68. NOTICE OF MOTION

The Town Mayor agreed to bring forward Agenda item 9. As it related to matters from the previous item. Therefore, the Town Clerk reported the receipt of a Notice of Motion Proposed by Councillor S. Greaney and seconded by Councillor A.S.J. McPherson (copies of which were circulated to members prior to the meeting).

The motion was as follows: -

‘That this Council notes the installation of hundreds of lifesaving Critical Bleed Kits (CBKs) in Swansea and Neath Port Talbot, including fourteen CBKs in the Pembrey and Burry Port areas. The CBKs are compact enough to fit within outdoor Defibrillator boxes and can be readily deployed in the event of a major bleed.

This Council authorises the Town Clerk to seek tenders for the provision and installation of eight CBKs to be placed within the Council’s Defibrillator boxes at the earliest practicable opportunity.

Additionally, this Council authorises the Town Clerk to seek tenders for appropriate training sessions on the use of the CBKs.

Proposals

- Authorise the Town Clerk to issue a call for tenders for eight Critical Bleed Kits (CBKs) to be installed within the Council's Defibrillator boxes, in accordance with applicable procurement and financial regulations, and to report back with a recommended supplier and installation plan.
- Authorise the Town Clerk to invite tenders for a suitable training program on the use of CBKs, to encompass practical handling, application during major bleeding events, and basic aftercare, and to report back with a recommended provider and training schedule.
- In the tender and training processes, ensure compliance with health and safety requirements, data protection considerations, and any relevant safeguarding or municipal procurement policies.
- Establish a delivery timeline with milestones for procurement, installation, and training completion, aiming for the earliest practicable opportunity consistent with regulatory and operational requirements.
- The Town Clerk to be asked to bring a report to the Building and Finance Committee for consideration as soon as practicably possible

RESOLVED – that the motion be agreed.

69. 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	1 st October 2025	110 - 116
Planning, Licensing and Consultation Committee	6 th October 2025	117 – 120
Town Twinning Committee	6 th October 2025	121
Planning, Licensing and Consultation Committee	15 th October 2025	122 - 123
Building and Finance Committee	15 th October 2025	124 - 131
Stebonheath Development Committee	15 th October 2025	132 – 134

70. COMMUNITY DEVELOPMENT AND ACTIVITY

(1) Community Activities

- **Llanelli Community Partnership** – Llanelli Community Partnership AGM was held on the 9th October at Bigyn Community Centre, all Officers were confirmed to remain the same as in the previous year. The Partnership Work Programme was noted and discussed.
- **Meet the Mayor / Citizenship project 2025** – Llanelli Town Council officers, in collaboration with the Llanelli Community Partnership, had delivered the civic engagement initiative for Coedcae School Council, Bryngwyn School Council, Stradey School Council and year 2 on the Public Service Course at Coleg Sir Gar. 37 young people took part with a further session planned for

November for Coleg Sir Gar. Along with meeting the Town Mayor, pupils learnt of the new Senedd structure for 2026. The programme explored the historical development of voting in Wales, civic awareness and a democratic understanding amongst the younger generation. March 2026 would also see the primary schools coming in to 'Meet the Mayor'.

- **Electoral-Reform** - Officers continued to attend meetings hosted by *Electoral-Reform*. Supporting young people through the Digital Classroom alongside many more.
- **Pentre Awel** – Officers had supported the opening of the new wellbeing village at Pentre Awel and were supporting community groups to visit the location. Officers continued to meet with Carmarthenshire County Council on the safety of the old leisure centre adjacent to the Selwyn Samuel Centre.
- **Christmas Lights Switch On in Llanelli and Carnival Parade** would be held on the 21st November.
- **Tree Nursery** - The Nursery was a dedicated area where young trees (seedlings or saplings) were grown and nurtured until they were ready to be transplanted to their permanent locations, such as Town Council parks and gardens. The resource of trees and shrubs would be shared with the Rural Council and would operate as a one in and one out scheme. To start the process 240 trees / saplings were delivered to the Town Council on the 4th November. The identified locations would be on 3 sites in the Box Cemetery.
- **Bowling Qualification and Training** – The Sports Youth and Activity Officer had recently undertaken his Level 1 Bowls Coaching Qualification with Welsh Bowls. This would enable him to further enhance and develop the skills of the children who regularly attend the free drop-in sessions at the Selwyn Samuel Centre, promoting continued engagement and participation.
- Llanelli Town Council partnered with the Scarlets, Mid and West Wales Fire Service, and the RNLI on the 29th September at Parc y Scarlets to deliver an engaging educational day for five of the Council's primary schools. The event was highly successful, with over 200 pupils in attendance, promoting safety awareness, teamwork, and community engagement through interactive and informative activities.
- The Stay Onside project would start at Ysgol Maes Y Morfa after the October half-term break and at Penrhos School in the new year. The six-week programme would focus on promoting respect and addressing antisocial behaviour, encouraging positive attitudes, responsibility, and personal development among participating pupils.
- Llanelli Town Council were partnering with the Scarlets to deliver a Mini Diversity Day during the Scarlets' fixture against Glasgow on 29th November. The initiative aimed to celebrate inclusion and strengthen connections between communities across Llanelli, fostering unity, understanding, and shared pride through sport and community engagement.

RESOLVED - That the information be noted

(2) Policy and Strategic Meetings

Officers were working with partners; examples included:

- Llanelli Multi Cultural Network Drop-in Centre Support
- Pentre Awel
- Communities For Work C4W
- Llanelli Community Partnership
- Local Places for Nature CCC
- People Speak Up
- Actif Sir Gar
- Tyisha Community Team
- Menter Cwm Gwendraeth Elli
- Llanelli Green Spaces Network
- Scarlets Community Team
- Stebonheath School
- Ysgol Penrhos
- Morfa Primary School
- Toy box 2025
- Rural Council Tree Nursery
- Hearts and Crafts
- Llanelli RBL
- Pobal
- Election Reform

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

71. CARMARTHENSHIRE TOYBOX APPEAL 2024 AND MAYORAL CHRISTMAS VISITS

Toy Box Appeal 2025

The Carmarthenshire County Council Toy Box Appeal for 2025 had been launched. Increased numbers needing support had been noted. It was therefore proposed for the Committee to provide for a sum of money that could be used to purchase toys and products for the scheme from Llanelli Town Centre.

Mayoral Visits and support

Mayoral visits to the three Feeding Stations in Llanelli were planned for December. The evenings would be sponsored by the Town Council with a £300 donation. The Town Mayor would present the donation during the visits to these services that provide much needed support for the community.

Hospital Visit

A Mayoral visit in conjunction with the Llanelli Rural Council Chair to Prince Philip Hospital has been confirmed for early December.

Radio BGM Christmas Message

A Mayoral visit to Radio BGM Hospital Radio was being planned for early December to deliver a Christmas message.

RESOLVED - that the Council notes the report and

- Approve £1,750 of toys and products to be purchased for the Carmarthenshire Toy Box Appeal;
- Approve financial support as set out for the Feeding Stations in Llanelli.

72. NOTICE OF MOTION

The Town Clerk reported the receipt of a Notice of Motion Proposed by Councillor M.D. Cranham J.P. and seconded by Councillor B.A.L. Roberts (copies of which were circulated to members prior to the meeting).

The motion was as follows: -

‘That this Council resolves to implement the practice of audio and video recording all official Committee Meetings held by Llanelli Town Council.

The recordings shall be securely stored by the Town Clerk and retained in accordance with relevant data protection and record-keeping policies. These recordings will be made publicly available by publishing them on the Llanelli Town Council website, ensuring full transparency and accountability.

Recording exceptions may only be made in circumstances where they are legally required or where personal or confidential matters (e.g. private items in camera) are discussed, as determined by the Chair of the meeting.

Rationale:

The adoption of this practice will:

1. Ensure the accuracy of meeting minutes and reduce the potential for disputes regarding statements made during discussions.
2. Enhance transparency and accountability within the Council.
3. Provide an accessible record for members of the public and Councillors who are unable to attend meetings.’

Councillor D.Ll. Darkin proposed an amendment to the Motion, which was seconded by Councillor A.S.J. McPherson.

The amendment was to defer the motion until the Town Clerk is able to gather costings, which would then be put forward to the Building and Finance Committee for consideration prior to final agreement by the Town Council’.

Upon the request from Councillor M.D. Cranham the amendment was put to a recorded vote.

RESOLVED – that the motion be amended as proposed by Cllr. D.Ll Darkin above with Councillors A. R. Bragoli (Town Mayor), S. A. Curry, D.Ll. Darkin (Leader of the Council), S. Greaney, A. Lochrie, G.R. Lloyd, A.S.J. McPherson, J.G. Prosser, P.T. Warlow and J.R. Williams in favour.

Against: Councillors M.D. Cranham J.P, T. Davies, L. Fenris, J.E. Jones J.P., N.J. Pearce, S.L. Rees, B.A.L. Roberts, A.C. Williams and S. Williams.

The Mayor therefore put the amended motion to the vote, and upon a request from Cllr. M.D. Cranham J.P. for the vote to be recorded, it was:

RESOLVED - that the amended motion be agreed, with Councillors A. R. Bragoli (Town Mayor), M.D. Cranham J.P., S. A. Curry, D.Ll. Darkin, T. Davies, L. Fenris, S. Greaney, J.E. Jones J.P., G.R. Lloyd, A. Lochrie, A.S.J. McPherson, N.J. Pearce, J.G. Prosser, S.L. Rees, B.A.L. Roberts, P.T. Warlow, A.C. Williams, J.R. Williams and S. Williams in favour.

73. 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 – Town and Community Council’s Update.
- (2) Welsh Government – Ministerial Statement by the Cabinet Secretary for Housing and Local Government - Update on actions to support the role, governance and accountability of the community and town council sector.
- (3) Carmarthenshire County Council - Canolfan Pentre Awel - Community Open Day - 25th October 2025.
- (4) Llanelli Railway Goods Shed Trust – Qtr 3 Newsletter.
- (5) Dyfed Powys Police and Crime Commissioner – Appointment of Chief Constable for Dyfed Powys Police.
- (6) Hywel Dda University Health Board – Community Engagement - Share your views on what helps you to live a healthier life.
- (7) Llanelli Community Partnership – Minutes of the Annual General Meeting held on the 9th October 2025.

- (8) Carmarthenshire County Council – Llanelli Market Review – County Council response – Minute No. 54 of the Town Council Meeting held on the 3rd September 2025 refers.
- (9) PLTRA – Minutes of the minute held on the 24th September 2025.
- (10) One Voice Wales – E-bulletin.
- (11) Dyfed Powys Police and Crime Commissioner – PCC Bulletin.
- (12) Parc Howard Association – Minutes of the meeting held on 29th September 2025.

The Meeting concluded at 7.15 p.m

PLANNING, LICENSING AND CONSULTATION COMMITTEE

10th November 2025

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, 10th November 2025 at 6.00 p.m.

PRESENT: Councillors, D. Ll. Darkin (Leader of the Council), J.E. Jones J.P, A. Lochrie, A.S.J. McPherson, J.G. Prosser (Vice-Chair) (In the Chair), A.C. Williams, J.R. Williams and S. Williams

APOLOGIES: S. Evans (Deputy Town Mayor), L. Fenris, N.J. Pearce (Chair), and S.L. Rees.

28. DECLARATIONS OF INTEREST

Declarations of Interest were made item 29, as noted below.

29. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

Councillor S. Williams declared an interest in Applications PL/09985, PL/09428, PL/09678, PL/09989, and PL/10000 due to his position on the County Council planning committee. As he saw this as a prejudicial interest, Councillor Williams withdrew from the meeting prior to the discussion and voting thereon.

Councillor D.Ll. Darkin declared an interest in Application PL/09428 as he had previously worked with the architect involved in the project. As he saw this as a prejudicial interest, Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

Councillor D.Ll. Darkin declared an interest in Application PL/09989 as the applicant was a former client. As he saw this as a prejudicial interest, Councillor Darkin withdrew from the meeting prior to the discussion and voting thereon.

Councillor J.G. Prosser declared an interest in Application PL/10064 as he had a personal relationship with the applicant. As he saw this as a prejudicial interest, Councillor Prosser withdrew from the meeting prior to the discussion and voting thereon.

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

RESOLVED – that the comments shown in column 3 hereunder be forwarded to the Head of Planning: -

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
PL/09985 The Southmead Guest House, 72 Queen Victoria Road, Llanelli, SA15 2TH	Change of Use from Guest House (Use Class C1) to) to short-term supported Residential Accommodation (Use Class C3(b)), with additional single-storey rear extension	That the following objections be raised: • The application is an incongruous form of development that contravenes Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the amenity of adjacent land uses; properties, residents or the community; • Contravenes Policy GP1 part (h) that proposals will not be permitted that do not provide for an appropriate access or give rise to parking or highway safety concerns on the site or within the locality; • Contravenes Policy H3 part (a) that applications will not be permitted if they result in the over intensification of property use; • Members also felt that it would be better to retain the property in its current use as a Guest House in furtherance of the tourism facilities available in the Llanelli area.

PL/09428 40 Murray Street, Llanelli, SA15 1DJ	Proposed change of use of upper floors to 2 no. residential flats, and proposed construction of a one storey toilet block at the rear of the existing building (resubmission of PL/09096 refused on 02.06.25)	No Objections.
PL/09989 11 Penygaer Road, Llanelli, SA14 8RU	Retention and completion of domestic works to Raise Rear Boundary Wall to form a lower ground basement, with enlarged external rear patio area, together with Addition of a Rear Garden Store Extension and Raising Roof of Former Attached Garage to create Additional Living Accommodation	That the following objections be raised: • The application is an incongruous form of development that contravenes Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the amenity of adjacent land uses; properties, residents or the community.
PL/09997 Machynys Peninsula Golf and Country Club, Llanelli, SA15 2DG	Proposed padel courts ancillary to Machynys Golf Academy and leisure resort (resubmission of PL/09296)	No Objections.
PL/10000 30 Swansea Road, Llanelli, SA15 3YT	Change of use from C3 residential to Sui Generis – HMO	That the following objections be raised: • Contravenes Policy GP1 part (d) that no proposals will be permitted that will have a significant impact on the

PL/09678 Land at rear of Park View Terrace, Llanelli, SA15 3HA	Proposed 4 no. domestic open storage units (Resubmission of PL/08263 Refused on 03/12/2024)	amenity of adjacent land uses; properties, residents or the community; • Contravenes Policy GP1 part (h) that proposals will not be permitted that do not provide for an appropriate access or give rise to parking or highway safety concerns on the site or within the locality; • Contravenes Policy H3 part (a) that applications will not be permitted if they result in the over intensification of property use; • Local members feel that there is an urgent need for regeneration in this area and that this proposal providing for the development of a C4 class HMO property would have a detrimental effect on the area. That the following objections be raised: • The site access is not suitable to the proposed use and would therefore be in contravention to policy GP1d, GP1h, GP1l and GP1m.
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PL/10064 Siloh Independent Chapel, Copperworks Road, Llanelli, SA15 2LT PL/10088 2 Rhyd Wen, Llanelli, SA15 2AZ	Variation of Condition 2 on PL/05565 (Amended plans) Double Storey Rear Extension	• The proposal will also lead to an inappropriate over-intensification of use and would therefore be in contravention to policy GP1a and GP1d. • The proposed site does not have appropriate access arrangements and would therefore be in contravention to policy TR3c No Objections providing that the County Council Heritage Officer will be content with the application details. No Objections.
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30. LICENSING ACT 2003 – NOTIFICATION OF APPLICATION FOR PREMISES LICENCE

(1) Metropolitan, 1 Station Road, Llanelli, SA15 1AE

The Town Clerk reported the receipt of a Notification of License Application in respect of Metropolitan, 1 Station Road, Llanelli, SA15 1AE (copies having been previously circulated to members).

RESOLVED – that the information be noted, and that no objections would be raised to the application, however that the County Council be asked to ensure that if approved, the license be subject to regular review to ensure it remains fit for purpose.

(2) Kumar Stores, 67 Penyfan Road, Llanelli, Carmarthenshire, SA15 1JG

The Town Clerk reported the receipt of a Notification of License Application in respect of Kumar Stores, 67 Penyfan Road, Llanelli, Carmarthenshire, SA15 1JG, (copies having been previously circulated to members).

RESOLVED – that the information be noted, and that no objections would be raised to the application, however that the County Council be asked to ensure that if approved, the license be subject to regular review to ensure it remains fit for purpose.

31. CONSULTATION

(1) Carmarthenshire County Council

Consideration was given to the consultation received from Carmarthenshire County Council on the proposal to provide a disabled parking space at 5 Bryndulais Avenue, Llanelli, SA14 8RS (copies of which were previously circulated to members).

RESOLVED – that the Council express its support for the application.

(2) Welsh Government

Consideration was given to the consultation received from the Welsh Government on the changes to local government elections rules in Wales (copies of which were previously circulated to members).

RESOLVED – that the consultation be noted and Members encouraged to provide any comments to the Consultation.

(3) Carmarthenshire County Council

Consideration was given to the consultation received from Carmarthenshire County Council on the Council's intention to introduce THE COUNTY OF CARMARTHENSHIRE (OFF-STREET PARKING PLACES) CONSOLIDATION (VARIATION NO.6) ORDER 2025.

RESLOVED - that the Committee object to the proposal as they relate to Waunlanyrafon and Pottery Street, Llanelli on the following grounds:

- The proposals would have a prohibitive impact on the economic health of the Llanelli Town Centre and the businesses whose customers utilise these parking facilities;
- The proposals would have a disproportionate negative impact on local residents who utilise the parking spaces due to a lack of parking available for their homes in the area;

- The proposal would have a severe impact on the Medical Surgery at Park Crescent along with the patients looking to make use of the facility.

32. 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 emergency fault repair works, footpath between Penygaer Road and Capel.
- (2) Carmarthenshire County Council - Notice of Making of an Order along with a copy of the Order and map for a Footpath Diversion Order for public footpath 72/22, Black Bridge, Ropewalk Road. Minute No. 41.1 of the Committee Meeting held on the 10th February 2025 refers
- (3) Carmarthenshire County Council – Temporary road closure of Old Road, Llanelli, on Monday 24th November 2025 for a period of 12 days.
- (4) Carmarthenshire County Council – Temporary road closures for Remembrance Sunday, 9th November 2025.
- (5) Carmarthenshire County Council - Temporary road closure at Andrew Street on Saturday 22nd November 2025 for a period of 2 days between the hours of 08:00 hours & 17:00 hours.

The Meeting concluded at 6.22 p.m.

BUILDING AND FINANCE COMMITTEE

10th November 2025

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, 10th November 2025 at 6.25 p.m.

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

APOLOGIES: Councillors M.D. Cranham J.P., and G.R. Lloyd.

55. MEMBERS' DECLARATION OF INTEREST

Declarations of interest were made on item 58 (1) as noted below.

56. FINANCIAL REPORT

(1) BUDGET REVIEW

RESOLVED – that the Income and Expenditure report for the period 1st April 2025 – 31st October 2025, in the sums of £1,140,949 and £888,539 respectively, be approved.

(2) ACCOUNTS FOR PAYMENT

RESOLVED - that the payment schedule showing Direct Debit Nos. 210 – 232 (inclusive) in the sum of £28,262.24, BACS Nos 195 - 219 in the sum of £24,151.83 and Electronic Payments Nos 327 - 380 in the sum of £73,706.03 respectively, be approved.

57. COMMUNITY CENTRES

(1) HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of October 2025 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

58. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANT APPLICATIONS

Councillor S. Greaney declared an interest in Application 58.1.a, as he has a close working relationship with the group, as he saw this as a prejudicial interest Councillor Greaney withdrew from the meeting prior to discussion and voting thereon.

Councillor B.A.L. Roberts declared an interest in Application 58.1.d as she is a member of the group, and as she saw this as a prejudicial interest, Councillor Roberts withdrew from the meeting prior to the discussion and voting thereon.

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

- a) LINKS - that a grant of £300 be made
- b) Cetma - that a grant of £300 be made
- c) Llanelli Green Spaces Network - that a grant of £300 be made
- d) Seaside Community Association - that a grant of £300 be made

(2) LETTER OF THANKS

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

59. 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.

60. PARKS PLAYING FIELDS AND COMMUNITY CENTRES

Further to Minute No. 36 of the Committee meeting held on the 8th September 2025, consideration was given to the Town Clerk's report which provided an update on developments with the Town Council Parks, Playing Fields, Community Centres and other properties.

1. Old Vicarage External Walls

Further to Minute No. 41 of the Committee meeting held on the 8th September 2025, works had commenced on the painting project on the Old Vicarage frontage walls. An application had been made to the Carmarthenshire County Council Administered Shared Prosperity Fund (Refreshing Town Centre Fund) towards the cost of the project with a grant of £1,950.00 approved towards the project cost.

2. Peoples' Park

a) Skate Park

It had been hoped that the skate unit surface panels delivered by Axo Leisure could be installed by the joint Grounds Maintenance Team. This process had proved more complicated than anticipated and the contractor had been required to attend to complete works. Relevant additional costs were £1,200.00 plus VAT.

b) Concrete MUGA

Repairs had been undertaken to the MUGA Goal Mouths by John Treharne Engineering with a cost of £625.00 plus VAT.

c) Fencing Project

A possible replacement fence project was under consideration for the skate park with additional fencing to be considered for inclusion to surround the paddling pool area. The design was previously circulated to members. If approved, Planning Permission would need to be sought and costings requested to enable the project to take place early in the 2026-27 Financial Year.

3. Penyfan Playing Fields and Bigyn Community Centre

Further to Minute No. 42 of the Committee meeting held on the 8th September 2025, work had recently been completed on the footway lighting extension at Penyfan Playing Fields. In addition, lighting units were installed on the wall for the pathway running towards the Penyfan Changing Rooms and Bigyn Community Centre by RT Electrics at a cost of £465.84.

4. Glenalla Community Centre

Some delamination of the stone facings to the front of Glenalla Community Centre had been noticed with debris noted on the ground.

Contact had therefore been made with a Historic Building Surveyor who has previously inspected the site, with a quote for an inspection and report of £765.00 plus VAT.

It was proposed to continue monitoring the issue and consider whether an inspection was required in the New Year.

5. Nightingale Court

Further to Minute No. 51 of the Committee Meeting held on the 15th October, the defibrillator approved for purchase had been ordered and would be installed soon at Nightingale Court.

6. Crown Park

Further to Minute No. 63 of the Town Council meeting held on the 1st October 2025:

a) Playing Field Fence

Works had been completed with the installation of the pitch surround fence at Crown Park.

b) Storage Container

The Storage Container owned by Seaside Community Association had been removed and the gap in the play area fence filled with additional fencing panels.

c) Car Park Barrier Consultation

A consultation event would be held on Wednesday 12th November 2025 between 4.00pm and 6.00pm at Seaside Social Club. The findings would be reported to the Town Council for consideration of next steps.

d) Water Leakage

Water loss had been noted for the supply of the Paddling Pool, Changing Rooms and Social Club. Contractors had therefore been undertaking trial digs to identify and repair the matter.

7. Gas Boiler Issues

The Town Council Gas Boilers at a number of locations had experienced problems at the start of the Winter period. Repairs were recommended as follows by the Maintenance Contractor, Lorne Stewart:

- Selwyn Samuel Centre - Gas Valve and Ignition Assembly
 - £919.35 plus VAT.
- Wesleyan Community Centre - 2 x ignition assemblies on both heating boilers and a new ignition PCB on 1 x heating boiler
 - £1,146.09 plus VAT.

8. Roof Issues

During recent poor weather water ingress had been noted at Llanerch and Wesleyan Community Centres. CBD Roofing had attended both sites and suggested repairs with quotes as follows:

- Wesleyan Community Centre – Strip out Cambrian tiles around leak area, inspect vent tile, carry out localised repair.
 - £1,005.45 plus VAT.
- Llanerch Community Centre - Inspection within the roof void showed water staining on one of the rafters, indicating moisture penetration – To inspect, test and carry out minor works where necessary;
 - £905.50 plus VAT.

RESOLVED – that the report be noted and

- the actions taken and proposed be approved.
- That Cllr T. Davies visit to inspect the suggested boiler works prior to the contractor being instructed to undertake repairs.

61. OFFICE AIR CONDITIONING

Consideration was given to the Town Clerk's report that noted that Air Conditioning systems are installed at the following Town Council facilities:

- Bigyn Community Centre.
- The Old Vicarage.
- Selwyn Samuel Centre.

These were maintained with a 6 monthly inspection under contract. The previous tender exercise in January 2024 provided the following quotations:

Sub Zero Refrigeration

Old Vicarage	£700.00
Selwyn Samuel Centre	£710.00

F & T Refrigeration

Old Vicarage	£832.00
Selwyn Samuel Centre	£680.00

Mr AC

Old Vicarage	£1,560.00
Selwyn Samuel Centre	£760.00

For the 2025-26 year, Sub Zero were retained with costings as follows:

- Old Vicarage £770.00
- Selwyn Samuel Centre £770.00
- Bigyn Community Centre £175.00 (one visit for 2025-26)

2025-26 Visit

The most recent visit to the Old Vicarage raised concerns in relation to the outdoor condenser for the system. The recommendation received was checked by the Town Council Building Consultants - MEP Building Services Consultants Ltd, who noted that:

The existing Daikin PUMY-P140YHMA condenser unit serving The Old Vicarage offices have reached the end of their operational life. The outdoor condenser shows significant corrosion and rusting to the drip pan tray, increasing the risk of water leakage and operational failure.

Due to the system's age, condition, and changes in equipment compatibility and refrigerant technology, the latest Daikin replacement condenser model is not compatible with the existing indoor units. Consequently, both the outdoor and indoor units must be replaced as a complete matched system to ensure proper operation, energy efficiency, and compliance with current manufacturer standards, F-Gas Regulations, and Building Regulations (Part L).

MEP Building Services Consultants Ltd therefore undertook a tender exercise with the scope of works (available to members) including safe decommissioning and removal of the existing air conditioning equipment, installation of a new Daikin RXYSCQ5TV1 VRV condenser with five FXAQ25A indoor units, new controllers, associated condensate system upgrades, and full testing and commissioning as detailed in the Mechanical Performance Specification.

To ensure best value and technical compliance, the works had been issued for competitive tender to the following approved contractors:

- Sub Zero Refrigeration £18,295.00 plus VAT
- Dragon HVAC Ltd £18,419.00 plus VAT
- F&T Refrigeration (*declined to tender*)
- Jenkins Refrigeration (*no response*)

These were noted to be expensive project works and Officers had been advised that there appeared to be no alternative other than to replace the system. It was therefore proposed to approve the lowest quote and make provision for the amount in the 2026-27 precept or at the end of the current financial year if funds became available from 2025-26 budgets.

RESOLVED – that the recommendation of officers be approved and the lowest tender be accepted.

62. BIGYN COMMUNITY CENTRE AND PENYFAN PARK CHANGING ROOMS

Further to Minute No. 42 of the Committee Meeting held on the 8th September 2025, consideration was given to the Town Clerk's report providing an update on the final account position for the grounds works contract with Lewis Construction relating to the creation of the Bigyn Community Centre. Members recalled that the project costings were updated at the Committee Meeting held on the 17th February 2025, Minute No. 91 referred. Updated information as part of the final account was confirmed as follows:

Drilling and Grouting

First works carried out were the drilling and grouting exercise in order to stabilise the ground, the final costs of these works were around £30,000 including additional management and preliminaries, which exceeded the provisional sum of £7,500 provided in the contract.

Ground Works

Following completion of drilling and grouting, excavation works commenced to reduce levels in readiness for provision of the footprint of the building. Members will recall that despite the provision of a report provided on ground conditions from Spencer Quantum who undertook site investigations on which the foundation design was based, the ground condition were in a far worse condition (having previously served as a municipal tipping site) than anticipated, leading to extensive additional works being undertaken. Overall, the additional costs of these works was around £50,000 including additional management and preliminaries

Rainwater Garden

Members recalled that as part of the project design, as required by SAB approval, a rainwater garden was to be constructed adjacent to the building in order to capture surface water. The SAB approval necessitated a larger than anticipated Rain Garden, with an additional cost of £9,000.

Electrical and Water

As previously reported, existing infrastructure such as water, electrical and drainage was required to be upgraded due to inadequacies and inaccuracies in information provided by Welsh Water and Western Power, these with additional costs of ventilation works beneath the modular building led to an additional cost of £25,000 including additional management and preliminaries.

Extension of Time and Preliminary Costs

These additional considerations meant that there was an inevitable delay in completion of the project by 8.5 weeks from the original contract date. This led to an increased cost of £8,500.

Overall Position

With other minor adjustments, the final contract figure was noted as £222,585.69. This had been confirmed by the Town Council Consultant Architect and Consultant Quantity Surveyor as an accurate and fair total contract sum taking account of all the issues experienced and the works undertaken. All additional items included in this final contract sum had been confirmed against contract and standard charging rates.

The Final Sum agreed was the result of extensive discussion and negotiations that had been undertaken with the Contractor to reach an agreed final contract figure for approval by the Committee.

Relevant Architect's Instructions 7 and 8, previously circulated to members detailed all the final adjustments.

RESOLVED – that the report be noted and

- Approval be given to Architect Instructions 7 and 8 relating to the project in order to conclude the contract.

63. GROUNDS MAINTENANCE SLA

Further to Minute No. 113 of the Town Council meeting held on the 5th February 2025, consideration was given to the Town Clerk's report that noted that a review had been undertaken of the Llanelli Town Council Facilities Standard Service Specification as part of the Grounds Maintenance SLA with Llanelli Rural Council.

The review had updated the hours estimated to be carried out at each Llanelli Town Council facility and taken account of additional support being provided to the Council as required by Council service provision.

The Draft Standard Service Specification was attached at Annex 1 for member consideration.

RESOLVED – that the report be noted and the Standard Service Specification be approved and presented to the next Full Town Council meeting to be signed by the Town Mayor.

The Meeting concluded at 6.36pm

EX-TOWN MAYORS' COMMITTEE

12th November 2025

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021 the **EX-TOWN MAYORS' COMMITTEE** of LLANELLI TOWN COUNCIL was held REMOTELY and at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 12th November 2025 at 6.00 p.m.

PRESENT: Councillors D.Ll. Darkin (Leader of the Council, Chair), M.D. Cranham J.P., J.E. Jones J.P, N.J. Pearce, J.G. Prosser and P.T. Warlow.

1. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

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

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

3. MAYORAL ARRANGEMENTS 2025/2026

The Town Clerk made the Committee aware that he had received contact from the Town Mayor, Councillor Andrew Bragoli, making him aware of the Town Mayor's wish to step down from the role with immediate effect due to ill-health.

The Committee noted its best wishes to Councillor Bragoli for a swift and full recovery and thanked him for his service during his time as Town Mayor. It was noted that Councillor Bragoli had been incredibly busy throughout his time as Town Mayor and had raised a large sum for his chosen charities LAMAS and the Llanelli Warriors Rugby Team.

Members discussed necessary arrangements to continue the Mayoral Role for the remainder of the Civic Year. Following consideration of the matters arising, it was

RESOLVED – that:

- The immediate past Town Mayor, Councillor J.G. Prosser, be asked to represent the Town Council at Mayoral engagements during the next period prior to the election of a Town Mayor for the remainder of the Civic Year;
- That the Town Council appoint a Town Mayor at the next Town Council meeting;

- That the Committee provide a recommendation to the Town Council that the immediate past Town Mayor, Councillor J.G. Prosser be appointed Town Mayor for the remainder of the Civic Year;
- That arrangements be made once Councillor Bragoli had regained full health, for an event to enable him to be thanked for his service and for the Donation of Mayoral charitable funds to be presented to the Mayoral Charities.

The Meeting concluded at 6.15 p.m.