

Cyngor Tref Llanelli - Llanelli Town Council

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



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

Arfon Davies, Clerc y Dref/Town Clerk

Ffôn/Tel: (01554) 774352
Ffacs/Fax: (01554) 770376

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

Eich Cyf:
Your Ref:

Fy Nghyf
My Ref: TC/ALB

Dyddiad
Date: 03.09.24

TO: MEMBERS OF THE SELWYN SAMUEL CENTRE COMMITTEE

Dear Councillor,

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021 you are hereby summoned to attend the **SELWYN SAMUEL CENTRE COMMITTEE** of LLANELLI TOWN COUNCIL to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI** on **MONDAY, 9TH SEPTEMBER 2024 AT 6.30 P.M.**

Yours faithfully,

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

Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **To receive Members' declarations of interest**

Pro-forma to be circulated and completed as appropriate.

3. **Financial Report**

To receive financial report for the period 1st April 2024 – 31st August 2024 (copy herewith).

4. **Bowls Club**

1. **Meeting**

To receive for information, the minutes of the meeting held with the Llanelli Indoor Bowls Club on the 20th August 2024, minute No. 17 of the Committee Meeting held on the 7th February 2024 refers. (copy herewith).

5. **Preparations for the 2024-25 Bowls Season**

To consider the Town Clerk's report, minute No. 10 of the Committee meeting held on the 6th September 2023 refers. (copy herewith).

6. **Community Transport Scheme**

To consider the Finance and Administration Officer's report, minute No. 16 of the Committee meeting held on the 7th February 2024 refers. (copy herewith).

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

7. **Concessionaire Agreement**

To receive for information, the minutes of the quarterly performance review meeting held with the Selwyn Samuel Centre Concessionaire held on the 28th August 2024 (copy herewith).

MEMBERS: - Councillors A.S.J. McPherson (Chair), A.R. Bragoli, S.A. Curry (Vice-Chair), J.R. Elliott, S. Greaney (Deputy Town Mayor), J.E. Jones, J.P., G.R. Lloyd, A. Lochrie, N.J. Pearce, P.T. Warlow, S. Williams and Vacancy.

Cyngor Tref Llanelli - Llanelli Town Council

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



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

Arfon Davies, *Clerc y Dref/Town Clerk*

Ffôn/Tel: (01554) 774352
Ffacs/Fax: (01554) 770376

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

Eich Cyf:
Your Ref:

Fy Nghyf
My Ref: TC/ALB

Dyddiad
Date: 03.09.24

AT: AELODAU PWYLLGOR CANOLFAN SELWYN SAMUEL

Annwyl Gynghorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 ac Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chwi drwy hyn i gyfarfod **PWYLLGOR CANOLFAN SELWYN SAMUEL**, CYNGOR TREF LLANELLI a gynhelir **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI, DDYDD LLUN, 9^{fed} MEDI 2024 AM 6.30 O'R GLOCH**.

Yn gywir,

Clerc y Dref

AGENDA

1. I dderbyn ymddiheuriadau am absenoldeb

2. I dderbyn datganiadau buddiant yr aelodau

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

3. Adroddiad Ariannol

I dderbyn adroddiad ariannol am y cyfnod 1^{af} Ebrill 2024 – 31^{ain} Awst 2024 (copi'n amgaeedig).

4. Clwb Bowlio

1. Cyfarfod

I dderbyn, er gwybodaeth, gofnodion y cyfarfod a gynhaliwyd gyda Chlwb Bowlio Dan Do Llanelli ar 20^{ain} Awst 2024, gweler cofnod Rhif 17 o Gyfarfod y Pwyllgor a gynhaliwyd ar 7^{fed} Chwefror 2024. (copi'n amgaeedig).

5. **Paratoadau ar gyfer Tymor Bowllo 2024-25**

I ystyried adroddiad Clerc y Dref, gweler cofnod Rhif 10 o gyfarfod y Pwyllgor a gynhaliwyd ar 6^{ed} Medi 2023.

6. **Cynllun Trafnidiaeth Gymunedol**

I ystyried adroddiad y Swyddog Cyllid a Gweinyddiaeth, gweler cofnod Rhif 16 o gyfarfod y Pwyllgor a gynhaliwyd ar 7^{fed} Chwefror 2024. (copi'n amgaeedig).

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

7. **Cytundeb Consesiwnydd**

I dderbyn, er gwybodaeth, cofnodion y cyfarfod adolygu perfformiad chwarterol a gynhaliwyd gyda Chonsesiwnydd Canolfan Selwyn Samuel a gynhaliwyd ar 28^{ain} Awst 2024 (copi'n amgaeedig).

AELODAU:- Cynghorwyr A.S.J. McPherson (Cadeirydd), A.R. Bragoli, S.A. Curry (Is-Gadeirydd), J.R. Elliott, S. Greaney (Dirprwy Maer y Dref), J.E. Jones, J.P., G.R. Lloyd, A. Lochrie, N.J. Pearce, P.T. Warlow, S. Williams a Sedd Wag.

AGENDA ITEM 3

02/09/2024

Llanelli Town Council 2024-25

Page 1

11:12

Detailed Income & Expenditure by Budget Heading 02/09/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
301 SELWYN SAMUEL CENTRE							
1009 Locker Rent Received	292	0	350	350			
1011 Hirings	2,585	8,000	4,000	(4,000)			
1015 Electricity Feed-In Tariff	6,207	1,310	6,000	4,690			
1021 Green Fees - Block Booking	15,151	0	14,000	14,000			
1022 Green Fees - Open Hiring	9,357	0	7,500	7,500			
1023 Bowls Hire	0	0	500	500			
1031 Bar & Catering Concession	10,000	10,000	10,000	0			
1032 Utilities Re-Charged	3,660	605	5,000	4,395			
SELWYN SAMUEL CENTRE :- Income	47,252	19,915	47,350	27,435			0
4001 Salaries and Wages	811	10	0	(10)		(10)	
4005 Stewards	6,815	0	7,000	7,000		7,000	
4006 Expenses Claimed	6	0	0	(0)		(0)	
4008 Administration Fee	5,500	0	5,500	5,500		5,500	
4012 Rates	5,129	12,199	24,500	12,301		12,301	
4013 Water Charges	5,798	0	5,500	5,500		5,500	
4014 Gas	12,987	969	10,000	9,031		9,031	
4015 Electricity	24,290	4,729	25,500	20,771		20,771	
4016 Cleaning	11,635	5,805	13,000	7,195		7,195	
4017 Refuse Disposal/Litter Picking	1,356	186	1,500	1,315		1,315	
4018 Health & Safety	848	446	900	454		454	
4020 Miscellaneous Expenditure	178	0	1,000	1,000		1,000	
4021 Telephone/Fax/Alarms	14	7	50	43		43	
4023 Postage, Printing, Stationery	500	0	700	700		700	
4029 Internet	396	194	450	256		256	
4031 Advertising - General	500	0	500	500		500	
4036 Carpet Maintenance	0	0	750	750		750	
4037 Temp Floor	7,150	3,850	9,000	5,150		5,150	
4042 Equipment Maintenance	3,910	2,809	4,500	1,691		1,691	
4045 Repairs	9,471	1,844	10,000	8,156		8,156	
4046 Furniture/Equipment	128	0	1,000	1,000		1,000	
4051 Bank Charges	105	0	200	200		200	
4059 Professional Fees	1,000	846	1,000	155		155	
4061 Licences etc	454	365	500	135		135	
4991 Depreciation Charged	40,773	0	0	0		0	
4992 Deferred Grants Released	(8,236)	0	0	0		0	
SELWYN SAMUEL CENTRE :- Indirect Expenditure	131,518	34,259	123,050	88,791	0	88,791	0
Net Income over Expenditure	(84,265)	(14,343)	(75,700)	(61,357)			

02/09/2024

Llanelli Town Council 2024-25

Page 2

11:12

Detailed Income & Expenditure by Budget Heading 02/09/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	47,252	19,915	47,350	27,435			
Expenditure	131,518	34,259	123,050	88,791	0	88,791	
Net Income over Expenditure	(84,265)	(14,343)	(75,700)	(61,357)			
Movement to/(from) Gen Reserve	(84,265)	(14,343)					

AGENDA ITEM 4

Meeting with Llanelli Indoor Bowls Club
20th August 2024 – 10.45am

Present: Arfon Davies, Delyth Jones (Llanelli Town Council), Representatives (Llanelli Indoor Bowls Club)

1. Welcome - AD welcomed everyone to the meeting and thanked them for their attendance.

2. Club Management Arrangements

Arrangements for the 2024-25 Season were discussed:

- Proposals will be provided to the Town Council for the rink hiring and other charges for approval.
- The volunteer expenses payments for the desk duty team will remain at £15 per shift for the coming season.

3. 2024-25 Season preparation

AD will make arrangements for the boarded floor to be raised in readiness for the 12th September for Dales to visit for the annual cleaning and maintenance of the bowling carpet. The stadium to become available for use from the 16th September.

4. Management Fee

AD and Club members discussed the Club Management fee with a proposal that this will remain at £5,500 to be presented to the Town Council for consideration.

5. Parking Issues

AD noted that the County Council Parking Team had confirmed that the centre car park was not being enforced and the Officer Parking spaces would likewise not be enforced for parking payments.

6. Catering, General Concessionaire and cleaning Arrangements

AD noted that the Concessionaire Agreement was in place and included cleaning of the centre for the 2024-25 season.

Requirements in readiness for the season were discussed and will be re-iterated to the concessionaire.

The Club will provide information on fixtures and events in order to provide the Concessionaire with details of busy periods for staffing arrangements to be put in place.

7. International Tournament

Arrangements for the international tournament in March 2025 were discussed with further planning meetings to take place.

8. Health and Safety

DJ provided details of the recent Health and Safety Risk Assessments of the Centre.

9. Town Council 50th Anniversary

Club representatives will consider possible activity that could be undertaken to mark the Town Council's 50th Anniversary.

AGENDA ITEM 5

TO: ALL MEMBERS OF THE SELWYN SAMUEL COMMITTEE

DATE OF MEETING: 9TH SEPTEMBER 2024

PREPARATIONS FOR THE 2024-25 BOWLS SEASON

Further to minute No. 10 of the Committee meeting held on the 6th September 2023, consideration has been given with representatives of the Llanelli Indoor Bowls Club for arrangements in readiness for the 2024-25 Season with a meeting held on the 20th August 2024.

Proposals for fees and charges were agreed as follows:

	<u>2023-24</u>	<u>2024-25</u>
<u>Green Fees</u>		
Club League Matches	£8.80 per hour	£9.20 per hour
Members	£6.60 per hour	£6.80 per hour
Non-Members	£10.00 per hour	£10.40 per hour
Vacant rinks (not booked in advance) Members only		
Single person	£3.30 per hour	£3.30 per hour
<u>Club Tournaments Rink Hire</u>		
Singles	£4.40 per rink per hour	£4.60 per rink per hour
Pairs	£4.40 per rink per hour	£4.60 per rink per hour
Triples	£6.60 per rink per hour	£6.90 per rink per hour
Rink	£8.80 per rink per hour	£9.20 per rink per hour
<u>Junior Coaching</u>		
Saturday Morning	£2.00 per rink per hour	£2.00 per rink per hour
Lockers	£3.50	£3.50

In addition the Annual Administration Fee to the Club will be retained at £5,500.

RECOMMENDATION – that the report is noted and that the proposal agreed with the Llanelli Indoor Bowls be endorsed and approved by the Committee.

I await the Committee's instruction.

Arfon Davies
Town Clerk

September 2024

AGENDA ITEM 6

TO: ALL MEMBERS OF THE SELWYN SAMUEL CENTRE COMMITTEE

DATE OF MEETING: 9TH SEPTEMBER 2024

COMMUNITY TRANSPORT SCHEME

Further to minute 16 of the Committee meeting held on the 7th February 2024, the following report provides an update on the Community Transport Scheme Electric Charging points at the Selwyn Samuel Centre with electrical use noted as follows:

	Dolen Teifi (35p per unit)	Public Use (70p per unit)
January	739 units	191 units
February	420 units	95 units
March	430 units	186 units

Income £1063.58 plus VAT

	Dolen Teifi (35p per unit)	Public Use (70p per unit)
April	37 units	71 units
May	0 units	93 units
June	0 units	96 units

Income £234.76 plus VAT

RECOMMENDATION – That the Committee notes the report.

Sophia Hutchings
Finance and Administration Officer

September 2024.