

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

Eich Cyf:
Your Ref:

Fy Nghyf
My Ref: TC/ALB

Dyddiad
Date: 17.01.24

TO: MEMBERS OF THE STEBONHEATH DEVELOPMENT 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 meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** OF LLANELLI TOWN COUNCIL to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI ON MONDAY, 22ND JANUARY 2024 AT 6.00 P.M.**

Yours faithfully,

Handwritten signature of Arfon Davies in black ink.

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 2023 – 31st December 2023 (copy herewith).

4. Stebonheath Park Grandstand steelwork

To receive the Town Clerk's report – Minute No. 3 of the Committee meeting held on the 11th September 2023 refers (copy herewith).

5. Stebonheath Park Management Committee

To receive minutes of the Stebonheath Management Committee held on the

- 25th May 2023;
- 14th September 2023.

Minute number 4 of the Committee meeting held on the 11th September 2023 refers (copies herewith).

6. **Stadium Development**

To receive the Town Clerk's report – Minute No. 5 of the Committee meeting held on the 11th September 2023 refers (copy herewith).

7. **Stadium Lease Hiring and Use**

To receive the Town Clerk's report – Minute No. 6 of the Committee meeting held on the 11th September 2023 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.

8. **Stadium Tree Inspection report**

To receive the Town Clerk's report – Minute No. 7 Committee meeting held on the 11th September 2023 refers (copy herewith).

9. **Stebonheath Social Club**

To receive the Town Clerk's report (copy herewith).

MEMBERS: Councillors L. Fenris (Chair), A.R. Bragoli (Vice-Chair), M.D. Cranham, J.P., D.Ll. Darkin (Leader of the Council), J.R. Elliott, S. Greaney, G.R. Lloyd R. James, J.E. Jones, J.P., S.L. Rees, P.T. Warlow (Deputy Town Mayor), J.R. Williams.

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Eich Cyf:
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Dyddiad
Date: 17.01.24

AT: AELODAU PWYLLGOR DATBLYGU STEBONHEATH

Annwyl Gynghorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 a Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chwi drwy hyn i gyfarfod **PWYLLGOR DATBLYGU STEBONHEATH CYNGOR TREF LLANELLI** a gynhelir **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI, DYDD LLUN, 22^{ain} IONAWR 2024 AM 6.00 Y.H**

Yn gywir,

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

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 – 31^{ain} Rhagfyr 2023 (copi'n amgaeëdig).

4. Gwaith dur Eisteddle Parc Stebonheath

I ystyried adroddiad Clerc y Dref – Gweler Cofnod Rhif 3 o gyfarfod a gynhaliwyd ar 11^{fed} Medi 2023 (copi'n amgaeëdig).

5. Pwyllgor Rheoli Parc Stebonheath

I dderbyn cofnodion Pwyllgor Rheoli Parc Stebonheath a gynhaliwyd ar y

- 25^{ain} Mai 2023;
- 14^{fed} Medi 2023.

Gweler cofnod rhif 4 o gyfarfod y Pwyllgor a gynhaliwyd ar 11^{fed} Medi 2023 (copïau'n amgaeedig).

6. **Datblygu Stadiwm**

I derbyn adroddiad Clerc y Dref – gweler Cofnod Rhif 5 o gyfarfod y Pwyllgor a gynhaliwyd ar 11^{fed} Medi 2023 (copi'n amgaeedig).

7. **Brydles, Llogi a Defnyddio Stadiwm**

I derbyn adroddiad Clerc y Dref – gweler Cofnod Rhif 6 o gyfarfod y Pwyllgor a gynhaliwyd ar 11^{fed} Medi 2023 (copi'n amgaeedig).

SYLWCH: MAE'R ADRODDIADAU SY'N YMWNEUD Â'R EITEMAU CANLYNOL YN CYNWYS 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.

8. **Adroddiad Archwilio Coed y Stadiwm**

I derbyn adroddiad Clerc y Dref – gweler Cofnod Rhif 7 o gyfarfod y Pwyllgor a gynhaliwyd ar 11^{fed} Medi 2023 (copi'n amgaeedig).

9. **Clwb Cymdeithasol**

I derbyn adroddiad Clerc y Dref (copi'n amgaeedig).

AELODAU:- Cynghorwyr Councillors L. Fenris (Cadeirydd), A.R. Bragoli (Is-Gadeirydd), M.D. Cranham J.P., D.Ll. Darkin (Leader of the Council), J.R. Elliott, S. Greaney, G.R. Lloyd, R. James, J.E. Jones, J.P., S.L. Rees, P.T. Warlow (Dirprwy Maer y Dref), J.R. Williams.

AGENDA ITEM 3

15/01/2024

Llanelli Town Council 2023-24

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Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
401 STEBONHEATH PARK							
1004 Rent Received - Social Club	10,000	5,000	10,000	5,000			
1005 Rent Received - The Reds	5,555	5,220	7,000	1,780			
1006 Rent Received - Raiders	2,970	0	0	0			
1011 Hirings	2,390	1,535	4,000	2,465			
1045 Advertising Income	0	400	0	(400)			
1081 Insurance Charges Recovered	754	829	750	(79)			
STEBONHEATH PARK :- Income	21,669	12,984	21,750	8,766			0
4001 Salaries and Wages	39,515	39,556	40,000	444		444	
4003 Training	0	21	100	79		79	
4006 Expenses Claimed	93	538	240	(298)		(298)	
4012 Rates	6,754	3,076	16,000	12,924		12,924	
4013 Water Charges	2,710	2,070	2,000	(70)		(70)	
4014 Gas	1,469	936	1,500	564		564	
4015 Electricity	6,638	4,596	7,000	2,404		2,404	
4016 Cleaning	419	375	500	125		125	
4017 Refuse Disposal/Litter Picking	0	0	500	500		500	
4018 Health & Safety	1,007	822	1,500	678		678	
4020 Miscellaneous Expenditure	16	0	1,000	1,000		1,000	
4021 Telephone/Fax/Alarms	150	32	0	(32)		(32)	
4026 Subscriptions	52	0	0	0		0	
4029 Internet	552	352	650	298		298	
4034 Marketing	0	880	0	(880)		(880)	
4041 Out of Hours Charges	36	0	0	0		0	
4042 Equipment Maintenance	5,280	5,708	3,500	(2,208)		(2,208)	
4043 Grounds Materials	7,935	6,281	15,000	8,719		8,719	
4045 Repairs	1,846	1,980	15,000	13,020		13,020	
4046 Furniture/Equipment	804	36	1,000	964		964	
4048 Fuel & Oil	235	109	350	241		241	
4059 Professional Fees	494	1,650	500	(1,150)		(1,150)	
4061 Licences etc	159	159	160	1		1	
4084 Football Pitch - Rural Labour	365	89	500	411		411	
4085 Amentity Areas - Rural Labour	205	198	500	302		302	
4087 Bowls Green - Town Labour	(3,419)	(2,160)	(5,000)	(2,840)		(2,840)	
4091 Labour Charge - Re-allocated	10	0	1,000	1,000		1,000	
4092 Labour Charge - Head Groundsma	(8,534)	(9,695)	(8,500)	1,195		1,195	
4991 Depreciation Charged	43,202	0	0	0		0	
4992 Deferred Grants Released	(8,334)	0	0	0		0	
STEBONHEATH PARK :- Indirect Expenditure	99,657	57,610	95,000	37,390	0	37,390	0
Net Income over Expenditure	(77,989)	(44,626)	(73,250)	(28,624)			

15/01/2024

Llanelli Town Council 2023-24

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12:03

Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 9

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	21,669	12,984	21,750	8,766			
Expenditure	99,657	57,610	95,000	37,390	0	37,390	
Net Income over Expenditure	<u>(77,989)</u>	<u>(44,626)</u>	<u>(73,250)</u>	<u>(28,624)</u>			
Movement to/(from) Gen Reserve	<u>(77,989)</u>	<u>(44,626)</u>					

AGENDA ITEM 4

TO: ALL MEMBERS OF THE STEBONHEATH DEVELOPMENT COMMITTEE

DATE OF MEETING: 22ND JANUARY 2024

STEBONHEATH PARK GRANDSTAND STEELWORK

Further to minute 3 of the Committee meeting held on 11th September 2023, the following report provides an update to the Committee on the Grandstand Steelwork project.

Practical completion was reached on the project in September with snagging works undertaken by the contractor over the last months.

A final inspection by the consultant engineer is awaited in order to enable the final sign off of the works.

Consideration will then need to be given by the Town Council to the possible completion of the 2nd stage of the main stand project.

RECOMMENDATION

That the Committee noted the report.

Arfon Davies
Town Clerk

January 2024.

AGENDA ITEM 5

Stebonheath Management Committee

6.00pm, 25th May 2023 – Stebonheath Social Club

Present:

Llanelli Town Council

Cllr Andrew Bragoli (Chair), Cllr Lilith Fenris, Arfon Davies and Sion Thomas

Llanelli Town AFC

Peter Tiffin and David Craddock

Evans and Williams FC

Dave Herrington and Gareth Hickman

Carmarthenshire Football League

Colin Jenkins

Apologies: Cllr Philip Warlow, Delyth Jones, David Tovey, Simon Downes, Wayne Stephens, Neil Stephens, Mike Bassett, Kevin McNab.

1. Minutes of the meeting of the Management Committee held on the 19th April 2023.

The minutes of the meeting held on the 19th April 2023 were noted.

2. Use of Stadium

i) Review of the 2022-23 Season and Use

Evans and Williams noted that it appeared that with successful appeals by other clubs, that they were not to be promoted in this year. This was noted with disappointment, the club re-iterated their support for the Management Committee and looked forward to continuing to work with the group and to being promoted next season.

CJ noted how successful the Carmarthenshire League Cup Finals had been and expressed his pleasure with the condition of the ground and support from the Town Council in the arrangements put in place.

ii) Current and future approvals.

AD noted approvals for Reds Men's, Ladies and Development Teams. ST noted that a meeting had taken place with the Reds Academy with consideration of occasional use by their age groups to be considered further.

CJ noted that there may be a further cup final to be played. This had been delayed due to appeals processes. It was hoped to schedule this for late August.

iii) Hiring arrangement

AD noted that the hiring charges proposed by the Management Committee had been approved by the Town Council Stebonheath Development Committee.

iv) Sponsorship Boards

AD noted that the proposal for agreeing a set standard for boards along with the Town Council being involved in provision and implementation along with seeking additional sponsors had been approved by the Town Council Stebonheath Development Committee. ST provided an overview of options available for the sponsorship boards. It was agreed that ST and PT would meet with prospective contractors and report back to the next meeting.

3. Stadium Development

i) Main stand project – stage 1

AD noted that the works were ongoing and hoped to be completed very soon.

ii) Future Main Stand works

AD noted that consideration of the next stage stand works would be made in due course.

iii) Playing Surface / Training Area / General Stadium improvements

AD noted that the Town Council Stebonheath Development Committee had approved the Management Committee proposal to move forward with seeking funds for a 3G pitch. A feasibility study would be developed to support future grant applications.

Contact was being made with the FAW, however receiving a response was proving difficult.

iv) Other considerations

Digital advertising was discussed along with working with the local college on educational programmes for the academy.

Stebonheath Management Committee

6.00pm, 14th September 2023 – Stebonheath Social Club

Present:

Llanelli Town Council

Cllr Andrew Bragoli (Chair), Cllr Lilith Fenris, Cllr Philip Warlow and Arfon Davies

Llanelli Town AFC

Peter Tiffin, Neil Stephens and David Craddock

Evans and Williams FC

Dave Herrington and Gareth Hickman

Carmarthenshire Football League

Simon Downes

Apologies: Delyth Jones, Sion Thomas, David Tovey, Simon Downes, Wayne Stephens and Kevin McNab.

1. Minutes of the meeting of the Management Committee held on the 25th May 2023.

The minutes of the meeting held on the 25th May 2023 were noted.

2. Use of Stadium

i) Current and future approvals.

AD noted that a request had been made for consideration of use of the Stadium for the 2024-25 Season by Dafen Welfare AFC. A request had also been received from Llanelli Town AFC for a formalised lease of the ground. It was noted that the Town Council Committee had considered both matters and agreed to discuss the proposal from Llanelli Town AFC with the Club and to delay consideration of the Dafen Welfare request until these discussions were completed.

ii) Sponsorship Boards

AD noted that the sponsorship proposal had been implemented with Club selling boards until the 1st September. Thereafter, the Town Council had arranged the sale of additional boards.

3. Stadium Development

i) Main stand project – stage 1

AD noted that the works were completed by 21st July with some snagging issues being taken forward.

ii) Future Main Stand works

AD noted that consideration of the next stage stand works would be made in due course.

iii) Playing Surface / Training Area / General Stadium improvements

AD noted that funding continued to be sought for the pitch replacement proposal along with other projects. The feasibility study was delayed as contractors had been unable to meet the FAW requirements. Discussions continued in order to get this in place.

iv) Tree survey report

AD noted that the Town Council bi-ennial tree survey report had recommended that consideration be given to the removal of the 33 Leyland Cypress trees forming the boundary between the car park and Penallt Road. This was due to the believed damage being caused by the tree roots to the boundary wall. Consultation was agreed to be carried out with the Management Committee and in the Community. The matter was discussed and the general feeling was that should the recommendation be to remove the trees, that this should be carried out.

AGENDA ITEM 6

TO: ALL MEMBERS OF THE STEBONHEATH DEVELOPMENT COMMITTEE

DATE OF MEETING: 22ND JANUARY 2024

STEBONHEATH PARK DEVELOPMENT

Further to minute 5 of the Committee meeting held on 11th September 2023, the following report provides an update to the Committee on the development and other project work at Stebonheath Park.

Advertising Boards

The Town Council has sold 5 advertising boards at the stadium. This will lead to an income of around £250.00 each to the Town Council and Llanelli Town AFC.

FAW hirings

Following meetings with the FAW a hiring has been booked for Tuesday 19th March for a Cymru C v England C international to take place at Stebonheath. As per the Town Council agreed hiring charges, the cost for this game will be £650.00 plus VAT.

Discussions have also been held about availability for other matches including Cup Semi Finals and Finals. Availability will be provided to the FAW with possible bookings to follow.

Playing Surface

Discussions continue with the FAW in relation to possible funding availability for the proposal to replace the playing surface with a 3G surface.

Main Stand Seating

In order to meet the criteria to play in the Cymru Premier, Llanelli Town AFC are required to provide for 500 covered seating within their home playing stadium. However, any single stand with over 500 seats leads to a stand being denoted a regulated stand with additional requirements in relation to the management of the facility during matches. As a result the decision was taken a number of years ago to reduce the stand capacity to below 500 seats.

Should the Club be promoted, options will therefore be sought to either provide for the additional seating in the main stand or to seek options for alternative covered seating to bring the necessary covered capacity to over 500 seats.

Stadium Safety

The annual structural safety inspection was undertaken in October 2023 by Mel Williams Structural Engineering, with no issues of concern raised.

The annual Public Address system inspection was undertaken in July 2023 by Vaughan Sounds, with no issues of concern raised.

Stadium Floodlights

The annual floodlights inspection was undertaken in October 2023 by RT Electrics with a number of units found to be in-operational. Replacement units are therefore to be provided with costings to be reported to the next Committee meeting.

RECOMMENDATION

That the Committee notes the report and approves the actions of Officers.

Arfon Davies
Town Clerk

January 2024.

AGENDA ITEM 7

TO: ALL MEMBERS OF THE STEBONHEATH DEVELOPMENT COMMITTEE

DATE OF MEETING: 22ND JANUARY 2024

STEBONHEATH PARK HIRING AND USE

Further to minute 6 of the Committee meeting held on 11th September 2023, the following report provides an update to the Committee on the hiring and possible lease requests at Stebonheath Park.

Llanelli Town AFC Possible Lease

Discussions continue between the Town Council and Llanelli Town AFC in relation to a possible lease of Stebonheath Park to the Club.

Evans and Williams AFC

The Town Council provided an in-principle approval to Evans and Williams AFC to use Stebonheath Park for their home league and cup matches during the 2023-24 season should they have been successful in promotion from their current league to the Ardal South West league. This was not the case for the 2023-24 season and the use has therefore not been required.

A request has now been made for an in-principle approval to be provided for the 2024-25 season (or a longer term agreement).

Dafen Welfare AFC

Dafen Welfare AFC have also contacted the Town Council asking for consideration to be given for their use of the Stadium should they be successful in promotion to the Ardal South West league for the 2024-25 season.

RECOMMENDATION

That the Committee notes the report and considers the proposals raised.

Arfon Davies
Town Clerk

January 2024.