

# LLANELLI TOWN COUNCIL

## MINUTES

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

5<sup>th</sup> October 2016

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 5<sup>th</sup> October 2016 at 6.00 p.m.

**PRESENT:** Councillor W.G. Thomas (Town Mayor)(Presiding)

### Councillors

#### Bigyn Ward

M.J.P. Burns  
J.S. Edmunds  
C.J. Reed, MBE.  
D. Thomas

#### Elli Ward

#### Glanymor Ward

R.M. Davies  
W.J. Lemon

#### Lliedi Ward

D.Ll. Darkin  
C.L. Thomas  
Mrs. J. Williams

#### Tyisha Ward

C.C. Lucas (Leader of the Council)  
J. Owen

**APOLOGIES:** Councillors Mrs. P.J. Edmunds, A.H. Hitchman, J.P. Jenkins, Ms. Ff.S. Larsen, Mrs. S. Najmi, Mrs. R.F. Price, R.T. Price and Mrs. L.J. Stedman.

#### **40. AUDIO RECORDING REQUEST**

The Town Clerk informed members that a request had been submitted to make an audio recording of the meeting.

**RESOLVED** – that the request be approved.

#### **41. 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	7 <sup>th</sup> September 2016
Llanelli Joint Burial Authority	13 <sup>th</sup> July 2016
Planning, Licensing and Consultation Committee	12 <sup>th</sup> September 2016
Building and Finance Committee	19 <sup>th</sup> September 2016
Stebonheath Development Committee	22 <sup>nd</sup> September 2016
Extraordinary Town Council	26 <sup>th</sup> September 2016

**FURTHER RESOLVED** – that the Town Clerk requests a copy of the letter referred to in Minute No. 23 of the Llanelli Joint Burial Authority meeting held on 13<sup>th</sup> July 2016.

#### **42. YSGOL PEN RHOS – GOVERNING BODY**

The Town Clerk reported the receipt of a letter dated 5<sup>th</sup> September 2016, received from the Director for Education and Children, Carmarthenshire County Council requesting a representative to fill a vacancy on the School's Governing Body (copies having previously been circulated to members).

**RESOLVED** – that Councillor Mrs. L.J. Stedman be nominated as the Council's representative on Ysgol Pen Rhos Governing Body.

#### **43. ASSET TRANSFER**

Councillor D.Ll. Darkin declared a personal interest in the following item and as he did not consider this to be a prejudicial interest he remained in the meeting during the discussion and voting thereon.

Councillor Mrs. J. Williams declared personal interest in this item, but as she did not consider this to be a prejudicial interest she remained in the meeting during the discussion and voting thereon.

The Town Clerk reported the receipt of an e-mail dated 8<sup>th</sup> September 2016, received from the Asset Management Surveyor, Carmarthenshire County Council (copies having been previously circulated to members).

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

#### **44. AIR AMBULANCE**

The Town Clerk reported the receipt of an e-mail dated 12<sup>th</sup> September 2016, received from the Fundraising Co-ordinator inviting members to visit their new airbase in Dafen (copies having been previously circulated to members)

**RESOLVED** – that the invitation be accepted with thanks and that the Town Clerk contact the Fundraising Co-ordinator to organise a visit.

#### **45. LLANELLI OFFICIAL GUIDE**

The Town Clerk reported the receipt of a letter dated 19<sup>th</sup> September 2016, from the Sales Director, Local Authority Publishing Ltd. (copies having been previously circulated to members).

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

#### **46. LLANERCH AND PENYGAER RECREATIONAL PLAYING FIELDS**

Councillor Mrs. J. Williams declared personal interest in this item, but as she did not consider this to be a prejudicial interest she remained in the meeting during the discussion and voting thereon.

The Town Clerk reported the receipt of an e-mail dated 23<sup>rd</sup> September 2016, asking for the Town Council's support to keep the two above playing fields for community use following information that Carmarthenshire County Council wanted to relocate Ysgol Dewi Sant to Llanerch playing field (copies having been previously circulated to members).

The Town Clerk informed members that he had also received two questions asking what discussions there had been regarding the new school with the County Council and what other sites had been considered. The Town Clerk confirmed that the Town Council had not been involved in any discussions regarding the new school and had received no information regarding the other sites that had been considered.

Following a lengthy discussion, it was

**RESOLVED** – that the Council fully supports the campaign to keep Llanerch Playing Fields for the community and that the Town Clerk contacts Carmarthenshire County Council to ask for information regarding the other nine sites that were considered for the relocation of Ysgol Dewi Sant.

#### **47. LLANELLI RAILWAY GOODS SHED TRUST**

Members considered a report prepared by the Town Clerk following a request to nominate a representative to the Steering Group of the Llanelli Goods Shed Trust (copies having been previously circulated to members).

**RESOLVED** – that Councillor C.L. Thomas be nominated as the Town Council’s representative to serve on the Llanelli Goods Shed Trust Steering Group.

#### **48. MATTERS FOR INFORMATION**

**RESOLVED** – that the under mentioned matters (copies of which having been previously circulated to members) be noted:

- (1) National Association of Local Councils Bulletin;
- (2) Llanelli Task Force Working Group – Minutes of meeting held on 27<sup>th</sup> June 2016.

#### **49. 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.

#### **50. FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES**

Councillor Mrs. J. Williams declared personal interest in this item, but as she did not consider this to be a prejudicial interest she remained in the meeting during the discussion and voting thereon.

Further to Minute No. 36 of the Council meeting held on 7<sup>th</sup> September 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

**RESOLVED** – that the Council put forward an expression of interest in Crown Park, Havelock Park, Parc y Dre, Penyfan Park, Penygaer and Llanerch playing fields and associated playgrounds and that the Town Clerk seeks clarification of the position regarding Parc y Morfa.

## 51. STEBONHEATH

Further to Minute No. 21 of the Stebonheath Development Committee meeting held on 22<sup>nd</sup> September 2016, the Town Mayor (Councillor W.G. Thomas) welcomed Messrs. Andrew Thorne and Peter Tiffin representing Raiders Rugby League to the meeting

Mr. Thorne then gave a PowerPoint presentation on the Raiders proposals for the short, mid and long term.

The Town Clerk then informed members that he had received apologies from representatives of D&L Sports and Leisure and Llanelli Football Club and read out an e-mail from the Chairman of the football club stating that the club's preference would be for the Town Council to retain responsibility for managing Stebonheath and not to lease the facility to another party.

**RESOLVED** – that the Town Council does not lease the facility to another organisation.

The Meeting concluded at 7.35 p.m.

## LLANELLI JOINT BURIAL AUTHORITY

14<sup>th</sup> September 2016

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli on Wednesday, 14 September 2016 at 4:00 pm.

**PRESENT:** Councillors C.J. Reed, MBE (Vice Chairman (in the Chair)), M.J.P. Burns, S.M. Donoghue, M.V. Davies. J.S. Phillips, L.J. Stedman

### **25. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. P. J. Edmunds, R. E. Evans and R. F. Price.

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

No declarations of interest were made.

### **27. LLANELLI CREMATORIUM**

#### **(1) GENERAL MATTERS**

The Chairman welcomed Mr Richard Evans, Managing Director, Westerleigh Group Ltd and Mr Kevin Davies, Manager, Llanelli Crematorium who had been invited to the meeting to introduce themselves and to give a presentation on their future development plans for the crematorium. Mr Evans gave a brief overview of the Westerleigh Group as a whole and then proceeded to present Members with the company's plans for a new floral tribute canopy/rain shelter at the rear of the crematorium building together with new public toilets.

Members were very appreciative of the improvements planned at the crematorium and thanked Mr Evans and Mr Davies for attending the meeting.

**RESOLVED** that the information be noted and that the planned improvements be supported.

#### **(2) REASSIGNMENT OF LEASE**

Members considered correspondence from Evans, Powell & Co, about the reassignment of the lease from Llanelli Crematorium Ltd to Crematoria Management Ltd. The Cemetery Manager confirmed that both Llanelli Rural and Llanelli Town Councils had now signed the lease indicating their support for the reassignment.

**RESOLVED** that the information be noted.

**28. CONFIRMATION OF MINUTES**

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

Ordinary Meeting - 13 July 2016

**29. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for June and July 2016 and the provisional report for August 2016 be noted.

**30. SCHEDULE OF PAYMENTS**

Consideration was given to the schedules of payments for July and August 2016, which revealed expenditure for the months amounted to £30,186.57 and £15,547.80 respectively.

**RESOLVED** that the information be noted.

**31. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2016**

Members received correspondence from Grant Thornton, enclosing the Burial Authority's certified Annual Return together with a copy of the Notice of Conclusion of Audit. The notice was required to be kept on public display for at least 14 days. The notice was dated 7 September 2016. Members were informed that all audit work had now been completed.

The Cemetery Manager informed Members that the Wales Audit Office had moved away from charging a fixed fee for the audit work and now the fee was based on the time spent on each audit which had resulted in a saving to the Burial Authority of £419.00.

**RESOLVED** that the information be noted.

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The meeting concluded at 4:20 pm

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## PLANNING, LICENSING AND CONSULTATION COMMITTEE

10<sup>th</sup> October 2016

At a Meeting of the **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 10<sup>th</sup> October 2016 at 6.00 p.m.

**PRESENT:** Councillors C.L. Thomas (Chairman), Ms. Ff.S. Larsen, D.Ll. Darkin, J.P. Jenkins (Vice-Chairman), W.G. Thomas (Town Mayor) (substitute for Cllr. A.H. Hitchman) and C.J. Reed, MBE.

**APOLOGY:** Councillors R.M. Davies, A.H. Hitchman, R.F. Price, R.T. Price and Mrs. S. Najmi.

### 17. TOWN AND COUNTRY PLANNING ACT

#### (1) PLANNING APPLICATIONS

Councillor W.G. Thomas declared a personal interest in application S/34460, as the applicant was related to him and as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion 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)
S/34429 Heddwyn Thomas, Llanelli Police Station, Waunlanyrafon, Llanelli. SA15 3AD	Erect a modular building (total external area of 94.14 sq.m.) on existing car parking area. Once constructed the building will be used as office and amenity space for police personnel.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/34430 Wilko Retail Ltd., c/o Steve Parkin, 4A Parc Trostre Retail Park, Llanelli. SA14 9UY</p>	<p>Proposed replacement shopfront.</p>	<p>No objection.</p>
<p>S/34453 Mr. and Mrs. L. Davies, 72 Old Road, Llanelli. SA15 3HP</p>	<p>Proposed construction of first floor side extension above existing garage to provide bedroom with en- suite shower room.</p>	<p>No objection.</p>
<p>S/34460 Strasdin Joinery Ltd., Strasdin House, 8B Trostre Business Park, Llanelli. SA14 9UU</p>	<p>Single storey extension to east elevation of factory unit and demolition of small outbuilding.</p>	<p>No objection.</p>
<p>S/34464 Faithful &amp; Gould, Sam Acres, Chamarel Residential Home, 74 Queen Victoria Road, Llanelli. SA15 2TH</p>	<p>Proposed dormer installation to increase head height to existing stairwell. Installation of 3 no. Velux windows to increase light into existing converted loft space.</p>	<p>No objection.</p>
<p>S/34468 Miss Sian John, 44 Corporation Avenue, Llanelli. SA15 3NG</p>	<p>Proposed demolition and rebuilding of existing side annex and front porch.</p>	<p>No objection.</p>
<p>S/34482 Mr. &amp; Mrs. Jones, 118 New Road, Llanelli. SA15 3DT</p>	<p>Hard standing for car parking.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/34486 C. Davies Commercials, c/o Mr. C. Davies, Land off Andrew Street, Llanelli. SA15 3YW	Change of use of land to form customer vehicular parking area.	No objection.
S/34497 Dwr Cymru Welsh Water, Northern Bank of the New Dafen River Balancing Pond, Delta Lakes, Llanelli.	Proposed development of a storm water sewer outfall, plus associated engineering operations, to provide a suitable discharge point for the Station Road storm water sewer improvement scheme, into the new Dafen River balancing pond.	No objection.
S/34506 Dr. Christopher Weirman, 9 Park Howard Avenue, Llanelli. SA15 3LQ	New timber outbuilding 7m x 4.38m at North West corner of property on the boundary standing 3.5m high, outbuilding will be used as a DIY workshop/hobby area.	No objection.
S/34523 Miss Kelly Evans, 23 Bryntirion, Llanelli. SA15 3QD	Proposed two storey extension to create 16m <sup>2</sup> living area on the ground floor and bedroom/ 6m <sup>2</sup> extension on the first floor for a disabled facility grant.	No objection.

(2) LAND AT CEFNCAEAU

The Town Clerk reported the receipt of a Schedule 1B – Publicity and Consultation before applying for Planning Permission Notice under Articles 2C and 2D – Town and Country Planning (development management procedures (Wales) Order 2012 – Land at Cefncaeu (located off Maes ar Ddafen Road, Llanelli)(copies having been previously circulated to members).

During the ensuing discussion, reference was made to the recent findings published by Welsh Water Dŵr Cymru regarding the overloading of the sewerage system and the fact that this development was on a flood plain. Members' also felt that the development would increase pressure on the A484 road to Swansea which was already a really busy road.

**RESOLVED** – that the following comments be passed on to the applicant's agent as well as those comments made to Carmarthenshire County Council in response to the draft Local Development Plan:

- The development should not be allowed until improvements to the sewerage infrastructure have been undertaken;
- Members concerns regarding access to the site and increased pressure on the road infrastructure;
- Development should not proceed until all concerns raised by Dwr Cymru Welsh Water, Natural Resources Wales and the Police are addressed.

## **18. REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The Town Clerk reported the receipt of a letter from the Secretary of the Boundary Commission for Wales indicating its Initial Proposals for changes to Parliamentary constituencies in Wales with all representations to be made by 5<sup>th</sup> December 2016 (copies having been previously circulated to members).

**RESOLVED** – that the Town Council makes the following representations:

- Councillors are concerned that the proposed Llanelli and Lliw constituency would be represented by 2 Constituency Assembly Members and 8 Regional Assembly Members;
- Councillors felt that it would be more appropriate for the electoral ward of Lower Loughor to be included in the constituency and the electoral ward of Mawr to be excluded.

## **19. FRONDEG TERRACE, LLANELLI**

The Town Clerk reported the receipt of an e-mail dated 13<sup>th</sup> September 2016, received from the senior Technician, Traffic Management, Carmarthenshire County Council with plan attached (copies having been previously circulated to members).

A proposal had been received for prohibition of waiting at any time at Frondeg Terrace at its junction with Capel Terrace, the restrictions were required to improve visibility for motorists exiting Capel Terrace.

**RESOLVED** – that no objection be made to the above proposal.

## **20. EXPERIMENTAL WAITING RESTRICTIONS AND STREET PARKING ORDER 2016**

Further to Minute No. 5 of the Committee meeting held on 11<sup>th</sup> July 2016, the Town Clerk reported the receipt of an Public Notice dated 28<sup>th</sup> September 2016, received from the Chief Executive, Carmarthenshire County Council with Schedules 1 – 9 and detailed plans (copies having been previously circulated to members).

**RESOLVED** – that no objection be made to the above Order.

## **21. HEART OF WALES LINE**

The Town Clerk reported the receipt of an e-mail dated 21<sup>st</sup> September 2016, received from the Heart of Wales Line Development Co. Ltd. together with a Line Franchise Bidders Aide Memoire (copies having been previously circulated to members).

**RESOLVED** – that the Town Clerk be authorised to respond indicating that Committee believes that the key issues are addressed in the document and that the Town Council supports the campaign to improve services on the line.

## **22. COMMUNITY AND ECONOMIC DEVELOPMENT SURVEY**

The Town Clerk reported the receipt of an introductory letter from Eluned Morgan, Regional Assembly Member with survey attached (copies having been previously circulated to members).

**RESOLVED** – that the Town Clerk be authorised to respond indicating that councillors' main concern is the poor mobile phone reception and internet connection in certain areas and that they believe that the standards should compare favourably with those elsewhere in the country.

## **23. LAND TRANSACTION TAX**

The Town Clerk reported the receipt of an e-mail dated 30<sup>th</sup> September 2016, received from the Outreach and Youth Engagement Officer, National Assembly for Wales (copies having been previously circulated to members). The e-mail indicated that the National Assembly Finance Committee wanted to promote discussion on this matter and invited comments.

**RESOLVED** – that the Town Clerk be authorised to respond requesting that, when proposing changes, the Committee makes it clear whether these changes will lead to higher costs in Wales compared to England.

## **24. CULTURE, WELSH LANGUAGE AND COMMUNICATIONS COMMITTEE, NATIONAL ASSEMBLY**

The Town Clerk reported the receipt of an e-mail dated 3<sup>rd</sup> October 2016, from the Research and Enterprise Co-ordinator, Cardiff Metropolitan University together with a survey asking what subjects should be prioritised (copies having been previously circulated to members).

**RESOLVED** – that the following matters should be prioritised by the Culture, Welsh Language and Communications Committee:

- (1) How to develop and promote the Wales brand;
- (2) Strengthening Citizen participation and access to political information;
- (3) Review the teaching of history in Wales to focus on Welsh culture and heritage;
- (4) Preserving local cultural heritage in Wales.

## **25. COMMUNITY INFRASTRUCTURE LEVY**

The Town Clerk reported the receipt of an e-mail dated 8<sup>th</sup> September 2016, received from the Planning Division, Carmarthenshire County Council together with consultation document (copies having been previously circulated to members).

Members expressed concerns that the introduction of the CIL in addition to the "Affordable Housing Contribution" and Section 106 contributions would lead to confusion; they felt that there should be a single process for contributions of this nature.

**RESOLVED** – that the Town Clerk be authorised to respond on this basis.

The Meeting concluded at 6.40 p.m.

## **BUILDING AND FINANCE COMMITTEE**

17<sup>th</sup> October 2016

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 17<sup>th</sup> October 2016 at 6.00 p.m.

**PRESENT:** Councillors Mrs. J. Williams (Chairman), M.J.P. Burns, J.S. Edmunds, Mrs. P.J. Edmunds, C.J. Reed, MBE. (Substitute for Cllr. C.C. Lucas), Mrs. L.J. Stedman (Vice-Chairman) and W.G. Thomas.

**APOLOGIES:** Councillors W.J. Lemon, C.C. Lucas (Leader of the Council) and J. Owen.

### **35. FINANCIAL REPORTS**

#### **(1) INCOME AND EXPENDITURE**

Consideration was given to the written report of the Principal Administrative Officer giving a summary of income and expenditure for the period 1<sup>st</sup> April – 30<sup>th</sup> September 2016, in the sums of £602,000 and £435,768 respectively (copies having been previously circulated to members).

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

#### **(2) VIREMENTS/EARMARKED RESERVES**

**RESOLVED** – that the report of the Responsible Financial Officer dated 17<sup>th</sup> October 2016, be noted and approved.

#### **(3) ACCOUNTS FOR PAYMENT**

Consideration was given to the written report of the Principal Administrative Officer relating to accounts for payment (copies having been previously circulated to members). The report indicated that cheque payments in respect of voucher nos. 14595 - 14633 (inclusive) amounted to £37,208.46 with Direct Debit, BACS payments and Other Payments amounting to £12,579.39, £16,011.44 and £0 respectively.

**RESOLVED** – that the accounts for payment be approved.

### **36. COMMUNITY CENTRE HIRINGS**

Consideration was given to the summary schedule of hirings of all community centres during the month of September 2016 (copies having been previously circulated to members).

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

### **37. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

Further to Minute No. 27 of the Committee meeting held on 19<sup>th</sup> September 2016, consideration was given to the written report of the Project Development Officer (copies having been previously circulated to members). The report dealt with the following:

#### **(1) FUTURE GENERATIONS ACT COMMUNITY LED SOLUTIONS, TOWN COMMUNITY COUNCILS**

A working group consisting of Llanelli Town, Llanelli Rural, Burry Port, Llannon, Cwmamman and Carmarthen Town Councils and supported by Carmarthenshire County Council had now met on three occasions with the focus being on:

- The Future Generations Act;
- Links to the PSB;
- Working areas of commonality.

There was a also a link to a blog by Peter Davies, Chair of WCVA from last week's address at the One Voice Wales Conference on Community Led Solutions, Town and Community Council and the Voluntary Sector: [www.pdpartnership.co.uk/single-post/2016/10/02/Community-Led-Solutions---Town-and-Community-Councils-and-the-Voluntary-Sector](http://www.pdpartnership.co.uk/single-post/2016/10/02/Community-Led-Solutions---Town-and-Community-Councils-and-the-Voluntary-Sector)

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

#### **(2) SAFER ROUTES IN COMMUNITIES FUNDING**

The Town Council had supported an application which had been submitted for Safer Routes to Communities funding for Old Road and Pentip Primary Schools.

**RESOLVED** – that the information be noted and further developments reported to future Committee meetings.

### (3) NEW COMMUNITIES FIRST CIP OFFICER

Members were informed that a new Community Involvement Plan (CIP) Officer had recently joined Communities First to support community groups and activity and is funded until 31<sup>st</sup> March 2017.

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

### (4) DATES FOR DIARIES AND COMMUNITY ACTIVITY

- Sospan Shedders (Men's Shed) next meeting at 1.45 pm Antioch Centre 17<sup>th</sup> October;
- Morfa Mums every Tuesday at 9.00 am - Wesleyan Community Centre;
- Antioch Centre OAP Lunch Club - Every Monday at 12.00 pm;
- Antioch Life Share Christmas Lunch and Community Party - 17<sup>th</sup> Dec all day;
- Every Tuesday evening Antioch Centre - Tenovus Singing Along 6.30 pm - 8.00 pm;
- Llanelli Multicultural Network Wellbeing day - Saint Paul's Family Centre - 21<sup>st</sup> October 12.00 pm - 3.00 pm;
- Young black and gifted - Paddock Street Community Centre - 1.00 pm onwards - 26<sup>th</sup> October;
- Llanelli Multicultural Network and the Syria – Sir Gâr Group 28<sup>th</sup> October - 6.00pm - 8.00pm - Wesleyan Community Hall;
- Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night.

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

## 38. PUBLIC FOOTPATHS

Further to Minute No. 18 of the Committee meeting held on 18<sup>th</sup> July 2016, the Town Clerk reported the receipt from Twyn Landscapes of Footpath Inspection Reports for the end of September 2016 (copies having been previously circulated to members).

**RESOLVED** – that the reports be noted and forwarded to the County Council.

## 39. FRIENDS OF LLANELLI TRAIN STATION

The Town Clerk reported the receipt of an e-mail dated 30<sup>th</sup> September 2016, received from the Secretary of Friends of Llanelli Train Station (copies having been previously circulated to members).

The e-mail explained how the not-for-profit community organisation was preparing to submit a planning application to renovate an area near the Train Station to include public seating and a Heritage Board and asked if they could submit the application in the name of Llanelli Town Council as it would mean a reduction in the planning fee of 50% which they would pay.

**RESOLVED** – that the application be submitted by the Town Council.

#### 40. MEMORIALS

The Town Council works in partnership with Carmarthenshire County Council and a number of veteran groups to co-ordinate the Annual Remembrance Day Service in November. On a number of occasions the need to clean the Cenotaph and other war memorials has been highlighted and it has been agreed that the work needs to be carried out by a specialist Company. The Council has been asked to contribute to the cost of this work in the sum of approximately £350 to £450.

**RESOLVED** – that the Town Council contributes up to £450 towards the cost of cleaning the war memorials.

#### 41. APPLICATIONS FOR FINANCIAL ASSISTANCE

##### (1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED

Having considered the following applications (copies having been previously circulated to members), it was

**RESOLVED** as follows –

- (a) St. Paul's Family Centre Management Committee – that a grant of £300 be made;
- (b) Antioch Centre – Christmas Lifeshare Event – that a grant of £300 be made;
- (c) South Wales Multiple Sclerosis Therapy Centre – that a grant of £500 be made;
- (d) Marie Curie Nurses in Carmarthenshire – that a grant of £300 be made;
- (e) Cylch Meithrin Llanerch – that a grant of £300 be made.

##### (2) SPONSORSHIP

Having considered the following applications (copies having been previously circulated to members), it was

**RESOLVED** that the following sponsorship be approved –

- (a) Charity Event – Morfa Social Club - £100;
- (b) Musical – Ysgol y Strade - £100.

##### (3) LETTER OF THANKS

**RESOLVED** – that the letter of thanks received from 1911 Llanelli Railway Strike Commemoration Committee be noted with pleasure.

#### **42. 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.

#### **42. LLANELLI RYTHMIC GYMNASTIC ACADEMY**

Further to Minute No. 21 of the Committee meeting held on 18<sup>th</sup> July 2016, the Town Clerk reported the receipt of a letter received from Llanelli Rhythmic Gymnastic Academy (copies having been previously circulated to members).

The letter indicated that having considered the Council's proposal the Academy felt that it would find it very difficult to pay the gas and electricity charges in addition to the hiring fee proposed. After a brief discussion, it was

**RESOLVED** – that the Town Clerk writes to the Academy to propose an annual hiring fee of £8,500 and that the Academy pays for gas and electricity used.

#### **44. LLANELLY HOUSE**

The Town Clerk informed members that he had been invited to attend a meeting involving a number of creditors on 20<sup>th</sup> October and that it would be more appropriate to discuss this matter after this meeting.

**RESOLVED** – that the matter be deferred to a future meeting of this committee.

The Meeting concluded at 6.23 p.m.

## **SELWYN SAMUEL CENTRE COMMITTEE**

17<sup>th</sup> October 2016

At a Meeting of the **SELWYN SAMUEL CENTRE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 17<sup>th</sup> October 2016 at 6.24 p.m.

**PRESENT:** Councillors Mrs. P.J. Edmunds (Chairman), D. Ll. Darkin (substitute for Cllr. A.H. Hitchman), Mrs. S. Najmi (Vice-Chairman), C.J. Reed, MBE., Mrs. L.J. Stedman, W.G. Thomas (Town Mayor) and Mrs. J. Williams.

**APOLOGIES:** Councillors A.H. Hitchman, J. Owen and R.T. Price.

### **5. SITE INSPECTION**

Further to Minute No. 4 of the Committee meeting of 18<sup>th</sup> July 2016, members' considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The report informed members that following a site inspection on 29<sup>th</sup> September, everything in the Centre was found to be in order and the Concessionaire was congratulated on his efforts to bring new business to the Centre

**RESOLVED** – that the information be noted and that the committee's comments be passed on to the Concessionaire.

### **6. SIGNAGE**

Members' considered a report prepared by the Town Clerk with plan attached (copies having been previously circulated to members).

At a meeting of the Llanelli Traffic Management Working Group on 19<sup>th</sup> July 2016, consideration was given to a Proposed Directional Signage Scheme for the Selwyn Samuel Centre; the Town Council is being asked to contribute up to £1,500 towards the cost of the scheme which represented approximately 10% of the total cost. The Working Group recommended that the Town Council agrees to this request.

**RESOLVED** – that Committee's approval be given to contribute up to £1,500 towards the Proposed Directional Signage Scheme.

## 7. CLOSE SEASON HIRING CHARGES

Further to Minute No. 3 of the Committee meeting held on 18<sup>th</sup> July 2016, consideration was given to the written report prepared by the Principal Administrative Officer relating to proposed increases in some of the hiring charges during the summer recess period (copies having been previously circulated to members).

**RESOLVED** – that the proposed charges for the forthcoming close season, with effect from 1<sup>st</sup> April 2017 be as follows –

### COUNCIL BOOKED EVENTS:

MAIN HALL	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Event Rate/Day	£200.00	<b>£240.00</b>	£650.00	<b>£780.00</b>	£750.00	<b>£900.00</b>
Hourly Rate	£25.00	<b>£30.00</b>	£75.00	<b>£90.00</b>	£100.00	<b>£120.00</b>
Rehearsal Hourly Rate	£25.00	<b>£30.00</b>	£25.00	<b>£30.00</b>	£50.00	<b>£60.00</b>
Setting Up	Free	<b>Free</b>	Free	<b>Free</b>	Free	<b>Free</b>

<b>SEATING (Per Chair)</b>	£0.50	<b>£0.60</b>	£0.50	<b>£0.60</b>	£1.00	<b>£1.20</b>
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<b>TABLES (Per Table)</b>	£5.00	<b>£6.00</b>	£5.00	<b>£6.00</b>	£10.00	<b>£12.00</b>
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STAGING	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Full Use	£180.00	<b>£216.00</b>	£240.00	<b>£288.00</b>	£360.00	<b>£432.00</b>
Per Unit	£7.00	<b>£8.40</b>	£10.00	<b>£12.00</b>	£12.00	<b>£14.40</b>
Off Site Hire Per Unit	£7.00	<b>£8.40</b>	£10.00	<b>£12.00</b>	£12.00	<b>£14.40</b>

### CONCESSIONAIRE BOOKED EVENTS:

MAIN HALL	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Event Rate/Day	£200.00	<b>£240.00</b>	£650.00	<b>£780.00</b>	£750.00	<b>£900.00</b>

<b>SEATING (Per Chair)</b>	£0.40	<b>£0.48</b>	£0.40	<b>£0.48</b>	£0.75	<b>£0.90</b>
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<b>TABLES (Per Table)</b>	£4.00	<b>£4.80</b>	£4.00	<b>£4.80</b>	£9.00	<b>£10.80</b>
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STAGING	P	(Incl VAT)	S	(Incl VAT)	C	(Incl VAT)
Full Use	£90.00	<b>£108.00</b>	£120.00	<b>£144.00</b>	£180.00	<b>£216.00</b>
Per Unit	£5.00	<b>£6.00</b>	£8.00	<b>£9.60</b>	£10.00	<b>£12.00</b>
Off Site Hire Per Unit	£5.00	<b>£6.00</b>	£8.00	<b>£9.60</b>	£10.00	<b>£12.00</b>

### Code:

<b>P</b>	<b>Hire by local societies/organisations etc. for the provision of low attendance events.</b>
	<b>Hire by charitable/fund raising organisations and local schools.</b>
<b>S</b>	<b>Hire by local societies/organisations etc. charging entrance fee.</b>
<b>C</b>	<b>Hire by local authorities, national bodies and commercially managed organisations.</b>

## 8. CAR PARK

Further to Minute No. 39 of the Planning, Licensing and Consultation Committee meeting held on 7<sup>th</sup> December 2015, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

In response to the Town Council's objections the County Council had amended the Order to allow 3 hrs free parking in the Leisure Centre car park. Following discussions regarding the Lliedi Suite car park the proposal was to sub-lease it back to the County Council on condition that 3 hrs free parking remains and that an appropriate percentage of the income generated is passed on to the Town Council.

**RESOLVED** – that the Lliedi Suite car park is sub-leased back to the County Council on condition that 3 hrs free parking remains and that an appropriate percentage of the income generated is passed on to the Town Council.

The Meeting concluded at 6.35 p.m.

## ESTABLISHMENT COMMITTEE

24<sup>th</sup> October 2016

At a Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 24<sup>th</sup> October 2016 at 6.00 p.m.

**PRESENT:** Councillors J.S. Edmunds (Chairman), M.J.P. Burns, A.H. Hitchman, Mrs. R.F. Price, Mrs. L.J. Stedman, D. Thomas, W.G. Thomas (Vice-Chairman) and Mrs. J. Williams.

**APOLOGIES:** Councillors Mrs. P.J. Edmunds and C.C. Lucas (Leader of the Council).

### 1. CARETAKERS / CLEANERS CONTRACTS

Further to Minute No. 3 of the Building and Finance Committee held on 3<sup>rd</sup> February 2016, where a review of the caretaker/cleaner conditions of service consideration was given to a written report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

Members were informed that cleaners and caretaker/cleaners were now paid on the basis of actual hours worked and the report explained the calculation of pay and the maximum hours applicable to each location.

**RESOLVED** – that the actions taken be duly endorsed and approved.

### 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. PAY SCALES

Members received a report prepared by the Town Clerk dated October 2016, setting out nationally agreed pay scales with spinal column points applicable to Council employees (copies having been previously circulated to members).

**RESOLVED** – that the information be noted and the pay scales agreed.

#### 4. TOWN CLERK

Members considered a report prepared by the Town Clerk referring to his decision to retire (copies having been previously circulated to members). Members noted with regret the Town Clerk's resignation and extended their sincere thanks to him for his loyal service.

Consideration was then given to the process to be adopted for the appointment of a new Town Clerk, and to the following draft documents prepared by the Town Clerk for members' consideration –

- Advertisement
- Job Description
- Person Specification

(copies having been previously circulated to members).

Following a discussion, it was

**RESOLVED** as follows –

- (1) That the draft documents prepared by the Town Clerk be approved, and that the post be advertised in the South Wales Evening Post and Llanelli Star in early November and on appropriate websites, with a closing date of Friday 25<sup>th</sup> November;
- (2) That a sub-committee of five members be appointed to undertake the short-listing of applicants and agree the presentation title and questions to be asked;
- (3) That Cllrs. J.S. Edmunds, W.G. Thomas, M.J.P. Burns, A.H. Hitchman and Mrs. J. Williams be appointed to the sub-committee;
- (4) That a sub-committee meeting be arranged for Wednesday 30<sup>th</sup> November;
- (5) That an Extraordinary Council meeting be arranged for Tuesday 13<sup>th</sup> December

The Meeting concluded at 7.18 p.m.