



CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

Town Clerk: David Walters Ty

Newydd Community Centre, 17 West St., Gorseion, Swansea SA44AA

Tel: 07510 259678 / 07841 580604 Email: clerk@gorseiontowncouncil.gov.uk

www.gorseiontowncouncil.gov.uk

CYNGOR TREF GORSEINON **GORSEINON TOWN COUNCIL**

Minutes of the Meeting of Gorseion Town Council held at Ty Newydd Community Centre, on Wednesday 4th February at 6pm.

Attendees: Councillors; J Curtice (Chaiman), K. Jones, P. Morgan, P. Griffiths, N. Matthews, P. Eyres, A. Thomas, Town Clerk,

Main Meeting Discussion Points:

GTC0226-173	MAYORS ANNOUNCEMENTS Attended <u>Attended in January</u> a. Mayor attended Penyrheol Primary School for the opening of the new STF Unit on 22 nd January. b. Also attended Penyrheol Primary again for an event where the Penyrheol Primary School children sang. This was to give thanks for a donation of 10 bleed kits from a local resident, who attended the event. These bleed kits are to be installed in local schools in the area. The event was also attended by members from the School Governors, Tonia Antoniazzi MP, County Cllr. N Matthews, Last years High Sherrif, Melanie James and children from the School Council. Mayor's Invites None at the time of writing.
GTC0226-174	APOLOGIES FOR ABSENCE There were apologies for absence from Cllrs, J. Clayfield, J. Crowley, M. Curtice, M. Phillips, and A. Stevens.
GTC0226-175	PUBLIC PARTICIPATION Nathan James, the leader from Gorseion Cub Scout Group attended and presented Cllrs. J. Curtice and Cllr. A Stevens with badges with thanks for attending the Parliamentary meeting in November 2025 with the Cub Scouts. The clerk also received a badge for his work supporting the Cub scouts in the lead up to last year's Lantern parade. It was RESOLVED from members that the clerk arrange a date for the councilors to visit Cub Scouts again to thanks them and have some photos.
GTC0226-176	DECLARATION OF INTEREST None noted.



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GTC0226-177	MINUTES OF COUNCIL It was RESOLVED that the Minutes of the Meeting of the Council held on January 7 th , 2026, be confirmed as a correct record - AGREED . Approved by Councillor P. Griffiths and Seconded by Councillor A. Thomas
GTC0226-178	MATTERS ARISING FROM PREVIOUS MINUTES None reported.
GTC0226-179	MEMBER'S REPORTS a. County Councillors reports. A large meeting is being held at the same time as this Town Council meeting, at The Liberty about Ospreys and the current region's issue in regional rugby within Wales. Cllr. A Stevens was attending. b. Town Councillors. None reported.
GTC0226-180	Revised plans for Jubilee Memorial regeneration project. Previous proposals and draft computer designs shared with members for discussion had recently been feedback by Cllr. A Stevens on behalf of members. The feedback and response from the Architect is below. <i>'Could we look at scaling back slightly, I'm conscious on the size of the scheme.</i> <i>a. Less planting on borders and nothing that would obscure visibility.</i> <i>b. Could we remove the overhead bridge.</i> <i>c. Change the covered stand to a fixed seating/rest stop with jubilee info and some historical interpretation boards.</i> <i>d. Remove the children's climbing frame unless it's some natural play works.</i> <i>e. Remove the coffee shop signal box.</i> <i>f. Regarding the sculpture, when will we have an idea on scale.</i> <i>g. Could we include a town sign?'</i> And the response from Noel Isherwood, the Architect. <i>'Thanks for your comments. It is not a problem to reduce the scheme back to something more modest. I have a couple of pending conversations to have with John, who conducted the recent site investigations, and with Catherine, who has been reviewing the landscaping proposal, albeit for the larger</i>



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scheme.

John has identified the train type that would be appropriate for the Gorseinon stop/line, and we are looking to see if a third-scale or half-scale would work best. I will show this in the next drawing issue.

There may be elements of the project that could be transferred to a phase 2 and be used as an opportunity to engage the local training colleges who are looking for live-build projects for their apprentices. This could also be at a more modest scale but could benefit the whole town through the engagement of students and produce a stronger sense of place. I previously worked on such a scheme at the National Botanic Garden of Wales, using the apprentices, including some from Coleg Sir Gar, for the labour, employing a couple of master craftsmen to guide the build process. I acted as architect and oversaw the whole process from the design stage onwards, where we held a design workshop for co-creating the project. In this case, Gower College could be an appropriate partner. I would be interested to hear your thoughts on that. NOEL

Clerks report was **NOTED**. It was **RESOLVED** from members that the clerk approach Gower College and report back to members.

Update on Skate park works.

None at the time of writing.

GTC0226-181

Review and decision of wildflower 2026 planting locations.

Swansea Council Parks Service will be continuing with the wildflower planting scheme in 2026, the reason for this E-mail is to enquire whether your Community Council would like to participate in the scheme.

If you are in a position to commit to the scheme please could you confirm your interest at your earliest convenience so that we can start negotiations with our seed suppliers to obtain the best possible prices.

If you are not in a position to continue to participate in the scheme this year then such sites will be left to revert back to amenity grass sites.

If you are participating in this year's Wildflower Scheme, please confirm whether you are happy to retain the same sites as last year or If you would prefer alternative locations, kindly provide a list of the proposed sites along with their respective area sizes.

Please note that your only cost is the purchase of the wildflower seed, there is currently no charge for the labour involved in site preparation or sowing and the cut off point for requests is 27th March. The following are the locations that were sown last



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year:

Location	Sq. m
Junction Heol Y Mynydd	250
Heol y Mynydd	100
Melyn Mynach	200
Chestnut Ave	100
ASDA 1 & 2	150
ASDA Roundabout	800
Parc Y Werin by Christmas tree by Cilch Mythryn. (friends of chat too)	

Clerks report was **NOTED**. It was **RESOLVED** that the clerk confirms the same locations as last year, with an additional request of add two locations within Parc Y Werin.

Cllr. A Thomas and Clerk to meet agree locations in the park and feedback.

GTC0226-182

Christmas Lights Contract Situation.

Proposed to purchase our own light panels and streamline our contracts situation.

We now have three quotes for costs for purchasing Christmas lights replacing our existing 14 lights on High St. and 8 lights in the bus stop area.

The new quotes are for an increase to 25 lights along High St. and Alexandra Rd., and an increase to 13 lights in the bus stop area.

Members discussed savings over the coming years if we own our own lights with a local firm maintaining them.

Clerk's Proposal

Buying our own Christmas lights - **£6,499.80**.

New Contract for complete package with lighthouse electrical – approx..

£11,310 annually.

Total costs year 1 = approx. approx. **£17,809.80**

Total costs year's 2 – 10 approx. **£11,310 annually.**

Potential Savings over 10 years = approx. £157,135.20

Clerks report was **NOTED**. It was **RESOLVED** on the motion of Councillor P. Eysers and seconded by Councillor N. Matthews that the clerk purchase the recommended lights and report back from CCOS on Council's plans to potentially extend the lights further down High St., and up Alexandra Rd.

GTC0226-183

Replacement chairs for meeting room.

Clerk reminded members of the previous meeting agreement to replace the chairs in the main meeting room. The old chairs will be donated to Lime St Institute once the new ones are purchased.



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	<p align="center">Quotes as requested for 20 Chairs</p> <p><u>Supplier.</u> <u>Costs.</u></p> <p>'Best buy' - £800.00 plus VAT 160.00, Delivery free, Total £960.00 'Complete' - £700.00 plus VAT 140.00, Delivery free, Total £840.00 'Trent Furn.' -£424.00 plus VAT 99.80, Delivery 75.00 Total £598.80</p> <p>Clerks report was NOTED. It was RESOLVED on the motion of Councillor A. Thomas and seconded by Councillor P. Morgan, that the clerk purchase from 'Complete' chairs.</p>									
GTC0226-184	<p>Review of SLCC annual membership.</p> <p>Clerks report was NOTED. It was RESOLVED on the motion of Councillor P. Griffiths and seconded by Councillor K. Jones, that the clerk renew the membership.</p>									
GTC0226-185	<table border="1"> <thead> <tr> <th colspan="3">Grant Requests</th> </tr> <tr> <th>Date of email/ letter</th> <th>From</th> <th>Request</th> </tr> </thead> <tbody> <tr> <td>Jan 2026</td> <td>Marie Curie</td> <td> <p>Please support Marie Curie's Great Daffodil Appeal in 2026.</p> <p>We're asking for your support for Marie Curie's Great Daffodil Appeal this year for end of life patients. We hope Gorseinon Town Council might consider making a financial contribution to the Great Daffodil Appeal in 2026. All money donated supports local Marie Curie services in your area, so you can rest assured that in your community patients and families will directly benefit from your gift. Clerks report was NOTED. It was RESOLVED to deny this request as Town Council only supports local groups.</p> </td> </tr> </tbody> </table>	Grant Requests			Date of email/ letter	From	Request	Jan 2026	Marie Curie	<p>Please support Marie Curie's Great Daffodil Appeal in 2026.</p> <p>We're asking for your support for Marie Curie's Great Daffodil Appeal this year for end of life patients. We hope Gorseinon Town Council might consider making a financial contribution to the Great Daffodil Appeal in 2026. All money donated supports local Marie Curie services in your area, so you can rest assured that in your community patients and families will directly benefit from your gift. Clerks report was NOTED. It was RESOLVED to deny this request as Town Council only supports local groups.</p>
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GTC0226-186	<p>Please find enclosed Police reports from 1st January to 31st January for tonight's meeting.</p> <p align="center">Beat of Gorseinon <u>62 occurrences in total</u> 1 ASB reports 15 Violence Against the Person reports No Dwelling burglary reports</p> <p align="center">Beat of Penyrheol <u>56 occurrences in total</u> 1 reports of ASB 17 Violence Against the Person reports No dwelling burglary reports</p> <p>There are no current trends or issues of concern to raise with the Council. We are instigating some partnership work to explore a lasting plan to reduce the amount of criminal and anti-social behaviour which occurs in the vicinity of Parc Melyn Mynach. Meetings are planned in the near future with Ward Councillors and Friends of Melyn Mynach to discuss the periodic problems which occur at the</p>									



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location, and we will update you further on this project in due course.

GTC0226-187

REPORT OF THE CLERK

a. Payments for January 2026

Clerk's report was **NOTED** and **AGREED**.

b. Correspondence January 2026.

Correspondence		
Date of email letter	From	Subject
19 01 26	Chroma music	Please will you pass on our sincere thanks, we are really grateful. Many thanks Alida Clerks report was NOTED .
19 01 26	Phillip Sillick	Request from Phillip representing RBL in this matter of purchasing a new laptop for the committee as part of the previous grant request. Phillip requested the clerk not purchase at this time as the committee are experiencing difficulties. Clerk to await on news from Phillip to proceed. Regards Phillip (former Chairman) Clerks report was NOTED .
07 01 26	Leisure and Hosp. relief	Thank you for your application for Retail, Leisure and Hospitality Rates Relief (RLHRR) 2025-26. Unfortunately, the application was rejected for the reasons detailed below. The email you received in December was sent in error, in which I do apologise for. If you have any questions, please get in touch. Cofion Gorau / Kind Regards  <p>Leanne Robins Uwch-swyddog Trethi Busnes Senior Business Rating Officer</p> <p>* trethibusnes@abertawe.gov.uk * business.rates@swansea.gov.uk</p> <p>Er mwyn cael gwybodaeth am sut yr ydym yn defnyddio'ch data personol, ewch i www.abertawe.gov.uk/GwybodaethBersonolRefeniwaBudd-daliadau</p> <p>For information about how we use your personal data, please visit www.swansea.gov.uk/RevsandBenspersonalinfo</p> <p>Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni. We welcome correspondence in Welsh and will deal with Welsh and English</p>



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		<p>correspondence to the same standards and timescales</p> <p>From: Daniel Bennett <Daniel.Bennett@swansea.gov.uk> Sent: 12 August 2025 07:03 To: clerk@gorseinontowncouncil.gov.uk; Business Rates <Business.Rates@swansea.gov.uk> Subject: Re: retail leisure hospitality 2025/6 app RLH RR007637</p> <p>Further to your email 14/04/2025, I can confirm that your application for Retail, Hospitality, and Leisure relief for the property at Suite 1 & Suite 2, Ground Floor, 17 West Street, Gorseinon, Swansea, SA4 4AA has been reviewed and the decision stands. The reason for this is that the property occupied by a precepting authority.</p> <p>Applications from excepted hereditaments cannot be considered, Section 47 of the Local Government Finance Act 1988, discretionary relief from rates to any property which is occupied in part or in full by a billing authority or a precepting authority cannot be granted.</p> <p>It has been identified that Gorseinon Town Council a precepting authority have been awarded this relief for several years. The council has taken the decision not to correct these accounts for previous years and that the current years decision is correct.</p> <p>Clerks report was NOTED.</p>
January	The Lodge Committee	<p>In 2026 The New Lodge Gorseinon Independent Social Club Ltd Will be Celebrating 80 Years of Community at The Lodge, Gorseinon, Swansea. Project Summary</p> <p>In 2026, The Lodge will mark its 80th anniversary, celebrating eight decades as a community run social, cultural, and sporting hub in Gorseinon. We are seeking funding to deliver an inclusive anniversary program focused on local heritage, wellbeing, arts, and community cohesion. All activities will be open to the wider community and accessible to residents of all ages.</p> <p>Project Aims</p> <ul style="list-style-type: none"> • Celebrate and preserve local social history • Reduce social isolation and promote wellbeing • Support local artists and performers • Strengthen community cohesion • Create a lasting community legacy <p><u>Proposed Activities</u></p> <p>Community Heritage Exhibition: Public display of historic photographs, memorabilia, and stories.</p> <p>80th Anniversary Community Celebration: Family friendly daytime activities and an evening celebration with local performers.</p> <p>Arts & Culture Showcase: Paid opportunities for local musicians, choirs, and performers.</p> <p>Legacy Project: Oral history recordings and a permanent heritage display within the venue.</p> <p>Clerks report was NOTED. Members were generally positive about the proposal. It was RESOLVED to await further information from The Lodge Committee.</p>
Documents available on request and in accordance with GDPR.		



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c. Grant Requests Received

Grants		
Date	Successful Candidate Requests	Amount Paid
14 01 26	Community Grant - 3 rd Loughor Brownies	150.00
14 01 26	Community Grant – Morgan’s Army Gorseinon 10k	3000.00
16 01 26	Community grant purchase – Lodge Snooker Team	After VAT 228.78
19 01 26	Community Grant - Chroma music	250.00
31 01 26	Community Grant – ‘Sightlife’ Visually Impaired group at Gorseinon Institute	250.00

Documents available on request and in accordance with GDPR

d. OVW/SLCC

1. One Voice Wales E-Bulletin Issue 15 now available.

Clerk’s report was **NOTED**.

2. Issue 16 of the One Voice Wales E-Bulletin.

Previously forwarded to Members.

News highlights from the bulletin 15.

i. Southwest Wales Corporate Joint Committee - Consultation on the Strategic Development Plan Draft Delivery Agreement

The South West Wales Corporate Joint Committee (CJC) is a regional government body established to improve economic well-being through enhanced collaboration and strategic planning across South West Wales. It brings together four Local Authorities and two National Park Authorities to address key regional priorities.

CJCs were established following the implementation of Regulations by Welsh Government in April 2021. One of their statutory duties, set out in the Local Government and Elections (Wales) Act 2021 and the associated Strategic Development Plan Regulations, is to prepare a Strategic Development Plan (SDP).

The first stage in the Strategic Development Plan process is for the CJC to prepare a Delivery Agreement for the SDP. This has two main parts to it: a **Statement of Community Involvement** which sets out how the plan will be produced and who will be involved and how; and a **detailed timetable** that sets out how long it will take to prepare the plan, following all the stages set out in Welsh Government regulations and guidance.



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ii. Employment Legislation

Employment legislation is currently being considered by the UK Parliament and comprises of:

1. Removal of qualifying periods for basic rights such as sick pay and parental leave.
2. The qualifying period for the basic right of claiming unfair dismissal to be reduced from two years to six months.
3. More protection from dismissal in relation to pregnant employees on maternity leave.
4. Time limit for bringing a tribunal claim extended from three to six months.
5. Removal of the SSP lower earnings limit and requirement for SSP to be paid from the first day of absence.
6. Flexible working requests can be made from day one and will require employers to explain why their refusal of a request was reasonable.
7. Introducing brand new right for bereavement leave.

iii. Model Governance Documents and guidance for Councils:

One Voice Wales has published model arrangements to help Councils run effectively and meet their statutory obligations. We also circulate statutory guidance and other guidance. We keep these arrangements under regular review, helping Councils to maintain a sound governance framework.

Clerk's report was **NOTED**.

e. Training

OVW Extension to free training.

We would encourage you to take advantage of this offer of funded places that is available up to 31 March 2026 and we look forward to training many more councillors over the remaining months of the financial year."

Wendi Patience

Clerks report was **NOTED**.

f. Wales/Swansea/Governing/Committees.

None Reported.

Documents available on request and in accordance with GDPR

GTC0226-188

Policy Schedule 2025 26

MILEAGE AND EXPENSES POLICY

Proposal to Authorise and adopt 'The milage and expenses Policy' into the Policy



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	<p>schedule and Constitution/ of Gorseinon Town Council. Members to sign and clerk to include on our website.</p> <p>Clerks report was NOTED. It was RESOLVED on the motion of Councillor P. Griffiths and seconded by Councillor K. Jones to include the policy. Appendix 1</p>
GTC0226-189	<p>Christmas lighting in Argyll Gardens and bus stop trees.</p> <p>Clerk has met up with Martin Bignall(Head of tree services for CCOS) to discuss</p> <ol style="list-style-type: none">1. Increasing Christmas lighting in Argyll Gardens.2. Pruning trees in and around Argyll gardens so public can see the lights. <p>See reply below, following discussions to prune in that area.</p> <p><i>The work we can do relatively soon will be the trees near the wires across the grass and the lowest pine branches on the front of the bus depot. I've booked this provisionally for 3rd March. We shouldn't need any lights removed to carry this out and it will provide space to instal new lights and hanging décor.</i></p> <p><i>Our main goal is the yew tree to the right and the large beech tree in the middle. The pines will only get a few low branches cut on this visit.</i></p> <p><i>The pines are Pinus pinea (Stone Pine) the width of the crown will probably present issues at a later date with the bus depot. From what we could see on site the ideal work to carry out would be;</i></p> <ol style="list-style-type: none"><i>1. Have the lighting completely stripped out to allow major cutting work</i><i>2. Cut all ivy at the base and try to maintain this going forward</i><i>3. Crown lift the trees with the emphasis on the bus depot side to achieve some balance within the crown and to slow the outward expansion of the crown towards the bus depot</i><i>4. Remove all stubs and clean out the tight crowns of dead wood and ivy to allow tree lights to be visible</i> <p><i>This work will need to wait until the summer around June or July so perhaps contact me again in May and I can set a date more clearly.</i></p> <p><i>Martin Bignell Arweinydd Tim – Gwasanaethau Coed Team Leader Tree Services - Cultural Services, Parks & Cleansing</i></p> <p>There are 278,000 trees across CCOS council-owned lands and woodlands, supplemented by many more in private and residential areas.</p> <p>Clerks report was NOTED.</p>



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GTC0226-190	<p>Meeting with Fire escape contractors.</p> <p>Members have previously agreed to explore alternative designs and quotes.</p> <p>Three companies have completed site visits, and clerk is awaiting alternate designs and quotes.</p> <p>Clerks report was NOTED.</p>
GTC0226-191	<p>Three vacant Town Council seats.</p> <p>Members discussed inviting all three candidates to meet members informally, to request they attend Ty Newydd on 26th February to dictate and sign their declarations to council and their signatures be witnessed by the clerk.</p> <p>Clerk advised members of their locations within Gorseinon wards and the most relevant wards to represent. Members agreed with their ward locations as Mr. S Richards (Central Ward), Mrs. Lucy Williams (Penyrheol Ward), and Miss Amber West (East Ward).</p> <p>Clerks report was NOTED. It was RESOLVED on the motion of Councillor P. Evers and seconded by Councillor N. Matthews that the clerk make arrangements to invite all three candidates to the cooption meeting on the date agreed.</p>
GTC0226-192	<p>Sub Committees</p> <p>Clerk highlighted from the list on the agenda, the priorities should be the Finance/Personal, and Ty Newydd Management committees to be formed first.</p> <p>The first meeting of Ty Newydd Management committee will be held on February 19th as there are several points around work that need discussion for presenting to full council. Namely, Rendering, Fire escape, Front doors, Fire doors, etc.</p> <p>Clerks report was NOTED. It was RESOLVED on the motion of Councillor P. Griffiths and seconded by Councillor K. Jones to go ahead with the Ty Newydd subcommittee.</p>
GTC0226-193	<p>Mayors dinner details.</p> <ol style="list-style-type: none">1. Confirm date/time. April 24th 6.30 for 7pm start at The Lodge.2. Numbers - 1003. Confirm buffet. Mayor would prefer a formal dinner.4. Invites. Mayor Llŵchwr, AM MP's, Lord Luitenant, Lord Mayor,5. Award nominees. - Nominee plus 16. Entertainment. – Local Penyrheol primary children singing at the start, and Tenovus Choir to sing throughout the evening.7. Raffle/ members requested to donate items.



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	<p>Awards ceremony was discussed and all agreed this can be a separate event. Currently provisional booking on April 17th at doors open 6.30 for 7pm start in Lodge lounge. Buffet to be arranged.</p> <p>Clerks report was NOTED. It was RESOLVED by members for the clerk to plan for the Mayors Dinner with the Mayor. Clerk requested that all members consider nominations for candidates for the annual award and feedback their recommendations and details.</p>
GTC0226-194	<p>Madam Mayor's Charity zip wire challenge.</p> <p>Clerk has Contacted gathered information from Pheonix Zip wire at Tower Colliery, the fastest seated zip in the world. They have charity packages.</p> <ol style="list-style-type: none">Need to set a date. March or April was agreed the best time. Clerk and Mayor to discuss.Clerk has applied to zip world to be considered for financial support. Awaiting a response.Will it just be The Mayor? For example, feedback from the zip world team is 'Velocity' can be up to £120 per person where a group of 4 £399 So there is a saving to be had. Members discussed who could potentially join the Mayor completing the zip wire. <p>Members discussed potential Sponsors and for radio Tircoed to announce the event leading up to the date. Members asked if Kev Johns could be involved in some way. Clerk to contact.</p> <p>Clerks report was NOTED. It was RESOLVED by members for the clerk to start making the arrangements and produce sponsorship forms for members. And to feedback to members.</p>
GTC0226-195	<p>To consider the Planning Reports.</p> <p><u>Week ending: 2nd January 2026 - no applications.</u></p> <p><u>Week ending: 9th January 2026.</u></p> <p>Application No: 2025/2479/FUL Date Registered: 09.01.2026 Electoral Division: Gorseinon And Penyrheol - Area 1 Status: Being Considered Map Ref: 259663 198663 Development Type: Minor Dwellings</p> <p>Location: Ebenezer Chapel, Chapel Street, Gorseinon, Swansea, SA4 4DT Proposal: Conversion of chapel to 10 self-contained apartments</p>



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	<p>Applicant: Mr. Jeffrey Westbury No objections.</p> <p>Agent: Mr. Andrew Shipley</p> <p><u>Week ending: 16th January 2026 - no applications.</u></p> <p><u>Week ending: 23rd January 2026 - no applications.</u></p>
GTC0226-196	<p>ANY OTHER BUSINESS –</p> <p>Sponsored Car Wash</p> <p>Cllr. N Matthews suggested to members another option to raise funds for the Mayor's charity by holding a sponsored car wash. Discussions concluded that any costs could be shared 50 /50 with County Councilors to run the event.</p> <p>It was RESOLVED by members to agree pending further details and consultation with the Fire Service. Cllr. N Matthews to feedback.</p>
GTC0226-197	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was RESOLVED that the press and public be excluded from the meeting during the discussion of the next item due to the confidential nature of the matter under discussion.</p>
GTC0226-198	<p>FURTHER REPORT OF THE CLERK</p> <p>The report of the Clerk was NOTED and it was RESOLVED that the Council APPROVED all aspects of the report.</p>
	<p><u>Presiding Chair closed the meeting at 19.45pm</u></p> <p><u>Presiding Chair signature</u></p>



Town Clerk: David Walters Ty

Newydd Community Centre, 17 West St., Gorseinon, Swansea SA44AA

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Appendix 1

MILEAGE AND EXPENSES POLICY

Author:	David Walters
Status	Approved
Approved	February 2026
Next Review Date	February 2027

Policy and Procedure

a. Background

The Town Council will reimburse Councillors and employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. Councillors/employees should not be either financially disadvantaged or advantaged because of genuine Town Council expenses. Councillors and employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements with suppliers in place. Breach of this policy is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

The following items are allowable expenses. In all cases Councillors/employees should submit all invoices and receipts.

b. Travel – UK

The Town Council will reimburse the reasonable costs of amounts necessarily spent on travelling in the performance of the duties of employment, for example to events, external meetings, training etc. This does not include travel between home and office unless the employee is recognised as being a "contractual home-based employee". Councillors and employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

- **By councillor /employee's own car/motorcycle/bike**

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

Type of Vehicle	First 10,000 miles	Above 10,000
Cars and vans	45p	25p
motorcycles	24p	24p
cycles	20p	20p
Tax – rates per business mile		

Councillors / employees are required to keep track of business mileage incurred in the tax year (1 April to 31 March) to ensure the correct rates are used.

If a Councillor / employee carries any other Councillor / employee in their own car or van on business travel, that Councillor/employee can claim 5p per passenger per business mile. The passengers must be Councillors/ employees and they must also be travelling on business journeys.

Where a Councillor / employee uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and MOTd.

- **By Taxi**

Councillors / employees are expected to use taxis only when strictly necessary and where it is cost effective to do so. Councillors / employees should always obtain a receipt.

- **By Train**

Councillors / employees should, as far as possible, travel standard class and should attempt to book their journeys sufficiently in advance to obtain the best possible prices.

- **Late Night Travel**

In exceptional circumstances, and only in accordance with HMRC rules and with the consent of the Chair of the Council, the Town Council may meet the cost of late-night taxis or similar road transport provided all the following circumstances apply:

- the Councillor /employee is required to work later than usual and at least until 9.00pm;
- this occurs irregularly; and
- by the time the employee ceases work either public transport has ceased or it would not be reasonable to expect the employee to use public transport.
- The number of such journeys must not exceed 60 in any tax year.

c. Overnight Accommodation - UK

- **Hotel Accommodation**

Hotel accommodation should be booked in advance at the best possible rates and should be approved by the line manager prior to booking. Councillors/employees should take into account the location of the hotel as regards the cost of taxis, etc and the time required to travel to and from the hotel.

- **Subsistence - overnight absence**

The Town Council will reimburse reasonable out of pocket expenses incurred by the Councillor/employee when it is necessary to stay away from home overnight on Town Council business. This will include the following:

- hotel bills (see above)
- breakfast
- lunch, evening meal and beverages - to an overall maximum of £40 per day (please note that the Councillor/employee may incur costs in excess of £40 but may only claim up to £40).
- parking at hotel

Additionally, the employee may claim "personal incidental expenses" up to a maximum of £5 per day. This covers items such as telephone calls, newspapers and laundry.

The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed, i.e. the allowance should not be regarded as a contribution to such costs. If the employee is away for more than one night, the daily limits (i.e. £40 and £5) may be averaged across the number of nights that the employee is away.

- **Subsistence - no overnight absence - UK**

An employee may claim for meals and beverages up to a maximum of £20 per day when travelling on Town Council business. This is intended to reimburse the employee for additional expense as a result of having to travel on Town Council business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

d. Overseas trips

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for accommodation and subsistence costs, subject to discussion and approval from the Chair of the Council. There is no scope for higher rates for mileage.

e. Entertaining - business

Councillors/employees should only entertain visitors and guests where it is likely to assist the Town Council in its objectives and with the prior approval of the Chair of the Council.

In general, entertainment counts as business-related if its purpose is to discuss a particular Town Council project, maintain an existing service connection or to form a new connection.

By contrast, entertainment won't count as business-related if its purpose is really social - even if there's some discussion of business-related topics in the course of the entertainment.

Amounts claimed should be reasonable and appropriate.

f. Professional subscriptions

Councillors/Employees may claim back the cost of the annual subscription for up to a maximum of two professional bodies, provided that each body is on the HMRC approved list and its activities are directly relevant to the Councillor/employee's duties. Further subscriptions may be claimed as a tax deduction on the employee's tax assessment return, provided they are also on the HMRC approved list.

g. Eye tests and spectacles

The Town Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Town Council will contribute to the cost of an eye test if you use display screen (computer monitor) equipment for a significant part of your working day on Town Council business.

DRAFT

The Town Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician. The Town Council will only reimburse one eye test in any 12-month period.

If the test reveals that spectacles are required for exclusively VDU work, the Town Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Town Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

h. Procedures for making an expense claim

Expenses claim forms are available from the clerk. Ensure all bills (NB: these should be originals) and debit/credit vouchers are numbered and attached to the form which should also show the items numbered accordingly to enable easy identification.

Ensure any overseas transactions in local currency are converted to sterling as above.

The Councillor/employee needs to sign the form and obtain signed approval from an approved Councillor.

Forward the completed and signed form, with bills and vouchers attached, to the clerk.

FIRE SAFETY POLICY & MANAGEMENT PLAN

Author:	Clerk
Status	Approved
Approved	February 4 th 2026
Next Review Date	February 4 th 2026

Premises: Ty Newydd Community Centre

Location: 17 West St., Gorseinon, Swansea SA4 4AA

Responsible Person: Gorseinon Town Council as owner.

1. Statement of Intent

Gorseinon Town Council is committed to ensuring the safety of all staff, volunteers, visitors, and contractors from fire risks. This policy outlines the fire safety arrangements, responsibilities, and procedures to comply with legal obligations and protect life and property.

2. Fire Safety Responsibilities

Responsible Person: Gorseinon Town Council is legally accountable under the Fire Safety Order.

Deputy Responsible Person(s): Clerk to Gorseinon Town Council.

Fire Wardens: Clerk to Gorseinon Town Council.

Maintenance Personnel: – Lighthouse Electrical Ltd Fire Alarms.

Electrical Safety Inspections – Lighthouse Electrical Ltd Fire Alarms.

3. Fire Risk Assessment

A comprehensive Fire Risk Assessment must be conducted and reviewed annually or after significant changes.

Assessment includes:

- Identification of fire hazards

- Evaluation of risks to people
- Measures to reduce or eliminate risks
- Emergency evacuation procedures

4. **Fire Prevention Measures**

No smoking policy throughout the premises
Safe storage of flammable materials
Regular inspection of electrical appliances
Clear access to fire exits and escape routes
Fire doors kept closed and unobstructed

5. **Fire Protection Systems**

Fire Alarm System: located in entranceway. Emergency Lighting: Installed in all escape routes

Fire Extinguishers: Located at key points in Ty Newydd Community Centre.

- 1 x CO2 Fire Ext. Ground floor Main meeting room entrance.
- 1 x Hydro Spay Fire Ext. Hallway between ground floor main room and kitchen.
- 1 x CO2 Fire Ext. Kitchen wall.
- 1 x Foam Fire Ext. Entrance porchway outside Front office
- 1 x Fire Blanket Kitchen
- 1 x CO2 Fire Ext. Inside small front room.
- 1 x Foam Fire Ext. Entrance porchway outside Front office
- 1 x Foam Fire Ext. basement fire exit.
- 1 x Foam Fire Ext. basement main room.
- 1 x CO2 Fire Ext. basement fire exit to rear of building.

Signage: There are clear fire exit signs and instructions around the Centre.

6. **Maintenance Programme**

Weekly fire alarm tests

Monthly emergency lighting checks
Annual servicing of fire extinguishers

Regular inspection of fire doors and escape routes
Logbook maintained for all checks and servicing

7. **Training and Drills**

Induction Training: All staff and volunteers receive fire safety training
Refresher Training: Annually or after changes

Fire Drills: Conducted at least twice a year

Evacuation Procedures: Practiced and reviewed regularly

8. **Emergency Action Plan**

Raise the alarm

Evacuate the building via nearest exit

Assemble at designated point: Outside Bethel church, next door to Ty Newydd.

Call 999 and report the fire

Fire wardens to check all areas and assist vulnerable persons

9. **Coordination with Other Users**

The Centre is used by multiple groups, fire safety responsibilities must be clearly communicated and coordinated. Each group must be aware of evacuation procedures and fire safety equipment.

10. **Review and Audit**

Annual review of the Fire Safety Policy & Management Plan Update after any incident, refurbishment, or change in use

External audit recommended every 3 years