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## CYNGOR TREF GORSEINON GORSEINON TOWN COUNCIL

### Minutes of the Ty Newydd sub committee Meeting of Gorseinon Town Council held at Ty Newydd Community Centre, on Thursday February 19<sup>th</sup> commencing at 6pm.

**Attendees:** Councillors; J Curtice (Chaiman), M. Curtice, P. Eyres, Town Clerk,

#### *Main Meeting Discussion Points:*

TNSC0226-01	<b>APOLOGIES FOR ABSENCE</b>  There were apologies for absence from Cllrs, A. Stevens
TNSC0226-02	<b>Policy documents applicable to Ty Newydd</b>  Fire Safety Policy and Evacuation plan completed January 2026.  Clerks report was <b>NOTED</b> . It was <b>RESOLVED</b> to approve the Policy and include it in our constitution. Also, to include recommendations from upcoming Fire risk Assessment into the policy. Clerk to place Fire Safety Policy on Council website. <b>See Appendix 1</b>
TNSC0226-03	<b>Business rates room 1 and 2.</b>  Recent reply from CCOS Business after a request for relief which was submitted in April 2025, and resubmitted in December 2025, has concluded that Gorseinon Town Council does not qualify for business relief. Based on Ty Newydd being owned and maintained by a precepting Council.  Clerks report was <b>NOTED</b> .
TNSC0226-04	<b>Building Insurance and Licences.</b>  a. Buildings and events comprehensive Insurance was renewed through Zurich last July.  b. TV licence payment made after previous main Council meeting decision to pay TV License. The License payment was recently returned in Council current account. Clerk queried this with TV Licensing and renewed after further advice from TV Licensing team. Please note, Clerk is still receiving TV Licensing warning letters after being assured we would not receive these anymore.  Clerks report was <b>NOTED</b> .

<p>TNSC0226-05</p>	<p><b>Building fire alarms, Fire Risk Assessment and Fire extinguishers.</b></p> <ul style="list-style-type: none"><li>a. Lighthouse Electrical have completed biannual Fire alarm ‘electrical system check only’. Completed in February 2026. No issues.</li><li>b. Annual Fire Risk assessment needs renewing. New quotes coming in now from FWS and Plexus.</li><li>c. Locations of Fire extinguishers in Ty Newydd. See Fire Safety Policy.</li><li>d. Fire doors and frames need Fire risk assessing and may need replacing. Contractors are sending in quotes in preparation.</li></ul> <p>Clerks report was <b>NOTED</b>.</p> <p>Point b. Clerk to update in next main council meeting.</p> <p>Point d. Clerk to update in next main council meeting after Fire Risk Assessment is complete</p>
<p>TNSC0226-06</p>	<p><b>Building security alarms –</b></p> <ul style="list-style-type: none"><li>a. Chubb Annual inspection for lower part of building including basement and ground floor. The Chubb intruder alarm is currently in need of updating. This is a ‘Bells Only’ system. Quotes currently coming in for new version at approx. £1500 – 2k.</li><li>b. Building electrical survey inspection and PAT testing is urgently needs to be completed. Quote from Lighthouse electrical discussed as it offered a combination of services and is a local firm.</li></ul> <p>The MP’s Office on the 1st floor uses a separate system(ADT) and is managed by Tonia Antoniazzi’s Staff Team.</p> <p>Clerks report was <b>NOTED</b>. It was <b>RESOLVED</b></p> <p>Point a. Clerk to gather three quotes and bring to main council for approval.</p> <p>Point b. To accept the quote from Lighthouse electrical as this needs completing urgently.</p>

TNSC0226-07

**External Building Survey.**

Members carried out a survey of the Building conditions and agreed on future Maintenance work that was needed including in order of priority.

- a. Render work. Awaiting Third and final quote for work to render the two sides and rear of Ty Newydd building. Approx. 25 - 35k.
- b. Front doors. Awaiting second and third Quotes to come in for a replacement front door from Premier windows and Ben Prichard windows.
- c. Replacement windows. Awaiting initial Quotes.
- d. External Fire escape and Upper floor access/ escape and security.-

Alternative plans have confirmed the Fire escape **can** be located to the lane side and rear of Ty Newydd without using the airspace between Ty Newydd and Gorseinon Library. Plans and quotes have been discussed here and once there are three quotes gathered in, to be authorised by Main Council. Approx. 20-25k

- e. External storage. Previously agreed in 2025 to rent out two garages to the rear of Ty Newydd to accommodate all Xmas lighting and equipment. As we are going to store Christmas lights there we need both garages to have Electric hook up and alarm sensors. One garage door is not working properly, issues when locking.
- f. Historical filing. Currently most historical files are stored in the basement and are to be examined by the Clerk and files over 6 years removed
- g. Outside lighting fixed to the walls around the building and the spotlights in front of Ty Newydd not working and need servicing. Quotes are in for members.
- h. Electrical extension out to garages for lighting and security alarms. Quotes are in for members. Clerk recommended Lighthouse electrical as they provide more in the quote.

Clerks report was **NOTED**. It was **RESOLVED**

Point a. Clerk, when final quote is in, to report to main council.

Point b. Clerk, when final quote is in, to report to main council.

Point c. Clerk, when final quote is in, to report to main council.

Point d. Clerk, when final quote is in, to report to main council..

Point e. Clerk to gain permission from owner. Also, Clerk to request the owner to maintain/update the problem door.

Point g. Members decided the Outside lighting quote from Lighthouse electrical was to be chosen. Clerk to confirm dates of work.

Point h. Members agreed the Lighthouse quote was better and it is a local firm. Clerk to confirm dates of work.

All points of **Approval** to be taken to the March 2026 Main Council meeting for noting by members.

TNSC0226-08

**Internal Building Survey.**

- a. **Fire doors.** – all eight doors across the ground floor may need to be replaced, as they have failed.
- b. **Plastering.** All internal walls are crumbling and a phased approach to plastering all floors over the coming years need prioritising. Members discussed and concluded it was best to prioritise the most rooms first urgent and plaster a whole room in one. Priority rooms are;
  - Phase one, The main meeting room and front porch area.
  - Phase two, Upstairs main room and back office.
  - Phase three, Basement stairway and kitchen.
- c. **Solar** - Gas boiler in the basement is nearing the end of its working life. Solar and other alternatives to be considered with grant applications. Members approved to move forward with a Phased plan to install a combination of Solar and replacing the old boiler with a more efficient gas boiler.
  - Phase one, 2026-27 Three quotes for a full package to cover all electric and most of the heating. Also, generating enough to produce an income for Ty Newydd by feeding back in to the grid.
  - Phase two, 2027-28 Three quotes for a new most efficient gas combination boiler as back up and provide a constant low level heat for the building.
- d. **Basement/ Boiler room, Heating** – As mentioned in the previous point we have an old gas boiler and old radiators. Issue highlighted were that the temperature from heating upstairs rooms was different than downstairs. Inefficient Gas boiler and radiators are the cause.
 

British Gas had terminated commercial boiler servicing in 2022, and the current contract is with BPS Facilities in Cardiff using same engineers.

Potentially in phase one - installing a combination of electronic radiator valves giving control over zones in Ty Newydd, thus saving heating the entire building.

Having a Solar package to supplement both electric and heating. This would also

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be tied into the grid to give extra funding back to GTC. Each office room would also have a small electric heater tied into the solar battery system for tailored zone control.

Quotes are coming in at approx.. 10k -12k. Paying back it's cost in three years. Current Gas and electric costs per annum. 8k. per annum.

Projected costs with new system running will be approx. 3k. per annum.

**In phase two** - to replace existing old gas boiler with a new efficient Gas combi boiler. Gas levels can then be kept to minimum thermostatic levels with the new zone control.

Clerks report was **NOTED**. It was **RESOLVED**

Point a. to wait for recommendations from Fire Risk Assessment before proceeding.

Point b. Quotes for phase one in summer 2026 through to summer 2027.

Point c. To gather three quotes for Phase one, the Solar package. Also, Clerk to complete grant request once notified the grant is available.

Point d. Clerk to negotiate on the best package and to be presented and discussed by Main Council.

TNSC0226-10

## **Accident/ repair book.**

Members scrutinised the Accident / Repair book and highlighted the following.

- a. Minor flooding incidents through stormy and windy weather in the past few years in the kitchen window area. Recommendations that the exterior needs waterproofing and rendering.
- b. Outside lighting fixed to the walls around the building and the spotlights in front of Ty Newydd need servicing as they have stopped working. Lighthouse and Mike young Ltd have submitted quotes. Members discussed the quotes and recommended Lighthouse Electrical to carry out the work. (See point TNSC0226-07 sub-section g).
- c. Drain to the lane side of building is blocked. Potentially housing the existing drain by extending the current aluminium cover down to the ground. This may prevent the drain silting up in the long term.

Clerks report was **NOTED**. It was **RESOLVED**

Point a. Clerk to await the final quote of three to come in before submitting it to main

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	<p>council for discussion.</p> <p>Point b. Clerk to set dates with Lighthouse Electrical to start work on spotlights and external lights.</p> <p>Point c. Clerk to get quotes and Go ahead with local firm if possible to complete the job with extra protection for the drain.</p>
TNSC0226-12	<p><b>Cleaning contract.</b></p> <p>A monthly contract was replaced with a yearly contract last summer. Due for renewal in June 2026.</p> <p>Local Cleaning firm clean spend one morning a week(Wednesdays) cleaning both floors.</p> <p>A request was made by the clerk to have a one-off session the day after the Lantern Parade in November 2025 as there was extensive cleaning needed. This was approved by council at that time. Members agreed to keep this in place in future.</p> <p>Clerks report was <b>NOTED.</b></p>
	<p><b>First Floor Hire Contract.</b></p> <p><u>First floor use by Tonia Antoniazzi.</u></p> <p>Agreement and contract signed in 2025. Agreement for a contribution of 50% of all Utilities(excluding water) and all the BT bill from the 1<sup>st</sup> floor(Paid by MP) to Gorseinon Town Council current account.</p> <p>Currently, the BT contract is under review, and the supplier may be changed in the coming months. GTC currently pay the BT bill, and this is reimbursed in full under the contract agreement.</p>
TNSC0226-13	<p><b>Finances/ Income.</b></p> <p>Main income sources</p> <ol style="list-style-type: none"><li>MP £6000, plus 50% of Gas/Electric.</li><li>Tinnitus doctors £1350</li><li>Group hirings £750</li></ol> <p>Clerks report was <b>NOTED.</b></p>
	<p><b>Presiding Chair closed the meeting at 7.25pm</b></p> <p><b>Presiding Chair signature</b></p>

## FIRE SAFETY POLICY & MANAGEMENT PLAN

Author:	<b>Clerk, David Walters</b>
Status	<b>Final</b>
Approved	<b>February 2026</b>
Next Review Date	<b>February 2027</b>

**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.

**Electrical Safety Inspections** – Lighthouse Electrical Ltd.

### 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.
- 1 x CO2 Fire Ext. 1<sup>st</sup> floor landing
- 1 x Foam Fire Ext. 1<sup>st</sup> floor landing

- 1 x Hydro Spay Fire Ext. 1<sup>st</sup> floor landing.

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