

CYNGOR CYMUNED
LLANDDOWROR
COMMUNITY COUNCIL

MEETING
Of the Meeting Room Working Party
Monday 16 June 2014
7 pm

AGENDA/DRAFT MINUTES

Members Present: Cllrs T Paradise, D R Thomas, W M Tucker, Mrs C Lewis, Mrs L Palmer, Mr P Reynolds, M J Cory
(Clerk) Apologies: Cllr C B Dixon

- 1 Welcome and Introductions. The Clerk welcomed Councillors and Representatives of Llanddowror Organisations (St Teilo's Church, Llanddowror WI, Llanddowror Choir)
- 2 Progress and Activity to Date:
 - a. Update Grant Funding:
 - Building Works (RDP): All Grants money has now been received; building works have been signed off and Completion Certificates received although there are some minor works to be completed eg removal of tree trunks and re-surfacing of the forecourt area. The Clerk is to contact SRB Trunk Road Contractors regarding possible provision of the latter works.
 - Furniture and IT (RCI): All furniture, kitchen equipment and IT have been received and some signage with a new noticeboard and A-Boards to be purchased provided there are sufficient funds remaining.
 - Loft Insulation (Zero Carbon): this Grant has been applied for, for the whole of the roof area, including the PCs.
 - CCC have supplied the Meeting Room with a quantity of Blue Bags and some Brown and Green Bins to be available for collection by residents as and when needed.
 - There may be an opportunity to secure a further grant (Awards for All) for up to £5,000 and ideas for this were addressed later in the meeting.
 - b. Meetings and Events to date: The Official Opening of the MR BY Simon Hart MP was on 2nd May and approximately 90 residents and guests attended. Both the Village Association/Fete Committee and the WI have had their meetings at the MR and they are pleased with the venue and its facilities. We have also had Community Council Meetings, a Flood Warden's Meeting and a buffet following the Installation of the Council's new Chairman also the European Elections.
 - c. Other Works to date: New toilet roll dispensers have been place in the PCs. CCC have been contacted re a new WC sign, the bollards, the two poles and coin-operated mechanisms have been applied for in relation to the two existing PCs. Members discussed the possibility of having time locks installed to regulate opening and closing times. It was suggested that a notice be placed on the outside doors of the PCs indicating that they would be open from 8 am to 6 pm daily.

- d. Six small round tables have been donated and three are in good condition with three requiring some work to be carried out before being used.

3 Ideas for the future:

- a. Ideas for future works: possible extension (via Grant Funding) in a few years' time;
- Sensor controlled lighting in the two PCs
 - Installation of the Quooker (may be available through Grant Funding and quotes from two electricians are required);
 - A gap in the main doorway needs to be filled in order to prevent draughts;
 - Once the tree stumps have been removed from the adjacent pathway there is a possibility of acquiring 'planings' to improve the surface along the path and from wall to wall.
 - Attention needs to be paid to the poor condition of the floor tiles in the PCs. The possibility of painting them is to be investigated.
- b. Ideas for the purchase of equipment eg outdoor furniture, marquee, canopy, vacuum cleaner, tablecloths (round oilcloth and white cotton/plastic, overhead projector and screen etc. was discussed and further enquiries are to be made to ascertain what exactly can be obtained from the Awards for All Grant. The possibility of Sky TV gifting was considered for future reference.

4 Ideas for future events:

- Meetings, Strawberry Teas, Coffee Mornings etc. The charge of £10 per session would be applied as previously agreed by full Council. The Clerk investigated charges at other community halls and the tariff we apply appears to be similar to others, including the use of the kitchen. Clerk will send out a newsletter at the end of June asking if anyone wishes to hold coffee mornings or other meetings. Residents will be able to collect their blue bags, bins and empty sandbags at certain coffee mornings and this will be advertised. Clerk to contact the Carmarthen Journal regarding a feature and insertions in the Community News section. The Clerk stated she would hold a coffee morning in July and organise one event each month for September, October and November and will contact speakers to arrange this. It was suggested that we could hold an Art Exhibition. Cally stated she would contact residents regarding coffee mornings.
- The Village Association has contacted the Community Council to ask for the use of electricity for the Hog Roast on Saturday 5th July. It has been agreed to read the electricity meter and open up the store-room to gain access to the electricity point. The PCs will be opened for the event but there must be assurances that they will be cleaned the following morning by a representative of the VA and replace any toilet rolls used.
- It had been suggested that the Choir wished to use the Meeting Room after Choir Concert in July but this is not now the case.
- The use of Meeting Room after Church Services, Christenings and Funerals had been mentioned in 'The Grapevine' Church Magazine. Cally has agreed to carry out the catering whenever she is available.
- Clerk to contact residents regarding coffee mornings, bring and buys, book sales and any other ideas for events.
- Dianne Paradice has begun to organise a Llanddowror Gardening Club and there seems to be some interest already. Residents are commenting on how nice the flower pots look and thanks was extended to Dianne for taking care of them.
- The running of educational programmes eg computer classes was discussed as was the running of a local history class.
- Community Council Events to be pursued are an Art Demo/Talk and Art Exhibition (David Miller) – Talk and slide show on fossils etc (Patrick McDermot) and a Christmas Floral Decoration demo nearer Christmas – Mrs E Jamieson to be contacted.

5. Roles and Responsibilities:

- a. Opening and organising room for meetings and closing down/setting of alarm and ensuring the MR/Kitchen areas are clean:

To date the responsibility has fallen to Cllr Tucker and the Clerk. The other existing key-holder to be contacted regarding sharing of duties, particularly when there are several meetings each week.

Once the MR is established we may be able to pay for someone to be caretaker but at the moment we have to rely on the generosity of Working Party Members.

- b. Cleaning of WCs:

To date the responsibility has fallen to Cllr Tucker and the Clerk. At the moment the Unisex PC is locked because some refurbishing needs to be carried out but the Disabled is accessible to the general public.

A Rota is to be set up of residents willing to volunteer to clean the two PCs and open up daily at 8 am and close down daily at 6 pm. It was decided that cleaning be carried out twice a week on a Monday and Friday. Each PC takes about 5-10 minutes at the most. Volunteers are advised to take care when using cleaning products. Rubber gloves, cleaning materials etc will be provided by the Community Council. So far, WMT, CL, LP, MJC have volunteered to clean the disabled PC as follows:

Weeks beginning: 23 June – WMT, 30 June – MJC, 7 July – CL, 14 July – LP, 21 July – CL, 28 July WMT.

It is hoped there will be other volunteers and again, once the MR starts making money we may be able to pay someone to do this. Once the coin-operated mechanisms have been installed, both PCs will need to be cleaned.

A notice is to be placed inside the PCs as follows: 'These facilities are maintained and owned by the Community of Llanddowror. Please treat these WCs with respect. Thank you. Residents of Llanddowror.'

- c. Responsibility for taking Bookings/Payments, Marketing and Hire of MR falls to the Clerk at the moment as the only Officer on the Council.

6 Any Other Business – none.

7 Date of Next Meeting - To be arranged early in September 2014