**MINUTES OF THE ESTATES, DEVELOPMENT AND REGENERATION COMMITTEE MEETING HELD ON THE 13 FEBRUARY 2023**

**PRESENT:** Cllr J. Harris Cllr J. Beynon

 Cllr W. Jones Clerk H. Davies

 Asst Clerk J. James

1. **APOLOGIES FOR ABSENCE:**

Cllr H Roberts, Cllr C. Evans, Cllr A. Wilson

1. **TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT:**
2. **TO ELECT A CHAIR**

It was agreed that Councillor J. Harris chair the meeting.

1. **TO AGREE TERMS OF REFERENCE**
* Updates made to draft to be circulated for approval.
* Review ToR for Newtown/Mumbles/other councils before finalising.
* Look at County Council funding opportunities for new park activities, to present to Council. Discuss with Our Place, CoedBach.
* Consider renaming the group to Economy & Development.
* Include responsibility for recreational development in community and commercial regeneration.
1. **TO CONSIDER AND MAKE RECOMMENDATIONS ON HIRE CHARGES IN THE INSTITUTE:**
2. **Health & Safety/Risk Assessment for balcony** – quote received – obtain further 2 suppliers.
3. **Service of kitchen boiler** - Engineer to be sourced locally.
4. **Storage facilities for user groups**:
	1. table top to be put on top of two units outside kitchen.
	2. Check contents of cupboards in meeting room.
	3. Assess storage across whole building.
5. **Improvement of internet facilities in the building and the provision of an electronic noticeboard in line with Digital Towns strategy**:
	1. Contact Andy Humphrey who recently installed a digital board in Pontarddulais. Need several options.
	2. Include linking to other screens in community if possible.
	3. Check what needs to be done to improve the IT service in town.
	4. Re locate screen in meeting room. Cllr Harris to arrange for technician to visit building. Check cost of Virgin Commercial.
6. **Display and safety of the valuable painting**:
	1. take to auctioneer to value. Consider selling to bring in income/or if kept display in a locked case.
7. **Clarify the position of dogs in the building**: Check if there’s a law that dogs can be allowed into buildings.
8. **Provision of baby changing facilities**: Need to improve sanitary facilities. Discuss with Cathedral hygiene. Nappy changing unit to be installed.
9. **External window cleaning on roof windows**: To be booked.
10. **Male toilet facilities**: Consider removal of one toilet and extend kitchen. Gender neutral toilets.
11. **External barriers**: Hinge to be arranged on each front rail for easier access.
12. **Any other issues relating to the institute**:
	1. Rubbish to be kept out of sight. Purchase wheelie bin from KD. To be stored at side of building under fire escape stairs.
	2. External services to clean alleyways.
	3. On/off switch needed for hall lights. Consider sensor lighting for rooms to reduce cost.
	4. Need better signage across community to display What’s Where for visitors.
	5. Need to increase use of rooms – opportunity for Kick Boxing on top floor.
	6. Heritage centre - consider alternative venues
	7. Half day workshop to support people applying for Grants. Seek advice from OVW.
13. **Hearing loop for the board room and main room** –
	1. 3 quotes needed for system and main room. Amplifiers needed for loop.
	2. Include in review of technology in building.
	3. Consider ‘box’ for amplifying sound in hall and meeting room using headphones, once hearing loop in place. Options for microphones and bell-pack.
14. **CONSIDER AND MAKE RECOMMENDATIONS ON HIRE CHARGES IN THE INSTITUTE –**

Charges to be rounded up to full pound.