



CYNGOR TREF PEN-BRE A PHORTH TYWYN PEMBREY AND BURRY PORT TOWN COUNCIL

28th April 2021

Dear Member

You are hereby summoned to attend a meeting of the **Facilities and Assets Committee** which will be held via Zoom at **6.30pm on Wednesday 5th May 2021** for the transaction of the following business:

1. To receive apologies for absence.
2. To receive members' declarations of interest in respect of the business to be transacted.
3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 7th April 2021 (**copy enclosed**).
4. To consider any matters arising from the minutes.
5. To consider the budget monitoring report (**copy enclosed**).
6. Update on asset transfers.
7. Update on health and safety.
8. To consider any referred matters (if any).
9. Any other urgent business at the discretion of the Chair.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

10. To confirm the confidential minute of the meetings held on Wednesday 7th April 2021 (**copy enclosed**).
11. Matters arising.
12. To consider the Schedule of Accounts (**copy enclosed**).
13. To consider a request from Lighthouse Church (**copy enclosed**).
14. To consider the Project Managers report (**copy enclosed**).

Neuadd Goffa, Stryd Parc-y-Minos, Porth Tywyn, Sir Gaerfyrddin, Cymru SA16 0BN
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15. Consideration of the Cemetery/Facilities Superintendent report (**copies enclosed**).

Yours faithfully

Huw Thomas
Town Clerk/Proper Officer

Distribution: Councillors Peter Freeman (Vice Chair), Les George, Robert John (Chair), Lisa Mitchell, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas, Mary Wenman

Year Ended March 2021 (Draft)	YTD	YTD	% age	Var to Bud
	Actual	Budget	100.00%	
	£	£		£
Facilities and Assets Committee				
Income				
Footpath Grant	0	4,200	0.00%	(4,200)
Toilets	3,143	100	3142.80%	3,043
Room Rental / Hire - Burry Port	1,814	17,289	10.49%	(15,475)
Room Rental / Hire - Pembrey Hall	308	10,170	3.03%	(9,862)
Room Rental / Hire - Bowls Club	0	0	0.00%	0
Cemetery	21,478	21,357	100.56%	121
Bowls Club Income	0	4,000	0.00%	(4,000)
S106 - Pembrey AFC Pitch	0	0	#DIV/0!	0
Places for Nature Grant	45,000	0	#DIV/0!	45,000
Loss of Income	3,171	0	#DIV/0!	3,171
S106 - Trem Y Mynydd	22,306	0	#DIV/0!	22,306
Apprentice Funding	1,000	0	#DIV/0!	1,000
Total Income	98,219	57,116	171.96%	41,103
Expenditure				
Staff Costs				
Employees	199,971	186,236	107.38%	(13,735)
Facilities - Training & Conferences	0	4,000	0.00%	4,000
	199,971	190,236	105.12%	(9,735)
Central Costs				
Planned/Cyclical Maintenance	7,288	665	1096.05%	(6,623)
Decorating	0	500	0.00%	500
General Maintenance	0	890	0.00%	890
Infrastructure	0	2,350	0.00%	2,350
Vehicle Costs	4,020	22,120	18.17%	18,100
PPE & Uniforms	0	2,952	0.00%	2,952
Station Toilets	0	18,400	0.00%	18,400
Cleaning Contract	0	18,000	0.00%	18,000
Total General Maintenance	11,308	65,877	17.17%	54,568
Cemetery				
Sub Contractor Maintenance	5,724	1,169	489.45%	(4,554)
General Maintenance	12,482	1,200	1040.19%	(11,282)
Refuse Disposal	935	1,821	51.34%	886
Electricity	7,333	1,602	457.78%	(5,731)
Water	460	534	86.18%	74
Rates	0	1,719	0.00%	1,719
Equipment - Replacement	0	6,010	0.00%	6,010
Equipment - Maintenance & Repairs	1,172	1,526	76.81%	354
Total Cemetery	28,105	15,581	180.39%	(12,525)
Footpaths/Footways				
Equipment - Replacement	0	1,017	0.00%	1,017
Footway Lighting	7,212	10,200	70.70%	2,988
Total Footpaths/Footways	7,212	11,217	64.29%	4,005

Year Ended March 2021 (Draft)	YTD	YTD	% age	Var to Bud
	Actual	Budget	100.00%	
	£	£		£
Halls & Institute				
Cleaning costs	13,139	2,543	516.76%	(10,596)
Heating	12,521	6,356	197.00%	(6,165)
Electricity	2,082	9,025	23.07%	6,944
Water	1,191	3,473	34.31%	2,281
Rates	0	6,300	0.00%	6,300
Maintenance & Repairs - BP Halls	14,032	7,665	183.06%	(6,367)
Maintenance & Repairs - BP Institute	17,875	2,273	786.41%	(15,602)
Refuse Disposal	1,693	2,375	71.30%	681
Hall PWLB loan	4,102	4,068	100.84%	(34)
Building Refurbishments PWLB loan	0	0	#DIV/0!	0
Hall re-furbishment -revenue	750	2,000	0.00%	1,250
Total Hall & Institute	67,385	46,077	146.24%	(21,307)
Copperworks				
Water	61	0	0.00%	(61)
Rates - Band Room	0	696	0.00%	696
Maintenance & Repairs - Band Room	830	321	258.26%	(509)
Total Copperworks	891	1,017	87.59%	126
Pembrey Memorial Hall				
Electricity/Oil	2,874	3,560	80.74%	685
Electricity	0	0	0.00%	0
Rates	0	2,670	0.00%	2,670
Water	250	1,337	18.72%	1,087
Cleaning costs	519	1,271	40.83%	752
Refuse disposal	837	763	109.73%	(74)
Maintenance costs	13,975	3,646	383.30%	(10,329)
Total Pembrey Memorial Hall	18,455	13,246	139.33%	-5,209
Parks and Open Spaces				
Floral displays	70	0	0.00%	(70)
Friendship Square	797	153	522.45%	(644)
Bus shelter contribution	0	0	0.00%	0
Remembrance Gardens	1,850	254	727.45%	(1,595)
Parks Asset Transfer (Legal Costs)	1,727	2,034	84.91%	307
Bowls Club Expenditure	5,987	6,997	85.57%	1,010
Bowls Club Grant	0	2,171	0.00%	2,171
Heritage Boards Maintenance	0	500	0.00%	500
Harbour Play Area	0	102	0.00%	102
Play Area Improvements	0	3,500	0.00%	3,500
Toddler Park/MUGA	900	2,863	31.43%	1,963
Pembrey AFC Pitch	19,520	0	#DIV/0!	(19,520)
Places for Nature	31,466	0	0.00%	(31,466)
Total Parks and Open Spaces	62,317	18,574	335.51%	(43,743)
Marketing and Promotion				
Marketing and Promotion of Facilities	2,055	3,122	65.82%	1,067
	2,055	3,122	65.82%	1,067
Total Expenditure	397,698	364,946	108.97%	(32,752)