

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Chairs Committee Meeting

6.30pm Tuesday 9th February 2021

Dydd Mawrth 9^{fed} Chwefror 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Michael Theodoulou (Chair), Linda Edwards (arr. 6.45pm), Peter Freeman, Robert John, Karen Morris and David Owens (arr 6.35pm).

Officers: Shân Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent), Huw Thomas (Clerk/RFO), Kevin Williams (Projects Manager)

Minute taker: Ed Davies (Administrative Assistant)

Started 18.30 end 19.12

1. To receive apologies for absence

None had been received.

2. To receive members' declarations of interest in respect of the business to be transacted

None were made.

3. To confirm the minutes of the meeting held on Tuesday 12th January 2021

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Karen Morris that the minutes were an accurate record of the meeting. **RESOLVED**.

4. Matters arising

None were raised.

5. Update from Chairs of Standing Committees

In relation to the Facilities and Assets Committee the Clerk/RFO confirmed that the process of application for the loan would take up to 25 working days for the necessary approval by the Welsh Government. He was therefore looking to submit at the end of February and would confirm at that time that the Council was seeking the funds to be drawn from the start of April. Once the approval had been received, accessing the funds would be take up to three days.

It was confirmed that the initial priorities for spending had been established as any remaining fire safety works to all facilities, followed by Pembrey Memorial Hall works and then the works to the Memorial Institute.

The CFS informed members that the outstanding works were to install the new external fire doors to Burry Port Memorial Hall and then lighting strips along the floor. He would arrange for a visit from the fire safety officer once all the works were complete.

Cllr David Owens arrived 6.35pm

In relation to the Finance, Governance and Personnel Committee members had been informed of the progress on the sale of Copperworks.

There was nothing to report from the Regeneration and Community Engagement Committee.

6. Consideration of the agenda for February’s Town Council meeting

Members heard the agenda items being proposed for the Ordinary Meeting.

Members noted that the Mayor would confirm if she was able to attend at the start of the week beginning 15th February.

Members sought clarification on the origin of the “Time Management” item. It was established that there was no accompanying recommendation being made and it was queried if the Chairs Committee should review the item first and make a recommendation to accompany the Council discussion. The Clerk confirmed that there would be no issue caused by the delay of a month regarding this item.

Cllr David Owens **PROPOSED**, seconded by Cllr Karen Morris that the item should be removed from the agenda until a recommendation had been made by the Chairs Committee. **RESOLVED.**

ACTION: Deputy Town Clerk

7. Any other urgent business at the discretion of the Chair

Members noted the paper they had received regarding the use of either Zoom or Teams. The recommendation given was for the Council to revert to Teams for a month to provide an assessment of the option available. The Clerk/RFO confirmed that there was no financial implication as Teams was already covered by the Councils IT licences, while a professional Zoom account was needed to ensure meeting capabilities with outside organisations.

Members discussed the situation noting that there will be problems with whichever platform they decide to use. Additionally, it was highlighted that a large factor was members disciplined use of and accessibility of platform functions such as “mute” and “raise hand” in whether the meetings progressed well or not.

Members asked for the distributed paperwork to correctly state the platform used.

Cllr Linda Edwards arrived 6.45pm

Cllr David Owens **PROPOSED**, seconded by Cllr Robert John for the recommendation to return to use Teams for a month before reassessing. **RESOLVED.**

ACTION: Deputy Town Clerk

Cllr Linda Edwards **PROPOSED**, seconded by Cllr David Owens that the meeting should proceed in camera. **RESOLVED.**

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.

8. Update on staffing matters.

Members noted that the Finance, Governance and Personnel had approved the staff appraisal document. Following discussion, it was not felt necessary to further approve the document at this Committee.

Members discussed an email sent earlier in the evening to arrange a meeting with the Bowls Club on Friday.

Members discussed necessary actions they would need to enact prior to the meeting and **AGREED** to arrange a pre-meeting to prepare.

ACTION: Clerk/RFO

7.12pm meeting ended.