

**Minutes of the Chairs meeting**

**2.30pm Tuesday 11<sup>th</sup> February 2020**

**Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Peter Freeman, Robert John, Karen Morris, David Owens**

**In attendance: Huw Thomas, (Acting Clerk/RFO), Shân Loudon (Assistant Town Clerk), Paul Mann (Cemetery/Facilities Superintendent), Kevin Williams (Project Manager)**

**Meeting room 2.30pm – 3.25pm**

**1. To receive apologies for absence**

Apologies had been received from Louise Robinson, CDO.

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

No declarations were made.

**3. To confirm the minutes of the meeting held on Tuesday 14<sup>th</sup> January 2020**

The minutes of the meeting held on 14<sup>th</sup> January were approved.

**Action: Admin Assistant**

**4. Matters arising**

One member queried the criteria for being a "larger council". A larger council is defined as any Council with income over £200,000.

**5. Consideration of changes to Pembrey Recreation Ground**

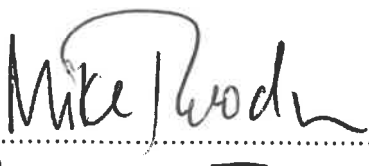
The Chair had invited County Councillor Hugh Shepardson to attend the meeting to update members on the proposed changes to Pembrey Recreation Ground.

Cllrs Hugh Shepardson and David Owens declared an interest as school Governors.

Cllr Shepardson informed members that funding has been provided by the Welsh Assembly for a new school. The land is currently held by a charitable trust and the sole trustee of that is Carmarthenshire County Council. The Council wish to use the land to enable a new school to be built and planning has already been obtained. The proposal is to build the new school on the land and transfer the playground land and the trust to Waun Sidan. The County Council has identified a conflict of interest and has been advised to establish an independent advisory panel.

In Carmarthenshire schools are rated A – E, Pembrey is the only school to be rated as E.

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It was commented that if the valuation of the two areas has a marked difference, the Panel could give monies to enhance Waun Sidan. If the Town Council do not undertake to act as Trustee the new school will not be built.

It was proposed by Cllr Robert John and seconded by Cllr Linda Edwards that the position of the Town Council is to support, in principle, subject to scrutiny of the Trust deed, the transfer of the trust relating to the Recreation Area associated with Pembrey School to Waun Sidan Park, an asset currently held under long term lease by Pembrey and Burry Port Town Council. 5 members voted in favour of this proposal with one abstention, due to a declaration of interest. It was agreed that the Clerk would notify all Councillors of this decision.

Action: Acting Clerk

It was noted that the Facilities and Assets Committee had referred this item to the Chairs Committee with a recommendation to agree to the proposal.

#### **6. Consideration of items for Carmarthenshire County Council's Scrutiny Committee**

The were no matters for consideration. This will be a regular item on the agenda.

#### **7. Consideration of workload issues**

The Chair asked the Clerk for his views. It was commented that the large number of meetings staff are expected to attend has an impact on the workload. The length of time that some meetings take is too long. The Clerk raised a number of issues and it was noted that forums do not have the authority, in line with their terms of reference, to give instructions to staff to issue documents on behalf of the Town Council. It was agreed that the Clerk would issue a letter to Forum Chairs confirming this issue. Wherever possible, Councillors should schedule meetings with staff in advance. It was also agreed that the Clerk would prepare a protocol document covering the relationship between the community forums and the Council.

Action: Acting Clerk

#### **8. Review of priorities for staff**

The Chair informed members that this would be a standing item on every agenda. As previously mentioned the role of this committee is coordination. It was commented that deadline for reports and work needed to be extended.

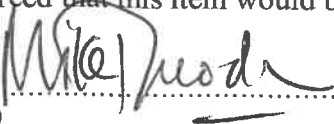
#### **9. Consideration of overall committee structure**

The Chair informed members that all Committees had received a copy of this document. Cllr David Owens suggested that, as the Regeneration and Community Engagement Committee had not yet met, it would be advisable for a special meeting of the Chairs Committee to be called to review this item together with Standing Orders, after all other Standing Committees had met. All members were in agreement.

Action: Assistant Town Clerk

#### **10. Consideration of terms of reference**

It was agreed that this item would be dealt with in the Special meeting.

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## 11. Consideration of the February Town Council agenda

The Clerk informed members that he has received a letter from a local resident asking for it to be discussed at the Town Council meeting. Cllr Michael Theodoulou declared an interest in this item as a former Chair of Friends of Burry Port Harbour. As the correspondence relates to a matter of importance to the community all members agreed it should be considered as a standalone agenda item, rather than in correspondence.

Action: Assistant Town Clerk

A request has been received from the Marine Group for the Town Council to hold another public meeting. After discussion, members agreed that the Town Council would host a meeting.

Action: Assistant Town Clerk to inform Marine Group

A member raised the issue that no Burry Port County Councillors now attend the Town Council meeting. It was proposed by Cllr Michael Theodoulou and seconded by Cllr David Owens that the Clerk contact the two County Councillors asking them to provide a written report/update on County matters that can be distributed monthly. 4 members voted in favour of this proposal with 2 members against.

Action: Acting Clerk to contact County Councillors

## 12. Any other urgent business at the discretion of the Chair

There were no urgent matters.

It was **PROPOSED** by Cllr Robert John and seconded by Cllr Linda Edwards that the meeting move into camera. All members were in agreement.

*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.

## 13. To confirm the minutes of the meeting held on Tuesday 14<sup>th</sup> January 2020

The minutes were confirmed as a true record.

## 14. Matters arising

There were no matters arising.

## 15. Update on staffing matters

All staff were asked to leave the meeting, the Chair minuted this item.

The meeting closed at 3.25pm

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