

**Pembrey and Burry Port Town Council**  
**Major Projects Sub Committee meeting**

**2pm Wednesday 7<sup>th</sup> July 2021**  
**2yp Dydd Mercher 7<sup>fed</sup> Gorffennaf 2021**

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

**Present: Cllrs Peter Freeman, Karen Morris, David Owens (Chair), Michael Theodoulou, Moira Thomas and Bob Walpole.**

**Apologies: Cllr Hugh Shepardson**

**In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shan Loudon (Deputy Town Clerk), Paul Mann (Cemetery and Facilities Superintendent), Kevin Williams (Projects Manager) and Ed Davies (Admin Assistant – Minute taker)**

**2pm to 3.10pm**

**1. To receive apologies for absence.**

Apologies had been received from Cllr Hugh Shepardson.

**2. To receive members' declarations of interest.**

None were made.

**3. To confirm the minutes of the meeting held on Friday 28<sup>th</sup> May 2021.**

Members noted that the minutes of the 4<sup>th</sup> May had not yet been approved and requested it be placed on the agenda of the next meeting.

**ACTION: Deputy Town Clerk**

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that the minutes of Friday 28<sup>th</sup> May were an accurate record of the meeting. **RESOLVED**.

Cllr Michael Theodoulou stated his abstention due to not being present at the meeting.

**4. To consider increasing costs.**

Members were informed by the Projects Manager that all of the projects he was working on at present were subject to materials price increases. He highlighted those impacting the structural works to the rear of Burry Port Memorial Hall.

Members discussed the approval and reporting systems in place, in particular the issues around the nature of this Sub-Committee reporting jointly to Facilities and Assets and the Finance, Governance and Personnel Committee, with decision then being approved by the

full council. It was noted on the advice of staff that time delays were leading directly to project cost increases due to the rising material prices.

Members discussed whether the Finance, Governance and Personnel Committee needed to continue to approve changes within the Capital Works Budget as it was already set and the Facilities and Assets Committee had authority to spend that as it saw fit. Additionally members discussed that under Financial Regulation 4.3 of the Council, up to 80% of a budget could be spent by a sub-Committee with delegated authority over the matter.

Members felt that if the Facilities and Assets Committee would agree to delegating the necessary authority to this sub-Committee, they could reduce the approval time needed and potentially make savings in expenditure.

Members requested that the portion of the Project Managers report which dealt with the non-grant funded projects should be sent to this Sub-Committee first and for it to subsequently report to the Facilities and Assets Committee itself. This may necessitate arranging a regular meeting schedule also.

**ACTION: Project Manager**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that a recommendation be made to the Facilities and Assets Committee that this Sub-Committee be granted the delegated authority to spend up to 80% of the Capital Works budget as set out in Financial Regulation 4.3. **RESOLVED**.

**ACTION: Ref to Facilities**

Cllr Bob Walpole **PROPOSED**, seconded by Cllr Karen Morris that a recommendation be made to the Facilities and Assets Committee to accept the project cost increases for the work to the rear of the Memorial Hall. **RESOLVED**.

Cllr David Owens **PROPOSED**, seconded by Cllr Moira Thomas that the Projects Manager make enquiries with suppliers and contractors to update the costing forecast on all remaining projects and report to this sub-Committee once they had been returned. **RESOLVED**.

**ACTION: Projects Manager**

Members requested that the Project Manager produce a timeline of activities for each project for them to understand the situation in advance.

**ACTION: Projects Manager**

## **5. Consideration of the status of the heating system at Pembrey.**

Members noted that the documentation had gone out to 5 contractors for tendering and that a deadline of 26<sup>th</sup> July had been set for submission.

Members **RESOLVED** unanimously to arrange the next meeting of this Committee on 27<sup>th</sup> July to discuss the options. **RESOLVED**.

**ACTION: Deputy Town Clerk**

## **6. Copperworks sales proceeds – programme review.**

Members discussed a potential change to one of the projects included in this programme, namely the harbourside toilet block. It was noted that at present the project approved was to build a new toilet block. However, the Projects Manager made a suggestion to provide a customised portacabin which could be bought and fitted for a quarter of the budgeted amount. The unit could also be re-sold at a future date as they retained value.

Members discussed potential funding streams that may arise in the coming year to allow the building of a new toilet block in due course.

Members believed that approval would be needed from the Facilities and Assets Committee to make such a change to the project plan. It was noted that this change would free up some money to help absorb some of the materials price increases without impacting on the deliverables, or to undertake additional works pending approval from the Facilities and Assets Committee.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman that a recommendation be made to the Facilities and Assets Committee to accept the recommended changes to the harbourside toilet block project put forward by the Projects Manager.  
**RESOLVED.**

Members **RESOLVED** unanimously to defer a decision on the alterations to the upstairs of the Memorial Institute pending confirmation of the price increases on all projects.

#### **7. Consideration of the decision making process.**

Members had already discussed the content of this item earlier in the meeting.

Meeting ended 3.10pm