

Pembrey and Burry Port Town Council
Major Projects Sub Committee meeting

10am Wednesday 5th May 2021
10yb Dydd Mercher 5^{ed} Mai 2021

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

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

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

Absent: Cllr Michael Theodoulou

10am to 11.45am

1. To receive apologies for absence.

Apologies had been received from Cllr Hugh Shepardson.

2. To receive members' declarations of interest.

No declarations of interest were made.

3. Update on PWLB application.

The Clerk/RFO informed members that approval had been granted by the Welsh Government for the Council to draw down up to £350,000 from the Public Works Loan Board up to the end of March 2022. He asked members to give consideration to how much to draw down and in how many tranches to achieve the listed major projects.

4. Review and prioritise major projects.

It was noted that the projects could be divided into three categories

- Those to be funded by the PWLB loan
- Those funded by the proceeds from the sale of Copperworks
- Other projects

Members chose to focus on those that fell within the first category for this meeting and reminded themselves of the prioritised list they had previously agreed and received an update on progress on those listed as urgent.

Fire safety works

Members were updated by the CFS on progress and informed everything should be in place within 6 months.

Chair/Cadeirydd.......... date/dyddiad

The Clerk/RFO advised that the money to fund these works had been allocated from the loan total.

Pembrey Memorial Hall roof

Members noted that this project had been highlighted as the priority of the Facilities and Assets Committee and was considered urgent. The main hall would have to be closed to the public while these works were ongoing. Members **AGREED** unanimously for the costs of insulation to the roof to be included in this scheme.

ACTION: Projects Manager

Structural repairs to rear of Burry Port Memorial Hall

Members noted that these works were urgently needed, and they would impact on the usage of the hall while the works were ongoing.

Members **AGREED** unanimously for these repairs to be included as equal priority to the previous item.

ACTION: Projects Manager

Members discussed the need for project management software and the Clerk/RFO and Project Manager **AGREED** to evaluate the risk/benefit of dedicated project management software.

ACTION: Clerk/RFO

Regardless of the need for this software it was felt that there would be a need for a regularly updated project plan.

Senior Citizens Hall roof

Members noted that there were a number of limiting factors for this work to be prioritised for starting now. Access would also have to be arranged and an agreement made with a neighbouring property to allow access for the works to be done.

Members **AGREED** to recommend this project be delayed until the start of 2022.

ACTION: Projects Manager

Replacement heating system for Pembrey Memorial Hall

Members were reminded that the scheme that had been drawn up was designed to be done in two phases. It was noted that the scheme had not yet gone out to tender.

Members discussed the benefits of timing the works to coincide with the roof works and the potential savings on running costs from doing both works.

Members **AGREED**, to recommend this project be put on the priority list.

ACTION: Projects Manager

Replacement Kitchen for Pembrey Memorial Hall

Members felt that with the other disruption taking place in the Hall, it would be worthwhile making this improvement at the same time and **AGREED** for it to be put on the priority list.

ACTION: Projects Manager

Station Toilets

Members noted that this asset had not yet been transferred to the Town Council from the County Council and would need to be done before any works could commence. The Clerk/RFO advised that he saw no obstacles to the asset being transferred.

Members **AGREED** for this item to be included on the priority list.

ACTION: Projects Manager

Electricity Supply improvement to Memorial Gardens

Members noted that these works were already under way as they were a necessity and had been approved for inclusion on the list previously.

Members ranked the above works to create the table below to facilitate discussion of the drawn down phasing. Those not included would need re-consideration at a later date.

rank	Description	Costs
1	Completion of Fire Safety Works	22,000.00
2a	Structural repairs to Memorial Hall	120,000.00
2b	New Roof to Pembrey Hall	75,000.00
3a	Replacement Heating System to Pembrey Hall	50,000.00
3b	Replacement Kitchen to Pembrey Hall	8,000.00
4	Install coin-operated doors to Station toilets	25,000.00
5	Upgrade to electricity supply in Memorial Gardens	4,000.00
	Total cost	£304,000.00

Members **RESOLVED** unanimously to refer the above priority list to the Facilities and Assets Committee for approval.

ACTION: Deputy Town Clerk

Members noted the advice of the Clerk/RFO regarding use of funds and timing of the draw down, and further, on expected payments for works.

Cllr David Owens **PROPOSED**, seconded by Cllr Bob Walpole to recommend to the Finance, Governance and Personnel Committee that approval be given to draw down £150,000 in the first instance with two further withdrawals of £100,000 to follow as required. **RESOLVED.**

ACTION: Clerk/RFO

Members **AGREED** for the prioritised list to be shared with all of the members.

ACTION: Projects Manager

Members noted that a special Finance, Governance and Personnel Committee would be arranged to discuss and approve the draw down.

Meeting ended 11.45am

Chair/Cadeirydd..... *Sam Alwan* date/dyddiad
