

**Pembrey and Burry Port Town Council**  
**Facilities and Assets Committee meeting**

**Wednesday 2<sup>nd</sup> September 2020**  
**Dydd Mercher 2<sup>ail</sup> Medi 2020**

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

**Present: Cllrs Robert John (Chair), Peter Freeman (Vice Chair), Les George, Lisa Mitchell, Karen Morris, Andrew Phillips (arr. 11.04am), Michael Theodoulou and Moira Thomas.**

**In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Paul Mann (Cemetery and Facilities Superintendent) and Kevin Williams (Projects Manager).**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Burry Port 11am –12.40pm)**

**1. To receive apologies for absence**

Apologies had been received from Cllr Mary Wenman.

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

Under item 9 Cllr Peter Freeman declared an interest as a member of the Pembrey Community Growing Association.

**3. To confirm the minutes of the Facilities and Assets Committee meetings held on Wednesday 22<sup>nd</sup> July and Thursday 13<sup>th</sup> August 2020**

Cllr Karen Morris **PROPOSED**, seconded by Cllr Lisa Mitchell that the minutes of the meeting of Wednesday 22<sup>nd</sup> July 2020 were an accurate record of the meeting. **RESOLVED**

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Moira Thomas that the minutes of the meeting of 13<sup>th</sup> August 2020 were an accurate record of the meeting. **RESOLVED**

**4. To consider any matters arising from the minutes**

22<sup>nd</sup> July

In relation to the state of works to the clock on Friendship Square and to the cemetery gates, the CFS responded to a query that the works to the clock had been completed, and that the gates were being assembled prior to installation.

**Cllr Andrew Phillips joined the meeting at 11.04am**

13<sup>th</sup> August

Pg 3 item 6 re: Committee priorities - Members noted that the Task and Finish group had not yet met to discuss the priorities as an initial meeting with the Projects Manager had identified a

Committee approved prioritised list of projects which had been compiled into a table and distributed to members earlier in the day.

Members discussed if this would be sufficient to complete the task. It was highlighted that the next stage would be to forward the list of priorities to the Finance, Governance and Personnel Committee for them to identify how the works were to be funded. To do that this Committee would need to separate out from the list of priorities those tasks which had already been started and those which remained, as well as providing more information such as a rough estimate for the works to be done and what it entailed. Following their input there would be recommendations made to the Ordinary Meeting. It was noted that it would be necessary to also confirm how the works already started were being funded.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the Clerk provide the task and finish group with a detailed brief of what information was needed. **RESOLVED**  
**ACTION: Projects Manager**

In relation to the temporary toilets at the east side of the harbour the CFS responded to a query confirming that there had been no reports of any difficulties.

Members discussed the maintenance of the Harbour Playground and refuse facilities both inside and outside of the area. It was noted that over the recent bank holiday weekend, the playground had been well utilised by the public and this had led to bins being overfull and therefore an increase in litter.

The CFS reported that the bins had been emptied on the Friday afternoon as a final action of the day and that, because of the bank holiday weekend, staff were next able to undertake their maintenance and cleaning sweep and bin emptying routine on the Wednesday.

Members noted that a certain quality of service was expected by the public and that they would need to find a solution. In addition to the high use during the day by families and children, there was also the problems caused by anti-social behaviour at night which sometimes resulted in broken glass being found in the morning. Some concern was raised at parents failing to observe social distancing or taking steps to reduce the spread of Covid-19 at present also.

In relation to the anti-social behaviour members noted that a recent meeting with the police had highlighted that without a public notice of the terms and conditions of use of the park, the police did not have something to point to as a misuse, unless an illegal act was taking place.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that the Clerk provide the committee with a report of what solutions were available to include the standards that the Town Council wish to achieve in relation to the upkeep of outside spaces. **RESOLVED**  
**ACTION: Clerk**

## 5. To consider the budget monitoring report

The Clerk/RFO guided members through the report. His highlights were as follows:

### Income

- There had been some cemetery income which showed it as being ahead of its target.

- There was no other income

Expenditure

- Currently £18000 is budgeted for renovation of the station toilets and the same amount again for cleaning and maintenance of the same, he asked members to note that this was artificially influencing the numbers and to remember this when considering the report.
- A large item of spending was on sub-contractor maintenance which was related to gravedigging
- There had also been large expenditure from the maintenance budget for PPE, signage and cemetery office refurbishment.
- Halls and Institute was marginally overbudget due to removal of the old cooker from the Burry Port Memorial Hall but this expenditure was for the previous years budget and so would wash out in due course.
- Also in relation to the Institute, the additional report for maintenance works to the building had incurred a cost.
- The legal costs of switching solicitors had been allocated to the parks and open spaces budget.
- Pembrey AFC football pitch showed £3650 of spending but this would be recouped as it was S106 funded works.

All of this information combined to show that the Committee was presently underbudget.

**6. Update from the Parks Working Group**

Members heard that the Clerk and CDO had agreed to continue working with the group on community engagement and a document was being drafted to rationalise the role of the group and its work.

Members noted that residents near to Dol y Coed park were eager to contribute, and that letters had been sent out prior at the start of the year, however the Covid 19 crisis had prevented any follow up actions. Additionally, it was noted that it was part of the grant requirements for the Council to engage with the community and with the schools.

**Action: CDO**

**7. Update on asset transfers**

In relation to the sale of Copperworks, the Clerk reported that the solicitor informed him that they had been unable to establish contact with the buyers solicitor for over a week and that efforts were being made to contact the buyer directly.

The Projects Manager confirmed that he had been in contact with the buyer recently as the buyer had requested access to the property. The Clerk stated he would arrange to meet with him soon.

**Action: Deputy Clerk**

In relation to the station toilets, the Clerk reported the documents were expected shortly and would require signature soon.

In relation to the strip of land at Pembrey the Clerk reported that he had instructed the solicitor to arrange a land valuation, but he had no further updates on that.

Members raised concern that the Bowls Club had recently accepted a cheque from the Coop to tackle a maintenance issue, when they had not notified the Town Council or approached it for a solution. Members noted that there had been several meetings recently between Bowls Club members and representatives from the Council at which a need for funds could have been addressed. A further meeting to discuss this issue with them was requested.

## **8. Update on risk assessments**

The CFS reported that he had been contacting three companies for prices in producing the required risk assessments. He confirmed that they were more than consultants as they provided legal assistance too. He had had professional experience with all three also.

## **9. Consideration of parking facilities at Pembrey Memorial Hall**

The CFS stated that the Pembrey Community Growing Association had submitted a request for two parking bays to be allocated to them to allow access particularly during large events.

Cllr Peter Freeman declared an interest as a member of the Association.

Members discussed the issue, noting that nearby residents frequently used the space to park their vehicles. It was noted that no bays were currently designated and the CFS confirmed that at present it was possible to fit 30 cars in the space but warned that designating bays could result in complications and would likely reduce the total volume. The possibility of using the tennis court was mooted, but it was believed that a replacement facility would need to be provided to the community elsewhere.

It was noted that parking was also an issue at Burry Port Memorial Hall and all members **AGREED** to request the Clerk and officers to investigate the matter and provide the Committee with options to consider.

**ACTION: CFS**

## **10. Consideration of request from Meddygfa Tywyn Bach regarding use of Burry Port Memorial Hall**

Members heard that a request had been received from the doctor's surgery to hire the Memorial Hall for them to administer the seasonal flu jab to its patients.

The Clerk wished the Committee to consider whether or not a charge should be levied on this occasion. Members were in agreement to provide the Hall for free due to the circumstances. It was noted that health in the community was a key part of the Council's responsibilities as part of the Wellbeing of Future Generations Act.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Robert John that from now on, any organisation which is directly or indirectly funded by the NHS can book to use Town Council facilities without charge. **RESOLVED**

**ACTION: Deputy Town Clerk**

On a related note the Clerk asked the Committee to consider which rate groups who would normally hire the Senior Citizen's hall but were now forced to use the Memorial Hall due to Covid

restrictions, should be charged. Members **AGREED** unanimously that in those circumstances users should be charged the rate of their existing booking. **RESOLVED**

**ACTION: Deputy Town Clerk**

**11. To consider any referred matters (if any)**

None was raised.

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

None was raised.

Cllr Lisa Mitchell **PROPOSED** that the meeting move in camera, seconded by Cllr Moira Thomas. Members **AGREED** unanimously.

*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 confidential minute of the meetings held on Wednesday 22<sup>nd</sup> July and Thursday 13<sup>th</sup> August 2020**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Peter Freeman that the minutes of the meeting of Wednesday 22<sup>nd</sup> July 2020 were an accurate record of the meeting. **RESOLVED**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Peter Freeman that the minutes of the meeting of 13<sup>th</sup> August 2020 were an accurate record of the meeting. **RESOLVED**

**14. Matters arising**

22<sup>nd</sup> July

Members discussed matters around maintenance at the Bowls facility.

13<sup>th</sup> August

Members discussed press releases.

**15. To consider the Schedule of Accounts**

Members noted the schedule.

**16. To consider the Project Managers report**

Members had received copies of the report in advance of the meeting.

Members noted information related to changes to the plans for structural works to the rear of the Memorial Hall

Members note that electrical works in the Memorial Gardens would be completed soon.

Members discussed the Christmas lighting contract.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris to defer the tendering process until next year. **RESOLVED**

**ACTION: Project Manager**

Members discussed and noted information related to re-roofing Pembrey Memorial Hall and the Senior Citizen's Hall

Members discussed information about the groundworks needed for the places for nature grant and the affected parks.

Members requested that the Projects Manager include a request for any decision as part of his report to allow members to consider it prior to the meeting.

**ACTION: Projects Manager**

### **17. Consideration of the Cemetery/Facilities Superintendent report**

Copies of the report had been distributed to all members in advance of the meeting

The CFS gave one verbal update regarding the advertised apprenticeship. A date would need to be set for the interview and panellist's chosen.

Cllr Michael Theodoulou **PROPOSED** seconded by Cllr Moira Thomas that the Chair and Vice Chair should sit on that interview panel with the CFS. **RESOLVED**

**ACTION: CFS**

Members discussed assessment of works needed at Council facilities and water supply at the cemetery.

The CFS agreed to add flower-bed maintenance of a roundabout to the work schedule.

**ACTION: CFS**

### **18. Consideration of staffing matters**

Ed Davies left the meeting at 12.36pm. Staffing matters were discussed.