

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 4th March 2020
Dydd Mercher 4^{ydd} Mawrth 2020

Present: Cllrs Robert John, Richard Adler, Linda Edwards (arr. 6.33pm), Peter Freeman, Karen Morris, David Owens, Michael Theodoulou, Moira Thomas and Mary Wenman.

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

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizens Hall, Burry Port 6.30pm – 8.10pm)

1. To receive apologies for absence

Apologies had been received from Cllr Lisa Mitchell.

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

None were declared.

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 5th February 2020

Cllr Richard Adler **PROPOSED** that the Committee accept the minutes of the meeting of 5th February as an accurate record of the meeting, seconded by Cllr Karen Morris.

In the ensuing vote 6 members voted in favour with 2 abstentions and 0 against. The proposal was therefore **AGREED**.

ACTION: Admin. Assist.

The abstentions were due to those members not being present at the meeting.

4. To consider any matters arising from the minutes

Pg6 item 15 – re: Pembrey School

Members were informed that the County Council had recently confirmed that they would be pursuing the option to establish a lease agreement with School and the Town Council for management of the school play area, once built, alongside the transfer of the deed of Trust to Waun Sidan play area. Members would be kept informed as the process started.

Cllr Linda Edwards arrived at 6.33pm

Pg7 item 15 – re: TC use of old Parc y Tywyn school site

Members were told that officers had visited the site but had not been able to inspect the buildings or cabins. A follow up visit was being requested and staff were being asked to produce a detailed costing and plan to allow the Committee to take a judgement.

Pg8 item – re: Floral planting arrangements

The working group had met with staff and agreed on an approach which allowed for both short and long term planning. It had also been discussed that to comply with the Council's Financial Regulations the Council would need to go through a new tendering process on the supplier.

The Group had agreed to recommend the following

- that staff should draw up a specification document that allowed for gradually introducing permanent planting, which would be taken to tender with a minimum of three suppliers to get a costing.
- To proceed with a mixed planting approach for the planting in 2020 with an emphasis on structural and sustainable planting with additional annual planting to fill in the gaps.
- Staff to draw up a longer term plan that includes setting up a greenhouse and polytunnel for growing on our own plants and to refer to the Finance, Governance and Personnel Committee the option to take on a horticulture apprentice.

Members discussed the recommendations welcoming the sustainable approach and questioning methods of providing for security of a polytunnel and greenhouse.

Cllr Michael Theodoulou **PROPOSED** that the recommendation be accepted by the Committee, seconded by Cllr Moira Thomas.

In the ensuing vote 9 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED**.

ACTION: CFS and ref to FGP

5. To consider the budget monitoring report

Copies of the report had been distributed in advance of the meeting. The RFO highlighted figures as usual as if the unbudgeted payments related to the S106 payments were removed.

He stated that the income was at 100% and so any further income for the remainder of the financial year would be surplus.

Meanwhile the expenditure was showing as 86.56% but without the S106 payments this would be 77% which was below the target of 83%.

Members were asked to note that there was an historic dispute over electricity costs related to the building where Pembrey Library and Serendipity Nursery was located. They were reminded that this building had previously been the responsibility of the Town Council, but that this had been transferred back to the County Council. A number of bills were outstanding on this property and the issue had not been corrected previously, although the

RFO was working towards a solution, this would likely result in the Council having to pay some of the disputed amount which would cause a catch up in the expenditure to report.

The RFO provided an update related to spending on the parks. He had previously been asked to identify areas within the budget to allow for some initial work to be undertaken at Penybryn Park. After looking closely at the budgets, he had found that most of the potential funds for potential virement, had already been allocated for solving storage issues. He also stated that because it was so late in the year it was unlikely that the expenditure would take place in this financial year as there would be a consultation process also.

6. Consideration of correspondence previously circulated to members

None.

7. Consideration of training for staff and Councillors

Members were updated that One Voice Wales had been contacted for the full list of their available training programmes, which had been received however as yet they had no information on when those courses were next running.

The RFO advised that he was looking at the OVW modules to set up an induction program for new Councillors, and at present had identified at least four. Members commented that it should include an internal induction related to the structure of the Town Council and how it works to allow them to make informed decisions.

The RFO confirmed that any underspend from this year's training budget would be put into the General Reserves.

8. To receive a report from the Chair of the Burial Sub Committee

Members heard that the Sub-Committee would continue to meet until the end of the Council year after which the Facilities and Assets Committee would deal with its delegated matters directly.

Members heard that the next meeting would be on the 10th March at 9am.

In response to a query the CFS stated that he was aware of the area in the cemetery that was very damp, and advised that he was aiming to prepare a fuller analysis covering the whole site which he would compile and report back at the next meeting.

ACTION: CFS

9. To receive a report from the Parks Working Group to include an updated report with findings of consultation and funding

Members heard that no meeting had been able to take place recently and that the report was not yet compiled. This item would be deferred until the next meeting.

ACTION: ref to next meeting

Members discussed whether or not any of the work that had been suggested for Penybryn Park could be undertaken, particularly the hard surfaces such as the path, however it was noted that until the public consultation had been concluded they could not be certain that such an investment would be worthwhile as the plans could change significantly during the consultation. It was felt that any work would need a detailed specification and to go through a tender process to comply with the Council's Financial Regulations. The Acting Clerk confirmed that the detailed consultation had not yet taken place but the letter informing local residents of the intentions had been.

10. To receive a report from the Projects Working Group

Members heard that the group had met but that a report on their recommendations should follow the officers report to prevent repetition.

11. Update on asset transfers

The Acting Clerk informed members of the following items:

Station Toilets

The County Council had been contacted and informed of the Council's intention to seek the asset transfer.

Land at Pembrey Hall

Members noted that no valuation of the strip of land owned by the Church had been received as yet.

In relation to the Growing Association land adjacent to the Hall, the Acting Clerk had met with a representative of the Association, who was producing documents to satisfy the requirements of a licence to occupy as requested previously.

Cllr Richard Adler declared an interest as he is a member of the Growing Association.

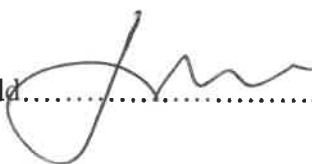
Pembrey AFC

The Acting Clerk reported that a new solicitor working on behalf of the club had identified an item in the lease which needed noting, even though it would not impact the agreement, namely a public right of way.

Cllr David Owens declared an interest as his daughter was involved with the club.

Members heard that the club was unlikely to be able to pay in advance the bill for the works being funded by the Section 106 money, which would be claimed back afterwards. The RFO recommended that the Council could pay the bill and then be paid back by the Club in due course. He confirmed that the details of the lease between all parties were identical to those already existing, excepting the names of bodies in different lines, which was believed by those present to mean there would be no issue with such an arrangement.

Cllr Michael Theodoulou **PROPOSED** that the recommendation of the RFO be accepted, seconded by Cllr Karen Morris.



In the ensuing vote 8 members voted in favour with 1 abstention, and 0 against. It was therefore **AGREED** to accept it.

ACTION: Acting Clerk and RFO

Copperworks

Members heard that the purchaser had changed their solicitor which was causing another delay to the finalising of the sale. The paperwork had now been passed to the purchaser's new solicitor.

Before moving on from this item the CFS requested permission from the Committee to purchase, on his recommendation new steel toilet roll holders for the Station Toilets. This was following a series of vandalising acts targeting the current plastic holders, which were resulting in a large increase in the budget for toilet paper. He stated that the purchase did not fall within his budget and the asset was not yet owned by the Council, despite it having a Service Level Agreement with the County to clean and stock the toilets.

Following a brief discussion, Cllr Michael Theodoulou **PROPOSED** that the recommendation be approved by the Committee, seconded by Cllr Peter Freeman.

In the ensuing vote members **AGREED** unanimously for the permission to be granted.

ACTION: CFS

12. Consideration of submission of planning application for structural work to the rear of the Memorial Hall

The Projects Manager informed members that he had submitted the application and uploaded all of the documents, and now required authorisation from the Committee to pay the application costs.

Cllr David Owens **PROPOSED** that the payment be authorised, seconded by Cllr Michael Theodoulou.

In the ensuing vote members **AGREED** unanimously for the permission to be granted.

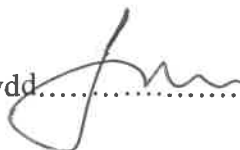
ACTION: Projects Manager

13. Consideration of repair of the Heritage Board

Members heard that following contact with the Heritage Group, regarding their concerns over the repair of the Heritage Board, it was clarified that the product quality provided by the company who had submitted the cheapest quote was not satisfactory. This information was further corroborated through contact with other organisations that had used their services.

Cllrs Linda Edwards, Karen Morris and Moira Thomas declared their interest as they were members of the Heritage Group.

In the following discussion members noted that the financial regulations allowed for consideration of value not only price during the tendering process. In light of this Cllr Michael Theodoulou **PROPOSED** that staff be asked to proceed with the second cheapest option provided the quality was acceptable, seconded by Cllr David Owens.



In the ensuing vote 6 members voted in favour with 3 abstentions and 0 against. It was therefore **AGREED**.

14. Consideration of hub

Members discussed again the title for this agenda item as it was more linked to the provision of short-term additional office space during the works on the Memorial Institute. It was noted that that this item had been deferred from the previous meeting in expectation that more information related to the possible use of the old Ysgol Parc y Tywyn site would be available, but this was still awaited. Cllr Michael Theodoulou therefore **PROPOSED** that this item be deferred until the next meeting, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal.

ACTION: Assistant Town Clerk

15. Update on storage requirements

This item relied on information from within the CFS report and would need discussion in camera.

16. To consider any referred matters

None.

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

Members heard that representatives of the Bowls Club had been in contact with the Council. Due to an ongoing feud within the club they did not have sufficient crockery and cutlery for an upcoming event in April, who wished to either borrow or hire from the Council the necessary equipment.

Members noted that the building and facility was a Town Council asset with some expressing the opinion that it should be treated wholly as such by buying new crockery and cutlery for it, this would also tackle the issue surrounding future arguments that may occur within the club. It was also felt that this would be a positive step to the Council making more use of the facility.

Some felt that it would be an unnecessary expense and that the Club should be supported to fundraise to tackle the problem themselves.

Members briefly discussed the Club's efforts to engage with younger people with many feeling the Council needed to work with them to improve on that issue, noting that it was separate to this matter.

Cllr David Owens **PROPOSED** that new cutlery and crockery be purchased by the Town Council to stock the Bowls Club facility, seconded by Cllr Michael Theodoulou.

Cllr Moira Thomas proposed an **AMENDMENT** to include re-stocking of cutlery and crockery for the Senior Citizen's Hall at the same time, seconded by Cllr Karen Morris.

In the ensuing vote 8 members voted in favour with 0 abstentions and 1 against.

ACTION: CFS and RFO

Members wished to discuss the recent Cawl Cennin event, noting its popularity and success. Following the discussion Cllr Mary Wenman **PROPOSED** that a letter of thanks be sent to the young people who had provided the table service and to Cllr John Hedley Jones and his wife for their work in the kitchen, seconded by Cllr Michael Theodoulou.

Members **AGREED** unanimously to the proposal.

ACTION: Assistant Town Clerk

Cllr Peter Freeman **PROPOSED** that the meeting move in-camera, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal.

7.25pm

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.

18. To confirm the confidential minute of the meeting held on Wednesday 5th February 2020

Cllr Michael Theodoulou **PROPOSED** that the confidential minutes of the meeting of 5th February be accepted as an accurate record of the meeting, seconded by Cllr Richard Adler.

In the ensuing vote 6 members voted in favour with 3 abstentions and 0 against. The proposal was therefore **AGREED**.

The three abstentions were due to the members not being present at the meeting.

19. Matters arising

There were none.

20. To consider the Schedule of Accounts

Members queried two items which were clarified by the RFO and CFS.

Cllr David Owens **PROPOSED** that the schedule of Accounts be accepted, seconded by Cllr Moira Thomas.

In the ensuing vote members **AGREED** unanimously to the proposal.

21. To consider the Project Managers report

The Project Manager guided members through the report, and it was noted.

22. Consideration of the Cemetery/Facilities Superintendent report

The CFS guided members through the report and members took the following decisions along the way:

Cllr Moira Thomas **PROPOSED** that the purchase of a new container for the cemetery be approved and to be referred to the Finance, Governance and Personnel Committee to be paid from reserves, seconded by Cllr Peter Freeman.

Members **AGREED** unanimously.

ACTION: Ref to FGP

Cllr Michael Theodoulou **PROPOSED** that permission be given to the CFS to purchase the necessary covering for the fence at Burrows Terrace Park, seconded by Cllr Mary Wenman.

Members **AGREED** unanimously.

ACTION: CFS

Cllr Michael Theodoulou **PROPOSED** that the purchase of a new container for additional storage at Burry Port Memorial Hall be approved and to be referred to the Finance, Governance and Personnel Committee to be paid from reserves, seconded by Cllr Richard Adler.

Members **AGREED** unanimously.

ACTION: Ref to FGP

Cllr Peter Freeman **PROPOSED** that the purchases recommended by the CFS in relation to fire safety be approved and referred to the Finance, Governance and Personnel Committee to be paid from reserves, seconded by Cllr Mary Wenman

Members **AGREED** unanimously.

ACTION: Ref to FGP

Cllr Michael Theodoulou **PROPOSED** that in light of the necessary works listed by the Projects Working Group, a recommendation to increase the loan amount by £100,000 be referred to the Finance, Governance and Personnel Committee, seconded by Cllr David Owens.

Members **AGREED** unanimously.

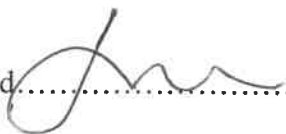
ACTION: Ref to FGP

23. Consideration of staffing matters.

none



Meeting closed at 8.10pm

A handwritten signature in black ink, appearing to be 'Jm', written over a dotted line.