

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

**Wednesday 1<sup>st</sup> May 2019**

**Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Karen Francis-Morris, Robert John, Shirley Matthews, David Owens and Moira Thomas**

**In attendance: Kevin Williams (Technical Services Officer, Huw Thomas (Temporary Part Time Responsible Finance Officer Designate)**

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

**Bowls Club members: Kath Baker, Eric Davies, Richard Johns**

**(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –7.45pm)**

The meeting began with introductions as the Bowls Club members had not attended previously. A welcome was extended to all.

**1. To receive apologies for absence**

Apologies had been received from Cllrs Peter Freeman and 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 3<sup>rd</sup> April**

The minutes of the Facilities and Assets Committee meeting held on Wednesday 3<sup>rd</sup> April 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate.

**ACTION: Admin Assist**

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

P2 agenda item 8: "update on asset transfers"

Cllr Shirley Mathews confirmed that she had made the requested enquiries at the County Council but was still awaiting a response and would continue to press for one.

**ACTION: Cllr Shirley Matthews**

P3 agenda item 8: "update on asset transfers"

With regards the designs for the potential new Town Band practice room at Pembrey, members were advised to not expect plans for consideration until June at the earliest.

## 5. Update on Bowls Club

As a new structure was in place the Chair outlined how he wished this item to proceed and he asked for the TSO to give an update on matters relating to the Bowls Club to be followed by an update from the Bowls Club themselves, followed by discussion of any matters.

The TSO gave an update, highlighting that with regards the agreed repairs and maintenance the materials had all been delivered and were on site. He apologised for the delay in starting the work citing, his own absence due to annual leave, and a staff shortage caused by a large influx of funerals at the cemetery, staff on training courses and illness. Once these had concluded, the work would be scheduled with the Bowls Club informed of the dates.

He added that the invoice for turf maintenance had been received and was being processed.

Richard Johns gave an update from the Bowls Club. He began by thanking the Council for their support, stating that he believed that Club would no longer exist had it not been for the Councils assistance. He stated that he felt the Club was getting better with the support it was receiving.

His report highlighted the following:

- The new shirts the Council had sponsored had been well received by members.
- Membership was slightly lower than the same time last year but that there was a drive taking place to improve that.
- Despite maintenance work to the green shed, it was likely coming to the end of its useful life and a longer term solution would be required.
- There had been vandalism over the winter which had caused significant damage to some recently installed items and furnishings. The incident had been reported to the police who had found evidence for drug taking in the car park and had recovered a Stanley blade which had been turned into a knife, he had therefore advised all members to avoid direct confrontation in every instance. To discourage further vandalism he hoped the Council would look in to options for motion-sensor activated lighting and anti-climb paint for the fencing for the next winter.
- The Club members had taken professional advice with regards a slump that had formed in the green and the members would undertake the work to correct it, however they requested assistance in sourcing soil to do the work.

There followed a brief discussion of possible sources, including the cemetery, left over soil from the construction of the play area and the dredged material from the harbour. Cllr Shirley Matthews stated she would enquire with the Millennium Coastal Park Rangers regarding the dredged material. The TSO was asked to look in to the matter.

**ACTION: TSO**

Kathy Baker stated that a number of club members had also expressed concerns over the standard of the car-park surface. A discussion followed where it was stated that Cllr John James was already in discussions with the County Council in undertaking that work.

An issue with the MUGA fencing was reported as one corner may have come down. A discussion followed whereby a height extension for the fencing was discussed. It was noted

that costings had been got for doing the work but the costs had been deemed too high to consider further. A possible solution was put forward by the club members, to use pigeon netting which if pulled taught may be sufficient to deal with the problem. The club members stated that they had strong concerns over club member safety as some of their older membership could be seriously hurt by the balls if caught unawares. The TSO was asked to find the old quotes and make enquiries on the suggested solution and bring his findings to the Committee.

**ACTION: TSO**

Members were asked to note that an application had been submitted by the Bowls Club for a new lawn mower to the Regeneration and Wellbeing Committee. The Chair of that Committee stated he felt the matter should be looked at by the Facilities and Assets Committee first.

Richard Johns clarified that their current mower had recently broken down despite having been recently serviced. They were getting it repaired but had also been advised to seek a new mower to be used in conjunction. The new one had been sourced for £2000 from a local dealer, and some of the cost had been met through sponsorship and member contribution with the Town Council asked to meet the remainder. It was confirmed that a legally binding exchange via letter had taken place between the Club and the Temporary Assistant Town Clerk to confirm that any assets the club bought would revert to the Town Council in the event that the club had to cease.

Members discussed the matter in detail, agreeing that the equipment was necessary. Members felt strongly that it was imperative to support the assets the Council had, but others questioned whether it was appropriate for the Regeneration and Wellbeing Committee to provide this support while the Facilities and Assets Committee had an allocated budget for the Bowls Club.

Cllr David Owens **PROPOSED** that the application be referred to the Regeneration and Wellbeing Committee, seconded by Cllr Karen Francis-Morris.

In the ensuing vote 7 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the matter be referred.

**ACTION: Ref to Regen Cmte**

**Huw Thomas arrived 6.55pm**

**Kath Baker, Eric Davies, Richard Johns left the meeting 6.55pm**

#### **16. Any other urgent business at the discretion of the Chair**

The Chair stated that he wished to bring agenda item 16 forward as he was aware one member needed to leave early.

Copies of the “Terms of Reference, role, duties and delegated authority to Standing Committees” (section 1) document were handed out to all members. Members were reminded that the Chairs Committee had been reviewing the various paperwork that established the frameworks for governance of the Council and that at the forthcoming Annual Meeting they

would be asked to approve them. This document had been created to set out clearly what the Facilities and Assets Committee was responsible for and what work it did, and that it had been pulled together from all of decisions taken by the Council previously. The Chairs Committee felt that this document only outlined what the work they already did. Each Committee was being asked to scrutinise the information relevant to their Committee and give their approval prior to the Annual Meeting.

Members discussed the document, with some noting their previous concerns regarding delegated authority and its definition. In relation to item 1.8 it was clarified that “licences” did not refer to “bar licences”,

In relation to item 1.3 a change was suggested, the removal of “and collecting” as that was not something the Committee dealt with.

**ACTION: Temp Assist Town Clerk**

Members discussed how this document covered the Councils position and its operation and did not affect personal responsibility.

Cllr Robert John **PROPOSED** that, provided the suggested change be made, the document be recommended for approval at the Annual Meeting, seconded by Cllr David Owens.

In the ensuing vote 7 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the document be referred to the Annual Meeting with the Committees recommendation.

**ACTION: Ref to Annual Meeting**

## **6. To consider the budget monitoring report**

None had been received. However the T-PT-RFOD advised that he was awaiting the data. Members noted that as they had been previously informed of the reasons for the lack of reports, and that they were hopeful, with the new appointment, they would be able to receive a report soon.

## **7. Consideration of correspondence previously circulated to members – none circulated.**

None had been received.

**Cllr Linda Edwards left the meeting 7.05pm**

## **8. Consideration of the TSO report**

The TSO gave a verbal update.

### Copperworks school

The TSO stated there was a delay to the sale due to issues around the Section 106 payment. The County Council had stated that the documents would be completed shortly and forwarded to the Councils solicitor.

### Pembrey Heating System

The scheme had been finalised and the Council was now able to go out to tender for the work. He reminded members that there were 2 phases planned, the first for immediate short term and the second at an indeterminate time in the future. The first phase covered a boiler upgrade and room controls so that separate areas could be heated differently rather than the whole building, while the second would be a complete replacement of the whole system.

In response to a query, he confirmed that the zonal heating could be undertaken remotely by him via an app and that each room would have a thermostat to allow direct control by users.

### Legionella testing

The testing program had started and he had discussed the recommended alterations with the contractor for actioning. In addition he was attending a training course this month to meet one of the requirements for testing.

### Upstairs room in the Memorial Institute

The plans were now with the architect who was awaiting a survey by the Quantity Surveyor. They advised there was a short delay expected due to personal circumstances. He confirmed that Lewis Partnership was the architect and that copies of the plans were available from the office.

The Chair stated that the firm had been appointed after a tendering process and that the Committee would look at the plans with the costings before making a decision in due course.

### Cemetery Headstone testing

The TSO stated that a number of the headstones highlighted in the report as requiring attention, were quite old and that he and the Cemetery Superintendent would be meeting to search through the records available to see if it were possible to contact the current owners to advise them to take action, otherwise they would be looking to lay them flat.

### Harbourside Playground

The playground was now open for public use however some vandalism had already occurred with damage to some fence panels and a gate. These had been dealt with and he was in contact with the contractor to address a few minor issues. The grass cutting inside the area had now also been added to the schedule for the maintenance team.

A County Council refuse receptacle had been moved temporarily to provide for the facility but the TSO, the contractor, County Officers and Councillors were in discussions to find a longer term solution.

Members discussed the popularity of the park with many stating that it had been a very worthwhile project. Praise was also given to Cllr Richard Adler who it was understood, was clearing the play area twice a day of litter.

### Tree maintenance in the Memorial Park

The TSO stated that the maintenance team had undertaken some tree management in the park as advised by the report, but that some aerial work was required on two trees in two locations that would need to go to an outside contractor. He clarified that the branches were overhanging neighbouring buildings which could cause damage. He was awaiting a quote

from one contractor who had given a verbal estimate. He was advised by members to seek out at least one other quote if possible to even if a tendering process was not required.

#### Structural Survey

The Structural Engineer who had undertaken the survey was currently drawing up a steel-frame design that would rectify the structural issues he had identified, and that it should be with the TSO by mid-May. The TSO outlined that it would be a lean-to structure to remedy the bowing of the walls. He confirmed that the internal arrangements of the design would need to be drawn up separately by an architect, and that could be to meet any requirements the Committee set, such as storage and access.

#### Electronic key-fob access

Members heard how three firms had been asked to provide quotes for undertaking the work, but that these were all over £5000. Members **AGREED** that the quoted prices were too high for consideration and advised the TSO to look for cheaper alternatives, including secure external key-boxes.

**ACTION: TSO**

#### Container storage

The TSO had received quotes from two sources for two new containers for storage, with members reminded of where they would be located, one at the cemetery and one at Pembrey Memorial Hall. One more quote was expected and the TSO would follow procedure on their procurement.

#### Incredible Edible Garden fence

The TSO noted the previous approval given by the Committee for the erection of a notice board and gate/fence panel to replace a long since removed gate. He had got quotes for replacement panels and gates and asked for the preference of the Committee. He was advised to carry out the procurement provided it was within his authorised spending limit.

**ACTION: TSO**

#### Annual Playground Inspection report

The TSO stated that the report had been received which highlighted a large number of small issues that needed addressing at each of the parks the Council owned. He had concerns that although the tasks were within the ability of the Maintenance team to do, given their expected workload it may prove difficult to make the corrections promptly. He was advised by members to go through the report and schedule two lists for each park, one of work to be done by the Maintenance team, the other to be done by outside contract, otherwise there may be unsatisfactory delays.

**ACTION: TSO**

### **9. Update on changes to Gerrans Gym to enable access outside working hours**

The TSO reported that the area for the toilet facilities had not yet been fully cleared, nor had the basic demolition work started. He was asked by members to contact the owners and give them a deadline to complete the work otherwise the Council would look to impose a fine.

**ACTION: TSO**

### **10. Update on asset transfers**

There were no updates for members to receive.

The TSO stated that a meeting had been requested by the solicitors to discuss matters including asset transfers, after which there may be an update.

**11. Update on harbour play area**

There were no updates other than what had already been discussed.

**12. To receive a report on meetings of the Chairs Committee**

Members heard that the Chairs Committee had mostly been dealing with a review of the Standing Orders, Financial Regulations and Terms of Reference for a report during the Annual Meeting. Members were informed that they would receive copies of the information in due course.

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

The Chair was not present and no report had been sent in.

Cllr Shirley Matthews asked if office staff could check that she is including on the mailing list for this Sub-Committee as she is a member but believed she may have been missed from some communication.

**ACTION: Admin Assist**

**14. Consideration of the updated Cemetery Rules and Regulations**

As the Chair was absent members **AGREED** to defer this item until the next Committee meeting.

**ACTION: Def to Facilities**

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

None received.

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

Members discussed the process for arranging for flower displays around the town.

The TSO advised that there was no time to order any particular stock but that the supplier had met with representatives of the Maintenance team earlier in the day to discuss this years planting, and the intention had been to follow along the lines of last years regime.

Members discussed the potential for making savings to allow for additional planting on the roundabout adjacent to Ysgol Parc y Tywyn. It was noted that the Council had received a payment of £500 a number of years ago from the developer to be put towards that roundabout.

The TSO was advised to look for potential savings to be made in the planting to allow for that additional area of planting.

**ACTION: TSO**

*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.

**17. To confirm the confidential minute of the meeting held on Wednesday 3<sup>rd</sup> April 2019**

The minutes of the Facilities and Assets Committee meeting held on Wednesday 3<sup>rd</sup> April 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate.

**ACTION: Admin Assist**

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

None had been received. No further discussion

**19. To consider the commercial activity report.**

The TSO had no information to add for in-camera discussion.

**20. Update on the sale of Copperworks**

This item had been dealt with earlier in the agenda.

**21. Consideration of staffing matters**

Members discussed staffing issues in detail.

Members also discussed the official opening of the harbourside playground.