

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 10th July 2019

Present: Cllrs Michael Theodoulou (Chair), Richard Adler, Karen Francis-Morris, Peter Freeman, John James, Robert John, Lisa Mitchell, David Owens and Moira Thomas

Bowls Club Members: Richard Johns and Kath Baker

In attendance: Kevin Williams (Technical Services Officer), Huw Thomas (Acting Clerk and Responsible Finance Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.10pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Linda Edwards and Shirley Matthews.

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

Cllr John James declared an interest in all items related to the Bowls Club due to his membership of that organisation.

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

Cllrs Lisa Mitchell and Karen Francis-Morris abstained from confirming the minutes as they were not present at the meeting.

The minutes of the Facilities and Assets Committee meeting held on Wednesday 5th June 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

Richard Johns arrived at 6.32pm

4. To consider any matters arising from the minutes

There were no matters arising from the minutes.

5. Update on Bowls Club

Cllr John James was advised that provided there were no discussions or decisions related to financial matters being taken, he could remain without concern.

Mr. Richard Johns gave a verbal update with the following highlights.

- Sprinkler system – the automatic system had broken and required a specialist engineer to fix. The TSO was in contact with one who would look at the issue once available. In the meantime, the TSO had fitted a manual tap and sprinkler system to keep the green healthy.
- The holes in the car park surface had been filled in by the County Council.

Queries were raised on when the hedges would be cut and the rubbish cleared from the rear of the shed, to which the TSO responded that the hedge cutting was already scheduled, while the rubbish may already have been cleared.

Kath Baker queried the progress on raising the fencing height. It was clarified that the quotes to raise the height had been too high for consideration within this year's budget and so the TSO was looking at cheaper options. As a temporary solution the TSO was asked to look in to removing the backboard of the basketball net as it was believed that this was the "target" they aimed at.

ACTION: TSO

The TSO was also asked to lock the gate of the MUGA on its car park side as dangerous driving in the car park could pose a risk.

ACTION: TSO

Members heard the membership had increased slightly for the men but had dropped slightly for the women. The Club was invited to attend the Health and Wellbeing event on 31st July between 10am and 3pm to try and draw in younger members.

The Club added that they would try to secure funding from the Sports Council and other organisations to purchase more woods for younger players to use.

Kath Baker and Richard Johns left the meeting 6.48pm

6. To consider the budget monitoring report

The Acting Clerk and RFO distributed an updated report showing figures to the end of March 2019 as was promised at the previous meeting. He highlighted that a few of the minor changes were due to corrections related to energy and utility bills.

Members noted that overall expenditure for the year 2018/19 was at 94.5% stating that their budget management had been good as the expenditure was below budget while income was up. All agreed that the increased income would be of great benefit for the reserves.

The TSO confirmed that the expenditure under the heading "Toddler Park/MUGA" had been related to replacement parts for play equipment and for electricity costs. He stated that the previous issues surrounding the timer switches had been dealt with.

The Acting Clerk and RFO handed out copies of his budget monitoring report to the end of May 2019. He highlighted that income was doing very well at 31% of the year total. In relation to expenditure he highlighted that the two main items to note were related to an

architect's fee and to maintenance for the Bowling Green, which was for six months in advance.

Members noted that this report would be distributed with their meeting packs prior to the next meeting and noted their acceptance of the reports.

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

None had been received.

8. Consideration of the TSO report

The TSO gave a verbal update to accompany his previously distributed report.

Copperworks school

There was no update from the solicitor, but the most recent delays have been due to queries on the water and electric services for the building.

Pembrey Heating System

A tender letter had been received from the consultant earlier on the 10th July and would be sent out to contractors to quote on shortly. It was hoped the successful contractor could start work before the Autumn.

Pembrey Community Growing Association

Cllr Richard Adler declared an interest as he held a growing plot with the Association.

Cllr Peter Freeman clarified that he had given up his plot earlier in the year and so did not need to declare an interest.

The request was to provide the Association with a sub-metered water supply from Pembrey Memorial Hall. The TSO stated that he could purchase the necessary parts and do the work himself but warned that Dŵr Cymru may object to the use of tap-water for watering a growing plot.

Members discussed the issue and asked the TSO to contact Dŵr Cymru to establish if there were any contractual limitations that may prevent the scheme, and to seek their approval. Provided that Dŵr Cymru gave their approval, the Committee **AGREED** for the scheme to go ahead, with 8 in favour and 1 abstention due to a declared interest.

ACTION: TSO

Legionella Risk Assessments

The water hygiene contractor had been asked to provide a quote for undertaking the regular servicing of the thermostatic valves on the Memorial Institute and Hall site. A site meeting would be taking place shortly to discuss the remedial works discussed previously.

Headstone testing

The letters related to unsafe headstones had been sent out with some responses having already been received. Some headstones which had no living relative to contact as well as those who did not respond to the letters would be laid flat.

Members **AGREED** to refer further discussion of this matter to the Burials Sub-Committee.

ACTION: Ref to Burials

Harbour Playground

Members heard how a number of the minor issues had been dealt with by the contractor with equipment being replaced as needed. An anti-static spray was been applied to prevent the static shocks people had been receiving. Members discussed that they had heard about accidents in the park and asked the TSO to work out a way to establish more information on them in case there was something that could be done about it.

ACTION: TSO

Tree Survey

The works that could be undertaken by Council staff had been actioned and an external contractor was appointed following due process to undertake the aerial work. The TSO awaited confirmation of their insurance details and risk assessments before the work would proceed.

Structural Survey

The TSO was awaiting a re-design by the engineer that met the specifications he had set out which he would bring to the Committee in due course.

Electronic fob-operated door systems

The TSO had purchased the key-boxes as an alternative but due to sicknesses and absences of staff only 1 had been fitted so far. It was hoped that this new system would make venue hire outside of staff operating hours easier.

Council staff were asked to investigate rumours of use of Pembrey Memorial Hall by the public without the necessary arrangements with the Town Council.

ACTION: Acting Clerk/RFO and TSO

Container storage

The TSO had made arrangements to purchase 2 “one-trip” containers as instructed. Prior to delivery he was arranging for some lower branches to be cut off a tree at Pembrey Memorial Hall and for groundworks to level out the area it was being sited.

Levelling and clearing works were needed at the cemetery also with the resultant spoil from both being used to meet an earlier request made by the Bowls Club for soil for levelling work on their green.

Annual Playground Inspection reports

These had been received recently, and they outlined a number of minor maintenance issues at each of the 8 parks that the Council has taken over in the asset transfer.

A list of works to be undertaken by Council staff, and other tasks to be undertaken by contractors had been drawn up. What remained was for a decision by Members as to what priorities to set as some members of the public are becoming vocal on the standards in the parks.

Members discussed the issue noting that despite this being an opportunity to make use of the public forums, the urgency of the matter meant a working group would need to be set up to create a list of priorities. This could be reviewed in due course following on from the development of the Community Plan.

Cllr Lisa Mitchell, Richard Adler and Karen Francis Morris volunteered to sit on the working group and would arrange a meeting and report back on the situation by the next meeting.

ACTION: Working Group

The TSO confirmed that he would be speaking with the Maintenance Staff to confirm what training they needed to undertake the safety inspections they could, and that he contact the Inspector who had produced the report for advice on training also.

ACTION: TSO

Fire and Intruder Alarms at Pembrey

Members agreed to discuss this issue during the in-camera section.

Alterations to Gerran's Gym

Cllr Richard Adler Declared an Interest as a co-owner of the business.

The TSO outlined that after consultation with the contractor he was pursuing the installation of a toilet system that emptied directly into the below ground drainage system which would involve excavation works to do. A site visit would take place soon in advance of the works.

Community lighting project

This item was on the agenda for discussion.

Station Toilets

The Town Council was looking at seeking an asset transfer of these toilets and the TSO was in the process of meeting private contractors who could take on the maintenance and cleaning of the facilities. He had costs for consideration in camera.

The TSO was thanked for the report.

9. Update on asset transfers

Members received the following updates:

- The land for the site of the harbourside playground was very close to being transferred. The recent delays had been to confirm insurances were in place.
- The land for the Pembrey AFC football pitch was in the process of being transferred.

Cllr David Owens declared an interest due to his daughter's membership of the club.

- The Council's solicitors had confirmed that the Church in Wales did have the title to the strip of land at Pembrey and they would be proceeding as instructed, after ensuring a copy of the deed existed.

10. To receive a report on meetings of the Chairs Committee

The Committee had met earlier in the week to discuss the following:

- Agreeing on the agenda for the Town Council Ordinary Meeting
- Discussed the safe routes for schools with the Headteacher of Ysgol Parc y Tywyn, with the details to be brought before the Council at the next meeting.
- Efforts in continuing to arrange Code of Conduct training for all Councillors as advised by the Ombudsman.

Members were reminded that the process to get an item on the agenda was to contact the Clerk on the matter 5 days prior to the meeting taking place, and that this excluded the day of the meeting and the day of contact.

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

Members noted that the Committee had met to deal with the referred matter of future plans for the Chapel of Rest building and had undertaken a site visit. The Sub-Committee had come to a compromise solution and recommendation to the Committee to maintain the current use of the building as a Chapel of Rest with seating for around 30 people but section off a portion of up to a third of it for use as an office due to the poor state of repair of the current office. The Sub-Committee had highlighted that staff facilities at the site would also need improving as part of the scheme.

Cllr Robert John **PROPOSED** that the recommendations as made by the Burials Sub-Committee be accepted and referred to the Town Council for ratification, seconded by Cllr Peter Freeman.

Members **AGREED** unanimously to the proposal which would be referred to the Town Council.

ACTION: Ref to TC

12. Consideration of participation in the Community Lighting Project

Members discussed the matter, noting that it would be beneficial to take part in the project to replace existing lighting that the Town Council was responsible for with more efficient LED lighting.

Members **AGREED** unanimously to taking part in the project provided the locations of the 144 specified lights was made clear to ensure the lights being replaced were the Town Councils responsibility.

ACTION: TSO and Acting Clerk/RFO

13. To consider any referred matters (if any)

None received.

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

None were raised.

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

Members **AGREED** unanimously to the proposal.

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.

15. To confirm the confidential minute of the meeting held on Wednesday 5th June 2019

Cllrs Lisa Mitchell and Karen Francis-Morris abstained from confirming the minutes as they were not present at the meeting.

The minutes of the Facilities and Assets Committee meeting held on Wednesday 5th June 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

Members discussed an update on matters arising from the minutes.

16. To consider the Schedule of Accounts.

Members received copies of the Schedule up to the end of May 2019.

Cllr David Owens **PROPOSED** that the Schedule be accepted, seconded by Cllr Michael Theodoulou.

Members **AGREED** unanimously to accept the Schedule.

17. To consider the commercial activity report.

The TSO highlighted an updated cost to the works associated with water safety works.

The Committee **AGREED** to the cost of works to improve the intruder alarm at Pembrey Memorial Hall.

18. Update on the sale of Copperworks

This matter had been discussed earlier in the meeting.

19. Consideration of staffing matters

Ed Davies and Kevin Williams left the meeting at 7.50pm

Minutes taken by Huw Thomas

Members discussed staffing issues in detail.

Meeting closed at 8:10pm