

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

**Wednesday 27<sup>th</sup> February 2019**

**Present: Cllrs Michael Theodoulou (Chair), Robert John, Mrs Shirley Matthews, Mrs Lisa Mitchell and David Owens**

**In attendance: Shan Loudon (Temporary Assistant Town Clerk)**

**(Senior Citizen's Hall, Memorial Institute, Burry Port 5.40pm –6.20pm)**

**1. To receive apologies for absence**

Apologies had been received from Cllrs Peter Freeman, Mrs Karen Francis Morris and Mrs Moira Thomas.

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

No declarations were made.

**3. To consider the 3 year strategy plan for the Facilities and Assets Committee**

The paper, three year strategic plan, prepared by Cllr Mike Theodoulou, previously circulated, was discussed. Strategic plans need a mission and a vision and members agreed to the statements suggested.

The paper consisted of 4 sections, each section was discussed in detail by the Committee.

**1. To invest in safeguarding and maintaining existing facilities and assets.**

It was commented that a cyclical maintenance programme has not been followed in recent years. Hence, the reason the Copperworks site fell into a state of disrepair. Cyclical maintenance should be a strategic objective and monies should be put aside each year. This would cover items such as painting, gutters, windows etc. In order to establish the amount to be set aside, a comprehensive review of all facilities needs to be undertaken, with costings allocated to each task, then works prioritised. There is a need to address urgent issues, such as the back wall of the Memorial Hall. Once a cyclical programme is in place, it reduces the need for emergency repairs to be carried out. It was commented that establishing such a programme was investigated approximately 6 years ago but, at the time, there was not sufficient money in the budget. The precept may have to be increased in order to cover these costs.

**Action: TSO to prepare a detailed cycle of works and costings**

A programme of periodic inspections needs to be established in line with our insurance company requirements.

**Action: TSO to meet with Cllr Mike Theodoulou and review insurance policy**

A programme of recorded risk assessments needs to be established. The play equipment in the parks is already regularly assessed. However, areas such as paths and buildings also need to be assessed. Discussion followed regarding the appointment of a Health and Safety Officer or whether a current officer could be trained to carry out the necessary inspections.

**Action: TSO to investigate costings for an appropriately qualified person to undertake a report detailing Town Council requirements**

**2. Rationalise current facilities and assets.**

The Town Council has already looked at maximising modern technology, following the resolution to install financial software.

The TSO has been instructed to provide a report on current parks, frequency of use, equipment suitability etc.

Following discussion about the best way to prioritise works, it was agreed that once the TSO has obtained costings for the works listed in the report, a special meeting would be arranged to set these priorities.

**3. Improve the “offer” to our community and customers.**

It was agreed that these items would fall under the remit of the Town Clerk. The fees and charges working group had met recently to simplify fees and charges. Members were informed that a meeting was to be arranged with the Coasting Pilot to discuss best use of the bar area.

**4. Increase our facilities and assets.**

It was commented that the side rooms in the Memorial Hall are disorganised and could be better utilised. If a covered area is built at the back of the Memorial Hall, this could be used for storage. It was suggested that a second container could be purchased. Additional storage space is also required at Dolau Fan cemetery. Members were reminded that the TSO had been tasked with producing a report on storage options and costings.

Following discussion, it was agreed to amend the three year strategic plan to a five year plan.

The meeting closed at 6.20pm.