

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 4th December 2019
Dydd Mercher 4^{ydd} Rhagfyr 2019

Present: Cllrs Richard Adler, Peter Freeman, Karen Morris, David Owens and Michael Theodoulou

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

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –7.40pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Linda Edwards, John James, Robert John, Lisa Mitchell and Moira Thomas.

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

None were made

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 6th November and Tuesday 26th November 2019

Copies of the minutes of both meetings had been distributed in advance of the meeting.

Cllr Michael Theodoulou **PROPOSED** that the minutes of the meeting of Wednesday 6th November 2019 be accepted as an accurate record of the meeting, seconded by Cllr Richard Adler.

Cllr Peter Freeman abstained from voting as he was not present for the meeting in question.

The Committee **RESOLVED** that they be accepted as accurate with 4 voting in favour, 1 in abstention and 0 against.

Cllr Michael Theodoulou **PROPOSED** that the minutes of the meeting of Tuesday 26th November 2019 be accepted as an accurate record of the meeting, seconded by Cllr Karen Morris.

Cllr Richard Adler abstained from voting as he was not present for the meeting in question.

The Committee **RESOLVED** that they be accepted as accurate with 4 voting in favour, 1 in abstention and 0 against.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

6th November 2019

Pg3 item 10 – re: office space requirements

In relation to the possibility of the Town Council being able to use the old Ysgol Parc y Tywyn site on Heol Elfed, a response was still awaited by Peter Edwards (from the Properties Management Department).

The working group would be meeting on 16th January 2020 to draft a terms of reference document and to set its' working priorities.

Members **AGREED** unanimously for the Acting Clerk to contact the Labour members to see if any would be willing to join the group.

ACTION: Acting Clerk

Pg6 item 18 – re: west harbour lighting request

Members were informed that the request had been sent but no response had been received as yet.

26th November 2019

Pg1 item 3 – re: budget setting

Members were informed that the RFO had been working on the budgets for each Committee and hoped to get a draft together for the next Finance, Governance and Personnel Committee meeting on Monday 9th December. It was noted that the Council would need to have its final draft at the Ordinary Meeting of the Town Council in January.

5. To consider the budget monitoring report

Copies of the report were distributed to each member present at the meeting. The RFO guided members through its' contents.

The RFO asked members to note that due to the nature of the report, the additional spending of S106 money on the play area, had a significant impact on the overall percentages and figures. The expected percentage on this budget report should be 58.33%, however the total expenditure was shown as 67.05%; which the RFO asked members to note would be 53% without the additional play area spend.

Some of the large expenditures were highlighted including the payment for the two new containers and lawncare for the Bowls Club. Members noted that there had been overspend on the Bowls Club budget due to issues with the sprinkler system earlier in the year.

6. Consideration of correspondence previously circulated to members

None.

7. Consideration of the Cemetery/Facilities Superintendent report

The CFS had been distributed in advance of the meeting. He guided members through the report with a long list of tasks having been undertaken across all of the Council's facilities, assets and areas of responsibility.

Members noted that there had been a complaint from one hall hirer related to the Senior Citizen's Hall in Burry Port, surrounding access issues via the rear door. The Project Manager stated that having looked into the matter, the issues had been caused by failure of communication, but asked members to note that occasionally hirers were arriving much earlier than their booking forms showed.

Members discussed the matter, noting that with the recent changes to staffing, it was inevitable that there would be issues with how the service was delivered. They also discussed the terms of service agreement for hirers as well as the booking system.

Members **AGREED** unanimously that whichever staff need to be involved, should meet to review the system to ensure hirers needs are met and to assess the terms of service and booking system.

ACTION: Acting Clerk and CFS

Cllr Michael Theodoulou **PROPOSED** that a response be prepared and sent to the complainant, apologising and explaining the steps being taken to ensure the problem doesn't arise again, seconded by Cllr Karen Morris.

Members **AGREED** unanimously to the proposal.

ACTION: Acting Clerk

Members expressed their gratitude for the work of the Maintenance Operatives in their preparations for the Christmas Carnival, with having to work closely with external contractors to ensure all of the necessary elements were in place. Members wished their thanks to be passed on to the staff.

Cllr David Owens **PROPOSED** that the CFS report be accepted, seconded by Cllr Richard Adler.

Members **RESOLVED** unanimously to the proposal.

8. Consideration of training for staff and Councillors

Members noted that a large number of training elements had been identified as part of the budget setting exercise on 26th November 2019. There were no further updates.

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

Members were informed that the Chairs had met but that their discussions had been focussed on in-camera matters which members would be updated on later in the meeting.

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

Members heard that with the resignation of Cllr Shirley Matthews who had been chair of this Sub-Committee; Cllr David Owens as the Vice Chair had been acting in that role. There was a meeting scheduled for Thursday 12th December as the previous meeting had had to be postponed.

Members discussed whether or not it was for the Sub-Committee to appoint its own Chair or if it was for the Facilities and Assets Committee to do so.

Cllr Karen Morris **NOMINATED** Cllr David Owens to be the Chair of the Burial Sub-Committee, seconded by Cllr Michael Theodoulou.

In the ensuing vote 5 members voted in favour with 0 against and 0 abstentions. Cllr David Owens was therefore **APPOINTED** as the Chair of the sub-Committee.

Members discussed whether membership numbers for the Sub-Committee were sufficient to undertake their work, with most agreeing that a low membership total meant more efficient working.

11. To receive a report from the Parks Working Group

The Parks Working Group had met earlier in the day, and so their recommendations had not been distributed in advance of the meeting. Members discussed the situation with some expressing their desire to have as much information as possible as far in advance as possible when the Committee is to take a decision, particularly when in relation to spending money. It was noted however that decisions in principle were needed at this meeting to allow the next phases of consultation work to begin, with one park requiring an urgent decision.

Members heard the recommendations of the working group for each park in turn, followed by a vote as follows:

Pen-y-Bryn – the recommendation was for the park to be turned into a community orchard and meadow, working closely with local residents and Burry Port Primary School, following a consultation with the local residents.

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

Members voted unanimously in favour of the recommendation it was therefore **AGREED**.

Burrows Terrace – the recommendation was to renew this play area with a strong preference for a landscaped, equipment-less play area, to be worked via public consultation and Ysgol Parc y Tywyn. There was also a recommendation to seek to re-name this play area.

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

Members voted unanimously in favour of the recommendation it was therefore **AGREED**.

Maes-y-Capel – the recommendation was for the future use of this area to be decided by public consultation and working with Ysgol Glan y Môr. Members noted that this area was prone to flooding with its current popularity and usage affected by that.

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

Members voted unanimously in favour of the recommendation it was therefore **AGREED**.

Waun Sidan, Tyle teg, Trem y Mynydd and Memorial Park – the recommendation was for these parks to be maintained and repaired as they are.

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

Members voted unanimously in favour of the recommendation it was therefore **AGREED**.

Tan-y-Bryn – the recommendation was for this park to be turned into a Sensory garden, working closely with Sharon Philips and her Church group, along with the Health and Resilience Community Forums and local residents. Members noted that Sharon Philips and her Church group had entered a competition to be a part of a programme for S4C which would make £5000 available for the work.

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

Members voted unanimously in favour of the recommendation it was therefore **AGREED**.

ACTION: Parks working group, CFS and Acting Clerk

Members **AGREED** unanimously for the Acting Clerk and CDO to produce the consultation letter and distribute it as necessary.

ACTION: CDO and Acting Clerk

Members also heard that following an inspection by the CFS, the fence enclosing the play area at Burrows Terrace was highlighted as dangerous. His recommendation was for it to be removed and replaced as the repair work had been costed at similar price. Members discussed the situation, noting that removing the fence made it unsafe, temporary replacements may prove expensive and that a good quality replacement would be an investment if utilised as part of the future development of the site.

Members **AGREED** that they would need a report which outlined the options to make a decision and requested one for the next meeting.

ACTION: CFS

12. Update on asset transfers

Members received the following update:

- **Pembrey Football Club** – The Acting Clerk and Mayor had attended the Council’s solicitor and signed the documents to finalise this transfer.

In relation to the tendering process for the transfer of the Train Station Toilets, the Acting Clerk informed members that he had written to 4 firms for a quote but that he had only received 2 responses, and that he would be following up on each.

13. To Consider the date for the January 2020 Facilities and Assets Committee meeting

Members noted that as the 1st January 2020 fell on the first Wednesday it would not be possible for this Committee to meet on its regular day. Following a discussion members **AGREED** to instruct the office staff to select an appropriate day of their choosing during the second week of January and for the Chairs Committee to be notified of the change of date.

ACTION: Acting Clerk

14. To consider any referred matters.

None.

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

There was none

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

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.

CFS left the meeting at 7.30pm

18. To consider the Project Managers report

The Project Manager gave his report which included updates on the following:

- Structural repairs to the Memorial Hall in Burry Port
- Alterations to the upstairs of the Memorial Institute in Burry Port
- Christmas Lights
- Station toilets
- Automatic door entry systems
- Upgrade of alarm systems

Members **AGREED** unanimously for the Project Manager to make all necessary planning checks in relation to the structural repairs.

Members **AGREED** unanimously that once the relevant information regarding the Station toilets had been returned, for the Toilet Strategy Working Group to be re-convened.

ACTION: Projects Manager

Project Manager left the meeting at 7.35pm

16. To confirm the confidential minute of the meeting held on Wednesday 6th November 2019

The confidential minutes of the Facilities and Assets Committee meeting held on Wednesday 6th November 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate with 4 voting in favour, 1 in abstention and 0 against.

Cllr Peter Freeman abstained as he was not present at the meeting.

ACTION: Admin Assist

17. To consider the Schedule of Accounts

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

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

Administrative Assistant left the meeting at 7.40pm

19. Consideration of staffing matters

There was no discussion on this item.

Meeting closed at 7.40pm