

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 1st September 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Peter Freeman, John Hedley Jones, Robert John, Lisa Mitchell, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas and Mary Wenman.

Apologies: Cllr Les George

Absent: Cllr Karen Trimble

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent), Kevin Williams (Projects Manager) and Ed Davies (Admin Assistant – minute taker)

6.35pm – 8.25pm

Due to technical difficulties the Chair asked that the Vice Chair fulfil the role of Chair during the meeting, to which members agreed.

1. To receive apologies for absence.

Apologies had been received from Cllr Les George.

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

Agenda item	Councillor	Interest
9	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the project
9	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project
14	Andrew Phillips	Personal – is a member of the SOS@50 campaign group
14	Karen Morris	Personal – is a member of the SOS@50 campaign group
14	Moira Thomas	Personal – is a member of the SOS@50 campaign group
8	Moira Thomas	Personal – is a resident of Cwm Ivor Road

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 7th July 2021 and the Special meeting held on Wednesday 28th July.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman that the minutes of the meeting 7th July were an accurate record of the meeting. **RESOLVED**.

Cllr Lisa Mitchell stated her abstention as she had not been present.

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Lisa Michell that the minutes of the 28th July were an accurate record of the meeting. **RESOLVED**.

4. To consider any matters arising from the minutes.

7th July

Members noted that the decision regarding the new building for the Town Band had been communicated to them but there was no further update on their progress yet.

28th July

Members noted the information from the Clerk/RFO on the Marina Fields.

Members requested that an item be placed on the next meeting agenda to discuss the matter further.

ACTION: Deputy Town Clerk

5. To consider the budget monitoring report.

The Clerk/RFO guided members through the report and highlighted the variances.

The main points of note were that income was down 22% from the target while the overall budget stood at 32.15% of expenditure.

Members noted the individual variances also. It was noted that the Kickstarter placements wages were being collected in the staffing costs heading but that these would be covered by funding in due course.

Members requested that the Clerk/RFO highlight on future report the differences between cash flow differences and other variances.

ACTION: Clerk/RFO

6. To consider the schedule of accounts.

Members noted the information.

7. To consider the Project Managers report.

Members noted the report.

Additional information was present following on from the Major Projects Sub-Committee meeting earlier in the day.

Members noted that staff were following up on enquiries regarding the parcel of land to seek in transfer from the County Council for locating toilets on the east side of the harbour.

The Projects Manager made a recommendation that the Council appoint contractor D for the work to the Station Toilets, once the asset was transferred.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Robert John that the recommendation of the Projects Manager for the appointment of contractor D be accepted. **RESOLVED**
ACTION: Projects Manager

Members discussed what charge would be placed on the use of the toilets once work was concluded.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Robert John that a charge of 40p per visit be placed on the toilets. In the ensuing vote 6 members voted in favour with 2 against and 0 abstentions. **RESOLVED**

ACTION: Projects Manager

Members discussed delaying the work to the Station Toilets until late Spring 2022 so as to benefit for longer, from the SLA with the County Council on their cleaning.

Members were asked to vote on whether or not they should proceed with the asset transfer of the Station Toilets so as to begin the work as soon as possible. In the ensuing vote, 8 members voted in favour with 0 against and 1 abstention. **RESOLVED.**

ACTION: Clerk/RFO

Members noted that the Major Projects Sub-Committee was recommending that the proposed redevelopment to the upstairs of the Memorial Institute be put on hold until a report on the potential costs of improvements to the heating and electricity had been made, and for arrangements to be made to repair the flat roof instead of building over. Members discussed whether delaying this project would result in higher costs as seen on other projects.

Members discussed whether or not the work of the sub-Committee had been concluded and if it should continue as much of its work was being repeated at this meeting. It was noted that this was not on the agenda and so no decision could be taken, and that if members wished to discuss it they needed to request an item on the next agenda. Some concern was raised at the expectations placed on staff having to report on one meeting only a few hours after its conclusion.

8. Consideration of the Cemetery/Facilities Superintendent report.

The CFS **AGREED** to provide members with a timetable for when they would be able to volunteer to assist the team in planting as part of the Places for Nature work.

ACTION: CFS

Members noted the response from the CFS regarding the mowing on Cwm Ivor Road and Seaview Terrace.

Cllr Moira Thomas declared an interest as she lives on Cwm Ivor Road.

Members noted that the CFS was working towards repainting the clock on Friendship square.

Members noted that the CFS had tried to contact the Chief Fire Officer as requested but had been unsuccessful so far. He would be following it up.

Members discussed the storage of materials by staff at the Cemetery in the absence of a work compound.

The CFS confirmed that pressure washing of the “lighthouse” on the lighthouse roundabout was on his to do list.

9. Consideration of continued use of Senior Citizens Hall by the Food Forward project.

Cllrs Michael Theodoulou and Peter Freeman declared their previously stated interests.

As Cllr Peter Freemans interest was a personal one he was able to continue in the role of Chair to facilitate discussion but would not be voting on any matter.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr John Hedley Jones that the project be allowed to continue to occupy the Senior Citizens Hall (SCH).

Members discussed what impact its presence was having on the hiring of facilities. It was noted that no user of the SCH, who had been moved to the Memorial Hall had incurred any additional costs.

It was noted that while works were going ahead at Burry Port Memorial Hall and at Pembrey Memorial Hall, and the SCH being occupied it could leave them with little space to offer potential users. It was noted that with the bowls season coming to a close, the Bowls Facility may be a suitable venue to consider moving the project to.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Karen Morris that the project be moved to the Bowls Facility and its ongoing occupation to be reviewed in January.

Members discussed whether or not there was significant pressure from community groups and organisations to return to venue hire.

Members voted first on the proposal from Cllr Andrew Phillips with 3 in favour, 4 against and 2 abstentions. **FAILED**.

Members next voted on the proposal from Cllr Mary Wenman with 5 in favour, 1 against and 2 abstentions. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that the project continue to not be charged for the use of the facility. **RESOLVED**.

ACTION: Clerk/RFO

Cllrs Michael Theodoulou and Peter Freeman stated their abstention in any of the above votes.

10. Update on asset transfers.

Members noted that they had been contacted by some members of the Pembrey Community Growing Association who had expressed an interest in being involved in the review of the lease agreement.

11. Update on health and safety.

Nothing to report

12. Update on fire regulations.

Members noted the update and thanked the CFS on the work done so far.

13. Consideration of cemetery storage.

Members noted that staff are occasionally forced to remove items from parks when they are damaged or discarded, and that, in the absence of a compound, they stored them at the cemetery until able to deal with it. The CFS did not feel that screening off any areas would be easy or a good long term solution.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Robert John that staff prepare a report on possible solutions to include securing a site to use as a depot. **RESOLVED.**

ACTION: CFS

14. Consideration of placing a bench/flagpole by St Illtyd's Church.

Members discussed the request for the Council to support a plan to place a bench and flagpole on land adjacent to St Illtyd's Church which was not owned by anyone but was being maintained by the Council.

Cllrs Andrew Phillips, Karen Morris and Moira Thomas declared an interest as members of the SOS@50 campaign group who were making the request.

Members expressed concern at the Council taking any action on land it did not own.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that the Council seek ownership of the land through adverse possession before taking any further action.

RESOLVED.

ACTION: Clerk/RFO

It was noted that Cllrs Andrew Phillips, Karen Morris and Moira Thomas were able to vote as it did not relate to the initial request.

Members noted that as the Church was a grade 1 listed-building they would need to seek advice before undertaking any works.

15. Consideration of a request from a community organisation.

Members noted the request from the Women Against State Pension Inequality group to illuminate Council buildings purple to celebrate the vindication of their campaign. It was

noted that other neighbouring Town and Community Councils as well as the County Council had already agreed to take part.

The CFS advised that he would be able to make the arrangements with their approval.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris, that the Council approve the necessary works and hire costs to illuminate the buildings on the 6th September from 8pm. **RESOLVED**.

ACTION: CFS

Members requested that public notice be given of the decision via social media.

16. Consideration of a request for cleaning the footway bridges.

Members noted that this item was being forwarded to the Regeneration and Community Engagement Committee first and that this item would be discussed in the November meeting.

17. To consider any referred matters (if any).

None were raised.

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

None were raised.

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Michael Theodoulou that the meeting should proceed in camera. **RESOLVED**.

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.

19. Consideration of the cemetery expansion report.

Members noted that the CFS recommended option 3.

Cllr Robert John **PROPOSED**, seconded by Cllr Mary Wenman to accept the recommendation. **RESOLVED**.

ACTION: CFS

20. Consideration of a staffing matter.

Members noted a report from the CFS including his recommendation.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Lisa Mitchell that they accept option 3 as recommended by the CFS. **RESOLVED**.

ACTION: Clerk/RFO

Meeting ended 8.25pm