

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 2nd June 2021
6.30yh Dydd Mercher 2^{ail} Mehefin 2021

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

Present: Councillors Peter Freeman, Les George, John Hedley Jones, Robert John, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas, Karen Trimble and Mary Wenman (arr. 6.32pm)

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

6.30pm – 8.10pm

1. To receive apologies for absence.

None had been received.

2. Appointment of Chair.

Cllr Les George **PROPOSED**, seconded by Cllr Karen Morris that Cllr Robert John be nominated for the role of Chair. **RESOLVED**.

Cllr Mary Wenman arrived at 6.32pm.

3. Appointment of Vice Chair.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris that Cllr Andrew Phillips be nominated for the role of Vice Chair.

Cllr Les George **PROPOSED**, seconded by Cllr Michael Theodoulou that Cllr Peter Freeman be nominated for the role of Vice Chair.

A head to head vote was held with 4 members voting in favour of Cllr Andrew Phillips and 6 voting in favour of Cllr Peter Freeman.

It was therefore **RESOLVED** that Cllr Peter Freeman was elected as the Vice Chair.

4. Consideration of future meeting schedule.

Members **RESOLVED** unanimously for regular meetings of this Committee to continue on the 1st Wednesday of every month starting at 6.30pm.

5. Appointment of sub committees.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris that the joint sub-Committee for Major Projects be confirmed. **RESOLVED**.

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

Agenda item	Councillor	Interest
16	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the project
16	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project
8	Peter Freeman	Personal – is a member of the PCGA
	Les George	Personal – is the Chair of the Friends of Burry Port Harbour
12	Karen Trimble	Personal and prejudicial – is a resident of Seaview Terrace.

7. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 5th May 2021.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllrs John Hedley Jones, Robert John and Karen Trimble abstained from voting as they had not been present.

8. To consider any matters arising from the minutes.

Re: Richard Adler Memorial bench

Members noted that the meeting with the family had taken place, a location chosen and the CFS would conclude the work as part of his schedule.

Re: sponsorship of toilets

A list of potential sponsors had been identified.

Re: tree stumps and planting

The CFS stated that he was having to look for a different supplier and he was looking at the survey work being done in house.

Re: sub-lease for land at Pembrey

Members were updated that a meeting with PCGA had taken place with another to be arranged and that the sub-lease would need to be approved by the County Council. The Committee was assured it would have sight of the agreement for approval.

ACTION: Clerk/RFO

Re: major project costings

Members noted that there had been unavoidable increases to the materials costs for all works. The Projects Manager was waiting for an update from the Quantity Surveyor for some of the costings which he would report in due course.

Members **AGREED** to only talk about project costs in their totality to avoid creating competitive advantages.

Members noted that once contracts were awarded it was however in the public interest for contract values to be discussed.

9. To consider the budget monitoring report.

The April Budget Monitoring report was not yet available. This was due to the limitations of the financial software as it is unable to run two financial years concurrently.

He updated members with the headline figures from the draft year-end report. The Committee was overbudget by 3.3% (£10,200) for 2020-21. Members noted the exceptions that impacted this figure.

10. To consider the Schedule of Accounts.

Members noted that the same software issue impacted the production of this schedule. It was also noted that this item was being moved from the in-camera section to increase transparency.

11. To consider the Project Managers report.

Members **AGREED** to accept the report.

12. Consideration of the Cemetery/Facilities Superintendent report.

Re: 4.1 grass cutting

Members discussed grass cutting responsibilities in the community. Discussion focussed on the complaints regarding the grass height opposite Seaview Terrace.

Cllr Karen Trimble declared an interest as she lives on that street.

Cllr Robert John **PROPOSED**, seconded by Cllr John Hedley Jones for a letter to be sent to the County Council asking them to urgently cut the grass on Seaview Terrace and for staff to produce costings to do the maintenance on it and other areas of concern. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Karen Trimble abstained from the above vote due to her declared interest.

Members discussed a request to provide additional hanging baskets outside of a business in Burry Port in lieu of a donation. Members **RESOLVED** unanimously to approve the request and to refer to the Regeneration and Community Engagement Committee to look at establishing a flower sponsorship scheme.

ACTION: Ref to Regen

13. Update on asset transfers.

Members noted that the sale of Copperworks had been completed and that the funds had been transferred the previous week.

ACTION: Clerk/RFO

14. Update on health and safety.

Members noted that the consultants were pleased with the progress made by the Council.

15. Update on fire regulations.

Members noted that some of the fire safety works were delayed by material shortages but were expected to be complete within the next 6 months. The report from the CFS was welcomed.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman to include an additional column that gave a target completion date for each issue. **RESOLVED.**

ACTION: CFS

Members noted that the CFS intended to include the fire safety works to the Memorial Institute in aspects of the proposed works to the upstairs of the building.

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

The project was now set up as a community store and had seen an increase in usage.

Members noted that all of the users who previously used the Senior Citizen's Hall had been accommodated elsewhere and that the building works to the rear of Burry Port Memorial Hall were unlikely to have a major impact on the ongoing use of the hall.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr John Hedley Jones to allow the project continued use of the Hall. **RESOLVED.**

Cllrs Peter Freeman and Michael Theodoulou stated their abstention from the above vote due to their declared interests.

17. Consideration of recommendations from the Major Projects Group.

Members noted that the sub-Committee had met to address the issues caused by an increase to project costs due to materials supply problems and delays in the delivery of the same.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas to accept the recommendations and to refer the matter to the Town Council with a recommendation to also accept. **RESOLVED.**

ACTION: Ref to TC

Members noted that further delay would be caused by waiting for this is be addressed in the normal schedule of meetings.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that an emergency meeting of the Town Council be called. **RESOLVED**.

ACTION: Deputy Town Clerk

18. Consideration of the promotion of the bowls facility for public use (*referral from Regeneration and Committee Engagement Committee*).

Members discussed the matter.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas for staff to establish the costs of installing signage and for the Bowls working group to recommend to this Committee the marketing priorities. **RESOLVED**.

ACTION: CFS

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

None were referred.

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

Members discussed the activities arranged by the Men’s Sheds group in the Memorial Hall.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman that all Council run events that are signed off by the Regeneration and Community Engagement Committee to take place in Council facilities be referred to this Committee to approve the chosen location. **RESOLVED**.

ACTION: CDO

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George to recommend to the Town Council that it approve the request by Cllr Lisa Mitchell to join this Committee. **RESOLVED**.

ACTION: Ref to TC

Meeting ended 8.10pm