

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 2nd December 2020
6.30yh Dydd Mercher 2^{ail} Rhagfyr 2020

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

Present: Cllrs, Peter Freeman (Vice Chair), Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas and Mary Wenman

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

6.30pm – 7.56pm

1. To receive apologies for absence

Apologies had been received from Cllrs, Les George, Robert John, Lisa Mitchell

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 4th November 2020

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Karen Morris that the minutes of meeting of the 4th November were an accurate record of the meeting. **RESOLVED.**

4. To consider any matters arising from the minutes

Pg 3 item 11: re Environmental Act working group

Members noted that this group had not yet met. Cllr Mary Wenman volunteered to act as Chair for the group to coordinate its first meeting.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas the Committee accept Cllr Mary Wenman as the Chair of the group, and for her to coordinate with Council staff in arranging the first meeting. **RESOLVED.**

RESOLUTION

Members **AGREED** unanimously for the Chair of the group to establish with Council staff terms of reference for the group as its first order of business.

ACTION: Clerk/RFO

Pg3 item 12: re Major Projects sub-committee

Members noted that although the prioritised list had been agreed there had been no mechanism for updates to be provided to members. The Projects Manager agreed to provide an update for members as part of his report in the future.

ACTION: Projects Manager

Members discussed whether the chosen priorities needed ranking within that list but it was noted that they would be able to run concurrently and that it may not be necessary. In addition to access the loan a detailed business plan was needed, which would include a prioritisation to facilitate work across each project.

5. To consider the budget monitoring report

The Clerk/RFO guided members through the report in which he had highlighted a number of variances as follows:

- Income was at 0, which meant even with the adjusted budget the budget was down by £2264 a month.
- Expenditure – Cemetery General Maintenance, the large sum was for the purchase of a container previously agreed to, for storage.
- Cemetery equipment – was for repairs to the trimmers.
- Halls and Institute – cleaning costs were over budget as the charges for the harbour portaloos was being collected in this budget.
- Halls maintenance – this was for the purchase of a container previously agreed to, for storage.
- Institute maintenance – this was for scaffolding to undertake pointing and repairs.
- Copperworks water – this was to pay the water rates for 6 months.
- Pembrey Memorial Hall – oil – there was a credit on this item due to a timing difference.
- Pembrey Memorial Hall – maintenance works included rewiring in the attic space and on dealing with pests.
- Parks and Open Spaces – Remembrance Gardens – this was the charge for the new electric pillar to reduce expenditure on generator hire in future.
- The total was at 58.71% of the budget which is about on target for this time of year. Members were reminded that the totals currently included the expense for works to the new pitch for Pembrey AFC which would eventually be covered by Section 106 money.

6. Update from the Parks Working Group

Members noted that the chair of this working group was not present and so an update was provided by a member, a written version would be shared with members in due course. Members noted that the group had not met recently and that the update contained information not agreed to by the group. It was queried whether or not the group had fulfilled its terms of reference and if so should it cease and leave officers to report on progress and request decisions from the committee as necessary.

Members **RESOLVED** unanimously to disband the Parks Working Group and for Officers to report on progress and make requests/recommendations as necessary.

RESOLUTION

7. Update on asset transfers

The Clerk/RFO updated members on the sale of Copperworks. The Solicitor had returned to work and had made a lot of progress. He had also spoken to the purchaser privately and both parties were pushing their solicitors to finalise quickly. The main remaining hold up was with the County Council on the question of Section 106 agreement and site plan.

Members discussed the existing resolutions passed by the Council that impacted on the sale of Copperworks, including the instruction to contact the Auditor General on questions of process and on setting a deadline.

The Clerk/RFO advised that based on the rate of progress recently the Committee should resolve not to impose a deadline for finalising the sale.

Regarding the question of process, the Clerk/RFO informed members that he had been in contact with the Council's auditor and asked them the question directly and he expected a response in due course. Because of the complex nature of the question he advised that it may take some time.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Mary Wenman that the Committee should resolve not to place a deadline on the sale of Copperworks. **RESOLVED.**

RESOLUTION

The Clerk/RFO informed members that the paperwork for the lease of Pembrey Memorial Hall was ready, and that it included details of the sub-lease agreement for the growing area. The solicitor was currently reading through it and he advised that he and staff would also assess the details to ensure that the Council was not left with any legacy costs due to that sub-lease.

In relation to the Station toilets, he informed members of his intention to ask the solicitor to prioritise this asset transfer next. This was because the vandalism taking place every weekend was resulting in increases to the cleaning costs every Monday.

Members discussed if any measures could be put in place to mitigate in the meantime. There was uncertainty if any additional CCTV coverage could be arranged.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman for the Clerk/RFO to contact the police and ask them to monitor the situation. **RESOLVED.**

ACTION: Clerk/RFO

8. Update on risk assessments.

The Clerk/RFO, CFS and Projects Manager had received their training on the new system and were working their way through the contents to tailor the forms to what the Council needed.

The CFS advised members that this item should be changed to “Update on health and safety” as it encompassed more than the current item allowed.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman, for the agenda item to be changed to “Update on health and safety”. **RESOLVED**.

RESOLUTION
Action: Deputy Town Clerk

9. Consideration of opening Council facilities

Members noted that this was a standing item and it would remain until covid restrictions were no longer in place.

It was noted that an email from the Town Band had been received on the 25th November relating to their returning to practice and measures they could put in place. The Clerk confirmed he had not replied as this item on the agenda would allow the Committee to discuss its response. He outlined some of the measures the Band would put in place if allowed to return to practice.

The CFS responded to a query to confirm that both parties had an obligation to ensure safety measures were being met and that the Town Council would remain responsible for ensuring Test, Trace and Protect practices were not only met but adhered to.

Members were **AGREED** for a response to be sent indicating that the Council could not yet allow them to return to practice in its facilities as it could not meet the safety requirements necessary.

ACTION: Clerk/RFO

Members were asked to note the request from the Bowls Club to allow them to use the Bowls Facility to allow them to prepare for the proposed meeting with the Council. They had indicated that they did not have the capability to meet via the internet.

Members noted that the current restrictions did not prevent the Council from hosting meetings to undertake its business provided mitigating measures were in place. Members were keen for the meeting about the future management of the facility and the Council’s ongoing relationship with the Bowls Club to take place as soon as possible.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman for the meeting with the Bowls Club to be arranged. **RESOLVED**

RESOLUTION
ACTION: Clerk/RFO

10. Consideration of request from Scott Burrell

Members noted the letter and its request to establish a park fitness club in the Memorial Park or elsewhere on Council land.

Members were very supportive of the idea of more outdoor exercise facilities and opportunities for the community. Discussion took place of a number of issues regarding potential locations a boot camp in the town. Members wanted more detailed information to assist in their decision.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that staff arrange a meeting with Mr Burrell, themselves and the Chair/Vice Chair of this Committee to discuss the idea and to make recommendations to the Committee in due course. **RESOLVED.**

ACTION: Deputy Town Clerk

11. Consideration of Kickstart scheme

Members noted the approach from the County Council on the Kickstart scheme. It would involve the Council hosting trainees for a maximum of 6 months. The trainees would be 16-21 year olds who had left school with no qualifications with the aim of providing them with training and experience in a sector. The County Council would vet the candidates and each one comes with a financial package to cover their training costs.

Members noted that the placements could be in area beyond the responsibilities of this Committee and so this was being looked at by each Committee. The CFS advised that in relation to maintenance, if the Committee were supportive of the scheme, April would be a good month to begin in the scheme, as there would be more and more varied work available, there would also be longer daylight hours for working in and the most of the work would be outside, which during the pandemic was essential.

In response to a query the CFS stated that the financial support for each candidate amounted to £1,500 and so the costs to the council would be limited.

Members were very supportive in the principal of the scheme and were aware that those taking part in the scheme would likely bring some challenges but that this would be beneficial for them and the Council.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the Committee was in favour of taking part in the scheme in principal, pending additional information to be reported on by staff, advising on costs and recommendations on numbers.

**RESOLUTION
ACTION: CFS**

12. Consideration of hiring a van

Members were advised that one of the Council van's had failed its MOT and was no longer in use. The CFS and Clerk/RFO had within their authority approved the hiring of a van until this Committee met to decide on the next course of action. They advised that a van was needed to undertake the maintenance work and to transport staff and tools around. Members were reminded that a new van was being purchased but that would not be until the next financial year.

Members queried if they had the authority to grant this permission and whether they had sufficient room in the budget to pay for the hire of the van. The Clerk/RFO confirmed that

they could authorise a payment from the vehicles budget which had room in it to cover the costs of £450 a month.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman to grant staff the authority to hire a van as required. **RESOLVED**

**RESOLUTION
ACTION: CFS**

13. Consideration of a polytunnel at Pembrey Hall

Members had been presented with a copy of a map giving three possible locations for the polytunnel at Pembrey Memorial Hall.

Members were keen to preserve the view across the lawn at the front of the building as much as possible and so the CFS recommended they proceed with option A which placed it in the triangular piece of land to the east of Pembrey Memorial Hall and north of the car park.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris to accept the recommendation. **RESOLVED.**

**RESOLUTION
ACTION: CFS**

14. To consider any referred matters (if any)

None had been referred.

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

None was raised.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman for the meeting to move to 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.

16. To confirm the confidential minute of the meetings held on Wednesday 4th November 2020

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

17. Matters arising.

None were raised.

18. To consider the Schedule of Accounts

Members noted the schedule.

19. To consider the Project Managers report

Members noted the report and thanked the Project Manager for his work.

20. Consideration of growing in house plants

Members discussed the recommendation.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman to accept the second option recommended. **RESOLVED.**

**RESOLUTION
ACTION: CFS**

21. Consideration of the Cemetery/Facilities Superintendent report

Members noted the report and thanks the CFS for his work.

Meeting ended at 7.56pm