

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

**6.30pm Wednesday 3<sup>rd</sup> March 2021**  
**6.30yh Dydd Mercher 3<sup>ydd</sup> Mawrth 2021**

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

**Present: Cllrs Robert John (Chair), Peter Freeman, Les George, 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 – minute taker)**

6.30pm – 7.45pm

**1. To receive apologies for absence.**

Apologies had been received from Cllr Lisa Mitchell.

Members expressed their sincere condolences to Cllr Lisa Mitchell following the news of the recent death of her father, especially given that her family had also been dealing with the death of her mother-in-law.

Cllr Robert John gave an apology to members and staff following comments he had made at the last Town Council meeting concerning legacy costs. He informed members that the CDO had graciously accepted his apology also. He stated that he now realised that his comments had not been appropriate and that he would repeat his apology at the next Ordinary Meeting so that all could be aware.

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

Cllr Les George declared an interest in any item linked to the harbour, due to being Chair of the Friends of Burry Port harbour.

**3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 3<sup>rd</sup> February 2021.**

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Michael Theodoulou that the minutes were an accurate record of the meeting. **RESOLVED**.

**4. To consider any matters arising from the minutes.**

Pg2 – re: scaffolding at Pembrey Memorial Hall

In response to a query the CFS stated that the scaffolding had been removed on completion of the temporary repairs to the roof.

Pg2 – re: cemetery gates

Members noted that the Cemetery Gates had been installed and expressed their delight at their design.

**5. To consider the budget monitoring report.**

The Clerk/RFO drew members attention to the few exceptions to note as follows:

Regarding the Places for Nature grant, £25,000 had been received and the remaining £25,000 would follow through in due course.

Regarding the payments for Pembrey football pitch, these would be covered by Section 106 funds and the Clerk/RFO was hoping that those funds would come through during this financial year.

The committee was over budget on its salary costs due to there being a different structure in effect to the one that had been budgeted for.

In relation to the Halls and Institute budget, the heating bill had been paid, which appeared to push it over budget, however its year-to-date figure was in line with expectations.

The large spend in Parks and Open Spaces was mostly due to £450 to remove a tree in Penybryn Park.

The Clerk/RFO advised that significant costs were due as there had been a large amount of work and therefore spending within many of the budgets since this report was created. The overall budget was at 86% which was £10,000 over budget however a large amount of that spending would be covered by the Section 106 money for Pembrey AFC pitch.

In response to a query the CFS stated that he had not prioritised repainting within the MUGA and toddler park as the weather conditions prevented sufficient drying time but that he hoped to start that work in April or May.

**6. Update on asset transfers.**

The Clerk/RFO informed members that the Copperworks sale was very close to finalising, and he was hoping for positive news soon.

Regarding the land at Pembrey Hall, the engagement letter with the solicitor had been signed.

Additionally for the land of the Pembrey Community Growing Association, a draft of the mirror lease agreement was being prepared, which the Clerk/RFO advised he and the CFS would be looking at closely to ensure the sections and terminology were appropriate before bringing to a future meeting for consideration.

In response to a query the Clerk/RFO confirmed that there had been no progress on the transfer of the Station Toilets.

**7. Update on health and safety.**

The CFS informed members that other than the securing of the two additional vans to facilitate work, he had not been able to do much with the system, however he was pleased with how the software was working.

In response to a query on progress in relation to assessing costs for making a switch to electric vehicles, the CFS stated that he had made a report to the Environment Act group which showed that the costs were very high. He believed this was down to the need for a suitable tow-hitch and capacity on the vehicles.

**8. Consideration of fees and charges for facility hire.**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the facilities for which prices had been previously agreed, be kept at the same level with no increase. **RESOLVED.**

**ACTION: Clerk/RFO**

Members had been presented with the proposed charges for the hire of the Bowls Facility building, which had been calculated on a per square metre basis. The CFS confirmed that it happened to work out at the same rates as the Senior Citizens Hall.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that the recommended prices be accepted. **RESOLVED.**

**ACTION: Clerk/RFO**

Members raised a query on progress with arranging a meeting with the Bowls Club. The Clerk/RFO confirmed that there had not been but that he and the CFS had been able to, through phone conversations with individual members of the Club, canvas their opinion and gather their views. The CFS was preparing a document that summarised that information which would be ready for the next Chairs meeting.

Members briefly discussed how they would go about promotion of the Council’s facilities once they were open for future use. Members noted the photographic resources available to them and the free promotion available via the website, social media and notice boards. It was queried whether the Council currently had sufficient expertise to run a successful promotion campaign, to which the Clerk reminded members that the marketing budget had been reduced by £5,500 and so they would be unable to purchase any external assistance for that.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman that a report be prepared on the past usage of the council’s facilities, for this Committee to assess in targeting its marketing. **RESOLVED.**

**ACTION: Clerk/RFO**

There was a request to investigate the number of vehicles using Pembrey Memorial Hall car park when the facility was closed.

**ACTION: CFS**

In light of the conversation regarding marketing, members noted that targeting missing services such as activities for young people should be their priority.

Members requested that the matter be referred to the Regeneration and Community Engagement Committee for further discussion.

**ACTION: ref to Regen**

**9. Consideration of fees and charges for Dolau Fan Cemetery.**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the fees and charges be kept at the same level. **RESOLVED**.

**ACTION: Clerk/RFO**

**10. Consideration of an email received from a local resident.**

Cllr Robert John **PROPOSED**, seconded by Cllr Les George that the CFS be tasked with assessing the land to see if there would be any benefits to the Council in taking it on. **RESOLVED**.

**ACTION: CFS**

**11. Consideration of a request for a bench.**

Members heard that a request from the family of the recently deceased Cllr Richard Adler to place a memorial bench somewhere at Pembrey Memorial Hall has been received.

Cllr Les George **PROPOSED**, seconded by Cllr Moira Thomas that the request be approved and the location to be decided by the CFS. **RESOLVED**.

**ACTION: CFS**

The Clerk/RFO reminded members that this would be in addition to their previously agreed decision to name a park and an item of play equipment after him. He stated that he would confirm in writing and over the phone that the above actions would be in accordance with the family's wishes.

**12. To consider any referred matters (if any).**

None were raised.

**13. Any other urgent business at the discretion of the Chair.**

None were raised.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris 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.

**14. To confirm the confidential minute of the meetings held on Wednesday 3<sup>rd</sup> February 2021.**

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

**15. Matters arising.**

None were raised.

**16. To consider the Schedule of Accounts.**

Members noted the schedule of accounts.

**17. To consider the Project Managers report.**

Members noted the report.

The Projects Manager was instructed to follow the tendering procedure for each separate contract.

**18. Consideration of the Cemetery/Facilities Superintendent report.**

Members noted the report of the CFS.

Members discussed the recommendation from the CFS regarding Cemetery opening times.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris for the opening times to be changed to 9am-4pm October to April and 9am-6pm April to September. **RESOLVED.**

**ACTION: CFS**

Members noted the Council’s new obligations under the new law to create a smoke-free Wales.

Members noted the request from the County Council regarding cleaning of the Station Toilets.

Cllr Michael Theodoulou **PROPOSED**, seconded by Moira Thomas to agree to the request on the terms put forward by the County Council. **RESOLVED.**

**ACTION: CFS**

Members discussed their concerns regarding inappropriate usage of the playgrounds during the night.

Cllr Les George **PROPOSED**, seconded by Cllr Mary Wenman that Dyfed Powys Police and British Transport Police be invited to attend a future Ordinary Meeting. **RESOLVED.**

**ACTION: Deputy Town Clerk**

Members discussed other issues of concern in the harbour area.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Michael Theodoulou that the matters discussed be raised at the next meeting of officers of Town and County Councils.

**RESOLVED.**

Meeting ended 7.48pm