

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 3rd November 2021
6.30yh Dydd Mercher 6^{ed} Tachwedd 2021

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

Present: Cllrs Robert John (Chair), Peter Freeman, John Hedley Jones, Karen Morris, Michael Theodoulou, Moira Thomas and Mary Wenman.

Absent: Cllrs Les George, Lisa Mitchell, Andrew Phillips and 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 (Administrative Assistant – minute taker)

6.30pm – 7.55pm

1. To receive apologies for absence.

None received.

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

Agenda item	Councillor	Interest
14	Karen Morris	Personal – is a member of the SOS@50 Cefn Sidan group
14	Moira Thomas	Personal – is a member of the SOS@50 Cefn Sidan group

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 6th October 2021 and the minutes of the Confidential meeting held on Wednesday 6th October 2021.

Members requested a correction in relation to the attendance listed for both documents.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr John Hedley Jones that provided the correction was made the minutes were an accurate record of the meeting of the 6th October. **RESOLVED.**

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that provided the correction was made the confidential minutes were an accurate record of the meeting of the 6th October. **RESOLVED**

4. To consider any matters arising from the minutes.

None were raised.

5. To consider the budget monitoring report.

Members noted the highlights of the report as follows:

- The income against toilets was not the usual SLA but was because of incremental cleaning which the County Council had asked for.
- There were small negative variances for electricity services in the Memorial Hall and Institute and in Pembrey Memorial Hall which were within the year to date budget.
- In Parks and Open Spaces, Remembrance Gardens - the negative variance was caused by the cost of the additional flag purchased.
- Also under Parks and Open Spaces, Pembrey Football Pitch, this was the legal costs for the transfer, however this would be offset by reimbursement now the S106 claim had been submitted.
- The Places for Nature work was similarly offset by income as it was grant funded work.
- Under Central Costs the expenditure on Planned/Cyclical Maintenance and General Maintenance was within the year to date budget.
- Under Vehicle Costs, the current month variance was caused by the purchase of a new van, which had been in budget. The Clerk/RFO reminded members that the hire of additional vans due to Covid measures would make this category over budget at the end of the year.
- Under Cleaning Contract the costs of the hire and cleaning of the harbour portaloos was being gathered.
- The expenditure on Major Projects was funded by the loan.

The overall figure for the budget was 53%, which is £13,000 over budget, however the grant funding and S106 funding will cover that.

Members noted that the income was reduced even against the revised lower budget set for this year.

6. To consider the schedule of accounts.

Members noted the schedule.

7. To consider the Project Managers report.

Members noted a verbal update to the report for information since it had been written.

Work to the rear of Burry Port Memorial Hall

The reinforced foundations had been poured but the contractor had to go deeper than expected to find load bearing soil which would lead to an increase in costs. They had also struck a large drainage pipe which had not been on the plans and so would incur a further additional cost.

Memorial Institute Upstairs

The building control plans had been submitted and the Structural Engineer was conducting investigation for the lift construction.

Pembrey Memorial Hall roof and heating system

These works were ongoing and had been mostly finished as far as the main entrance.

The Projects Manager wished members to discuss a matter in relation to decorating which would need to be taken in camera at the end of the meeting.

The heating system work had progressed and should be completed soon.

He asked members for permission to proceed with demolition of the flat roof over the kitchen without replacing it. Members **AGREED** unanimously for the Projects Manager to proceed with the works.

ACTION: Project Manager

Members discussed the need to reassess the major projects list in light of the way prices had risen, to ensure the work that was already started could be finished and that no work was started that could not be completed if funds were to run out. The Clerk/RFO and Projects Manager advised that the Committee should take a position early to maintain control.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr John Hedley Jones that officers should meet to discuss the approved projects list, give an educated assumption about some additional works that may arise and to present to this Committee some recommendations and options on how to proceed. **RESOLVED**.

ACTION: Projects Manager

8. Consideration of the Cemetery/Facilities Superintendent report.

Members noted the report and noted that the CFS had been contact with the police on item 4.4.

Members discussed the way the operational staff resource information was being presented and the impact illness could have on normal operations.

9. Update on asset transfers.

Members noted that the solicitor was working on the trusteeship as previously discussed. There had been no progress on the other assets being transferred, however the paperwork for the Station Toilets was with the County Council .

Members queried if the solicitor had a similar capacity issue as their previous one and if action was required, however the solicitor was working to the most recent instructions.

10. Update on fire regulations.

Members noted that most of the staff had completed their fire awareness courses and the next issue was to identify and appoint Fire Marshals for each facility.

11. Consideration of correspondence received from Dyfed Powys Police.

Members noted the correspondence and asked the CFS to monitor the situation highlighting the likely cause of false alarms.

12. Consideration of use of the bowls facility.

Members noted that this facility was now available to hire and Officers were suggesting the Shed and Beyond group be able to use the facility when the weather was inclement and that the Lighthouse Books be able to use the space also.

The Clerk/RFO reminded members that both initiatives were now under the Town Council umbrella.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Michael Theodoulou that the recommendation of the CFS be accepted and that as both initiatives are by the Town Council, there would be no charge placed for this use. **RESOLVED.**

ACTION: CFS

13. Consideration of grass cutting frequency.

Members discussed the matter noting their previous discussions and decisions and how this was being implemented by the CFS. some felt that they had a responsibility to provide staff with clear priorities. Many members were supportive of the current regime in place but felt that the intent of the Council should be clearly made to the public in the form of signage where appropriate.

Members **AGREED** that in readiness for next year the CFS design a cutting regime for the Committee to approve.

ACTION: CFS

14. Consideration of a request from a local organisation to place a bench in Pembrey.

Cllr Moira Thomas and Karen Morris declared a personal interest in this item.

Members heard that the SOS@50 Cefn Sidan group wished to use the funds it had raised to install a bench and a flagpole on a piece of land maintained by the Council in Maenor Helyg. The request was for the group to pay for the furniture if the Council agreed to install and maintain them. The Committee had previously agreed in principle to support this action in an area outside St Illtyd's Church but the location had since changed and so the item had been raised again.

Following a brief discussion, Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr John Hedley Jones that the request be approved.

In the ensuing vote, four members voted in favour, with one against and two abstentions.
RESOLVED.

ACTION: CFS

15. To consider the 2022/23 budget.

Members heard a report from the Clerk/RFO on his forecasting for the remainder of the year, highlighting the main points of interest to guide him when setting the 22/23 budget.

- The forecast showed the Committee coming in under budget, but this was primarily due to the timing of the Section 106 payment boosting the income.
- If that payment was taken out of consideration the budget would be circa £14,000 overbudget. However £12,000 of that was solely on the hire and cleaning of the harbourside toilets, which were an exceptional expense.
- Income has been reduced due to impact of Covid-19 however it did not seem unreasonable to be able to budget for a larger income for 22/23.
- Pay rises did not happen as expected but would need to be included in the budget for 22/23.
- This year's budget included a new vehicle, which would not be required in the next budget, this amount could be reallocated across other budgets for 22/23.

The Clerk/RFO asked for guidance on which terms he should generate a budget, eg RPI, flat.

Following discussion members **AGREED** for him to include the following considerations in his draft budget:

- Based on RPI increase
- Include best information on energy prices
- Include best information on salary increases
- Redistribute the vehicle budget.

ACTION: Clerk/RFO

He warned members that even with two scheduled meetings prior to their target date for completion in January, they may need an additional special meeting to agree the final budget.

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

Members requested information from Officers regarding Covid protocols at Council events. This was provided including the advice of the Covid Compliance Enforcement officer.

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

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that the meeting should proceed in camera. **RESOVLED.**

Members noted the report on prices from the Project Manager in relation to redecoration works at Pembrey Memorial Hall. Members advised the Projects Manager and Clerk/RFO ensure the Council's regulations are being met and to look at including this work in the Major Projects List.

ACTION: Clerk/RFO

Members requested he establish if there was a list of approved contractors for such works from the County Council.

ACTION: Projects Manager

Meeting ended 7.55pm

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