

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 4th November 2020

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

Present: Cllrs, Peter Freeman (Vice Chair), Les George, Robert John, Lisa Mitchell, 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)

6.30pm – 8.25pm

1. To receive apologies for absence

None had been received.

2. Appointment of Chair and Vice Chair

Cllr Bob John had reconsidered his position and after speaking to the Clerk will remain as Chair. All members agreed with his decision. **APPROVED**

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

Cllr Les George declared an interest in item 10 in respect of Friends of Burry Port Harbour group.

4. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 7th October 2020

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Karen Morris that the minutes be approved. **APPROVED**

5. To consider any matters arising from the minutes

Cllr David Owens updated members that a meeting had not yet taken place with the Bowls Club. It was suggested that Cllr Peter Freeman deputise for Cllr Robert John in this meeting. All members agreed. **APPROVED**

6. To consider the budget monitoring report

The report had been circulated before and the Clerk only reported variances. It was noted that some income had been received in respect of facilities.

The Clerk detailed the current month variances, and it was noted that the works that had taken place at Gerrans Gym could not be claimed through insurance.

All members were in favour of accepting the report.

7. Update from the Parks Working Group

Cllr Lisa Mitchell reported that the group will be meeting on the following Monday.

8. Update on asset transfers

The Clerk reported that he had contacted the Solicitor, but she is currently on compassionate leave. Further to a query raised at a previous meeting, it was confirmed that the completion date for a sale was a matter for the purchaser to decide and not the seller. The Solicitor has had trouble contacting officers at Carmarthenshire County Council due to home working. The Clerk has scheduled a follow up call for week commencing 9th November.

Action: Clerk

In respect of the sale of Copperworks Cllr Michael Theodoulou reported the discussion from the Major Projects Sub Committee which included the recommendation to contact the District Valuer. It was noted that the price agreed was higher than all the valuations. It was agreed that further discussion was needed on this, which would take place in camera later in the meeting.

9. Update on risk assessments

Paul Mann updated that he had recently spoken to Thomas Carroll and they would shortly be providing templates for officers to complete as well as training on a new system.

10. To consider items for discussion for the Marine Group meeting

The Chair informed members that he had questions to ask the Marine Group in respect of their response to a letter from the Friends of Burry Port Harbour. It was discussed that this meeting had been requested by the Town Council and as such there is a need to ensure that the meeting focussed on an update on progress. It was noted that the Friends of Burry Port Harbour are in touch with the Marine Group directly, demanding action and trying to hold both the Marine Group and Carmarthenshire County Council to account. If members have a particular issue with the Marine Group in respect of correspondence, it was suggested that they contact the Marine Group directly. The objective of this meeting should be to listen and, following the meeting, agree on further action the Town Council wish to take.

Cllr Andrew Phillips felt that there were several ecological issues that need to be taken up with Carmarthenshire County Council. Following discussion, it was agreed that any Councillor can ask reasonable, sensible questions following the presentation.

11. Consideration of Memorial Park perimeter, internal boundaries and trees

Cllr Mary Wenman raised concerns about the perimeter of the Memorial Park noting that there was no habitat for birds, no action had been taken in respect of the tree stumps and environmental issues are not been taken into account.

Cllr Michael Theodoulou informed members that One Voice Wales are looking to obtain clearer guidance on the 2015 Environment Act and how it applies to town and community councils. Prior to lockdown a group had begun identifying areas within the community where wildflowers could be planted. It is not only the Memorial Park that is covered by this, but a long-term plan is required to respond to the requirements of the Environment Act.

It was commented that the Rugby Club have the lease to the area and the Town Council cannot take any action unless permission is given. In previous discussions with the Rugby Club mention had been made of the tree stumps being turned into seats. Also, turning one area into a wildflower meadow, but this was required for additional training space.

Cllr Mike Theodoulou proposed, seconded by Cllr Karen Morris that a small working group be formed to investigate these issues and how the council responds to the Environment Act across all of its facilities. Members of the group would be Cllrs Mary Wenman, Moira Thomas, Lisa Mitchell, Karen Morris, Les George and Mike Theodoulou. It was also suggested that Cllr Bob Walpole be a member of this group, although not a member of this committee. Cllr David Owens will take this to the Finance, Governance and Personnel Committee meeting next week as Cllr Walpole is a member of this committee. All members agreed. **APPROVED**

12. Report from the Major Projects Sub Committee

Cllr David Owens reported on the meeting held on Monday. The terms of reference were developed and agreed which needed approval from this committee. Cllr Michael Theodoulou proposed, seconded by Cllr Mary Wenman that the terms of reference be agreed. All members were in favour. **APPROVED**

Cllr David Owens informed members of the top projects that members of the sub committee recommended for prioritisation, detailed below:

Structural repairs to rear of Memorial Hall
Fire safety works
Senior Citizens Hall new roof
Pembrey Memorial Hall new roof
Pembrey Memorial Hall and Memorial Institute replacement heating systems

It was proposed by Cllr Moira Thomas and seconded by Cllr Mary Wenman that this list be ratified and then referred to the Finance, Governance and Personnel Committee. All members agreed. **APPROVED**

13. To consider any referred matters (if any)

A request was made that when undertaking consultation in relation to parks etc can all members be consulted.

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

There was no urgent business.

Cllr Peter Freeman **PROPOSED** that the meeting move in camera, seconded by Cllr Karen Morris. **APPROVED**

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.

15. To confirm the confidential minute of the meetings held on Wednesday 7th October 2020

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

16. Matters arising

None were raised.

17. To consider the Schedule of Accounts

Items has previously been discussed under the budget monitoring report. Members noted the information.

18. To consider the Projects Managers report

The report had been circulated to members and was discussed.

18. Consideration of the Cemetery/Facilities Superintendent report

The report had previously been circulated and was discussed.

Meeting ended 8.25pm