

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 5th May 2021
6.30yh Dydd Mercher 5^{ed} Mai 2021

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

Present: Cllrs Peter Freeman (Vice Chair), Les George, Lisa Mitchell, Karen Morris, Andrew Phillips (arr. 6.46pm), Michael Theodoulou, Moira Thomas and Mary Wenman (arr. 6.33pm)

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

6.30pm – 8.22pm

1. To receive apologies for absence

Apologies had been received from Cllr Robert John.

Cllr Peter Freeman as Vice Chair would be chairing the meeting in his place.

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

Agenda item	Councillor	Interest
	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the project
	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project
	Les George	Personal – is the Chair of the Friends of Burry Port Harbour

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

Cllr Mary Wenman arrived 6.33pm

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

4. To consider any matters arising from the minutes

Re: Richard Adler memorial bench

Members noted that a meeting was being arranged with the family to discuss the location of the bench.

Re: tree stumps in the Memorial Park

The CFS reported that having received confirmation from Burry Port RFC that they had no objection he would begin planning for planting in and around the tree stumps.

Re: tree planting

The CFS was continuing to attempt to establish contact with the Coleg Sir Gâr at Gelli Aur in relation to tree planting.

Re: sponsorship for toilets

Members **AGREED** to assist the Clerk/RFO by drawing up a list of businesses to approach.

5. To consider the budget monitoring report.

The Clerk/RFO guided members through the report. Members noted that this was the report for the full 12 months, but year-end processing was not yet complete and so there may be adjustments before finalising the full accounts for submission to the auditor.

Income

Members noted that 3 items would be transferred into specific earmarked reserves at the end of the year, namely the S106 funding for the Pembrey AFC pitch and Trem y Mynydd park.

Expenses

Members noted that although a number of budgets were over target, each payment had been approved by the Committee with referral and further approval to the Finance, Governance and Personnel Committee where necessary. Some of the items were also partially covered by grant funding.

Cllr Andrew Phillips arrived 6.46pm

The overall picture showed the budget was 8% over but that this figure would be adjusted as the year-end processes are concluded. The Clerk/RFO reminded members that each of the works and payments that had caused this situation met the legal requirements for approval by the Council. In closing he added that a huge body of necessary works had been completed as a result.

6. Update on asset transfers

Copperworks

The Clerk/RFO stated that the solicitor had advised that the sale had not been completed yet but that an additional document had been required by the purchasing solicitor. Members noted the time limit they had placed on the sale.

Pembrey Lease

Members noted that he expected some movement on the clarifications from the County Council regarding the ability to sub-lease in particular regarding the Pembrey Community Growing Association.

7. Update on health and safety

Members noted that progress was being made on compiling the necessary documentation.

8. To consider any referred matters (if any)

Members noted that the Major Projects sub-committee had met earlier in the day and had set a priority list for approval by this Committee following the news that the Council had been approved to borrow £350,000 from the Public Works Loan Board.

rank	Description	Costs
1	Completion of Fire Safety Works	22,000.00
2a	Structural repairs to Memorial Hall	120,000.00
2b	New Roof to Pembrey Hall	75,000.00
3a	Replacement Heating System to Pembrey Hall	50,000.00
3b	Replacement Kitchen to Pembrey Hall	8,000.00
4	Install coin-operated doors to Station toilets	25,000.00
5	Upgrade to electricity supply in Memorial Gardens	4,000.00
	Total cost	£304,000.00

Members discussed the list and noted that a separate recommendation had been sent to the Finance, Governance and Personnel Committee on the phasing of the drawing down of funds based on the above list.

Members noted their legal responsibility on ensuring the Fire Regulations were met and **AGREED** for this to be made an agenda item until the point the safety works had been completed.

ACTION Deputy Town Clerk

Members noted that there had been insufficient time for a written report on this.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Lisa Mitchell that the Committee accept the recommendations made above and to recommend them to the Ordinary Meeting of the Council for approval, provided a written report of the detail be circulated to members and that Officers have approval to begin works immediately. **RESOLVED**.

ACTION: ref to TC

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

None were raised.

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

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.

No separate in camera minute produced.

10. To confirm the confidential minute of the meetings held on Wednesday 7th April 2021

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

11. Matters arising

None were raised.

12. To consider the Schedule of Accounts

Members noted the contents of the schedule.

13. To consider a request from Lighthouse Church

Members had received a copy of the request in advance of the meeting.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman that the request be approved as it was consistent with the Council's published rates. **RESOLVED**.

ACTION: CDO

Members noted the potential limitations of use imposed by the forthcoming works and **AGREED** for the Projects Manager to liaise with the Church to establish their requirements and to keep them informed of the limitations of use.

ACTION: Projects Manager

14. To consider the Project Managers report

Members noted the report.

15. Consideration of the Cemetery/Facilities Superintendent report

Members noted the report.

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Mary Wenman to approve the request from the CFS for the purchase of a toilet roll holder security bracket for the Station Toilets. **RESOLVED**.

ACTION: CFS

Members requested that consideration be given for including CCTV at the station toilets prior to the next budget setting.

ACTION: CFS

Cllr Les George left the meeting 8pm

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Mary Wenman that the Committee accept the second option regarding the hiring of vehicles. **RESOLVED.**

ACTION: CFS

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas to refer to the Regeneration and Community Engagement Committee the issue of replacing hanging basket poles. **RESOLVED.**

ACTION: Ref to Regen

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Mary Wenman that, subject to meeting Welsh Government guidelines the Council would reopen its facilities for hire by the public. **RESOLVED.**

ACTION: CFS

Members discussed the impact this had on its own meetings and **AGREED** for the Clerk/RFO to prepare a report for the next meeting.

ACTION: Clerk/RFO

Members discussed litter and bin provision and noted the request from the CFS to wait until he received potential costs for providing weekend cover.

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Michael Theodoulou that a voluntary scheme be set up to assist with tackling litter in the community. **RESOLVED.**

ACTION: CDO

Members discussed the frequency of grass cutting by the Council. Cllr Mary Wenman **PROPOSED**, seconded by Cllr Moira Thomas that the Council cut its grass at one month intervals. **RESOLVED.**

ACTION: CFS

Cllr Michael Theodoulou stated his abstention in the above vote.

The CDO raised a request from the Town Band regarding use of Burry Port Memorial Hall for practices.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that the Town Band be allowed to hire the hall at the published rates, subject to applicable discounts, and invite them to apply for financial grant assistance via the Regeneration and Community Engagement Committee. **RESOLVED.**

ACTION: CDO

Meeting ended 8.22pm