

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

**6.30pm Wednesday 7<sup>th</sup> July 2021**  
**6.30yh Dydd Mercher 7<sup>fed</sup> Gorffennaf 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, John Hedley Jones, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas, Karen Trimble and Mary Wenman.**

**Non-members present: Cllr Sharon Thomas.**

**Apologies: Cllr Lisa Mitchell.**

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

6.30pm – 8pm

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

Apologies had been received from Cllr Lisa Mitchell.

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

<b>Agenda item</b>	<b>Councillor</b>	<b>Interest</b>
9	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the Food Forward project
9	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project
10	Peter Freeman	Personal – is a member of the PCGA
13	Robert John	Personal – is the Chair of Burry Port Opera
14	John Hedley Jones	Personal – is related to an officer of the Town Band

**3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 2<sup>nd</sup> June 2021.**

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

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

Re: Grass cutting at Seaview Tce

In response to a query the CFS stated that he had requested the licence to do the cutting but had not received a notice regarding a decision as yet. He was also awaiting confirmation of when the annual cut by the County had been scheduled for.

Members discussed the cutting regime in other parts of Carmarthenshire, noting that additional cuts to the annual cut, were funded from a different department which wouldn't cover Pembrey and Burry Port.

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

In response to a query on Footway lighting, the Clerk/RFO stated he believed that it was a single annual payment and that it would therefore be under budget.

The Clerk/RFO also confirmed that the cleaning costs were high because of cleaning the harbourside toilets.

Members discussed the rates payment for the Copperworks building, noting that the rates holiday was not being extended to the year 2021-22.

The Clerk/RFO summarised the overall picture that at two months in the total budget stood at 17.7% spent making it marginally overbudget. However, it included spend on grant funded areas meaning the overall picture was very close to the target spending.

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

Members noted the information.

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

Members received an update from the Major Projects Sub-Committee which had met earlier in the day as it impacted the information from the Project Managers report.

The Clerk/RFO stated that he had asked the Sub-Committee to discuss and recommend a course of action to counteract the material price increases and the impact of the current decision-making process. It was noted that at present the Sub-Committee had to report to this Committee and the Finance, Governance and Personnel Committee before final approval was given at the Town Council meeting. This could cause a four-week delay or longer which was resulting in significant increases in the costs incurred. The Projects Manager stated that all contractors and suppliers he was dealing with were unable to hold their prices for long, highlighting that timber prices had increased 100% in the last year and that a further increase was expected soon.

Members heard that the group had noted they were a Sub-Committee of this Committee and that the Financial Regulations allowed them to be delegated the authority by its parent Committee, to have control of the expenditure of up to 80% of budgets within their remit.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Andrew Phillips that the Major Projects Sub-Committee be granted the delegated authority to spend up to 80% of the Capital Works

Budget on projects that had been approved by the Facilities and Assets Committee in accordance with item 4.3 in the Council's Financial Regulations. **RESOVLED.**

**RESOLUTION**

Members discussed a suggestion by the Projects Manager to alter the project plan for providing new toilets on the harbourside. At present the approved project was to seek to build a new toilet block. However, the Projects Manager suggested that a customised portacabin to provide facilities for everyone could be purchased and fitted for a quarter of the project costs. He stated that the unit could then be sold on at a future date to recoup some of the costs. Members noted information regarding potential sources of funding for building a permanent toilet block in the future. It was noted that by making this change it would create a saving in the project budget which would enable the Council to absorb more of the material cost increases without limiting delivery.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr John Hedley Jones to approve the change to the project plan from building a new toilet block at the harbour to providing toilet facilities at the harbour in the form of a portacabin. **RESOVLED.**

**ACTION: Projects Manager**

Members commented that the Council could have also avoided the project cost increases by securing the loan earlier having agreed it in 2018 and further avoided more disruption to the community by then undertaking the work during 2020.

Members noted the implications of the altered relationship with the Major Projects Sub-Committee, regarding the reporting structure.

Members noted a request from the Project Manager to accept the increased costs related to the works to the rear of Burry Port Memorial Hall, due to materials price increases.

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Andrew Phillips to accept the increased project costs. **RESOLVED.**

**ACTION: Projects Manager**

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

Members noted the report but had no questions.

The CFS informed members of a request to licence premises from the Bowls Club which had been received since issuing this report. He stated he would provide a report on licensing and Council facilities for them to consider at the next meeting.

Members requested the report include detail on management and delivery options as well as the legal implications for the Council and Councillors.

**ACTION: CFS**

**9. Consideration of continued use of Senior Citizens Hall by the Food Forward project.**

Members noted that there had been no change to the guidance from the Welsh Government and that there had been insufficient interest in hiring the space for the allowed number of users.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Moira Thomas that the project be allowed to remain in the Senior Citizens Hall. **RESOLVED**.

**RESOLUTION**

Cllrs Michael Theodoulou and Peter Freeman restated their declarations and abstained during the above vote.

**10. Update on asset transfers.**

The Clerk/RFO **AGREED** to provide members with a breakdown of the costs associated with the sale of the Copperworks building.

**ACTION: Clerk/RFO**

The Clerk/RFO updated members on the transfer of land for the Pembrey Community Growing Association.

Cllr Peter Freeman declared an interest as a member of the PCGA.

Members noted that the expression of interest for the transfer of the Station toilets would be submitted soon.

**11. Update on health and safety.**

Members noted that the CFS had nothing to report.

Members asked the CFS to provide the fire officer with an update on progress.

**ACTION: CFS**

**12. Update on fire regulations.**

Members noted the report.

**13. Consideration of Licence to Occupy agreements for facility users.**

Cllr Robert John declared an interest as the Chair of Burry Port Opera.

Members discussed the requirement to provide their own insurance for hirers. The CFS clarified the exemptions and applications to the requirement. Members requested that staff enquire with the Council's insurers what the Council is covered for so that they could have clarity on the limits of this agreement.

**ACTION: CFS**

Members discussed the implications for long term commercial hirers and the need to include a clause that the rental prices will increase by a minimum of RPI every year.

**ACTION: CFS**

**14. Consideration of Town Band proposal.**

Cllr John Hedley Jones restated his declared interest.

The CFS had prepared this report following meetings with the Town Band. Members were reminded of the in principle agreement to provide the Town Band with assistance in the form of land to build a new dedicated building for their practice rooms. Members were reminded of the requirements and limitations they had imposed following on from that agreement.

Members discussed the matter, with particular focus on the potential site at Pembrey Memorial Hall.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that the Council proceed with discussions with the Town Band based on the development taking place at Pembrey Memorial Hall.

In the ensuing vote, 5 members voted in favour with 4 against and 2 abstentions. It was therefore **RESOLVED** in favour.

**RESOLUTION**

**15. Consideration of the Facilities and Assets Committee contribution to the Council Strategy.**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the Committee should call a special meeting to discuss this topic. **RESOLVED**.

**ACTION: Deputy Clerk**

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

None had been referred.

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

None was raised.

Meeting ended 8pm