

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

**Wednesday 13<sup>th</sup> August 2020**  
**Dydd Mercher 13<sup>eg</sup> Awst 2020**

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

**Present: Cllrs Robert John (Chair), Peter Freeman (Vice Chair), Les George, Lisa Mitchell, Karen Morris, Michael Theodoulou, Moira Thomas and Mary Wenman.**

**Non-members present: Cllrs John Hedley Jones and David Owens**

**In attendance: Huw Thomas (Clerk and Responsible Finance Officer) and Kevin Williams (Projects Manager).**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Burry Port 10am –12.12pm)**

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

Apologies had been received from Cllr Andrew Phillips

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

Cllr Les George declared an interest on any item related to the harbour area as he is the Chair of the Friends of Burry Port Harbour.

**3. To consider specific details on the four playground/park sites nominated for the Places for Nature grant and regeneration of those sites as agreed by the Town Council**

Members agreed to consider the specific details in camera while the grant decision was not yet public.

Members heard a report from the Task and Finish group who had looked at each of the playground sites owned by the Town Council while considering the specific details to be discussed in Camera. They recommended that a budget of around £15,000 would be needed per park to make the spaces useful for the community, but that a level of public consultation would be needed.

Cllr Michael Theodoulou **PROPOSED** and was seconded by Cllr Peter Freeman, that the Committee accept the report and note the recommendation to account for the necessary parks works during budget setting.

Members **RESOLVED** unanimously in favour.

**Action: Clerk and RFO**

**4. Consideration of available space at the Bowls Club**

Members were informed that a meeting had taken place earlier in the week, between the Bowls Club and representatives of the Town Council. The consensus of the meeting was that the Club, being unable to meet to play due to the current circumstances, they effectively had no membership. As the agreement was for the Council to receive the Clubs fees from said membership, there was no funds to transfer. The meeting had also strongly suggested that the Council and Club need to reassess their ongoing agreements as part of the budget setting in October, and to include decisions on maintenance issues, with the advice of the CFS.

Members again noted that the Clubs membership had significantly reduced from the original 40 when the agreement was established, due to a rift between the current group running the club and their women’s section. Members had previously expressed their concerns regarding the ability of the Club to grow and thrive if their current systems prevailed, but also that this could result in the Council having to pay for more with each passing year.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Michael Theodoulou for the CFS and RFO to make a report relating to the future maintenance needed, and the financial needs of the arrangement for the Committee to consider during its budget setting in October.

Members **RESOLVED** unanimously in favour.

**ACTION: CFS**

The Clerk and RFO reminded members that their budget setting in October would also need to consider the rental income potentials from the building itself as it was a Council asset.

**Cllr Mary Wenman joined the meeting at 10.22am**

**5. To consider budget revision.**

Members **AGREED** that it would be beneficial to consider item 6 in advance of this item as the decisions would be related.

**6. To consider the priorities of the Facilities and Assets Committee**

Members noted the need to make a distinction between those works which would be considered capital works, from those considered ongoing maintenance works, during this process. This would prevent confusion about from where the funds to do the work would come from.

Discussions began by looking at the findings and recommendations of the Task & Finish Group report on the upstairs room of the Memorial Institute. Its unanimous recommendation was for the improvement works to continue but without a decision on its final intended use, as the current situation was very dynamic, making it hard to know with certainty which use would provide more benefit to the community,

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman for the report and its recommendations to be accepted by the Committee.

Members **RESOLVED** unanimously in favour.

**ACTION: Projects Manager**

Members noted that there was a slight delay to the works to the rear of the Memorial Hall following the discovery of a culvert which necessitated an adjustment to the plans and bill of quantities, followed by necessary reconsideration by the Planning Department with the County Council.

Members were informed that other than a small number of minor items related to fire prevention works, the works were almost complete, although no timescale could be ascertained in the absence of the CFS.

Members noted that they would need to work with the Clerk to establish a decision framework or process relating to the projects the Council undertook, so it was clear who had overall oversight.

In relation to budget revision, members began with looking at income. They had set an overall income budget target of £57,000 and were informed that the RFO recommended that following his thorough assessment, the budget be reduced by £35,000 to £22,000.

Members noted that although there would be some grants available from the Welsh Government to cover income shortfall, there was no announcement of the application methodology yet and there was uncertainty as to the strength of the Council's case should it apply.

Members next discussed any necessary reduction in expenditure. The Clerk stated that because of the way the Council managed its facilities, with a lot of tasks being undertaken in house, the only area where expenditure would be reduced, would be a minor reduction in utility costs.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Lisa Mitchell for the Task & Finish Group to reconvene to look at each of the work projects to provide recommendations.

Members **RESOLVED** unanimously in favour.

**ACTION: Cllr Lisa Mitchell to arrange meeting**

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

There were none.

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

Members discussed the harbour playground noting that it was being left in a poor state with overflowing bins and broken glass in the area. There was some speculation that young people were using the area late at night which may be the cause of some of the problem. They requested that the CFS and Clerk review the current procedure and take action to ensure a

suitable standard was met. Information on the cost implications of increasing the maintenance and cleaning visits was also requested, in relation to all of the parks the Council owned. Members noted that there was a forthcoming meeting with the PCSO's which all were welcome to attend where night-time use of playgrounds and monitoring would be discussed.

Cllr Les George **PROPOSED**, seconded by Cllr Moira Thomas for the Council to seek to place an additional bin the harbour playground.

Members **RESOLVED** unanimously to the proposal.

**ACTION: CFS**

Members also wished to raise with the PCSO's the matter of drug taking in the Memorial Park, but were reminded that if they had concerns to contact 101 in the first instance.

Cllr Michael Theodoulou **PROPOSED**, second by Cllr Karen Morris that the meeting move in camera.

Members **RESOLVED** unanimously to the proposal.

*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.

Members discussed the provision of toilets in the harbour area.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Lisa Mitchell for the Council to pay to place temporary toilet on the east side of the harbour for a 6-week period and for the commission of an independent report on solutions to toilet provision in the long term.

Members **RESOLVED** unanimously in favour.

**ACTION: Projects Manager**

Members heard a draft of a press release. Some suggested alterations were discussed and a final version agreed. Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris for the Clerk to send a letter to the Chief Executive of the County Council and other executive members on the matter, and for a press release to be made.

Members **RESOLVED** unanimously in favour.

**ACTION: Clerk**

Cllr Les George **PROPOSED**, seconded by Cllr Mary Wenman a vote of thanks to the owners of Crazy Crepes for making their toilet facilities available to the public early.

Members **RESOLVED** unanimously in favour.

**ACTION: Clerk**

Members discussed the specific detail of the report from item 3.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris for the Clerk to produce a report on the delivery of the projects.

Members **RESOLVED** unanimously in favour.

**ACTION: Clerk**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman which temporary toilet company to use.

In the ensuing vote 6 members voted in favour with 0 against and 2 abstentions.

**ACTION: Clerk and RFO**

Meeting ended 12.12pm