

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

12noon Wednesday 25th November 2020
Canol dydd Dydd Mercher 25^{ain} Tachwedd 2020

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

Present: Cllrs Peter Freeman (Vice Chair), Lisa Mitchell, Karen Morris, Michael Theodoulou, Moira Thomas and Mary Wenman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Paul Mann (Cemetery and Facilities Superintendent) and Kevin Williams (Projects Manager)

Minute taker: Ed Davies (Administrative Assistant)

Absent: Cllrs Les George, David Owens and Andrew Phillips

12noon – 12.50pm

1. To receive apologies for absence

Cllr Robert John had sent his apologies.

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

None were declared.

3. Consideration of the 2021/22 budget

Members had received a draft costings budget from the CFS prior to the meeting. It contained an itemised list of equipment and materials to facilitate ongoing maintenance and general works. It included columns showing a forecast for spending over the next 5 years to show where expenditure would be needed in future years, not only in the coming budget. The purpose of the document was to act as a springboard for what should be consolidated into the main budget for discussion and confirmation at the next meeting. It had been produced in consort with the Clerk/RFO and the Projects Manager.

Members considered only the items in the list which had an expenditure set in for 2021/22 as follows:

- 1) New vehicle – a replacement was needed to transport staff and materials to do their work as one of the current fleet had failed its MOT and would be more cost effective to replace than repair.
- 2) Tower scaffolding – would allow staff to undertake some additional tasks they currently had to use a contractor for or hire equipment to do.
- 3) Ride on mower – current equipment was old and needed replacing

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- 4) Hand mower - current equipment was old and needed replacing
- 5) Strimmer - current equipment was old and needed replacing
- 6) Hedge cutter - current equipment was old and needed replacing
- 7) Blower - current equipment was old and needed replacing
- 8) Ground work tools - current equipment was old and needed replacing
- 9) Maintenance tools - current equipment was old and needed replacing
- 10) Burry Port Memorial Institute – some money would need to be set aside for cyclical maintenance and to purchase the memorial board.
- 11) Cemetery (including Chapel and welfare) – there would need to be some money available to tackle some drainage issues in the cemetery, to set some posts to prevent verge-side parking, to make improvements to the ashes scattering area and for top soil and seed to top up settling graves.
- 12) Pembrey Memorial Hall – there would need to be some work on a section of the sewer system, to demolish a wall and rebuild a manhole cover, to replace rotten and broken dormer windows, to fix a defective element of the fire alarm system and to provide a DDA ramp in the foyer.
- 13) Copperworks – a budget for widening the access gate would be needed.
- 14) Bowls facility – a budget for repairing walls, green maintenance and for tools and machinery.
- 15) Play areas – Memorial Park playground had some repairs needed to its playing surface and the MUGA needed some panels replacing.

Members discussed that this list didn't include previously considered works to Maes y Capel play area. The CFS agreed to look and find out information on that and take action as necessary.

- 16) Tree work – there were a number of areas maintained by the Council that had trees and a budget for their maintenance was necessary.
- 17) Pembrey Community Growing Facility – with the anticipated transfer of this asset there would need to a budget to allow ongoing maintenance.

Cllr Peter Freeman declared an interest in this as he held a plot with the Growing Association.

- 18) Staff – there would need to be an increase to this budget to accommodate the provision of PPE and uniform to the additional member of staff and for 2 training courses per year per staff member.
- 19) Seasonal workers – members were asked to consider the burden on the maintenance team when asked to provide assistance and work on Council events and projects. If they were to continue to provide this assistance, then the impact on regular delivery of maintenance needed addressing. The CFS gave estimated figures for providing additional seasonal workforce to keep on top of general tasks to facilitate the above or for contractors to undertake the same tasks.

Following discussion members felt that this issue needed addressing by the Regeneration and Community Engagement Committee as it was appropriate for the full costs of their events to be collected in their budget. Members **AGREED** to refer that matter to them for consideration.

ACTION: Ref to Regen

Members also **AGREED** to defer their decision on how to proceed on this matter until their next meeting.

ACTION: Defer to Facilities

20) Plant production products – members noted that to provide flowers for display using the anticipated polytunnel, they would need a budget to set that up. In its first year it would be about half its expected output and so needed fewer resources.

The Clerk/RFO advised members that if they approved the CFS request they would work to consolidate the above amounts into existing budgets and so some of these costs would appear differently in the draft budget for consideration next week.

Members discussed the above and noted the excellent start it gave them in setting the draft budget. It was noted that implementing cyclical budgeting would prevent high. Members were **AGREED** for the officers to use this document to produce a consolidated budget which would incorporate all of the cyclical budget elements, ongoing utility and rate payments and other costs for their consideration at the next meeting.

ACTION: Clerk/RFO

Meeting ended at 12.50pm