

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 6th November 2019

Present: Cllrs Richard Adler, Linda Edwards, Karen Morris, Robert John, Lisa Mitchell (arrived 6.40pm), David Owens, Michael Theodoulou and Moira Thomas

Non-voting members present: Cllr Mary Wenman

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

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.40pm)

1. To note appointment of new Chair

Members noted the decision taken at the Town Council meeting on 16th October for rationalisation of the Committee Structure which included the appointment of Cllr Robert John as Chair of the Facilities and Assets Committee.

2. Appointment of Vice Chair

Members agreed to the recommendation that Cllr Peter Freeman be appointed Vice Chair.

3. To receive apologies for absence

Apologies had been received from Cllrs Peter Freeman and John James who were attending the Ysgol Glan y Môr presentation evening.

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

None were made


5. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 2nd October 2019

Cllr Moira Thomas requested a correction.

Cllr Robert John **PROPOSED** that they be accepted as an accurate record of the meeting, seconded by Cllr Michael Theodoulou.

Cllr David Owens abstained from voting as he was not present for the meeting in question.

The minutes of the Facilities and Assets Committee meeting held on Wednesday 2nd October 2019 had been received by all members in advance of the meeting and the Committee

04/12/19 Chair/Cadeirydd.. 

RESOLVED that they be accepted as accurate with 6 voting in favour, 1 in abstention and 0 against.

ACTION: Admin Assist

6. To consider any matters arising from the minutes

Pg7 item 14 – re: tree planting

Members heard that the WRU had confirmed that their advice was for trees not to be planted within a 6m perimeter of playing surfaces.

7. To consider the budget monitoring report

Copies of the report had been distributed in advance of the meeting. The RFO guided members through its' contents.

He stated that many of the items would by now be familiar, including that income was doing very well and was well ahead of targets

Cllr Lisa Mitchell arrived 6.40pm

The RFO highlighted that he had raised the discrepancy of the rates charge for the Copperworks building as the Town Council had received assurances from the relevant department at Carmarthenshire County Council it would not be charged the full amount, only that which had been budgeted for, it was therefore possible that this may be corrected.

The additional spend for the harbour playground had been previously noted, but the RFO reminded members that the additional spend and virement had an impact on the totals and percentages that should be remembered when considered the report.

8. Consideration of correspondence previously circulated to members

None.

9. Consideration of the Cemetery/Facilities Superintendent report

Copies of the report had been distributed in advance of the meeting and the CFS guided members through its contents.

In relation to headstone safety testing, members noted that one round of testing had been undertaken on a third of the headstones as part of a rolling program, but that the Superintendent was qualified to do this work and it could now be undertaken in house. Members **AGREED** to refer the matter to the Burials Sub-Committee for consideration at their next meeting

ACTION: Ref to Burials Sub-Cmte

In relation to a request for weed supressing matting and ornamental gravel at Friendship Square, members **AGREED** to the CFS suggestion to use surplus material for work at the cemetery that was already budgeted for.

ACTION: CFS

In relation to Maintenance Operatives setting up the Halls for hirer's, members noted that it was currently taking a minimum of 1 hour a day for 2 members of staff to meet those requirements. It was noted that a few incidents where the Halls had not been set up correctly or at all recently, while considering that a new process was being established with solutions being trialled, and that issues would arise while a working system was established. It was noted that a more permanent solution may be found in setting a budget to replace tables and chairs in next year's budget.

10. Consideration of office space requirements short and long term

The CFS had included in his report information on this topic which listed the options currently available. Members noted that the suggestions for re-purposing the side rooms of the Memorial Hall or the Senior Citizen's Hall as office space were unlikely to be workable options. It was also noted that the construction firms had advised that it would not be suitable for any partial or occasional occupancy within the building during the works as it would be a building site. Therefore, a workable solution for the current tenants of the building as well as the Town Council Office would need to be put in place, to which end the Cylch Meithrin had already been consulted to establish their priorities.

Carmarthenshire County Council had been approached to establish whether or not it would be feasible to hire and make use of the former school site for Ysgol Parc y Tywyn on a short term basis, and a final response was awaited. Any decision would be subject to a survey and report.

Cllr Robert John declared an interest as a member of the Burry Port Opera Society as they rented rooms in Burry Port Memorial Hall for storage.

Due to the potential complexity of this and the other projects programmed in, Cllr Michael Theodoulou **PROPOSED** that a Projects Sub-Committee be established to help coordinate with staff and for it to have no more than 3 Councillors as members, seconded by Cllr Richard Adler.

The proposal was **AGREED** unanimously by the Committee with the following provisional membership, Cllrs Robert John, David Owens and Michael Theodoulou with the following staff in attendance, Acting Clerk and RFO, CFS and Projects Manager.

ACTION: Assist. Town Clerk

All Facilities and Assets Committee members were to be informed of the location and time of any meetings and membership was open to adjustment.

11. Consideration of training for staff and Councillors

Members **AGREED** that staff training should be the priority over Councillor training at present, to ensure they can effectively deliver what the Council decides.

ACTION: All Staff

12. To receive a report on meetings of the Chairs Committee

Members were informed that the Chairs had met on several occasions recently but only to deal with matters for discussion in camera and so this agenda item would be taken then.

13. To receive a report from the Chair of the Burial Sub Committee

Members heard that a meeting had taken place which had included a site visit to the cemetery where they had discussed what works were possible, with some previous concerns already being addressed by staff.

The BACAS system had been backdated to 2016 already with a detailed update to come at the next Sub-Committee meeting on Tuesday 12th November 2019.

Members were asked to note the resignation letter of Cllr Shirley Matthews who was currently the Chair of the Burial Sub Committee. This would be addressed at the next meeting of the Sub-Committee with the suggestion that the Vice Chair take on the role.

14. To receive a report from the Parks Working Group

Members were informed that the report they had previously heard had been taken to the Resilience Community Forum who had made their input, during and following a site visit to each park. Input had also been sought from those contributing to the youth forums who had expressed interest in being involved in plans for those parks being developed. The group wished to try and move forward with the plans for at least one park to demonstrate the Council's commitment to the community. Members noted that 250 free fruit trees had been secured from the Woodland Trust for some of the parks.

The CFS had produced a report assessing the play equipment in every park, giving a priority level and cost of repair, as requested at the previous Town Council meeting. This report had been distributed to the Facilities and Assets Committee in advance of the meeting.

Following a lengthy discussion, covering a variety of issues in relation to repair of play equipment and longer term planning for the parks, members **AGREED** unanimously that the priority was for staff to target the items of equipment listed as urgent in the CFS report and aim to mitigate the risk in the speediest and most cost effective manner using their judgement, either through repair or removal as necessary.

ACTION: CFS

Members also **AGREED** unanimously for Cllrs Lisa Mitchell and Mary Wenman to meet with senior staff to discuss the ongoing program in relation to the Parks.

ACTION: Acting Clerk

15. Update on asset transfers

Members received the following updates:

- **Pembrey Memorial Hall** – Members noted that the Solicitor had discovered that the lease agreement for the Hall had not been finalised which would prevent the Town Council accessing Section 106 funds.

- **Pembrey Football Club** – the agreement was due to be signed by Monday 11th November.
- **Copperworks** – It was hoped this would be finalised by the end of the month

16. Consideration of asset transfer of/installation of coin operated system at Station toilets

Members heard that the Toilet Strategy Working Group had met once so far and that a detailed report was included in the Project Managers in camera report.

They recommended that the Council deal with the issue based on the current or recent provision as follows:

Station toilets

The Acting Clerk had approached Carmarthenshire County Council, about possible short term financial support if the Town Council were to take on this facility but this was refused.

West Harbour toilets

The Council should speak to the company who were taking on the facility to run as a café with attached toilets to ensure there is suitable provision for the public.

East Harbour toilets

The Council should speak to the Marine Group to support provision of public toilets.

Members noted the County Council offer of land at the East harbour to build a new facility did not include any contribution to the £50,000-£80,000 necessary to construct the building or run the facility.

Cllr Michael Theodoulou **PROPOSED** that the recommendations be accepted, seconded by Cllr Lisa Mitchell.

In the ensuing vote 8 members voted in favour with 0 against and 0 in abstention. The proposal was therefore **AGREED**.

ACTION: Acting Clerk

Members stated their disappointment at the lack of support from Carmarthenshire County Council in ensuring sufficient provision of public toilets in Burry Port given their recent investment in new facilities for Pembrey Country Park.

17. Consideration of communications received from Cllr Mary Wenman

Members noted that the issues raised in the communications had been discussed under item 14.

18. To receive a report from Cllr Richard Adler following attendance at Police Headquarters re CCTV in Burry Port

A report from the meeting was distributed to all members.



Cllr Lisa Mitchell left the meeting at 7.50pm

Members were informed of the capabilities of the new CCTV system that was being installed in Burry Port. Members noted that the CCTV project was coinciding with a re-distribution of other police resources and that a new Community Policing Sergeant was in place in Burry Port.

Members **AGREED** unanimously to refer to the Chairs Committee the need to invite the new Community Policing Sergeant for Burry Port to speak with the Council.

ACTION: Acting Clerk

Cllr Michael Theodoulou **PROPOSED** that the CDO be asked to draft a press release welcoming the new police CCTV, including a comment from the Community Forum leader and that the post should include location information for the new cameras, seconded by Cllr David Owens.

In the ensuing vote 7 members voted in favour with 0 against and 0 abstentions, it was therefore **RESOLVED** to prepare a press release.

ACTION: CDO

Members **AGREED** that the Acting Clerk should write to the Police to ask for information on the extent of CCTV coverage of the harbour area.

ACTION: Acting Clerk

Following a discussion of other issues at the west side of the harbour that impacted on CCTV, Cllr Linda Edwards **PROPOSED** that Carmarthenshire County Council be contacted with regards making improvements to the lighting and road markings, seconded by Cllr Michael Theodoulou.

In the ensuing vote 7 members voted in favour with 0 against and 0 abstentions, it was therefore **RESOLVED** to prepare a letter.

ACTION: Acting Clerk

19. To consider any referred matters.

None.

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

There was none

Cllr David Owens **PROPOSED** that the meeting move in-camera, seconded by Cllr Michael Theodoulou.

Members **AGREED** 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.

21. To confirm the confidential minute of the meeting held on Wednesday 2nd October 2019

The confidential minutes of the Facilities and Assets Committee meeting held on Wednesday 2nd October 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate with 6 voting in favour, 1 in abstention and 0 against.

ACTION: Admin Assist

22. To consider the Schedule of Accounts.

Members received copies of the Schedule up to the end of September 2019.

Members **AGREED** unanimously to accept the Schedule.

23. To consider the Project Managers report.

Members received an update from the Projects Manager.

Members discussed the following items:

- The appointment of a quantity surveyor for the works to the east elevation of Burry Port Memorial Hall.
- The alteration to the upstairs of the Memorial Hall.
- Security arrangements for Christmas installations.
- Station Toilets.
- An update on refitting the kitchen in Pembrey Memorial Hall.
- Automatic door entry systems at Council buildings.

Kevin Williams, Paul Mann and Ed Davies left the meeting at 8.30pm

Huw Thomas took over minuting the meeting.

24. Consideration of staffing matters

Members briefly discussed a staffing issue.

Meeting closed at 8:40pm