

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 6th February 2019

Present: Cllrs Michael Theodoulou (Chair), Peter Freeman, Robert John, Mrs Shirley Matthews, Mrs Lisa Mitchell and Mrs Moira Thomas, Cllr Mrs Linda Edwards substitute for Cllr Mrs Karen Francis-Morris and Cllr Richard Adler substitute for David Owens

In attendance: Kevin Williams (Technical Services Officer), Shan Loudon (Temporary Assistant Town Clerk)

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.20pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Mrs Karen Francis Morris and David Owens.

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

Cllr Richard Adler declared an interest in agenda items 7 and 8 due to his ownership of Gerrans Gym, a tenant of the Town Council.

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 5th December 2018

The minutes of the Facilities and Assets Committee held on Wednesday 5th December 2018 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

A query was raised in relation to the provision and location of defibrillators in the community. Members discussed whether or not the Council should look to provide some, it was noted that each unit cost c. £1000.

Members **APPROVED** that it would be beneficial to the community to highlight the location of defibrillators in the community via the website and asked the office staff to look into the best way to provide that information.

ACTION: Admin Assist

Members **APPROVED** to instruct the County representatives to make enquiries with the County Council Democratic Services about the availability of grants or financial support for the purchasing of new units.

ACTION: Cllr Mrs Shirley Matthews

A query was raised in relation to the provision of storage for bought items. Members noted that a request had also been received from a user group in relation to the provision of storage space. It was noted that in response to that, the Chair had asked the TSO to review the available storage space, rationalise its current use and look to add to capacity, although this was not currently a high priority task.

ACTION: TSO

Cllr Robert John declared an interest due to his membership of the Opera Society as they had items in storage with the Council.

In response to a query the TSO confirmed that he had been advised by the Fire Safety Inspector not to allow the use of the under-stage space in Pembrey Memorial Hall for storage, however investigation into storage provision at the hall could be looked into by the working group to be established under agenda item 9.

Cllr Peter Freeman arrived 6.37pm

Members discussed the sound system that had been purchased in 2018 with members noting that the item had been purchased to be used as an outside PA system but that it had not worked properly at the “carols by lanternlight” event held in December. It was confirmed that there had been an issue with the mic and base-unit and that it may be necessary to purchase additional equipment for it to meet the requirements. After discussion members **AGREED** to refer the matter to the Events Sub-Committee to find a resolution.

ACTION Events Sub-Cmte

Cllr Mrs Lisa Mitchell arrived 6.39pm

5. To consider the budget monitoring report

Members noted that the report was the same as the one received at the Ordinary meeting of the Town Council in January.

Members discussed the lighting provision and issues in the harbourside area, noting an unlit area on the corner of the west side car park where there was a low wall, was a significant hazard. There was a query as to whether or not there should be lighting provision at the new play area but as no other play area was currently lit at night, this was dismissed. There was uncertainty as to if it was in the remit of the Town Council to deal with this lighting issue and it was **APPROVED** to write to the County Council to ask them to look at the issue.

ACTION: Temp Assist Town Clerk

6. Consideration of correspondence previously circulated to members – none circulated.

None had been received.

7. Consideration of Fees and Charges for 2019/20

Cllr Richard Adler declared an interest in this item due to his ownership of Gerrans Gym.

Members were reminded that the Committee had decided to disband the Fees and Charges Sub-Committee and that it would itself review those as was needed.

There followed a full discussion of a suggested 3% increase to match inflation. It was noted that usage of the facilities was high and that this did not support the suggestion that the charges were too high and that potential users were being put off. Members also noted that the Council needed to ensure it could continue to afford to maintain those facilities. It was queried that as there would be an increase to the precept, was there a need to increase the charges. However, it was recognised that the precept increases were mostly to deal with staffing costs and that the Facilities and Assets budget was decreasing not increasing in the coming financial year. Members were informed that the Chair had made an analysis of the costs of running the facilities, and that the Council made a significant annual loss from the facilities and that not increasing in line with inflation would likely result in difficulties.

Members again discussed the issue of add-on charges for some of the halls which was believed to put some potential users off. It was noted, however that increasing the basic cost to include some of those add-ons, made it more expensive for users who did not wish or need to use them. It was felt by many that the way charges were structured needed to be looked at again.

Cllr Peter Freeman **PROPOSED** the increase of 3% be applied to the fees and charges, seconded by Cllr Robert John.

In the ensuing vote 5 voted in favour with 0 against and 3 abstentions. It was therefore **RESOLVED** to apply an increase of 3% to the fees and charges of the Town Council.

Members **RESOLVED** to remove the charge for the use of the kitchen in the Senior Citizens Hall as it should be included in the basic rate.

ACTION: Temp Assistant Town Clerk

Members discussed the potential impact on community groups and it was noted that the Council had Community Grants available from the Regeneration and Wellbeing Committee for groups to apply for that could be used to assist with their hiring of facilities.

Members **APPROVED** the set up of a task and finish group to look at and assess what the Council currently charges for. Cllrs Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Moira Thomas and Michael Theodoulou volunteered to sit on it.

ACTION: Task and Finish group

8. Consideration of changes to Gerrans Gym to enable 24 hour access.

Members were informed that at present gym users were using the convenience facilities in the main Memorial Institute building and that the caretaker was having to return late at night to lock up after they had left. It was noted that there was space for a convenience facility to

be installed and that a shower was already in place. However, it would require the installation of a saniflow system due to the rooms location in relation to the ground level. At present the space was being used for storage by the gym. Once cleared out the TSO would be able to measure the space and get quotes in to do the work. It was noted that by providing these facilities, it would be possible to separate the alarm system zones to improve security also.

Members **APPROVED** that the gym owner be instructed to clear the space and for the TSO to bring costings for the works back to the Committee.

ACTION: TSO

9. Consideration of the set up of working groups to identify improvements required at Pembrey and Burry Port facilities.

Members were reminded that it had been agreed to create a ring-fenced pot of funds from the proceeds of the sale of the Copperworks building and the previously approved loan, that was to be used to undertake facilities improvements. It was noted that the sum would not be sufficient to do all of the works and that there was a need to prioritise them. The suggestion was to create a number of task and finish groups to look at different areas and prioritise the works and for its members to involve the community in its decisions. The nature of this involvement could be flexible and at the discretion of the members involved.

The suggested groups were:

- 1) Pembrey Memorial Hall and Growing Plots
- 2) Burry Port Memorial complex and the Bowls Club
- 3) The Copperworks (aka the Band Room)
- 4) Play areas

- 1) A discussion followed where Cllr Peter Freeman stated that, separate to his role as a Councillor he had spoken to a few members of Pembrey community in relation to creating a list of priorities for works at Pembrey Memorial Hall. In recognition of this work he was asked to chair this task and finish group.

Members noted that an energy Cooperative was making money available for communities to put solar panels on their Halls. It was believed that there was not much time in which to register an interest. The TSO was instructed to register an interest for all of the Council's facilities, and for the relevant task and finish group to look into the details.

ACTION: TSO

A brief discussion in relation to the availability of grants from the County Council for works to Pembrey took place but it was understood that most of those grants had ceased although the Chair was in contact with Jonathan Hancock from the County Council in relation to other sources of funds for this kind of work.

The following members volunteered to be involved in the group, Cllrs Richard Adler, Mrs Shirley Matthews and Mrs Linda Edwards with Peter Freeman to chair. It was agreed that the Councillors would meet first to agree on who from the community should be included.

- 2) Cllrs Robert John, Mrs Lisa Mitchell and Mrs Moira Thomas volunteered to sit on this group, with Cllr Michael Theodoulou as Chair.

- 3) After the recent approach from the Town Band with regards a potential new building for them it was felt this group would need to meet urgently. Members highlighted that any plans would need to address car-parking issues and the future use of the Copperworks building once the band had ceased to use it.

Cllrs Michael Theodoulou, Robert John and Mrs Lisa Mitchell volunteered to sit on this group, noting that 2 members of the Band would also sit on it. It was **APPROVED** for the Temporary Assistant Town Clerk to write to the Band and arrange the first meeting.

ACTION: Temp Assist Town Clerk

- 4) Members noted that although there was lots of positive interest in the new play area, there had been some criticism of the decision to build a new one while existing play areas fell into disrepair. There followed a discussion of the need for suitable provision in the area, with members revisiting the ideas to consolidate equipment where possible and to look to use the spaces to meet other community needs, with many noting that many of the play spaces did not meet the requirements of its users.

Members discussed methods of consultation, as well as any limitations of sale, should that be pursued. It was felt that the report should assess the state of the current equipment and the cost of replacement with the aim to get as close to 3 parks for the community as possible. It was noted that it may take some time to amass the necessary information and that there was an opportunity to consult with the public at the forthcoming public meeting.

It was **APPROVED** that the TSO should produce a report on the play areas to include consideration of the above and to bring it back to the committee as soon as possible.

ACTION: TSO

10. Consideration of the relocation of the Town Band

This item had been previously addressed.

Members noted that the Band Room task and finish group should consider whether or not the Chapel building on New Street would be suitable. Although it was noted that this option would involve the purchase of private land.

Cllr Mrs Lisa Mitchell declared an interest as the owner of the land in question.

11. Update on asset transfers

Members were informed that the Council's Solicitor was continuing to chase on finalising the transfer of lands at Pembrey that had been approved by Town Council resolution.

Members were informed that there were no further updates on the transfer of the Memorial Gardens.

In relation to the transfer of the land for the new harbourside play area, the Council had obtained a licence to undertake the works and that the asset transfer was still in progress.

Cllr Mrs Shirley Matthews **AGREED** to ask her fellow County Council representatives to follow up on the transfer of the play area land.

ACTION: Cllr Mrs Shirley Matthews

12. Update on harbour play area

Most of the relevant update would follow during the commercial activity report, but members noted that the main equipment had been installed and that it was surfacing and landscaping that remained.

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

There had been no official meeting although the Chairs continued to meet daily to deal with day to day issues of the office. Members noted that in Cllr David Owens absence, the Vice Chair of Finance, Governance and Personnel, Cllr Bob Walpole had been attending.

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

Members were informed that as there were a number of ongoing actions still being resolved following on from the meeting in January, the Sub-Committee would next meet in March. It had been recognised that some of the graveside depositions were causing an issue for maintenance, but that the remedies to this would be looked at once a notice board had been installed to include on it the rules and regulations.

The TSO advised that the board was on order and would be delivered shortly.

15. To set a date for a special meeting to consider a 3 year strategy plan.

Members noted that the Councils Financial Regulations required that they create a 3 year strategy plan, to be decided by each Committee.

Following a discussion of availability, members **AGREED** to meet at a special meeting on Wednesday 27th February 2019 at 5.30pm.

16. To consider any referred matters (if any)

None received

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

None was raised.

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.