

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

**Tuesday 26<sup>th</sup> November 2019**

**Present: Cllrs Linda Edwards, Karen Morris (arrived 2.10pm), Peter Freeman, Robert John (Chair), Lisa Mitchell, David Owens and Michael Theodoulou**

**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 2.05pm –3.10pm)**

**1. To receive apologies for absence**

Apologies had been received from Cllrs Richard Adler and Moira Thomas.

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

None were made

**3. To consider the 2020/21 budget**

The Committee was reminded that there would be large amounts of spending made by this Committee over the coming years on capital projects to make improvements to facilities, primarily through the proceeds of the sale of Copperworks and from the loan. However, these would not figure in the budget setting exercise as they had not been completed yet.

A budget model document had been prepared by the RFO and was distributed to all present, giving the budget headings and totals for 2019/20, with a breakdown of the inflationary increase at 1.7% for each based on the current budget heading. It also had information on the actual spending to date, expressed in pounds and as percentages.

**Cllr Karen Morris arrived 2.10pm**

**Income**

Following a discussion, it was decided to remove the items for CCC SLA Toilets and S106 funding, as neither item was continuing. The following items would appear with the amounts shown, with the amount of increase from the previous budget shown in brackets after. New items for inclusion are shown in blue:

- Footpath grant - £4200 (£0)
- Room rental/hire Burry Port – £16000 (£1000)
- Room rental/hire Pembrey Hall - £7000 (£500)
- Room rental/hire Bows Club - £0 (£0)

- Cemetery - £18000 (£0)
- Bowls Club income - £4,000 (£0)
- Toilets income - £100

The increases to room rental for Pembrey and Burry Port were due to another successive year of exceeding income targets. Members noted that the Bowls Club income would be adjusted once a new settlement was reached with the Bowls Club. The line for toilets income was introduced as the Council was looking at installing a coin operated system at one facility but until it was operational an objective target income couldn't be calculated but a line would be required for the finances to be correct.

The Cemetery and Facilities Superintendent had prepared an itemised list of expenditure he had identified that would be required in 2020/21 and beyond, across all of the areas of his responsibility. This document was considered in tandem with the relevant headings from the Budget Model document throughout the meeting.

### Expenditure

#### Staff Costs

Members noted that "Employees" was being introduced as an item under this heading as responsibility for maintenance staff costs would be transferring to this Committee budget from the Finance, Governance and Personnel Committee budget for 2020/21. The RFO confirmed that once he had the final figures calculated he would put them in the next draft budget model.

It was requested that "Facilities -Training" be changed to "Facilities – Training and Conferences" to allow staff and members to receive training and attend relevant conferences. The item would also be increased to £4000 to cover all that was required.

#### Cemetery

Members discussed cyclical budgets and it was suggested that as decoration was listed under each facility, they be combined and placed under a new heading "Central costs" under the item name "Decorating" with a cyclical budget of £500 a year which would retain any of its unspent amount to allow the CFS flexibility in spending across all Council facilities.

The CFS had listed a number of one-off purchases for the Cemetery which needed inclusion in the budget, which the RFO would include under relevant headings for the next draft budget. These items were as follows, with the budget amount also given:

- Memorial Board - £475
- Chapel Carpet replacement - £700
- Shower unit – welfare - £450
- Grave markers – £375
- Standpipe covers - £400
- Public benches - £510

A number of items were also requested which, following discussion, were allocated differently as follows:

- Shelving – storage – the CFS had requested this be included to cover the costs of shelving out one container per year for 5 years. However members understood from questioning him that it would be more beneficial to staff working efficiency to pay to shelve out 3 containers now and to include a budget to shelve the remaining 2 in 2020/21. This was based on a cost of £950 to shelve one container.
- Front Gates – members noted that this was a large cost item but was a requirement to have in place. Members agreed it would be more appropriate for inclusion as a capital spend under the Projects Budget.

In relation to the budget model members agreed to accept the inflationary increases on each item except the following:

- General Maintenance – as this was already overspent members agreed it should be increased to be set at £1200 with the RFO and CFS to investigate how the current actual spend had been reached and make a recommendation to alter if necessary. It was also felt more appropriate to list each facility’s “General Maintenance” item or equivalent, under the new “Central Costs” heading.
- Vehicle costs – as these were not tied to cemetery work and were generally used elsewhere for work, it was felt more appropriate to move this item to the new “Central costs” heading.

#### Footpaths

Members felt that the items listed should be included with their inflationary increase, although it was recommended that the Committee ask staff to review the situation regarding lighting to establish which the Council paid for and whether it wished to continue to do so.

#### **Cllr David Owens left the meeting at 2.50pm**

#### Hall’s and Institute

Members noted that although “cleaning costs” were under review as previously requested, the CFS and Acting Clerk/RFO had a recommendation for the Committee to consider at the next meeting which may affect the budget setting. In relation to this item and all others under this heading, excepting those affected by prior decisions, members agreed to accept an inflationary increase.

In relation to the list from the CFS, members agreed to the inclusion of the purchase of each item listed under the appropriate heading at the discretion of the RFO.

#### Copperworks

In relation to each item under this heading, excepting those affected by prior decisions, members agreed to accept an inflationary increase.

#### Pembrey Memorial Hall

In relation to each item under this heading, excepting those affected by prior decisions, members agreed to accept an inflationary increase.

In relation to the list provided by the CFS, members agreed to each item except “roof repairs” which would be included under the Projects Budget.

### Parks and Open Spaces

In relation to each item under this heading, excepting those affected by prior decisions, members agreed to accept an inflationary increase.

The CFS list was broken down to show the costs associated with each park and play area, related to repairs and improvements. When combined these added to a total of £3500 and it was suggested this be included as a new heading for "Play area improvements". The CFS had also listed costs for providing new fencing at two parks, but members felt these would best be included under the Projects Budget.

**Cllr Lisa Mitchell left the meeting at 3.05pm**

### Central Costs

Under this new heading members had already agreed to place the following items:

- Decorating
- General Maintenance
- Vehicle costs

Members noted that the CFS list also included the need to purchase a new van to allow staff to undertake their various duties to fullest efficiency and an excavator for works at the cemetery.

Members discussed alternatives to outright purchase in relation to the van and excavator but in the opinion of both the RFO and CFS, given the circumstances it was the most cost-effective method of obtaining both of these vehicles given their intended use. As the purchase of both items would come to a total budget of £32,000, members **AGREED** to make a request to the Finance, Governance and Personnel Committee to make the purchases out of reserves. The RFO agreed to make a return on investment calculation for the excavator purchase as part of the referral.

Members discussed the need to set up a "Sinking fund" to prevent future dependence on reserves in these situations.

**ACTION: RFO**

#### **4. Any other urgent business at the discretion of the Chair**

None.

**Meeting closed at 3.10pm**