

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.35pm Wednesday 3rd February 2021
6.35yh Dydd Mercher 3^{ydd} Chwefror 2021

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

Present: Cllrs Robert John (Chair), Peter Freeman (arr. 6.55pm), Karen Morris, Andrew Phillips (arr. 6.55pm), Michael Theodoulou, Moira Thomas and Mary Wenman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent) and Kevin Williams (Projects Manager), Ed Davies (Administrative Assistant – minute taker)

6.35pm – 7.45pm

- 1. To receive apologies for absence.**

Apologies had been received from Cllrs Les George and Lisa Mitchell.

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

None were made.

- 3. To confirm the minutes of the Facilities and Assets Committee meetings held on Wednesday 6th January 2021.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Michael Theodoulou that the minutes were an accurate record of the meeting. **RESOLVED**.

- 4. To consider any matters arising from the minutes.**

Members noted that the matter relating to lighting at the Harbour car park had been referred to the Regeneration and Community Engagement Committee who would be dealing with it on their agenda.

- 5. To consider the budget monitoring report.**

The Clerk/RFO had highlighted for members the income which was showing a loss even against the revised budget as the only facility with any activity was the cemetery.

In relation to expenditure the Clerk/RFO highlighted that at the cemetery there had been general maintenance costs and electricity charges. The electricity charges were in part caused by a catch-up payment, over the Council being charged for two meters that it was not responsible for. Allowing for these charges and no further unexpected expenditure before the

end of the year, the Clerk/RFO stated that the account would average out as broadly even for the year.

The cleaning costs shown under the Halls and Institute were the cleaning costs associated with the harbour toilets, while the heating costs had been caused by a timing issue.

The maintenance costs at Pembrey Hall were caused by the installation of scaffolding to facilitate roof repairs, which had pushed it over budget.

There had been some work on an unsafe tree in the Memorial Park which had been allocated to the Toddler park/MUGA budget.

The Places for Nature grant had been spent in Pen y Bryn Avenue park.

6. Update on asset transfers.

Although not an asset transfer the Clerk/RFO updated members on progress relating to the sale of Copperworks. He stated that the Projects Manager had worked hard to ensure that the necessary paperwork was completed to ensure a swift closure of the deal.

Members were also reminded of their decision to meet the legal costs for setting up the Section 106 agreement.

Members queried on progress on the transfer of land at Pen y Bryn, however the Clerk/RFO had not received any response from the County Council yet.

7. Update on health and safety.

The CFS reported that following on from the previous instruction he had arranged for the hire of two additional vans to enable staff to undertake their work, which had come in cheaper than he had estimated. The ongoing hire would be reviewed so they would not be retained longer than necessary.

He also confirmed that he was working with the health and safety software and was slowly building up the required Risk Assessments and paperwork over time.

In response to a query he confirmed that he had last heard the Cemetery gates were due for installation in this month.

8. Consideration of a request from a member of the public for permission to undertake metal detecting.

Members noted the email request from Marcus Horton to undertake a metal detecting survey over and land owned by the Council. Clarification had been sought by the Clerk/RFO over which land he intended to survey specifically and it had been confirmed that it was in relation to Burry Port Memorial Park and Waun Sidan play area.

The CFS recommended that members not approve the request as any digging in those areas could prove problematic.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Karen Morris to refuse permission to undertake metal detecting on the Council's land. **RESOLVED**.

ACTION: Deputy Town Clerk

9. To approve the terms of reference of the Environment Act group.

Members had received a copy of the terms of reference in advance of the meeting. Members noted that there was considerable overlap with the areas of delegated authority with the Regeneration and Community Engagement Committee. On consideration of that situation, it was felt it would be beneficial for the Environment Act group to send a report to both Committees, and therefore both Committees should be asked to confirm the terms of reference.

Cllrs Peter Freeman and Andrew Phillips joined the meeting at 6.55pm.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman that the terms of reference be approved and referred to the Regeneration and Community Engagement Committee for their consideration. **RESOLVED**.

ACTION: Deputy Town Clerk

Members thanked the CFS for preparing the document.

It was noted that there have been meetings between the Minister for Local Government and One Voice Wales relating to Town and Community Council responsibilities under the Environment Act. There had been an agreement in principle for the creation of a grant scheme to assist Town and Community Councils in meeting the increasing number of services they would be asked to take on.

Members discussed whether or not they should consider electric vehicles for the Council when the time came for replacement.

Cllr Robert John **PROPOSED**, seconded by Cllr Mary Wenman that the Committee should consider electric vehicles when the time came for replacement vehicles. **RESOLVED**.

ACTION: Deputy Town Clerk

10. To consider any referred matters (if any).

None were raised.

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

Members wished to discuss their ongoing troubles with arranging meeting via zoom, following a large number of members struggling to attend.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas, that the Clerk/RFO should produce a report on available options. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Andrew Phillips that the meeting should proceed in camera. **RESOLVED**.

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.

12. To confirm the confidential minute of the meetings held on Wednesday 6th January 2020.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Andrew Phillips that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllr Peter Freeman stated his abstention in the vote as he had not been present at the meeting.

13. Matters arising.

None were raised.

14. To consider the Schedule of Accounts.

No questions were raised.

15. To consider the Project Managers report.

Members noted the report.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman, that the Projects Manager be approved to proceed with establishing the costs for works to the upstairs of the Memorial Institute. **RESOLVED**.

ACTION: Projects Manager

16. To consider the Cemetery drainage report.

Members noted the report and the verbal update from the CFS.

Cllrs Moira Thomas and Mary Wenman declared an interest in the matter as owners of neighbouring properties.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Peter Freeman to accept the recommendation from the CFS and approve the works and chosen contractor. **RESOLVED**.

Cllrs Moira Thomas and Mary Wenman stated their abstention due to their previous declarations.

17. To note the CFS Cemetery expansion report.

Members thanked the CFS for the quality of the report.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that the report be noted. **RESOLVED**.

18. Consideration of the Cemetery/Facilities Superintendent report.

Members received a verbal update from the CFS confirming that once the neighbouring property owner had finished laying their pipe, Dwr Cymru had confirmed they would switch the Town Council's supply at the cemetery to the new route without charge.

Meeting ended 7.46pm