

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 6th October 2021

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

Present: Cllrs Robert John (Chair), John Hedley Jones, Lisa Mitchell, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas, Karen Trimble and Mary Wenman.

Apologies: Cllrs Peter Freeman and Les George

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

6.30pm – 8.15pm

1. To receive apologies for absence.

Apologies had been received from Cllrs Peter Freeman and Les George.

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

Agenda item	Councillor	Interest
16	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the Food Forward project
20	John Hedley Jones	Prejudicial – is a member of the board of Governors of Pembrey School.

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 1st September 2021.

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Karen Morris that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllr Karen Trimble abstained from voting as she was not present at the meeting.

4. To consider any matters arising from the minutes.

There were no matters arising.

5. To consider the budget monitoring report.

The Clerk/RFO highlighted a number of variances for members. He asked them to note that a number of them were related to two payments collecting in one report however the year-to-date percentage showed a fair reflection of the situation.

Income

- This was down £6000 from the target budget.

Expenditure

- Employee costs were inflated by the kickstarters, but would be offset by the grant.
- Employee training was inflated by the ICCM training modules undertaken by staff.
- Cemetery electricity costs are high. This is being looked at by Finance, Governance and Personnel to seek out a better value contract.
- Halls & Institute cleaning costs are inflated by the harbour toilets rental and cleaning.
- Hall & Institute electricity was a year-to-date variance.
- Refuse disposal was a year-to-date variance.
- PWLB loan Building refurbishments – the first payment had gone out.
- Pembrey Hall – refuse disposal was a year-to-date variance.
- Parks & Open Spaces – Bowls Facility expenditure was high for the month however the grass maintenance going into winter was increased.
- Central costs – infrastructure was higher due to the application for building control.
- Central costs – cleaning contracts this was where the harbour toilets rental and cleaning costs would now be gathered.
- Central costs – major projects – this was caused by the Quantity surveyor costs for the month.

Overall the budget stood at 41.3% which was about £1300 under budget.

Members noted that the budget monitoring reports are published on the website as part of the agenda.

Members discussed the costs for harbour toilets, noting that there was no update on the transfer of land for placing the portacabin facility.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Michael Theodoulou that the number of toilets be reduced to an appropriate level following the end of the half term. **RESOLVED.**

ACTION: Projects Manager

Following a query the Clerk/RFO confirmed that the expenditure noted above under major projects was covered by the loan or proceeds from the sale of Copperworks.

6. To consider the schedule of accounts.

Members noted that the schedule gave the detail for the above variances.

7. To consider the Project Managers report.

Members noted that one item in this report was linked to quotations for works to the upstairs of the Memorial Hall and so would be taken during the in-camera session of this meeting.

The Projects Manager reported that the only cause of delay at present was the delivery of materials.

Regarding the parks and gardens grant funded spending, members noted that there had been an additional £5000 to claim on completion of the other works, which was now in process.

Members noted the additional expenditure incurred during the roofing works and it was confirmed that the Clerk/RFO could give authority on spending up to £5000 on his own or on larger amounts in an emergency in conjunction with the Chair.

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Mary Wenman that the additional expenditure incurred on the works to Pembrey Memorial Hall Roof indicated in the Project Managers report be approved. **RESOLVED**.

ACTION: Projects Manager

Members discussed whether planning permission or an agreement from the County Council could be obtained in relation to the land for the harbourside toilet portacabin. Members **AGREED** that officers should make the relevant enquiries with the County Council.

ACTION: Projects Manager

8. Consideration of the Cemetery/Facilities Superintendent report.

Members noted the report. The CFS highlighted item 6.2 regarding public liability insurance for hall hirers.

Members requested that the information be made clear to all hirers during the booking process and that copies of any necessary paperwork be sought from them.

ACTION: CFS

In response to a query the CFS confirmed that the swings in the Play area in the Memorial Park had been removed following damage as a result of vandalism. The replacement items had been ordered and would be installed following delivery.

Members **AGREED** that a report be prepared to outline the responsibilities and relationship between the Town Council and the Friends of the Memorial Park group.

ACTION: Clerk/RFO

Members discussed means of discouraging further vandalism using signage and social media posts and asked the CFS to consider them.

ACTION: CFS

9. Update on asset transfers.

Members noted there would be an update in camera of one of the asset transfers.

Regarding the land of the Pembrey Community Growing Association, each of the key stakeholders had received copies of the draft lease, and a meeting would be arranged in due course to create a new draft.

Regarding the station toilets the paperwork was close to finishing however the solicitor was focussed on a different asset transfer for the Council at present.

10. Update on health and safety.

Members noted the update regarding the Health and Safety consultants.

11. Update on fire regulations.

Members noted the target completion date from the CFS barring any materials shortages and delivery delays. He warned that there were issues that could not be actioned until a decision was taken on which works would be undertaken related to the refurbishment of the upstairs in the Memorial Institute.

Members withheld further discussion until they had reached the in-camera section as it was linked to the previously referred to item.

Members thanked the CFS for the report and noted his update regarding awaiting a response from the fire service.

12. Consideration of a tree in memory scheme.

Members discussed the proposed scheme, highlighting certain issues for the CFS to consider when finalising the scheme.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Moira Thomas that the Council take steps to set it up. **RESOLVED**.

ACTION: CFS

13. Consideration of vehicle logos.

Members noted the design.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the design be approved for use. **RESOLVED**.

ACTION: CFS

14. Consideration of upgrading the kitchen facilities at Pembrey Hall.

Members noted the information from the Projects Manager in relation to this scheme.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr John Hedley Jones that the upgrading of the kitchen facilities at Pembrey Memorial Hall be approved. **RESOLVED**.

ACTION: Projects Manager

15. To consider the 2022/23 budget to include the consideration of CCTV around the station toilets (referral from 05/05/21 meeting).

Members noted that the items related to the 2022/23 budget were being placed on each Committee agenda.

Members requested that the Clerk/RFO contact the police to establish if they could schedule their existing CCTV camera to cover the area on a regular basis and to establish if there were any legal issues with placement of CCTV near to public toilets.

ACTION: Clerk/RFO

16. To re-consider a decision taken on facilities usage (*referral from Finance, Governance and Personnel 14/9/21*).

Cllr Michael Theodoulou declared an interest and did not participate in this item.

Members noted the information provided by the staff in relation to this item and discussed the reasoning behind their initial decisions and all subsequent decisions taken in relation to it. Members were agreed that due to the extenuating circumstances of the pandemic there was a justification for those decisions and that they did not appear to have broken any of the Council's Financial Regulations in doing so, but had conformed with the advice of One Voice Wales.

Members noted that a resolution by the Committee couldn't be changed, with two exceptions. First following written notice from four Councillors to the Clerk/RFO or by a motion from another Committee or Sub-Committee with a recommendation to do so. The nature of this referral did not fit with either circumstance.

Cllr Robert John **PROPOSED**, seconded by Cllr Karen Morris that following their discussions, this Committee would not overturn its decision on allowing free usage of the Bowls Facility to the Food Forward project. **RESOLVED**.

17. Consideration of pursuing asset transfer of the Marina fields (*deferred from Facilities and Assets meeting 01/09/21*).

Members noted that following clarification, this issue was related to fostering closer working arrangements with the County Council in the harbour area, as such it had been placed on the agenda for the Regeneration and Community Engagement Committee.

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

None were referred.

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

None was raised.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Lisa Mitchell 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.

20. To consider issues raised by the trustees of Pembrey Recreation Ground

Members noted the information from the Clerk/RFO.

Cllr John Hedley Jones declared an interest in this item and did not participate.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Karen Morris that a suitable statement be prepared to ease the signing of the contract. **RESOLVED.**

Project managers report item 3

Members noted the information provided by the Projects Manager.

Cllr Lisa Mitchell **PROPOSED**, seconded by Cllr Michael Theodoulou that subject to sufficient funding being available, that the Council should continue with its previously agreed plans for the upstairs of the Memorial Institute. **RESOLVED.**

ACTION: Projects Manager

Meeting ended 8.15pm