

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 20th October 2021

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

Present: Councillor Michael Theodoulou (Mayor)

Councillors Linda Edwards, Peter Freeman, Robert John, John Hedley Jones, Karen Morris, Andrew Phillips, Hugh Shepardson, Moira Thomas, Sharon Thomas, Karen Trimble, Bob Walpole and Mary Wenman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Louise Robinson (Community Development Officer) Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) and Ed Davies (Admin Assistant)

Apologies: Cllr Lisa Mitchell

Absent: Cllrs Les George, Stephen James and David Owens

Via videoconference 7.00pm – 8.10pm

62. To receive apologies for absence.

Cllr Lisa Mitchell.

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

None declared

64. To confirm the minutes of the Ordinary meeting held on Wednesday 15th September 2021.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Karen Morris that the minutes were accurate. **RESOLVED.**

Cllrs Robert John, Michael Theodoulou, Moira Thomas and Bob Walpole abstained as they had not been present at the meeting.

65. To consider the budget monitoring report.

Members noted the high-level summary for each Committee and the overall net figure for the Council was 40.87% of the total budget, against a target of 41.67%.

66. To receive the County Councillor's report.

Members noted the report from Cllr Hugh Shepardson with the following highlights:

- The start date for the building works for Pembrey school had been announced as 7th January 2022.
- Pembrey Country Park has been awarded the Green Flag award for the second year running.
- The planning application in Pinged had been given approval by the Planning Committee at the County Council following a site visit.
- Had received a number of complaints from residents related to the grass length in the cemetery. He requested the matter be referred to the Facilities & Assets Committee to address. Members noted that the work was scheduled to be done, however the recent weather had prevented this.

Members discussed the need for a protocol for raising issues, so that action was not delayed by the Council’s meeting schedule. The risks of directly raising matters with officers being mistaken for instructions were noted, and they were advised to speak directly with the Clerk/RFO when issues arose.

Members **AGREED** that the Clerk/RFO should look at establishing a protocol on members raising issues with Officers.

ACTION: Deputy Town Clerk

The Clerk/RFO read out a report from County Cllr John James in relation to the Burry Port Ward. A copy of the report would be distributed to members in due course. The following items were highlighted:

- Following the waste recycling scheme consultation the Council had appointed a Lead Project Manager to develop the means to deliver the new strategy. An expanded Absorbent Hygiene Products service was being introduced. An interim service was due to start in October 2022 with follow on engagement thereafter to gauge its development.
- The 14 towns initiative which supports growth and resilience in the community. A plan was being created for Burry Port which would demonstrate economic recovery and sustainability. The plan needs to be completed by February 2022 to access the funding.
- A consultation with the residents that would be affected by additional lighting at the harbour would be made at the next Meet the Street.
- Has put forward a notice of motion for the County Council that all new housing and streets would have Welsh names.

67. To receive the Mayor’s report.

As the Mayor had not been present to issue his report at the last meeting, it included his activities from August.

- Attended the Burry Port harbour fishing festival.
- Merchant Navy Day
- Bowls Club awards event
- The WASPI commemoration event had been attended by the Deputy Mayor in his place.
- Suburbs Football Club anniversary match, which he had kicked off.
- The International festival. He stated that it had been such a successful event and that he had spoken with the County Council Cabinet member for Culture, Sport and Tourism to make it a County event. He reminded members of their duty to support Council events as much as possible.
- Had begun the process of filming with businesses, with the films due to go live over the coming weeks.

68. To receive reports by elected members as Council Representatives on outside bodies.

Members heard a report from the representative to the Fairtrade board of CETMA. There would be a Fairtrade day on Monday 25th October between 2pm-6pm. The event aims to provide tasters of Fairtrade products, including cheese and wine to highlight to local businesses. There was an opportunity to discover what it means to make Pembrey and Burry Port a Fairtrade Community. Members were informed that Heno would be filming at the event also.

Additionally members heard about the Fairtrade benches scheme, and noted that one had been secured in return for a donation, to be sited in the Tan-y-Bryn park.

Members heard a report from the representative to One Voice Wales (OVW).

- A recent conference had highlighted good practices by Town and Community Councils across Wales, with a particular focus on Covid recovery and the Green agenda.
- They had established a regional executive committee.
- Appointed 2 new members of staff and looking at more. One would be working with those Councils within Pembrokeshire as part of a pilot scheme.
- The National Training Advisory Council were looking at compulsory training modules for every councillor as voluntary take up with new councillors was low. Examples included Eco-literacy and Cyber-resilience.
- The Governance toolkit was being revised for release.
- The National Awards nominations would be opened soon with the ceremony in March.
- 3 consultations were live at present – an Independent Review on Pay; the issue of second homes and holiday homes in our community; and the Code of Practice on publicity.
- A de-carbonisation seminar would be taking place mid-November.
- With the growing involvement of Town and Community Councils in working with the business sector, they would be speaking with the Minister on sending some of the business rates money to them.

Members discussed the notion of compulsory training modules for elected representatives, and it was noted that if it was a requirement within the Code of Conduct it could be enforced but that only the Welsh Government was able to make the training compulsory.

69. To consider the paperless office report (referral from Finance, Governance and Personnel meeting 14/09/10).

Members noted the referral and recommendation from the Committee.

Members discussed the matter, highlighting that to accompany this, members should be able to access documents digitally on a separate device or screen.

Members **AGREED** to ask the Clerk/RFO to prepare a report refer to the Finance, Governance and Personnel Committee looking at the issue of cost to allow members to work remotely and efficiently.

ACTION: Ref to FGP

Cllr Linda Edwards **PROPOSED**, seconded by Cllr John Hedley Jones that the Council accept the recommendation to comply with the legislation and only provide members with paper copies if requested, with the following exceptions:

- Chairs of Committees to be provided with a paper copy unless they opt out.

- Where report or document cannot be presented in a digital friendly format.
- Members with disabilities are free to request a paper copy.

In the ensuing vote 12 members voted in favour with 1 against and 0 abstentions. **RESOLVED.**
ACTION: Deputy Town Clerk

70. Consideration of correspondence received from Cymdeithas yr Iaith (copy circulated via email 28/09/21).

Members noted the correspondence which related to a request for the Council to support a letter to the First Minister to highlight the housing crisis affecting communities across Wales.

Cllr Robert John **PROPOSED**, seconded by Cllr Moira Thomas that the Council respond giving its support to their correspondence. **RESOLVED.**

ACTION: Deputy Town Clerk

71. Consideration of hybrid meetings.

Members noted the recommendation from Finance, Governance and Personnel on this matter was to comply with current legislation and approve the move to hybrid meetings, with equipment to be purchased from reserves.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Hugh Shepardson to accept the recommendation. **RESOLVED.**

ACTION: Clerk/RFO

72. Consideration of the Pilot of Community and Town Councils Self-Evaluation Toolkit – Expression of Interest (email circulated from One Voice Wales 11/10/21)

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Karen Morris that the Council submit an expression of interest to take part in the pilot scheme. **RESOLVED.**

ACTION: Deputy Town Clerk

73. To note the following minutes for information:

Date	Meeting
1 st Sept 2021	Major Projects Sub-Committee DRAFT
1 st Sept 2021	Facilities and Assets Committee
8 th Sept 2021	Regeneration and Community Engagement Committee DRAFT
14 th Sept 2021	Finance, Governance and Personnel Committee
14 th Sept 2021	Planning Committee

Noted.

Meeting ended 8.10pm