

**Pembrey and Burry Port Town Council**

**Minutes Regeneration and Community Engagement Committee Meeting**

**Wednesday 12<sup>th</sup> February 2020**

**Present: Councillors Michael Theodoulou (Chair), Richard Adler, Peter Freeman (arrived 6.32pm), Robert John, Lisa Mitchell, Karen Morris (Vice Chair), David Owens, Moira Thomas, Bob Walpole (arrived 6.40pm) and Mary Wenman.**

**In attendance: Huw Thomas (Acting Clerk and RFO), Louise Robinson (Community Development Officer), Ed Davies (Administrative Assistant-Minute Taker)**

**Senior Citizen's Hall, Burry Port 6.30pm – 8.50pm**

**1. To receive apologies for absence**

None had been received.

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

Cllrs Karen Morris and Moira Thomas declared an interest in item 6 as they were members of the SOS@50 group who had applied for a grant.

**Cllr Peter Freeman arrived 6.32pm.**

**3. To confirm the minutes of the Special Regeneration and Wellbeing Committee meeting held on Tuesday 7<sup>th</sup> January 2020 and the meeting held on Wednesday 8<sup>th</sup> January 2020**

Cllr Karen Morris **PROPOSED** that the minutes were an accurate record of the meeting, seconded by Cllr Moira Thomas.

In the ensuing vote 3 members voted in favour with 0 against and 6 abstentions. The proposal was therefore **AGREED**.

Cllrs Richard Adler, Peter Freeman, Robert John, Lisa Mitchell, David Owens and Mary Wenman stated that their abstention was due to not being present at the meeting.

Members were asked to note that a corrected version of the minutes of 8<sup>th</sup> January had been sent via email earlier in the day, after it became apparent the version distributed in members packs was incorrect, due to an IT error. Paper copies of the corrected version were distributed to all members.

Cllr Richard Adler **PROPOSED** that the minutes were an accurate record of the meeting, seconded by Cllr Peter Freeman.

In the ensuing vote 8 members voted in favour with 0 against and 1 abstention. The proposal was therefore **AGREED**.

Cllr Robert John stated his abstention was due to not being present at the meeting.

**ACTION: Admin Assistant**

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#### 4. To consider any matters arising from the minutes

There were no matter arising from the minutes of the 7<sup>th</sup> January.

In relation to the minutes of the 8<sup>th</sup> January, members queried progress on the repair to the Heritage Board. There was uncertainty and the Acting Clerk was asked to look into the matter and ensure it was followed up.

**Cllr Bob Walpole arrived 6.40pm**

#### 5. Consideration of the Committee's budget monitoring report

The RFO stated that as he had received no questions prior to the meeting he only wished to highlight that although the budget was underspent at 48%, the bill for participation in the Digital Community Project had been received and would have a noticeable impact on the totals. In response to a query he confirmed that it was likely the budget would be underspent at the end of the financial year, with the majority being a shortfall in marketing, but that this some may be essential in viring sums to meet overspend in other areas.

Members noted that an underspend would be beneficial for the General Reserves which were being used to assist with meeting budget goals in the 2020/21 budget.

Members requested that the Finance, Governance and Personnel Committee look at the areas where any potential underspend could best to utilise to benefit the Council.

**ACTION: Ref to FGP**

Members discussed a request for a more detailed breakdown of the costs related to events, noting that staff had delegated authority to undertake spending within budgets and within limits under the Financial Regulations which were agreed at the Annual Meeting. The RFO also highlighted that the detailed information on who was paid and with the exact amounts was part of the Schedule of Accounts which was an in-camera document due to being commercially sensitive information. Members also discussed that the Standing Orders, Financial Regulations and other documents were being reviewed in advance of the Annual Meeting and that members should raise their suggestions and concerns regarding it via appropriate channels so that their inclusion could be discussed.

#### 6. Consideration of applications received for financial donations

Cllrs Karen Morris and Moira Thomas left the meeting at 6.50pm due to their previously declared interest.

#### SOS@50

Members discussed the application received from the SOS@50 group which was for a donation to assist with their costs for hire of a Hall for a fundraising event. It was noted that a copy of their constitution and bank account had not been submitted with the application prior to the meeting. Members discussed the work the group undertook in the community, with recognition that it was working to commemorate a momentous event in local history, however the Committee could not provide a financial donation to a group that did not satisfy the necessary criteria.

**The meeting suspended at 7pm due to a power failure and restarted at 7.05pm**

Members queried whether the Financial Regulations prevented the Council awarding a financial donation towards an event that had already taken place but no certainty could be got.

Cllr Michael Theodoulou **PROPOSED** that officers request from the applicant the missing necessary information and to advise them on the restrictions the Council faced in awarding donations, seconded by Cllr David Owens.

In the ensuing vote 7 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED**.

**ACTION: RFO and CDO**

Cllrs Karen Morris and Moira Thomas returned to the meeting at 7.08pm

#### Llanelli Ramblers

Cllr Lisa Mitchell declared an interest in this application as she had close relatives involved in the organisation.

Members noted that the application was for £200 to help reduce the cost of transport to and from the start and end of walks for participants, and that the group met all of the criteria set by the Committee. Many members expressed their belief that the event greatly benefitted Burry Port by encouraging visitors to the area.

Cllr Peter Freeman **PROPOSED** that the application be awarded, seconded by Cllr Moira Thomas.

In the ensuing vote 9 members voting in favour with 1 abstention and 0 against. It was therefore **AGREED** to award the grant.

**ACTION: RFO**

#### **7. To note correspondence previously circulated to members**

An email had been received from Sharron Thomas and circulated to all members. It concerned a request for permission from a local knitting group to place a hand made Christmas tree in Pembrey Memorial Hall for the following Christmas. It was clarified that the group did not wish to start work without first being certain it was possible for it to stand on Council property.

Cllr Karen Morris declared an interest as she was a member of the group.

Cllr Robert John **PROPOSED** that permission be granted, seconded by Cllr David Owens.

In the ensuing vote 9 members voted in favour with 1 abstention and 0 against. The proposal was therefore **AGREED**.

**ACTION: CDO**

#### **8. Update on training needs for Councillors and staff**

Members noted that the recommendation from the Finance, Governance and Personnel Committee was for each committee to assess its own requirements before bringing all of the information together. However members requested that a referral be made to that Committee asking for guidance on what level of training was needed by members as a minimum standard, using the 21 training modules as set out by One Voice Wales as a guide.

**ACTION: Assist. Town Clerk**

Members also noted that County Councillors were provided with a set amount of training to be able to participate, and therefore requested that the County Council be contacted for more information on that training, to assess if any of it would be beneficial.

**ACTION: Assist. Town Clerk**

Members were reminded that the CDO was now a qualified Dementia Friend trainer and would be holding the next session on 25<sup>th</sup> February at 3.30pm which was open to all members.

## 9. To receive reports from the community forums

Each forum lead gave a report in turn, highlighting the following issues.

### Health

- Working on the content of its constitution
- Working with the CDO to raise awareness of the boardgame club
- Setting up a Bank Account to support the creation of a sensory garden
- Consultation on the park
- Starting work to raise concerns on a growing deficit in GP cover with Meddygfa Tywyn Bach and stakeholders to identify possible solutions.
- Using VocalEyes app to understand the priority of the community
- Using the Intergenerational Digital Project Grant for a digital project with the CDO. Members noted that this had been applied for via the Town Council but its use would be guided by the forums advice.
- Receiving a presentation from Mind on stress management

Members discussed their concerns related to the effects of addiction on the community and identified it as a growing problem. Following this, it was requested that the Health Forum look at the matter, but it was noted that due to the extensive impacts of this concern it may need to be also looked at by other forums and require a cross forum project to work towards a solution.

**ACTION: CDO**

### Economy

- Increasing the number of apprenticeships, focussed at present on within the Town Council.
- Setting up a pilot scheme for a loyalty program for customers of local businesses.
- Keeping the goals of the projects manageable.

Members noted that there was a lot of information available from Yr Hwb in Llanelli that may be useful for the forum on these topics.

### Resilience

- Following the failure of the Climate Action Fund bid, the forum had been informed that CBSA would be approaching other funding bodies as an alternative source.
- Received a report from a member who attended a climate change event in the National Botanic Garden of Wales. Noting in particular the presence of an endangered plant growing on the harbour walls in Burry Port.
- Prepared a strategy discussion document, highlighting a number of short, mid and long term goals.

Members discussed at length the relationship between the forums and the Town Council, with much uncertainty as to how the forums could impact on the Town Councils actions.

### Combined Forums

Members noted that following the decision to seek to amalgamate some of the forums to reduce the number of meetings and to ensure an increased attendance, the first meeting had been arranged. Due to external factors the Leads for each forum had not been able to attend for the full meeting and so it had been Chaired by the Chair of this Committee.

- The amalgamation had been well received by the members.
- Each forum Lead to chair the amalgamated forum in turn to allow each forum a chance to highlight its work.
- Discussion of strategy.
- Confirmation from the new Police Sergeant that she would be attending every other meeting of the forum where possible. She also conveyed that there were no plans to close the police station in Burry Port, contrary to recent rumours, and would in fact be manned 24hrs in the future.

Members discussed the need for the forums to produce its section of the Community Strategy for the Council to be able to submit it prior to the Annual Meeting. It was noted that the Resilience forum was ahead of the others on its road to becoming a separate body, with its role and relationship with the Council, in the short and mid term being set out in its constitution, which stated clearly that the officers, including the Chair of the forum would not necessarily need to be from the Town Council.

It was noted that there was a need to establish a protocol to clarify the relationship between the Council, its staff and the forums, as part of the process of establishing the latter as a separate entity. Members were reminded however that at present the CDO's role was to facilitate the forums to achieve their goals, but that as an employee of the Council, she responded to the Clerk and together they set the priority of her work, therefore a request from the forum could not be an instruction. As part of the process each forum would need to develop its own identity through means such as having its own letterhead. The process of making the forums increasingly separate would allow them to apply for funding from bodies which were not open to the Town Council, and to take actions the Council could not for the benefit of the community.

Members discussed the way the Council and its staff could work with the forums, noting that at present the views of the forum were expressed as a recommendation to the relevant Committee who then vote to take a decision on it. Members were reminded that their role on the forum was separate to their role as a Councillor and they should take care while working to ensure that.

### **10. Update on grants applied for/received**

The CDO reported on the Intergenerational Digital Project Grant she had successfully applied for, which aimed to create a connection between younger people and older people by the former providing training and guidance to the latter for using technology such as tablets or laptops. She highlighted that it benefitted the Council as it would curate the equipment which may be available for use during its meetings, and an expansion of the wi-fi provision which would benefit hall users.

Members noted that the equipment would need to be ordered and the cost claimed back from the funding body.

Cllr Moira Thomas **PROPOSED** that the CDO be approved to purchase the equipment and claim the funds back from the funding body, seconded by Cllr Mary Wenman.





In the ensuing vote 10 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED**.

**ACTION: CDO**

The CDO reported that she had also applied for 1 grant to establish a community hub, and for 1 to the Arts Council for Wales, and that she was awaiting meetings with officers from those organisations.

#### **11. Update on forthcoming events**

Members were informed that the Cymrodorion Gymanfa Ganu was still scheduled for the 1<sup>st</sup> March and would take place in Jerusalem Chapel.

There would be a Children's workshop in Pembrey Memorial Hall during the school half term on 18<sup>th</sup> February, where children would take part in a theatrical workshop.

Members noted that the Council's event on 29<sup>th</sup> February was now a Welsh tea so as not to clash with events being organised elsewhere, and that the Cawl Cennin was to be on Tuesday 3<sup>rd</sup> March.

The CDO had prepared an A5 booklet for members with posters for all of the upcoming events for their information. Copies of the posters were available for distribution if they wished them.

In response to a query the CDO confirmed that as soon as each poster was completed it was sent for translation using the Service Level Agreement with the County Council translation department as per Council resolution. This could sometimes cause a slight delay in the distribution of the Welsh language version of the poster.

#### **12. Consideration of a request received from Heritage Group for a blue plaque**

Members noted that the Heritage Group had requested that a blue plaque be placed on the Station toilets as it was to commemorate a building that previously stood nearby. Although this was not currently a Town Council building, it was recognised that it was currently being sought in an asset transfer. Members therefore asked the group to be informed that the Committee were happy for the plaque to be placed there.

**ACTION: CDO**

On a related note, members requested that the group be contacted on a matter related to funds raised by Llanelli Arts Society with the Town Council to be used for a particular plaque on the Canary Girls of the Pembrey Munitions Works.

**ACTION: Acting Clerk and CDO**

#### **13. Consideration of the Committee's terms of reference**

Copies of the document had been distributed in advance of the meeting, and members requested the following changes:

- a) Remove reference to defunct sub-Committees in 1.5.
- b) Remove reference to defunct sub-Committees in 1.12.
- c) For the Acting Clerk to re-word items 1.8-1.10 to better reflect the working relationship between the Chairs Committee and the Regeneration and Community Engagement Committee.
- d) For the Acting Clerk to combine 1.5-1.7 as they were repetitive.

Members voted on each item in turn with the following results

- a) Cllr David Owens **PROPOSED** it be accepted, seconded by Cllr Bob Walpole. Unanimously **AGREED**.
- b) Cllr David Owens **PROPOSED** it be accepted, seconded by Cllr Bob Walpole. Unanimously **AGREED**.
- c) Cllr David Owens **PROPOSED** it be accepted, seconded by Cllr Bob Walpole. 8 members voted in favour with 2 abstentions, it was therefore **AGREED**.
- d) Cllr David Owens **PROPOSED** it be accepted, seconded by Cllr Bob Walpole. Unanimously **AGREED**.

#### 14. Consideration of overall committee structure

Cllr Bob Walpole **PROPOSED** that the document remain confidential due to its sensitive contents, seconded by Cllr David Owens.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Acting Clerk**

Members noted that the Planning Sub-Committee was the only one this Committee currently had, and that as such there was no room for contraction and so there was no need for this topic to be discussed further.

#### 15. Consideration of the formation of a youth group

Members heard that there was a strong impetus from the Community forums for more activities to be available for children and young people in the community. The CDO highlighted the strong potential for the Town Council to set up a Youth Theatre Group, with several members of the community with relevant skills having already indicated their support for such a venture. It was her intention to expand on the success of the half term and holiday workshops, setting up a weekly group meeting with the aim to put on a show. The Arts Council for Wales had expressed an interest in a youth project such as this with the added benefit that it may bring new, updated equipment and facilities to Burry Port Memorial Hall if funding was secured. The aim was to make the group self-supporting so as not to draw on Town Council money.

The CDO confirmed she would run the group, as she had relevant experience and would be making use of offers of assistance from members of the community with additional expertise. There would be two age groups 6-9 and 9-16 year olds with opportunities to undertake front of stage and back stage work.

Cllr Richard Adler **PROPOSED** that the CDO be given permission to proceed with establishing the group, seconded by Cllr Moira Thomas.

Members **AGREED** unanimously to the proposal.

**ACTION: CDO**

Cllr Lisa Mitchell **PROPOSED** that standing orders be suspended to allow the meeting to continue beyond 8.30pm, seconded by Cllr Richard Adler.

Cllr David Owens stated his intention to abstain as meetings were taking this action too often.

In the ensuing vote 9 members voted in favour with 1 in abstention and 0 against.

It was therefore **AGREED**.

#### 16. Consideration of revised hub proposal

Members noted the contents and commented that the title of the paper should be revised as it was only partially relevant.

#### 17. Consideration of radio publicity for forthcoming events

There was no update on this item.

#### 18. Update on town wifi

Members heard that the wifi hub had been installed at the Marine Group building and was now operational, while final written confirmation from Pembrey Library to host the last unit was expected soon.

#### 19. Update on planning for the Town of Culture

Members were asked to refer to the booklet previously distributed for information on upcoming events. The CDO stated that the Launch Concert had made £2500 in income with about £700 spent. This money would be used to bolster the preparations for other events. There had been a lot of positive feedback from those who had attended and the CDO would work to ensure all future events attained that same or a higher level of experience. The CDO had written personally to each artist to give thanks.

Cllr Bob Walpole **PROPOSED** that members give a vote of thanks to all staff for their efforts in ensuring the event was successful and over the Christmas period, seconded by Cllr Michael Theodoulou.

Members **AGREED** unanimously.

Members were informed that the next meeting of the Finance, Governance and Personnel had on its agenda the matter of recognising the efforts of staff during these recent Council events.

The CDO reported that as requested at the last meeting she had sourced some figures and more information for the process of setting up an events team of younger people. The advice she had received from the Council's insurer was that using young people in a voluntary capacity was more risky, but as paid employees was much less so, with many different arrangements possible and able to be tailored to suit different people. She advised that an example total cost to the Council per event could be 4 team members for 4 hours could start from £88.

Members discussed the cost for setting up the Council within the time credits system. Members began discussing some details of the requirements and qualifications needed by such a team but recognised it was not within the remit of this Committee.

Cllr Peter Freeman **PROPOSED** that the idea be agreed in principle and that it should be referred to the Finance, Governance and Personnel Committee for consideration, seconded by Cllr Lisa Mitchell.

In the ensuing vote 10 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED**.



**ACTION: Ref to FGP**

**20. Update on preparation of annual report**

Members had been provided with copies of the structure in advance of the meeting.

Cllr David Owens **PROPOSED** that the outline structure be approved, seconded by Cllr Robert John.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Acting Clerk**

**21. To consider any referred matters from the other Committees**

The Committee heard that there was an opportunity for the Council to enter itself into a category related to Community Engagement for the One Voice Wales Awards.

Cllr David Owens **PROPOSED** that staff seek to put an entry in for the Council against the relevant awards categories, seconded by Cllr Robert John.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Acting Clerk**

Members were informed that the Marine Group had approached the Council asking for it to arrange another public meeting, and a recommendation from this Committee was needed to take to the next Ordinary Meeting of the Council.

Cllr David Owens **PROPOSED** that a recommendation be made to Council for the public meeting to be set up, seconded by Cllr Richard Adler.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Assist Town Clerk**

Members heard that the Council had been approached to nominate candidates for a forthcoming Culture Awards event being arranged by the County Council. After consideration the following candidates were suggested:

- Young Talent – Casey Lane
- Musician – Jada Lane
- Outstanding Achievement – Ryan Lee
- Performing Arts – Burry Port Opera
- Heritage – Graham Davies

Cllr Lisa Mitchell **PROPOSED** that the recommendations be approved, seconded by Cllr Richard Adler.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Acting Clerk and CDO**

The Acting Clerk requested that members consider a referred matter from the Facilities Management Committee. As the budget for planting would be transferred to this Committee in the next financial year, the instruction to the supplier to begin growing the plants should come from this

Committee. Members noted that a number of related issues needed discussion, including the planting on the roundabout near to Parc y Tywyn and the contents of the biodiversity report, and so the possibility of a working group was discussed.

Cllr Lisa Mitchell **PROPOSED** that the approval for planting be given, seconded by Cllr Richard Adler.

In the ensuing vote members **AGREED** unanimously to the proposal.

**ACTION: Acting Clerk**

**22. Any other urgent business at the discretion of the Chair**

Members heard that members of the Catholic Church in Burry Port had approached a Councillor asking if the Council would like to be involved in setting up a foodbank. The member in question was asked to work with the interested stakeholders to put the information together into a proposal for presentation at the next meeting.

Cllr Richard Adler **PROPOSED** that the meeting move in camera to allow decisions to be taken, seconded by Cllr Lisa Mitchell.

Members **AGREED** unanimously to the proposal.

*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.

**23. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 8<sup>th</sup> January 2020**

Members had received a copy of the in camera minutes from Wednesday 8<sup>th</sup> January in advance of the meeting.

Cllr Karen Morris **PROPOSED** that the minutes were an accurate account of the meeting, seconded by Cllr Mary Wenman.

Cllr Robert John stated his intention to abstain due to not being present at the meeting.

In the ensuing vote 9 members voted in favour, 0 against and 1 abstention and it was therefore **RESOLVED** to accept the minutes.

**ACTION: Admin Assistant**

**24. Matters arising**

There were no matters arising.

**25. To consider the Schedule of accounts**

Members had received a copy of the schedule in advance of the meeting, and it was noted.

**Meeting ended 8.50pm**