

**Pembrey and Burry Port Town Council**

**Minutes Regeneration and Wellbeing Committee Meeting**

**Wednesday 8<sup>th</sup> May 2019**

**Present: Councillors Robert John (Chair), Richard Adler, Peter Freeman, Lisa Mitchell, Michael Theodoulou and Mary Wenman.**

**In attendance: Huw Thomas (Responsible Finance Officer) Ed Davies (Administrative Assistant-Minute Taker)**

**Senior Citizen's Hall, Burry Port 6.35pm – 7.55pm**

**1. To receive apologies for absence.**

Apologies had been received from Cllrs Pam Every and Shirley Matthews.

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

No declaration were made.

**3. To confirm the minutes of the Regeneration and Wellbeing Committee meetings held on Thursday 7<sup>th</sup> March and Wednesday 10<sup>th</sup> April 2019.**

Members had received copies of the minutes from Thursday 7<sup>th</sup> March and Wednesday 10<sup>th</sup> April in advance of the meeting.

All members were agreed that they were representative of the meetings of the 7<sup>th</sup> March and 10<sup>th</sup> April and **RESOLVED** unanimously that they be accepted.

**ACTION: Admin Assistant**

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

Minutes of Thursday 7<sup>th</sup> March

No matters arising

Minutes of Wednesday 10<sup>th</sup> April

Pg1. – in relation to the 3-year strategy members heard that the Chair had drafted a lead document and that the actual strategies would follow. This would then be submitted to the Chairs Committee

Pg2. – members heard that the paper transaction arrangement with the Cycle Club had not yet taken place and would not until the Cycle Club had shown intention to clear its debts to the Council. A meeting had been arranged with representatives of the Club for Friday 10<sup>th</sup> May.

A separate issue was discussed with a request from the Club having been received for them to use the Town Council's logo on the Club's shirts, because of previous support the Council had given them. Concerns were raised that the Council couldn't act as sponsors but it was clarified that the

Council wasn't being asked to do so and that the Club would not be restricted in seeking sponsorship from other organisations. Members were **AGREED** that it would be appropriate and consistent with previous decisions to allow the Club to use the Council logo on their shirts.

There followed a wider discussion on the grants process. Members heard that it was currently under review and that it would allow better scrutiny of those applying for larger sums and allow inspection of submitted invoices. The new process would include a step where the RFO would give their report on the organisations accounts and a post-application process for spot audits to monitor how the grant had been spent.

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

No report had been prepared as the RFO had only received the Bank Statements and Invoices earlier in the week. He was expecting the electronic data later this week, which would allow him to produce a report in due course with the expected date depending on the quality and quantity of what he received. He anticipated that he would be able to produce a report on April's accounts by the June meeting of the Committee.

In response to a query he stated that the 2017/18 Accounts were now with the Internal Auditor. Members were agreed that it was of utmost priority to ensure the 2018/19 Accounts were submitted in time for the 30<sup>th</sup> June deadline and that the RFO would be given all of the assistance possible to complete on time.

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

**Cllr Robert John Declared an Interest as he was the Chairman of the Burry Port Opera**

**Cllr Lisa Mitchell took over as Chair for the relevant application**

**Cllr Robert John left the meeting 6.55pm**

#### Burry Port Opera

A request had been received for £850 to allow the opera to put on a full opera which would cost an estimated £20000. Members noted that the Opera had had insufficient funds in the year previous to put on a full opera but had held fundraisers to assist in meeting the required total for this years performance.

Members discussed the application noting the excellent quality of the production's the Opera had put on previously. Some expressed a desire for them to put on more in the community and to put variety in their program to perhaps encourage more interest. Some members felt that supporting the provision of a wide variety of culture in the community was a great benefit, however also queried if more could be done to advertise and promote their work. It was understood that the Opera had approached the local College to promote their work with a younger crowd.

Cllr Peter Freeman **PROPOSED** that the grant be awarded, seconded by Cllr Mary Wenman.

In the ensuing vote 5 members voted in favour with 0 against and 1 abstention. It was therefore **AGREED** to award the sum of £850 as requested.

**ACTION: Temp Assist Town Clerk**

**Cllr Robert John returned to the meeting 7pm**

### Bowls Club

A request had been received from the Bowls Club for £1500 to allow the purchase of a new specialist lawn mower which had been sourced for £3000. Members heard that the current mower had recently broken down, and although it would be fixed, the professional advice had been to purchase a new one and to keep the old one for “rougher” cuts during the Spring.

Members heard that the application came with the full endorsement of the Facilities and Assets Committee, which was responsible for the Bowls Club. They were asked to note that the club had already raised £1500 towards the purchase, and that if the application was denied, the Council would have to meet the full purchase cost of £3000 from its other budgets.

It was confirmed that the Club had a pay to play facility on site and that they did engage with schools to try and promote the sport.

Cllr Michael Theodoulou **PROPOSED** that the grant be awarded, seconded by Cllr Lisa Mitchell.

In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED** to award the sum of £1500 as requested.

**ACTION: Temp Assist Town Clerk**

### Jerusalem Chapel

Two applications had been received previously from this applicant, which the Committee had deferred pending the submission of additional information. The requested documentation had been received and had been sent to members for consideration. The submitted information clarified that the Chapel was applying for a minimum of £200 towards the costs of replacing the organ in the Chapel, and that the estimated total cost of the project was £21000.

Members discussed that there was a very large sum held in reserves of their Bank Accounts which made the requested sum an insignificant amount. It was noted that the accounts showed the roof repairs had been paid for from reserves and that the impact on the reserves had been minimal.

It was noted that as a venue there were numerous organisations and groups who benefitted from it but it was unclear whether the organ itself would benefit them. Members had a wider discussion about whether or not the Council should directly support a religious organisation financially also.

Cllr Michael Theodoulou **PROPOSED** that the application be refused, seconded by Cllr Peter Freeman.

In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions.

## **7. Update on the position of Community Development Officer**

Members heard an update that a meeting had taken place with the Grants Officer from Carmarthenshire County Council, and the Council had received the required permissions to proceed with advertising for the post. This was expected to happen soon and it was believed the CDO would report to the Town Clerk in the first instance and in their absence to the Chairs Committee.

## **8. Consideration of the setting of a 3 year strategy plan.**

Members heard that the identification process of the initiatives the Committee undertook was underway. It was noted that a presentation had been arranged for Town and Community Councils by the Welsh Government on how they would fit in to the Wellbeing of Future Generations (Wales)

Act but that this was in Conwy and it was expected there would be a second presentation organised closer to Burry Port on another date but no announcement had been received yet. Once the plan had been drawn up it would be submitted along with the other Committee's plans.

A discussion took place of the way the Town Council would implement its responsibilities in line with the Act, noting that direction had been received from the Welsh Government and from elsewhere on the what Council's needed to do. Members stated that the Committees remit went beyond its responsibilities towards the Act and as such their 3-year strategy should not be limited by those responsibilities. It was felt that once the input and desires of the community had been received via the public forums, the Council could generate a much more impactful Community Plan, which could then be used to demonstrate how the Council met the Act and other action plans.

**9. To consider a request from staff at HSBC regarding local volunteering**

Members discussed the scheme, noting that this was HSBC's way of meeting its corporate social responsibilities, by allowing its staff time to volunteer for projects. It was felt that a meeting with them would be beneficial and it was suggested that the Grab and Bag group could be a good group to link them up with.

Members **AGREED** that a meeting should be arranged with them to discuss the Grab and Bag group.

**ACTION: Temp Assist Town Clerk**

**10. To note correspondence previously circulated to members (if any):**

There was no correspondence for consideration.

**11. To receive any reports from sub committees.**

Members noted that following the re-structure there was only the Planning Sub-Committee that reported to this Committee, however there was no report.

Member discussed and noted that the Welsh Government had "called-in" the application for housing in the Graig area of Pembrey.

**12. To consider any referred matters from the other Committees (if any).**

A referral was heard from the Chairs Committee. This years Annual Meeting was starting at 6 as there was a large number of items on the agenda, This included the approval of the Terms of Reference for each Committee. A copy of the document for the Regen and Wellbeing Committee was given to all members. Members were assured that the document only listed the committee's responsibilities as they currently operated and did not add additional responsibilities.

The operation of the Community Engagement Sub-Committee was queried and discussed, with members noting that the Sub-Committee would report to the Chairs Committee but that Regeneration and Wellbeing would oversee the delivery of their activities that were their responsibility. Some members expressed concern at this set up, stating that the work of the Sub-Committee may become confused by having 2 "controlling" Committees directing it. In response others felt that the direction the Chairs Committee would be giving would be informed by the priorities of the Regeneration and Wellbeing Committee anyway and that this set up would ensure a separation of "delivery" and "strategy".

Members were urged to give their support as it was imperative the Council ensure its affairs were correct and in order. Some members felt that the structure would enable the Council to continue what it did well, which was listen to and work with the Community, while others re-stated their concern at the potential complexity of the structure.

Cllr Peter Freeman **PROPOSED** that the Terms of Reference be given the support of the Regeneration and Wellbeing Committee and be referred to the Annual Meeting for approval, seconded by Cllr Richard Adler.

In the ensuing vote 4 members voted in favour with 0 against and 2 abstentions. It was therefore **RESOLVED** that the Terms of Reference be referred to the Annual Meeting with the approval of the Committee.

**ACTION: Temp Assist Town Clerk**

Members heard and noted the Terms of Reference for the Chairs Committee also.

*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.

**13. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 10<sup>th</sup> April 2019**

The in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 10<sup>th</sup> April 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate.

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

The schedule had not been prepared for the meeting as the RFO had previously explained.