

Pembrey and Burry Port Town Council

Minutes Regeneration and Wellbeing Committee Meeting

Wednesday 10th April 2019

Present: Councillors Robert John (Chair), Peter Freeman, Shirley Matthews, Lisa Mitchell and Michael Theodoulou. Cllr Moira Thomas sat in substitution for Cllr Mary Wenman.

In attendance: Huw Thomas (Temporary Part Time Responsible Finance Officer Designate) Ed Davies (Administrative Assistant-Minute Taker)

Senior Citizen's Hall, Burry Port 6.30pm – 7.55pm

1. To receive apologies for absence.

Apologies had been received from Cllrs Richard Adler and Pam Every.

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 7th March and Wednesday 13th March 2019.

Members had not received copies of the minutes from Thursday 7th March and so could not confirm at this meeting. It was agreed to defer confirmation until the next meeting.

ACTION: Ref to next Regen agenda

All members were agreed that they were representative of the meeting of the 13th March and **RESOLVED** unanimously that they be accepted.

ACTION: Admin Assistant

4. To consider any matters arising from the minutes.

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There was a discussion that the meeting of the 7th March may have over focussed on the aims of the Wellbeing of Future Generations (Wales) Act 2015 as it was a requirement of the Council's rules and regulations to set a 3-year strategy for each Committee and for that to be combined into a Town Council strategy. It was stated that by only dealing with the broader work of the Committee and Council in relation to the Act it may not create a usable strategy for aspects such as the giving of grants and donations, Christmas lighting. Some still felt it was important to assess and list the work of the Council and match it against the goals of the Act to inform the strategy. There was further discussion that the Council did not have to follow the lead set by the public board plan as the aim of the Act was for a bottom up evaluation and strategy creation rather than a top down, in that it was for the public board to inform their strategy by what Town and Community Councils, informed by the public in general said.

Members **AGREED** that setting the 3 year strategy would be made the main point of business at the next meeting of the Regeneration and Wellbeing Committee meeting in May.

ACTION: Ref to next Regen agenda

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

No report had been received.

The Chair welcomed the Temporary RFOD and asked him for any verbal report he may wish to give.

The Temporary RFOD stated that he had met with the RFO and discussed the methods of working and reporting. He hoped that he would be able to bring a report of some description to the next meeting of each Committee.

6. Consideration of applications received for financial donations

Two applications had been received from Pembrey and Burry Port Cycle Club, one for £1000 from the Community Grant, and the other for £200 from the Local Organisation Donation.

Members discussed whether or not the Club had asked for donations previously but no certainty could be reached. It was believed that financial assistance during the Tour of Britain in 2018 had not been drawn from the Financial Donations budgets.

Members discussed the applications in detail, noting that the larger application was for equipment to help promote the club in the community while the smaller was for assistance with Cycling days. Both applications would support the clubs members in promoting a healthy and active lifestyle in the community through a cycling platform.

Members discussed matters regarding the club, noting that they were aware the club was in arrears of payment to the Council. It was also noted that the club had recently agreed a repayment plan with the Council to clear that debt. Members understood that the Club collected subscriptions from its members to provide an income and that they had plans to hold fundraising events to generate additional funds, but that these had not been collected yet and so the bank balance shown in the attached accounts did not indicate that information. It was noted that the club had lost some of its previous sponsors which had also affected their available funds. Members queried how many of the members were residents of Pembrey and Burry Port, but the application did not make it clear.

There was a broader discussion amongst members regarding the level of scrutiny to submit applications to, and the boundaries and limits for making decisions on which applications to support. Some members urged caution in considering applications from groups who may be in financial difficulties as the Council could not afford to support every group, others pointed out that applications from groups with no financial issues would be turned down for the opposite reason. Following the discussion members were agreed that larger sums that were applied for needed to be subjected to greater scrutiny and for follow up enquiries to be made.

Some members called for the Club to be asked for more detail on the equipment they intended to purchase as the Council may be able to support them in other ways, not only financially, and for a request to see their accounts and books over a longer period. Members discussed the problems with causing a delay to the process of a month by requesting this information. It was suggested that a condition could be placed on the applications for them to be given as a paper transaction, whereby the funds were used to cancel part of the debt owed the Council. It was also suggested that the

money requested could be staggered with some given now, with the remainder provided on clearing of the debt.

Cllr Michael Theodoulou **PROPOSED** that £500 of the Community Grant and £100 of the Local Organisation Donation be awarded in a paper transaction against the debt owed by the Club to the Council, with the remainder to be paid on clearing of that debt, seconded by Cllr Robert John.

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

ACTION: Temp Assist Town Clerk

A letter had been received from a Mr Simon Green asking for any financial contributions the Council could make in sponsorship of his taking part in the Wales marathon. He was running in support of the Childhood Tumour Trust and the Bridgend Coalition of Disabled People. Members noted the letter and it was highlighted that there was a local Coalition of Disabled People that covered Pembrey and Burry Port, as such it went against the regulations of the Council to support an organisation that wasn't acting locally.

Cllr Michael Theodoulou **PROPOSED** that a reply be sent offering him the Council's support explaining the reasons for not making a financial contribution and stating that the Council would put his details on the Council's website, seconded by Cllr Robert John.

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

ACTION: Temp Assist Town Clerk

An application had been received from the Aikido club for £150 to replace the floor matting in their dojo. Members noted the benefits the club brought to the community and it was unanimously **AGREED** to award the requested grant.

ACTION: Temp Assist Town Clerk

An application had been received from Burry Port RFC for £1032 to assist with their upcoming Weekend long rugby tournament.

Cllr Lisa Mitchel Declared an Interest as a member of the Junior section of the club.

Members noted that this was a large festival that attracted large crowds and visitors which had a positive impact on local businesses. It was noted that the clubs accounts contained sufficient funds but that these were ring-fenced and could not be used for this event.

Cllr Michael Theodoulou **PROPOSED** that the application be granted, seconded Peter Freeman. In the ensuing vote 5 members voted in favour with 1 abstention and 0 against. It was therefore **AGREED** for the grant to be awarded.

ACTION: Temp Assist Town Clerk

7. Consideration of sponsorship for Burry Port Raft Race

A letter had been received from the Raft Race organisers asking for sponsorship of the event. Members recognised the importance of the event for the community but noted that no amount was requested in the letter. It was discussed as to how much to sponsor but there was uncertainty about how much had been given in the past.

Members discussed a solution whereby the Committee approved sponsorship of up to £1000, with the actual amount to be the same as was given in 2018. This was **AGREED** unanimously.

ACTION: Temp Assist Town Clerk

8. Consideration of Institute of Welsh Affairs correspondence “Your Council’s contribution to Understanding Welsh Places”

Members discussed the project, with some members having also attended presentations on it as well as having read the correspondence. The information requested would be put on a website which would act as a hub for local information. Members **AGREED** that the information should be sent and recommended the matter be referred to the Chairs Committee to draft a response.

ACTION: Ref to Chairs Cmte

9. Consideration of correspondence received from Seafarers UK regarding Merchant Navy Day

Members noted that they had previously agreed to support this event again and would do so. The details of planning for the event would be discussed at the meeting of the Public Engagement Sub-Committee meeting on Monday. It would be necessary to contact the Merchant Navy Association members who had been present in 2018 to attend and to make contact with other local interest groups such as the RNLI.

10. Consideration of correspondence received from Gwyl Cerdd Dant Llanelli a’r Cylch.

Members discussed whether or not support had been provided previously but it was not certain. It was noted that it was a large event that went on for a full day and would be televised on S4C. it was very likely that local pupils would be taking part.

Although all members were agreed in principle to support the event, the information provided was insufficient to make a decision as to how much by. Members **AGREED** to contact the organisation and ask for more information to assist in their decision.

ACTION: Temp Assist Town Clerk

11. Update on the position of Community Development Officer

Members heard that the Council had been awarded a grant of just under £19,000 for this post from a fund with Carmarthenshire County Council. It was clarified that the money would be used to support the creation of the new post. The Job Description had been finalised and scrutinised by the Wellbeing Sub-Committee at their last meeting. The details had been sent to the Human Resources department to assess and set the appropriate pay grade for the post.

The urgency of filling the post was stressed as there was a lot of work for the eventual post-holder to help the Council deliver its obligations as part of the Wellbeing of Future Generations Act (Wales) 2015. It was further clarified that the post-holder would report to the Wellbeing Sub-Committee.

Members were asked to note that with the creation of another new post in the Finance Administration Assistant, an office based T-PT-RFOD and other staff, there would shortly be a working space challenge to meet. The Facilities and Assets Committee was already addressing the options for a long term solution but that a short to medium term one was required and the Chairs Committee was suggesting that the present Clerks Office should be converted into a two desk office with the upstairs room set up to hold meetings.

The Community Development Officer (CDO) and the new T-PT-RFOD would be based in the Clerks Office until such a time as the set up would need reviewing.

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

	Date	From	Subject
	12/03/19	Mr Simon Green	Wales Marathon

This item had been addressed earlier.

13. To receive any reports from sub committees.

A request had been received from Pembrey Community Growing Association to work with them on the Big Lunch which would be on 2nd June. It was clarified that this was part of a network of events all on the same day. Previously this would have been dealt with by the Events Sub-Committee but now it would be the responsibility of the Public Engagement Sub-Committee. Members **AGREED** unanimously in principle to work with the PCGA on the event and to establish the depth of the involvement, and to refer the matter to the Public Engagement Sub-Committee.

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

There were no referred matters.

Members discussed a matter which was not on the agenda but which was felt important to address. The Dementia Carers Group would be returning to holding its sessions in Council premises. During the time they had not been using the facilities, other groups had made bookings in the time slots they had occupied. An agreement had been reached with them to provide the Senior Citizens Hall on a Thursday and on Mondays as possible. On the occasions they're meetings would clash with other users on a Monday the Council was providing them with the Main Memorial Hall but at the Senior Citizen Hall rates as a means of supporting them. This agreement was on the understanding that at certain times of the year, large concerts and events would take precedence for use of the Memorial Hall. It was also stated that the Town Council had provided financial support for the group on several occasions in the past and that it would continue to support them in future.

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.

15. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 13th March 2019

These had not been completed in time for the meeting and would be prepared for the next meeting in May.

16. To consider the Schedule of accounts

The schedule had not been prepared for the meeting as the RFO had been focussed on the annual return.

Members discussed a number of staffing issues.