

Pembrey and Burry Port Town Council

Minutes Regeneration and Wellbeing Committee Meeting

Wednesday 13th February 2019

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

Non-members present: Cllr Mrs Shirley Matthews

In attendance: Kevin Williams (Technical Services Officer), Ed Davies (Administrative Assistant-Minute Taker)

Town Clerks Office, Memorial Institute, Burry Port 6.35pm – 7.50pm

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.

Cllr Mrs Shirley Matthews declared an interest in any items that related to the Carnival Committee due to her membership of that.

3. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 9th January 2019

All members were agreed that they were representative of the meeting of the 9th January and **RESOLVED** unanimously that they be accepted.

ACTION: Admin Assistant

4. To consider any matters arising from the minutes.

None were raised.

As the matter was not on the agenda but was related to the Committee, members discussed that the way the Sub-Committees of all Committees met and the workload they generated was increasing. It was suggested that it was necessary to ask each main Committee, including the Chairs Committee to review the process, and to consider if they should amalgamate the meetings of some Sub-Committees or arrange to meet less regularly.

Cllr Peter Freeman arrived 6.37pm

It was noted that office staff had already spoken with the Chair of the Burials Sub-Committee to discuss it arranging to meet, only as it was needed as opposed to a regular schedule. It was also noted that the Planning Sub-Committee met according to its schedule, but that the meetings were arranged after discussion with the TSO as to whether or not it should take place.

Members discussed that this situation had been raised during the re-structuring. It was believed that once a strategy document was in place for the Wellbeing of Future Generations Sub-Committee that it would not need to meet regularly. Members **AGREED** to defer the matter for further discussion until the meeting to set the 3-year strategy plan (agenda item 10).

5. Consideration of the Committee's budget monitoring report

No report had been received.

Members discussed the view held by the Finance, Governance and Personnel Committee and Chairs Committee that the RFO needed to be focussed on completing the annual return and the accounts before he departed from the post. It was therefore unlikely that any Committees would receive a report until that work had been finished.

It was stated that the issue was on the agenda of the next Town Council meeting but members noted that the Council had already been named publicly for its failure to submit its annual return and that the extenuating circumstances did not allow for a reprieve from the responsibility. A discussion followed where it was noted that members had been informed previously of the failure to submit the annual return on time and that there would need to be improvements made on the oversight of this responsibility to ensure it doesn't happen again.

6. Consideration of applications received for financial donations

Members were reminded that a discussion regarding changes to the financial donations policy was to be discussed under agenda item 8.

Copies of the following applications had been sent to members in advance of the meeting.

Two applications had been received from Jerusalem Chapel to assist with the purchase of a new organ, one for the Local Organisation Donation for £200, and one for the Community Grant for £200.

Members discussed the accounts supplied with the applications raising a number of queries, including why the most recent account they could supply was for 1st January 2016. There was much confusion as to what the available amount in their accounts was as there appeared to be sufficient funds to undertake the project, from what had been supplied.

Members also discussed whether or not the Chapel had applied in the past, and whether or not they charged community groups and users for using the facilities, although no certainty could be got on either issue.

Members recognised that the accounts and paperwork had been submitted in Welsh only and there were some members who did not have sufficient understanding of that language to be able to understand the paperwork.

Cllr Michael Theodoulou **PROPOSED** that the Committee respond with a request for the following information in relation to both applications:

- Up to date financial accounts (bilingual)
- A Bank Statement
- Clarification with what will be done with the money
- Clarification on why their current financial reserves cannot be used.

Members agreed unanimously that the proposal be **RESOLVED**.

ACTION: Assist Town Clerk

An application had been received from Pembrey and Burry Port Womens Institute for £100 for a fundraising event for the organisation.

Members discussed and recognised the work that the organisation did in the community and made statements of support. It was **RESOLVED** unanimously that the application be awarded.

ACTION: Assist Town Clerk

The Chair raised a letter sent by the Wales Air Ambulance which had been received after the agenda had been distributed. It was a generic request for assistance to keep the service running. Members noted that the Town Council policy was not to provide financial assistance to national organisations or charities unless they had a local branch that was active in the community. Members **AGREED** for a response to be sent offering the support of the Council but no funds.

ACTION: Admin Assist

8. Consideration of amendment to Financial Donations policy to include allowing small organisations to apply for a donation to go towards hire of TC facilities on a case by case basis.

Cllr Mrs Lisa Mitchell arrived at 7.00pm

Members noted that agenda item 7 would be dealt with prior to going in camera.

Members discussed how this issue had arisen a while ago but that nothing had been done about it yet. Before Cllr Michael Theodoulou drafted any changes to the application documents he wished to know the priorities of the other members to inform the process. Currently there were two types of grant as follows:

1. Local Donations Grant
2. Community Grant

In relation to the 1st it was clarified that the maximum to be applied for was £200 and that the proposed changes would keep it as a simpler process and that it should be limited to local groups only, who had a bank account, and that it would allow the donation to be used for rental of facilities.

In relation to the 2nd it was clarified that this would be an application for £1000+ and that the process should be more stringent. The applicant should have full accounts and up to date bank statements, that a preference for applications with match funding proposals be put in place and that the forms should request more details on the organisation and their intentions. It was felt that “evidence of need” should be submitted and a clear purpose or outcome of the intended actions. The application should not duplicate ongoing work in the community and any applicant should be prepared to provide evidence of outcomes including their measurement methods on conclusion of the work and for monitoring of progress during too. Very large applications must demonstrate a contribution to the Town Council’s Wellbeing agenda and to the Community Plan also. The grant would be able to be used for rental of facilities too.

Cllr Robert John declared an interest as the Chair of the Opera Society as they had applied for grants in the past and were likely to in the future also.

Cllr Pam Every declared an interest as the Chair of the Burry Port branch of the British Legion as they had applied for grants in the past and were likely to in the future also.

Members **AGREED** unanimously for Cllr Michael Theodoulou to prepare changes to the application forms on the above guidelines for their consideration at a later meeting.

ACTION: Cllr Michael Theodoulou

9. Update on purchase of blue plaques

Members noted that Cllr Michael Theodoulou had met with Mr Graham Davies of the Pembrey and Burry Port Heritage Group. He provided a brief overview of the situation at present and what the Town Council had agreed to do.

The Council would arrange for the plaques to be erected and insured. The Council can reclaim the VAT back from the purchase of the plaques if it purchases them and gives them to the group. The group is to apply for a grant from the council for the cost of the plaques which they can use to make a donation back to the Council for its assistance with the plaques and erection works.

It was noted that an amount had been budgeted for in this financial year to assist them on this project. The group was to receive £300 towards the Royal Ordinance Factory plaque, which was already part funded through fund raising efforts; and that a further £500 was being given in relation to the other plaques, giving a total donation of £800 in addition to what had been granted previously. Members noted that next years budget included a sum for this purpose also.

10. To set a date for a special meeting to consider a 3 year strategy plan.

Members discussed the next opportunity to discuss this issue in a special meeting. All **AGREED** to meet on Thursday 7th March at 6.30pm.

ACTION: Assist Town Clerk

Members noted that this was something that should be done every year to meet the Council's own Rules and Regulations. It was also noted that the plan would be reflected in the Wellbeing Plan, once that had been drafted.

11. To consider correspondence previously circulated to members (if any):

No correspondence had been received.

12. To receive any reports from sub committees

Events

Members noted that preparations to mark St David's Day were proceeding well. The Parade would take place on March 3rd and the Air Cadets were now available to take part alongside others. A mural was being prepared by Ysgol Parc y Tywyn and the Burry Port Male Voice Choir was now committed to take part too.

The Cawl Cennin was scheduled to take place on Tuesday 5th March at 12.30pm and that Cllr John Hedley Jones was preparing the food as he had done previously. Members assistance was requested on Monday 4th March to assist with setting up the room.

Preparations for the Mayor's concert were underway with performances confirmed from the Town Band, including the Junior Band and the Male Voice Choir. Discussions were ongoing with the Opera Society but it was expected they would contribute in some fashion while a clash with the 2nd round of the Eisteddfod meant that the availability of Ysgol Parc y Tywyn's Choir was uncertain until the results of the 1st round had been announced. If there remained a conflict it was possible

that the community choir being arranged for the St David's Day parade may be able to assist. It had been confirmed that Matthew Tucker, to soloist, would also perform. An invite was being prepared for the Chair of the County Council as he had expressed an interest previously.

Planning

It was reported to members which applications had been received in advance of the next scheduled meeting on Tuesday 19th February.

Wellbeing of Future Generations

A date of 27th March had been set for the public meeting, at 7pm. Members were informed a leaflet was being prepared which would need to be distributed to as many households in the Community as possible. Members were asked to respond to the email request for volunteers to deliver the leaflet, that had been recently sent to inform the office of which areas members were prepared to distribute to, so that the gaps could be identified.

Members discussed youth involvement in Council politics, and it was queried if the schools' Councils could input into the Wellbeing agenda or Council business. It was reported that discussions were ongoing with Ysgol Glan Y Môr on their forming a forum system that reflected the Town Council's plans so facilitate their input into the Wellbeing agenda. Members discussed whether the primary schools' Councils could also contribute in some manner but not certainty was reached.

Cllr Michael Theodoulou declared an interest as a relative of his sat on the School Council for Ysgol Parc y Tywyn

Members were reminded that the goals of the Town Council needed to be achievable and that it would have to prioritise to ensure work was done and that it did not become overstretched. To assist with delivery of some of these goals, members were reminded that it was applying for a grant to allow it to employ a Community Development Officer.

7. Review of the Town Council's policy in relation to the Welsh language

Members noted that the advice given by the Welsh Government for Town Councils on this matter was that it was a request for them to ensure their submissions were provided bi-lingually. There followed a discussion about the ways in which the Council already made some effort to engage with the public bi-lingually, although it was noted that improvements could be made. It was queried if the Council could do more when undertaking its internal business bi-lingually, and although it was recognised that more could be done there was a discussion of the potential cost implication to the Council of making it feasible to conduct all of their work bilingually.

Members discussed the Council's Welsh Language Scheme and that it was long overdue a review. It was noted that this issue had also been referred to the Wellbeing forum with responsibility for Language and Culture, but that it needed to be made clear to those that engaged what was expected of them and what the results of their involvement would be able to achieve. It was felt by some that ensuring the policy was good and useful, would ensure that it worked.

Members recognised that the Council was in the process of launching its new website which had two separate sections for English and Welsh as a means of improving but that the Council's notices on its notice boards were currently only available in English, as a means of facilitating that, the County Council had been approached to set up an SLA to provide translation services to the Town Council, but that this was being chased up.

It was suggested that the question of what the Community expected to be provided in Welsh should be put to them, while members also noted that to live in a bilingual society meant recognition that translation provision needed to work both ways.

13. To consider any referred matters from the other Committees

None had been referred.

7.45pm That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the 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

14. To consider the RFO report

No report had been received.