

**Pembrey and Burry Port Town Council**

**Minutes Regeneration and Wellbeing Committee Meeting**

**Wednesday 13<sup>th</sup> March 2019**

**Present:** Councillors Robert John (Chair), Richard Adler, Peter Freeman, Shirley Matthews, Michael Theodoulou and Mary Wenman

**Non-members present:** Cllrs Karen Francis Morris and Moira Thomas

**In attendance:** Ed Davies (Administrative Assistant-Minute Taker)

Senior Citizen's Hall, Burry Port 6.30pm – 8.45pm

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

Cllrs Richard Adler and Peter Freeman declared an interest in agenda item 10.

Cllr Moira Thomas declared an interest in any item which involved discussions on Jerusalem Chapel as she was a member of its congregation.

**3. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 13<sup>th</sup> February 2019.**

All members were agreed that they were representative of the meeting of the 13<sup>th</sup> February and **RESOLVED** unanimously that they be accepted.

**ACTION: Admin Assistant**

**Cllr Mary Wenman arrived 6.31pm**

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

There were no matters arising.

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

Members were reminded of the situation with the RFO having been instructed to focus on the Annual Return, and as such no budget monitoring report had been produced. They also received a short update that the RFO had arranged to meet with the internal auditor within the next 2 weeks and was therefore close to finishing the task.

There followed a brief discussion of what whether or not the Council could expect a budget monitoring report from the RFO before his departure and whether or not Members were responsible and liable for errors even without the ability to scrutinise the accounts. It was believed that the RFO would produce whatever he could before his employment ended but for members to not depend on its delivery. In relation to members responsibility, it was believed that they would only be liable if they refused deliberately or through inaction to adhere to the advice provided by the internal auditor.

Members heard that the Temporary RFO post was still in the process of being appointed and that the post had been offered to the successful candidate earlier in the day, although confirmation was awaited of their acceptance. It was expected that their primary focus on starting the role would be to produce the next annual return and to embed a new financial software package into the Council's systems to make some aspects of the role much simpler to manage. It was noted that the Temporary RFO would be office based and would be working more hours than the current post.

Members were asked to note that the new appointee would be supported by another new post in the form of the Finance Administrative Assistant which was still open to applications until Friday 15<sup>th</sup> March, and that that post would also be office based and full time, and that this in combination with the new software would have a significant impact on the quality of reporting in the future.

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

Members were asked to make a decision on an update on the application from the Women's Institute, which the Committee had agreed to grant £100 to at the previous meeting. Members heard that the application was related to an event that was not scheduled until later in the year and that it had not yet been confirmed by the organisers. The office suggested to the Chairs Committee that the response to the Women's Institute state that their application for £100 was successful but that the Council would award it to them once it was fully confirmed, otherwise the Council may have to go through a recovery process for the funds. It would need the agreement of the Committee for this action to happen.

Cllr Peter Freeman declared an interest as his wife was an active member of the organisation in question.

Cllr Michael Theodoulou **PROPOSED** that the WI be sent a communication confirming that they had been awarded the £100 requested and that it would be sent to them on confirmation of the booking, seconded by Cllr Richard Adler.

In the ensuing vote 5 members voted in favour of the proposal with 0 against and 1 abstention. The proposal was therefore **AGREED**.

**ACTION: Temp Assist Town Clerk**

Members also discussed a communication received in relation to a project to adopt and provide planting to the roundabout adjacent to Ysgol Parc y Tywyn. The project was being led by a Co-operative Member Pioneer and the Head Teacher of the school. The Pioneer understood that the developer had previously set aside some money with that purpose in mind with the Town Council and wished to meet with someone to discuss the matter further.

Cllr Michael Theodoulou **PROPOSED** that the Pioneer be invited to attend the next meeting of the Regeneration and Wellbeing Committee meeting, seconded by Cllr Shirley Matthews.

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

**ACTION: Temp Assist Town Clerk**

**7. Consideration of financial contribution or support to the local appeal committee for the Eisteddfod yr Urdd Sir Gâr 2021.**

Members discussed the communication, noting that it was asking the Council to be prepared to provide financial assistance to their local fundraising team when the time came. Members suggested a number of possible ways to support the local team, with many members expressing their desire to be very supportive, recognising the large cultural benefits the event brought with it, to schools, groups and individuals in the community even if it was a National event not held locally. It was felt no decision should be taken on how to assist the local team until they had been met with, but there was strong support to the idea to be proactive in suggesting the methods the Council could do so. Some felt it may be more prudent, out of respect, to hear what the schools, groups and individuals involved would want too. Members also noted that the Council's should match its contributions appropriately to the requests.

Members **AGREED** for the Local Fundraising Team of the Eisteddfod yr Urdd should be invited to speak with the Committee in due course.

**ACTION: Temp Assist Town Clerk**

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

Members were asked to note that although this had been discussed at the last meeting, no decision had been made. As an update Members heard that the recent meeting of the Wellbeing of Future Generations Sub-Committee had discussed this matter also and had recommended that it be passed on to the relevant forum in due course.

In the following discussion members stressed that in principle the Council was bilingual and that its policy had not been updated for over ten years, noting that the situation had changed significantly since and that some information would need to be updated. There was a strong feeling among some members to ensure that the policy provided suitable measures when translated documents were sent out for public consumption to avoid errors.

Members noted that discussions were already under way to establish an SLA with Carmarthenshire County Council's translation service but that they were yet to respond.

Caution was urged by some members that the Council needed to be clear on what the legal requirements were before deciding firmly on a policy, to ensure the policy was at least minimally compliant, and where additional improvements could be made and their applicable costs. Some felt that although it was important for the public to inform and direct Council policies, in terms of internal workings it may be necessary to arrange a working group to produce a report on the matter.

There was disagreement about the expectations that were placed on Town Councils in relation to their minimum requirements on public document production, with some members hypothesising on how the Council would cope with members who intended to only communicate yn Gymraeg, and the need to address the situation in advance, although others felt this was unnecessary and should be left until it became a problem. Some members suggested that the Council contact the County Council for advice, while others felt the expectations of the County Council were greater than those placed on Town Councils and so it might not prove useful on its own.

Cllr Michael Theodoulou **PROPOSED** that a task and finish group be set up to produce a report on the matter and to understand the legal requirements, seconded by Cllr Peter Freeman.

This was **AGREED** to unanimously. With Cllrs Peter Freeman, Mary Wenman, Moira Thomas, Karen Francis-Morris and Richard Adler volunteering to sit on the task and finish group.

**ACTION: Task and Finish Group**

**9. Update on the 3 year strategy plan.**

Members received an update stating that there had been a delay in sending out the necessary documents for members to fill in, it would be sent out shortly and members would have ten days from its delivery in which to fill in and return their observations.

Members were reminded that the information would be compiled by the Wellbeing of Future Generations Sub-Committee with the purpose and methodology outlined in the forthcoming email.

A brief discussion took place concerning the date of the public meeting, which had now been put back to May, due to recent external factors increasing the workload of the office. Members were asked to be understanding of the current situation and to be patient and realistic with their expectations with what the office staff could currently deliver in addition to their usual workload. It was noted that staff had already been working overtime to deliver what was being asked of them and that this had been the case for a year. In addition members were in agreement that it was most important to ensure the public meeting was done well and was successful otherwise it would not generate the responses and involvement they required.

**10. To consider correspondence previously circulated to members:**

	<b>Date</b>	<b>From</b>	<b>Subject</b>
a	13 <sup>th</sup> February	Climate Change, Environment and Rural Affairs Committee	Inquiry into allotments
b	4 <sup>th</sup> March	Member of the public	Pembrey parking for horse riders

- a) Members noted that the communication required a response by 1<sup>st</sup> March which had already passed, however the Chair had spoken to a member of the Pembrey Community Growing Association Committee in relation to the matter and that they had followed it up.
- b) Members noted the enquiry, but felt that recent news may have changed the situation dramatically. The news was in relation to an announcement by Carmarthenshire County Council regarding parking charges and changes at numerous car parks in the area. It was noted that the recent announcement from the County Council was on the agenda for discussion at the next Town Council meeting and that there was a public meeting on Friday 15<sup>th</sup> March regarding the double yellow lines outside Pembrey Country Park. It was stated that there was parking provision for horseboxes in the car park adjacent to the football pitch. Members **AGREED** for a suitable response to be prepared outlining the above information and advising them to contact the County Council with their concerns.

**ACTION: Temp Assist Town Clerk**

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

The meeting returned to this agenda point as the paperwork of a received application was discovered.

The application was from the Town Band for £1000 in relation to the West Wales Solo and Ensemble Competition 2019.

Members heard how the total cost for holding the event was estimated at £2,350. A brief discussion took place over whether or not the Council could allocate some or all of the requested sum from the Events budget, but it was clarified that this was an application for a grant from the Regeneration and Wellbeing Committee and that sufficient funds were already held to meet the request. Members gave high praise for the Town Band and for the success of this event in the past, noting that it raised the profile of the Town and brought in additional benefits for residents and businesses alike through hosting the competition.

Cllr Michael Theodoulou **PROPOSED** that the application be awarded, seconded by Cllr Mary Wenman.

In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED** to award the requested grant to the Town Band.

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

Members noted that there had been identified a need to rationalise the number of operating Sub-Committees due to the workload they placed on the office staff. It was being recommended to the Town Council, in relation to the Regeneration and Wellbeing Committee to retain the Wellbeing of Future Generations Sub-Committee and the Planning Sub-Committee, and to merge the responsibilities of the Events Sub-Committee and the Public Engagement and Communication Sub-Committee.

Elsewhere it was expected that the Parks and Flowers Sub-Committee and the Bowls Club Sub-Committee would be disbanded with their work dealt with by the Facilities and Assets Committee, while the Burial Sub-Committee would be retained.

In recognition of the changes, with the new Sub-Committee being much larger it was expected to require a different way of working, with different members to be tasked to lead on different jobs, such as individual events, and for strong chairing of the meetings to be essential.

In the following discussion, members broadly welcomed the changes, with some stating that it had been too many meetings to manage and that management from and by the Sub-Committee members of events or tasks would improve members' ownership of the work they did. Others expressed caution at sharing the responsibilities regarding events, feeling it could create huge differences in quality of events and put the reputation of the Council at risk. Members recognised that this structure would require better participation from all members in the work of the Council too.

It was queried whether or not Wellbeing of Future Generations would still sit, hierarchically under the Regeneration and Wellbeing Committee, and in response it was stated that the Council needed to avoid silo working as much of the work involved was across Committee responsibilities, but that the issue was up for fuller debate at the next Town Council meeting on 20<sup>th</sup> March.

In closing it was also stated that there were intended changes to the Vice-Chair roles to provide better political balance and for Vice Chairs to sit on the Chairs Committee too.

Following the discussion the Chair called for a vote from members to give their support to the proposals that would be put forward for discussion at the next Town Council meeting. In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions. The Committee therefore agreed to give tis support to the proposals.

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

There were no referred matters.

Members heard that there would be an email sent out shortly asking for volunteers to sit on a task and finish group to finish getting the new website online.

Cllr Mary Wenman left the meeting 8.45pm

Ed Davies left the meeting 8.45pm

*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 13<sup>th</sup> February 2019.**

The minutes were approved as an accurate account.

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