

**Pembrey and Burry Port Town Council**

**Regeneration and Community Engagement Committee Meeting**

**Wednesday 9<sup>th</sup> June 2021**  
**Dydd Mercher 9<sup>fed</sup> Mehefin 2021**

**This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020**

**Present: Councillors Michael Theodoulou (Chair), Peter Freeman, Les George, Karen Morris, Moira Thomas, Bob Walpole and Mary Wenman.**

**Apologies: Cllr Robert John.**

**Absent: Cllrs Stephen James and Karen Trimble.**

**Non-members: Cllr Lisa Mitchell.**

**In attendance: Huw Thomas (Town Clerk and RFO), Shân Loudon (Deputy Town Clerk), Louise Robinson (Community Development Officer), Paul Mann (Cemetery & Facilities Superintendent), Ed Davies (Administrative Assistant-Minute Taker)**

**Via Zoom 6.30pm to 8.28pm**

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

Apologies had been received from Cllr Robert John.

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

<b>Agenda item</b>	<b>Councillor</b>	<b>Interest</b>
11	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the project
11	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project

**3. To consider the schedule of meetings.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole that the meetings for this Committee be scheduled for the second Wednesday of every month to begin at 6.30pm.  
**RESOLVED.**

**4. To confirm the minutes of the Regeneration and Community Engagement Committee meetings held on Wednesday 12<sup>th</sup> May 2021 and Thursday 27<sup>th</sup> May 2021.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Peter Freeman that the minutes of the meeting of 12<sup>th</sup> may were an accurate record. **RESOLVED.**

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Karen Morris that the minutes of the meeting of 27<sup>th</sup> May were an accurate record. **RESOLVED.**

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

12<sup>th</sup> May – re: letter of support for chamfered kerbing.

Members noted that the Clerk had not had a response yet but had followed the matter up.

**6. Consideration of setting up any sub committees/working groups.**

Members discussed the matter in detail noting the advice of the Clerk/RFO and CDO.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Bob Walpole that a working group be set up with responsibility for looking at the Council’s responsibilities under the Environment (Wales) Act 2016, Flowers and planting and parks maintenance. **RESOLVED**.

Cllrs Michael Theodoulou, Moira Thomas, Bob Walpole and Mary Wenman **AGREED** to sit on the working group.

Members noted that membership could be adjusted throughout the year.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Mary Wenman that a Community Support working group be set up with responsibility for assisting the CDO to develop ideas and events, highlighting community concerns and priorities and identifying and developing ways of tackling/supporting them. **RESOLVED**.

Cllrs Peter Freeman, Lisa Mitchell, Karen Morris and Michael Theodoulou **AGREED** to sit on the working group.

Members noted that the Clerk/RFO and CDO would create a Terms of Reference for each working group and that they would choose their own Chair at their first meeting.

**7. Consideration of the Committee’s budget monitoring report.**

The Clerk/RFO explained that the April Budget Monitoring report was not yet available. This was due to the limitations of the financial software as it is unable to run two financial years concurrently.

The Clerk/RFO reported the figures for this Committee in the annual return. It was underspent and stood at 69% of its overall budget, which equated to £29,000. This had helped to offset overspend from the other two Standing Committees. Overall, there was a net £7500 movement to reserves.

In response to a query the Clerk/RFO agreed to investigate and take action as necessary on the historical donated amount for the roundabout adjacent to Ysgol Parc y Tywyn.

**ACTION: Clerk/RFO**

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

None had been received.

**9. Update on grants applied for/received.**

None had been received.

**10. Update from community forums to include requests from the Resilience Forum.**

Members noted the disruption to the regular meeting schedule of the forums and the update from the CDO.

Members discussed the feedback from the forums regarding the Community Partnership Board.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Bob Walpole that the Committee should begin the process of setting up a Community Partnership Board.

In the ensuing vote 6 voted in favour with 0 against and 1 abstention. **RESOLVED.**

**ACTION: CDO**

Members requested the CDO prepare a detailed paper on how to take this action for consideration at the next meeting.

Members discussed the ongoing relationship between the Council and the community forums.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Bob Walpole that a special meeting of this Committee be arranged to discuss this topic in greater detail. **RESOLVED.**

**ACTION: Deputy Clerk**

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Moira Thomas that the Town Council write a letter of support of the Resilience Forum, calling for the County Council to commit to only installing chamfered kerbing in the future. **RESOLVED.**

**ACTION: Clerk/RFO**

## **11. Update on community support.**

Members noted the report.

Members were asked to contact the CDO regarding the distribution of the newsletter to all households.

The CDO passed on the advice from the County Council regarding the Amelia Earhart day event to keep it small scale for safety reasons.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Karen Morris to accept the recommendation of the CDO regarding the Amelia Earhart event programme. **RESOLVED.**

Members heard of the proposals for the NHS and key workers celebration day on 5<sup>th</sup> July. It was noted that the scale of the event around it would be impacted by whatever covid restrictions were in place and that the CDO would keep members informed.

It was noted that the Fruity Friday scheme would restart at the end of July.

Members **AGREED** to be invited to a demonstration of the new Community Development website.

Members discussed the flower planters on the boulevard and confusion within the community over whose responsibility they were to look after.

Members **AGREED** for the Clerk/RFO and CDO to investigate the situation urgently and to consult with the Chair to agree a rapid course of action.

**ACTION: Clerk/RFO**

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Les George to send a letter of thanks to the group who maintained the flowers on the railway station platform. **RESOLVED.**

**ACTION: Deputy Clerk**

**12. Consideration of extending Christmas lights along Station Road.**

Members noted the costs to provide the extension and to provide new lights in the Memorial Gardens. Members discussed the option of providing solar lighting.

Members noted the advice of the Clerk/RFO on the budget available.

Cllr Les George **PROPOSED**, seconded by Cllr Moira Thomas to accept the increased costs to extend the Christmas lighting along station road and to acknowledge that it will create overspend in the budget. **RESOLVED.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris to accept the increased costs to replace the lights in the Memorial Gardens, acknowledging that it will create overspend in the budget. **RESOLVED.**

**13. Update on “OLB”.**

Members noted that the CDO had attended a training course on this recently and she had provided them with a summarised document for them.

Members requested that officers develop a procedure document to ensure members and staff were aware of what was expected of them in this situation.

**ACTION: CDO**

**14. Consideration of grass cutting.**

Members noted the response from the County Council on the cutting of the grass outside Seaview Tce.

Members discussed the costs and benefits of applying for a licence to maintain the land.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Les George that staff submit an application for a licence to maintain the grassed island area in front of Seaview Terrace following on from the planned cut by the County Council. **RESOLVED.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris that staff should arrange to meet with representatives of the County Council to discuss the Town Council taking on maintenance responsibilities for other areas around Pembrey and Burry Port. **RESOLVED.**

**15. Consideration a flower sponsorship scheme (referral from Facilities & Assets Committee 02/06/21).**

Members **AGREED** to refer this matter to the Environment working group for discussion.

**16. To consider the schedule of accounts.**

The Clerk/RFO had explained earlier in the meeting why there was no schedule.

**17. To consider any referred matters (if any).**

None were referred.

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

None were raised.

Meeting ended 8.28pm

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