

Pembrey and Burry Port Town Council

Regeneration and Community Engagement Committee Special Meeting

Wednesday 10th March 2021
Dydd Mercher 10^{fed} Mawrth 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, Robert John, Karen Morris, David Owens, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman (arr. 10.05am).

Absent: Councillors Rachel Evans

In attendance: Huw Thomas (Town Clerk and RFO), Louise Robinson (Community Development Officer), Ed Davies (Administrative Assistant-Minute Taker)

Via Zoom 10am to 12.20pm

1. To receive apologies for absence.

Apologies had been received from Cllr Lisa Mitchell.

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

Cllr Les George declared an interest in any item related to the harbour.

Cllrs Michael Theodoulou and Peter Freeman declared in interest in any item related to the Food Forward scheme.

3. To confirm the minutes of the Regeneration and Community Engagement Committee meeting held on Wednesday 10th February 2020.

Cllr David Owens requested that the time of his departure from the meeting be noted in the minutes.

Members requested that the wording of a section relating to the storage of the sleigh be worded more accurately.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole that provided the above corrections were made the minutes were an accurate record of the meeting. **RESOLVED**.

Cllr Mary Wenman arrived at 10.05am

4. To consider any matters arising from the minutes.

On page 2 agenda item 7, in response to a query the CDO confirmed that the £750 grant funding received had been spent on Christmas hampers for those in need and to help covers costs associated with the Christmas lunch.

On page 6 agenda item 12, Members requested that the CDO ensure that Ysgol y Strade was involved in the formation of the youth Council also.

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

The Clerk/RFO highlighted the following exceptions for members.

The expenditure under Community events was for the Christmas activities that had been prepared for but were not able to take place.

Expenditure under Community Support was related to the Meals on Wheels service.

Under income he reminded members that the Meals on Wheels service income offset its running costs with the aim being for the venture to break even.

Overall the Committee budgets were at 68.9% which was significantly under budget and he did not anticipate a change to that situation before the end of the year.

Members heard that the Finance, Governance and Personnel Committee had agreed with the Clerk/RFO for one of the headings to be altered to state “Staffing Costs” to provide protection to staff. Members **AGREED** with the decision.

6. Consideration of applications received for financial donations.

None had been received.

7. Update on grants applied for/received.

The CDO had produced a report which had been distributed in advance of the meeting. She reminded members that most of the grant funded projects were coming to an end in this financial year and she was starting to identify grants for the following year, including one she had given details of in the report.

In response to a query she confirmed that she had received permission from the Digital Projects Grant to defer delivery of the primary elements set out originally until such a time as Covid restrictions allowed it. In the meantime she had tried to deliver on intergenerational schemes via the Meals of Wheels.

Members discussed the potential of an identified Heritage Fund for the community for the Bowls Facility.

Some members called for identification of grants to assist in the regeneration of the built environment to complement the work on the intangible elements of the community. It was understood that as issues relating to the built environment fell within the remit of the Resilience Forum, the Council should ask them for a report on options and priorities to guide them.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris for the CDO to be given approval to pursue the grant under the Heritage Fund. **RESOLVED**.

ACTION: CDO

Members **AGREED** to ask the Clerk/RFO to produce a report for them on what matter should be discussed in camera or not.

ACTION: Clerk/RFO

Members discussed the remit of the forums and their terms of reference, with particular focus on potential areas of overlap. The CDO in response to a query confirmed that efforts to distribute signed copies of the constitution to all forum members had stalled during the pandemic but she was working to find a solution.

8. Update from community forums.

Health forum

Following the success of their first coffee morning they would be arranging another.

Culture forum

This forum intended to proceed with its plans to try and build a pavilion.

Resilience forum

A litter and fly tipping prevention plan had been received from OVW which several members of the forum had written individual replies, however it was noted that only the Council could officially respond. The forum Lead felt that the Council should therefore send a response and offered to compile the information and submit a draft to the Chair and Vice Chair of this Committee to approve as the response. The closing date for submission of comments was the end of March.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr David Owens that the forum Lead should draft the response and submit for approval by the Chair and Vice Chair with advice from the CDO.

RESOLVED.

ACTION: CDO

Members noted that they had previously been sent the same document to submit their own comments.

9. Update on community support.

The CDO had produced a report which had been distributed to members in advance of the meeting. There were a few items on which she had questions including the Food Forward project.

Cllrs Michael Theodoulou and Peter Freeman declared an interest but on the advice of the Clerk/RFO did not leave the meeting.

The CDO stated that the planned Easter Bunny Tea was not going ahead due to the covid-19 restrictions and so she and the Meals on Wheels volunteer team had come up with a plan to provide an afternoon tea on that Sunday instead. The question she had was at what level to set the pricing, as if it generated an income it could subsidise the Meals on Wheels service some more.

Additionally she was seeking advice on the feasibility of arranging the Easter Bunny Egg delivery as had been run in 2020.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Les George for the Afternoon Tea and, provided it was permitted, the Easter Bunny Egg delivery to be approved. **RESOLVED.**

ACTION: CDO

The CDO reported that the Balls of Fun, a knitting and crochet group in Pembrey had asked for approval to proceed with yarn bombing in Burry Port to mark the Year of Culture.

Cllr Karen Morris declared an interest in the item as a member of the group.

Cllr Karen Trimble **PROPOSED**, seconded by Cllr Moira Thomas that the group receive the Council’s support. **RESOLVED**.

ACTION: CDO

The CDO asked for volunteers to help advise her on the content of the boards for the park in PenyBryn.

Cllrs Moira Thomas and Karen Morris **AGREED** to assist.

ACTION: CDO

The CDO stated that a county wide project had secured 470 trees for planting, of which 200 would be surplus to current requirements. So as not to waste them she wanted permission to offer them for free to the community to plant. Additionally the Probation Service had offered to assist with the planting. She informed members that they would be under supervision during the work.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Mary Wenman to approve the request to offer the surplus trees to the community and to allow the assistance of the Probation Service in planting. **RESOLVED**.

ACTION: CDO

10. Consideration of the purchase of equipment for litter picking.

Members noted the Council decision on the deferred grant application received from the Grab and Bag group. While they had been granted the money to cover their running costs it had been referred to this Committee to decide on whether or not to purchase the litter picking equipment requested. This referral was because the equipment in question was to be available for public use and to be stored by the Council.

The CDO stated that the equipment if purchased would be stored in a container in a room in the Memorial Hall.

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Bob Walpole for the equipment to be purchased. **RESOLVED**.

ACTION: CDO

Members requested that the CDO ensure the equipment was security marked and to establish a suitable system to ensure the items were returned after use.

The CDO informed members that she had been informed that the Pembrey foodbank would be moving to a permanent address in Kidwelly but that it would continue to serve Pembrey.

11. Consideration of the final draft of the spring newsletter.

Members had received a black and white copy of the draft newsletter and were asked for comments.

The CDO confirmed that the current draft contained 6 pages in English but that following translation the newsletter would be 12 pages long. Having received many quotes the best price obtained for 3000 copies was £616.

Members discussed whether or not sufficient information was contained in the newsletter regarding the precept increase and the grants they had secured. It was noted that the Newsletter was on the agenda of the next Ordinary Meeting. Some felt that 6 pages would be too long to be of interest to the public. Members noted that this was the first of several planned newsletters and that they did not need to ensure it included everything. Members discussed whether or not to include any information about the asset transfers the Council had received as well as the maintenance work planned for the existing buildings and facilities.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Robert John for the information about asset transfers to be included. **RESOLVED**.

ACTION: CDO

Cllr Bob Walpole **PROPOSED**, seconded by Cllr David Owens that the information relating to the precept increase should be removed from the newsletter as the newsletter was focussed on work-to-date. **RESOLVED**.

ACTION: CDO

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the booklet be shortened to 4 pages and for items to be arranged in line with the discussion above. **RESOLVED**.

ACTION: CDO

Members noted that delivery of the Newsletters was intended to be done by a combination of Councillors and volunteers.

12. Consideration of the Community Partnership Board.

Members discussed the concept of a Community Partnership Board to oversee and coordinate the work of the forums. It was noted that such a board had always been a part of the vision in the creation of the Community Forums.

Cllr Karen Morris **PROPOSED**, seconded by Cllr David Owens for Cllr Michael Theodoulou and the CDO to meet and prepare a discussion paper on how to proceed with setting up a partnership board. **RESOLVED**.

ACTION: CDO

13. Consideration of a request for a dog park.

Members noted the correspondence received and discussed the issue. It was noted that with all of the available resources for dog walkers at the beach, Country Park and Coastal Path it was a questionable investment for the community. It was also noted that such a park may require supervision as other areas which had tried this had found that not all owners used the spaces responsibly.

Cllr Bob Walpole **PROPOSED**, seconded by Cllr Mary Wenman for the request to be refused. **RESOLVED**.

ACTION: CDO

14. Consideration of the community defibrillators (*referral from Town Council 17/02/21*).

Members noted the report that had been prepared for them. It highlighted a number of concerns regarding the current availability and the potential positive impact a scheme to increase the provision and coverage, would have.

Members noted that OVW was setting up a scheme to help coordinate significant improvements to the current coverage. It was noted that at present a number of unit were purchased following fundraising efforts but the maintenance and repair of them was often non-existent.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr David Owens that the scheme be supported and to work with Save a Life Cymru. **RESOLVED**.

ACTION: CDO

15. To consider any referred matters (if any).

None had been referred.

16. Any other urgent business at the discretion of the Chair.

Members requested that the identity of the Chair and Vice Chair be included on their agenda.

ACTION: Deputy Town Clerk

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Moira Thomas that the Council give permission to the Resilience forum to plant trees on land owned by the Town Council in the Memorial Park. **RESOLVED**.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Moira Thomas for the meeting to proceed in camera. **RESOLVED**.

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.

17. To consider the schedule of accounts.

Members noted the schedule.

The meeting ended at 12 noon