

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Engagement Committee Meeting

Wednesday 11th March 2020

Present: Councillors Michael Theodoulou (Chair), Peter Freeman, Karen Morris (Vice Chair), David Owens, Moira Thomas and Bob Walpole.

Non-members present: Councillor Robert John

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

Senior Citizen's Hall, Burry Port 6.30pm – 8.05pm

1. To receive apologies for absence

Apologies had been received from Cllrs Richard Adler, Lisa Mitchell and Mary Wenman.

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

None were declared.

3. To confirm the minutes of the Special Regeneration and Wellbeing Committee meeting held on Wednesday 12th February 2020

Members had received copies of the minutes from the meeting of 12th February in advance of the meeting.

Cllr Bob Walpole **PROPOSED** they be accepted as an accurate record of the meeting, seconded by Cllr Karen Morris.

In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

Pg5 item 9 – community forums

Members discussed a statement from the minutes, related to the separation of the role of Councillor and the role of Forum Leader. It was noted that

- At present forums are led by a Councillor, but over time each will have their own constitution and elected positions, which need not be filled by a Councillor for the forum to continue its work.
- If a non-Councillor is elected to lead the forum, they will be invited to attend this Committee as a non-voting member to report on the work of the forum if they wished.
- The CDO was able to, without conflict of interest, act as a secretary for the forums with reasonable use of Council resources to support that role provided the distinct identity of the forums was maintained, and that the work of the forums did not interfere with the CDO's other roles and responsibilities.
- The Committee Chair stated that he would produce a document clarifying the issues surrounding this, in due course.

Pg7 item 15 – youth theatre group

Following an update on the first meeting of the approved youth theatre group, members requested the CDO and Acting Clerk prepare a detailed brief outlining the nature of the group/project and stating clearly its areas of operation, goals and limitations, which would be presented at the next meeting.

ACTION: CDO and Acting Clerk

Pg8 item 16 – revised hub proposal

Members heard that discussion of this proposal was still delayed as it was reliant on further information about the availability of the former Ysgol Parc y Tywyn site as temporary office space, regarding which there had been no further information.

Pg9 item 21 – re:Marine Group meeting date

Members noted that no date had been confirmed for the public meeting yet and members would be updated as soon as it had been received.

Pg9 item 21 – re:awards nominations

The CDO confirmed that she had not heard directly regarding the success of the submitted nominations, but that the ceremony evening for the awards presentation was on the 3rd April.

5. Consideration of the Committee’s budget monitoring report

The RFO stated that on a detailed inspection of the accounts there was less spare funds available than had been previously thought, with the main surplus in Marketing having already been referred to the Finance, Governance and Personnel Committee to be used to bolster the General Reserves in the following year.

6. Consideration of applications received for financial donations

The CDO reported that although an application had been received, further information was needed before it would be presented to members for consideration.

7. To note correspondence previously circulated to members

Noted.

8. Update on training needs for Councillors and staff

The Clerk stated that regarding training in Community Planning, he would be seeking clarification before proceeding.

In relation to the upcoming One Voice Wales (OVW) conference, it was noted that it fell on the same day as the Council’s Annual Meeting, and as such no Councillors would be able to attend.

9. To receive reports from the community forums

Members heard an update from each forum in turn as follows:

Health

The next meeting was due on the 12th March. The Dementia Tea Party had been successful although not as well attended as had been hoped and the second round of Dementia Friend training had gone very well. At their last meeting they had discussed the short and long term goals for the forum. The boardgame club would continue although an effort would need to be made to raise numbers if possible. A meeting was being arranged with an expert on making the community an Autism friendly one. It was also confirmed that the community strategy report was on the agenda for the next meeting.

Resilient

At the previous meeting the forum had reviewed the strategy document to include an additional phrase on sustainable planting. They had also discussed the constitution document but had not yet signed it into being as there was 1 item that needed re-phrasing. They had started the process of electing members to positions, although they still needed to find a secretary. The forum had looked into the requirements to become a Fairtrade community which included encouraging shops, cafés and schools in the town to stock and use Fairtrade produce, and to promote the goods also. The forum was arranging for a tasting session to try some of the goods as part of a quality comparison exercise.

They had met with Paul Mann the Council's Cemetery and Facilities Superintendent to discuss the community strategy, and the biodiversity issues they wished to be addressed by the Council and community, and the forum had been very impressed with his response and attitude, feeling that under his guidance, the Council would be able to meet the requirements of the community strategy.

They were liaising with the Grab and Bag litter picking group on their survey of the area west of the harbour, particularly on how to assist them accessing equipment. They had also identified that there had been a reduction in litter/recycling bins in the area and the growing demand for a larger local recycling site. In relation to dog mess they had been looking at the Llanedi "poo fairies" programme and would be reporting on that in due course.

The forum had also undertaken a tree planting exercise in Waun Sidan park where 210 new trees had been planted.

Combined forums

As previously noted by members, three of the forums had been combined in an effort to reduce the number of meetings and to improve attendance numbers for those forum issues. The three forums were the Culture Forum, Cohesive Community Forum and the Equality Forum.

Cllr Robert John stated that due to his current health he would be prioritising attendance of the Facilities and Assets Committee meetings, which he Chaired, and asked members to be patient with him and thanked them for their support.

Members were updated that progress was being made on establishing the inaugural Eisteddfod for Burry Port which would take place in October. The CDO confirmed that the Town Council was leading on this issue but working closely with Mathew Tucker who had approached the forum with the idea. It was noted that the list of competitions had been released and that they followed the example of other local Eisteddfodau.

The CDO stated that she had prepared a prioritised list of the forums aims which she would share with all members although it included the following:

- Establishing a significant youth project
- Working with the Youth Forum on Cohesive Forum issues outside of school settings.

- Establishing a Men’s Shed working with others in the area
- Setting up a Welsh language conversation group – possibly seeking to work with the Health forum via their boardgames club.
- Setting up a community notice board, to include a map showing venues and points of interest.
- Looking for ways to improve the global aspect of the town via cultural festivals
- Establishing a farmer’s market.
- Working with the police to re-establish the Blue Light disco’s for young people to have a place to congregate.

Economy Forum

The forum had discussed concerns over the number of low paid jobs in the community and had reached out to local businesses to gauge their concerns and ways of support. It was noted however that due to the recent formation of a business forum by some local business owners, the Forum did not wish to be acting in competition and so had decided to focus for the time being on skills, education and improving opportunities for young people, by establishing connections with Ysgol Glan y Môr and Coleg Sir Gâr to identify opportunities and interest. They would be seeking to establish contact with the business forum in due course to see which if any areas they could work on together, and therefore had decided to hold on the planned town loyalty card scheme.

They had also discussed the lack of information about the long term plans for the harbour and the development of the area around it and would be seeking a public meeting with the County Council for clarification.

Members then proceeded to discuss a number of issues that crossed forums. It was noted that the resilience forum would be working with the business group already mentioned to look at ways to reduce the prevalence of single-use plastics within local businesses.

Members were notified that a following contact with the Big Lottery Fund it had been arranged for a Grants Officer to speak to the Forums on how to set about securing funding, and this would take place in April with the hope for it to be repeated later in the year also.

There was also a discussion related to the separate identities of the Forums, from that of the Council with members discussing ways and means of providing financial support to them. It was understood by some that it was possible for the Forums to apply for a grant from the Town Council and for the Town Council to even act as the bank account holder for those that did not yet wish to set up their own bank account, although this was queried by others.

Furthermore, in relation to the separate identity of the forums, it was believed possible to produce separate letterheads and even a logo, while still using the Council’s address in a “care-of” capacity. It was also noted that it was possible to have a note stating “supported by the Town Council” alongside the Council’s logo somewhere less prominent on any letter template.

Cllr Karen Morris **PROPOSED** that a letter be written to the Pembrey Friends Group, informing them they could not use the term “in partnership with” in relation to the Council, but could instead use “Supported by”, seconded by Cllr Moira Thomas.

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

ACTION: Assist Town Clerk

Cllr David Owens **PROPOSED** that the CDO look at the limitations for any grant applications and advise the forums of the minimum requirements for them to apply seconded by Cllr Moira Thomas.

In the ensuing vote 6 members voted in favour with 0 against and 0 abstentions.

ACTION CDO

10. Update on grants applied for/received

None had been received.

11. Update on forthcoming events.

15 th April 2020	Afternoon tea with Easter Bunny	Memorial Hall
25 th April 2020	Mayor's Charity Band Night and Auction	Memorial Hall
8 th May 2020	VE Day Celebrations	Marquee, Rugby Club
22 nd May 2020	Mayor's Twmpath	Memorial Hall
25 th May – 29 th May	Art Festival Week	Memorial Hall

Noted.

12. Consideration of allocation of monies raised from the poppy pallets.

Members were reminded of the efforts of the Llanelli Arts Society in painting the poppy pallets for the Remembrance Day event in 2018. The monies raised had been agreed would be used to purchase a particular blue plaque being raised by the Heritage Group. It had come to the attention of the CDO through discussing a different plaque with the Heritage Group that they had subsequently also agreed for another donor to purchase that same plaque. To complicate the matter further, the sale of the poppy pallets had raised £240 but this was much less than what any plaque would cost.

Cllr Karen Morris, Moira Thomas and Bob Walpole declared an interest due to their membership of the Heritage Group.

The CDO suggested that a solution could be to use the funds to purchase a plaque which was relevant to Remembrance, namely one to commemorate the bombing of the gate of The Royal Ordnance Factory in Pembrey during the Second World War, however the shortfall in funds would also need to be addressed.

Members discussed the matter, noting that there had been agreement made with the Arts Society and that the Council should honour it.

Cllr Michael Theodoulou **PROPOSED** that they accept the suggestion of the CDO and work with the Heritage Group to see the plaque is purchase, and for the Committee to make up the shortfall of funds, seconded by Cllr Peter Freeman.

In the ensuing vote 3 members voted in favour with 0 against and 3 abstentions. It was therefore **AGREED**.

ACTION: CDO and RFO

13. Consideration of subscription to Grant Advisor software.

Members had received an information pack relating to the software package on offer in advance of the meeting. The CDO gave a brief description of it, stating that it would allow the Council to access a wide range of grants which they might otherwise not even discover, and that during the demonstration she had received, it had brought up a significant amount of relevant funding which if successful could potentially fund a number of the Council's hoped for projects and activities, and the Council would also be able to assist Groups and Organisations within the community to identify potential funding sources. She confirmed that this software was used by the County Council but that the subscription package being offered had been tailored to fit a Town Council of this size and the subscription price reflected the level of access. The cost was confirmed as £1995 plus VAT per year, which members noted.

Cllr Karen Morris **PROPOSED** that the Council take out a subscription for the service, seconded by Cllr David Owens.

In the ensuing vote 6 members voted in favour with 0 in abstention and 0 against, it was therefore **AGREED**.

ACTION: CDO

14. Consideration of a report following the Wellbeing of Future Generations Liaison Group meeting

Members noted the report, having received it and read it in advance of the meeting.

15. Consideration of planting requirements

Members noted that a working group had met to discuss the requirements with Paul Mann (CFS). At that meeting they had agreed that to meet with the Council's financial regulations they would put out to tender for the contract to grow the plants for the beds, and that the CFS was in the process of drawing up a specification to facilitate that. He was taking the opportunity to identify areas where perennial planting could be made along with annual planting to support, with this programme to be repeated over several years to decrease the Council's present dependence on annuals. The CFS had also suggested that it would be possible to establish a polytunnel or greenhouse somewhere on Council property and set up an apprenticeship scheme to allow it to grow the plants it required. He was also identifying areas for wildflower planting and appropriate management plans.

The working group had also discussed the planting along the Boulevard and recommended that they ask local businesses to sponsor each, with the Council to plant and maintain them. They had also decided that it would not be advisable to look to take part in the Wales in Bloom competition this year but to seek to do so once the new systems were in place.

Members noted that the approach that was being undertaken had the approval of the Resilience Forum.

16. To consider any referred matters from the other Committees

There were none.

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

Members discussed an email from Cllr Lisa Mitchell which stated that following a Grab and Bag clean-up around Friendship Square, they had highlighted it needed some maintenance and a deep clean.

Members **AGREED** unanimously to refer the matter to the Facilities and Assets Committee for a decision.

ACTION Ref to Facilities

The CDO stated that following the referral to the Finance, Governance and Personnel Committee the matter of the Events support team, which had received its approval, would the Committee give final permission to proceed with advertising and recruiting.

Cllr Michael Theodoulou **PROPOSED** that the CDO be given permission to proceed, seconded by Cllr Peter Freeman.

In the ensuing vote members **AGREED** unanimously to the proposal.

ACTION: CDO

Cllr David Owens **PROPOSED** that the meeting move in camera to allow decisions to be taken, seconded by Cllr Peter Freeman.

Members **AGREED** unanimously to the proposal.

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.

18. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 12th February 2020

Members had received a copy of the in camera minutes from Wednesday 12th February in advance of the meeting.

Cllr Moira Thomas **PROPOSED** that the minutes were an accurate account of the meeting, seconded by Cllr David Owens.

In the ensuing vote 6 members voted in favour, 0 against and 0 abstentions and it was therefore **RESOLVED** to accept the minutes.

ACTION: Admin Assistant

19. Matters arising

There were no matters arising.

20. To consider the Schedule of accounts

Members had received a copy of the schedule in advance of the meeting, and it was noted.

Meeting ended 8.05pm