

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Engagement Committee Meeting

Wednesday 8th January 2020

Present: Councillors Michael Theodoulou (Chair), Richard Adler, Peter Freeman, Lisa Mitchell, Karen Morris (Vice Chair), David Owens, Moira Thomas, Bob Walpole and Mary Wenman.

In attendance: Louise Robinson (Community Development Officer), Ed Davies (Administrative Assistant-Minute Taker)

Senior Citizen's Hall, Burry Port 6.30pm – 8.30pm

1. To receive apologies for absence

Apologies had been received from Cllr Robert John and from Acting Clerk and RFO Huw Thomas.

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

None.

3. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 11th December 2019

Members had received copies of the minutes from Wednesday 11th December

Cllr Peter Freeman **PROPOSED** that the minutes of Wednesday 11th December were an accurate representation of the meeting, seconded by Cllr Richard Adler.

In the ensuing vote 8 members voted in favour, 0 against and 1 abstention and it was therefore **RESOLVED** to accept the minutes.

Cllr David Owens abstained as he was not present at the meeting.

ACTION: Admin Assistant

4. To consider any matters arising from the minutes

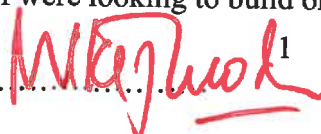
There were none.

5. Consideration of the Committee's budget monitoring report

Copies of the report had been distributed in advance of the meeting.

In response to a query, members noted that funds raised during the Mayor's Civic Service were donated to a charity of the Mayor's choosing, while the funds raised by the Songs of Praise event were chosen by the organisers.

As the costs of Christmas spending were now shown in the report, members discussed the public response to the Council's efforts regarding the Christmas lights switch on event, noting that overall it was positive, and that staff were looking to build on this year's event to make improvements over

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the coming years. Some of the negatives were related to technical issues such as the frequent failure of the tree lights in Randell Square during the period.

Many of the positive comments were related to the effort put in by staff to ensure the lights switch on in Burry Port and Pembrey went well and additional attractions such as the Santa's letter box outside the Council office, with a response being sent to every letter received and the Memory Tree in Pembrey. Members wished their appreciation to be noted in the minutes.

Members noted that some local businesses had come forward to suggest that the Christmas market, although excellent, would do better in future years if it could be placed on the section of station road between the railway bridge and the corner of Stepney Rd. This and other options should be considered in due course.

Members noted that the Budget Monitoring Report showed that income was on target while expenses were still shown just under target.

6. Consideration of applications received for financial donations

None had been received.

The CDO had an update on a previous application from CETMA. On the Council's advice they had contacted Companies House and corrected their records to show that they were a Company limited by Guarantee. Having done this they would be eligible to receive the grant that they had applied for, however, since then the delay meant they were now in arrears of their rental to the Town Council and the Financial Regulation prevented the Town Council from awarding a grant to an organisation that owed money to it.

Members discussed the issue and noted their sympathies regarding the situation, however, could not change the Council's stance to break the Financial Regulations.

Cllr Peter Freeman **PROPOSED** that provided CETMA cleared their debt to the Council the grant could be awarded, seconded by Cllr Richard Adler.

In the ensuing vote 9 members voted in favour with 0 against and 0 abstentions, it was therefore **AGREED**.

ACTION: RFO

7. To note correspondence previously circulated to members (if any):

None received.

8. Consideration of training needs for Councillors and staff

Members noted that with many members fulfilling Chairing roles in one capacity or another either as part of the Council Committees and Sub-Committees or as Community Forum leads, it would be beneficial for all members to receive training on Chairing meetings.

9. To receive reports from the community forums

Culture and Welsh Language forum

It was noted that due to poor health many had not been able to attend the previous meeting and so the discussion had been limited to the short-term events only.

Economy forum

Members noted that this forum had discussed the detail surrounding setting up apprenticeships, the message to support local businesses over Christmas and its impact, considered the impact that using the Council's cabins at other events to support local businesses too, such as a food fair. The idea of a loyalty scheme across businesses in Burry Port was also discussed. The forum had also discussed the idea of a fair, utilising the cabins, on the Promenade area in the summer too.

Equality forum

Members noted that attendance had been very low on this forum and so had not met recently.

Cohesive community forum

Due to the Forum Leads recent illness this meeting had been postponed.

Resilient Community forum

The forum had discussed ways of making the Council and Town more effective as a Fairtrade Council, including ways to help local businesses to become Fairtrade, and communicate information about it via the VocalEyes App.

It was reported that the Climate Action Fund application had been submitted on 16th December with a response expected by 26th January.

Cllr Michael Theodoulou stated he did not need to declare an interest as there was no decision being taken, and so was able to give further information. This related to the structure of the proposal; a three-layer partnership with a detailed constitution to be signed by each partner.

The Forum had also discussed the Biodiversity report and the short, medium and long term strategy for the forum, with the lead to meet with the CDO and the Chair of the Regeneration and Community Engagement Committee on that subject soon.

Health forum

The forum had set the date for the 1st boardgame event for the 4th Wednesday of every month, with 22nd January set to be the first meeting, between 11am and 1pm, to cost £1.

They had also discussed the necessary improvements to make the town Dementia Friendly, via making Dementia Friend training available, and improving signage as first priorities. Work relating to the Mindfulness Garden was on hold pending a decision from S4C as to whether or not they would select the project for its program. A representative from the Autistic School in Cydweli would be presenting to the forum to raise awareness and ways to work towards being an autism friendly community. The Forum also wished to raise concerns regarding availability of access to a General Practitioner with the Practice Manager of Meddygfa Tywyn Bach in light of the increasing population of the town.

Members discussed the challenges the Forums faced, with some not being well supported consistently. They noted that they may need to look to amalgamate a number of the forums in the short term by merging three of the least well attended to address the membership issues, and to reduce the workload and time demands currently placed on the CDO. The three in question were Culture, Equality and Cohesive.

Members recognised the necessity as it was not a sustainable situation at present. Some raised concerns that with the year of Culture program, it could dominate the proceedings and marginalise the issues needed to be addressed by the other forums. Members also noted that some of the forums

may be approaching a stage where they could become more self governing to reduce the impact on the CDO, but it was recognised that that could take time to establish and a quicker return was required. Members noted that issues surrounding the length of overlap of shared responsibility needed resolving as well as the working relationships between the Council and each forum on their road to self-governance, would need to be set out in their constitutions which would effectively increase workload in the short term. It was also noted that with a reduced number of Councillors available there was a greater demand on their time and so were less likely to be able to assist the CDO and Clerk with those tasks.

Members noted that it was essential for the Town Council to have a Community Strategy Report to vote on by March, and that this was one of the tasks given to the forums, and that therefore amalgamation may be the only way to guarantee it was completed in time.

Members also discussed the need to work harder to increase memberships, through a number of possible methods. Many felt that the VocalEyes App could be a means a suitable means of increasing engagement.

In relation to establishing the forums as self-governing organisations, members noted that once they were constituted they could apply to the Town Council for some funding, as well as other bodies, and that there was a precedent for the Town Council providing financial assistance to newly started community organisations without Bank Accounts through different measures in the short term such as a Service Level Agreement with the Town Council to provide that service.

10. Update on forthcoming events

24 th January 2020	Launch concert Town of Culture	Burry Port Memorial Hall
1 st February 2020	Unveiling of Josiah Mason plaque	Copperworks
18 th February 2020	Children's workshop	Pembrey Memorial Hall
29 th February/1 st March 2020	St David's Day Festival	Burry Port Memorial Hall
16 th March 2020	Cawl Cennin	Burry Port Memorial Hall

Members **AGREED** unanimously to the decision by the Chair on the advice of the Clerk to allow all Councillors two complimentary tickets to the Launch Concert in recognition of their work over the last year.

Members noted the prices for advertising space in the programme would be used to cover the printing costs.

In relation to the Josiah Mason plaque, members were informed that the unveiling would take place at 10.30am at the Copperworks, with tea and cake to follow in the Senior Citizens Hall.

The CDO confirmed that the Children's workshop would cover ages 6-16.

For the St David's Day festival the Town Council was working with the Cymdeithas Cymrodorion who were hosting a Gymanfa Ganu in Jerusalem Chapel on the 1st March. Members discussed the possibility of arranging for the cabins to be utilised during the festival. The CDO asked members if they would allow the granddaughter of a former Mayor to play the harp at the festival even though she was not a local resident, to which they **AGREED**.

11. Consideration of radio publicity for forthcoming events

The CDO reported that she had secured a price from the radio broadcaster in question for a set price to promote 5 events during the year. Members stated that with the reduced budget for marketing in the coming year they could not commit to that many in advance.

Cllr David Owens **PROPOSED** that the CDO should look to negotiate on a one off basis the advertising for each event, seconded by Cllr Moira Thomas.

In the ensuing vote 9 members voted in favour and it was **AGREED**.

ACTION: CDO

12. Update on Town Wi-fi

The CDO reported that the missing hub had been found and would be located on the Marine Group's building in due course. The last remaining site had been agreed to by Pembrey Library too. Once both were installed training and a public meeting would need arranging.

Members noted that the Clerk was challenging the request by Antur Teifi to pay for the full wi-fi service from August 2019 as it had only been partially active since then. It was highlighted that numbers using the service was currently low although it had not yet been advertised.

13. Update on planning for the Town of Culture

The CDO reported that she had been contacted by Heno, a program on S4C, to do a live broadcast from Burry Port Memorial Hall as part of their special feature on the Town of Culture for 2020. She was working with the Male Voice Choir who would be practicing that night to be part of it.

She was also in contact with the Rotary Club member on how they could get involved in the Town of Culture and she would follow up on that.

Members discussed whether or not there was time to try and enter into a category of the Wales in Bloom competition and **AGREED** unanimously to establish a working group to work out the feasibility of such an action. This would be composed of Cllrs Lisa Mitchell, Karen Morris, Mary Wenman and Moira Thomas. They would provide a report for the next meeting.

ACTION: Named members

The CDO wished members to consider allowing her to establish a team of young volunteers or short-term contract staff to assist with setting up events and with servicing them when the event called for it.

Members discussed the matter, highlighting that clarification would be needed on the Council's insurance cover in regard to that arrangement, it was also noted that some young people would be actively seeking volunteering credits towards their Duke of Edinburgh awards or their Welsh Baccalaureate. It was noted that there may be a possibility to work with local sports teams to undertake some tasks if they were provided with a fundraising opportunity while working, similarly to the situation when groups provide bagging assistance in supermarkets at the till.

Members **AGREED** that for them to take a decision they would need more details from the CDO about the arrangement and asked her to bring a report to the next meeting.

ACTION: CDO

14. Update on preparation of annual report

Members were advised that the report template was nearing completion and that they should expect it soon.

15. To consider any referred matters from the other Committees (if any)

None

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

Members discussed the Community Hub proposal recognising that members were amenable to the suggestion but had been unhappy with the financial details and situation relating to the building and potential length of contract. It was felt that if the desired information could be set out in a report, members would be more confident on what they were voting on and advised the CDO and Clerk to ensure that any future discussion of the hub should be accompanied by such a report.

Members discussed recent proposals by the County Council to make road changes and improvements to the road outside of Ysgol Parc y Tywyn.

Cllr Lisa Mitchell **PROPSOED** that the Town Council contact the relevant department to clarify the situation, seconded by Cllr Mary Wenman.

Members **AGREED** unanimously to the proposal.

ACTION: CDO

Cllr Richard Adler **PROPOSED** that the meeting move in camera to allow decisions to be taken, seconded by Cllr Moira Thomas.

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.

17. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 11th December 2019

Members had received a copy of the in camera minutes from Wednesday 11th December in advance of the meeting. Cllr Peter Freeman **PROPOSED** that the minutes were an accurate account of the meeting, seconded by Cllr Robert John.

Cllr David Owens stated his intention to abstain due to not being present at the meeting.

In the ensuing vote 8 members voted in favour, 0 against and 1 abstention and it was therefore **RESOLVED** to accept the minutes.

ACTION: Admin Assistant

There were no matters arising.

18. 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 8.30pm

