

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Engagement Committee Meeting

Wednesday 11th December 2019

Present: Councillors Michael Theodoulou (Chair), Richard Adler, Peter Freeman, Robert John, Lisa Mitchell, Karen Morris, Moira Thomas, Mary Wenman (arrived 6.37pm) and Bob Walpole.

In attendance: Huw Thomas (Acting Clerk and RFO), Louise Robinson [(Community Development Officer) arrived 6.40pm], Ed Davies (Administrative Assistant-Minute Taker)

Senior Citizen's Hall, Burry Port 6.35pm – 9.55pm

1. To receive apologies for absence

Apologies had been received from Cllrs Pam Every and David Owens.

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 13th November 2019 and the Special meeting held on Tuesday 26th November 2019

Members had received copies of the minutes from Wednesday 13th November and 26th November in advance of the meeting.

Cllr Richard Adler **PROPOSED** that the minutes of Wednesday 13th November were an accurate representation of the meeting, seconded by Cllr Karen Morris.

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

Cllr Mary Wenman abstained as she was not present at the meeting.

ACTION: Admin Assistant

Cllr Bob Walpole **PROPOSED** that the minutes of the 26th November were an accurate representation of the meeting, seconded by Cllr Karen Morris.

In the ensuing vote 5 members voted in favour, 0 against and 4 abstentions and it was therefore **RESOLVED** to accept the minutes.

Cllrs Richard Adler, Robert John, Lisa Mitchell and Mary Wenman abstained as they were not present at the meeting.

4. To consider any matters arising from the minutes

Minutes of 13th November 2019

Pg 2 – re: Audit Committee

08/01/20 Chair/Cadeirydd



Members were reminded that the Audit Committee would set its own priorities as it could not be set by the committee being audited.

Pg 2 – re: long forest project

Members were informed that this related to hedges and hedge creation, and recommended it be looked at by the Resilience Forum.

ACTION: CDO

5. Consideration of the Committee’s budget monitoring report

Copies of the report had been distributed in advance of the meeting, with the RFO highlighting that a large amount of the Christmas lights budget had now been paid, with the labour costs expected to be shown in the next report.

Cllr Robert John **PROPOSED** the report be accepted, seconded by Cllr Richard Adler.

Members **RESOLVED** unanimously to accept the report.

6. Consideration of applications received for financial donations

None had been received.

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

None received.

8. Consideration of training needs for Councillors and staff

Members noted a correction had been made to the training one of the Councillors had received.

9. To receive reports from the community forums

Health forum

Members noted that there had been no meeting recently but that preparations were in hand for the Board Games Club they were establishing to begin in January.

Equality forum

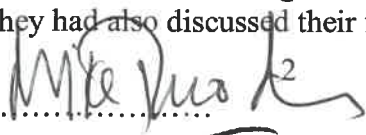
Members heard that the forum had focussed initially on efforts to make the community Dementia Friendly, with the groundwork laid to do this, the forum was looking to refocus on other equality issues the community faced, but that a recruitment drive would be needed. Members were keen to emphasise that there was still a lot of work to do in relation to dementia and suggested that the Health Forum may wish to take up the issues the community faced from a health perspective at this stage. Members suggested a number of groups in the community who could be contacted in relation to equality issues to raise membership and suggested that they work closely with the youth forum to tackle the issues.

Members asked the CDO to establish contact with the groups mentioned.

ACTION: CDO

Resilient Community forum

Members heard that this forum had been focussing on its contributions to the CBSA application to the Climate Action Fund. They had also discussed their feedback on the Parks visit.



Members noted that there were some of the forum's members who were also part of the environment action group set up by Burry Port's County Councillors, which was seen as a strength.

Cohesive community forum

The forum had been following up on finding premises for a "Men's Shed's" to operate from in Burry Port, following identification of many willing to set one up, whose only restricting factor was a need for storage space. The forum lead had contacted a number of organisations on the matter but it was still a work in progress.

The forum had also made inquiries about a return of the PACT meeting but no response had been had yet.

Culture and Welsh Language forum

Members were informed that the forum was pushing on with arrangements for the events it had been setting up such as the local Eisteddfod. Its next meeting had been set for December 13th.

Economy forum

The CDO reported that the forum had been looking at setting up apprenticeships within the community, it had also been publicising the Christmas Present Pledge, which asked the community to pledge to buy at least one gift or Christmas good from a local shop or business.

Members **AGREED** for the CDO to prepare a press release to further publicise the Christmas Present Pledge.

ACTION: CDO

Members were informed that the process of structuring the annual report was being done, and noted it would need to include a report from each forum, that would need to include what each was concerned with, what it had achieved so far and what it was hoping to achieve in the future. It was felt that if the report successfully showed the Forums' successes, it may also draw in new membership.

10. Update on forthcoming events

The CDO reported on the following events:

- Toy box appeal – this was still running; a large donation had been delivered already with more to follow.
- Senior Citizens lunch 17th December – over 100 tickets had been sold so far, Councillors were asked to volunteer if they could.
- Town of Culture Launch concert 24th January – Ioan Hefin was confirmed for comparing the event with a Special Guest lined up to perform on the night along with performances from each school, a joint performance from Burry Port Opera and the Male Voice Choir, and a thematic welcome to be provided by the Heritage Group. Tickets would be on sale from 16th December.

Members requested that the CDO contact a number of well known performers from the community to extend the billing if possible. They were informed of the scheduled working group meeting on Tuesday 17th December following the Senior Citizens Lunch. Cllrs Lisa Mitchell, Peter Freeman and Michael Theodoulou would be attending.

ACTION: CDO

Members discussed how much or if a charge should be placed on tickets to the event. It was unanimously **AGREED** in principle for the raised money to put in to a “Town of Culture fund” to support groups and activities throughout the year. Members also **AGREED** unanimously that a cost of £10 per ticket be set.

ACTION: CDO

- Unveiling of Josiah Mason blue plaque 1st February – members heard that the Heritage Group had agreed to this date so that the unveiling could form a part of the Town of Culture program.
- Children’s workshop 18th February – the activities had not been finalised, but this event would take place in Burry Port with the autumn equivalent to be held in Pembrey.
- St David’s Day Festival 29th February/1st March – the CDO was hoping to work closely with the Cymrodorion Society so that their Cymanfa Ganu formed a part of the weekend’s celebrations.

11. Update on Town Wi-fi

Members heard that the missing hub from the harbour was still missing with investigations as to its whereabouts still ongoing. The RFO confirmed the cost to replace a hub and members **AGREED** unanimously for the CDO to approach the Marine Group to pay to replace it if they couldn’t find it. A location was still needed to host this hub but without a hub to install there was little pressure to secure it.

ACTION: CDO

It was reported that Pembrey Library had agreed in principle to host the hub and it would be installed shortly. Once this had been installed members felt that a meeting with the businesses in Pembrey and Burry Port should be set up to highlight the potential of the system to them.

The CDO reported that initial figures for the current system, showed that on the Christmas Festival night, a total of 982 unique individual signals were picked up on the system, to give a measure the number of people who attended.

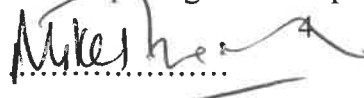
12. Update on planning for the Town of Culture

A list of the proposed events for the year was distributed among members by the CDO.

Members discussed the issue of clashing events, with some expressing a desire for more to be done to prevent it, while others felt it reflected a busy and vibrant community and it could not be avoided. It was noted that some events were purposefully designed to coincide such as the Pembrey School fete and the Pembrey Christmas lights switch on.

The CDO asked members to provide any feedback they had on the list and were reminded that the CDO was continuing to work with outside groups and organisations to add to the program. Any feedback would be discussed at the meeting on Tuesday 17th previously mentioned.

Members heard a brief report on the impact of the radio advertisements that had been used to promote the Christmas Festival and lights switch on. It was reported that an offer had been received from the broadcaster relating to an advertising package to run throughout the year. The CDO advised that this “donut” advertisement could be used to promote the Town of Culture program throughout the year. Members were advised on the cost for production and broadcasting for one off events as well as the costs of a twelve month contract with 5 adverts a day for a full year, they were also informed of a variety of other packages but the prices were not discussed.



Cllr Lisa Mitchell left the meeting at 7.30pm

Members queried the impact, with some questioning whether a different radio station may have more applicable reach to the demographics in the area, although no certainty could be got. Others were concerned at the frequency, in particular the risk of oversaturation. Members discussed if a radio promotion would even be necessary with many of the programmed events likely to be heavily supported by residents and locals.

Members noted concerns at committing large sums from the next budget, although it was stated that the majority of the marketing budget for this years budget was largely unspent as yet. The CDO advised that other large Town Council's in Carmarthenshire spent more than double the quoted cost and gave very positive feedback about the impact of their expenditure.

Cllr Michael Theodoulou **PROPOSED** that the CDO return to the radio station and ask for cheaper alternatives to the package initially offered, seconded by Cllr Richard Adler.

ACTION: CDO

13. Update on preparation of annual report

This item had already been dealt with during agenda item 9.

14. To consider training in relation to planning requirements for all members

This item had been referred by the Finance, Governance and Personnel Committee, as it had been noted that at present there was only the Vice Chair with any formal training on planning issues, while the issues around planning were getting more complicated.

Members **AGREED** unanimously for training to be arranged, with the possibility to arrange a training session in Burry Port, and to invite surrounding Town Councils to share the session and costs.

ACTION: Assistant Clerk

15. Consideration of the use of “vocal eyes” community engagement app.

Members received a presentation from the CDO on a new tool for community conversation using an app, which allowed members of the public to suggest ideas which could then be voted on using a five-star system by those using the app to gauge their importance. The app was free to use and a “magazine” of the ideas could be generated for a charge, with tearaway slips to allow those not using smart devices to take part and receive updates.

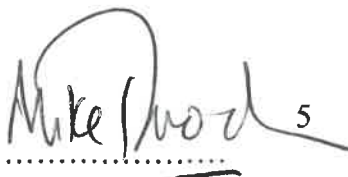
Members expressed support for the idea, noting that inappropriate posts could be screened and taken down by the administrator who would be a Town Council employee.

Cllr Robert John **PROPOSED** that the app be trialled, seconded by Cllr Richard Adler.

Members **RESOLVED** unanimously to the proposal.

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

None

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

There was one item that needed to be heard in camera due to containing commercially sensitive information.

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.

Members received a presentation on a Community Hub by the CDO.

There followed a discussion related to funding, costs and location.

Members **RESOLVED** unanimously in principle to the idea of creating a community hub in Burry Port.

Members **RESOLVED** unanimously to refer to the Finance, Governance and Personnel Committee whether or not the rental costs could be drawn from the General Reserves.

ACTION Acting Clerk

Members noted that the Finance, Governance and Personnel Committee would discuss the matter and make a recommendation to the Town Council Ordinary Meeting in due course.

Louise Robinson left the meeting at 8.20pm

18. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 13th November 2019

Members had received a copy of the in camera minutes from Wednesday 13th November in advance of the meeting. Cllr Karen Morris **PROPOSED** that the minutes were an accurate account of the meeting, seconded by Cllr Peter Freeman.

Cllr Mary Wenman stated her intention to abstain due to not being present at the meeting.

In the ensuing vote 7 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.

19. To consider the Schedule of accounts

Members had received a copy of the schedule in advance of the meeting.

A request for information relating to Pembrey Memorial Hall was referred to the Facilities and Assets Committee.

ACTION: Ref to Facilities

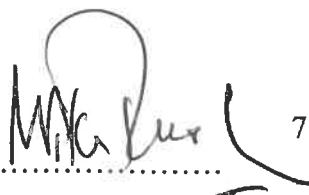
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Cllr Robert John **PROPOSED** that the schedule be noted, seconded by Cllr Moira Thomas.

Members **AGREED** unanimously to approve the schedule.

Ed Davies left the meeting at 8.30pm. Huw Thomas continued the minutes.

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