

Pembrey and Burry Port Town Council

Minutes Regeneration and Wellbeing Committee Meeting

Wednesday 13th November 2019

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

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 confirm the appointment of the Chair and Vice Chair

Members were reminded that Cllr Michael Theodoulou had been approved as Chair of this Committee at the last Town Council meeting.

Cllr David Owens **PROPOSED** that Cllr Karen Morris be appointed the Vice Chair, seconded by Cllr Peter Freeman.

The Committee **RESOLVED** unanimously to the proposal.

2. To receive apologies for absence

Apologies had been received from Cllrs Pam Every and Mary Wenman.

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

Cllr David Owens declared an interest on item 9 due to being a member of St Illtyd's Church.

4. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 9th October 2019

Members had received a copy of the minutes from Wednesday 9th October in advance of the meeting.

A correction was requested for page 4.

Cllr Robert John **PROPOSED** that, provided the correction was made, the minutes were an accurate representation of the meeting, seconded by Cllr Peter Freeman.

Cllrs Richard Adler, Karen Morris, David Owens, Moira Thomas and Bob Walpole stated their intention to abstain due to not being present at the meeting.

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

ACTION: Admin Assistant

11/12/19 Chair/Cadeirydd

 Mike Theodoulou 1

5. To consider any matters arising from the minutes

Pg 1 – re: Long Forest Project

Members noted that the information from the Officer at Coed Cymru had not yet been sent through. It was also noted that although this had resulted from a casual conversation, members should not be meeting representatives from other bodies in an official capacity without Council staff being present as part of the meeting.

Pg 2 – re: grants policy

Members noted that work was still ongoing on implementing the changes. The Chair stated he had asked the CDO and RFO to refine the guidelines for applicants to be more detailed on what was needed from them and what may be expected of them should they be successful with regards auditing.

Members also noted that staff had noted that the report from the CDO would include information on how many previous applications an organisation had made and how much they had received. Staff had also been asked to produce a leaflet or information guide to raise awareness of the grants to encourage a wider variety of applicants from the community.

Action: CDO to produce leaflet

In the following discussion members queried which auditing processes they should put in place, with many strategies being discussed. Members **AGREED** that as the Audit and Resolutions Sub-Committee would be undertaking the work, they should be asked what their workload capacity was, so that this Committee could then set a priority system to suit.

Ref: to Audit and Resolutions Sub-Cmte

6. To confirm the minutes of the Community Engagement Sub Committee meeting held on Monday 14th October 2019

Members had received a copy of the minutes from Monday 14th October in advance of the meeting.

Cllr Peter Freeman **PROPOSED** that the minutes were an accurate representation of the meeting, seconded by Cllr David Owens.

Cllrs Richard Adler, Robert John, Lisa Mitchell, Karen Morris and Moira Thomas stated their intention to abstain due to not being present at the meeting.

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

ACTION: Admin Assistant

7. To consider matters arising from the minutes

There were no matters arising not already on the agenda.

8. Consideration of the Committee's budget monitoring report

Members had received copies of the report in advance of the meeting.

Members noted that it showed information to the 31st September 2019. The report indicated that both income and overall expenditure were well below target with little change from the previous

report. With regards both, members were reminded that both would change rapidly once some larger one-off items had been paid for in relation to Christmas and winter activities.

Members were advised to contact the RFO with any queries on detail.

9. Consideration of applications received for financial donations

CETMA

Members were reminded of the previously discussed application and informed of a response from them in relation to the refusal. In it CETMA stated that they were a charitable organisation that were limited by guarantee, however the check undertaken by the RFO showed them to be registered at Companies House as an organisation limited by shares.

The Chair stated that he had asked the Acting Clerk to respond asking CETMA to clarify their position with Companies House if it was incorrect otherwise the Council would not consider their application.

Cllr David Owens **PROPOSED** that the explanation and action be accepted, seconded by Cllr Peter Freeman.

Members **RESOLVED** unanimously to note and accept the actions being taken.

ACTION: Acting Clerk

Llanelli Centre for the Deaf

Members noted that this was an application for £200 to help pay for an internet connection to allow the centre's users to use facetime to communicate by sign in the centre.

Members noted the support the centre gave to residents of Pembrey and Burry Port and that the RFO had made his checks and reported no concerns.

Cllr David Owens **PROPOSED** that the application be awarded, seconded by Cllr Robert John.

Members **RESOLVED** unanimously to award the grant.

ACTION: RFO/CDO

St Illtyd's Church, Pembrey

Cllr David Owens Declared an Interest as a member of this church's congregation.

Members heard that the application was for £200 to go towards buying Christmas trees for the Christmas tree festival they organised once every three years. Members noted that the Town Council had already agreed to take part in the festival by decorating one of the trees.

Cllr Richard Adler **PROPOSED** that the application be awarded, seconded by Cllr Robert John.

Members **RESOLVED** to award the grant with 8 members voting in favour, 0 against and 1 abstention due to a declared interest.

ACTION: RFO/CDO

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

None received.

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11. Consideration of training needs for Councillors and staff

Members noted that the CDO had completed her Dementia Champion training which allowed her to administer Dementia Friends training to all who wanted or needed it. This skill would be utilised to help make Pembrey and Burry Port a Dementia Friendly Community.

12. To receive reports from the community forums

Members were reminded that each forum had been tasked with helping create a Community Strategy for longer term impacts and also with highlighting short term goals the Council could act upon.

Health forum

In tackling the short term goals the forum had highlighted that residents of Tyisha were unaware that they were able to request the Bws Bach scheme to service their area and that a campaign could raise awareness of this facility. They had also started the process of setting up a boardgame group to help combat loneliness and isolation, with all donations of board games welcome.

With regards long term goals, the forum had highlighted the need for intergenerational projects in the community. The CDO confirmed that she had made contact with the Community Engagement Officer at Hywel Dda Health Board and a meeting would be arranged in due course. The forum would be looking at primary health issues in relation to increasing housing and population in the area with only one health centre operating.

Equality forum

Members heard that the forum had discussed the improvements necessary to make Pembrey and Burry Port a dementia friendly community and issues surrounding hate crime.

Following a discussion, it was suggested that the Equality and Health forums could look to work together to address support issues for carers, and to make contact with the Carmarthenshire Carers Trust to speak to both forums.

Cohesive community forum

Members heard that the forum had been discussing issues surrounding policing in the area and that they would be trying to arrange a meeting with the new Community Policing Sergeant based in Burry Port. They felt there was a need to address the issues the new operational structure was encountering, with particular concern at how the Citizen First program was working.

Members also discussed the need for greater police reporting to the community, which had previously been achieved via PACT meetings and through attendance at Town Council meetings with a report. Both of these measures had now ceased and it was felt that the time had come for the police to return to the meetings. Members noted that there was a new informal opportunity for the public to engage with their local officers in Pembrey Country Park

Economy forum

The forum had been looking at means of increasing the number of apprenticeships available in the community, including at the Town Council. It had been highlighted that this required good planning to have the impact it needed.

The forum was also looking at ways of increasing local business impact, with one idea being to ask for a Christmas Present Pledge, where the Town Council could ask all residents to promise to spend

at least £1 on their Christmas preparations in Burry Port shops, which could have a big impact on local businesses.

Culture and Welsh Language forum

The Town of Culture was already on the agenda for this meeting, however the forum had also been looking at setting up a “give it a go” program to encourage people to use the Welsh they had, making use of national and local campaigns and materials to raise awareness.

Following the meeting with Matthew Tucker, who had since joined the forum and was leading on setting up the Eisteddfod, and a preliminary date had been chosen for 3rd October 2020 to avoid clashes with other local and regional Eisteddfodau.

Resilient Community forum

The forum had been looking at ways of increasing awareness of beach cleaning and its impact on the strand-line beetle.

It had also been looking at the areas of Council land that could be managed as wildflower meadows and for tree planting, with recommendations being looked at by the Facilities and Assets Committee.

An opportunity had arisen to work with CBSA as a partner on a substantial project to reduce the carbon footprint of the area via a grant from the National Lottery fund.

Cllrs Michael Theodoulou and Peter Freeman declared an interest due to their involvement with CBSA

Members were informed that there are two grants available with £200,000 as a development grant, and a full grant of £2.5 million.

Members heard that CBSA were currently working on putting this proposal together, and that Ysgol Glan y Môr and Coleg Sir Gâr had already agreed to be partners in the bid.

Members were asked to note that this matter had been raised at a recent Chairs Committee meeting, where they had requested more information before a recommendation could be made. Many had since read supporting documents regarding the obligations of the fund from the National Lottery.

Cllr David Owens **PROPOSED** that if the CBSA Management Team decided to invite the Town Council to be a partner in the bid that the supporting documents from the National Lottery be distributed to all members to allow them to make an informed decision, seconded by Cllr Richard Adler.

Cllr Michael Theodoulou left the meeting due to his conflict of interest 8pm. Cllr Karen Morris took over chairing the meeting in his absence.

In the ensuing vote 8 members voted in favour with 0 against and 0 abstentions, it was therefore **RESOLVED** to distribute the documents as needed.

ACTION: Acting Clerk/Assistant Town Clerk

Cllr Michael Theodoulou returned to the meeting and resumed chairing it 8.05pm.

A handwritten signature in black ink that reads "Mike Theodoulou" with a superscript "5" at the end.

13. To discuss potential grant applications

Members heard that a number of grants had been identified that the Council could apply for which would be put to the forums for comment before coming back to the Committee for a decision.

Of all of the identified funds, the following five had been highlighted as being most suitable:

- Coalfield Regeneration funds of between £500-£7000 for job creation and skills improvement.
- Carmarthenshire Welsh Church fund for up to £3000 a year on projects, activities or facilities that benefitted the local community.
- Ashleigh family Foundation for up to £10,000 for a project.
- West Wales is Kind up to £25,000 for an intergenerational project focussed on digital aspects such as training young people to teach older people in technology usage.
- Big Lottery up to £100,000 on a project, such as setting up a community hub which could be a drop in centre for advice, information and help. The CDO added that she aimed to deliver a presentation on this idea to explain benefits to members in due course.

14. Update on Town Wi-fi

Members heard about further delays to installation of the system, with new locations needing to be arranged for Randell Square after the previously arranged host had withdrawn. Possible alternatives included the library and the school, but individual households could be considered.

The potential host at Burry Port Harbour had also withdrawn and a new host was needed there. A further setback had been encountered where the previously installed but deactivated Hub at the Marine Group offices had not been detached from the portacabin prior to its removal and its location was now not known.

Despite these setbacks staff were continuing to work towards solutions.

15. Update on Christmas Event

The CDO reported that take up of tables and cabins for the event on 29th November was very good, with nearly all tables occupied. The road closure of the unnamed road linking Parc y Minos and Stepney Road at the Memorial Gardens had been arranged and the Council had been charged the standard amount to do so.

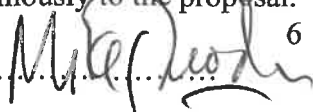
In relation to the preparations for Pembrey the only issue outstanding was securing a suitable tree to use as a memory tree. Extra lighting has been ordered, a snow machine and a child greeter dressed as Elsa will be attending the event. The CDO was enquiring about arranging non-alcoholic mulled wine and mince pies on arrival, either for a charge or free, whilst noting that there was an alcoholic mulled wine being provided by a local public house on the night.

Members noted that the due to a question of process, matters needing decision were being brought forward to ensure they took place prior to the suspension of standing orders after two hours.

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

Members **AGREED** unanimously to the proposal.

11/12/19 Chair/Cadeirydd



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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.

21. To confirm the in camera minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 9th October 2019

Members had received a copy of the in camera minutes from Wednesday 9th October in advance of the meeting and were agreed that they were representative of the meeting. Cllr Peter Freeman **PROPOSED** that the minutes were an accurate account of the meeting, seconded by Cllr Robert John.

Cllrs Richard Adler, Karen Morris, David Owens, Moira Thomas and Bob Walpole stated their intention to abstain due to not being present at the meeting.

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

ACTION: Admin Assistant

There were no matters arising.

22. To consider the Schedule of accounts

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

Cllr David Owens **PROPOSED** that the schedule be noted, seconded by Cllr Robert John.

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

8.30pm Standing Orders were suspended and the meeting moved back out of camera

16. Consideration of planning for the Town of Culture

Members heard that the launch would take place in January with a large event with involvement from the Burry Port Opera, Town Band, Male Voice Choir, the schools choirs and a special guest.

There would be at least one event planned for every month throughout the year as follows:

February – half term workshop for Children

March – Welsh festival over the first weekend in March to mark Dydd Gwyl Dewi. Members noted that if other organisations undertook events on this weekend, it was welcomed by the Council who could then arrange other types of activities to compliment.

April – Working with Actif Sir Gâr during Easter week

May – There was a programme of events and activities prescribed by UK Government to mark VE Day on May 8th which involved a Town Crier, street parties and bell ringing. The week following had also been set aside as an Art Week which was hoped to involve a variety of artistic displays.

June – A return of the Wellbeing event which would also be grown again.

A Welsh band night in the Memorial Hall aimed at teenagers.

July – A “Burry Port Olympics” to coincide with the Olympic Games

August – Children’s beach event focussed on beach and water safety in conjunction with the RNLI

September – Local Hero Awards

October – Burry Port’s first annual Eisteddfod on 3rd October
Children’s event in half term
November – Remembrance events in both Pembrey and Burry Port
Christmas festival
December – Pembrey lights switch on
Senior citizen’s lunch

Community organisations and groups events could be added to the calendar too. So far, the Heritage group had pledged 3 or 4 special heritage walks to include school’s participation in small dramatic interpretations around the town.

Members discussed the existing community events that could be included in the calendar if the groups wished it. It was noted that the existing schedule would be sent to all members and that the next meeting of the working group would be setting the schedule and beginning the costing procedure.

17. Update on forthcoming events

The CDO stated that most of the Christmas preparations had been dealt with under agenda item 15.

18. Consideration of preparation of annual report

Members discussed the need for this report as a means to encourage community involvement and the options available for the frequency of the report, with frequencies of calendar year, financial year and mayoral year receiving the focus. Members also discussed the means of distribution including a leaflet or letter, or to use digital media.

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

None received.

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

None.

Meeting end 8.50pm


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