

**Pembrey and Burry Port Town Council**  
**Facilities and Assets Committee Special meeting**

**Thursday 9<sup>th</sup> January 2020/Dydd Iau 9<sup>fed</sup> Ionawr 2020**

**Present:** Cllrs Peter Freeman (Vice Chair), Lisa Mitchel (arrived 12.10pm), Karen Morris, David Owens, Michael Theodoulou and Moira Thomas

**In attendance:** Huw Thomas (Acting Clerk and Responsible Finance Officer), Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent), Louise Robinson (Community Development Officer)  
**Minute taker:** Ed Davies (Administrative Assistant)

**(Upstairs room, Memorial Institute, Burry Port 11.05am –12.50pm)**

In the absence of the Chair, Cllr Peter Freeman as Vice Chair, Chaired the meeting.

**1. To receive apologies for absence**

Apologies had been received from Cllrs Richard Adler, Linda Edwards and Robert John.

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

None were made

**3. To consider the 2020/21 budget**

Copies of the most recent budget document were distributed to all members. The RFO reminded members that this meeting had been called to respond to the recommendation of the Finance, Governance and Personnel Committee for all committees to look to reduce their budgets to assist with lowering the precept increase to 10% or below if possible. It was noted that although this was not a hard target, each Committee was expected to try and reduce the increase by as much as possible, so as not to impact too significantly on the community.

Following on from the reductions made already, the precept increase was at 16.3%. To bring the precept increase down to 14% this Committee needed to achieve a reduction of £10,900 from its budget, while to keep the increase at 10% it would need to achieve a reduction of £29,600.

Members noted their responsibility to match the efforts of the other Committees to attain the recommendation of the Finance, Governance and Personnel Committee, so as not to overburden the community in light of the impact the increases other bodies were making.

The RFO advised that he had met with the CFS to discuss the list of spending that had been used to inform the initial budget, and rationalise some of the items to assist with achieving the stated target of 10%, for the Committee to consider. Their suggestions were as follows:

- There were currently 2 vacancies for Maintenance Operatives which were a combined £45,000. An alternative would be to consider hiring only 1 new operative and to seek an

apprentice for the other. This would have many benefits, for both the person employed and the Council.

- To review the current situation regarding cleaning with a view to outsource the responsibility to a contractor, while meeting all responsibilities and obligations to existing staff.
- To revise upwards the target income for properties as it has been very conservative in previous years.
- To build the cost of a new vehicle into the budget as a one off without drawing from reserves.
- To budget £2,900 for replacing damaged and broken equipment and £3,500 for replacing play area equipment.
- To revise the budget for the PWLB loan down to £2000 as there is no business plan in place and the Council intends to use the proceeds of the sale of Copperworks against capital works in the first instance, without drawing down the loan until it was necessary.

Following discussion, members agreed to the following:

- In light of the change of use of some of the parks, and the difficulties in finding suitable candidates with all the necessary skills, the option to seek to hire one new operative and to establish an apprentice post to develop a candidate into the role.
- Members deferred a decision on this issue to allow the RFO and CFS to produce accurate figures and costs associated with the changes. The item would be reviewed at the next meeting on 10<sup>th</sup> January 2020
- Following discussion members agreed and felt a £6000 increase to the target income spread across each facility excluding the cemetery, in addition to the RPI increase for 2020/21. It was noted that there was an ongoing separate review of the cemetery charges and that the Committee would have a report in due course giving the Burial Sub-Committees recommendations.
- Members agreed so as not to depend too heavily on the reserves for such items.
- Members agreed to adding the two new headings into the budget.
- Following discussion, it was agreed that £2000 would be sufficient should the loan be drawn down in part during 2020/21.

In addition to the above alterations, members discussed and agreed that costs related to capital works needed at the Station Toilets, would be drawn from the Special Projects budget.

Cllr Michael Theodoulou **PROPOSED** that all of the above changes be accepted and for the revised budget to be referred to the Facilities and Assets Committee meeting on 10<sup>th</sup> January 2020, seconded by Cllr David Owens.

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

**ACTION: RFO**

#### 4. Any other urgent business at the discretion of the Chair

None

Meeting ended 12.50

05/02/20 Chair/Cadeirydd.....