

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Friday 10th January 2020
Dydd Gwener 10^{fed} Ionawr 2020

Present: Cllrs Peter Freeman (Vice Chair, dep. 11am), Linda Edwards, Karen Morris (arr. 10.15am), Lisa Mitchell (arr. 10.10am), David Owens (dep. 11am), Michael Theodoulou and Moira Thomas.

In attendance: Huw Thomas (Acting Clerk and Responsible Finance Officer), Shân Loudon (Temporary Assistant Town Clerk), Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) and Louise Robinson (Community Development Officer).

Minute taker: Ed Davies (Administrative Assistant)

(Upstairs Room, Memorial Institute, Burry Port 10am –11.35am)

1. To receive apologies for absence

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

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

None were made

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 4th December 2019

Copies of the minutes of both meetings had been distributed in advance of the meeting.

Cllr Michael Theodoulou **PROPOSED** that the minutes of the meeting of Wednesday 4th December 2019 be accepted as an accurate record of the meeting, seconded by Cllr David Owens.

Cllrs Linda Edwards, Lisa Mitchell and Moira Thomas abstained from voting as they were not present for the meeting in question.

The Committee **RESOLVED** that they be accepted as accurate with 3 voting in favour, 2 in abstention and 0 against.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

None were raised.

5. To consider the budget monitoring report to include consideration of budget underspend

Copies of the report had been distributed to all members in advance of the meeting. The RFO highlighted that in the time since the issue of underspend had been referred to the Committee, there had been a number of expenditure items which had made up a significant portion of the difference, which now showed the overall spend at 63% with the target for this report at 66.67%. He added that there was likely to be additional expenditure in relation to a request from the CFS to further increase storage, with the RFO's recommendation to make the purchase out of this year's budget.

Cllr Lisa Mitchell arrived 10.10am

Members discussed the current situation regarding storage, with the various relationships the Council had with long term hirers on this matter across all of the Council's properties. Members recognised that any increase to the Council's storage would first require a rationalisation of the current situation including the space used by current hirers.

Cllr Karen Morris arrived 10.15am

Members noted that the under-stage area was not a suitable place for storage with steps being taken to ensure all of the fire regulations were being met. Members **AGREED** for the CFS to make it a priority for staff to ensure the Memorial Hall met the fire regulations.

ACTION: CFS

They also noted that with the expected alteration work to the Memorial Institute in the next 10 months to a year, it would necessitate moving to temporary office space, space which may be available across the Council's other facilities.

Cllr David Owens **PROPOSED** that the staff assess the storage situation and use of space in general and prepare a report for the Committee, seconded by Cllr Michael Theodoulou.

In the ensuing vote 7 members voted in favour with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

ACTION: CFS, CDO

Cllr Linda Edwards **PROPOSED** the meeting move to in-camera to discuss staffing matters, seconded by Cllr David Owens

Members **AGREED** unanimously to the proposal.

Members discussed staff matters.

Cllr Michael Theodoulou **PROPOSED** that staff be authorised to proceed with the contract negotiations, seconded by Cllr David Owens.

ACTION: Acting Clerk and RFO, CFS

Cllr Linda Edwards **PROPOSED** the meeting revert to out of camera, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal.

Cllr David Owens **PROPOSED** that the monitoring report be accepted, seconded by Cllr Michael Theodoulou.

Members **AGREED** unanimously to the proposal.

6. Consideration of correspondence previously circulated to members

None.

7. Consideration of the Cemetery/Facilities Superintendent report

The CFS report had been distributed in advance of the meeting. He guided members through the report with a long list of tasks having been undertaken across all of the Council's facilities, assets and areas of responsibility.

In addition to the report the CFS responded to members queries that security arrangements for the areas that needed it had been addressed, and that a review of necessary training to operate stage equipment was ongoing but not yet complete. Steps had been taken to ensure the longevity of the piano's lives through locking and keeping secure the best one for performances, while the other was available for practices.

The CFS confirmed that the work in the Chapel of Rest had been funded from the Maintenance budget and that he was producing a report on the fuel consumption reduction at Pembrey following on from security improvements to the fuel tank.

Members requested that the CFS work to provide the report to the next meeting of the Special Projects working group on Thursday 16th January, when assessing the priority for making heating system improvements to Pembrey Memorial Hall.

ACTION: CFS

8. Consideration of training for staff and Councillors

Members discussed whether this item had achieved its aim of raising awareness for training gaps within the Council. It was **AGREED** to keep this item on the agenda for a while longer.

ACTION Temp. Assist. Town Clerk

9. To receive a report from the Chair of the Burial Sub Committee

Members heard that the next meeting would be at Dolau Fan Cemetery to facilitate inspection of the works undertaken at the Chapel of Rest. They were also told that the recent reduction in membership, Cllr John Hedley Jones had agreed to join the Sub-Committee.

The Sub-Committee recommended the purchase of the following items be approved by the Committee, with an estimated budget requirement of up to £1000:

- Fire-proof filing cabinet
- A server to host BACAS software at the cemetery

Cllr Michael Theodoulou **PROPOSED** that the request be approved with the money to be allocated from the Cemetery – Equipment replacement heading, seconded by Cllr Moira Thomas.

Members voted unanimously to the proposal and it was therefore **APPROVED**.

ACTION: RFO and CFS

Members noted that following from the special budget meeting of the Committee on 9th January, it had been agreed to alter the plan for hiring staff from 2 new Maintenance Operatives to 1 new operative and 1 apprentice.

10. To receive a report from the Parks Working Group

Members noted that there had been no provision within the budget for any works at the parks where change of use was intended.

Cllr Michael Theodoulou **PROPOSED** that the Parks Working Group should meet with the RFO urgently to set a budget heading and amount for inclusion in the 2020/2021 budget, seconded by Cllr David Owens.

Members **AGREED** unanimously to the proposal.

ACTION: RFO and Parks working group

11. Update on 2020/21 budget

Cllr Peter Freeman left the meeting at 11am. As both the Chair and Vice Chair were now absent, members **AGREED** unanimously for Cllr Michael Theodoulou as a former Chair of the Committee to Chair the meeting.

Members discussed the budget figures provided by the RFO following on from the adjustments agreed to at the meeting on 9th January. Discussions focussed on the percentage increase to the precept and what would be acceptable to the public.

Cllr Moira Thomas **PROPOSED** that the toilet facility improvement works to the Station toilets should be paid for from the Special Projects budget in 2020/21, seconded by Cllr Linda Edwards.

In the ensuing vote 5 members voted in favour with 0 against and 0 abstentions. It was therefore **AGREED**.

Members noted that this would result in a precept increase of 13%, but that this did not yet include any consideration of a reduction to that figure should some of the budget costs be allocated from the General Reserves.

12. To consider any referred matters.

None.

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

Members were asked to discuss and agree the fees and charges increases for 2020/21. They noted that previously the increase was made on the basis of matching RPI rounded up to the nearest whole figure, which the RFO confirmed would be 2%.

Cllr Linda Edward **PROPOSED** that the fees and charges be increased by 2% for 2020/21, excluding those for cemetery charges which would be discussed by the Burials Sub-Committee, seconded by Cllr Moira Thomas.

Members **AGREED** unanimously to the proposal.

ACTION: RFO

Cllr Lisa Mitchell **PROPOSED** that the meeting move in-camera, 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.

14. To confirm the confidential minute of the meeting held on Wednesday 4th December 2019

Members noted that there were insufficient members present from that meeting to be able to confirm the confidential minute and so a decision was deferred until the next Facilities and Assets meeting in February.

ACTION: Temp. Assist. Town Clerk

15. To consider the Schedule of Accounts

Members received copies of the Schedule up to the end of December 2019.

The RFO welcomed the contribution of members to the schedule.

16. To consider the Project Managers report

The Project Manager guided members through his report which had been distributed in advance of the meeting.

Cllr Michael Theodoulou **PROPOSED** for the Clerk to follow procedure and secure the best value quote in relation to works at the Station Toilets, seconded by Cllr Moira Thomas.

Members **AGREED** unanimously to the proposal

ACTION: RFO

Cllr Michael Theodoulou **PROPOSED** that the process of appointing a solicitor be considered by the Finance, Governance and Personnel Committee, in relation to upcoming asset transfers, seconded by Cllr Linda Edwards.

Members **AGREED** unanimously to the proposal

ACTION: Temp. Assist. Town Clerk

Members requested that an update on asset transfers be included on the next agenda.

The Project Manager was authorised to undertake the necessary works in Burry Port Memorial Hall relating to the fire door.

17. Consideration of staffing matters

There was no discussion on this item.

Meeting closed at 11.35am