

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
Wednesday 2nd November/2016

Present: Cllrs Michael Theodoulou (Chair), Mrs Shirley Matthews, Robert John, John James and Mrs Moira Thomas.

In attendance: Mrs Melanie Carroll-Cliffe (Town Clerk), Lee Fox (TSO)

Meeting room, Memorial Hall, Burry Port 9-30am – 10:50am

1. Personal Matters

Apologies were received from Cllrs Ken Edwards, John Hedley Jones and Geraint Davies.

2. To receive members' declaration of interests in respect of the business to be transacted

There were no declarations of interest made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on Tuesday 27th September 2016

The minutes of the meeting held on 27th September 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – trees at Pembrey Memorial Hall

Following a request for an update, the TSO advised that the work to cut down the trees had now been undertaken.

P1 (4) Matters arising – Burial Sub Committee

Cllr John James referred to discussions which had recently taken place as part of the ongoing job evaluation process, when it had become evident that the Clerk had not been invited to attend meetings of the Burial Sub Committee. He therefore requested that the Clerk be notified of future meetings of the sub committee.

5. Consideration of the Committee's budget monitoring report

The Clerk advised members that the request for a marketing budget for the committee had been referred to the Finance Committee. The Finance Committee had not been in favour of an immediate budget being provided to the Facilities Management Committee but instead, it had indicated that this would be looked at as part of future planning and the budget setting for the 2017/18 financial year. Cllr Michael Theodoulou indicated that he accepted that this was a sensible decision from the Finance Committee, given the proximity of the new financial year.

As a result of the need to consider internal virements so as to cover the cost of some recent expenditure, it was agreed that the RFO should attend the next meeting of the committee, in order to consider and advise on the possibilities. Given the ongoing job evaluation process, it

was also agreed that the issue of attendance by the RFO at committee meetings be referred to the Civic Governance and Personnel Committee.

Cllr John James queried the current position in relation to the provision of bar facilities, which would increase the Council's income. The TSO advised members that he had received quotations and these would be considered when the working group next meets.

Lastly, Cllr Michael Theodoulou confirmed that once there was clarification in relation to caretaking duties, the fees for rental of the Council's facilities would be reviewed.

6. Consideration of the Committee's budget requirements for the 2017/18 financial year

The Clerk circulated working papers, as a basis for discussion in relation to requirements for next year's budget. Following a query from Cllr Michael Theodoulou, the Clerk confirmed that overall, the budget needed to be agreed upon by January. Cllr Michael Theodoulou emphasised the need for evidence based proposals to be referred to the Finance Committee, especially in light of many of the committee's requests for the current year's budget being refused. He therefore suggested that the TSO and Clerk initially consider what is needed and this can then be further considered at the next Committee meeting.

7. To consider possible drainage issues at Burry Port Cemetery (referral from Finance Committee meeting of 13th September 2016)

The TSO advised that there was some work to be completed at the cemetery in relation to drainage issues. The materials had previously been purchased and he estimated that it would take 10 working days for the work to be completed on the outstanding 100 metres. It is intended that this work be carried out in stages and it should be completed before the New Year. As this referral had come from the Finance Committee, this information will now be reported back.

8. Update on issues relating to the Copperworks site.

The TSO informed members that currently, there was still no water supply to the Band Room on the Copperworks site. However, this is progressing and he had received plans back from Welsh Water. Due to the difficulties, the band was having the use of the Memorial Hall that coming weekend for a presentations ceremony.

The TSO also provided an update in relation to the pending planning application for the Copperworks site. A number of complaints had been received by the Planning Department of Carmarthenshire County Council and the objectors appeared to have some support from Lee Waters AM and Nia Griffith MP. There was therefore a discussion as to how the matter should be progressed and the following was agreed:

- The Clerk is to arrange a joint meeting between members of the Facilities Management Committee and Nia Griffith MP and Lee Waters AM. This will enable Nia Griffith and Lee Waters to have information on the Council's position, as they presently have limited details.
- Following this, a meeting can be arranged with the Planning Officer and the architect, when options can be considered.

- The Council will need to prepare its case to justify the planning application. It was felt that this was strengthened by the fact that the building has been structurally condemned by the relevant officer from Carmarthenshire County Council.

9. Update on potential asset transfers in relation to parks/open spaces.

The Clerk advised members that no further information had been received from Carmarthenshire County Council and that we were still awaiting receipt of the annual inspection reports on the various parks and the camera survey on the Memorial Park, which had been promised.

Cllr John James referred to the fact that nothing had been received in writing regarding the level of funds which would be made available if completion of asset transfers take place after 31st March 2017. He confirmed that the County Council members would chase this up with the relevant County Council Officers.

The TSO advised that he had been informed that there is available Section 106 money for the area and he is awaiting more information in relation to this. Cllr Mrs Shirley Matthews suggested that projects could be identified, pending the availability of Section 106 funding. It was therefore **APPROVED** that this issue could be referred to the Regeneration and Community Services Committee.

10. Update on the acquisition of a new IT system (referral from the Town Council meeting of 19th October 2016).

The TSO informed members that he had been chasing up Carmarthenshire County Council in relation to this issue. He had also looked into alternative providers for the Town Council's IT and it would cost an additional £3,500 should this option be taken. It was therefore agreed that the Town Council should continue its IT services through Carmarthenshire County Council.

11. To consider a response to the County Council's consultation on the proposed removal of pay phones in the area (referral from the Town Council meeting of 19th October 2016).

The TSO informed members that to date, BT had not provided details of the number of emergency calls made from these specific pay phones. Accordingly, it was agreed that the Council should not support their removal until this information is known.

12. To consider proposed refurbishment works to the kitchen at Pembrey Memorial Hall.

The TSO informed members that he had obtained some quotations in relation to this proposed work and he circulated some plans in relation to the same. It was discussed that currently, there is no budget to undertake this work. It was suggested that the work could possibly be funded from reserves, to ensure that it was undertaken swiftly, especially as it is intended that Pembrey Memorial Hall be utilised as part of the hosting of Wales in Bloom 2017. The Clerk referred to the fact that previously, consideration was being given to applying for a grant for the refurbishment of Pembrey Memorial Hall. However, this had not progressed due to quotations not having been obtained, as the former TSO was subsequently absent due to ill health.

Following the discussions, it was agreed that it would be preferable to seek grant funding for all of the required works to upgrade Pembrey Memorial Hall. Accordingly, the TSO will obtain

quotations in order to start this process.

13. To consider referred matters (if any)

There were no additional referred matters.

14. Any other competent business

- Cllr Mrs Shirley Matthews advised that she was aware that the Gardening Club required chairs to be set up at Pembrey Memorial Hall for their meetings, as they are currently being stored on the stage. The TSO confirmed that the chairs could be stored on the floor of the main hall and one of the maintenance operatives could assist the club, if required.
- The Clerk advised members that there were some issues of concern in relation to the Lionhearts Boxing Club. To date, they have failed to provide documentation/information, in accordance with their Licence to Occupy, namely DBS checks and an update regarding their intended affiliation to the Welsh Amateur Boxing Association. Furthermore, it is known that they have publicly been making derogatory comments regarding the Town Council, with reference to being their landlord. The Clerk informed members that she had attempted to arrange a meeting with representatives of the club but a suitable time had not been agreed as yet. Following the discussions, it was agreed that a meeting should be arranged at the earliest opportunity, to be attended by the Clerk, the TSO and Cllrs Michael Theodoulou and John James.
- The Clerk referred to Cllr Ken Edwards' current ill health and as he is the Chair of the Burial Sub Committee, there may now be some delay in the work of that sub committee being progressed. It was agreed that if there was to be any undue delay, then the other members of the sub committee could proceed in meeting, to enable progress to be made.
- There was a discussion in relation to the up to date position concerning the proposed bar facilities at the Memorial Hall. It was agreed that a detailed recommendation needs to be made to the committee from the working group. This needs to consider the potential impact upon changing room facilities in the Memorial Hall, as well as the cost of the work.
- Cllr Michael Theodoulou referred to the fact that all of the committees had now considered and formulated a view on strategic planning. He indicated that he felt that the Facilities Management Committee should consider it in the same way as the Regeneration and Community Services Committee, that is to use the experience of the current Council, which still leaves the option of it being reviewed following the formation of a new Council in May 2017. It was therefore **APPROVED** that a special meeting of the Facilities Management Committee would take place in due course but in advance of this, the TSO needs to assess what work is required upon all of the Town Council's buildings.

