

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
Wednesday 7th December 2016

Present: Cllr Michael Theodoulou (Chair), Cllrs Geraint Davies, Ken Edwards, Mrs Shirley Matthews and Mrs Moira Thomas.

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

Meeting room, Memorial Hall, Burry Port 9-30am – 11.15am

1. Personal Matters

Apologies were received from Cllrs John Hedley Jones and Robert John.

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 Wednesday 2nd November 2016

The minutes of the meeting held on 2nd November 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

The TSO advised members that work still needs to be undertaken in relation to annual maintenance.

P2 (7) To consider possible drainage issues at Burry Port Cemetery

The TSO advised that the required work had now been undertaken at Burry Port Cemetery.

P2 (8) Update on issues relating to the Copperworks site

The Clerk informed members that she was still awaiting receipt of a date for a meeting to take place with Lee Waters AM and Nia Griffith MP and had been chasing up this matter. Cllr Michael Theodoulou indicated that he would attempt to speak with Lee Waters AM. It was discussed that the meeting is becoming increasingly urgent, as the Planning Officer of Carmarthenshire County Council is awaiting a response from the Town Council in order to progress the planning application.

P3 (12) To consider the proposed refurbishment works to the kitchen at Pembrey Memorial Hall

Cllr Mrs Shirley Matthews informed members that she had been in communication with a County Council Officer who is responsible for Section 106 funds for Pembrey and Burry Port, and she had enquired with the officer if some money could be utilised towards work at Pembrey Memorial Hall. She had been advised that the sum of £37,294 is available, the purpose of which

is to be used towards education and children's facilities. It was therefore agreed that the TSO should put together a draft specification of work, to include upgrading the kitchen, the toilet facilities, the improvement of storage facilities (particularly in the downstairs room utilised by the Scouts) and also work to the tennis/netball courts, as these improvements would benefit the local children using Pembrey Memorial Hall.

P4 Any other competent business – Lionhearts Boxing Club

Members were informed that a meeting had taken place with two representatives of Lionhearts Boxing Club and that there are some potential difficulties. At the meeting, the representatives had been requesting a review of their hire charges and had also indicated that they were looking to use the room outside of the currently agreed hours. However, they had not yet reverted with details and therefore, it was not possible for the hire charges to be looked at whilst this is outstanding. Additionally, at the meeting, the representatives had indicated that they now no longer intended seeking WABA affiliation, which had been a stipulation of their terms of occupation. Additionally, they had still not provided DBS checks for the coaches. Most recently, a message had been sent to the TSO, which suggested that the club may leave the premises in any event, at the end of the current quarterly rental in January 2017. The TSO believes that the club has already reduced the number of days of opening from five weekdays to three.

The TSO also informed members that although on the one hand, there was a possibility that the club would leave the premises, he had also seen information to suggest that they now intend working with autistic children within the club. Cllr Ken Edwards indicated that he had some experience with autistic children and emphasised that specialist knowledge would be required and he wished to know what qualifications the coaches had.

Following the discussions, it was **APPROVED** that the Clerk contact the representatives of Lionhearts Boxing Club once more to set out what outstanding information is required.

5. Consideration of the Committee's budget monitoring report

The Clerk informed members that the RFO had been due to attend the meeting as requested, but unfortunately, he was presently unwell and was therefore not at work. Members had received a copy of the most recent budget monitoring report for the committee up to 30th November 2016, with the agenda. No detailed discussion took place in relation to this, as it was felt that the RFO's attendance was necessary in order to advise on potential virements.

6. To further consider the Committee's budget requirements for the 2017/18 financial year

The TSO outlined details of work which he believed was necessary to be undertaken on the buildings in Burry Port, together with their costs. He advised that he was still awaiting quotes for work in relation to Pembrey Memorial Hall. It was discussed that it may be necessary for the Council to consider taking out a loan in order to carry out remedial work on its buildings and also, the Committee needs to look at funding for cyclical repairs.

Following the discussions, it was agreed that the TSO would prepare a detailed specification on the Council's buildings and that it should be made clear what the committee is trying to achieve and why. It was also agreed that at the next Facilities Management Committee meeting which is due to be held on Wednesday 4th January 2017, discussions for the first 45 minutes should focus

on the 2017/18 budget and that the meeting should commence at the earlier time of 9am.

7. Update on issues relating to the Copperworks site

The TSO advised members that he had been liaising with Welsh Water and that the work relating to the water reconnection to the Band Room should be finalised by the end of that week.

The Clerk also advised that she was still awaiting receipt of the date for a meeting with Nia Griffith MP and Lee Waters AM.

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

The Clerk and TSO advised members that information which had been discussed and requested at the meeting with County Council officers at the meeting dating back to 4th October 2016 was still awaited. This is despite this information having been chased up.

The TSO informed members that he was aware that some work had recently been carried out at the Memorial Park, with deep troughs having been dug. Having queried this, he had been informed by a County Council Officer that it was general maintenance work.

Cllr Ken Edwards left the meeting at 10.25am.

Members were informed that the Bowls Club were eager to know the Town Council's intentions in relation to the bowling green site. The TSO advised that the Bowls Club had provided him with all necessary information to enable him to calculate annual running costs for the club. There was some discussion upon the best course of action and whether the Town Council should act as a 'middle man' in taking on the lease or whether it could be run as a community facility.

The Clerk and TSO informed members that when they had recently spoken to the Secretary of the Bowls Club, he had indicated that if a commitment to take on the lease was not provided by the Council by the end of the week, then they will be approaching the County Council to proceed with the asset transfer themselves by taking on the lease.

Following the discussions, it was proposed by Cllr Michael Theodoulou and **APPROVED** by the committee that an approach be made to the Bowls Club to ascertain if they would be prepared to discuss the possibility of the Town Council running it as a municipal facility. If not, the committee is minded to recommend to Town Council that it does not proceed with the lease relating to the Bowls Club but would be supportive of the club in other ways. It was further agreed that a special meeting of the committee could be called to discuss the option.

The Clerk referred to the other smaller parks which are subject to potential asset transfers. Although the most recent annual inspection reports have still not been provided in relation to these, the inspection report on the Toddler Park and MUGA has been provided. The TSO outlined that a number of defects had been identified. This is somewhat concerning, given that these are quite new facilities and it was felt that in light of this report, the condition of the other parks may not be as satisfactory as the Town Council believed.

It was agreed that at the next Town Council meeting, consideration needs to be given to the following issues relating to the potential assets transfers:

- The Council's position relating to the Bowls Club.

- The Council's position in relation to the other smaller parks.
- A possible Council resolution on what should be done in relation to the Memorial Park, pending satisfaction on the drainage requirements.

9. To consider undertaking full risk assessments of the Town Council's buildings, to include water management and electrical regulations

The TSO outlined that there should be regular testing in relation to water management of all Town Council buildings. It was therefore **APPROVED** that this work be undertaken and could be funded by a virement from the underspend on water bills.

The TSO also advised members that electrical work needed to be undertaken on the Memorial Institute to ensure conformity with regulations. Again, members **APPROVED** this work and that this could be funded from an underspend in other areas.

Lastly, the TSO also referred to an asbestos test being necessary. Members again **APPROVED** this work and that it be funded from an underspend elsewhere.

10. To consider a request from Burry Port Parks Committee in relation to Toddler Park and MUGA

The TSO informed members that a request had been made by Burry Port Parks Committee for additional bins in the Toddler Park. The cost of two animal design bins is £600 and it is intended that the existing bins could then be moved into the MUGA. The Committee had also requested two benches in the Toddler Park, the cost of which would be £1,200.

The Clerk confirmed that funds had now been received from Burry Port Parks Committee as agreed, being the balance held by them at the time when the Town Council agreed to take over responsibility for the running of the Toddler Park and MUGA.

Following discussion, members **APPROVED** the purchase of the two bins for the Toddler Park but the purchase of only one bench. These can be paid for out of the funds received from the committee.

The TSO also advised that new panels were required in the MUGA at a cost of £800. This work was **APPROVED** and can be funded from the Council's own budget.

11. To consider the purchase of an additional leaf blower vacuum

The TSO advised that presently, there is only one leaf blower vacuum, which is insufficient. The cost of an additional piece of equipment is £399. It was therefore **APPROVED** that this be purchased and a virement could be made from the Remembrance Gardens budget of £500.

12. To consider upgrading the media player system at Burry Port Memorial Hall

It was discussed that presently, there is only a CD player within the Memorial Hall and that this is insufficient, given the usage of the hall. The cost of the upgrade to the system is £350. Members therefore **APPROVED** this expenditure and identified that the cost could be covered from the 'maintenance and repairs – Burry Port halls' budget.

It was also briefly discussed that a sound system is required at Pembrey Memorial Hall. It was

agreed that this should be acquired as part of the refurbishment of the hall, possibly from the Section 106 money.

13. To consider referred matters

Members were informed that at the last Bar Facilities Working Group meeting, there was a recommendation for work on the bar facilities to commence under a three phase process. Under phase one, it was intended that the hatch and shelf be created, together with the installation of a roller shutter. It was being recommended that a stud partition be built as part of phase two, together with required electrical work being undertaken. Lastly, decoration could be carried out, together with the installation of a work top and new door (following the partitioning) as part of phase three of the work. The working group had looked at this three phase process, so that following completion of phase one, the bar facilities could then generate income in order to continue with the outstanding work.

Members were in favour of this recommendation and **APPROVED** that a referral be made to the Finance Committee for the cost of £2,000 for work to be carried out under phase one.