

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

Thursday 1st December 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Geraint Davies, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman.

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

Meeting Room, Memorial Hall, Burry Port 9.30am – 10.45am

1. Personal matters

Apologies were received from Cllr John James.

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

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

3. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Thursday 3rd November 2016 and the Special Committee meeting of 17th November 2016

The minutes of the meetings held on 3rd November 2016 and 17th November 2016 were approved as a true record.

4. To consider any matters arising from the minutes

Minutes 3rd November 2016

There were no matters arising.

Minutes 17th November 2016

P2 (3) Further consideration of future strategic planning for the committee

Cllr Michael Theodoulou queried whether it had been concluded at the previous meeting that enquiries be made in relation to the potential engagement of a consultancy service, as he understood that it had been decided to delay any strategic planning until after the election of a new Council in May 2017. However, other members agreed that it had been approved that some enquiries be made in this regard, for future consideration by the committee in due course.

5. Consideration of the Committee's Budget Monitoring report

A copy of the budget monitoring report had been circulated to members with the agenda, for their consideration.

Cllr Michael Theodoulou referred to the fact that although the committee had agreed upon internal virements, these do not appear to have been carried out by the RFO as yet. He requested that the

powers of the committees be clarified, specifically in relation to whether the Finance Committee has to be approached for approval of internal virements within other committees' budgets.

A query was raised by Cllr Mrs Mary Wenman in relation to contributions made by local businesses to the floral displays and Christmas lighting, as she was aware of a particular local business owner who was happy to make a donation. Cllr Mrs Shirley Matthews confirmed that letters would be sent out in due course to all local businesses.

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

The Clerk referred to the special meeting that was held on 17th November 2016, where figures were agreed as a proposed budget for the committee for the 2017/18 financial year. It was confirmed that these figures would be passed to the Finance Committee, for consideration. Cllr Michael Theodoulou suggested that it would be worthwhile for the relevant chairs to be in attendance when the Finance Committee considers the various budget requests. Members agreed that it would be helpful to have a committee representative present and that this could be another committee member, if the Chairperson was unavailable to attend.

7. Update on Christmas lighting for 2016

The TSO provided an update to members. He advised that it had been necessary to have some new electrical connections via Carmarthenshire County Council. Many new installations had been required, to ensure compliance with regulations. He also advised that it had not been possible for all town centre businesses to have lighting outside.

Cllr Mrs Shirley Matthews informed members that she had received complaints about the lack of lighting in Pembrey and she was concerned, due to the switching on of the lights in Pembrey taking place that evening. She referred to the fact that the Carnival Committee is making a financial donation and queried whether this would enable Pembrey Square to be completed with lighting. Cllr Michael Theodoulou referred to the fact that the TSO had been correctly undertaking his duties by keeping within budget and complying with regulations. He therefore emphasised that the committee needed to decide what its objective is, and whether this is to illuminate all of Randall Square in Pembrey. It was discussed that this is what has occurred in previous years. It was therefore **APPROVED** that the TSO should contact the electrical contractor immediately after the meeting, to ascertain if it was possible to erect additional lighting in Pembrey Square in time for the switching on of the lights that evening.

There was a discussion in relation to the potential to receive some funding from Carmarthenshire County Council for Christmas lighting in future years. Members were informed that the Clerk and some members from the Wales in Bloom Sub Committee were shortly due to meet with Huw Parsons from Carmarthenshire County Council. Therefore, a query could be raised regarding Christmas lighting during this meeting. Cllr Michael Theodoulou emphasised that as a County Councillor, Cllr Mrs Shirley Matthews had the right to know how much the County Council donates towards the Christmas lighting in Carmarthen and Llanelli town centres.

There was also a brief discussion in relation to the availability of Section 106 funds. Cllr Mrs Shirley Matthews advised that she would speak with Cllr John James and try to arrange a meeting with finance officers within Carmarthenshire County Council, to obtain further information. She also advised that she would enquire if appropriate officers could come to meet with the Committee in January 2017.

8. Update on future strategic planning, to include a marketing strategy for the Committee

Cllr Mrs Shirley Matthews raised the possibility of producing a promotional leaflet. The Clerk also referred to the fact that previously, a newsletter had been produced and circulated to local residents.

It was discussed that if the Finance Committee approves the requested budget for 2017/18, then there will be a £10,000 budget for marketing and promotion and therefore, leaflets could be produced out of this budget. In the meantime, if these were proceeded with earlier, then there would still be some available funds under the Special Development Projects budget.

Cllr Mrs Moira Thomas informed members that a leaflet was being produced by the Heritage Committee but this specifically related to historical aspects of the community.

The TSO advised that he had approached a website, namely 'Roundabouts of Britain' in relation to Moreb roundabout and as a result, they wish it to feature on the home page of the website. The Committee was pleased by this publicity and **APPROVED** of the same.

9. To further consider applications for financial donations deferred from the meeting of 3rd November 2016, together with consideration of an application received from St Illtyd's Church, Pembrey

The Clerk outlined that additional information had now been received in relation to applications for financial donations which were deferred from the previous meeting, as follows:

Pembrey AFC – Three quotations had now been provided in relation to this work. The Football Club intended engaging the services of the contractor who had provided the cheapest quotation. Following discussion, it was **APPROVED** that a community grant of £1,000 be made towards the cost of the intended work.

St Mary's Church, Burry Port – Confirmation had now been received of the amount being requested, being the sum of £200. This financial donation was **APPROVED**.

The Clerk also referred to the following applications which had been received:

St Illtyd's Church, Pembrey – An application for a community grant of £350 had been received, in relation to the purchase of Christmas tree stands for the Christmas Tree Festival to be held between 8th and 11th December 2016. The application stated that the total cost of the event was £1,000. It was discussed that the Christmas Tree Festival only takes place every three years and therefore, members **APPROVED** the donation of £350 on the condition that the stands could be utilised for other community use, if required.

Llanelli Ramblers Festival of Walks 2017 – the Clerk confirmed that a request had once again been received for a donation towards the annual Llanelli Ramblers Festival of Walks. The 2017 festival will take place from 26th to 29th May. Members **APPROVED** a donation of £100 towards this event.

10. To consider the submission of an entry to the One Voice Wales Innovative Practice National Awards Scheme (referral from Town Council meeting of 16th November 2016)

The Clerk referred to discussions which had taken place at the Town Council meeting of 16th November 2016, following which a referral had been made to the committee to consider the preparation and submission of an entry to the One Voice Wales Innovative Practice National

Awards under the category of Best Tourism Initiative. The Clerk outlined the details of this category, the criteria for entry and how and when this is to be done, the deadline being 20th January 2017. Members were in favour of proceeding with the entry. It was therefore agreed that the Clerk consider the information and the TSO assist with the supporting photographs to be sent. Cllr Michael Theodoulou confirmed that thereafter, he was happy to assist in the completion of the application, if required, prior to its submission.

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

There were no referred matters.