

Pembrey and Burry Port Town Council
Regeneration and Leisure Committee Meeting
Thursday 5th February 2015

Present: - Chair Cllr Mrs Shirley Matthews, Councillors Graham Davies, John James, Mrs Pat Jones, Andrew Phillips (Mayor), Mrs Moira Thomas, Hefin Williams and Ken Edwards (substitute for Cllr Michael Theodoulou).

In attendance: Melanie Carroll-Cliffe (Town Clerk) and John Ridgway (TSO)

(Former OAP Hall, Memorial Hall, Burry Port 9.30am – 11.20am)

1. Personal Matters.

Apologies were received from Cllr Michael Theodoulou.

2. To receive Members' Declarations of Interest in respect of the business to be transacted.

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 15th January 2015

The minutes of the meeting held on 15th January 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

There were no matters arising.

5. Update from Heritage Trail Sub Group

Cllr Graham Davies updated members that the intended bid would be for 10 heritage boards throughout Pembrey and Burry Port, a trail leaflet and a website. He confirmed that he had met with another member of the County Council since the previous meeting, who would be assisting with project management. The group which is preparing the bid has decided to call itself the Pembrey and Burry Port Heritage Group. The next step in the application process is to prepare a 1000 word project enquiry. This will determine if there is merit in proceeding with a full bid application. If successful, the bid will include the appointment of a project manager, with an historical mentor, who is possibly linked to a local university.

6. Update on completion of refurbishment of the Memorial Hall

The TSO advised that the control room has now been painted. Furniture is still required for the side rooms. Mirrors are also yet to be purchased, and Cllr Shirley Matthews will meet with the TSO to discuss this further. In relation to additional mood lighting being potentially obtained, the TSO advised that he would like to see some actual examples of the lighting, so that the effect can be seen. Members suggested that it may be worthwhile liaising with

County Councillor Meryl Gravell, due to her previous involvement with the refurbishment of community halls.

7. Update on marketing and promotion of the Memorial Hall

At the previous Regeneration and Leisure Committee meeting, it had been agreed that Cllr Michael Theodoulou speak with the Principal of Coleg Sir Gar regarding the potential participation of students in assisting with marketing. Cllr Theodoulou was not present to provide an update and therefore, Cllr Mrs Pat Jones advised that she would speak to the Principal, to try to move matters forward.

The Mayor advised members that he had now booked the hall for his charity event, which would be taking place on 10th April and this will be a rock concert.

8. Update from Snooker Room Sub Group regarding ideas for future use

Members were updated that the Sub Group had considered a number of ideas but however, they did not feel it appropriate to consider grandiose schemes at this stage, as there was no budget for doing so. Therefore, the idea was that the room could be used for such things as dance or keep fit classes, as this would not entail a great deal of refurbishment. The Clerk advised that a recent enquiry had been received at the office regarding the use of the Memorial Hall for soft ball games. Although it was felt that this was inappropriate to be held in the Memorial Hall, the Snooker Room may be a possibility.

The TSO advised that he had placed some details on the website, inviting expressions of interest in the room, as well as on the social media sites, Facebook and Twitter.

Members were generally of the view that such multi use of the room was a good idea. It was therefore **APPROVED** that an item be placed on the agenda for the next Town Council meeting to canvass the multi use idea and subject to approval, the room can then be actively marketed on this basis. Cllr Shirley Matthews queried whether it would be costly to have a water supply in the side room off the Snooker Room, together with a water cooler.

9. Consideration of costs of signage for staff parking at the Memorial Hall and health and safety signage

The TSO advised members that he had obtained a costing in relation to obtaining signage. The cost of 8 staff parking signs, 2 disabled driver signs and 1 staff only sign would cost nearly £500. Members felt that this was on the high side and therefore requested that the TSO obtain additional quotes.

10. Feedback from Britain in Bloom Finalists' Seminar in Sheffield

Cllr Shirley Matthews advised members that the seminar had been very interesting and educational. Also, from the information provided, it appeared that no additional budget would be required.

The TSO advised that judging for the Wales in Bloom competition would take place at the beginning of July 2015, with the judging of the Britain in Bloom competition taking place

towards the end of August. The overriding factor in the Britain in Bloom competition is that applicants are encouraged to embrace their heritage and what their town is known for. For example, in our community, there is the harbour and lighthouse, the RNLI and also the links with Amelia Earhart. The TSO confirmed that he had already spoken to Glan y Mor school, who wish to be involved, as does Pembrey school and the RNLI. He has also spoken to Arriva Rail, and it is looking positive for their participation. The TSO also advised that he would like to have an area dedicated to the WWI commemorations.

Cllr Moira Thomas referred to some schools planting horse chestnut trees in commemoration of the holocaust. She suggested that the Town Council could consider purchasing a tree for Glan y Mor school, Pembrey Junior school, Ysgol Parc y Tywyn and Burry Port school. Members therefore recommended that this should be referred to the Finance Committee.

Members discussed that they did not feel that enough publicity was given to our success in the Wales in Bloom 2014 competition. It was agreed that there needed to be wider media coverage this year in relation to the entry to Britain in Bloom, possibly including television coverage.

The TSO advised that in relation to signage at each end of Burry Port, this would have to be placed underneath the existing sign. Due to the fact that the signage is non statutory, it would not be possible to erect new signs. Cllr Shirley Matthews advised that she, together with Cllrs Pat Jones and John James would approach Hugh Parsons, Marketing and Tourism Manager at Carmarthenshire County Council, to see if he can suggest some ideas and he may also have a budget for this. It was therefore **APPROVED** that this approach be made to Hugh Parsons.

11. Consideration of options for operating a bar at events in the Memorial Hall (referral from the Town Council meeting on 21st January 2015)

The Clerk outlined that on the few occasions where a bar has been required at events being held at the Memorial Hall, it has been necessary to refer this business to Burry Port Rugby Club, as there is currently no other means of providing this facility. However, this has in turn meant that the Rugby Club is generating the entire profit, whilst the Council is only receiving the hire charges for the hall and therefore, a revenue opportunity is being lost. Due to the Rugby Club being discussed, Cllr John James highlighted his interest.

Members were of the view that it would not be viable for the Council to routinely operate a bar for events at the hall. This would involve staff being trained and paid, as it was felt that Councillors should not be expected to undertake this role.

It was discussed that there may be a number of suppliers who would wish to take on the bar, in addition to the Rugby Club and therefore, it could possibly be put out to tender. This could be done on the basis of individual events or for all events over a duration of time. Members were in agreement with this and felt that prospective suppliers should be asked to put forward what they could offer in terms of their services. It was also felt that there should be a preferred list of suppliers, so that if whoever has the tender is unable to facilitate a bar at an event, then there would be alternative suppliers available on a list, who could be called upon.

Members **APPROVED** that a recommendation be made to the Town Council for there to be a tender process in relation to the operation of bar facilities.

12. Update on the erection of new lamp post signs

There was no detailed discussion in relation to this agenda item and instead, it was **APPROVED** that it be placed on to the agenda once more for March's meeting.

13. Any other competent business

- The Clerk advised that an approach had been made in relation to a new Guides movement to be operated in Pembrey. The prospective leader wishes to utilise the upstairs room at Pembrey Memorial Hall each Thursday during term time for 1 ½ hours. Presently, no fee structure is in place, due to this room not having previously been rented out. Members were supportive of the Guides using this room. Although the permanent charges will need to be fixed by the Fees and Charges Sub Group, members recommended that there be an interim charge of £8 per hour, to enable this information to be advised to the person concerned, as she wishes to commence at the hall from late March.
- The Clerk advised members of a recent request received by way of email from Cylch Meithrin Penbre. Confirmation had been given that the Cylch's last week at Pembrey Memorial Hall would be week commencing 23rd March. However, they had referred to the fact that as a charity organisation, they relied on fundraising events and therefore, they wished to have use of the hall to hold a table top session to raise funds on the last Sunday of the month, the first being on 29th March. Members felt that it would not be feasible to agree to this request, as there is no member of staff who routinely works on a Sunday. Furthermore, members were mindful of the fact that it is hoped, in due course, to commence refurbishment work upon the hall.
- The Clerk advised members that an email had been received from Mr Chris Ashman of "The Means". This advised that the organisation was undertaking work for Llanelli Rural Council in developing a whole place plan. It indicated that consultation work was commencing across Llanelli Rural Council's area in the next few weeks and it was felt that there may be some economies of scale in approaching our Town Council about developing a place plan in reasonable parallel to Llanelli Rural Council's. Mr Ashman suggested meeting with the Clerk to discuss the matter further. Members were of the view that this should be explored further and it was therefore **APPROVED** that the Clerk arrange to meet with Mr Ashman and the matter be placed back on the agenda for the next Regeneration and Leisure Committee meeting.
- The TSO advised members of the problem with water ingress in the building used by Serendipity. He has been in communication with the County Council in relation to this, who have advised that the Town Council has to address the rectification of it. The TSO indicated that if the Town Council did not renew the lease with the County Council (bearing in mind that the current lease expired at the beginning of April 2014) the County Council would probably directly offer a lease to Serendipity. Members **APPROVED** that the consideration of the lease relating to the former Pembrey School should be placed

upon the agenda for the next Town Council meeting.

- The TSO referred to difficulties which had occurred in relation to the Christmas lighting, which had been established as a result of businesses switching off the electricity, which then turned the lights off. He advised that direct power can only be obtained if there is sufficient street lighting and unfortunately, there are not enough lamp posts in Burry Port.

Members also recommended that the RFO be requested to make payment to the respective businesses for the electricity supply, with this matter to be referred to the following week's Finance Committee meeting.