

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 17th September 2014

Councillor Andrew Phillips (Mayor)

Councillors Graham Davies, Ken Edwards, John James, Stephen James, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Michael Theodoulou and Mrs Mary Wenman

In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)

(Former O.A.P Hall, Memorial Hall, 7.00pm – 9.35pm)

55. Opening Prayer

The opening prayer was given by Cllr Graham Davies.

56. Personal Matters

Apologies were received from Cllrs Malcolm Davies, Mrs Jean Hire, Robert John, Mrs Pat Jones, Mrs Moira Thomas and Hefin Williams as well as County Councillor Hugh Shepardson.

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

Members confirmed their usual declarations of interest.

58. Police Business

The Mayor welcomed the new Police Sergeant, PS Keri Howells, who was in attendance at the meeting. PS Howells advised that he had commenced at Burry Port Station on 8th June 2014. PS Howells also introduced a new colleague, PCSO Trudi Scandone, who has only commenced at Burry Port Station earlier in the month but has been with Dyfed Powys Police since 1999.

PS Howells presented the police report, as set out below:

During the month of August 2014, 43 crimes have been reported in the Burry Port section down from 44 in the same period last year, the detection rate for the year to date is 69.1%. Within the month officers have had to attend 192 calls, 35 of these needed an immediate response, 54 had to be answered within the hour and 68 were registered as simply needing attendance with another 35 not needing a response.

Crimes of note:

Criminal Damage

5 reports of criminal damage were reported, 1 of which has been detected with another 4 still under investigation.

Burglary

3 Burglaries have been recorded within the section, 1 of which was burglary at an unoccupied premises in the Graig area of Burry Port where unknown person/s have entered the property and removed copper along with other items. All 3 burglaries are still under investigation.

Anti-Social Behaviour

There were 14 anti-social behaviour calls in August, but these were mainly relating to neighbour disputes, with no calls relating to the town centre.

Drug Offences

In August there were 5 drug offences recorded with all 5 detected, seeing a detection rate of 100%.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

Members were encouraged by the figures presented and informed the Sergeant of their support for Burry Port Police Station to remain open. The Sergeant confirmed that he had raised questions internally regarding the proposed closure of Burry Port Station. He had received a response from the Head of Estates, providing a reassurance that no stations would be closed without there being an alternative station available. Burry Port Station will therefore remain open for the foreseeable future. Members urged the Sergeant to report back that they were not reassured by the indication that police stations would not be closed until alternative locations had been found.

Cllr John James confirmed that the Police and Crime Commissioner is stating the same thing as the Head of Estates. He has also indicated that there would be consultation with the town before any decision is made.

59. To confirm the minutes of the meeting held on 16th July 2014

The minutes of the Town Council meeting held on 16th July 2014 were accepted as a true record.

Cllr Stephen James arrived at the meeting at 7.15pm.

60. Information from the aforesaid minutes

P34 (44) Information from the aforesaid minutes – Report of the TSO

Cllr Ken Edwards clarified that the reference to the figure of £2,500 was in relation to the initial consultation stage.

P34 (44) Information from the aforesaid minutes – Reports by elected members

A query was raised as to whether an additional Governor will be appointed from Burry Port as a Sponsor Governor to the new Federated School, due to this being raised by a local parent. As the issue of the Governing Body is outside the Town Council's remit, detailed discussions were not entered into.

P37 (45) Report of the TSO

A query was raised as to whether the Copperworks Site had now been removed from the flood plain, following the Grillo Site being removed. Cllr John James confirmed that he had requested the Head of Planning at Carmarthenshire County Council, Mr Eifion Bowen to look into the position in relation to the Copperworks Site.

P41 (47) (4) Report of the RFO – Budget Monitoring Report

A query was raised that the budgets for the Cawl Cennin and Christmas Tea had not been amalgamated in General Civic Expenditure, as resolved at the previous meeting. The RFO confirmed that this would be done.

61. Report of the Technical Services Officer (TSO)

Cemetery

(a) Burials

During the month of July and August 2014 there has been 1 burial, 3 scattering of ashes and 5 burial of ashes.

Wales in Bloom 2014

Wales in Bloom National Awards Ceremony 2014 will be held in Glen-Yr-Afon House Hotel, Usk on Thursday 18th September 2014. The TSO advised that four representatives were attending the awards ceremony the following day on behalf of the Council, when hopefully there would be good news.

A query was raised as to whether there are any plans being worked on to reduce the future budget for the floral displays. The RFO confirmed that the budget process would be shortly started when all potential expenditure would be considered for the next financial year.

Memorial Hall

- 1 The recovering of the existing chairs is 50% complete.
- 2 Decoration will recommence during w/c 15th September 2014.

Snooker Room

Darkin Architects have supplied a quotation for the design and tender process to construct offices and a council chamber in the snooker room, details of the quotation have gone to the Regeneration and Leisure Committee and Finance and Efficiency Committee.

Pembrey Memorial Hall

Following a report from the Fire Officer which highlighted that in respect of fire safety the building did not comply with current legislation, the TSO forwarded the quotation for the remedial works to Matt Morden but have yet to receive a response.

The TSO updated that Kristy Tillman, Property Risk Officer at Carmarthenshire County Council had attended to inspect the Hall and she is now going to liaise with the Fire Officer upon what is required.

Copperworks School

The school is now solely used for storage.

Playground and MUGA

Pembrey and Burry Port Town have now assumed responsibility for the maintenance of both parks. All remedial work to equipment has been complete and the insurance is now included in the Council's cover. The Parks Appeal Committee will meet the cost of remedial work and the insurance.

Weekly inspections are carried out by the Council staff.

The Clerk updated that the formalities of assigning the lease needed to be attended to but at present, she had not had sight of the lease. The Clerk is liaising with the Legal Department of Carmarthenshire County Council in relation to this.

Cllr Mary Wenman advised that the Parks Appeal Committee will be holding a fundraising Halloween event at the Memorial Hall on 18th October 2014 and queried if the hire fees for the Memorial Hall could be waived. Members approved to refer this request to the Finance Committee.

Footpath Maintenance

Moreb 57/83 : The Level (Grace) : The Level Path 71/22 : Shoreline 71/29
Tanybryn 71/27 : Furnace Road 71/30 : Memorial Gardens : Carmel 57/73
Carmel 57/74 : Hubert Williams 71/16 : Brocyll 71/16 : Pembrey Square
Court Farm 57/51 : Court Farm 57/50 : Penllwynuchaf 57/47 : Pinged Bog 57/41 : Clyndu
Riding School 71/1 : Cwn-Yr-Erfin 57/52 : Pinged Marsh : 57/53 : Elkington Road/Stepney
Road : Engine Inn : Moreb/Clwb/Harbour Roundabouts : Burry Port Park : Pembrey
Memorial Hall : Stepney Road School.

Serendipity

The TSO referred to the essential electrical work required. Quotes have been obtained and were considered by the Finance Committee at a recent meeting, when it was recommended that the lowest tender be proceeded with. Members were happy to accept this recommendation and it was therefore **RESOLVED** that the work be undertaken by the company with the lowest quote.

62. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 3rd July 2014

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 3rd July be signed and accepted as a true record.

Matters Arising

P3 (10) Update on commemoration of WWI

Members were reminded of the event which is due to take place at the Memorial Hall on Friday 26th September 2014. It was also indicated that around four volunteers were required for readings. Cllr Stephen James volunteered, as did Cllr Michel Theodoulou (as a reserve). It was confirmed that the Mayor would also be participating.

P4 (15) – Consultation on charging for sports facilities

Cllr Michael Theodoulou expressed concern that a small group of Councillors had provided a response on behalf of the Council as part of this consultation. It was discussed that there were time constraints, due to a response being required by 25th July 2014. Cllr John James also advised that there is close working with the Carmarthenshire Unified Sports Committee. Members were asked to consider if they felt that the County Councillors should be dealing with questionnaires of this nature, which are looking to provide information to the County Council. It was suggested that this could be considered by the Civic Governance and Personnel Committee in due course.

63. Report of the Responsible Finance Officer (RFO)

The RFO, Alan Howells, presented his report, as set out below:

1. Bank

The following cash balances are held with Lloyds at 31st August 2014 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	290494.43		290,494.43
Community Account	10356.3	3,694.65	6,661.65
Imprest account	839.95		839.95
	£301,690.68	£3,694.65	£297,996.03

2. Schedule of accounts paid

The following accounts have been paid from 1st July to 31st August 2014 :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total</u> <u>cost</u>
Heart internet	Web provider	3	8.99	1.80	10.79
CCC Re: Licence Application	Hall - Licence Application	1	21.00		21.00
Plusnet	Internet provider	3	15.00	3.00	18.00
Powercut	Cemetery	4	61.04	12.21	73.25
Powercut	Cemetery	4	63.58	12.72	76.30
Amroc	Pembrey Hall - Refurbishments	1	1247.00	249.40	1496.40
Tradepoint	Pembrey Hall - Refurbishments	1	94.09	18.81	112.90
British Gas - Electricity	Hall - Heating	1	118.12	5.91	124.03
Lyreco	Admin - Stationery	3	168.04	33.61	201.65
Travis Perkins	Cemetery	4	10.16	2.03	12.19
Burry Port Aikido Club	Special - Donation	9	100.00		100.00
Burry Port & Pembrey Carnival Forum	Special - Events donation	9	2000.00		2000.00
Burry Port Male Choir	Special - Donation	9	100.00		100.00
Burry Port Senior Citizens	Special - Donation	9	100.00		100.00
Genesis, St Illtyd Church	Special - Donation	9	50.00		50.00
Our Lady of the Sea Church, Burry Port	Special - Donation	9	100.00		100.00
St Illtyd Church, Pembrey	Special - Donation	9	100.00		100.00
Walk for Life	Fundraising Income - reimbursement	9	504.50		504.50
Marie Curie Cancer Care	Fundraising Income - reimbursement	9	97.60		97.60
Travis Perkins	Hall - Refurbishments	1	475.50	95.10	570.60
Tradepoint	Hall - Refurbishments	1	11.76	2.35	14.11
Tradepoint	Pembrey Memorial Hall - Refurbishments	1	23.28	4.66	27.94
Cathedral Leasing	Hall	1	64.98	13.00	77.98
Myrddin Garden Machinery	Cemetery - Equipment maintenance	4	16.83	3.37	20.20
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Biffa	Hall - Refuse costs	1	85.05	17.01	102.06
Biffa	Cemetery - Refuse costs	4	112.08	22.42	134.50
Chivers Corner Garage	Cemetery - Van	4	346.79	69.37	416.16
LBS	Hall - Refurbishments	1	97.03	19.41	116.44
Days Rental	Floral Displays - van	9	476.00	95.20	571.20
IWEC	Hall - Maintenance	1	51.50	10.30	61.80
British Gas	Hall - Gas	1	97.41	4.87	102.28
SLCC	Admin - Subscription	3	184.00		184.00
JDRF	Fundraising Income - reimbursement - Songs of Praise	9	223.49		223.49
Heart internet	Web provider	3	8.99	1.80	10.79
PWLB Loan	Hall - Loan	1	2051.05		2051.05
Sewards	Xmas lights - reimbursement	9	25.00		25.00
Globe - Mrs Huish	Xmas lights - reimbursement	9	25.00		25.00
Kevin Francis - Hairdressers	Xmas lights - reimbursement	9	25.00		25.00
Alpha Vets	Xmas lights - reimbursement	9	25.00		25.00

	reimbursement				
CCC	Admin - Website domain	3	139.90	27.98	167.88
Mike Clarke					
Printing/Barclays	Civic Ceremony	3	166.00		166.00
Travis Perkins	Hall - Refurbishments	1	50.96	10.19	61.15
Myrddin Garden					
Machinery	Cemetery - Equipment	4	374.17	74.83	449.00
British Gas - Electricity	Copperworks	1	251.72	12.59	264.31
British Gas - Electricity	Hall	1	562.39	28.12	590.51
British Gas - Electricity	Old Pembey school	1	428.40	21.42	449.82
British Gas - Electricity	Hall	1	639.23	127.85	767.08
British Gas - Electricity	Cemetery	4	169.00	8.45	177.45
British Gas - Electricity	OAP Hall	1	79.41	3.97	83.38
	Admin - additional insurance				
Davies Craddock	on Copperworks	3	345.09		345.09
K&W Motors	Cemetery - MOT on Van	4	100.00	12.00	112.00
Alison Ward	Hall - Refurbishments	1	1,065.90		1065.90
CCC	Waste bags stock	3	484.00	96.80	580.80
Xerox Finance	Admin - Photocopier costs	3	143.09	28.62	171.71
Tradepoint	Hall - Refurbishments	1	21.36	4.27	25.63
Tradepoint	Hall - Refurbishments	1	24.54	4.91	29.45
Pump Supplies Ltd	Cemetery - Equipment	4	320.00	64.00	384.00
SA1 Laundry	Hall - cleaning materials	1	16.96	3.39	20.35
Greenwell Power Tools	Cemetery - Maintenance	4	30.00	6.00	36.00
Powercut	Cemetery - Maintenance	4	79.75	15.95	95.70
Powercut	Cemetery - Maintenance	4	36.70	7.34	44.04
	Admin - Insurance on				
Davies Craddock	MUGA	3	562.16		562.16
British Gas	Hall - Heating	1	47.99	2.39	50.38
Plusnet	Internet provider	3	15.00	3.00	18.00
British Gas	Pembrey Memorial Hall	1	72.61	3.63	76.24
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Iwec	Hall - Maintenance	1	57.90	11.58	69.48
WaterCoolersDirect.com	Admin	3	77.47	15.49	92.96
Chivers Corner Garage	Cemetery - Van	4	254.83	50.95	305.78
BT	Hall	1	537.15	107.43	644.58
BT	Hall	1	80.98	16.19	97.17
BT	Hall	1	134.76	26.95	161.71
BT	Cemetery	4	131.23	26.24	157.47
Travis Perkins	MUGA - Maintenance	1	13.13	2.63	15.76
	Pembrey Memorial Hall -				
Travis Perkins	Maintenance	1	325.00	65.00	390.00
Biffa	Hall - Refuse costs	1	104.07	20.81	124.88
Biffa	Cemetery - Refuse costs	4	93.40	18.68	112.08
Lyreco	Admin supplies	3	42.47	8.49	50.96
Wynnstay	Cemetery - Maintenance	4	53.33	10.67	64.00
Consortium	Hall - cleaning materials	1	115.85	23.17	139.02
	Pembrey Memorial Hall -				
Adept Telecom	telephone	1	24.52	4.90	29.42
Days Rental	Floral Displays - van	9	476.00	95.20	571.20
			18379.68	1819.71	20199.39

The RFO referred to the overall bank balances totalling £297,996.03 as at the end of August 2014. He advised that this figure had been boosted by receipt of the second quarterly

payment of the precept, despite there being a considerable list of payments, as this covered a two month period for July and August.

3. Petty Cash

Payments made from 1st July to 31st August 2014

Phone card	3	10.00	10.00
Llanelli Star& Wales in Bloom	3	3.74	3.74
Photos	3	4.14	4.14
Llanelli Star	3	0.70	0.70
Llanelli Star	3	0.70	0.70
Parking - conference	3	1.60	1.60
Siop Y Pentain - Bunting	9	50.00	50.00
100 1st & 2nd class stamps	3	115.00	115.00

**Total payments made
from petty cash**

£185.88 £0.00 £185.88

The RFO advised that there were no unusual items of petty cash expenditure.

4. Budget Monitoring Report

The Budget monitoring report for the period 1st April to 31st July 2014 has been circulated to Members.

The RFO advised that the report was to the end of July 2014 and had been presented at the Finance Committee meeting. As at this time, income and expenditure should be around 33% of budget.

The RFO advised that income is below budget, which is mainly attributable to a number of items being paid later in the year, such as the footpath grant and the SLAs. He confirmed that these have been invoiced but payment has not been received to date. Also, the subsidy in relation to Pembrey Memorial Hall has been invoiced to Carmarthenshire County Council but not yet received. The RFO also explained that with the closure of the Copperworks and the move by user groups, there was a delay with invoicing. Therefore, the income figure should be increasing in the next couple of months.

In relation to expenditure, employees' costs are within budget. Administration costs are over budget for year to date and this is mainly attributable to insurances being paid at the start of the year.

In relation to Civic expenditure, the RFO advised that he would be including the two budgets of miscellaneous expenditure.

Although the expenditure on the cemetery/footpaths is slightly under budget, the RFO highlighted the increase in refuse costs. He confirmed that he has spoken to the TSO, who will be looking into alternatives.

Expenditure on the Hall and Institute is within budget. Capital costs are just under £10,000. The RFO advised that he has been requested by the Regeneration and Leisure Committee to provide information on the refurbishment expenditure to date, which he believes is around £12,000.

Expenditure on the Copperworks is below budget. However, an additional bill has been received from the County Council in relation to rates. The RFO explained that as the Town Council had been renting out the building to non profit organisations, reduced rates had previously been paid but now the higher element will be due. It was confirmed that the Regeneration and Leisure Committee has requested a report into options for the Copperworks Site. The RFO also advised that insurance has increased, due to the building being more vulnerable as it is vacant.

Expenditure on the former Pembrey School is under budget.

Expenditure on Pembrey Memorial Hall is over budget. The RFO advised that the refurbishment work is still being covered by income received from the County Council.

Expenditure on Special Projects is within budget.

Total operational expenditure is 32.02%, with net operational expenditure being slightly over budget at 34.77%. The RFO reminded members that a significant amount of income will be received later in the year.

It was raised that previously, the issue of differentiating revenue and capital had been mentioned. It was commented that it is unclear from the way in which the figures are currently presented, as not all project expenditure is capital, with some being revenue. The RFO advised that there is a break down of capital and revenue and therefore, it was perfectly correct.

Cllr Stephen James advised that he had recently attended a One Voice Wales meeting where mention had been made of Councils having an Audit Committee. It was suggested that this could be considered in due course by the Civic Governance and Personnel Committee.

Lastly, the RFO referred to the external audit, which had been mentioned at the previous meeting. He confirmed that the final report had now been received. He requested members' approval of this and they **APPROVED** the same.

64. To consider the report of the Finance Committee meeting held on Monday 14th July 2014

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 14th July be signed and accepted as a true record.

Matters Arising

P3 (6) Budget Monitoring

Following a query in relation to income from Pembrey Memorial Hall, the RFO advised that the Hall is being well utilised. Additionally, the Fees and Charges Sub Group have introduced increased fees. As there is a separate income heading for Pembrey Memorial Hall, it will be possible for this to be easily tracked.

65. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/30678	Castletown Estates Ltd Former Grillo Site Burry Port	Redevelopment of the site for up to 230 homes and up to 465 sqm of retail and leisure floorspace. Creation and alteration of existing vehicle and pedestrian accesses, landscaping, public open space, all services and infrastructure, demolition, remediation of the site and associated works. APPROVED
S/30730	Mr Hugh James Glencoe Factory Road, Pembrey	Ground and first floor dining room and hallway extension, first floor attic conversion to provide lounge, bedroom and bathroom accommodation. APPROVED
S/30598	Carmarthenshire County Council Site 5 and 6 Adjacent to former Grillo Site Burry Port	Demolition of existing harbour masters offices, HM Coastguard Station and ancillary storage buildings and construction of up to 134 residential units with associated infrastructure works. APPROVED
S/30601	Carmarthenshire County Council Former Grillo Site and surrounding area	An enabling works scheme to serve the proposed development of the former Grillo Site and masterplan sites 5, 6 and 7 comprising of the construction of drainage infrastructure, a new vehicular entrance from the existing B4311 via a new junction located to the immediate east of the Grillo Site and pedestrian cycle access via the existing Grillo Site entrance. APPROVED
S/30600	Carmarthenshire County Council Site 8, South of Burrows Terrace, Burry Port	Construction of a 330 place Welsh medium primary school with associated 45 place nursery APPROVED
S/30599	Carmarthenshire County Council Site 7, Adjacent to Silver Terrace Burry Port	Provision of up to 10,500 square metres of employment floor space with an appreciable live/work element.S/30597 APPROVED
S/30597	Carmarthenshire County	Commercial leisure development

	Council Site 4, Burry Port harbour	comprising of a mix of retail, hotel, pub/restaurant and residential uses. APPROVED
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The TSO reported that only Councillors Malcolm Davies and Susan Northam had been present at the Planning Committee meeting the previous evening. Six applications were considered from the County Council, which were for consultation. Save for these, there was only one other application for an extension/attic conversion. The latter was recommended for approval.

66. To consider any County Councillors' reports

County Councillor Shirley Matthews did not have an update. She reported that there were some ward issues but these were private.

County Councillor John James reported that the petition in relation to the bus service to Prince Philip Hospital was moving on to the second phase on 23rd September 2014.

He also advised that he and County Councillor Pat Jones had met with an officer from the Housing Department of Carmarthenshire County Council and visited Glanmor Terrace. This had led to a multi departmental meeting. He advised that there is a meeting on site with the Highways Department the following week.

County Councillor John James referred to an issue with parking by Burry Port Junior School. There had been a site meeting with PC Vanessa Vaughan and two PCSOs, and Mike Jacobs from the County Council is looking into the issue.

County Councillor John James also provided an update in relation to the Carmarthenshire Unified Sports Committee. The Committee has been meeting with the Executive Board of Carmarthenshire County Council and progress is being made. Following a direct request, County Councillor James has been involved with the Committee. It is hoped that an outcome can be achieved which is acceptable to all parties.

67. To consider the Mayor's report

The Mayor advised that there was little to report, due to the August recess. He advised that he had attended a couple of concerts, a prize giving and had held his civic ceremony.

68. Consideration of a potential application for a permanent alcohol licence for Burry Port Memorial Hall

The Clerk referred to the fact that this had been considered and recommended by both the Regeneration and Leisure Committee and the Finance Committee. It would entail an extension of the existing entertainments licence on the Memorial Hall. The initial cost of this would be £100, with a renewal fee of £70 each subsequent year. All members were in favour and it was therefore **RESOLVED** that this application be proceeded with.

69. Consideration of the potential change of use of the Snooker Hall at Burry Port Institute and the initial associated consultancy fees

The Mayor suggested that as this item would need to be taken in camera, due to fees being discussed, it would be preferable to change the agenda order, so that this was considered at the end of the meeting. This was **APPROVED**.

70. Consideration of the potential re-positioning and re-dedication of the Roll of Honour currently displayed in the Memorial Institute

Cllr John James indicated that he had requested this item to be placed on the agenda. This was due to an approach which had been made to him regarding the Roll of Honour no longer being in a prominent place, which he agreed with. When the board had originally been erected, the building was the hub of the community but this is no longer the case. Cllr John James suggested consideration being given to re-positioning the Roll of Honour in the main Memorial Hall, as opposed to the Institute building. He felt that this was fitting, due to it being a Memorial Hall. Cllr Graham Davies indicated his support for this but requested that the plaque for the Spanish Civil War also be moved.

Cllr Stephen James informed members that he understood that the Burry Port British Legion felt it appropriate for this year's Remembrance Service to be held at the Memorial Hall rather than at St Mary's Church, due to it being the 100th commemoration of World War I. It was discussed that many members of the public attend at the cenotaph but for a variety of reasons, do not go on to the Church and therefore, this suggestion would bring all of the community together.

Following the discussions, a proposal was put forward that both the World War I and Spanish Civil War plaques be moved from the Institute building, which was **RESOLVED**.

Cllr Stephen James also put forward a proposal that the Town Council pursues a course of action to hold the Remembrance Service in the Memorial Hall this year, if possible. This was unanimously **RESOLVED**.

71 Consideration of the formation of a Burials Committee

The Clerk outlined that this had been briefly discussed at a recent Regeneration and Leisure Committee meeting. It was felt that although the cemetery is very well maintained, work needs to be undertaken in relation to its management. The Clerk referred to the existence of the Llanelli Joint Burial Authority, which comprises members of Llanelli Town Council and Llanelli Rural Council, and administers Llanelli District Cemetery. They have a full time Cemetery Manager, who has been fully trained.

It was discussed that there are complex rules and regulations which need to be considered. Accordingly, members were in full approval of the formation of a new Burials Committee. As the Civic Governance and Personnel Committee is due to review the Committee structure generally, it was agreed that the composition of the new Committee be looked at by the Civic Governance and Personnel Committee.

72. Consideration of the appointment of a new member to the Finance and Efficiency Committee (following the resignation of Cllr John James)

There was some discussion as to whether it would be preferable for the appointment to wait until the meeting of the Civic Governance and Personnel Committee. However, Cllr Mary Wenman was nominated and her appointment was **APPROVED**.

73. To consider Communications received

1. E bulletin from the Welsh Government, forwarded by One Voice Wales on 23rd July 2014. This outlines the launch of the Well-Being of Future Generations (Wales) Bill on the 7th July 2014 and an update on the Pilot National Conversation – the Wales we want by 2050 (**copy attached**).

Noted

2. Email forwarded by One Voice Wales on 23rd July 2014 advising of the Welsh Government Consultation Document on improving the availability of allotments and community gardens. The purpose is to set out Welsh Government's Strategic Policy Framework to identify and supply land for allotment use and help to boost skills, mental and physical health and to regenerate local communities. The consultation closes on the 6th October 2014 and the consultation document is available to view on the Welsh Government website at

www.wales.gov.uk/consultations/environmentandcountryside/allotments-and-community-gardens

Noted

3. An email received from One Voice Wales on 23rd July 2014 with details of the One Voice Wales 2014 Conference and AGM to be held on Saturday 4th October 2014 at the Royal Welsh Showground in Builth Wells. This advises that the Conference will provide an opportunity to understand the legislative changes that are affecting the sector in relation to planning, sustainability and local democracy. Registration is from 9.30am, with the conference commencing at 10.15am. The AGM follows in the afternoon, commencing at 2.15pm. The cost for One Voice Wales member Councils for attending the conference is £80 per delegate and the closing date for registering is 19th September 2014.

Cllr Stephen James confirmed that he would be attending. He also advised that Cllr Jean Hire normally attends. The Clerk will also attend, if possible.

4. Email from One Voice Wales on 29th July 2014 forwarding an invitation to attend an exhibition being held at the Senedd in Cardiff Bay from the 30th September until 2nd October 2014, between the hours of 10am and 4.30pm. With support from the Economic and Social Research Council, the Cardiff University Energy Biographies team and Goldsmiths Energy and Co-Designing Communities Team have been working collaboratively on new ways to engage the public with academic research into how we use energy. The exhibition entitled "A Sense of Energy" highlights the need to attend to every day aspects of energy use in order to help us understand how the ways in which we use energy might need to change in the future. The exhibition is open to the public.

Noted

5. Letter dated 25th July 2014 from Mr Iwan Cray. This advises that he has recently assumed the position of County Commander for Carmarthenshire of the Mid and West Wales Fire and Rescue Service. Mr Cray states that he would welcome the opportunity to introduce himself to Council members, provide an overview of the services provided for our community and answer any questions. Therefore, the letter requests that possible meeting dates be provided. Having made enquiries, it has been confirmed to the Clerk that Mr Cray's presentation would only last between 10 to 15 minutes, with a question and answer session following this. Accordingly, it is appropriate for such a meeting to take place immediately prior to the normal Town Council meeting.

Members were happy for the attendance of Mr Cray to be arranged and suggested that this could be arranged for October's meeting.

6. Email received on 31st July 2014 from Kimberly Edmunds. She advises that she is the Volunteer Coordinator for Change Step, which is a peer mentoring project for veterans covering the whole of Wales. The organisation provides an advice service for military veterans and others with post traumatic stress disorder or substance misuse issues who want to make positive changes to their lives. The service is delivered by veterans for veterans and aims to support those seeking help for problems encountered as a result of military or operational duty and will include peer support and training opportunities, as well as counselling. The email also advises that Change Step aims to work collaboratively with statutory bodies and other relevant organisations to ensure an accessible and comprehensive framework by which to guide individuals towards the most appropriate service and it is for this reason that they wish the Council to be aware of the services offered. The email advises that if more information is required, then a meeting can be arranged, if so required.

Noted

7. Letter dated 29th July 2014 from the Treasurer of Burry Port Male Choir, thanking the Council for its recent financial donation of £100.

Noted

8. Letter dated 30th July 2014 from the Secretary of St Illtyd's Church, Pembrey thanking the Council for their recent financial assistance.

Noted

9. Letter from the Secretary of Burry Port Memorial Park Bowling Park dated 5th August 2014 (**copy attached**). The Clerk has responded to this letter, confirming that it would be brought to the attention of members at the next Council meeting, with a full response to follow.

*Cllr John James declared an interest. It was **APPROVED** that consideration of this issue be referred to the next meeting of the Regeneration and Leisure Committee.*

10. Letter dated 7th August 2014 from Marie Curie Cancer Care thanking the Council for its donation of £97.60 raised from the Blooming Great Tea Party.

Noted

11. Minutes of Burry Port and Pembrey PACT meeting in August 2014, for members' information (**copy attached**).

Noted

12. Following correspondence between the Town Clerk and the Head of Property Services at the Church in Wales in relation to land at the front of Pembrey Memorial Hall, an email was received on 13th August 2014, advising that no evidence could be found amongst their deeds that the land is owned by the Representative Body of the Church in Wales. The email advised that it is possible that it is owned by local Church trustees or the St David's Diocesan Board of Finance. Accordingly, the Clerk's correspondence had been passed to the Parish and Diocese requesting them to directly respond. A further email has been received from St David's Diocesan Office, informing that our correspondence would be brought to the attention of the Diocesan Secretary upon her return from annual leave on 26th August. No further correspondence has been received to date, nor has a response been received from the Parish.

Cllr Shirley Matthews advised that immediately following the erection of the fence, she had queried it with the County Council. Currently, they are searching their archives.

13. Letter from One Voice Wales dated 18th August 2014, providing details of the 8 motions being put forward at the One Voice Wales Annual General Meeting on Saturday 4th October 2014 (**copy attached**).

Having considered the motions, members were happy to support all of them, with strong support for motions 4 and 6.

14. Email from One Voice Wales on 26th August 2014, advising that nominations are open for the National St David's Awards 2015. The St David's Awards annually recognise and celebrate the exceptional achievements of people in Wales. They acknowledge people who are making a real difference for Wales, either at home or abroad and they are the highest accolades that Welsh Government confers on our citizens nationally. They are the "awards of awards" and the natural destination for all those who have won other sectoral or community awards. The nine categories of awards are bravery, citizenship, culture, enterprise, innovation and technology, international, sport, young person and the First Minister's Special Award. Nominations close on 28th October 2014 and can be made via the website www.stdavidsawards.org.uk.

Noted

15. Email forwarded by One Voice Wales on 3rd September 2014. This advises that recruitment is taking place for at least one new committee member for the Heritage Lottery Fund's Committee for Wales. The closing date for applications is midday on Monday 29th September 2014 and full details are available on the HLF website

<http://www.hlf.org.uk/news/Pages/Committee-Member-Opportunities-092014.aspx#.VBAwYE10zcs>

Noted

16. Email forwarded by One Voice Wales on 5th September 2014. This attaches details of an advertisement for the appointment of Chair of the National Advice Network in Wales by the Welsh Government. The appointment is aimed at supporting the implementation of recommendations of the Advice Services Review Report published in May 2013, that "Welsh Government should establish a resourced National Advice Network to ensure

strategic coordination of advice services, increase shared learning and make best use of available resources". It is envisaged that this National Advice Network will help deliver a more strategic and coordinated approach to the way advice services (particularly those relating to welfare benefits, debt and money management, housing and discrimination) are planned and delivered in Wales. The Chair will be appointed initially for a period of one year, with a time commitment of up to 16 days per year. Further details are available at www.wales.gov.uk/publicappointments or by emailing janet.thompson@wales.gsi.gov.uk. The closing date for receipt of applications is 25th September 2014.

Noted

17. Letter from the Wales Audit Office dated 3rd September 2014. This advises that as announced by the Audit General for Wales in his report on Local Government Audit and Inspection Fee Scales for 2014 – 15 and in response to the Public Audit (Wales) Act 2013, the Wales Audit Office has decided to redistribute reserves held at 31st March 2014 to Local Government Bodies. Accordingly, all Town and Community Councils in Wales will be paid the sum of £30 from this redistribution.

It was noted that this payment has already been received.

74. To receive reports by elected members, if any

Cllr John Jones reported that he had attended the Llanelli Flood Forum the previous week. His impression of this was that there was negativity towards developments in Burry Port. It was advised that this particular meeting was chaired by Sian Caiach, although it is believed that the meetings are normally chaired by Nia Griffith MP.

Members agreed that it was important that the Town Council should have representation at these meetings on a regular basis. Cllr John Jones is happy to continue attending as a representative. Cllr Malcolm Davies has also previously attended as a representative but it was proposed and **APPROVED** that Cllr Graham Davies act as a substitute if Cllr Malcolm Davies is unable to attend.

A proposal was made to request Nia Griffith MP to attend a Council meeting, so that she could be made aware of the concerns. Others expressed a view that as an MP, she has other issues to prioritise and additionally, the forum has been in existence for approximately the last 7/8 years. This proposal was therefore voted against.

It was alternatively proposed that a letter be sent to Nia Griffith MP, which was **APPROVED**.

75. Report of the Clerk on matters of administration

1. Letter from the Juvenile Diabetes Research Foundation received on 15th September 2014, thanking the Council for its donation of £283.49, being the proceeds of the collection from the Songs of Praise event. The letter advises that the charity is the world leading funder of type 1 diabetes research.

Noted

2. Email dated 15th September 2014, advising of the next meeting of the Town and Community Council Liaison Forum. This is to be held at the Chamber, County Hall, Carmarthen and will commence at 6.30pm. One representative from each Council is invited to attend.

*It was **APPROVED** that Cllr Graham Davies attend the meeting on 30th September as the Town Council's representative.*

3. Email dated 16th September 2014 from the Community Ranger at Natural Resources Wales, informing of forest operations due to start in Pembrey shortly. It advises that Natural Resources Wales is commencing a three to four month programme to continue the tree felling and thinning programme in Pembrey Forest. The work is part of an ongoing annual operation to improve the forest environment. The work is being carried out to a number of areas within the main forest block, with new areas being thinned and previously worked areas being revisited to address windblown trees. The work is likely to start on 22nd September 2014 and will continue until the end of the year.

Noted

4. Email forwarded on 16th September 2014 by One Voice Wales from the Policy and Compliance Support Officer. This advises that the Welsh Language Commissioner has started a public consultation on the Draft Enforcement Policy. The Consultation will provide an opportunity to gather views in respect of regulation and will take place from 15th September 2014 to the 10th November 2014 (**copy letter from Welsh Language Commissioner attached**).

Noted

5. Letter dated 16th September 2014 from Mr Elgan Jones, stated to be on behalf of Burry Port Traders. This raises concerns in relation to the car boot sale being held on the Harbour field each Saturday morning (**copy letter attached**).

Following members having the opportunity to read this letter, it was discussed that the car boot sales are organised by the Events Forum and are not within the control of the Town Council. Cllr Shirley Matthews advised that due to the popularity of the car boot sales and the recent surge in numbers attending, signs have now been made to inform people where to park. Some Councillors expressed a view that local businesses are concerned about a potential detrimental effect upon their trade, whilst others were of the view that it was benefitting the town by bringing in new people. Cllr Shirley Matthews advised that the car boots sales will be ending at the end of the October and that an invite has been extended to local traders in Burry Port to attend and have a free pitch. She also confirmed that she would discuss the contents of this correspondence with the Forum when they meet shortly. A direct response will also be provided to this letter.

6. Arrangements are presently in hand for upgrading the Town Council's website. It is therefore requested that all Councillors visit the current website and notify the office within the next 14 days of any factual inaccuracies which they are aware of.

Cllr Stephen James suggested that as part of the new website, consideration should be given to expanding members' profiles to include for example, committee membership details.

7. Members are asked to consider if they wish to hold a Christmas function for Councillors and staff, to enable appropriate arrangements to be made.

Members were in favour of arrangements being made on a similar basis to last year. This will be looked into by Cllr Shirley Matthews.

8. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.