

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 20th May 2015

Councillor Mrs Jean Hire (Mayor)

Councillors Graham Davies, Malcolm Davies, Ken Edwards, John James, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Hefin Williams.

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

(Former OAP Hall, 7.00pm – 9.50pm)

1. Opening Prayer

The opening prayer was given by the Mayor, Cllr Mrs Jean Hire.

2. Personal Matters

Apologies were received from Cllrs Mrs Shirley Matthews, Mrs Susan Northam, Mrs Mary Wenman and David Owens.

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

Members confirmed their usual declarations of interest.

4. Police Business

PCSO Stephanie Maiello was in attendance. She passed on an apology from Sergeant Ceri Howells who was unable to be in attendance. She also advised that the Sergeant will shortly be absent from Burry Port Police Station for a period of two months, due to him being required to provide temporary cover at another Police Station.

PCSO Maiello presented the police report, as set out below:-

Council Monthly Report May 2015

During the month of May 24 Crimes have been reported in the Burry Port Section up from last year. All the crimes have been detected.

Within the month of May officers have attended 129 calls, 23 of which were an immediate response, 29 had to be answered within the hour, 51 were scheduled simply needing attendance and 26 did not need a response.

Crimes of note are:

Criminal Damage

There have been 8 cases of criminal damage – Welsh water pumping station and a window in the memorial hall.

Burglary

There have been 2 burglaries recorded in the area of Burry Port, Landor Road which is being investigated and Heol Hen, Five Roads which has been resolved.

Anti Social Behaviour

There were 11 anti social behaviour calls in May, youths in the Country Park, Glan Y Mor school – issues with a motor bike being ridden on the football fields.

Road Traffic Accidents

There have been 3 recorded accidents in Burry Port area, none fatal, minor accidents.

As a number of anti social behaviour incidents had been recorded, a member suggested that this provided more weight to the argument to retain the live monitoring of CCTV.

Members also expressed their concern that the Sergeant was due to be absent from Burry Port Police Station. This is heightened by the fact that a number of Sergeants and Officers have been moved from Burry Port Police Station in recent years and therefore, there is lack of continuity. PCSO Maiello explained that due to his vast experience, Sergeant Ceri Howells was required to provide cover as a Custody Sergeant.

Due to members' concerns, it was **APPROVED** that the Clerk send a letter to the Chief Constable of Dyfed Powys Police, expressing these concerns and the value which the Town Council places upon a long term relationship.

5. To confirm the minutes of the meeting held on 15th April 2015

The minutes of the Town Council meeting held on 15th April 2015 were accepted as a true record.

6. Information from the aforesaid minutes

P148 (204) Report of the RFO

Following a query in relation to the Youth Club donation, the Clerk advised that there was no further information as yet in relation to the proposals for spending the remainder of the Council's financial donation.

P153 (212) Consideration of the condition of Burry Port Harbour

It was discussed that some work has now been carried out at the Harbour but a member raised that presently, no attempt has been made to repair the Harbour walls. Cllr John James advised that as well as pressure from the public, he and Cllr Mrs Pat Jones had been endeavouring for progress to be made. He advised that a Safety Officer had inspected the walls and that a

report was awaited. Cllr John James also advised that if the development of the Grillo Site had proceeded as planned, then the funds would have been available for work to be carried out upon the Harbour.

Cllr John James advised that he and Cllr Mrs Pat Jones would chase up the Chief Executive, Mr Mark James in relation to a meeting. He also advised that in order to obtain proper answers, the Chief Executive's team would need to attend to meet with the Council, as well as Mr Mark James himself.

Following a query from a member, Cllr Mrs Pat Jones advised that the Harbour Forum is no longer in existence, following a decision taken by Carmarthenshire County Council.

P155 (214) To receive reports by elected members

Members referred to how well the events over the VE Day 70th Anniversary Commemoration weekend had gone and expressions of thanks were given to those who had assisted with the organisation. It was also stated that Burry Port Rugby Club had been pleased that the Council had worked collaboratively with them. Members **APPROVED** that letters of thanks should be sent to the Vicars of St Mary's Church and St Illtyd's Church for their involvement in the weekend. It was also stated that Father Dewi Davies had recently been made the Area Dean and it was **APPROVED** that a letter should be sent to him, congratulating him on this appointment.

P156 (215) Report of the Clerk on matters of administration – item no 4

It was confirmed that following the public meeting and the Extraordinary Town Council meeting, a letter had been sent by the Clerk to the Dyfed-Powys Police and Crime Commissioner, putting forward the agreed proposal.

Cllr Mrs Pat Jones also advised that arrangements were being made for the Chief Constable to make a visit to look at Burry Port and Kidwelly Police Stations.

It was discussed that at the public meeting, it had been stated that if the proposal to the Police and Crime Commissioner failed, then petitions and protests would be started. It was therefore proposed that if a response is not received within the stipulated timescale or if the response is unsatisfactory, a special Council meeting be arranged, so that the other options to attempt to retain Burry Port Police Station open could be progressed. This was **RESOLVED**.

7. Report of the Technical Services Officer (TSO)

Cemetery

Burials

During the month of April 2015 there have been 2 burials, 1 scattering of ashes and 1 burial of ashes.

Wales in Bloom /Britain in Bloom 2015

1 Work has been completed on the Glan-y-Mor designed garden on Stepney Road and is ready for planting.

2 The RNLI garden south of the Clwb Bach Roundabout is ready for planting.

3 Work is in progress preparing the Bowling Club garden.

4 Parc-y-Tywyn school are unable to open the school for Britain in Bloom but would still wish to be involved in Wales in Bloom.

Cllr Mrs Moira Thomas is a Governor at this school and confirmed that she would enquire further in relation to the Britain in Bloom competition, as there was a meeting the following day.

5 The Welsh Assembly Transport Department would not authorise our proposals for our Wales in Bloom signs as they were too far removed from the traffic sign regulations. They have given us some recommendations on the way to proceed with new designs.

6 Banners to highlight the competitions have been erected in Burry Port and Pembrey.

7 Work in progress upgrading the Amelia Earhart Gardens.

8 Britain in Bloom judging will take place on the 4th August 2015 as yet, no date has been provided for the judging of the Wales in Bloom competition.

9 Planting will commence on 1st June 2015.

A query was raised as to what progress there had been in engaging the public in the preparations for these competitions. Members were advised that letters had been sent out, as well as information advertised on the website in relation to the Council's intention to run a competition to acknowledge the best individual gardens. However, no interest had been shown.

Memorial Hall

1 Furniture has been delivered for the Conference Room.

2 The manufacture of the Mood Lighting fittings has been delayed the installation date is now 16/17th June.

3 A quotation has been received for the refurbishment of the Memorial Hall floor, further quotes are required.

Pembrey Memorial Hall

The emergency lighting has been installed as per the Fire Officers requirements.

Lamp Post Banners

Banners will be erected w/c 18th May 2015.

Institute

Dyfed Alarms have installed a new fire alarm system in the Institute Building.

Copperworks –Planning

David Darkin met with Robert Davies Planning Officer on the 15th April to discuss the potential development of the site.

The initial constraint on future development of the site was that it was in a flood plain. However the most current Development Advice Map indicates that the site is not in an area at risk of flooding, therefore this is unlikely to be an issue at present.

The planning officer did however state that we should consult with the NRW again to be thorough, but again this is unlikely to be an issue.

Regarding the design, he said that the concept drawings were fine in principle as they followed the development patterns for the area and were of the appropriate density. However parking would be needed for the retained building and we should consult with Technical Services (Highways) over access and parking arrangements.

Due to the importance of this site in the town's heritage, Cllr Graham Davies enquired if it would be possible to have some good photographs of the building if it is to be demolished and also for one or two of the features to be retained.

Footpath and Grassed Area Maintenance

Memorial Gardens : Elkington/Stepney Road : Engine Inn : Moreb/ Clwb Bach/Harbour Roundabouts : Pembrey Square.

Cllr Mrs Pat Jones enquired whether the bus shelters could be cleaned. The TSO confirmed that this could be done on a one off basis, although they were not the Town Council's responsibility.

8. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 2nd April 2015

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 2nd April be signed and accepted as a true record.

Matters Arising

There were no matters arising from the minutes.

9. 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 30th April 2015 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	282,513.79		282,513.79
Community Account	22,471.87	11,122.12	11,349.75
Imprest account	268.76		268.76
	£305,254.42	£11,122.12	£294,132.30

2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th April 2015 :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
One Voice Wales	Admin - subscriptions	3	1121.00		1121.00
	Copperworks - empty property				
CCC-rates re 15-16	rates	1	1783.40		1783.40
CCC-rates re 15-16	Pembrey Memorial Hall rates	1	2289.50		2289.50
CCC-rates re 15-16	Pembrey School - rates	1	1144.75		1144.75
CCC-rates re 15-16	Institute - rates	1	614.55		614.55
CCC-rates re 15-16	Burry Port Memorial Hall - rates	1	5061.00		5061.00
CCC-rates re 15-16	Cemetery - rates	4	1446.00		1446.00
CCC-rates re 15-16	Copperworks - rates	1	626.60		626.60
Lyreco	Admin - office supplies	3	55.74	11.15	66.89
S. Jones	Civic Expenditure - Cawl Cennin	9	374.50		374.50
Biffa	Hall - refuse costs	1	85.39	17.08	102.47
Biffa	Cemetery - refuse costs	4	74.72	14.94	89.66
Chivers Corner Garage	Cemetery - vehicles costs	4	142.05	28.41	170.46
SA1 Laundry Myddin Garden	Hall - laundry costs	1	11.44	2.29	13.73
Machinery	Cemetery - repairs	4	19.95		19.95
ICCM	Cemetery - repairs	4	90.00		90.00
Consortium	Hall - Cleaning materials	1	16.99	3.40	20.39
British Gas - Electricity	Copperworks - Electricity	1	13.98	0.69	14.67
British Gas - Electricity	Institute - Electricity	1	359.58	71.91	431.49
British Gas - Electricity	Pembrey School - Electricity	1	346.25	69.25	415.50
British Gas - Electricity	Memorial Hall - Electricity	1	218.47	43.69	262.16
British Gas - Electricity	Cemetery - Electricity	4	219.11	10.95	230.06

British Gas - Electricity	OAP Hall - Electricity	1	30.16	1.50	31.66
British Gas - Gas	Memorial Hall - Gas	1	763.22	152.64	915.86
Sewards	Special - Xmas lighting reimbursement	9	25.00		25.00
Mrs Huish (Globe)	Special - Xmas lighting reimbursement	9	25.00		25.00
British Legion	Special - Xmas lighting reimbursement	9	25.00		25.00
Laurents Fish Bar	Special - Xmas lighting reimbursement	9	25.00		25.00
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
JW Plant	Institute - flag	1	174.25	34.85	209.10
Consortium	Hall - Cleaning materials	1	20.29	4.06	24.35
Consortium	Hall - Cleaning materials	1	136.50	27.31	163.81
Wynnstay	Cemetery - materials	4	178.87	26.98	205.85
Travis Perkins	Floral Displays	9	16.95	3.39	20.34
Parker Plant Hire	Memorial Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Memorial Hall - storage	1	61.60	12.32	73.92
BT	Admin - Phone	3	20.00	4.00	24.00
British Gas - Electricity	Pembrey Memorial Hall	1	115.38	5.76	121.14
Darren Daniel	Memorial Hall	1	80.00	16.00	96.00
ATECH	Floral Displays	9	565.00	113.00	678.00
Tradepoint	Cemetery - Equipment	4	35.83	7.17	43.00
BT	Telephone charges	3	149.63	29.92	179.55
Smith of Derby	Maintenance - Institute clock	1	170.00	34.00	204.00
Darren Daniel	Pembrey Memorial Hall - maintenance (rechargeable)	1	710.00	142.00	852.00
Owen Fuels	Pembrey Memorial Hall - Heating	1	802.33	40.12	842.45
CCC - Seminar	Admin - Seminar costs	3	25.00	5.00	30.00
ATECH	Floral Displays banners	9	260.00	52.00	312.00
Consortium	PCs - Cleaning materials	1	42.25	8.45	50.70
Dwr Cymru	Memorial Hall - water	1	394.81		394.81
Xerox	Admin -photocopier costs	3	143.09	28.62	171.71
SLCC	Admin - subscriptions	3	187.00		187.00
Friends of Court Farm Carms. Tourism Association	Special - subscription	9	100.00		100.00
	Admin - subscriptions	3	100.00		100.00
			<u>21573.73</u>	<u>1038.17</u>	<u>22611.90</u>

3. Petty Cash

Payments made from 1st to 30th April 2015

Llanelli Star	0.75	0.75
Postage (1st Class)	63.00	63.00
Phone card	10.00	10.00

Llanelli Star	0.75	0.75
Burry Bargains - cleaning materials	2.40	2.40
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Total payments made from petty cash	£76.90	£0.00
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	£76.90	£76.90

The RFO highlighted that although it had been quite an expensive month in terms of expenditure, the bank balances had increased overall, due to some payments received.

4. Budget Monitoring Report

The budget monitoring report for the period 1st April 2014 to 31st March 2015 has been circulated to members. The RFO advised that there will be some adjustments for accruals of income and expenditure to the end of the year.

The RFO advised that as at the end of March 2015, income and expenditure should be 100%, as this is a complete financial year.

Income is on budget at 100.36%. The RFO advised that rentals will increase slightly, as there are some accruals. Also, the footpath grant has now been received. A query was raised as to whether the footpath grant would again be received in this new financial year and the RFO confirmed that he would need to check this.

In relation to expenditure, employees' costs are within budget, as are administration costs.

Civic Expenditure is on budget.

Expenditure on the cemetery/footpaths is overall within budget. A query was raised in relation to the equipment heading and whether a virement has been made. The RFO advised that as yet, it was not known why this heading was over budget and it would need to be looked into.

Expenditure on the Hall and Institute is slightly over budget, which is mainly attributable to electricity costs. However, the RFO advised that there may be an adjustment in relation to this, as some costs may partly be for this financial year. It was also agreed that the materials heading should not be included under the Hall and Institute and should instead come under the marketing budget.

In relation to the Hall and Institute refurbishment, it was confirmed that although the grant had not been received by the year end, it had now been received.

Expenditure on the Copperworks is well below budget, as would be anticipated. Also, expenditure on the former Pembrey School is overall well within budget.

Expenditure on Pembrey Memorial Hall is overall within budget. As the budget for Pembrey Memorial Hall was based upon information from Carmarthenshire County Council, the expenditure on cleaning materials/maintenance is well below the budget figure.

Expenditure on Special Projects is within budget.

The RFO advised that net expenditure is within budget at 90.03%. This will mean that money can be put back into reserves.

The Finance Committee and RFO were commended for the good financial management during the year by Cllr Michael Theodoulou. However, he referred to the fact that he had suggested further improvements, particularly the creation of funds for the management of the Town Council's properties, to avoid reserves having to be used. It was therefore proposed and **APPROVED** that the Finance Committee should consider the creation of this fund.

A member referred to some issues relating to the Town Council's website, in that there are some errors. The TSO advised that when the website was being upgraded, some photographs had been lost. Members discussed that the website needed to be efficiently maintained and this could possibly require more expenditure. It was therefore **APPROVED** that the Regeneration and Leisure Committee should consider this further at a future meeting. This is especially important, due to legislation which requires the Council to place more information on its website and therefore, consideration needs to be given as to how we meet the legislative requirements.

As Chair of the Finance Committee, Cllr Andrew Phillips highlighted that in relation to the Council's reserves, projects need to be put forward. The RFO emphasised that the Regeneration and Leisure Committee had recommended a number of projects, which have been included in the budget for this financial year.

10. To consider the report of the Finance Committee meeting held on Monday 2nd April 2015

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 2nd April be signed and accepted as a true record.

Matters Arising

P3 (7) Consideration of the appointment of an internal auditor

The RFO confirmed that a decision had now been taken by the Finance Committee to instruct a different organisation this year to carry out the internal audit.

P4 (10.1) To consider any referred matters – Heritage Trail bid

Following a query from a member, Cllr Graham Davies advised that the bid in relation to the Heritage Trail would hopefully be submitted in the next four weeks.

11. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/31876	Mr Jake Morgan Pembrey Country Park	Proposed sighting of 2 no toilet and 2 no shower blocks in adapted steel containers on a newly laid 200mm reinforced 13m x 10m concrete slab. 1a) proposed construction of a log cabin

S/31817	Christine Titcomb Clear Channel UK Ltd Bush shelter opposite 28 Lando Road, Pembrey	One double advertising unit full integrated into bus shelter.
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The TSO advised that neither of the planning applications were controversial in his view. A query was raised from a member as to whether the shower blocks and toilets in relation to application number S/31876 were at the new caravan site in Pembrey Country Park. The TSO advised that this could not be seen from the plans. He explained that the information contained on the County Council's website was not sufficiently detailed and in order to obtain more detailed information, it was necessary to attend at the Council offices. Members discussed that the Town Council was not being provided with information by the County Council in relation to initiatives at Pembrey Country Park and it was therefore suggested that the appropriate officer should be requested to attend to provide information. Initially it was suggested that Rory Dickinson should be invited to attend to meet with Town Councillors but it was then indicated that Mr Ian Jones, as his manager, would be the most appropriate officer. It was therefore **APPROVED** that Mr Ian Jones be invited to attend to meet with Town Councillors immediately prior to a Town Council meeting, possibly for the July meeting.

12. To consider any County Councillors' reports

County Councillor John James updated members that the drains at the Harbour public conveniences had now been attended to, as well as some cosmetic work on the outside of the building. The public conveniences should therefore be open by the weekend.

County Councillor John James advised that in relation to the caravans sited on Glanmor Terrace, a meeting was shortly due to take place and the legal position had now been clarified. He also advised members that options are being considered in relation to Scotts Yard and he would provide further feedback in due course. County Councillor John James also updated members that Robin Staines (Head of Public Protection at Carmarthenshire County Council) has indicated that he will look into issues in relation to the Windsor Club.

Lastly, County Councillor John James referred to the fact that the Town Council should be mindful of the timeframe for asset transfers closing and he suggested that members meet with local sporting organisations and request officers from the County to attend, so that options could be considered.

It was raised by a member that the last information available was that the County Council had rescinded its harsh approach in relation to its charges. County Councillor John James advised that a report is awaited from the Finance Department. Although the content of this report is not yet known, he indicated that the County Council is stating that it wishes to cancel out what it sees as a subsidy of the various organisations. Members were generally of the view that support should be shown to the local sporting organisations. However, it was raised by a member that it is currently unknown whether there will be a change of approach, given the new administration in the County Council and it was suggested that it may be preferable to wait to see what direction will be taken.

County Councillor John James emphasised that he was not stipulating when a meeting should take place but was seeking members' approval in principle that there should be a meeting. Accordingly, all members indicated that they were in favour in principle of a meeting taking place with local sporting organisations and County Council representatives at a future date.

13. To consider the Mayor's report

There was no Mayor's report.

14. To consider the Town Council's options in relation to the Former Pembrey School building

The Clerk referred to the SWOT analysis in relation to this facility, which had already been considered by the Regeneration and Leisure Committee and had been circulated to members with the agenda, for their consideration. The Clerk also advised that additional information was available from Mr Phil Davies, a valuer in Corporate Property at the County Council. He had forwarded an estimated cost for remedial work to the dampness in the building, following a site visit. The Clerk advised members of the content of this communication from Mr Davies and emphasised that it had been stated that the estimated cost of £20,000 + VAT could be greater, as it had been stated that until further investigation is carried out, the exact problems and solutions are unknown.

It was discussed that despite the problems with the dampness, no additional assistance is currently being offered by the County Council, who had previously offered a rent free period in respect of remedying the electrical defects. It was discussed that in an earlier email received from Mr Jonathan Fearn, Head of Corporate Property at Carmarthenshire County Council, it had been stated that if the Town Council hands the property back, then the County Council would continue to run the Library and let the other part of the building directly to the nursery. Despite this, it was suggested in discussions that there was still no absolute guarantee that the facility would remain open. As opposed to negotiating a new lease it was discussed that the Town Council could seek to have the freehold transferred to it, subject to the cost of the known remedial work also being covered by the County Council.

Members were advised that an informal discussion had taken place between the TSO and Mr Phil Davies regarding the possibility of the freehold being transferred to the Town Council, but Mr Davies had indicated that he did not believe that this would be considered by the County Council. It was nevertheless proposed that the Town Council officially write to the County Council, asking if it would be prepared to transfer the freehold of this building and to cover the cost of the current repairs. This was **RESOLVED**, with 9 members voting in favour and 3 against.

Prior to moving onto the next item, due to the time, it was proposed that Standing Orders be suspended, to enable the remainder of the agenda items to be discussed, which was **APPROVED**.

15. To consider/approve the recommendations of the Fees and Charges Sub Group for new charges for the 2015/2016 financial year

Prior to this item being discussed, Cllr Stephen James highlighted his interest in one of the relevant organisations, as he is Treasurer of the local Historical Society. The RFO briefly outlined to members the recommendations of the Fees and Charges Sub Group for new charges for the 2015 / 2016 financial year, which had already been circulated with the agenda. Following this, all members voted to **APPROVE** the recommendations, save for Cllr Stephen James who abstained.

16. Consideration of the Town Council providing a commitment to the Burry Port Heritage Trail Group for the ongoing maintenance of the boards and IT up to an annual cost of £500, subject to a successful funding bid (as recommended by the Regeneration and Leisure Committee and the Finance Committee)

The Clerk outlined that this issue had already been considered at the recent Regeneration and Leisure Committee meeting and the Finance Committee meeting and there had been a positive recommendation by both of the Committees. Cllr Graham Davies reminded members that the parameters for the funding bid had now been amended from the original £100,000 to £60,000 and therefore, the match funding from the Town Council, if successful, would be appropriately reduced.

It was discussed that the Heritage Group had commenced as a Council initiative. However, outside members were recruited in order to strengthen the funding application. It was discussed that the group would need legal status and would need to have a constitution. It was therefore **APPROVED** that this issue should be deferred and in the meantime, it was strongly recommended that the Heritage Group prepares a constitution. Members also wished to see the bid before making a decision upon this issue.

17. To consider the purchase of an additional van for use by the maintenance operatives

The Clerk outlined that the potential acquisition of an additional van for use by the maintenance operatives had been discussed at both the recent Regeneration and Leisure Committee meeting and the Finance Committee meeting. The recommendation from the Finance Committee was that a new vehicle should be purchased, as opposed to hiring one over the summer period. The Clerk also advised that the TSO had identified a suitable vehicle and members therefore **APPROVED** that this purchase be made, as it was within the recommended cost scale from the Finance Committee.

18. To consider the refurbishment of the oak floor in the Memorial Hall

The Clerk advised members that again, this issue had been considered at the recent Regeneration and Leisure Committee meeting and the Finance Committee meeting. There had been positive recommendations for this work to be undertaken, although the Finance Committee had recommended obtaining additional quotes. The TSO had been able to obtain one other quote, which was significantly higher than the original quote. Due to the fact that financial information in relation to quotes was being discussed, it was moved that the meeting go into camera for such discussions to take place. Following the discussions, members **APPROVED** that the quote from Ash Carpentry and Joinery Services be accepted.

19. To consider Communications received

1. Letter from the Welsh Blood Service received 20th April 2015. This thanked the Council for supporting the recent blood donation session held at the Memorial Hall on 11th March. It also confirmed that 118 donors attended, out of which 111 were able to make a donation. There were six new donors.

Noted

2. Letter from the Public Services Ombudsman for Wales dated 21st April 2015. This confirms that he has issued revised Guidance on the Code of Conduct for members. This is following his increasing concern since taking up the office about the number of low level complaints that he is receiving from Community and Town Council members. Accordingly, the Ombudsman has revised the two stage test that he uses when deciding whether to investigate a complaint that the Code has been breached or to continue with an investigation to the stage of referring the matter to a Standards Committee or the Adjudication Panel for Wales, to include consideration of any public interest factors that may apply to a case. Other changes include further guidance on the use of social media and political expression and a flowchart which has been designed to provide members with assistance and clarity on the issue of interests. No hard copies of the Guidance are to be produced but copies can be downloaded from the website at www.ombudsman-wales.org.uk. A copy is available to view at the Council office.

Noted

3. Email from One Voice Wales on 23rd April 2015, providing up to date information in relation to the Local Government (Democracy) (Wales) Act 2013 (commencement no. 2) Order 2015. This Order commences certain sections of the 2015 Act, with effect from 1st May 2015 (**copy details attached**).

Noted

4. Letter from Club Secretary of Pembrey and Burry Port Gardening Club dated 23rd April 2015. This refers to the Annual Show to be held at Pembrey Memorial Hall on the 15th August 2015. It advises that the Club will require additional usage of the Hall, namely the main hall, old cookery room and upstairs room from 1.30pm to 4.30pm on Thursday 13th August and the same areas on 14th August 2015 from 1pm to 4pm and from 6pm to 8pm for registration purposes. On the day of the show, the Club requires use of the whole building from 8am to 5.30pm. The letter seeks confirmation that the Town Council can accommodate this request.

It was APPROVED that Pembrey and Burry Port Gardening Club could use Pembrey Memorial Hall on these additional dates and times. However, in accordance with Council policy, the organisation would be charged for the usage but would be informed of the availability to apply for financial assistance from the Town Council.

5. Email from Mr Phil Davies a Valuer at the Corporate Property Department at Carmarthenshire County Council on 23rd April 2015. This was sent following a site visit to the former Pembrey School to quantify the remedial work required in relation to the dampness problem. The email advises that Mr Davies had received a response from the Property Services Department, who have provided an estimate of £20,000 plus VAT. It goes on to state that in light of this, the original offer of a three year rent free period stands. The email also confirms that the County Council would be prepared to enter into a longer lease should the Town Council wish or alternatively, the property could be handed back to the County Council, who would then carry out the works and directly let the property to the nursery.

Noted

6. Email from One Voice Wales on 23rd April 2015, attaching the final response provided by the organisation to the White Paper, Reforming Local Government: Power to the People.

A copy of the response is available at the office.

Noted

7. Letter received on 28th April 2015 from Hywel Dda University Health Board. This advises that Hywel Dda University Health Board and Hywel Dda Community Council are holding a series of events in communities across Carmarthenshire, Ceredigion and Pembrokeshire to provide information and to listen, so that services can be improved. A session is to be held at Burry Port Memorial Hall on 2nd June 2015 between 6.30pm and 8.30pm.

Noted

8. Letter from the Secretary of the Over 60's Club of Pembrey dated 28th April 2015. This advises that at an emergency Annual General Meeting held on 28th April to discuss the future of the Club, it was unanimously decided by the members present following a detailed discussion, that due to the decline in membership, the Club would be disbanded. The last meeting will be held on 2nd June 2015.

A query was raised as to whether the Town Council could assist the organisation to stay open, if the difficulties were of a financial nature or in relation to transportation. It was therefore APPROVED that the Clerk contact the organisation to enquire about this. It was also APPROVED that if possible, the Mayor attend their final meeting.

9. Email from One Voice Wales on 28th April 2015, forwarding information from the Wales Council for Voluntary Action (WCVA). This refers to the fact that the ownership and management of many public services and buildings are being taken over by community groups and other third sector organisations. In recognition of this, WCVA in partnership with organisations across the third, statutory and private sector, is holding an event on community asset transfer. The event will take place at Barry Memorial Hall on Wednesday 10th June 2015.

Noted

10. Email from One Voice Wales on 1st May 2015, forwarding information in relation to the Planning (Wales) Bill. It advises that the Bill has progressed through the first two stages of the National Assembly for Wales' legislative process. The Bill is now in stage 3 of the 4 stages of scrutiny. This involves further detailed consideration of the Bill by the whole Assembly. Full information is available on the Assembly's website www.senedd.assembly.wales.

Noted

11. Email from Welsh Water on 1st May 2015. This provides an update on the planned work in Burry Port, following the recent information event. It advises that work is planned to begin on the Carway Street scheme on the 18th May. The Gors Road start date will be confirmed shortly and residents will be visited to ensure they are fully aware of the work and to answer any queries or concerns. A general update has been sent to customers in the area already, together with an updated version of the fact sheet handed out at the event. Customers will also be written to regularly during the course of the project to let them know when work will be undertaken near their homes. The email further advises that a number of projects are planned in Burry Port over the next three years and the plans for these projects are currently being finalised. Welsh Water would like to share the details with members and would be happy to attend a meeting. The email invites details of suitable dates to be provided and also advises that the team is in the area on 21st May.

It was APPROVED that a meeting be arranged, with the Clerk to make the necessary arrangements.

12. Email from One Voice Wales on 1st May 2015, which provides details of the Statutory Guidance which came into force on 1st May 2015 on “Access to Information on Community and Town Councils”. The document can be viewed at <http://gov.wales/splash?orig=/topics/localgovernment/communitytowncouncils/publications/access-to-information> and a copy is also available at the office.

Noted

13. Email from Mr Gareth Harvey, a lecturer at Coleg Sir Gar on the 11th May 2015. This confirms that in relation to the project work being undertaken by students on marketing the Memorial Hall, he will be making a site visit with the students on Tuesday 2nd June, arriving at approximately 10am. The Clerk will be meeting with the students to discuss ideas and members are encouraged to also attend to greet the students.

It was APPROVED that the Mayor and Deputy Mayor attend to meet with the students, together with any other members who were able to attend.

14. Minutes received of the Burry Port and Pembrey PACT meeting held on 6th May 2015 (copy attached).

Noted

15. Email from One Voice Wales on 12th May 2015, forwarding information from the Climate Change Commission for Wales. It advises that a workshop for the Communities Sectoral Adaptation Plan will take place on Monday 15th June between 10am and 3.30pm at Cardiff University. This will be of interest to those working in the public and voluntary sector and also Town and Community Councils and will help understanding of how current severe weather and future climate change could impact your community and how to assess the risks; what sources of help and information are available and how they can be accessed, together with actions to improve resilience to severe weather and climate change impacts.

Noted

20. To receive reports by elected members, if any

Cllr Stephen James advised that there had been a discussion within the local Historical Society in relation to the anniversary later this year of the Queen being the longest serving monarch and it was being suggested that the Town Council should commemorate the anniversary. It was requested that the Civic Governance and Personnel Committee give consideration to this.

21. Report of the Clerk on matters of administration

1. Email from the Head of Transport and Engineering of Carmarthenshire County Council on 12th May 2015. This advises that a request has been received for the temporary road closure of Pembrey level crossing, from a point 37 metres south of its junction with New Street, for a total distance of 27 metres in a southerly direction. The closure is necessary for Network Rail to carry out rail changing works on Sunday 28th June between the hours of 01.00 and 08.00. Details of the alternative routes have

been provided and are available at the office.

Noted.

2. Letter has been received from the Secretary of Burry Port Park Appeal dated 18th May 2015. This requests that additional litter bins are provided in both Burry Port Toddler Park and the MUGA area (**copy letter attached**).

The TSO advised members that he inspects the park once a week and it is also regularly cleaned by our Caretaker. His view is that the problem is not due to lack of bins but behavioural issues, as there are a few bins already within a relatively small area. Members therefore declined the request and the Clerk is to advise the organisation of this, together with the reasons.

3. The Clerk, together with the TSO and Cllr Mrs Jean Hire attended the SLCC/One Voice Wales Joint Wales Training Conference in Llandrindod Wells on 14th May 2015. The key note address was provided by Leighton Andrews AM, Minister for Public Services and was entitled “A Vision for the Community and Town Council Sector”. Information was provided in relation to the timetable for progression of the Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People. It was indicated that a draft bill will probably be published in November 2015, which will set out how to move forward with the proposed reforms. This will then be followed by a consultation and its delivery will be dependent upon the make up of the next Assembly Government. Feedback was also provided on the White Paper’s consultation responses on behalf of the SLCC and One Voice Wales. It was evident that change and improvement is welcomed on behalf of the sector bodies but there continues to be concerns in relation to the detail, which they wish there to be further engagement upon. There was also a choice of workshops, with the Clerk and Cllr Jean Hire attending a conference on Financial Governance and Accountability and the TSO attending a workshop on Dynamic Local Communities.

Noted.

4. The Clerk attended a workshop in Carmarthen on the 18th May, arranged by the Commissioner for Sustainable Futures, the purpose of which was to explore and to consider input into the early development of Statutory Guidance for the Well-being of Future Generations Act. The event was attended by a mixture of private, public and third sector organisations.

Noted.

5. As referred to in the items of correspondence, the Over 60’s Club of Pembrey is being disbanded. A request has now been received from the Club in relation to a desk belonging to the organisation which is at Pembrey Memorial Hall. The desk was donated to the organisation, for use by the Chairman at meetings. Due to the disbanding of the organisation, the person who donated the desk has expressed a wish that the desk be left at the Hall and the organisation also wishes this. Members are therefore asked to consider this request.

Noted.