

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 18th January 2017

Present: Councillor John James (Mayor)

Councillors Geraint Davies, Ken Edwards, Stephen James, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and County Councillor Hugh Shepardson

In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Technical Services Officer) and Alan Howells (RFO)

(Former OAP Hall 7.00pm – 9.15pm)

118. Opening prayer

The opening prayer was given by the Mayor, Cllr John James.

119 Personal matters

Apologies were received from Cllrs Malcolm Davies, Mrs Pat Jones and Hefin Williams.

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

The Mayor, Cllr John James and Cllr Geraint Davies declared an interest in relation to item number 15 on the agenda, as a result of their positions within local sporting organisations who would be affected by the proposed asset transfers.

The Mayor, Cllr John James requested Councillors to consider suspending Standing Orders to change the order of the agenda items. Due to the presence of a considerable number of members of the public, he proposed that consideration of item number 15 on the agenda be brought forward, which was unanimously **APPROVED**.

121. To consider recommendations from the Facilities Management Committee meeting of 4th January 2017 in relation to the potential transfer of assets from Carmarthenshire County Council

Due to the Mayor, Cllr John James having declared an interest, he stepped down as the Chair for consideration of the item, and both he and Cllr Geraint Davies joined members of the public who were in attendance, during the discussions taking place. The Deputy Mayor, Cllr David Owens chaired this part of the meeting.

The Clerk referred to the potential asset transfers having been considered once more at the recent Facilities Management Committee meeting held on 4th January 2017. As a result, the Committee had formulated recommendations, which had been circulated to all members with the agenda for this meeting. However, the Clerk outlined that since the Facilities Management Committee meeting of 4th January 2017, there had been further meetings/discussions with County Council Officers. As the County Council has only

previously provided a drainage report dating back to 2004 upon the Memorial Park, it had been agreed that an up to date report should be prepared, although it was presently unknown as to who would be funding this cost. However, the report would be essential to establish what remedial work is required and the cost of doing so. The Clerk also highlighted that funding possibilities had been discussed with County Council Officers.

The Clerk recommended to members that in light of the further information, the recommendations from the Facilities Management Committee should not be considered at this stage. The Council would be in a position to make an informed decision once further information was available.

Given the attendance of members of the public and particularly, members of the various sporting organisations, it was proposed and **APPROVED** that Standing Orders be suspended once more, to allow the representatives to briefly address the Council. Cllr David Owens therefore invited the representatives to comment and he indicated that they could ask questions, although the Council would not be in a position to answer any questions that evening.

Representations were made on behalf of the Burry Port Memorial Park Bowling Club. It was indicated that the Club aims to get people active and out of their homes and tends to cater for middle age to elderly persons. It was emphasised that the drainage problem does not affect the Bowls Club. Furthermore, it was again emphasised that the Bowls Club wishes the Town Council to take over the lease, as a safeguard, although the Club will run itself and undertake some routine maintenance work.

On behalf of Burry Port Rugby Club, it was commented that clarification of the drainage problems was required. It was further indicated that the Rugby Club commissioned its own report for the playing fields (not the surrounding areas), through the Welsh Rugby Union. Following a query as to whether this report could be made available to the Clerk, it was indicated that this would need to be checked with the Committee.

Members were informed that the Football Club had asked the Football Association of Wales for a survey of the pitch but this had not occurred and the Club is unable to afford it itself. It was indicated that the Football Club would like the Town Council to take on the lease of the Memorial Park. Although the Club would be happy to undertake maintenance of the pitch, they would request assistance from the Town Council with maintenance of the changing rooms.

Following the sporting organisations having the opportunity to make representations, a proposal was made by Cllr Ken Edwards and seconded by Cllr John Hedley Jones as follows: "That the Town Council in light of the new information on asset transfer from Carmarthenshire County Council and the views expressed here by the local organisations, refer this item on the agenda back to the Facilities Management Committee for further consideration". It was further proposed that the meeting of the Committee take place as soon as practicable, with the Clerk circulating the date to all Council members, to enable them to attend. These motions were unanimously **RESOLVED**.

Cllr Michael Theodoulou, as Chair of the Facilities Management Committee, emphasised the need for the Council to have the full facts prior to being in a position to make a decision, and this could take some time. He referred to the current deadline of 31st March 2017 for receipt of the maximum maintenance grant upon transfer of assets. Given the potential for the

sporting clubs to financially suffer if the Town Council did not proceed with the transfers prior to 31st March, Cllr Michael Theodoulou proposed that a formal approach be immediately made to the County Council by the Clerk, to seek an extension of the deadline for the sporting organisations, as well as the Town Council. This was unanimously **RESOLVED**.

It was further **APPROVED** that when communicating with Carmarthenshire County Council, the Clerk requests the County Council to pay the cost of the up to date drainage survey and report. As this report is deemed essential in enabling the Town Council to make an informed decision, the Clerk sought clarification on the Town Council's stance in the event that the County Council would not fund the report. It was therefore **RESOLVED** that in this instance, the Clerk was authorised to incur the cost on behalf of the Town Council, to enable the report to be commissioned and obtained at the earliest opportunity.

122. Police Business

There was no attendance by the police at the meeting but the Clerk had been provided with the police report in advance and she therefore outlined this to members, as set out below:

Crime

Overall and positively, crime continues to be on the decrease in Burry Port and Pembrey.

Crime in November 2016

During the month of November 2016, the following crimes were recorded for the Burry Port Section: Burry Port – 21, Pembrey – 1.

Crime in December 2016

Burry Port – 28, Pembrey – 4

The month showed a small increase in criminal damage offences where local youths have been identified and are in the process of being dealt with by the youth offending team. Although slightly higher in that there were 32 crimes, this was still lower than the monthly rolling average.

Volume calls in November and December

The section had 145 incident volume calls over the November period and 200 in December with average rolling being 174.

Anti-social behaviour in November and December

There were 13 calls in November and 17 in December for Burry Port whilst there were 10 calls in Pembrey in November and 9 in December. This is well below the rolling average for the month and no trends have been identified.

CCTV

The Inspector has spoken to the PCC in relation to CCTV and it is anticipated that there should be some news in March regarding the situation.

Station

There has been no hold ups in the new Station and at present it is still on time to be completed in March.

Cllr Bob John commented that it would be helpful to ascertain how many regular police officers are at Burry Port and Pembrey at any one time, taking into account sickness, training or secondment elsewhere.

Cllr Michael Theodoulou commented that he did not find the monthly statistics which are provided particularly helpful and would like more detailed information and possibly an annual report. Cllr Stephen James informed members that he believed that some other Councils receive annual reports.

Cllrs Andrew Phillips and Mrs Mary Wenman referred to some local issues which they were aware of. Cllr Andrew Phillips indicated that more regular police patrols were required, particularly in Seaview Terrace, Burry Port, to deter speeding vehicles. The Mayor, Cllr John James advised that this issue could be raised at the PACT meeting. Cllr Mrs Mary Wenman referred to an increase in fly tipping and she was aware of a particular incident earlier that day. The Mayor, Cllr John James urged that these matters should be reported to the police.

123. To confirm the minutes of the meeting held on 16th November 2016

The minutes of the Town Council meeting held on Wednesday 16th November 2016 were accepted and approved as a true record.

124. Information from the aforesaid minutes

There were no matters arising.

125. Technical Services Officer's Report

The TSO referred to his report, which had been circulated in advance to members with the agenda, as set out below and invited observations.

1.Burry Port Cemetery

During the month of November 2016 there have been the following:

- 1 Opening of grave.
- 1 Burial of ashes
- 2 Scattering of Ashes
- 1 Construction of Monument.

1.Burry Port Cemetery

During the month of December 2016 there have been the following:

- 1 Scattering of Ashes
- 1 Construction of Monument

1.2 Foot Paths

The following areas have undergone strategic maintenance:

Footpaths: Brynteg. T&L .

Replacement of damaged trees by 57-47 Penllwynuchaf.

1.3 Maintenance

The Memorial Gardens: Complete cleansing and removal of fungicide on monument. Repair and repaint all chain links surrounding the monument. Gardens cleared of all debris and fallen leaves in preparation of Remembrance Sunday.

Removal of bedding plants in the surrounding areas as the flowers diminish in quality. Bedding areas have been prepared for plantation ahead of the Wales in Bloom project.

Preparation for locations for housing Christmas displays in Pembrey and Burry Port. A new designated area was constructed on land adjacent to the Neptune for housing of the Christmas tree. New electrical connections were installed in the location for power to the Christmas tree lights.

New Time Clocks were fitted by Carmarthenshire County Council on street sign located outside the Co-op. This connection was to ensure supply for the lower end of Station Road. New connections were made to the boulevard adjacent to the harbour with new time clocks. The harbour received additional lighting for this year's festive period.

Various quotations have been received for Pembrey Memorial Hall, Burry Port Memorial Hall, Institute, OAP Hall and the Chapel of Rest. The quotations cover total repair and upgrades for the future and identify key areas and causes for concern. The information will be passed to the Facilities Management Committee in January for review.

Repairs have been carried out to the Memorial Park and also MUGA Park. On inspection various bolts had been removed from the park and have now been replaced. Carmarthenshire County Council have provided a full inspection on the both parks.

2. IT Infrastructure.

The TSO has attended a meeting with Lyn Price from Carmarthenshire County Council and Ian Davies. Ian has been allocated as our data storage task manager to ensure the best secure transfer method for our files when upgrading. The team will work on our storage to cloud and integrate our system files.

Costings for new systems and a 3 year plan are available for the IT structure.

We have added an additional email set up for townclerk@pembreyburryport-tc.gov.uk on our email client Zimbra. This email is to be used for private matters and personnel issues that are addressed to the Town Clerk only.

4. Copperworks School

P4.1 *Welsh water actioned a late request from last year to cut the supply to the Copperworks School. There was no warning of the actual cut off date. On speaking to Welsh Water an email was forwarded with actual confirmation. This information was due to the fact that there was a large under floor leak and the property was to be demolished.*

Approval was authorised for the sub-contractors to install the first stage of connection as specified by Welsh Water. The work carried out was inspected and was passed ready for connection. We will await a connection date as supplied by Welsh Water.

5. Health / Safety & Hygiene

The Town Council Health & Safety Manual has been reviewed and new units have been submitted for review.

The TSO has arranged meetings with various organisations over the festive period and updated the Fire Evacuation process.

A meeting date was arranged for 6th December with Carmarthenshire County Council's Eddie Cummings (Learning and Development Advisor). Mr Cummings was asked to provide a health and safety presentation to members of the Civic Governance and Personnel Committee and also the Facilities Management Committee. Further to the meeting relevant training courses have been set up and Iwan Richards will visit the TSO on the 16th January 2017. Additional training will commence on March 23rd 2017.

Cllr Mrs Mary Wenman referred to the new bench and bins, which had been installed at the Toddler Park and which are greatly appreciated.

Following a query from Cllr Robert John, the TSO advised that a connection date for the water supply to the Band Room had now been received from Welsh Water. This is to take place in the second week of February and the delay has resulted from a road closure being required for this.

Lastly, the Mayor, Cllr John James referred to the very positive comments which had been received from the local community in relation to the Christmas lighting and he thanked the TSO and other members/staff who had been involved in this project.

126. To consider the minutes of the Facilities Management Committee meetings held on Wednesday 2nd November and Wednesday 7th December 2016

The minutes of the meetings held on 2nd November 2016 and 7th December 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

2nd November 2016

There were no matters arising.

7th December 2016

P1 (4) Matters arising (Update on issues relating to the Copperworks site)

Cllr Ken Edwards updated members that a meeting had taken place with Nia Griffith MP and Lee Waters AM on Friday 13th January. Cllr Michael Theodoulou added that the meeting had enabled the opportunity for the Town Council's position to be communicated in detail. Also, it had been possible to share the Council's view that the intervention by Lee Waters AM in relation to the planning application had resulted in a greater impact than he had expected. Accordingly, Lee Waters AM had agreed to write a further letter to try to rebalance the position. Therefore, the application will be proceeded with, supported by a written statement, setting out the Council's position.

127. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 3rd November, Thursday 17th November 2016 (Special meeting) and Thursday 1st December 2016 (draft)

The minutes of the meeting held on 3rd November 2016 and the Special meeting of 17th November had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record. The draft minutes of the meeting of 1st December 2016 had also been circulated, for information purposes.

Matters arising

There were no matters arising in relation to the minutes of the meetings of 3rd November 2016 and 17th November 2016.

128. To consider the report of the Responsible Finance Officer, to include budget setting for the 2017/18 financial year

The report, as set out below, had been circulated to members in advance of the meeting.

1. Bank Balances

The following cash balances are held with Lloyds at 31st December 2016 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	269,538.76		269,538.76
Community Account	59,435.95	25,226.11	34,209.84
Imprest account	16,999.20		16,999.20
	£345,973.91	£25,226.11	£320,747.80

2. Schedule of accounts paid

The following accounts have been paid from 1st November to 31st December 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat £</u>	<u>VAT</u>	<u>Total cost</u>
Lesar	Admin - ID cards		69.00	13.80	82.80
CCC	Admin - Dictation equipment		299.99	60.00	359.99
Dwr Cymru	Water Charges - Pembrey Memorial Hall		357.43		357.43
Dwr Cymru	Water Charges - Burry Port Memorial Hall		497.73		497.73
Dwr Cymru	Water Charges - Institute		77.93		77.93
Xerox Finance	Admin - photocopier charges		143.09	28.62	171.71
Travis Perkins	Cemetery - maintenance		170.80	34.16	204.96
Travis Perkins	Cemetery - maintenance		22.89	4.57	27.46
NJ Landscapes	Pembrey Memorial Hall - maintenance		900.00	180.00	1080.00
Powercut	Cemetery - New Equipment		430.00	86.00	516.00
Dwr Cymru	Copperworks - Water connections		1610.00	192.00	1802.00
British Gas	BP Memorial Hall - Gas		354.83	70.96	425.79
British Gas	Copperworks - electricity		13.79	0.68	14.47
British Gas	Institute - Electricity		235.82	47.16	282.98
British Gas	BP Memorial Hall - Electricity		276.99	55.39	332.38
British Gas	Cemetery - Electricity		88.61	4.43	93.04
British Gas	OAP building - Electricity		30.99	1.54	32.53
British Gas	Pembrey Memorial Hall - Electricity		74.05	3.70	77.75
Chivers Corner Garage	Cemetery - Vehicle costs		156.32	31.27	187.59
Consortium	Cleaning materials - toilets		86.97	17.40	104.37
Biffa	Hall - Refuse costs		119.24	23.85	143.09
Biffa	Cemetery - Refuse costs		102.41	20.48	122.89
Lyreco	Admin - Stationery		22.41	4.48	26.89
Lyreco	Admin - Stationery		21.82	4.36	26.18
Greenwell Power Tools	Cemetery - Equipment maintenance		16.66	3.33	19.99
Travis Perkins	Burry Port Memorial Hall - Maintenance		8.90	1.78	10.68
Tradepoint	Pembrey Memorial Hall - Maintenance		94.93	19.01	113.94
Tradepoint	Pembrey Memorial Hall - Maintenance		-13.33	-2.67	-16.00
Tradepoint	Pembrey Memorial Hall - Maintenance		-11.51	-2.29	-13.80
Tradepoint	Pembrey Memorial Hall - Maintenance		1.08	0.22	1.30
Mike Clarke Printing	Admin - Stationery		38.00	7.60	45.60
BT	Admin - Telephone		20.00	4.00	24.00
Plusnet	Admin		15.00	3.00	18.00
Lloyds Bank	Service Charges		5.00		5.00
ATECH	MUGA - Maintenance		90.00	18.00	108.00
AT-Photography	Admin - Civic Expenditure		80.00		80.00
Tradepoint	Memorial Garden - maintenance		15.27	3.05	18.32
Tradepoint	Cemetery - maintenance		7.50	1.50	9.00
Tradepoint	Cemetery - maintenance		21.21	4.25	25.46
Tradepoint	Burry Port Memorial Hall - Repairs		16.44	3.30	19.74
ICCM	Admin - Training		330.00	66.00	396.00

Smith of Derby	Friendship Square clock maintenance	222.00	44.40	266.40
HF James	Cemetery - sub contractor	384.00	76.80	460.80
Toppers	Cemetery - equipment	48.38		48.38
Water Coolers Direct	Burry Port Memorial Hall - Maintenance	77.93	15.59	93.52
Lee Fox - reimbursement	Admin - Stationery	14.23	2.85	17.08
Plusnet	Admin	15.50	3.10	18.60
Plusnet	Admin	17.00	3.40	20.40
Travis Perkins	Cemetery - maintenance	108.53	21.71	130.24
Tradepoint	Cemetery - maintenance	50.53	10.09	60.62
BT	Admin - Telephone	197.31	39.46	236.77
Blachere	Xmas lighting	6879.75	1375.95	8255.70
Zurich Insurance	Admin - Insurance	72.29		72.29
Miles Hire	Christmas Lighting - fencing	64.00	12.80	76.80
Wrenvale Nurseries and Landscapes	Christmas Lighting - Tree	700.00	140.00	840.00
Parker Plant Hire	Copperworks - Maintenance	9.04	1.81	10.85
Travis Perkins	Burry Port Memorial Hall - Maintenance	48.48	9.70	58.18
Cathedral leasing	Burry Port Memorial Hall - Maintenance	64.98	13.00	77.98
Greenwell Power Tools	Cemetery - maintenance	30.00	6.00	36.00
CCC	Admin - Licence fee	180.00		180.00
BT	Admin - Telephone	20.00	4.00	24.00
Pembrey FC	Special - Donations	1000.00		1000.00
St Mary's Church	Special - Events	200.00		200.00
St Illtyd's Church	Special - Events	350.00		350.00
Llanelli Ramblers				
Festival of Walks	Special - Events	100.00		100.00
Royal British Legion	Civic Expenditure	78.00		78.00
British Gas	BP Memorial Hall - Gas	768.95	153.79	922.74
British Gas	Copperworks - electricity	20.53	1.02	21.55
British Gas	Institute - Electricity	338.73	67.74	406.47
British Gas	BP Memorial Hall - Electricity	303.14	60.62	363.76
British Gas	Cemetery - Electricity	181.88	9.09	190.97
British Gas	OAP building - Electricity	29.07	1.45	30.52
Excel Electrics	Christmas Lighting Installation	7935.00	1587.00	9522.00
	Civic Expenditure - Senior citizens lunch	605.00		605.00
S&J Catering				
Plusnet	Admin	15.00	3.00	18.00
Brightwash	Civic Expenditure - Xmas Window display competition	100.00		100.00
Laundrette	Civic Expenditure - Xmas Window display competition	75.00		75.00
WD Swards & sons	Civic Expenditure - Xmas Window display competition	50.00		50.00
HN James - Adeline Guest House	Civic Expenditure - Xmas Window display competition	50.00		50.00
		28252.51	4679.30	32931.81

3. Petty Cash

Payments made from 1st November to 31st December 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Co-op	Llanelli Star	3	0.75		0.75
Post Office	Postage	3	5.10		5.10
Post Office	Postage	3	14.28		14.28
Post Office	Postage	3	64.00		64.00
Co-op	Llanelli Star	3	0.75		0.75
Co-op	Llanelli Star	3	0.75		0.75
Co-op	Llanelli Star	3	0.75		0.75
Chivers Corner Garage	Phone - top up	3	10.00		10.00
Burry bargains	Locks	3	4.40		4.40
Burry bargains	Tool	3	1.59		1.59
Co-op	Llanelli Star	3	0.75		0.75
Tesco	Poinsettias etc (Christmas lunch)	9	38.50		38.50
Currys	Printer ink	3	23.99		23.99
B&M	Sweets etc (Christmas lunch)	9	24.36		24.36
Chivers Corner Garage	Phone - top up	3	10.00		10.00
Burry Stores	Llanelli Star	3	0.75		0.75
Co-op	Llanelli Star	3	0.75		0.75
	Total payments made from petty cash		<u>£201.47</u>	<u>£0.00</u>	<u>£201.47</u>

The RFO highlighted the bank balances. He also referred to the significant number of payments, as these related to a two month period. He specifically highlighted a payment to Dwr Cymru, which related to the water connection for the Band Room. He further highlighted significant payments which related to the Christmas lighting and their installation.

4. Budget Monitoring

The Budget monitoring report for the period 1st April to 31st December 2016 has been circulated to Members.

The RFO advised that this report had already been considered at recent meetings of the Finance Committee and the Facilities Management Committee. At this point in the financial year, income and expenditure should be around 75% of the budget and therefore, with net expenditure at 68.32% it is within budget.

Clr Stephen James queried the overspend on floral displays under the Regeneration and Community Services Committee's budget. The RFO advised that there had been contributions received of £1,250, which would go towards offsetting this. Also, some additional money had been received at the end of the previous financial year which had been

placed into reserves, which should be within the budget of the Regeneration and Community Services Committee. The RFO also referred to the fact that Committees are all being requested to consider internal virements and that this process had been working well.

Cllr Ken Edwards referred to a previous request which he had made for the separation of the figures in relation to the Copperworks site, so that the costs for the empty building can be clearly identified. He further indicated that it is actually the Band Room which is the old Copperworks School, and the empty building is the annexe. Accordingly the empty building has no historical significance.

Draft budget report

The draft budget report for the 2017/18 financial year had been circulated to members with the agenda, for their consideration. The RFO also confirmed that it had been circulated to the Committees.

The RFO outlined the basis for the preparation of the budget, as set out in the summary which he had prepared. The RFO advised that there is a proposed increase in the budget of £16,000 for the 2017/18 financial year. If this is to be funded from the precept, it would equate to an increase of £0.09 per week (£4.93 per year) for a band D property. Following a query from Cllr Stephen James, the RFO advised that this is a 5% increase.

Cllr Stephen James referred to previous discussions in relation to potential upgrading of the Town Council's website. He also referred to work required on the IT system, following difficulties encountered last year. The TSO advised that Carmarthenshire County Council would be upgrading the Town Council's IT system in two weeks' time and there would be no cost incurred for this. Cllr Stephen James further queried where funds could be obtained for the website. The RFO advised that under the administration budget heading, there is a figure of £7,659 which would normally cover the website. However, there is also a marketing budget within the Regeneration and Community Services Committee's budget which has been increased from £5,500 to £10,000 and therefore, this could also be potentially used.

Following a query from Cllr Michael Theodoulou, the RFO advised that the proposed budget did not include a separate budget to market the Council's halls and facilities. Cllr Michael Theodoulou commented that the Facilities Management Committee could not be expected to market the halls if there was no budget to do so and he referred to the fact that he had previously raised this. However, Cllr Mrs Shirley Matthews queried whether the promotion of the halls should come within the remit of the Regeneration and Community Services Committee. In light of these comments, Cllr Ken Edwards suggested that there should be a further meeting of the four chairpersons of the committees to consider this and any other issues/crossovers between committees.

In considering the proposed budgets for the individual committees, the following was outlined by the RFO and discussed:

Finance Committee

The RFO advised that there is no proposed increase in the budget of the Finance Committee.

Facilities Management Committee

The RFO advised that the TSO had reported on essential work which was required and as a result, the Facilities Management Committee had recommended that a loan be taken out to cover this expenditure. Therefore, proposed loan repayments are included within the draft budget.

Civic Governance and Personnel Committee

The RFO advised that the main increase in this Committee's budget relates to election costs, for which a figure of £5,500 has been included. The RFO advised that the last by-election had cost the Council approximately £6,000. This figure had been queried with the County Council, who had advised of the increase in postal votes resulting in greater costs. The RFO further advised that having checked figures for the last joint elections with the County Council, it appears that there was a sharing of costs.

Following a query regarding the proposed Mayoral allowance, the RFO advised that there had been a recommendation from the Civic Governance and Personnel Committee to split the expenditure into two headings. The Clerk further advised that it had been agreed that it would be preferable for ticket costs for the Mayor attending events to be paid for through the office and therefore a reduced allowance would be paid to the Mayor for incidental expenditure.

Regeneration and Community Services Committee

The RFO referred to the increase in projected income for this Committee and advised that work has already commenced between the Chairperson and Clerk in order to generate this increased income. In relation to expenditure, the Committee had proposed holding two events. However, the Finance Committee was proposing that this be reduced to just one event with a reduced budget and it would then be up to the Committee how it spends it. Additionally, the budget for Special Development Projects had been reduced, on the basis that intended work would be commencing at a later date.

Cllr Michael Theodoulou referred to the increase in the budget for the Christmas lighting. He queried the reason for this, as he had believed that the costs would be lower for this coming Christmas. There was also a brief discussion in relation to the increase in the budgets for the floral displays. Cllr Mrs Shirley Matthews emphasised that steps are being taken to increase sustainable planting. Also, self-watering flower baskets are to be obtained and therefore, maintenance will be much less labour intensive. Cllr Mrs Shirley Matthews also emphasised the intentions to fund raise more widely.

The TSO commented that an online survey had recently been circulated and 44 responses had already been received, all of which had been very positive in relation to the floral displays. The Clerk explained that this survey had been undertaken to gauge local opinion as part of the Town Council's entry to the One Voice Wales Innovative Practice National Awards Scheme under the Best Tourism Initiative.

Following the discussions, it was proposed and unanimously **APPROVED** that the draft budget be accepted.

129. To consider the minutes of the Finance Committee meetings held on Tuesday 8th November and Tuesday 13th December 2016

The minutes of the meetings held on 8th November 2016 and 13th December 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

8th November 2016

There were no matters arising

13th December 2016

P1 (4) Matters arising – Pembrey Memorial Hall

Following a query, the Clerk confirmed that there was no further progress in relation to the lease on Pembrey Memorial Hall and other issues relating to this premises.

130. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/34812	Head of Leisure Carmarthenshire County Council	Erection of a new 227 sq m single storey amenity block for the existing caravan park. There would be a rear fenced yard for LPG tanks
S/34877	Mark Galbraith 5 Maenor Helyg Pembrey	Demolition of existing garage and construction of a single storey detached double garage with home gym
S/34886	Peter Jones Braunton, The Links Pembrey	Proposed residential development of a dormer bungalow
S/34928	Stuart Denman 89 Gwscwm Road Burry Port	Rear double storey extension

The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that approval of all applications was recommended. Members therefore agreed that there be a recommendation for approval of these applications.

131. To consider any County Councillors' reports

County Councillor Hugh Shepardson advised that work is continuing in relation to Pembrey Country Park. There are plans to refurbish the restaurant and also to create an all weather

facility. In relation to the canal, he informed members that he and County Councillor Mrs Shirley Matthews had met further with County Council officers and it looks likely that it will be drained within the next couple of months. County Councillor Hugh Shepardson also advised that a report will be considered by the Scrutiny Committee on 20th January in relation to Burry Port Harbour and hopefully, this will be approved.

County Councillor John James reiterated that he was also hopeful for the meeting taking place in relating to Burry Port Harbour, and he hopes that he will be able to speak at this meeting. Members were informed that there is a comprehensive report on the dredging of the harbour. Also, the maintenance of the harbour walls will be considered. The issue will be considered by the Executive Board of Carmarthenshire County Council on 6th February 2017, following discussions at the Scrutiny Committee meeting.

County Councillor John James also referred to issues with dog fouling and a recent incident on the rugby pitch. He advised that there are dog orders in place, which means that the police and PCSOs have the power to issue notices. County Councillor John James confirmed that he had spoken with the relevant Executive Board member, County Councillor Jim Jones and they are looking to target areas and also at additional signage being erected, to address the problems. Additionally, County Councillor Jim Jones and the County Council leader intend meeting with the Chief Constable in order to ensure police support.

132. To consider the Mayor's report

The Mayor, Cllr John James informed members that he had attended many events over the festive period in carrying out his civic duties. He also commented how well the festive season had gone within Pembrey and Burry Port.

133. To consider the approval of an amendment to Standing Orders in relation to dealings with the press/media as recommended by the Civic Governance and Personnel Committee meeting of 9th January 2017

The Clerk outlined the background to this agenda item. There had been a discussion at the October Town Council meeting regarding the provision of press releases relating to Council decisions, following which, the matter had been referred back to the Civic Governance and Personnel Committee, for further consideration. The Clerk advised that following discussion by the Committee, she had prepared an amendment to the section within the current standing orders which relates to dealings with the press/media. The amendment had been considered at the Civic Governance and Personnel Committee meeting of 9th January 2017 and the Committee was recommending the amendment (as highlighted in red in the extract circulated to members) to the Town Council for approval.

There was discussion as to whether there was sufficient clarity that the wording only relates to protocol on statements being provided to the press/media when the official position of the Council is being represented. Cllr Michael Theodoulou emphasised the point that if a member is requested to provide an individual opinion, then he or she should still be allowed to do so, irrespective of whether a Council statement has been given. Also, Cllr Stephen James indicated that if a resolution is made which is contrary to a member's view and how he or she voted, then that person should still be allowed to speak out on their individual views.

The Clerk advised members that at the recent Civic Governance and Personnel Committee meeting, members had discussed the rules for Councillors, as contained with the Good

Councillor's Guide, where there is reference to abiding by majority decisions. This was also emphasised by Cllr Ken Edwards, although he acknowledged that a member cannot be prevented from making known his or her own views, providing that it is made clear that it is the individual's views. Furthermore, Cllr Ken Edwards commented that in such a situation, the Clerk would make a response, to emphasise that it is not the Council's position.

Following the discussion, members were of the view that the amendment clearly set out the Council's stance. However, it was agreed that the wording 'or appropriate committee' should be added in at the end of paragraph b, so that a Committee could potentially authorise an individual Councillor to make a statement, as well as the Town Council doing so. Subject to this, the amendment to the Standing Orders was **APPROVED**.

134. To consider suggestions from the Civic Governance and Personnel Committee (meeting of 9th January 2017) for an appropriate tribute to Immediate Past Mayor Cllr Mrs Jean Hire

The Clerk outlined that following discussions at a meeting of the Civic Governance and Personnel Committee on 9th January 2017, three suggestions were being put forward as an appropriate tribute to Immediate Past Mayor, Cllr Mrs Jean Hire, which she detailed, as set out below:

- Naming the meeting room in the Memorial Hall in her memory as the "Jean Hire Room".
- The planting of a tree in the Memorial Gardens, with a suitable plaque.
- The purchase of a memorial bench, again with an appropriate plaque. It was suggested that this could be placed either in the Memorial Gardens or in the sustainable garden opposite the old Burry Port Junior School

Members were of the view that it would be preferable for any tribute to be visible to members of the community. It was therefore proposed and **RESOLVED** that a bench be purchased in memory of Cllr Mrs Jean Hire and this be placed on the former cinema site (the sustainable garden opposite the old junior school).

135. To consider a potential consultation on safety issues leading into Parkes Street, Burry Port.

The Mayor, Cllr John James informed members that he had been approached in relation to this issue and had therefore wished it to be placed on the agenda. He indicated that the County Council would like to see the Town Council supporting a consultation, to ascertain local views. The Mayor, Cllr John James advised that there had been a number of incidents along this street, including houses having been hit.

It was therefore proposed and **RESOLVED** that the Town Council would support such a consultation.

136. To consider a request from the Heritage Trail Group in relation to maintenance and insurance of the heritage boards

The Clerk outlined details of communications received by email from the Coordinator of the Heritage Trail Group regarding the Town Council being responsible for maintenance and

insurance of the heritage boards over the next five years and in turn, it retaining the sum of £1,500 of the Council's match funding for the overall project.

Cllr Michael Theodoulou suggested that the Council should have sight of the Heritage Group's accounts, so that it can satisfy itself that the grant has been properly used. Members were however reminded that the Council's RFO has the available information, as he has been administering the funds and making payment of the various invoices throughout the duration of the project.

Following the discussions, it was therefore proposed and **APPROVED** that the Clerk could provide written confirmation to the Heritage Group that it would be responsible for maintenance/insurance of the boards on the basis requested, so that this information could be passed onto the Heritage Lottery Fund. It was further confirmed that the RFO would be able to provide financial information on the project to a future Town Council meeting.

137. To consider communications received

1. Email from One Voice Wales on 18th November 2016, forwarding a copy of Carmarthenshire Citizens Advice "Councillors Newsletter". (**copy attached**)
Noted.
2. Email from One Voice Wales on 24th November 2016, forwarding details from the Local Government Finance Policy Division of the Welsh Government on a consultation upon The Draft Account and Audit (Wales) (Amendment) Regulations 2016. The consultation launched on 24th November 2016 and seeks views on draft regulations which will form part of the amendments to the Account and Audit Regulations 2014. The consultation is on proposed regulations which:
 - bring forward the timetable for preparing publishing statements of Local Government bodies
 - remove the requirement for pension amendment to be included in the administering bodies' accounts
 - remove the requirement for local Government bodies to publish local notices in local newspapers. The consultation ends on 6th February 2017.*Noted.*
3. Email from One Voice Wales on 29th November 2016 forwarding information from the Welsh Government. This advises that the Landfill Disposals Tax (Wales) Bill has been introduced into the National Assembly for Wales by the Cabinet Secretary for Finance and Local Government, Mark Drakeford AM. The bill introduces a tax on disposals on landfill in Wales, landfill disposal tax, to replace landfill tax from April 2018. A fact sheet is available at <http://gov.wales/docs/caecd/publications/161128-LDT-leaflet-en.pdf>.
Noted.
4. Email from One Voice Wales on 2nd December 2016, forwarding information from the Office of the Future Generations Commissioner. This advises that since the Well-being of Future Generations Act came into place, the Future Generations Commissioner has made it an early priority to visit each of the 44 public bodies in Wales to learn more about the issues and challenges they face. The Commissioner has also held a series of stakeholder sessions across Wales and has attended more than 100

events to build awareness of the Act and to listen to the wide range of views. Following the early engagement, there has been publication of the “Talking Future Generations” report, which refers to the issues raised to date and provides an overview of some of the priority areas which the Commissioner is seeking to focus upon, based upon views received to date. The Commissioner’s aim is to develop these priorities into a longer term plan, which will frame the support provided to public bodies. The Commissioner intends to continue to engage through ongoing dialogue with persons from all sectors and communities.

Noted.

5. Email from One Voice Wales on 6th December 2016 forwarding information from the Wales Audit Office on their report entitled “Preparations for the implementation of fiscal devolution in Wales”. A summary report is **attached**.

Noted.

6. Email from One Voice Wales on 8th December 2016 forwarding information from the Welsh Government on a consultation. This advises that the Welsh Government has commenced work on the preparation of the National Development Framework (NDF). The NDF will be a national land use development plan and will replace the existing Wales Spatial Plan. It will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure and growth and setting out how the Government’s land use objectives will be taken forward at national, regional and local levels. There is a Call for Evidence and Projects, which invites people to submit evidence which can help form the development of the NDF and details of projects which are of national importance and can help Wales achieve its objectives. The call for evidence and projects will be open until 7th March 2017.

Noted.

7. Email from One Voice Wales on 8th December 2016 forwarding information from the National Assembly for Wales on a consultation. The consultation relates to changing the name of the National Assembly and is open until 3rd March 2017. A copy letter relating to this is **attached**.

Noted.

8. Email from One Voice Wales on 9th December 2016 forwarding information from the Department for Economy and Infrastructure of the Welsh Government on a consultation on the Welsh Transport Appraisal Guidance 2017. A copy letter from Ken Skates AM, Cabinet Secretary for Economy and Infrastructure is **attached**.

Noted.

9. Letter of thanks from the Festival Secretary of Llanelli Ramblers dated 18th December 2016 for the recent donation made towards the Festival of Walks 2017. In connection with item number 6, a subsequent email has been received from One Voice Wales on 12th December 2016 in relation to engagement events for the preparation of the National Development Framework. Events with Welsh Government Planning Officials are to be held, to provide information about the timetable for the NDF and to obtain information about engagement in the process. The nearest event will be held at Parc y Scarletts, Llanelli on 31st January 2017 between 10.30am and 12.30pm, with places limited to two persons from each organisation.

Noted.

10. Email from the Local Government and Democracy Division of the Welsh Government on 19th December 2016 attaching an invitation from the Independent Remuneration Panel for Wales to attend a roundtable discussion event on its remuneration framework for Community and Town Councils. The event will enable the Panel to ensure its remuneration framework suits the needs of Community and Town Councillors, particularly at a time when there are many changes affecting the sector more widely and Community and Town Councils are faced with taking on more responsibilities. There are a number of regional meetings. The West Wales Regional meeting is to be held in Lampeter on 2nd February 2017 from 10.30am until 12.30pm and the South Wales Regional meeting is to be held at Abergaveny on 15th February 2017 between the same times. Up to two representatives from each Council are invited.

Noted.

11. Letter dated 5th January 2017 from the Secretary of St Illtyd's Church, Pembrey, expressing appreciation for the Council's financial donation towards the purchase of tree stands for the Christmas tree festival. The letter also advised that the festival was deemed to be a huge success in that it brought together members of various organisations in the village and attracted members of the public who did not ordinarily visit the church.

Noted.

12. Email from One Voice Wales on 10th January 2017, attaching a letter from its Chief Executive regarding training opportunities. (**copy attached**).

Noted.

138. Reports by elected members

Cllr Stephen James informed members that concern had been expressed by some residents of New Street that the footway from Burry Port Memorial Park to New Street continues to be used as a roadway. He declared his own interest, as a resident of New Street but was bringing the issue to the attention of the Town Council due to the serious safety implications. Cllr Stephen James advised that there had been some serious incidents where collisions had almost occurred. It was therefore proposed and **APPROVED** that the County member should liaise with the County Council on this issue.

139. To consider the report of the Clerk on Matters of Administration

1. Letter dated 13th January 2017 from the Chairman of Pembrey AFC, thanking the Council for the grant funding. The letter advised that without this assistance, the club would have been unable to fence the football pitch, to prevent the badgers destroying the playing surface.

Noted.

2. Email on 16th January 2017 from Cymdeithas Cymru. This advises that the next Tynged yr Iaith Sir Gar (Fate of the Language in Carmarthenshire) Forum will be held on 28th January 2017 at Carmarthen Library, the theme of which will be "Planning the Future of our Communities". At this meeting, there will be an opportunity to discuss the effect of the housing market and developments on

communities with representatives from the Welsh Language Advisory Panel. The email also refers to a substantial review of Carmarthenshire County Council's Local Development Plan during 2018 and emphasises that people's experiences will be important to ensure that the review has the future of our communities at its heart. The meeting will be held in Welsh, but translation facilities can be provided. Several representatives from Carmarthenshire County Council will also be in attendance, including Llinos Quelch (Head of Planning). The email requests that notification of attendance be provided by 25th January.

Noted.

3. Letter received on 17th January 2017 from the Chair of Carmarthenshire County Council. This advises that following on from its success in 2016, a St David's Parade will be held on Saturday 25th February at 11am in Carmarthen, to which an invitation is extended to all members. The parade will commence from Carmarthen Park and travel through the town, accompanied by bands and choirs, ending at Guildhall Square. Chains of office are to be worn and everyone is encouraged to bring a Welsh Dragon, St David's or Owain Glyndwr flags. There will be free parking in all Council car parks on this day.

*Noted, save that it was agreed that the **Regeneration and Community Services Committee** be requested to consider a similar parade taking place in Burry Port in the future.*

4. Email on 17th January 2017 from the Coordinator of Pembrey and Burry Port Heritage Project. This extends an invitation to all Councillors to attend the official launch of the project on Friday 10th February 2017 at 7pm at Burry Port Memorial Hall. A reception will be held on this day and it will also provide an opportunity to learn more about the project, meet the project team and view the materials. The email requests that notification be provided of intended attendance.

Noted.

5. It was **APPROVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Confidential minute of the Town Council meeting of Wednesday 16th November 2016.

Minutes of the Civic Governance and Personnel Committee meeting of Monday 10th November 2016.