

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 19th April 2017

Present: Councillor John James (Mayor)

Councillors Geraint Davies, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and County Councillor Hugh Shepardson

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

Minute taker: Melanie Carroll-Cliffe

(Former OAP Hall 7.00pm – 9.05pm)

177. Opening prayer

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

178. Personal matters

Apologies were received from Cllrs Malcolm Davies, Ken Edwards, Stephen James, Mrs Pat Jones, Mrs Susan Northam, Mrs Mary Wenman and Hefin Williams

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

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

180. To receive a donation cheque presented to the Town Council by Welsh Water

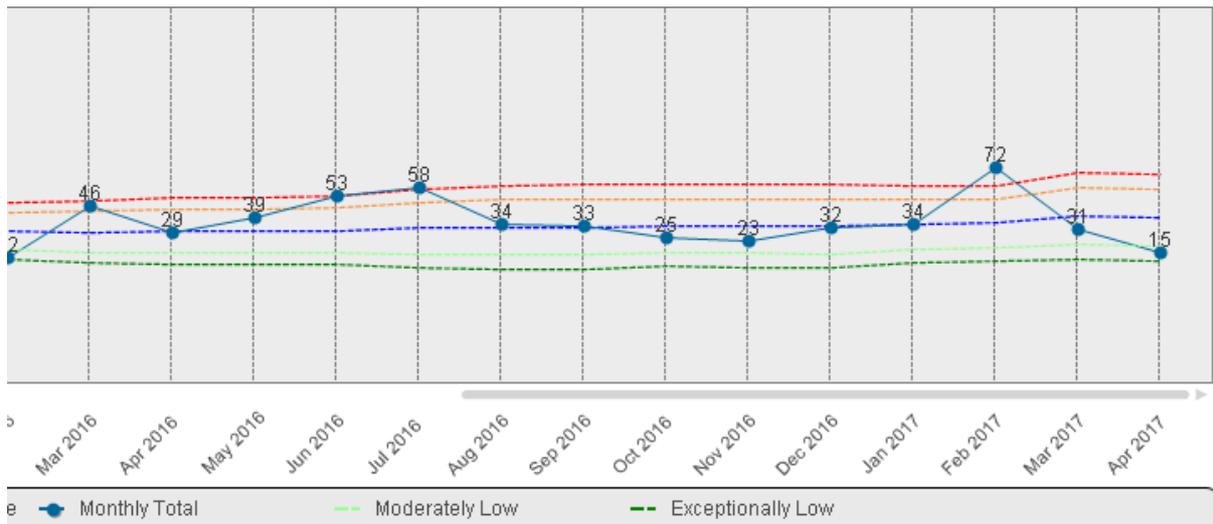
Ms Rebecca Jones (RainScape Community Communications Officer) of Welsh Water was welcomed to the meeting. She presented the Mayor with a cheque for £5,000 by way of a donation from Welsh Water towards the hosting of Wales in Bloom. The Mayor thanked Ms Jones for attending to make this donation and extended the Council's gratitude to Welsh Water. Following the presentation, Ms Jones left the meeting.

181. Police Business

Sergeant Dominic Jones was in attendance at the meeting and presented the police report, as follows:

Crime

During the month of March 2017, 31 crimes were recorded for Burry Port and Pembrey section which is the low compared to same point last year of 46 crimes.



Crime in March 2017

During the month of March 2017, the following crimes were recorded for;

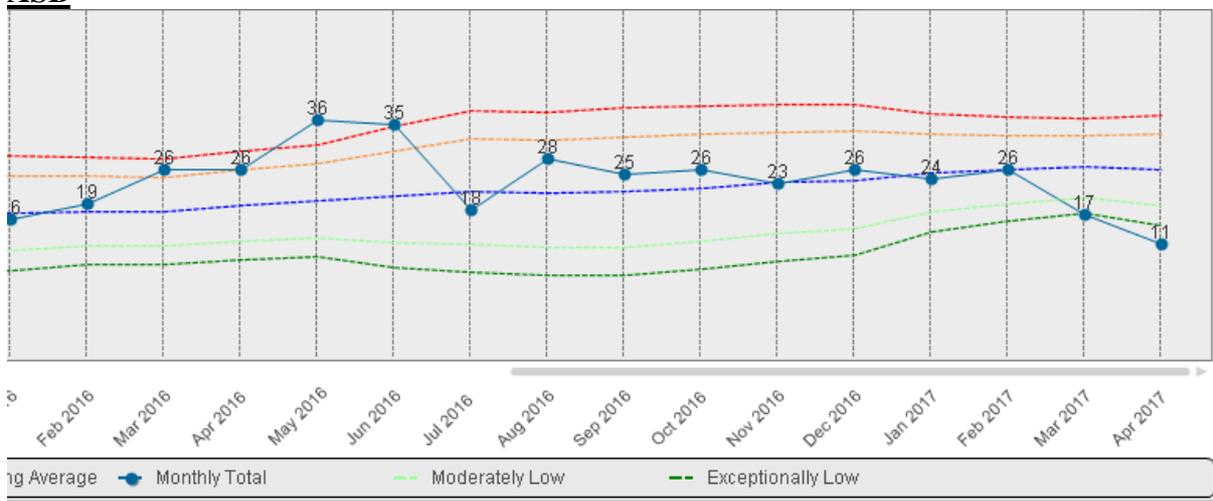
Burry Port: 23

Pembrey: 8

Month	Burry Port	Pembrey	Total
Apr 2017	14	1	15
Mar 2017	23	8	31
Feb 2017	34	38	72
Jan 2017	31	3	34
Dec 2016	28	4	32
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	31	3	34
Jul 2016	49	9	58
Jun 2016	45	8	53
May 2016	35	4	39
Apr 2016	26	3	29
Mar 2016	42	4	46

There are no trends in relation to any crime type.

ASB



17 ASB calls for Burry Port and Pembrey for March 2017, which is a reduction on the rolling average, and a reduction compared to same point last year (26 incidents).

Date	↑	Burry Port	Pembrey	Total
Apr 2017		7	4	11
Mar 2017		7	10	17
Feb 2017		18	8	26
Jan 2017		14	10	24
Dec 2016		17	9	26
Nov 2016		13	10	23
Oct 2016		18	8	26
Sep 2016		14	11	25
Aug 2016		17	11	28
Jul 2016		12	6	18
Jun 2016		16	19	35
May 2016		22	14	36
Apr 2016		18	8	26
Mar 2016		9	17	26

Results of note

- The 2 youths sent to court for the offences at the Ash Golf Club were given 8 month referral orders.

Questions from last meeting

- Mobile phone tickets – In summary; there has been a reduction in tickets issued since the change in legislation.

Campaign Figures

Jan 2017 – Force – 131 offences (pre change)

March 2017 – Force – 68 offences (post change)

(There is no quantitative data for ticket process for Burry Port and Pembrey).

Following the presentation of the report, members' questions and observations were invited. Reference was made to a current problem in Y Rhodfa, Burry Port, which had been reported at Kidwelly Police Station by a member. Sergeant Dominic Jones confirmed that he was aware of this report and that he had spoken to the Territorial Drugs Unit and action will be taken.

Another member reported that a complaint had been received from a resident regarding the behaviour of young people on Pinged Road in relation to their erratic driving and possible drug abuse.

It was also raised that there are problems with the behaviour of young persons around both sides of the harbour at night time, with them driving at excessive speed and playing loud music. Sergeant Dominic Jones confirmed that this area is to be targeted, as reports of anti-social behaviour have been received and these are being looked into. He advised that a warning could be issued under Section 59 of the Police Reform Act 2002 and although this is a rare power, it can be used where there are particular troublesome areas. Sergeant Dominic Jones informed members that there are similar problematic issues at Pembrey Country Park.

Finally, following a query regarding the re-opening of Burry Port Police Station, Sergeant Dominic Jones advised that there is no specific date as yet. Presently, they are awaiting for the IT lines to be installed.

182. To confirm the minutes of the meeting held on Wednesday 15th March 2017

It was **RESOLVED** that the minutes of the Town Council meeting held on Wednesday 15th March 2017 be accepted and **APPROVED** as a true record of proceedings.

183. Information from the aforesaid minutes

There were no matters arising.

184. To consider the 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 questions or observations.

1. Burry Port Cemetery

During the month of March 2017 there have been the following:

- 6 Burial of ashes.
- 2 Scattering of Ashes.
- 4 Opening of graves.

2. Paths/Grass Cutting

Elkington/Stepney Road, Engine Inn, Moreb/Harbour/Clwb Bach Roundabouts. Stepney Road School (opp) Burry Port Park, Pembrey Hall.

3 Maintenance

Cleaning of Mugga Play Park and inspection.
Tarmac laid after completion and settled drainage at the Copperworks School.
New lock fitted to external door in Pembrey Memorial Hall.
Pesticide applied to Harbour area, Copperworks and Furnace Road path.
Decorate the cemetery office through painting and installation of new blinds and flooring.
Additional furniture is due for delivery on 18th April 2017.
Completion of fence repair to the Mugga play park.
Installation of sleepers opposite the Engine Inn Station Road for the shared community garden supporting Wales in bloom.

3.1 Street Lights

The TSO and Councillor John Hedley Jones have completed a review of footway lighting. Carmarthenshire County Council's Arwel Thomas from the street lighting team has been sent an email with a full breakdown and detailed proposals. There are currently 112 questionable lights that need a review as they are not the responsibility of the Town Council. 49 lights we have actual confirmation for. Mr Thomas has mentioned due to the nature of the report that this will take some time and he will aim to get back to us within three weeks. He has also

mentioned some historic evidence such as emails and letters regarding responsibility for the lights from previous Clerks and Councillors. Copies will be provided in due course. A copy of lights in question can be obtained if requested from the TSO.

4 Memorial Park

PSD Agronomy has provided a full report on conditions of the Memorial Park playing fields as instructed. The report is to be analysed and passed onto the Facilities Management Committee on 2nd March 2017.

5. IT Infrastructure

The IT team scheduled for a site visit Wednesday 12th. During this visit we will check the specification of all PC's and look how to transfer all the current information safely and securely. Work will not commence until Finance agree on the costings which will be presented at a meeting on 11/04/2017.

We have requested to purchase an additional laptop and screen projector for rental and office use. This has been passed to finance for approval on the 11/04/2017.

6. Copperworks School

There are a few planning issues to address over the status of the Copperworks School. There has been confusion over the second phase of planning and to what building was the actual annex. This impacts our planning proposal and a future meeting is to be set up by the Town Council with the planning officer and architect.

7. Health / Safety & Hygiene

We have reviewed quotations produced by CSA hygiene for deep cleaning of all premises. It has been passed on to the Facilities Management Committee to request authorisation for the deep clean of the commercial kitchen only.

All facilities in Pembrey and Burry Port have undergone a fire inspection equipment check. This included the Memorial Institute, Burry Port Memorial Hall, OAP Hall, Cemetery Chapel of rest, Cemetery office and workshop also Pembrey Memorial Hall.

7.1 Additional training booked

We have re-arranged the following training for the Ground Maintenance team and TSO. First Aid (CCC) on 04/04/17.

8 Cemetery

A new software system has been installed for the cemetery on the 27th March 2017. The TSO and Administration Assistant have received training for the use of the software.

9 Wales/Britain in Bloom update

We have completed a review of the necessary transport for the tour and arrival of our guests in September. We have decided a route for our visitors and judging panel. A Welsh themed

menu has been constructed with the help of Mr Stuart Williams head Development Chef of Castell Howell Foods and the Wales in Bloom team. The two menus have been decided and now await a quotation for the complete catering service.

A diary has been created with photographic evidence ensuring a record of advent is captured during the competition.

On the 8th of April the TSO, Cllr Mrs Shirley Matthews and Cllr Mrs Moira Thomas attended the opening of Wales in Bloom at Newport. The team visited and met with members of Newport Council and RHS Judges during an opening presentation to the 2017 awards.

Following a query from a member as to how he prioritises his work, the TSO indicated that this is done in conjunction with the Cemetery Superintendent. Following a further query from the member, the TSO indicated that the Clerk was not involved in this process.

The TSO also referred to the recent successful Eco day held at Pembrey School. Following a query, he confirmed that all Wales in Bloom Committee members had been invited to attend this.

185. To consider the minutes of the Facilities Management Committee meeting held on Tuesday 7th March

The minutes of the meeting held on 7th March 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

There were no matters arising.

186. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 2nd March 2017

The minutes of the meeting held on 2nd March 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

P3 (9) Update on sponsorship and fundraising for Wales in Bloom/Britain in Bloom

Reference was made to the suggestion which had been discussed at the Regeneration and Community Services Committee meeting to consider hosting a One Voice Wales Committee meeting around the time of the Wales in Bloom campaign. This was formally proposed by Cllr Mrs Shirley Matthews and seconded by Cllr Mrs Moira Thomas. This was unanimously **RESOLVED**, with the Clerk being authorised to communicate with One Voice Wales to offer the Town Council's facilities.

P4 (14) To consider any referred matters from the other committees

Following a query as to whether there was an update regarding dog fouling issues, Cllr John James advised that the County Council is looking into changing regulations where dogs can be taken to.

P4 (15) Any other business

Following a query, members **APPROVED** that Cllr Michael Theodoulou could attend meetings of the Carmarthenshire Branch of the Federation of Small Businesses, on behalf of the Town Council.

187. To consider the report of the Responsible Finance Officer

The RFO circulated his report to members. He advised that this did not include a budget monitoring report, due to the fact that he is now preparing the end of year figures, which he hopes he will have available for the May Town Council meeting.

1. Bank Balances

The following cash balances are held with Lloyds at 31st March 2017 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	207,986.75		207,986.75
Community Account	34,983.33	25,851.07	9,132.26
Imprest account	701.37		701.37
	£243,671.45	£25,851.07	£217,820.38

2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st March 2017 :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u>		<u>Total cost</u>
			<u>Vat</u>	<u>VAT</u>	
			£		
Plusnet	Admin	1	17.00	3.40	20.40
Greenwell Power Tools	Maintenance - Cemetery	4	16.60	3.32	19.92
CCC	Payroll SLA	1	950.00	190.00	1140.00
Biffa	Hall - Refuse costs	3	119.24	23.85	143.09
Biffa	Cemetery - Refuse costs	4	101.20	20.24	121.44
One Voice Wales	Member training	1	35.00		35.00
Toppers	BP Memorial Hall - Equipment	3	17.59	3.52	21.11
CCC	Footway Lighting charges 16-17	3	8635.92	1727.18	10363.10
Travis Perkins	Gerrans Gym/Institute - Maintenance	3	41.39	8.28	49.67
Travis Perkins	Copperworks - Maintenance	3	10.30	2.06	12.36
Travis Perkins	Copperworks - Maintenance	3	12.60	2.52	15.12
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	50.36	10.07	60.43
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	37.93	7.59	45.52
Travis Perkins	Copperworks - Maintenance	3	22.42	4.48	26.90
Travis Perkins	BP Memorial Hall - Maintenance	3	13.28	2.65	15.93
Travis Perkins	Cemetery - Equipment/Tools	4	19.91	3.98	23.89
Travis Perkins	BP Memorial Hall - Maintenance	3	31.74	6.35	38.09
Travis Perkins	Copperworks - Maintenance	3	11.98	2.40	14.38
Travis Perkins	Gerrans Gym/Institute - Maintenance	3	5.05	1.01	6.06

Consortium	BP Memorial Hall - Cleaning Materials	3	207.62	41.56	249.18
Dwr Cymru	Cemetery - Water Charges	4	408.78		408.78
Travis Perkins	Cemetery - Equipment/Tools	4	13.35	2.67	16.02
Professional Sports Turf Design	Special - Memorial Park Survey	9	2215.00	443.00	2658.00
BT	Admin - Telephone	1	198.67	39.73	238.40
Chivers Corner Garage	Cemetery - Vehicle costs	4	151.79	30.36	182.15
Lyreco	Admin - Stationary	1	7.07	1.41	8.48
Lyreco	Admin - Stationary	1	145.18	29.04	174.22
BT	Admin - Telephone	1	20.00	4.00	24.00
DND Welding	MUGA - Maintenance	3	250.00	50.00	300.00
British Gas	Pembrey Memorial Hall - Electricity	3	153.57	7.68	161.25
British Gas	BP Memorial Hall - Gas	3	753.43	150.68	904.11
British Gas	Copperworks - Electricity	3	17.12	0.85	17.97
British Gas	Institute - Electricity	3	313.20	62.64	375.84
British Gas	BP Memorial Hall - Electricity	3	280.32	56.06	336.38
British Gas	Cemetery - Electricity	4	248.57	49.71	298.28
British Gas	OAP building - Electricity	3	35.72	1.78	37.50
Post Office Ltd	Cemetery - Van tax CV05 ZTE	4	230.00		230.00
Cathedral Leasing	Burry Port Memorial Hall - Maintenance	3	64.98	13.00	77.98
Toppers	Cemetery - Equipment	4	14.95	2.99	17.94
Owen Fuels	Pembrey Memorial Hall - Oil	3	228.83	45.77	274.60
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	4.23	0.85	5.08
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	3.44	0.69	4.13
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	26.76	5.35	32.11
Tradepoint	Copperworks - Maintenance	3	10.50	2.10	12.60
Pembrey & Burry Port Gardening Club	Special - Local Organisation Grant	9	250.00		250.00
Cefn Sidan U3A (BP)	Special - Local Organisation Grant	9	450.00		450.00
BT	Admin - Telephones	1	200.38	40.07	240.45
One Voice Wales	Admin - Subscriptions	1	1187.00		1187.00
Xerox	Admin - Photocopiers costs	1	57.50	11.50	69.00
Tradepoint	Burry Port Memorial Hall/Institute - Maintenance	3	19.25	3.85	23.10
Tradepoint	Burry Port Memorial Hall/Institute - Maintenance	3	35.14	7.04	42.18
Mike Rickwood Carpets	Cemetery - Equipment	4	729.17	145.83	875.00
Fire Protection Services	Pembrey Memorial Hall - Maintenance	3	786.00	157.20	943.20
			19867.03	3430.31	23297.34

3. Petty Cash

Payments made from 1st to 31st March 2017

<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>
Postage		1	64.00		64.00
Llanelli Star		1	0.75		0.75
Llanelli Star		1	0.75		0.75

Llanelli Star	1	0.75	0.75
Burry Bargains - door stop	3	1.29	1.29
Postage - large letters	1	5.88	5.88
Llanelli Star	1	0.75	0.75
Llanelli Star	1	0.75	0.75
Total payments made from petty cash		£74.92	£0.00
		£74.92	£74.92

The RFO highlighted some of the more unusual payments which had been made. These included payments to Carmarthenshire County Council for payroll administration and also footway lighting charges. Following a query on the footway lighting charges being looked into, the TSO advised that a County Council Officer has indicated that there are historical letters regarding why certain lights remain on. He further indicated that the information was being collated by the officer concerned and should be received by 8th May 2017.

The RFO also highlighted a payment to Professional Sports Turf Design, which related to the drainage survey on Burry Port Memorial Park. Although a payment had been made to One Voice Wales, the RFO advised that this will go into the next financial year, as it relates to the annual subscription for 2017/18.

Lastly, the RFO referred to a payment to Mike Rickwood Carpets, which related to expenditure to improve the office building at the cemetery.

188. To consider the minutes of the Finance Committee meeting held on Tuesday 14th March 2017

The minutes of the meeting held on 14th March 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

There were no matters arising.

189. To consider any planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/35264	Mrs Hayley Whayman Land at Parc Gwledig Pen Bre Factory Road, Pembrey	Proposed temporary siting of a log cabin for an 18 month period for use as a catering unit along with associated decking area and mobile catering.
S/35363	Mr Mario Pedicini Salt Rock Farm, Pembrey	Stable block (retrospective)
S/35344	Mrs S Knight 59 New Street, Burry Port	Proposed rear single storey kitchen extension
S/35324	Mr H C and Mrs M Morse Land adjacent to Brynheulog The Graig, Burry Port	Outline Detached dwelling house

S/35403	Carmarthenshire County Council Mr Jason Jones Land adjacent to 32 Erw Terrace Burry Port	Outline application for residential development
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The Chair of the Planning Sub Committee, Cllr Mrs Moira Thomas advised that approval was recommended in relation to application number S/35344 for a proposed rear single storey kitchen extension.

In relation to application number S/35264, Cllr Mrs Moira Thomas advised that it is believed that the log cabin is in poor condition. With regard to application number S/35363, this is a retrospective application for a stable block, which has been refused planning permission previously. Cllr Mrs Moira Thomas also advised that there was concern in relation to application number S/35324, due to its position, being The Graig, Burry Port.

Cllr Mrs Moira Thomas therefore informed members that the recommendation for these other three applications was for site visits to be undertaken. Members **AGREED** the recommendation for approval of application number S/35344 and for site visits for the other three applications.

Cllr Mrs Moira Thomas also informed members that notification of an additional application had been received that morning (number S/35403 referred to above). There had been parking on this area for the last 50 years and therefore, the recommendation was for refusal. Save for one abstention, all other members were in agreement with this recommendation.

190. To consider any County Councillors' reports

County Councillors Mrs Shirley Matthews, Hugh Shepardson and John James reported that it had been a quiet month, with no County Council meetings taking place. Therefore, only individual concerns had been addressed.

191. To consider the Mayor's report

The Mayor, Cllr John James informed members that he had attended a number of engagements during the last month.

192. To further consider the proposed asset transfers from Carmarthenshire County Council, to include the recommendations of the Facilities Management Committee meeting of 6th April 2017

The Mayor, Cllr John James declared his interest, due to his involvement with Burry Port Memorial Park Bowls Club. Likewise, Cllr Geraint Davies declared his interest due to his involvement with Burry Port Rugby Club. Both members therefore left the room during discussion of this agenda item. In the absence of the Mayor, the Deputy Mayor Cllr David Owens chaired the discussions upon this agenda item.

The Clerk referred to the summary which she had prepared and circulated with the agenda, setting out the recommendations of the recent Facilities Management Committee meeting held on 6th April 2017. The Clerk outlined the background to the recommendations, together with highlighting what the recommendations were, as set out below:

- The Committee recommends that the Town Council supports the transfer of £50,000 from Section 106 money to Burry Port AFC, to enable the club to take on the transfer of pitches and changing rooms. This £50,000 includes revenue funding for the running costs of the changing rooms for the next 10 years.
- The Committee recommends that there be detailed discussions with Burry Port Rugby Club and Burry Port Memorial Park Bowls Club on how Section 106 money can be used to assist these clubs also.
- The Committee has concluded that it requires further detailed information on a number of key aspects before it can make a clear recommendation to the Town Council on whether to proceed with the transfer of the head lease of Burry Port Memorial Park. The Committee therefore strongly recommends that the Town Council proceeds to engage in early detailed discussion with relevant County Council Officers, so that the required information is obtained, to enable an informed decision to be made. In principle, the Committee is committed to working with the County Council to achieve the right solution for the local community.

The Chair of the Facilities Management Committee, Cllr Michael Theodoulou expressed his disappointment with how the County Council has dealt with these proposed asset transfers. He referred to the fact that there had been delays in the provision of information and also relevant information has been withheld until a late stage, such as in relation to the maintenance of gulleys. He emphasised that there was no fault on the part of the Town Council's Officers.

Clarification was sought as to how a figure of £50,000 had been decided upon in relation to the recommendation. Cllr Michael Theodoulou indicated that this was based upon the lower figure which had been provided via the County Council for addressing the pitch drainage problem (£45,000), together with £5,000 for ten years' running costs of the changing rooms.

In discussing the recommendations, it was agreed that the first and second recommendations should be looked at together, as the Town Council wished to show support for all of the sporting organisations. Accordingly, Cllr Michael Theodoulou formally proposed that the Town Council supports the transfer of £50,000 from Section 106 money to Burry Port AFC, to enable the club to take on the transfer of pitches and changing rooms. Also, that there be detailed discussions with Burry Port Rugby Club and Burry Port Memorial Park Bowls Club on how Section 106 money can be used to assist these clubs. The foregoing was seconded by Cllr Robert John, and was **APPROVED** (9 members voted in favour and 1 member voted against).

Cllr Michael Theodoulou also formally proposed the third recommendation as fully set out above, which was seconded by Cllr Mrs Shirley Matthews and **UNANIMOUSLY RESOLVED**. The Clerk was therefore authorised to communicate with the County Council, to advise of the Town Council's support regarding the use of Section 106 funding for Burry Port AFC and indicating its support for the other two organisations, although more detailed information will need to be provided, following discussions with these.

Following the conclusion of discussions on this agenda item, the Mayor, Cllr John James returned to the meeting room and continued to Chair the remainder of the agenda items.

193. To consider whether the Standing Committees should meet on their usual meeting dates in May, having regard to the elections on 4th May 2017

The Clerk outlined that this matter had been briefly discussed at the various recent committee meetings. It had first been discussed at the Regeneration and Community Services Committee meeting, as the May meeting for this committee would be due to be held on Thursday 4th May, being the date of the elections. Furthermore, the Facilities Management Committee meeting would be due to be held the day prior to the elections, with the Civic Governance and Personnel Committee meeting and the Finance Committee meeting ordinarily taking place on the Monday and Tuesday following the elections.

Given that a new Council will be formed and the composition of the committees would need to be established, it was **RESOLVED** that the standing committees should not meet on their usual meeting dates at the beginning of May.

194. To consider whether the Burial Committee should be a Standing Committee, rather than a Sub-Committee of the Facilities Management Committee (referral from the Civic Governance and Personnel Committee meeting of 10/04/17)

The Chair of the Facilities Management Committee, Cllr Michael Theodoulou indicated that he was not opposed to the Burial Committee being a stand alone committee but he felt that this issue should be properly considered, to decide whether this is necessary. He expressed the view that the Facilities Management Committee, the Burial Sub Committee and the Fees and Charges Sub Committee have coordinated quite well. Nevertheless, he indicated that he was mindful of the need to adhere to regulations. Accordingly, he would prefer the matter to be more fully considered by the Facilities Management Committee, prior to reverting to the Town Council. Cllr Michael Theodoulou therefore put forward a proposal that this issue be referred to the Facilities Management Committee for full consideration, prior to reverting to the Town Council. This proposal was seconded by Cllr Andrew Philips and was **UNANIMOUSLY RESOLVED**.

195. To receive nominations for the appointment of the Town Mayor Elect for 2017/18

Upon the proposition of Cllr Mrs Shirley Matthews and seconded by Cllr John Hedley Jones, it was **UNANIMOUSLY RESOLVED** that Cllr David Owens be appointed as the Town Mayor Elect for 2017/18.

196. To consider the date for the Annual Meeting to be held in May, to include the recommendation from the Civic Governance and Personnel Committee that it takes place on Monday 15th May for the election/appointment of the Mayor/Deputy Mayor and the presentation of medallions and that thereafter, the meeting be adjourned until Wednesday 17th May for the transaction of the remainder of the business.

The Clerk outlined that this issue had been considered in some detail at the recent Civic Governance and Personnel Committee meeting, which had made a recommendation for the Annual Meeting to take place on Monday 15th May for the appointment of the Mayor and Deputy Mayor, together with the presentation of medallions. Thereafter, the Committee was recommending that the Annual Meeting be adjourned with the remainder of the business being carried out on the day of the normal Town Council meeting, being Wednesday 17th May. This proposal was formally put forward by Cllr Mrs Shirley Matthews, with it being

seconded by Cllr Michael Theodoulou. The proposal was **UNANIMOUSLY RESOLVED**.

197. To consider communications received

1. Copy received of a letter sent by a local resident of Gors Road, Burry Port to the Chief Executive of Carmarthenshire County Council regarding progress on the derelict Windsor Harbour View Public House, (**copy attached**).
Noted, save that the Mayor, Cllr John James informed members that the owner had indicated that he would be carrying out the work shortly.
2. Email received from the Future Generations Commissioner for Wales, providing an update on her work. This includes information regarding an online survey (**copy attached**).
Noted.
3. Letter from the Headteacher of Glan y Mor School, requesting advice and support from the Town Council in relation to a proposed project (**copy attached**).
Cllr Michael Theodoulou declared an interest, as a Governor at the school. Members agreed that the Council should in principle provide support and further approved to refer the matter to the Regeneration and Community Services Committee once more information was available.
4. Email from One Voice Wales advising that the Innovative Practice Awards Conference would not be taking place on 23rd March 2017 as planned. This was due to insufficient funding being sourced from sponsor organisations and also a low number of entries. Accordingly, the Awards Scheme will now be incorporated into the Larger Councils Conference to be held in July 2017. The email also expressed gratitude from the National Executive Members and staff for the Town Council's support in submitting an application. The email further confirms that One Voice Wales will be in contact in the coming weeks to explain the next steps.
Noted.
5. Letters of thanks received from Burry Port Male Choir and Burry Port Memorial Park Bowls Club for recent financial assistance provided by the Town Council.
Noted.
6. Email from Cymdeithas yr Iaith on 17th March 2017. This advises of an event being held at Carmarthen Library at 10am on 29th April. At this event, there will be discussion regarding people's experiences of Welsh medium healthcare. The meeting will be held in Welsh but translation facilities can be provided.
Noted.
7. Letter dated 27th March 2017 from the Department for Education and Children, Carmarthenshire County Council. This advises that there is a vacancy for one Minor Authority representative on the Governing Body of Burry Port Community Primary School and the Town Council is requested to consider filling the vacancy. On making further enquiries following receipt of this email, the Clerk has been advised that Cllr Robert John's term of office does not end until 31st August 2017.
It was APPROVED that the matter be considered at the next Town Council meeting, following the formation of the new Council.

8. Letter received from Lloyds Bank dated 28th March 2017, following correspondence sent by the Clerk regarding the planned closure of the Burry Port branch and also a telephone conversation between the Clerk and a complaints manager at Lloyds Bank (**copy attached**).
Noted.
9. Copy received of a letter sent to Lee Waters AM by Lloyds Bank. This letter was sent in response to correspondence forwarded by Mr Waters, following a request from the Clerk, in support of opposition to the planned branch closure in Burry Port (**copy attached**).
Noted.
10. Letter received dated 5th April 2017 from the Returning Officer at Carmarthenshire County Council. This encloses the Result of Uncontested Election in the Pembrey Ward, which is now being displayed in the Town Council's noticeboards (**copy attached**).
Noted.
11. Email forwarded from the National Association of Local Councils by One Voice Wales on 6th April 2017. This advises that more than 70 organisations, including the Woodland Trust, have partnered to help launch a new Charter for Trees, Woods and People on 6th November 2017. The new Tree Charter will set out how local communities and trees can best benefit one another. It will serve as a resource which community and Town Councils can use in support of their efforts to look after the trees in their area. To become involved with the Tree Charter, the Town Council can become a Charter Branch, for which there is no charge. The Council can determine its own level of involvement, which can range from simply signing up to receive free copies of the Charter's newspaper "Leaf!", to helping gather signatures of support, to more imaginative projects and activities around trees. Additionally, help or advice can be provided to the Council regarding trees, where required.
It was agreed that this matter be referred to the Regeneration and Community Services Committee.
12. Email forwarded from Welsh Water by One Voice Wales on 6th April 2017. This advises of a workshop taking place at the Principality Stadium, Cardiff on 2nd May between 9.45am and 4.15pm to discuss Welsh Water 2050. Welsh Water is looking to develop its long term vision and acknowledges the challenges, from climate and demographic change to the pace of technological change and increasing customer expectations. Welsh Water 2050 sets out current thinking on how these challenges can be responded to.
It was APPROVED that Cllr Mrs Lisa Mitchell attend this event on behalf of the Town Council.
13. Email from the Pageant Master, Bruno Peek on 7th April 2017. This thanks the Council for committing to take part in A Nation's Tribute and World War I Beacons of Light on 11th November 2018. It advises that to date, more than 800 Beacons of Light have been confirmed throughout the United Kingdom, Channel Islands, Isle of Man and UK overseas territories. The official Guide to Taking Part is now available, in which the Town Council is acknowledged as a participant.
It was discussed that presently, the Town Council only has one beacon and it was suggested that consideration be given to obtaining another one, so that there is one

both for Burry Port and Pembrey. The Clerk had previously obtained the beacon from the Pageant Master at no cost to the Council. It was agreed that the Clerk make enquiries regarding the cost of obtaining a second beacon and that this be referred to the Civic Governance and Personnel Committee.

198. Reports by elected members

Cllr Michael Theodoulou informed members that he had attended two recent events of One Voice Wales, in relation to which One Voice Wales should be forwarding information to the Clerk in due course. At one of the meetings, the focus was on climate change. There had also been some discussion in relation to One Voice Wales' AGM. Furthermore, there had been discussion regarding Town Councils being excluded from the Public Services Boards and it is intended that some action be taken upon this.

At the other meeting, being the Carmarthenshire Area meeting, much time had been taken up with a presentation from the Police and Crime Commissioner. Cllr Michael Theodoulou therefore suggested that consideration should be given to extending an early invitation to the Police and Crime Commissioner to meet, following the formation of the new Council. Cllr John James advised that he and Cllr Mrs Shirley Matthews have met with the Police and Crime Commissioner and indicated that he may be invited to formally re-open the refurbished Burry Port Police Station.

Cllr David Owens referred to the need for the composition of the Council's committees to be considered, following the forthcoming local election. Accordingly, he referred to the possibility of him and the Mayor, Cllr John James canvassing the views of new members, to ascertain what they are interested in and they would revert with suggestions. Cllr David Owens confirmed that he would communicate with independent members, whilst Cllr John James would communicate with Labour Party members. All members were in agreement with this course of action.

Lastly, Cllr Michael Theodoulou referred to the fact that there are a number of Councillors who are retiring from the Town Council, especially Cllr Mrs Pat Jones. The Council's gratitude was expressed to these councillors, some of whom have served on the Town Council for many years.

199. To consider the report of the Clerk on matters of administration

1.

The Independent Remuneration Panel for Wales has published its annual report for 2017/18. Section 13 specifically relates to Community and Town Councils (**copy attached**). The Clerk suggests that full consideration of the relevant section of the report be placed on the agenda for a future Town Council meeting, following the election of a new Council.

It was APPROVED that this matter be placed on a future agenda for full consideration by new Town Council members.

2. One Voice Wales has forwarded a copy of the presentation entitled the 'Implementation of the Well-Being of Future Generations (Wales) Act', given by Claire Germain from Welsh Government at a recent Larger Councils meeting (**copy attached**).

Noted.

3. Notification has been received from the Community Bureau of Carmarthenshire County Council that an application submitted by the Clerk to the Community Grant Fund in relation to the hosting of Wales in Bloom has been successful, with an award approved of up to the maximum of £500.
Noted.
4. An updated edition of “The Good Councillor’s Guide” has recently been published by the Welsh Government. A hard copy of this has been received and is retained at the Council office. It is also available to view on the Welsh Government website and the One Voice Wales website. The Clerk suggests that printed copies be circulated to all Councillors following the formation of the new Council next month.
Noted.
5. A Statement of Persons Nominated has been received from the Returning Officer at Carmarthenshire County Council in relation to the Burry Port Ward for the forthcoming election on 4th May 2017 (**copy attached**).
Noted.
6. Notification has been received from One Voice Wales of New Councillor Induction Training to be held locally. A training session will be taking place in Ammanford on Thursday 25th May and also at Carmarthen on Tuesday 6th June.
It was agreed that this training be considered following the formation of the new Council.
7. Members are reminded that the Kidney Wales “Walk for Life” is due to be held on Sunday 23rd April 2017, commencing at 11am from Burry Port Harbour (near the Lifeboat Station).
Noted.
8. It was **RESOLVED** 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.

Minutes of the Civic Governance and Personnel Committee meeting of Monday 13th March.

Confidential minute of the Town Council meeting of Wednesday 15th March 2017.