

**Pembrey and Burry Port Town Council**  
**Facilities Management Committee meeting**

**Wednesday 2<sup>nd</sup> May 2018**

**Present: Chair Cllr Michael Theodoulou, Cllrs Mrs Linda Edwards, Peter Freeman, Mrs Shirley Matthews and David Owens.**

**In attendance: Alan Howells (RFO), Meirion Jones (Cemeteries Superintendent), Shan Loudon (Administrative Officer)**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Clerk's Office, Memorial Institute, Burry Port 6.30pm – 8.35pm)**

**1. Personal matters**

Apologies were received from Cllrs John Hedley Jones, Mrs Karen Francis Morris and Bob Walpole.

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

No declarations of interest were made.

**3. To confirm the minutes of the meeting held on Thursday 5<sup>th</sup> April 2018**

The minutes of the meeting held on Thursday 5<sup>th</sup> April were approved as a true record.

**4. To consider any matters arising from the minutes**

**P1 (4) - re: Jean Hire memorial seat**

Members were updated that the office had contacted Jean Hire's relatives and were awaiting a response.

**P6 (10) – to receive a report from the Fees and Charges Sub-Committee**

Members were informed that the Fees and Charges Sub-Committee had yet to meet as it was awaiting the Burials Sub-Committee to meet and discuss the referral from the full Town Council meeting of 18<sup>th</sup> April 2018, regarding reviewing a number of the burials charges.

There was a discussion of the current process of setting the fees and charges and it was felt with the re-structure in process it was an opportunity to make changes to the Sub-Committees of the Facilities Management Committee. One option put forward was to hand responsibility for the burials and cemeteries charges to the Burials Sub-Committee and for the Facilities Management Committee to set the remaining fees and charges and for the Fees and Charges Sub-Committee to be dissolved.

**Cllr Mrs Linda Edwards arrived and joined the meeting at 6.35pm**

It was stated that at present, the Fees and Charges Sub-Committee only meets to set the rates increases. There followed a discussion where members felt the charges had become controversial with some members of the community, and some wanted to know how certain the Council was that the charges were right for each facility. It was felt that in relation to Burry Port Memorial Hall in particular, it had been stated by some users that the “add-on” system of charges for kitchen, bar, lighting, etc was confusing.

Cllr Michael Theodoulou as Chair stated that the fine detail of these charges would need looking at, to address the concerns raised by members, but that the increased usage would suggest that the current situation may be more beneficial to more members of the community than the previous arrangements.

The discussion continued with some members stating that to lower the charges for the users of Council facilities would likely result in increases to the precept for the whole community as the facilities were not run at a profit regardless. In addition, it was stated that if Council facilities were significantly cheaper than other local venues, then they could end up denying those businesses/venues custom which could adversely affect the community also.

There was a request for the usage comparison figures that the RFO had previously promised, to which he replied that he felt it would be more useful to provide members with a full financial year comparison for the years 2016/17 and 2017/18 and was working to provide them with that.

All were agreed for the need to invest in the facilities the Council had to benefit the community.

Members **AGREED** for the Burials Sub-Committee to assume responsibility for setting the burials charges and for the Fees and Charges Sub-Committee to be dissolved with its remaining responsibilities to be assumed by the Facilities Management Committee.

**ACTION: BURIALS SUB-CMTE and OFFICE**

Members also **AGREED** for the facilities hire charges to be put on the agenda for the next meeting.

**ACTION: FACILITIES MANAGEMENT CMTE and OFFICE**

Members expressed their sadness at the recent resignation of Geraint Davies from the office of Councillor. Members all **AGREED** for a letter to be written to him, expressing thanks for his work and sadness at his resignation.

**ACTION: RFO**

**The Committee moved to agenda item 8 next as Meirion Jones needed to depart early**

**8. To receive the report of the Burial Sub-Committee**

Meirion Jones reported on the need for re-surfacing the road access to the cemetery, describing the location as the section of road from the second turning after the Chapel of Rest

to the third and one other small section near the entrance. He added that the total area to be covered was roughly 110m by 4m.

Shan Loudon informed the Committee that four quotes had been got and gave the quoted prices.

In response to a query on the budget, the RFO confirmed that as it was a new financial year there was sufficient budget to cover the cost, but once this item was dealt with, it would not leave much for other issues.

Members discussed whether or not to approach the Finance Committee to request the payment be made from reserves. In their discussion members listed the urgent, required or desired facilities improvements that would also need actioning and where the funds for that work would come from. It was noted that there were grants available for some of that work and that there was a Community Regeneration Officer (Jayne Pritchard) at Carmarthenshire County Council who dealt with grant availability. It was **AGREED** for Jayne Pritchard to be invited to the next Facilities Management Committee meeting.

**ACTION: OFFICE**

Members **AGREED** for the resurfacing to be referred to the Finance Committee with the recommendation to use the cheapest quote.

**ACTION: FINANCE COMMITTEE**

Meirion Jones stated that there was a requirement for at least one member of staff to receive the headstone testing training. Members **AGREED** to the training being arranged with the recommendation that more than one member of staff receive the training.

**ACTION: OFFICE**

Members discussed the delays in distribution of deeds. The RFO noted that there had previously been a report commissioned to assess this very matter, and recommended the report be revisited to help find solutions to the problems. Members **AGREED** for the RFO to work with the Burials Sub-Committee and any Councillors who wished to contribute, to assess the report and discuss solutions.

**ACTION: RFO AND BURIALS SUB-CMTE**

Members were informed that thanks to research by Shan Loudon it had been established that the cost of burials of young people under 18 could be claimed by the Council from the Welsh Government.

There followed a discussion of the maintenance issues associated with the newly transferred parks. Members were informed there would be a meeting on the 10<sup>th</sup> May with Carmarthenshire County Council Officers for the technical handover of the transferred assets, with a visit and inspection of them all, and to agree on what needs doing in terms of maintenance and who is responsible for what. Gareth Howells (Assistant Grounds Maintenance Manager) had confirmed to the office that the County Council would continue its annual inspection of the parks at no charge to the Town Council.

Meirion Jones reported that there may be a need for some new equipment to manage the new assets as some of the equipment was quite old and could not be used for long periods of time due to white-finger vibration safety limits.

Cllr Michael Theodoulou informed the Committee that he had been approached with concerns from Burry Port RFC in relation to the responsibility for clearing the sewerage drains. Previously, in cases of emergency, a private company was hired to clear the drains with the invoice forwarded to the County Council to pay. With a major event due in the Memorial Park between the 5<sup>th</sup> and 7<sup>th</sup> May they had asked who would be responsible now, prior to the technical handover, should something happen during the event. Cllr Michael Theodoulou stated that as it was an urgent matter he had informed the RFC to continue with their usual arrangements and that should it be required; the bill would be paid by either the Town Council or County Council, with a long-term arrangement to be agreed on the 10<sup>th</sup> May. Members approved of this action.

### **Meirion Jones left the meeting at 7.25pm**

## **5. Consideration of the Committee's budget monitoring report**

The RFO gave a brief run through of the report, reminding members that the figures shown were to the end of February, and that the overall budget was just under 92% at end of year.

In relation to income the RFO confirmed that both Burry Port and Pembrey hall hire showed increases from that expected. Members again, discussed the matter of charges briefly, with all agreed that the forthcoming breakdown comparisons would be enlightening. The RFO stated that he believed some previous users had stopped using Burry Port Memorial Hall for functions because the licence restrictions on the use of and permitted opening hours of the bar no longer suited their situations. There was recognition from members that it would be difficult to please everyone on that matter as making changes to allow late opening, would likely cause upset with neighbouring residents.

In relation to expenditure, the RFO highlighted the following:

### Cemetery/footpaths

Overall it will be within budget with the footway lighting payment to be shown in the next report. He clarified that the increase in income for the cemetery was due to an increase in usage.

### Hall & institute

It was noted that there were still some virements needed on some budget headings within the Facilities Management Committee budget. Members suggested the RFO produce a document showing how the figures would look with the unspent £8000 budgeted for loan re-payment (which had yet to be taken out) redistributed among those overspent budgets, to which he **AGREED.**

**ACTION: RFO**

## **6. Consideration of correspondence previously circulated to members**

None had been received

**7. To receive a report on meetings of the Chairs Committee**

Cllr Michael Theodoulou reported that there had been no meetings of the Chairs Committee but that once the new structure was in place there would normally be 1 a month and it was expected to be on the 3<sup>rd</sup> Tuesday of the month. Evening meetings were likely to be preferred due to staff availability.

He reminded members that the Chairs were meeting daily at 9am at present to deal with official correspondence and that all members were welcome to attend and assist.

**8. To receive a report from the Burials Sub-Committee**

This item was dealt with earlier in the meeting

**9. To agree Sub-Committees for the year and their membership**

Cllr Michael Theodoulou recommended this matter be deferred until the next meeting as discussions on the matter were ongoing and advice was being sought from the SLCC on the interpretation of the Standing Orders. He confirmed that there was a Town Council resolution for a working group of two Independent members, two Labour members and one Plaid Cymru member to populate the new Committees but agreement was needed on the structure first.

**10. To consider annual inspection of play areas**

This matter had been addressed under agenda item 8

**11. To consider procedures for the cleaning of the Council's various facilities on an ongoing basis, including costings of cleaning materials and staff time.**

Members were informed that staff had been asked to make a comparative assessment of current staff time and materials costs versus contracting costs.

Shan Loudon gave details of the costs of a deep clean of Pembrey Hall followed by 1-2 hours a week thereafter. She added that currently the cleaner does not have time during her visit to do more than basic cleaning. She recommended that a deep clean be arranged in advance of the forthcoming wedding reception.

After discussion members **AGREED** for a deep clean to be arranged and approved a budget of up to £200 for that, pending the acquisition of one further quote.

**ACTION: OFFICE**

Members asked if there was a risk assessment in place for the upcoming wedding reception and were advised the matter would be looked at.

**ACTION: CHAIR AND OFFICE**

Shan Loudon gave members the costs of a deep clean of both kitchens in Burry Port Memorial Hall. Members **AGREED** for the deep clean to be arranged with a budget of £585 (plus VAT).

**ACTION: OFFICE**

Members discussed what the options were for future arrangements and felt that a fuller analysis of what the costs to the Council were at present, was needed to make a decision. It was hoped that a new Sub-Committee dealing with cleanliness of facilities was soon to be established and that it would be able to look in detail at these issues as the solution may require staff training and/or increased hours.

## **12. Pembrey Memorial Hall - update on the heating system and replacement of cracked windows**

Cllr Michael Theodoulou reported that he had had to commission a repair to the roof to Pembrey Memorial Hall for £1380 in advance of the wedding reception, an action which members indicated their **APPROVAL** of. He reminded members that they had agreed to look at longer term solutions to the roof of the Hall in conjunction with seeking grants and other options.

With regards the heating system, members were informed that there had been difficulties in enacting the Committee's decision to commission a report due to the limited number of quotes returned by qualified companies. Members **AGREED** to the quoted price of £975 (ex VAT) for the report.

**ACTION: OFFICE**

Members discussed the options presented for replacing two broken window panes and **APPROVED** the quote for £196 to replace both.

**ACTION: OFFICE**

Members discussed a received request for curtains to be erected in Pembrey Memorial Hall by one of its regular users. Many believed that the curtains had been previously been replaced with blinds as they were less of a fire risk. Office staff were instructed to respond to the request to state that the Council's preference was for blinds and for Maintenance Staff to inspect whether the blinds were still in place or needed repair or replacement.

**ACTION: OFFICE**

## **13. Update on asset transfers**

Members were informed that the leases had been signed for all of the assets previously agreed to and that meetings were being arranged with Officers from Carmarthenshire County Council to discuss additional assets including the Memorial Gardens, the harbourside play area land, the harbourside toilets and the marina fields. A report on those meetings would be made to the Council in due course. It was also noted that the Council's solicitor had been instructed to make the additional searches for the strip of land at Pembrey offered by the Church in Wales.

Members requested that an enquiry be made as to whether outstanding drainage work in Burry Port Memorial Park had been undertaken or scheduled yet.

**ACTION: OFFICE**

**14. To receive an update of discussions with the Bowls Club.**

Members were informed that several meetings had taken place between the Bowls Club and the Council. The following had been agreed in these meetings

- for the Council to assume responsibility for the facility itself with the Club remaining a separate entity.
- The Club would collect their subscriptions and pay that to the Council, which would then set a budget, based on their accounts for them to run the Club.
- The Club will arrange for the cutting of the grass as it required expertise.
- The Club will keep and maintain their equipment.
- The Club's representatives on the relevant Town Council Sub-Committee will be the Secretary of the men's teams and the Chair of the women's teams.

Members discussed that the facility was now the Council's to use and/or hire, and it was noted that hiring out the facility would help subsidize the Club. There remained a question over whether the Council being responsible for the facility would include the use of items such as crockery, cutlery and glassware therein or not.

**ACTION: BOWLS CLUB SUB-CMTE**

Members were also informed that the long-term maintenance of the green shed would need looking. The RFO stated he would arrange for the distribution of the Bowls Club figures with members.

**ACTION: RFO**

**15. To consider any referred matters (if any)**

There were no other referred matters

**16. Any other urgent business at the discretion of the Chair**

Members discussed whether the charge for the use of Council facilities by the Friends of Burry Port Memorial Park for the Halloween party in 2017 was still necessary, given the lease of the park had now been transferred to the Council. The RFO stated that the group had been provided with three options:

- To pay the invoice
- Submit for a grant
- Make the group a part of the Town Council (and thereby waive the fees)