

Pembrey and Burry Port Town Council
Facilities Management Committee meeting

Wednesday 6th June 2018

Present: Cllrs Peter Freeman, Robert John, Mrs Lisa Mitchell, David Owens, Michael Theodoulou

In attendance: Alan Howells (RFO), Shan Loudon (Administrative Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Clerk's Office, Memorial Institute, Burry Port 6.35pm – 8.35pm)

Prior to the meeting starting Cllrs Robert John and Peter Freeman volunteered to attend a One Voice Wales conference on Innovative Practice on Wednesday 4th July.

1. To receive apologies for absence.

No apologies were received but it was noted that Cllrs Mrs Karen Francis Morris, Mrs Shirley Matthews and Mrs Moira Thomas had informed the Council they were not attending meetings at present..

2. To appoint a Chair of the Facilities and Assets Committee.

The RFO, as acting Chair of the meeting asked members for their nominations.

Cllr David Owens nominated Cllr Michael Theodoulou, seconded by Cllr Peter Freeman.

In the ensuing vote 4 members voted in favour, with 0 against and 0 abstentions. Cllr Michael Theodoulou was therefore appointed as Chair of the Committee.

3. To appoint a Vice Chair of the Facilities and Assets Committee.

The RFO, as acting Chair of the meeting asked members for their nominations.

Cllr Michael Theodoulou nominated Cllr Peter Freeman, seconded by Cllr David Owens.

In the ensuing vote 4 members voted in favour, with 0 against and 0 abstentions. Cllr Peter Freeman was therefore appointed as Vice Chair of the Committee.

The RFO then handed the chairing of the meeting to Cllr Michael Theodoulou

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

No declarations of interest were made.

5. To confirm the minutes of the Facilities Management meeting held on Wednesday 2nd May 2018

Prior to dealing with this item, an email was read aloud to members, written on behalf of the three absent members. Members discussed that the contents could be noted but that to answer all of the questions put forward would take staff a long time to do, and that with the current staffing issues it may not be possible. Some members felt that it was not possible to contribute to meetings via email in this way as attendance was needed to clarify points and debate issues. It was also noted that their votes on issues could not be counted without attendance. It was however recognised that making written requests to the Clerk and Chair prior to a meeting was the preferred method of raising issues for discussion at meetings.

Cllr Mrs Lisa Mitchell arrived at 6.40pm

In discussion their response to the email members decided to thank their fellow members for the email, to inform them that their comments were noted and that the business of the Committee would be captured in the minutes which they would receive in due course.

The minutes of the meeting held on Wednesday 2nd May were approved as a true record.

6. To consider any matters arising from the minutes

P1 (4) - re: Jean Hire memorial seat

Members discussed an update provided by Shan Loudon and asked her to inform Jean Hire's family that the Council were planning an intimate moment for Jean Hire's colleagues from the Council and her family, and that the date could be set on their return from holiday.

P1 (4) – to receive a report from the Fees and Charges Sub-Committee

Members were reminded that they had been sent a schedule of all of the Fees and Charges. They proceeded to discuss that there were two issues being raised with them. Firstly, that the charges were too complicated, secondly that they were too high.

In relation to the second point members felt that the figures indicated the charges were comparable to the market and that the high usage would suggest the charges are not viewed as too high. It was noted that the charges as they were at present did not actually make the Council a profit once the costs of buildings maintenance and staffing were taken into account, and to be making a profit from the building would require significant increases.

In relation to the first point, members agreed that the charges may well be too complicated. Shan Loudon reported that she had not received any complaints about the complication of the pricing system from those who hired the facilities. Members discussed that the add-ons for Burry Port Memorial Hall could put financial pressures on those hiring it for charitable events.

Members proceeded to discuss the costs of hiring the bar for events. Members established that the agreement with The Coasting Pilot meant that the bar could be booked for events in the hall at no charge, if the Town Council ran the bar. The charge currently levied had been

introduced prior to this agreement, and it was no longer possible for organisers to hire the bar to run it themselves. Members felt therefore that the charge should be adjusted accordingly as it was no longer a fee to run the bar, but for the sale of alcohol from a table or stand other than the bar.

The discussion expanded to deal with the matter of agenda item 15, a request from Burry Port RFC to install and run a free-standing bar at an upcoming event. Members discussed that there may be some licensing complications also and that the limits of the licence would need to be adhered to, whether the bar was set-up under the RFC's licence or under the Councils. Members discussed the need to ensure the bar and other add-ons were affordable, but that it was the responsibility of community organisations or charities to set their prices to make their events profitable. In relation to the free-standing bar members felt that there would need to be a signed agreement in place for the event organiser to assume responsibility and make arrangements for their own licence. It was noted that one-off, event only licences could be applied for with the County Council.

Members **AGREED** that for the upcoming Burry Port RFC event, they would set a charge of £50 for their own free-standing bar, provided all of the licences were correctly in place.

ACTION: OFFICE

Members discussed that there was a three-tier system for hire of facilities but that there was only a flat rate for hire of the add-ons, and it was felt this matter should be looked at. Members **AGREED** for Cllr Michael Theodoulou to work with Shan Loudon to prepare a report on the matter to bring back to the Committee.

ACTION: CLLR THEODOULOU and SHAN LOUDON

There followed a brief discussion of the difference between inclusive events and sustainable fundraisers. The RFO reminded members that any changes to the charges would need approval by the Town Council.

P2 (4) – re: Geraint Davies

Members were informed that the letter had yet to be written but would be shortly.

ACTION: RFO

P2 (8) – to receive the report of the Burial Sub-Committee

Members were informed that there was no report as the Sub-Committee had yet to be re-set.

P2 (4) – re: RFO report on usage and figures for the facilities fire 2016/17 and 2017/18

The RFO confirmed that the figures would be for the full year.

To hasten proceedings, all members agreed for the Chair agreed to go through communications in advance and make any relevant points raised into agenda points for the next meeting.

7. Consideration of the Committee's budget monitoring report

The RFO stated that he has been busy finalising the end of year report and had not had time to prepare the budget monitoring report for this month.

8. Consideration of correspondence previously circulated to members – none forwarded.

None had been received.

9. To agree sub committees for the year and their membership.

Members were informed that it had been agreed for each Committee to set-up its own Sub-Committees using the previously agreed framework as a guide.

- To agree the brief and role of each sub committee

After discussion members agreed to set up the following Sub-Committees with the following roles:

1. Flowers and Parks – with the role of overseeing the planting and maintenance of the Council’s assets. Working to provide the best service the Council can to the community, consulting with the community to resolve issues and to work with community organisations. To ensure that the floral displays are maintained to a high standard.
2. Burials Committee – with the role of overseeing the workings of the cemetery and its charges. To provide a review of operations at the cemetery to provide the best and most cost-effective service.
3. Bowls Club Committee – with the role of managing the Bowls Club facility. To achieve and maintain a seamless working relationship between the Bowls Club and the Town Council.

Members discussed the need to deal with issues associated with facilities the Council managed, and whether or not more Sub-Committees were required. It was acknowledged that current staffing pressures made it unlikely for any other Sub-Committees to be functional, although a preference for single subject Sub-Committees was expressed, to ensure quick and focussed meetings. The solution put forward was to set-up task-and-finish Working Groups as and when required, with a review of the situation to follow later in the year.

- To agree membership

Members discussed that with some Councillors not participating in Council meetings at present, it was difficult to set the membership. It was therefore agreed that all members present at this meeting would attend the Sub-Committee meetings they could.

Members felt that it was essential that Meirion Jones (Cemeteries Superintendent) be a member of the Burials Committee. It was also addressed that the Council would be seeking

to appoint members to Sub-Committees from the Community with relevant positions, skills, experience or knowledge.

- To appoint a Chair and Vice Chair

Members agreed to appoint the Chair and Vice Chair, respectively as follows:

1. Robert John, Lisa Mitchell
2. Peter Freeman, Michael Theodoulou
3. David Owens, Michael Theodoulou

Members agreed that the appointments were subject to change once the Committee was back at full membership.

All of the above was **AGREED** unanimously.

ACTION: OFFICE

10. To receive a report on meetings of the Chairs Committee

Members were informed that there had been no meetings but that they were scheduled for the 3rd Tuesday of every month at 6pm in whichever venues were available.

11. To consider a request from Jonathan Williams (CETMA) regarding the use of Pembrey Memorial Hall for a monthly disco

Members discussed the need for more activities for younger people in the community and that the proposed monthly disco would be of great benefit to them. Members discussed that although elements of the delivery of the disco was to be done by younger people, the whole event would be overseen by responsible and qualified adults.

Members **AGREED** unanimously to the request subject to a review, 6 months after it started, to assess its impact.

12. To consider the implementation of a monthly contact with Biffa for a refuse bin at Pembrey Memorial Hall

Members were provided with the costs for provision of a refuse bin. It was noted that the provision of a bin at the site had been previously overlooked and had not become apparent until a recent large event, as the levers of waste produced were normally small.

Members were in agreement the item was necessary and discussed from which budget funds could be drawn. Members **AGREED** for the RFO to investigate if there was sufficient funds in the Special Projects heading, or the Community Engagement heading to cover it, and if not to refer the matter to the Finance, Governance and Personnel Committee.

ACTION: RFO

13. To consider the implementation of legionella risk assessments and monthly temperature monitoring at Burry Port Memorial Institute and Pembrey Memorial Hall

Members were informed that a regime addressing the above issues had been in place but that it had recently lapsed. The company responsible had got in touch asking if the contract was to be renewed. The charges were £100 per month for the facilities at Pembrey Memorial Hall and Burry Port Memorial Hall to be paid in a lump sum.

Members **AGREED** to the contract but referred the payment to the Finance, Governance and Personnel Committee as there was no budget.

ACTION: FINANCE, GOVERNANCE and PERSONNEL

14. To consider hire charges for all facilities.

This item had been discussed previously under agenda item 6.

15. To consider a request from Burry Port RFC to install a free standing bar at a forthcoming event

This item had been discussed previously under agenda item 6

16. Update on management of parks and play areas

Members were informed that a review had taken place in discussion with the current maintenance team, and that to enable future management 3 options had been put forward:

- To contract additional work out to a company
- Employ an additional seasonal member of staff
- Allow current staff to work on an overtime basis to do the work

The currently favoured option was to employ an additional seasonal member of staff.

In addition, staff would need some new equipment to enable the works and priced as follows:

- A larger trailer c. £1000
- A larger mower c. £7000
- A heavy duty strimmer c. £300

Members were reminded that the development grant budget received along with the asset transfers would be sufficient to cover the above costs.

Maintenance staff were confident that with the new equipment and additional staff member it would be feasible to empty the bins once a week, to cut all grass areas once a month and to maintain the banks and verges also. It was noted that some bins had been identified as needing to be added to the inventory.

There followed a discussion of the current issues concerning grass cutting in the Memorial Park, and the complications that had arisen over who was responsible for cutting what. It was noted that for the grass to be maintained at the levels residents expected would likely require more work than what was currently being provided by the sports clubs and the County Council, and that it may be necessary for the Town Council to step in to do the work.

The RFO advised members to contact Nicky French (Assistant Grounds Maintenance Manager) with regard the ditches and their maintenance.

Members **AGREED** unanimously for a meeting to be arranged with Burry Port Rugby Football Club and Burry Port Football Club to discuss the issues with them, for a further meeting with Nicky French and for the matter to then be taken to the Town Council for consideration.

ACTION: OFFICE

17. Update on asset transfers.

Members were informed that there was a need to tidy up some agreements with the Bowls Club. The previously discussed lease agreement concerning the Allotments at Pembrey was waiting to be signed for. A meeting with Officers from Carmarthenshire County Council was held discussing the following potential asset transfers:

1. The Memorial Gardens – Once the ownership was legally confirmed, the Council was happy to transfer
2. Two public conveniences – The railway stations conveniences were likely to be ok to transfer but the conveniences on the west harbour would be going out to competitive transfer with a view to demolish and build a café unit with attached public conveniences.
3. The land for the harbourside play area – the County Council was happy to transfer this asset.
4. The Carnival Fields – the Council was reluctant to arrange a lease for this land at present.

The RFO reported that he had submitted Expression of Interest forms on behalf of the Council regarding the first three assets (excluding the west harbour conveniences)

Members noted that an additional strip of land opposite Seaview Terrace may need to be looked if there was no satisfactory resolution to the current grass cutting issues.

18. To consider any referred matters (if any)

There were no other referred matters

19. Any other urgent business at the discretion of the Chair

Members were informed of an invoice for £300 from the IT contractor for encryption charges which would need to be referred to the Finance, Governance and Personnel Committee as there was no budget for it. Members **AGREED** unanimously to the referral.

ACTION: FINANCE, GOVERNANCE and PERSONNEL

Members were informed of the need to replace a broken fridge in Pembrey Memorial Hall at an anticipated cost of £160. There was also a forthcoming meeting with Jayne Pritchard to discuss a potential business plan for the provision of a commercial café/kitchen in Pembrey as it was not currently provided for within the community there. It was noted that there was a

café operating outside of the Country Park. Members stated that it would be beneficial for Cllrs Hugh Shepardson and Mrs Shirley Matthews to be present at that meeting and in any applications for grants.

Members **AGREED** unanimously to the purchase of the new fridge.

ACTION: OFFICE

Members were informed that an estimate had been received to replace the roof of the Bowl Club green shed for £17,000. It was believed that there was about that much left over in the section 106 fund and that the Committee should approach the County Councillors to support using the fund to enable the refit.

ACTION: OFFICE

Members were informed that the Bowls Club had requested the Council supply the paint and equipment necessary to re-decorate the clubhouse. Although there was no price submitted, provided costs did not exceed £150 the Committee unanimously **APPROVED** the request.

ACTION: OFFICE

Members were informed of an ongoing disagreement between an organisation hiring Burry Port Memorial Hall and the bar managers (the Coasting Pilot). They advised the office staff to remind both parties that it was an issue for them to solve between them.

ACTION: OFFICE

Members were given information about a grant for up to £5000 for enhancing open spaces for the community. The suitability of some potential areas were discussed, including the grassed area outside of Pembrey Memorial Hall and the Tennis Courts at Pembrey Memorial Hall.

Members requested a quote be got for the erection of taller netting between the MUGA and the Bowls Club.

ACTION: OFFICE

Members were informed of a grant from the County Council to fund a Wellbeing Officer to assist Town Councils in the delivery of their responsibilities in relation to the Wellbeing of Future Generations (Wales) Act 2015. The relevant forms would be provided to the office soon. Such an appointment would be overseen jointly by the Chairs of Facilities and Assets Committee and the Regeneration and Wellbeing Committee as the remit of the work spanned both. Members **AGREED** unanimously to this.

ACTION: OFFICE

Members were informed that the planning application for the harbourside play area had been submitted by the contractor who requested the costs of submission be met in the final bill. Members **AGREED** unanimously to this suggestion.

ACTION: OFFICE