

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

**Wednesday 5<sup>th</sup> September 2018**

**Present: Cllrs Peter Freeman (Vice Chair), Robert John, Mrs Shirley Matthews, Mrs Lisa Mitchell, David Owens, Michael Theodoulou and Mrs Moira Thomas.**

**In attendance: Kevin Williams (Technical Services Officer), Shan Loudon (Administrative Officer)**

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

**(Senior Citizens Hall, Memorial Hall, Burry Port 6.30pm – 8.40pm)**

**For the benefit of local residents Carys Hughes and Elwyn Hughes who were present agenda item 3 was discussed first.**

**3. Discussion with a local resident regarding the parking area adjacent to Penybryn Avenue and Erw Terrace.**

Cllr Michael Theodoulou welcomed Carys Hughes and her father Elwyn Hughes, a retired Planning Officer to the meeting to discuss their proposed idea. Ms Hughes explained to members that the area concerned used to have 10 garages. These were demolished by Carmarthenshire County Council who assured residents that the area would be resurfaced but unfortunately this has not occurred. The land is currently uneven, overgrown and therefore due to the poor surface area residents are unable to park on it.

In April 2017 Carmarthenshire County Council applied for planning for two houses to be built on the site which was rejected (S/35403).

Residents of Penybryn Avenue and Erw Terrace have been in contact with County Councillors John James and Mrs Amanda Fox who suggested Ms Hughes provide them with a plan which they would support. This plan has been shared with local residents who are in support of the proposal.

The residents would like the land restored to an area that is suitable for parking. As the land is currently owned by CCC a new boundary fence would need to be agreed between them and the neighbouring owner. The ideal solution would be for CCC to transfer the land, once it has been created as a parking area, to the Town Council.

Cllr Michael Theodoulou confirmed that he has spoken to County Councillor John James who is in support of this proposal.

**Carys Hughes and Elwyn Hughes left the meeting 6.45pm**

Cllr Mrs Shirley Matthews suggested that a questionnaire be sent to all residents which would confirm their support for the proposal.

Cllr Michael Theodoulou informed the committee that there is a set process to be followed in relation to asset transfer and that the costs and time commitments need to be considered very carefully.

It was commented that these would be public parking spaces and could not be policed.

It was proposed that in principle the proposal for the Town Council to consider an asset transfer of the area would be supported subject to the area being made suitable by Carmarthenshire County Council.

It was also agreed that County Councillors John James and Mrs Amanda Fox be asked to submit a letter of support.

**ACTION: OFFICE**

Before the meeting proceeded, on behalf of the whole Committee, Cllr Michael Theodoulou welcomed the new TSO to his post.

**1. To receive apologies for absence**

Apologies had been received from Cllr Mrs Karen Francis Morris.

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

No declarations were made.

**3. Discussion with a local resident regarding the parking area adjacent to Penybryn Avenue and Erw Terrace.**

Previously addressed.

**4. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 4<sup>th</sup> July 2018**

The minutes of the Facilities and Assets Committee held on Wednesday 4<sup>th</sup> July 2018 were confirmed as an accurate record of the meeting.

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

P2 (4) Re: Water testing

The TSO confirmed that he would make enquiries about the water testing as it may be possible for trained staff to undertake the testing. He would also enquire about the legal implications of doing the work ourselves.

**ACTION: TSO**

P4 (9) - re: grassed area in Burry Port Memorial Park previously used as an outdoor gym

The Chair confirmed that address the use of this land was not a priority and this would be revisited next year.

**6. To consider the budget monitoring report**

None had been received. Members noted that the RFO had stepped down as the Acting Responsible Officer as he had fallen behind with his RFO workload. Members hoped they would receive the information soon as they needed to make decisions on several matters.

**7. Consideration of correspondence previously circulated to members – none forwarded**

None had been received.

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

Cllr Michael Theodoulou reported that the Chairs Committee had not met officially and therefore he had no report.

**9. Update on the management of the parks and play areas to include authorisation of annual inspection of each play area @£80 per playground**

Members were informed that the Council was required to do this inspection and that the cheapest quote received was from Carmarthenshire County Council at £80 per playground. It was confirmed that this was a thorough, annual inspection that was separate to the weekly inspection our staff had been trained to do.

Cllr David Owens **PROPOSED** that the authorisation be granted, seconded by Cllr Robert John.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

**10. Update on Pembrey Memorial Hall heating system**

Member had been provided with a copy of the heating system report previously commissioned by the Council. It was noted that to enact all of the report recommendations would cost £85,000.

The TSO stated that he had experience on assessing heating systems and would be looking at what was in place as well as this report and other advice received, and would be able to advise the Committee on any options and queries they had. The Chair stated that the Committee should give him time to do that work as he had only just started the job.

Members agreed with that statement but concerns were raised that the Hall could not be allowed to go through another winter with the oil tank and boiler issues as they were.

Cllr Peter Freeman **PROPOSED** that a decision on this matter would be deferred until the TSO had delivered his report, seconded by Cllr David Owens.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

#### **11. Consideration of the bar facility within Burry Port Memorial Hall and a contract for operating the bar**

Members were informed of what the current arrangement was. There was no written contract, only an agreement with the provider as due to the Clerk's absence the contract had not been drawn up. The arrangement currently in place was for the bar to be available for free to hirers, if operated by the Council's provider, or to pay a fee to run their own affair.

Members stated that potential hirers and hirers had spoken to them about the costs of hiring the bar for them to run being prohibitive, citing that many organisations used the running of the bar to offset costs or even raise funds during their events and that there was little appeal in having a bar for free.

Members discussed that the beer delivery system was owned by the brewery and installed on behalf of the Council's provider, and therefore there may be restrictions or training required for those wishing to use it. Members also discussed whether hirers could use the bar area without using the system, which was thought possible but that the Council's provider would need to make sure they removed all of their stock when the bar was to be used by others. It was noted that it had been decided previously to allow hirer's to sell

A major concern for members was related to licensing and establishing who's license would be in effect should a licensed outside organisation hire the bar, or whether hirer's would need to arrange temporary licenses for their use. No certainty could be got on the matter.

Members established that they would like to set up a system that allowed hall hirer's to use the bar for their functions and events without interfering with the systems the Councils provider had in place.

To find a solution to the problem the Committee established a task and finish group consisting of Cllrs David Owens, Robert John and Mrs Shirley Matthews

**ACTION: WORKING GROUP**

#### **12. Update on asset transfers**

Members were updated on the ongoing transfers as follows:

- Memorial Gardens, Burry Port – the County Council were supportive of this transfer in principal but due to the previously noted issues surrounding the deeds there could be no progress until ownership had been legally established.
- Harbourside conveniences – The Town Council had withdrawn its interest.
- Railway Station conveniences – A response from the County Council was still awaited but this matter was a low priority to follow up on at present. Members were informed that a minor complication had been corrected as the County Council system had

shown that these conveniences were already the Town Councils, but this was a mistake.

- Marina fields – the Town Council had withdrawn its interest so as not to complicate arrangements between the Carnival Committee and County Council.
- Harbourside play area – there was a delay in confirming acceptance of heads of agreement with the County Council but this had been addressed. Currently the transfer was awaiting approval from the Big Lottery as they had been a major funder of the Millennium Coastal Park development and the play area was on MCP land. Planning approval was subject to that decision.
- Land adjacent to Pembrey Memorial Hall – this asset transfer was proceeding but no updates to give.
- Strip of land south of Pembrey Memorial Hall – details of this strip of land were awaited and the matter of ownership was being addressed between the County Council and the Church in Wales.

### **13. Report from the Chair of the Bowls Club sub-committee.**

It was reported to the Committee that there had been no formal meeting as yet. During informal discussions it had been agreed for the top dressing of the bowling green to be done at the bowling season end. A number of structural issues in the “green shed” needed addressing urgently and these were the responsibility of this Committee to fix, more quotes to repair the roof were needed. Club members were going to paint the main pavilion interior after the Council had agreed to provide the paint.

In relation to the repairs to the green shed roof, Cllr Michael Theodoulou **PROPOSED** that the Committee officially request the County Councillors to ask for the money remaining in the Section 106 fund to make the repairs and replacements necessary, seconded by Cllr David Owens.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

Members also discussed the possibility of hosting the next Facilities and Assets Committee meeting in the Bowls Club to familiarise themselves with the new facility.

**ACTION: OFFICE**

### **14. Update on Pembrey CCTV**

Cllr Peter Freeman declared an interest due to his holding an allotment.

A request from the Growing Association had been received to site or re-site a CCTV camera at Pembrey Memorial Hall to cover the allotments due to vandalism. A quote had been obtained for £775 to upgrade to an 8-channel system and purchase a new camera.

Concerns were raised about further expense being made without a budget monitoring report.

Cllr Mrs Moira Thomas **PROPOSED** that in principal the Committee agreed to purchasing the system upgrade and camera provided the budget monitoring report showed sufficient funds, seconded by Cllr Mrs Shirley Matthews.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

While on the subject of Pembrey Memorial Hall Cllr Michael Theodoulou **PROPOSED** to install an outside water tap on the side of the building adjacent to the allotments to ease the burden on growers during dry periods, provided the cost was below £100 and that the building was not on a water meter, seconded by Cllr Robert John.

It was noted that the Council had provided assistance to the Growing Association during the recent dry spell with filling their water butts and allowing vehicle access over the grass to drop off water.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

#### **15. To set up a sub committee to oversee cleaning standards**

It was noted that this sub-committee was needed to ensure that cleaning standards and facility standards were set high to benefit facility hirers. It was felt that despite conducting deep cleans it was management of standards afterwards that led to issues.

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:

- Discussion of staffing issues

#### **The meeting was re-opened to the public for the remainder of the meeting**

Cllrs Mrs Shirley Matthews, Mrs Moira Thomas and Mrs Karen Francis-Morris were chosen to form a working group to look in to the matter in advance of populating a new sub-committee.

**ACTION: WORKING GROUP AND OFFICE**

#### **16. Consideration of request from the Burry Port Town Band regarding their requirements**

Members were informed of a recent informal meeting between the Chair and two representatives of the Town Band where the basis of this request had been put forward. The band had concerns that their current practice rooms (the small Copperworks building) were no longer suitable due to its location in a residential area and the forthcoming neighbouring developments and the lack of parking. They therefore wished to move premises but were

keen to maintain their relationship with the Town Council. They understood that the Council did not currently have any available buildings that would be suitable. With that in mind they had secured an agreement with Swansea University to design a purpose-built building at no cost and that they estimated they could put the building up for a total of £100,000 with the band members using their workplace experience and knowledge to undertake the finishing tasks internally. The band were keen for their rent not to increase.

The Chair had spoken to the RFO who had advised that using the rental income from the band, the Council could secure a loan of between £45,000 and £50,000. Swansea University had agreed to also make available their grant and funding finding systems to enable the band to secure the remainder, alongside organising fundraisers.

Members discussed the idea with a strong expression of support in principal. The main queries being related to the securing of funds and the Council having a number of projects ongoing. Many felt the sale of the Copperworks building needed to be pushed ahead. The opportunities to refurbish the current building were discussed, but it was recognised this would not address the parking issue. There was strong support for the idea to assess the recently transferred assets for their potential as it was not believed all of them could be retained as play areas.

Cllr Michael Theodoulou **PROPOSED** for the band to be invited to speak with the Committee, seconded by Cllr Peter Freeman.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

#### **17. To consider a request from the Short Mat Bowls club regarding an additional session at Pembrey Memorial Hall**

The request received was for the club to extend their tenancy to two nights a week in Pembrey Memorial Hall but for the Council to not charge for the additional night or to lower the cost of both nights.

Members noted that the club already received the maximum discount for venue hire of 35% due to them being a regular user.

Cllr Michael Theodoulou **PROPOSED** that the request be refused as the Council cannot make any exceptions to their rules and regulations, seconded by Cllr Peter Freeman.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**ACTION: OFFICE**

#### **18. To consider any referred matters (if any)**

In relation to the appointment of a seasonal worker to undertake the work in Burry Port Memorial Park. It was noted that the Council resolution was to set up the post as a seasonal post and to review as to whether or not it should be permanent. There were two issues to

address, firstly if the post itself needed to be made year-round and permanent and secondly if the worker employed was a suitable candidate.

It was recognised that there was expected to be an increase in the workload of the staff, with the urgent work on drainage and footpaths highlighted in particular. The Committee agreed that it was very likely that the post should be made year-round and permanent.

Cllr Robert John **PROPOSED** that the post be made year-round and permanent and for the member of staff currently in post to be offered the job on a 6-month probationary basis, seconded by Cllr Mrs Lisa Mitchell.

In the ensuing vote 7 members voted in favour of the proposal with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

It was queried as to whether the decision was the Facilities and Assets Committee to make or if it needed to go to Full Town Council for approval.

It was decided that the proposal for appointment would be looked at and checked to establish who had the authority. If not this Committee then it would be referred to Town Council.

**ACTION: OFFICE**

A request had been received from a local resident to address the Committee on a number of proposals for improvements. The Committee agreed for Cllrs Michael Theodoulou and Robert John to meet with him to discuss his proposals.

**ACTION: OFFICE**

A letter had been received from a local resident raising concerns over the state of the Marina Fields and that the current levels of use was not sustainable. The Committee was informed that the Carnival Committee had noted this and had decided to cease their weekly car-boot sale early this year and was working with the County Council to make the necessary repairs and re-seeding. The Committee agreed for a response to be sent back to the resident explaining the situation and clarifying that the management of the fields was the responsibility of the Carnival Committee and the County Council.

**ACTION: OFFICE**

A letter from Incredible Edible Carmarthenshire had been received in relation to the garden they ran on the corner of New Street and Church Road. It included a request for permission to plant a Dwarf Pear Tree on the site, and for the Council to make a repair to the fence where a gate once stood and to raise a notice board for public information.

The Committee granted permission to plant the tree on the site and in principal to action the other works, provided the budget monitoring report showed sufficient budget to undertake them.

**ACTION: OFFICE**

The Council had been approached by people who had been involved in decorating one of the recent weddings at Pembrey Memorial hall. They wished to set up a “showcase” to promote using the Hall as a venue, they would organise it and do the advertising for the two day event, provided the Council did not charge for the use.



Members agreed to the proposal provided the organisers invited other local businesses who provided wedding services to attend.

**ACTION: OFFICE**

An idea was put forward by Cllr Lisa Mitchell as Chair of the Events sub-committee for using the upstairs room in the Memorial Institute as an “Arts Studio”. She clarified that she had not yet put this matter to the Regeneration and Wellbeing Committee as she needed confirmation that the facility was available first. The Arts Studio would encourage arts in the community, such as painting or pottery workshops, working in partnership with local groups and individuals to offer this facility to the community.

Members expressed support for the idea but wanted to know if the room could be supplied with water and basic kitchen facilities. It was also noted that chairlift access would need to be established as well as other building regulations to enable the use of the space.

In principal the Committee agreed to this use of the room but in recognition of the need for improvements to be made to the room a working group was set up to assess the level of work. Its members to consist of Cllrs Mrs Lisa Mitchell, Michael Theodoulou, Robert John and Mrs Shirley Matthews (when available).

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

None