

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Thursday 4th October 2018

Present: Cllrs Michael Theodoulou (Chair), Mrs Karen Francis-Morris, Mrs Lisa Mitchell and Mrs Moira Thomas.

In attendance: Kevin Williams (Technical Services Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Clerk's Office, Memorial Institute, Burry Port 6.45pm –7.45pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Peter Freeman, Robert John, Mrs Shirley Matthews and David Owens.

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

No declarations were made.

3. Discussion with Graham Howe and Spencer Davies regarding the usage requirements of the Town Band.

Due to a clerical error, the representatives of the Town Band had received the incorrect date for the meeting and so this item would have to be re-arranged.

4. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 5th September 2018

The following corrections were requested:

P3(10) – "... the Hall could not be allowed to go through another *winter* with the oil tank ..."

P8(18) – "Councillor Robert *John* **PROPOSED...**"

Providing the above corrections were made the minutes of the Facilities and Assets Committee held on Wednesday 5th September 2018 were confirmed as an accurate record of the meeting.

5. To consider any matters arising from the minutes

P1 (3) Re: Erw Terrace

Members were updated that a site meeting had occurred and that the County Councillors had agreed to support the transfer. However they reported that the process to follow was to

complete an expression of interest form for the land in question and to place conditions on the transfer request and submit it to the County Council. It was noted that the Committee had resolved differently, agreeing in principal to make the request provided the County Council made the improvements.

Members discussed the process and noted the need for the requested improvements to be clearly stated and for the work to be completed before the transfer was signed off.

Cllr Michael Theodoulou **PROPOSED** that the Committee resolve to complete and return an expression of interest form relating to the land in question and to place conditions on the transfer to ensure it is improved to the required standard for its future use as a car parking area, seconded by Cllr Mrs Lisa Mitchell.

Members voted unanimously in favour of the proposal.

ACTION: OFFICE

P2(5) – re: water testing

The TSO reported that he had received some prices in relation to contracting the water testing, and that there were differences between what the companies offered, with some offering the full testing, and others offering a mixture of testing and training for staff to do testing themselves. He stated the expected costs he had received so far and reminded the Committee that he was still awaiting a response from another company.

Members discussed the options and felt that those that offered a mixture of testing and training would be preferred.

Cllr Michael Theodoulou **PROPOSED** that the Committee approve, that once all prices were received, the Chair and the TSO would choose the lowest tender option that provided the testing needed and training for staff, seconded by Cllr Mrs Lisa Mitchell.

Members voted unanimously in favour of the proposal.

ACTION: OFFICE

P3(10) – re: heating system

Members were informed that confirmation had been got that the costs of replacing the oil tank at Pembrey could not be met through the insurance policy as its damage was due to wear and tear. They were also reminded that the heating system report had indicated a very high cost to undertake all of the work it highlighted.

The TSO recommended that a few improvements could be made without incurring a huge cost, such as placing thermostatic heads on the radiators and replacing the oil tank and stand. He had produced a report on the recommendations.

Members **AGREED** for the TSO to get prices for his recommendations and bring them back to this Committee.

ACTION: OFFICE

P4(11) – re: Burry Port Memorial Hall Bar

Members were informed that no progress had been made on this issue as the working group had not yet met.

P4(12) – re: asset transfers

Members were informed that Peter Edwards (from Carmarthenshire County Council) was following up on the issues holding up the asset transfer of the harbourside play area.

There was also follow up work to do by the Council's Solicitor on the transfer of the allotments site and grounds at Pembrey Memorial Hall.

P5(14) – re: Pembrey CCTV

The TSO reported that he was awaiting quote for new lighting at Burry Port Memorial Hall and the additional camera at Pembrey Memorial Hall.

P6(15) – re: cleaning standards

This item had not been followed up on yet. Cllr Mrs Karen Francis Morris agreed to act as the chair of this working group and arrange for its first meeting.

P8(18) – re: wedding showcase

Members were informed that the organisers had agreed to open out the event to allow other local suppliers and traders to be a part of it.

6. To consider the budget monitoring report

None had been received. Members noted that there was a meeting of the Finance, Governance and Personnel Committee on Monday 8th October at which there may be some update. The Chair stated that he was confident that the Facilities and Assets Committee would be within budget.

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

An email had been received and circulated to all members relating to the gravel parking area at the east end of the Memorial Park under the control of Burry Port RFC. A meeting was being rearranged to meet with the concerned resident due to a clash of schedules. Members were informed that the Club had refused the invite to attend.

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

A meeting had taken place on 25th September which had looked at the Financial Regulations and had referred the matter to the Finance, Governance and Personnel Committee with suggested improvements and refinements.

Members **AGREED** for copies of the recommendations to be sent to all members prior to the next Town Council meeting

ACTION: OFFICE

Cllr Mrs Mary Wenman requested to be added to the Parks and Flowers Sub-Committee.

ACTION: OFFICE

Members were given a run-through of the main recommendations, including addressing pre-approved budgets, budget spending limits in certain circumstances, delegated spending to Town Council or TSO and the need for a corporate debit card.

It was reported that the Chairs had also looked at the Independent Review Panel report and had looked at staffing issues.

9. To receive a report from the Chair of the Burial Sub-Committee, Cllr Peter Freeman

A copy of the draft minutes was distributed and in the absence of Cllr Peter Freeman, the TSO outlined that the Sub-Committee had looked at arranging a site meeting, looked at the issues surrounding the scattering of ashes, headstone testing training.

Members discussed the merits of outsourcing the testing versus training staff to do the work over the winter.

The TSO stated that Cemetery Management training was being arranged for himself and the Temporary Assistant Town Clerk.

The issue of publishing of payments by the Council was referred to the Finance, Governance and Personnel Committee.

ACTION: FGP CMTE

10. Update on Asset Transfers

This had been addressed earlier in the agenda.

11. Review of the Town Council's booking form and procedure (referral from the Chairs Committee meeting 25/09/18)

Members were informed that a Query had been raised over whether or not the Council should be ensuring if Hall users had in place their necessary certificates including DBS checks when arranging bookings.

The advice received had indicated that although there was no legal requirement to check it was a moral responsibility.

It was noted that there were some insurance conditions that may be required to be found out, particularly when dealing with regular hirer's. There may be a need for two different agreement forms to present to hall users depending on the nature of their events/usage.

Members discussed whether or not there was a need to set up a working group to look into the issue. The TSO advised that it may be possible to get the information the Council needed by approaching other neighbouring Councils and also suggested a solution put forward by the office to include tick boxes on the agreement form for hirers to indicate if they have the required documents.

Members **AGREED** for the Chair to investigate the matter and report back to the Committee.
ACTION: THE CHAIR

12. Consideration for the issue of rental contracts and user agreements (referral from the Chairs Committee meeting 25/09/18)

Members **AGREED** for the Chair to investigate the matter and report back to the Committee.
ACTION: THE CHAIR

13. To consider any referred matters (if any)

In relation to improving access to the upstairs room of the Memorial Institute members **AGREED** for the TSO to include all options including if whether or not a lift would be feasible.

ACTION: TSO

Copies of the confidential minutes from the Facilities and Assets Committee meeting of Wednesday 5th September were distributed for confirmation.

After reading the contents, members **AGREED** that the minutes were accurate.