

Pembrey and Burry Port Town Council
Facilities Management Committee meeting

Thursday 4th January 2018

Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Mrs Linda Edwards, Peter Freeman, John Hedley Jones, Mrs Shirley Matthews, Mrs Karen Francis-Morris and Bob Walpole

In attendance: Mrs Melanie Carroll-Cliffe (Town Clerk), Richard Staton (by invitation)

Minute taker: Ed Davies (Administrative Assistant)

(Meeting room, Memorial Hall, Burry Port 9.30am – 11.00am)

1. Personal matters

Apologies were received from Cllrs Mrs Lisa Mitchell and David Owens.

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

There were no declarations of interest.

3. To confirm the minutes of the meeting held on Thursday 7th December 2017

P5 (13) – To consider referred matters from any other Committee (if any)

Cllr Bob Walpole requested that the following two items be added to the list of equipment/maintenance issues as they had been discussed:

- A new cooker was needed in the Senior Citizens' Hall
- The hot water geyser in Senior Citizens' Hall kitchen was not working correctly.

P6 (13) – To consider referred matters from any other Committee (if any)

Cllr Bob Walpole requested that the 5th paragraph on the page be amended to read as follows:

“Cllr Bob Walpole asked Cllr Mrs Karen Francis-Morris to put into writing or prepare a statement with an explanation of her position. It appeared to the Committee that her use of the term “covenant” was at odds with other’s understanding of the term. Members felt this was a good idea.”

Subject to the above agreed amendment, the minutes of the meeting held on Thursday 7th December were approved as a true record.

4. To consider any matters arising from the minutes

P4 (11) –to consider a request received from Burry Port Town Band for a meeting

In response to a query from the Chair, the Clerk advised that, as yet, no date had been agreed to meet with the Town Band.

P5 (13) – To consider referred matters from any other Committee (if any)

In response to a query, the Chair confirmed that some of the items from the list had been dealt with, while others would need to await budget approval and for the new TSO to be in post.

Cllr Mrs Karen Francis Morris joined the meeting at 9.40am

The Clerk added that a plumber was needed to install the white goods after inspection by the Maintenance Staff.

5. Consideration of the Committee’s budget monitoring report

The Clerk stated that the RFO sent his apologies as there was no available report for this meeting.

The Chair responded that he felt this was becoming a dangerous position for the Council as it was effectively having to operate blind. He added that there was a four Chairs meeting immediately following this meeting, with the RFO in attendance and where there would be discussion upon changing the reports to better suit what the Committees’ requirements are. For this Committee, the Chair was going to ask for:

- The cemeteries and footpaths heading to be split
- Clarify the difference between “general maintenance” and “maintenance and repairs” headings
- Differentiate whether items of equipment were capital or revenue items
- The “remembrance gardens” to be shown as part of the “parks and open spaces” heading with each park and garden listed separately
- Clarify the headings of “materials” and “maintenance” under Burry Port Memorial Hall and Institute
- Show “refuse disposal” as a separate item
- Get cleaning costs listed
- Separating out the Electricity/oil/telephone charges for Pembrey Memorial Hall
- Streamlining “Special projects” as not all of them are special projects
- A new column to show “committed expenditure”

Cllr Mrs Shirley Matthews added that she felt “Hall and Maintenance” should be separated out also.

In response to the suggestion for the Council to take regular meter readings the Chair added that smart meters could also be an avenue to explore.

There was a brief discussion of the time constraints the Committee faced with the end of the financial year fast approaching, but that they did not have a clear indication of the state of the

budget, with work or services still to be done and paid for. The Chair emphasised the need to plan cyclical maintenance, to avoid large unexpected expenditure.

There was a brief discussion where it was clarified that any unspent budget is put back into reserves.

6. Update on budget setting for the 2018/19 financial year.

The Chair stated that as there were no documents supplied, this agenda item could not be dealt with and moved to the next agenda item.

7. Update on the heating system at Pembrey Memorial Hall.

The Clerk updated the Committee, stating that it had been requested at the previous meeting for a mains gas option to be explored, in addition to the storage tank options previously considered. She stated that British Gas had explained that it would require a specialist Gas Engineer to assess the work needed but that due to the Christmas break and other complications, there were no quotes in yet for her to present to the Committee.

The Clerk continued that oil was still being delivered in small quantities and that the building was being kept heated.

It was highlighted that consideration needed to be given to the long term costs of running the system as well as the set-up costs.

8. Update on asset transfers

The Clerk gave an update to the Committee, that the conveyancing costs would be considerably less than initially anticipated. Two quotes have been received to date.

The Clerk also referred to an email received from Mr Jonathan Fearn of Carmarthenshire County Council, which requested that the Town Council takes an overriding lease of Burry Port Memorial park, as this is what the County Council had envisaged, to avoid ambiguity over boundaries and other issues.

In the following discussion members established that there would be no change to the sub-lease agreements.

However, the Clerk added that presently, the Council had only agreed a resolution to take on the periphery. For this change to be accepted there would need to be a new resolution.

Members **AGREED** to refer this matter to the next Town Council meeting with the recommendation for a resolution to take on the overriding lease of the whole area, not just the periphery.

The Chair also notified the Committee that some allotment holders and Incredible Edible Carmarthenshire had expressed an interest in additional sites for growing. He felt that it may be possible for some of the land being transferred to be utilised in that way and wished to know if the Committee were happy for discussions with those groups to proceed.

In the following discussion, members expressed support for the idea, with many benefits identified. All members **AGREED** for the discussions with the allotment holders and Incredible Edible Carmarthenshire to proceed.

In response to a query, the Clerk confirmed that Carmarthenshire County Council had yet to substantially respond in relation to the transfer of the toilets or the additional land.

It was therefore agreed that a request be made for a meeting with Jonathan Fearn (Head of Property Carmarthenshire County Council) or any other appropriate officers in his team to discuss the additional asset transfer requests. This would enable outstanding issues to be discussed, such as the replanting of felled trees and what to do with the stumps.

Some members felt it might be better to arrange the meeting for when the new TSO has taken his post, to be involved with the meetings.

Cllr Geraint Davies informed the Committee that the latest pitch report commissioned by Burry Port RFC had advised against replanting trees. Some members felt this would not be a popular move as it is a park also. Cllr Geraint Davies also stated that the sewer damage previously mentioned was also outstanding.

The Chair stated that it may be necessary to see what can be agreed with Carmarthenshire County Council before actions are decided.

Cllr Mrs Shirley Matthews asked if the police had been notified of the vandalism and drug taking that had been found in the toilets. The Clerk confirmed that they had, while the Chair stated that it was a complicated situation as although the Town Council maintained the toilets, it was not yet the owner or lease holder. The Chair added that he had secured the details of a company who sub-contract the cleaning and maintenance of similar facilities and quotes could be attained once the transfer was agreed.

9. To consider upgrading the Council's CCTV system

The Clerk updated the Committee on the situation, highlighting the recent incidence of vandalism in the Memorial Gardens that took place before Christmas. She stated that the two cameras that overlook the park are no longer suitable according to the company which is responsible for the Council's CCTV system.

The Chair declared an interest in this matter as the CCTV overlooks his house. Cllr Geraint Davies as Vice Chair took over chairing of this agenda item.

The Clerk stated that to replace the cameras with two high definition units would cost £591 + VAT.

There was a brief discussion about the capabilities of the current system, to which the Clerk confirmed there were capabilities such as live feed via mobile phone which had not yet been put in place.

All members **AGREED** to replace the two cameras as per the recommendation and to ask the new TSO once in post to ensure there was sufficient camera coverage.

10. To consider purchasing a keyboard for use by organisations in the Senior Citizens' Hall (referral from the Regeneration and Community Services Committee meeting of 6th December 2017).

The Clerk clarified the referral by stating that a grant application had been considered by the Regeneration and Community Services Committee from the Dementia Carers Support Group, which had included a request for funds to purchase a keyboard. That portion of the grant was turned down as the Committee felt a keyboard would enhance the facilities the Council had available as other user groups could benefit from its use.

There was a brief discussion where it was stated that care would need to be taken to ensure it was known that the keyboard was a facility item rather than belonging to one group and that arrangements for secure storage of the musical instrument would need to be arranged.

All members **APPROVED** the purchase of a keyboard (musical instrument) for public use.

The Clerk asked for guidance on how to proceed as there was no current budget for such a purchase. It was agreed that prices be obtained for several options.

Cllr Mrs Karen Francis Morris advised that Cllr Mrs Moira Thomas had a lot of knowledge about keyboards and that she could advise on the suitability and quality of the purchase.

11. To consider referred matters from any other Committee (if any)

- The Clerk brought a referral from the Burials Sub-Committee in relation to a storage issue at the cemetery. She stated that at present there were two containers and one needed replacing as a matter of urgency. Also, additional storage was required and therefore, it was preferable for the containers two containers to be purchased. She presented three quotes as follows which shows the price for a single container of 20' by 8'.
 - £2300 + VAT (delivery inclusive)
 - £2250 + £50 for delivery
 - £2295 + £550 for delivery

There was a short discussion as to whether the size of container was sufficient. The Chair requested that a further quote be obtained from Parker Plant Hire and thereafter, the matter should be referred to the Finance Committee, to approve the expenditure.

- Cllr John Hedley Jones read aloud the action list from the most recent Burials Sub-Committee including any updates on them, which were noted by the Committee.
- The Chair referred to an email from Pembrey and Burry Port Heritage Group, which invited him to attend a meeting to discuss and clarify the Council's position regarding the Band Room and the Copperworks site.

Cllrs Karen Francis Morris and Bob Walpole declared an interest in the matter as members of the Heritage Group.

For information, Cllr Bob Walpole stated that the minutes of the Facilities Management Committee meetings that the Group had read left room for the Council to change its mind on Phase 2.

Cllr John Hedley Jones declared an interest in the matter due to his daughter's involvement in Burry Port Town Band.

The Chair was uncertain what further information he could provide than that which had been sent to the Group via the Clerk. Also, he personally could not provide any assurances on behalf of the full Town Council.

Cllr Bob Walpole stated that although he and other Councillors who are members of the Group had also stated the position of the Town Council, that the rest of the Group wanted greater reassurances.

In response to a query from the Chair, Cllrs Mrs Karen Francis Morris and Bob Walpole confirmed that they felt that by him meeting with the Heritage Group, it would help provide assurance to the Group.

All members **APPROVED** the Chair to attend the meeting and state the Council's position.

- The Chair raised a final matter that had also been discussed at the Regeneration and Community Services Committee meeting the day previous. It related to the press report that gave some detail of the County Council's plans for the future management of the harbour. He stated that in that meeting it had been agreed that a letter should be sent to request a meeting between the relevant Officers from Carmarthenshire County Council and the Town Council to clarify those plans prior to the public consultation event. This had been referred to the Four Chairs Committee meeting, which would be taking place following this Committee meeting.