

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

**Tuesday 4<sup>th</sup> July 2017**

**Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Mrs Linda Edwards, Peter Freeman, John Hedley Jones, Mrs Lisa Mitchell, David Owens and Bob Walpole**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (TSO)**

**Representatives from Burry Port Memorial Park Bowls Club**

**(Meeting room, Memorial Hall, Burry Port 9.30am - 11.55am)**

**Minute taker: Melanie Carroll-Cliffe**

Due to representatives of Burry Port Memorial Park Bowls Club being in attendance, it was **APPROVED** that the order of the agenda be varied, so that item 3 be considered first.

**Discussions with representatives of Burry Port Memorial Park Bowls Club – to consider how the Town Council can continue to support the organisation.**

Three representatives from Burry Port Memorial Park Bowls Club were in attendance at the meeting, being the Secretary, Treasurer and President. The representatives outlined the current running costs in relation to the Club. Presently, the membership fees cover the costs of grounds maintenance and there is concern that membership would decline if the charges were increased. The representatives also advised that the Club has no spare financial resources.

There was a brief discussion in relation to the level of support which the Club would like the Town Council to provide. The representatives indicated that the Club would be happy to take over responsibility for the green entirely, should the Town Council take on the head lease.

There was also a brief discussion regarding maintenance required to the two buildings on site. The representatives advised that a survey was currently being undertaken upon the buildings. It was stated that the clubhouse is in reasonably good condition, although maintenance work is required to the green pavilion. The representatives further advised that the Club was trying to arrange either for the County Council to undertake repair work to the green pavilion or alternatively, for it to be removed from the lease.

The representatives were informed that potentially, some Section 106 funding could be available, as had happened with the football club. However, it was emphasised that the Town Council does not have the power to make the final decision as to how Section 106 funding is used.

Following the discussions, it was **AGREED** that the Bowls Club would prepare a schedule, putting forward a five year projection, for further consideration by the Committee. It was further agreed that the Mayor, Cllr David Owens and the TSO would meet with the Secretary and Treasurer to assist in the preparation of this schedule.

The Bowls Club's representatives left the meeting at 10.05am.

**1. Personal matters.**

Apologies were received from Cllr Mrs Karen Morris.

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

There were no declarations of interest in respect of the business to be transacted.

The Mayor, Cllr David Owens referred to the Code of Conduct training arranged by Carmarthenshire County Council, which he, the Clerk and some other members had attended the previous week. Also, more members were attending the same training session being held later that week. He urged everyone to attend this training, if at all possible. Also, he urged members to take the time to consider the agenda in advance, to decide whether a declaration of interest should be made.

**3. Discussions with representatives of Burry Port Memorial Park Bowls Club to consider how the Town Council can continue to support the organisation (referral from Town Council meeting)**

There was no additional discussion in relation to this agenda item.

**4. To confirm the minutes of the meetings held on Thursday 6<sup>th</sup> April 2017 and 7<sup>th</sup> June 2017**

The minutes of these meetings had not been circulated in advance of the meeting nor were they available to hand out at the meeting.

Members were informed that issues surrounding the preparation of the minutes were being dealt with and it was **APPROVED** that there be a referral regarding this matter to the Civic Governance and Personnel Committee.

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

As the Clerk had prepared and circulated an action list following on from the previous meeting, this was considered by members.

The TSO updated members that he would shortly be collecting the cupboard for the Senior Citizens' Hall.

The TSO advised that in relation to the IT upgrading, four new monitors and two PCs were required. It was therefore **APPROVED** that there be a referral to the Finance Committee regarding this additional expenditure.

In relation to the design of the commercial kitchen, the TSO informed members that he had not been able to prepare a plan as yet, but missing items had been replaced.

The TSO updated members that the electrical work at the Chapel of Rest is due to commence in two weeks' time.

It was agreed that the Emergency Procedures Group should meet at the earliest opportunity.

It was noted that there had not been a meeting of the Regeneration and Community Services Committee since the last Facilities Management Committee meeting, at which a referral had been made in relation to the promotion of events and activities within the local community.

Members were updated that the intended meeting with representatives of the Heritage Group had taken place. The group is due to revert to the Town Council with information, following communication with the funders of the project.

The Committee Chair, Cllr Michael Theodoulou advised members that there was not an item on the agenda relating to asset transfers, due to the forthcoming Special Committee meeting on 17<sup>th</sup> July. He also updated members that in relation to the Copperworks planning application, a meeting would shortly be taking place with the Planning Officer.

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

The Clerk circulated the budget monitoring report up to the 31<sup>st</sup> May 2017, being the most up to date report. She confirmed that this had already been considered at the June Town Council meeting.

In relation to the reference to footway lighting, the TSO informed members that he initially needed to discuss matters with the Clerk, following his meeting with the relevant County Council Officer. However, he advised that if some of the lights were changed to sensors, then it would cost £15 per light. A member queried that lighting in Parc Tyisha had been identified as not being the responsibility of the Town Council, yet these lights were still being paid for. This member also referred to a report which he had previously prepared and which had been referred to the Finance Committee. It was therefore **AGREED** that a summary in relation to the lighting issues should be brought to the next Facilities Management Committee meeting and in the meantime, the Town Council should not make payment for the footway lighting, pending resolution of these issues.

When considering expenditure, the Chairman, Cllr Michael Theodoulou referred to the fact that he had requested a meeting with County Council members and also County Council Officers in relation to Section 106 funding and particularly with regard to Pembrey Memorial Hall.

The Chairman also queried recent work carried out at Pembrey Memorial Hall, namely new fencing and internal decoration and where the authorisation for this work had come from. The TSO advised that the work had been authorised by the Wales in Bloom Sub-Committee. The Chairman emphasised that given that work was carried out upon one of the Council's facilities, the matter should have been referred to this Committee in order to make a decision. Likewise, the Vice Chair of the Regeneration and Community Services Committee, Cllr Mrs Lisa Mitchell advised that she was unaware of this work being carried out and she suggested

that there should be clarification upon the powers of Sub-Committees, with guidelines being established.

Following discussions, it was **AGREED** that the Chairman and Vice Chairman of the Committee should meet with the Chairman and Vice Chairman of the Regeneration and Community Services Committee and also the Chairman of the Wales in Bloom Sub-Committee, to discuss issues surrounding the work carried out at Pembrey Memorial Hall.

#### **7. To consider the report of the TSO on intended forthcoming work/ projects**

The TSO informed members that there is a rolling plan of work. A new schedule is prepared each week and high, medium and low priorities are set.

The Chairman, Cllr Michael Theodoulou referred to decisions surrounding routine work resting with the TSO but stated that the Committee was more interested in forward planning. Therefore, he indicated that the report of the TSO should highlight more significant future work required.

#### **8. To consider the report/ minutes of the Burial Sub-Committee**

The Chair of the Burial Sub-Committee, Cllr John Hedley Jones outlined information from the minutes of the meeting which had taken place on 16<sup>th</sup> June 2017, which had been circulated to members in advance with the agenda.

Members considered the recommendations made by the Burial Sub-Committee, as follows:

##### Purchase of additional equipment

In line with the recommendation made, it was **APPROVED** that the TSO proceed in purchasing an additional grave hydraulic shoring system, as well as two sets of grave mats.

##### The provision of additional services, particularly a “grave care” package

Details were outlined to members of possible options for the Town Council to provide additional services in relation to the maintenance of graves, to include cleaning and the placing of flowers. Following a brief discussion, it was **APPROVED** that the Burial Sub-Committee should prepare information on a detailed package, which initially should be referred to the Fees and Charges Sub-Committee. Thereafter, a complete recommendation should come back to the main Committee.

##### Health, Safety and Welfare issues

It was **APPROVED** that there be a referral to the next meeting of the Civic Governance and Personnel Committee in relation to a “vibration test” being undertaken on certain equipment.

#### **9. To consider outstanding work required to the Chapel of Rest at Burry Port Cemetery**

The Chair of the Burial Sub-Committee, Cllr John Hedley Jones suggested that consideration should be given to improving the facilities at the Chapel of Rest, to include improved seating and a sound system for broadcasting outside of the building. It was therefore **APPROVED** that the Burial Sub-Committee prepare proposed refurbishment plans, for further consideration by the Committee.

#### **10. To consider the recommendations of the Fees and Charges Sub-Committee in relation to cemetery charges**

The Clerk outlined the proposed recommendations from the Fees and Charges Sub-Committee. Members were informed that in making these recommendations, the Sub-Committee had considered comparisons. It was also discussed that the charges at the Cemetery have been significantly lower than other local cemeteries for many years. It was further highlighted that a significant number of people now have pre-paid funeral plans in place.

Following brief discussions, members **APPROVED** the recommendations for the increases in the Cemetery charges.

There was also a discussion in relation to baby and child burials. Members were informed of the recommendation from the Fees and Charges Sub-Committee that there should be no charge for the burial of a child under the age of 16 years but that a normal re-opening fee should apply for subsequent burials. There was a brief discussion in relation to the age under which there should be no charge, following which members **APPROVED** the recommendation of there being no charge for a child of 16 years and under. As part of this discussion, it was mentioned that there should potentially be a separate area for baby and child burials and it was agreed that the Burial Sub-Committee could fully consider this.

#### **11. To consider the possibility of taking over the public conveniences at the railway station from Carmarthenshire County Council**

It was discussed that the public conveniences are currently in a poor condition and the design, structure and décor need improvement. It was also suggested that in light of frequent damage caused, it would be worthwhile for there to be a coin operated access system. During the discussions, an additional suggestion was made that consideration be given to taking over the public conveniences on the Yacht Club side of Burry Port Harbour.

Following a brief discussion, it was **APPROVED** that the potential transfer of these two facilities be referred to the Special Facilities Management Committee meeting taking place on 17<sup>th</sup> July, with the TSO being requested to consider what improvements are required and at what cost, so that this information can be considered.

#### **12. To review the Town Council's waste disposal procedures/ recycling**

Members were informed that currently, the Town Council had no formal recycling facilities in place. The TSO informed members that the necessary licence would cost £100 a month and this would mean that a separate bin would be obtained for the disposal of the recycling waste. Following a brief discussion, it was **APPROVED** that the TSO proceed in obtaining this licence at the earliest opportunity.

**13. To consider the installation of fire doors to the Memorial Institute and Senior Citizens' Hall**

The TSO informed members that currently, the doors are in a poor state of repair at the rear of the Memorial Institute and emphasised that this is an emergency exit. Also, a key is being used in the Senior Citizens' Hall, whereas there should be push bar exit facilities. In light of this information, Cllr Geraint Davies confirmed that he was happy to arrange an inspection by a Fire Safety Officer.

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

There were no referred matters for consideration.