

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

**Thursday 5<sup>th</sup> October 2017**

**Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Mrs Linda Edwards, John Hedley Jones, Mrs Lisa Mitchell, Mrs Moira Thomas (substitute for Cllr Bob Walpole) and Mrs Mary Wenman (substitute for Cllr Mrs Karen Francis-Morris)**

**In attendance: Melanie Carroll-Cliffe (Town Clerk)**

**(Meeting room, Memorial Hall, Burry Port 9.30am – 12.20pm)**

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

**1. Personal matters**

Apologies were received from Cllrs Mrs Karen Francis-Morris, Peter Freeman, Mrs Shirley Matthews, David Owens and Bob Walpole.

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

Cllr Geraint Davies declared an interest in item 8 (Update on and further consideration of asset transfers from Carmarthenshire County Council) due to his involvement with Burry Port RFC.

**3. To confirm the minutes of the meeting held on Tuesday 4<sup>th</sup> July 2017**

The minutes of the meeting held on Tuesday 4<sup>th</sup> July were approved as a true record.

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

**P3 (5) – to consider any matter arising from the minutes**

A query was raised as to whether the transfer of ownership of the heritage boards had taken place. The Clerk responded that the Council was still awaiting information from the Heritage Group confirming the funding body's agreement.

**P3 (5) – to consider any matter arising from the minutes**

A query was raised as to when the Emergency Procedures Group was going to meet. It was **AGREED** that the Chair of that Committee, Cllr John Hedley Jones needed to call the meeting and make arrangements with the Clerk.

P3 (6) – Consideration of the Committee’s budget monitoring report

Following a query regarding the footway lighting issues, the Clerk advised that no payment had been made for this year. It was agreed that Cllr John Hedley Jones needs to discuss the matter with the Clerk.

P3 (6) – Consideration of the Committee’s budget monitoring report

Following a query over the meeting about Section 106 funding, Cllr Michael Theodoulou stated that he had requested a meeting with County members but had not received a date for this. He expressed his concern that the longer the money went unspent, the greater the likelihood it was reallocated elsewhere.

It was **AGREED** that a meeting should be arranged with the 4 County Councillors who represent the area, the Chair and Vice Chair of the Regeneration and Community Services Committee and the Chair and Vice Chair of the Facilities Management Committee to discuss the matter.

P4 (8) – to consider the report/minutes of the Burial Sub-Committee – Purchase of additional equipment

Cllr John Hedley Jones (Chair of the Sub-Committee) updated the Committee that the purchase of the hydraulic shoring system and grave mats had yet to be made. It was **AGREED** that he, the Clerk and the Cemetery Supervisor needed to arrange a meeting to discuss.

P4 (8) – to consider the report/minutes of the Burial Sub-Committee – Health, Safety and Welfare issues

Following a query regarding the vibration safety tests, it was confirmed by the Clerk that the equipment tests had not yet been arranged. It was **AGREED** that the Cemetery Supervisor should make the arrangements for the relevant testing to be undertaken.

Cllr John Hedley Jones advised that Carmarthenshire County Council would likely be able to provide assistance or advice on the appropriate testing as they had similar equipment that they tested themselves.

It was also stated that other health checks were also required of staff to ensure the Council met safety standards, such as eye health checks. It was **AGREED** that the Clerk be authorised to make the necessary arrangements for the relevant staff.

P5 (10) – To consider the recommendations of the Fees and Charges Sub-Committee in relation to cemetery charges

In response to a query about the age at which burial charges apply, it was confirmed by several members that no fees were to be charged to bury children under the age of 16 years.

P6 (13) – to consider the installation of fire doors to the Memorial Institute and Senior Citizens’ Hall

In response to a query it was confirmed that the fire door at the rear of the Memorial Institute needed replacing as well as installing a suitable door for the OAP Hall. It was reasserted that fire safety rules needed to be met in the Institute as the fire door had occasionally been locked while the building was occupied.

Cllr Geraint Davies agreed to make arrangements for a Fire Safety Officer to inspect the doors.

There was also a query about the frequency of fire drills within the Institute building, as they perhaps needed to happen more often with children on site. In the following discussion it was stated that the Cylch Meithrin would be required to do their own fire drills separately rather than it being the Town Council’s direct responsibility.

**5. Consideration of the Committee’s budget monitoring report**

Members had received with the agenda the budget monitoring report up to the 31<sup>st</sup> August 2017, being the most up to date report. The Clerk confirmed that this had already been considered at the September Town Council meeting.

It was discussed that income was doing well. Also, although expenditure is over budget, this is likely to be accounted for by annual payments being made upfront earlier in the year.

There followed a discussion where some members expressed concern that, although the figures appeared healthy at present, the increase in hire charges was already starting to have an effect with certain groups using alternative venues for some events. It was felt by some that the negative effects of this change may not be seen in the accounts for a while.

It was therefore **AGREED** that these concerns be referred to the Fees and Charges Sub-Committee.

A query was raised about the expenditure at the Copperworks Band Room being so high. The Clerk suggested that there may be an error in the entry in that the rates for the Band Room and the main site appeared to be the wrong way around.

In relation to the refurbishment costs for Pembrey Memorial Hall, at the previous Town Council meeting it was raised that a £900 spend placed on this budget, should have been placed on the Wales in Bloom budget, as it had not been approved by this Committee. Cllr Mrs Moira Thomas requested a detailed breakdown of the £900.

The Clerk informed the committee that the RFO had looked into this and that the invoice did not give great detail, but only referred to work undertaken on Pembrey Memorial Hall and the Senior Citizens’ Hall.

Cllr Mrs Mary Wenman raised concerns that some equipment in the Toddler Park was out of use and that some bolts appeared to be loose. The Clerk responded that the play equipment is inspected twice weekly by the Council’s maintenance operatives, as well as additional

inspections when faults are reported. She also advised that records are maintained by the maintenance operatives and it was requested that these be made available to the committee.

A query was raised about the item listed as Bus shelter contribution under Special Projects. The Clerk informed the Committee that the £750 budgeted against that item related to an agreement with Carmarthenshire County Council, whereby should a new bus shelter be required, each Council would meet half the costs. This payment had not been made in a long time and was not a regular payment.

## **6. Update on the Copperworks site**

For purposes of clarity, Cllr John Hedley Jones declared an interest in this matter.

Members were informed that the planning consent has been granted for the whole site, covering both phase 1 and 2.

Cllr Michael Theodoulou outlined the application history. The architect instructed advised that outline consent be sought for the whole site (including the band room) split into 2 phases, as the potential marketability would be greater. Cllr Theodoulou emphasised that the Council had resolved not to sell the phase 2 area, which included the band room.

Cllr Mrs Mary Wenman stated that she did not agree with how the Committee had dealt with this but wanted to ensure the preservation of the Band Room. Her opinion was echoed by Cllr Mrs Moira Thomas.

A query was raised regarding a legal covenant being placed on the phase 2 area to protect it. The Clerk clarified that it was not possible to place a legal covenant on yourself as owner of the land but this could be done if land is sold.

## **7. To consider the requests for information made by Mr Graham Davies in relation to planning consent for the Copperworks site – referral from Town Council meeting 21/09/17**

Cllrs Mrs Moira Thomas and Mrs Mary Wenman declared an interest in this matter.

Cllr Michael Theodoulou led the discussion due to his involvement with the planning application. The questions were discussed and responses approved, as follows:

1. Did the full council discuss and approve the planning application (S/34402)?  
Yes
2. Did all members of the council know that the application referred to the whole site which included the smaller building?  
Yes, the details were discussed at Facilities Management Committee meetings and full council meetings. The application relates to the whole site but it is only intended that phase 1 be developed.
3. Is it the intention of this council in the short or long term to sell on the copperworks school site with the outline planning permission?

It is the intention of the Town Council to sell the part of the site that does not include the band room. The Council has resolved not to sell the part of the site occupied by the band room.

4. If the answer to question 3 is no, then does this council intend, in the short or long term to demolish the smaller copperworks school building.  
The Town Council has no intention to demolish the building in question.

The Clerk was instructed to respond to Mr Davies, as above.

## **8. Update on and further consideration of asset transfers from Carmarthenshire County Council:**

### **a) Burry Port Memorial Park Bowls Club**

Cllr Michael Theodoulou, the Mayor and the Clerk had recently met with the Bowls Club. It was agreed that to help manage the site it would be advisable to create a new Sub-Committee of this Committee and for it to include 2 elected representatives of the Bowls Club in its membership. He also informed the Committee that the building would need assessment and any remedial works undertaken. His recommendation was for this Council to highlight it for receiving Section 106 funding as it is to be a municipal/community facility. He suggested that for continuity, he should chair the Sub-Committee, at least for the first year. He informed the Committee that the Mayor requested to be a member also.

The Committee put forward Cllrs John Hedley Jones, Mrs Shirley Matthews and Mrs Lisa Mitchell to also sit on the **APPROVED** Sub-Committee. The first meeting would be convened soon.

The Clerk informed the Committee that she had recently inspected the club facilities with the Town Council Maintenance Operatives. It had been apparent to her that the main building is in a good state of repair but that the Green Pavilion is in need of urgent work. She recommended that a qualified builder be asked to assess it and give costs of the work to be done.

Cllr Mrs Mary Wenman suggested to the Committee that the new asset would have the potential to provide an excellent community service in the form of a café. She highlighted the success of the pavilion café at Pwll, and suggested the working model could be emulated if it was appropriate.

There followed a discussion about how the Pwll pavilion café had been funded and how it was run. Cllr Geraint Davies reminded the Committee that a simple café facility was run by Burry Port RFC out of its pavilion during their games. Other potential uses for the site put forward included use as meeting rooms.

### **b) Parks/ play areas**

The Clerk gave an update that Carmarthenshire County Council were aware of the matters this Council had agreed on and now the legal formalities needed to be addressed. They had

given a positive response to the request to assist with staff training and that could be in place shortly.

Cllr Mrs Lisa Mitchell requested that the Committee get confirmation about the future management of the tree stumps and responsibility for any replacement tree planting. It was discussed that the stumps could be put to a number of uses including being carved into benches or turned into large planters, or possibly a mix of both.

**c) Public conveniences**

The Clerk informed the Committee that the transfer request had been submitted but that she had not received a substantive response as yet.

**d) Additional land for consideration**

Cllr Michael Theodoulou **PROPOSED** that the Committee make a referral to the full Town Council about acquiring two additional pieces of land, one being the area of land opposite the Clwb Bach and the other being the land where the carnival/ car boot sales are held. Following discussions, it was **APPROVED** that this recommendation be made to the Town Council.

In light of the new assets the Council was gaining, it was further discussed about the need to review the time and cost issues around maintenance, to ensure appropriate staffing levels of Maintenance Operatives to undertake the required work. Suitability of equipment was also raised, and the possibility of applying for grants was put forward, as well as the option of contracting the work out to another party.

A query was raised as to whether any further information was available about the sale of Scott's Yard but none was known.

**9. To consider and clarify the powers of the sub-Committees**

Cllr Michael Theodoulou stated that as the responsibilities of the Council grew, so too has the number of Sub-Committees. He felt it prudent at this stage to clarify the powers and responsibilities, so as to remind members of what could and could not be done. The Sub-Committees have no powers to control budgets or make payments, or decide the Council's position on matters, they can only bring details back to the main Committee for their consideration.

If emergency purchases are required, then the Clerk can authorise a payment of a limited amount, in agreement with the Mayor. If the matter is a little less urgent, then the matter should be referred to the Four Chairs.

Cllr Theodoulou asked that this matter be referred to the other Committees.

## **10. To consider issues relating to the new IT system and the computerised cemetery system**

The Clerk informed the Committee that the office IT system had encountered numerous problems when it had been upgraded to Office 365 in early June. To give an example, she highlighted that it had recently come to her attention that emails sent to and from her account by some accounts, particularly those also managed by Carmarthenshire County Council's IT Department, were not arriving. This included schools, One Voice Wales and others. The problem did not come to light until personal conversations with the recipients traced the problem back to the time of the upgrade. This has been a potentially dangerous situation given the amount of communication that normally exists between these addresses. The Clerk stressed that to produce a working solution staff had had to resort to using personal email addresses until the matter was dealt with. She had received assurances from IT support that the matter was now dealt with as of 3<sup>rd</sup> October, but some slight issues are still showing as not all addresses appear to be communicating yet.

The Clerk continued that there had been problems with the IT hardware that had been purchased, as the 4 monitors purchased were not suitable for regular use as they were not adjustable. They have since been replaced and meetings with IT support since have shown that they were not consulted with prior to the purchase.

The Clerk also informed the Committee that there had been issues with the new cemetery management software, as it was not compatible with the operating system since the upgrade. Conversations were being had with the supplier but it appeared likely that there is no means to make the software compatible with the computers the Council now operate and that further expenditure will be required to make use of the software.

In response to a query, the Clerk clarified that there was no Service Level Agreement with Carmarthenshire County Council IT department, although she had believed that there would be such an arrangement with them when the former TSO had arranged for the IT upgrade. She emphasised her concerns and reservations with not having an SLA given the recent issues that have been encountered, and the delay between reporting a problem and the subsequent fixing of it.

Cllr Michael Theodoulou stated that the Town Council's capacity for dealing with ICT needed improvement and recommended that a requirements specification be drawn up and that this be taken to the market.

It was **AGREED** for Cllr Michael Theodoulou and the Clerk to draw up the specifications and requirements for the IT system.

## **11. To consider arrangements for the use of the bar facilities within the Memorial Hall**

Cllr Michael Theodoulou addressed the Committee and stated that there was as yet no process in place to decide the arrangements for running the bar facilities during events. He felt there should be a presumption that the Council will run the facilities for functions, unless there is a request otherwise. If people wish to run it themselves, then there will be a fee, which was agreed as £150 for local groups and £200 otherwise. In the instance of a

community organisation or charity wishing to run the bar and for the charge to be waived, they should formally write the Clerk a letter with that request for her submission to the Fees and Charges Sub-Committee. In urgent cases the decision could be made by the Chair and Vice Chair of the Facilities Management Committee.

It was discussed that at some events, a full bar service may not be required, but instead, an organisation may wish to offer refreshments during an interval in a concert. It was generally felt that in such a situation, the full additional fees should not be payable.

Cllr Michael Theodoulou reminded the Committee that there were grants available to local organisations.

Following discussion, it was **AGREED** that the matter be referred to the Fees and Charges Sub-Committee, with the recommendation that £150 was too high.

## **12. To consider the acquisition of additional equipment for the cemetery and other cemetery related issues**

The Clerk informed the Committee that although the Burial Sub-Committee had not met recently, she had been in discussion with the Chair about the equipment issues. She advised members of the details of the additional equipment and the quotes which had been obtained. A lawn mower and strimmer were requested. Also, grave shoring equipment and grave mats were requested.

Cllr Michael Theodoulou proposed the matter be referred to the Finance Committee with the strong recommendation to purchase the mower, strimmer and the grave shoring from reserves, as the cemetery budget is already overspent. All members **AGREED**.

The Clerk informed the Committee that there had been issues raised with the way some graves were being tended, with particular reference to items left on graves. It was **AGREED** that this issue be referred to the Burials Sub-Committee. It was also agreed that interim rules and regulations should be adopted.

The Clerk also stated that the Cemetery Supervisor had suggested a new notice board be erected. It was suggested that it may be possible for one of the maintenance operatives to make a suitable notice board.

Cllr Mrs Moira Thomas requested an update about the issuing of burial deeds. Cllr John Hedley Jones responded that it can be done manually but that the software complications mean the digital version cannot be done at present.

## **13. To consider the purchase of a replacement oil tank at Pembrey Memorial Hall**

The Clerk informed the Committee that there was a crack in the top of the oil tank that had only recently been brought to her notice. Therefore, the tank needed replacement as the fuel companies were refusing to fill it. She had obtained two quotes for a replacement, which she provided details of to members.

In the following discussion, it was requested that a third quote be obtained. The Clerk reminded the Committee that the situation was urgent and there may be no time to obtain a suitable third quote.

It was **AGREED** that if an additional quotation could not be swiftly obtained, then the Chair was able to authorise the work.

#### **14. To consider issues with the roof at Pembrey Memorial Hall**

The Clerk informed the Committee that the issue of the leak in the roof had come to light during the Wales in Bloom events held there.

There followed a discussion about advice the Council had received on the matter many years previously although no consensus could be reached.

Following discussions, it was **AGREED** that arrangements be made for a local roofing company to inspect the roof, to ascertain what work is required.

#### **15. Consideration of a potential fundraising appeal for renovation work at Pembrey Memorial Hall**

Cllr Mrs Lisa Mitchell suggested organising a “Raise the roof” appeal for work at Pembrey Memorial Hall and she informed members of the three possible events that she had suggested to the Regeneration and Community Services Committee, as follows:

- Sponsored Halloween walk
- Twmpath dance in the Hall
- Christmas concert in St Mary’s Church

Cllr Michael Theodoulou sought the Committee’s view on the principle of launching such an appeal. As the extent of the roof repairs are unknown and there is other refurbishment work required at the hall, Cllr Michael Theodoulou suggested that Cllr Mrs Lisa Mitchell should produce a detailed report to bring back to the Committee of how such an appeal would be run. He reminded the Committee that there may be Section 106 funding available to further renovate the facilities in addition to whatever action was taken on the roof.

Cllr Mrs Lisa Mitchell enquired if it would be possible to provide local apprentice builders or tradesmen with the opportunity to undertake the work on a voluntary basis, thus providing them with training opportunities and potentially reducing costs.

There was agreement from the members that this should be looked into further and a Sub-Committee for renovation work at Pembrey Memorial Hall was agreed, with the membership as follows:

Cllrs Mrs Linda Edwards, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell and Mrs Moira Thomas.

It was agreed that the new Sub-Committee should visit Pembrey Memorial Hall.

**16. To consider the silhouettes in the Memorial Gardens – referral from Town Council meeting of 21/09/17**

The Clerk informed the Committee that the silhouettes, with the single sided effect had cost £1000 and it would likely cost slightly less to produce backings for them.

Cllr Mrs Moira Thomas reminded the Committee that the silhouettes had been paid for from the Wales in Bloom budget.

Although there was uncertainty as to whether there was enough time to get the work finished for Remembrance Sunday, there was however agreement that the purchase of the backings should be referred to the Finance Committee. The Committee's recommendation is that the additional work be funded from reserves, if there is insufficient funds left in the Wales in Bloom budget.

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

There were no referred matters.