

Pembrey and Burry Port Town Council
Facilities Management Committee Special meeting

Tuesday 7th March 2017

Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Ken Edwards, John Hedley Jones, Robert John, Mrs Moira Thomas and Andrew Phillips (substitute for Cllr Mrs Shirley Matthews).

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

(Meeting room, Burry Port 9.30am – 11.20am)

1. Personal Matters

Apologies were received from Cllr Mrs Shirley Matthews and the TSO.

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

No declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on 4th January 2017 and the Special meeting held on 30th January 2017

The minutes of the meeting held on 4th January 2017 and the Special meeting held on 30th January 2017 were approved as a true record.

4. To consider any matters arising from the minutes.

There were no matters arising in relation to the above minutes.

5. Consideration of the Committee's Budget Monitoring report

It was noted that income is ahead of schedule. Nevertheless, Cllr Michael Theodoulou expressed concern that the SLA payments have not been received, despite it being nearly the end of the current financial year. The Clerk advised that the RFO had recently submitted the invoices relating to SLAs. Cllr Michael Theodoulou felt that there was no reason why the invoices should be submitted late in the financial year.

It was therefore **AGREED** that the overall issue of credit control be referred to the Finance Committee. It was also discussed that organisations which hire the Town Council's facilities have been receiving more than one invoice at a time, which it was agreed was unfair for them. It was felt that the position is exacerbated by the fact that the new job descriptions for members of staff have not yet taken effect. Cllr John James confirmed that the members of the job evaluation sub group were meeting later that day and letters should be provided to staff (save for the Clerk) shortly.

Following a request for an update on the appointment of a Minute Secretary, the Clerk outlined that despite extending the deadline for applications and widening the advertising, no applications had been received. As only free methods of advertising have been used to date, it was agreed that the matter be referred back to the Civic Governance and Personnel Committee, for further consideration.

Cllr Ken Edwards arrived at the meeting at 9.55am.

6. Update on issues relating to the Copperworks site

Cllr Michael Theodoulou informed members that he had requested the TSO to make enquiries regarding the potential marketing of the site. This is with a view to the premises being placed upon the market for sale once planning consent has been obtained.

7. Update on potential asset transfers in relation to parks/open spaces, to include consideration of the interim summary report from PSD Agronomy and equipment/labour costs

Burry Port Memorial Park

Members were informed that the full report on the drainage issues at Burry Port Memorial Park is not due from PSD Agronomy until 14th March. Furthermore, it is not known whether the report will contain detailed costs for the remedial work. In light of this, members agreed that it would not be possible for any firm decision to be made at the next Town Council meeting on 15th March. It was therefore discussed that as a result, it will not be possible for the deadline of 31st March 2017 to be met and therefore, the County Council should be notified of this and a request be again made for an extension.

Cllr Geraint Davies advised that Burry Port Rugby Club has proceeded with an expression of interest in relation to the pitches.

Other smaller parks

Members had received two relevant documents with the agenda, one of which provided a list of the various equipment and its cost, and the other providing an estimate from the TSO of additional manpower hours required in order to maintain the smaller parks. It was discussed that when members had visited these parks, it had been noted that a considerable amount of equipment had been deteriorating. As the TSO's report in relation to manpower hours did not specify the frequency of the work, this was queried. In the absence of the TSO, the Clerk advised that her understanding from a previous discussion with the TSO was that these were weekly requirements.

During the discussions, members expressed the view that it would be preferable to have fewer but improved park facilities within the area. There was agreement in relation to the proposed new park at Burry Port Harbour. Members felt that additionally, there should be a park at each end of Burry Port and Pembrey.

Following the discussions, members **APPROVED** that the following recommendations be made to the next Town Council meeting:

- There be support for the proposed new play area at Burry Port Harbour and also, the Town Council should proceed with the transfer of Burrows Park in Burry Port and the park at Waun Sidan/Maenor Helyg in Pembrey.
- The Town Council should not proceed with transfers of the other smaller parks.
- Due to insufficient information still being available, no recommendation can as yet be made in relation to Burry Port Memorial Park.

8. To consider recommendations from the Fees and Charges Sub Committee for rental charges for the 2017/18 financial year

Members had received with the agenda a copy of the minutes of a Fees and Charges Sub Committee meeting. The Clerk highlighted relevant information from these minutes.

Members **APPROVED** the proposed increases to the rates for occasional usage of the Town Council's facilities, as well as annual/quarterly users' charges. These entailed an increase of all charges by 5%, with certain organisations having additional increases to continue trying to bring the rentals up to market rates.

However, there was a discussion in relation to the viability of certain smaller events, such as birthday parties, which usually take place on weekends and where overtime is paid to staff. It was therefore agreed that there could be a review of these charges if it was established that a loss is being made on such events. It was also commented that once staffing arrangements have been finalised as a result of the job evaluation process, it may even be possible to reduce some charges.

As charges are being recommended for hiring the new bar facility within the Memorial Hall (if an organisation wishes to run its own bar for an event), Cllr Geraint Davies declared an interest, due to his involvement with Burry Port Rugby Club. Members were happy with the recommended charges of £150 for local organisations and £200 for organisations outside of the area, in addition to the normal charge for hiring the Memorial Hall.

There was also a discussion in relation to the possibility of Burry Port Male Choir moving rehearsals to Pembrey Memorial Hall, following an enquiry from the Choir regarding the charges in doing so. The charges had been considered by the Fees and Charges Sub Committee and the recommendations were **APPROVED**.

As the issue had been raised at the Fees and Charges Sub Committee meeting, there was a discussion in relation to the business rates paid by the Town Council upon the premises occupied by Burry Port Town Band. It was highlighted that the band makes a valuable contribution to the local community and additionally, there is no cost to the Town Council in terms of caretaking the building. Therefore, following the discussions, it was agreed that there should be no additional increase in the rent paid by the Town Band.

Members were informed that to date, the Fees and Charges Sub Committee had not considered the cemetery charges for the new financial year. The Clerk highlighted the fact that a booking had been taken for after the commencement of the new financial year and queried whether the new charges which are to be applied in due course would be chargeable.

Cllr John Hedley Jones declared an interest in relation to this, due to the fact that he is the Executor of the estate concerned. Following discussion, members **APPROVED** that for an existing booking, the current charges would apply.

9. To consider approving the purchase of a computer software package for the effective administration of Burry Port Cemetery

The Clerk highlighted that this matter had been discussed by the Civic Governance and Personnel Committee, which recognised the need for this computer software package to be purchased. However, a referral had been made to the Facilities Management Committee in relation to which Committee would be responsible for the cost of purchase. Members agreed that the computer software package needed to be purchased and therefore authorised the Clerk to proceed with its purchase immediately. Members were of the view that the issue of which Committee should accept responsibility for the cost of purchase could be taken up with the Finance Committee in due course.

Cllr Ken Edwards referred to there being £480 still available under the maintenance and repairs budget relating to the cemetery. He recommended that this be utilised to purchase some chairs and linoleum floor covering for the office area at the cemetery, to benefit the staff and also visitors to the cemetery. It was therefore **APPROVED** that the TSO obtain costings and report the same back to the Committee.

10. Update on upgrading of Council IT system and approval of costs

In the absence of the TSO, no costs were available for consideration by the Committee. In the event that it is deemed urgent, then it was **APPROVED** that the TSO should refer the matter to the Finance Committee for approval. Otherwise, the matter can be considered at the next Committee meeting.

11. To consider providing a response to the Welsh Government's survey on service and asset management (referral from Town Council meeting of 15th February 2017)

The survey had been circulated to members with the agenda and it was agreed that the Clerk was able to respond to the majority of it, without reference to members. However, members considered several of the questions where it was felt that additional input was necessary in order to respond.

12. Update on commercial kitchen inventory

Again, due to the absence of the TSO, it was **APPROVED** that consideration of this item be deferred.

13. To consider a suggestion from Burry Port Town Band regarding the inclusion of community information on the Town Council's website

The Clerk outlined details of a recent email received from the Chairperson of Burry Port Town Band. This had been prompted by the fact that there had been two major events taking place in Burry Port on Saturday 4th March, one being at Burry Port Memorial Hall and the other at St Mary's Church. The suggestion from the Town Band was that the Town Council

host a page on their website whereby local organisations could submit details of events.

Following discussion, all members agreed that a calendar of events taking place on the Council's own premises should be publicised. There was also a suggestion that other organisations be invited to provide details of their events, so that these could be publicised by the Council. It was therefore **APPROVED** that the TSO be requested to consider this further and to revert to the Committee with proposals, for further consideration.