

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Thursday 21st January 2016

Present: - Cllrs Geraint Davies, Ken Edwards, John Hedley Jones, Jean Hire, Robert John, Mrs Shirley Matthews, Michael Theodoulou (Chair) and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.40am)

1. Personal Matters

There were no personal matters and no apologies as all members were in attendance.

2. To receive Members' Declarations of Interest in respect of the business to be transacted

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on 19th November 2015

The minutes of the meeting held on 19th November 2015 were approved as a true record.

4. To consider any matters arising from the minutes

There were no matters arising.

5. Further consideration of a request to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a boxing club

The Chair suggested that there were a number of items on the agenda that should be considered together, namely agenda item numbers 5, 11, 12 and 14. These all relate to the Town Council's facilities and how they should be utilised. A number of different ideas have been discussed at previous meetings and it was felt that it would be unrealistic to reach a solution at the meeting. It was therefore agreed that a task group comprising Cllrs Ken Edwards, Geraint Davies, Shirley Matthews and Robert John be set up to look into these issues and revert to the Committee with recommendations.

Cllr Ken Edwards asked for input from all Committee members, setting out their priorities. Cllr John Hedley Jones stated that any decisions relating to the Town Council facilities would have an impact on the caretaker role. It was mentioned that the Rugby Tots Group is now looking at using the gym at Glan y Mor School.

6. To consider the Council's fees and charges for 2016/17, to include specific consideration of charges for events when the caretaker is not ordinarily on site and also, usage of the facilities by regular users

It was discussed that a regular booking has recently been received for the OAP Hall from a community group for usage once a week for two hours. Similarly, there is a regular booking by an organisation in Pembrey Memorial Hall. It was agreed that for regular hourly weekly bookings a discount should be applied.

There was discussion concerning the potential for moving one user group to the OAP Hall on a permanent basis. Cllr Mrs Shirley Matthews voiced her concerns about giving the Hall to one permanent user as it was built and donated by the senior citizens for their use. It is also used by other groups as an overflow when events are being held in the Memorial Hall.

The Fees and Charges Sub Group was originally a sub group of the former Regeneration and Leisure Committee. It was therefore agreed that a new Fees and Charges Sub Group be set up consisting of Cllrs Mrs Shirley Matthews, Michael Theodoulou, Geraint Davies and Moira Thomas.

7. Update on the application for outline planning permission upon the Copperworks site

It was reported that the Clerk and Cllr John Hedley Jones recently met with Robert Davies, Planning Officer at Carmarthenshire County Council and David Darkin of Darkin Architects. The planning application has been submitted but is not registered at present, due to outstanding issues. The Clerk circulated sketch drawings of two suggested layouts from Darkin Architects. The option of utilising the area of the Band Room was also discussed which opened up further options. It was reported that at the meeting, it had been indicated that the Highways Department had recommended splitting the eight houses into two rows of four with a road in the middle. There was a suggestion that the wall by the Bacce Park could be reduced in height. It was discussed that the current plans would only create one parking space per household which could create parking issues. It was indicated that at times of band practice there can be up to 30 cars on site.

Cllr Mrs Shirley Matthews voiced her concerns about utilising the Band Room area for houses. It was discussed that the Town Band has undertaken a great deal of work on the current building and it is kept in immaculate condition and they are a very high profile band. Cllr John Hedley Jones highlighted an interest in relation to the Town Band.

Cllr Michael Theodoulou agreed that the Band Room can only be taken into consideration in relation to the development with the willingness and approval of the band. Another option discussed was the possibility of relocating the band to Scotts Yard, as it is not a residential area and has good parking. There is the possibility that temporary buildings could be erected there. Following the discussions, it was proposed and **APPROVED** that Cllrs Michael Theodoulou, Mrs Shirley Matthews and Robert John arrange to meet with band representatives.

Cllr Michael Theodoulou referred to the park area at the rear of the Copperworks site. In light of the recent meeting with County Council officers, it was agreed that Darkin Architects

be asked to submit new sketch drawings to include part of the area of the park, both with the band room and without the band room.

8. Consideration of the report prepared by the Cemetery Manager of Llanelli Joint Burial Authority upon Dolau Fan Cemetery, including the options for its future administration

As reported at the Town Council meeting, three members of the Facilities Management Committee had been tasked with looking into the report on the cemetery. As members were aware, the Town Council had also given authority at the meeting the previous evening for the Facilities Management Committee to consider the options in the report further.

The minutes of the meeting of the three members were circulated to other Committee members. Cllr John Hedley Jones reported that the sub group had considered the report in detail and allocated responsibility to each item, as set out in a matrix, which was also circulated.

One issue that required immediate action was that the Town Council are charging for scattering of ashes but the ashes are not actually being scattered, as under the procedure used, by legal definition, they are being buried. The Clerk has discussed this with the Cemetery Superintendent so that correct procedure is now being followed, on the basis of burial of ashes. The second urgent issue was that there must be an employee in the vicinity when a burial takes place in case of any health and safety issues. This has also now been implemented.

The Town Clerk indicated that she would require specific training regarding cemetery management and legislation if the Council did not intend to collaborate in any way with the Llanelli Joint Burial Authority.

Cllr Michael Theodoulou felt that the report raised legal issues and highlighted substantive failures in the past. He emphasised that it is the Council's duty to see if any of these are actionable. In terms of the current Council, responsibility goes back to 2010.

Following the discussions, it was agreed that the four chairs of the main Committees meet to further discuss the matrix, as referred to above.

Members also discussed the options in the report from the Cemetery Manager of Llanelli Joint Burial Authority. It was felt that options 3 and 4 were the preferred options. It was felt that more information was required in terms of costings and timescales. It was therefore **APPROVED** that Mark Galbraith and his staff be requested to look at costings and timescales and also, if possible, a meeting be arranged between Mark Galbraith, Graham Williams and Cllrs Michael Theodoulou, John Hedley Jones and Robert John.

9. Consideration of potential asset transfers in relation to parks/open spaces, in light of the meeting with Mr Jonathan Fearn of Carmarthenshire County Council on the 19th January 2016

It was discussed that a date needs to be arranged for site visits to all of the locations which the County Council is looking to transfer. It was agreed that Cllr John Hedley Jones look into

the cost of hiring a minibus and book this if the cost is under £50 and that all Councillors would be welcome to attend.

At the previous night's Town Council meeting Cllr John James suggested holding two public meetings, one in Burry Port and one in Pembrey as part of the consultation process. These meetings would be held on two different nights.

Cllr Robert John suggested putting notices in the parks regarding the potential transfers and the public meetings but thought this required permission from Carmarthenshire County Council. It was agreed that the Town Clerk would write to Carmarthenshire County Council to confirm this.

Cllr John Hedley Jones referred to the fact that Cllr Mrs Mary Wenman has previously been involved with the transfer of a park from the County Council and he would welcome her participation.

It was further agreed that an invitation is to be sent out to all local sporting organisations to attend a meeting, which would precede the public meetings.

10. Consideration of staff training in relation to park maintenance

The Clerk informed members that there had been an issue with the park at the end of 2015. An annual check had been carried out which identified a faulty swing. As a result of this, the TSO felt he was unable to continue carrying out the routine inspections. Costings of £500 were referred to the Finance Committee and approved for an external company to carry out an inspection of the park on a fortnightly basis and a more detailed inspection on a monthly basis up to the end of the current financial year.

Discussions took place about training Town Council staff. There are no known local companies available that offer this type of training. One option would be to have staff training on site. Cllr Mrs Shirley Matthews suggested the possibility of training costs being shared with other local Councils who have responsibility for parks. Cllr Moira Thomas referred to the fact that when the Town Council originally took over the responsibility for the park, it was indicated that staff would be trained free of charge by Carmarthenshire County Council.

It was mentioned that the Facilities Committee does not have a training budget so would have to make a recommendation to the Civic Governance and Personnel Committee.

It was **APPROVED** that the Clerk would liaise with other local Councils to discuss their arrangements and needs and also enquiries be made in relation to what the County Council may be able to offer by way of assistance.

11. Consideration of caretaking arrangements at Burry Port Memorial Hall and Pembrey Memorial Hall

This was referred to under agenda item number 5.

12. To consider bar facilities at Burry Port Memorial Hall and staffing issues in relation to late night events

Previous discussions had taken place regarding a third party being given a contract to run the bar at events held at the Memorial Hall. At present, the Council only receives the normal hire charge and the current bar provider receives all the takings from the bar.

Following discussions, it was **APPROVED** that the Town Clerk prepare a Heads of Agreement document. This will set out the Town Council's requirements, including supply of alcohol, responsibility for security and opening and closing of the hall. Following its approval by the Chair and Vice Chair this will then be sent out to all interested parties as well as placed on the Council website. It was agreed that if an organisation hiring the hall wishes to run their own bar then this would be allowed, subject to compliance with the Council's conditions. There could be a list of Council pre-approved clients who would not require the services of a third party.

Cllr Mrs Shirley Matthews suggested that one of the side rooms on the opposite side to the kitchen in the Memorial Hall could possibly be made into a permanent bar area, with a hatch installed. Cllr John Hedley Jones is to obtain costings.

13. Update on the formal transfer of Pembrey Memorial Hall to the Town Council

The Clerk reported that this matter was considered by the Executive Board of Carmarthenshire County Council on 4th January 2016 where it was formally approved that the transfer proceed. There are still a number of outstanding issues regarding appointment of Trustees, and these are being dealt with by the Legal Department of the County Council. It was confirmed that the Town Council as a body will be the Trustee as opposed to individual Councillors.

14. Consideration of a request from Rugbytots Carmarthenshire to hire Burry Port Memorial Hall on a weekly basis each Sunday morning

This was referred to under agenda item number 5.

15. Further consideration of scheduling a regular Facilities Management Committee meeting date

It was agreed that future meetings will be held on the last Tuesday of each month. Minutes will be circulated to Town Council as draft minutes in advance of the Facilities Management Committee approving them.

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Tuesday 23rd February 2016

Present: - Cllrs Ken Edwards, John Hedley Jones, Robert John, Michael Theodoulou (Chair) and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

Cllrs Malcolm Davies and Mrs Mary Wenman

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.40am)

1. Personal Matters

Apologies were received from Cllrs Geraint Davies, Mrs Jean Hire and Mrs Shirley Matthews.

2. To receive Members' Declarations of Interest in respect of the business to be transacted

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on 21st January 2016

The minutes of the meeting held on 21st January 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (5) Further consideration of a request to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a Boxing Club

The Clerk reported that there was no further update from the Boxing Club. It was approved that the Clerk contact the individual concerned once, more to ascertain if he intends meeting with Councillors to enable more information to be obtained.

P5 (12) To consider bar facilities at Burry Port Memorial Hall and staffing issues in relation to late night events

The Clerk circulated a draft Heads of Agreement document that she had prepared and this was approved by all members. It was agreed that this would be circulated to all local public houses, clubs and other organisations that have bar facilities. It was also agreed that contact be made with the Licensed Victuallers organisation, to request assistance with its circulation. The document would also be placed on the Town Council's website and interested parties given one month to revert.

P5 (14) Update on the formal transfer of Pembrey Memorial Hall to the Town Council

Following a query, the Clerk reported that she is still waiting for the Legal Department of Carmarthenshire County Council to revert.

5. Update on future caretaking arrangements at Burry Port Memorial Hall and Pembrey Memorial Hall and consideration of the recommendations of the task group

Cllr John Hedley Jones circulated the minutes of the Room Utilisation and Caretaking Sub Group meeting held on Tuesday 9th February 2016.

Cllr Michael Theodoulou suggested that due to past difficulties, each organisation using Town Council premises on a regular basis should be issued with an agreement that clarifies usage conditions which is signed by the relevant organisation as well as the Town Clerk. The Clerk referred to the fact that representatives from the Fees and Charges Sub Group intended arranging a meeting with some organisations. It was approved that it would be preferable to also have a representative from the Room Utilisation and Caretaking Sub Group in attendance.

With reference to the charges made for birthday parties, Cllr Michael Theodoulou commented that the charges made do not cover the costs incurred by the Town Council. Following discussion, it was **APPROVED** that this issue be referred to the Civic Governance and Personnel Committee to resolve the issue on caretaking/overtime as a matter of urgency, as it may make changes to staff contracts. Also, that the Civic Governance and Personnel Committee be requested to consider the recommendation for the appointment of a Deputy Caretaker. It was also agreed that the Clerk contact the Town Council's insurance company to ascertain the position and whether it is compulsory to have a staff member in attendance.

The utilisation of rooms hired out by the Town Council was discussed. It was agreed that the floor of the snooker room be painted by Town Council staff.

Cllr Michael Theodoulou informed members that he was meeting with Burry Port Town Band that evening to discuss the possibility of them moving to Scotts Yard. It was indicated that the availability of grants would be looked at to enable the Town Council to build on Scotts Yard. Alternatively, the Town Council could borrow at favourable public sector rates to build a permanent structure. Cllr Michael Theodoulou suggested that this would be cost neutral as the rental income would cover the cost of the loan. It was **APPROVED** that these possibilities be explored further.

The cookery room at Pembrey Memorial Hall was discussed. It was recommended that the steel containers be removed and replaced with a level storage unit. It was agreed that Cllr John Hedley Jones provide a report on the costings for the work to be carried out at Pembrey Memorial Hall to include equipment, timber and staff costs. All work could be carried out by Town Council staff except electrical work.

It was agreed that Cllr Michael Theodoulou will investigate if the Town Council would be eligible to apply for an "Awards for All" grant.

Cllr Michael Theodoulou referred to the allotments adjacent to Pembrey Memorial Hall. He suggested that the Town Council should enquire with Carmarthenshire County Council about the possibility of transferring the allotments, in addition to Pembrey Memorial Hall, so that the Town Council could support allotment owners better.

Cllr Michael Theodoulou thanked members for the report.

Cllr Robert John left the meeting at 11.15am.

6. Update on fees and charges for 2016/17

The Clerk circulated the minutes of the Fees and Charges Sub Group meeting held on 8th February 2016 which detailed suggested increases on room rentals for regular users and other organisations.

It was commented that some organisations apply to the Town Council for grants which in effect cover their rental costs. Cllr Michael Theodoulou suggested that the amount of a grant awarded should be capped. It was **APPROVED** that there be a referral to the Regeneration and Community Services Committee to review the policy and strategy for awarding grants and to also consider a potential cap of £500 for a community grant.

Currently, following a recommendation from the Finance Committee, a deposit of 50% of the hire charge is requested to confirm a booking. This is causing difficulties for some organisations who wish to book a few events in advance. In view of this, it was agreed that an approved list be prepared of known organisations who regularly use Town Council facilities and therefore do not have to pay deposits for bookings.

The minutes and actions of this meeting were **APPROVED** by the Committee.

7. Update on the application for outline planning permission upon the Copperworks site

The Clerk informed members that she had been in contact with the Architect David Darkin once more. New drawings that had been prepared by Darkin Architects were circulated to members. The new proposal is more innovative, allows for bigger houses and is a better development prospect. There was some discussion regarding the potential demolition of the band room. With the new design, it was not essential that the band room be demolished, but only the entrance porch would need to be removed, to provide a suitable visibility splay.

Members favoured the design and it was **APPROVED** that this item be referred to full Town Council, for discussion in camera.

8. Update on issues relating to the previously circulated report prepared by the Cemetery Manager of Llanelli Joint Burial Authority

Cllr Michael Theodoulou informed members that a meeting had taken place between the four chairs of the main Committees to discuss the above report. It was being recommended that the Civic Governance and Personnel Committee deal with the staffing issues that had arisen

in the report and that the Facilities Management Committee deal with the policies, processes and procedures.

It was **APPROVED** that the Committee accepts the recommendation of the four Chairs regarding staffing issues being considered by the Civic Governance and Personnel Committee. It was further **APPROVED** that the Committee would consider the review of policies and procedures following a response from Llanelli Joint Burial Authority.

It was confirmed that the Clerk has contacted Mark Galbraith and is awaiting to hear further regarding a meeting. It had been indicated that a response will not be received until after the next meeting of Llanelli Joint Burial Authority, which is on the 9th March.

9. Further consideration of potential asset transfers in relation to parks/open spaces

This item was discussed as the first substantive item due to Cllrs Malcolm Davies and Mrs Mary Wenman being present, who left the meeting following this discussion. The Clerk reported that the public meeting held the previous evening at Burry Port Memorial Hall had been positive with approximately 30 members of the public present. Ten sites have been identified as potential transfers and photos and maps were on display for the public to view the sites. It was commented that some parks are not well used and that the Council needs to exercise judgement to ensure that any park taken over is of benefit to the community. It was discussed that it may be preferable to have a few “super” parks with more equipment. Engagement should be sought with other members of the community such as schools, youth clubs, as well as the business community. At the public meeting a vote was taken in which all present were in favour in principle of the Town Council expressing an interest in taking over some of the parks.

Cllr Mrs Mary Wenman informed members that during the time she was involved with the Parks Committee, the Committee was guided by Paul Murray, Head of Parks and Street Scene at Carmarthenshire County Council. The view at the time was that it would be beneficial to create a “super” park. It was noted that the life expectancy of park equipment is 25 years. Anything taken on by the Town Council must be sustainable. All agreements made with Carmarthenshire County Council must be detailed in writing and the negotiations with the Council will be crucial. Details such as leasehold/freehold and any covenants imposed must be clarified.

Cllr Ken Edwards referred to the issue of what will happen to the parks not taken over by the Town Council. Jonathan Fearn of Carmarthenshire County Council had previously advised that they will just be left and when necessary, dangerous equipment removed. It was suggested that the Town Council could offer Carmarthenshire County Council a maintenance contract for the upkeep of these areas which would generate income for the Town Council. If the Town Council do take over the Memorial Park, an income would be provided from the Rugby Club, Football Club and Bowls Club in the region of £8,000 per year.

Cllr Michael Theodoulou stated that once the Town Council’s interest has been submitted, a timeframe needs to be ascertained. It was suggested that a sub group be set up to look at this issue in detail, to include an appropriate number of “super” parks and which they should be, as well as the cost of setting them up. The work of the sub group would enable a

recommendation to be made to Town Council in due course. Cllrs Mrs Mary Wenman, John Hedley Jones, Michael Theodoulou and Robert John volunteered to be part of the sub group. It was agreed that the Clerk would send an email to all Town Councillors explaining the role of the group and inviting them to join, if interested.

It was agreed that Cllr Michael Theodoulou and the Clerk would draft a press release after the two public meetings have taken place. This press release will be circulated to all Committee members for approval.

10. To consider the potential rental of the upstairs room at Pembrey Memorial Hall to Pembrey and Burry Port Cycling Club on an exclusive use basis

It was agreed that the Clerk arrange a meeting with Pembrey and Burry Port Cycling Club to discuss this issue.

11. To consider a request from the Assistant Area Commissioner for Beaver Scouts in Carmarthenshire to hire Pembrey Memorial Hall for a sleepover event in May 2016

Following discussion, it was agreed that this event could be held at Pembrey Memorial Hall at the concessionary rate of £70 hire fee (which equates to £1 per head). The Clerk is to inform the Assistant Area Commissioner that there would not be a member of Town Council staff on site and also confirm that they have adequate insurance cover in place.

12. To consider referred matters (if any).

- The Clerk informed members that she had received another sick note from the TSO, John Ridgway the previous week for a further month. There was some discussion around this issue and it was agreed that other arrangements needed to be considered to provide coverage for the TSO's work. Cllr John Hedley Jones who has been assisting to date, agreed that it was appropriate to consider alternative arrangements.
- The next Facilities Management meeting was due to be held on Tuesday 29th March. However, it was agreed to bring the meeting date forward to Tuesday 22nd March 2016, due to the Easter holiday period.

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Tuesday 22nd March 2016

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

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.25am)

1. Personal Matters

Apologies were received from Cllr Mrs Jean Hire.

2. To receive Members' Declarations of Interest in respect of the business to be transacted

Cllr Michael Theodoulou requested that all members declare any interests on particular agenda items rather than just confirming their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on 23rd February 2016

The minutes of the meeting held on 23rd February 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters Arising - Further consideration of a request to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a Boxing Club

Following a request for an update in relation to the Boxing Club, the Clerk reported that the person was still interested and a meeting would be taking place shortly.

P3 (5) Update on future caretaking arrangements at Burry Port Memorial Hall and Pembrey Memorial Hall and consideration of the recommendations of the task group

Following a query, Cllr Mrs Shirley Matthews confirmed that she would contact the officer responsible at Carmarthenshire County Council regarding the possibility of transferring the allotments to the Town Council.

P5 (10) To consider the potential rental of the upstairs room at Pembrey Memorial Hall to Pembrey and Burry Port Cycling Club on an exclusive basis

Again, following a request for an update, the Clerk reported that a meeting had taken place with representatives from Pembrey and Burry Port Cycling Club, and it had been agreed, subject to the approval of the Facilities Management Committee, that the Cycling Club could rent the upstairs room at Pembrey for two days a week at an annual rent of £760 + VAT.

This would take effect from 1st April 2016. It was discussed that the Cycling Club could also use the tennis court area for training for young children.

Cllr Mrs Shirley Matthews enquired if a tennis net could be purchased for the tennis court. It was noted that the court would need to be re-marked. It was agreed that Cllr John Hedley Jones carry out a risk assessment of the tennis court to confirm the surface is usable. Subject to there being no issue with this, it was also agreed that the Clerk could then obtain an estimate for a new net. Cllr Ken Edwards asked if netball markings on the court and netball posts could be included in the costings.

P5 (12) To consider referred matters

Cllr Michael Theodoulou referred to the discussion that had taken place at the previous Town Council meeting regarding a possible temporary employee, due to the Technical Services Officer being on long term sick. It was agreed that Cllrs John James, John Hedley Jones and Michael Theodoulou interview the interested party, together with the Clerk.

Cllr Ken Edwards suggested that to assist with similar situations in the future, the Town Clerk and the Chair of the Civic Governance and Personnel Committee should have the authority to recruit when necessary. It was therefore agreed that there should be a recommendation to the Civic Governance and Personnel Committee that where there is a budget in place, there be delegation to the Clerk in conjunction with the Chair of Civic Governance and Personnel Committee to recruit. If expenditure is above budget, then the matter should be referred to the Finance Committee.

Cllr Ken Edwards queried if insurance could be taken out to cover these contingencies, but it was indicated that this cost would be very high.

5. Update on fees and charges for 2016/17

Cllr Michael Theodoulou referred to the fact that the fees and charges for 2016/17 had been presented to the Town Council. A small percentage increase has been applied to all room rental charges to cover inflation. There have also been some larger increases where the charges have been below market rates.

There was some discussion and disagreement about usage of the Memorial Hall and storage in the containers by some organisations. It was agreed that a meeting would be arranged with the Operatic Society to discuss these issues.

Cllr John Hedley Jones informed the meeting that on further investigation, it had been apparent that the majority of items in the steel containers did not belong to the Operatic Society but to another organisation.

The Town Clerk informed the meeting that she had spoken to Rowena Hardwick of the Operatic Society as to who the appropriate person was for the Town Council to meet with to discuss the new fees and charges. She had suggested Cllr Robert John as he was the incoming Chair. Cllr Michael Theodoulou suggested that the meeting with the organisations be set up as soon as possible.

Cllr Mrs Shirley Matthews commented that Mrs Dorothy MacDonald of the Dementia Carers Support Group had called in to the Town Council offices the previous day. Mrs MacDonald was under the impression that the group would be able to hire the Memorial Hall for an event at no cost. The Clerk had informed her that financial assistance was available from the Town Council but that the rounds of donations only take place three times a year, with the next round being in May 2016, after their event. Cllr Michael Theodoulou suggested that it be recommended to the Regeneration and Community Services Committee that in exceptional emergency circumstances, a grant could be considered outside of the regular rounds.

In relation to cemetery charges, Cllr Michael Theodoulou commented that there had been substantial increases in some categories. The purchase of an Exclusive Right of Burial fee for a 50 year or 100 term has approximately doubled. A small increase in the cost of burial of ashes was also agreed. However, other charges have not increased as they are currently in line with other authorities.

All members were in agreement with the new charges and it was agreed that these be sent to all Funeral Directors.

Cllr John Hedley Jones raised the issue of seats at the cemetery. He advised that it costs approximately £60 to lay the base for a seat, the work for which is undertaken by our work force, which the Town Council does not charge for. Cllr John Hedley Jones mentioned that some seats are very good quality whereas others are not, and also some are in a poor state of repair. It was agreed that a letter be sent to the owners of the seats that are not in good repair and a moratorium be put on any further seats being installed.

6. Update on the application for outline planning permission upon the Copperworks site

The Clerk reported that she is liaising with the Architect David Darkin. He is awaiting the percolation testing report but this should be available shortly.

Cllr John Hedley Jones informed members that he had met with two members of the Copperworks Social Enterprise Group. The group wanted permission to attend the site, take photographs and create paintings of the building as a record for historical purposes. They also asked for permission to put up a small marquee. Cllr Robert John emphasised that they need to be made aware that access to the site is at their own risk. Cllr Michael Theodoulou advised that he is also trying to speak with representatives of the group, to advise them that the six month period allowed by the Town Council is coming to an end.

7. Update on issues relating to the previous circulated report prepared by the Cemetery Manager of Llanelli Joint Burial Authority

The Clerk informed members that a meeting has been arranged for 10am on Thursday 24th March 2016 with Mark Galbraith and the Cemetery Manager of Llanelli Joint Burial Authority, Graham Williams, together with Cllrs Michael Theodoulou, Robert John, John Hedley Jones and Ken Edwards.

Cllr Michael Theodoulou commented that instead of paying a yearly fee for an administrative service, an agreement for a fee per burial would be sought. This would mean the Town Council can relate this fee to our charges, which cannot be done if a flat fee is paid.

8. Update on potential asset transfers in relation to parks/open spaces

The Clerk informed members that the Expressions of Interest have been emailed to Carmarthenshire County Council and it is believed that they will be discussed at the April Executive Board meeting.

Cllr Michael Theodoulou commented that the two recent public meetings which had been held were a success. There will be a meeting of the Asset Transfer Sub Group at 12 noon on Wednesday 30th March. The group comprises Cllrs Mary Wenman, John Hedley Jones, Robert John, Geraint Davies, Mrs Shirley Matthews, John James and Michael Theodoulou. The group will meet to consider what recommendations to make to the Town Council.

9. Consideration of potential usage of the Scotts Yard site

Cllr Michael Theodoulou informed members that he had recently met with Town Band members as well as staff from the Cylch Meithrin at Burry Port. Both parties would be interested in moving to Scotts Yard if the Town Council did acquire the site and build a permanent structure. It was discussed that the only way to fund this would be by the sale of the Copperworks site and also public sector borrowing. This should be cost neutral as the rent obtained would cover the loan repayments.

It was agreed that the Facilities Management Committee should make a recommendation to the Finance Committee for a small budget to enable a feasibility study to be carried out regarding the transfer of Scotts Yard. It was agreed that this be further considered on the agenda of the April meeting of the Committee.

10. Consideration of the safeguarding of Town Council property (specifically crockery, glasses and cutlery) when the Memorial Hall is hired for a function, and the replenishment of lost items.

Cllr Shirley Matthews informed members that since the purchase of the crockery from Toppers in 2011 a large number of items were now missing. It was agreed that a process needs to be put in place to ensure that when items are used by external parties there is a system for counting these items in and out. An inventory needs to be made of all items in the commercial kitchen, the small kitchen and the kitchen in the OAP Hall. It was also suggested that wall mounted soap dispensers be purchased and that first aid kits should be in all three kitchens. It was agreed that Cllr John Hedley Jones consider the best method for securing the items and obtain costings for this, together with the cost of replacement items being obtained, as required.

11. Consideration of the purchase of a projector and screen (recommendation from the Fees and Charges Sub Group on 14/03/16)

There was discussion about the purchase of a screen and projector for hire out to groups using our facilities. Cllr Robert John recommended the purchase of a good quality projector 1600

lumens. It was agreed that Cllr John Hedley Jones establish the cost of these systems and the matter be directly referred to the Finance Committee.

12. To consider referred matters (if any).

There were no referred matters from the other Committees.

13. Any other competent business

- The Clerk reported that the Mayor had received an enquiry from the Senior Citizens organisation who used to meet in the former OAP Hall on a regular basis. They are looking at re-starting their meetings on a weekly basis, on a Tuesday from 7pm to 9pm. It was agreed that if these meetings recommenced there would be no charge for the use of the hall, as was previously the case.
- The Clerk informed members that a letter had been received from Mr J Williams regarding the hire of Pembrey Memorial Hall as a play area once a week. Cllr Michael Theodoulou and the Clerk had met with Mr Williams in order to obtain further information. Mr Williams is looking at hiring Pembrey Memorial Hall on a Tuesday from 9am to 3pm for pre-school children. During the meeting it had been made clear to Mr Williams that no equipment can be left at the hall. It was commented that the kitchen does not presently meet hygiene standards. Mr Williams was also considering holding a disco once a month on a Friday for children aged 12 to 16 years. It was discussed that problems had arisen in the past when discos had been held at Pembrey Memorial Hall with damage to the building and problems caused for local residents. Subject to Cllr John Hedley Jones checking the usability of the kitchen facilities and a satisfactory risk assessment being carried out, members were agreeable to Mr Williams hiring the hall once a week for pre-school children, but not for Friday night parties. This usage would come under Strand C.
- Cllr Mrs Shirley Matthews commented that Pembrey Hall is a fantastic venue, but does need money spent on it. Prior to the Facilities Management Committee being established, Cllr Mrs Shirley Matthews and the Clerk had met with Jane Pritchard of Carmarthenshire County Council to discuss if a grant would be available to refurbish the hall. She had felt that grant funding could be obtained and she was happy to assist and support an application being put together. It was agreed that the kitchen is a priority. It was therefore agreed that Cllr John Hedley Jones look into the cost of the work being undertaken by the Council's own staff but also a specification be prepared on the basis of all necessary work, with a view to a potential grant application being submitted.

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
Minutes 7th June 2016

Present: Cllrs Michael Theodoulou (Chair), Geraint Davies, Ken Edwards, Robert John, John Hedley Jones, Mrs Shirley Matthews and Mrs Moira Thomas

In attendance: Mrs Melanie Carroll-Cliffe – Town Clerk, Lee Fox Interim Technical Services Supervisor

Meeting room, Memorial Hall, Burry Port 9-30am – 11-45am

1. Personal Matters

Apologies were received from Cllr Mrs Jean Hire.

2. To receive Member's declaration of interests in respect of the business to be transacted

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

3. To confirm the minutes of the meeting held on Wednesday 4th May 2016

The minutes of the meeting held on 4th May 2016 were confirmed and approved as a true record, save that in relation to item number 7, Cllr John Hedley Jones wished it to be added that at the meeting, he had stated that he was unaware as to whether costings had been received from Llanelli Joint Burial Authority.

Cllr Ken Edwards indicated that in relation to item number 8, the Bacce Park had also been discussed at the previous meeting and it had been agreed that it would be retained as a park.

4. To consider any matters arising from the minutes

P3 (4) Matters arising – Tennis Court

The Interim Technical Services Supervisor indicated that he had received a quote for tennis court nets. He also advised that he believes that the Council's own staff are capable of carrying out the line marking. Cllr Mrs Shirley Matthews also requested that the netball lines be re-marked. The Interim TSS was requested to additionally obtain a price for netball posts. As there is no budget for this work, Cllr Michael Theodoulou emphasised that precise costings were required in order to make a request to the Finance Committee.

Members were of the view that no charges should be imposed for using the tennis/netball courts in due course.

P3 (4) Matters arising – Storage containers

Members were advised that one of the two containers has been removed. There was some discussion in relation to the remaining container at the Memorial Hall. It was suggested that

the rental firm Parker Plant be contacted with a view to negotiating a price to purchase the container, given the length of rental.

It was also discussed that the Male Choir's staging is being stored in the container, which is used by a number of organisations. Cllr Michael Theodoulou suggested that the Town Council approaches the Choir, with a view to purchasing the staging. Members were in favour of a meeting being arranged with the Choir to discuss this. **TSS to action**

P3 (4) Matters arising – Scott's Yard

Members were informed by Cllr Michael Theodoulou that both he and the Clerk had been chasing up the relevant County Council officer, Mr Stuart Walters but no response had been received to date.

5. Update on the Copperworks site and ROCS (Regenerate Our Copperworks Site), to include health and safety issues in relation to the site (safety issues referred from Town Council meeting of 18/05/16)

Cllr Michael Theodoulou indicated that he wished members to finalise a recommendation that day in order to present to the next Town Council meeting. He has made members of ROCS aware of this and a meeting has been arranged with them for 5pm on Thursday 9th June, so as to discuss the recommendation prior to the Town Council meeting.

Cllr Michael Theodoulou referred to the fact that the Interim TSS had been requested to inspect the Copperworks building once more and prepare a report on its condition. The Interim TSS confirmed that this had been undertaken by him and he outlined his findings in the report to members. He advised that there is water penetration into the electrics and he thinks that this is why the difficulties with the electricity supply have been experienced in the Band Room. The walls of the building are saturated with damp. New toilets are required at the premises. Members were also informed that there are sections of the floor missing and it also appears that some deliberate damage has been caused. The Interim TSS indicated that a quantity surveyor would need to provide accurate costings but in his opinion, he believed that it would cost in excess of £100,000 to carry out the necessary remedial works.

Due to the problems with the electricity supply to the Band Room, the Interim TSS was requested to obtain a costing for there to be a separate supply to the Band Room.

The Interim TSS suggested that consideration be given to boarding up the building, to ensure that bats do not enter it.

Following the discussions, members all agreed that the building is in an unsafe condition and therefore, the Town Council could not allow it to be used by the ROCS group, in accordance with the request made. This will be advised to the group at the meeting on 9th June. Cllr Michael Theodoulou also suggested that it would be worthwhile for a press release to be made to this effect in advance of the Town Council meeting, which was agreed by members. Cllrs Mrs Shirley Matthews, Mrs Moira Thomas, John Hedley Jones and Robert John indicated that they would be available to attend the meeting with the ROCS group, along with Cllr Michael Theodoulou.

Members commended the ideas that had been put forward by the ROCS group and were of the view that the Council should still try to work closely with them towards achieving their aims in an alternative way.

6. Update on the application for outline planning permission on the Copperworks site, following a meeting with the planning officer on 25th May 2016

The Clerk updated members that she had attended a meeting on 25th May with the Planning Officer, Mr Robert Davies and the architect Mr David Darkin, together with Cllr Michael Theodoulou and the Interim TSS. At this meeting, it was evident that the Planning Officer did not favour the proposed design for housing on the Copperworks site and the proposed change to the park area. Also, due to a levy imposed for social housing per building, then it appears that the sale of the site will not achieve as much revenue for the Town Council, as was previously hoped. An alternative design had been discussed at the meeting, subsequent to which Mr David Darkin had sent through amended drawings, which were shown to members.

It was discussed that the Council effectively has three current options for the site, as follows:

- Undertake necessary remedial work at a minimum cost of £100,000.
- Proceed in seeking planning consent and selling the plots, which would achieve approximately £150,000.
- Demolish the building in order to address the health and safety concerns, at an approximate cost of £50,000.

Following the discussions, members felt that the Town Council should still pursue a sale of the site and it was therefore agreed that the application for outline planning consent should proceed on the basis of the amended design.

7. Update on potential asset transfers in relation to parks/open spaces

The Chair Cllr Michael Theodoulou advised that no further information had been received from the County Council as yet.

8. Further consideration of bar facilities at Burry Port Memorial Hall

The Clerk advised that following enquiries made by the Interim TSS with Carmarthenshire County Council, there appeared to be no reason why the Town Council could not seek to re-tender. Also, despite the Rugby Club indicating an intention to submit a tender, this had still not been received.

The Interim TSS informed members that he had costed the installation of bar facility in one of the side rooms in the Memorial Hall. This would cost under £500 with Town Council staff undertaking the work.

Given the apparent lack of interest from local public houses and clubs in operating bar facilities at the Memorial Hall, the Clerk and Interim TSS put forward the suggestion that the Council should once again consider the option of operating bar facilities itself. Following the

discussions, members were in favour of this and **APPROVED** to recommend the following to the Town Council:

- The Town Council makes arrangements to run its own bar facilities within the Memorial Hall for events, where required.
- In so doing, temporary staff be hired, as required.
- To make enquiries and obtain any necessary training for members of staff.
- To finalise the costings for installing bar facilities in the side room and to proceed with these amendments.

9. Update on the installation of toilet facilities at the gym within Burry Port Memorial Institute

It was reported that the gym had been inspected and that there was a toilet area in existence but it was presently used to store equipment. The Interim TSS had requested that the area be cleared within the next seven days, and then he could carry out a full appraisal of works required to re-install toilets in the gym. The Interim TSS conducted a visit to the premises and met up with the tenant. Due to an unforeseen injury he has requested an extra fortnight to complete the removal of equipment. This will be re-inspected in due course and the toilet facility will then be restored.

10. Update on Boxing Club in old snooker room.

Cllr Michael Theodoulou reported that there had been a meeting the previous day with representatives from the Boxing Club, when a detailed discussion had taken place, including the hours during which they would operate. The Boxing Club had hoped to utilise the facility for one day on the weekend, as well as weekday evenings but had been informed that this would not be agreed to at present and could be reviewed in due course. They had also been informed that the Council would need to have sight of various documentation, to include insurance and licences, prior to them commencing.

There had been discussion in relation to the type of usage. In addition to a number of boxers using the facility, there is the possibility for it to be used to train autistic children. It is also anticipated that there will be leisure users, who will be using the facility to keep fit.

The Boxing Club were unhappy about the level of rent advised to them. As a result, Cllr Michael Theodoulou had advised that this could be potentially reduced, to be calculated on the basis of their usage.

Following the discussions, members agreed to there being a three month rent free period, to enable the initial set up of the facility. This is to be followed by a 12 month probationary period. Cllr Michael Theodoulou is to calculate the appropriate level of rent on usage time, with no reduction, based on the square footage of the facility. The Boxing Club is to liaise with the Interim TSS in due course regarding the layout of the equipment.

11. Further consideration of caretaking duties at Burry Port Memorial Hall and Pembrey Memorial Hall.

Previously, there had been a suggestion of moving the CCTV monitor to the Clerk's office. The cost of this is approximately £300.

The Interim TSS has looked into the installation of remote CCTV and the cost of this is approximately £900/£1,000.

Additionally, the Interim TSS has looked into a remote alarming system. This would assist with caretaking issues, as it would enable buildings to be alarmed without the necessity of a member of staff being on site.

It was **APPROVED** that the Interim TSS obtain precise costings for this work, so that a recommendation could be made to the Finance Committee in due course. Also, due to the impact on caretaking duties, it was agreed that this potential new system should be referred and recommended to the Civic Governance Committee.

12. To consider referred matters (if any)

Cemetery

The Clerk informed members that since the agenda had been sent out, a letter had been received from the Secretary of Llanelli Joint Burial Authority in relation to potential collaboration opportunities, following discussions on Burry Port Cemetery. The Clerk circulated the information received, to include the potential cost of specific items of work in relation to Burry Port Cemetery being undertaken by Llanelli Joint Burial Authority.

It was discussed that progress has been made since the original report was provided on Burry Port Cemetery by the Cemetery Manager of Llanelli Joint Burial Authority. Cllr John Hedley Jones had located an old report which he had prepared, although this had not been adopted and implemented at the time. Cllr John Hedley Jones has since updated this report. Additionally, the Cemetery Manager of Llanelli Joint Burial Authority has provided copies of their rules and regulations, which can be incorporated, if required.

Members recognised that there have been difficulties in the past, both with Councillors and staff in relation to the administration of Burry Port cemetery. However, they were generally of the view that progress had been made internally to address issues and therefore, it was now unnecessary to utilise the services of Llanelli Joint Burial Authority. Cllr Michael Theodoulou emphasised that the Burial Sub Committee should now be reinstated and should fully consider the issue in order to make clear recommendations.

Following the discussions, it was **APPROVED** that the recommendation to the Town Council is that the Council continue to administer its own systems in managing Burry Port Cemetery. It was further recommended that the Civic Governance and Personnel Committee fully consider the various responsibilities in so doing and allocate those responsibilities appropriately to members of staff as part of the process of the ongoing job evaluation. The Committee further recommended that a Burial Sub Committee be appointed to monitor and oversee the running of the cemetery. The appointed members are Cllrs Mrs Shirley Matthews, Robert John, John Hedley Jones and Ken Edwards (Chair).

Budget Monitoring

Cllr Ken Edwards referred to the fact that the RFO had been requested to make available a budget monitoring report for each committee meeting but this had not been received to date. The Clerk is to speak to the RFO in relation to this, to try to ensure that the information will be available in future.

IT issues

Members were informed of difficulties with the office computer system during the last week, which were ongoing. This has meant that it has not been possible to access all stored documentation and as yet, it is not known whether or not it will be possible for it to be retrieved.

Costings are being obtained in relation to the installation of an improved system. Due to the urgency of this issue being addressed to avoid similar future difficulties, it was agreed that following receipt of this information, there would be a meeting of the Chairpersons of the four committees, to consider what is required.

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
26th July 2016

Present: Cllrs Michael Theodoulou (Chair), John James, John Hedley Jones, Mrs Shirley Matthews and Mrs Moira Thomas

In attendance: Mrs Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Interim Technical Services Supervisor)

Meeting room, Memorial Hall, Burry Port 9-30am – 11am

1. Personal Matters

Cllr Mr Michael Theodoulou reflected on the recent loss of Cllr Mrs Jean Hire. In paying tribute to her, he emphasised the great loss to both the Council and the local community.

Apologies were received from Cllrs Ken Edwards and Geraint Davies.

2. To receive member's declaration of interests in respect of the business to be transacted

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

3. To confirm the minutes of the meeting held on Tuesday 28th June 2016

The minutes of the meeting held on 28th June 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P2 (6) Update on potential asset transfers in relation to parks and open spaces

Following a query raised, the Clerk advised that to date, nothing further had been received from the County Council. There was some discussion regarding when the Council would be deciding what asset transfers to proceed with. It was felt that more details were required from the County Council. It was agreed that the Clerk chase up the matter further with the County Council.

P2 (7) Further consideration of bar facilities

Cllr John James queried where the hatch was intended to be placed. It was confirmed that there would be a dual use so that it will still be possible to use the room as a changing room.

P3 (8) Update on the installation of toilet facilities

There was some discussion regarding the current responsibility for cleaning within the Memorial Institute and Memorial Hall, following a query regarding the up to date position on cleaning within the Memorial Hall. The Interim TSS advised that he believed that an additional six hours per week for cleaning was necessary.

P3 (9) Update on Boxing club

The Clerk updated members that outstanding issues had been addressed in relation to the Boxing Club. Furthermore, she had prepared a Licence to occupy the former snooker room and this had now been signed.

5. Update on Copperworks Site

The Interim TSS advised that a small amount of fencing was required for the site with the correct safety signage. The cost of fencing would be £369.50, whilst the signage would cost £140.00. He also advised that the car park area needs to be maintained and also repair work required to the grounds, together with weeding and tidying up.

The Interim TSS further advised that the Planning Department at Carmarthenshire County Council required another bat survey to be carried out on the hall.

It was mentioned by the Interim TSS that there was some interest already in the site. Cllr John James queried if there had been any further news from the ROCS group. It was advised that nothing further had been heard.

6. Toilet Facilities

The Interim TSS informed members that the gym had cleared out the space designated for the toilet area. There was no previous toilets just shower blocks. There was no external waste pipe available. The Interim TSS also suggested that the Council looks at the overall arrangements for the toilet facilities at the Memorial Institute as these are currently shared with the Cylch, the Gym and boxing club.

Cllr Michael Theodoulou requested Cllr John James to chase up the County Council in relation to the land called Scott's Yard. He confirmed that he has already chased this up and further information is awaited.

7. Alarms

The Interim TSS suggested that the alarms on the premises would need an upgrade. The cost with the existing contractor Dyfed Alarms would be £450 for the main hall and £450 for the Institute. There will also be additional costs for Pembrey Hall. There would be an annual maintenance charge of £70 for each alarm.

Cllr John James mentioned that there is no camera on Friendship Square. Previously; this was linked to our system and could be monitored by the caretaker.

Cllr Michael Theodoulou referred to there being two issues.

1. Security of the buildings and impact on the caretakers costs.
2. If the capacity is improved, where is the best place for additional cameras and what is the cost?

Cllr Michael Theodoulou requested the Interim TSS to look into the issues further and report back.

Subsequently, members considered the budget monitoring report for the Facilities Management Committee, as reported to the Town Council meeting the previous week. Cllr Michael

Theodoulou queried the budget figure of £2,750 for the Toddler Park/MUGA. This is to cover the cost of remedial work and inspections.

There was some discussion that there does not appear to be a budget which could cover the cost of the upgraded alarming system. It was therefore agreed that the Clerk would check the Financial Regulations regarding authorisation for expenditure. If necessary, the recommendation to incur this expenditure would be referred to the Finance Committee. Cllr Michael Theodoulou also requested the RFO attend the next Facilities Management Committee meeting so that he could address queries on the Committee's budget.

8. To consider the purchase of a new ride on mower.

The Interim TSS reported that the current John Deere ride on mower is currently out of use. The repair bill would exceed the cost of purchasing a new one, if part exchanged. Also, there is currently only one push mower. This is only suitable for garden use. Cllr Michael Theodoulou requested this to be referred to the meeting of the four chair persons to consider. The Interim TSS pointed out that previously purchased mowers were not for industrial use.

9. To consider referred matters (if any)

Valuation of Town Council assets

The Clerk referred to a discussion at the Town Council meeting the previous week, where it had been identified that consideration should be given to obtaining up to date valuations of the Council's assets. Cllr Michael Theodoulou therefore requested that a price be obtained for undertaking valuations on the basis of market value and also replacement. Subject to there being up to date valuations, consideration can be given to whether insurance cover is appropriate.

10. Any other competent business.

- The Clerk referred to notification having been received of the intention by ICCM to run a training course in Swansea in the next few months on exclusive rights of burial. It was therefore approved that the Clerk should attend the training and possibly one other member/officer.
- It was reported that a meeting of the Burial Sub Committee has been arranged for the 2nd August.
- The Interim TSS advised members that there is an issue in relation to trees on the land at Pembrey Memorial Hall. It was therefore approved that the Interim TSS should obtain a report from an independent tree surgeon.
- As part of the ongoing job evaluation process, it was agreed that there should be generic contracts for the four maintenance operatives, which would allow the flexibility to utilise them to the best of their strengths. It was further agreed that the caretaker would need to be considered separately, although his duties and hours may need to be looked at in light of remote locking/alarming of buildings.

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
26th July 2016

Present: Cllrs Michael Theodoulou (Chair), John James, John Hedley Jones, Mrs Shirley Matthews and Mrs Moira Thomas

In attendance: Mrs Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Interim Technical Services Supervisor)

Meeting room, Memorial Hall, Burry Port 9-30am – 11am

1. Personal Matters

Cllr Mr Michael Theodoulou reflected on the recent loss of Cllr Mrs Jean Hire. In paying tribute to her, he emphasised the great loss to both the Council and the local community.

Apologies were received from Cllrs Ken Edwards and Geraint Davies.

2. To receive member's declaration of interests in respect of the business to be transacted

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

3. To confirm the minutes of the meeting held on Tuesday 28th June 2016

The minutes of the meeting held on 28th June 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P2 (6) Update on potential asset transfers in relation to parks and open spaces

Following a query raised, the Clerk advised that to date, nothing further had been received from the County Council. There was some discussion regarding when the Council would be deciding what asset transfers to proceed with. It was felt that more details were required from the County Council. It was agreed that the Clerk chase up the matter further with the County Council.

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1. Security of the buildings and impact on the caretakers costs.
2. If the capacity is improved, where is the best place for additional cameras and what is the cost?

Cllr Michael Theodoulou requested the Interim TSS to look into the issues further and report back.

Subsequently, members considered the budget monitoring report for the Facilities Management Committee, as reported to the Town Council meeting the previous week. Cllr Michael

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- The Interim TSS advised members that there is an issue in relation to trees on the land at Pembrey Memorial Hall. It was therefore approved that the Interim TSS should obtain a report from an independent tree surgeon.
- As part of the ongoing job evaluation process, it was agreed that there should be generic contracts for the four maintenance operatives, which would allow the flexibility to utilise them to the best of their strengths. It was further agreed that the caretaker would need to be considered separately, although his duties and hours may need to be looked at in light of remote locking/alarming of buildings.

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
Wednesday 2nd November/2016

Present: Cllrs Michael Theodoulou (Chair), Mrs Shirley Matthews, Robert John, John James and Mrs Moira Thomas.

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

Meeting room, Memorial Hall, Burry Port 9-30am – 10:50am

1. Personal Matters

Apologies were received from Cllrs Ken Edwards, John Hedley Jones and Geraint Davies.

2. To receive members' declaration of interests in respect of the business to be transacted

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

3. To confirm the minutes of the meeting held on Tuesday 27th September 2016

The minutes of the meeting held on 27th September 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – trees at Pembrey Memorial Hall

Following a request for an update, the TSO advised that the work to cut down the trees had now been undertaken.

P1 (4) Matters arising – Burial Sub Committee

Cllr John James referred to discussions which had recently taken place as part of the ongoing job evaluation process, when it had become evident that the Clerk had not been invited to attend meetings of the Burial Sub Committee. He therefore requested that the Clerk be notified of future meetings of the sub committee.

5. Consideration of the Committee's budget monitoring report

The Clerk advised members that the request for a marketing budget for the committee had been referred to the Finance Committee. The Finance Committee had not been in favour of an immediate budget being provided to the Facilities Management Committee but instead, it had indicated that this would be looked at as part of future planning and the budget setting for the 2017/18 financial year. Cllr Michael Theodoulou indicated that he accepted that this was a sensible decision from the Finance Committee, given the proximity of the new financial year.

As a result of the need to consider internal virements so as to cover the cost of some recent expenditure, it was agreed that the RFO should attend the next meeting of the committee, in order to consider and advise on the possibilities. Given the ongoing job evaluation process, it

was also agreed that the issue of attendance by the RFO at committee meetings be referred to the Civic Governance and Personnel Committee.

Cllr John James queried the current position in relation to the provision of bar facilities, which would increase the Council's income. The TSO advised members that he had received quotations and these would be considered when the working group next meets.

Lastly, Cllr Michael Theodoulou confirmed that once there was clarification in relation to caretaking duties, the fees for rental of the Council's facilities would be reviewed.

6. Consideration of the Committee's budget requirements for the 2017/18 financial year

The Clerk circulated working papers, as a basis for discussion in relation to requirements for next year's budget. Following a query from Cllr Michael Theodoulou, the Clerk confirmed that overall, the budget needed to be agreed upon by January. Cllr Michael Theodoulou emphasised the need for evidence based proposals to be referred to the Finance Committee, especially in light of many of the committee's requests for the current year's budget being refused. He therefore suggested that the TSO and Clerk initially consider what is needed and this can then be further considered at the next Committee meeting.

7. To consider possible drainage issues at Burry Port Cemetery (referral from Finance Committee meeting of 13th September 2016)

The TSO advised that there was some work to be completed at the cemetery in relation to drainage issues. The materials had previously been purchased and he estimated that it would take 10 working days for the work to be completed on the outstanding 100 metres. It is intended that this work be carried out in stages and it should be completed before the New Year. As this referral had come from the Finance Committee, this information will now be reported back.

8. Update on issues relating to the Copperworks site.

The TSO informed members that currently, there was still no water supply to the Band Room on the Copperworks site. However, this is progressing and he had received plans back from Welsh Water. Due to the difficulties, the band was having the use of the Memorial Hall that coming weekend for a presentations ceremony.

The TSO also provided an update in relation to the pending planning application for the Copperworks site. A number of complaints had been received by the Planning Department of Carmarthenshire County Council and the objectors appeared to have some support from Lee Waters AM and Nia Griffith MP. There was therefore a discussion as to how the matter should be progressed and the following was agreed:

- The Clerk is to arrange a joint meeting between members of the Facilities Management Committee and Nia Griffith MP and Lee Waters AM. This will enable Nia Griffith and Lee Waters to have information on the Council's position, as they presently have limited details.
- Following this, a meeting can be arranged with the Planning Officer and the architect, when options can be considered.

- The Council will need to prepare its case to justify the planning application. It was felt that this was strengthened by the fact that the building has been structurally condemned by the relevant officer from Carmarthenshire County Council.

9. Update on potential asset transfers in relation to parks/open spaces.

The Clerk advised members that no further information had been received from Carmarthenshire County Council and that we were still awaiting receipt of the annual inspection reports on the various parks and the camera survey on the Memorial Park, which had been promised.

Cllr John James referred to the fact that nothing had been received in writing regarding the level of funds which would be made available if completion of asset transfers take place after 31st March 2017. He confirmed that the County Council members would chase this up with the relevant County Council Officers.

The TSO advised that he had been informed that there is available Section 106 money for the area and he is awaiting more information in relation to this. Cllr Mrs Shirley Matthews suggested that projects could be identified, pending the availability of Section 106 funding. It was therefore **APPROVED** that this issue could be referred to the Regeneration and Community Services Committee.

10. Update on the acquisition of a new IT system (referral from the Town Council meeting of 19th October 2016).

The TSO informed members that he had been chasing up Carmarthenshire County Council in relation to this issue. He had also looked into alternative providers for the Town Council's IT and it would cost an additional £3,500 should this option be taken. It was therefore agreed that the Town Council should continue its IT services through Carmarthenshire County Council.

11. To consider a response to the County Council's consultation on the proposed removal of pay phones in the area (referral from the Town Council meeting of 19th October 2016).

The TSO informed members that to date, BT had not provided details of the number of emergency calls made from these specific pay phones. Accordingly, it was agreed that the Council should not support their removal until this information is known.

12. To consider proposed refurbishment works to the kitchen at Pembrey Memorial Hall.

The TSO informed members that he had obtained some quotations in relation to this proposed work and he circulated some plans in relation to the same. It was discussed that currently, there is no budget to undertake this work. It was suggested that the work could possibly be funded from reserves, to ensure that it was undertaken swiftly, especially as it is intended that Pembrey Memorial Hall be utilised as part of the hosting of Wales in Bloom 2017. The Clerk referred to the fact that previously, consideration was being given to applying for a grant for the refurbishment of Pembrey Memorial Hall. However, this had not progressed due to quotations not having been obtained, as the former TSO was subsequently absent due to ill health.

Following the discussions, it was agreed that it would be preferable to seek grant funding for all of the required works to upgrade Pembrey Memorial Hall. Accordingly, the TSO will obtain

quotations in order to start this process.

13. To consider referred matters (if any)

There were no additional referred matters.

14. Any other competent business

- Cllr Mrs Shirley Matthews advised that she was aware that the Gardening Club required chairs to be set up at Pembrey Memorial Hall for their meetings, as they are currently being stored on the stage. The TSO confirmed that the chairs could be stored on the floor of the main hall and one of the maintenance operatives could assist the club, if required.
- The Clerk advised members that there were some issues of concern in relation to the Lionhearts Boxing Club. To date, they have failed to provide documentation/information, in accordance with their Licence to Occupy, namely DBS checks and an update regarding their intended affiliation to the Welsh Amateur Boxing Association. Furthermore, it is known that they have publicly been making derogatory comments regarding the Town Council, with reference to being their landlord. The Clerk informed members that she had attempted to arrange a meeting with representatives of the club but a suitable time had not been agreed as yet. Following the discussions, it was agreed that a meeting should be arranged at the earliest opportunity, to be attended by the Clerk, the TSO and Cllrs Michael Theodoulou and John James.
- The Clerk referred to Cllr Ken Edwards' current ill health and as he is the Chair of the Burial Sub Committee, there may now be some delay in the work of that sub committee being progressed. It was agreed that if there was to be any undue delay, then the other members of the sub committee could proceed in meeting, to enable progress to be made.
- There was a discussion in relation to the up to date position concerning the proposed bar facilities at the Memorial Hall. It was agreed that a detailed recommendation needs to be made to the committee from the working group. This needs to consider the potential impact upon changing room facilities in the Memorial Hall, as well as the cost of the work.
- Cllr Michael Theodoulou referred to the fact that all of the committees had now considered and formulated a view on strategic planning. He indicated that he felt that the Facilities Management Committee should consider it in the same way as the Regeneration and Community Services Committee, that is to use the experience of the current Council, which still leaves the option of it being reviewed following the formation of a new Council in May 2017. It was therefore **APPROVED** that a special meeting of the Facilities Management Committee would take place in due course but in advance of this, the TSO needs to assess what work is required upon all of the Town Council's buildings.

Pembrey and Burry Port Town Council
Facilities Management Committee Meeting
Wednesday 7th December 2016

Present: Cllr Michael Theodoulou (Chair), Cllrs Geraint Davies, Ken Edwards, Mrs Shirley Matthews and Mrs Moira Thomas.

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

Meeting room, Memorial Hall, Burry Port 9-30am – 11.15am

1. Personal Matters

Apologies were received from Cllrs John Hedley Jones and Robert John.

2. To receive members' declaration of interests in respect of the business to be transacted

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

3. To confirm the minutes of the meeting held on Wednesday 2nd November 2016

The minutes of the meeting held on 2nd November 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – trees at Pembrey Memorial Hall

The TSO advised members that work still needs to be undertaken in relation to annual maintenance.

P2 (7) To consider possible drainage issues at Burry Port Cemetery

The TSO advised that the required work had now been undertaken at Burry Port Cemetery.

P2 (8) Update on issues relating to the Copperworks site

The Clerk informed members that she was still awaiting receipt of a date for a meeting to take place with Lee Waters AM and Nia Griffith MP and had been chasing up this matter. Cllr Michael Theodoulou indicated that he would attempt to speak with Lee Waters AM. It was discussed that the meeting is becoming increasingly urgent, as the Planning Officer of Carmarthenshire County Council is awaiting a response from the Town Council in order to progress the planning application.

P3 (12) To consider the proposed refurbishment works to the kitchen at Pembrey Memorial Hall

Cllr Mrs Shirley Matthews informed members that she had been in communication with a County Council Officer who is responsible for Section 106 funds for Pembrey and Burry Port, and she had enquired with the officer if some money could be utilised towards work at Pembrey Memorial Hall. She had been advised that the sum of £37,294 is available, the purpose of which

is to be used towards education and children's facilities. It was therefore agreed that the TSO should put together a draft specification of work, to include upgrading the kitchen, the toilet facilities, the improvement of storage facilities (particularly in the downstairs room utilised by the Scouts) and also work to the tennis/netball courts, as these improvements would benefit the local children using Pembrey Memorial Hall.

P4 Any other competent business – Lionhearts Boxing Club

Members were informed that a meeting had taken place with two representatives of Lionhearts Boxing Club and that there are some potential difficulties. At the meeting, the representatives had been requesting a review of their hire charges and had also indicated that they were looking to use the room outside of the currently agreed hours. However, they had not yet reverted with details and therefore, it was not possible for the hire charges to be looked at whilst this is outstanding. Additionally, at the meeting, the representatives had indicated that they now no longer intended seeking WABA affiliation, which had been a stipulation of their terms of occupation. Additionally, they had still not provided DBS checks for the coaches. Most recently, a message had been sent to the TSO, which suggested that the club may leave the premises in any event, at the end of the current quarterly rental in January 2017. The TSO believes that the club has already reduced the number of days of opening from five weekdays to three.

The TSO also informed members that although on the one hand, there was a possibility that the club would leave the premises, he had also seen information to suggest that they now intend working with autistic children within the club. Cllr Ken Edwards indicated that he had some experience with autistic children and emphasised that specialist knowledge would be required and he wished to know what qualifications the coaches had.

Following the discussions, it was **APPROVED** that the Clerk contact the representatives of Lionhearts Boxing Club once more to set out what outstanding information is required.

5. Consideration of the Committee's budget monitoring report

The Clerk informed members that the RFO had been due to attend the meeting as requested, but unfortunately, he was presently unwell and was therefore not at work. Members had received a copy of the most recent budget monitoring report for the committee up to 30th November 2016, with the agenda. No detailed discussion took place in relation to this, as it was felt that the RFO's attendance was necessary in order to advise on potential virements.

6. To further consider the Committee's budget requirements for the 2017/18 financial year

The TSO outlined details of work which he believed was necessary to be undertaken on the buildings in Burry Port, together with their costs. He advised that he was still awaiting quotes for work in relation to Pembrey Memorial Hall. It was discussed that it may be necessary for the Council to consider taking out a loan in order to carry out remedial work on its buildings and also, the Committee needs to look at funding for cyclical repairs.

Following the discussions, it was agreed that the TSO would prepare a detailed specification on the Council's buildings and that it should be made clear what the committee is trying to achieve and why. It was also agreed that at the next Facilities Management Committee meeting which is due to be held on Wednesday 4th January 2017, discussions for the first 45 minutes should focus

on the 2017/18 budget and that the meeting should commence at the earlier time of 9am.

7. Update on issues relating to the Copperworks site

The TSO advised members that he had been liaising with Welsh Water and that the work relating to the water reconnection to the Band Room should be finalised by the end of that week.

The Clerk also advised that she was still awaiting receipt of the date for a meeting with Nia Griffith MP and Lee Waters AM.

8. Update on potential asset transfers in relation to parks/open spaces

The Clerk and TSO advised members that information which had been discussed and requested at the meeting with County Council officers at the meeting dating back to 4th October 2016 was still awaited. This is despite this information having been chased up.

The TSO informed members that he was aware that some work had recently been carried out at the Memorial Park, with deep troughs having been dug. Having queried this, he had been informed by a County Council Officer that it was general maintenance work.

Cllr Ken Edwards left the meeting at 10.25am.

Members were informed that the Bowls Club were eager to know the Town Council's intentions in relation to the bowling green site. The TSO advised that the Bowls Club had provided him with all necessary information to enable him to calculate annual running costs for the club. There was some discussion upon the best course of action and whether the Town Council should act as a 'middle man' in taking on the lease or whether it could be run as a community facility.

The Clerk and TSO informed members that when they had recently spoken to the Secretary of the Bowls Club, he had indicated that if a commitment to take on the lease was not provided by the Council by the end of the week, then they will be approaching the County Council to proceed with the asset transfer themselves by taking on the lease.

Following the discussions, it was proposed by Cllr Michael Theodoulou and **APPROVED** by the committee that an approach be made to the Bowls Club to ascertain if they would be prepared to discuss the possibility of the Town Council running it as a municipal facility. If not, the committee is minded to recommend to Town Council that it does not proceed with the lease relating to the Bowls Club but would be supportive of the club in other ways. It was further agreed that a special meeting of the committee could be called to discuss the option.

The Clerk referred to the other smaller parks which are subject to potential asset transfers. Although the most recent annual inspection reports have still not been provided in relation to these, the inspection report on the Toddler Park and MUGA has been provided. The TSO outlined that a number of defects had been identified. This is somewhat concerning, given that these are quite new facilities and it was felt that in light of this report, the condition of the other parks may not be as satisfactory as the Town Council believed.

It was agreed that at the next Town Council meeting, consideration needs to be given to the following issues relating to the potential assets transfers:

- The Council's position relating to the Bowls Club.

- The Council's position in relation to the other smaller parks.
- A possible Council resolution on what should be done in relation to the Memorial Park, pending satisfaction on the drainage requirements.

9. To consider undertaking full risk assessments of the Town Council's buildings, to include water management and electrical regulations

The TSO outlined that there should be regular testing in relation to water management of all Town Council buildings. It was therefore **APPROVED** that this work be undertaken and could be funded by a virement from the underspend on water bills.

The TSO also advised members that electrical work needed to be undertaken on the Memorial Institute to ensure conformity with regulations. Again, members **APPROVED** this work and that this could be funded from an underspend in other areas.

Lastly, the TSO also referred to an asbestos test being necessary. Members again **APPROVED** this work and that it be funded from an underspend elsewhere.

10. To consider a request from Burry Port Parks Committee in relation to Toddler Park and MUGA

The TSO informed members that a request had been made by Burry Port Parks Committee for additional bins in the Toddler Park. The cost of two animal design bins is £600 and it is intended that the existing bins could then be moved into the MUGA. The Committee had also requested two benches in the Toddler Park, the cost of which would be £1,200.

The Clerk confirmed that funds had now been received from Burry Port Parks Committee as agreed, being the balance held by them at the time when the Town Council agreed to take over responsibility for the running of the Toddler Park and MUGA.

Following discussion, members **APPROVED** the purchase of the two bins for the Toddler Park but the purchase of only one bench. These can be paid for out of the funds received from the committee.

The TSO also advised that new panels were required in the MUGA at a cost of £800. This work was **APPROVED** and can be funded from the Council's own budget.

11. To consider the purchase of an additional leaf blower vacuum

The TSO advised that presently, there is only one leaf blower vacuum, which is insufficient. The cost of an additional piece of equipment is £399. It was therefore **APPROVED** that this be purchased and a virement could be made from the Remembrance Gardens budget of £500.

12. To consider upgrading the media player system at Burry Port Memorial Hall

It was discussed that presently, there is only a CD player within the Memorial Hall and that this is insufficient, given the usage of the hall. The cost of the upgrade to the system is £350. Members therefore **APPROVED** this expenditure and identified that the cost could be covered from the 'maintenance and repairs – Burry Port halls' budget.

It was also briefly discussed that a sound system is required at Pembrey Memorial Hall. It was

agreed that this should be acquired as part of the refurbishment of the hall, possibly from the Section 106 money.

13. To consider referred matters

Members were informed that at the last Bar Facilities Working Group meeting, there was a recommendation for work on the bar facilities to commence under a three phase process. Under phase one, it was intended that the hatch and shelf be created, together with the installation of a roller shutter. It was being recommended that a stud partition be built as part of phase two, together with required electrical work being undertaken. Lastly, decoration could be carried out, together with the installation of a work top and new door (following the partitioning) as part of phase three of the work. The working group had looked at this three phase process, so that following completion of phase one, the bar facilities could then generate income in order to continue with the outstanding work.

Members were in favour of this recommendation and **APPROVED** that a referral be made to the Finance Committee for the cost of £2,000 for work to be carried out under phase one.