

**Pembrey and Burry Port Town Council**  
**Facilities Management Committee meeting**  
**Thursday 4<sup>th</sup> January 2017**

**Present: - Chair Cllr Michael Theodoulou, Cllrs Ken Edwards, John Hedley Jones, Robert John, Mrs Shirley Matthews and Mrs Moira Thomas.**

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

**(Meeting Room, Memorial Hall, Burry Port 9.00am – 11.35am)**

**1. Personal Matters**

Apologies were received from Cllr Geraint Davies.

**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 7<sup>th</sup> December 2016**

The minutes of the meeting held on 7<sup>th</sup> December 2016 were approved as a true record.

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

P1 (4) Matters arising

Cllr Michael Theodoulou advised that he had been unable to speak with Lee Waters AM since the last meeting. However, members were aware that prior to Christmas, the Clerk had confirmed a meeting date with Nia Griffith MP and Lee Waters AM for 13<sup>th</sup> January 2017.

P5 (13) Referred matters

It was confirmed that following the last committee meeting, the Finance Committee had approved the expenditure to enable the first phase work of the bar facility to be carried out. This work will therefore commence shortly.

**5. Consideration of the Committee's Budget Monitoring report**

As the RFO was in attendance, he outlined details of the Committee's budget monitoring report. This was up to 31<sup>st</sup> December 2016 and the RFO indicated that it had not yet been considered by the Finance Committee, which would be meeting the following week.

In relation to income, the RFO confirmed that the balance received from Burry Port Parks Committee had now been transferred to the Facilities Management Committee. In relation to

the footpath grant and the SLAs, the RFO has spoken to the relevant County Council Officers and agreed the amounts. He has also spoken with Mr Matt Morden and agreed payment of the final subsidy instalment on Pembrey Memorial Hall.

With regard to expenditure, the RFO highlighted areas where this exceeded budget and where virements had either been actioned or were needed.

Cllr John Hedley Jones referred to the payment which would be made later in the financial year for footway lighting. He reminded members of previous discussions and that there were some areas which the Town Council should not be responsible for the payment of. The TSO advised that he was due to have a meeting with a County Council Officer in relation to this issue on Monday 9<sup>th</sup> January.

Also, in relation to expenditure, the TSO highlighted that there would be further costs payable on the Copperworks site for the water reconnection.

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

The RFO circulated working papers to members in relation to the proposed budget for 2017/18.

Members considered the projected income for the Committee for the new financial year, which they approved.

In relation to expenditure, the TSO had prepared a report on work which was required to the Council's various buildings, together with timescales setting out when the work was required.

There was a discussion in relation to the funding of necessary work. As the current reserves are within normal range, this excludes the possibility of these funds being used for required maintenance work. Accordingly, the two viable options are either to set up a reserve fund and to address the work over the next few years, or alternatively, the Council could obtain a loan. The RFO was requested to find out details of the cost of the Town Council borrowing funds and he therefore briefly left the meeting to source this information.

The RFO subsequently advised that the precise rate of the borrowing would depend on how much the Council borrowed and over what period of time. In light of information provided, members agreed that a recommendation should be made to the Finance Committee that a loan of £100,000 be obtained over a 15 year period. This would mean repayments of £8,000 per annum. It was agreed that it would be beneficial for there to be a delegation from the Committee in attendance at the Finance Committee meeting, to enable any queries to be addressed.

## **7. Update on issues relating to the Copperworks site**

As had been indicated earlier, a meeting had now been arranged with Nia Griffith MP and Lee Waters AM for Friday 13<sup>th</sup> January 2017 at 11.30am. Cllr Ken Edwards referred to the previous public meeting which had taken place, where he had been requested by Nia Griffith MP to speak and he had tried to be impartial in setting out the position. Cllr Ken Edwards

expressed disappointment in the actions of Lee Waters AM and in particular, that he had not checked facts with him or the Clerk prior to submitting his letter to the Planning Department.

There was discussion regarding the Planning Officer urging progress, particularly in relation to the Town Council lodging a statement, setting out its position. Cllr Michael Theodoulou requested the TSO to obtain clarity on the status of the planning application, as if it has not been formally lodged, the County Council could not pressurise the Town Council in this regard. Also, he requested the TSO to establish for what period the existing bat survey would remain current for.

Following the discussions, it was agreed that committee members meet with Nia Griffith MP and Lee Waters AM on 13<sup>th</sup> January to provide them with clarity on the Council's position. It was further agreed that members meet at the earlier time of 11am to enable a brief discussion beforehand.

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

The Clerk reminded members of discussions which had taken place at the previous meeting, when it was agreed that at the next Town Council meeting, consideration needed to be given to three issues, namely its position relating to the Bowls Club, its position regarding the smaller parks and lastly, what should be done in relation to the Memorial Park pending satisfaction on the drainage problems. Also, as there was no Town Council meeting in December, these issues would need to be considered at the January meeting.

Members therefore discussed these various issues, to enable recommendations to be made to Town Council, as follows:

### Burry Port Memorial Park

Members were informed that notification had now been received via an email to the Technical Services Officer that the County Council would not be carrying out any drainage works to the Memorial Park prior to its transfer. The TSO also informed members that he was aware of a particular current problem with drainage in the Memorial Park. This is a very recent issue, with water entering the gardens of adjacent properties.

Understandably, members were concerned that the Town Council is not in a position to afford the cost of the drainage rectification. Accordingly, it was **APPROVED** that the recommendation of the committee is that in light of the information received from the County Council regarding the drainage issues, the Town Council should withdraw its expression of interest to take over the entirety of the Memorial Park. The committee also agreed to recommend that the Mayor, together with the Chairpersons of the Facilities Management Committee, the Finance Committee and the Regeneration and Community Services Committee should collectively prepare and distribute a statement setting out the Council's reasons.

### Individual parts of the Memorial Park

Members discussed that there was still a possibility of the Town Council considering taking on parts of the Memorial Park in order to safeguard the sports clubs who use the facilities.

However, there was a general view that there would need to be benefit to the community in the Town Council effectively acting as a “middle man”, as otherwise the clubs could directly take on a lease from the County Council. As members could not specifically identify the benefit to the community, they were of the view that all of the clubs should be treated in the same manner. It was discussed that even without taking on a lease from the County Council, the Town Council could still assist the sports clubs and they should be made aware of this. For example, there is the grant scheme run by the Town Council. Also, there was the possibility that the Town Council could possibly undertake some work for the sports clubs at cheaper cost than the County Council.

Accordingly, it was **APPROVED** that the recommendation of the Facilities Management Committee is that the Town Council should not take on a lease in relation to individual parts of the Memorial Park. Also, a statement should be provided to all of the clubs, referring to the fact that the Town Council is aware of the challenges which the clubs will face but advising of alternative support which can be provided by the Council, including its grant scheme.

#### Other smaller parks/play areas

Members were informed that the County Council had still failed to provide copies of the annual inspection reports for each of these parks, despite having been promised these at the meeting held with County Council officers on 4<sup>th</sup> October 2016 and further assurances received since this time.

Members were of the view that potentially, the Town Council could still consider the transfer of these parks, but this is subject to the annual inspection reports being satisfactory, when they are obtained.

### **9. To consider a request from Burry Port Lionhearts Boxing Club for a review of their terms of occupation**

The Clerk informed members that following the meeting which had taken place with representatives from Lionhearts Boxing Club on 16<sup>th</sup> November 2016, she had been communicating with them regarding their request to amend their terms of occupation as set out in their Licence to Occupy. The Clerk confirmed that specific requests had now been made in an email, which she outlined to members. These were as follows:

- A reduction of the rent (but based upon the same available hours of usage).
- The ability to vacate the premises at any time, with one month’s notice.
- Rent to be paid on a monthly basis, rather than quarterly.

Members discussed that the Boxing Club is trying to compare its rental charges to other organisations but that this is not a realistic comparison, as the rooms/usage are completely different. It was therefore felt that if a commercial view was taken, then a reduction in the rent should not be considered. However, as the Boxing Club is newly established, members felt that some short term assistance may be appropriate through a small reduction in the rental charges. It was therefore **APPROVED** that the requests from the Boxing Club should be referred to the Fees and Charges Sub Committee, for full consideration.

Members further discussed other information which had been sent in the email to the Clerk in response to queries raised. In particular, the email had indicated that there was no imminent intention to seek affiliation with the Welsh Amateur Boxing Association (WABA) nor was any indication given as to whether this is likely to happen in future. Members were of the view that the Boxing Club should be allowed a further year to affiliate with WABA, failing which they could not be considered to be a Boxing Club and may not be able to continue in occupation. Members also discussed the intentions of the Boxing Club to work with autistic children and they were concerned that assurance was needed that there was the right level of expertise. Accordingly, it was further agreed that the Clerk notify the Boxing Club that evidence of the experts who would be involved would need to be provided and approved prior to a programme of work with autistic children commencing.

**10. To appoint representatives to attend a meeting of Burry Port Memorial Park Bowls Club on Thursday 12<sup>th</sup> January 2017 at 10am**

It was agreed that this meeting be attended by Cllrs Michael Theodoulou, Robert John and John Hedley Jones.

**11. Any other competent business**

The Clerk informed members that a request had been received in relation to a potential new project. The Clerk outlined details of this request which were set out in an email recently received. This related to the setting up of a community hub in Burry Port. The email set out details of what activities were intended.

Following brief discussion, members **APPROVED** that the Clerk revert to the person concerned, suggesting that he views the Council's facilities to assess if any of these are suitable for his requirements. It was further agreed that if a booking was made, this would be charged at Strand A.

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

**Monday 30<sup>th</sup> January 2017**

**Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, John Hedley Jones, Robert John, Mrs Shirley Matthews and Mrs Moira Thomas.**

**Non Committee members: Cllrs Mrs Lisa Mitchell and David Owens**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (TSO)  
(OAP Hall, Burry Port 9.30am – 11.05am)**

**1. Personal Matters**

Apologies were received from the Mayor, Cllr John James.

**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 further consider the potential transfer of the smaller parks with Pembrey and Burry Port**

The TSO advised that annual inspections had been carried out on behalf of Carmarthenshire County Council upon all of the smaller parks within the Pembrey and Burry Port area, in relation to which transfers are being considered. He reported that out of the 7 parks, 2 of them were rated as moderate risk, whilst the others were classed low risk in the annual inspections. Since receipt of the copy annual inspections, the TSO has requested Mr Paul Murray of Carmarthenshire County Council to provide a full breakdown of the components. This will provide important information and for example, will enable assessment of the cost of manufacturing one off components.

The TSO outlined information on individual parks, as follows:

**Tan y Bryn Park**

This was one of the parks rated as moderate risk. The TSO advised that he thought that there was a minimum of £1,000 worth of work to be carried out there.

**Pen y Bryn Park**

Again, this was assessed as moderate risk. Members discussed that this park is not well used.

The remainder of the parks, which were assessed as low risk, were discussed as follows:

### Cwm Eglwys Park

It was discussed that there are flooding issues with this park.

### Waun Sidan Park

Members were informed that although this is quite a new park, it is deteriorating quite quickly. It was suggested that potentially, the warranty could be considered. It was highlighted that this site was identified as a possible “super park” in Pembrey.

### Tyle Teg

This is in an extremely poor, scruffy condition and it was felt surprising that it was classed as low risk. It was discussed that there are a number of corrosion issues. Also, there are uneven surfaces and problems with algae and moss growing.

### Burrows Park

No significant problems were identified in relation to this park and it was discussed that the transfer of this is integral to the proposed disposal of the annexe building on the Copperworks site.

### Trem y Mynydd Park

It was discussed that although there is a problem with open spaces around this area, the park itself is in good condition.

Although detailed information is not yet available in relation to these parks, it was suggested that if the smaller parks were looked at on a purely business basis, the potential transfer of them would not be considered. However, this is not the sole consideration for the Town Council, as it has to consider the provision of facilities for the community. It was recalled that at a public meeting, there was willingness for the precept to be increased in order to secure the future of community facilities. Nevertheless, the Town Council could not be irresponsible in its actions.

The Clerk highlighted that the Council also needed to consider the hidden costs of the transfers, particularly the manpower hours for the ongoing maintenance. The TSO added that he believed it would require two men to maintain all of the parks, especially over the spring and summer periods. It was suggested that possibly, the maintenance of the parks could be outsourced. Members were also reminded that there would obviously be additional insurance costs for the Council, as all of the parks would need to be insured.

Following the discussions, members agreed that in principle, it should be recommended that the transfer of the smaller parks be proceeded with but this is subject to the detailed information on costs being available for consideration at the next Town Council meeting.

#### **4. To further consider the potential transfer of Burry Port Memorial Park from Carmarthenshire County Council**

Members were reminded of the difficulties surrounding the proposed transfer of Burry Port Memorial Park. In particular, Carmarthenshire County Council has stated in writing that it will not undertake remedial work in relation to the drainage problems. The only report which has been provided is extremely out of date, dating back to 2004. The County Council has been requested to grant an extension of the deadline of 31<sup>st</sup> March 2017 for completion of asset transfers in order to secure maximum funding but this has been refused.

The communications between the Clerk and Mr Jonathan Fearn of Carmarthenshire County Council in relation to the drainage issues had been circulated to members in advance of the meeting. It was discussed that the County Council is trying to force the Town Council to use Section 106 money to rectify the long standing drainage issues, although this is funding which should be used to improve the local community. It was also commented that other Section 106 money had been re-directed from Burry Port to Bynea.

As the County Council had failed to agree to fund the cost of the new drainage survey and report upon the Memorial Park, the Clerk had authorised the instruction of a specialist company, in accordance with the decision made at the Town Council meeting held on 18<sup>th</sup> January 2017. The purpose of the report is to provide information on the nature and extent of the drainage problems, what needs to be done to rectify the issues and how much it will cost. However, members were informed that it is unlikely that the results of the survey will be available prior to the February Town Council meeting.

Members agreed that the Town Council could not make a decision on the proposed transfer of the Memorial Park until it knows the cost of rectifying the drainage issues. Having regard to timescales, it was therefore **APPROVED** that the Clerk revert to Carmarthenshire County Council regarding an extension but this time directing the correspondence to Cllr Meryl Gravell and the Chief Executive. It was agreed that full background information should be set out in such a letter, including the fact that the Town Council is paying for an up to date survey. Also, the County Council should be urged to agree an extension of the deadline of 31<sup>st</sup> March for three months, both for the Town Council and the sporting organisations. This would enable the Town Council to complete its enquiries and make an informed decision.

#### **5. Consideration of individual clubs and organisations**

It was discussed that there are advantages and disadvantages of the Town Council taking on the head lease of Burry Port Memorial Park and sub-letting to the various clubs. From the perspective of the clubs, the Town Council is easier to deal with than the County Council. However, the Town Council does not need to have a lease in order to assist the clubs and can still continue to support them in other ways. Also, it was acknowledged that there would undoubtedly be boundary issues between the clubs, as well as between the Town Council and the County Council.

Cllr Geraint Davies indicated that he thought that Burry Port Rugby Club may proceed in taking a lease relating to the pitches.



It was discussed that the sporting organisations appear to be understanding of the Town Council's dilemma in presently being unable to make a decision regarding a lease on the Memorial Park. Members were mindful of the fact that the individual clubs could be financially prejudiced if they awaited a decision being made by the Town Council. Following discussion, it was therefore **APPROVED** that the sporting organisations be notified that due to the present uncertainty, serious consideration should be given to them taking on an individual lease directly from the County Council, although also advising that an overriding lease could still be taken on by the Town Council at a later date.

6. Any other competent business

- **Lionhearts Boxing Club**

The Clerk informed members that the Lionhearts Boxing Club was awaiting a decision in relation to its request to amend its terms of occupation. The request had been considered at a recent meeting of the Fees and Charges Sub Committee, and the recommendation was that the rent be reduced from £304 + VAT per calendar month to £250 + VAT, but that this continued to be paid quarterly, not on the requested monthly basis. Members **APPROVED** the recommendations from the Fees and Charges Sub Committee.

- **Copperworks Site**

The TSO informed members that in relation to the pending application for outline planning consent, the Planning Officer had now been provided with a copy of the report of Mr Steven Pound, Principal Building Control Surveyor, which he did not previously have. It was discussed that the site had been looked at in two phases but there was no intention to proceed with phase two at this time. It was confirmed that any change in relation to this would only occur following a resolution of full Town Council.

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

**Tuesday 7<sup>th</sup> 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 4<sup>th</sup> January 2017 and the Special meeting held on 30<sup>th</sup> January 2017**

The minutes of the meeting held on 4<sup>th</sup> January 2017 and the Special meeting held on 30<sup>th</sup> 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 14<sup>th</sup> 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 15<sup>th</sup> March. It was therefore discussed that as a result, it will not be possible for the deadline of 31<sup>st</sup> 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 15<sup>th</sup> 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 4<sup>th</sup> 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.

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

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

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

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

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

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

**Minute taker: Melanie Carroll-Cliffe**

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

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

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

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

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

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

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

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

**1. Personal matters.**

Apologies were received from Cllr Mrs Karen Morris.

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### Purchase of additional equipment

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

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

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

##### Health, Safety and Welfare issues

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There were no referred matters for consideration.

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

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

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

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

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

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

**1. Personal matters**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**c) Public conveniences**

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

**d) Additional land for consideration**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There were no referred matters.

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

**Thursday 7<sup>th</sup> December 2017**

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

**In attendance:**

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

**(Meeting room, Memorial Hall, Burry Port 9.35am – 11.20am)**

**1. Personal matters**

Apologies were received from Cllrs David Owens and Geraint Davies.

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

Cllr John Hedley Jones declared an interest in agenda item 11 due to his daughter's position in Burry Port Town Band.

**Cllr Mrs Karen Francis-Morris arrived and joined the meeting at 9.38am**

**3. To confirm the minutes of the meeting held on Thursday 2<sup>nd</sup> November 2017**

P2 (4) – [P7 (8) – Update on and further consideration of asset transfers from Carmarthenshire County Council: b) Park/play areas

Cllr Bob Walpole requested that it be included that his statement was confirmed by the Chair and should read as follows:

“Cllr Bob Walpole stated that he believed it was the County Council's responsibility for re-planting trees also, which was confirmed by the Chair.”

Subject to the above correction, the minutes of the meeting held on Thursday 2<sup>nd</sup> November were approved as a true record.

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

P2 (4) – P3 (4) [P4 (8) – to consider the report/minutes of the Burial Sub-Committee – Health, Safety and Welfare issues]

The Chair responded to a query as to whether staff eye-health checks had yet taken place by stating that the matter would be dealt with once the new TSO was in post.

P2 (4) – [P6 (8) – Update on and further consideration of asset transfers from Carmarthenshire County Council: a) Burry Port Memorial Park Bowls Club

The Chair informed the Committee that the 4 Chairs group had authorised an emergency payment of £1600 on ground works associated with maintenance for the Bowls Club as it would soon be the Council's responsibility anyway and delay may have caused an increase to costs.

P4 (4) [P10 (11) – To consider arrangements for the use of the bar facilities within the Memorial Hall.

Cllr Mrs Linda Edwards informed the members that she had yet to contact the Clerk in relation to the matter.

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

The Chair informed the Committee that according to the report it looked very likely that the Committee would overspend its budget. He felt this was partly due to factors outside their control. He added that the income looked healthy and that overall, expenditure was satisfactory but a few budgeted items were overspent and would affect the final totals by the end of the financial year.

In particular, the Chair highlighted the heating system overhaul at Pembrey Memorial Hall which was likely to be very costly. He stated that Calor Gas were asked to provide an estimate for the necessary changes, and in addition to a new fuel storage tank they would need to install a new boiler and other works to meet safety standards. That estimate came in at £10,000. The Chair asked that the Committee make a decision on whether or not to refer the matter to the Finance Committee and ask for the payment to come out of reserves. He stressed that at present, no company would top up the tank with more than £500 worth of fuel, due to the crack and that was sufficient to heat the building for only 3 weeks.

Members then had a discussion about what options might be available if the system was being completely overhauled, and requested a quote be obtained for the costs of linking the system up to the mains gas lines to provide a comparison.

Members **AGREED** for the Chair to arrange for an additional quote for the mains gas alternative, and for the matter of payment from reserves to be referred to the Finance Committee, with the recommendation to consider the mains gas quote.

To ensure fairness among Councillors and Committees, the Chair then encouraged a lengthy discussion about the proposed new structure already discussed by the four Chairs, in advance of consideration by the full Town Council.

Cllr John Hedley Jones raised a concern that in the Budget Monitoring Report, under Income, CCC, SLA – Toilets there was nothing to indicate if an invoice had yet been sent.

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



The Chair stated that the majority of this topic had been dealt with in the additional meeting last week on 28<sup>th</sup> November. However, after the meeting, he had noticed that they had not set an amount for marketing and so had asked the RFO to include a budget of £5000 for it. The Chair explained that this budget would allow the facilities to be marketed to potential users rather than to promote specific events.

**Cllr Mrs Lisa Mitchell arrived at 10.00am**

The Chair stated that the budget this Committee have set is likely to lead to an increase in the precept, but that the total figures were yet to be agreed.

Cllr Mrs Lisa Mitchell enquired if the Committee was able to budget for incidental items to accompany the hire of Council facilities. Examples she gave included music stands and speakers. She suggested that items like these would benefit the terms of hire of the Memorial Hall when it is used for concerts. She had spoken to a regular user of the hall, who had agreed to compile a list of their suggestions for the Committee to consider.

Cllr Mrs Shirley Matthews agreed and added that rope lanes would be useful in places like the bar.

The Chair stated there was already a budget heading for equipment and that they should use that.

Cllrs Mrs Lisa Mitchell also asked if a budget could be included for Christmas decorations other than lighting.

Members all **AGREED** to this inclusion and therefore, the Chair will notify the RFO to include a budget for £1000 for Christmas festivities enhancement.

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

The Chair stated that this agenda item had already been discussed under agenda item 5.

**8. To consider appropriate projects to seek potential grant funding (referral from Town Council meeting of 15/11/17)**

The Chair began by stating that this item had also been referred to the Regeneration and Community Services Committee and so some discussion had taken place at their meeting the previous day. He said that in that meeting, it was felt that a decision on which projects to invest in could not be made without knowing the priorities of the next budget, with the exception of the buildings the Council owned.

There followed a further discussion about the proposed new structure for the Town Council. The Chair added that he would be approaching the Mayor with regard to arranging for an Extraordinary Town Council meeting to discuss the structure thoroughly.

**Cllr Mrs Lisa Mitchell left the meeting at 10.30am**

**9. To consider lighting within the Memorial Park/ MUGA (referral from Town Council meeting of 15/1/17)**

There was a brief discussion about the nature of the issue, where it was clarified that the lighting for the MUGA in particular was being left on until late at night. There was no certainty as to the cause, or responsibility on the matter.

The Chair stated that he would bring the issue to the attention of staff, for the matter to be looked into.

**10. Update on asset transfers.**

The Chair updated members that the Clerk was in the process of obtaining three quotes from solicitors' firms to undertake the conveyancing relating to the numerous asset transfers. He added that his recommendation was for this Committee to request £15,000 from reserves to cover the legal costs.

Having spoken to the Clerk, the Chair informed the Committee that she had yet to receive information from Carmarthenshire County Council in relation to the additional asset transfer requests.

**11. To consider a request received from Burry Port Town Band for a meeting.**

The Chair informed members of a letter that had been received on 21<sup>st</sup> November from Miss Sarah Jones of Burry Port Town Band. The contents consisted of a request by the Band to meet with the Council to discuss the future of the band room and their requirements.

The Chair added that he had spoken informally to members of the Band who had said that the issue may be to do with the suitability of the building they currently use to practice in, given the plans for adjacent development, and concerns in relation to noise complaints and parking they are likely to face.

Members acknowledged that they had previously tried to address this issue by looking to provide alternative space for their use but that those plans had failed.

Cllr John Hedley Jones was invited to speak to provide some information. He stated that when 4 houses had been built adjacent to the site, it had resulted in a noise complaint against them, and that extensive sound proofing works were undertaken to mitigate it. The Band wished to know if any other facilities were available or if the Council was in a position to acquire a suitable building.

There was a brief discussion about the future of the soon to be vacated Parc y Tywyn school site and the former school buildings on Stepney Road as well as the number of former chapels currently for sale around the town. Members were agreed that in the event a site needed to be acquired to house the band, it would be better to look at existing buildings as opposed to building a new structure.

All members **AGREED** to the proposal to meet with Burry Port Town Band.

The Chair stated that he felt the building was not fit for purpose and would require a lot of work to make it so. In response to a query, he added that should the Band find other suitable premises, the full Town Council would have to look at what they would do with the building.

## **12. To consider the future management of the Council's IT system.**

The Chair outlined two quotes that had been received.

For clarity, the Chair stated that one of the suppliers provide the IT services to his own company but that he did not have any interests in it.

Both companies offered a 24 hour service and provide all of the support the Council would likely need.

The quote from one suppliers was for £150 a month, while the quote from the other was for £150 for initial set-up followed by £90 a month thereafter.

There followed a discussion where the option of approaching Carmarthenshire County Council for an SLA was mooted, but some members raised concerns about the quality and accessibility of the service the Council has experienced in the past from them. The Chair stated an informal discussion with them had suggested a larger cost for the same service too.

Members **AGREED** to engage the supplier charging £90 a month to manage the Council's IT systems.

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

There were no referred matters.

However, several members raised concern over the cleanliness of some equipment in the kitchen of the OAP Hall and Burry Port Memorial Hall as well as other related issues, as follows:

- The refrigerator unit in the OAP Hall needs a deep clean
- Also a deep clean of the extractor fan in the OAP Hall
- Get the dishwasher currently stored in the OAP Hall kitchen, plumbed in
- A number of bottomless bins are in use around the OAP Hall and Burry Port Memorial Hall that need replacing with fully enclosed ones.
- Chairs should no longer be stored in the toilets in the OAP Hall
- A washing machine is causing an obstruction in the OAP Hall kitchen and should be moved to and plumbed into the kitchen of the bar in Burry Port Memorial Hall
- The OAP Hall needs a new cooker
- The hot-water geyser in Burry Port Memorial Hall is leaking.

Cllr Mrs Shirley Matthews stated that there was a need for a new bus shelter in Pembrey adjacent to the former Toyota Garage on A484 Danlan Road. All members **AGREED** to support the Councillor when she puts the motion forward as there is a budget for it. On another matter, she asked members for their support in her and Cllr Hugh Shepardson's

opposition to the proposed development on Mountain Road and the footpath re-direction caused by it.

The Chair wished to inform members and seek their approval on a matter and told them he had sought the same permission from the Regeneration and Community Services Committee meeting on 6<sup>th</sup> December. He stated that with their permission he would be raising the issue with the four Chairs group to get an immediate decision as time was limited, otherwise he would have waited until the next full Town Council meeting. He provided a precis of the situation regarding the erection of a new play area adjacent to Burry Port Harbour and outlined how section 106 funding was to be used to undertake the work. The County Council would deliver the project and then hand over to the Town Council to manage.

There was general agreement with the idea but it was requested that Cllr Mrs Amanda Fox be involved in the discussion also as she represented Burry Port ward at the County Council. The Chair responded that he had been working closely with Cllr John James on the matter and that he was likely to be keeping her up to date.

Members voted on the matter and **AGREED** unanimously for Cllr Michael Theodoulou to approach the four Chairs group for a decision.

Cllr Mrs Karen Francis-Morris wished to address what protections the Council could legally place on the remainder of the Copperworks school site that remained in its possession. The Chair responded that as he understood it, a covenant could not be placed on property that you owned unless you were in the process of selling or disposing of it.

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

The Chair wished to further remind everyone that they should be confident that the Town Council has only agreed to sell Phase 1 of the Copperworks site and had decided to do nothing with Phase 2.

Cllr Mrs Shirley Matthews wished to make members aware that there was broken perspex in Pembrey Primary School’s bus shelter outside the Ashburnham Hotel, and that it had been reported to Carmarthenshire County Council.