

**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.