

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

**Thursday 8<sup>th</sup> March 2018**

**Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Mrs Linda Edwards, Mrs Shirley Matthews, Mrs Lisa Mitchell, David Owens and Bob Walpole.**

**Non-members present: Cllrs Mrs Amanda Fox**

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

**(Meeting room, Memorial Hall, Burry Port 11.00am – 12.35am)**

Before proceeding with the agenda Mr Geoff Kendrew had been invited to address the Committee in relation to traffic issues on Cau Dolau.

He had recently submitted evidence to the Town Council to ask for their support in his appeal to stop traffic using Cae Dolau as a through road. He clarified that the problem was in part caused by Sat-Nav systems which directed unsuitable vehicles to use it which was causing damage to the road surface, underlying pipework and the properties themselves. He had approached the relevant departments and officers of Carmarthenshire County Council who had recognised the need for signage. His contacts were Lucy Pugh (Public Rights of Way) and John McEvoy (Road Safety Unit).

Previously, Mr Geoff Kendrew had been asking for signage at the junctions to inform road users that there was no through access, however a recent email from Ms. Lucy Pugh had confirmed that the road carried no public vehicular right of way. This meant he was now seeking to install bollards to stop traffic altogether. He had also been informed by Mr John McEvoy that there was insufficient budget to erect new signage and that he should approach the Town Council to see what they could do.

Members asked what it was they could do to help and Mr Geoff Kendrew responded that any help in stopping the traffic would be welcome but that as he was now asking for bollards, the Council could best assist in ensuring they are erected. In response to whether or not he had asked his contacts at Carmarthenshire County Council about bollards, he responded that he had not yet as this was a recent development.

Cllr David Owens stated that the Town Council could not undertake illegal works and that restrictions may apply to what can be done, so before an action was decided upon it would need to be assessed, however he was keen to offer Mr Geoff Kendrew his support in the matter.

Cllr Mrs Shirley Matthews stated that she sympathised with Mr Geoff Kendrew's situation and asked that because the County Councils have to budget a year in advance perhaps John McEvoy could ensure he had sufficient for the next financial year.

Mr Geoff Kendrew responded that the matter was quite urgent due to personal threats that he and his wife had received, and that Mr John McEvoy was awaiting to hear from his finance

department on his budget, and that he had offered to make a significant contribution to their installation.

Members discussed what styles of bollard were available and what the costs were for them. Cllr Michael Theodoulou stated that whatever action the Town Council took it must be legal, and also that if this was a County Council responsibility, it is they who should be acting on it, and by doing so it may set a precedent that the Town Council cannot maintain. He added that Town Councils were able to part fund things in conjunction with the County Council, and private donations, such as that offered by Mr Geoff Kendrew.

Members suggested that a meeting with Mr John McEvoy and Mr Geoff Kendrew may help find a resolution but recognised the urgency of the situation would require a rapid response. Cllr Mrs Amanda Fox stated that she had spoken to Mr John McEvoy who had informed her he had insufficient money in his budget to fund the signage and had advised Mr Geoff Kendrew to approach the Town Council to see if they had any funds in their reserves for it.

Cllr Bob Walpole expressed his sympathy with the situation and stated that any access issues for residents should also be addressed in the event that bollards were erected.

Cllr Mrs Shirley Matthews stated that although Mr John McEvoy had referred the matter to the Town Council, he had not spoken to anyone at the Town Council about the matter.

Cllr Michael Theodoulou stated that the Town Council could not legally fund a resolution to a County Council problem. A co-funding arrangement could be made but a meeting needed to be arranged with the relevant officers to discuss costs and contributions. Mr Geoff Kendrew was assured that he had the support of this Town Council in finding a resolution.

Cllr Mrs Amanda Fox and Mrs Shirley Matthews as County representatives were asked to contact Mr John McEvoy to arrange the meeting for next week.

**Cllr Mrs Amanda Fox, Mr Geoff Kendrew and his wife left the meeting at 11.30am**

#### **1. Personal matters**

Apologies were received from Cllrs Peter Freeman, John Hedley Jones, Mrs Karen Francis-Morris.

The Clerk and TSO also sent their apologies.

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

There were no declarations of interest.

#### **3. To Discuss with a local resident his approach to the Town Council to seek assistance in securing the erection of 'No through road' signage at the junction of Glanwern Road and Heol Elizabeth**

This agenda item was dealt with at the start of the meeting and the Committee proceeded to the next.

**4. To confirm the minutes of the meeting held on Thursday 1<sup>st</sup> February 2018**

The Chair stated that the minutes had not been approved by the Clerk but had been produced to facilitate this meeting.

The minutes of the meeting held on Thursday 1<sup>st</sup> February were approved as a true record.

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

P1 - re: Litter picking group

The Chair informed the members that he had arranged to meet with the group along with Cllrs John James and Mrs Amanda Fox, but that the group had failed to attend. A meeting would be rearranged in part to discuss their relationship with Keep Wales Tidy, after an email received from KWT informing the Town Council of support opportunities for local groups.

**ACTION: CHAIR**

P3 (4) – to consider any matters arising from the minutes

There was a brief discussion where the Admin Assistant clarified that only the CCTV cameras at the front of Burry Port Memorial Hall were being replaced as the Council was advised.

P6 (9) – update on the purchase of a musical keyboard for use by organisation in the Senior Citizens' Hall

In response to a query, Cllr Mrs Lisa Mitchell stated that although a budget had been set for the purchase of music stands she had not yet had a chance to follow up her enquiries with the TSO.

In relation to the budget set for the purchase of microphones, she had been liaising with the TSO on the arrangements for the St David's Day parade prior to its cancellation, for the provision of an outside PA system. If the Council decided that a purchase arrangement was more suitable than hire as at present, it was thought that a deal may be struck with the supplier to provide microphones at a competitive rate to what she had previously identified. She added she would be continuing to liaise with the TSO and a sound engineer company based in Carmarthen who were advising on what the Council may require.

In the following discussion it was clarified that the Town Council would be using an outdoor PA system four or five times a year and that the hire cost was around £450 for each event. It was queried whether the TSO should be leading on these enquiries and members were reminded that Councillors could not commit Council funds without approval and purchases should be made via the Clerk or TSO as necessary.

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

Cllr David Owens noted that income was ahead of budget on four of five headings and were therefore looking healthy.

The Chair noted that the total expenditure was below budget and that many individual items well within budget. He added that some of those overspent were very high. He stated that it had been agreed with the RFO to discuss the remaining virements at the end of the year.

Cllr Mrs Shirley Matthews enquired whether it would be possible to arrange for a formal unveiling of the Jean Hire Memorial Seat and to invite her relatives to attend.

The Committee **AGREED** to the proposal and asked for the Clerk to make the necessary arrangements on her return to work.

**ACTION: CLERK**

The Chair stated that in relation to virements and other financial matters, it was insufficient to supply the Committee with a copy of the budget monitoring report at the meeting and that these figures only showed up to January. He noted that this and similar matters had been referred to various Committees, but the issues were still ongoing. He felt it was necessary for the Council to ensure its finance information is suitable for it to meet its responsibilities.

He therefore suggested that it be referred to the Civic Governance and Personnel Committee to look at the hours the RFO is contracted for and whether any changes are required for contact time in the office.

All members **AGREED** to the proposal.

**ACTION: CIVIC GOV. AND PERS. CMTE**

Cllr Geraint Davies also raised that the issue of maintenance at the Bowls club still required addressing.

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

The Chair informed the Committee that he was meeting regularly with the new TSO to help him set the priorities for his work as it cannot be left to him and the Clerk alone at present. In their most recent meeting the Chair outlined the most urgent work as follows:

- Pembrey Memorial Hall – roof repair and heating system.
- Asset transfers

The medium term work as follows:

- To assess the best use of the £100,000 loan that may be borrowed.

In relation to the roof repair the Chair stated that the first firm to be approached had quoted over £45,000 for the work. He had instructed the TSO to approach 3 roofing firms with a

budget of £5000 to £6000 for emergency repairs, recognising that it would not resolve the issue but would buy some time for a longer term solution.

Cllr David Owens urged caution when approaching contractors without detailed specifications. He **PROPOSED** that the TSO arrange for a qualified assessment to be made in the first instance and to approach contractors to bid on the work outlined within it.

Members all **AGREED** to the proposal.

**ACTION: TSO**

The Chair stated that this was the process being undertaken for the heating system update also. He added that the report on the heating system would advise on the options available, involving the whole system, from the fuel used to the boiler and pipework.

The Chair then read aloud the TSO's report which included an update on the asset transfers

## **8. Update on asset transfers**

The Chair stated that a solicitor's firm had been chosen and appointed by the Town Council and that they were now in contact with the solicitors representing the County Council. He added that progress so far had been smooth.

He continued that he, Cllr John Hedley Jones and the TSO would be undertaking a site visit to each asset to assess what work is needed at each. The TSO would then be able to price up the costs of any changes.

The Chair stated that he had approached the Pembrey Allotment group, the Pembrey and Burry Port Gardening Club and Incredible Edible Carmarthenshire who are all keen to be involved with utilising some of the spaces as growing space. No further arrangements can be made with those groups however until the assets are transferred.

The Chair updated the Committee that in addition to the play areas and the Memorial Park being transferred the Town Council had also requested the transfer of the following:

- Memorial gardens
- 2 public conveniences
- The land for the play area adjacent to the harbour
- The carnival fields.

The Chair stated that he understood a licence had been given to the Carnival Committee for the carnival fields but that would not change should the asset be transferred. As yet no response had been received from the County Council and he had asked the Clerk to arrange a meeting with Jonathan Fearn on her return to work.

**Cllr Mrs Lisa Mitchell left the meeting at 12 noon.**

The Chair confirmed that the Clerk would usually be in attendance in his meetings with the TSO.

Cllr Mrs Shirley Matthews enquired as to whether or not any grants were available that could be applied for in relation to undertake the work in Pembrey Memorial Hall, including additional work in the kitchen, and elsewhere.

There followed a discussion as to whether or not the section 106 funding had been allocated already to the new school in Pembrey. Cllr Mrs Shirley Matthews stated she would enquire and report back to the Committee.

The Chair stated that he wished the TSO report to be considered by this Committee at every meeting and that it should be made a separate agenda item. Copies of the report should be provided to the Committee along with the minutes and agenda in advance of the meeting.

**ACTION: OFFICE**

**9. To consider procedures for the cleaning of the Council's various facilities on an ongoing basis**

The Chair read aloud the relevant section of the TSO's report. He stated that a problem had arisen on the morning of this meeting, where during times when the cleaner was on annual leave, there was no one to open the public conveniences and clean them. The TSO had asked the cemeteries staff to undertake the work but they had too much work to fit that task in also. A solution was being sought but it may be that the opening hours of the conveniences would be reduced during this time. This needed to be reviewed and the Chair would be making enquiries as to whether a contractor would provide a better option.

**ACTION: CHAIR**

In response to a query on the lack of equipment, crockery and utensils in the kitchen's when they are hired, the Chair responded that this was a standards issue and he suggested that a "watchdog group" be set up to monitor these issues and advise the TSO as necessary, including on matters of cleanliness.

**Cllr Mrs Shirley Matthews left the meeting at 12.15pm**

The Committee requested that the TSO's report be emailed to them following this meeting.

**ACTION: ADMIN ASSIST.**

**10. To consider the option of the Town Council entering in to a maintenance contract for repairs to items of playground equipment**

The Chair informed the Committee that the member of staff who had been inspecting the play equipment needed to have his certificate and training updated and he also needed regular assessment to prove his ability to undertake the work. A contract to provide outside inspection and to train staff as needed was to be arranged.

**11. To consider potential additional security measures in the Memorial Gardens, such as increased lighting**

The Chair stated he would ask the TSO to come up with a proposal and provide costs.

**ACTION: CHAIR**

**12. To consider/approve the purchase and installation of new fire safety equipment at the Council's facilities, to include fire extinguishers and signage**

Cllr Geraint Davies stated that he had emailed a copy of the fire safety report to the Chair and TSO earlier that morning. He would be liaising with the TSO to follow up the actions.

The Chair stated that the TSO read the report and to advise the Committee as necessary.

**ACTION: TSO**

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

There were no referred matters.

The Chair informed members that in relation to the new play area being installed adjacent to the harbour, he, Cllrs John James and Mrs Amanda Fox had narrowed the field of contractors to two and that they had arranged for a final presentation to be made to this Committee to decide which one would be chosen as the developer. Both presentations would take place on Wednesday the 14<sup>th</sup> March at 9.30 in the OAP Hall.

The Chair had invited members of the Regeneration and Community Services Committee to attend also. He added that a problem had arisen with the original location chosen as it would not be available until after remedial works had taken place on the harbour. As such a decision had been taken to move the play area further to the west. He stated that the hope would be to open the play area by 15<sup>th</sup> June but a quick response was required hence the short notice for the meeting. In response to a query the Chair stated that he had received assurances that there would be no delay in the asset transfer.

The Chair updated the Committee on the decision by the Fees and Charges Sub-Committee to increase the charges at 3%. He added that those that had fallen behind may require further decisions. The Sub-Committee had agreed to alter the Council's policy on the costs of the burial of young people up to the age of 18 to fall in line with Carmarthenshire County Council's charges.

The Sub-Committee had also discussed the waiving of fees for charitable organisation. The Chair informed the members that they had decided to not allow fees to be waived but it would recommend to the Town Council that a change be made to allow tenants to apply for grant money to cover their hire charges.

Members **AGREED** unanimously to the proposal.

In response to a query the Chair confirmed that the Fees and Charges Sub-Committee had looked at the negative reaction for the additional charges for extras when hiring Burry Port Memorial Hall, but had decided to leave it as it was until a solution could be conceived. They had reached this decision as setting a higher blanket price would disadvantage other users too much.

Cllr Mrs Linda Edwards raised concerns at the missing equipment noticed during the recent Cawl Cennin. The Chair responded that a deposit system was being looked at.

She also raised a concern that the costs for some families with the large number of events being planned would be too much to bear. The Chair responded that they had looked at ways of minimising that effect by the provision of free passes via the family centre and schools for those most in need.

Cllr David Owens stated that in relation to Council events with children present, it needed to be ensured the Council was meeting its DBS requirements, and asked for the Clerk to investigate on her return.

**ACTION: CLERK**