

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

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

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

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

**1. Personal Matters**

Apologies were received from Cllr Mrs Jean Hire.

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

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

**3. To confirm the minutes of the meeting held on Wednesday 4<sup>th</sup> May 2016**

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

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

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

**P3 (4) Matters arising – Tennis Court**

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

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

**P3 (4) Matters arising – Storage containers**

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

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

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

#### P3 (4) Matters arising – Scott's Yard

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

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

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

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

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

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

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

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

#### **6. Update on the application for outline planning permission on the Copperworks site, following a meeting with the planning officer on 25<sup>th</sup> May 2016**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **10. Update on Boxing Club in old snooker room.**

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

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

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

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

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

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

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

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

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

## **12. To consider referred matters (if any)**

### Cemetery

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

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

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

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

### Budget Monitoring

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

### IT issues

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

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