

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Thursday 19th November 2015

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

In attendance: Melanie Carroll-Cliffe (Town Clerk), John Ridgway (TSO) and Alan Howells (RFO)

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

1. Appointment of Chair and Vice Chair

Cllr Michael Theodoulou was nominated and appointed as Chair, with Cllr Robert John being nominated and appointed as Vice Chair of the Committee.

2. Personal Matters

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

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

Members confirmed their usual declarations of interest.

4. To consider/approve any Sub Committees and the membership of the same

Following discussion, it was agreed that there was no necessity to set up sub committees at this stage. There was agreement that the responsibility for setting fees and charges be retained within the main committee. In relation to the management of the cemetery, it was again felt that this should come under the remit of the main committee for the time being, pending receipt and consideration of the report from the Cemetery Manager of Llanelli Joint Burial Authority. At that stage, the need for a Burials Sub Committee could be reviewed.

5. Consideration of the Committee's required budget for the 2016/17 financial year, including estimated maintenance costs prepared by the TSO

Members had been given the opportunity of considering a schedule of estimated maintenance costs which had been prepared by the TSO, as this was circulated with the agenda.

At the meeting, the RFO circulated the proposed budget for 2016/17 as it currently stands. He also explained some general assumptions which had been made in terms of certain percentage increases. Members then considered in detail all of the budget headings which were relevant to the Committee, to enable recommendations to be made.

Following discussion, it was **APPROVED** that there should be provision for a 0.6% increase in rental charges. The Clerk highlighted that the structure in relation to weekend charges and

events ending after 9pm needs to be reconsidered, as although additional charges are applied, a considerable amount of overtime is paid to the Caretaker in relation to weekend events, especially where these have a late night finish. The Clerk also suggested that the usage of the Council's facilities by regular users could be looked at, to see if there is the possibility of alternative facilities being suitable and available, as currently, the usage of Burry Port Memorial Hall is restricted. It was therefore **APPROVED** that an item be placed on the agenda for the next committee meeting in relation to fees and charges, including specifically considering overtime charges and the way in which the Town Council rents to regular users.

Given the current discussions in relation to the nursery in Pembrey, it was highlighted that it was likely that this income would be removed, subsequent to the surrendering of the lease to the County Council.

In relation to income from the cemetery, the Clerk highlighted the need to consider increasing the fees, which are currently much lower than other cemeteries in the area. It was proposed and **APPROVED** that in terms of budgeted income, there should be a 10% increase.

Again, in the event of the surrender of the lease to the County Council, the income in relation to Pembrey Library would need to be removed from the budget.

It was discussed that in relation to Pembrey Memorial Hall, the County Council had provided estimated figures when the Town Council took on responsibility for it. It was **APPROVED** that for the purpose of the budget, actual figures be utilised. It was also highlighted that the subsidy from the County Council in relation to the hall would be decreased in the forthcoming year, in accordance with what was agreed with the County Council. As the legal formalities in relation to the transfer of Pembrey Memorial Hall have still not been finalised by the County Council, despite meetings with Mr Jonathan Fearn and Mr Matt Morden, it was **APPROVED** that the matter be placed on the agenda for the next meeting of the Committee.

Members carefully considered the various expenditure headings. There was some discussion in relation to the maintenance and repairs budget for the cemetery, upon which there tends to be an overspend. It was agreed that the maintenance budget should be for reactive and cyclical maintenance. However, there was a strong view that there should be a "sinking fund" for replacement costs, such as a new mower. Given the information provided by the TSO, it was discussed that a figure of £5,900 would be required for equipment renewal next year, with £1,000 for equipment maintenance.

In relation to vehicle costs, there has been an overspend due to an additional vehicle and it was recommended that this budget be increased by £1,500.

It was discussed that memorial testing will be required at Dolau Fan Cemetery in two years' time. Members therefore recommended that there be provision of £3,000 in next year's budget, towards the total cost of £6,000.

In considering the TSO's schedule of required projected expenditure, members were of the view that in relation to the major works, no funds should be allocated in this year's budget and instead, the position should be considered once the disposal of the Copperworks site has been concluded.

In relation to the Hall and Institute budget, it was recommended that £6,000 be included for reactive and cyclical maintenance and also the sum of £3,000 be provided in a sinking fund for non-major replacement costs.

Members recommended that the budget for the Copperworks be in line with actual figures for this year.

Given the likely imminent surrender of the lease upon the former Pembrey school, this budget heading would be removed.

It was discussed that when the Town Council took over the responsibility for the running of the Pembrey Memorial Hall, projected budgets were provided by the County Council. It was agreed that the cleaning and maintenance figure should be reduced in the budget to £2,000, given that the actual costs have been significantly lower than the figures provided.

In relation to special projects, members recommended that the figure for special development projects be removed, pending receipt of funds from the disposal of the Copperworks site.

6. To consider a request received to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a boxing club (copy email attached)

The Clerk outlined some reservations from the staff in relation to the possibility of a boxing club operating from the former snooker room. Presently, it is not known when this facility would be used by the boxing club. Should usage be required during daytime working hours, then this would undoubtedly cause disruption, specifically in terms of noise. The Clerk also raised the issue of security, should there be usage when the caretaker is ordinarily not on site, that is on weekends and on evenings after 9pm.

It was also discussed that it would presumably mean that a boxing ring would be erected in the former snooker room, together with fixed apparatus, which would exclude usage by other individuals or groups within the community.

Furthermore, it was discussed that should the Town Council allow such usage, then it would curtail the option of possibly converting the room into office space and a council chamber, should this be required and there were available funds at a later date.

Following the discussions, members felt that more information was required regarding the intentions for the boxing club. Accordingly, it was **APPROVED** that an invitation be extended to the representative of the club to attend the next Committee meeting and this issue could be discussed as the first substantive item on the agenda.

7. Consideration of the role and responsibilities of the Audit Sub Committee (copy paper attached)

Members had been given the opportunity of considering a draft paper relating to the proposed role and responsibilities of the Audit Sub Committee, which was circulated with the agenda.

Following a query, it was confirmed that it was not a statutory requirement for the Town Council to have an Audit Committee, although Cllr Michael Theodoulou indicated that it was a recommended practice for public bodies. It was nevertheless queried by a member as to whether it was worthwhile having this additional layer in the Town Council's structure. Cllr Michael Theodoulou reassured that its benefit would be in how the Sub Committee is utilised and that it should not increase the workload of the Clerk but should instead assist in looking at issues which the Clerk does not have time to do. It was indicated that the Finance Committee has already advised of an issue which it wishes the Audit Sub Committee to look at.

There was some specific discussion in relation to the draft paper and how the remit of the Sub Committee appears to have been extended to what was previously envisaged. It was confirmed that the Sub Committee will only be looking at areas where there is concern and it is accepted that it will not be in a position to undertake all of the tasks as referred to in the paper in the immediate future.

Following the discussions, members voted on the approval of the role and responsibilities as set out in the draft paper, with three members voting in favour, one voting against and there being three abstentions.

8. Consideration of scheduling a regular meeting date for future meetings

It was agreed that the next meeting of the Committee would take place on 21st January 2016, given that it was impractical for there to be a December meeting, due to the Christmas period. However, it was agreed that further consideration could be given by the Clerk to a permanent date each month for the Committee meetings, as the third Thursday of the month is the day after the Town Council meetings and therefore, this may be impractical on an ongoing basis.