

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Thursday 21st January 2016

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

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.40am)

1. Personal Matters

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

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 19th November 2015

The minutes of the meeting held on 19th November 2015 were approved as a true record.

4. To consider any matters arising from the minutes

There were no matters arising.

5. Further consideration of a request to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a boxing club

The Chair suggested that there were a number of items on the agenda that should be considered together, namely agenda item numbers 5, 11, 12 and 14. These all relate to the Town Council's facilities and how they should be utilised. A number of different ideas have been discussed at previous meetings and it was felt that it would be unrealistic to reach a solution at the meeting. It was therefore agreed that a task group comprising Cllrs Ken Edwards, Geraint Davies, Shirley Matthews and Robert John be set up to look into these issues and revert to the Committee with recommendations.

Cllr Ken Edwards asked for input from all Committee members, setting out their priorities. Cllr John Hedley Jones stated that any decisions relating to the Town Council facilities would have an impact on the caretaker role. It was mentioned that the Rugby Tots Group is now looking at using the gym at Glan y Mor School.

6. To consider the Council's fees and charges for 2016/17, to include specific consideration of charges for events when the caretaker is not ordinarily on site and also, usage of the facilities by regular users

It was discussed that a regular booking has recently been received for the OAP Hall from a community group for usage once a week for two hours. Similarly, there is a regular booking by an organisation in Pembrey Memorial Hall. It was agreed that for regular hourly weekly bookings a discount should be applied.

There was discussion concerning the potential for moving one user group to the OAP Hall on a permanent basis. Cllr Mrs Shirley Matthews voiced her concerns about giving the Hall to one permanent user as it was built and donated by the senior citizens for their use. It is also used by other groups as an overflow when events are being held in the Memorial Hall.

The Fees and Charges Sub Group was originally a sub group of the former Regeneration and Leisure Committee. It was therefore agreed that a new Fees and Charges Sub Group be set up consisting of Cllrs Mrs Shirley Matthews, Michael Theodoulou, Geraint Davies and Moira Thomas.

7. Update on the application for outline planning permission upon the Copperworks site

It was reported that the Clerk and Cllr John Hedley Jones recently met with Robert Davies, Planning Officer at Carmarthenshire County Council and David Darkin of Darkin Architects. The planning application has been submitted but is not registered at present, due to outstanding issues. The Clerk circulated sketch drawings of two suggested layouts from Darkin Architects. The option of utilising the area of the Band Room was also discussed which opened up further options. It was reported that at the meeting, it had been indicated that the Highways Department had recommended splitting the eight houses into two rows of four with a road in the middle. There was a suggestion that the wall by the Bacce Park could be reduced in height. It was discussed that the current plans would only create one parking space per household which could create parking issues. It was indicated that at times of band practice there can be up to 30 cars on site.

Cllr Mrs Shirley Matthews voiced her concerns about utilising the Band Room area for houses. It was discussed that the Town Band has undertaken a great deal of work on the current building and it is kept in immaculate condition and they are a very high profile band. Cllr John Hedley Jones highlighted an interest in relation to the Town Band.

Cllr Michael Theodoulou agreed that the Band Room can only be taken into consideration in relation to the development with the willingness and approval of the band. Another option discussed was the possibility of relocating the band to Scotts Yard, as it is not a residential area and has good parking. There is the possibility that temporary buildings could be erected there. Following the discussions, it was proposed and **APPROVED** that Cllrs Michael Theodoulou, Mrs Shirley Matthews and Robert John arrange to meet with band representatives.

Cllr Michael Theodoulou referred to the park area at the rear of the Copperworks site. In light of the recent meeting with County Council officers, it was agreed that Darkin Architects

be asked to submit new sketch drawings to include part of the area of the park, both with the band room and without the band room.

8. Consideration of the report prepared by the Cemetery Manager of Llanelli Joint Burial Authority upon Dolau Fan Cemetery, including the options for its future administration

As reported at the Town Council meeting, three members of the Facilities Management Committee had been tasked with looking into the report on the cemetery. As members were aware, the Town Council had also given authority at the meeting the previous evening for the Facilities Management Committee to consider the options in the report further.

The minutes of the meeting of the three members were circulated to other Committee members. Cllr John Hedley Jones reported that the sub group had considered the report in detail and allocated responsibility to each item, as set out in a matrix, which was also circulated.

One issue that required immediate action was that the Town Council are charging for scattering of ashes but the ashes are not actually being scattered, as under the procedure used, by legal definition, they are being buried. The Clerk has discussed this with the Cemetery Superintendent so that correct procedure is now being followed, on the basis of burial of ashes. The second urgent issue was that there must be an employee in the vicinity when a burial takes place in case of any health and safety issues. This has also now been implemented.

The Town Clerk indicated that she would require specific training regarding cemetery management and legislation if the Council did not intend to collaborate in any way with the Llanelli Joint Burial Authority.

Cllr Michael Theodoulou felt that the report raised legal issues and highlighted substantive failures in the past. He emphasised that it is the Council's duty to see if any of these are actionable. In terms of the current Council, responsibility goes back to 2010.

Following the discussions, it was agreed that the four chairs of the main Committees meet to further discuss the matrix, as referred to above.

Members also discussed the options in the report from the Cemetery Manager of Llanelli Joint Burial Authority. It was felt that options 3 and 4 were the preferred options. It was felt that more information was required in terms of costings and timescales. It was therefore **APPROVED** that Mark Galbraith and his staff be requested to look at costings and timescales and also, if possible, a meeting be arranged between Mark Galbraith, Graham Williams and Cllrs Michael Theodoulou, John Hedley Jones and Robert John.

9. Consideration of potential asset transfers in relation to parks/open spaces, in light of the meeting with Mr Jonathan Fearn of Carmarthenshire County Council on the 19th January 2016

It was discussed that a date needs to be arranged for site visits to all of the locations which the County Council is looking to transfer. It was agreed that Cllr John Hedley Jones look into

the cost of hiring a minibus and book this if the cost is under £50 and that all Councillors would be welcome to attend.

At the previous night's Town Council meeting Cllr John James suggested holding two public meetings, one in Burry Port and one in Pembrey as part of the consultation process. These meetings would be held on two different nights.

Cllr Robert John suggested putting notices in the parks regarding the potential transfers and the public meetings but thought this required permission from Carmarthenshire County Council. It was agreed that the Town Clerk would write to Carmarthenshire County Council to confirm this.

Cllr John Hedley Jones referred to the fact that Cllr Mrs Mary Wenman has previously been involved with the transfer of a park from the County Council and he would welcome her participation.

It was further agreed that an invitation is to be sent out to all local sporting organisations to attend a meeting, which would precede the public meetings.

10. Consideration of staff training in relation to park maintenance

The Clerk informed members that there had been an issue with the park at the end of 2015. An annual check had been carried out which identified a faulty swing. As a result of this, the TSO felt he was unable to continue carrying out the routine inspections. Costings of £500 were referred to the Finance Committee and approved for an external company to carry out an inspection of the park on a fortnightly basis and a more detailed inspection on a monthly basis up to the end of the current financial year.

Discussions took place about training Town Council staff. There are no known local companies available that offer this type of training. One option would be to have staff training on site. Cllr Mrs Shirley Matthews suggested the possibility of training costs being shared with other local Councils who have responsibility for parks. Cllr Moira Thomas referred to the fact that when the Town Council originally took over the responsibility for the park, it was indicated that staff would be trained free of charge by Carmarthenshire County Council.

It was mentioned that the Facilities Committee does not have a training budget so would have to make a recommendation to the Civic Governance and Personnel Committee.

It was **APPROVED** that the Clerk would liaise with other local Councils to discuss their arrangements and needs and also enquiries be made in relation to what the County Council may be able to offer by way of assistance.

11. Consideration of caretaking arrangements at Burry Port Memorial Hall and Pembrey Memorial Hall

This was referred to under agenda item number 5.

12. To consider bar facilities at Burry Port Memorial Hall and staffing issues in relation to late night events

Previous discussions had taken place regarding a third party being given a contract to run the bar at events held at the Memorial Hall. At present, the Council only receives the normal hire charge and the current bar provider receives all the takings from the bar.

Following discussions, it was **APPROVED** that the Town Clerk prepare a Heads of Agreement document. This will set out the Town Council's requirements, including supply of alcohol, responsibility for security and opening and closing of the hall. Following its approval by the Chair and Vice Chair this will then be sent out to all interested parties as well as placed on the Council website. It was agreed that if an organisation hiring the hall wishes to run their own bar then this would be allowed, subject to compliance with the Council's conditions. There could be a list of Council pre-approved clients who would not require the services of a third party.

Cllr Mrs Shirley Matthews suggested that one of the side rooms on the opposite side to the kitchen in the Memorial Hall could possibly be made into a permanent bar area, with a hatch installed. Cllr John Hedley Jones is to obtain costings.

13. Update on the formal transfer of Pembrey Memorial Hall to the Town Council

The Clerk reported that this matter was considered by the Executive Board of Carmarthenshire County Council on 4th January 2016 where it was formally approved that the transfer proceed. There are still a number of outstanding issues regarding appointment of Trustees, and these are being dealt with by the Legal Department of the County Council. It was confirmed that the Town Council as a body will be the Trustee as opposed to individual Councillors.

14. Consideration of a request from Rugbytots Carmarthenshire to hire Burry Port Memorial Hall on a weekly basis each Sunday morning

This was referred to under agenda item number 5.

15. Further consideration of scheduling a regular Facilities Management Committee meeting date

It was agreed that future meetings will be held on the last Tuesday of each month. Minutes will be circulated to Town Council as draft minutes in advance of the Facilities Management Committee approving them.