

**Pembrey and Burry Port Town Council**  
**Facilities Management Committee meeting**  
**Tuesday 22<sup>nd</sup> March 2016**

**Present:** - Cllrs Geraint Davies, Ken Edwards, John Hedley Jones, 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 – 11.25am)**

**1. Personal Matters**

Apologies were received from Cllr Mrs Jean Hire.

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

Cllr Michael Theodoulou requested that all members declare any interests on particular agenda items rather than just confirming 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 23<sup>rd</sup> February 2016**

The minutes of the meeting held on 23<sup>rd</sup> February 2016 were approved as a true record.

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

P1 (4) Matters Arising - Further consideration of a request to utilise the Town Council's facilities at the Memorial Institute, Burry Port for use as a Boxing Club

Following a request for an update in relation to the Boxing Club, the Clerk reported that the person was still interested and a meeting would be taking place shortly.

P3 (5) Update on future caretaking arrangements at Burry Port Memorial Hall and Pembrey Memorial Hall and consideration of the recommendations of the task group

Following a query, Cllr Mrs Shirley Matthews confirmed that she would contact the officer responsible at Carmarthenshire County Council regarding the possibility of transferring the allotments to the Town Council.

P5 (10) To consider the potential rental of the upstairs room at Pembrey Memorial Hall to Pembrey and Burry Port Cycling Club on an exclusive basis

Again, following a request for an update, the Clerk reported that a meeting had taken place with representatives from Pembrey and Burry Port Cycling Club, and it had been agreed, subject to the approval of the Facilities Management Committee, that the Cycling Club could rent the upstairs room at Pembrey for two days a week at an annual rent of £760 + VAT.

This would take effect from 1<sup>st</sup> April 2016. It was discussed that the Cycling Club could also use the tennis court area for training for young children.

Cllr Mrs Shirley Matthews enquired if a tennis net could be purchased for the tennis court. It was noted that the court would need to be re-marked. It was agreed that Cllr John Hedley Jones carry out a risk assessment of the tennis court to confirm the surface is usable. Subject to there being no issue with this, it was also agreed that the Clerk could then obtain an estimate for a new net. Cllr Ken Edwards asked if netball markings on the court and netball posts could be included in the costings.

#### P5 (12) To consider referred matters

Cllr Michael Theodoulou referred to the discussion that had taken place at the previous Town Council meeting regarding a possible temporary employee, due to the Technical Services Officer being on long term sick. It was agreed that Cllrs John James, John Hedley Jones and Michael Theodoulou interview the interested party, together with the Clerk.

Cllr Ken Edwards suggested that to assist with similar situations in the future, the Town Clerk and the Chair of the Civic Governance and Personnel Committee should have the authority to recruit when necessary. It was therefore agreed that there should be a recommendation to the Civic Governance and Personnel Committee that where there is a budget in place, there be delegation to the Clerk in conjunction with the Chair of Civic Governance and Personnel Committee to recruit. If expenditure is above budget, then the matter should be referred to the Finance Committee.

Cllr Ken Edwards queried if insurance could be taken out to cover these contingencies, but it was indicated that this cost would be very high.

### **5. Update on fees and charges for 2016/17**

Cllr Michael Theodoulou referred to the fact that the fees and charges for 2016/17 had been presented to the Town Council. A small percentage increase has been applied to all room rental charges to cover inflation. There have also been some larger increases where the charges have been below market rates.

There was some discussion and disagreement about usage of the Memorial Hall and storage in the containers by some organisations. It was agreed that a meeting would be arranged with the Operatic Society to discuss these issues.

Cllr John Hedley Jones informed the meeting that on further investigation, it had been apparent that the majority of items in the steel containers did not belong to the Operatic Society but to another organisation.

The Town Clerk informed the meeting that she had spoken to Rowena Hardwick of the Operatic Society as to who the appropriate person was for the Town Council to meet with to discuss the new fees and charges. She had suggested Cllr Robert John as he was the incoming Chair. Cllr Michael Theodoulou suggested that the meeting with the organisations be set up as soon as possible.

Cllr Mrs Shirley Matthews commented that Mrs Dorothy MacDonald of the Dementia Carers Support Group had called in to the Town Council offices the previous day. Mrs MacDonald was under the impression that the group would be able to hire the Memorial Hall for an event at no cost. The Clerk had informed her that financial assistance was available from the Town Council but that the rounds of donations only take place three times a year, with the next round being in May 2016, after their event. Cllr Michael Theodoulou suggested that it be recommended to the Regeneration and Community Services Committee that in exceptional emergency circumstances, a grant could be considered outside of the regular rounds.

In relation to cemetery charges, Cllr Michael Theodoulou commented that there had been substantial increases in some categories. The purchase of an Exclusive Right of Burial fee for a 50 year or 100 term has approximately doubled. A small increase in the cost of burial of ashes was also agreed. However, other charges have not increased as they are currently in line with other authorities.

All members were in agreement with the new charges and it was agreed that these be sent to all Funeral Directors.

Cllr John Hedley Jones raised the issue of seats at the cemetery. He advised that it costs approximately £60 to lay the base for a seat, the work for which is undertaken by our work force, which the Town Council does not charge for. Cllr John Hedley Jones mentioned that some seats are very good quality whereas others are not, and also some are in a poor state of repair. It was agreed that a letter be sent to the owners of the seats that are not in good repair and a moratorium be put on any further seats being installed.

#### **6. Update on the application for outline planning permission upon the Copperworks site**

The Clerk reported that she is liaising with the Architect David Darkin. He is awaiting the percolation testing report but this should be available shortly.

Cllr John Hedley Jones informed members that he had met with two members of the Copperworks Social Enterprise Group. The group wanted permission to attend the site, take photographs and create paintings of the building as a record for historical purposes. They also asked for permission to put up a small marquee. Cllr Robert John emphasised that they need to be made aware that access to the site is at their own risk. Cllr Michael Theodoulou advised that he is also trying to speak with representatives of the group, to advise them that the six month period allowed by the Town Council is coming to an end.

#### **7. Update on issues relating to the previous circulated report prepared by the Cemetery Manager of Llanelli Joint Burial Authority**

The Clerk informed members that a meeting has been arranged for 10am on Thursday 24<sup>th</sup> March 2016 with Mark Galbraith and the Cemetery Manager of Llanelli Joint Burial Authority, Graham Williams, together with Cllrs Michael Theodoulou, Robert John, John Hedley Jones and Ken Edwards.

Cllr Michael Theodoulou commented that instead of paying a yearly fee for an administrative service, an agreement for a fee per burial would be sought. This would mean the Town Council can relate this fee to our charges, which cannot be done if a flat fee is paid.

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

The Clerk informed members that the Expressions of Interest have been emailed to Carmarthenshire County Council and it is believed that they will be discussed at the April Executive Board meeting.

Cllr Michael Theodoulou commented that the two recent public meetings which had been held were a success. There will be a meeting of the Asset Transfer Sub Group at 12 noon on Wednesday 30<sup>th</sup> March. The group comprises Cllrs Mary Wenman, John Hedley Jones, Robert John, Geraint Davies, Mrs Shirley Matthews, John James and Michael Theodoulou. The group will meet to consider what recommendations to make to the Town Council.

## **9. Consideration of potential usage of the Scotts Yard site**

Cllr Michael Theodoulou informed members that he had recently met with Town Band members as well as staff from the Cylch Meithrin at Burry Port. Both parties would be interested in moving to Scotts Yard if the Town Council did acquire the site and build a permanent structure. It was discussed that the only way to fund this would be by the sale of the Copperworks site and also public sector borrowing. This should be cost neutral as the rent obtained would cover the loan repayments.

It was agreed that the Facilities Management Committee should make a recommendation to the Finance Committee for a small budget to enable a feasibility study to be carried out regarding the transfer of Scotts Yard. It was agreed that this be further considered on the agenda of the April meeting of the Committee.

## **10. Consideration of the safeguarding of Town Council property (specifically crockery, glasses and cutlery) when the Memorial Hall is hired for a function, and the replenishment of lost items.**

Cllr Shirley Matthews informed members that since the purchase of the crockery from Toppers in 2011 a large number of items were now missing. It was agreed that a process needs to be put in place to ensure that when items are used by external parties there is a system for counting these items in and out. An inventory needs to be made of all items in the commercial kitchen, the small kitchen and the kitchen in the OAP Hall. It was also suggested that wall mounted soap dispensers be purchased and that first aid kits should be in all three kitchens. It was agreed that Cllr John Hedley Jones consider the best method for securing the items and obtain costings for this, together with the cost of replacement items being obtained, as required.

## **11. Consideration of the purchase of a projector and screen (recommendation from the Fees and Charges Sub Group on 14/03/16)**

There was discussion about the purchase of a screen and projector for hire out to groups using our facilities. Cllr Robert John recommended the purchase of a good quality projector 1600

lumens. It was agreed that Cllr John Hedley Jones establish the cost of these systems and the matter be directly referred to the Finance Committee.

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

There were no referred matters from the other Committees.

**13. Any other competent business**

- The Clerk reported that the Mayor had received an enquiry from the Senior Citizens organisation who used to meet in the former OAP Hall on a regular basis. They are looking at re-starting their meetings on a weekly basis, on a Tuesday from 7pm to 9pm. It was agreed that if these meetings recommenced there would be no charge for the use of the hall, as was previously the case.
- The Clerk informed members that a letter had been received from Mr J Williams regarding the hire of Pembrey Memorial Hall as a play area once a week. Cllr Michael Theodoulou and the Clerk had met with Mr Williams in order to obtain further information. Mr Williams is looking at hiring Pembrey Memorial Hall on a Tuesday from 9am to 3pm for pre-school children. During the meeting it had been made clear to Mr Williams that no equipment can be left at the hall. It was commented that the kitchen does not presently meet hygiene standards. Mr Williams was also considering holding a disco once a month on a Friday for children aged 12 to 16 years. It was discussed that problems had arisen in the past when discos had been held at Pembrey Memorial Hall with damage to the building and problems caused for local residents. Subject to Cllr John Hedley Jones checking the usability of the kitchen facilities and a satisfactory risk assessment being carried out, members were agreeable to Mr Williams hiring the hall once a week for pre-school children, but not for Friday night parties. This usage would come under Strand C.
- Cllr Mrs Shirley Matthews commented that Pembrey Hall is a fantastic venue, but does need money spent on it. Prior to the Facilities Management Committee being established, Cllr Mrs Shirley Matthews and the Clerk had met with Jane Pritchard of Carmarthenshire County Council to discuss if a grant would be available to refurbish the hall. She had felt that grant funding could be obtained and she was happy to assist and support an application being put together. It was agreed that the kitchen is a priority. It was therefore agreed that Cllr John Hedley Jones look into the cost of the work being undertaken by the Council's own staff but also a specification be prepared on the basis of all necessary work, with a view to a potential grant application being submitted.