

Pembrey and Burry Port Town Council
Facilities Management Committee meeting
Tuesday 23rd February 2016

Present: - Cllrs Ken Edwards, John Hedley Jones, Robert John, Michael Theodoulou (Chair) and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

Cllrs Malcolm Davies and Mrs Mary Wenman

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

1. Personal Matters

Apologies were received from Cllrs Geraint Davies, Mrs Jean Hire and Mrs Shirley Matthews.

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 21st January 2016

The minutes of the meeting held on 21st January 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (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 Clerk reported that there was no further update from the Boxing Club. It was approved that the Clerk contact the individual concerned once, more to ascertain if he intends meeting with Councillors to enable more information to be obtained.

P5 (12) To consider bar facilities at Burry Port Memorial Hall and staffing issues in relation to late night events

The Clerk circulated a draft Heads of Agreement document that she had prepared and this was approved by all members. It was agreed that this would be circulated to all local public houses, clubs and other organisations that have bar facilities. It was also agreed that contact be made with the Licensed Victuallers organisation, to request assistance with its circulation. The document would also be placed on the Town Council's website and interested parties given one month to revert.

P5 (14) Update on the formal transfer of Pembrey Memorial Hall to the Town Council

Following a query, the Clerk reported that she is still waiting for the Legal Department of Carmarthenshire County Council to revert.

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

Cllr John Hedley Jones circulated the minutes of the Room Utilisation and Caretaking Sub Group meeting held on Tuesday 9th February 2016.

Cllr Michael Theodoulou suggested that due to past difficulties, each organisation using Town Council premises on a regular basis should be issued with an agreement that clarifies usage conditions which is signed by the relevant organisation as well as the Town Clerk. The Clerk referred to the fact that representatives from the Fees and Charges Sub Group intended arranging a meeting with some organisations. It was approved that it would be preferable to also have a representative from the Room Utilisation and Caretaking Sub Group in attendance.

With reference to the charges made for birthday parties, Cllr Michael Theodoulou commented that the charges made do not cover the costs incurred by the Town Council. Following discussion, it was **APPROVED** that this issue be referred to the Civic Governance and Personnel Committee to resolve the issue on caretaking/overtime as a matter of urgency, as it may make changes to staff contracts. Also, that the Civic Governance and Personnel Committee be requested to consider the recommendation for the appointment of a Deputy Caretaker. It was also agreed that the Clerk contact the Town Council's insurance company to ascertain the position and whether it is compulsory to have a staff member in attendance.

The utilisation of rooms hired out by the Town Council was discussed. It was agreed that the floor of the snooker room be painted by Town Council staff.

Cllr Michael Theodoulou informed members that he was meeting with Burry Port Town Band that evening to discuss the possibility of them moving to Scotts Yard. It was indicated that the availability of grants would be looked at to enable the Town Council to build on Scotts Yard. Alternatively, the Town Council could borrow at favourable public sector rates to build a permanent structure. Cllr Michael Theodoulou suggested that this would be cost neutral as the rental income would cover the cost of the loan. It was **APPROVED** that these possibilities be explored further.

The cookery room at Pembrey Memorial Hall was discussed. It was recommended that the steel containers be removed and replaced with a level storage unit. It was agreed that Cllr John Hedley Jones provide a report on the costings for the work to be carried out at Pembrey Memorial Hall to include equipment, timber and staff costs. All work could be carried out by Town Council staff except electrical work.

It was agreed that Cllr Michael Theodoulou will investigate if the Town Council would be eligible to apply for an "Awards for All" grant.

Cllr Michael Theodoulou referred to the allotments adjacent to Pembrey Memorial Hall. He suggested that the Town Council should enquire with Carmarthenshire County Council about the possibility of transferring the allotments, in addition to Pembrey Memorial Hall, so that the Town Council could support allotment owners better.

Cllr Michael Theodoulou thanked members for the report.

Cllr Robert John left the meeting at 11.15am.

6. Update on fees and charges for 2016/17

The Clerk circulated the minutes of the Fees and Charges Sub Group meeting held on 8th February 2016 which detailed suggested increases on room rentals for regular users and other organisations.

It was commented that some organisations apply to the Town Council for grants which in effect cover their rental costs. Cllr Michael Theodoulou suggested that the amount of a grant awarded should be capped. It was **APPROVED** that there be a referral to the Regeneration and Community Services Committee to review the policy and strategy for awarding grants and to also consider a potential cap of £500 for a community grant.

Currently, following a recommendation from the Finance Committee, a deposit of 50% of the hire charge is requested to confirm a booking. This is causing difficulties for some organisations who wish to book a few events in advance. In view of this, it was agreed that an approved list be prepared of known organisations who regularly use Town Council facilities and therefore do not have to pay deposits for bookings.

The minutes and actions of this meeting were **APPROVED** by the Committee.

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

The Clerk informed members that she had been in contact with the Architect David Darkin once more. New drawings that had been prepared by Darkin Architects were circulated to members. The new proposal is more innovative, allows for bigger houses and is a better development prospect. There was some discussion regarding the potential demolition of the band room. With the new design, it was not essential that the band room be demolished, but only the entrance porch would need to be removed, to provide a suitable visibility splay.

Members favoured the design and it was **APPROVED** that this item be referred to full Town Council, for discussion in camera.

8. Update on issues relating to the previously circulated report prepared by the Cemetery Manager of Llanelli Joint Burial Authority

Cllr Michael Theodoulou informed members that a meeting had taken place between the four chairs of the main Committees to discuss the above report. It was being recommended that the Civic Governance and Personnel Committee deal with the staffing issues that had arisen

in the report and that the Facilities Management Committee deal with the policies, processes and procedures.

It was **APPROVED** that the Committee accepts the recommendation of the four Chairs regarding staffing issues being considered by the Civic Governance and Personnel Committee. It was further **APPROVED** that the Committee would consider the review of policies and procedures following a response from Llanelli Joint Burial Authority.

It was confirmed that the Clerk has contacted Mark Galbraith and is awaiting to hear further regarding a meeting. It had been indicated that a response will not be received until after the next meeting of Llanelli Joint Burial Authority, which is on the 9th March.

9. Further consideration of potential asset transfers in relation to parks/open spaces

This item was discussed as the first substantive item due to Cllrs Malcolm Davies and Mrs Mary Wenman being present, who left the meeting following this discussion. The Clerk reported that the public meeting held the previous evening at Burry Port Memorial Hall had been positive with approximately 30 members of the public present. Ten sites have been identified as potential transfers and photos and maps were on display for the public to view the sites. It was commented that some parks are not well used and that the Council needs to exercise judgement to ensure that any park taken over is of benefit to the community. It was discussed that it may be preferable to have a few “super” parks with more equipment. Engagement should be sought with other members of the community such as schools, youth clubs, as well as the business community. At the public meeting a vote was taken in which all present were in favour in principle of the Town Council expressing an interest in taking over some of the parks.

Cllr Mrs Mary Wenman informed members that during the time she was involved with the Parks Committee, the Committee was guided by Paul Murray, Head of Parks and Street Scene at Carmarthenshire County Council. The view at the time was that it would be beneficial to create a “super” park. It was noted that the life expectancy of park equipment is 25 years. Anything taken on by the Town Council must be sustainable. All agreements made with Carmarthenshire County Council must be detailed in writing and the negotiations with the Council will be crucial. Details such as leasehold/freehold and any covenants imposed must be clarified.

Cllr Ken Edwards referred to the issue of what will happen to the parks not taken over by the Town Council. Jonathan Fearn of Carmarthenshire County Council had previously advised that they will just be left and when necessary, dangerous equipment removed. It was suggested that the Town Council could offer Carmarthenshire County Council a maintenance contract for the upkeep of these areas which would generate income for the Town Council. If the Town Council do take over the Memorial Park, an income would be provided from the Rugby Club, Football Club and Bowls Club in the region of £8,000 per year.

Cllr Michael Theodoulou stated that once the Town Council’s interest has been submitted, a timeframe needs to be ascertained. It was suggested that a sub group be set up to look at this issue in detail, to include an appropriate number of “super” parks and which they should be, as well as the cost of setting them up. The work of the sub group would enable a

recommendation to be made to Town Council in due course. Cllrs Mrs Mary Wenman, John Hedley Jones, Michael Theodoulou and Robert John volunteered to be part of the sub group. It was agreed that the Clerk would send an email to all Town Councillors explaining the role of the group and inviting them to join, if interested.

It was agreed that Cllr Michael Theodoulou and the Clerk would draft a press release after the two public meetings have taken place. This press release will be circulated to all Committee members for approval.

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

It was agreed that the Clerk arrange a meeting with Pembrey and Burry Port Cycling Club to discuss this issue.

11. To consider a request from the Assistant Area Commissioner for Beaver Scouts in Carmarthenshire to hire Pembrey Memorial Hall for a sleepover event in May 2016

Following discussion, it was agreed that this event could be held at Pembrey Memorial Hall at the concessionary rate of £70 hire fee (which equates to £1 per head). The Clerk is to inform the Assistant Area Commissioner that there would not be a member of Town Council staff on site and also confirm that they have adequate insurance cover in place.

12. To consider referred matters (if any).

- The Clerk informed members that she had received another sick note from the TSO, John Ridgway the previous week for a further month. There was some discussion around this issue and it was agreed that other arrangements needed to be considered to provide coverage for the TSO's work. Cllr John Hedley Jones who has been assisting to date, agreed that it was appropriate to consider alternative arrangements.
- The next Facilities Management meeting was due to be held on Tuesday 29th March. However, it was agreed to bring the meeting date forward to Tuesday 22nd March 2016, due to the Easter holiday period.