

**Pembrey and Burry Port Town Council**  
**Facilities Management Committee Meeting**  
**26th July 2016**

**Present: Cllrs Michael Theodoulou (Chair), John James, 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 – 11am**

**1. Personal Matters**

Cllr Mr Michael Theodoulou reflected on the recent loss of Cllr Mrs Jean Hire. In paying tribute to her, he emphasised the great loss to both the Council and the local community.

Apologies were received from Cllrs Ken Edwards and Geraint Davies.

**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 Tuesday 28<sup>th</sup> June 2016**

The minutes of the meeting held on 28<sup>th</sup> June 2016 were confirmed as a true record.

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

P2 (6) Update on potential asset transfers in relation to parks and open spaces

Following a query raised, the Clerk advised that to date, nothing further had been received from the County Council. There was some discussion regarding when the Council would be deciding what asset transfers to proceed with. It was felt that more details were required from the County Council. It was agreed that the Clerk chase up the matter further with the County Council.

P2 (7) Further consideration of bar facilities

Cllr John James queried where the hatch was intended to be placed. It was confirmed that there would be a dual use so that it will still be possible to use the room as a changing room.

P3 (8) Update on the installation of toilet facilities

There was some discussion regarding the current responsibility for cleaning within the Memorial Institute and Memorial Hall, following a query regarding the up to date position on cleaning within the Memorial Hall. The Interim TSS advised that he believed that an additional six hours per week for cleaning was necessary.

### P3 (9) Update on Boxing club

The Clerk updated members that outstanding issues had been addressed in relation to the Boxing Club. Furthermore, she had prepared a Licence to occupy the former snooker room and this had now been signed.

### **5. Update on Copperworks Site**

The Interim TSS advised that a small amount of fencing was required for the site with the correct safety signage. The cost of fencing would be £369.50, whilst the signage would cost £140.00. He also advised that the car park area needs to be maintained and also repair work required to the grounds, together with weeding and tidying up.

The Interim TSS further advised that the Planning Department at Carmarthenshire County Council required another bat survey to be carried out on the hall.

It was mentioned by the Interim TSS that there was some interest already in the site. Cllr John James queried if there had been any further news from the ROCS group. It was advised that nothing further had been heard.

### **6. Toilet Facilities**

The Interim TSS informed members that the gym had cleared out the space designated for the toilet area. There was no previous toilets just shower blocks. There was no external waste pipe available. The Interim TSS also suggested that the Council looks at the overall arrangements for the toilet facilities at the Memorial Institute as these are currently shared with the Cylch, the Gym and boxing club.

Cllr Michael Theodoulou requested Cllr John James to chase up the County Council in relation to the land called Scott's Yard. He confirmed that he has already chased this up and further information is awaited.

### **7. Alarms**

The Interim TSS suggested that the alarms on the premises would need an upgrade. The cost with the existing contractor Dyfed Alarms would be £450 for the main hall and £450 for the Institute. There will also be additional costs for Pembrey Hall. There would be an annual maintenance charge of £70 for each alarm.

Cllr John James mentioned that there is no camera on Friendship Square. Previously; this was linked to our system and could be monitored by the caretaker.

Cllr Michael Theodoulou referred to there being two issues.

1. Security of the buildings and impact on the caretakers costs.
2. If the capacity is improved, where is the best place for additional cameras and what is the cost?

Cllr Michael Theodoulou requested the Interim TSS to look into the issues further and report back.

Subsequently, members considered the budget monitoring report for the Facilities Management Committee, as reported to the Town Council meeting the previous week. Cllr Michael

Theodoulou queried the budget figure of £2,750 for the Toddler Park/MUGA. This is to cover the cost of remedial work and inspections.

There was some discussion that there does not appear to be a budget which could cover the cost of the upgraded alarming system. It was therefore agreed that the Clerk would check the Financial Regulations regarding authorisation for expenditure. If necessary, the recommendation to incur this expenditure would be referred to the Finance Committee. Cllr Michael Theodoulou also requested the RFO attend the next Facilities Management Committee meeting so that he could address queries on the Committee's budget.

**8. To consider the purchase of a new ride on mower.**

The Interim TSS reported that the current John Deere ride on mower is currently out of use. The repair bill would exceed the cost of purchasing a new one, if part exchanged. Also, there is currently only one push mower. This is only suitable for garden use. Cllr Michael Theodoulou requested this to be referred to the meeting of the four chair persons to consider. The Interim TSS pointed out that previously purchased mowers were not for industrial use.

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

Valuation of Town Council assets

The Clerk referred to a discussion at the Town Council meeting the previous week, where it had been identified that consideration should be given to obtaining up to date valuations of the Council's assets. Cllr Michael Theodoulou therefore requested that a price be obtained for undertaking valuations on the basis of market value and also replacement. Subject to there being up to date valuations, consideration can be given to whether insurance cover is appropriate.

**10. Any other competent business.**

- The Clerk referred to notification having been received of the intention by ICCM to run a training course in Swansea in the next few months on exclusive rights of burial. It was therefore approved that the Clerk should attend the training and possibly one other member/officer.
- It was reported that a meeting of the Burial Sub Committee has been arranged for the 2<sup>nd</sup> August.
- The Interim TSS advised members that there is an issue in relation to trees on the land at Pembrey Memorial Hall. It was therefore approved that the Interim TSS should obtain a report from an independent tree surgeon.
- As part of the ongoing job evaluation process, it was agreed that there should be generic contracts for the four maintenance operatives, which would allow the flexibility to utilise them to the best of their strengths. It was further agreed that the caretaker would need to be considered separately, although his duties and hours may need to be looked at in light of remote locking/alarming of buildings.