

**Pembrey and Burry Port Town Council**  
**Facilities Management Committee meeting**

**Thursday 5<sup>th</sup> April 2018**

**Present: Chair Cllr Michael Theodoulou, Cllrs Geraint Davies, Peter Freeman, John Hedley Jones, Mrs Shirley Matthews, Mrs Karen Francis-Morris, David Owens and Bob Walpole.**

**Minute taker: Ed Davies (Administrative Assistant)**

**(Meeting room, Memorial Hall, Burry Port 9.31am – 12.25am)**

**1. Personal matters**

Apologies were received from Cllr Mrs Linda Edwards.

**Cllr Bob Walpole arrived and joined the meeting at 9.32am**

**2. To receive members' declarations of interest in respect of the business to be transacted**

Cllr Mrs Shirley Matthews declared an interest in matters related to asset transfers due to her being a County Councillor.

**Cllr Geraint Davies arrived and joined the meeting at 9.34am**

**3. To confirm the minutes of the meeting held on Thursday 8<sup>th</sup> March 2018**

The minutes of the meeting held on Thursday 8<sup>th</sup> March were approved as a true record.

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

P1 – re: Cae Dolau

In response to a query Cllr Mrs Shirley Matthews stated that as far as she was aware, the matter was awaiting a response from Carmarthenshire County Council.

Cllr David Owens stated that Mr Geoff Kendrew had contacted the office for an update but was advised to contact the County Council instead.

P4 (6) – re: Jean Hire memorial seat

Members discussed the need for positive action to be taken by the Council, despite the difficulties it currently faced due to staffing shortages. All members **AGREED** for the Chairs Committee to finalise the arrangements with the family via the office.

**ACTION: CHAIRS CMTE and OFFICE**

P6 (9) – Cllr Michael Theodoulou stated that matters of cleanliness and standards of facilities was discussed by the Committee often. With the continued difficulties the Council faced due to staffing issues, he recommended the a new Sub-Committee be set up to monitor cleanliness and standards, as a means of ensuring improvements. He invited Cllr Karen Francis Morris to Chair that Sub-Committee.

Cllr Karen Francis Morris responded that she was concerned that the legalities with regards food hygiene and cleanliness would therefore rest with the Sub-Committee in the absence of the TSO.

There followed a discussion of food hygiene responsibilities where it was felt the Council could never be responsible for outside agencies' food hygiene but that they did need to provide clean facilities to begin with. It was also stated that no members were required to be expert in the areas their Committees and Sub-Committees dealt with.

It was agreed that matters of safety would not be dealt with by the Sub-Committee. When asked for volunteers for membership, Cllr Mrs Shirley Matthews expressed an interest.

Cllr Mrs Karen Francis Morris expressed a reluctance to Chair a group of solely Labour members as it needed good representation. Cllr Michael Theodoulou stated that membership did not have to be limited to within this Committee. She agreed to think on her position and indicate her decision to Cllr Michael Theodoulou soon.

**ACTION: CLLR KAREN FRANCIS MORRIS**

P8 (13) – Cllr David Owens stated that the DBS requirements had not been investigated yet. It was discussed that every Councillor should be provided with safeguarding training.

All members **AGREED** that the matter be referred to the Chairs Committee, in the absence of the Clerk.

## **5. Consideration of the Committee's budget monitoring report**

Members noted that the report only gave figures for up to the end of January, and that the SLA for the gardens would be paid at the end of the year.

There followed a lengthy discussion related to funding and grants that may be available to undertake the works currently being identified at Pembrey Hall. There was some confusion as to whether the Section 106 funding had been committed yet or not and Cllr Mrs Shirley Matthews stated she was awaiting a response from the County Council on that matter. She added that she had previously discussed with the Clerk the availability of grants for roof repairs, related to Pembrey Hall, but that it hadn't been followed up on. Cllr David Owens stated that works for the kitchen in Pembrey Hall had also stalled.

Cllr Michael Theodoulou suggested that, certainty be got regarding the availability and limits of Section 106 funding, and other grants, that they be reported to this Committee to allow progress to be made.

There followed a discussion where it was confirmed that neither of the 2 wedding parties currently booked to use Pembrey Hall as a reception venue would be using the kitchen

facilities. Concerns were raised at the use of the stage to serve food, but it was noted that other groups have done so in the past.

All members **AGREED** for the Chairs to investigate the matter.

**ACTION: CHAIRS CMTE**

Members all felt that improvements to the kitchen facilities at Pembrey Hall could only draw more bookings. Members were reminded that kitchen improvements needed to meet certain standards.

Members were informed that a more detailed breakdown of the Oil, Electricity and Phone charges for Pembrey Hall would be provided in the next financial year.

There followed a brief discussion where members were informed that the Chairs Committee had discussed with the RFO, attending evening meetings. It was suggested that this Committee could move to meet on the evening of the first Wednesday of the month from 6.30pm, which would allow the RFO to attend.

All members **AGREED** to this and future meeting dates would be changed accordingly.

**ACTION: OFFICE**

It was queried whether or not the RFO had been given a written request for more detail in his reports, and it was stated that it would be in the minutes of the Chairs Committee meetings.

## **6. To receive the TSO's report**

The report was noted by the Committee.

In response to a call for a meeting of the Wales in Bloom Sub-Committee, members were reminded that it still reported to the Regeneration and Community Services Committee and for it to be raised there.

## **7. Consideration of correspondence previously circulated to members:**

	<b>Date</b>	<b>From</b>	<b>Subject</b>
a	28 <sup>th</sup> February 2018	CCC	Community Asset Transfer Conference
b	8 <sup>th</sup> March 2018	Geraint Davies	Fire risk assessments
c	9 <sup>th</sup> March 2018	Richard Staton	Playground safety training

Cllr Michael Theodoulou reminded members that the new policy for correspondence was enacted, with all items being forwarded to each relevant Committee and urgent matters being sent to the Chairs Committee.

- a) Members were asked to contact the office and Cllr Michael Theodoulou if they wished to attend.
- b) Noted

- c) Members were informed that Meirion Jones would action this item in the absence of the TSO.

Members were informed that the boxing club had written to the Council informing them of their decision to cease operating. Cllr Michael Theodoulou stated that he had been in conversation with them for a month with regards their dropping attendance and unavailability of qualified trainers. They had been advised to apply for grants to assist but had since decided they couldn't carry on.

He added that the room was expected to be returned in a good state, and that once they have cleared out of the room it could be inspected and assessed. He stated he was sad to see it go as they had been good tenants.

#### **Cllr Mrs Shirley Matthews left the meeting at 10.16am**

There followed a discussion that as a result of the boxing club closure, was there a need to have staff on site later on in the day, but it was felt this could be reviewed once a decision was taken on what to do with the space.

Members were reminded that it had been discussed previously to turn the room into a dedicated civic floor, with a meeting chamber and offices located there. It was noted that such an action would require numerous improvements to the building at great cost.

Many members voiced concerns at taking such an action at present as there were more important matters to attend to.

#### **Cllr Mrs Shirley Matthews returned to the meeting at 10.22am**

Cllr Michael Theodoulou introduced a recently received item from Cllr Mrs Mary Wenman regarding the room rent for the Friends of the Park event, asking for it to be waived in this instance. He stated that he felt there could be no deviation from the Council Policy and the rent shouldn't be waived.

Cllr Mrs Shirley Matthews stated that as she understood it, the point was that the park in question was now a Town Council asset and shouldn't have to be paid for.

Members were asked to vote on the matter and they **AGREED** that the fees should not be waived as it went against Council policy.

The Admin Assistant informed members of 2 recent phone calls received in the office. One related to a complaint regarding dog fouling and the emptying of bins in the Memorial Park. The matter had since been dealt with via the County Councillors. Although the park was currently a County asset they were soon to be transferred to the Town Council and the matter would soon be their responsibility, and a solution would need to be found.

Members identified that the dedicated dog waste bins were being filled with plastic bottles which exacerbated the problem. It was felt that stickers to encourage the public to pick up the waste and take it home rather than deposit in the park may help.

There followed a discussion where it was stated the proposed new structure would be best placed to deal with this. Members discussed the need to find a resolution to their differences to enable things to progress.

The Admin Assistant reported the received complaints about a damaged fence on footpath 57/59 which goes between the A484 and B4311 adjacent to the Ashburnham Hotel. He informed Councillors that although the Council cut the grass on the footpath, maintenance of furniture was not their responsibility, and that the matter had been forwarded to the relevant departments of the County Council to deal with. A solution was expected soon.

#### **8. To receive a report on meetings of the Chairs Committee**

Cllr Michael Theodoulou reported to members the following:

- The Chairs have been meeting daily in the absence of the Clerk to deal with correspondence and urgent matters.
- The only urgent action to date has been the designation of the RFO as the Proper Officer to finalise the asset transfers.
- The Chairs have enacted decisions made by the Town Council and its Committee's.

#### **Cllr Geraint Davies left the meeting at 11.17am**

- The meetings have mostly been dealing with the continued absence of the Clerk and TSO.
- Members were reminded that they were free to attend these meetings which occurred daily from 9.00am

#### **Cllr Geraint Davies returned to the meeting at 11.19am**

Cllr David Owens stated that he had tried to contact the Clerk but had not been successful. He confirmed that he had received her sick note but had not divulged to anyone, its contents.

#### **Cllr Geraint Davies left to the meeting at 11.23am**

There followed a discussion on the situation regarding the TSO where members were informed the Chairs had been looking into the matter also.

#### **Cllr Geraint Davies returned to the meeting at 11.25am**

#### **9. To receive a report from the Burial Sub-Committee**

Cllr John Hedley Jones reported that he had been unable to successfully call a meeting of the Sub-Committee due to the absences of the TSO. He felt that the Sub-Committee had done all it could without the TSO to carry out actions. He added that Meirion Jones had been excellent in his work on this and other matters.

The matter was postponed until the Extraordinary meeting of the Town Council on Tuesday 10<sup>th</sup> April as it was an agenda item for then also.

## 10. To receive a report from the Fees and Charges Sub-Committee

Cllr Michael Theodoulou reported there would be a 3% increase to charges based on inflation. There were no other adjustments. The issue needed ratifying and was on the agenda for the Town Council Extraordinary meeting on Tuesday 10<sup>th</sup> April.

There was a query about the charges for the boxing club room, which members were assured would be shown once they were available.

Cllr Michael Theodoulou stated that the focus of the agenda item on Tuesday would be the burial charges. He thanked Cllr John Hedley Jones for his work in compiling charges from neighbouring and similar sized Councils. He provided a brief breakdown of the recommendations which members discussed as follows:

- To only offer 50 year burial rights as there had been no takers of the 99 year leases to date. This could be extended whenever multiple berth graves were reopened, back up to 50 years. Members were assured the changes were not retroactive. The fees for extension would be pro-rata based on the number of years it needed extending
- To introduce a charge for 1, 2 or 3 berth burials.
- To increase charges to reopen graves from £400 to £800. Members were informed it had been a mistake to set the price at £400 as it did not cover the costs of excavation. There was much discussion of such a large increase with Cllr Mrs Shirley Matthews stating that the Town Council should be able to choose to do what it wants not follow what others do on this matter. In response Cllr Michael Theodoulou stated the charge was still much less than others.
- Burial of ashes would increase to £575 or half the price of a full grave as it was roughly half the work
- Reopening of graves was to be set at £250
- Scattering of ashes would be lowered from £200 to £25 and a designated area set aside as a wildflower meadow for the scattering.
- Exhumation of ashes to be set at £150
- Exhumation of burials to be charged at cost via a contractor.
- No charge would be made for the construction of memorials
- The service of rest in the chapel to be set at £40
- An entry in the book of remembrance to be set at £90, £120 or £190 depending on the number of lines (up to 3)
- A search of the records to be set at £20
- Transfer of burial rights to be set at £20
- Weekend burials (Saturday 9.30-11am only) an additional £400 charge
- To allow free child burials up to the age of 18
- To make no charge for burials of former military members who left the forces within 5 years of death. There was a brief discussion of the 5 year limit.

All members **AGREED** to approve and refer the recommendations to the Town Council for consideration.

**ACTION: TOWN COUNCIL**

Cllr Mrs Karen Francis Morris requested for members to see a copy of the report in advance of Tuesday's meeting.

It was agreed that the suggestion to introduce and charge for a grave care package would be followed up.

Cllr John Hedley Jones added that he was looking at mean of enabling people to recoup the other costs of child burials also.

#### **11. Update on the heating system at Pembrey Memorial Hall**

Cllr Michael Theodoulou stated that there was nothing to update members with as yet.

In relation to the roof however a local roofer as looking in to making the necessary short term repairs while long term plans were prepared.

There followed a discussion where it was suggested that solar panels be considered as a solution to the roof repair and heating system solutions. Advice from a County Officer was forthcoming on the roof repair. Members were assured that the commissioned report would consider as much as possible for the heating system replacement.

Cllr Michael Theodoulou stated that the Committee needed to approve the payment for the servicing of the lift in Pembrey Hall and asked for them to do so urgently.

Members **AGREED** to the suggestion.

**ACTION: OFFICE**

#### **12. Update on asset transfers**

Cllr Michael Theodoulou stated that the transfers had been completed. The insurances had also been put in place and adjusted accordingly.

He added that inspection and assessment of what needs and can be done at each site would be the next priority. In the absence of the TSO he had asked Paul Murray (County Council Officer) and Meirion Jones to attend and advise. He also added that bin emptying would be assessed.

**Cllr Peter Freeman left the meeting at 12.00 noon**

#### **13. To consider the transfer of the allotments field in Pembrey**

Cllr Michael Theodoulou stated that the allotments had appeared in the list of assets to be transferred but were not signed for as there was no Council resolution.

**Cllr Peter Freeman returned to the meeting at 12.01pm**

Members also discussed the strip of land offered for purchase by the Church in Wales on the land adjacent to the A484 on the southern boundary of Pembrey Memorial Hall. There was some confusion regarding ownership and it was queried if the land was the Church in Wales'

to sell, members also noted that this matter had been investigated previously, but no-one could recall the result.

Cllr Mrs Shirley Matthews stated that some allotment holders had expressed their concern to her about the cohort of management, in reference to recent disruption in the governance of the allotments.

Cllr Michael Theodoulou responded that arguments between the allotment holders were not the business of the Council. The Town Council would only be taking on the lease and that would include the allotment holders on the sub-lease. He warned that should the transfer not happen, and the allotments cease to operate for whatever reason, the only access to the site would remain over Town Council land, which could cause difficulties.

Members noted that although the names on the allotment lease was signed by people no longer involved, they must have signed as officers.

#### **Cllr Geraint Davies left the meeting 12.09pm**

Following this discussion members **AGREED** for the allotments lease to be signed over to the Town Council. Referral to Town Council

**ACTION: REFER TOWN COUNCIL**

Members further discussed the situation regarding the strip of land being offered by the Church in Wales, it was queried how a sale could take place without the seller having possession of the deeds, it was also queried whether the Town Council had a claim to ownership via adverse possession.

It was **RESOLVED** for the Council to take legal advice on the matter with the proviso to look to take it on. Referral to Town Council

**ACTION: REFER TOWN COUNCIL**

Members also discussed the Memorial Gardens in Burry Port and **RESOLVED** to take on the lease.

**ACTION: REFER TOWN COUNCIL**

There was also a discussion of whether the Council should look to lease the public conveniences at the west harbour and the train station. It was **RESOLVED** to enquire about the lease.

Members were informed that there may be plans in place for the harbourside conveniences, but it was felt that an enquiry could be made regardless.

**ACTION: REFER TOWN COUNCIL**

Members also discussed the Carnival field, sometimes referred to as Marina field. It was noted that the Carnival Committee had signed a lease for the land. It was **RESOLVED** to make a request for the transfer of this asset also.

**ACTION: REFER TOWN COUNCIL**

#### **Cllr Bob Walpole left the meeting at 12.18pm**



**14. To consider the purchase of an additional strip of land adjacent to Pembrey Memorial Hall from the Church in Wales.**

This matter was dealt with concurrently with agenda item 13.

**15. To receive an update of discussions with the Bowls Club.**

Cllr David Owens reported that meetings had taken place with the Bowls Club, to establish with them that the facility itself was the Town Council's responsibility while the entity of the club remained theirs to run. It was suggested to them that they transfer the specialist equipment and the insurance responsibilities to the Town Council but the club had only recently met and no response had been received as yet.

**Cllr Bob Walpole returned 12.18pm**

Cllr Michael Theodoulou added that the work of integration had already started and was progressing well.

**16. To consider a maintenance contract for Burry Port Memorial Park and MUGA**

Cllr Michael Theodoulou reported that not much had been done on this issue in the absence of the TSO.

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

There were no other referred matters

**18. Any other urgent business at the discretion of the Chair**

There was no other urgent business