

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

**Wednesday 4<sup>th</sup> July 2018**

**Present:** Cllrs Peter Freeman (Vice Chair), Robert John, Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Moira Thomas and Cllr John James (in substitution for Cllr Mrs Karen Francis Morris).

**In attendance:** Alan Howells (RFO), Shan Loudon (Administrative Officer)

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

**(Clerk's Office, Memorial Institute, Burry Port 6.35pm – 8.35pm)**

**1. To receive apologies for absence**

Apologies had been received from Cllr Michael Theodoulou as he was on holiday and Cllr David Owens due to family commitments. Cllr John James stated that he was attending in substitution for Cllr Mrs Karen Francis Morris.

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

No declarations were made.

**3. To confirm the minutes of the Facilities Management meeting held on Wednesday 6<sup>th</sup> June 2018**

Copies of the minutes had been sent to members in advance of the meeting.

A typographical error was noted on P6 (16) where the price of a heavy duty strimmer should be changed to "c. £300". Subject to this change it was **AGREED** that they were a true record of the meeting held on Wednesday 2<sup>nd</sup> May.

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

P2 (6) - re: bar hire at Burry Port Memorial Hall

Members queried some of the details of the current contract to manage the bar on behalf of the Town Council. Some expressed concern at the limitations of not being able to offer the bar for organisers to use unless they used those currently contracted to manage the bar. The actual terms of the contract were not known but it was believed that the contract was annual and would be coming up for renewal soon.

**Cllr Mrs Lisa Mitchell arrived at 6.40pm**

The Committee was informed that the measures previously agreed to with regards the event by Burry Port RFC in the Memorial Hall would no longer be needed as the event had been

postponed. Due to the uncertainty on a number of points it was decided for this item to be put on the agenda for the next meeting.

**ACTION: FACILITIES CMTE**

P3 (6) – re: communications

Cllr Mrs Moira Thomas **PROPOSED** for all emails received, related to this Committee to be forwarded to its members, seconded by Cllr Mrs Shirley Matthews.

In the ensuing vote 6 members voted in favour, with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

P5 (10) – re: sub-committees

Members discussed that the new structure was placing a large workload on its members, but it was recognised that whatever structure had been chosen, the workload expected of town and community councils had increased along with their responsibilities. A report was received on the recent Innovative Practice Conference hosted by One Voice Wales, with details of the two presentations to be shared among members. At that conference it had been observed that the changes affected all levels of government and that town and community councils would need to operate as county councils in miniature. Members stated that the money to pay for the work should be given to town and community councils, however it was noted that the argument was speculative until there were firm agreements on how the new tax revenue from Welsh Government would be distributed.

P5 (13) – re water monitoring

Members queried the costs stated in the minutes and asked for the Finance, Governance and Personnel Committee to investigate that the Council was over spending for the services they required.

**ACTION: FINANCE, GOVERNANCE and PERSONNEL CMTE**

Members discussed whether or not options to set up an agreement with other neighbouring councils had been explored and as to how frequent the service was required.

P6 (16) – re management of parks and play areas

Members discussed the provision of rubbish bins within the park, noting that bins within the park were the responsibility of the Town Council, while those outside remained the responsibility of the County Council, although it was noted that this distinction would matter little to the general public. Members also noted that a request had been made to the County Council to transfer the responsibility of a number of other bins but that no response had been received yet. Cllr John James was asked to follow up on this in his capacity as a County Councillor.

**ACTION: CLLR J JAMES**

There followed some discussion of the matter in relation to the agreed proposal to employ a new seasonal member of staff to tackle management of the park as well as the problems of overflowing rubbish bins in the community.

Cllr John James also reported that he had been following up the grass cutting at Seaview Terrace and that it was scheduled to be maintained by the County Council.

A short discussion was had in relation to the bar charges, and another in relation to the grant for a Wellbeing Officer, which was confirmed to amount to c. £10,000.

**5. Consideration of correspondence previously circulated to members – none forwarded**

None had been received.

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

In the absence of the Chair of this Committee, Cllr Robert John as Chair of the Regeneration and Wellbeing Committee reported that much of what had been discussed was on the agenda already, but that particular attention had been paid to the asset transfer of the Memorial Gardens. The transfer had been delayed as the title deeds to it could not be located. There would be a legal process to establish ownership by the County Council before the matter of transfer could proceed, but that the County Council had viewed the transfer approvingly. He confirmed that there would be no change to the management arrangements currently in place.

Cllr Robert John added that the expression of interest in managing the harbourside conveniences had been withdrawn but that the expression of interest in the Railway Station toilet was continuing. Additionally, progress on the harbourside play area planning application was continuing.

**7. To agree the process for appointment of a new Technical Services Officer**

Cllr Peter Freeman **PROPOSED** that this Committee should shortlist the candidates and for that to be sent on to the Town Council for the next stage, seconded by Cllr John James.

In the ensuing vote 6 members voted in favour, with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

There followed a discussion on where the post should be advertised and what closing dates to set. Members **AGREED** that all available avenues for free advertising should be utilised, in particular the Town Council's Facebook page and website as well as the Indeed website and the Job Centre website. Newspaper adverts were discussed but were felt to be prohibitive in cost and so were discounted.

Members **AGREED** to set the closing date as the 25<sup>th</sup> July. Members felt it would give a week to the end of the month to assess the applications and that it could therefore be extended if needs be.

**8. To agree the process for appointment of a Seasonal Worker**

Members discussed that, as agreed at the previous Town Council meeting, the appointment would be reviewed after a 6 month period as to whether the post would remain seasonal or become permanent.

Members were informed that current staff had been asked to contact anyone they knew who was qualified to allow for a rapid appointment, but that this had been unsuccessful. A draft advert had been created but it required input from the RFO in relation to the salary and confirmation from the Cemeteries Superintendent and Chair of this Committee of the roles and responsibilities before it could be finalised.

Members suggested that local colleges could be contacted to post the advert on their noticeboards as it may appeal to a younger person seeking experience. The Committee felt strongly that the Cemeteries Superintendent needed to be involved in the selection process.

**9. To consider the use of the grass area within the Memorial park, previously used as an outdoor gym**

Members discussed the location with some uncertainty about the where in the park it had been. There was also a brief discussion about the possibility of providing an outdoor water play area, but it was noted that when this had been looked at in the past, the maintenance costs had been considerable.

In relation to the matter of the use of the grassed area referred to this Committee, members were informed that no further information had yet been received by the office. Members discussed that the matter would need to be left in abeyance until funds could be found to tackle it. It was also felt that the Council would need to know if it was something that the population wanted and would use and whether the location would be suitable.

Cllr Robert John **PROPOSED** for a decision to be postponed until more was known about potential funds, seconded by Cllr Mrs Shirley Matthews.

In the ensuing vote 6 members voted in favour, with 0 against and 0 abstentions. The proposal was therefore **AGREED**.

**10. To consider the grass cutting around Seaview Terrace.**

Members were informed that an expression of interest was being made in the transfer of the land but there was no updates as yet. In relation to the grass cutting that had already been addressed under agenda item 4.

**11. To consider hire charges for all facilities.**

This item had been discussed previously under agenda item 6.

**12. Update on asset transfers**

This item had been discussed previously under agenda items 4 and 6

### **13. Update on Bowls Club – painting and roof repair**

Members were informed that a request had been received from the club to purchase paint to decorate the outside of the clubhouse which amounted to £290. Also, that a quote had been received for the works to repair the roof on the green shed for £14,690.

In the following discussion it was queried if any section 106 money was available that could be requested. It was believed that there might be some but that it was a complicated process to apply for.

**Cllr John James declared an interest in the matter as he is a member of the Bowls Club.**

Cllr Robert John **PROPOSED** for the paint to be purchased for the club as requested, seconded by Cllr Mrs Lisa Mitchell.

In the ensuing vote 5 members voted in favour, with 0 against and 1 abstention. The proposal was therefore **AGREED**.

With regards the roof repair it was recognised as an urgent matter and it was queried whether or not the Council's insurance cover would allow the work to be done. It was noted that as the club had agreed to maintain the grounds there may be complications over this matter and clarification would needs be sought from the acting Proper Officer.

**ACTION: ACTING PROPER OFFICER**

### **14. Pembrey CCTV.**

Members discussed which course of action to take to provide better coverage from the CCTV cameras currently installed at Pembrey Memorial Hall. The options were to reposition one of the cameras to cover a different area or to purchase new recording equipment and an additional camera. Office staff had prepared quotes in advance from the current supplier which included a new recording device to allow up to 8 cameras and a new camera for £750+VAT.

In the following discussion members asked whether the allotment area was locked up when not in use, and it was questioned that as the allotments are not the direct responsibility of the Town Council, if there was any responsibility to cover the area with CCTV or in fact if doing so was problematic. It was queried whether it would be better to ask the Allotment group to apply for a grant to install their own CCTV and what the future arrangements were likely to be.

Members discussed that the Council would need to make provision for CCTV coverage at the Bowls Club in future also. At this point it was noted that there had been a request for taller netting or fencing to be erected between the MUGA and the Bowls Club to help protect against overshot balls. Members **AGREED** for the costs to be investigated.

Cllr Peter Freeman declared an interest due to his membership of the Pembrey Growing Association.

Members felt that more information was needed before a decision was made on the purchase of a new system as to what the camera needed to cover and if the proposed camera would be sufficient.

**ACTION: OFFICE**

**15. Update on deep clean of kitchens within Burry Port Memorial Hall and Senior Citizens' Hall**

Members discussed the quotes received to do the work. There was a large difference between some of the quotes with a previously untried company quoting much less than the other. Members **AGREED** to try out the new company and to ask them to also quote to clean the inside of the refrigerator, cupboards and drawers also.

**ACTION: OFFICE**

Members also requested that the washing machine currently being stored in the small room behind the bar in Burry Port Memorial Hall be installed so that it can be used.

**ACTION: MAINTENANCE STAFF**

**16. To set up a Sub-Committee to oversee cleaning standards**

Members were reminded that this had been discussed previously, with the hope that this Sub-Committee could help to ensure that the facilities the Council offered, could be maintained to a high standard. It was discussed that simple items, such as a better drawer tidy to hold cutlery for the kitchens would be a start to improvements.

Cllr Mrs Shirley Matthews **PROPOSED** that she draw up a checklist of what work needs doing and equipment providing to enable higher standards to be met, seconded by Cllr Robert John.

In the ensuing vote 5 members voted in favour, with 0 against and 1 abstention. The proposal was therefore **AGREED**.

**ACTION: CLLR MATTHEWS**

A number of suggestions were put forward including provision of adequate secure storage for items. It was noted that access to the cupboards was required for the deep clean also. Members **AGREED** to defer setting up the Sub-Committee until the next meeting, to allow for the list to be produced and to see if there were any changes in the current staffing situation

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

Members heard a report of some crockery and cutlery going missing from Pembrey Memorial Hall. There followed a discussion where it was felt with the increase in revenue seen at Pembrey, the Council should consider whether it needs a caretaker to be based at the site. There was some support expressed for this option but members recognised that there was no budget for such a post and it would need to be a long term solution. Discussion continued onto more immediate solutions to the problem raised and it was suggested that a detailed inventory be drawn up for each facility and for signs to be raised informing users that there would be spot checks with charges raised if items are found missing.

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

Members were informed that the information sign for Jack Moreti's Bridge had been badly damaged and needed replacing. There was uncertainty as to what the Council could do, but whoever had erected the sign could be encouraged to apply for a grant from the Council to replace it.

Members **AGREED** to wait until after the August break to make the final appointments to the Sub-Committees.

Members noted that the provision of 1<sup>st</sup> Aid Kits in the Council's facilities needed to be assessed and any missing equipment or items needed to be replaced and kits made visible and accessible.

Members requested that a "keybox" be installed at Pembrey Memorial Hall to ensure that a repeat of the issue following the wedding in May was not made with the key being accidentally locked inside.