

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 15<sup>th</sup> January 2014**

**Councillor Moira Thomas (Mayor)**

**Councillors Graham Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Robert John, Mrs Pat Jones John Hedley Jones, Mrs Susan Northam, David Owens, Michael Theodoulou and Mrs Mary Wenman**

**County Councillor Hugh Shepardson**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Former O.A.P Hall, Memorial Hall, Burry Port, 7.00pm – 9.00pm)**

**133. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**134. Personal Matters**

Apologies were received from Cllrs Malcolm Davies, Mrs Shirley Matthews, Andrew Phillips and Hefin Williams.

**135. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**136. Police Business**

PCSO Rob Kindred was in attendance at the meeting. However, he advised that there was no Police Report this month as the station is still without a Sergeant. He indicated that hopefully a Sergeant would be appointed during the course of the next month. PCSO Kindred also reported that the month of December including the Christmas period had been quiet.

**137. To confirm the minutes of the meeting held on 18<sup>th</sup> December 2013**

The minutes of the Town Council meeting held on 18<sup>th</sup> December 2013 were accepted as a true record.

**138. Information from the aforesaid minutes**

**P95 (120) Matters Arising – Snooker Hall**

Cllr Michael Theodoulou requested an update in relation to the Snooker Hall. The Clerk advised that unfortunately, it had still not been possible for progress to be made in relation to this. The intended potential employee had still not provided necessary documentation for a DBS check to be submitted. The Clerk had recently spoken to this person, who had

confirmed that she was still awaiting receipt of a certified copy of her Birth Certificate. However, the Clerk reported that even when this is received, additional documentation will be required, for as it is not an original Birth Certificate, it is not a primary identity document. Cllr Theodoulou enquired about the possibility of Councillors operating the Snooker Hall in the interim. It was discussed that to date, only 4 Councillors had come forward as volunteers and completed application forms for DBS checks. It was felt that this was insufficient, given that it is intended for the Snooker Hall to be open on Friday evenings and Saturday mornings, with two Councillors being required at each session. Members were generally of the view that if it is not possible to get the facility operating as a Snooker Hall within a reasonable deadline, then other projects need to be considered. The Mayor urged Councillors who had initially expressed their interest in volunteering, to obtain and complete a DBS application form.

#### P96 (120) Matters Arising – Appointment of new member to Civic Governance and Personnel Committee

Cllr Michael Theodoulou commented that in relation to the Mayor using her casting vote, she had been carrying out her job and doing what was necessary.

#### P97 (121) Report of the Technical Services Officer - Pembrey Community Centre

It was advised that the transfer date may now be delayed until 1<sup>st</sup> April 2014. The TSO indicated that he would explain further as part of his report.

#### P101 (124) Report of the Regeneration and Leisure Committee meeting of 7<sup>th</sup> November 2013 – Any Other Competent Business

Cllr Ken Edwards advised that Cllr Shirley Matthews had now rearranged the date of the Cawl Cennin to 27<sup>th</sup> February 2014.

#### P105 (129) Proposed meeting with the Dyfed Powys Police and Crime Commissioner

The Mayor requested that if any members have questions to be put to the Police Commissioner, that they be provided to the Clerk in advance. They can then be passed to his office, thus hopefully ensuring that answers can be provided on the day.

#### P106 (130) Communications (7)

It was reported that Mr Peter Jones of the British Legion was eager to liaise with the Town Council in relation to the commemoration of the centenary of World War I. A query was raised as to whether or not Cllr Stephen James had provided the information pack to the Clerk, as referred to at the previous meeting. This is yet to be passed on.

#### P107 (131) Reports by elected members

A query was raised as to whether Cllr Stephen James had provided a report to the Clerk in relation to his attendance at the Executive Committee of One Voice Wales. This has not yet been passed on.

Cllr John James advised that the plans in relation to the reduction of the street cleansing budget have not yet been set out. Darren King has promised a meeting with himself, together with the person who has responsibility for the cleaning of this area.

#### P107 (132) Report of the Clerk

The Mayor suggested that in future, any Town Council donations be publicly donated and that there be a photo shoot.

### **139. Report of the Technical Services Officer (TSO)**

#### **Cemetery**

##### (a) Burials

During the month of December 2013 there have been 2 burials.

#### **Maritime Park**

At the Full Town Council meeting on 18<sup>th</sup> December 2013 it was agreed to refer the issue back to the Regeneration and Leisure Committee to decide if it was prudent to proceed with the asset transfer, considering that a grant for the project was unlikely.

The TSO updated that the matter had been before the Regeneration and Leisure Committee, then the Finance Committee and back to Full Council. The matter will be further considered at the Regeneration and Leisure Committee meeting the next day to make a final decision upon whether to proceed.

#### **Pembrey Community Centre**

Matt Morden has confirmed that CCC Property Services are in the process of obtaining quotations to carry out the remedial works but it is now looking more likely that the hand over will be delayed until 1<sup>st</sup> April 2014.

The TSO updated that no work had been carried out by the County Council prior to Christmas. They were indicating that the property would be ready by the end of February 2014. However, a cut off date had now been decided upon, which coincided with the start of the new financial year.

A query was raised as to whether confirmation had been received in writing from Carmarthenshire County Council that they would undertake the required works. County Councillor Hugh Shepardson reported that he had contacted Matt Morden following the last Town Council meeting and he assured that the work would be carried out prior to the take over. The TSO confirmed that he would not recommend the physical take over until the work had been carried out.

Cllr Theodoulou suggested that following the take over, alternate Town Council meetings take place at Pembrey Memorial Hall. Consideration of this is to be placed on the agenda for the next Town Council meeting.

Cllr David Owens commented that the Pembrey Community Centre should not be referred to as this but instead as Pembrey Memorial Hall, which was agreed.

### **Wales in Bloom 2014**

Glan y Mor and Ysgol Parc y Tywyn schools have expressed a strong interest in participating in Wales in Bloom 2014.

It is intended that representatives from these two schools be invited to the next Sub Group meeting. Cllr Pat Jones also advised that she had spoken to a representative at Burry Port Junior School, and this school also wishes to participate.

Cllr Graham Davies queried whether the Wales in Bloom Sub Group has a closed membership, as he has an interest in sustainability issues. The TSO advised that this was up to the Council but it was getting to the point where the work needed to commence and the discussions cease. It is likely that there will not be many more meetings.

### **Footpath Maintenance**

The Level: Furnace 71/15 : Ship Aground 57/61 : Embankment 57/60 : Engine Inn Elkington/ Stepney Road : Pembrey Square : Moreb Roundabout : Clwb Bach Roundabout : Memorial Gardens.

## **140. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

### **1. Bank**

#### Bank Balances

The following cash balances are held with Lloyds at 31st December 2013:-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	£	£	£
Business Instant Access account	285209.84		285,209.84
Community Account	10737.45	5,632.30	5,105.15
Imprest account	1153.18		1,153.18
	<b>£297,100.47</b>	<b>£5,632.30</b>	<b>£291,468.17</b>

### **2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31st December :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Heart internet	Web provider	3	8.99	1.80	10.79

Dyfed Alarms	Hall - Intruder alarm maintenance	1	190.00	38.00	228.00
SLCC Enterprises Limited	Training	3	175.00	35.00	210.00
TRA Imports Ltd	Xmas Lighting	9	2356.50	471.30	2827.80
TRA Imports Ltd	Xmas Lighting	9	2038.50	407.70	2446.20
Shirley Matthews	Xmas Lighting	9	36.59	7.32	43.91
Furniture @ Work	Hall	1	123.00	24.60	147.60
SITA	Cemetery	4	81.79	16.36	98.15
SITA	Cemetery	4	71.20	14.24	85.44
Powercut	Cemetery	4	6.91	1.38	8.29
Chivers Corner Garage	Cemetery	4	71.21	14.24	85.45
Plusnet	Internet provider	3	15.00	3.00	18.00
Cathedral Leasing	Hall	1	65.01	13.00	78.01
One Voice Wales	Employees - Training	3	30.00		30.00
Lyreco	Admin	3	254.40	50.88	305.28
Lyreco	Admin	3	3.42	0.68	4.10
Lyreco	Admin	3	14.95	2.99	17.94
Powercut	Cemetery	4	43.92	8.78	52.70
Xerox	Admin	3	33.77	6.75	40.52
British Gas	Hall	1	544.99	108.99	653.98
Tradepoint	Cemetery	4	66.32	13.28	79.60
Iwec	Xmas Lighting	9	3720.00	744.00	4464.00
Parker Plant Hire	Hall	1	58.80	11.76	70.56
Parker Plant Hire	Hall	1	58.80	11.76	70.56
CCC - Re: Pembrey rental	Pembrey	1	750.00		750.00
Smiths of Derby	Special - Clock Maintenance	9	204.00	40.80	244.80
	Miscellaneous - Christmas				
S & J Catering	Tea	9	526.50		526.50
	Special - Xmas Window				
Macey Hairdressers	Competition	9	100.00		100.00
	Special - Xmas Window				
Laundrette	Competition	9	37.50		37.50
	Special - Xmas Window				
John Davies (Chemist)	Competition	9	37.50		37.50
	Special - Xmas Window				
WD Swards	Competition	9	25.00		25.00
	Special - Xmas Window				
Llanelli & BP Cycles	Competition	9	25.00		25.00
			<b>£11,774.57</b>	<b>£2,048.61</b>	<b>£13,823.18</b>

### 3. Petty Cash

Payments made from 1st to 31st December 2013

Morrisons - Xmas Tea	9	12.71	63.54
John Rook - Keys	3		7.50
Halfords	9		50.00
Smiths - Stationary	3		22.98

**Total payments made from petty cash**

**£0.00    £12.71    £144.02**

The total bank balance is £291,468.17. This has been boosted by the third part of the precept being received. The RFO highlighted a few items of unusual expenditure. The payments to TRA Imports Limited were to purchase additional Christmas lighting. Also, there were five payments to local businesses, who were winners of the Christmas Window competition. In relation to petty cash, the sum for Halfords related to a donation to a member of staff who recently retired.

#### **4. Budget Monitoring Report**

The Budget monitoring report for the period 1st April to 30th November 2013 has been circulated to Members.

The RFO advised that up to the 30<sup>th</sup> November 2013, income and expenditure should be around 67% in order to be on budget.

The RFO reported that income is still reduced, with the main areas of reduction relating to rentals and income from the cemetery.

Employees costs are on budget, as are administration costs. Civic expenditure is over budget but as previously advised, this is mainly a timing issue, due to payments being made early in the financial year.

Expenditure on the cemetery and footpaths is under budget. Expenditure on the Hall and Institute is over budget, mainly due to expenditure early in the financial year on rates, as well as a payment for maintenance and repairs for the installation of a new boiler. The RFO referred to virements being previously approved for the new heating system for the Institute and the work to design the heating system. Expenditure on the Copperworks is also showing as over budget, which is mainly attributable to the purchase of a new boiler.

Expenditure on the former Pembrey School is on budget. There is currently no miscellaneous expenditure but this is due to timing, as the events have not yet taken place. Expenditure on Special Projects is within budget. The main item which has not yet been spent is the youth facility contribution. The RFO advised that if this is not spent this year, then it will be placed into reserves, ready for payment the following year.

Net expenditure is within budget at 64.69%.

The RFO advised that he would be reporting the following month on SLAs which had now been received for two items. He also advised that there are signs of improvement in relation to rental income since the introduction of the new fees and charges.

In relation to the cemetery, it was reported that a meeting had been arranged with the Funeral Director, Mr Ian Smith.

#### **5. Draft Budget 2014 - 2015**

The draft Council Budget for the period 1st April 2014 to 31st March 2015 has been circulated to Members for consideration.

The RFO reported that the draft budget for 2014 – 2015 had once again been considered by the Finance Committee earlier that week. Some amendments had been made as a result.

The RFO reported that for general services, an increase has been included in line with inflation of 2.4%. An increase for utilities has been included of 9%. Also, in line with the County Council, there is provision for a staff pay increase of 1%.

The RFO advised that at the Finance Committee meeting, all of the budget headings had been considered and any adjustments had been made in line with current expenditure.

The RFO reported that there had been a recommendation from the Finance Committee that there be a 2% increase to the precept. The effect of this is that the precept would increase to £290,460. A 2% increase would mean an overall increase per annum of £1.80 for a Band D property, equating to 3.5 pence per week.

Discussions took place as to the merits of a 2% increase. It was advised during the course of these discussions that the main reason why the recommendation was made by the Finance Committee was to put aside some money, so as to provide services in the future which are expected by the community. It is not feasible to continue utilising reserves, which have been built up over the years through the Town Council being prudent. It was accepted that due to the County Council having to make substantial savings in the coming years, the Town Council would be looked to to take over services/facilities.

It was felt that the Finance Committee and Officers should be congratulated for not increasing the precept in the last two years. It was commented that as inflation is 2%, the Town Council would just be maintaining the position with a 2% increase to the precept.

Following a lengthy discussion, members voted on the proposal of a 2% increase to the precept. All members were in favour, save for one member abstaining.

#### **141. To consider the report of the Finance Committee meeting held on Monday 9<sup>th</sup> December 2013**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 9<sup>th</sup> December be signed and accepted as a true record.

#### **Matters arising from the minutes**

##### **P1 (4) Matters Arising**

The Mayor reported that the certificates in relation to the Freedom of the Communities ceremony had been presented at Pembrey Memorial Hall on 7<sup>th</sup> January 2014. County Councillor Hugh Shepardson thanked the Mayor for attending and for her excellent speech on the day.

#### **142. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 5<sup>th</sup> December 2013**

The Mayor advised that these minutes had not yet been approved by the Regeneration and Leisure Committee, which was due to meet the following day. Matters arising were not therefore discussed and they were noted as having been seen.

#### **143. To consider any planning applications**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/29334	Anthony Williams Traeth Le The Links Pembrey	Proposed side and rear two storey bedroom extension

The Mayor reported that the Planning Committee had not held a meeting as only one application had been received this month. It was moved that this application number S/29334 be recommended for approval.

The TSO advised that a further planning application had been received that day. He reported that back in 2002, permission had been granted for two bungalows on the land concerned but only one had been erected at the time. However recently, the second bungalow had been commenced, which is 6 metres off plan, towards the residential properties in Gwscwm Park. County Councillor Hugh Shepardson advised that he intended attending the planning meeting to object and would be requesting a site visit. He urged the Council to support a refusal of the application, which was approved by members. Councillor John James highlighted his declaration of interest in planning matters.

#### **144. To consider any County Councillors' reports**

County Councillor Pat Jones reported that she was pleased to advise that the Grillo Site had remained dry throughout the extremely inclement weather. This only proves that the site has not been flooded. Mr Eifion Bowen, Head of Planning at Carmarthenshire County Council, will be taking information back to Ministers regarding a change to the maps.

County Councillor Pat Jones also reported that she had again spoken with the Asset Management Department regarding a potential recycling centre and a site had been identified. It had been discussed that the centre should be in exactly the same format as at Trostre Park, Llanelli.

County Councillor John James referred to the recent storm damage and advised that he had attended at the harbour. People had been walking down to the lighthouse and putting County Council staff at risk who had to try to stop them.

County Councillor John James advised that a report is awaited on the shoreline damage but that the area has fared pretty well compared to other areas.

County Councillor James also reported that planning permission had been given to Brechfa Forest West. Western Power Distribution are willing to meet Town Councillors if required.

County Councillor Hugh Shepardson referred to statements being made that the County Council has £66 million in reserves. However, these are earmarked reserves for projects.

A query was raised with the County Councillors as to whether they knew anything about a potential barrage in Swansea Bay being considered. They were unaware of this. A query was



also raised in relation to the potential amalgamation of unitary authorities. It was advised that the report upon this was due out the following Monday.

#### **145. To consider the Mayor's report**

The Mayor reported that it had been a relatively quiet month.

Just prior to Christmas, the Mayor had attended the Lantern Festival, which had been an excellent event with various activities and public interaction. The Mayor and Cllr Shirley Matthews had taken down the Town Council's Christmas tree at St Illtyd's Church, following the very successful Christmas Tree Festival.

On 7<sup>th</sup> January 2014, the Mayor attended for the presentation of the Cadet/RAF certificates at Pembrey Memorial Hall, which had been a lovely afternoon. The Mayor also advised that she had attended the AGM at the British Legion the previous week, at which she had been requested to give a civic welcome.

Looking ahead, there is the talk on underground coal gasification with Cluff Associates to be held at the Memorial Hall on Saturday 18<sup>th</sup> January 2014. Also, a Plygain (Welsh cultural event) is to be held at St Mary's Church on 21<sup>st</sup> January 2014. The Police Commissioner is attending at Burry Port and will be meeting with the Town Council on 23<sup>rd</sup> January 2014. Also, the Youth Solo and Ensemble competition is to be held at the Memorial Hall on 25<sup>th</sup> January 2014. Furthermore, a concert is to be held at St Mary's Church on 8<sup>th</sup> February 2014 to raise funds for the forthcoming Eisteddfod.

#### **146. Update on emergency contingency planning in light of recent inclement weather**

The Mayor firstly expressed her thanks to Councillors John Hedley Jones and Robert John for raising this matter a number of months ago and starting to put steps in place. Cllr John Jones advised that they had met with Carmarthenshire County Council's Emergency Planning Officer, whose views were similar. They had only previously identified the sports hall in Glan y Mor School as an emergency centre. Cllr Jones advised that a further meeting is to be arranged when Cllr Shirley Matthews and Robert John are available. It is hoped that there will be a document in the Council office shortly.

Cllr Michael Theodoulou reported that he had had a couple of approaches from residents in relation to the impact on the environment of the recent bad weather. In particular, the dunes have been adversely affected. Cllr Theodoulou suggested that as a Town Council, we should consider doing the following:

1. Asking the County Council to review sea defences to ensure that properties below sea level are being protected.
2. Enquire about the clean up operation and how long it will take.
3. Supporting the County Council in obtaining money for a clean up operation.
4. Consider the impact on transport, as the train line was closed.

Cllr John James advised that the Welsh Minister will be providing a report and he will bring this to the attention of Town Council. There is an ongoing Shoreline Protection Scheme and

more money is expected. It was discussed that in relation to transport disruptions, Network Rail is responsible for the railway track.

It was discussed that on the 1<sup>st</sup>/2<sup>nd</sup> February 2014, the tidal surge will be extremely high, which could result in another battering of the coastline. The only defence is the dunes and if they are not maintained, it will be much more serious. There is a proposal to radically remove money from the coastal defence budget. It was therefore **APPROVED** that a letter be sent to the County Council, expressing serious concern and also requesting the person who is responsible for coastal defence to meet with the Town Council.

#### **147. To consider Communications received**

1. Email from One Voice Wales on 19<sup>th</sup> December 2013 attaching a letter from Cllr Mair Stephens, Chair of One Voice Wales and Cllr Bob Wellington, Leader of the WLGA, promoting the recently signed Memorandum of Understanding between the two organisations. The letter refers to Local Authorities and Community and Town Councils across Wales having a long track record of working together. Many Authorities and Community and Town Councils hold regular liaison meetings and a number have or are exploring devolving some community based services to Community Councils. Many areas have signed local charters with their counterpart Community and Town Councils and this also remains a key priority for the Local Government Minister.

The letter goes on to state that at a national level, One Voice Wales and the WLGA work together to promote local democracy and encourage partnership working and sharing of best practice between local Councils. It is on this basis that at the Partnership Council, One Voice Wales and the WLGA agreed and signed a Memorandum of Understanding, which reflects many of the principles of engagement and partnership that feature in local charter agreements. The Memorandum is available at [www.wlga.gov.uk](http://www.wlga.gov.uk) and [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk). A copy of the Memorandum of Understanding is also available at the office.

**Noted**

2. Email dated 23<sup>rd</sup> December 2013 forwarded by One Voice Wales on behalf of the Cymru'n Cofio Wales Remembers 1914 – 1918 team. This advises that Cymru'n Cofio Wales Remembers 1914 – 1918 is collating and sharing information on activities which mark the centenary of the First World War either in Wales and/or related to Wales, whether local, regional or national. Accordingly, electronic forms have been prepared to enable information to be provided on commemorative events. It is advised that the data collected will be used to publicise the events on the website and social media and to be included in brochures, as well as recording the information for statistics.

**Noted**

3. Letter received on 31<sup>st</sup> December 2013 from Western Power Distribution. This provides an invitation to forthcoming Stakeholder Workshops. At the events, Western Power Distribution aims to explain the final outputs and commitments submitted in their business plan for 2015 to 2023, explaining Ofgem's recommendation to "fast track" their plans and to ask for feedback on their proposals for delivery. There will also be an opportunity for attendees to participate in more detailed "surgeries" on the topics of Innovation Strategy, Connections improvement plan and Social Obligations programme. It is advised that attendees will include Local Authority representatives, domestic customers, energy suppliers, businesses and major energy users, Chambers of Commerce, developers,

environmental representatives and conservation groups. The closest event will take place at the Celtic Manor resort, Newport on Wednesday 12<sup>th</sup> February 2014.

**Noted**

4. Letter received on 31<sup>st</sup> December 2013 from the Electoral Services Manager at Carmarthenshire County Council. This advises that the process for reviewing the seats for Pembrey and Burry Port Town Council has now been completed, with final approval being given by the full Council at Carmarthenshire County Council on 13<sup>th</sup> November 2013. The letter encloses a copy of the Order making the changes, which confirms that as from the election date in 2017, the Pembrey Ward will increase by 4, from 5 to 9 Town Councillors and the number of Town Councillors on the Burry Port Ward will decrease by 3, from 12 to 9 Town Councillors.

*Cllr Graham Davies queried the demographics in relation to the wards. It was discussed that the wards are confusing and that this has been challenged in the past.*

5. Letter of thanks received on 31<sup>st</sup> December 2013 from Kidney Wales Foundation in relation to the donation of £245 from the proceeds of the Songs of Praise event. The letter also outlines the Charity's priorities and key objects.

**Noted**

6. Letter of thanks received on 31<sup>st</sup> December 2013 from Llanelli Surf Lifesaving Club for the recent donation of £100.

**Noted**

7. Letter received on 6<sup>th</sup> January 2014 from the Electoral Services Manager at Carmarthenshire County Council. This encloses the latest notice regarding the review of Polling Districts and Polling Places in Carmarthenshire. The notice advises that the Council is conducting a review of its Polling Districts and Polling Places as required by the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 and Section 17 of the Electoral Registration and Administration Act 2013. The review is an ideal opportunity for electors, community groups and any interested persons within Carmarthenshire to express their opinions on the existing polling district boundaries and polling places and where possible to suggest alternative solutions to be considered. The review commenced on 31<sup>st</sup> October 2013, inviting comments and submissions in writing by 26<sup>th</sup> November 2013. These proposals have been developed and there is a further opportunity for interested persons to make recommendations on the initial proposals and on recommendations proposed by the Returning Officers. The deadline for submissions is Friday 17<sup>th</sup> January 2014. The submissions and the Returning Officers report can be accessed at <http://www.carmarthenshire.gov.uk/english/council/electionsandvoting/pages/elections.aspx>. The final Polling District and Polling Places scheme for Carmarthenshire will be considered by the Council in February 2014 for approval.

**Noted**

8. Emails of the 6<sup>th</sup> January and 9<sup>th</sup> January 2014 from Mr Ian Ruston. He refers to recent flooding in parts of Wales, including West Wales, with Laugharne suffering from flooding. He goes on to state that with the combination of high tides, onshore winds and heavy rainfall, there have been no issues in relation to flooding on the Grillo site. Mr Ruston advises that he would be glad to help in monitoring the situation as he refers to the reasons being given for preventing the development of the site as not being at all realistic.

**Noted**

9. Email from the Legal Services Department of Carmarthenshire County Council on 8<sup>th</sup> January 2014. This attaches a notice advising that Carmarthenshire County Council proposes making an Order under Sections 1 (1), 2 (1) to (3), 4 (2) and part IV of Schedule 9 of the Road Traffic Regulation Act 1984 as amended and the Traffic Management Act 2004. The effect of the Order will be to prohibit waiting at any time in certain lengths of road and on the sides of road specified. The local roads affected are Stepney Road, Williams Terrace, Pencoed Road and the Memorial Square. Full details are available at the office and will be displayed on the notice boards.

**Noted**

**148. To receive reports by elected members, if any**

There were no reports from elected members.

**149. Report of the Clerk on matters of administration**

1. As referred to at the Town Council on 18<sup>th</sup> December 2013, arrangements have been made for a meeting with the Police and Crime Commissioner, Mr Christopher Salmon. The meeting with Town Councillors will take place at 6pm on Thursday 23<sup>rd</sup> January 2013, which all members are urged to attend, if at all possible. However, Mr Salmon will spend the full day in Burry Port, including an attendance at the Police Station and a meeting with the Head Teacher and staff at Glanymor Comprehensive School. Additionally, he is holding a Public Surgery at the Memorial Hall between 2.30pm and 5.30pm to privately meet with individuals and small groups, for which bookings are being taken. The aim of the meeting is for the Police and Crime Commissioner to gain a greater understanding of the crime and policing needs of local people. The event is being widely publicised and it is also intended that a photographer attend on the day.

**Noted**

2. Email from One Voice Wales dated 10<sup>th</sup> January 2014, forwarding an email from the Post Office. This advises that a new Post Office Advisory Council is being created, with a broad remit to provide insight and advice to assist the business, provide customers and stakeholders with an avenue through which to engage, provide feedback and share information. The Council will comprise of between 20 to 30 volunteer members and will be chaired by a Non Executive Director. It is anticipated that once established, it will meet three times a year.

National advertising is taking place to recruit members. Following this, a selection process will take place, with a view to the first Council meeting taking place in March. If interested, further information and an application form can be obtained at [www.corporate.postoffice.co.uk/advisory](http://www.corporate.postoffice.co.uk/advisory). The application closing date is 31<sup>st</sup> January 2014.

**Noted**

3. For the information of those interested, Burry Port Town Band is hosting a Youth Solo and Ensemble Day on Saturday 25<sup>th</sup> January 2014 at the Memorial Hall. From the entries to date, it is anticipated that there will be in excess of 140 young brass players in attendance, together with their parents and supporters. The event is operated on a not for profit/break even basis and a request has been received from the Band for the Council to

consider some financial support from its Events Budget, which the Clerk will be referring to the next Finance Committee meeting.

**Noted**

4. The Clerk reported that immediately following the December Town Council meeting, an email had been sent to the Monitoring Officer, querying the position of the County Councillors in relation to their participation in the Town Council's decision making on potential asset transfers. Also, the email had queried whether a Town Councillor who is involved in another organisation could similarly play an active role on a Working Party of the Town Council to consider asset transfers.

The Clerk advised that a response had now been received, which indicated that in relation to the County Councillors, there is no conflict of interest if the only connecting factor is the fact that they are both Town Councillors and County Councillors. However, Town Councillors who are members of or who hold positions of general control or management in another society or association in their own name (as opposed to being a Town Council nominee) will have a personal and prejudicial interest, although that member might get a dispensation to be part of the Working Party if he or she applied for one.

5. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 19<sup>th</sup> February 2014**

**Councillor Moira Thomas (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam., Andrew Phillips and Hefin Williams.**

**In attendance: Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (Responsible Finance Officer)**

**(Former O.A.P Hall, Memorial Hall, Burry Port, 7.00pm – 8.55pm)**

**150. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**151. Personal Matters**

Apologies were received from Cllrs David Owens, Michael Theodoulou, Mary Wenman, County Councillor Hugh Shepardson and the TSO John Ridgway.

**152. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**153. Police Business**

The Mayor Cllr Moira Thomas firstly welcomed a new PCSO, Phil Davies, who advised that he is originally from St Clears. He confirmed that a new Sergeant has commenced at Burry Port Police Station but she is presently on leave. However, a brief report had been provided by the Sergeant, which was presented to the meeting, as follows:

During the month of January 2014 27 crimes have been reported in Burry Port section. Your officers have detected more than 50% and several more will follow.

**Criminal Damage**

Of the 8 recorded damage to vehicles in Burry Port 4 were detected by Vanessa and it was highlighted as a hot spot early on with the one area being targeted by patrols. Vanessa's local knowledge assisted with detecting 4 damage to vehicles and 2 thefts from vehicles – Danorlan Road, Burry Port.

**Drug Offences**

3 drug offences have been recorded and detect. The Team are currently working on several warrants and are always keen to gain intelligence from the community.

## **Burglary**

One domestic burglary has been reported to police enquiries. A person has been arrested and enquiries are continuing.

## **Violent Crime**

No crimes of note.

The Mayor Cllr Moira Thomas requested that appreciation be conveyed for the Super PACT meeting which had recently taken place, where all agencies had come together to provide a briefing. The PCSO confirmed that the other agencies are keen to hold another Super PACT evening, when hopefully more people will be in attendance.

Cllr Stephen James commented that PC Vanessa Vaughan should be commended on the crime detection rate. He expressed concern in relation to a domestic burglary and enquired if there was any further information and specifically if suspects had been identified. The PCSO advised that he believed the incident had occurred in Mansel Street and one person had been arrested and bailed. He had no further information at present.

Cllr Robert John enquired about the possibility of holding a Super PACT meeting as part of the Council's intended Open Day. The Mayor confirmed that a meeting will be arranged shortly in relation to the proposed Open Day when further details can be discussed.

### **154. To confirm the minutes of the meeting held on 15<sup>th</sup> January 2014**

The minutes of the Town Council meeting held on 15<sup>th</sup> January 2014 were accepted as a true record.

### **155. Information from the aforesaid minutes**

#### **P117 (144) County Councillors' Reports**

Cllr Graham Davies commented that more information is now known in relation to what had been discussed at the last meeting regarding a potential barrage in Swansea Bay. This is to be a tidal lagoon. Members were generally of the view that this would be beneficial to the area. However it was felt that more information should be found out in relation to the project prior to a letter of support being provided.

#### **P119 (147) Communications received**

Cllr Stephen James referred to the publication of the recent Williams Report, which will have a significant impact. He advised that One Voice Wales is in discussions with the First Minister. The report proposes the merger of smaller Councils, as it identified that there are too many Town and Community Councils. Cllr James urged every member to read the report, which is available online, as he is of the view that it will have some form of effect on our Council. Cllr James referred to the fact that there will be consultations and that it is important to fight for the interests of the people being served by our Town Council.

## P121 (149) Report of the Clerk

Cllr Pat Jones expressed her disappointment in that only 6 members had attended the recent meeting with the Police and Crime Commissioner. The Mayor advised that there were some valid reasons for non attendance but unfortunately, there were many of them. Nevertheless, there had been a good discussion on the evening and the Commissioner had been very pleasant and approachable. Cllr Graham Davies referred to there being some matters which the Police and Crime Commissioner had been unaware of or had not fully answered. Cllr Pat Jones advised that she sits on the Police and Crime Panel and is of the view that the Commissioner has done a great deal since his appointment. Cllr Stephen James made reference to the Dyfed Powys area being one of the safest areas.

### **156. Report of the Technical Services Officer (TSO)**

The TSO was not in attendance at the meeting but his report (set out below) had been circulated with the agenda. In relation to Copperworks School, Cllr Ken Edwards enquired if the TSO could provide a report in relation to the electrics being brought up to British Standard. The Clerk advised that she did not have any further information from the TSO at present.

Members briefly discussed the letter from the Burry Port Park Appeal attached to the TSO's report and resolved that this be referred to the Regeneration and Leisure Committee for a reply to be provided.

### **Cemetery**

#### **(a) Burials**

During the month of January 2014 there have been 6 burials and 1 scattering of ashes.

### **Maritime Park**

At the Regeneration and Leisure Committee meeting on 6<sup>th</sup> February 2014 it was decided not to proceed with the asset transfer at this time because of the uncertainty over obtaining funding.

### **Pembrey Memorial Hall**

A quotation prepared by the TSO to carry out the remedial works at the above premises has been accepted by the CCC, work commenced on the 6<sup>th</sup> February 2014.

### **Wales in Bloom 2014**

The CCC have granted the Council a licence to plant and maintain the roundabout on the bypass road leading to the east harbour.

Meetings have been held with Pembrey Primary School and Ysgol Parc-y- Tywyn.

### **Memorial Park – Maintenance Toddler Park / MUGA Park**

Correspondence is attached in relation to the Burry Port Park Appeal



Committee request for a quotation for the Council to carry out the maintenance on the above parks.

### **Copperworks School**

This item is covered in the main agenda.

### **157. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

#### **1. Bank**

##### Bank Balances

The following cash balances are held with Lloyds at 31st January 2014 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	£	£	£
Business Instant Access account	251898.94		251,898.94
Community Account	25799.35	7,060.07	18,739.28
Imprest account	14753.18	13,598.18	1,155.00
	<b>£292,451.47</b>	<b>£20,658.25</b>	<b>£271,793.22</b>

#### **2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31st January :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Heart internet	Web provider	3	8.99	1.80	10.79
Lyreco	Admin	3	14.84	2.97	17.81
Wrenvale Nurseries	Special - Winter Flowers	9	1500.00	300.00	1800.00
Mike Clarke Printing	Admin	3	175.00	35.00	210.00
Consortium	Hall - Cleaning materials	1	163.12	32.65	195.77
SITA	Cemetery	4	53.40	10.68	64.08
SITA	Hall	1	63.99	12.80	76.79
Iwec	Special - Xmas Lighting	9	300.00	60.00	360.00
St Illtyd's Church, Pembrey	Special - Events	9	200.00		200.00
Citizen's Advice Bureau	Special - Donation	9	500.00		500.00
Llanelli & District Model Steam Train Club	Special - Events	9	300.00		300.00
Parker Plant Hire	Hall	1	61.60	12.32	73.92
Parker Plant Hire	Hall	1	61.60	12.32	73.92
Iwec	Pembrey - maintenance	1	776.45	155.29	931.74

Iwec	Hall - maintenance	1	301.20	60.24	361.44
British Gas	Hall - heating	1	238.10	47.62	285.72
Plusnet	Internet provider	3	15.00	3.00	18.00
Iwec	Special - Xmas Lighting	9	55.00	11.00	66.00
Harbour Tyres & Exhaust	Cemetery - vehicle costs	4	47.00	9.40	56.40
Emyr Rees	Pembrey - maintenance	1	500.00		500.00
Tradepoint	Hall materials	1	5.48	1.10	6.58
Chivers Corner Garage	Cemetery - vehicle costs	4	125.29	25.07	150.36
British Gas - Electricity	Copperworks	1	352.73	17.64	370.37
British Gas - Electricity	Old Kitchen	1	554.98	111.00	665.98
British Gas - Electricity	Pembrey	1	934.43	186.89	1121.32
British Gas - Electricity	Hall	1	1113.82	222.76	1336.58
British Gas - Electricity	Cemetery	4	461.51	23.08	484.59
British Gas - Electricity	OAP Hall	1	71.06	3.55	74.61
Xerox Finance	Admin	3	143.09	28.62	171.71
Heart internet	Web provider	3	8.99	1.80	10.79
			<b>£9,106.67</b>	<b>£1,388.60</b>	<b>£10,495.27</b>

### 3. Petty Cash

Payments made from 1st to 31st  
January 2014

Postage	3	7.20
Postage	3	60.00
Cleaning materials	1	3.29
Xmas tree decoration	3	14.00
Postage	3	1.70
Llanelli Star	3	0.70
Phone card	3	10.00
Llanelli Star	3	0.70
Llanelli Star	3	0.70

<b>Total payments made from petty cash</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£98.29</b>
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The RFO highlighted some more unusual items of expenditure. This included a payment to Wrenvale Nurseries for the purchase of winter flowers on the roundabouts. Also, there were a number of financial donations to local organisations. The RFO also referred to a payment to Emyr Rees in relation to the commencement of work upon Pembrey Memorial Hall.

There were no unusual items of expenditure out of Petty Cash.

Members moved that the report was correct.

### 4. Budget Monitoring Report

The budget monitoring report for the period has been circulated to members.

The RFO advised that up to the end of December 2013, income and expenditure should be around 75% in order to be on budget.

The RFO reported that income is still reduced but is improving slightly. The main areas of reduction continue to be rentals and income from the cemetery.

Employees costs are within budget, as are administration costs. Civic Expenditure will be within budget by the end of the year.

Expenditure on the cemetery and footpaths is well under budget. The main item not paid relates to footway lighting, as this payment is now made in January. Nevertheless, this heading of expenditure will still be within budget.

Expenditure on the Hall and Institute is over budget. This is due to additional capital works and refurbishment. Also, the purchase of a new boiler has taken expenditure over budget. The RFO advised that the Finance Committee had decided to review the position at the end of the year and therefore, no virement is to be made as yet. Again, in relation to the Copperworks, a new boiler has been purchased. Similarly, the Finance Committee intends to review the position at the end of the Financial Year.

Expenditure on the former Pembrey School is within budget. Miscellaneous expenditure is under budget but the Cawl Cennin has not yet taken place. The expenditure on the Christmas Tea was well within budget.

Expenditure on Special Projects will be within budget. The RFO advised that expenditure on Christmas lights was over budget but there are some miscodings. Nevertheless, there is still some additional expenditure on lights of approximately £4,000. The RFO advised that £1,500 had been received as a contribution from the Carnival Committee. The RFO indicated that the Finance Committee is minded to action a virement but this has not yet been done.

The RFO advised that net expenditure is within budget at 70.95%.

Cllr Stephen James moved that members agree to a virement for the Christmas lights, as the Town Council's approval is required as the amount is over £1,000. **APPROVED.**

Cllr Pat Jones enquired about payment from the County Council regarding the work being undertaken by Town Council staff on Pembrey Memorial Hall, on the County Council's behalf. The RFO advised that payment has not yet been received but the fees have been agreed. He indicated that there would be a separate budget heading for this.

Cllr Stephen James left the meeting at 7.30pm.

#### **158. To consider the report of the Finance Committee meeting held on Monday 13<sup>th</sup> January 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 13<sup>th</sup> January be signed and accepted as a true record.

There were no matters arising from the above minutes.

**159. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 16<sup>th</sup> January 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 16<sup>th</sup> January be signed and accepted as a true record.

Matters Arising

P3 (8) Tourist Information Leaflet

The Clerk advised that Mr Raymond Jones had address the February meeting of the Regeneration and Leisure Committee regarding a possible third edition of the Pembrey and Burry Port Town Guide. However, he had subsequently indicated that he did not wish to prepare the same. Cllr Graham Davies referred to the separate Tourist Leaflet which is to be prepared. Costings are to be obtained from the TSO and this will then be considered by the Finance Committee.

P6 (18) Staff Training

Cllr Hefin Williams enquired as to whether Kevin Lewis was being contacted to participate in the training for the sound/lighting system alongside Town Council staff. The Clerk advised that she believed this was the case.

**160. To consider any planning applications**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/29536	Alpha Veterinary Surgery 40-42 Station Road Burry Port	Demolition of existing single storey attached garage and construction of a double storey side extension to vet practice at ground floor with additional residential flat above at first floor.  <b>APPROVED</b>
S/29587	Mr and Mrs Neil Roberts 18 y Rhodfa Burry Port	Single and double storey extension  <b>APPROVED</b>
S/29588	M Kelly 11 Springfield Terrace Burry Port	Conversion of a residential dwelling into two self contained flats  <b>APPROVED</b>
S/29334	Anthony Williams Traeth Le The Links Pembrey	Proposed side and rear two storey bedroom extension  <b>APPROVED</b>

**161. To consider any County Councillors' reports**

County Councillor Pat Jones reported that she was pleased to provide an update in relation to Tesco, having received an email earlier that day. There will be a final date in April for the commencement of the work. The store will bring 105 new jobs, with employees being recruited, if possible, from within the local community.

County Councillor Pat Jones advised that the recycling centre which had been identified was too small and therefore further consideration needs to be given to this.

County Councillor John James reported that during the recent bad weather, consideration has been given to flood defences. Keith Davies had attended on two occasions. There has been trouble with the canal over flowing near to Parsons Pickles, which needs to be cleaned out.

County Councillor John James also referred to the ongoing saga in relation to the bus stop seat which was damaged. He advised that this should be restored by the end of the week.

County Councillor John James also advised that he and County Councillor Pat Jones had met with Darren King the previous day regarding the cleaning of Burry Port. The relevant department has now made itself accessible if there are any problems.

County Councillor John James referred to the announcement of the County Council budget earlier that day. Some cuts were removed or reduced eg crossing patrols, transport for schools, a residential unit for disabled children, St Paul's Home. County Councillor Shirley Matthews added that the St Paul's complex is to be upgraded, to provide ensembles. The current residents will be rehomed in a Nursing Home.

There will be an increase in Carmarthenshire County Council's Council Tax of 4.77% from April 2014.

County Councillor Shirley Matthews referred to the monthly meetings being held of Pembrey Action Group regarding the proposed Charles Church development in Pembrey.

County Councillor Shirley Matthews also referred to all of the recent flooding. She advised that the Council has kept the gulleys clean and therefore there have been no problems in Pined.

Councillor Robert John recalled attending a meeting of the Flood Forum approximately 2/3 years ago, which had been chaired by Nia Griffith MP and he enquired if there are any available funds. County Councillor John James advised that Keith Davies is being pressurised to see if any money is available. County Councillor John James also advised that the Coastal Defence Manager, Phil Williams, will be shoring up on the beach and this work should take approximately 12 weeks.

**162. To consider the Mayor's report**

The Mayor reported that since the last Town Council meeting, a meeting had taken place with the Dyfed Powys Police and Crime Commissioner on 23<sup>rd</sup> January 2014. Also, there had been the Youth Solo and Ensemble Day, hosted by Burry Port Town Band at the Memorial Hall on 25<sup>th</sup> January 2014. There had been entrants from all over Wales and the energy and enthusiasm of the youth groups had been amazing.

A meeting had taken place with the Funeral Director, Mr Ian Smith, where there had been discussions in relation to improvements at the Chapel of Rest.

The Rugby Club held a concert at the Memorial Hall on 31<sup>st</sup> January 2014 which showcased the outstanding local talent.

The Super PACT meeting had taken place recently.

The Mayor reported that the user groups at the Copperworks had had a site visit to Pembrey Memorial Hall and some had shown interest in moving to that building.

The Mayor reported attending the Photographic Exhibition held by the Historical Society, which had been really interesting.

Looking ahead, a further meeting of the World War I Sub Group is to take place on 13<sup>th</sup> March 2014 at 9.30am, which is open to anyone interested in contributing.

Also, the Town Council is to host its annual Cawl Cennin on 3<sup>rd</sup> March 2014. Additionally, a Gymanfa Ganu is being held at Jerusalem Chapel on 9<sup>th</sup> March 2014.

**163. To consider a proposal to alternate the venue for Town Council meetings and Committee meetings between the former OAP Hall, Burry Port and Pembrey Memorial Hall as from the 1<sup>st</sup> April 2014**

After briefly discussing the potential practical difficulties of Committee meetings taking place at Pembrey Memorial Hall, a counter proposal was made by Cllr Andrew Phillips that just the Town Council meetings take place on alternate months at Pembrey Memorial Hall.

**RESOLVED.**

**164. Consideration of the future of the Copperworks and feedback of recommendations from the Regeneration and Leisure Committee**

The Clerk referred to the recommendations made at the recent meeting of the Regeneration and Leisure Committee on 6<sup>th</sup> February 2014. The proposals were as follows:

- To recommend to the Town Council that arrangements be made for the current users to vacate the Copperworks at the earliest opportunity.
- For the Town Council to assist the users as much as possible to secure alternative accommodation.
- To work with the user groups to find a long term solution, with one possibly being to offer to transfer the asset if they can secure funding.

Cllr Ken Edwards referred to the fact that he had attended the first meeting with User Groups and believed that the users did not really wish to move nor did they wish to have to travel to alternative premises. Cllr Andrew Phillips commented that he believed from discussions which he had had that a number of organisations would be happy to move to Pembrey Memorial Hall, including the Photographic Society, Aikido, the Senior Guides and Scouts.

Cllr Graham Davies advised that he had spoken to the Guide Leader and that organisation is opposed to moving to Pembrey Memorial Hall. Cllr Davies also referred to the Bace area where the Copperworks is, as being an area of deprivation which is in need of regeneration. Presently, the Copperworks provides leisure activities for that community. He also expressed the view that many of the current users will not travel to Pembrey.

Cllr Graham Davies indicated that some of the users feel that they are being pressurised into vacating the Copperworks for economic reasons, rather than considering community reasons. Members discussed that at the meeting with the users, it had been made clear that the Council was not immediately forcing the users out of the premises but were looking at all options.

In light of the fact that no response has been received from the various users groups consequent to the site meeting at Pembrey Memorial Hall, it was proposed and **RESOLVED** that a further meeting be arranged with the users prior to any further action being taken.

Cllr Shirley Matthews emphasised that the building is not dangerous for use in the interim but as advised by the TSO, it does need significant upgrading.

**165. Approval of additions to the new Fees and Charges schedule and of the fees of the existing user groups as from the 1<sup>st</sup> April 2014 (copy attached)**

Members considered the proposed new fees and charges, both in relation to new bookings and for existing user groups, who are invoiced on a quarterly or annual basis.

The Clerk outlined that some amendments had been made to the new Fees and Charges. A recommendation was being made for different rates for Saturdays and Sundays, due to overtime having to be paid to the Caretaker. Additionally, there was a recommendation for a further flat charge of £10 per hour for events ending after 9pm for the same reason. Likewise, the recommendation was for higher charges for the use of the Memorial Hall and Former OAP Hall for birthday parties on a Saturday or a Sunday, again to take account of the payment of overtime.

Recommendations were also being made for additional charges for the use of the Council's facilities, such as the kitchen, sound system etc.

The Clerk also explained the recommendations in relation to proposed rental increases for existing users, paying on a quarterly or annual basis. It was indicated that the recommendation is for a general 2% increase in rents and also, for those users who have been paying less than market rates for rentals, there should be an additional 8% increase. This would mean that there is a gradual increase in rents over a period of time as opposed to one significant large increase.

Members **APPROVED** the introduction of the new Fees and Charges.

**166. Consideration of approval of the cost of new lamp post signs**

In the absence of the TSO, the Clerk advised that there had been a recommendation from the Regeneration and Leisure Committee and also from the Finance Committee for new lamp post signs to be purchased. The cost of this work is £4,000.

In order to properly consider this proposed expenditure, it was proposed and RESOLVED that the TSO obtain another quote for the work.

**167. Consideration of an appointment of a new member to the Civic Governance and Personnel Committee (following the resignation of Cllr Graham Davies)**

Firstly, the Mayor thanked Cllr Graham Davies for his hard work on this Committee.

Cllr Shirley Matthews proposed the appointment of the Mayor, Cllr Moira Thomas as the new member, which was seconded by Cllr Ken Edwards and unanimously APPROVED.

**168. To consider Communications received**

1. Email from One Voice Wales on 16<sup>th</sup> January 2014. This advises that the Welsh Government is currently consulting on plans to change the planning system in Wales. The consultation includes proposals for closer working between Community and Town Councils and Local Planning Authorities, resulting in “place plans” which will have the status of Supplementary Planning Guidance. There are two parts to the consultation: a draft Planning Bill, which will eventually become the first Planning Act for Wales, and a broader consultation document called “Positive Planning: Proposals to Reform the Planning System in Wales” which includes proposals aimed at changing the culture of planning. Both consultation documents are available on the Welsh Government website (<http://wales.gov.uk/consultations/planning/draft-planning-wales-bill/?lang=eng>). Responses should be submitted by the deadline of 26<sup>th</sup> February 2014.

**Noted**

2. Email from Mark Rosser, Officer Commanding 621 Carmarthen Squadron of the Royal Air Force Air Cadets. This requests that the Council be informed that 621 Carmarthen Squadron has been selected to be this year’s representative for the Lees Trophy which is the competition for the best squadron in the ATC. The email goes on to state that it is the first time that the squadron has achieved this and that much of the success is down to our community’s involvement and commitment to the squadron in recent years. The email also advises that as part of the assessment, the squadron will have to demonstrate a strong civilian committee and therefore again extends an invitation to a member of the Town Council or a representative to join the Committee, either in an executive post or as a member. Mr Rosser also informs that this will enable him to further progress the long term aim of returning an ATC presence to our community.

***Cllr Robert John indicated his willingness to join the Committee and therefore, the Clerk will advise Mark Rosser appropriately.***

3. Email from the Commission on Public Service and Governance Delivery on the 20<sup>th</sup> January 2014. This advises that it had that day published its final report. The report is published in two documents, a full report and a summary report and both are now available to download from the Welsh Government website. The Commission on Public Service Governance and Delivery was established by the First Minister in April 2013 to objectively look at the way public services are governed and delivered in Wales and how they may be improved.

**Noted**



4. Letter of thanks dated 23<sup>rd</sup> January 2014 from Carmarthenshire Citizens Advice Bureau for the donation of £500, which assures that this will be put to good use.

**Noted**

5. Letter of thanks dated 24<sup>th</sup> January 2014 from the Secretary of Pembrey Parish Church for the Town Council's donation to the Christmas Tree Festival. The letter advises that the aim of the Festival was to bring together all groups and organisations in the Parish in decorating the trees and to encourage non Church members to visit the Church. To this end, the Festival has been deemed to be a great success.

**Noted**

6. Letter from Cllr Kevin Madge, Leader of Carmarthenshire County Council dated 24<sup>th</sup> January 2014 (**copy attached**). The information pack referred to is available to view at the office.

**Noted**

7. Letter from Kidney Wales Foundation dated 30<sup>th</sup> January 2014. This advises that the Walk for Life takes place on Sunday 27<sup>th</sup> April 2014 and that the charity would appreciate our continued excellent support in organising a walk in our area again. The letter goes on to advise that last year, there were over 40 walks across Wales, and that this year they are aiming to do even better.

*Members expressed a wish for the Council to actively participate once more in arranging a local Walk for Life. The Clerk will liaise with Kidney Wales Foundation.*

8. Letter from Chair of the Carmarthen Branch of Cruse Bereavement Care dated 1<sup>st</sup> February 2014. This states that the letter is being written to request the Council's support for the work of their volunteers with bereaved individuals and families in our area. It advises that requests are received from GPs and other statutory agencies, as well as from schools for help from their children's trained volunteers. Cruse does not charge for its bereavement support. The organisation is part of a registered National Charity but must raise all funds locally for its work in Carmarthenshire, with no funding being received from Cruse UK. Funding is required to help meet the costs of training bereavement support workers and also meeting volunteers' travelling expenses to meet clients in the community in this rural county.

*This request is to be referred to the next meeting of the Finance Committee.*

9. Letter of thanks from the Chairman of Llanelli and District Model Engineers dated 2<sup>nd</sup> February 2014 for the donation of £300. The letter goes on to state that it is felt that the rally benefits the area in many ways, for example bed and breakfast establishments and the various restaurants, with visitors returning year upon year.

**Noted**

10. Email from the Welsh Government Marine Planning Team on 3<sup>rd</sup> February 2014. This advises that the Minister for Natural Resources and Food has recently announced, through the publication of the Welsh Government Marine and Fisheries Strategic Action Plan, the start of marine planning for Wales. A consultation document on the statement of public participation for the Welsh National Marine Plan has been issued and is available to view at the office. The consultation is open for 8 weeks and public information events will be held as part of the process. Dates and details for these events will be published on the

Welsh Government website and further information provided once dates are finalised.

**Noted**

11. Email from One Voice Wales on 7<sup>th</sup> February 2014. This advises that One Voice Wales, Cadw and War Memorials Trust extend an invitation to a conference (entitled Conserving and Maintaining Welsh War Memorial Heritage Conference) being held on 27<sup>th</sup> March 2014 at the Royal Welsh Showground, Builth Wells. The conference is designed to provide advice and information, as well as offering an opportunity for networking. Issues on the agenda include maintenance/conservation of war memorials, grant funding and engaging the community. The Minister for Culture and Sport will be attending the event, which alongside covering general issues will provide details of the new funding scheme for war memorial conservation in Wales being launched by Cadw. Speakers will present on a variety of topics and include representatives of One Voice Wales, Cadw, War Memorials Trust, CyMal and Heritage Lottery Fund. The conference will start at 10am and conclude by 4pm. Refreshments and lunch will be provided and there is no charge for the event but places must be reserved in advance.

*Given their involvement on the World War I Sub Group, it was APPROVED that the Mayor, Cllr Moira Thomas, together with Cllrs Graham Davies and Ken Edwards attend the conference.*

12. Email from the Head of Transport and Engineering at Carmarthenshire County Council on 10<sup>th</sup> February 2014. This advises that a request has been received for a temporary road closure of Burry Port Link Road, from its junction with A484 to its junction with Glan Mor Terrace roundabout, a total distance of approximately 2 km. The closure is required for Llanelli Star – Great Welsh Marathon from 08.45 to 13.30 on Sunday 13<sup>th</sup> April 2014. Details of an alternative route have been provided and the email invites any views on the proposed road closure.

**Noted**

13. Letter received from the Company Secretary of Cooperative Action to Change and Hurry Up Progress (Catch Up Ltd) received on 10<sup>th</sup> February 2014. This advises that Catch Up is a registered charity and a company limited by guarantee. It was set up around 25 years ago by a group of disabled people, whose aim was to help elderly and disabled people throughout the area less fortunate than themselves. Over the years, they have run an Information and Advice Centre, giving people benefits advice, together with assistance in form filling and appeals. The main source of funding comes from Carmarthenshire County Council, but this has been frozen for the last 7 years. The letter advises that with the help of the organisations staff, clients claimed in excess of £2.5 million in benefits during 2012/13. To date in 2013/14, it has assisted clients to claim over £1.75 million. The letter also advises that with funding from the Big Lottery Fund and the Lloyds TSB Foundation, the organisation has been able to assist the most vulnerable people through the services of a Home Visiting Officer, who has travelled throughout the County. However, funding for this post comes to an end at the end of May 2014 and unless further funding is obtained, this service will not be continued. The letter concludes by asking if the Council would consider making a donation to assist with the continuing costs of providing the services of the Home Visiting Officer.

*This request is to be referred to the next meeting of the Finance Committee.*

14. Letter from Western Power Distribution dated 10<sup>th</sup> February 2014 in relation to the Stage 2 Consultation on alignment options for the Brechfa Forest connection project (**copy letter attached**). The letter advises that although Burry Port is not directly affected at this second stage of the consultation process, Western Power Distribution is mindful that the Council may appreciate a briefing, which they are happy to arrange.

**Noted**

15. Email from the Chief Executive of One Voice Wales on 11<sup>th</sup> February 2014 regarding the 2014 Annual Conference/AGM to be held on 4<sup>th</sup> October 2014. It advises that member Councils are invited to propose a maximum of two motions for debate at the AGM, which must be received no later than noon on 17<sup>th</sup> April 2014. In order for motions to be acceptable, they must reflect a national issue or problem (not only relevant to one particular area) and each motion must be accompanied by a short explanatory note (not exceeding 150 words) so that the agenda committee can fully understand the points being made. The Motions Committee will sit in late April 2014 and Councils will be notified of the outcome of the Committee's decisions. If the motion is accepted, then the name of both the proposer and a seconder (who must be from another council) must be provided no later than three weeks prior to the AGM. Both the proposer and seconder must be present at the AGM for the motion to be debated and will be allowed a maximum of three minutes each to both propose and second the motion.

*Noted but any member who wishes to propose a motion is to notify the Clerk.*

**169. To receive reports by elected members, if any**

There were no reports from elected members.

**170. Report of the Clerk on matters of administration**

1. Letter from One Voice Wales dated 13<sup>th</sup> February 2014, inviting the Council to renew its annual membership from April 2014. The letter provides details of some of the accomplishments of One Voice Wales over the last 12 months, including signing a Memorandum of Understanding with the Welsh Local Government Association, introducing a Larger Councils Conference, establishing a joint training conference with SLCC, as well as a number of new collaborations. Also, much progress has been made in relation to the training and development agenda, as well as the growth of its consultancy services. The membership fee is £1093.

*A query was raised by Cllr Ken Edwards in relation to the benefits obtained from membership of One Voice Wales. The Clerk confirmed that in her experience, dealings with One Voice Wales had been positive, albeit that to date there has only been a limited need to seek guidance from that organisation. Membership also entitles us to reduced rates for training courses and conferences. The Clerk additionally advised that to her knowledge, most Town Councils in Wales are members of One Voice Wales.*

*Cllr Ken Edwards made reference to the previous Clerk not being entirely satisfied with her dealings with One Voice Wales.*

*It was therefore APPROVED that the matter be referred to the Civic Governance and Personnel Committee for further consideration.*

2. Letter from the Senior Service Delivery Manager of Dyfed Powys Victim Support, based at Llanelli Police Station received on 17<sup>th</sup> February 2014. This advises that Victim Support is the National Charity for the support of victims of crime in our area and that help and support is provided through a full time manager, with a dedicated team of volunteers. It states that it is with the support of Councils such as ourselves that their work can continue and requests that consideration be given to a donation. The letter also advises that if other information on crime and the work that is currently being undertaken in our area is required then this can be requested.

***This request is to be referred to the next meeting of the Finance Committee.***

3. The Clerk wishes to arrange two meetings for the Town Council, one with the Millennium Coastal Park Manager, Rory Dickinson and the other to hear about the “RainScape” Programme being delivered by Dwr Cymru Welsh Water and Natural Resources Wales. As advised in the December 2013 Town Council meeting, the RainScape Programme is addressing sewerage capacity in Llanelli and Gowerton, with its purpose being to reduce the amount of surface water that enters the sewerage network. The Clerk has not yet arranged these meetings as she wishes members to consider when they should take place. There was a resolution at the Town Council meeting on 17<sup>th</sup> October 2012 that such meetings take place on a different night to the monthly Town Council meeting. However, this has not always proved successful and is especially evident from the poor attendance at the meeting with the Dyfed-Powys Police and Crime Commissioner on 23<sup>rd</sup> January 2014, when only 6 Councillors and the Clerk were in attendance. The Clerk therefore suggests that members reconsider if it is preferable for at least certain meetings/presentations to take place on the same night as a Town Council meeting.

***Following the discussions, it was RESOLVED that there should be discretion for the Clerk to arrange these meetings as she deems preferable. This would be dependent upon ascertaining the likely length of any said meeting.***

4. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 19<sup>th</sup> March 2014**

**Councillor Moira Thomas (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou and Mary Wenman.**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Former O.A.P Hall, Memorial Hall, Burry Port, 7.10pm – 9.20pm)**

**171. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**172. Personal Matters**

Apologies were received from Cllrs Robert John and Hefin Williams.

The Mayor, Cllr Moira Thomas expressed condolences to Cllr Ken Edwards on the recent loss of his brother and also, in his absence referred to the recent loss of County Councillor Hugh Shepardson's mother in law.

**173. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**174. Police Business**

PCSO Phil Davies was in attendance at the meeting and presented the police report. He advised that the new Sergeant, Dawn Fencott-Price had intended attending the meeting but had been prevented from doing so as she was on a call out.

During the month of February 2014, 14 crimes have been reported in the Burry Port section. Officers have detected 9 crimes during February and several more will follow. The detection rate for the month stands at 64.3%.

**Violent Crime**

No crimes to note

**Criminal Damage**

1 report of criminal damage, whereby damage has been caused to fencing outside an address on Stepney Road, Burry Port. Enquiries are still on going.

## **Burglary**

No crimes recorded for February.

## **Drug Offences**

In February there were 5 drug offences recorded and detected for Burry Port, with another 2 being detected from a previous month. This has seen a 140.0% detection rate.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

The Mayor, Cllr Moira Thomas expressed thanks on behalf of the Council for the continuing hard work of the police.

### **175. To confirm the minutes of the meeting held on 19<sup>th</sup> February 2014**

The minutes of the Town Council meeting held on 19<sup>th</sup> February 2014 were accepted as a true record.

### **176. Information from the aforesaid minutes**

#### **P124 (153) Police Business**

The Mayor Cllr Moira Thomas advised that there had been some discussions in relation to the proposed Open Day. However, it has been decided that it will take longer to organise and therefore, it has now been suggested that it take place later in the year, possibly in September.

#### **P125 (156) Report of the Technical Services Officer**

Cllr Ken Edwards queried the cost of renovating the electrics at the Copperworks Site. The TSO advised that the figure which he had provided was a budget figure from IWEC.

#### **P130 (161) County Councillors Reports**

Cllr John James updated that the bus stop seat is now in place.

#### **P132 (166) Consideration of the approval of the cost of new lamp post signs**

It was discussed that following the previous meeting, the TSO has received another quote for this work, which is approximately 15% higher than the original quote. A query was raised as to whether there would be some form of guarantee in relation to the design. It was discussed that when the previous lamp post signs had been designed, the design had been undertaken by pupils of Glan y Mor School and it was felt that they unfortunately did not fully understand what was required. Following discussion, members unanimously **RESOLVED** that the new lamp post signs be proceeded with at the lowest quotation, with the designs to be considered by the Regeneration and Leisure Committee once proofs are obtained from the printer.

Cllr Pat Jones arrived at the meeting at 7.20pm.

## P135 (168) Communications (11)

The Mayor Cllr Moira Thomas confirmed that she was attending the “Conserving and Maintaining Welsh War Memorial Heritage Conference”, on 27<sup>th</sup> March 2014 at the Royal Welsh Showground, Builth Wells, together with Peter Jones from the British Legion and Cllrs Graham Davies and Ken Edwards.

### **177. Report of the Technical Services Officer (TSO)**

#### **Cemetery**

##### Burials

During the month of February 2014 there have been 6 burials and 1 scattering of ashes.

#### **Maritime Park**

At the Regeneration and Leisure Committee on 6<sup>th</sup> February 2014 it was decided not to proceed with the asset transfer at this time because of the uncertainty over obtaining funding.

#### **Pembrey Memorial Hall**

A quotation prepared by the TSO to carry out the remedial works at the above premises has been accepted by the CCC, work commenced on the 6<sup>th</sup> February 2014.

A query was raised in relation to what work had been undertaken at Pembrey Memorial Hall. The TSO advised that all gutters and downpipes had been replaced, the front of the building had been painted, a new handrail and gate had been fitted to the boiler house and also repairs undertaken to the roof, together with replacement/painting of doors.

The TSO advised that to date, no work had been carried out to the kitchen and that if this was required, he wished to be advised of what work to undertake.

In responding to a query, the TSO confirmed that it was still intended that responsibility for the building be taken over by the Town Council as from 1<sup>st</sup> April 2014. However, it would appear that new trustees need to be appointed and Matt Morden is liaising with the Charities Commission upon this.

#### **Wales in Bloom 2014**

The CCC have granted the Council a licence to plant and maintain the roundabout on the by-pass road leading to the east harbour.

Meetings have been held with Pembrey Primary School and Ysgol Parc-y- Tywyn School.

The TSO updated that he has also spoken to Pembrey School in relation to organising a “planting day”.

## Memorial Park – Maintenance Toddler Park / MUGGA Park

Correspondence is attached in relation to the Burry Port Park Appeal Committee request for a quotation for the Council to carry out the maintenance on the above parks.

The Clerk updated members in relation to a financial request received earlier that day from Debbie Edwards, the Secretary of Burry Port Park Appeal. This will have to be considered by the Finance Committee in due course, following the finalisation of the proposed new financial donations/grants policy.

## Copperworks School

This item is covered in the main agenda.

### **178. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

#### **1. Bank**

##### Bank Balances

The following cash balances are held with Lloyds at 28th February 2014 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	£	£	£
Business Instant Access account	236210.90		236,210.90
Community Account	10505.31	524.07	9,981.24
Imprest account	14703.95	13,703.81	1,000.14
	<b>£261,420.16</b>	<b>£14,227.88</b>	<b>£247,192.28</b>

#### **2. Schedule of accounts paid**

The following accounts have been paid from 1st to 28th February :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Travis Perkins	Cemetery	4	52.92	6.70	59.62
CCC	Footway Lighting	1	8495.40	1699.08	10194.48
SA1 Laundry Services	Hall	1	21.99	4.4	26.39
Parker Plant Hire	Hall	1	64.40	12.88	77.28
Parker Plant Hire	Hall	1	64.40	12.88	77.28
SITA	Cemetery	4	71.20	14.24	85.44
SITA	Hall	1	81.79	16.36	98.15
British Gas	Hall	1	1046.47	209.29	1255.76
Chivers Corner Garage	Cemetery	4	111.54	22.30	133.84
Lyreco	Admin	3	67.87	13.57	81.44
Chris Clifton	Cemetery - re: organ maintenance	4	75.00		75.00



BT	Hall	1	457.84	91.56	549.40
BT	Hall	1	88.68	17.73	106.41
BT	Cemetery	4	77.10	15.42	92.52
BT	Hall	1	115.40	23.08	138.48
Plusnet	Admin	3	15.00	3.00	18.00
Stroke unit	Special - Donation	9	100.00		100.00
Dyfed Alarms	Hall	1	390.00	78.00	468.00
Emyr Rees	Hall	1	2720.00		2720.00
Lynda Goodwin - Wales in Bloom	Admin - Application Pembrey Memorial	3	110.00		110.00
Tradepoint	Hall	1	91.65	18.33	109.98
Tradepoint	Hall	1	9.96	1.98	11.94
Travis Perkins	Hall	1	85.94	17.19	103.13
Travis Perkins	Hall	1	18.00	3.60	21.60
Travis Perkins	Hall	1	-3.36	-0.67	-4.03
Travis Perkins	Hall	1	153.62	30.73	184.35
Travis Perkins	Hall	1	26.90	5.37	32.27
Travis Perkins	Hall	1	33.37	6.67	40.04
Travis Perkins Action Surveillance & CCTV	Hall	1	997.15	199.44	1196.59
	Hall	1	330.00	66.00	396.00
			<b>£15,970.23</b>	<b>£2,589.13</b>	<b>£18,559.36</b>

### 3. Petty Cash

Payments made from 1st to 28th February 2014

Newsagent - Batteries	3	2.98
Llanelli Star	3	0.70
Fotoworld	3	1.65
Fotoworld	3	1.65
Postage	3	48.00
Llanelli Star	3	0.70
Llanelli Star	3	0.70
Morrisons - Cawl Cennin	9	18.78
Chivers Corner - Cawl Cennin	9	4.14
<b>Total payments made from petty cash</b>		<b>£0.00    £0.00    £79.30</b>

As usual, the RFO highlighted some more unusual items of expenditure. A payment had been made to Carmarthenshire County Council for footway lighting of £8,495.40 plus VAT, which is an annual payment. Also there was a large payment to British Gas of £1,046.47 + VAT for

fuel costs for the winter period. Additionally, various materials had been purchased for work at Pembrey Memorial Hall, although these will be claimed back from the County Council.

There were no unusual items of expenditure from petty cash.

#### **4. Budget Monitoring Report**

The Budget monitoring report for the period 1st April to 31st January 2014 has been circulated to Members.

The RFO advised that up to the end of January 2014, income and expenditure should be around 83%.

The RFO reported that income is slightly reduced. He advised that the footpath grant had now been invoiced and therefore should be paid before the end of the financial year.

Employees' costs are within budget, as are administration costs. There is no more known expenditure to be incurred under Civic Expenditure and therefore this will be within budget by the end of the year.

Expenditure on the Cemetery/footpaths is under budget. An invoice has since been paid in February 2014 for footway lighting. Expenditure is over budget in relation to electricity, water and rates under this heading.

Expenditure on the Hall and Institute is over budget and the RFO reminded members that the main reason for this is due to additional capital works and refurbishment.

Expenditure on the Copperworks is slightly over budget and as previously reported, this is mainly due to the purchase of a new boiler. The RFO reported that a virement should be approved in relation to this.

Expenditure on the Former Pembrey School is just within budget.

There has already been some expenditure on Pembrey Memorial Hall but this will be reimbursed by Carmarthenshire County Council.

Miscellaneous expenditure is under budget but the Cawl Cennin had not been held at the time, which has since taken place.

Expenditure on Special Projects is under budget. To date, the Bus Shelter Contribution and Youth Facility Contribution payments have not been made.

The RFO advised that net expenditure is within budget at 75.82%.

A query was raised in relation to footway lighting under the heading of Cemetery/Footpaths. The RFO clarified that the Finance Committee had recommended that this be included under the heading of Cemetery/Footpaths and that it does not relate to footpaths in the Cemetery but the expenditure generally for maintenance of footpaths and energy for lighting we have put in.

**179. To consider the report of the Finance Committee meeting held on Monday 10<sup>th</sup> February 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 10<sup>th</sup> February be signed and accepted as a true record.

Matters Arising

P1 (5) Outstanding Invoices

Members were updated that it had now been **APPROVED** that arrangements be made for the Clerk and the Chair of the Finance Committee, Cllr Andrew Phillips to meet with representatives of the Llanelli Youth Theatre to discuss the matter future.

**180. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 6<sup>th</sup> February 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 6<sup>th</sup> February be signed and accepted as a true record.

Matters Arising

P2 (5) Matters Arising

The Mayor Cllr Moira Thomas updated members regarding work to the commemorative stone having been completed and in place at the harbour.

**181. To consider any planning applications**

The Mayor Cllr Moira Thomas advised that the Planning Committee had recommended approval of all of the applications.

Cllr Ken Edwards queried the nature of application no S/29666 by Carmarthenshire County Council relating to a touring caravan and camping site at Pembrey Country Park. The TSO advised that this relates to the existing site but it is intended that this be upgraded. It was discussed that it would be hoped that local residents would be considered for tendering if work is required for electric hook ups and toilets. Cllr Shirley Matthews advised that she would be attending the following week for an inspection and could report back.

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/29641	Western Power Distribution	Change of use of land adjacent to existing substation to incorporate it within the compound. Land to be enclosed by palisade fencing to match existing. <b>APPROVED</b>
S/29690	Sean Thomson 1 Danlan Park Pembrey	First floor addition and conversion of existing garage <b>APPROVED</b>

S/29645	Western Power Distribution	Replacement of existing 13m high timber communications pole with the installation of 15m high slimline galvanised steel lattice tower with 4 no transmission dishes (up to 600mm) and a 12 element yagi antenna, together with support bracketry, feeder cables, cable gantry, cable gantry support pillar and ancillary development <b>APPROVED</b>
S/29666	Carmarthenshire County Council Camping Site Pembrey Country Park	Touring caravan and camping site <b>APPROVED</b>
S/29642	Owain Davies Parc y Medws Y Cwm Burry Port	Residential – dwelling house <b>APPROVED</b>
S/29643	Mr Marshall Jawes Meldan Stable Yard Pembrey	Repair of existing road in order to enable cattle lorry to drive on it <b>APPROVED</b>
S/29704	Mrs Patricia Nash Devonia Ocean View Burry Port	Single storey extension to side of property <b>APPROVED</b>
S/29708	Keri McKibbin Ted's Gym Neptune Square Burry Port	Replacing an existing flat roof with a pitched roof <b>APPROVED</b>
S/29728	Ms Bing Ling Liang 6 Church Road Burry Port	Proposed new kitchen ventilation system <b>APPROVED</b>
S/29753	Mr Michael Samuel 14 Cliff Terrace Burry Port	Change of use from A1 shop and residential flat to residential dwelling. Roof alterations to existing building and garage and boundary fence <b>APPROVED</b>
S/29752	Carmarthenshire County Council Burry Port Infant School Elkington Park Burry Port	Amalgamation of existing Burry Port Infants and Junior School. Construction of new key stage two block, pod, external walkways, associated landscaping as well as traffic improvement measures off site <b>APPROVED</b>
S/29775	Ashburnham House Hotel Ashburnham Road Pembrey	Purpose build fuel store for a renewable heating system <b>APPROVED</b>

## **182. To consider any County Councillors' reports**

County Councillor Shirley Matthews advised that there was nothing of significance to report in relation to Pembrey at the present time. She did refer to the concert which is being organised by the Mayor at the end of April 2014 at Pembrey Memorial Hall.

County Councillor Pat Jones reported that the programme regarding Tesco is awaited. She also referred to the proposed Federation of Glan y Mor school with Bryngwyn Comprehensive School. She advised that the parents of Glan y Mor pupils have been very much in support of this. It was discussed that this arrangement is the closest to an amalgamation, without the schools actually amalgamating. There will be one Headteacher and two Deputy Headteachers, with one Deputy based at each school. There will be a benefit from pooling resources, by utilising staff from each school. Cllr Pat Jones advised that this proposed Federation is the first to be undertaken in Wales, although the concept has been very successful in England. Cllr Graham Davies commented that he believed that it had not been clear to local residents why this was happening and questioned whether it related to Glan y Mor School being in need of help from a more successful school. Cllr Pat Jones advised that the Welsh Government had been encouraging of the Federation and that alternatively, Glan y Mor may have had to close. Cllr Michael Theodoulou added that it is predicted that next year's intake for the school will again be reduced and therefore, there would not be sufficient resources and the school would not be able to offer sufficient choice of subjects.

Following the discussions, a proposal was made that a letter of support for the proposed Federation be sent by the Town Council. This was **APPROVED** by all members save for Cllr Graham Davies who abstained.

County Councillor John James referred to rumours being circulated about possible cutbacks to bus services. He advised that no decision had as yet been made, although it should be by the end of the week. It was discussed about the possibility of a letter of objection being sent on behalf of the Council, should there be intended serious cutbacks or alternatively whether the County Council members and the Mayor should arrange a meeting. It was **APPROVED** that no action should be immediately taken and that a decision should first be awaited.

Cllr Mary Wenman enquired whether there was any progress in relation to a proposed recycling plant. It was confirmed that currently, there is no feedback. It was briefly discussed that this issue has been protracted and Cllr Michael Theodoulou advised that the Environmental Fund that would assist with funding will be closing in the next couple of months. County Councillors Pat Jones and John James reassured that they will continue to pursue this matter.

## **183. To consider the Mayor's report**

The Mayor reported that the Deputy Mayor, Cllr Andrew Phillips had deputised at Cefn Sidan Rotary Club's St David's Day Dinner.

The Mayor referred to the annual Cawl Cennin being very enjoyable.

The Mayor advised that she had attended the previous week at the Ffwrnnes Theatre for a performance of Phantom of the Opera and made reference to local young people from Burry Port who had played lead roles and had been outstanding.

The Mayor referred to the work which had been undertaken to the commemorative stone, which she is very proud of.

Looking ahead, the Kidney Wales Foundation's Walk for Life will take place on 27<sup>th</sup> April 2014. There will be a concert at Pembrey Memorial Hall on 30<sup>th</sup> April 2014, with local residents participating. Also, the Mayor intends to hold a Charity Dinner at the Memorial Hall in Burry Port on 10<sup>th</sup> May 2014.

The Mayor also referred to information received regarding a Murder Mystery fundraising evening being held by Cancer Research on 27<sup>th</sup> June 2014.

#### **184. To consider the appointment of members of the Tourism Leaflet Sub Group**

It was discussed that presently, the Sub Group comprised of Cllrs Graham Davies and Ken Edwards, together with the TSO. It was **APPROVED** that Cllr Jean Hire also be appointed to the Sub Group.

Cllr Pat Jones updated that she had met with Hugh Parsons at Carmarthenshire County Council, who had offered to meet one half of the cost of producing the tourist leaflet.

#### **185. To consider the appointment of members of the Heritage Trail Sub Group**

Cllr Graham Davies advised that a Core Group is required from the Council but key members of the community will also be required. He reported that a community approach will be required in order to make an application for funding to the Heritage Lottery Fund. It was **APPROVED** that the Sub Group should comprise of Cllrs Graham Davies, Pat Jones, John James and Andrew Phillips. Furthermore, it was **APPROVED** that these members should have the power to co-opt members of the community on to the Sub Group.

#### **186. Copperworks**

The Clerk circulated to members an extract of the draft minutes of the Regeneration and Leisure Committee meeting held on 6<sup>th</sup> March 2014 (set out below), which members considered.

“The Clerk advised that a lengthy letter had now been received from Girlguiding Burry Port in relation to a potential move from the Copperworks, which was read out to members. The letter was written on behalf of Burry Port Rainbows, Brownies, Guides and Senior Section and provided some background information about the units. The letter acknowledges that the Copperworks is in a poor state of repair and that they have to move out but stated that they do not want to move out of Burry Port.

Cllr Michael Theodoulou expressed his surprise at the content of the letter, as he indicated that the Guides had seemed quite happy when a meeting took place with them. He also expressed his view that the building would be closed down should there be a formal inspection and his strong preference was that the building be vacated at the earliest opportunity.

Cllr Graham Davies disagreed that the Guides were ever happy about moving from the Copperworks. He thought the Scouts may have been happy but that the Guides have never been. Cllr Graham Davies emphasised that the Guide Commissioner has never been happy

about vacating the Copperworks. Furthermore, he expressed a view that if the building is unsafe, it should be immediately closed but stated that this is not the case. The TSO clarified that at present, the building is safe in the short term. However, if the Council decided that it wished to leave the user groups there, then it would not pass an external audit and would be closed down. He advised that the building needs to be entirely rewired and also new floors and a new roof are required, together with new toilet facilities. The TSO indicated that the cost of the immediate work in attending to the electrics and new toilets would be around £25,000, although he estimated that it would probably cost in excess of £100,000 for all of the necessary works to be undertaken.

Cllr Graham Davies referred to the area where the Copperworks is as having deprivation and being in need of regeneration. He therefore urged that serious consideration be given to withdrawing a facility from that locality, as the users would have difficulty in travelling to the proposed alternative premises in Pembrey.

The TSO however clarified the situation in that the Council took the decision to close the Copperworks prior to looking into the possibility of planning permission being obtained for the site. Cllr Pat Jones advised that she had spoken to Mr Eifion Bowen, the Head of Planning at Carmarthenshire County Council the previous week, who had informed her that he would have good news for her on the Grillo Site shortly. It was therefore discussed that no action should be taken other than the planned closure of the Copperworks site until such time as the full position is known in relation to potential planning opportunities. Members were agreed that it was necessary for the Town Council to take over Pembrey Memorial Hall prior to the closure of the Copperworks building. The TSO reported that to his knowledge, the Aikido Club, Photographic Society and the Scouts were all happy to move to Pembrey Memorial Hall. He suggested that the Copperworks building could be used for storage, pending any further decision being made.

Following lengthy discussions, members **APPROVED** that there be a recommendation to the full Town Council that it should work towards closing the Copperworks on 1<sup>st</sup> June 2014. It was also **APPROVED** that all user groups be invited to attend a further meeting for discussions to take place, to be held on Tuesday 18<sup>th</sup> March 2014 at 7pm at the Memorial Hall, Burry Port.”

It was discussed that at a meeting the previous evening, the Guides and Brownies had indicated that they would not move to Pembrey Memorial Hall. The Scouts had been more amenable and although they would prefer to stay where they are, they had indicated that they would move to Pembrey, if necessary. Additionally, the Aikido Society would, if possible, prefer to stay at the Copperworks, as there would be considerable cost in moving to Pembrey Memorial Hall.

Members entered into lengthy discussion in relation to the future of the Copperworks Site. Cllr Michael Theodoulou referred to the fact that the matter needs to be looked at on a step by step basis. He referred to the advice of the TSO in that if there was a formal inspection, the building would be closed. He stated that the Council would not be breaking the law if the building is kept open for a short time, subject to a resolution having been made to close it. He emphasised that he wishes to put the safety of the users first. Once a decision has been taken to close the building, then the Council would need to decide a long term policy. It is possible that there could be a change in the flood plain reorganisation, which would then enable a planning application to be made. However, if the planning status does not change, then it would probably mean the demolition of the building at a later date and some communal use.

Cllr Michael Theodoulou expressed his view that the users of the Copperworks are being put in a dangerous situation and also that if the Council spent £20,000 on remedying the electrics, it would be a waste of money, having regard to the overall work required. Cllr Theodoulou therefore recommended in the strongest terms that the building be vacated as soon as possible.

Cllr Graham Davies stated that he would not wish to keep open an unsafe building but he saw it as part of the regeneration of the Bace area. He queried whether there was another alternative, such as making it known that the facility could be sold, as he felt that there maybe other groups who would be willing and able to seek funding.

Discussion took place in relation to the extent of the electric works required and the cost of the same. The TSO clarified that IWEC had provided an estimate of £15,000 to £20,000 to rewire all of the building. It was clarified that no other costings have been obtained as when tenders are invited, it is due to the Council having specifically authorised expenditure, which is not the position here.

Cllr David Owens expressed an opinion that the Council must provide safe facilities and requested it to be minuted that he did not support keeping open a building which is unsafe. Cllr John Hedley Jones echoed this opinion.

Cllr Mary Wenman expressed her view that if the Copperworks building is closed, then the Council has a duty to provide facilities in Burry Port for those who do not wish to move, such as the Girl Guiding organisation.

Following the lengthy discussions, a proposal was made and unanimously **RESOLVED** that the Copperworks building close on or before 1<sup>st</sup> June 2014 and that the Town Council does all it can to welcome the Girl Guiding movement to its facilities in Burry Port. Cllr David Owens referred to this effectively being the recommendation which had been made at the February meeting of the Regeneration and Leisure Committee meeting. However, Cllr Graham Davies commented that he did not feel that a decision could be made on the third part of that earlier proposal at present, in relation to a possible transfer of the building.

A query was raised by Cllr John Hedley Jones addressed to the RFO, as to whether rates would be payable if the building was vacated. The RFO confirmed that he would look into this issue.

#### **187. Dog Bins**

Cllr Ken Edwards referred to previous concerns upon this issue. He referred to the fact that he had been previously tasked along with the TSO to identify “hotspots” where bins were needed in addition to ones already in place. This had been done and ten sites had been identified. This had then been brought back to the Regeneration and Leisure Committee and subsequently to the full Town Council when it was **APPROVED** that the Town Council purchase these bins. However, a meeting had taken place with County Councillor Jim Jones (Executive Member and Vice Chair of Regeneration and Leisure Committee), who had been very helpful. As he was impressed with the Town Council’s initiative in wishing to improve the environment in the area, it was agreed that not only would the County Council pay for the emptying of the bins but they would also purchase and install the bins. Unfortunately, these bins never materialised and no reason has been given for this delay. Furthermore, to exacerbate the situation, existing bins have been removed from the most popular locations along the Millennium Path.



Cllr Ken Edwards advised that he had recently coincidentally spoken to two Dog Wardens, who had shared his concerns but had advised that their department was not responsible for the removals.

Cllr John James expressed his own concerns in relation to the issue of dog fouling. He advised that he and Cllr Pat Jones were meeting with colleagues from Llanelli the following day to formulate questions which need to be addressed at a meeting with the Head of Leisure, which Meryl Gravell is being asked to attend. Cllr John James also advised that he and Cllr Pat Jones are due to meet with County Councillor Jim Jones the following Monday to consider the harbour area.

Cllr Ken Edwards proposed that clarification be sought over the policy of providing litter bins. He specifically proposed that a letter be sent to David Gilbert, Acting Chief Executive, with a copy to County Councillor Jim Jones, asking the following:

1. Has the County Council policy changed in relation to providing litter and dog waste bins?
2. We wish clarification as to whether this is an initiative that is Councillor led, or an initiative led by Officers, and who gave authorisation for the removal of the bins.

This proposal was voted upon and it was unanimously **RESOLVED** that such a letter be sent.

#### **188. To consider Communications received**

1. Letter from the Scheme Coordinator of Burry Port and District Community First Responder Scheme received on 25<sup>th</sup> February 2014. This invites members of the Town Council to attend the “First Responder Presentation Evening” to be held at Burry Port Rugby Club House on Friday 4<sup>th</sup> April 2014 at 7pm. It advises that the “First Responder Scheme” is a service that offers the communities of Burry Port, Pembrey and surrounding areas a further “safety net”, working in partnership with the Welsh Ambulance Service in providing a service that can contribute towards saving lives.  
**Noted**
2. Letter for information purposes from the Electoral Registration Manager of Carmarthenshire County Council received on 3<sup>rd</sup> March 2014. This firstly advises of the correct procedure for when a vacancy occurs within the Town Council and secondly, is to ensure awareness of the requirements of Section 116 of the Local Government (Wales) Measure 2011 with regards giving public notice where vacancies are to be filled by co-option. **(Copy correspondence attached).**  
**Noted**
3. Email from One Voice Wales forwarding a letter from the President of the Adjudication Panel for Wales. The letter advises that the Adjudication Panel for Wales Annual Report for the 2012 – 2013 year has now been published on the Adjudication Panel Wales website and is available to view at [www.adjudicationpanelwales.org.uk](http://www.adjudicationpanelwales.org.uk).  
**Noted**
4. Email from One Voice Wales on 3<sup>rd</sup> March 2014. This advises that the Welsh Government has published a consultation on proposed regulations and supporting guidance to be made under the Playing Fields (Community Involvement in Disposal

Decisions) (Wales) Measure 2010. The consultation documents and information on how to respond can be accessed via the link <http://wales.gov.uk/consultations/localgovernment/draft-regulations-and-statutory-guidance-for-playing-fields>.

**Noted**

5. Letter received from the Chairperson of the Environment Partnership Development at Carmarthenshire County Council dated 5<sup>th</sup> March 2014. This advises that the Environment Partnership and the Making the Connections Project are inviting members to attend an event on 26<sup>th</sup> March 2014 at the Haliwell Centre, Carmarthen, commencing at 9.30am. There will be an opening address from Peter Davies, Commissioner for Sustainable Futures. There will also be a presentation from Dr Alan Netherwood (Netherwood Sustainable Futures), as well as workshops. The event is free and there is space for up to three representatives from each Council to attend.

*Noted but if any members are interested in attending, names should be provided to the Town Clerk.*

6. Email from One Voice Wales on 6<sup>th</sup> March 2014, providing information on the repeal of Section 150 (5) of the Local Government Act 1972 – Implementation. **(Copy attached).**

**Noted**

7. Letter from the Clerk to Llanelli Rural Council received on 10<sup>th</sup> March 2014 regarding the possibility of a meeting between representatives of Llanelli Rural Council, Llanelli Town Council, Pembrey and Burry Port Town Council and Llangennech Community Council. A **copy of the letter is attached**, from which it will be seen that it is suggested that each Council nominates the Clerk and two Councillors to attend the initial meeting.

*The Mayor Cllr Moira Thomas indicated that there were two nominations to attend the proposed meeting, namely Cllrs Andrew Phillips and John James. Cllr Stephen James referred to the Williams report and it being some years off before changes will take place. One Voice Wales' view is that it would be expensive to amalgamate Town Councils and it would be preferable to "cluster". Cllr Stephen James expressed that he had two concerns in relation to the letter. He stated that our Council has never previously received assistance from Llanelli and he would be highly concerned about our Council being "swallowed up". He also felt that more than two Councillors should be in attendance at the proposed meeting and he suggested that himself and Cllr Michael Theodoulou additionally attend.*

*It was discussed that it would be preferable for our Council to have representatives at such a meeting as alternatively, we would obviously not have any say. As there will be discussions about potential transfer of assets, Cllr Michael Theodoulou suggested that it may be inappropriate for a County Councillor to represent our interests. The Clerk clarified that as previously indicated, advice had been obtained from the Monitoring Officer to the effect that there is no conflict of interest in such a situation.*

*A proposal was made by Cllr Ken Edwards that the two Councillors, as nominated, attend the first meeting and if it progresses to further meetings, then if appropriate,*

*more Councillors potentially attend these. Members voted on this proposal. 11 members voted in favour, 2 against and 2 abstained.*

**189. To receive reports by elected members, if any**

Cllr John James reported that he had attended a meeting the previous evening of the Carmarthenshire Unified Sports Committee, at which Jonathan Fearn was present. The County Council's fees and charges have now been frozen for the time being for sports and play areas, although there is still uncertainty as to the long term position.

**190. Report of the Clerk on matters of administration**

1. The Clerk requests the Town Council to reconsider renewal of membership of One Voice Wales. It will be recalled that this was discussed at February's Town Council meeting under the Clerk's report. It was decided that the matter be referred for full consideration by the Civic Governance and Personnel Committee. This Committee has now met, when the merits of membership of One Voice Wales were fully considered. Consequently, there is an unanimous recommendation from the Committee's members to Town Council that membership with One Voice Wales should be renewed for 2014/15.

*Following the recommendation from the Civic Governance and Personnel Committee, it was **RESOLVED** that the Town Council should renew its membership with One Voice Wales for 2014/2015.*

2. Following a request from a Town Council employee, the Civic Governance and Personnel Committee has considered registering for the Cycle to Work Scheme. The Scheme involves the purchase of a bicycle for an employee or employees at a reduced cost. This is then paid for through a salary sacrifice by the employee over a period of 12 or 18 months. The employee can receive this benefit in kind free of tax, instead of salary on which tax and Class 1 NICs would also have been fully payable. As this benefit is covered by a tax exemption, the employer will not have to account for Class 1A NICs. The Civic Governance and Personnel Committee recommends to full Town Council that it should register for the Cycle to Work Scheme.

*Again, following the recommendation from the Civic Governance and Personnel Committee, it was **RESOLVED** that the Council should register for the Cycle to Work Scheme, to enable employees to participate on this scheme.*

3. At the February Town Council meeting, it was approved that the Council participate once more in the Kidney Wales Foundation Walk for Life, to be held on Sunday 27<sup>th</sup> April 2014. The Clerk has notified Kidney Wales Foundation of this and they now require full details in order to prepare the promotional materials. They specifically need to know what time the walk will start, where it will start from and where it will finish. They also need an estimate of how many sponsorship forms will be required.

*It was **APPROVED** that the route of the Walk should be the same as the previous year, that is from the Yacht Club at Burry Port Harbour to Pembrey Country Park and again, as last year, it should commence at 11am. Members felt that 50 sponsorship forms should initially be requested.*

4. The Clerk has received information from One Voice Wales in relation to its training programme for Mid and South Wales. Details of these are attached.

Additionally, information has been received from One Voice Wales in relation to a new training model on devolution of services that can be delivered on a bespoke basis to any one or group of Councils in Wales. It is stated that the new training model provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- a. Models for asset transfers.
- b. Understanding lease issues and freehold transfers.
- c. Models for and approaches to Service Devolution.
- d. Policy Drivers.
- e. Opportunities, pitfalls and planned outcomes.
- f. Due diligence arrangements.
- g. Asset management responsibilities.
- h. Important role of Councillors.
- i. Community engagement approaches.

The cost is £400 for up to 20 delegates. One Voice Wales will endeavour to fill any vacant places that a Council is unable to fill by advertising the course to Councils within a 20 mile radius of the venue.

*Members felt that it would be beneficial to undertake this new training course. Accordingly, it was **APPROVED** that the Clerk contact One Voice Wales so that arrangements can be made to hold this course, at the earliest opportunity.*

5. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 16<sup>th</sup> April 2014**

**Councillor Moira Thomas (Mayor)**

**Councillors Mrs Jean Hire, John James, Stephen James, Robert John, John Hedley Jones, Mrs Susan Northam, Andrew Phillips, Michael Theodoulou and Mrs Mary Wenman.**

**In attendance: Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (Responsible Finance Officer)**

**(Former O.A.P Hall, Memorial Hall, Burry Port, 7.00pm – 9.15pm)**

**191. Opening Prayer**

In the absence of Cllr Graham Davies, the Mayor Cllr Moira Thomas requested members to silently pray at the commencement of the meeting.

**192. Personal Matters**

Apologies were received from Cllrs Graham Davies, Malcolm Davies, Ken Edwards, Mrs Pat Jones, Mrs Shirley Matthews, David Owens, Hefin Williams and County Councillor Hugh Shepardson.

The Mayor, Cllr Moira Thomas expressed condolences to Cllr Robert John on his recent family bereavement.

**193. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**194. Police Business**

PCSO Phil Davies was in attendance at the meeting and presented the police report, as set out below. He was also accompanied by PCSO Stephanie Maiello.

During the month of March 2014, 23 crimes have been reported in the Burry Port section. Officers have detected 8 crimes during the month and several more will follow. The detection rate for the month stands at 34.8%.

Crimes of note:

**Violent Crime**

2 Violent crimes of note which are still currently under investigation.

## **Criminal Damage**

4 reports of criminal damage of which 2 should be detected in the coming weeks with another 2 still under investigation.

## **Burglary**

4 Burglaries have been recorded, with all 4 still currently under investigation.

## **Drug Offences**

In March there were 4 drug offences recorded with 3 of them detected for Burry Port, seeing a detection rate of 75%.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

The Mayor Cllr Moira Thomas raised a query in relation to burglaries in the area and PCSO Phil Davies advised that these were scattered.

Cllr Robert John enquired if it was possible for an additional section to be added to the police report, to include information upon instances of anti-social behaviour in the locality. He specifically referred to a recent incident when he had been at the Park with his young grandson, when he had witnessed offensive language, including racism and homophobia. He advised that he would have confronted the persons concerned about their behaviour if he did not have his grandson with him. PCSO Phil Davies confirmed that the Park is covered by CCTV but Cllr Robert John pointed out that this would not pick up the offensive language. Cllr Mary Wenman echoed Cllr Robert John's sentiments in relation to such difficulties. Cllr Wenman also enquired about the possibility of a sign being provided by the Police at the Park, highlighting the presence of the CCTV, in the hope that this may act as a deterrent.

PCSO Davies emphasised the need for instances to be reported. However, he did not believe that an anti-social report would be of benefit to Councillors, as the figures include information on other areas, such as fly tipping. However, he confirmed that he would discuss the issue with his Inspector.

### **195. To confirm the minutes of the meeting held on 19<sup>th</sup> March 2014**

The minutes of the Town Council meeting held on 19<sup>th</sup> March 2014 were accepted as a true record.

### **196. Information from the aforesaid minutes**

#### **P150 (188) Communications – 7**

The Clerk reported that following the previous Town Council meeting, she had liaised further with the Clerk of Llanelli Rural Council relating to a potential meeting. She had been made aware that the Clerk of Llanelli Town Council had also responded and had accepted the invitation to meet but had proposed that three Councillors from his Council accompany him to the meeting. In light of this, the Clerk had raised the possibility of three of our Town Councillors attending, as opposed to the suggested two Councillors and given the position of

Llanelli Town Council, this had been agreed. It was therefore **APPROVED** that when a meeting is arranged, Cllr Michael Theodoulou attend, in addition to Cllrs Andrew Phillips and John James and the Clerk.

**197. Report of the Technical Services Officer (TSO)**

See attached report.

**Memorial Park – Maintenance Toddler Park / MUGA Park**

Cllr Mary Wenman advised that there are two items of equipment to repair at the Park, as a result of natural wear and tear. Cllr Michael Theodoulou expressed disappointment at Cllr Mary Wenman talking on issues relating to the Park, in light of conflict of interest issues. However, Cllr Mary Wenman advised that she was providing Councillors with information and she also referred to the discussions that had taken place in relation to Pembrey Memorial Hall and how Cllr David Owens and County Councillor Hugh Shepardson had spoken, unchallenged.

It was discussed that there would need to be confirmation from the Council’s insurers that we were covered if undertaking any maintenance at the Park. Also, it would be necessary for the Council to set out in writing what responsibility was being accepted and this would need to be acknowledged and signed by the Park Appeal Committee.

Following the discussions, it was therefore proposed that subject to satisfactory confirmation on the insurance position and clarity between the Council and the Park Appeal Committee as to what work was being undertaken, the Council could commence carrying out safety checks on the equipment. This was unanimously **APPROVED**.

**198. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

**1. Bank**

Bank Balances

The following cash balances are held with Lloyds at 31st March 2014 :-	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	226999.33		226,999.33
Community Account	5662.88	3,666.37	1,996.51
Imprest account	725.05		725.05
	<b>£233,387.26</b>	<b>£3,666.37</b>	<b>£229,720.89</b>

## 2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st March :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Heart internet	Admin - Web provider	3	8.99	1.80	10.79
British Gas	Hall - Heating	1	746.01	149.20	895.21
Lyreco	Admin	3	4.82	0.96	5.78
Marshall Scaffolding	Pembrey Memorial Hall	1	700.00		700.00
Chivers Corner Garage	Cemetery - van	4	66.68	13.34	80.02
Greenwell Power Tools	Pembrey Memorial Hall	1	17.00	3.40	20.40
Extreme Tree Services	Pembrey Memorial Hall	1	708.33	141.67	850.00
Travis Perkins	Pembrey Memorial Hall	1	16.26	3.25	19.51
Travis Perkins	Pembrey Memorial Hall	1	20.52	4.10	24.62
Travis Perkins	Cemetery - materials	4	47.12	2.23	49.35
Tradeport	Pembrey Memorial Hall	1	59.80	11.98	71.78
Powercut	Cemetery - maintenance	4	280.00	56.00	336.00
Powercut	Cemetery - maintenance	4	62.99	12.60	75.59
Consortium	Hall - Cleaning Materials	1	180.80	36.18	216.98
Darren Daniel Plumbing & Heating	Hall - maintenance	1	240.00	48.00	288.00
Darren Daniel Plumbing & Heating	Hall/Institute - maintenance	1	65.00	13.00	78.00
Parker Plant Hire	Hall - storage	1	56.00	11.20	67.20
Parker Plant Hire	Hall - storage	1	56.00	11.20	67.20
JNC Fire Protection	Hall/Institute - maintenance	1	81.25	16.25	97.50
JNC Fire Protection	Hall/Institute - maintenance	1	252.35	50.47	302.82
S&J Catering	Special - Cawl Cenin	9	463.25		463.25
LBS	Pembrey Memorial Hall	1	66.35	13.27	79.62
LBS	Pembrey Memorial Hall	1	78.00	15.60	93.60
Amberol	Floral Display	9	775.00	155.00	930.00
Cathedral Leasing	Hall - maintenance	1	65.01	13.00	78.01
IWEC	Pembrey maintenance survey	1	225.00	45.00	270.00
Xerox Finance	Admin - photocopying	3	27.49	5.50	32.99
Shapewright Services	Cemetery - maintenance	4	448.00	89.60	537.60
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
SITA	Cemetery - waste disposal	4	71.20	14.24	85.44
SITA	Cemetery - waste disposal	4	81.79	16.36	98.15
Powercut	Cemetery - materials	4	57.50	11.50	69.00
Dwr Cymru/Welsh Water	Cemetery	4	391.30		391.30
One Voice Wales	Admin - subscription	3	1093.00		1093.00
Travis Perkins	Pembrey Memorial Hall	1	11.95	2.39	14.34
Travis Perkins	Pembrey Memorial Hall	1	64.19	12.84	77.03
Travis Perkins	Pembrey Memorial Hall	1	477.04	95.41	572.45
Travis Perkins	Pembrey Memorial Hall	1	83.25	16.65	99.90
IWEC	Hall	1	393.50	78.70	472.20
BM Phillips Memorials	Hall	1	345.00	69.00	414.00
Parker Plant Hire	Cemetery - maintenance	4	25.00	5.00	30.00



Parker Plant Hire	Cemetery - maintenance	4	5.50	1.10	6.60
			<b>£8,933.24</b>	<b>£1,249.99</b>	<b>£10,183.23</b>

### 3. Petty Cash

Payments made from 1st to 31st March 2014

Morrisons - Cawl Cennin	9	38.77
Llanelli Star	3	0.70
Llanelli Star	3	0.70
Llanelli Star	3	0.70
Tax on van	4	220.00
Llanelli Star	3	0.70
<b>Total payments made from petty cash</b>		<b>£0.00   £0.00   £261.57</b>

The RFO referred to a number of payments made in relation to work at Pembrey Memorial Hall. However, this has been invoiced to Carmarthenshire County Council and payment has been received.

In relation to petty cash, the RFO highlighted some small payments in relation to the Cawl Cennin.

### 4. Budget Monitoring Report

The Budget monitoring report for the period 1st April 2013 to 28th February 2014 has been circulated to Members.

The RFO reported that this report had been considered earlier that week by the Finance Committee. The RFO advised that up to the end of February 2014, income and expenditure should be around 92%.

The RFO reported that income is not within budget at present. Rentals and income from the cemetery are reduced.

Employees' costs are within budget, as are administration costs. In relation to the latter, there has not been any expenditure on public notices and marketing/promotion.

Civic Expenditure is within budget, as is expenditure on the cemetery/footpaths. The RFO reported that the footway lighting invoice of just under £8,500 had now been received from the County Council.

Expenditure on the Hall and Institute is over budget, with the main item relating to capital work for refurbishment of the Memorial Hall. The Finance Committee has approved that this be taken out of reserves. The RFO also referred to the grant for £10,400 to be received from the County Council.

Expenditure on the Copperworks is presently over budget. The RFO advised that a number of minor virements had been made.

Expenditure on the former Pembrey School is within budget. The RFO again referred to the work on Pembrey Memorial Hall being recharged to Carmarthenshire County Council. Payment in relation to this has already been received.

Miscellaneous expenditure is within budget and will continue to be, despite all expenditure in relation to the Cawl Cennin not yet having been made.

Expenditure on Special Projects is under budget, with one of the main items of under spend relating to the Youth Facility contribution, which will not be payable until around September 2014 and which will be accounted for at the end of the financial year. The other item relates to the bus shelter contribution.

Net expenditure is just under 85% and therefore is within budget.

The RFO raised one other item, being the Financial Regulations, which have to be reviewed and approved each year. He informed members that the existing regulations were considered at the Finance Committee meeting earlier that week and had been approved. Accordingly, he will bring these to the next Town Council meeting for approval.

**199. To consider the report of the Finance Committee meeting held on Monday 10<sup>th</sup> March 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 10<sup>th</sup> March be signed and accepted as a true record.

Matters Arising

There were no matters arising.

**200. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 6<sup>th</sup> March 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 6<sup>th</sup> March be signed and accepted as a true record.

Matters Arising

P2 (4) Matters Arising – Notice board

Cllr Michael Theodoulou queried if there was any further information in relation to this. Cllr John James referred to the purpose of the notice board outside the Memorial Hall being to notify people of what is taking place. He also advised of discussions with the County Council about two potential new signs to heavily promote Burry Port as a whole and the possibility of something similar for Pembrey.

P4 (8) – Wi-fi Facilities

Cllr Michael Theodoulou enquired as to the current position relating to the installation of wi-fi. The Clerk was unaware as to when installation would be taking place and this would have to be checked with the TSO.

**201. To consider any planning applications**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/29826	A Williams 3 Bro Deri Burry Port	Proposed removal of substandard bungalow and replacement with detached dwelling

The Mayor advised that the Planning Committee had not met the previous evening due to there only being one application. However, an additional application had since been received, details of which were provided to members, who were also informed that the TSO saw no difficulties with this. Accordingly, members were happy to recommend approval of both applications.

**202. To consider any County Councillors' reports**

County Councillor John James referred to him previously having reported concerns about the Millennium Coastal Path. He advised that he will be meeting the following week with Ian Jones, Head of Leisure, as well as Rory Dickinson and Meryl Gravell (Executive Board Member on Leisure). Cllr Michael Theodoulou declared an interest and therefore left the room whilst discussions were taking place. County Councillor John James also referred to Llanelli colleagues having concerns.

County Councillor John James also referred to him pursuing an issue in relation to the provision of transport for Parc y Tywyn pupils who will be going to Ysgol y Strade. He has asked for revision of the transport policy.

County Councillor John James reported that enquiries are being made if PCSOs can be given the same powers as traffic wardens, and also, if traffic wardens can issue penalty tickets for dog fouling. These would need to be approved by the Chief Constable.

County Councillor John James also reported that he had asked for Scotts Yard to be cleaned, due to its current poor condition.

County Councillor John James advised that there is no firm information to date in relation to bus routes but there is to be a meeting with Llanelli based County Councillors.

County Councillor John James also reported that he had sat in on a Scrutiny meeting. There is legislation being introduced relating to a number of areas in the County where dogs will be required to be on leads or will not be allowed at all.

*Cllr Stephen James arrived at the meeting at 7.45pm.*

Cllr Mary Wenman referred a problem with dog fouling on the beach and the possibility of there being a ban. County Councillor John James advised that it is going through consultation and that the beach is one area which has been highlighted.

Cllr Mary Wenman also enquired about any progress on a recycling centre. County Councillor John James reported that there continues to be difficulty in finding a suitable location which is large enough.

**203. To consider the Mayor's report**

The Mayor reported that she had attended the "Conserving and Maintaining Welsh War Memorial Heritage conference" at Builth Wells on 27<sup>th</sup> March 2014, along with Cllr Ken Edwards. Some interesting information was obtained from this, which has been brought back to the Sub Group for consideration.

The Mayor referred to the Burry Port Town Band concert on 29<sup>th</sup> March 2014 and that we should be very proud of the band as ambassadors for Burry Port.

The Mayor also advised that she had attended the Mayor of Kidwelly's Charity Event.

The Mayor referred to a forthcoming event which is raising funds for the Eisteddfod, at which Caradog Williams will be performing.

The Mayor also referred to the forthcoming Walk for Life in aid of Kidney Wales Foundation. She also referred to the Noson Lawen Charity Concert to be held at Pembrey Memorial Hall on 30<sup>th</sup> April 2014, at which local talent would be showcased. The Mayor urged members to publicise this event. Additionally, the Mayor referred to her Charity Dinner to be held at the Memorial Hall, Burry Port on 10<sup>th</sup> May 2014.

**204. To receive nominations to appoint the Mayor (Elect) 2014/15**

It was proposed and unanimously resolved that Cllr Andrew Phillips be appointed the Mayor (Elect) 2014/15.

**205. To receive nominations to appoint the Deputy Mayor (Elect) 2014/15**

It was proposed and unanimously resolved that Cllr Jean Hire be appointed the Deputy Mayor (Elect) 2014/15.

**206. Prince Philip Hospital – transport arrangements**

The Mayor, Cllr Moira Thomas referred to the transport arrangements for local residents to Prince Philip Hospital, Llanelli being extremely poor. This is also a problem with West Wales General Hospital, Carmarthen. She referred to a conversation with the Health Minister, Mark Drakeford approximately six/seven months ago who promised to look into the issue but nothing has happened. Furthermore, more bus services are to be reduced. Cllr Andrew Phillips also referred to the Health Board having had a committee looking into transport links but nothing having been done.

Following the discussions upon the transport difficulties, it was proposed and **RESOLVED** that a letter be sent to the Transport Company, enquiring as to what arrangements are in existence and how these are to be improved. Failing a satisfactory response, then the Transport Company should be requested to attend a meeting with Councillors.

### **207. Approval of Fees and Charges for Pembrey Memorial Hall**

Details of the proposed new fees and charges for Pembrey Memorial Hall, as recommended by the Fees and Charges Sub Group, had been circulated to members in advance of the meeting. These were unanimously **APPROVED**.

### **208. Approval of Fees and Charges for Dolau Fan Cemetery**

The Clerk provided members with the proposed new charges for Dolau Fan Cemetery, again as recommended by the Fees and Charges Sub Group. The Clerk outlined the recommendations in relation to there being three different strands for charges, dependent upon whether the deceased was a resident, a non resident, or a non resident who had been born in Pembrey or Burry Port but resided out of the area for the last 10 years or more. Additionally, the Sub Group was recommending Exclusive Rights of Burial for 50 year and 100 year terms.

However, the Clerk reported to the members that subsequent to the meeting of the Fees and Charges Sub Group, she had discussed the recommendations with the TSO, who in turn had spoken with the Cemetery Superintendent. Their view was that the third strand in relation to non residents who had resided outside of Pembrey and Burry Port for in excess of 10 years was unmanageable due to difficulties in establishing this information.

Cllr Michael Theodoulou expressed the view that the onus would rest with the deceased family to prove that he or she had previously been a resident of Pembrey or Burry Port. He therefore did not feel that this was insurmountable.

The Clerk also referred to the fact that there was currently no recommendation in relation to a fee for re-opening a grave. Cllr Theodoulou was of the view that there should not be further delay and therefore, although further work could be undertaken by the Sub Group, he urged members to approve the fees and charges already being recommended.

Following the discussions, members **RESOLVED** that the recommended fees and charges to date be **APPROVED**, with further work to be undertaken by the Sub Group, particularly in relation to a grave re-opening fee.

### **209. Approval of new Financial Donations/Grants Policy**

Cllr Stephen James declared an interest in the Historical Society. However, he did not leave the room, as no application had been made by the Society for a grant.

It was discussed that the Fees and Charges Sub Group had considered the fees and charges for all user groups. It had been felt important that everyone is treated the same. Previously, some organisations had in effect been subsidised through rents and there did not appear to have been an equitable approach. Accordingly, it was now intended that rents be fixed, being set on the square meterage and the condition of the facility. Although some rents would not change very much, others would be adjusted more significantly. However, it was agreed that no organisation would be required to pay an increase exceeding 10% per year. However, where they are moving facilities, this would be different as there would be improved accommodation.

The Sub Group had felt that some local small organisations may need some additional assistance to cope with rent increases. It was therefore being recommended that not for profit organisations could apply for a transitional grant, where the rent increase is more than £100 a year. The Finance Committee would be able to determine these grants, according to the organisation's circumstances and they would not need to come to full Town Council, as it would be within the Committee's delegated powers.

Secondly, it was being recommended that general donations be increased. These have been limited to £100 for a considerable time. It was therefore being recommended that they increase to a maximum of £200, based upon £50 increments. The recommendation was that there be three rounds per year for such applications and also that organisations could apply more than once a year, subject to the money being required for a different project.

The third recommendation was for the introduction of a Community Grant. Members of the Sub Group felt that such grants could be sizeable and therefore, there should be a sufficiently large overall budget. These grants would be available to anyone who is significantly benefiting the community. Again, it was being recommended that applications could be made in three rounds per year.

The recommended budgets are as follows:

General Donations - £4,000 (increased from the current £2,300).

Transitional Grant - £1,500. As these grants would be finite, this would be reviewed in a year's time.

Community Grant - £30,000, although not all of this may be allocated.

Members voted on the recommendations and all voted in favour of their approval, save for Cllrs Stephen James and Mary Wenman who did not vote due to their declarations of interest.

## **210. Reconsideration of the future use of the Snooker Hall**

Cllr Michael Theodoulou reported that there was a strong recommendation from the Regeneration and Leisure Committee that the Town Council ceases its attempts to utilise the facility as a Snooker Hall. Instead, the TSO and other officers be requested to consider suggestions to productively use the room and to bring these suggestions back for the consideration of the Regeneration and Leisure Committee.

Members were of the view that times had changed and therefore, despite extensive efforts to run the Snooker Hall once more, this has not been possible. It was also felt that it is crucial that the Town Council should endeavour to generate more income from its facilities. Members also recognised that there are other facilities for local youth, including the MUGA and the forthcoming new youth facility at Glan y Mor School.

Following the discussions, members **RESOLVED** that alternative uses for the Snooker Hall be considered by the TSO and staff and brought to the Regeneration and Leisure Committee for further consideration.

## **211. To consider Communications received**

1. Email from the Head of Transport and Engineering at Carmarthenshire County Council, advising of a temporary road closure at Gors Road, Burry Port. This is from outside no 32

Gors Road for a distance of 140 metres in a North Westerly direction. The closure is necessary for Morgan Sindall to carry out a flood relief sewerage scheme from 5<sup>th</sup> May 2014 for a period of 11 months. Details of the alternative route have been provided.

**Noted**

2. Letter from Mr Eifion Bowen, Head of Planning at Carmarthenshire County Council dated 19<sup>th</sup> March 2014. This advises that the Carmarthenshire Biodiversity Action Plan has been produced to provide a focus for conservation activity in the County to help our wildlife and natural habitats. Details are now available on the County Council's website within the Environment and Planning Section. Details on the website include:
  - A handy guide to the Carmarthenshire Biodiversity Action Plan – what it is, about the plans and how you could help.
  - The species and habitat action plans.
  - Annual reports, summarising the biodiversity work that has taken place.
  - Information on how you can get involved in volunteer groups, tips on how you can help and places to visit in the County.
  - Information about Carmarthenshire's natural environment.

The letter also refers to another website which may be of interest, namely the Carmarthenshire Biodiversity Partnership at [www.carmarthenshirebiodiversity.co.uk](http://www.carmarthenshirebiodiversity.co.uk).

*The TSO is to be requested to consider the Carmarthenshire Biodiversity Action Plan.*

3. Email from Elaine Garner of Dwr Cymru Welsh Water. This provides further information following the presentation to the Council given by Welsh Water, Natural Resources Wales and the Welsh Government on the 19<sup>th</sup> March 2014 (**copy attached**).

*Noted but members wished Dwr Cymru to be urged to use their best efforts to use local workmen/contractors.*

4. Letter from the Head of Transport and Engineering at Carmarthenshire County Council dated 27<sup>th</sup> March 2014 regarding an application for a Safe Routes in Communities Grant. The letter explains that the Safe Routes in Communities Scheme gives an opportunity to local communities and schools to play a vital role in the promotion and development of sustainable transport. This in turn reduces reliance on car journeys, reduces congestion, improves road safety and improves the health and well being of children and adults. Applications are now being invited from Community/Town Councils and schools within the County. Applications are to be returned by 12<sup>th</sup> May 2014. Further details are contained in the **attached** letter.

*This correspondence is to be referred to the next meeting of the Regeneration and Leisure Committee.*

5. Letter from the Acting Deputy Monitoring Officer of Carmarthenshire County Council dated 28<sup>th</sup> March 2014. This refers to the Code of Conduct training provided last year.

Following this training, a detailed report was provided to members of the Standards Committee and as a result of this report, the Committee has requested the County Council's Legal Department to arrange a further training session for representatives of Town and Community Councils. The training will take place on Tuesday 27<sup>th</sup> May from 6pm. Each Town and Community Council is again invited to send two representatives, one of whom is the Clerk.

*The Mayor Elect, Cllr Andrew Phillips is to attend this training, along with the Clerk.*

6. Letter from the Community Funding Officer at Carmarthenshire County Council dated 3<sup>rd</sup> April 2014. This advises that the Council's application to the County Collaboration Fund has been successful, with a grant being approved for refurbishment of Burry Port Memorial Hall up to £10,422.04.

*Cllr John James expressed thanks to the Clerk for her work in relation to the application and also to Cllr Pat Jones.*

7. Email from One Voice Wales on 2<sup>nd</sup> April 2014, providing details of the Wales Audit Office's Shared Learning Seminar on Facilities Management. This is a free interactive seminar by the Wales Audit Office, National Assets Working Group, Welsh Local Government Association and Good Practice Wales. The seminar will bring together the most up to date practices from across Wales and beyond. The seminar will consist of a plenary session entitled "Facilities Management - Now and into the future", together with a choice of attending two of the following workshops:

Maximising opportunities for SMEs.  
Sustainable Facilities Management.  
Facilities Management in a time of change.

The seminar is to be held at the Wales Audit Office, 24 Cathedral Road, Cardiff on Thursday 15<sup>th</sup> May 2014 between 9am and 1pm. Places are limited to two per organisation.

*The TSO be requested to attend this seminar, if possible.*

8. Letter from the Head of Street Scene of Carmarthenshire County Council received on 2<sup>nd</sup> April 2014. This advises that the Council is launching its annual campaign to make our County cleaner and safer. The Council is encouraging schools, colleges and community groups to make a difference to where they live and to organise a litter-pick. Clean-up kits including bags, litter pickers and gloves will be provided. An entry form has been provided and if participating, completed forms should be returned to the County Council, providing at least 10 working days notice.

**Noted**

9. Email from the Secretary of Wales in Bloom providing details of the launch of the Wales in Bloom competition. An invitation is given to attend the Annual South and Mid Wales Launch at the Senedd on Thursday 8<sup>th</sup> May 2014 from 2pm to 4pm.

*The Mayor and/or Deputy Mayor is to attend this event.*



10. Email from One Voice Wales on 3<sup>rd</sup> April 2014 forwarding on details of a consultation by the Constitutional and Legislative Affairs Committee of the National Assembly for Wales on its inquiry into Making Laws in the Fourth Assembly. The consultation letter and consultation questions are **attached**.

*Any member who wishes to respond is to liaise with the Clerk.*

11. Email from Julian Sharpe, Area Representative of Salvation Army Trading Company Ltd regarding the possibility of positioning a clothing bank on Town Council land (**copy attached**).

*Members expressed disappointment in relation to the actions of Carmarthenshire County Council and were of the view that the County Council should explain why the contract had been provided to a commercial company. Members were agreeable to siting a clothing bank(s) on Town Council land and the matter is to be referred to the Regeneration and Leisure Committee in relation to their positioning.*

## **212. To receive reports by elected members, if any**

Cllr Michael Theodoulou provided an update on the Federation of Glan y Mor School. He advised that the rules recently changed on the size of the Federation Governors' Committee, which is limited to 17, whereas there are a total of around 35 Governors at present. However, Cllr Theodoulou advised that there is a new category of Associate Governor. The consultation period ended on Friday 11<sup>th</sup> April and a decision is to be made in advance of September if it is to proceed.

Members also discussed the position in relation to the lack of fast broadband in Burry Port, which is particularly detrimental to local businesses. The requisite technology has apparently been installed but it is to be phased in. Enquiries are to be made in relation to a proposed timetable for the phasing in.

Cllr John James advised that he, together with Cllr Pat Jones, had met with the local Scouts and Guides organisations and the option of the Junior School being used was considered. There has also been a meeting with the Education Department, where this was raised. However, a Community Focus Committee is needed and the organisations felt that it would be too much work.

Cllr John James also referred to the Carmarthenshire Unified Sports Committee having met with the Executive Board of Carmarthenshire County Council and talks are still ongoing. The charges have been frozen for this financial year and at the meeting, the Sports Committee and Executive Board were of the view that they wished to work together.

## **213. Report of the Clerk on matters of administration**

1. Following the Town Council meeting held on 19<sup>th</sup> March 2014, the Clerk contacted Mr Paul Egan of One Voice Wales to arrange a bespoke training course on Devolution of Services, as approved by members. The course will take place on Monday 12<sup>th</sup> May 2014 between 6.30pm and 9pm and all members are urged to attend, if possible.

**Noted**

2. Following the consultation on the Local Government (Wales) Measure 2011 Part 7: Communities and Community Councils Guidance, including Statutory Guidance, to Principal Councils and Community and Town Councils in Wales, the final guidance has now been published. The Guidance can be viewed at <http://wales.gov.uk/topics/localgovernment/publications/lgmeasure11> and a copy is also available at the office. The Guidance includes information on community meetings and community polls, organisation of Communities and their Councils, co-option of members of Community Councils, Community Councils' powers to promote well being, grants to Community Councils, as well as other topics.

*This is to be referred to the Civic Governance and Personnel Committee for consideration.*

3. Email received from the Secretary of Burry Port Juniors RFC on 11<sup>th</sup> April 2014, requesting that it be circulated to the Mayor and Town Councillors. This advises that the Burry Port Juniors Rugby Football Club Annual Tournament is to be held at Burry Port Memorial Park on the Bank Holiday weekend of Saturday 3<sup>rd</sup> May to Monday 5<sup>th</sup> May 2014. Over the weekend, 120 teams from across South Wales will attend at the town. The email extends an invitation to attend the tournament. The Clerk has further details of times, for those interested.

**Noted**

4. Email from One Voice Wales on 11<sup>th</sup> April 2014. This advises that a new training course entitled "Making effective Grant Applications" is being held at Neath Community Centre on Wednesday 23<sup>rd</sup> April 2014 between the hours of 6.30pm and 9.00pm. The course aims to enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects. Presently, only 5 people are booked onto the course, which is insufficient to run it. If any members are interested, then details need to be immediately provided, so that a booking can be made with One Voice Wales.

**Noted**

5. Notification has been received that the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 has been made and is now in force. The Order removes an outdated requirement for every cheque or other order for the payment of money by a Town and Community Council to be signed by two members of the Council – the "two signature rule". In light of electronic banking, this requirement is considered outdated. The Order removes this unnecessary burden on Town and Community Councils and facilitates the use of modern methods of banking for payments, such as electronic banking to ensure financial management is adequate and effective whilst maintaining sound financial control. The Order will not however prevent present arrangements continuing, if a Town or Community Council prefers to maintain the two signature rule.

*This is to be referred to the next meeting of the Finance Committee for consideration.*

6. Email from the Carbon Trust Wales on 14<sup>th</sup> April 2014. This advises that the Electricity Demand Reduction pilot is a Department of Energy and Climate Change programme launching in June 2014. Organisations which install measures that deliver reductions in electricity demand can bid into a £20 million fund to help finance projects. More efficient motors, air conditioning and lighting are examples of the technologies that

could receive support. The email also contains an invitation to join the Carbon Trust Wales and a guest speaker from the Department of Energy and Climate Change at a breakfast briefing, to learn more about the scheme and how to access the funds. This will take place at the Vale Resort, Hensol on Wednesday 7<sup>th</sup> May 2014 commencing at 7.30am with breakfast, with the main seminar taking place from 8.15am to 10am.

*The TSO is to be requested to attend, if possible.*

7. Email from Dwr Cymru Welsh Water on 15<sup>th</sup> April 2014. This advises that a public drop in session regarding the RainScape Burry Port Scheme is to be held at the former OAP Hall on Wednesday 30<sup>th</sup> April 2014 between 3.30pm and 6.30pm. A letter is being sent to 600 properties in the area, advising of this event.

**Noted**

8. Information has been received from Marie Curie Cancer Care, advising of an event taking place any time between 20<sup>th</sup> and 29<sup>th</sup> June 2014, namely the “Blooming Great Tea Party”. Members are asked to consider if they wish to host such an event, which could also assist in the promotion of the Memorial Hall, following its refurbishment.

Marie Curie has 2000 nurses in the UK and last year they worked for 1,300,000 hours caring for terminally ill patients, including half of all cancer patients who die at home. The Charity needs to raise £10,000 every hour of every day to carry on its work. Marie Curie also has hospices and spends over £93 million a year on its charitable activities of providing care, as well as on research and development.

*This is to be referred to the next meeting of the Regeneration and Leisure Committee.*

9. The Clerk wishes to remind members that the Kidney Wales Foundation Walk for Life is to be held on Sunday 27<sup>th</sup> April 2014, commencing at 11am at Burry Port Harbour and finishing at Pembrey Country Park. The Clerk has sponsorship forms and promotional materials for the event. An indication is required on numbers participating, so that T-shirts can be requested from Kidney Wales Foundation.

**Noted**

10. Final item to be taken in camera.

11. In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 21<sup>st</sup> May 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Robert John, Pat Jones, John Hedley Jones, Mrs Shirley Matthews, David Owens, Michael Theodoulou, Moira Thomas, Mrs Mary Wenman and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Pembrey Memorial Hall, 7.00pm – 9.05pm)**

**1. Opening Prayer**

There was no Opening Prayer as this had been given by Cllr Graham Davies at the commencement of the Annual Meeting, which took place immediately prior to the Town Council meeting.

**2. Personal Matters**

Apologies were received from Cllr Susan Northam and County Councillor Hugh Shepardson.

Cllr Stephen James apologised for having missed the Annual Meeting due to his late arrival. He further congratulated the new Mayor and Deputy Mayor.

**3. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**4. Police Business**

PC Vanessa Vaughan and PCSO Rob Kindred were in attendance at the meeting. PCSO Kindred presented the police report, as set out below.

During the month of April 2014 27 crimes were reported in the Burry Port section down from 35 in the same period last year. All these crimes have been detected. The detection rate for the year to date is 69.6%

Crimes of note;

**Criminal damage**

There have been 4 recorded criminal damages. A vehicle was scratched in Dol Helyg, a vehicle's indicator lights were damaged in Bryn y Mor, tyres slashed in Pembrey and a windscreen damaged on Woodbrook terrace.

## **Burglaries**

The country park was victim to a string of burglaries during April where by five building were targeted. Three had items removed from within, one was broken into but nothing taken and one building had evidence of an attempted break in. enquiries are still ongoing.

## **Drugs**

A total of 10 drug crimes were detected in Burry Port. 4 of these drug crimes were the result of positive warrants.

Following the report, Cllr Pat Jones enquired where the drug offences had occurred. PC Vanessa Vaughan advised that they had occurred in and around the Burry Port Town centre and had been detected following information obtained by PCSOs and local people. PC Vaughan commended the fact that people are notifying the police of suspicious activities, which then enables them to apply for a warrant.

Cllr John James referred to a recent road traffic accident which had occurred in Burry Port. PC Vaughan advised that she believed speed was a contributory factor. Enquiries are still ongoing into the circumstances but there have been no arrests to date.

Cllr Mary Wenman enquired if there could be a greater police presence in the Park, especially during the forthcoming summer evenings and school holiday times. PC Vaughan confirmed that she would ensure that the local PSCOs target this area and she would also mention it to the CCTV operators in town.

Cllr Jean Hire raised concern in relation to garages at the rear of Heol Elisabeth. She is concerned that youngsters are meeting there and climbing on to the garages. PC Vaughan advised that the PCSOs could pass this area on route to the Park.

Cllr Robert John referred to the concrete waste ground on the east side of the Harbour as also being an area where youngsters congregate. PC Vaughan was aware of this and also the fact that youngsters congregate around the dunes, close to the Harbour.

Cllr Robert John enquired if there was an update in relation to the request from the previous Town Council meeting for wider statistics to be provided. PC Vaughan confirmed that she was unaware of this request but she also advised that due to a change in system, a Senior Officer would need to provide this information.

Cllr Shirley Matthews advised that she had recently witnessed extremely offensive language being used in a public house in Burry Port, despite many young children being present, as the incident occurred around 6pm. PC Vaughan confirmed that she would speak to the licensees about this. She also emphasised that if similar situations occur in the future, then a phone call should be made to the police to notify them.

## **5. To confirm the minutes of the meeting held on 16<sup>th</sup> April 2014**

The minutes of the Town Council meeting held on 16<sup>th</sup> April 2014 were accepted as a true record.

## **6. Information from the aforesaid minutes**

### **P139 (197) Report of TSO – Memorial Park**

Cllr David Owens asked for clarification from Cllr Mary Wenman as to why he had been mentioned at the previous meeting in this context. Cllr Wenman referred to the fact that Cllr Owens had spoken on two occasions, in relation to St Illtyd's Church, Pembrey and Pembrey Memorial Hall but that she has been challenged on each occasion when she has attempted to speak on the Park. Cllr Owens queried where the conflict of interest was in relation to Pembrey Memorial Hall. He asserted that he had no conflict of interest on this issue, as he represents the residents of Pembrey. He also referred to the fact that Cllr Shirley Matthews had spoken in relation to Pembrey Memorial Hall and that she had not been mentioned.

In discussing Pembrey Memorial Hall, Cllr Edwards referred to the poor parking facilities. He suggested that an entrance could be made where the tennis court is, to increase the parking facilities. The TSO advised that there had been brief mention of this at the last Regeneration and Leisure Committee meeting. He stated that there is a 4 foot drop from the main entrance to the tennis court. It was therefore proposed and **RESOLVED** that the TSO be instructed to further consider the issue and to bring a detailed proposal to the Regeneration and Leisure Committee, at the earliest opportunity.

## **7. Report of the Technical Services Officer (TSO)**

### **Cemetery**

#### **(a) Burials**

During the month of April 2014 there has been 1 burial, 3 burial of ashes and 1 scattering of ashes.

### **Pembrey Memorial Hall**

Remedial works have now been completed.

Cllr Pat Jones referred to a large damp patch on the stage at Pembrey Memorial Hall and enquired whether it was being treated. The TSO advised that Emyr Rees is looking into this.

### **Wales in Bloom 2014**

Planting will commence on 21<sup>st</sup> May 2014 in the following areas :-

1 Roundabout at east entrance to the harbour.

2 Moreb Roundabout.

3 Clwb Bach Roundabout.

4 Entrance to Parc-y-Tywyn School.

The TSO updated that planting had commenced that day. Planting had taken place at Parc y Tywyn and the boat opposite Burry Port Junior School. The planting of the roundabouts will be commenced by the end of the week.

Cllr David Owens queried when the planting of flowers would commence in Pembrey. The TSO advised that hopefully the planting would commence in two days' time.

### **Clothes Banks**

The Salvation Army will situate clothes/bric-a-brac banks at Burry Port Memorial Hall, Pembrey Memorial Hall, and Copperworks.

The TSO updated that he had met with a representative from the Salvation Army regarding the siting of the clothes banks and the above locations had been agreed. They will not only be for clothes but also for CDs/bric-a-brac.

Cllr Michael Theodoulou congratulated the TSO and the Council for their swift action in relation to this. He went on to state that it is the Council's responsibility to inform the public, so that they are given a choice of utilising these which will go to charity or the industrial ones of Carmarthenshire County Council, where the clothing will be shredded. Cllr John James expressed a view that the public should merely be encouraged to use the Salvation Army clothes banks.

The TSO advised that he had spoken to the press office of the Salvation Army and information will be placed on the website.

### **Footpath Maintenance**

The Level : Copperworks School : Memorial Gardens : Pembrey Square  
Harbour Roundabout : Clwb Bach Roundabout : Moreb Roundabout  
Stepney Road School : Pembrey Memorial Hall.

Cllr Stephen James queried the progress in relation to the Snooker Hall. The TSO advised that the Fire Officer and Building Regulations Officer had met with him and the Clerk the previous week. In order for the room to be used as offices for anyone other than Council staff, or as a Chamber, there would need to be an emergency evacuation lift. There would also need to be disabled access if the area is open to the public. Brief discussions took place in relation to options for disabled persons. The TSO advised that he had arranged a meeting with the architect, David Darkin, for the following week and he would seek his opinion.

Cllr Michael Theodoulou referred to there having previously been a Sub Group of four members. He suggested that the Sub Group works closely with the TSO regarding possibilities for the Snooker Hall and in formulating some ideas.

## **8. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

### **1. Bank**

Bank Balances

The following cash balances are held with Lloyds at 30th April 2014 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	236852.70		236,852.70
Community Account	12980.7	5,169.15	7,811.55
Imprest account	808.31		808.31
	<b>£250,641.71</b>	<b>£5,169.15</b>	<b>£245,472.56</b>

## 2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th April :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Heart internet	Admin - Web provider	3	8.99	1.80	10.79
Wrenvale Nurseries	Winter flowers	9	1430.00	286.00	1716.00
Wrenvale Nurseries	Winter flowers	9	2791.00	558.20	3349.20
CCC-rates re 14-15	Pembrey	1	1123.38		1123.38
CCC-rates re 14-15	Hall	1	603.08		603.08
CCC-rates re 14-15	Hall	1	4966.50		4966.50
CCC-rates re 14-15	Cemetery	4	1419.00		1419.00
CCC-rates re 14-15	Copperworks	1	614.90		614.90
SA1 Laundry	Hall	1	17.94	3.59	21.53
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
National Eisteddfod	Special - Events	9	2500.00		2500.00
Powercut	Cemetery - repairs	4	89.79	17.96	107.75
Marshall Scaffolding	Pembrey Memorial Hall	1	700.00		700.00
British Gas	Hall - Heating	1	527.55	105.51	633.06
Iwec	Cemetery - maintenance	4	55.00	11.00	66.00
Shapewright Services	Cemetery - materials	4	448.00	89.60	537.60
Myddin Garden					
Machinery	Cemetery - materials	4	382.50	76.50	459.00
Chivers Corner Garage	Cemetery - van	4	161.29	32.25	193.54
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Parker Plant Hire	Floral Displays	9	126.00	25.20	151.20
Emyr Rees	Pembrey Memorial Hall	1	1200.00		1200.00
Tradepoint	Cemetery - materials	4	76.24	15.24	91.48
Travis Perkins	Cemetery - materials	4	32.88	6.57	39.45
Travis Perkins	Cemetery - materials	4	10.65	2.13	12.78
Travis Perkins	Cemetery - materials	4	47.59	9.52	57.11
Travis Perkins	Pembrey Memorial Hall	1	27.74	5.55	33.29
Travis Perkins	Cemetery - materials	4	247.64	49.53	297.17
CCC-rates re 14-15	Pembrey Memorial Hall	1	2246.75		2246.75
CCC-Payroll SLA 13-14	Admin	3	880.00	176.00	1056.00
British Gas - Electricity	Copperworks	1	401.48	20.07	421.55
British Gas - Electricity	Hall	1	777.16	155.43	932.59
British Gas - Electricity	Old Pembrey school	1	1082.08	216.42	1298.50



British Gas - Electricity	Hall	1	684.72	136.94	821.66
British Gas - Electricity	Cemetery	4	589.53	29.48	619.01
British Gas - Electricity	OAP Hall	1	85.65	4.28	89.93
Wynnstay	Cemetery - materials	4	39.98	8.00	47.98
Burry Port Forge	Pembrey Memorial Hall	1	100.00	20.00	120.00
CCC - 1st Quarterly rental	Old Pembrey school	1	750.00		750.00
Ken Edwards	Admin - travelling Memorial Hall	3	79.30		79.30
Green & White Limited	maintenance	1	791.00	158.20	949.20
Moira Thomas	Mayoral allowance	9	166.50		166.50
Travis Perkins	Pembrey Memorial Hall	1	75.93	15.19	91.12
			<b>£28,490.34</b>	<b>£2,262.68</b>	<b>£30,753.02</b>

The RFO advised that overall balances totalled £245,472.56. This has increased, as the first part of the precept for the year has been received. Expenditure for the month is increased but the RFO advised that this is mainly due to one off payments being made. He also confirmed that the second payment of £2,500 had been made to the National Eisteddfod. Also, around £4,000 had been paid for electricity bills. The RFO referred to the fact that a number of payments had been paid which related to the previous financial year and would therefore be inserted for the previous year.

### 3. Petty Cash

Payments made from 1st to 30th April 2014

Postage - 50x 2nd class	3	53.00
Postage - 8x large	3	7.44
Llanelli Star	3	0.70
Llanelli Star	3	0.70
Phone card	3	10.00

**Total payments made  
from petty cash**

**£0.00   £0.00   £71.84**

The RFO confirmed that there was no unusual petty cash expenditure.

### 4. Budget Monitoring Report

The near actual Budget monitoring report for the period 1st April to 30th March 2014 has been circulated to Members.

The RFO reported that the figures provided were near actuals to the end of the year. He confirmed that he is in the process of preparing the end of year accounts.

The RFO reported that overall, income was above budget. This is mainly attributable to the payment received from the County Council for work at Pembrey Memorial Hall.

Employees' costs are within budget and the RFO attributed this to overtime being less than anticipated. Administration costs are below budget and as previously reported, this is mainly as a result of there being no expenditure on public notices and marketing/promotion.

Civic Expenditure is on budget. Expenditure on the cemetery/footpaths is overall under budget, although the RFO highlighted that electricity, water and rates are over budget, mainly due to the electricity costs.

Expenditure on the Hall and Institute is slightly over budget and again, this is mainly due to electricity costs.

Expenditure on the Copperworks is slightly over budget and the main reason for this, as previously reported, is the cost of the installation of a new boiler in the Band Room.

Expenditure on the Former Pembrey School is within budget. In relation to Pembrey Memorial Hall, the sum of £4,867 has been spent but has been matched by income received from Carmarthenshire County Council. Additional income has also been received, which will be spent in this financial year.

Miscellaneous expenditure is well within budget. Also, expenditure on Special Projects is within budget. The RFO advised that not all of the funds allocated for the Major Replacement Fund/PBPTC Events/Development Budget had been used.

The RFO reported that net expenditure is within budget at 91.32%. However, the sum of £37,000 had been taken from reserves, for a new heating system and works on the Hall.

Cllr Michael Theodoulou referred to the need for the Finance Committee to look into the Council's decreasing income, which the Chair of the Finance Committee, the Mayor Cllr Andrew Phillips confirmed needed to be done. Cllr John James expressed surprise at Cllr Theodoulou's comment about income, given his involvement in the Sub Group which had been considering fees and charges. Additionally, it has been stated that following the completion of works within the Memorial Hall, it is intended that the facility be actively marketed.

## **9. To consider the report of the Finance Committee meeting held on Monday 14<sup>th</sup> April 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 14<sup>th</sup> April be signed and accepted as a true record.

### Matters Arising

#### P4 (10) Pembrey Memorial Hall

Cllr Ken Edwards queried the basis of the lease in relation to this premises. The Clerk advised that legal documentation was still awaited from Carmarthenshire County Council. The last information which had been received from Matt Morden was that he would be liaising with the Charities Commission and it appeared that new trustees would need to be appointed. Cllr Michael Theodoulou commented that Matt Morden had previously made it clear that there were some difficulties. Accordingly, the Town Council effectively has a licence at present.

**10. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 3<sup>rd</sup> April 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 3<sup>rd</sup> April be signed and accepted as a true record.

Matters Arising

P3 (6) Heritage Trail

Cllr Graham Davies advised that the issue had been resolved in relation to potential conflict with another group seeking Heritage Lottery Funding. He confirmed that the other group had joined in with the Heritage Trail Sub Group and consideration is now being given to making a significant funding bid to the Heritage Lottery Fund. At the last meeting, a local consultant had attended, who had sought funding on many occasions. It appeared that the key to a successful application is for there to be as much community engagement as possible.

P4 (13) Update on commemoration of World War I

Cllr Stephen James queried the up to date position in relation to arrangements for the commemoration of World War I. Cllr Moira Thomas advised that schools had been approached and had been asked what they would like to do. Cllr Graham Davies confirmed that there will be a commemorative event in the Memorial Hall on Friday 26<sup>th</sup> September 2014. This is intended to be an educational experience, with the schools being requested to share what they are learning in relation to these events. Cllr Stephen James commented that he felt there should be a religious service and Cllr Graham Davies confirmed that this was in the process of being arranged. Cllr Ken Edwards added that all events did not need to occur this year and referred to the conference he attended at Builth Wells, where it was made clear that the commemoration would take place over four years and that money is available during the four year period.

P5 (14) Update from Fees and Charges Sub Group

Cllr David Owens queried the up to date position in relation to the Photographic Society. The Clerk advised that the organisation had now provided a copy of its constitution and therefore, would need to be regarded as a not for profit organisation when setting new fees and charges, should it move to Pembrey Memorial Hall.

Cllr Michael Theodoulou advised that he is in the process of producing guidelines in relation to the grant application forms. The Clerk confirmed that two application forms had already been provided to organisations earlier that day. Cllr Michael Theodoulou confirmed that as he is not a member of the Finance Committee, he would be happy to assist any organisation in completing the forms, especially as the guidelines have not yet been finalised and issued.

**11. To consider any planning applications**

Cllr John James highlighted his interest in all planning matters.

The TSO advised that the Planning Committee had met the previous evening and had spent a fairly considerable amount of time on some of the applications. He highlighted the following applications:

S/29965 – application by Huntingdon Fusion Techniques Ltd. In a previous Town Council meeting, County Councillor Hugh Shepardson had referred to this property being built 6 metres out. The building is not going to be knocked down but is now intended to be single storey, not double. The TSO confirmed that having spoken to the Planning Officer, Mr Robert Davies, this application will be going before the full Planning Committee. Cllr David Owens advised that County Councillor Shepardson has reserved the right to speak in relation to this application. The recommendation of the Town Council’s Planning Committee is that this application should be opposed, which was **APPROVED** by members.

S/30004 – application by Alpha Veterinary Practice for a proposed cattery and storage. Cllr Susan Northam had expressed concern at the Planning Committee meeting as she felt that a cattery at this site would worsen the parking problems. The TSO had enquired with Mr Robert Davies if there is to be any proposed additional parking and he has confirmed that there will be some additional parking at the rear. The recommendation from members is therefore that concern should be expressed in relation to potential parking problems.

S/30081 – application by Mr Peter Ward for a proposed three bedroom private dwelling. This is under reserved matters, with preliminary planning already having been approved. Accordingly, the current application is merely looking at the detail of the proposed dwelling.

Save, as referred to above, members recommended approval of all other applications.

<b>Application No.</b>	<b>Name and Address of Applicant</b>	<b>Description of Application</b>
S/29955	Martyn Blewett The Old Builders Yard Burry Port	Construction of two five bedroom detached properties and two detached garages <b>APPROVED</b>
S/29965	Huntingdon Fusion Techniques Ltd Land part of former Stukeley Meadow Gwscwm Road	Proposed retention and alteration of partially constructed detached bungalow  <i>Proposed development is opposed on the grounds that it was built 6 metres out of position</i>
S/29980	Mr Robert Yale Brynymor Pembrey Mountain	Proposed single storey porch extension, proposed single storey front and side extension, proposed first floor bedroom extension <b>APPROVED</b>
S/30004	Alpha Veterinary Practice 40-42 Station Road Burry Port	Single storey detached outbuilding for proposed cattery and storage in association with existing veterinary practice  <i>Members were concerned to ensure</i>

		<i>that there will be adequate parking facilities, as there are already existing parking issues with the veterinary practice.</i>
S/30071	Mr Philip Hall Shoreline Leisure Park Burry Port	Change of use from first floor storage area to function room, provision of rear extension to accommodate internal staircase, provision of external emergency escape staircase and provision of front entrance lobby <b>APPROVED</b>
S/30102	Mr T Philips 20 Heol Elisabeth Burry Port	Double storey side extension <b>APPROVED</b>
S/30084	Mrs Ruzzak 5 Station Road Burry Port	Renovation of shop frontage including replacement windows <b>APPROVED</b>
S/30080	Autumn Leaf Wales Td The Old Vestry Tabernacle Chapel Seaview Terrace Ashburnham Road	Change of use from existing one room former vestry of chapel into two rooms consisting of office and reception in one side and holding/preparation room at other side. No external change. Internally divided into two rooms using plasterboard/stud walls with new suspended ceiling. <b>APPROVED</b>
S/30082	Mr Thomas 47 Parc Tyisha Burry Port	Demolish existing sun lounge and erect 1 no new sun lounge <b>APPROVED</b>
S/30081	Mr Peter Ward 58a Colby Road Burry Port	Proposed 3 bedroom private dwelling (reserved matters to S/25202) <b>APPROVED</b>
Appeal App 1121/S/ENF/05884	Mr Jeffrey Wheeler La Rancho Factory Road Pembrey	Unauthorised caravan in residential use <i>For information as this related to an appeal.</i>

## **12. To consider any County Councillors' reports**

County Councillor Pat Jones provided an update upon a potential recycling centre. She advised that a sufficiently large site needs to be considered, so that the facility can be similar to that at Trostre Park, Llanelli. The location being considered is where the sand dredger is, which is redundant land. Cllr Pat Jones confirmed that the assessment and technical advice is moving forward but that all members have to agree the location. If this proposed site is not agreed, then there is apparently no other suitable location. There was some discussion in relation to the location. A query was raised as to whether there would be any impact on the coastal path but there has apparently been assurance that any unpleasant odours could be

countered. It was therefore proposed and unanimously **RESOLVED** that the suggested site be supported by the Town Council and that notification be provided of this. Cllr Stephen James thanked all of the County members for their assistance in this matter. Cllr Pat Jones advised that she had spoken to Richard Workman and made him aware that once accepted, the project should be swiftly progressed.

County Councillor Pat Jones advised that she had met with John McEvoy the previous day, as there have been complaints from elderly residents about access across Station Road by the bus stop, as traffic is very busy. He is to look into this matter and it is hoped that a crossing will be installed.

County Councillor Pat Jones updated in relation to the Youth Club. It is hoped that the new facility will be finished by the end of June/early July. The official opening will be on 23<sup>rd</sup> September 2014. It is intended that a meeting be arranged with local children in Pembrey and Burry Port to see what they wish to put in the Youth Club. Cllr Stephen James suggested that Councillors have a tour of the facility once it is open, given the contribution being provided.

County Councillor John James advised that he and County Councillor Pat Jones had recently attended a meeting in the Rugby Club. There have already been discussions between the Rugby Club and the Football Club. There are plans to knock down the pavilion and build a new facility, for which Council support is sought. It is intended that there be changing areas downstairs, with the upstairs being used for socialising and the upper tier being used for functions. This is at the technical stage at the moment and there is to be a consultation. It was proposed and **APPROVED** that the Council supports this facility.

County Councillor John James advised that residents have been complaining about structural damage being caused by lorries travelling along Church Road. He confirmed that he had spoken to John McEvoy and the Police and is therefore hopeful that this issue can be resolved.

County Councillor John James also referred to the situation in relation to bus services. He advised that from Monday to Saturday, 8 services have been lost from Burry Port to Llanelli. Also, a direct service from Tan y Bryn to Prince Philip Hospital was previously lost. Cllr John James advised that a petition has been started, which is going well, to reinstate the service from Burry Port to Prince Philip Hospital. Keith Davies AM is supporting the petition.

County Councillor Shirley Matthews referred to Pembrey Country Park having been allocated funding of in excess of £160,000 to develop the caravan park.

County Councillor Shirley Matthews also referred to some residents of Waun Sidan having difficulty getting out onto the road. She advised that as part of the Safer Routes to School, a grid should have been placed outside the school and this is being chased up.

County Councillor Shirley Matthews also referred to the impact of the reduced bus services from Burry Port to Llanelli. She has spoken to John Davies the Chemist, who has indicated his willingness to open his Chemist for blood testing to be carried out. He is even prepared to attend at the homes of local residents or to collect them. However, it is believed that consent of the local surgeries is required. It was proposed and **RESOLVED** that enquiries be made with local general practitioners.

A query was raised as to the current position in relation to Tesco. County Councillor Pat Jones advised that there was no further information at present upon work being commenced.

**13. To consider the Mayor's report**

There was no Mayor's report.

**14. Consideration of the acquisition of a Deputy Mayor's Chain and Deputy Mayor's Consort's Chain**

Cllr Moira Thomas stated that she felt it was essential that a Deputy Mayor's Chain and Deputy Mayor's Consort's Chain be acquired. She reported that it is very embarrassing not to have these chains when representing the community, as it is necessary to explain who you are when attending an official engagement. She emphasised that there is no other local Council which does not have a Deputy Mayor's Chain.

Members engaged in a lengthy discussion in relation to this issue and there were mixed views. Some concern was raised about potential significant expenditure on such items, in light of the economic climate, whereas others saw the merits of acquiring these chains and felt they assist in raising the dignity of the office.

Following the discussions, Cllr Stephen James seconded Cllr Moira Thomas' proposal that the Town Council acquire a Deputy Mayor's Chain and Deputy Mayor's Consort's Chain. Furthermore he referred to the fact that the Town Council does not recognise the end of a Mayor's term of office, which he felt should be recognised. Accordingly, he felt that a memento should be given to former Mayors.

A vote was taken upon the proposal that the Town Council purchase a Deputy Mayor's Chain and Deputy Mayor's Consort's Chain, and the vote was as follows:

In favour – 3

Against – 8

Abstentions - 5

**15. Industrial cleaning of Burry Port Memorial Hall and Pembrey Memorial Hall**

Cllr Shirley Matthews proposed that both buildings should receive a thorough cleaning, possibly once a year. It was therefore **APPROVED** that the TSO obtain quotes for this work.

**16. Consideration of the removal of the "two signature rule" under the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 – as recommended by the Finance Committee on 12/05/14**

It was discussed that this issue had been considered at the Finance Committee meeting, and it was being recommended that the Town Council removes the "two signature rule", following the recent legislative change. It was agreed that when authorising payments, there would still be one member and one officer signing. It was unanimously **RESOLVED** that this change be implemented.

## 17. To consider Communications received

1. Letter from Ethics and Regulation Team of the Welsh Government, which draws the Council's attention to the report of the National Assembly for Wales Public Accounts Committee on significant failings in the governance and financial arrangements of the Caldicot and Wentlooge Internal Drainage Board. Although the report is primarily concerned with matters relating to the Drainage Board, the Public Accounts Committee considered the issues raised should be highlighted to other public organisations across Wales, including Community and Town Councils (**copy attached**).

*Noted*

2. Letter from Girlguiding Burry Port received on 1<sup>st</sup> May 2014, advising that after having fully considered options with all of their leaders, it has been decided that for various reasons, they will not be using the Former OAP Hall and will be finding alternative accommodation. They have confirmed that all of their equipment will be removed from the Copperworks site prior to its closure date on 1<sup>st</sup> June 2014.

*Deputy Mayor Cllr Jean Hire proposed a vote of thanks to the Girlguides for their support, having been good tenants for many years. She expressed her good wishes to them in their new premises and referred to the fact that it has recently been the 82<sup>nd</sup> anniversary of guiding in Burry Port.*

3. Email from One Voice Wales on 6<sup>th</sup> May 2014. This advises that the Information Commissioner's Office, in conjunction with One Voice Wales, is delivering a series of workshops across Wales. These will explain how the Data Protection Act and the Freedom of Information Act apply to Community and Town Councils and will use a combination of presentation and realistic scenarios to help you understand your obligations. The nearest workshops are in Neath on 1<sup>st</sup> July 2014 and in Carmarthen on 9<sup>th</sup> July 2014. They cost £15 per person and will be held from 6.30pm until 9pm.

*It was **APPROVED** that the Clerk, the Mayor and Cllr Robert John attend a workshop.*

4. Email from Elaine Garner of Dwr Cymru dated 7<sup>th</sup> May 2014. This advises that due to reasons beyond their control, the RainScape scheme in Burry Port has been delayed until early 2015. All customers in the local area have been written to, to advise of this delay. Customers will also be written to in advance of the scheme starting, confirming its start date and providing further details of the scheme.

*Noted, although Cllr Graham Davies queried whether this delay would have any impact on the consideration of the flood plains. Cllr John James advised that it hopefully would not, as the project is merely being delayed.*

5. Email from One Voice Wales on 7<sup>th</sup> May 2014, providing details of training sessions which will be taking place locally (**copy attached**).

*Noted*

6. Email from Welsh Government on 13<sup>th</sup> May 2014 providing details of the consultation on Access to Information on Community and Town Councils issued on 12<sup>th</sup> May 2014. The deadline for responses is 4<sup>th</sup> August 2014 and the consultation document can be viewed at <http://wales.gov.uk/consultations/localgovernment/access-to-information-town-councils>. A copy of the consultation document is also available at the office.



*Noted*

**18. To receive reports by elected members, if any**

There were no reports from elected members.

**19. Report of the Clerk on matters of administration**

1. Letter from the Mayor of Kidwelly Town Council dated 14<sup>th</sup> May 2014. This extends an invitation to all members of the Council to attend Kidwelly Carnival on Saturday 12<sup>th</sup> July 2014. The event will take place on the field at Parc Stephens, Kidwelly, with gates opening at 11.30am. Some free parking and pedestrian entrance passes have been provided.

*Noted – an invitation is to be extended to Kidwelly Town Council to attend Pembrey and Burry Ports' Carnival.*

2. Notification has been received from One Voice Wales that it is holding its second Larger Councils Conference at the Royal Welsh Showground on 9<sup>th</sup> July 2014. The cost of the conference is £35 per delegate.

*It was **APPROVED** that the Clerk and Deputy Mayor Cllr Jean Hire attend this conference.*

3. Notification has been received from the HR Consultants, Ellis Whittam Limited that the Council's contract expires on 25<sup>th</sup> July 2014. There have been previous discussions both at Civic Governance and Personnel meetings and Town Council meetings in relation to the level of service provided by Ellis Whittam. The Clerk therefore seeks approval to notify Ellis Whittam that the contract will not be renewed.

*Cllr Ken Edwards referred to the presentation which had been provided some time ago by a different consultancy firm, namely Peninsula. He also referred to a seminar arranged by them on employment law which had been attended. At the time, consideration had been given to engaging Peninsula but this had not been possible due to the ongoing contract with Ellis Whittam. It was therefore proposed and **APPROVED** that an invitation be given to Peninsula to attend once more at a Civic Governance and Personnel Committee meeting, to ascertain what services they can provide. Cllr Stephen James also reminded members that One Voice Wales offer consultancy services.*

4. At the last Town Council meeting, the Clerk referred in her report to the correspondence received from Marie Curie Cancer Care about a forthcoming event, namely the "Blooming Great Tea Party". This was subsequently referred to the Regeneration and Leisure Committee on 1<sup>st</sup> May 2014, which was in favour of organising such an event at the Memorial Hall, Burry Port. However, a date was not decided upon, due to uncertainty as to when other local organisations would be holding a similar event. Accordingly, a date needs to be decided upon, anytime between the 20<sup>th</sup> and 29<sup>th</sup> June 2014.

*It was **APPROVED** that the Chair of the Regeneration and Leisure Committee, Cllr Shirley Matthews liaise with the Clerk regarding a date being set.*

5. Email received from the Policy and Partnership Officer, Carmarthenshire County Council received on 20<sup>th</sup> May 2014. An invitation had been provided to our County Council members to a National Eisteddfod meeting being held at the Town Hall, Llanelli on the evening of 21<sup>st</sup> May. Due to our members being unable to attend due to Town Council meetings, a request has been made for a representative of the National Eisteddfod to attend the Town Council's June meeting.

*It was **APPROVED** that a representative from the National Eisteddfod could attend the June meeting of the Town Council at 6.30pm, subject to this being sufficient time for his/her presentation.*

6. Email received from Legal Services of Carmarthenshire County Council on 21<sup>st</sup> May 2014. This advises of the Council's proposal to introduce the Carmarthenshire County Council (Off-Street Parking Places) (Carmarthenshire) (Pay and Display) (Consolidation) Order 2014. This will introduce additional days and times of operation and charging hours for parking places and details of areas which are relevant to this Council are attached. Full details of the proposals are contained in a draft Order, which together with a map showing the location of the parking places and a statement of the Council's reasons for proposing to make the Order may be inspected at the Customer Service Centres of Carmarthenshire County Council at their offices in Llanelli, Carmarthen, Ammanford and Llandeilo. Any objection to the proposed Order must be made in writing, specifying the grounds and must be made to the Head of Transport and Engineering, Parc Myrddin, Richard Terrace, Carmarthen no later than 16<sup>th</sup> June 2014.

*Noted*

7. Final item to be taken in camera

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**DRAFT Minutes of Annual Meeting**  
**Wednesday 21<sup>st</sup> May 2014**

**Present: Councillor Andrew Phillips (Mayor Elect)**  
**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire,**  
**John James, Robert John, Pat Jones, John Hedley Jones, Mrs Shirley Matthews,**  
**David Owens, Michael Theodoulou, Moira Thomas (outgoing Mayor), Mrs**  
**Mary Wenman and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible**  
**Finance Officer) and John Ridgway (Technical Services Officer)**

**(Pembrey Memorial Hall 6.15pm – 6.45pm)**

**1. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**2. Personal matters**

Apologies were received from Cllr Susan Northam and County Councillor Hugh Shepardson. Cllr Stephen James had also provided apologies for missing the Annual Meeting, although he will be in attendance for the main Town Council meeting.

**3. To receive address by retiring Town Mayor**

Cllr Moira Thomas reflected on her year in office, which she referred to as being a busy, eventful and fruitful year. During the year, she met many interesting people, who have given of their time for good causes. She referred to her attendance at countless charity events. Also, from the Town Council's perspective, she referred to two major events. One of these was the granting of the Freedom of the Communities to the Air Cadets and the 75<sup>th</sup> anniversary of RAF Pembrey. Cllr Thomas believed that the event was the first of its kind in Wales. The second major event was the entry to the Wales in Bloom competition. This provided an opportunity to promote our area to the whole of Wales, with there are also being benefits to the community and it providing a sense of achievement. Cllr Thomas referred to the two events which ended her year, namely the Charity Concert at Pembrey Memorial Hall, where the talent displayed had been of a very high standard, and also the Charity Dinner at Burry Port Memorial Hall. Both events were successful and Cllr Thomas thanked all who assisted. Both events raised approximately £1,500, which will be donated to local charities.

Cllr Thomas concluded by wishing the incoming Mayor, Cllr Andrew Phillips and the incoming Deputy Mayor, Cllr Jean Hire her best wishes. She referred to Cllr Andrew Phillips having vision to further improve Burry Port and Pembrey. Cllr Thomas referred to Cllr Jean Hire being shortlisted for the Lifetime Achievement Award in the Llanelli Star Community Awards 2014.

**4. To appoint the Mayor for the 2014/2015 Civic Year and the Swearing of the Oath**

Following an unanimous resolution at the previous Town Council meeting, Cllr Andrew Phillips was **appointed Town Mayor for the Civic Year 2014/2015**. The Oath was sworn by the new Mayor in the presence of Members and the Town Clerk.

**5. Declaration of acceptance of office to be signed by the Mayor**

Cllr Andrew Phillips signed the declaration of acceptance of office and thanked members for their support.

**6. Appointment of the Deputy Mayor for 2014/2015 and the Swearing of the Oath**

Following an unanimous resolution at the previous Town Council meeting, Cllr Jean Hire was **appointed Deputy Town Mayor for the Civic Year 2014/2015**. The Oath was sworn by the new Deputy Mayor in the presence of Members and the Town Clerk.

**7. Declaration of acceptance of office to be signed by the Deputy Town Mayor**

Cllr Jean Hire signed the declaration of acceptance of office and also thanked members for their support.

**8. Town Mayor vote of thanks to retiring Town Mayor**

The Mayor thanked Cllr Moira Thomas and congratulated her on behalf of all members for what was a very successful year. He also referred to some events which he had attended as Deputy Mayor during the course of the year. These sentiments were echoed by other members and the Clerk also thanked Cllr Moira Thomas for her dedication, hard work and cooperation during her year of office.

**9. Review and adoption of new Standing Orders and Financial Regulations**

The Clerk referred to the need to review the Standing Orders at the Annual Meeting, in accordance with our current Standing Orders. She furthermore outlined that the model Standing Orders, as recommended by NALC have been amended and therefore suggested that it may be appropriate for the Town Council Standing Orders to be looked at once more.

The Clerk advised that when the Sub Group of the Civic Governance and Personnel Committee had considered and recommended revised Standing Orders the previous year, the recommendation had been and which had been adopted, was that certain matters only be reviewed in an election year, rather than each Annual Meeting. The Clerk had now been approached regarding this being reconsidered, particularly in relation to membership of Committees.

Following the discussions, it was proposed that the structure of the various Committees be placed on the agenda of a future Town Council meeting for full consideration, possibly in September. **RESOLVED.**

The Clerk advised that in the meantime, Cllr Ken Edwards has provided his resignation from the Regeneration and Leisure Committee and that there was a proposal for Cllr Moira Thomas to be appointed as the new member. This was unanimously **APPROVED**.

In relation to Financial Regulations, the RFO advised that these had been discussed at the recent Finance Committee meeting and no changes were being proposed. There has now been a change in relation to the “two signature rule” but in the meantime, it was moved that the existing regulations be adopted. Again, this was unanimously **RESOLVED**.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 18th June 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors Graham Davies, Malcolm Davies, John James, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Susan Northam, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Former OAP Hall, Burry Port 7.00pm – 9.05pm)**

**20. Opening Prayer**

The opening prayer was given by Cllr Graham Davies. Cllr Davies also referred to the fact that Reverend Ian Waugh had passed away at the end of the previous week. Although his main Church was at Hall Street, Llanelli he also had responsibility for the Methodist Church in Burry Port. Cllr Davies therefore requested that there be a few moments silence.

**21. Personal Matters**

Apologies were received from Cllrs Ken Edwards, Mrs Jean Hire, Mrs Shirley Matthews, David Owens and County Councillor Hugh Shephardson. Congratulations were expressed to Cllr Jean Hire for being a winner at the Llanelli Star Community Awards, recently held at Parc y Scarlets. A formal letter of congratulations from the Council is to be sent to Cllr Hire.

**23. To receive Member's Declarations of Interest in respect of the business to be transacted**

Members confirmed their usual declarations of interest.

**24. Police Business**

PCSO Phill Davies was in attendance at the meeting and presented the police report, as set out below:

During the month of May 2014, 20 crimes have been reported in the Burry Port section down from 29 in the same period last year. All these crimes have been detected. The detection rate for the year to date is 74.8%.

Within the month of May, officers have had to attend to 172 calls, 26 of these needed an immediate response, 51 had to be answered within the hour and 68 were registered as simply needing attendance with another 27 not needing a response.

Crimes of note:

## **Criminal Damage**

There have been 7 recorded cases of criminal damage. A window was damaged at a property in Randall square Pembrey, a wiper was damaged on a vehicle parked on Dandorlan Road. Also a glass panel was damaged at a premises on Station Road with enquiries still on-going.

## **Burglary**

1 Burglary was recorded in the Graig area of Burry Port where unknown person/s have entered a workshop and damaged a vehicle within it. Enquiries are still on-going.

## **Anti-Social Behaviour**

There were 18 anti-social behaviour calls in May, but these were mainly relating to neighbour disputes, with no calls relating to the town centre.

## **Drug Offences**

In May there were 3 drug offences recorded and detected for the Burry Port section with a 100% detection rate.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

### **25. To confirm the minutes of the Annual meeting held on 21<sup>st</sup> May 2014**

The minutes of the Town Council meeting held on 21<sup>st</sup> May 2014 were accepted as a true record. There were no matters arising.

### **26. To confirm the minutes of the meeting held on 21<sup>st</sup> May 2014**

The minutes of the Town Council meeting held on 21<sup>st</sup> May 2014 were accepted as a true record.

### **27. Information from the aforesaid minutes**

#### **P11 (12) County Councillors Reports**

CLlr Moira Thomas queried whether a representative from the bus company was due to attend a Town Council meeting. It was confirmed that this had not been requested at this stage.

### **28. Report of the Technical Services Officer (TSO)**

## **Cemetery**

### **(a) Burials**

During the month of May 2014 there have been 3 burials of ashes and 1 scattering of ashes.

## **Wales in Bloom 2014**

All planting has now been completed and containers and baskets installed.

The TSO updated that notification had now been received of the judge who will be attending.

The TSO mentioned that last year, there had been difficulties with the cutting of the grass, which was carried out very late on. Cllr Stephen James advised that whilst at the railway station recently, he had overheard a resident commenting how wonderful the flowers are but had also heard a conversation about other areas being an eyesore. Cllr James enquired if our own staff would be able to cope with the additional work if the Town Council took over responsibility for these other areas. The TSO advised that it would probably be necessary to employ somebody to undertake this work. Cllr John James referred to the fact that there are cutbacks, of which everyone is aware but he will contact Nicky French at the County Council in order to endeavour for the grass cutting to be carried out. He also indicated that he would emphasise the position in relation to the Wales in Bloom competition.

There was brief discussion in relation to an alternative plan being in place. It was therefore **RESOLVED** that if the grass cutting is not undertaken by the County Council within a week of the competition, then the TSO could proceed to make alternative arrangements for it.

## **Clothes Banks**

The Salvation Army have located clothes banks at Burry Port Memorial Hall, Pembrey Memorial Hall, and Copperworks, this information has been posted on the website.

Cllr Michael Theodoulou suggested that the presence of the clothes bank facilities on Town Council premises should be advertised. The TSO referred the Star reporter, Miss Gemma Roberts to the Town Council's website for the press release.

## **Memorial Hall**

The front stage curtains will be erected on Saturday 14<sup>th</sup> June with the rear curtains erected on Saturday 21<sup>st</sup> June.

The TSO updated that the curtains were not erected the previous Saturday, due to the frame surrounding the stage not having been painted as yet. Therefore, the front curtains are due to be erected this Saturday, the 21<sup>st</sup> June and the rear curtains the week after.

The TSO referred to the fact that new chairs had not been ordered to date and the fact that there was now uncertainty as to what was required to be ordered, with a suggestion that there ought to be arms on the chairs. It was therefore **APPROVED** that the TSO would proceed in obtaining a costing for chairs with arms.

## **Snooker Room**

Darkin Architects have been instructed to carry a feasibility study of converting the room into offices and a council chamber.



The TSO updated that Darkin Architects have attended at the Snooker Room and presently, he is awaiting initial comments. It was confirmed that they will be looking at the option of a lift as part of this exercise.

### **Footpath Maintenance**

The Level 71/22 : Furnace Field 71/15 : Lookout 71/13 : Pembrey Square

The TSO additionally advised members that the Fire Officer had attended at Pembrey Memorial Hall. He was quite happy for an evacuation chair to be used but it is not feasible for the upstairs room to be partitioned into two areas. The TSO advised that the full report from the Fire Officer is awaited. Cllr Michael Theodoulou added that it may mean that if the Council meets its responsibilities to tenants, then it may have to revise the earlier resolution on how often it meets there.

### **29. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 1<sup>st</sup> May 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 1<sup>st</sup> May be signed and accepted as a true record.

### **Matters Arising**

#### **P4 (8) Update on Copperworks Site**

Cllr Moira Thomas referred to the fact that the Church in Wales has taken over some land at the front of Pembrey Memorial Hall and therefore, it should be up to the Church to maintain it. It was discussed that a letter would need to be sent to the Diocese in St Davids to query maintenance of this land. Cllr John Hedley Jones referred to the fact that the area of land is land locked by Pembrey Memorial Hall and therefore, there appears little use to it from the Church's perspective. It was therefore proposed and **APPROVED** that a letter be sent, enquiring about the possibility of the land being donated to the Town Council.

In discussing the minutes, Cllr Mary Wenman enquired about the possibility of having the minutes of the most recent Regeneration and Leisure Committee meeting at the Town Council meeting. The Clerk emphasised the practical difficulties of this, as had been addressed in a previous meeting some time ago. There are obvious time constraints, having regard to when the meeting takes place. The Clerk also emphasised the fact that all minutes of the various meetings are prepared by her. Accordingly, a proposal was made that the Chair of the Committee provide an update of important developments at the Town Council meeting. This was unanimously **RESOLVED**.

### **30. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

#### **1. Bank**

Bank Balances

The following cash balances are held with Lloyds at 31st May 2014 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	261363.24		261,363.24
Community Account	7303.99		7,303.99
Imprest account	636.49		636.49
	<b>£269,303.72</b>	<b>£0.00</b>	<b>£269,303.72</b>

## 2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th May :-

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Heart internet	Admin - Web provider	3	8.99	1.80	10.79
Sita UK Ltd	Hall - Waste disposal	1	81.79	16.36	98.15
Sita UK Ltd	Cemetery - Waste disposal	4	71.20	14.24	85.44
Travis Perkins	Pembrey Memorial Hall - Maintenance	1	151.50	30.30	181.80
IWEC	Hall - Maintenance	1	152.37	30.47	182.84
ND Photography	Admin - Website development	3	100.00		100.00
Darren Daniel Plumbing & Heating	Hall - Maintenance	1	225.00	45.00	270.00
Xerox Finance	Admin - Photocopier	3	143.09	28.62	171.71
R. Morgan	Pembrey Memorial Hall - Maintenance	1	1800.00		1800.00
Parker Plant Hire	Floral Displays - equipment	9	45.00	9.00	54.00
IWEC	Pembrey Memorial Hall - Maintenance	1	301.70	60.34	362.04
IWEC	Hall - Maintenance	1	40.00	8.00	48.00
IWEC	Pembrey Memorial Hall - Maintenance	1	250.75	50.15	300.90
Consortium	Hall - Cleaning materials	1	384.10	76.84	460.94
Dwr Cymru / Welsh Water	Hall - Water Charges	1	588.15		588.15
Dwr Cymru / Welsh Water	Hall - Water Charges	1	68.85		68.85
Dwr Cymru / Welsh Water	Copperworks - Water Charges	1	168.40		168.40
British Gas	Hall - Heating	1	422.98	84.59	507.57
Davies Craddock	Admin - Insurance (Legal Expenses cover)	3	296.80		296.80
Davies Craddock	Admin - Insurance (Prof Indemnity)	3	305.28		305.28
Davies Craddock	Admin - Insurance (Van)	3	282.48		282.48
Davies Craddock	Admin - Insurance (Comm Combined cover)	3	16767.00		16767.00
Melanie Carroll-Cliffe	Admin - Licence application	3	21.00		21.00
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
BT	Admin - Telephone	3	502.97	100.59	603.56
Lyreco	Admin - Office Supplies	3	122.42	24.48	146.90
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92

Powercut	Cemetery - materials	4	290.05	58.02	348.07
Chivers Corner Garage	Cemetery - van	4	176.62	35.33	211.95
LBS Builders	Hall - Refurbishments	1	40.13	8.03	48.16
LBS Builders	Hall - Refurbishments	1	24.29	4.86	29.15
LBS Builders	Hall - Refurbishments	1	68.95	13.79	82.74
LBS Builders	Hall - Refurbishments	1	97.24	19.45	116.69
BT	Admin - Telephone	3	320.92	64.18	385.10
BT	Admin - Telephone	3	128.25	25.65	153.90
BT	Admin - Telephone	3	78.22	15.64	93.86
S&J Catering	Mayor's Charity Dinner - Catering	9	648.00		648.00
IWEC	Copperworks - maintenance	1	46.00	9.20	55.20
Biffa	Cemetery - Waste disposal	4	159.77	31.95	191.72
Biffa	Hall - Waste disposal	1	224.16	44.83	268.99
Wynnstay	Cemetery - materials	4	53.73	10.75	64.48
Lewis & Evans	Hall - Refurbishments	1	720.00		720.00
One Voice Wales	Admin - Training	3	400.00		400.00
Communicorp	Admin - subscription	3	12.00		12.00
ICCM	Admin - subscription	4	90.00		90.00
Shapewright Services	Floral Displays	9	896.00	179.20	1075.20
Travis Perkins	Hall - Refurbishments	1	161.68	25.15	186.83
Derwen Press Printers	Admin - order books	3	60.00		60.00
TRA Imports Ltd	Xmas lights	9	841.50	168.30	1009.80
Parker Plant Hire	Floral Displays	9	90.00	18.00	108.00
Harbour Tyres and Exhausts	Cemetery - van	4	70.00	14.00	84.00
			<b>£29,137.53</b>	<b>£1,354.75</b>	<b>£30,492.28</b>

The RFO referred to the overall bank balances totalling £269,303.72 as at the end of May 2014. He referred to some late invoices having gone into the previous year's accounts and there also being some large expenditure already, such as insurances.

### 3. Petty Cash

Payments made from 1st to 31<sup>st</sup> May 2014

Tesco - Ant Powder	1	7.00	7.00
Llanelli Star	3	0.70	0.70
Argos - Kettle, Phone and phonecard	3	24.99	24.99
Argos - Phone and phonecard	3	19.99	19.99
Batteries	3	2.98	2.98
Llanelli Star	3	0.70	0.70
Postage - 1st class	3	62.00	62.00
Llanelli Star	3	0.70	0.70
<b>Total payments made from petty cash</b>			<b>£119.06</b>
			<b>£0.00</b>
			<b>£119.06</b>

The RFO confirmed that there was no unusual petty cash expenditure.

#### **4. Budget Monitoring Report**

The RFO advised that up to the end of May 2014, income and expenditure should be around 16% of budget. He advised that some items will be over budget due to a number of annual payments having already been made.

The RFO advised that income is just under budget at 15.29%. Cemetery income is slightly under budget. There are also a number of income sources where the income is awaited to be received and this is mainly due to a change of premises from the Copperworks.

Employees' costs are within budget. In relation to administration costs, this is considerably over budget and is due to insurances having been paid for the full year in May.

There has been no Civic Expenditure at present.

Expenditure on the cemetery/footpaths is slightly over budget for year to date. The main reason for this is rates having been paid in April.

Expenditure on the Hall and Institute is also slightly over budget and again, this is due to the payment of annual rates in April.

Expenditure on the Copperworks is slightly over budget and once again is attributable to the payment of annual rates in April. Likewise, expenditure on the former Pembrey School is over budget for the same reason.

Expenditure on Pembrey Memorial Hall is over budget, with payment of annual rates in April and also insurance paid in May.

There has been no miscellaneous expenditure at present. Expenditure on Special Projects is below budget. There has been some expenditure on floral displays and also the sum of £2,500 was paid to the Eisteddfod, being the second payment agreed.

Net expenditure is 20.92% but the RFO emphasised that this is mainly due to rates having been paid on all of the Town Council's buildings.

Cllr Michael Theodoulou enquired when there will be segregation of revenue and capital in the budget monitoring report, as previously discussed. He also referred to an article in the newspaper regarding Kidwelly Town Council where there was criticism of them not having differentiated between revenue and capital. Cllr Theodoulou therefore urged that this segregation be carried out as a matter of urgency.

Cllr Michael Theodoulou also referred to the information given in relation to the Council's reserves. He specifically referred to the earmarked reserves and his view was that there should be more detail about what is earmarked but not yet committed. His view was that there should be earmarked reserves for projects under discussion and not just in terms of resolutions having been made.

Cllr John James referred to the fact that it had been agreed at a previous Finance Committee meeting in relation to the segregation of revenue and capital. However, Cllr Theodoulou emphasised the need for a timescale to implement this.

## **5. Annual Return for year ended 31<sup>st</sup> March 2014**

The RFO advised that the Annual Return is presently with the internal auditor, Mr Lyn Llewellyn. He has to sign this off by the end of the week, prior to it being sent to the external auditor.

The RFO took members through the various headings of the Annual Return. In relation to income, the Council was within budget but this was mainly attributable to additional income received from Pembrey Memorial Hall. As advised by the RFO on previous occasions, rental income was reduced, as was the cemetery income. Having said this, the cemetery income was in line with that received in the previous year.

Employees' costs were within budget. Administration costs were also within budget. Again, as previously advised there was no expenditure on Marketing and Promotion or Public Notices. This is mainly due to an increase of the use of the website.

Civic Expenditure was on budget.

Expenditure on the cemetery/footpaths was within budget, with only one item being over budget, being electricity costs.

Expenditure on the Hall and Institute was over the revised budget. The RFO highlighted increased electricity costs, and also the costs for maintenance and repairs, with a new boiler having been installed in the former OAP Hall.

Expenditure on the Copperworks was slightly over the revised budget by £723. Again, the main increase is in relation to energy bills.

Expenditure on the former Pembrey School was within budget. In relation to Pembrey Memorial Hall, the expenditure upon this has been reimbursed by the County Council, as agreed.

Miscellaneous expenditure was within budget. The RFO referred to the fact that the Christmas Tea cost substantially less than the previous year, due to lower numbers having attended.

Expenditure on Special Projects was just over budget. Expenditure on floral displays was quite significantly over budget, and this is partially due to additional displays in Pembrey. Cllr Stephen James enquired how much of the £14,310 spent on floral displays was a one off payment. It was confirmed that very little of this amount was.

The RFO advised that he had split the costs for the Christmas lights between maintenance/energy and additional lights. It was highlighted that the Carnival Committee had made a contribution of £1,500 towards additional lights.

In relation to net expenditure, the RFO referred to the sum of £21,553.30 being taken out of reserves. Cllr Michael Theodoulou queried if this was for operational expenses or capital. He again referred to the need to separate what we resolve to spend on capital and what we resolve to spend as an operational expense. The RFO advised that part of the problem is how the expenditure is reported.

The RFO referred to the sum of £24,000 being used from the general reserves. Therefore, the sum of general reserves carried forward is £167,926.13.

In relation to earmarked reserves, there is the Election Fund, which is added to each year. There is also the major replacement fund. The sum of £10,000 was removed from the fund of £23,000 as payment towards the new heating system, with the balance coming out of general reserves.

The £10,000 Youth Contribution was added to earmarked reserves and therefore, the total earmarked reserves carried forward are £35,000.

Cllr Stephen James queried if the Council is currently within the guidelines in relation to the holding of reserves. The RFO confirmed that the reserves are within guidelines and emphasised the fact that they had reduced from the previous year.

The RFO referred members to the breakdown of donations made by the Town Council during the last financial year. He referred to the fact that there had been previous criticism by the auditor due to all donations having been made under the category of Section 137 payments, which he had now addressed.

In conclusion, the RFO requested the approval by members of the Annual Return. This was unanimously **APPROVED**.

**31. To consider the report of the Finance Committee meeting held on Monday 12<sup>th</sup> May 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 12<sup>th</sup> May be signed and accepted as a true record.

Matters Arising

P3 (7) Quarterly Review of Risk Assessment

Cllr Michael Theodoulou commented that he welcomed the review of the risk assessment.

**32. To consider any planning applications**

It was advised that due to there being only one planning application, the Planning Committee had not met that month. Therefore, members were asked to consider the one application, as referred to below.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/30251	Mr Shaoul Hour Land at Bayview Y Graig	2 no 4 bedroom detached dwellings along with demolition of existing garage to be replaced with hard standing. <b>APPROVED</b>

Cllr Graham Davies referred to the fact that there is an increasing feeling of the Town Council Planning Committee being redundant. He advised that the Town Council is described as an

“interested party” but he does not feel that this is sufficient and that enough regard is paid to the Town Council’s views. Also, when the Town Council does have objections, we do not seem to receive any feedback and therefore, there sometimes feels little purpose in a Planning Committee meeting taking place.

Cllr Moira Thomas referred to the fact that this has been brought up on several occasions previously. Both Eifion Bowen and Robert Davies have been spoken to and they have indicated that members do not have the expert knowledge and therefore can only comment.

Cllr Stephen James referred to the fact that it is a statutory process, which cannot be changed. Cllr Michael Theodoulou added that in order for change to occur, the Town Council would have to start lobbying our local MP.

Cllr John James referred to the fact that it would be difficult for the County Council to provide results to everybody and emphasised the fact that the information is on the County Council website. He referred to the Town Council being statutory consultees and one of the first things that is looked at is what the local Town and Community Councils feel and also the views of the local members. Cllr John James emphasised that there have to be legitimate planning reasons in order for a planning application to be refused.

Cllr John Hedley Jones referred to the fact that many applications do not go before the Planning Committee, with the officers making decisions. Those that go to Committee are usually based on statutory objections from neighbours.

A proposal was made that a letter be sent to our local MP and to the Welsh Assembly, requesting clarification of the Town Council’s role on planning applications and seeking similar powers to those in England. Before a vote was taken, Cllr John James advised that certain procedures have been looked at but he had not seen the feedback as yet. One of the things being considered was that Town Councils should be given more time to provide observations.

A vote was taken upon the foregoing proposal, with 4 members voting in favour, 5 against and the remaining members abstaining.

### **33. To consider any County Councillors’ reports**

County Councillor Pat Jones advised that she had had sight of the new Youth Club facilities, although the work is not quite finished. The official opening is to take place on 23<sup>rd</sup> September 2014. She further advised that there was to be a meeting the following evening with the children of Burry Port and Pembrey, which had been arranged by the youth worker Jo Rogers. This is to obtain the youngsters’ suggestions for what they need at the new Youth Club. Therefore, more information will be available following this meeting.

Cllr Stephen James indicated that he was pleased about the youth club being due to open and emphasised that this would not have happened without the determination of Cllr Pat Jones, for which he thanked her. County Councillor Pat Jones indicated that prior to the official opening, she will try to arrange a site visit for the Town Council.

County Councillor Pat Jones also reported that the Burry Port Junior School has been told that they will be moving out of the premises. This will mean that the Police PACT meetings will have to take place elsewhere.

County Councillor Pat Jones also referred to an email which she had received in relation to the proposed recycling centre. This set out that it is for the Town Council to take the project forward. She advised that there has been a private individual eager to take on this project. It was clarified that the email was indicating that the County Council was not going to fund the project. Cllr Michael Theodoulou commented that grant funding would not be available if this was a private business intending to make a profit. Cllr Theodoulou also advised that he had previously met with a County Council representative regarding his own company's involvement in this project but had not heard anything further for in excess of a year.

County Councillor John James referred to the fact that the County Councillors were tasked with identifying suitable land for a recycling centre, which had been done. The next step is therefore to meet with the person who has expressed an interest in taking on the project.

County Councillor John James referred to an offer having been made by Mr Nigel Francis of the County Council to install lights near the railway bridge in Burry Port (by the chemist). The cost of installation will be met by the Street Lighting Department of Carmarthenshire County Council but there will be a cost to the Town Council of £11 for electricity and £12 for maintenance. Members **APPROVED** that this work be undertaken.

County Councillor John James also provided an update in relation to the petition to reinstate the bus service to Prince Phillip Hospital. He advised that a meeting is to be held on 2<sup>nd</sup> July 2014 with a Cross Party Committee.

#### **34. To consider the Mayor's report**

The Mayor advised that a date had now been arranged for his Civic Service, which will take place at St Mary's Church, Burry Port on 20<sup>th</sup> July 2014. He also advised that during the course of the last month, he had attended a few functions in his role as Town Mayor.

In the absence of Cllr Shirley Matthews, the Mayor requested assistance for Cllr Matthews with the entrance gates for the carnival on Saturday 5<sup>th</sup> July 2014, with volunteers to be attendance by 12 noon. Cllr Michael Theodoulou, Robert John, Malcolm Davies, Graham Davies and Mrs Pat Jones confirmed that they would assist.

The Mayor also advised members that the meeting had taken place with representatives of Llanelli Rural Council, Llanelli Town Council and Llangennech Community Council the previous week, which was attended by himself, the Clerk and Cllrs John James and Michael Theodoulou. One of the main purposes of this was to consider the transfer of assets from the County Council and during the meeting, each Council had set out its basic stance in relation to what is currently happening. Although it had been felt that little could be done immediately, it is intended that a further meeting take place in September 2014. Cllr Michael Theodoulou also added that there had been discussion around the possibility of collaborating on the delivery of services and this will also be included on the agenda for the September meeting.

#### **35. To consider Communications received**

1. Email from One Voice Wales dated 28<sup>th</sup> May 2014, attaching a letter from Peter Davies, Commissioner for Sustainable Futures, providing an invitation to participate in the National Conversation on "The Wales We Want" (**copy attached**).



**Noted**

2. Email from Legal Services Department of Carmarthenshire County Council dated 29<sup>th</sup> May 2014, providing details of experimental waiting restrictions. This advises that on 19<sup>th</sup> May 2014 the Council made an Order under Section 9 and 10 of the Road Traffic Regulation Act 1984 as amended and the Traffic Management Act 2004, the effect of which is to prohibit waiting at any time on the side of the road in the specified areas. The Order will come into operation on 6<sup>th</sup> June 2014. After an initial period of 12 months, the Council will then consider whether the provisions of the Order are to be continued in force indefinitely. Grounds for objection of the making of a permanent Order are to be made in writing to the Head of Administration at Law at Carmarthenshire County Council, County Hall, Carmarthen by 7<sup>th</sup> June 2015. The only affected area in Pembrey and Burry Port is on the B4311 Ashburnham Road, Pembrey, from a point 15 metres North West of the centre its junction with Brooks Lane for a distance of 38 metres in a South Easterly direction.

**Noted**

3. Email from the Public Health Division of the Welsh Government dated 29<sup>th</sup> May 2014. This attaches a letter from the Head of Health Protection Division, raising awareness of the current Public Health White Paper consultation and specifically the proposal in relation to toilets for public use. Chapter 5 of the White Paper asks for views on the proposal to place a duty on each County Council to develop a strategy on the provision of and access to toilets for public use in their area. This strategy would be based on local community needs, consulted upon and reviewed on a regular basis. The deadline for responses to the consultation is 24<sup>th</sup> June 2014. The consultation document is available on the Welsh Government website at <http://wales.gov.uk/consultations/healthsocialcare/white-paper> .

**Noted**

4. Email from Mr Kenneth Rees, Secretary of Llanelli Shop-Mobility, to request that a delegate from the Town Council be represented on their Shop-Mobility venture (**copy attached**).

**It was APPROVED that Cllr Susan Northam be a delegate from the Town Council.**

5. Email from Mr Eifion Bowen, Head of Planning at Carmarthenshire County Council on 10<sup>th</sup> June 2014. This advises that as part of the final stages of its preparation, the Carmarthenshire Local Development Plan (LDP) is currently subject to Examination and the Council is now consulting on a number of proposed changes that have emerged as a result of matters arising during Hearing Sessions of the Examination. The proposed changes relate to elements of the LDP written statement and proposals map and are set out in the schedule of Matters Arising Changes, a copy of which is available for inspection on the Council's website at [www.carmarthenshire.gov.uk/ldp](http://www.carmarthenshire.gov.uk/ldp). Comments on the Matters Arising Changes should be submitted using the Representation Form which is available to download from the Council's website. Any representations must be submitted, either to the email address or by post to the Forward Planning Manager, Council Offices, 8 Spilman Street, Carmarthen by 4.30pm on 25<sup>th</sup> July 2014.

**It was APPROVED that the Planning Committee consider this in detail.**

6. Email from One Voice Wales on 10<sup>th</sup> June 2014, forwarding a communication from National Energy Action Cymru, which is the national fuel poverty charity. This advises that support has been obtained from Calor to work with one Town or Community Council in Wales to help them tackle rural fuel poverty (**copy attached**).

**Cllr Michael Theodoulou highlighted his interest. It was APPROVED that this be considered at a future Regeneration and Leisure Committee meeting.**

**36. To receive reports by elected members, if any**

Cllr Michael Theodoulou advised that earlier that day, he had attended what was likely to be the last meeting of the Governors of Glan y Mor School, due to the Federation being in the process of proceeding. He referred to this as a historical day and paid tribute to Cllr Pat Jones, who has chaired the Governors at Glan y Mor for a number of years. He also commended Cllr Stephen James, who had been the Deputy Chair prior to himself taking over. The Council's gratitude was expressed for what Cllrs Pat Jones and Stephen James have done over the years.

Cllr Michael Theodoulou advised that within the new Federation, 7 out of the 17 Governors will be for Burry Port. There will be 2 Deputy Head Teachers, with the Head Teacher looking after both schools.

Cllr Moira Thomas provided an update on the arrangements for the commemoration of WWI. She advised that an educational event involving the participation of local schools is due to take place on Friday 26<sup>th</sup> September 2014. This is not a concert but instead, the children will share their educational experiences. It is intended that other events also be arranged.

**37. Report of the Clerk on matters of administration**

1. Email received on 13<sup>th</sup> June 2014, providing an invitation to a public presentation entitled "Understanding Climate Change", by Professor Paul Pearson of the School of Earth and Ocean Sciences, Cardiff University. The event is to be held at the Civic Hall in Llandeilo on 26<sup>th</sup> June 2014 at 7.30pm. The presentation will be followed by a discussion on how we can respond locally to climate change. There is no need to register for the event and there is no charge but donations are welcomed to cover costs.

**Noted**

2. Letter received from the Development Officer of Trwco Time Bank. This advises that the Trwco Time Bank is now operating in Carmarthenshire and enables and supports private, public and third sector organisations operating within the County to trade skills, services and resources by using time as payment. It goes on to state that the Trwco Time Bank currently has over 50 members, including a number of community halls and venues. There is no fee for an organisation to join and Trwco staff provide initial and ongoing support to members. The Trwco Time Bank will run until August 2015 and is funded by the Big Lottery Fund.

**Cllr Michael Theodoulou highlighted his interest. It was APPROVED that consideration of joining the Trwco Time Bank be referred to a future meeting of the Regeneration and Leisure Committee.**

3. Letter from the Chief Operating Officer of Hywel Dda University Health Board received on 16<sup>th</sup> June 2014. This provides an invitation to meet with Hywel Dda University Health Board to find out more about the changes to maternity, neo natal, paediatric and gynaecology services at Withybush and Glangwili Hospitals that will be taking place from August 2014. These changes follow an extensive consultation on the Health Board's Clinical Services strategy during 2012 and the subsequent supportive decision of an independent expert panel, following referral of the Board's decision in relation to neo natal services to the Minister for Health and Social Care. The information sessions are intended to provide Town and Community Councils with an opportunity to find out more about how the new services will operate and how the University Health Board is preparing for these changes. The nearest session will be held on 9<sup>th</sup> July 2014 at 6.30pm at the Cothi Suite, Haliwell Conference Centre, University of Wales Trinity St David, Carmarthen. Town and Community Councils are invited to send a maximum of two representatives to the information sessions and confirmation needs to be provided to the Health Board no later than the 25<sup>th</sup> June 2014 of any intended representatives attending.

**Cllr John James volunteered to attend this information session. He suggested that Cllr Shirley Matthews may also be interested in so doing. Cllr Michael Theodoulou indicated that he was happy to be a reserve, should another representative not be found.**

4. Email from the Chairman of One Voice Wales on 17<sup>th</sup> June 2014. This provides information on the event known as "Fly a Flag for the Commonwealth", which will take place on 9<sup>th</sup> March 2015. It advises that County Councils and Town Councils throughout the United Kingdom, Channel Islands and Isle of Man will fly the Commonwealth flag from 10am to midnight on 9<sup>th</sup> March 2015 in celebration of Commonwealth Day. The email explains that "Fly a Flag for the Commonwealth" is an imaginative way for people in their local communities to join with others nationwide and in the wider world of the Commonwealth, to become involved and to associate themselves with more widespread public expressions of appreciation for the Commonwealth, the opportunities it offers, and the values it stands for. The email encourages our Town Council to participate and advises that it is to become an annual event growing in size and stature over the next few years, involving all the 53 countries of the Commonwealth. Registration of participation must be by 31<sup>st</sup> January 2015.

**Members APPROVED that the Town Council should register its participation for this event and that two flags should be purchased.**

5. The Town Council will be hosting a "Blooming Great Tea Party" to raise funds for Marie Curie Cancer Care at the Memorial Hall, Burry Port on Tuesday 24<sup>th</sup> June 2014 from 10.30am until 1pm. Members are requested to assist with this event, by the donation/baking of cakes, donation of a raffle prize and attendance on the day. Members are also requested to consider sponsoring the event, so as to maximise the charitable fundraising, by the purchase of the tea bags, milk, sugar and some cakes/biscuits.

**Members APPROVED a budget of £100 to cover expenditure in relation to this event.**

6. Final item to be taken in camera

In view of the confidential nature of the business to be transacted, the following item be

considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 16th July 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, Stephen James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Susan Northam, David Owens, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Pembrey Memorial Hall, 7.00pm – 9.15pm)**

**38. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**39. Personal Matters**

Apologies were received from Cllrs Mrs Shirley Matthews and Hefin Williams, as well as County Councillor Hugh Shepardson. The Mayor also passed on condolences on behalf of the Town Council to the TSO on his recent bereavement.

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

Members confirmed their usual declarations of interest. Cllrs Mrs Mary Wenman, John James and Mrs Pat Jones also highlighted their interest in relation to agenda item 14 regarding the Toddler Park and MUGA.

**41. Police Business**

PCSO Stephanie Maiello from Burry Port Station was in attendance and was accompanied by PCSO Ben Holding from Kidwelly Police Station.

PCSO Stephanie Maiello presented the police report, as set out below:

During the month of June 208 Crimes have been reported in the Burry Port Section down from last year with 211 calls. All the crimes have been detected. The detection rate year to date is 82%.

Within the month of June officers have attended 208 calls, 31 of which were an immediate response, 51 had to be answered within the hour, 77 were scheduled simply needing attendance and 49 did not need a response.

Crimes of note are:

## **Criminal Damage**

There have been 9 cases of criminal damage – A child's ride in the park, vehicle damage in Elkington road and the train station, also a boat down the harbour.

## **Burglary**

There have been 2 burglaries recorded in the area of Burry Port, Landor Road which is being investigated and Ashburnham Road which was resolved.

## **Anti Social Behaviour**

There were 33 anti social behaviour calls in June, several for Glan Y Mor school and Furnace fields – issues with dog fouling and drinking, a few for the harbour and youths drinking and several neighbour hood disputes for noise nuisance or boundary issues.

## **Road Traffic Accidents**

There have been 10 recorded accidents in Burry Port area, none fatal, minor accidents.

NPT currently working on ASB down the Harbour, with a piece in the paper this week – drinking down the harbour and a piece will be going in the paper next week with regards to people diving into the harbour.

At the outset, reference was made to the very recent announcement that Burry Port Police Station will be closing in December 2014. Cllr Pat Jones advised that she and Cllr John James were due to meet with the Police and Crime Commissioner, Christopher Salmon later that week. She expressed her annoyance at the announcement and emphasised that Burry Port should not lose its police station and that if the meeting with the Commissioner does not have a satisfactory outcome, then the issue will need to be opened up for public debate. Cllr John James shared Cllr Pat Jones' view and emphasised there is undoubtedly public support to retain the station in Burry Port.

Concern was also expressed by some Councillors that the Commissioner had failed to make any reference to the potential closure of Burry Port Police Station when he met with Town Councillors earlier this year. Cllr Michael Theodoulou commented that merely protesting often does not obtain a successful result. Accordingly, he was of the view that the Town Council should consider offering some solutions to the Commissioner. He referred to the reference made by the Commissioner that he would be undertaking a fundamental review, although he was not specific. Cllr Michael Theodoulou's suggestion was that the Commissioner could be asked to consider centralising the Kidwelly Police Force with the Burry Port Police Force, with additional space being offered at the Memorial Hall.

Cllr John James confirmed that he and Cllr Pat Jones would report back consequent to the meeting with the Commissioner but emphasised that discussions could be protracted.

Following the discussions, Cllr Stephen James proposed that if negotiations fail after County Councillors meet with the Commissioner, then the Town Council's stance is that it opposes in the strongest terms the closure of Burry Port Police Station, which was unanimously **RESOLVED**.

Cllr Jean Hire thanked the officers for maintaining the position in relation to garages at the rear of Heol Elisabeth and also moving the caravan at the bottom of Elkington Road.

Following the Police report, the Mayor referred to the fact that there was a considerable number of members of the public in attendance and therefore asked members to agree to vary the order of the agenda, to enable item number 14 to be considered next, which was **APPROVED**.

**42. Consideration of a positive recommendation by the Regeneration and Leisure Committee on 3<sup>rd</sup> July 2014 for the Town Council to take over responsibility for the future running of the toddler park and MUGA at the start of the next financial year**

The Mayor referred to a written request received for a member of the Park Committee to address the meeting and therefore, Ms Debbie Edwards was allowed to speak at the outset of this agenda item.

Ms Edwards referred to the Park Committee having been formed in 2010 with the intention being to raise funds to refurbish the Memorial Park, which was successfully done. She went on to state that the Committee was formed in partnership with the Town Council and County Council, with the aim being for the responsibility for the Park to ultimately pass to the Town Council. She urged the Council to consider now taking over responsibility and indicated that the Committee does not have resources to continue running the Park, which is not even a registered charity. Ms Edwards confirmed that there are sufficient funds for the next year but the Committee is looking beyond this. She emphasised that the Committee would like to stay involved and she referred to free activities which are run during school holiday times, which would continue.

Prior to members entering into discussions upon the agenda item, a query was raised by Cllr Stephen James. He enquired if the Clerk could address the issue as to whether from a procedural perspective, it was in order for the recommendation to have been made at the Regeneration and Leisure Committee meeting. The Clerk confirmed that she had discussed this with the Deputy Monitoring Officer at Carmarthenshire County Council, who saw no problem. The Clerk advised that she had also emailed One Voice Wales, although a response had not been received.

Cllr Michael Theodoulou commented that no one wants to see the Park facility closed but raised concern that if the Council proceeds to take on responsibility at present, it may prevent sources of funding being obtained. He therefore felt that time needs to be taken to consider the best option. However, he stated that he would be happy to propose that for the next two years, the Town Council underwrites supporting the running of the Park, in consultation and with the involvement of the Park Committee. He felt that this would provide some security to the Park Committee whilst the options are fully considered.

Cllr Ken Edwards referred to the fact that when Pembrey Memorial Hall was considered, there were concerns but that these were put aside on the basis that it was a community hall that needed to be kept open. He referred to the fact that there have been intermittent discussions relating to the Park for the last two years. He therefore urged members to support the volunteers who are working on behalf of the youngsters who use the Park. Cllr Ken Edwards also stated that these volunteers should be thanked for all their efforts. Cllr Edwards urged all members to unanimously vote in favour of the proposal.

Cllr John James also congratulated the Committee but felt that the Park needs to be taken over sooner and that the Council has the capability to do it. He stressed that grant funding is not guaranteed and therefore members should consider taking on responsibility for the Park with immediate effect and not from the next financial year.

Ms Debbie Edwards was requested to advise what would happen to the Park if the Council did not take over responsibility, to which she responded that she believed it would close.

Cllr Moira Thomas emphasised the extent of the fundraising of the Park Committee and the fact that when formed, the members did not believe that they had to indefinitely keep running the Park. Cllr Moira Thomas also emphasised that the Council had a duty to do its best for all of the community, including children.

Cllr David Owens indicated his support for the original agenda item, that is to take on responsibility from the next financial year. He referred to Ms Debbie Edwards having stated that the Committee had sufficient funds for this year.

There was lengthy discussion between members in relation to the preferred timescale for the Council to take over responsibility for the running of the Park. Subsequently, Cllr Ken Edwards put forward an amended proposal, to amend the agenda item so that the Town Council takes over responsibility as soon as practicably possible, rather than at the start of the next financial year. This amended proposal was voted upon and as all members voted in favour, it was unanimously **RESOLVED**.

#### **43. To confirm the minutes of the meeting held on 18<sup>th</sup> June 2014**

The minutes of the Town Council meeting held on 18<sup>th</sup> June 2014 were accepted as a true record.

#### **44. Information from the aforesaid minutes**

##### P18 (28) – Report of the TSO – Snooker Room

Cllr Stephen James enquired about where the authority came from for Darkin Architects to be instructed to carry out some work regarding the potential alternative use of the Snooker Room. The Clerk advised that it had been raised at a number of meetings but she would have to check up the specific details. It was confirmed that there would only be a fairly nominal figure for the limited work to date. Likewise, Cllr David Owens queried where the expenditure was authorised. The TSO stated that it was intended that this come from his own budget.

Cllr Michael Theodoulou proposed that the Town Council consider authorising a maximum budget of £2,500 for the project. However, it was APPROVED that if the cost of the work exceeds £1,000, then it be considered by the Finance Committee.

##### P18 (28) Report of the TSO - Wales in Bloom 2014

Cllr Moira Thomas updated members that the judge had visited and had seemed pleased with what he had seen.



#### P18 (28) Report of the TSO – Memorial Hall

Members were updated that the cost of new chairs with arms had been looked into and as a result, it had been decided that the option of re-covering the existing chairs should be considered.

#### P19 (29) – Report of the Regeneration and Leisure Committee meeting held on 1<sup>st</sup> May 2014

Cllr Pat Jones enquired if a response had been received from the Church in Wales. As this has not, it is to be chased up.

#### P22 (30) – Report of the RFO (4) – Budget Monitoring Report

Cllr Michael Theodoulou enquired as to the progress regarding the splitting of revenue and capital, which it was confirmed was progressing.

#### P26 (33) County Councillors' reports

Cllr Moira Thomas queried the position in relation to the proposed recycling centre. It was confirmed that the interested private individual was being liaised with.

#### P26 (34) Mayor's Report

Cllr Moira Thomas advised that she had assisted on the entrance gates for the Carnival, in addition to those Councillors indicated as volunteering their assistance. Cllr Mary Wenman also took the opportunity of thanking Cllr Shirley Matthews for her hard work in relation to the Carnival.

#### P28 (36) Reports by elected members

Cllr Graham Davies referred to information from Cllr Michael Theodoulou that in the federated arrangement between Glan y Mor School and Bryngwyn School, 7 out of the 17 Governors will be for Burry Port. He enquired whether the Governors would be the same as the existing ones or different. Cllr Graham Davies also commented that 99% of failure is down to leadership and for this reason, he was querying the leadership in the new Federated School.

Cllr Michael Theodoulou advised that there are regulations and a set formula for the appointment of Governors. He reported that there will be a new head teacher for the federated structure as from September 2014, although this person is not a new headteacher for Bryngwyn School. Cllr Theodoulou also advised that there will be a senior management team, with some persons from Glan y Mor, but the majority made up from Bryngwyn.

Cllr Michael Theodoulou advised that the formula requires Local Education Authority Governors to be appointed and also elected governors. There was a choice in relation to the appointment of a community Governor with 4 names being put forward and one being elected. Cllr Theodoulou reported that he was not elected. He indicated that he has some sympathy for Cllr Graham Davies' worries in that those governors who were involved in the decline of Glan y Mor will continue to have some role in the federated school.

Cllr David Owens expressed his personal disappointment that Cllr Michael Theodoulou is not on the new governing body. He emphasised that he undertook a tremendous amount of work in relation to the federation. Cllr Pat Jones agreed with Cllr David Owens' comments.

#### P29 (37) Report of the Clerk – 3

Cllr John James advised that he had been unable to attend the Information Session arranged by Hywel Dda University Health Board. Cllrs Moira Thomas and Shirley Matthews had alternatively attended. Cllr Moira Thomas advised that she was extremely disappointed with what was said at the meeting. It was apparent that they had no idea that there was no direct bus link from Burry Port to Glangwili and no account had been taken of the infrastructure.

#### **45. Report of the Technical Services Officer (TSO)**

##### **Cemetery**

###### **Burials**

During the month of June 2014 there has been 1 burial and 2 scattering of ashes

##### **Wales in Bloom 2014**

The judging took place on the 2<sup>nd</sup> July 2014 the clerk, councillors and members of staff accompanied the judge Simon Beacham.

Cllr Robert John referred to the superb comments in relation to this year's flowers, which are being made by tourists to the area.

##### **Memorial Hall**

The front stage curtains have been erected, the rear curtains and pelmet to be erected on the 8<sup>th</sup> July

The TSO updated that the new curtains are now fully erected. Additionally, a decision had been made to re-cover the chairs, rather than purchasing new ones. This work is being undertaken by a Llanelli firm, who will be removing and re-covering the chairs in batches of 50.

##### **Snooker Room**

Darkin Architects are in the progress of producing preliminary drawings which should be available in the near future.

##### **Pembrey Memorial Hall**

1 Following a report from the Fire Officer which highlighted that in respect of fire safety the building did not comply with current legislation, the TSO is at present obtaining quotations in an attempt to rectify the situation.

2 Mr Brian Lewis who owns a property adjacent to the Memorial Hall has complained that the trees bordering his property are in a dangerous condition, especially in high winds and he

would like them cut down. This has been a long standing issue between Mr Lewis and the CCC. The TSO is endeavouring to resolve the problem.

The TSO updated that he has told Mr Matt Morden at Carmarthenshire County Council of the remedial work required at Pembrey Memorial Hall.

Cllr David Owens requested an update in relation to user groups of Pembrey Memorial Hall. The Clerk updated members in relation to information discussed at the recent Finance Committee meeting regarding a request from the Cylch Meithrin. A request has been received from the Cylch to consider a move to the upstairs room, where they will have exclusive use. Additionally, the Cylch is looking to extend its opening hours. Cllr David Owens requested that there be a resolution from the Council so that matters could be progressed. He referred to changes taking place in Pembrey, with the School also having a nursery and additionally, there being Flying Start provision in Pembrey. For these reasons, the Cylch is looking to have a commercial advantage by offering extended hours.

It was therefore proposed and **RESOLVED** that the Fees and Charges Sub Group meet at the earliest opportunity to consider matters in relation to rentals at Pembrey Memorial Hall, preferably prior to the August recess.

For the purposes of clarification, Cllr David Owens and the Clerk referred to the decision taken at the recent Finance Committee meeting to meet with representatives of the Cylch Meithrin. However, it was clarified and agreed that the Fees and Charges Sub Group needed to meet, as otherwise, no information could be provided to the Cylch.

In relation to the recommendations of the Fire Officer, members were generally of the view that these issues needed to be addressed at the earliest opportunity.

The TSO also updated in relation to the trees at the rear of Pembrey Memorial Hall, which a resident of a neighbouring property believes to be dangerous. The complication is that the resident had been dealing with the County Council for some time in relation to this matter, prior to the Town Council taking over responsibility for the building. However, the Property Services Department had not taken any action to cut down the trees. Arrangements have now been made via Matt Morden of Carmarthenshire County Council for a consultant to attend, to advise if the trees are safe or not. The TSO feels that even if the consultant's view is that the trees are not unsafe, then the resident could still have an issue.

Cllr Michael Theodoulou queried if the trees were protected and the TSO advised that they were not. Cllr Michael Theodoulou therefore suggested that if the cost is not too great and the County Council are not going to take action, that the TSO attends to them, at the earliest opportunity.

Cllr John James expressed concern that this information was not divulged by the County Council when the Town Council was in negotiations for taking over responsibility for the building.

### **Copperworks School**

All groups have now left the premises except the photography society.

## **Footpath Maintenance**

The Level 71/22 : Moreb 57/83 : The Level ( Grace ) : Copperworks School :  
Cage Walk 71/24 : Shoreline 71/29 : Gorse Site : Isgraig Site 71/22 : Isgraig Path 71/09 : Ship  
Aground 57/61 : Embankment 57/60 : Pembrey Square : St. Illtyds Walk 57/62/1 :  
Elkington/Stepney Road : Engine Inn : Stepney Road  
Moreb/Clwb Bach/Harbour Roundabouts : Burry Port Park : Parc- Y – Tywyn  
Pembrey Memorial Hall.

## **46. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 5<sup>th</sup> June 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 5<sup>th</sup> June be signed and accepted as a true record.

### Matters Arising

#### P2 Regeneration of the area/funding

Cllr John James updated that there is now no further availability for Town Improvement Grants.

#### P4 (8) Update on a tourism leaflet

Cllr Ken Edwards advised that work is still being carried out on the proposed tourism leaflet. The photographer is working on a portfolio and he is making a disc, which will be available for the next Heritage Sub Group meeting on Friday.

#### P5 (12) Update on the commemoration of World War I

Cllr Graham Davies reminded all members of the commemorative event to be held on 4<sup>th</sup> August 2014 and emphasised that it is a Council organised event. A service will be conducted by Reverend Michael Wheatley of St Mary's Church at 6pm, followed by refreshments at the Yacht Club. It is also still hoped that a steam train will be passing through the station.

#### P6 (14) Upgrading of Pembrey Memorial Hall/car park

Cllr Ken Edwards expressed disappointment that the TSO has been unable to recommend work being carried out on the car park. He emphasised that the position should be looked at seriously due to insufficient parking arrangements. He therefore requested that the matter be considered again to see if there are any viable alternatives. Cllr Edwards mentioned the possibility of link matting, which for example will be used at the forthcoming Eisteddfod. It was therefore **RESOLVED** that the TSO consider cheaper alternatives to facilitate additional car parking at Pembrey Memorial Hall.

#### P7 Any other competent business

It was raised that the Regeneration and Leisure Committee did not have the authority to approve spending in relation to the reference to the engagement of industrial cleaners. Instead, it should be a recommendation from that Committee.

## 47. Report of the Responsible Finance Officer (RFO)

The RFO, Alan Howells, presented his report, as set out below:

### 1. Bank

#### Bank Balances

The following cash balances are held with Lloyds at 30th June 2014 :-	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	232053.70		232,053.70
Community Account	9639.26	3,457.46	6,181.80
Imprest account	555.08		555.08
	<b>£242,248.04</b>	<b>£3,457.46</b>	<b>£238,790.58</b>

### 2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th June 2014 :-

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Travis Perkins	Hall - Refurbishments	1	1175.5	235.10	1410.60
IWEC	Hall - Refurbishments	1	2531.50	506.30	3037.80
Burry Port Forge	Pembrey Memorial Hall - Refurbishments	1	200.00	40.00	240.00
Burry Port Forge	Pembrey Memorial Hall - Refurbishments	1	110.00	22.00	132.00
Mike Clarke Printing	Mayor's Charity Dinner - Leaflets	9	25.00		25.00
Mike Clarke Printing	Mayor's Charity Dinner - Leaflets	9	50.00		50.00
IWEC	Hall - Refurbishments	1	138.00	27.60	165.60
IWEC	Hall - Refurbishments	1	437.30	87.55	524.85
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Parker Plant Hire	Hall - storage	1	61.60	12.32	73.92
Plusnet	Admin - internet provider	3	15.00	3.00	18.00
Biffa	Cemetery - Waste disposal	4	328.23	65.65	393.88
Biffa	Hall - Waste disposal	1	205.48	41.10	246.58
LBS	Hall - Refurbishments	1	107.50	21.50	129.00
Consortium	Hall - Cleaning materials	1	379.90	75.99	455.89
Consortium	Admin - Office Supplies	3	12.13	2.45	14.58
British Gas	Hall - Heating	1	370.79	74.15	444.94
Chivers Corner Garage	Cemetery - van	4	182.00	36.40	218.40
Xerox Finance	Admin - Photocopier	3	35.92	7.18	43.10
Owen Fuels	Pembrey Memorial Hall - Heating	1	1303.05	65.15	1368.20
Lee Mill Fabrics	Hall - Refurbishments	1	1684.00	336.80	2020.80
CATCHUP	Donations	9	200.00		200.00
SA1 Laundry	Hall - cleaning	1	18.34	3.67	22.01
Llanelli Blinds and Upholstery	Cemetery - maintenance	4	80.00	16.00	96.00

Llanelli Blinds and Upholstery	Hall - Refurbishments	1	570.00	114.00	684.00
Tradepoint	Hall - Refurbishments	1	160.11	32.12	192.23
Tradepoint	Cemetery materials	4	48.98	9.82	58.80
Greenwell Power Tools	Cemetery - repairs	4	28.92	5.78	34.70
Emyr Rees	Pembrey Memorial Hall - Refurbishments	1	720.00		720.00
Emyr Rees	Pembrey Memorial Hall - Refurbishments	1	950.00		950.00
Powercut	Cemetery - repairs	4	101.82	20.36	122.18
Landlife Wildflowers Ltd	Floral displays	3	157.48	31.50	188.98
IWEC	Pembrey Memorial Hall - Maintenance	1	75.00	15.00	90.00
CCC	Waste bags stock	3	484.00	96.80	580.80
IWEC	Hall - Maintenance	1	350.00	70.00	420.00
IWEC	Pembrey Memorial Hall - Refurbishments	1	347.00	69.40	416.40
IWEC	Hall - Refurbishments	1	55.00	11.00	66.00
Consortium	Hall - Cleaning materials	1	23.98	4.80	28.78
Travis Perkins	Hall - Refurbishments	1	49.95	9.99	59.94
One Voice Wales	Admin - conference	3	70.00		70.00
A Phillips	Mayoral Allowance	3	1000.00		1000.00
Amber Skips Ltd	Pembrey Memorial Hall - Refurbishments	1	190.00	38.00	228.00
Amber Skips Ltd	Cemetery - maintenance	4	240.00	48.00	288.00
Lyn Llewellyn	Admin - Internal audit	3	380.00		380.00
British Gas	Hall - Heating	1	168.34	8.42	176.76
Tradepoint	Hall - Refurbishments	1	92.20	18.46	110.66
HF James	Cemetery - maintenance	4	760.00		760.00
			<b>£16,735.62</b>	<b>£2,295.68</b>	<b>£19,031.30</b>

The RFO referred to the overall bank balances totalling £238,790.58 as at the end of June 2014. He advised that quite a considerable number of payments have been made during June and this relates to ongoing work in refurbishing Burry Port Memorial Hall and Pembrey Memorial Hall.

### 3. Petty Cash

Payments made from 1st to 30th June 2014

Llanelli Star	3	0.70	0.70
Fotoworld	3	6.21	6.21
Llanelli Star	3	0.70	0.70
Llanelli Star	3	0.70	0.70
Postage - Reg post	3	7.15	7.15
Llanelli Star	3	0.70	0.70

**Total payments made from petty cash**

**£16.16    £0.00    £16.16**

There was only very limited petty cash expenditure during June.

### 4. Budget Monitoring Report

The near actual Budget monitoring report for the period 1st April to 30th June 2014 has been circulated to Members.

The RFO advised that the budget monitoring report had been considered recently at the Finance Committee meeting. As at the end of June, income and expenditure should be around 25% of budget.

The RFO advised that income is under budget at present. However, the footpath grant and two SLA payments for toilets/bus shelters and gardens are payable later in the financial year. The RFO also advised that some of the income in relation to Pembrey Memorial Hall has not yet been invoiced.

In relation to expenditure, employees' costs are within budget. Administration costs are over budget, mainly attributable to a timing issue with insurances paid early in the year.

One payment has been made to the Mayor in relation to Civic Expenditure. The RFO also referred to the forthcoming Civic Service the following Sunday.

Expenditure on the cemetery/footpaths is slightly over budget at present. This is mainly due to rates paid early in the financial year. The RFO also referred to an increase in maintenance and repairs under this heading, due to refuse costs having increased. This is as a result of the existing company having sold out to Biffa.

Expenditure on the Hall and Institute is just over budget, mainly attributable to the payment of rates. The RFO referred to the fact that he had now split operational costs and refurbishment costs for the Hall.

Expenditure on the Copperworks is under budget.

Expenditure on the Former Pembrey School is within budget. However, expenditure on Pembrey Memorial Hall is over budget in relation to operational costs. This is mainly due to the payment of rates and insurance. In relation to refurbishment costs for Pembrey Memorial Hall, these have already been paid in advance by Carmarthenshire County Council.

There has been no miscellaneous expenditure to date.

On special projects, there has been a payment of £1,314 to date on floral displays. There has also been one donation payment made to date but the RFO advised that other donations have already been approved by the Finance Committee.

Cllr Stephen James referred to the fact that the two budgets for the Cawl Cennin and the Christmas Tea were well under budget the previous year. He expressed the view that they ought to come under the heading of Civic Affairs, as opposed to the heading of "Miscellaneous". He therefore proposed that they be included in general Civic Expenditure, so that if there is an under spend, it can then be put to alternative civic use. This was **RESOLVED**, with all members voting in favour.

The RFO also referred to the external auditor's report which had been received the previous day. He advised that it was an unqualified certificate and report, although minor items were raised as follows:

- The Fidelity Guarantee insurance is still too low.

- The auditor requires refurbishment to assets to be added.

The RFO requested members to approve of the external auditor's report, which they all did, as this now needs to be signed and returned.

**48. To consider the report of the Finance Committee meeting held on Monday 9<sup>th</sup> June 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 9<sup>th</sup> June be signed and accepted as a true record.

Matters Arising

P4 (11) Financial Donations

Cllr Michael Theodoulou referred to the Community Grant to Burry Port and Pembrey Community Forum and the fact that this was referred to as being approved, rather than recommended. It was clarified that the donations are not distributed until such time as the minutes have been considered by full Town Council.

**49. To consider any planning applications**

The members were advised that the Planning Committee had recommended approval of all applications, which they endorsed.

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/30375	Mr and Mrs Williams 15 Maenor Helyg Pembrey	Proposed single storey rear extension and side garage extension <b>APPROVED</b>
S/30374	Mr Mark Hofton 54a Colby Road Burry Port	Single storey rear extension with decking area and storage below and privacy screen <b>APPROVED</b>
S/30440	Mr Lewis Ty'r Onen The Links, Pembrey	Erection of a conservatory to the front elevation <b>APPROVED</b>
S/30442	Creig Lewis 21 Silver Terrace Burry Port	Single storey side extension <b>APPROVED</b>

**50. To consider any County Councillors' reports**

Cllr Pat Jones advised that she and Cllr John James had attended at the Welsh Assembly, where the petition had been handed over in relation to the reinstatement of the direct bus route to Prince Philip Hospital. This has been through the first committee stage.

Cllr John James referred to a visit from the Environmental and Public Protection Scrutiny Committee to the area, which he and Cllr Pat Jones had participated in. He advised that



money has been invested in coastal defences by the County Council and they requested that this continue.

#### **51. To consider the Mayor's report**

The Mayor advised that he and Cllr Robert John had recently attended a seminar on Freedom of Information and Data Protection, which had been very informative. Also, he and the Clerk had attended the Larger Councils Conference at Builth Wells. Other highlights during the month had been the Folk Festival, Carnival and Songs of Praise and he expressed thanks to Cllrs Graham Davies, Shirley Matthews and Pat Jones in relation to these events.

The Mayor also referred to the Kidney Wales Foundation award which had been presented in relation to the Walk for Life.

Lastly, the Mayor reminded members of his Civic Service the following Sunday.

#### **52. To consider Communications received**

1. Email from the Office Manager of CATCH UP on behalf of the Trustees dated 19<sup>th</sup> June 2014 thanking the Council for its donation of £200. This advises that the donation will assist in continuing to provide a much needed home visiting service to the elderly and disabled persons in the area.

*Noted*

2. Email from Shan Cheesman, Manager of Ty Mair Burry Port Family Centre dated 26<sup>th</sup> June 2014. This advises that as part of their summer programme, they are undertaking a litter pick. They have liaised with Carmarthenshire County Council who are supplying the necessary equipment. The email asks the Council to consider if there are specific areas within the community which need this service.

*Members are to notify the Clerk, if they wish details to be passed on.*

3. Email from Mr Jonathan Fearn, Head of Corporate Property at Carmarthenshire County Council dated 30<sup>th</sup> June 2014. This is in response to an earlier letter sent by the Clerk regarding the proposed recycling centre. It advises that the County Council was asked by local County Councillors to identify any Council owned land that might be suitable for a facility. It goes on to state that there are no County Council plans to develop a recycling centre at Burry Port and that it was Mr Fearn's understanding that a project was to be taken forward with grant funding via the Town Council or a third sector organisation.

*Noted*

4. Email from Mr Paul Egan, Deputy Chief Executive of One Voice Wales dated 2<sup>nd</sup> July 2014. This advises that the National Executive Committee of One Voice Wales has requested that guidance notes from the Information Commissioner's Office be circulated to members to assist them in understanding their responsibilities under the Data Protection legislation. **(Data Protection Good Practice Note attached)**

*Noted, but Cllr Robert John emphasised that each member has a personal responsibility.*

5. Minutes of Burry Port and Pembrey PACT meeting of July 2014, for information.

*Noted*

**53. To receive reports by elected members, if any**

Cllr Moira Thomas referred to the fact that the local Eisteddfod Committee for Pembrey and Burry Port has exceeded its target for its donation.

Cllr Stephen James enquired if an invitation had been extended to the Council to attend the Eisteddfod, due to the Council's donation. This has not been received.

**54. Report of the Clerk on matters of administration**

1. Email received from Daniel Hurford, Head of Policy (Improvement and Governance) of the Welsh Local Government Association on 14<sup>th</sup> July 2014. This refers to the fact that Carmarthenshire County Council has commissioned the Welsh Local Government Association to undertake an independent review of its governance arrangements. The overreaching aim of the review which was endorsed by full Council in June is to help make Carmarthenshire become the most open and transparent Council in Wales. The email goes on to state that the review team would welcome views of local partners and stakeholders, as well as the views of Community and Town Councils in Carmarthenshire. Due to timescales, it will not be possible to meet with Community and Town Councils during the review but written submissions are welcomed via email. Interim feedback will be given to the Council on 28<sup>th</sup> July, with the final report being written during August, for submission in September. Further background information on the review is attached.

*Cllr Stephen James referred to this being an important issue. Due to the lack of time, it was **APPROVED** that any member who so wished could directly email his or her views.*

2. Email received on 14<sup>th</sup> July 2014 from the Programme Manager of the Reforming Local Government Programme of the Welsh Government. This refers to the Reforming Local Government White Paper which was published on 8<sup>th</sup> July 2014. The White Paper is the Welsh Government Statement of Intent about the future of Local Government and also responds to the Local Government aspects of the report of the Commission on Public Service Governance and Delivery. Full details are available on the Welsh Government website at <http://wales.gov.uk/consultations/localgovernment/white/paper/reforming/local/governme nt> and a copy of the White Paper is available at the office. The deadline for submission of comments is 1<sup>st</sup> October 2014.

*Noted*

3. Email forwarded on 14<sup>th</sup> July 2014 from One Voice Wales from the Fly-Tipping Action Wales team. This advises that the new fly tipping strategy by Welsh Government sets out their vision for "a fly-tipping free Wales". The content of the strategy has been shaped by the suggestions and feedback gathered from the focus groups which ran during 2013. The draft fly-tipping strategy can be viewed on the Welsh Government website at <http://wales.gov.uk/docs/desh/consultation/140604draft-fly-tipping-strategy-en.pdf>. The consultation is open until 29<sup>th</sup> August 2014.

*Noted*

4. Letter dated 15<sup>th</sup> July from the Police and Crime Commissioner, Christopher Salmon, in which he outlines a significant new strategy. A copy of the letter is attached, together

with information affecting Burry Port Police Station. This advises that new arrangements are proposed for winter 2014/15.

*Noted*

**5. Final item to be taken in camera**

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 17<sup>th</sup> September 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors Graham Davies, Ken Edwards, John James, Stephen James, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Michael Theodoulou and Mrs Mary Wenman**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Former O.A.P Hall, Memorial Hall, 7.00pm – 9.35pm)**

**55. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**56. Personal Matters**

Apologies were received from Cllrs Malcolm Davies, Mrs Jean Hire, Robert John, Mrs Pat Jones, Mrs Moira Thomas and Hefin Williams as well as County Councillor Hugh Shepardson.

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

Members confirmed their usual declarations of interest.

**58. Police Business**

The Mayor welcomed the new Police Sergeant, PS Keri Howells, who was in attendance at the meeting. PS Howells advised that he had commenced at Burry Port Station on 8<sup>th</sup> June 2014. PS Howells also introduced a new colleague, PCSO Trudi Scandone, who has only commenced at Burry Port Station earlier in the month but has been with Dyfed Powys Police since 1999.

PS Howells presented the police report, as set out below:

During the month of August 2014, 43 crimes have been reported in the Burry Port section down from 44 in the same period last year, the detection rate for the year to date is 69.1%. Within the month officers have had to attend 192 calls, 35 of these needed an immediate response, 54 had to be answered within the hour and 68 were registered as simply needing attendance with another 35 not needing a response.

Crimes of note:

## **Criminal Damage**

5 reports of criminal damage were reported, 1 of which has been detected with another 4 still under investigation.

## **Burglary**

3 Burglaries have been recorded within the section, 1 of which was burglary at an unoccupied premises in the Graig area of Burry Port where unknown person/s have entered the property and removed copper along with other items. All 3 burglaries are still under investigation.

## **Anti-Social Behaviour**

There were 14 anti-social behaviour calls in August, but these were mainly relating to neighbour disputes, with no calls relating to the town centre.

## **Drug Offences**

In August there were 5 drug offences recorded with all 5 detected, seeing a detection rate of 100%.

The Team are currently working on several warrants and are always keen to gain intelligence from the community.

Members were encouraged by the figures presented and informed the Sergeant of their support for Burry Port Police Station to remain open. The Sergeant confirmed that he had raised questions internally regarding the proposed closure of Burry Port Station. He had received a response from the Head of Estates, providing a reassurance that no stations would be closed without there being an alternative station available. Burry Port Station will therefore remain open for the foreseeable future. Members urged the Sergeant to report back that they were not reassured by the indication that police stations would not be closed until alternative locations had been found.

Cllr John James confirmed that the Police and Crime Commissioner is stating the same thing as the Head of Estates. He has also indicated that there would be consultation with the town before any decision is made.

### **59. To confirm the minutes of the meeting held on 16<sup>th</sup> July 2014**

The minutes of the Town Council meeting held on 16<sup>th</sup> July 2014 were accepted as a true record.

Cllr Stephen James arrived at the meeting at 7.15pm.

### **60. Information from the aforesaid minutes**

#### **P34 (44) Information from the aforesaid minutes – Report of the TSO**

Cllr Ken Edwards clarified that the reference to the figure of £2,500 was in relation to the initial consultation stage.

#### P34 (44) Information from the aforesaid minutes – Reports by elected members

A query was raised as to whether an additional Governor will be appointed from Burry Port as a Sponsor Governor to the new Federated School, due to this being raised by a local parent. As the issue of the Governing Body is outside the Town Council's remit, detailed discussions were not entered into.

#### P37 (45) Report of the TSO

A query was raised as to whether the Copperworks Site had now been removed from the flood plain, following the Grillo Site being removed. Cllr John James confirmed that he had requested the Head of Planning at Carmarthenshire County Council, Mr Eifion Bowen to look into the position in relation to the Copperworks Site.

#### P41 (47) (4) Report of the RFO – Budget Monitoring Report

A query was raised that the budgets for the Cawl Cennin and Christmas Tea had not been amalgamated in General Civic Expenditure, as resolved at the previous meeting. The RFO confirmed that this would be done.

### **61. Report of the Technical Services Officer (TSO)**

#### **Cemetery**

##### **(a) Burials**

During the month of July and August 2014 there has been 1 burial, 3 scattering of ashes and 5 burial of ashes.

#### **Wales in Bloom 2014**

Wales in Bloom National Awards Ceremony 2014 will be held in Glen-Yr-Afon House Hotel, Usk on Thursday 18<sup>th</sup> September 2014. The TSO advised that four representatives were attending the awards ceremony the following day on behalf of the Council, when hopefully there would be good news.

A query was raised as to whether there are any plans being worked on to reduce the future budget for the floral displays. The RFO confirmed that the budget process would be shortly started when all potential expenditure would be considered for the next financial year.

#### **Memorial Hall**

- 1 The recovering of the existing chairs is 50% complete.
- 2 Decoration will recommence during w/c 15<sup>th</sup> September 2014.

#### **Snooker Room**

Darkin Architects have supplied a quotation for the design and tender process to construct offices and a council chamber in the snooker room, details of the quotation have gone to the Regeneration and Leisure Committee and Finance and Efficiency Committee.

### **Pembrey Memorial Hall**

Following a report from the Fire Officer which highlighted that in respect of fire safety the building did not comply with current legislation, the TSO forwarded the quotation for the remedial works to Matt Morden but have yet to receive a response.

The TSO updated that Kristy Tillman, Property Risk Officer at Carmarthenshire County Council had attended to inspect the Hall and she is now going to liaise with the Fire Officer upon what is required.

### **Copperworks School**

The school is now solely used for storage.

### **Playground and MUGA**

Pembrey and Burry Port Town have now assumed responsibility for the maintenance of both parks. All remedial work to equipment has been complete and the insurance is now included in the Council's cover. The Parks Appeal Committee will meet the cost of remedial work and the insurance.

Weekly inspections are carried out by the Council staff.

The Clerk updated that the formalities of assigning the lease needed to be attended to but at present, she had not had sight of the lease. The Clerk is liaising with the Legal Department of Carmarthenshire County Council in relation to this.

Cllr Mary Wenman advised that the Parks Appeal Committee will be holding a fundraising Halloween event at the Memorial Hall on 18<sup>th</sup> October 2014 and queried if the hire fees for the Memorial Hall could be waived. Members approved to refer this request to the Finance Committee.

### **Footpath Maintenance**

Moreb 57/83 : The Level ( Grace ) : The Level Path 71/22 : Shoreline 71/29  
Tanybryn 71/27 : Furnace Road 71/30 : Memorial Gardens : Carmel 57/73  
Carmel 57/74 : Hubert Williams 71/16 : Brocyll 71/16 : Pembrey Square  
Court Farm 57/51 : Court Farm 57/50 : Penllwynuchaf 57/47 : Pinged Bog 57/41 : Clyndu  
Riding School 71/1 : Cwn-Yr-Erfin 57/52 : Pinged Marsh : 57/53 : Elkington Road/Stepney  
Road : Engine Inn : Moreb/Clwb/Harbour Roundabouts : Burry Port Park : Pembrey  
Memorial Hall : Stepney Road School.

### **Serendipity**

The TSO referred to the essential electrical work required. Quotes have been obtained and were considered by the Finance Committee at a recent meeting, when it was recommended that the lowest tender be proceeded with. Members were happy to accept this recommendation and it was therefore **RESOLVED** that the work be undertaken by the company with the lowest quote.

**62. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 3<sup>rd</sup> July 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 3<sup>rd</sup> July be signed and accepted as a true record.

Matters Arising

P3 (10) Update on commemoration of WWI

Members were reminded of the event which is due to take place at the Memorial Hall on Friday 26<sup>th</sup> September 2014. It was also indicated that around four volunteers were required for readings. Cllr Stephen James volunteered, as did Cllr Michel Theodoulou (as a reserve). It was confirmed that the Mayor would also be participating.

P4 (15) – Consultation on charging for sports facilities

Cllr Michael Theodoulou expressed concern that a small group of Councillors had provided a response on behalf of the Council as part of this consultation. It was discussed that there were time constraints, due to a response being required by 25<sup>th</sup> July 2014. Cllr John James also advised that there is close working with the Carmarthenshire Unified Sports Committee. Members were asked to consider if they felt that the County Councillors should be dealing with questionnaires of this nature, which are looking to provide information to the County Council. It was suggested that this could be considered by the Civic Governance and Personnel Committee in due course.

**63. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

**1. Bank**

The following cash balances are held with Lloyds at 31st August 2014 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Business Instant Access account	290494.43		290,494.43
Community Account	10356.3	3,694.65	6,661.65
Imprest account	839.95		839.95
	<b>£301,690.68</b>	<b>£3,694.65</b>	<b>£297,996.03</b>

**2. Schedule of accounts paid**

The following accounts have been paid from 1st July to 31st August 2014 :-



<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total</u> <u>cost</u>
Heart internet	Web provider	3	8.99	1.80	10.79
CCC Re: Licence Application	Hall - Licence Application	1	21.00		21.00
Plusnet	Internet provider	3	15.00	3.00	18.00
Powercut	Cemetery	4	61.04	12.21	73.25
Powercut	Cemetery	4	63.58	12.72	76.30
Amroc	Pembrey Hall - Refurbishments	1	1247.00	249.40	1496.40
Tradepoint	Pembrey Hall - Refurbishments	1	94.09	18.81	112.90
British Gas - Electricity	Hall - Heating	1	118.12	5.91	124.03
Lyreco	Admin - Stationery	3	168.04	33.61	201.65
Travis Perkins	Cemetery	4	10.16	2.03	12.19
Burry Port Aikido Club	Special - Donation	9	100.00		100.00
Burry Port & Pembrey Carnival Forum	Special - Events donation	9	2000.00		2000.00
Burry Port Male Choir	Special - Donation	9	100.00		100.00
Burry Port Senior Citizens	Special - Donation	9	100.00		100.00
Genesis, St Illtyd Church	Special - Donation	9	50.00		50.00
Our Lady of the Sea Church, Burry Port	Special - Donation	9	100.00		100.00
St Illtyd Church, Pembrey	Special - Donation	9	100.00		100.00
Walk for Life	Fundraising Income - reimbursement	9	504.50		504.50
Marie Curie Cancer Care	Fundraising Income - reimbursement	9	97.60		97.60
Travis Perkins	Hall - Refurbishments	1	475.50	95.10	570.60
Tradepoint	Hall - Refurbishments	1	11.76	2.35	14.11
Tradepoint	Pembrey Memorial Hall - Refurbishments	1	23.28	4.66	27.94
Cathedral Leasing	Hall	1	64.98	13.00	77.98
Myrddin Garden Machinery	Cemetery - Equipment maintenance	4	16.83	3.37	20.20
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Biffa	Hall - Refuse costs	1	85.05	17.01	102.06
Biffa	Cemetery - Refuse costs	4	112.08	22.42	134.50
Chivers Corner Garage	Cemetery - Van	4	346.79	69.37	416.16
LBS	Hall - Refurbishments	1	97.03	19.41	116.44
Days Rental	Floral Displays - van	9	476.00	95.20	571.20
IWEC	Hall - Maintenance	1	51.50	10.30	61.80
British Gas	Hall - Gas	1	97.41	4.87	102.28
SLCC	Admin - Subscription	3	184.00		184.00
JDRF	Fundraising Income - reimbursement - Songs of Praise	9	223.49		223.49
Heart internet	Web provider	3	8.99	1.80	10.79
PWLB Loan	Hall - Loan	1	2051.05		2051.05
Sewards	Xmas lights - reimbursement	9	25.00		25.00
Globe - Mrs Huish	Xmas lights - reimbursement	9	25.00		25.00
Kevin Francis - Hairdressers	Xmas lights - reimbursement	9	25.00		25.00
Alpha Vets	Xmas lights - reimbursement	9	25.00		25.00

	reimbursement				
CCC	Admin - Website domain	3	139.90	27.98	167.88
Mike Clarke					
Printing/Barclays	Civic Ceremony	3	166.00		166.00
Travis Perkins	Hall - Refurbishments	1	50.96	10.19	61.15
Myrddin Garden					
Machinery	Cemetery - Equipment	4	374.17	74.83	449.00
British Gas - Electricity	Copperworks	1	251.72	12.59	264.31
British Gas - Electricity	Hall	1	562.39	28.12	590.51
British Gas - Electricity	Old Pembey school	1	428.40	21.42	449.82
British Gas - Electricity	Hall	1	639.23	127.85	767.08
British Gas - Electricity	Cemetery	4	169.00	8.45	177.45
British Gas - Electricity	OAP Hall	1	79.41	3.97	83.38
	Admin - additional insurance				
Davies Craddock	on Copperworks	3	345.09		345.09
K&W Motors	Cemetery - MOT on Van	4	100.00	12.00	112.00
Alison Ward	Hall - Refurbishments	1	1,065.90		1065.90
CCC	Waste bags stock	3	484.00	96.80	580.80
Xerox Finance	Admin - Photocopier costs	3	143.09	28.62	171.71
Tradepoint	Hall - Refurbishments	1	21.36	4.27	25.63
Tradepoint	Hall - Refurbishments	1	24.54	4.91	29.45
Pump Supplies Ltd	Cemetery - Equipment	4	320.00	64.00	384.00
SA1 Laundry	Hall - cleaning materials	1	16.96	3.39	20.35
Greenwell Power Tools	Cemetery - Maintenance	4	30.00	6.00	36.00
Powercut	Cemetery - Maintenance	4	79.75	15.95	95.70
Powercut	Cemetery - Maintenance	4	36.70	7.34	44.04
	Admin - Insurance on				
Davies Craddock	MUGA	3	562.16		562.16
British Gas	Hall - Heating	1	47.99	2.39	50.38
Plusnet	Internet provider	3	15.00	3.00	18.00
British Gas	Pembrey Memorial Hall	1	72.61	3.63	76.24
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Iwec	Hall - Maintenance	1	57.90	11.58	69.48
WaterCoolersDirect.com	Admin	3	77.47	15.49	92.96
Chivers Corner Garage	Cemetery - Van	4	254.83	50.95	305.78
BT	Hall	1	537.15	107.43	644.58
BT	Hall	1	80.98	16.19	97.17
BT	Hall	1	134.76	26.95	161.71
BT	Cemetery	4	131.23	26.24	157.47
Travis Perkins	MUGA - Maintenance	1	13.13	2.63	15.76
	Pembrey Memorial Hall -				
Travis Perkins	Maintenance	1	325.00	65.00	390.00
Biffa	Hall - Refuse costs	1	104.07	20.81	124.88
Biffa	Cemetery - Refuse costs	4	93.40	18.68	112.08
Lyreco	Admin supplies	3	42.47	8.49	50.96
Wynnstay	Cemetery - Maintenance	4	53.33	10.67	64.00
Consortium	Hall - cleaning materials	1	115.85	23.17	139.02
	Pembrey Memorial Hall -				
Adept Telecom	telephone	1	24.52	4.90	29.42
Days Rental	Floral Displays - van	9	476.00	95.20	571.20
			18379.68	1819.71	20199.39

The RFO referred to the overall bank balances totalling £297,996.03 as at the end of August 2014. He advised that this figure had been boosted by receipt of the second quarterly

payment of the precept, despite there being a considerable list of payments, as this covered a two month period for July and August.

### 3. Petty Cash

Payments made from 1st July to 31st August 2014

Phone card	3	10.00	10.00
Llanelli Star& Wales in Bloom	3	3.74	3.74
Photos	3	4.14	4.14
Llanelli Star	3	0.70	0.70
Llanelli Star	3	0.70	0.70
Parking - conference	3	1.60	1.60
Siop Y Pentain - Bunting	9	50.00	50.00
100 1st & 2nd class stamps	3	115.00	115.00

**Total payments made  
from petty cash**

**£185.88   £0.00   £185.88**

The RFO advised that there were no unusual items of petty cash expenditure.

### 4. Budget Monitoring Report

The Budget monitoring report for the period 1st April to 31st July 2014 has been circulated to Members.

The RFO advised that the report was to the end of July 2014 and had been presented at the Finance Committee meeting. As at this time, income and expenditure should be around 33% of budget.

The RFO advised that income is below budget, which is mainly attributable to a number of items being paid later in the year, such as the footpath grant and the SLAs. He confirmed that these have been invoiced but payment has not been received to date. Also, the subsidy in relation to Pembrey Memorial Hall has been invoiced to Carmarthenshire County Council but not yet received. The RFO also explained that with the closure of the Copperworks and the move by user groups, there was a delay with invoicing. Therefore, the income figure should be increasing in the next couple of months.

In relation to expenditure, employees' costs are within budget. Administration costs are over budget for year to date and this is mainly attributable to insurances being paid at the start of the year.

In relation to Civic expenditure, the RFO advised that he would be including the two budgets of miscellaneous expenditure.

Although the expenditure on the cemetery/footpaths is slightly under budget, the RFO highlighted the increase in refuse costs. He confirmed that he has spoken to the TSO, who will be looking into alternatives.

Expenditure on the Hall and Institute is within budget. Capital costs are just under £10,000. The RFO advised that he has been requested by the Regeneration and Leisure Committee to provide information on the refurbishment expenditure to date, which he believes is around £12,000.

Expenditure on the Copperworks is below budget. However, an additional bill has been received from the County Council in relation to rates. The RFO explained that as the Town Council had been renting out the building to non profit organisations, reduced rates had previously been paid but now the higher element will be due. It was confirmed that the Regeneration and Leisure Committee has requested a report into options for the Copperworks Site. The RFO also advised that insurance has increased, due to the building being more vulnerable as it is vacant.

Expenditure on the former Pembrey School is under budget.

Expenditure on Pembrey Memorial Hall is over budget. The RFO advised that the refurbishment work is still being covered by income received from the County Council.

Expenditure on Special Projects is within budget.

Total operational expenditure is 32.02%, with net operational expenditure being slightly over budget at 34.77%. The RFO reminded members that a significant amount of income will be received later in the year.

It was raised that previously, the issue of differentiating revenue and capital had been mentioned. It was commented that it is unclear from the way in which the figures are currently presented, as not all project expenditure is capital, with some being revenue. The RFO advised that there is a break down of capital and revenue and therefore, it was perfectly correct.

Cllr Stephen James advised that he had recently attended a One Voice Wales meeting where mention had been made of Councils having an Audit Committee. It was suggested that this could be considered in due course by the Civic Governance and Personnel Committee.

Lastly, the RFO referred to the external audit, which had been mentioned at the previous meeting. He confirmed that the final report had now been received. He requested members' approval of this and they **APPROVED** the same.

#### **64. To consider the report of the Finance Committee meeting held on Monday 14<sup>th</sup> July 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 14<sup>th</sup> July be signed and accepted as a true record.

#### Matters Arising

##### P3 (6) Budget Monitoring

Following a query in relation to income from Pembrey Memorial Hall, the RFO advised that the Hall is being well utilised. Additionally, the Fees and Charges Sub Group have introduced increased fees. As there is a separate income heading for Pembrey Memorial Hall, it will be possible for this to be easily tracked.

**65. To consider any planning applications**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/30678	Castletown Estates Ltd Former Grillo Site Burry Port	Redevelopment of the site for up to 230 homes and up to 465 sqm of retail and leisure floorspace. Creation and alteration of existing vehicle and pedestrian accesses, landscaping, public open space, all services and infrastructure, demolition, remediation of the site and associated works. <b>APPROVED</b>
S/30730	Mr Hugh James Glencoe Factory Road, Pembrey	Ground and first floor dining room and hallway extension, first floor attic conversion to provide lounge, bedroom and bathroom accommodation. <b>APPROVED</b>
S/30598	Carmarthenshire County Council Site 5 and 6 Adjacent to former Grillo Site Burry Port	Demolition of existing harbour masters offices, HM Coastguard Station and ancillary storage buildings and construction of up to 134 residential units with associated infrastructure works. <b>APPROVED</b>
S/30601	Carmarthenshire County Council Former Grillo Site and surrounding area	An enabling works scheme to serve the proposed development of the former Grillo Site and masterplan sites 5, 6 and 7 comprising of the construction of drainage infrastructure, a new vehicular entrance from the existing B4311 via a new junction located to the immediate east of the Grillo Site and pedestrian cycle access via the existing Grillo Site entrance. <b>APPROVED</b>
S/30600	Carmarthenshire County Council Site 8, South of Burrows Terrace, Burry Port	Construction of a 330 place Welsh medium primary school with associated 45 place nursery <b>APPROVED</b>
S/30599	Carmarthenshire County Council Site 7, Adjacent to Silver Terrace Burry Port	Provision of up to 10,500 square metres of employment floor space with an appreciable live/work element.S/30597 <b>APPROVED</b>
S/30597	Carmarthenshire County	Commercial leisure development

	Council Site 4, Burry Port harbour	comprising of a mix of retail, hotel, pub/restaurant and residential uses. <b>APPROVED</b>
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The TSO reported that only Councillors Malcolm Davies and Susan Northam had been present at the Planning Committee meeting the previous evening. Six applications were considered from the County Council, which were for consultation. Save for these, there was only one other application for an extension/attic conversion. The latter was recommended for approval.

**66. To consider any County Councillors' reports**

County Councillor Shirley Matthews did not have an update. She reported that there were some ward issues but these were private.

County Councillor John James reported that the petition in relation to the bus service to Prince Philip Hospital was moving on to the second phase on 23<sup>rd</sup> September 2014.

He also advised that he and County Councillor Pat Jones had met with an officer from the Housing Department of Carmarthenshire County Council and visited Glanmor Terrace. This had led to a multi departmental meeting. He advised that there is a meeting on site with the Highways Department the following week.

County Councillor John James referred to an issue with parking by Burry Port Junior School. There had been a site meeting with PC Vanessa Vaughan and two PCSOs, and Mike Jacobs from the County Council is looking into the issue.

County Councillor John James also provided an update in relation to the Carmarthenshire Unified Sports Committee. The Committee has been meeting with the Executive Board of Carmarthenshire County Council and progress is being made. Following a direct request, County Councillor James has been involved with the Committee. It is hoped that an outcome can be achieved which is acceptable to all parties.

**67. To consider the Mayor's report**

The Mayor advised that there was little to report, due to the August recess. He advised that he had attended a couple of concerts, a prize giving and had held his civic ceremony.

**68. Consideration of a potential application for a permanent alcohol licence for Burry Port Memorial Hall**

The Clerk referred to the fact that this had been considered and recommended by both the Regeneration and Leisure Committee and the Finance Committee. It would entail an extension of the existing entertainments licence on the Memorial Hall. The initial cost of this would be £100, with a renewal fee of £70 each subsequent year. All members were in favour and it was therefore **RESOLVED** that this application be proceeded with.

**69. Consideration of the potential change of use of the Snooker Hall at Burry Port Institute and the initial associated consultancy fees**

The Mayor suggested that as this item would need to be taken in camera, due to fees being discussed, it would be preferable to change the agenda order, so that this was considered at the end of the meeting. This was **APPROVED**.

**70. Consideration of the potential re-positioning and re-dedication of the Roll of Honour currently displayed in the Memorial Institute**

Cllr John James indicated that he had requested this item to be placed on the agenda. This was due to an approach which had been made to him regarding the Roll of Honour no longer being in a prominent place, which he agreed with. When the board had originally been erected, the building was the hub of the community but this is no longer the case. Cllr John James suggested consideration being given to re-positioning the Roll of Honour in the main Memorial Hall, as opposed to the Institute building. He felt that this was fitting, due to it being a Memorial Hall. Cllr Graham Davies indicated his support for this but requested that the plaque for the Spanish Civil War also be moved.

Cllr Stephen James informed members that he understood that the Burry Port British Legion felt it appropriate for this year's Remembrance Service to be held at the Memorial Hall rather than at St Mary's Church, due to it being the 100<sup>th</sup> commemoration of World War I. It was discussed that many members of the public attend at the cenotaph but for a variety of reasons, do not go on to the Church and therefore, this suggestion would bring all of the community together.

Following the discussions, a proposal was put forward that both the World War I and Spanish Civil War plaques be moved from the Institute building, which was **RESOLVED**.

Cllr Stephen James also put forward a proposal that the Town Council pursues a course of action to hold the Remembrance Service in the Memorial Hall this year, if possible. This was unanimously **RESOLVED**.

**71. Consideration of the formation of a Burials Committee**

The Clerk outlined that this had been briefly discussed at a recent Regeneration and Leisure Committee meeting. It was felt that although the cemetery is very well maintained, work needs to be undertaken in relation to its management. The Clerk referred to the existence of the Llanelli Joint Burial Authority, which comprises members of Llanelli Town Council and Llanelli Rural Council, and administers Llanelli District Cemetery. They have a full time Cemetery Manager, who has been fully trained.

It was discussed that there are complex rules and regulations which need to be considered. Accordingly, members were in full approval of the formation of a new Burials Committee. As the Civic Governance and Personnel Committee is due to review the Committee structure generally, it was agreed that the composition of the new Committee be looked at by the Civic Governance and Personnel Committee.

**72. Consideration of the appointment of a new member to the Finance and Efficiency Committee (following the resignation of Cllr John James)**

There was some discussion as to whether it would be preferable for the appointment to wait until the meeting of the Civic Governance and Personnel Committee. However, Cllr Mary Wenman was nominated and her appointment was **APPROVED**.

**73. To consider Communications received**

1. E bulletin from the Welsh Government, forwarded by One Voice Wales on 23<sup>rd</sup> July 2014. This outlines the launch of the Well-Being of Future Generations (Wales) Bill on the 7<sup>th</sup> July 2014 and an update on the Pilot National Conversation – the Wales we want by 2050 (**copy attached**).

*Noted*

2. Email forwarded by One Voice Wales on 23<sup>rd</sup> July 2014 advising of the Welsh Government Consultation Document on improving the availability of allotments and community gardens. The purpose is to set out Welsh Government's Strategic Policy Framework to identify and supply land for allotment use and help to boost skills, mental and physical health and to regenerate local communities. The consultation closes on the 6<sup>th</sup> October 2014 and the consultation document is available to view on the Welsh Government website at

[www.wales.gov.uk/consultations/environmentandcountryside/allotments-and-community-gardens](http://www.wales.gov.uk/consultations/environmentandcountryside/allotments-and-community-gardens)

*Noted*

3. An email received from One Voice Wales on 23<sup>rd</sup> July 2014 with details of the One Voice Wales 2014 Conference and AGM to be held on Saturday 4<sup>th</sup> October 2014 at the Royal Welsh Showground in Builth Wells. This advises that the Conference will provide an opportunity to understand the legislative changes that are affecting the sector in relation to planning, sustainability and local democracy. Registration is from 9.30am, with the conference commencing at 10.15am. The AGM follows in the afternoon, commencing at 2.15pm. The cost for One Voice Wales member Councils for attending the conference is £80 per delegate and the closing date for registering is 19<sup>th</sup> September 2014.

*Cllr Stephen James confirmed that he would be attending. He also advised that Cllr Jean Hire normally attends. The Clerk will also attend, if possible.*

4. Email from One Voice Wales on 29<sup>th</sup> July 2014 forwarding an invitation to attend an exhibition being held at the Senedd in Cardiff Bay from the 30<sup>th</sup> September until 2<sup>nd</sup> October 2014, between the hours of 10am and 4.30pm. With support from the Economic and Social Research Council, the Cardiff University Energy Biographies team and Goldsmiths Energy and Co-Designing Communities Team have been working collaboratively on new ways to engage the public with academic research into how we use energy. The exhibition entitled "A Sense of Energy" highlights the need to attend to every day aspects of energy use in order to help us understand how the ways in which we use energy might need to change in the future. The exhibition is open to the public.

*Noted*



5. Letter dated 25<sup>th</sup> July 2014 from Mr Iwan Cray. This advises that he has recently assumed the position of County Commander for Carmarthenshire of the Mid and West Wales Fire and Rescue Service. Mr Cray states that he would welcome the opportunity to introduce himself to Council members, provide an overview of the services provided for our community and answer any questions. Therefore, the letter requests that possible meeting dates be provided. Having made enquiries, it has been confirmed to the Clerk that Mr Cray's presentation would only last between 10 to 15 minutes, with a question and answer session following this. Accordingly, it is appropriate for such a meeting to take place immediately prior to the normal Town Council meeting.

*Members were happy for the attendance of Mr Cray to be arranged and suggested that this could be arranged for October's meeting.*

6. Email received on 31<sup>st</sup> July 2014 from Kimberly Edmunds. She advises that she is the Volunteer Coordinator for Change Step, which is a peer mentoring project for veterans covering the whole of Wales. The organisation provides an advice service for military veterans and others with post traumatic stress disorder or substance misuse issues who want to make positive changes to their lives. The service is delivered by veterans for veterans and aims to support those seeking help for problems encountered as a result of military or operational duty and will include peer support and training opportunities, as well as counselling. The email also advises that Change Step aims to work collaboratively with statutory bodies and other relevant organisations to ensure an accessible and comprehensive framework by which to guide individuals towards the most appropriate service and it is for this reason that they wish the Council to be aware of the services offered. The email advises that if more information is required, then a meeting can be arranged, if so required.

*Noted*

7. Letter dated 29<sup>th</sup> July 2014 from the Treasurer of Burry Port Male Choir, thanking the Council for its recent financial donation of £100.

*Noted*

8. Letter dated 30<sup>th</sup> July 2014 from the Secretary of St Illtyd's Church, Pembrey thanking the Council for their recent financial assistance.

*Noted*

9. Letter from the Secretary of Burry Port Memorial Park Bowling Park dated 5<sup>th</sup> August 2014 (**copy attached**). The Clerk has responded to this letter, confirming that it would be brought to the attention of members at the next Council meeting, with a full response to follow.

*Cllr John James declared an interest. It was **APPROVED** that consideration of this issue be referred to the next meeting of the Regeneration and Leisure Committee.*

10. Letter dated 7<sup>th</sup> August 2014 from Marie Curie Cancer Care thanking the Council for its donation of £97.60 raised from the Blooming Great Tea Party.

*Noted*

11. Minutes of Burry Port and Pembrey PACT meeting in August 2014, for members' information (**copy attached**).

*Noted*

12. Following correspondence between the Town Clerk and the Head of Property Services at the Church in Wales in relation to land at the front of Pembrey Memorial Hall, an email was received on 13<sup>th</sup> August 2014, advising that no evidence could be found amongst their deeds that the land is owned by the Representative Body of the Church in Wales. The email advised that it is possible that it is owned by local Church trustees or the St David's Diocesan Board of Finance. Accordingly, the Clerk's correspondence had been passed to the Parish and Diocese requesting them to directly respond. A further email has been received from St David's Diocesan Office, informing that our correspondence would be brought to the attention of the Diocesan Secretary upon her return from annual leave on 26<sup>th</sup> August. No further correspondence has been received to date, nor has a response been received from the Parish.

*Cllr Shirley Matthews advised that immediately following the erection of the fence, she had queried it with the County Council. Currently, they are searching their archives.*

13. Letter from One Voice Wales dated 18<sup>th</sup> August 2014, providing details of the 8 motions being put forward at the One Voice Wales Annual General Meeting on Saturday 4<sup>th</sup> October 2014 (**copy attached**).

*Having considered the motions, members were happy to support all of them, with strong support for motions 4 and 6.*

14. Email from One Voice Wales on 26<sup>th</sup> August 2014, advising that nominations are open for the National St David's Awards 2015. The St David's Awards annually recognise and celebrate the exceptional achievements of people in Wales. They acknowledge people who are making a real difference for Wales, either at home or abroad and they are the highest accolades that Welsh Government confers on our citizens nationally. They are the "awards of awards" and the natural destination for all those who have won other sectoral or community awards. The nine categories of awards are bravery, citizenship, culture, enterprise, innovation and technology, international, sport, young person and the First Minister's Special Award. Nominations close on 28<sup>th</sup> October 2014 and can be made via the website [www.stdavidsawards.org.uk](http://www.stdavidsawards.org.uk).

*Noted*

15. Email forwarded by One Voice Wales on 3<sup>rd</sup> September 2014. This advises that recruitment is taking place for at least one new committee member for the Heritage Lottery Fund's Committee for Wales. The closing date for applications is midday on Monday 29<sup>th</sup> September 2014 and full details are available on the HLF website

<http://www.hlf.org.uk/news/Pages/Committee-Member-Opportunities-092014.aspx#.VBAwYE10zcs>

*Noted*

16. Email forwarded by One Voice Wales on 5<sup>th</sup> September 2014. This attaches details of an advertisement for the appointment of Chair of the National Advice Network in Wales by the Welsh Government. The appointment is aimed at supporting the implementation of recommendations of the Advice Services Review Report published in May 2013, that "Welsh Government should establish a resourced National Advice Network to ensure

strategic coordination of advice services, increase shared learning and make best use of available resources". It is envisaged that this National Advice Network will help deliver a more strategic and coordinated approach to the way advice services (particularly those relating to welfare benefits, debt and money management, housing and discrimination) are planned and delivered in Wales. The Chair will be appointed initially for a period of one year, with a time commitment of up to 16 days per year. Further details are available at [www.wales.gov.uk/publicappointments](http://www.wales.gov.uk/publicappointments) or by emailing [janet.thompson@wales.gsi.gov.uk](mailto:janet.thompson@wales.gsi.gov.uk). The closing date for receipt of applications is 25<sup>th</sup> September 2014.

*Noted*

17. Letter from the Wales Audit Office dated 3<sup>rd</sup> September 2014. This advises that as announced by the Audit General for Wales in his report on Local Government Audit and Inspection Fee Scales for 2014 – 15 and in response to the Public Audit (Wales) Act 2013, the Wales Audit Office has decided to redistribute reserves held at 31<sup>st</sup> March 2014 to Local Government Bodies. Accordingly, all Town and Community Councils in Wales will be paid the sum of £30 from this redistribution.

*It was noted that this payment has already been received.*

#### **74. To receive reports by elected members, if any**

Cllr John Jones reported that he had attended the Llanelli Flood Forum the previous week. His impression of this was that there was negativity towards developments in Burry Port. It was advised that this particular meeting was chaired by Sian Caiach, although it is believed that the meetings are normally chaired by Nia Griffith MP.

Members agreed that it was important that the Town Council should have representation at these meetings on a regular basis. Cllr John Jones is happy to continue attending as a representative. Cllr Malcolm Davies has also previously attended as a representative but it was proposed and **APPROVED** that Cllr Graham Davies act as a substitute if Cllr Malcolm Davies is unable to attend.

A proposal was made to request Nia Griffith MP to attend a Council meeting, so that she could be made aware of the concerns. Others expressed a view that as an MP, she has other issues to prioritise and additionally, the forum has been in existence for approximately the last 7/8 years. This proposal was therefore voted against.

It was alternatively proposed that a letter be sent to Nia Griffith MP, which was **APPROVED**.

#### **75. Report of the Clerk on matters of administration**

1. Letter from the Juvenile Diabetes Research Foundation received on 15<sup>th</sup> September 2014, thanking the Council for its donation of £283.49, being the proceeds of the collection from the Songs of Praise event. The letter advises that the charity is the world leading funder of type 1 diabetes research.

*Noted*

2. Email dated 15<sup>th</sup> September 2014, advising of the next meeting of the Town and Community Council Liaison Forum. This is to be held at the Chamber, County Hall, Carmarthen and will commence at 6.30pm. One representative from each Council is invited to attend.

*It was **APPROVED** that Cllr Graham Davies attend the meeting on 30<sup>th</sup> September as the Town Council's representative.*

3. Email dated 16<sup>th</sup> September 2014 from the Community Ranger at Natural Resources Wales, informing of forest operations due to start in Pembrey shortly. It advises that Natural Resources Wales is commencing a three to four month programme to continue the tree felling and thinning programme in Pembrey Forest. The work is part of an ongoing annual operation to improve the forest environment. The work is being carried out to a number of areas within the main forest block, with new areas being thinned and previously worked areas being revisited to address windblown trees. The work is likely to start on 22<sup>nd</sup> September 2014 and will continue until the end of the year.

*Noted*

4. Email forwarded on 16<sup>th</sup> September 2014 by One Voice Wales from the Policy and Compliance Support Officer. This advises that the Welsh Language Commissioner has started a public consultation on the Draft Enforcement Policy. The Consultation will provide an opportunity to gather views in respect of regulation and will take place from 15<sup>th</sup> September 2014 to the 10<sup>th</sup> November 2014 (**copy letter from Welsh Language Commissioner attached**).

*Noted*

5. Letter dated 16<sup>th</sup> September 2014 from Mr Elgan Jones, stated to be on behalf of Burry Port Traders. This raises concerns in relation to the car boot sale being held on the Harbour field each Saturday morning (**copy letter attached**).

*Following members having the opportunity to read this letter, it was discussed that the car boot sales are organised by the Events Forum and are not within the control of the Town Council. Cllr Shirley Matthews advised that due to the popularity of the car boot sales and the recent surge in numbers attending, signs have now been made to inform people where to park. Some Councillors expressed a view that local businesses are concerned about a potential detrimental effect upon their trade, whilst others were of the view that it was benefitting the town by bringing in new people. Cllr Shirley Matthews advised that the car boots sales will be ending at the end of the October and that an invite has been extended to local traders in Burry Port to attend and have a free pitch. She also confirmed that she would discuss the contents of this correspondence with the Forum when they meet shortly. A direct response will also be provided to this letter.*

6. Arrangements are presently in hand for upgrading the Town Council's website. It is therefore requested that all Councillors visit the current website and notify the office within the next 14 days of any factual inaccuracies which they are aware of.

*Cllr Stephen James suggested that as part of the new website, consideration should be given to expanding members' profiles to include for example, committee membership details.*

7. Members are asked to consider if they wish to hold a Christmas function for Councillors and staff, to enable appropriate arrangements to be made.

*Members were in favour of arrangements being made on a similar basis to last year. This will be looked into by Cllr Shirley Matthews.*

8. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 15<sup>th</sup> October 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors, Ken Edwards, Jean Hire, John James, Stephen James, John Hedley Jones, Mrs Pat Jones, Mrs Shirley Matthews, Mrs Susan Northam, , Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer) and John Ridgway (Technical Services Officer)**

**(Pembrey Memorial Hall, 7.00pm – 8.40pm)**

**76. Opening Prayer**

There was no opening prayer, in the absence of Cllr Graham Davies.

**77. Personal Matters**

Apologies were received from Cllrs Graham Davies, Malcolm Davies, Robert John, David Owens as well as County Councillor Hugh Shepardson.

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

Members confirmed their usual declarations of interest.

**79. Police Business**

There was no attendance by the Police and also, no report was available.

**80. To confirm the minutes of the meeting held on 17<sup>th</sup> September 2014**

The minutes of the Town Council meeting held on 17<sup>th</sup> September 2014 were accepted as a true record.

**81. Information from the aforesaid minutes**

**P48 (61) Report of the TSO – Wales in Bloom 2014**

Cllr Moira Thomas referred to the recent success in winning first place in the small towns category of Wales in Bloom and suggested that a letter of thanks be sent to Nigel Sheldon of Wrenvale Nurseries and Landscapes for his advice and provision of the plants.

**P49 (61) Report of the TSO – Copperworks School**

Cllr Ken Edwards clarified that where there is reference to the site being solely used for storage, this is by the Town Council only.

Cllr Moira Thomas referred to the containers which are also used for storage on site at the Memorial Hall and queried whether these were now required. The TSO advised that what is stored in them needs to be retained on site for regular use. However, it was discussed that there are staging platforms in the containers which belong to Burry Port Choir, at no cost at present. It was therefore **APPROVED** that this issue be referred to the Fees and Charges Sub Group for further consideration, as another local organisation is being charged for storage.

#### P57 (70) Consideration of the potential re-positioning and re-dedication of the Roll of Honour currently displayed in the Memorial Institute

Following discussions at the previous Town Council meeting, the Clerk provided members with an update in relation to arrangements for this year's Remembrance Service. She advised that enquiries had been made with the Vicar of St Mary's Church regarding the possibility of the service being held at the Memorial Hall rather than at the Church. However, the Vicar had advised that he was unable to do so. Some members were disappointed by this but it was emphasised that Reverend Michael Wheatley is the Padre for the local British Legion and although the Town Council assists with the arrangements, it is effectively their service. A suggestion was made that such a service could be considered for 2018 for the commemoration of the end of World War I, as there would be ample time to prepare. Alternatively, an ecumenical service could take place on the Friday prior to the Remembrance Day service.

There was also some discussion in relation to the fact that the service is centred in Burry Port and it was suggested that consideration could be given to alternating it with Pembrey. However, it was felt that this would be more difficult as there is no cenotaph in Pembrey.

Following discussions it was therefore approved that the arrangements for this year's Remembrance Service will continue in the usual format, with special consideration to be given to arrangements for 2018.

## **82. Report of the Technical Services Officer (TSO)**

### **Cemetery**

#### **Burials**

During the month of September 2014 there have been 2 burials and 1 burial of ashes.

#### **Memorial Hall**

- 1 The re-covering of the existing chairs is 80% complete.
- 2 Decoration in progress.
- 3 Flooring to commence w/c 20/10/2014

The TSO updated that 90% of the chairs have now been re-covered. Due to the Opera taking place in the hall, the flooring is to be delayed to the first week of November 2014.

An update was requested in relation to the Roll of Honour being moved. The TSO advised that this would be quite complicated and he did not believe that the Council's own staff would be able to undertake the task.

### **Snooker Room**

At the Regeneration and Leisure Committee meeting on 2<sup>nd</sup> October 2014 it was decided not to pursue plans to turn the room into a council chamber and offices at this time.

It was suggested in the first instance the tables should be removed.

### **Pembrey Memorial Hall**

Following a report from the Fire Officer, the CCC Property Compliance is liaising with him to find a way forward in respect of his requirements.

### **Serendipity**

Work will commence on the electrical remedial work on 11<sup>th</sup> October 2014.

### **Christmas Lighting**

At a meeting with David Morris CCC street lighting and Mark Williams Iwec it was decided that the CCC provide a quotation for power points at 7 street lighting columns in Burry Port and Pembrey.

### **Website**

The new look website should be online by the 20<sup>th</sup> October 2014.

The TSO advised that he was due to meet with the website designer once more on 21<sup>st</sup> October to finalise the new design. Statistical data had also been provided in relation to usage of the current website. There had been 4,000 “hits” during the month of August 2014 with the main items viewed being Pembrey Circuit, Pembrey Country Park, the what’s on news section and events. Two thirds of people access the website through their mobile phone or tablet and therefore, the new website will be mobile friendly.

### **Footpath Maintenance**

Pembrey Community Centre : Stepney Road School : Harbour/ Clwb Bach/ Moreb  
Roundabouts : Elkington Road / Stepney Road : Stepney Road School  
Burry Port Park : Engine Inn : The Level : Copperworks School : Cage Walk 71/24 : Furnace Road 71/30 : Lookout 71/13 : Brynteg 57/43 : Ship Aground 57/61 : Embankment 57/60 :  
Pembrey Square : Bryndias 57/47

### **83. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 3<sup>rd</sup> July 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 4<sup>th</sup> September be signed and accepted as a true record.



## Matters Arising

### P3 (10) Update on commemoration of WWI

Cllr Stephen James expressed gratitude to those Councillors and staff that had been involved in organising the World War I event, which had been extremely well attended. It was advised that the sum of £442 had been raised on the night, which is to be presented to the charity, LINKS.

Cllr Ken Edwards referred to the discussions which had taken place at the Regeneration and Leisure Committee meeting regarding the Council having a presence on Facebook and Twitter. He advised that although he did not use social media sites, he had reservations as he felt that it could be used as a means of abusing members of staff due to decisions which the Council had taken. The TSO advised that safeguards have been discussed with the website designer. He also assured that he would be controlling the Facebook site and suggested that the situation just be monitored.

Following the discussions, members voted on the proposal that the Council proceeds in principle in having Facebook and Twitter accounts but requests the Regeneration and Leisure Committee to consider safeguards. This was **RESOLVED**, following the casting vote being given by the Mayor in favour of the proposal.

Whilst discussing ways of better communication with the public, Cllr John James referred to the potential of a Junior PACT. Cllr Shirley Matthews also suggested that a representative could attend Council meetings from Glan y Mor School and have a non voting role. Cllr Mary Wenman suggested that Ysgol y Strade could also be involved.

### P4 (12) Update on appointment of new trustees for Pembrey Memorial Hall

A query was raised as to whether this issue had now been resolved. The Clerk advised that there had been some communication with Mr Matt Morden in relation to the issue. He had been in contact with some of the current trustees, who had agreed to relinquish their trustee status. Cllr Shirley Matthews added that she and Cllr John Hedley Jones were due to shortly meet with a local resident who has documentation relating to the current trust. Members discussed the potential constitution of the new trust and were generally of the view that the trustees should be comprised of mainly Councillors or even possibly all Councillors. It was even suggested that potentially the Town Council in its entirety could be the trustees.

## **84. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

### **1. Bank**

The following cash balances are held with Lloyds at 30th September 2014 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Business Instant Access account	280503.70		280,503.70
Community Account	17881.68	10,483.82	

7,397.86

Imprest account

	739.95	739.95
<b>£299,125.33</b>	<b>£10,483.82</b>	<b>£288,641.51</b>

## 2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th September 2014 :-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat £</u>	<u>VAT</u>	<u>Total cost</u>
Heart internet	Web provider	3	8.99	1.80	10.79
	Events - WW1				
Shirley Matthews	Commemoration	9	72.45		72.45
	Events - WW1				
Ellen Davies	Commemoration	9	20.00		20.00
SWALEC	Heating - Electricity	1	574.33	114.86	689.19
Tradepoint	Hall - Refurbishments	1	9.96	2.00	11.96
Tradepoint	Hall - Refurbishments	1	87.45	17.49	104.94
Travis Perkins	Cemetery - maintenance	4	114.45	18.39	132.84
Llanelli Blinds and Upholstery	Memorial Hall - Refurbishments	1	2500.00	500.00	3000.00
BT - Internet service	Hall - internet	1	44.00	8.80	52.80
Myrddin Garden Machinery	Cemetery - machinery maintenance	4	22.80	4.56	27.36
Myrddin Garden Machinery	Cemetery - machinery maintenance	4	19.95		19.95
Lyreco	Admin supplies	3	29.44	5.89	35.33
Lyreco	Admin supplies	3	14.81	2.96	17.77
Lyreco	Admin supplies	3	-16.78	-3.36	-20.14
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - Storage	1	58.80	11.76	70.56
Darren Daniel	Hall - maintenance	1	50.00	10.00	60.00
	Admin - Wales in Bloom awards				
Usk in Bloom	awards	3	40.00		40.00
Plusnet	Internet provider	3	15.00	3.00	18.00
Cathedral leasing	Hall - maintenance	1	64.98	13.00	77.98
Chivers Corner Garage	Floral Displays - van	9	25.30	5.06	30.36
Chivers Corner Garage	Cemetery - Van	4	157.53	31.51	189.04
Xerox finance	Photocopier costs	3	30.18	6.04	36.22
Biffa	Hall - Refuse costs	1	85.39	17.08	102.47
Biffa	Cemetery - Refuse costs	4	74.72	14.94	89.66
Wynnstay	Equipment	4	26.59	5.32	31.91
CCC-rates re 14-15	Additional rates	1	1040.47		1040.47
Burry Port Town Band	Special - Donation	9	200.00		200.00
	Memorial Hall - Refurbishments				
Travis Perkins	Pembrey Library - maintenance	1	621.72	124.34	746.06
Dyfed Alarms	Pembrey Memorial Hall - repairs	1	110.00	22.00	132.00
Darren Daniel	repairs	1	50.00	10.00	60.00
Days Rental	Floral Displays - van	9	476.00	95.20	571.20
Coach House Pianos	Hall - piano tuning	1	120.00	24.00	144.00
Consortium	Hall - cleaning materials	1	121.04	24.22	145.26
British Gas	Pembrey Memorial Hall	1	349.70	17.48	367.18

Llanelli Blinds and Upholstery	Memorial Hall - Refurbishments	1	2500.00	500.00	3000.00
BDO	Admin - External Audit	3	650.00	130.00	780.00
Events Forum	Special - Donation	9	250.00	0.00	250.00
Llanelli Deaf Club	Special - Donation	9	50.00	0.00	50.00
Christian Ford Memorial Fund	Special - Donation	9	250.00	0.00	250.00
Tradepoint	Memorial Hall - Refurbishments	1	35.80	7.16	42.96
IWEC	Memorial Hall - maintenance	1	191.90	38.38	230.28
IWEC	Pembrey Memorial Hall - maintenance	1	252.57	50.51	303.08
Days Rental	Floral Displays - van	9	306.00	61.20	367.20
			<u>11764.34</u>	<u>1907.35</u>	<u>13671.69</u>

The RFO referred to the overall bank balances totalling £288,641.51 as at the end of September 2014. In relation to the schedule of accounts paid, he referred to some more unusual ones, namely in relation to one of the World War I commemoration events and also the Memorial Hall refurbishment (Llanelli Blinds and Upholstery – re-covering of chairs). There were also three donations to local organisations.

### 3. Petty Cash

Payments made from 1st to 30th September 2014

Coop - Blooming Great Tea Party	9	13.49		13.49	
Llanelli trophies	9	40.00		40.00	
Llanelli Star	3	0.70		0.70	
Key rings	3	3.90		3.90	
Phone card	3	10.00		10.00	
Llanelli trailer centre - lenses and socket	4	17.50	3.5	21.00	
Llanelli Star	3	0.70		0.70	
John Morgan Auroparts	4	30.00		30.00	
J. Romero Ironmongers - Shovel	4	24.99		24.99	
WH Smiths - diaries	3	21.98		21.98	
<b>Total payments made from petty cash</b>			<u><b>£163.26</b></u>	<u><b>£3.50</b></u>	<u><b>£166.76</b></u>

The RFO emphasised that on this report, references are provided for all payments, showing under which statutory provision they have been made.

### 4. Budget Monitoring Report

The RFO advised that as at the end of August 2014, income and expenditure should be around 42% of budget.

The RFO indicated that overall income is just over 32% and is therefore under budget. However, some large payments have not been received. The footpath grant is being claimed this month. Also, two of the SLAs have been received and therefore, the income will be significantly boosted.

In relation to expenditure, employees' costs are within budget. Administration costs are over budget for year to date, which is mainly attributable to insurance paid at the start of the financial year. Also, an additional payment has had to be made for rates to the County Council for the Copperworks Site, due to this being empty.

The RFO advised that in relation to Civic Expenditure, he has as approved added in the Christmas Tea and Cawl Cennin but these will be merged in general Civic Expenditure the following month. Expenditure on the Cemetery/footpaths is within budget. This is despite the sum of £1,400 being paid for rates in April 2014. However, expenditure under the heading of electricity, water and rates is over budget. Expenditure on maintenance and repairs is also over budget, due to the increased refuse costs, following this being taken over by Biffa. The TSO has looked at potential other providers, but has not received prices to date.

Expenditure on the Hall and Institute is slightly over budget. Again, rates were paid in April and also the cost of electricity is running quite high. The electricity supply had been discussed at the recent Finance Committee meeting and is to be further considered with the TSO.

Expenditure on the Copperworks is within budget, although again, expenditure on electricity, water and rates is slightly over budget.

Expenditure on the former Pembrey School is under budget, with only the heading of electricity, water and rates being over budget.

Expenditure on Pembrey Memorial Hall is within budget.

In relation to Special Projects, there has been limited expenditure to date. It was highlighted that there would shortly be expenditure on Christmas lighting and this would be further discussed as an agenda item.

Net expenditure to date is slightly over budget at 42.26%.

**85. To consider the report of the Finance Committee meeting held on Monday 8<sup>th</sup> September 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 8<sup>th</sup> September be signed and accepted as a true record.

**Matters Arising**

There were no matters arising.

**86. To consider any planning applications**

Members were advised that the Planning Committee had recommended approval of all three applications, which they endorsed.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/30857	Mr Lee Edwards Land at rear of 7 St Iltyd's Rise, Pembrey	Erection of one dwelling  <b>APPROVED</b>
S/30858	Martyn Blewett The Old Builders Yard Burry Port	Removal of conditions 10, 11 and 12 on S/29955 (code for sustainable homes) <b>APPROVED</b>
S/30884	N and C Rees 54 Ashburnham Road Pembrey	Single storey rear extension to former sunroom <b>APPROVED</b>

### **87. To consider any County Councillors' reports**

County Councillor Pat Jones advised that she has ongoing involvement in relation to the caravans in Glanmor Terrace, in which some people are living. She also advised that she is awaiting another meeting at Plas y Mor residential home. Additionally, County Cllr Pat Jones advised that work has commenced within the County Council to look at next year's budget, although, a great deal more work is required.

County Councillor Shirley Matthews advised that she had no public information to report but that she had been involved in some private issues over the last month.

County Councillor John James advised that it had been a reasonably quiet month. He however confirmed that the petition delivered regarding the bus service to Prince Phillip Hospital appears to have been sympathetically received.

Cllr Stephen James enquired if there was an update in relation to the potential closure of Burry Port Police Station. Cllr Pat Jones advised that there was no news at present but she is due to meet with the Police and Crime Commissioner shortly and will be raising this subject. County Councillor John James confirmed that what is certain is that the police station would not be closing in December, as had previously been anticipated.

### **88. To consider the Mayor's report**

The Mayor advised that he had attended the recent Flood Forum meeting. Cllrs Moira Thomas, John Hedley Jones and Malcolm Davies had also attended. The Mayor confirmed that he had made it clearly known that Pembrey and Burry Port Town Council was unhappy with some of the views which had been expressed at the previous meeting. He had received an assurance that in future, if Nia Griffith MP was unavailable to chair a meeting, then it would be cancelled.

The Mayor referred to the highlight of the past month being the World War I commemoration event which was held at the Memorial Hall on 26<sup>th</sup> September 2014. Another event which he had recently attended was the Civic Service of Llanelli Town Mayor.

**89. Consideration of potential collaboration opportunities with other local Town Councils and approval of ongoing discussions with Llanelli Town Council, Llanelli Rural Council and Llangennech Community Council**

The Clerk outlined that a second meeting had taken place with the other local Councils on 24<sup>th</sup> September 2014. At this meeting, it was agreed that each respective Council individually report back to its members what has been raised and seek further suggestions for potential collaboration opportunities. It was also agreed that each Council effectively obtain a mandate from its members to continue the discussions.

Cllr Michael Theodoulou added that some areas have already been considered, such as procurement, HR and cemetery management. Members were being requested to consider other possible worthwhile collaboration opportunities.

Cllr John Hedley Jones referred to the fact that there may be scope to collaborate with some other Councils. He specifically referred to Trimsaran in relation to footpaths.

Cllr John James confirmed that the discussions had commenced between the current four Councils to see how the situation develops but potentially, it could be widened. He referred to the fact that he had some personal reservations as a result of apparent meetings which had taken place between Llanelli Town Council, Llanelli Rural Council and the County Council on asset transfers. However, assurances had been given that the meetings had related to charging for sports facilities. It was also confirmed that an officer from Carmarthenshire County Council will now be attending the next meeting on the 26<sup>th</sup> November 2014.

Cllr Stephen James emphasised that change is coming to the sector and a consultation paper is shortly due to be published, specifically dealing with Town and Community Councils. He therefore emphasised that it is inevitable that we have to work together, whether we do it now or are forced to do so at a future date.

During the course of the discussions, some concern was raised that Llanelli Town Council and Llanelli Rural Council are much larger Councils. However, it was emphasised that amalgamation is not being considered but only collaboration opportunities, which could be beneficial.

Following the discussions, it was proposed that the discussions with the other Councils continue and furthermore, that collaboration opportunities are considered by the Town Council's committees and that the agenda item be further considered at the November Town Council meeting. This was **RESOLVED**.

**90. Consideration of the Council's response to Carmarthenshire County Council's consultation exercise on the proposed charges for sports facilities**

Cllr Michael Theodoulou indicated that he had requested that this item be placed on the agenda. However, since this, there had been further developments as a Task and Finish Group has now been set up to look at the Committee structure. Cllr Theodoulou requested that the Council ask this Group to extend its brief, to consider delegated powers and the behaviour of Councillors when acting in a way that represents the overall Council. It was generally felt that this was a Civic Governance issue and not one that the sub group should consider. It was therefore proposed and **RESOLVED** that this particular issue be referred to the full Civic Governance and Personnel Committee.

**91. Approval to dispose of the snooker tables in the Snooker Hall (recommendation from the Regeneration and Leisure Committee meeting of 02/10/14).**

During the course of the discussions upon this issue, some concern was raised as to the value of the snooker tables and the fact that the Council should be satisfied that there has been full investigation regarding disposal options.

The TSO advised that over a year ago, he had made enquiries with around ten snooker clubs in South Wales but there had been no interest. He also advised that he had spoken to Absolute Snooker once more, who had indicated that they have a warehouse full of snooker tables, which are not selling. If they were to remove the snooker tables from the snooker room, the charge would be £250 per table. If they are only required to dismantle the tables, with them being removed by someone else, then the cost for dismantling would be £95 per table. The TSO also advised that the tables are now valued at £3,000 each for insurance purposes.

As the Star reporter was in attendance, it was suggested that the newspaper could run an article, which indicated that any offers would be considered, with a deadline being provided for enquiries. It was felt that for audit purposes, it could then be seen that the Council had tried its best to effectively dispose of the tables.

**92. Adoption of Employers' Discretionary Policy under the Local Government Pension Scheme Regulation 2013 (referral from Civic Governance and Personnel Committee meeting of 23/09/14)**

The Clerk referred to a presentation which had been given by Matthew James of Carmarthenshire County Council at the Civic Governance and Personnel Committee meeting on 23<sup>rd</sup> September 2014. In essence, a draft policy had been provided, which had been considered but this needed to be formally adopted by the Town Council. Given the referral from the Civic Governance and Personnel Committee, members unanimously **RESOLVED** to approve this.

**93. Consideration of a potential increase of the Christmas lighting budget**

The Clerk advised that this had been recently considered both by the Regeneration and Leisure Committee and the Finance Committee. No recommendation had been made at the Finance Committee meeting on 13<sup>th</sup> October 2014, as members felt that it should be fully debated by all members of the Town Council.

The Clerk outlined the figures for the proposed expenditure. It was emphasised that additional lighting is to be purchased and there will also be some other one off expenditure. It was also advised that there had been a recent donation of £2,500 from the Community Forum, as a contribution towards the lighting, which could be utilised towards the additional expenditure.

Members unanimously **APPROVED** the proposed increase to the Christmas lighting budget, as presented.

It was confirmed that the switch on of the Christmas lights will take place in Burry Port on 28<sup>th</sup> November 2014.

**94. To consider Communications received**

1. Letter from St David's Diocesan Board of Finance dated 30<sup>th</sup> September 2014 in relation to the land at the front of Pembrey Memorial Hall. This advises that the Council's request to consider donating the land to it will be discussed at the meeting later in the year.

*Noted, but the Clerk will make enquires as to when the next meeting will be taking place.*

2. Email on 30<sup>th</sup> September 2014 from the Chairman of Carmarthenshire Local Service Board. This advises that the Carmarthenshire Integration Community Strategy Annual Forum will be held on Thursday 27<sup>th</sup> November 2014 at the Halliwell Theatre, Carmarthen. Registration commences at 8.45am, with the event starting at 9.30am and finishing at 1pm.

*The Clerk advised that Cllr Graham Davies had expressed an interest in attending this Forum and his attendance was **APPROVED**.*

3. Email from One Voice Wales dated 30<sup>th</sup> September 2014, providing a copy of the response given on behalf of the sector to the Welsh Government White Paper "Devolution, Democracy and Delivery – Reforming Local Government".

*Noted*

4. Email dated 6<sup>th</sup> October 2014 from Planning Aid Wales. This advises that Planning Aid Wales is delivering a Community Planning seminar on 18<sup>th</sup> November at the Chapter Arts Centre, Cardiff. The seminar will take place between 2.30pm and 6.30pm and the cost is £20 per delegate.

*Noted*

5. Email dated 6<sup>th</sup> October 2014 from the Welsh Government. This advises that in accordance with the requirement of Section 147 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales has published its draft Annual Report on its website.  
<http://wales.gov.uk/irpwsb/home/publication/201415/141002-draft-annual-report-2015-16/?lang=en> The report will have effect for the financial year 2015/16. Chapter 10 relates to Town and Community Councils. In order to meet the Measure's requirement to publish the Annual Report by 28<sup>th</sup> February 2015, an eight week consultation will take place. Representations should be received by 27<sup>th</sup> November 2014 by writing to the Secretariat at [irpmailbox@wales.gsi.gov.uk](mailto:irpmailbox@wales.gsi.gov.uk). Postal details are on the website.

*Noted*

6. Letter dated 8<sup>th</sup> October 2014 from the Chair of Review of Designated Landscapes in Wales. This advises that the Welsh Government has commissioned an independent panel to conduct a review of designated landscapes in Wales (National Parks and Areas of Outstanding Natural Beauty). The review will take place during the remainder of 2014 and throughout 2015 and will be in two stages. The letter advises that it will be important to gather a variety of types of evidence from both stakeholders and members of the public. There will be a set of evidence gathering activities involving written submissions, face to face meetings, public workshops and the gathering of evidence via the website. The letter specifically invites the Council to initially submit written



evidence to the review panel by 5<sup>th</sup> November 2014 regarding the first stage of its work where it will address the purposes of designated landscapes and the merits of classifying Wales' designated landscapes under one type of designation. Subsequently, some focussed evidence gathering sessions will be arranged over the 20<sup>th</sup>/21<sup>st</sup> November 2014, to which the Council maybe invited.

*Noted*

**95. To receive reports by elected members, if any**

Cllr John Hedley Jones referred to the recent Flood Forum which he had attended and how on this occasion, with Nia Griffith MP chairing the meeting, it had been chaired very differently.

Cllr Stephen James reported that he had attended the Larger Councils Committee meeting in Builth Wells that day. From what was discussed, it is clear that in future, there will be a more stringent audit process. This is as a result of the district auditor having established that Councils often have not done things which they have ticked the form to say that they are doing. In future, the risks register will be considered. Also, a copy of the Council's budget will be requested, rather than a box being ticked on the form.

**96. Report of the Clerk on matters of administration**

1. Letter from Pembrey and Burry Port Gardening Club dated 8<sup>th</sup> October 2014. This conveys congratulations to the Town Council on its outstanding achievement in the Wales in Bloom competition. The letter also goes on to state that it was a pleasure for the organisation to have had some participation in designing one small site.

*Noted, but Cllr Moira Thomas also expressed thanks to the Star reporter, Gemma Roberts for additional coverage in the newspaper.*

2. Letter from Carmarthen Town Council dated 8<sup>th</sup> October 2014 in relation to the Swansea Bay City Region which was launched in July 2013 to create jobs, boost prosperity and encourage inward investment. The Swansea Bay City Region encompasses the local authority areas of Pembrokeshire, Carmarthenshire, City and County of Swansea and Neath Port Talbot. It is run by a board comprised of representatives of the public and private sectors.

The letter advises that in order to learn more about the objectives and activities of the Swansea Bay City Region Forum, Carmarthen Town Council has arranged for a senior member of the board to attend a meeting at their offices at St Peter's Civic Hall, Nott Square, Carmarthen on Wednesday 19<sup>th</sup> November 2014 at 7pm. The letter extends an invitation for the Council to send two representatives to the meeting. It also emphasises the importance of this Forum, particularly in light of likely changes as recommended by the Williams Commission, which could present new opportunities for the lower tier of local government.

*It was **APPROVED** that two representatives should attend this meeting, namely the Chair of the Finance Committee being the Mayor, Cllr Andrew Phillips and the Chair of the Regeneration and Leisure Committee, Cllr Shirley Matthews.*

3. Letter from the Community Forum dated 13<sup>th</sup> October 2014 conveying gratitude to the Council for its support. It advises that the Town Council is its main supporter and sponsor and without the Council's contributions, the Pembrey and Burry Port Carnival would not be the prestigious event which it has evolved into. The letter also advises that the Carnival is a springboard for organising other community based events. In conclusion, the letter encloses a donation of £2,500 which it states is to be shared between Pembrey and Burry Port towards Christmas lighting.

*Noted*

4. Email dated 14<sup>th</sup> October 2014 from Technical Services Department, Carmarthenshire County Council. This advises that a request has been received for limited waiting (2 hours) outside Jerusalem Chapel, Gwscwm Road between the hours of 8am and 6pm Monday to Saturday. It indicates that the police supports the proposals. The Town Council is one of the consultees.

*Members wish to support the limited waiting but to also include a Sunday, when it is felt that the problem is at its worst.*

5. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.

*The Clerk circulated the confidential minute of the meeting of 17<sup>th</sup> September 2014 which was **APPROVED** as a true record by members.*

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 17<sup>th</sup> December 2014**

**Councillor Andrew Phillips (Mayor)**

**Councillors Graham Davies, Malcolm Davies, Ken Edwards, Mrs Jean Hire, John James, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, Michael Theodoulou, Mrs Moira Thomas, and Hefin Williams**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (Responsible Finance Officer)**

**(Pembrey Memorial Hall, 7pm – 8.40pm)**

**114. Opening Prayer**

The opening prayer was given by Cllr Graham Davies.

**115. Personal Matters**

Apologies were received from Cllrs Stephen James, Robert John, Mrs Pat Jones, David Owens, Mrs Mary Wenman, County Councillor Hugh Shepardson and John Ridgway (Technical Services Officer).

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

Members confirmed their usual declarations of interest.

**117. Police Business**

PCSO Trudi Scandone presented the police report, as set out below:

During the month of November 2014, 28 crimes have been reported in the Burry Port section down from 29 in the same period last year. The detection rate for the year to date is 67%.

Within the month of November officers have had to attend to 156 calls, 30 of these needed an immediate response, 40 had to be answered within the hour and 56 were registered as simply needing attendance with another 30 not needing a response.

Crimes of note:

**Criminal Damage**

There have been 5 recorded cases of criminal damage in November. One of which was a vehicle had its tyres damaged whilst parked at Burry Port harbour, enquiries have been conducted but have led to no suspects being identified.

## **Burglary**

2 Burglaries were recorded in the Burry Port area, 1 in Church road and 1 in Lando Road Pembrey were unknown person/s have entered garden sheds and taken items from within. Enquiries have been conducted but no suspects have been identified.

## **Anti-Social Behaviour**

There were 10 anti-social behaviour calls in November but these were mainly relating to neighbour disputes and complaints in relation to loud music but no calls relating to the town centre.

## **Drug Offences**

In November there were 3 drug offences recorded and detected for the Burry Port section with a 100% detection rate. A warrant was executed in the Burry Port area whereby 1 person has been charged for possession of a control drug and will appear in court in due course. The Team are currently working on several warrants and are always keen to gain intelligence from the community.

Cllr Graham Davies referred to discussions which had taken place at PACT meetings about the role of PCSOs and enquired whether their powers have now been widened. PCSO Trudi Scandone advised that a PCSO has powers of dispersal in relation to public order offences. However, their powers have not increased in relation to dog fouling and littering offences. Cllr Graham Davies expressed a view that as a Council, we should try to support the PCSOs in widening their role. Cllr John James advised that County Councillors wished more persons to have enforcement powers and for this to occur as soon as possible, but indicated that presently, there were some outstanding legal issues.

### **118. To confirm the minutes of the meeting held on 19<sup>th</sup> November 2014**

The minutes of the Town Council meeting held on 19<sup>th</sup> November 2014 were accepted as a true record.

### **119. Information from the aforesaid minutes**

#### **P85 (106) Finance Committee meeting 13<sup>th</sup> October 2014 – Matters Arising**

Cllr Graham Davies expressed a view that the minutes stated a rather clinical version of the discussions and that he had strongly argued that the refusal of the particular financial request application was bizarre.

#### **P88 (111) Communications (10)**

Cllr Michael Theodoulou offered his apologies for being unable to attend the Community Council Liaison Forum on 4<sup>th</sup> December 2014. He also advised that he had been unable to arrange for a delegate to attend, at such short notice. It was discussed that since its inception, different delegates from the Town Council have attended this Liaison Forum. Cllr Ken Edwards proposed that for the purposes of continuity, there should be an ongoing member

attending all meetings, which was agreed. It was therefore **APPROVED** that an item be placed on the agenda for the next Town Council meeting to appoint such a representative.

#### P88 (111) Communications (13)

Cllr John James advised that the County Council had now adopted the Carmarthenshire Local Development Plan.

### **120. Report of the Technical Services Officer (TSO)**

#### Cemetery

##### Burials

During the month of November 2014 there have been 4 burials, 5 scattering of ashes and 2 burial of ashes.

##### Memorial Hall

The work in the hall is almost completed, the control room will be decorated when the Christmas period is over, tables and mirrors have to be ordered for the new conference room. The project is on programme and within the agreed budget.

##### Snooker Room

Radnedge Reclaimed Flooring have removed four snooker tables, the fifth table is to be removed in January by Mr Stuart Williams who played in the 1982 under 16 final on this particular table.

Cllr Ken Edwards referred to the fact that holes have now been left in the floor of the Snooker Hall, following the removal of the tables. He requested that this be attended to at the earliest opportunity, as it posed a health and safety issue.

##### Serendipity

Electrical remedial work is now 70% completed.

##### Copperworks School

Because many groups and individuals have the code for the digital lock (code cannot be changed) the existing lock has been replaced with a dead lock which will enhance the security of the building.

##### Britain in Bloom

The Royal Horticultural Society have informed the Council that they have been nominated to represent Wales in the small town category, this representation is provisional at the moment until it is confirmed that there are enough entries to allow this category to proceed, the total number of entries will be known by the end of December. There is a Britain in Bloom UK Finalists Seminar in Sheffield on 30<sup>th</sup> January 2015 which will provide the information to help the Council plan for the UK Finals.

## Grass Maintenance

Pembrey Community Centre, Pembrey Square, Memorial Gardens, Moreb, Clwb Bach, Harbour Roundabouts, Stepney Road.

All the above are grassed areas that the Council are solely responsible for.

Cllr Michael Theodoulou referred to comments made at the previous meeting when he had requested that the TSO's report be more detailed. He accepted that the TSO had included a little more detail in his report but requested that the Clerk speak to him on his return from annual leave about the report being even more detailed.

### **121. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 6<sup>th</sup> November 2014**

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 6<sup>th</sup> November be signed and accepted as a true record.

## Matters Arising

### P1 (4) Matters Arising – update on commemoration of WWI

Cllr Graham Davies advised that it is intended for there to be a series of WWI commemoration meetings, the first of which will be held on 23<sup>rd</sup> January 2015. This will be an education awareness raising activity, together with music and poetry.

### **122. Report of the Responsible Finance Officer (RFO)**

The RFO, Alan Howells, presented his report, as set out below:

#### **1. Bank**

The following cash balances are held with Lloyds at 30th November 2014 :-

	<b>Balance at bank</b>	<b>Unpresented cheques</b>	<b>Council cash book balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Business Instant Access account	215,384.97		215,384.97
Community Account	22,119.60	8,282.92	13,836.68
Imprest account	14,684.38		14,684.38
	<b>£252,188.95</b>	<b>£8,282.92</b>	<b>£243,906.03</b>

#### **2. Schedule of accounts paid**

The following accounts have been paid from 1st to 30<sup>th</sup> November 2014:-

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Dwr Cymru/Welsh Water	Water Charges - Pembrey Memorial Hall	1	258.47		258.47
Tradepoint	Cemetery - maintenance materials	4	31.49	6.29	37.78
British Gas	Hall - Gas	1	277.33	55.46	332.79
Electratest	Pembrey Memorial Hall - maintenance	1	77.25	15.45	92.70
Powercut	Cemetery repairs Memorial Hall -	4	131.57	26.32	157.89
Darren Daniel	Refurbishments Pembrey Memorial Hall -	1	295.00	59.00	354.00
Darren Daniel	maintenance	1	40.00	8.00	48.00
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
Parker Plant Hire	Hall - Storage	1	64.40	12.88	77.28
TRA Imports	Xmas lighting - additions	9	5580.10	1116.02	6696.12
Iwec	Hall - maintenance	1	121.50	24.30	145.80
Iwec	Hall - maintenance	1	67.45	13.49	80.94
Iwec	Hall - maintenance	1	122.60	24.52	147.12
Llanelli Blinds and Upholstery	Memorial Hall - Refurbishments	1	2500.00	500.00	3000.00
Graham Davies	Events - WW1 Commemoration	9	62.55	12.51	75.06
Graham Davies	Events - WW1 Commemoration	9	53.78		53.78
Wrenvale Nurseries and Landscapes	Floral Displays	9	600.00	120.00	720.00
Wrenvale Nurseries and Landscapes	Floral Displays	9	240.50	48.10	288.60
Wrenvale Nurseries and Landscapes	Floral Displays	9	1500.00	300.00	1800.00
Wrenvale Nurseries and Landscapes	Floral Displays Pembrey Memorial Hall -	9	2258.00	451.60	2709.60
British Gas	Electricity	1	88.56	4.42	92.98
Smith of Derby	Hall - Clock Maintenance	1	183.00	36.60	219.60
Travis Perkins	Cemetery - maintenance	4	61.04	12.21	73.25
Biffa	Cemetery - Refuse costs	4	104.07	20.81	124.88
Biffa	Hall - Refuse costs	1	74.72	14.94	89.66
Chivers Corner Garage	Vehicle fuel costs	4	144.37	28.87	173.24
BT	Hall - phone costs	1	420.71	84.14	504.85
BT	Hall - phone costs	1	119.01	23.80	142.81
BT	Hall - phone costs	1	84.31	16.86	101.17
BT	Cemetery - phone costs	4	136.98	27.39	164.37
Tradepoint	Hall - maintenance	1	23.85	4.77	28.62
Lyreco	Admin supplies	3	218.16	43.63	261.79
Lyreco	Admin supplies	3	155.52	31.10	186.62
Consortium	Admin supplies	3	16.69	3.34	20.03
Sheds N Chalets	Christmas Lights - Grotto	9	205.83	41.17	247.00
Darren Daniel	Hall - maintenance	1	185.00	37.00	222.00
Travis Perkins	Cemetery - maintenance	4	41.78	3.17	44.95
			16609.99	3241.04	19851.03

The RFO referred to the overall bank balances totalling £243,906.03. In relation to the schedule of payments for November, there is some unusual expenditure, which he highlighted. The payment to TRA Imports was for additional Christmas lighting. The payment to Llanelli Blinds and Upholstery was for the ongoing refurbishment at the Memorial Hall. There were also a number of payments to Wrenvale Nurseries and Landscapes for floral displays and a payment to Shed n Chalets for a new nativity stable.

### 3. Petty Cash

Payments made from 1st to 30<sup>th</sup> November 2014

Phone card	3	10.00	10.00
Llanelli Star	3	0.70	0.70
100 * 1st class stamps	3	62.00	62.00
<b>Total payments made from petty cash</b>		<b>£72.70</b>	<b>£0.00</b>
		<b>£72.70</b>	

### 4. Budget Monitoring Report

The Budget monitoring report for the period 1st April to 31st October 2014 has been circulated to Members.

The RFO advised that as at the end of October 2014, income and expenditure should be just over 58% of budget. The RFO advised that the virements which were approved the previous month have been made and are included within the figures.

Presently, income is above budget. The main areas to note are the SLAs received for the public conveniences and gardens, as well as the subsidy for Pembrey Memorial Hall.

The RFO also highlighted the donation from the Events Forum towards the Christmas lights.

The RFO advised that rental income was doing quite well at present. In relation to the cemetery, although this is below budget, the income is higher than it was at this point in the previous financial year.

In relation to expenditure, employees' costs are within budget. Administration costs are over budget but as previously advised, this is mainly attributable to a timing issue, with insurances being paid at the start of the financial year. Also, payments for telephones and subscriptions have been paid quarterly in advance.

Civic Expenditure is within budget. However, most of the expenditure has not yet been incurred, as the Christmas tea and Cawl Cennin have not yet been paid for.

Expenditure on the cemetery/footpaths is below budget. The RFO advised that the invoice for footway lighting had not yet been received from the County Council. He also referred to expenditure on maintenance and repairs already being close to the overall budget. He will therefore speak to the TSO upon his return from annual leave and give consideration to a virement.

Expenditure on the Hall and Institute is within budget, with most of the individual headings being within budget. The RFO advised that a credit is due in relation to electricity costs. In relation to the expenditure on the Hall and Institute refurbishment, the RFO advised that the Finance Committee had requested a breakdown of the expenditure and income, which had now been provided. It should be possible for the grant funding to be claimed in January 2015.

Expenditure on the Copperworks is under budget.



Expenditure on the former Pembrey School is well below budget. The RFO also advised that the payment of £750 in relation to the lease is being reclaimed from Carmarthenshire County Council, in accordance with terms agreed.

Expenditure on Pembrey Memorial Hall is overall within budget, although expenditure for annual payments of insurance and rates are over budget.

The RFO referred to the money received from the County Council in the previous financial year for Pembrey Memorial Hall refurbishment, as previously advised.

Expenditure on Special Projects is overall over budget, although there are some headings where there has been no expenditure to date. The RFO advised that in relation to the expenditure on floral displays, a meeting has taken place with the TSO to obtain more information. Following this, it is evident that some expenditure had been agreed after the budget was set for the 2013 / 2014 financial year and therefore, a virement will be made.

The RFO confirmed that net expenditure to date is on budget at just under 55%.

### **123. To consider the report of the Finance Committee meeting held on Monday 10<sup>th</sup> November 2014**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 10<sup>th</sup> November be signed and accepted as a true record.

#### Matters Arising

##### P2 (9) Update on draft budget for 2015 / 16

The RFO advised that at the most recent Finance Committee meeting, some final adjustments had been recommended. These will be looked at once more at the January Finance Committee meeting and then brought to the January Town Council meeting.

##### P3 (11) Consideration of VAT rules for charitable organisations

Following a query, the RFO clarified that the Scouts Organisation and Mr Terry Clarke had claimed that the Council should not be charging VAT on their hiring charges. However, the RFO had contacted HMRC and also considered their guidance. He confirmed that it is a misconception that VAT cannot be charged to such organisations. However, it is essential that there is consistency if VAT is to be charged. Cllr Michael Theodoulou added that the Finance Committee had felt that in the local community, there is often little difference between organisations which are registered as a charity and those which are not. Accordingly, it would be unfair to the smaller unregistered organisations if the registered organisations were not charged VAT.

##### P4 (15) To considered any referred matters – WWI commemoration events

Cllr Graham Davies clarified that the funds raised will be utilised for charities which are felt to be appropriate, whether of a local nature or abroad where there is suffering.

P4 (16) Any other competent business – Cemetery – Saturday burials

Members formally **APPROVED** the additional cemetery charges.

**124. To consider any planning applications**

It was advised that due to there being only two planning applications, the Planning Committee had not met that month. Therefore, members were asked to consider the two applications, as referred to below, which they **APPROVED**.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/31222	Jeffrey Marsh 43 Waun Sidan Pembrey	To build a workshop / garage to the rear of the property
S/31260	Mr Michael Samuel 14 Cliff Terrace Pembrey	New bay windows plus side window layout

**125. To consider any County Councillors' reports**

County Councillor John James advised that he had attended a presentation the previous week by Welsh Water on the Rainscape Scheme. This had currently been placed on hold until the Spring. It was evident from the presentation that there is a considerable amount of work earmarked for Burry Port, which will cause disruption. It is therefore intended that they meet once more with Councillors and also attend properties in the community, to provide information.

County Councillor John James also referred to an issue with the bridge behind Pembrey Stores and a meeting which had taken place with Network Rail. He confirmed that there is a temporary measure in place and if this is successful, Network Rail will be looking at a more permanent solution.

Cllr Graham Davies enquired about the timescale for re-drafting the flood plain maps. County Councillor John James advised that the Environment Agency is still the national organisation and that this is still being looked into at present.

**126. To consider the Mayor's report**

The Mayor advised that he and the Deputy Mayor, Cllr Mrs Jean Hire had attended the induction of the new Chaplain of 621 (Carmarthen) Squadron on 25<sup>th</sup> November 2014. During the course of the previous month, he had also switched on the Christmas lights in Burry Port, attended pantomimes and a Mencap dinner. Additionally, he had attended the presentation arranged by Carmarthen Town Council on the Swansea Bay City Region Forum. Presently, although there are ideas, there is no available funding. There is now involvement from Sir Terry Matthews, who is the new Chairman. One of his main ideas is to have broadband across all of Wales. Also, Chinese and Arab funding is being considered to improve roadways to Pembroke. However, the Mayor's view is that any progress would be a long way off, if at all. Also, it seems that if any funding is secured, this will initially go to Swansea.

**127. Consideration of contributing to the cost of remedial work to the Harbour Footpath, in partnership with Carmarthenshire County Council**

Members were advised that there had been discussions upon this matter at the recent Finance Committee meeting. Following enquiries being made, it appears that it would be perfectly legitimate for the Town Council to contribute to this project along with the County Council. An email had been received from Rory Dickinson advising that the County Council's contribution would come from a capital account managed by him and which is specifically for footpaths and open spaces. Accordingly, the recommendation of the Finance Committee was that the Town Council should contribute, to enable this project to proceed. Members were of the view that the work would be for the benefit of the community, enhancing the harbour and also addressing a safety issue. Following the discussions, a proposal was made for this contribution to be made, which was unanimously **APPROVED**.

**128. Consideration of representing Wales in the 2015 Britain in Bloom UK Finals, following nomination and provisional selection**

The Clerk provided members with an update that a further email had now been received from the RHS, confirming that the Town Council's nomination as a finalist in the Britain in Bloom competition had been confirmed, as there were sufficient entries in the particular category to enable it to proceed. Members were generally of the view that entering the competition would be beneficial to the town and that it was an honour to be representing Wales in our category.

During the course of the discussions, Cllr Ken Edwards proposed that an approach be made to the County Council to support the erection of two boards either end of the A484, highlighting the success in the Wales in Bloom competition earlier in the year and the nomination to Britain in Bloom. Cllr John Hedley Jones also suggested having a banner on the station, which would be visible to people travelling through on the train.

Following the discussions, members voted on the proposal that the Council enter Britain in Bloom 2015, which was unanimously **RESOLVED**. Additionally, members **APPROVED** that an approach should be made to the County Council in relation to obtaining support for the boards, as discussed, although the wording would need to be decided upon.

**129. Consideration of the current arrangements for the venue for Town Council meetings**

Members discussed that there have been difficulties in relation to the Town Council meetings taking place on alternate months at Pembrey Memorial Hall. This is as a result of noise made by users of the hall, which was particularly evident that evening. Also, members of the public who have attended meetings have complained of difficulty in hearing the discussions, due to poor acoustics. There is also the issue of lack of parking facilities. Accordingly, a proposal was made that all meetings in future take place at the former OAP Hall, which was unanimously **APPROVED**.

**130. To consider Communications received**

1. Letter received on 20<sup>th</sup> November 2014 from the Secretary of Burry Port Charity Fund (Christian Ford Memorial). This advises of the success of the Charity Golf Day held at the Ashburnham Golf Club in August, which raised over £3,000 and which is being

distributed to organisations in Pembrey and Burry Port. It also thanks the Council for its patronage.

**Noted.**

2. Email of 21<sup>st</sup> November 2014 extending an invitation to attend the Carbon Trust Public Sector Conference 2015 on 25<sup>th</sup> February 2015 at the Barbican Conference Centre, London. Jonathan Reynolds MP, Shadow Minister for Energy and Climate Change, will open the conference and share his views on the importance of the role the public sector must take to manage the risks of climate change. The conference will feature real practical examples of solutions that can be applied to specific challenges. There will be a choice of plenary, workshop and round table sessions, all of which are designed to provide knowledge and tools to help save money and carbon. The event is only open to those working for a public sector organisation.

**Noted.**

3. Letter received from Natural Resources Wales on 3<sup>rd</sup> December 2014, enclosing summaries of two important urban tree studies which were officially recently launched in Wrexham at the Climate Change Commission for Wales event. One study is the Tree Cover in Wales' Town and Cities Study: a World First, which shows which towns and neighbourhoods have the most and least cover, and where there is tree loss. It sets out steps which can be taken to safeguard and enhance this powerful and versatile asset. The other study is Wrexham i – Tree Eco: the first study in Wales. In 2013 Wrexham County Borough piloted the first i-Tree Eco study in Wales to value their worth. In addition to the trees making Wrexham towns more attractive, they were also found to reduce flood risk, help challenge climate change, provide cleaner air through removal of air pollution, all of which result in substantial financial savings. The full reports are available on the website <http://naturalresourceswales.gov.uk/working-with-you/tree-cover-in-wales-towns-and-cities/?lang=en>. The letter advises that Natural Resources Wales welcomes questions and feedback and would be delighted to discuss how organisations can use the evidence and take action.

**Noted.**

4. Email of 3<sup>rd</sup> December 2014 from the Police and Crime Commissioner Mr Christopher Salmon. This is a request for assistance as he works towards setting the 2015/16 Council tax policing precept. He advises that he is eager to understand what the public wish to pay for their policing service and he is therefore running a survey, asking a small number of key questions. This is available online at <https://dpopcc.typeform.com/to/zfGJFw> and can also be requested in hard copy format through the Commissioner's office. The survey ends on 4<sup>th</sup> January 2015.

**Noted.**

5. Letter received on 8<sup>th</sup> December 2014 from the Secretary of St David's Diocesan Board of Finance. This advises that the Town Council's request for the Board to consider donating an area of land at the front of Pembrey Memorial Hall was considered at a recent meeting of the Property Sub Committee. It states that unfortunately, it was decided that the Board could not donate the requested piece of land to the Town Council. However, they have instructed one of their contractors to cut the grass and tidy up the plot.

**As no information was provided as to why the Council's request had been refused, it was agreed that a further letter be sent to request this information. Also, if the**

**Board will not donate the land, the letter include a request that consideration be given to leasing it to the Town Council at a peppercorn rent.**

6. Email of the 10<sup>th</sup> December 2014 from the Police and Crime Commissioner's office. This advises that Mr Christopher Salmon would like to meet informally with some or all Councillors to discuss policing matters and suggests that he attends on 19<sup>th</sup> March 2015 between 6.30pm and 7.30pm.

**Members agreed that this meeting should take place and the Clerk is to notify the Police and Crime Commissioner's office.**

**131. To receive reports by elected members, if any**

Cllr Moira Thomas expressed thanks on behalf of the Council to Cllr Shirley Matthews for her hard work in organising the senior citizens' Christmas tea, which had been very successful.

Cllr Michael Theodoulou advised that he had been approached by a number of people who had attended the switching on of the Christmas lights in Burry Port and who had attended at the Memorial Hall afterwards. Although the event was extremely successful, comments had been made regarding the significant health and safety risk due to the numbers in attendance. This therefore needs to be carefully considered in future years. Cllr Shirley Matthews advised that the Events Forum obviously did not know how many would attend on the night. Consequently, a decision has now been made that in future, refreshments will not be served inside, as the seating area provided was taking up too much room.

**132. Report of the Clerk on matters of administration**

1. Confirmation received by way of letter dated 10<sup>th</sup> December 2014 from the Principal Licensing Officer of Carmarthenshire County Council that the Premises Licence in relation to Burry Port Memorial Hall had been granted that day and that the Licence documents were currently being prepared.  
**Noted.**
2. Email received 11<sup>th</sup> December 2014 from the Senior Events Coordinator of the Royal Horticultural Society. This referred to the previous provisional confirmation provided of the Town Council's entry to the 2015 Britain in Bloom UK finals. The email provides confirmation that this has now been confirmed. The first event for finalists is the 2015 RHS Britain in Bloom Finalists' Seminar on 30<sup>th</sup> January 2015 in Sheffield. The email confirms that judging will take place from 3<sup>rd</sup> August to 14<sup>th</sup> August 2015 and may extend into 17<sup>th</sup> to 21<sup>st</sup> August 2015, if necessary.  
**Noted.**
3. Letter dated 13<sup>th</sup> December 2014 from the Secretary of the Over 60's Club Pembrey thanking the Council for organising the recent Christmas Tea for the pensioners of Pembrey and Burry Port.  
**Noted.**
4. Email from the Policy and Partnership Officer of Carmarthenshire County Council on 15<sup>th</sup> December 2014. This provides thanks for the support given to the Integrated Community Strategy Annual Forum held on 27<sup>th</sup> November. It also advises that a copy

of the Annual Report, the Population Indicators and the presentations given on the day are available on <http://www.partneriaethsirgaerfyrddin.org.uk/English/ICS/Pages/AnnualReport1314.aspx>. The email also advises that comments/feedback regarding the arrangements for the day/location/any ideas for the future are welcomed and can be sent to [communityplanning@carmarthenshire.gov.uk](mailto:communityplanning@carmarthenshire.gov.uk).

**There was discussion in relation to who coordinates this at a local level. Cllr John James clarified that it is run by the Local Service Board but the County Council is a part of the Forum.**

5. Email from One Voice Wales on 16<sup>th</sup> December 2014, providing information and a letter from the Minister for Economy, Science and Transport at the Welsh Government about the consultation on a new National Transport Plan, which started on 10<sup>th</sup> December 2014. The National Transport Plan will help deliver the Welsh Government's Policies and the objectives for transport as set out in the Wales Transport Strategy. The consultation documents can be accessed at <http://wales.gov.uk/consultations/transport/draft-national-transport-plan/?skip=1&lang=cy>. The closing date for responses is 11<sup>th</sup> March 2015 but One Voice Wales has requested that any comments in relation to each of the questions listed on the response form be emailed to Dr Del Morgan by the end of February 2015.  
**Noted.**

6. Email from the Police and Crime Commissioner's Office on 17<sup>th</sup> December 2014, attaching two items relating to CCTV. The first is a report carried out by Instrom Security Consultants on behalf of the Commissioner, published today, which reviews CCTV provision within the Dyfed Powys Police area. The other is a press release, also of the 17<sup>th</sup> December, from the Police and Crime Commissioner, which offers some of the Commissioner's views.  
**Noted.**

7. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item be considered in private, and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised.