

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 16th 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 19th March 2014

The minutes of the Town Council meeting held on 19th 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
	£233,387.26	£3,666.37	£229,720.89

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
			£8,933.24	£1,249.99	£10,183.23

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
Total payments made from petty cash		£0.00 £0.00 £261.57

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 10th March 2014

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 10th 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 6th March 2014

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 6th 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

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
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 27th 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 29th 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 30th 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 10th 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 5th 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 19th 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.

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 19th 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 27th 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 12th 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 28th 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 27th 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 3rd 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 2nd 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 15th 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 2nd 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 8th May 2014 from 2pm to 4pm.

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

10. Email from One Voice Wales on 3rd 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 11th 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 19th 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 12th 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 11th 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 3rd May to Monday 5th 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 11th April 2014. This advises that a new training course entitled "Making effective Grant Applications" is being held at Neath Community Centre on Wednesday 23rd 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 14th 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 7th 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 15th 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 30th 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 20th and 29th 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 27th 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.