Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 19th 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 15th January 2014

The minutes of the Town Council meeting held on 15th 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 6th 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 6th February 2014.

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.

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 :-	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
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
	£292,451.47	**£20,658.25**	**£271,793.22**

2. Schedule of accounts paid

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

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
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
			£9,106.67	**£1,388.60**	**£10,495.27**

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
	Total payments made from petty cash	**£0.00**	**£0.00**	**£98.29**

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. <u>To consider the report of the Finance Committee meeting held on Monday 13th January 2014</u>

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 13th 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 16th January 2014

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 16th 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

Application No.	Name and Address of Applicant	Description of Application
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. **APPROVED**
S/29587	Mr and Mrs Neil Roberts 18 y Rhodfa Burry Port	Single and double storey extension **APPROVED**
S/29588	M Kelly 11 Springfield Terrace Burry Port	Conversion of a residential dwelling into two self contained flats **APPROVED**
S/29334	Anthony Williams Traeth Le The Links Pembrey	Proposed side and rear two storey bedroom extension **APPROVED**

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 ensuites. 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 Pinged.

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 23rd January 2014. Also, there had been the Youth Solo and Ensemble Day, hosted by Burry Port Town Band at the Memorial Hall on 25th 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 31st 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 13th 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 3rd March 2014. Additionally, a Gymanfa Ganu is being held at Jerusalem Chapel on 9th March 2014.

163. <u>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 1st April 2014</u>

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. <u>Consideration of the future of the Copperworks and feedback of recommendations from the Regeneration and Leisure Committee</u>

The Clerk referred to the recommendations made at the recent meeting of the Regeneration and Leisure Committee on 6th 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 1st 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 16th 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 26th 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 20th 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 23rd 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 24th 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 24th January 2014 (**copy attached**). The information pack referred to is available to view at the office.
Noted

7. Letter from Kidney Wales Foundation dated 30th January 2014. This advises that the Walk for Life takes place on Sunday 27th 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 1st 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 2nd 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 3rd 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 7th 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 27th 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 10th 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 13th 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 10th 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 10th 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 11th February 2014 regarding the 2014 Annual Conference/AGM to be held on 4th 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 17th 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. <u>To receive reports by elected members, if any</u>

There were no reports from elected members.

170. <u>Report of the Clerk on matters of administration</u>

1. Letter from One Voice Wales dated 13th 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 17th 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 17th 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 23rd 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.