

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 20th April 2016

Councillor Mrs Jean Hire (Mayor)

Councillors, Ken Edwards, John James, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman

In attendance: Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (RFO)

(Former OAP Hall 7.00pm – 9.05pm)

195. Opening Prayer

The opening prayer was given by the Mayor, Cllr Mrs Jean Hire.

196. Personal Matters

Apologies were received from Cllrs Geraint Davies, Malcolm Davies and Stephen James, together with County Councillor Hugh Shepardson.

Cllr John James advised members that Cllr Stephen James wishes to resign from the Civic Governance and Personnel Committee, due to his work commitments.

Cllr John James also referred to the recent success of the youth team and first team of Burry Port Rugby Club and suggested that a letter of congratulations be sent to the Rugby Club on behalf of the Council.

197. To receive Members' Declarations of Interest in respect of the business to be transacted

Members confirmed their usual declarations of interest.

Cllr Robert John declared a new interest, as he confirmed that he has been appointed the Chairperson of Burry Port Operatic Society.

198. Police Business

The Clerk informed members that she had received advance notification that there would not be an attendance by the Police but a report had been received, which she read out, as below:

Council Monthly Report April 2016

During the month of April 11 Crimes have been reported in the Burry Port Section down from last year. All the crimes have been recorded.

Within the month of April officers have attended 132 calls, 24 of which were an immediate response, 35 had to be answered within the hour, 38 were scheduled simply needing attendance and 35 did not need a response.

Crimes of note are:

Criminal Damage

There have been 6 cases of criminal damage – one being damage to a car window.

Burglary

There has been 1 burglary recorded in the area of Burry Port- rear garage broken into.

Anti-Social Behaviour

There were 10 anti-social behaviour calls one being fly tipping at the industrial estate.

Road Traffic Accidents

There have been 4 recorded accidents in Burry Port area, none fatal.

Cllr Mrs Moira Thomas referred to the fact that she did have questions which she had wished to ask the Police that evening and emphasised the need for a police presence at the meeting. Cllr John James advised that he is aware from the PACT meetings that there is a shortage of PCSOs and more officers are currently being trained. He also informed members that the police would be sending a representative to the Council's lighting of the beacon event to commemorate the Queen's 90th birthday the following evening.

Cllr David Owens informed members that he had received a recent telephone call from PCSO Trudi Scandone, in his capacity as the Treasurer of a local club, to warn him of break ins in the area at premises which have gaming machines.

Lastly, Cllr Mrs Mary Wenman referred to three recent accidents on Cwm Ifor Road, Burry Port and the fact that cars are regularly speeding along this road. She referred to the current speed limit being 30mph but she felt this should be reduced to 20mph. Cllr John James advised that he would look into this issue on her behalf.

199. To confirm the minutes of the meeting held on 16th March 2016

The minutes of the Town Council meeting held on the 16th March 2016 were accepted as a true record.

200. Information from the aforesaid minutes

P126 (181) Police business

Cllr Robert John queried if there was an update in relation to the parking issue raised by Cllr David Owens. Cllr John James referred to the fact that PCSO Trudi Scandone had asked for details of the number plate of the vehicle but Cllr David Owens indicated that he did not have

this information. Cllr John James stated that he would therefore attend the following morning to see the position.

P126 (183) Information from the aforesaid minutes – Report of the RFO

Cllr Ken Edwards made reference to an issue raised by him at the last meeting regarding Cllr Stephen James' attendance at One Voice Wales meetings. He enquired if Cllr Stephen James is still prepared to represent the Town Council at One Voice Wales meetings, given what had been stated earlier in the meeting about his work commitments. Cllr John James advised members that Cllr Stephen James had not said anything in relation to attendance at One Voice Wales meetings. Members agreed that there needed to be clarification on this issue and it was therefore **APPROVED** that Cllr John James approaches Cllr Stephen James to ascertain his intentions.

P126 (183) Information from the aforesaid minutes – Friends of Burry Port Harbour Group

Cllr Michael Theodoulou informed members that the Friends of Burry Port Harbour Group had now arranged an important meeting which was taking place at 9.30am on 29th April. This will be attended by a number of senior County Council officers, including from the Housing Department. There will also be representatives from the Town Council's BACCE Sub Group, as well as the Harbour Group. Cllr Michael Theodoulou advised that the meeting will provide an opportunity for the Town Council to have an input into the planning of the harbour redevelopment.

P129 (187) Report of the RFO

Cllr Mrs Moira Thomas referred to the expenditure on cleaning materials but that there is difficulty locating these, when required. This was reiterated by Cllr Mrs Shirley Matthews. It was discussed that cleaning materials are purchased for the Town Council's various buildings/facilities, where they are stored, including the public conveniences at Burry Port Railway Station. However, due to the concerns raised, Cllr Michael Theodoulou advised that this issue would be looked into by the Facilities Management Committee.

P134 (194) Report of the Clerk on matters of administration (item 1)

Following a query raised by Cllr John James as to whether a reply had been received from the Police and Crime Commissioner, the Clerk informed members that only an acknowledgment had been received from his office to date.

201. Technical Services Report

In the absence of the Technical Services Officer, Cllr John Hedley Jones outlined the report to members, which he had prepared, as set out below:

1. **Burry Port Cemetery.** There were two new grave openings and 4 internments in existing graves during March 2016. There were 2 interments of Cremated Remains, and 3 scattering of ashes in the Garden of Remembrance. There was also 1 permit for the construction of headstone for the same period.

2. **Footpaths.** Given there were six graves opened in the cemetery over this period, together with preparation work for the flower planting, no works were able to be undertaken on footpaths this month.
3. **Snooker Room.** The floor of the snooker room has been re-painted with two coats of rubberised paint. The small side rooms have been similarly painted. Consideration is required as to the re-location of the CCTV monitor that is presently situated in one of the side rooms. It may be better located in the Council Office on the ground floor of the Institute.

Cllr John Hedley Jones suggested that it may be preferable to relocate the CCTV monitor to the Clerk's office, as a safety measure, as she is sometimes the only person present during the afternoon in the Institute building. It was therefore **APPROVED** that this issue be referred to the Facilities Management Committee, for further consideration.

4. **Moreb Roundabout.** Plans have been drawn up and a planning application has been deposited for the design of the roundabout. Ground preparation work is underway, and the design has been pegged out on the ground.
5. **Coast Road Roundabouts.** Three applications have been made to the County Council for a 'Planting Licence' for the roundabout at the access to the Industrial Site, and the roundabout for the sand yard and football field. The Licence is for the planting of wild flower seeds.

Cllr John Hedley Jones advised that the licences should be received shortly.

6. **Flower Beds.** Preparation works have been started and are ongoing on the planting beds in both Pembrey and Burry Port. Planting should commence before the end of the month.
7. **Pembrey Memorial Hall.** The clearance of the two side rooms to the stage in the main hall has been completed. Both rooms have been redecorated, and the south facing room could be used as a small meeting room or office. Cllr John Hedley Jones informed members that there is a telephone point and computer link already present.
8. **Pembrey Memorial Hall grounds.** Some minor damage has been caused to the lawn area in front of the hall, by vehicles traversing the area to gain access to the allotments. In order to protect the lawn, short wooden fence poles have been placed in the ground so as to prevent vehicle access.

202. To consider the report of the Facilities Management Committee meeting held on Tuesday 23rd February 2016

The minutes of the meeting held on the 23rd February 2016 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

At the meeting, the Clerk also circulated for information purposes, the draft minutes of the Facilities Management Committee meeting held on 22nd March 2016. Despite the fact that these were only draft minutes, Cllr Robert John raised an issue that the Operatic Society had no items of equipment stored in the steel containers, whereas the minutes indicated that "the majority of items in the steel containers did not belong to the Operatic Society but to another organisation". Cllr John Hedley Jones advised that he had relied on information available to

him and he was therefore unable to provide an apology, as requested by Cllr Robert John. As Cllr Robert John does not have a pecuniary interest in relation to his position within the Operatic Society, it was proposed and **APPROVED** that he be allowed to speak upon this issue.

It was discussed that as the minutes were in draft, any issues would need to be dealt with at the next Facilities Management Committee meeting, when the minutes would be considered for approval.

Although Cllr Robert John had initially indicated that he wished to resign from the Facilities Management Committee and the Finance Committee, due to his dissatisfaction on this issue, he was urged to withdraw the resignation. Cllr Robert John agreed to do so, subject to the matter being dealt with at the next Facilities Management Committee meeting.

203. To consider the report of the Regeneration and Community Services Committee meeting held on Thursday 3rd March 2016

It was **RESOLVED** that the minutes of the Regeneration and Community Services Committee meeting held on the 3rd March 2016 be signed and accepted as a true record.

There were no matters arising from these minutes.

204. Report of the Responsible Finance Officer (RFO)

The report, as set out below had been circulated to members in advance of the meeting.

1. Bank

The following cash balances are held with Lloyds at 29th February 2016 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	271,379.31		271,379.31
Community Account	16,365.06	15,787.67	577.39
Imprest account	32,938.10	32,029.75	908.35
	£320,682.47	£47,817.42	£272,865.05

2. Schedule of accounts paid

The following accounts have been paid from 1st to 29th February 2016

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Tradeport	Burry Port Memorial Hall - maintenance	1	49.98	10.02	60.00
Tradeport	Burry Port Memorial Hall - maintenance	1	16.68	3.32	20.00
Tradeport	Burry Port Memorial Hall - maintenance	1	26.62	5.31	31.93
Tradeport	Burry Port Memorial Hall - maintenance	1	1.84	0.37	2.21

Tradepoint	Burry Port Memorial Hall - maintenance	1	24.25	4.85	29.10
British Gas	Burry Port Memorial Hall - heating	1	210.60	42.12	252.72
Greenwell Power Tools	Cemetery - Maintenance	4	14.11	2.82	16.93
Xerox	Admin - Photocopier charges	3	143.09	28.62	171.71
Travis Perkins	Cemetery - Maintenance	4	12.88	2.58	15.46
NALC	Admin - Subscriptions	3	54.99		54.99
Lorne Stewart	Pembrey Memorial Hall - maintenance	1	2427.00	485.40	2912.40
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Jeff Morgan + Sons	Cemetery - Maintenance (Drainage)	4	189.52	37.90	227.42
WD Swards	Civic Expenditure	9	23.00	23.00	46.00
Leigh Gas Commercial	Cemetery - Maintenance	4	247.70		247.70
Christmas	Christmas Lights - Additions	9	1648.75	329.75	1978.50
Shirley Matthews	Civic Expenditure - Xmas tea	9	90.11	18.02	108.13
Travis Perkins	Cemetery - Maintenance (Drainage)	4	1.78	0.36	2.14
Travis Perkins	Cemetery - Maintenance (Drainage)	4	126.46	25.29	151.75
BT	Admin - telephone	3	20.00	4.00	24.00
Argos	Youth Club contribution	9	867.82	173.55	1041.37
Toppers	Pembrey Memorial Hall - cleaning materials	1	27.88	5.58	33.46
DD Plumbers	Burry Port Memorial Hall - maintenance	1	475.00	95.00	570.00
Tradepoint	Burry Port Memorial Hall - maintenance	1	19.62	3.92	23.54
British Gas	Pembrey Memorial Hall - Electricity	1	167.42	8.37	175.79
British Gas	Copperworks - electricity	1	19.12	0.95	20.07
British Gas	Institute - Electricity	1	358.66	71.73	430.39
British Gas	Pembrey School - Electricity	1	148.22	7.41	155.63
British Gas	BP Memorial Hall - Electricity	1	381.83	76.36	458.19
British Gas	Cemetery - Electricity	4	186.13	9.30	195.43
British Gas	OAP building - Electricity	1	35.55	1.77	37.32
British Gas	Copperworks - electricity	1	19.76	0.98	20.74
British Gas	Institute - Electricity	1	245.56	49.11	294.67
British Gas	Pembrey School - Electricity	1	129.89	6.49	136.38
British Gas	BP Memorial Hall - Electricity	1	190.14	9.50	199.64
British Gas	Cemetery - Electricity	4	133.50	6.67	140.17
British Gas	OAP building - Electricity	1	28.26	1.41	29.67
Leigh Gas	Pembrey Memorial Hall - maintenance	1	47.15		47.15
Tradepoint	Burry Port Memorial Hall - maintenance	1	91.01	18.23	109.24
Biffa	Hall - Refuse	1	97.52	19.50	117.02
Biffa	Cemetery - Refuse	4	113.96	22.79	136.75
Chivers Corner Garage	Cemetery - Van costs	4	59.16	11.83	70.99
SA1 Laundry Services	BP Memorial Hall -Laundry	1	21.10	4.22	25.32
Dwr Cymru / Welsh Water	Copperworks - water	1	854.24		854.24
BT	Admin - telephone	3	154.73	30.95	185.68
Dwr Cymru / Welsh	Cemetery - water	4	394.08		394.08

Water					
ESP Environmental Ltd	Copperworks - development	1	1200.00	240.00	1440.00
Argos	Youth Club contribution	9	193.75	38.74	232.49
Plusnet	Admin	3	17.00	3.40	20.40
			<u>12125.02</u>	<u>1965.01</u>	<u>14090.03</u>

3. Petty Cash

Payments made from 1st to 29th February 2016

Chris Murray Phone	3	10.00	10.00
Milk - meetings	3	1.25	1.25
Gwynne Price Mini bus	9	32.00	32.00
Total payments made from petty cash		<u>£43.25</u>	<u>£0.00</u>
		<u>£43.25</u>	

The RFO highlighted a number of unusual payments on the schedule of accounts paid. He referred to the payment to Lorne Stewart, which related to the payment for a replacement flue at Pembrey Memorial Hall. A payment had also been made to Commercial Christmas for additional Christmas lighting this year. Payments had also been made to Argos for equipment for the Youth Club, as part of the Town Council's financial contribution. The RFO advised that he would be reviewing the total expenditure by the Youth Club when finalising the end of year expenditure.

The RFO also highlighted a payment from petty cash in relation to mini bus hire, to facilitate site visits to the various parks and play areas.

4. Budget Monitoring Report

The budget monitoring report for the period 1st April 2015 to 29th February 2016 had been circulated to members with the agenda.

The RFO indicated that as at 29th February 2016, income and expenditure should be around 92% to be on budget.

As usual, the RFO outlined to members the main items in the report.

The RFO advised that income had been boosted by rental income for the halls in Burry Port.

In relation to expenditure, employees' costs are within budget, as are administration costs, marketing and promotion and civic expenditure.

Expenditure on the cemetery/footpaths is presently well below budget, although the RFO advised that the footway lighting had now been paid.

Expenditure on the Hall and Institute is within budget overall. However, the RFO referred to expenditure on electricity being over budget. He indicated that this may be due to prepayments having been made but also, as a result of additional hall bookings, increased electricity costs could be expected.

In relation to expenditure on the Copperworks, the RFO referred to water costs being significantly over budget, due to a leak at the premises, as previously reported.

Expenditure on the former Pembrey School is below budget, with this building now having been handed back to Carmarthenshire County Council.

Expenditure on Pembrey Memorial Hall is within budget overall. The RFO referred to the flue repair costs as being an additional payment.

Expenditure on Special Projects is overall within budget.

Net expenditure is 79.67% and is therefore well within budget.

Cllr David Owens referred to the expenditure on the flue at Pembrey Memorial Hall and the fact that this seems to be a long standing problem. He advised members that at the recent Finance Committee meeting, it had been suggested that this should be raised with Mr Matt Morden of Carmarthenshire County Council, as it appears that this problem was inherited when the Hall was taken over.

Cllr John Hedley Jones referred to the fact that Carmarthenshire County Council had not paid the SLA in relation to the Memorial Gardens. The RFO advised that when he had chased up payment with the County Council, he was informed that there had never been a written agreement. Cllr John Hedley Jones indicated that he disputed this and that he would swear an affidavit that there was a written agreement, as would County Councillor Hugh Shepardson who has knowledge of this, as he was Town Clerk at the time. Cllr Michael Theodoulou also referred to the fact that the County Council has been making this payment for a number of years, which is advantageous to the Town Council and therefore, this should be vigorously pursued.

Cllr Michael Theodoulou referred to the fact that the new financial year has now commenced and it has been agreed that budget monitoring will be in a new format. He therefore queried if each committee would receive a monitoring report, to enable it to monitor its own budget, which was confirmed by the RFO.

Lastly, Cllr Mrs Shirley Matthews queried if the various businesses which had won the Christmas window display competition had received their prize money. The RFO advised that he had still not been provided with the actual details of who to make the cheques payable to but had just been given the business names. It was agreed that the RFO would speak to Cllr Mrs Shirley Matthews following the meeting, to enable payment of the cheques to be organised. The RFO also suggested that in future, consideration could be given to choosing the winners of the window displays in advance, to enable presentation of the prize money on the evening of the Christmas carnival.

205. To consider the report of the Finance Committee meeting held on Tuesday 8th March 2016

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 8th March be signed and accepted as a true record.

Matters Arising

P4 (10) Consideration of a recent email from the Secretary of Burry Port Park Committee

Cllr Michael Theodoulou queried the position in relation to an intended meeting with representatives of the Park Committee. The Clerk advised that following the March Finance Committee meeting, a further email had been sent to the Secretary, requesting that she provide some suggested dates and times for a proposed meeting, although a response had not been received. The Clerk also advised that there had been a discussion upon this issue at the recent Finance Committee meeting on 12th April 2016. Cllr Mrs Mary Wenman had been present at this meeting and as she is a member of the Park Committee, she had confirmed that she would check availability for representatives to attend for a meeting.

206. To consider any planning applications

Cllr John Hedley Jones indicated that he saw no issue with application number S/33580 and he therefore recommended approval of this, which was agreed by members. He also advised that notification of an additional application had been received since the agenda was circulated. However, as this related to the Town Council's application for the Moreb Roundabout, it was inappropriate to make any recommendation upon this.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/33580	Mr and Mrs Morgan 57 Brynymor Burry Port	Side conservatory porch area

207. To consider any County Councillors' reports

County Councillor Mrs Shirley Matthews did not provide a report, as she indicated that recently, the matters which she had been dealing with were of a private nature, involving residents in Pembrey.

County Councillor John James advised that following on from information which he provided at the last Town Council meeting, the pegs in Glanmor Terrace had been moved, which should now alleviate the problems. County Councillor John James also advised that a motion had been put in about home to school travel, so as to have an all member panel on appeals.

Cllr David Owens raised the issue of the education budget and how he thought this was meant to be protected. However, despite this, local schools are being forced to reduce staffing levels. Cllr David Owens therefore requested that the County Councillors obtain some clarity upon the position.

Following the discussions on the education budget, it was agreed that the County Councillors would take up this issue once more. It was also suggested that the Chair of Governors in each school should write to the County Council, challenging the position on the apparent change of policy regarding the ring fencing of the education budget.

208. To consider the Mayor's report

The Mayor advised that it had been a relatively quiet month. However, she informed members that she had presented a plaque on behalf of the Council to a local resident on the occasion of her 100th birthday. The Mayor also referred to her recent charity fashion show, which had been a big success. She thanked everyone who had assisted with this, including Cllr Robert John who had helped on the door, Cllr Mrs Shirley Matthews who had greatly assisted with the preparation for the event, the Clerk for modelling in the fashion show and also Cllrs John James and Mrs Moira Thomas who had helped on the evening. The Mayor also thanked all those who had sold tickets for the event. Cllr Mrs Shirley Matthews congratulated the Mayor and thanked her for all of her work in organising the event.

209. To receive nominations to appoint the Mayor (Elect) 2016/17

Cllr Mrs Shirley Matthews nominated Cllr John James as Mayor (Elect) 2016/17, which was seconded by Cllr Mrs Mary Wenman. This nomination was unanimously **APPROVED** by all members.

210. To receive nominations to appoint the Deputy Mayor (Elect) 2016/17

Cllr Michael Theodoulou nominated Cllr David Owens as Deputy Mayor (Elect) 2016/17, which was seconded by Cllr Mrs Shirley Matthews. This nomination was unanimously **APPROVED** by all members.

211. To consider a recommendation from the Finance Committee meeting of 12th April 2016 on approving a policy where a Committee's income exceeds its budgeted income, with particular reference to donations being ring fenced

The Clerk outlined the background to this agenda item to members. She advised that the issue had originally been raised at a meeting of the Regeneration and Community Services Committee and a specific example had been considered in relation to donations made to the Wales in Bloom campaign, which would be additional to budgeted income. Subsequently, the issue had been referred to the Finance Committee, for consideration. The Clerk advised that the recommendation from the Finance Committee was that donations should be ring fenced.

Cllr Michael Theodoulou indicated that he had some concerns about additional income being ring fenced, as he stated that the original budget may be the right amount to spend in order to achieve what the Council wishes. He therefore stated that it may be appropriate for the original budget to be reduced rather than spending for the sake of it. Cllr Michael Theodoulou also referred to another example where there could be income which exceeds budgeted income, where an asset is sold. He stated that if this occurs, the proceeds should be administered by the Town Council, as opposed to it being retained for use by the Facilities Management Committee.

There was a lengthy discussion upon this issue. Members were generally of the view that actual donations should be ring fenced, as donors would understandably expect their

donations to be used for the specific project. However, members' views differed on what should happen to the overall budget. Some members were of the view that a committee should be allowed to retain and spend the original budget, together with any additional donations, whereas others were of the view that there should not be spending for the sake of it and that the Council's own budget should be reduced, so that the funds could be utilised for something else.

Following the lengthy discussions, Cllr David Owens proposed that the Council did not take a vote on approving a policy, in accordance with the agenda item. He alternatively proposed that each case is considered on its merits, so that if donations are received, they are looked at on an individual basis. He proposed that in such instances, the Chair of the committee concerned should seek the approval of the Council to spend the funds. This proposal was unanimously **APPROVED** by members.

212. To consider approval of a revised code of conduct, in accordance with the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016, as recommended by the Civic Governance Committee meeting of 11th April 2016

The Clerk outlined to members that consideration had been given at the recent Civic Governance and Personnel Committee meeting to the revised Code of Conduct, so as to comply with the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016. Following this consideration, the Committee recommended approval.

It was therefore **RESOLVED** that this revised Code of Conduct be adopted.

213. To consider Communications received

1. Various letters of thanks received from Pembrey and Burry Port Gardening Club, Burry Port Memorial Park Bowling Club, Dementia Carers Support Group, Jerusalem Chapel and Llanelli Ramblers Festival of Walks 2016 for recent financial donations.

Noted

2. Email from the Corporate Property Department of Carmarthenshire County Council on 17th March 2016. This advised that the various Expression of Interest forms relating to the parks and play areas will be taken to the next Asset Transfer Working Group meeting, to be held on 13th April, following which, they will revert further.

Noted

3. Undated letter received from PS Heulwen Aston. This extends thanks to Councillors John Jones and Geraint Davies, who both volunteered to assist with training of Police Community Support Officers at Dyfed Powys Headquarters on 1st April 2016. The email goes on to state that it is hoped that this partnership will continue and that further assistance can be requested with the next planned training programme.

Noted

4. Email received on 21st March 2016 from a member of the public. This enquired if there are any plans for litter picking along the newly cut canal path, as far as Pembrey. It stated that sections of the path are covered with litter and suggested that a community litter pick be organised.

Cllr Mrs Shirley Matthews indicated that she had also received some complaints upon this issue, as a result of which she had walked along the canal. She confirmed that a

great deal of rubbish was present, which she had photographed. She is of the view that there is too much work for volunteers and she therefore intends referring this to the County Council. Cllr David Owens advised that he was aware that County Councillor Hugh Shepardson has also made strong recommendations for urgent action to be taken.

5. Notification of and a link provided by One Voice Wales on 22nd March 2016 to the updated version of the Community Asset Transfer Guide, on behalf of the Welsh Government.

Noted

6. Email from Ffion Green of Welsh Water on 22nd March 2016, following earlier communications with the Clerk. This indicates that Welsh Water is donating £1,000 towards the cost of sustainable planting on Moreb Roundabout. The email also offered the services of their design team, if required.

Noted

7. Email on 29th March 2016 from the Police and Crime Commissioner's Office, confirming that the letter sent by the Clerk following the last Town Council meeting had been forwarded to Mr Salmon for his attention.

Noted

214. Report of elected members

Cllr Michael Theodoulou informed members that he has been appointed as Governor by the County Council to Glan y Mor Federated School.

Cllr Michael Theodoulou also advised that he had received a lengthy letter in relation to the condition of the Windsor Harbour View Public House, which is a long outstanding matter. He referred to this as a very dangerous building and that the Town Council should urge action, by continuing to put pressure on the County Council.

Cllr John James indicated that a number of orders have been served on the owner of the premises and the matter is ongoing. It was therefore **APPROVED** that a letter should be sent to the County Council on behalf of the Town Council, to reinforce the work being carried out in relation to this by the County Councillors.

Lastly, Cllr Andrew Phillips informed members that the Mayor's Rock Concert would be held on 3rd June, which he urged members to support.

215. Report of the Clerk on matters of administration

1. Notification has been received that One Voice Wales and SLCC are arranging the fourth joint event, to be held at the Liberty Stadium, Swansea on 22nd June 2016. It is emphasised that the event is very important as it focuses on key topic areas, such as the Well Being of Future Generations Act 2015; proposed local government reorganisation; financial governance and accountability; and contributing to sustainability. The event is open to Councillors as well as Clerks, and the cost is £79 plus VAT (or £69 plus VAT if booked early).

It was APPROVED that this matter be referred to the Regeneration and Community Services Committee to decide who should accompany the Clerk to this event.

2. One Voice Wales is inviting member Councils to propose a maximum of two motions for debate at its AGM on Saturday 1st October 2016. These must be received by no later than noon on 1st July, for consideration by the conference Agenda Committee. There are specific requirements for motions to be acceptable. A motion must reflect a national issue or problem. Also, each motion must be accompanied by a short explanatory note, not exceeding 150 words. The Motions Committee will sit in early July and Councils will be notified of its decisions by mid July. If a motion is accepted, a Council must provide the name of both the proposer and a seconder (who must be from another Council) no later than three weeks prior to the AGM. Both the proposer and seconder must be present at the AGM for the motion(s) to be debated.

It was APPROVED that this matter be referred to the Regeneration and Community Services Committee for consideration.

3. A request has been received from PS Heulwen Aston for further assistance with the training of the next PCSO intake. This will take place on the afternoon of Wednesday 29th June 2016.

Cllrs John Hedley Jones, John James and Mrs Shirley Matthews volunteered to assist with this training. As Cllr Geraint Davies was not in attendance at the meeting, it was also agreed that enquiries should be made with him as to his availability, as he had assisted with the previous training session.

4. One Voice Wales has forwarded revised Model Financial Regulations. These only make relatively minor amendments to the previous Model Financial Regulations. It is suggested that these be referred for full consideration to the Finance Committee. ***Members APPROVED that this be referred to the Finance Committee for full consideration.***

5. A letter has been received from Mrs Dorothy McDonald regarding potential support for the Dementia Carers Support Group, following her attendance at last month's meeting (copy attached).

The Clerk outlined that prior to receipt of this letter, Mrs McDonald had attended at the Council office regarding the hiring of the Memorial Hall. During this visit, the Clerk had tried to explain the Council's policy on hiring of facilities and the possibility of seeking a grant. Cllr Mrs Shirley Matthews indicated that she was happy to try to speak with Mrs McDonald once more. Cllr Michael Theodoulou indicated that he would be happy to join Cllr Mrs Shirley Matthews in such a meeting, which was APPROVED.

6. Members are reminded that arrangements have been made to celebrate the 90th Birthday of HM Queen Elizabeth II on Thursday 21st April. A certificate will be presented to each of the four local schools during the course of the day, as already notified. Also, a beacon will be lit in Pembrey Square at 7.30pm that evening.

Noted

7. Members are reminded that the Walk for Life on behalf of Kidney Wales Foundation will be held this Sunday, 24th April, commencing at 11am from Burry Port Yacht Club.

Noted

8. It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted:

Confidential minute of the meeting of 16th March 2016

Minutes of Civic Governance and Personnel Committee meeting

Correspondence received of a sensitive nature