

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

**Councillor Andrew Phillips (Mayor)**

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

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

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

**1. Opening Prayer**

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

**2. Personal Matters**

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

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

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

Members confirmed their usual declarations of interest.

**4. Police Business**

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

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

Crimes of note;

**Criminal damage**

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

## **Burglaries**

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

## **Drugs**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Cemetery**

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

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

### **Pembrey Memorial Hall**

Remedial works have now been completed.

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

### **Wales in Bloom 2014**

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

1 Roundabout at east entrance to the harbour.

2 Moreb Roundabout.

3 Clwb Bach Roundabout.

4 Entrance to Parc-y-Tywyn School.

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

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

### **Clothes Banks**

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

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

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

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

### **Footpath Maintenance**

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

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

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

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

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

### **1. Bank**

Bank Balances

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

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

## 2. Schedule of accounts paid

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

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

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

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

### 3. Petty Cash

Payments made from 1st to 30th April 2014

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

**Total payments made  
from petty cash**

**£0.00   £0.00   £71.84**

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

### 4. Budget Monitoring Report

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

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

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

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

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

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

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

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

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

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

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

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

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

### Matters Arising

#### P4 (10) Pembrey Memorial Hall

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

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

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

Matters Arising

P3 (6) Heritage Trail

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

P4 (13) Update on commemoration of World War I

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

P5 (14) Update from Fees and Charges Sub Group

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

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

**11. To consider any planning applications**

Cllr John James highlighted his interest in all planning matters.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There was no Mayor's report.

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

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

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

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

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

In favour – 3

Against – 8

Abstentions - 5

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

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

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

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

## 17. To consider Communications received

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

*Noted*

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

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

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

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

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

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

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

*Noted*

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

*Noted*

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

There were no reports from elected members.

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

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

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

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

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

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

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

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

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

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

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

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

*Noted*

7. Final item to be taken in camera

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