

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 17th October 2018

Present: Councillor Robert John (Mayor)

Councillors Richard Adler, Mrs Linda Edwards, Mrs Pam Every, Peter Freeman, Stephen James, John Hedley Jones, Mrs Lisa Mitchell, Mrs Karen Francis-Morris, David Owens, Hugh Shepardson, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

In attendance: Alan Howells (RFO), Kevin Williams (TSO), Shan Loudon (Administrative Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.00pm – 9.55pm)

73. Opening Prayer

The opening prayer was given by Rev. Nicholas Jones

74. To receive apologies for absence

Apologies had been received from Cllrs Mrs Amanda Fox, John James and Mrs Shirley Matthews.

75. To receive members’ declarations of interest in respect of the business to be transacted

No interests were declared other than those previously declared.

76. To consider Police Business if any

Apologies had been received from the police who could not be in attendance at the meeting. Members noted that the new Sergeant Craig Wilkins was still getting accustomed to the area. Their report for September was read out by the Mayor highlighting some of the key statistics.

Crime



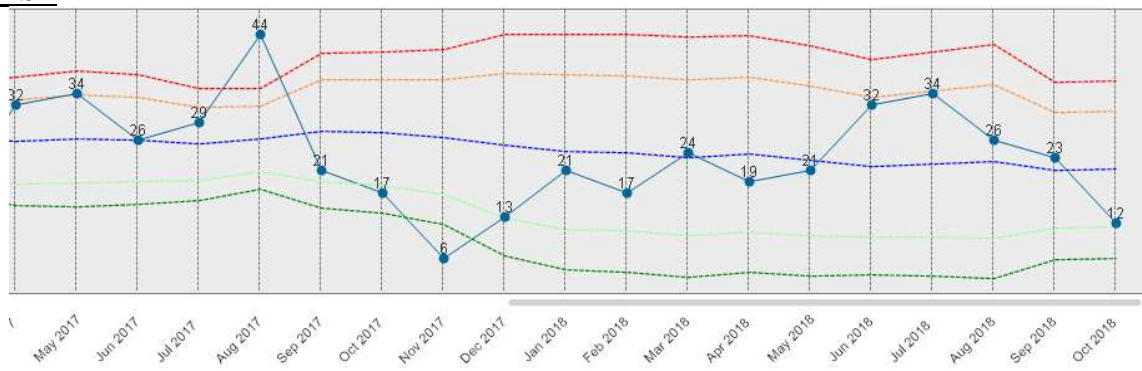
September 2018

35 crimes were recorded in Burry Port / Pembrey in September 2018 which was a drastically lower number than the previous few months and lower than the average for the time of year.

Only 15 crimes for Burry Port itself. There has been some work put in over the summer months, due to the high level of crimes, with regards targeting known offenders and target hardening of specific locations, which seems to have had a positive effect.

AZB Crime Volumes by Geography - Current Month in Long			
Month ↑	Burry Port	Pembrey	Total
Oct 2018	11	5	16
Sep 2018	15	20	35
Aug 2018	23	9	32
Jul 2018	48	24	72
Jun 2018	47	19	66
May 2018	19	12	31
Apr 2018	28	16	44
Mar 2018	18	18	36
Feb 2018	15	6	21
Jan 2018	21	11	32
Dec 2017	17	18	35
Nov 2017	17	7	24
Oct 2017	20	11	31
Sep 2017	20	19	39
Aug 2017	30	13	43

ASB



As can be seen, 23 ASB incidents throughout September in the Burry Port and Pembrey area. 23 is slightly above average for the time of year. As with crime, a rise is expected throughout the spring and summer months, however a number of local youths are being managed via Community Protection Notices (CPN's). These youths have previously caused a large amount of ASB in the town, however our findings seem to indicate the youth related ASB is reducing in the town since the summer months.

Actions From Last Meeting

NA

Cllr Stephen James arrived and joined the meeting at 7.05pm

The RFO arrived and joined the meeting at 7.06pm

77. To confirm the minutes of the Extraordinary meeting held on Wednesday 19th September 2018

The minutes of the meeting held on Wednesday 19th September 2018 had been circulated with the agenda in advance of the meeting.

The following changes were requested:

P28 (64) re membership of the Event sub-committee – the minutes should replace Cllr Mrs Moira Thomas with Cllr Mrs Karen Francis Morris.

Cllr Peter Freeman **PROPOSED** that provided the above changes were made that the minutes were an accurate recording of the meeting, seconded by Cllr Mrs Pam Every. Members voted to confirm the minutes with 15 voting in favour, 0 against and with 0 abstentions. The minutes were therefore **APPROVED** as an accurate representation of the meeting.

78. Information from the aforesaid minutes

P26 (60) – re: MUGA lighting

Members noted that the issues surrounding the MUGA lighting were in the process of being corrected.

79. To consider the report of the Responsible Finance Officer

The RFO distributed copies of the report to all members.

1. Bank

Bank Balances

The following cash balances are held with Lloyds at 30th September 2018 :- **Balance at bank**

	£
Business Instant Access account	229,830.89
Community Account	59,638.64
Imprest account	51,510.42
	£340,979.95

2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th September 2018

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u>	<u>VAT</u>	<u>Total</u>
<u>Finance, Personnel and Civic Governance</u>	-	-	-	-	-
Big Cloud IT	Admin - IT Costs	1	90.00		90.00
Lyreco	Admin - stationery	1	43.95	8.79	52.74
British Telecom	Admin - telephone	1	569.33	113.87	683.20
CCC	Employee Costs	1	70.00		70.00
Xerox Finance	Admin - Photocopier costs	1	78.59	15.72	94.31
Carmarthenshire County Council	Employees - Training costs	1	279.30	55.86	335.16
British Telecom	Admin - telephone	1	60.00	12.00	72.00
<u>Facilities Management</u>	-	-	-	-	-
Walker Fire UK Ltd	Burry Port Memorial Hall - maintenance	3	116.91	23.38	140.29

H F James	Cemetery - Sub contractors	4	480.00	96.00	576.00
British Gas	Halls - Electricity	3	617.99	30.90	648.89
Cathedral Leasing Ltd	Burry Port Memorial Hall/Institute - Cleaning costs	3	64.98	13.00	77.98
Harbour Tyres	Cemetery - Vehicle costs	4	10.00	2.00	12.00
EDF Energy	Bowls Club - Electricity	3	43.59	2.18	45.77
Chivers Corner Garage	Cemetery - Vehicle costs	4	310.73	62.15	372.88
Biffa - Cemetery	Cemetery - Waste Disposal	4	162.55	32.51	195.06
Biffa - Memorial Hall	Cemetery - Waste Disposal	4	136.27	27.25	163.52
Powercut	BP Hall - Waste Disposal	3	89.40	17.88	107.28
CLH Trailers	Cemetery - New equipment - trailer	4	1,540.00	308.00	1,848.00
Crane Aid	MUGA - Maintenance	3	480.00	96.00	576.00
Trade UK	Cemetery - maintenance	4	25.00	5.00	30.00
Trade UK	Cemetery - maintenance Pembrey Memorial Hall -	4	22.43	4.48	26.91
British Gas	Electricity	3	90.22	4.51	94.73
EDF Energy	Bowls Club - Electricity	3	86.49	4.32	90.81
Excel Electrics	Burry Port Memorial Hall -	3	60.00	12.00	72.00
Carmarthenshire County Council	maintenance	3	60.00	12.00	72.00
	Employee Costs	1	140.00	14.00	154.00
Dyfed Alarms	Burry Port Memorial Hall -	3	200.00	40.00	240.00
Dyfed Alarms	maintenance	3	200.00	40.00	240.00
	Institute - maintenance	3	57.00	11.40	68.40
<u>Regeneration</u>					
Rees Sound Systems	Events - sounds costs	9	800.80	160.16	960.96
Ramp Stakepark Limited	Events - Tour of Britain	9	250.00	50.00	300.00
			6,975.53	1,223.36	8198.89

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex</u>	<u>VAT</u>	<u>Total</u>
-	-	-	<u>Vat</u> £	-	<u>cost</u>
WH Smiths	Admin - Office diaries	1	32.07	0.00	32.07
	Total payments made from petty cash		£32.07	£0.00	£32.07

He highlighted that the imprest account was showing as a substantial amount but that it had recently reduced due to a payment. He proceeded to highlight and note some of the key figures from under the schedule of accounts paid as follows:

- The schedule was now organised and subdivided by Committee spending.
- Under the Facilities and Assets spending it was noted that the item related to equipment was to come out of the asset transfer money received from the County Council.
- The two electricity bills paid relating to the Bowls Club related to two separate bills and was not an error. The RFO confirmed there was some clarification awaited related to the payment of bills following the asset transfer
- It was confirmed that the MUGA payments related to specialist replacement parts.

Copies of the budget monitoring report had been distributed in advance of the meeting.

The RFO stated that the report covered the half year up to the end of September. He discussed each Committee budget as follows:

Finance, Governance and Personnel Committee

- As requested, the administration costs were now broken down to give more detail.
- The insurance payments were reduced due to the new deal agreed with the insurer as a returning customer.
- The largest payment was for insurance while all others are quite small

Facilities and Assets Committee

- The income was on budget with a significant increase of usage in Pembrey Hall from new clubs and users.
- The footpath SLA's would not be paid until the end of the year.
- Expenditure at the cemetery was overbudget due to the need for additional unexpected items.
- It was noted that the software charges related to a cemetery software package that the Council was tied in to for 3 years.
- Members noted the two items listed as loan repayments. One was for an extant loan for works at the Burry Port Memorial Hall, while the other was a budget for a loan that had yet to be taken out.
- Members noted that although grants were available for certain maintenance and upkeep works, it was getting increasingly difficult to secure them, and the yet-to-be-secured loan may need to be used to undertake those works.
- The RFO highlighted that both of the Copperworks halls were over budget as the rates had increased and that the County Councillors were still following up on the issue. Members noted that four agents had been asked to provide quotes and it was hoped it would be on the market soon.
- Two large items were shown in the Parks and Open Spaces which had come from the asset transfer reserve.
- Members were asked to note that the Floral budget was currently shown under the Regeneration and Wellbeing Committee section but should be shown under Parks and Open Spaces as part of Facilities and Assets. Future Budget Monitoring Reports would correct this.
- The RFO confirmed that the maintenance cost of the parks was high due to the need for specialist parts and equipment to do the work to the required standard.

Civic Governance

- The RFO highlighted that the employee expenditure costs had increased to cover sickness leave

Regeneration and Wellbeing

- The RFO highlighted that there were two charges for Christmas lighting and that only one had been made so far.
- The RFO was asked to show in the next report that the Tour of Britain expenditure was not from the Events budget but instead had been agreed at Town Council to be taken from Reserves due to it being an additional, unexpected expense.

ACTION: RFO

- The RFO reported that the Digital Community budget would be spent soon although was not currently shown.

In conclusion the RFO stated that each section was within budget and on target.

80. To consider the report of the Technical Services Officer

The TSO highlighted that he had researched the costs to increase the height of the netting between the Bowls Club and the MUGA by 1.2m and stated the estimated costs.

Many members felt this was an expense the Council could not justify easily. There followed a discussion of the current procedure, and concerns that the more appropriate place to discuss this report was at the Facilities and Assets Committee. Of particular concern to some was the detail concerning prices, and other financial data and by its submission to the Town Council meant its publication in the minutes.

Cllr Michael Theodoulou **PROPOSED** that the TSO report should be submitted to the Facilities and Assets Committee for approval, seconded by Cllr David Owens.

In the ensuing vote 12 members voted in favour, 2 against and 1 abstention. It was therefore **AGREED** for all future TSO reports to be submitted to the Facilities and Assets Committee.

81. To receive and note the minutes of the Facilities and Assets Committee meeting held on Wednesday 5th September 2018

The minutes of the meeting held on Wednesday 5th September 2018 had been circulated with the agenda in advance of the meeting.

The minutes were duly noted.

Members who had issues to raise with this Committee were invited to attend the next meeting.

82. To receive and note the DRAFT minutes of the Burial Sub Committee meeting held on Tuesday 2nd October 2018

The minutes of the meeting held on Tuesday 2nd October 2018 had been circulated with the agenda in advance of the meeting.

The minutes were duly noted.

Members discussed the methods available to them to query issues from each Committee and Sub-Committee, noting that they needed more time to respond to issues and there was no room for discussion on some items at Town Council meetings.

Cllr Michael Theodoulou **PROPOSED** that in the first instance members were to contact the Chair of that Committee or Sub-Committee, then if necessary, to attend the next Committee meeting to raise their concerns, seconded by Cllr Stephen James.

In the ensuing vote 15 members voted in favour, 0 against and 0 abstentions. It was therefore **AGREED** as the process for members to follow should they have questions to ask.

Members were reminded that contact details for each of them were available on the notice boards and from the office.

83. To receive and note the minutes of the Regeneration and Wellbeing Committee meeting held on Thursday 13th September 2018

The minutes of the meeting held on Thursday 13th September 2018 had been circulated with the agenda in advance of the Ordinary meeting.

The minutes were duly noted.

84. To consider and note the minutes of the Events Sub-Committee meeting held on Monday 1st October 2018

Members were informed that draft minutes for this meeting had not been prepared in time for this meeting.

All members **AGREED** to wait for the draft minutes at the next meeting.

Members briefly discussed the amount of work outstanding on making the Council GDPR compliant. It was also noted that there was a file on each Councillor in the office which was only viewable by the individual concerned and office staff if required.

85. to receive and note the DRAFT minutes of the Wellbeing of Future generations Sub-Committee meeting held on Monday 24th September 2018

The DRAFT minutes of the meeting held on Monday 24th September 2018 had been circulated with the agenda in advance of the Ordinary meeting.

The minutes were duly noted.

86. To consider the following planning applications.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/37816	Head of Leisure (CCC) - Mr Ian Jones, Pembrey Country Park Cafe, Factory Road, Pembrey, Llanelli, SA16 0EJ	Internal remodel and refurbishment for the existing 567 sqm single storey Pembrey café. Demolition works will include removal of mezzanine floor and relocation of toilet facilities. New office space, reception, function room, kitchen and cafe seating area provided. External timber re-cladding of the existing rendered and faced brick external walls. External addition of new bi-folds, and doors and windows to match existing. Removal and repairs to existing lower roof, replaced as per existing. Ancillary outdoor works including external play area and access road alternations
S/37837	Royal National Lifeboat Institution Land at RNLi Lifeboat Station, Burry Port, SA16 0ER	The works include the construction of new reinforced concrete / sheet pile slipway to allow launch of a proposed new larger lifeboat, provide protection for launches and future proof

		the slipway for long term launch operations into the Burry estuary
S/37853	Carmarthenshire County Council- Mr Richard Stradling Pembrey Country Park, Factory Road, Pembrey, Llanelli, SA16 0EJ	The installation of an 8.5m wide x 4.9m high aluminium circular hollow framed green bike sculpture adjacent to the main entry road for the closed road cycle circuit at Pembrey Country Park
S/37873	Owain Davies Parc y Medws, y Cwm, Burry Port, SA16 0NQ	Single storey extension with a part first floor extension
S/37894	Gareth Potter Bronyde, Y Cwm, Burry Port, SA16 0YR	Construction of a Single Storey Detached Garage
S/37895	Burry Port Marina Ltd HM Coastguard, Burry Port, SA16 0ER	Installation of Temporary Toilet Block (Portaloo) (Retrospective)

Cllr Pam Every as Chair of the Sub-Committee reported that they had met and discussed the planning applications and had raised no objections to any of them, recommending them all for approval.

Cllr Stephen James **PROPOSED** that the Council accept the recommendations of the Planning Sub-Committee seconded by Cllr David Owens.

Cllr Mrs Lisa Mitchell declared an interest due to her husband being a member of the RNLI.

In the ensuing vote 14 voted in favour, with 1 abstention and 0 against. It was therefore **AGREED** that the recommendations be accepted and sent to the Planning Authority.

ACTION: OFFICE

87. To receive and note the DRAFT minutes of the Chairs Committee meeting held on Tuesday 25th September

The DRAFT minutes of the meeting held on Tuesday 25th September 2018 had been circulated with the agenda in advance of the Ordinary meeting.

The minutes were duly noted.

88. To receive and note the DRAFT minutes of the Public Engagement and Communications Sub-Committee held on Thursday 27th September 2018

Members were informed that in addition to the photograph competition the Council was looking to set up, there was also a public appeal for photographs from the public in the short term to populate the new website.

The DRAFT minutes of the meeting held on Thursday 27th September 2018 had been circulated with the agenda in advance of the Ordinary meeting.

The minutes were duly noted.

89. To consider changes to the Financial Regulations (referral from Finance, Governance and Personnel)

Cllr Michael Theodoulou had been asked by the Chairs Committee to produce a report as part of a streamlining process. He reported that the Chairs Committee meeting of 25th September had considered a paper which suggested changes to the Financial Regulations so as to include relevant recent decisions by Council that had not yet been incorporated and to make adjustments to improve the efficiency and effectiveness of the Council. Those deliberations were then referred to the Finance, Governance and Personnel Committee meeting of 8th October for their consideration and to make recommendations to Council.

The following were changes previously resolved by Council that needed including:

- Standing Committees be authorised to commit and make expenditure within their pre-approved budgets. This includes the power to make adjustments to pre-approved budget headings within their overall pre-approved budget (virement).
- Expenditure which would exceed a Standing Committee's budget that cannot be covered by virement (as explained above) can only be authorised by The Finance, Governance and Personnel Committee for expenditure under £5000, or the Council if over £5000.

New recommended changes are as follows:

1. In emergency or time sensitive situations the Clerk is authorised to commit expenditure of up to £5000 in conjunction with the Chairs Committee, or, if that is not possible, in conjunction with the Chair responsible for that area of work.
2. The TSO is authorised to commit up to £1000 in conjunction with the Clerk of the Chair of the appropriate committee but only if that expenditure falls within the pre-approved budget.
3. The TSO is authorised to carry out expenditure on any pre-approved budget up to £250.
4. The required verification of the bank reconciliations which has to take place once per quarter by a member of the Council be changed so that it is contracted to the internal auditor who has to report to full Council on each occasion.

Members discussed the changes and agreed that the suggested changes were more secure than those at present, they also discussed the need for references to “emergency” to be kept to ensure the authority was not abused.

It was noted that for these to be approved and included in the Financial Regulations, the Standing Orders needed suspending.

Cllr Michael Theodoulou **PROPOSED** for the Standing Orders to be suspended, seconded by Cllr Stephen James.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the Standing Orders be suspended.

Cllr Michael Theodoulou **PROPOSED** that the recommended changes to the Financial Regulations be adopted, seconded by Cllr Hugh Shepardson.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** for these changes to be adopted.

Cllr Robert John **PROPOSED** that the Standing Orders be resumed, seconded by Cllr Michael Theodoulou.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** for Standing Orders to be resumed.

90. Consideration of Section 13 of the Independent Remuneration Panel draft annual report 2019/20

Cllr David Owens reported that the Finance, Governance and Personnel Committee had looked at the recommendations and was happy to endorse them being adopted by the Town Council. He proceeded to report on the relevant recommendations, referred to by their “determination number” as follows, indicating which are mandatory also:

*37. All town councils must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumable, etc. **mandatory.***

Members were informed that this payment would be taxable at 20% and would be taxed at source. There followed a discussion with some members strongly opposed to the idea of payments being available as they viewed their work as a Councillor as voluntary and that such a payment was a waste of Council resources, others were strongly in favour as they viewed their role as being public servants noting that they were summoned not invited to meetings. Those opposed felt expressed concern that the Council could not afford to do this while those in favour stated the payments could help improve accessibility to becoming a councillor for those who were in work or with other responsibilities, and potentially improve the diversity of the Council, they also highlighted that this was a mandatory recommendation and that a budget had already been allocated for it.

There was further discussion over how this payment would work for those who resigned from the Council, and whether or not the payments would be back dated. It was noted that some of the requested information was included in the report each member had received previously and that advice could be got from HMRC in relation to the tax.

Members were reminded that any payments made or received would have to be in accordance with the law. If they wished to declare they were not accepting the payment, members were told they would need to do so every year and to notify the proper officer on each occasion.

As this was a mandatory requirement no vote was required.

*38. Town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the payment outlined in determination 37. **optional***

Cllr Peter Freeman **PROPOSED** that the payment be made available to the three Chairs of Committees, seconded by Cllr Stephen James.

Cllrs Michael Theodoulou, David Owens and Robert John declared an interest in this matter. Cllr Mrs Lisa Mitchell as Deputy Mayor took over chairing of the meeting.

There was a brief discussion as to the contents of the Council’s Code of Conduct and whether or not this was a matter that the current Chairs of Committee needed to declare an interest in.

Cllr Bob Walpole left the meeting 8.47pm

A request was made for copies of the Code of Conduct to be shared with all members.

ACTION: OFFICE

Cllr Bob Walpole returned and re-joined the meeting 8.49pm

Members were informed that it was expected for the work of the Three Chairs of Committees to reduce once there the Clerk returned to work.

In the ensuing vote 11 voted in favour, with 0 abstentions and 1 against. It was therefore **AGREED** for that the determination be adopted with the three Chairs of Committee named as those able to accept the payment.

Cllr Robert John took over as Chair of the meeting.

Members were informed that determination 39 did not apply to this Council and therefore didn't need considering.

40. *Town councils can make payments to each of their members in respect of travel costs for attending approved duties. **Optional***

41. *if a town council resolves that a particular duty requires an overnight stay it can authorise reimbursement of subsistence expenses to its members. **Optional***

42. *town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties. **Optional***

There followed a discussion of the three determinations listed above. Members noted that by making these payments available it could help to diversify the representation on the Council in future.

Cllr Michael Theodoulou **PROPOSED** that the three determinations be accepted, seconded by Cllr David Owens.

In the ensuing vote 13 voted in favour, with 2 abstentions and 0 against. It was therefore **AGREED** for that the three determinations be adopted.

43. *All town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. **Mandatory***

As this was a mandatory requirement no vote was required.

44. *town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1500. **Optional***

Members were reminded that this Council already had a similar payment in place for the Mayor, but that this determination had different tax implications.

Cllr Stephen James **PROPOSED** that the determination be accepted, seconded by Cllr Michael Theodoulou.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** for that the three determinations be adopted.

45. *town council can provide Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500.*

Cllr Michael Theodoulou **PROPOSED** that the determination be accepted, seconded by Cllr Stephen James.

Cllrs Mrs Lisa Mitchell declared an interest in the matter.

In the ensuing vote 10 voted in favour, with 1 abstention and 3 against. It was therefore **AGREED** for that the determination be adopted.

The RFO confirmed that the necessary information to be published under item 13.39 would be published once the annual review was finished.

91. To consider changes to the format of the RFO report (referral from Finance, Governance and Personnel)

Members were informed that this included a recommendation to make each of the Chairs signatories for approval of spending related to their respective budgets.

In relation to the format of the report, it was noted that it contained commercially sensitive information that shouldn't be made public due to the requirements of meeting GDPR. It was suggested that each Committee receive its relevant list for scrutiny before referral to the Finance, Governance and Personnel Committee for approval, as opposed to the Town Council. Members called for the relevant papers to be provide in advance of the meetings to ensure they could be studied accordingly. It was recognised that with these changes it would still be possible to discuss the information in camera to ensure confidentiality.

The RFO stated that there would be a delay of a month to allow changing to the new system.

Cllr David Owens **PROPOSED** that the Chairs be made signatories on spending relevant to their budget spending and for the relevant section of the RFO report to be sent to each Committee first, and for each Committee to refer it to the Finance, Governance and Personnel Committee for approval, seconded by Cllr Stephen James.

In the ensuing vote 14 voted in favour, with 1 abstention and 0 against. It was therefore **AGREED** for that the proposal be accepted.

As it had now passed 9pm, Cllr Stephen James **PROPOSED** for the Standing Orders to be suspended, seconded by Cllr David Owens.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the Standing Orders be suspended.

92. Update on the Annual Return

The RFO updated members that the deadline for submitting the Annual Return had not been met this year. He had been in communication with the auditor to inform them of the situation and they had noted the exceptional circumstances the Council faced at present. He was working to ensure it went out as soon as possible.

All members expressed their thanks to the RFO for his work on the issue, in particular for having carried out additional duties as the Acting Proper Officer.

93. update on Town Councillors email addresses.

Members were informed that due to confidentiality issues, the advice from One Voice Wales was for the Council to adopt a private email system for all correspondence with Councillors. The security of any external servers could not be guaranteed and allowing their use could invalidate future insurance claims. Members were asked to note that this included County Council email addresses as that counted as an external system. It was also noted that by not adopting a secure email address the Council could be construed as being in breach of the Data Protection Act 2017.

Cllr David Owens **PROPOSED** a deadline be set for Councillors to sign up to the new system by the 17th November 2018, after which they would not receive emails, seconded by Cllr Stephen James.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. It was therefore **AGREED** that the deadline be set.

94. To consider any County Councillors' reports

Cllr Robert John read aloud a report from Cllrs John James and Mrs Amanda Fox. They reported that, as had been previously stated, a site opposite Glanmor Terrace had been earmarked for the construction of Affordable Housing and they had been approaching the County Council to make the case for it to be one of the first to be developed. If successful they would be lobbying for local people to have priority for those homes.

In relation to Burry Port Harbour the Councillors stated that sonar readings showed better silt removal than expected at this stage. That a new, more effective dredger was being built for use in Burry Port. Porta cabins were to be put in place to provide public conveniences at the harbour. A coffee shop was planned for where the current Marine Group Office was situated. It was stated that the plan for the lifeboat station was to have office facilities upstairs with a reception and boat-owners facilities downstairs.

The report highlighted that there was a public consultation open on closing the lane Y Ddwyberth to traffic due to recent vehicle incidents.

In relation to CCTV the County Councillors highlighted that the new police system will not include any cameras in Burry Port despite their protestations against it. A review of cameras, county wide is currently taking place and once complete the County Council have agreed to meet with the two ward representatives, the Town Council and the Police to find a solution.

Regarding Section 106 money, £142,010 has been committed to the harbourside play area. Once the final bill has been received the remainder that can be spent on other community projects will be known.

The Boulevard Lighting adjacent to the harbour requires more investigation as it is more complex than was originally believed. The County is in the process of collecting quotations for fixing the faults.

Members expressed concern at the lack of clarity in relation to the works at Burry Port Harbour, noting that the report made no mention of the complaints received by members from the public in relation to the current appearance of the harbour and that the new dredger would not be in place until mid-December. Further concern was expressed that Carmarthenshire County Council had set aside a budget for dredging works, when the Harbour Master Plan revealed prior to the agreement with Marine Group had suggested that the County Council would not be responsible for those works. In addition, members wished to know what the current situation was in relation to the promised harbour wall repairs and why the harbour public conveniences were closed. It was also a worry to members that news of the promised development around the harbour had disappeared.

Cllr David Owens **PROPOSED** that the Chairs Committee prepare a letter, to be sent on behalf of the Town Council to the County Council, expressing these representations; that the Managing Director of Marine Group be invited to meet with the Town Council to address the relevant concerns; that the Heads of Leisure and Regeneration at the County Council meet with the Town Council to discuss the harbourside developments; and to respond to the emails received from a member of the public regarding the Boulevard Lighting, seconded by Cllr Michael Theodoulou.

In the ensuing vote 14 voted in favour, with 1 abstention and 0 against. The proposal was therefore **AGREED**.

95. To consider the Mayor's report

Cllr Robert John reported that his calendar had been busy, having attended the following events:

- Tenovus Pink Concert – a superb event with a very inspiring choir.
- Scarecrow festival at St Mary's Church – although he had been unable to attend, the Deputy Mayor had gone in his place and the event had been well received. A letter of thanks had been received by the Council.
- GDPR training – he outlined the large task that the Council faced in ensuring it met the requirements which included making improvements to the archive space in the loft.

Members briefly discussed recent errors in the output from the office, and that staff training may be required. It was noted that in relation to the issue of the information published as part of the Finance, Governance and Personnel Committee on public noticeboards the Council had referred itself to the Information Commissioners Office who had found that no law had been broken. Despite this the information included on the agenda had been reviewed to prevent a similar situation happening again.

Some members pointed out that the current noticeboards looked tired and needed some minor improvements. It was felt this would be best looked at by the Facilities and Assets Committee and was referred to them.

ACTION: FACILITIES AND ASSETS CMTE

96. To receive reports by elected members as Council Representatives on outside bodies

Cllr Peter Freeman reported as a One Voice Wales delegate from the Town Council that he had attended the Larger Councils Committee meeting earlier in the day. He had been voted as the Vice Chair of the Committee, while Cllr Michael Theodoulou had been voted as one of the representatives of that Committee at the National Executive Committee. The

Committee had discussed that there was an expected decrease in funding for non-statutory expenditure at a national level from 15% to 5% and that Town Councils may have to meet any reduction in services their Communities faced.

The TSO left the meeting at 9.50pm

Members noted as a piece of information that Carmarthenshire County Council had just found out it would need to make a further £10,000,000 in savings from its budget.

Cllr Mrs Moira Thomas reported as a member of the Heritage Group that its fundraising meal had been arranged for the 24th October and to contact her for tickets. She also stated that the official opening of Ysgol Parc y Tywyn had been arranged for the new year.

Cllr Karen Francis Morris stated that a local group were looking to commemorate the 50th anniversary of the SOS campaign in 2019 and were hoping the Town Council would be able to support.

All members expressed their interest and support for such a celebration. Cllr Stephen James **PROPOSED** the matter be referred to the Regeneration and Wellbeing Committee to establish any details and how the Council could support, seconded by Cllr Mrs Karen Francis Morris.

In the ensuing vote 15 voted in favour, with 0 abstentions and 0 against. The proposal was therefore **AGREED**.

ACTION: REGENERATION AND WELLBEING CMTE

97. To consider communications received

All communications had been shared previously and members noted their receipt.

An additional communication from the Wales Air Ambulance had been received. All were noted.

98. In camera discussions

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:

- a) To confirm the confidential minute of the meeting held on Wednesday 19th September 2018
- b) Update on staffing issues

Kevin Williams, Ed Davies and Shan Loudon left the meeting at 9.55pm