

Pembrey and Burry Port Town Council

Monthly Meeting

Wednesday 18th October 2017

Present: Councillor David Owens (Mayor)

Councillors Geraint Davies, Mrs Linda Edwards, Peter Freeman, John James, Robert John, John Hedley Jones, Mrs Lisa Mitchell, Hugh Shepardson, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

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

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.00pm – 9.40pm)

66. Opening prayer

The opening prayer was given by Reverend Nicholas Jones.

67. Personal matters to include apologies for absence

Apologies were received from Cllrs Mrs Pam Every, Mrs Amanda Fox, Mrs Shirley Matthews, and Mrs Karen Morris.

68. To receive members' declarations of interest in respect of the business to be transacted

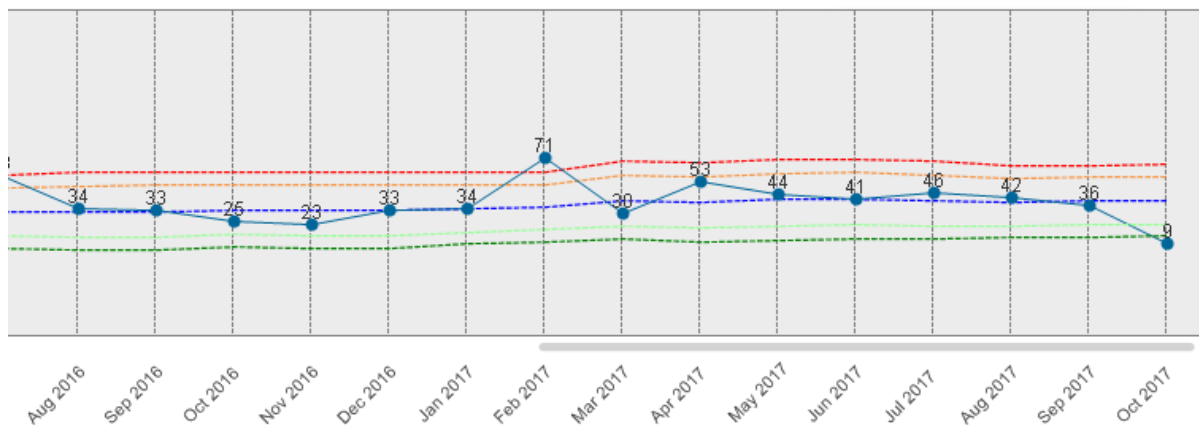
None were declared.

69. Police Business

PCSO Sarah-Louise Davies and PCSO Stephanie Maiello were in attendance. They apologised for the absence of the Inspector and Sergeant who had prior commitments. They stated that some of the figures were affected by changes in how some crimes are recorded. They presented the Police report, set out below:

Crime

During the month of September 2017, 36 crimes were recorded for Burry Port and Pembrey section which is similar when compared to the same time last year (33 crimes). 36 crimes is slightly lower than the 12 month rolling average.



Crime in September 2017

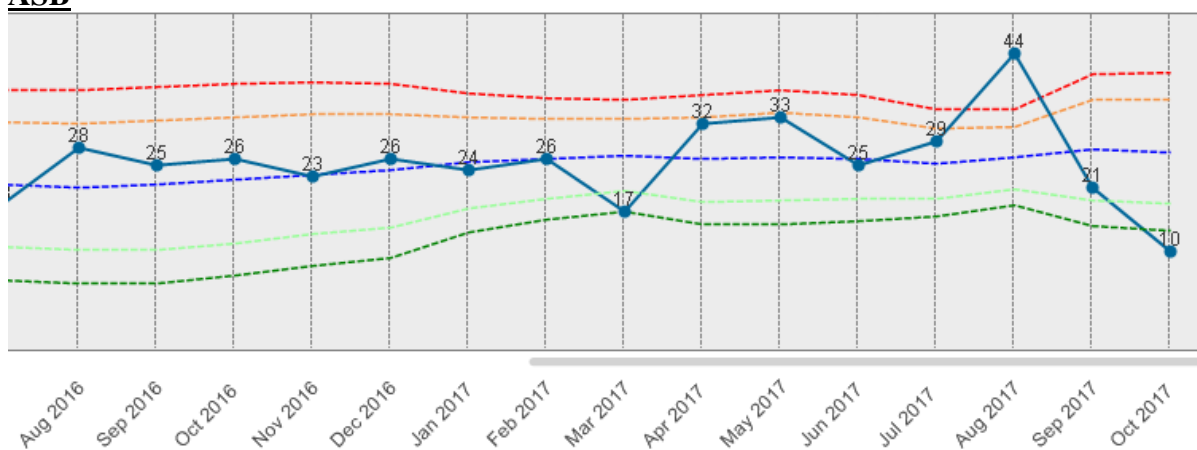
During the month of September 2017, the following crimes were recorded for;

Burry Port: 17

Pembrey: 19

Month	Burry Port	Pembrey	Total
Oct 2017	9	3	9
Sep 2017	17	19	36
Aug 2017	30	12	42
Jul 2017	23	23	46
Jun 2017	27	14	41
May 2017	29	15	44
Apr 2017	46	7	53
Mar 2017	23	7	30
Feb 2017	33	38	71
Jan 2017	31	3	34
Dec 2016	29	4	33
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	34	3	37

ASB



21 ASB calls for Burry Port and Pembrey for September 2017, which is low when compared to the 12 month rolling average. As expected, we did experience a rise over the summer months. The bulk of the rise can be attributed solely to 3 youths in the Burry Port area. Those 3 youths have now been dealt with in Court.

Actions From Last Meeting

NA

Following the report, the PCSOs were thanked for theirs and their colleagues' work. It was brought to the PCSOs attention by Cllr Hugh Shepardson that he had concerns about the actions of some service and delivery vehicles on Heol Elfed between Elkington Road and the entrance of Ysgol Glan y Môr. The section of road in question is part of a one-way system, and vehicles have been seen reversing up its length to get to the school. One vehicle had already damaged a wall and with the number of children who use that road to walk to and from Ysgol Glan y Môr, Ysgol Parc y Tywyn and Burry Port Community Primary School there are serious risks to safety. He understood that the school had spoken to the delivery companies in question to try and remedy this but some companies are continuing the practice. When the matter was reported to the police, someone had been told it was not a police matter and that the complaint should go to the County Council.

In response PCSO Stephanie Maiello stated that the complaint would have been dealt with by a call handler who may have misunderstood the complaint. However, in light of the serious issue they would look to add the road in question onto the patrol plan. They would be in contact with Ysgol Glan y Môr to liaise with them on it also.

70. To confirm the minutes of the meeting held on Thursday 21st September 2017

The Mayor reminded the members that at the most recent Extraordinary meeting on 13th October, they had voted to adopt the standing order used by Carmarthenshire County Council in relation to minutes. This would mean that only accuracy would be discussed and not matters arising.

Cllr Mrs Moira Thomas raised that Cllr Mrs Karen Morris had declared an interest in agenda item 61 (Item of public participation – Mr Graham Davies on behalf of Pembrey and Burry Port Heritage Group) when other members had declared an interest but it had not been recorded under item 59 (to receive members' declarations of interest in respect of the business to be transacted). She suggested that this may be due to her saying "and me".

Cllr Mrs Moira Thomas further requested that the last paragraph of item 65 be amended to read as follows:

"Following the adjournment, Cllr John James indicated agreement for the meeting to go into camera. However, in response to a comment referring to an individual Councillor, the Mayor **PROPOSED** that the meeting be suspended, which was seconded by Cllr Stephen James. Immediately prior to a vote being taken to suspend the meeting, the individual Councillor concerned confirmed that in addition to Cllr John James having taken advice, he had also done so and had been informed that he had no conflict of interest and therefore did not need to leave the meeting. A vote was taken and the suspension of the meeting was **APPROVED**"

Subject to these changes it was **RESOLVED** that the minutes of the meeting held on Thursday 21st September 2017 be accepted and approved as a true record of proceedings.

71. Information from the aforesaid minutes

The Clerk stated that this agenda item had been included as the agenda had been prepared prior to the changes to the standing orders being accepted during the meeting of 13th October. In light of that she suggested the Council should move on to item 72.

72. To consider the report of the Responsible Finance Officer, to include Town Council's budget strategy and build report for 2018/19

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

1. Bank Balances

The following cash balances are held with Lloyds at 30th September 2017 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	259,224.21		259,224.21
Community Account	37,439.57	3,521.15	33,918.42
Imprest account	18,850.79	17,890.64	960.15
	£315,514.57	£21,411.79	£294,102.78

2. Schedule of accounts paid

The following accounts have been paid from 1st to 30th September 2017

Supplier	Details	Ref	Cost ex Vat £	VAT	Total cost
Action Surveillance	Pembrey Hall - security system maintenance	3	1,823.00	364.60	2187.60
Consortium	Institute - Cleaning materials	3	3.98	0.80	4.78
Consortium	Toilets - Cleaning materials	3	102.57	20.52	123.09
Ieuan Rees	Cemetery - Remembrance book inscription	4	45.00	9.00	54.00
Afia Bunjul Football Academy	Special - Community donation	9	300.00		300.00
SLCC	Admin - Subscription	1	177.00		177.00
Travis Perkins	Special - Wales in Bloom materials	9	8.44	1.68	10.12
Cathedral Leasing Limited	Burry Port Memorial Hall - Equipment leasing	3	64.98	13.00	77.98
British Telecom	Admin - Telephone charges	1	213.37	42.69	256.06
Biffa	Cemetery - Refuse costs	4	182.82	36.56	219.38
Biffa	BP Memorial Hall - Refuse costs	3	128.26	25.65	153.91
British Gas - electric	Premises - electricity	3	430.70	21.54	452.24
Travis Perkins	Cemetery - materials	4	17.50	3.50	21.00
Travis Perkins	Cemetery - maintenance	4	13.10	2.62	15.72
Streetmaster	Special - memorial bench	9	958.00	191.60	1149.60
AT Photography	Civic Expenditure - council photos	1	160.00		160.00
Toppers	Cemetery - Equipment (PPE)	4	26.70	5.34	32.04
Toppers	BP Memorial Hall - Cleaning materials	3	72.84	14.57	87.41
Catering Equipment Solutions	BP Memorial Hall - Bar refurbishment	3	2,648.48	529.70	3178.18
Atech	Marketing - WIB Banners	9	600.00	120.00	720.00
BT	Admin - Telephone charges	1	20.00	4.00	24.00

Darkin Architects	Copperworks Development - Architect fees	3	47.00	9.40	56.40
PRS for Music	Admin - Subscription (PRS fees)	1	156.04	31.21	187.25
Chivers Corner Garage	Cemetery - Vehicle costs	4	182.46	36.49	218.95
B&Q	BP Memorial Hall - Bar refurbishment	3	76.26	15.26	91.52
B&Q	BP Memorial Hall - Bar refurbishment	3	34.17	6.83	41.00
B&Q	BP Memorial Hall - Bar refurbishment	3	24.84	4.98	29.82
Travis Perkins	BP Memorial Hall - Bar refurbishment	3	12.77	2.55	15.32
British Gas electric	Premises - electricity	3	558.94	27.93	586.87
Atech	BP Memorial Hall - Bar refurbishment	3	2,000.00	400.00	2400.00
David Owens	Marketing - WIB event reimbursement	9	131.10		131.10
Cathedral Leasing Limited	Burry Port Memorial Hall - Equipment leasing	3	64.98	13.00	77.98
Linc - Weld Industrial Supplies Ltd	Marketing - WIB event	9	596.00	119.20	715.20
Toppers	BP Memorial Hall - Bar refurbishment/equipment	3	436.56	87.31	523.87
Currys	Admin - Printer cartidges	1	149.98	30.00	179.98
British Gas - gas	BP Memorial Hall - Heating	3	217.62	10.88	228.50
Lyreco	Admin - Stationery	1	88.92	17.78	106.70
HSL	Burry Port Memorial Hall - Maintenance	3	50.00	10.00	60.00
HSL	Pembrey Memorial Hall - Maintenance	3	50.00	10.00	60.00
The Celebration Station	Marketing - WIB event reimbursement	9	53.97		53.97
Shirley Matthews - WIB reimbursement	Marketing - WIB event reimbursement	9	173.03	6.38	179.41
Toppers	BP Memorial Hall - Bar refurbishment	3	215.52	43.10	258.62
Toppers	Burry Port Memorial Hall - cleaning materials	3	60.20	12.04	72.24
Catering Equipment Solutions	BP Memorial Hall - Bar refurbishment	3	61.81	12.36	74.17
Parker Plant	Cemetery - maintenance	4	8.00	1.60	9.60
Geraint Davies	Members Allowance	1	150.00		150.00
Pam Every	Members Allowance	1	150.00		150.00
Peter Freeman	Members Allowance	1	150.00		150.00
Stephen James	Members Allowance	1	150.00		150.00
Lisa Mitchell	Members Allowance	1	150.00		150.00
David Owens	Members Allowance	1	150.00		150.00
Hugh Shepardson	Members Allowance	1	150.00		150.00
Toppers	Pembrey Memorial Hall - cleaning materials	3	33.80	6.76	40.56
Shirley Matthews - WIB reimbursement	Marketing - WIB event (entertainment)	9	67.00		67.00
C L Evans	Marketing - WIB event (Flowers)	9	140.00		140.00

Excel Electrics	BP Memorial Hall - Maintenance	3	531.50	106.30	637.80
Comcen	Admin - IT licences	1	112.80	22.56	135.36
Travis Perkins	Cemetery - maintenance	4	4.64	0.93	5.57
Travis Perkins	Special - memorial bench	9	25.06	5.01	30.07
BT	Admin - Telephone charges	1	262.13	52.43	314.56
			15673.84	2509.66	18183.50

3. Petty Cash

4.

Payments made from 1st to 30th September 2017

Supplier		Details	Ref	Cost ex Vat £	VAT	Total cost
WH Smiths	Diaries		1	31.97		31.97
Sewards	Lemons - WIB		9	5.00		5.00
Burry Bargains	Batteries		1	2.00		2.00
Burry Bargains	Drawer liners		3	3.90		3.90
Co-op	Llanelli Star		1	0.75		0.75
Heel bar	Keys cut		3	3.00		3.00
Burry Bargains	Cable ties		1	1.30		1.30
Co-op	Llanelli Star		1	0.75		0.75
Post Office	Postage		1	65.00		65.00
Total payments made from petty cash				£113.67	£0.00	£113.67

5. Budget strategy and build for 2018/2019

Copies of the report were circulated to members in advance of the meeting.

The RFO introduced the strategy clarifying its purpose as this was a new Council. Each Committee will be assessing their individual budgets themselves. The budget covers the money that can be spent other than reserves on whatever the Committees and Council chooses to.

The RFO highlighted that for the year 2017/2018 the precept had totalled £329,435. He advised that no definitive guidance is yet available from Welsh Assembly Government or One Voice Wales on expected Council Tax increase in Wales. A 1% increase would produce an increase of £3,294 to the total precept income (based in the current tax base).

In relation to the reserves the RFO elaborated that there are 2 types of reserves, earmarked reserves and general. Earmarked reserves are set aside for specific purposes and currently total £27,905. General reserves need to comply with certain standards and should amount to between three and twelve months of gross expenditure. The general reserves as of April 1st 2017 stand at £198,273 which represents 5.8 months of the gross expenditure for 2016-2017.

In relation to income the RFO stated that fees and charges are reviewed annually. The fees and charges structure will need to be considered by the Fees and Charges Sub-Committee in due course but an interim proposed increase of 2.3% has been put forward, to be in line with inflation.

The RFO stated that due to the continued low interest rates there was limited opportunity to improve interest on the Council's accounts, and that his recommendation is to set the budget on the current interest levels.

In relation to Grants and Service Level Agreements (SLA's) the RFO stated that these were currently at the same funding level as in previous years but that they were always subject to change. Information about future funding implications from Carmarthenshire County Council is still awaited.

Introducing expenditure, the RFO informed the Council that the base budget will maintain the existing service provision but is to be reviewed in line with actual expenditure levels from 2017/2018. He also highlighted the process for dealing with one-off developments and new developments and priorities, stating that he recommends any Member proposals be assessed by the appropriate Committee as well as the Finance Committee during November/December.

The RFO informed the Council that no additional borrowing was anticipated for 2018/2019.

Cllr Michael Theodoulou stated that some concern had been raised during the last meeting of the Facilities Management Committee that charges for the use of Council facilities had been set too high in some circumstances and so were under review. This would need to be considered when preparing the upcoming budget. He added that as the Council was taking on more responsibilities and staff that this growth needed to be well assessed for the budget setting and there needed to be an open mind on the level of the precept. He asked the RFO to clarify the position on potential borrowing.

The RFO responded that there were no additional proposed loans on top of the borrowing which had been previously agreed, but was yet to be implemented.

Cllr John James commended the RFO for his report. He reminded Councillors of the need to be prudent during this budget setting and he encouraged the other Committees to find the funds they needed themselves and not to regularly refer matters to the Finance Committee.

Cllr Mrs Linda Edwards stated that when setting the budget the Council should not forget that with inflation at around 3% it was putting a strain on household budgets.

In response to a query the RFO clarified there was no budget monitoring report for this meeting as it was ahead of the Committee meeting schedule as of the last report.

73. To consider the minutes of the Finance Committee meeting held on Tuesday 11th July 2017

The minutes of the meeting held on 11th July 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

There were no matters arising.

74. To consider the minutes of the Regeneration and Communities Services Committee meeting held on Thursday 18th July 2017

The minutes of the meeting held on 18th July 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Cllr Mrs Linda Edwards enquired as to the status of the grant awarded to the Dementia Carers Group. She clarified that she had declared an interest in this matter as she volunteers her time to assist the group.

The Clerk confirmed that she would look into this matter immediately, as she believed that a cheque should already have been sent out.

75. To consider the minutes of the Facilities Management Committee meeting held on Tuesday 4th July 2017

The minutes of the meeting held on 13th June 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

For clarity Cllr John James declared an interest in agenda item 11 (To consider the possibility of taking over the public conveniences at the railway station from Carmarthenshire County Council).

In relation to agenda item 6 (consideration of the Committee's budget monitoring report) Cllr Mrs Moira Thomas asked the RFO if he could provide a detailed breakdown of the £900 cost of the work carried out at Pembrey Memorial Hall.

The RFO responded that he was still following up on the matter and expected it to be included by the next budget monitoring report. He clarified that the invoice in question contained little information and covered the costs of work carried out at Pembrey Memorial Hall and the OAP Hall in Burry Port. Further difficulty had arisen as the invoice did not contain any contact details for the builders who carried out the work.

Cllr Mrs Moira Thomas asked for an update on agenda item 13 (to consider the installation of the fire doors to the Memorial Institute and Senior Citizens' Hall).

Cllr Geraint Davies responded that the fire doors to the Memorial Institute are fine and that he had inspected the door in the OAP Hall with a Fire Safety Officer who had stated that it was not a fire door and so did not need replacing. Cllr Geraint Davies advised that all of the Town Council buildings would be shortly inspected by a Fire Safety Officer.

76. To consider the minutes of the Civic Governance and Personnel Committee meeting held on Monday 11th September 2017

The minutes of the meeting held on 11th September 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Cllr Mrs Linda Edwards asked if there had been any further developments in relation to the report prepared by Mr Paul Egan of One Voice Wales.

The Mayor advised that the report had been received. He also informed the Council that Mr Paul Egan would be attending to meet with members of the Civic Governance and Personnel Committee.

77. To consider the following planning applications

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/36171	Mark Galbraith 5 Maenor Helyg Pembrey	Demolition of existing garage and attached rear shed to be replaced with the construction of a new double garage, games room and home gym – revised scheme to that previously approved under S/34877

For clarity Cllr John James declared an interest in the matter.

In response to a query as to why this had not been looked at by the Planning Sub-Committee, the Clerk informed the Council that the Chair of that Sub-Committee had decided it was not necessary to meet to consider this one application.

No objections to the application were raised and it was **AGREED** for the application to be recommended for approval.

78. To consider any County Councillors' reports

Cllr Hugh Shepardson advised that what he had to report had been covered by the meeting with the Carmarthenshire County Council Officers prior to this Council meeting.

Cllr John James raised the concerns of residents of Pen-y-Bryn Avenue and Erw Terrace had been discussed by the Planning Committee of Carmarthenshire County Council in relation to the development of two adjacent properties and confirmed the application had been refused.

He added that issues surrounding parking on Elkington Park during school drop-off and pick-up had worsened. He stated that previously having a police presence had had a noticeable positive impact on the activity and so it had been suggested at the PACT meeting to have police present during those times.

79. To consider the Mayor's report

The Mayor informed members of numerous events and functions he had attended since July, as follows:

- Plant Dewi centre open day with Cllr John James and the Bishop of St Davids
- Code of Conduct training
- Llanelli Rural Council Civic Service
- Llanelli Town Council Civic Service
- Gardening Club show where he presented prizes
- St Iltyd's Church fete
- RNLI open day and raft race
- Burry Port Choir Annual Concert
- Burry Port Town Band Concert
- Meeting with the Bowls Club
- The Wales in Bloom ceremonies
- Carmarthenshire Scouts AGM
- Local Democracy and Boundary Commission meeting and presentation
- Tenovus concert at Bethel Chapel, Pembrey

- Royal British Legion service at St Mary's Church
- Wi-Fi towns meeting

The Mayor outlined some additional information in relation to the Local Democracy and Boundary Commission event. This meeting had been in relation to the boundaries for the 2022 elections. He felt the Council needed to discuss the report as he and others felt the projected population figures may be inaccurate.

Cllr John James added that he was dissatisfied with the projected population figures as they were below an organic growth level and could not be accounting for the numerous building developments the Council already know are in progress or process. This matter was serious as it would affect how Pembrey and Burry Port were represented in future.

Cllr Michael Theodoulou **PROPOSED** that the Council instruct the Clerk to write a letter to the Local Democracy and Boundary Commission asking for clarification on their calculations. The motion was **AGREED** with all in favour.

Cllr Robert John informed the Council that in his capacity as Deputy Mayor he had had the privilege to deputise for the Mayor on three occasions and had thoroughly enjoyed these events:

- Scarecrow festival in St Mary's Church
- The Llanelli Deaf Centre
- West Wales Brass Festival, at which he had the pleasure of presenting some of the prizes

80. To consider the appointment of a new member to the Civic Governance and Personnel Committee following a vacancy arising through a member's resignation

The Clerk informed the Council that Cllr Hugh Shepardson had requested to resign from the stated Committee and that it had been accepted. It was therefore necessary to appoint his replacement.

Cllr Michael Theodoulou stated that he had spoken to an absent Councillor about this and with his approval, **NOMINATED** Cllr Stephen James.

Cllr Mrs Moira Thomas **NOMINATED** Cllr John James, stating that it would be beneficial for the Committee to replace one County Councillor with another. She was **SECONDED** by Cllr Mrs Mary Wenman.

Cllr Hugh Shepardson explained that he had been placed on the Committee as a Town Councillor not a County Councillor.

Cllr Mrs Linda Edwards wished it to be noted that Cllr Stephen James does not attend many meetings.

The Mayor moved to take a vote on the first proposal, following the nomination of Cllr Stephen James being **SECONDED** by Cllr Hugh Shepardson. The nomination was passed with 8 in favour and 5 against. Cllr Stephen James was **APPOINTED** to the Civic Governance and Personnel Committee.

In addition to this the Clerk informed the Council that she had received a letter of request from Cllr Peter Freeman seeking to join the same Committee. She read the letter aloud to the Council.

In response Cllr Mrs Linda Edwards wished it to be noted that a complaint had been made against Cllr Peter Freeman.

Cllr John James queried why members had been informed of this request after the decision to appoint a replacement Committee member.

There followed a discussion about the political balance of the Committees and whether or not there was a need to increase the membership of the Committee in question.

Cllr Michael Theodoulou **PROPOSED** that Cllr Peter Freeman's request be accepted, which was **SECONDED** by Cllr Robert John. The proposal was **APPROVED**, with 7 members voting in favour and 6 against.

81. To approve suggested amendments to the Council's Standing Orders (please refer to minutes of Civic Governance and Personnel Committee meeting of 10/07/17) – item not considered at the Town Council meeting of 21/09/17

The Clerk outlined the various proposed amendments that members had previously received, as follows:

Standing Order 1(r)

Cllr Mrs Moira Thomas **PROPOSED** the Council accept the amendment. Seconded by Cllr Michael Theodoulou. The vote was **PASSED** unanimously.

Standing Order 2(e)

Cllr Bob Walpole **PROPOSED** the Council accept the amendment. Seconded by Cllr Mrs Mary Wenman. The vote was **PASSED** unanimously

Standing Order 7(q)

Cllr Mrs Moira Thomas **PROPOSED** the Council accept the amendment. Seconded by Cllr Mrs Mary Wenman. The vote was **PASSED** unanimously

Standing Order 9(a)

Cllr Peter Freeman **PROPOSED** the Council accept the amendment. Seconded by Cllr Hugh Shepardson. The vote was **PASSED** unanimously

Standing Order 10

Cllr John Hedley Jones **PROPOSED** the Council accept the amendment. Seconded by Cllr Mrs Linda Edwards. The vote was **PASSED** unanimously

Standing Order 16(a)(iv)

Cllr Mrs Linda Edwards **PROPOSED** the Council accept the amendment. Seconded by Cllr Michael Theodoulou. The vote was **PASSED** unanimously

The Mayor thanked Cllrs Mrs Moira Thomas, Bob Walpole and Mrs Linda Edwards for their work in preparing the amendments.

82. Update on hosting events for Wales in Bloom- item not considered at the Town Council meeting of 21/09/17

The Mayor was pleased to remind everyone about the success of the event and the Town in the competition.

Cllr Mrs Moira Thomas apologised if she had overstepped a boundary by writing the letters of thanks without the Mayor, as had been agreed at the previous meeting. She also stated that the Llanelli Star had responded to say they had not received the report and could it be sent again.

Cllr Michael Theodoulou suggested that in future, all local newspapers be provided with copies of the press release to ensure as wide a reach as possible.

83. To consider/approve the Town Council's inclusion in the Carmarthenshire "Wi-Fi Towns" initiative

Cllr Michael Theodoulou presented to the Council a precis of the initiative, following his attendance at a meeting of the 4 Committee Chairs with the Council Officer from Carmarthenshire County Council who is leading this initiative. He explained that although the Officer had wished to give his presentation to the whole Council, there had been no available dates prior to the inclusion deadline. In summary the scheme is to provide free public wi-fi in the towns who wish to join the initiative. That access will also give wi-fi users access to local event information, local shopping offers and promotions. Eight towns in the County have been invited to participate in the pilot project and should they all accept the cost will be at the lowest end. He explained that there was a grant available that would cover the majority of the cost and therefore, the Town Council would be required to provide approximately £2,700 a year via match funding. He stated that similar initiatives across the country had had a positive impact, not only for tourism but in attracting hi-tech businesses to the area.

There was consensus that the initiative was appealing, providing that Councillors could see the presentation at some point in future and that the grant funding was guaranteed.

Cllr Michael Theodoulou stated that the match funded grant was guaranteed as part of entry into the scheme.

The Clerk advised that the amount of match funding could vary slightly if all eight towns did not participate.

Cllr Michael Theodoulou **PROPOSED** that the Council agree to enter the initiative but that the County Council Officer still be requested to attend to present to the full Council. Seconded by Cllr Bob Walpole. The vote carried unanimously for the proposal.

84. To consider/approve an approach being made to Carmarthenshire County Council regarding the possibility of additional land within Burry Port being potentially transferred to the Town Council (recommendation from the Facilities Management Committee meeting of 05/10/17)

Cllr Hugh Shepardson declared an interest in this matter, being a County Councillor.

As Chair of the Facilities Committee Cllr Michael Theodoulou outlined the proposal. He stated that as far as was known, Carmarthenshire County Council were looking at the future management of the harbour, and were considering entering into a private agreement with a company to do so. In other areas it has happened that private companies running harbour facilities have looked to manage the lands around the harbour also. As there are currently asset

transfers taking place he suggested the Council look to include the green space to the north of the harbour and the area of land opposite the Clwb Bach to safeguard them from development.

Cllr Mrs Moira Thomas responded that there was no need to seek the transfer of the land as the land was transferred in 2000 as part of the Millennium Coastal.

Cllr Michael Theodoulou stated that a sale could go through in theory with the correct permissions in place, as funders have approved change of use in the past.

There was a general agreement to the idea of preserving green space within the town, but many thought it prudent to ask the Clerk to ascertain Carmarthenshire County Council's intentions and to qualify the legal status of the land and to bring the details back to them. This was **PROPOSED** by Cllr Mrs Mary Wenman and seconded by Cllr Mrs Linda Edwards. The Council **APPROVED** the proposal unanimously. Nevertheless, Cllr John James highlighted that Pembrey and Burry Port Carnival Committee has submitted an expression of interest in relation to the land concerned.

Cllr Mrs Moira Thomas also **PROPOSED** for copies of letters requested during meetings to be sent to the proposer in question. Seconded by Cllr Mrs Mary Wenman. The proposal was **AGREED** unanimously.

85. To consider a recommendation from the Regeneration and Community Services Committee meeting of 04/10/17 to forward correspondence to Carmarthenshire County Council regarding the provision of free local Welsh medium places to children under the age of four years.

Cllr Mrs Moira Thomas stated that historically there had been assurances made that no negative effects would be felt by the Welsh Medium school in Burry Port through the creation of an English Medium school. However, with the introduction of free nursery/school places via Flying Start for those eligible at Burry Port Community Primary School there was no longer a level playing field.

Cllr Mrs Lisa Mitchell stated that this was affecting numbers of attendees at the Cylch Meithrin, and at Ysgol Parc y Tywyn. Parents are faced with a choice of paying for access to a Welsh education or getting free placements at an English Medium school for two to three year olds.

Cllr Hugh Shepardson stated that he had requested this issue to be discussed at the last Governors meeting of Parc y Tywyn. He stated that the Headteacher was in contact with the Flying Start Coordinator but was told the scheme did not have the capital to expand the provision. However, the Headteacher had confirmed to him that the new school site would have sufficient space to accommodate such a scheme.

Following the discussion, it was **AGREED** that the Clerk write a letter to Nia McIntosh (Flying Start Manager), Glynog Davies (Executive Board Member for Education and Children) and Lee Waters AM, requesting that Welsh Medium education not be disadvantaged and to put forward the proposal to including flying start places at the new Parc Y Tywyn school site.

Cllr Mrs Lisa Mitchell requested for all to support the Cylch Meithrin in their upcoming events also.

86. To consider the Council's policy on financial donations, specifically in relation to application from individuals (referral from Regeneration and Community Services Committee meeting of 04/10/17)

Cllr Robert John outlined the issue to the Council. A recent grant application made to the Regeneration and Community Services Committee had highlighted the problem. The young man applying had been selected to represent Wales at a martial arts competition and was seeking support to purchase the necessary equipment and clothing. The Council's policy is to not consider applications for grants from individuals and as such the applicant was not eligible despite his evident need. He had been signposted to other local organisations that may have been able to help instead.

The RFO confirmed that the Council had taken the decision to not consider individuals previously but that it could be changed.

Cllr John James **PROPOSED** that considerations be given to changing to the Council's policy to allow applications for grants from individuals to be considered by the Regeneration and Community Services Committee. Seconded by Cllr Michael Theodoulou. The proposal was **AGREED** unanimously. This will be referred to the Regeneration and Community Services Committee.

87. To receive reports by elected members

Cllr Michael Theodoulou gave a report of the recent One Voice Wales Annual Conference. He had 2 highlights to mention. Firstly that the message from the Welsh Government was that in light of the reduction of available money in future budgets all Town and Community Councils would need to look to do more and accept greater responsibility. The keynote speaker, Mark Drakeford had indicated that to assist with this he has commissioned a review of local government and the Welsh Assembly is preparing legislative changes for town and community councils for next summer.

General Powers of competence will be introduced for Town Councils that meet 3 main requirements:

- Two thirds of the Council members must be elected
- The Council's accounts for the last 3 years must be unqualified
- The Town Clerk and senior officers are suitably qualified

Secondly the Auditor General for Wales presented his report and in it had stressed the importance of Councils undertaking well calculated risks as they had previously been too cautious. An improvement in the risk assessment abilities of the Councils was important in light of the proposed changes. The Auditor General gave advance notification of the focus for the next two audits, namely the level of reserves and the effectiveness of internal audit. The Auditor General also stated that many Councils are not registering Councillors' interests online

Cllr Michael Theodoulou had also attended the Larger Councils Committee meeting earlier that day. At this there had been a presentation about a grant scheme that allowed for renovations to war memorials. The grant covered 70% of the costs. He recommended that the Council should look into it in preparation for the centenary of the end of the First World War.

A copy of the War Memorial grant information was given to the Clerk.

In addition, Cllr Michael Theodoulou reported that he had been elected to the One Voice Wales Committee and that Cllr Peter Freeman had been elected as Vice Chair of the Larger Councils Committee.

There followed a discussion about how the Council compared against the 3 requirements and as to when the changes would take effect. Cllr Michael Theodoulou responded by saying that the Council only had elected members and so was well placed in that respect. He also stated that the changes would take effect from July 2018.

Cllr John James requested that in future it would be beneficial if information like this could also be supplied in writing as there was so much to digest.

There was a discussion about what limitations there were for the war memorial grants, and the answer was believed to be within the booklet provided to the Clerk and online.

Cllr Bob Walpole **PROPOSED** that the Facilities Committee look in more detail at the grant scheme. This was seconded by Cllr Mrs Linda Edwards. The proposal was **AGREED** unanimously.

Cllr Mrs Mary Wenman gave a report about the Friends of Burry Port Park Halloween event which had been successful, but she was not sure about the exact figure of raised funds. She praised all who had assisted, but urged further support. She also reported having met with the Council staff at the park recently. She advised that the bolts on the equipment had been tightened and the basket swing was due to be replaced. The damage was due to general wear and tear and not vandalism. She noted that the protective wire rope and bollard screen around one of the larger play equipment was damaged and the Councils' Maintenance Operatives had suggested they could be replaced with a plastic hoarding. The litter levels were improving but she noted that there was always significantly more after sporting events over the weekend. She also informed the Council that the MUGA had been vandalised again with the fence panels having been kicked out. The Maintenance Operatives had suggested this could be remedied by placing metal poles adjacent to the fence at the midpoint of each panel. The Friends of the Park would be seeking the extra funds to make these improvements and to add further equipment in the future.

There followed a discussion about the hall hire charges in relation to charitable groups and organisations, in which it was stated that the Council's policy was not to waive fees for anyone but to offer grants to assist with costs.

In response Cllr Mrs Mary Wenman stated that the Friends of the Park group had been turned down for the grants it had applied for due to having too much money in their accounts, however as the equipment they wished to purchase cost so much, they had to hold a lot of money.

It was recommended for this matter to be looked at by the Fees and Charges Sub-Committee.

Cllr Robert John read aloud a personal statement that expressed his disappointment at the behaviour of the Council over the last month and particularly in relation to the last Town Council meeting and that he felt a number of incidents warranted reporting as misconduct as there may have been serious breaches of the code of conduct. He felt that these actions had brought the Council into disrepute.

He referred to the behaviour of one particular member at this said meeting and also unpleasant exchanges which had occurred at the conclusion of the meeting.

There was a strong response from many Councillors who were aggrieved by the statement.

Cllr Michael Theodoulou stated that there were very strong feelings held by Councillors on these matters and called for them to be put aside to allow the Council to continue its business. He stressed there were rules and procedures which could be followed and utilised by Councillors.

Cllr Hugh Shepardson reminded everyone that this agenda item is there to discuss councillors' reports, not to discuss confidential or personal issues.

88. To consider communications received and the report of the Clerk on matters of administration

1. There have been various communications between the Clerk and the Office of the Police and Crime Commissioner in relation to a request for a meeting to take place. The Commissioner's current availability to meet with the Town Council is as follows:

Between 11am and 1 pm on 4th December

Between 10am and 12 noon on 12th December

Between 11am and 1pm on 18th December

Members indicated a preference for the 12th of December

2. Various correspondence has been received in relation to Wales in Bloom. Of note is a letter from the Chairman of Wales in Bloom, Mr Jim Goodwin. In this, he thanks the Town Council on behalf of the Committee for the successful hosting events which it organised and reference is made to the many complimentary comments which have been received. Mr Goodwin additionally refers to the talented youngsters who provided entertainment at the events. Also of note is an email received from the Mayor of Rhuddlan. In this, he thanks the Town Council for the warm welcome received at the events by himself and his wife. He refers to these being "a fantastic experience" and that he was provided with a real insight into the Town Council and what Pembrey and Burry Port has to offer. The email also indicates that although it was his first visit to the area, he will certainly be returning.

Noted

3. Email from the Asset Management Surveyor at Carmarthenshire County Council on 25th September 2017. This indicates that enquiries would be made to ascertain if the County Council is happy to dispose of the two public conveniences, as requested by the Town Council. The email also advises that the County Council's Grounds Maintenance Team would be happy to provide the Town Council with some training on the maintenance of the Memorial Park, as had been requested.

Cllr John James declared an interest. He also requested that a decision from the County Council be chased up.

4. Letter of 28th September 2017 from the Local Democracy and Boundary Commission for Wales. This advises that there is to be a review of electoral arrangements for Carmarthenshire County Council, with a view to considering and formulating proposals for future arrangements. The Commission would welcome any comments regarding this. The letter advises that the consultation period commenced on 5th October 2017 and will close on 27th December 2017.

The Mayor expressed concern over the population projections given by the Local

Democracy and Boundary Commission for Wales and felt representations needed to be made. It was AGREED that this matter be referred to the Regeneration and Community Services Committee

5. Email from the Local Democracy and Boundary Commission for Wales of 29th September 2017. This advises that the Commission has been requested by the Cabinet Secretary for Finance and Local Government to provide updated guidance on the conduct of community reviews by principal councils, to support greater consistency in the manner in which community reviews are conducted. There is a consultation on the draft document, which commenced on 29th September 2017 and ends on 21st December 2017. The email indicates that in drafting the document, there are two audiences in mind. Primarily, it is a guide for principal council officers in the conduct of a review of their communities. However, it has also been drafted to inform interested parties, in particular the town and community councils of Wales, as to how the process should operate. A copy of the draft guidance document is available at the Council office.
It was again AGREED that this be referred to the Regeneration and Community Services Committee, for consideration. The Clerk had a copy of the draft guidance document and it was recommended that members of that Committee read the document prior to its discussion.

6. Email from the Welsh Government on 3rd October 2017, forwarding information from the Independent Review Panel. This advises that the Panel has been established to consider the future role of community and town councils and that work will be undertaken over the coming year, with a view to making recommendations to the Cabinet Secretary for Finance and Local Government next Autumn. The Panel is keen to hear the views of community and town councils, the communities they serve, the people they work with, as well as areas that do not have councils. As a starting point, for high level questions have been asked, which are set out on the **attached** information sheet. However, the email also advises that the Panel welcomes more detailed views and thoughts, which can be emailed to Adolygiad.CTC.Review@gov.wales. The email also indicates that the Panel will be hosting other engagement opportunities and notification will be provided of these, once arranged.
Cllr Michael Theodoulou stated that One Voice Wales was holding 6 free regional workshops up to December for Councillors and the details would be shared with the Clerk. He urged members to attend.

7. Email from One Voice Wales on 4th October 2017, forwarding information from Welsh Government. This advises that the Finance Secretary, Mr Mark Drakeford has unveiled a new budget for Wales, reflecting the Welsh Government's new tax and borrowing powers. Alongside the draft budget 2018/19, the Finance Secretary has also published the Welsh Tax Policy Report. This sets out progress to date on the tax policy framework and proposes a short list of ideas for new taxes. The Finance Secretary has also announced the new rates and bands for Land Transaction Tax and Landfill Disposals Tax within the Welsh Tax Policy Report. The report is available to view on the Welsh Government website.
Noted

8. Email from the Democracy, Diversity and Remuneration Department of Welsh Government on 4th October 2017. This advises that the Independent Remuneration Panel Draft Annual Report for 2018/19 has been published for consultation and is available on its website. Section 13 relates specifically to community and town councils. Any representations on the draft report are to be made by 29th November. **(Copy section**

13 of report attached)

It was AGREED that the matter be referred to the Civic Governance and Personnel Committee.

9. Email of 10th October 2017 from Cllr Peter Hughes-Griffiths, a member of the County Council's Executive Board. In this, he introduces himself as the Ambassador and the link between Carmarthenshire County Council and town and community councils in Carmarthenshire and attaches a town and community councils newsletter. **(copy attached)**.
Noted
10. Email from the Corporate Policy and Partnership Manager of Carmarthenshire County Council on 12th October 2017. This advises that the draft Carmarthenshire Well-being Plan has now been published and is now available to view on the website. A 12 week consultation period has started, which closes on 3rd January 2018. The Well-being of Future Generations (Wales) Act 2015 places a duty on each Public Services Board to develop and publish a County Well-being Plan by May 2018. In preparing the draft plan, a detailed assessment was undertaken of the social, economic, environmental and cultural well-being of the County and the assessment, along with a series of engagement events have been used to identify the Carmarthenshire well-being objectives for the plan and the actions to make progress against those objectives.
It was AGREED that the matter be referred to the Regeneration and Community Services Committee
11. Email of 16th October 2017 from the Education and Children Department of Carmarthenshire County Council. This advises that the County Council is seeking two community representatives to sit on Carmarthenshire's Admission Forum, further details of which are set out on the **attached** letter.
Noted
12. Letter of 16th October 2017 from the Boundary Commission for Wales. This advises that the Commission has published its revised proposals for changes to Parliamentary constituencies in Wales and the report is available on the Commission's website. Representations about the revised proposals are to be made by the 11th December 2017. The letter indicates that as the proposals have been published on an all-Wales basis, representations should make it clear which area or areas they concern.
Noted
13. Letters of thanks have been received from Burry Port Male Choir in relation to a financial donation and also from Burry Port Historical Society for the Council's assistance in the provision of a storage cupboard. Furthermore, a letter of thanks has been received from Craig and Isabel Goodman in relation to the Town Council's sponsorship of the first Burry Port Raft Race.
Noted
14. Email from the Legal Services Department of Carmarthenshire County Council on 18th October 2017, which attached a notice of the Council's proposal to introduce a Prohibition of Driving Order in relation to St Illtyd's Walk Burry Port to Penymynydd, Llanelli **(copy attached)**.
The Town Council has opposed in the past but it had been re-introduced for two wheel vehicles. It was AGREED that the Council needs to oppose it again.