

**Pembrey and Burry Port Town Council**

**Monthly Meeting**  
**Wednesday 21<sup>st</sup> June 2017**

**Present: Councillor David Owens (Mayor)**

**Councillors Geraint Davies, Mrs Linda Edwards, Mrs Pam Every, 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: Melanie Carroll-Cliffe**

**(Former OAP Hall 7.00pm – 10.10pm)**

**19. Opening prayer**

The opening prayer was given by Reverend Nicholas Jones, during which prayers were offered for victims of the recent Grenfell Tower disaster, as well as for two Town Councillors and their families who had recently suffered a bereavement. The Mayor requested members to stand for a minute's silence as a mark of respect.

**20. Personal matters to include apologies for absence**

Apologies were received from Cllrs Mrs Amanda Fox, Peter Freeman, Stephen James, Mrs Shirley Matthews and Mrs Karen Morris.

The Mayor offered his personal condolences to the two Councillors who had suffered a recent bereavement.

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

The Clerk outlined discussions which had taken place at the recent Civic Governance and Personnel Committee meeting in relation to the completion of a register of members' interests. She further emphasised that at each Town Council meeting, as well as committee meetings, members should declare any interests at the outset of the meeting under the agenda item relating to declarations of interest. Furthermore, the declaration should be repeated at the appropriate place in the agenda, when a matter to which it relates is being discussed and appropriate action should be taken. The Clerk also advised that where a member declares an interest at the meeting, he or she should complete a form which the Clerk will provide, setting out details of the interest, which should then be returned to her. The Clerk further emphasised the helpfulness of the quick guide produced by Carmarthenshire County Council regarding declarations of interest, which had previously been circulated to members.

Cllrs Mrs Moira Thomas and Bob Walpole declared an interest in relation to item number 16 on the agenda, due to their involvement with the Heritage Group. Also, Cllr Mrs Lisa

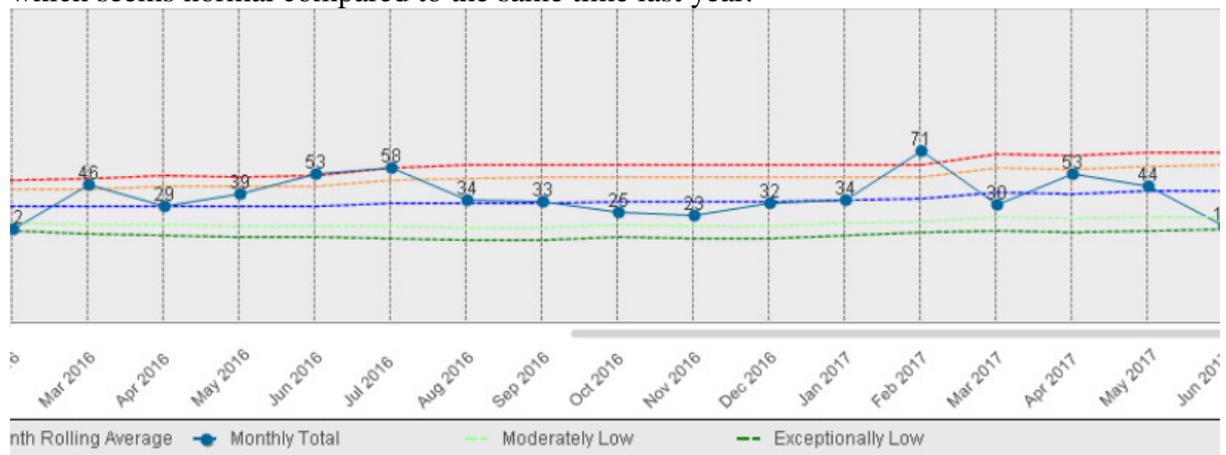
Mitchell declared an interest in relation to item number 13, as the planning application relates to a property adjoining hers.

## 22. Police Business

PCSO Trudi Scandone was in attendance and presented the report below. She apologised for the absence of the Sergeant, due to him being on annual leave.

### Crime

During the month of May 2017, 44 crimes were recorded for Burry Port and Pembrey section which seems normal compared to the same time last year.



### Crime in May 2017

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

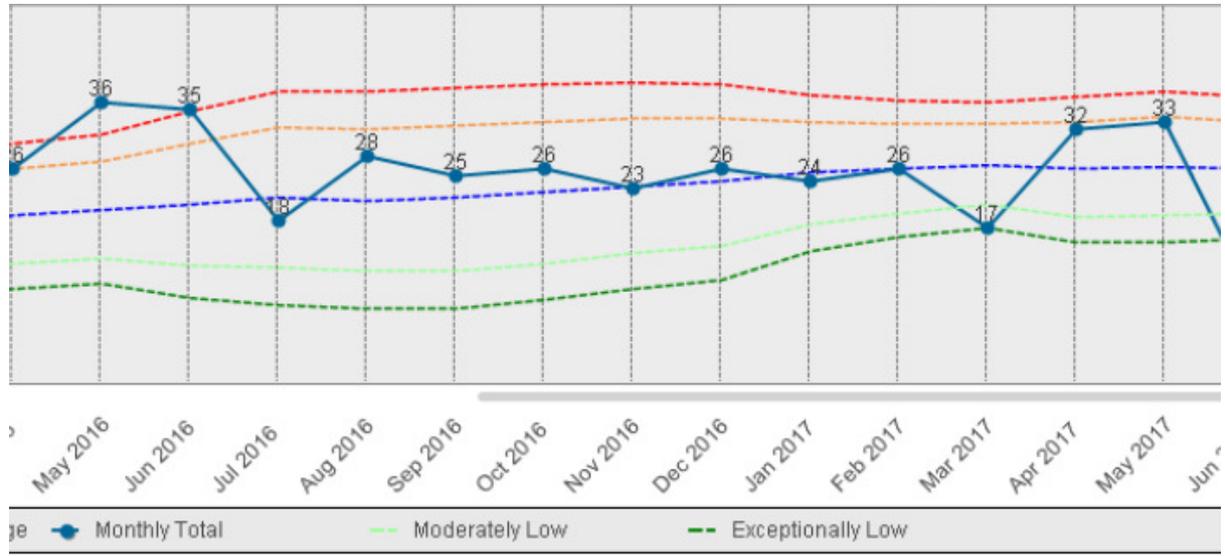
**Burry Port: 29**

**Pembrey: 15**

Month	Burry Port	Pembrey	Total
Jun 2017	2	4	14
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	28	4	32
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	31	3	34
Jul 2016	49	9	58
Jun 2016	45	8	53
May 2016	35	4	39
Apr 2016	29	7	36

There are no trends in relation to any crime type.

## ASB



33 ASB calls for Burry Port and Pembrey for May 2017, which is high when compared to the rolling average, but not too dissimilar to same point last year (we can expect a rise in the summer months).

## Findings

Year on year the section experiences a significant rise in crime and ASB in line with the good weather during the summer.

Following the report, an issue was raised in relation to traffic problems whenever there is a closure on the A484, due to vehicles being unable to pass along the section of lane past Cwm Ifor Road. PCSO Trudi Scandone advised that this is an issue for Carmarthenshire County Council, and County Councillor John James confirmed that he would look into this. It was further agreed that a letter be sent to the County Council on behalf of the Town Council to reiterate the concerns and request that they be addressed.

Another member highlighted issues with vehicles travelling along Ashburnham Road at excessive speed late at night, for which he had received numerous complaints.

Another issue was raised in relation to vehicles parking on pavements, thus making it impossible to pass in a wheelchair or with a pram/pushchair. PCSO Trudi Scandone advised that frequently, the offenders are the same people. She confirmed that if a specific complaint is made, then an officer will attend to it and request the driver to move the vehicle. It was raised by another member that he would like to see a regular officer issuing fixed penalty notices to offenders.

**23. To confirm the minutes of the Annual Meeting held on 15<sup>th</sup> May 2017**

It was **RESOLVED** that the minutes of the Annual Meeting held on Monday 15<sup>th</sup> May 2017 be accepted and **APPROVED** as a true record of proceedings.

**24. To confirm the minutes of the Adjourned Annual Meeting held on 17<sup>th</sup> May 2017**

It was **RESOLVED** that the minutes of the Adjourned Annual Meeting held on Wednesday 17<sup>th</sup> May 2017 be accepted and **APPROVED** as a true record of proceedings.

Matters Arising

P1 (4) Review and adoption of Standing Orders

Members were informed that following a referral to the Civic Governance and Personnel Committee, a group of three members had been appointed and tasked with the review of the Standing Orders. The group had met and had discussed suggested amendments. These will be referred back to the Civic Governance and Personnel Committee, prior to being brought to the full Town Council.

P2 (6) Appointment of Standing Committees

Members were informed that Cllr Mrs Pam Every had tendered her resignation as a member of the Finance Committee and this will be placed on the agenda of a future meeting to consider a replacement member.

**25 To confirm the minutes of the ordinary meeting held on Wednesday 17<sup>th</sup> May 2017**

The following matters were raised:

P6 (7) - TSO's report

In relation to the TSO's report, item number 8 (Wales/Britain in Bloom) a typographical error was raised. This should read trialling the bar facilities, as opposed to 'trailing'.

P9 (13) – County Councillors' reports

It was agreed that an amendment be made to add in to the actions which were resolved to be taken in relation to the closure of Harbour View Surgery that the Council organise a bus to arrange transportation to the Hywel Dda Health Board meeting taking place at Penygroes on 25<sup>th</sup> May 2017.

Subject to the foregoing amendments, it was **RESOLVED** that the minutes of the ordinary meeting held on Wednesday 17<sup>th</sup> May 2017 be accepted and **APPROVED** as a true record of proceedings.

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

### P1 (2) – Personal matters

It was agreed that to assist the member concerned, papers be provided with immediate effect just to that member, on buff coloured paper.

### P1 (2) – Personal matters

A member queried why a PR/Media Consultant had been engaged and paid £250 in relation to work carried out regarding the closure of Harbour View Surgery. This member's view was that contact could have directly been made by the Council with the media.

### P3 (4) – Police Business

It was raised that CCTV needs to be actioned around the town. The Clerk confirmed that a letter had been sent to the Police and Crime Commissioner in relation to this some time ago. Cllr John James advised that he was aware that the Commissioner is happy to meet with the Town Council once more and he therefore **PROPOSED** that such an invitation be extended to him. This proposal was seconded by Cllr David Owens. However, another member suggested that the proposal be amended, to include extending an invitation to the new Chief Constable to attend the meeting as well. However, Cllr John James indicated that he was aware that the Commissioner would like to bring the Chief Constable along to the meeting as well. Following discussion, the proposal to extend this invitation was **RESOLVED**. It was further agreed that prior to the meeting taking place, a working group comprising of Cllrs Robert John, John James, Mrs Pam Every and Mrs Lisa Mitchell meet to structure questions to be raised at the meeting. It was also agreed that it would be preferable for the questions to be forwarded to the Commissioner in advance.

### P4 (6) Information from the aforesaid minutes

Copperworks School – members were informed that as yet, a suitable date to meet with the Planning Officer has not been agreed.

Proposed asset transfers from Carmarthenshire County Council – members were informed that a Special Facilities Management Committee meeting is due to take place on the morning of 17<sup>th</sup> July, which will be open to all Councillors to attend. This follows on from a productive recent meeting with County Council officers.

### P9 (13) County Councillors' reports

Following the matter being raised, there was a discussion in relation to the cancellation of the bus which was intended to transport councillors and local residents to the Hywel Dda Health Board meeting on 25<sup>th</sup> May in Penygroes. The Mayor, Cllr David Owens, confirmed that following the statement issued by the Health Board late afternoon the day prior to the meeting, he had made the decision to cancel the bus. However, if local residents had attended the next day to travel to Penygroes, then the intention had been to transport them in cars. He confirmed that he and two other members had been present on the morning of the 25<sup>th</sup> May to ensure that transportation could be provided.

Cllr David Owens also highlighted the fact that the Chief Executive of Hywel Dda Health Board (or another suitably senior manager) had been requested to attend the Town Council meeting that evening and the Clerk had been chasing up this request with telephone calls and emails.

The Clerk confirmed that a letter had been received by email from Hywel Dda Health Board that afternoon, which she read out to members.

In light of the letter indicating that a Drop-in Session was to be held at Burry Port Memorial Hall by the Health Board on the afternoon of 4<sup>th</sup> July 2017, Cllr Mrs Mary Wenman **PROPOSED** that a request be made for the Town Council to meet with the Health Board representatives on that day, prior to the Drop-in Session. This proposal was seconded by Cllr Mrs Pam Every and unanimously **RESOLVED**.

#### P10 (15) Annual Report for 2017/18 of the Independent Remuneration Panel for Wales

The Clerk highlighted that all members had been sent an email earlier that day in relation to members' allowances.

#### P12 (17) Communications/Report of the Clerk

1. It was agreed that Cllr Mrs Mary Wenman would consider and formulate a proposed motion for the One Voice Wales AGM in relation to the replacement of trees which have been removed.

#### P13 (17) Communications/Report of the Clerk

6. The Clerk queried whether it was still viable for she and the five members to attend the One Voice Wales Larger Councils Conference on 5<sup>th</sup> July 2017, in light of the judging of Wales in Bloom taking place the next day. In the absence of the Chair of the Wales in Bloom Sub Committee, Cllr Mrs Shirley Matthews, it was agreed that this be checked with her.

#### P14 (17) Communications/Report of the Clerk

9. The Clerk updated that as yet, it had still not been possible to agree a suitable date for One Voice Wales to deliver the New Councillor Induction training. A provisional date had previously been agreed, but could not be proceeded with as a number of new members were unavailable.

### **27. To consider the Technical Services Officer's Report**

#### **1. Burry Port Cemetery**

During the month of May 2017 there have been the following:

- 1 Opening of grave.
- 1 Burial of ashes.

## **2. Paths/Grass Cutting**

Lookout. Memorial Gardens. Isgraig Path. Carmel. Brocyll. Hubert Williams. Ship Aground. Pembrey Square. Kenrhos Farm. Engine Inn. Moreb/Harbour/Clwb Bach Roundabouts. Stepney Road. Burry Port Park. Pembrey Hall.  
Maintain and cut Bowling Club Hedge.  
Pesticides applied to the Moreb Lighthouse roundabout.

## **3. Maintenance**

New stainless-steel bolts and thread lock have been installed in the MUGA Play Park, this is to ensure that the fixings are permanent and prevent theft. This also ensures the safety of the play equipment.

General painting has been referred to facilities for action. Pillars and window sills have deteriorated and required tidying up around the Memorial Hall.

## **4. Street Lights**

The TSO reviewed the footway lighting with Carmarthenshire County Council's Arwel Thomas from the street lighting team on the 19<sup>th</sup> May 2017. The TSO had provided Mr Thomas with a detailed programme kindly produced by Cllr John Hedley Jones. Mr Thomas has provided information and requests in relation to the lighting and will be referred to the next facility meeting.

## **5. IT Infrastructure.**

Work will commence on the 07/08/2017 and be complete by the 08/06/2017. Any teething issues will be fed back to IT and ensure any corrections are followed up in urgency. It is advised that due to new layouts and packages further training may be needed.

We have had additional updates to our website. Members from the public, organisations and clubs can now input any up and coming events. This will then once authorised go live on the website and cover all social media. The event planner will ensure if used a proper indication of what is going on in and around Pembrey and Burry Port.

Another feature which we have added is that any local business can update the detail or change and again once authorised this can be quickly updated and give members of the community correct information.

## **6. Copperworks School**

We currently await a future meeting to be set up by the Town Council with the planning officer and architect. The proposed date was cancelled due to the elections and will be rearranged by the Clerk.

## **7. Health / Safety & Hygiene**

CSA hygiene carried out a deep clean of the kitchens in the Memorial Hall on May 30<sup>th</sup>, 2017. We have been awarded a certification of cleanliness.

## **8. Training**

The following members of staff have received training on the use of pesticides.  
Steve Williams  
Daniel Morgan.

## **9. Cemetery**

The Chapel of Rest has been referred through to the Facilities Management Committee for an electrical failure. The Chapel's supply feeds the office and tool room at the cemetery which is unsafe due to having no earth bonding. Although the tool room and office has up to date circuit breakers it does not comply to current regulations. Costings have been provided to upgrade the electrics and we currently await a decision. The building is condemned until further notice.

## **10. Wales/Britain in Bloom update.**

All bedding flowers are in preparation and are to be planted week ending 28<sup>th</sup> May 2017.

The Clwb Bach roundabout will be completed during the first week of June.

Appointed contractors have started work on silhouettes that will be placed in the memorial gardens.

These items are in production and will be complete 28<sup>th</sup> June. Once received the items will be erected in the gardens.

The TSO, Cllr Moira Thomas and Cllr Shirley Matthews visited Wrenvale Nursery's in Ammanford where the horticulturist invited the council members to see the newly grow competition bedding and hanging plants. The members received a warm welcome and a tour of the site. The site comprised of a complete poly tunnel dedicated to our chosen plants for this year's competition for Wales in bloom 2017.

## **11. Pembrey Hall.**

The TSO attended the Pembrey Hall and provided Actif Sirgar with a safety briefing and tour of the site. Actif Sir Gar will be using the Pembrey Site for Soft Hockey Play.

In relation to item number 4 (street lights), a query was raised as to whether the County Council's invoice had been paid in full, which the RFO confirmed it had. The member expressed disappointment as it had been his understanding that it had not been intended to pay the invoice in full whilst there were outstanding issues. Members were informed that information had been obtained from a County Council Officer regarding street lighting, following a meeting between the officer and the TSO. This needs to be discussed with the Clerk, prior to a detailed report being provided at a future meeting.

Following the discussions, it was proposed by Cllr Michael Theodoulou that a report should be made to the Facilities Management Committee, prior to coming back to the Town Council. This was seconded by Cllr Mrs Linda Edwards and was unanimously **RESOLVED**.

In relation to item number 5 (IT infrastructure), a typographical error was highlighted in relation to the starting date for upgrading of the Council's IT system, which should read the 7<sup>th</sup> June 2017.

**28. To consider the minutes of the Regeneration and Community Services Committee meeting held on Thursday 6<sup>th</sup> April 2017**

The minutes of the meeting held on 6<sup>th</sup> April 2017 had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

Matters arising

P2 (6) Consideration of applications received for financial donations

The Clerk updated members that following a letter having been sent to Glan y Mor school, she had received a telephone call from the Headteacher to discuss its contents. He had also suggested a meeting taking place and had indicated that he would send a letter to the Town Council, requesting this. It was agreed that this would be referred to the Regeneration and Community Services Committee, when received.

**29. To consider the report of the Responsible Finance Officer**

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 31st May 2017  
:-

	<b>Balance at bank</b>
	£
Business Instant Access account	239,719.58
Community Account	62,010.82
Imprest account	23,370.23
	<b>£325,100.63</b>

**2. Schedule of accounts paid**

The following accounts have been paid from 1st to 31st May 2017

<u>Supplier</u>	<u>Details</u>	<u>Re</u> <u>f</u>	<u>Cost ex</u> <u>Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
British Gas	Pembrey Memorial Hall - Electricity	3	138.77	6.94	145.71
Dwr Cymru/Welsh Water	BP Memorial Hall - Water Charges	3	60.83		60.83
BT	Admin - telephone	1	205.04	41.00	246.04
Consortium	Admin - stationery	1	72.80	14.57	87.37

Dwr Cymru/Welsh Water	Pembrey Memorial Hall - Water charges	3	414.48		414.48
Owen Fuels	Pembrey Memorial Hall - Oil	3	500.00	25.00	525.00
Toppers	Pembrey Memorial Hall - Cleaning materials	3	135.88	27.18	163.06
Toppers	Cemetery - Equipment	4	40.94		40.94
R. Lloyd Davies	OAP Hall - refurbishments costs	3	3500.00		3500.00
Xerox	Admin - Photocopying charges	1	143.09	28.62	171.71
Dwr Cymru/Welsh Water	BP Memorial Hall - Water Charges	3	1573.92		1573.92
Celtic Fasteners	Special - MUGA/toddler park	3	81.47	16.29	97.76
Dementia Carers Support Group	BP Memorial Hall - Maintenance	3	176.68	35.34	212.02
Currays/PC World	Admin - IT equipment	1	483.31	96.66	579.97
Currays/PC World	Admin - IT consumables	1	39.98	8.00	47.98
Travis Perkins	Special - Wales in Bloom	9	249.55	49.91	299.46
Travis Perkins	Pembrey Memorial Hall - Maintenance	3	2.82	0.56	3.38
Travis Perkins	Cemetery - maintenance	4	21.84	4.37	26.21
Travis Perkins	Cemetery - maintenance	4	37.93	7.59	45.52
Travis Perkins	Special - Wales in Bloom	9	233.27	46.65	279.92
Travis Perkins	BP Memorial Hall - Bar Facility	3	103.76	20.75	124.51
Travis Perkins	Cemetery - maintenance	4	126.5	25.3	151.80
Travis Perkins	Special - Wales in Bloom	9	49.34	9.87	59.21
Travis Perkins	BP Memorial Hall - Bar Facility	3	109.87	21.97	131.84
Travis Perkins	BP Memorial Hall - Bar Facility	3	11.66	2.33	13.99
Travis Perkins	BP Memorial Hall - Bar Facility	3	190.28	38.06	228.34
Carns Tourism Association	Admin - Subscriptions	1	91		91.00
			13186.2		13186.2
Zurich Insurance	Admin - Insurance	1	5		5
Excel Electrics	Cemetery - maintenance	4	170	34	204.00
Excel Electrics	BP Memorial Hall - Bar Facility	3	475	95	570.00
Owen Fuels	Pembrey Memorial Hall - Oil	3	500	25	525.00
Amberol	Special - Wales in Bloom	9	3809.28	761.86	4571.14
Toppers	Cemetery - Equipment	4	13.16	2.63	15.79
Wynnstay	Special - Wales in Bloom	9	236.9	47.38	284.28
Greenwell Power Tools	Cemetery - Equipment maintenance	4	47.45	9.49	56.94
Powercut	Cemetery - Equipment maintenance	4	347.76	69.55	417.31
Clearskies software	Cemetery - Software	4	3000	600	3600.00
Communicorp	Admin - Subscriptions	1	12		12.00
GI Carpets	Cemetery - maintenance	4	28		28.00
Chivers Corner Garage	Cemetery - Vehicle costs	4	141.05	28.21	169.26
BT	Admin - Telephone	1	20	4	24.00

Dwr Cymru/Welsh Water	BP Memorial Hall - Water charges	3	16.8		16.80
British Gas	Copperworks - electricity	3	16.73	0.83	17.56
British Gas	Institute - Electricity	3	194.84	9.74	204.58
British Gas	BP Memorial Hall - Electricity	3	163.85	8.19	172.04
British Gas	Cemetery - Electricity	4	152.69	7.63	160.32
British Gas	OAP building - Electricity	3	30.83	1.54	32.37
British Gas	BP Memorial Hall - Gas	3	613.39	122.67	736.06
British Gas	Pembrey Memorial Hall - Electricity	3	110.06	5.5	115.56
Castell Howell	Civic Expenditure	9	69.46		69.46
Post Office	Cemetery - Vehicle costs	4	240		240.00
CJ Motors	Cemetery - Vehicle costs	4	280.44	0	280.44
Consortium	BP Memorial Hall - Cleaning costs	3	23.66	4.73	28.39
Tradepoint	BP Memorial Hall - OAP/Bar Facility	3	198.48	39.69	238.17
SA1 Laundry	BP Memorial Hall - Cleaning costs	3	22.98	4.59	27.57
Travis Perkins	BP Memorial Hall - Bar Facility	3	22.46	4.49	26.95
Travis Perkins	BP Memorial Hall - Bar Facility	3	14.22	2.84	17.06
Travis Perkins	Cemetery - maintenance	4	59.48	11.89	71.37
Travis Perkins	Cemetery - maintenance	4	67.5	13.5	81.00
Travis Perkins	Special - Wales in Bloom	9	67.5	13.5	81.00
BT	Admin - Telephone	1	204.23	40.84	245.07
			33351.4	2496.2	35847.7
			6	5	1

### 3. Petty Cash

Payments made from 1st to 31st May 2017

<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>
Burry bargains	Cleaning materials	3	3.20		3.20
Post office	Postage	1	1.75		1.75
Post office	Mobile top up	1	20.00		20.00
Burry bargains	Cleaning materials	3	2.40		2.40
Co-op	Llanelli Star	1	0.75		0.75
Post office	Postage	1	56.00		56.00
Co-op	Llanelli Star	1	0.75		0.75
Total payments made from petty cash			£84.85	£0.00	£84.85

The RFO highlighted the current bank balances, together with a number of more unusual items of expenditure, namely the refurbishment of the Senior Citizens Hall, work on the bar facility, insurance costs for all premises and preparations for Wales in Bloom.

#### **4. Budget Monitoring report**

The RFO advised that the budget monitoring report was for the period up to 31<sup>st</sup> May 2017 and this had already been provided to some committees. At this point in the financial year, income and expenditure should be just under 17%.

Currently, net expenditure is 18.13% and is therefore slightly over budget. However, the RFO highlighted that this is attributable to a number of annual payments having been made.

#### **5. Annual Return**

The RFO circulated a copy of the Annual Return to all members. For the benefit of new members, he outlined the process of an internal audit and external audit being undertaken. The RFO advised that the Annual Return needed to be approved by the end of June and submitted to the external auditor by 17<sup>th</sup> July.

The RFO outlined the content of the Annual Return to members. He confirmed that net expenditure was within budget overall and that it was pleasing that income had been substantially higher during that financial year. This has meant that at the end of the financial year, the sum of £23,000 had been placed in general reserves.

Following the presentation of the report, Cllr Michael Theodoulou proposed that this be approved, subject to audit. This proposal was seconded by Cllr John Hedley Jones and was unanimously **RESOLVED**.

#### **30. To consider the minutes of the Finance Committee meeting held on Tuesday 11<sup>th</sup> April 2017**

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

#### **Matters arising**

Following a query from a member, the RFO advised that the outstanding invoice in relation to the Explorers was now being passed on to the Area Office, due to the group having ceased meeting at Pembrey Memorial Hall.

#### **31. To consider any planning applications**

<b><u>Application No.</u></b>	<b><u>Name and Address of Applicant</u></b>	<b><u>Description of Application</u></b>
S/35559	Robert Jenkins 119 Pencoed Road Burry Port	1 <sup>st</sup> floor extension at rear of property.
S/35653	Jonathan Owens 23 Church Road Burry Port	Proposed extension to rear of the existing property and new stores/workshop.

Members were informed that no meeting had taken place of the Planning Sub Committee. However, the Chair of the Planning Sub Committee, Cllr Mrs Pam Every, informed members that the TSO had been in contact with the Planning Officer and there were no issues in relation to the two applications. Cllr Michael Theodoulou therefore proposed that recommendations for approval be made in relation to both applications. This was seconded by Cllr Bob John and was unanimously **RESOLVED**.

**32. To consider any County Councillors' reports**

County Councillor Hugh Shepardson advised members that he had met with the new Manager of Pembrey Country Park, who has only been in post for six weeks. He would be happy to meet with the Town Council but had indicated that it would be preferable for this to take place during the autumn. All members were in favour of this. It was agreed that a letter be sent to Mr Neil Thomas, Countryside Manager, requesting his attendance during the autumn, when he could brief the Town Council on his areas of responsibility.

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

The Mayor informed members of a number of events which he had recently attended, namely the Civic Service for the Mayor of Kidwelly and also a ceremony held at a property in Burry Port, where Mr Arthur Perry was bestowed with the Legion d'Honneur, the highest honour that France can bestow. It was agreed that a letter of congratulations be sent on behalf of the Town Council to Mr Perry.

The Mayor informed members that he had attended the Armed Forces Day Ceremony outside the Town Hall in Llanelli on Monday 19<sup>th</sup> June. This had been attended by other local dignitaries.

The Mayor referred to the first meetings of all of the new committees having now taken place and the intention to develop action lists in relation to committee meetings. He emphasised that the Town Council has a vast amount of work to undertake in the near future and he urged everyone to continue working well together, to ensure that this work can be carried out.

**34. To consider the potential transfer of ownership of the Heritage Boards to the Town Council**

Cllrs Bob Walpole and Mrs Moira Thomas reiterated their interests, due to their involvement with the Heritage Group but this interest was not such that they needed to leave the meeting during the discussions.

Members were informed that following a request from the Facilities Management Committee, a meeting had taken place with representatives of the Heritage Group. The outcome of this meeting was that it was agreed that it would be preferable for the Town Council to take over ownership of the Heritage Boards and this was being strongly recommended to the Council. Cllr Michael Theodoulou therefore proposed that the Town Council take over the ownership of the Heritage Boards. This was seconded by Cllr Mrs Mary Wenman and was unanimously **RESOLVED**.

The Clerk however clarified that there was a proviso in that the consent of the Heritage Lottery Fund would be required and that this was being looked into by the Heritage Group.

In relation to this matter, Cllr Michael Theodoulou also proposed that the RFO sign off an account in relation to the boards. This was seconded by Cllr John James and was **RESOLVED**. It was further confirmed that both actions could happen in parallel.

**35. To consider the formation of a standing committee comprising of Chairpersons (recommendation from the Civic Governance and Personnel Committee meeting of 12/06/17)**

Cllr Michael Theodoulou referred to the fact that when the new committee structure had been formed, a resolution was passed that the Chairpersons could meet when necessary, to consider strategic issues.

It was discussed that a long term plan for the Council would need to be formulated and the intention was that each of the committees would put forward their long term plans. These would therefore need to be coordinated and the Chairpersons' Committee would take on this coordinating role.

It was agreed that the Mayor and Clerk should consider and arrange regular meeting dates, as opposed to meetings taking place on an ad hoc basis.

**36. To consider a recommendation from the Civic Governance and Personnel Committee meeting of 12/06/17 (and approved by the Finance Committee on 13/06/17) to employ a part time Administrative Assistant, whose main responsibility will be minute taking but also to provide administrative support**

Members were informed that due to the unsuccessful attempts to recruit a Minute Secretary, the situation had been considered once more by the Civic Governance and Personnel Committee. As a result, there is a recommendation from this committee that the Town Council should employ an Administrative Assistant to work for two hours every Tuesday, Wednesday and Thursday morning, as well as on the evening of the Town Council meetings. It is intended that this new employee's main duty would be the preparation of minutes but would also provide additional administrative support. Members were informed that the salary for the position had not yet been decided upon but that this would be on the appropriate scale.

Cllr Michael Theodoulou proposed that an Administrative Assistant be employed on the basis recommended by the Civic Governance and Personnel Committee. This was seconded by Cllr Bob Walpole and was **RESOLVED**. It was further agreed that an advertisement be placed in the local newspaper.

Members were additionally informed that the matter had been referred to the Finance Committee, as this additional employee was not budgeted for. The Finance Committee had also been in favour of the recommendation.

**37. To receive reports by elected members**

Cllr Michael Theodoulou informed members that following on from the Grenfell Tower disaster, he has requested the Clerk to convene a meeting comprising of members who had previously considered emergency evacuation procedures, namely Cllrs John Hedley Jones, Robert John and Mrs Shirley Matthews, together with himself, the Mayor and the Clerk, as well as the appropriate County Council officer.

Cllr John Hedley Jones briefly advised members of previous work that had been undertaken on this issue. He advised that currently, Glan y Mor Sports Centre is the only emergency facility in Burry Port. It was agreed that once the group meets, information can be shared regarding available emergency facilities.

Cllr Michael Theodoulou also updated members regarding the AGM of One Voice Wales Carmarthenshire Area Committee which he and Cllr Peter Freeman had attended the previous evening. At this meeting, Cllr Peter Freeman was elected as a representative on the Citizens Advice Bureau, whilst Cllr Michael Theodoulou was elected as representative to the Health Board Stakeholders' Committee and also to CAVS. Cllr Mair Stephens was elected as Chairperson and Cllr Michael Theodoulou was elected as Vice Chairperson of the Area Committee.

Members were informed that the next Area Committee meeting will take place on 4<sup>th</sup> October and as previously agreed by the Regeneration and Community Services Committee, it will be hosted by the Town Council.

Members were informed that at the Area Committee meeting, it had been stated that shortly all Councils would need to appoint a member as a Welsh Language Champion. Guidance will be published in due course but it is for a Council to decide what it required the Welsh Language Champion to do. Cllr Michael Theodoulou emphasised the importance of the Town Council being seen to be in support and he therefore urged that a Welsh Language Champion be appointed as soon as possible. Following this, Cllr Mrs Moira Thomas proposed that Cllr Peter Freeman be appointed as the Council's Welsh Language Champion. This was seconded by Cllr Mrs Pam Every and unanimously **RESOLVED**.

Cllr Bob Walpole advised members that he had attended the PACT meeting on 7<sup>th</sup> June and he outlined the issues which had been discussed at this meeting. Following this, it was suggested by another member that the Town Council should be provided with information, setting out what the Police have achieved in relation to the discussed priorities. It was therefore agreed that the Clerk request that such information be included in the police report.

Cllr Mary Wenman referred to a request from the Dementia Carers Group for financial assistance with dementia training. It was **APPROVED** that this be referred back to the Regeneration and Community Services Committee.

Cllr Mrs Moira Thomas advised members of the recent Arriva Trains conference which she had attended in Carmarthen with the TSO. At this, it had been stated that Pembrey and Burry Port train station is the fourth best station in Wales. Members were informed that Arriva will be undertaking some further improvements to the station.

Cllr John James referred to the recent meeting of Hywel Dda Health Board. He informed members of a question which he had submitted to the Health Board. He and some other members had attended the meeting and were allowed in, although there were unable to speak at the meeting. Nevertheless, they had been able to speak with primary care representatives outside of the meeting. Cllr John James confirmed that an answer had been provided to his question, which he outlined. Cllr John James had attended a subsequent meeting on 6<sup>th</sup> June, when people from the Health Board were in attendance. At this meeting, it was evident that there was disparity regarding the number of patients with Harbour View Surgery, as the number provided by the retiring GP was greater than that indicated by the Health Board. As a

query had been raised regarding support for the dispersal of patients, the Health Board is arranging a drop in session to speak to patients. Cllr John James informed members that the Health Board had pushed the County Councillors to agree to their intentions regarding the dispersal of patients of Harbour View Surgery. However, this support was not given and the Health Board was informed that more specific information was required.

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

Having had sight of items contained with the communications/report of the Clerk, a number of declarations were made.

Cllrs John Hedley Jones, John James and Mrs Lisa Mitchell declared an interest in relation to the request set out at number one below, due to their involvement with the RNLI.

1. Email received on 17<sup>th</sup> May from Craig and Isabel Goodman in relation to a charity event which they are organising. This is the Burry Port Fun Raft Race, which is to be held on Saturday 22<sup>nd</sup> July 2017 at Burry Port Harbour, commencing at 6pm. Rafts will be launched at this time, following on from the RNLI open day. The event is being organised to raise funds for Burry Port RNLI and a children's football academy in Gambia, with money raised being equally divided between both causes. The email invites the Town Council to sponsor one of the awards at the event, the cost of which is £300. In turn, the sponsor has its branding on the Facebook Raft Race event page, availability to have branding at the event (eg display of banners on railings), space to have a stand in the harbour area, a half page advert in the programme, complimentary entry for a raft and presentation of the sponsored award at the event.  
***Following a brief discussion, Cllr Michael Theodoulou proposed that the Town Council sponsor this event. The proposal was seconded by Cllr Bob Walpole and unanimously RESOLVED.***
2. Letter dated 25<sup>th</sup> May 2017 from a local resident in which she requests that consideration be given to the erection of a blue plaque in memory of Guerino Mariti (known locally as Jack Mariti). The letter refers to the bridge at the harbour which is named the Mariti Bridge and also a plaque, but that these do not include his full name nor shown appreciation for the significant voluntary work carried out by this gentlemen. The letter attaches a copy of an article which was written for the Llanelli Star approximately 30 years ago, outlining this person's many achievements (**copy attached**).  
***It was agreed that this request be referred to the Civic Governance and Personnel Committee***
3. Email from the Community Operations Manager of the Royal Horticultural Society on 25<sup>th</sup> May 2017, confirming the date when the judging of Britain in Bloom will take place in Pembrey and Burry Port. This will be held on Friday 4<sup>th</sup> August between 8.30am and 12 noon.  
***Noted.***
4. Confirmation has also been received of the judging of Wales in Bloom within Pembrey and Burry Port. This is to take place on Thursday 6<sup>th</sup> July between 1pm and 3.30pm, with Pembrey Primary School being separately judged earlier that day.

*Noted.*

5. Email from One Voice Wales on 26<sup>th</sup> May 2017, providing information on training sessions being held locally up to November 2017 (**copy attached**).

*Noted.*

6. Letter dated 2<sup>nd</sup> June 2017 received from the Government Business Team of the Welsh Government, in response to the Clerk's letter of 23<sup>rd</sup> May 2017 sent to the Cabinet Secretary for Health, Well-being and Sport regarding the closure of Harbour View Surgery (**copy attached**).

*Noted.*

7. Email from the Membership Secretary of Workers Educational Association (WEA) Llanelli Branch on 5<sup>th</sup> June 2017. In this, she seeks volunteers to join the organisation's committee. The email indicates that the committee members have a specific and active role in the organisation, which has provided education for adults in Llanelli for over a century.

*Members were requested to contact the Clerk, if interested.*

8. Letter from Carmarthenshire County Council received on 5<sup>th</sup> June 2017, inviting applications for a Safe Routes in Communities Grant. The grant is accessed through the Welsh Government and the scheme focuses on improving walking and cycling access to schools for parents and pupils, as well as improving links within the wider community. The scheme aims to encourage people to undertake active travel (walking and cycling) by improving levels of access and road safety within the community. The Safe Routes in Communities grant relies heavily on collaboration and partnership between the schools, Town/Community Council and Carmarthenshire County Council. It is an essential requirement as part of the application process that both the schools and the local community be fully engaged and collaborate on the development and implementation of any Safe Routes in Communities Scheme. Applications are to be received no later than Friday 21<sup>st</sup> July.

*It was discussed that given Safe Routes in Communities Grants which have recently been secured within Burry Port and Pembrey, the chances of obtaining further grants were low. It was indicated that the Headteacher of Burry Port Community School is looking into the possibility of making an application. It was therefore APPROVED that this matter be noted and the Town Council would offer support if Burry Port Community School does make an application.*

9. Email from Carmarthenshire County Council on 6<sup>th</sup> June 2017, attaching a copy of the Council's notice to introduce the Carmarthenshire County Council (Off-street Parking Places) Consolidation (Amendment of Charges) Order 2017, which is effective from 3<sup>rd</sup> July 2017 (**copy attached**).

*Noted.*

10. Letter from the Chief Executive of Hywel Dda University Health Board, received on 6<sup>th</sup> June 2017, in response to the Clerk's letter of 22<sup>nd</sup> May 2017 regarding the closure of Harbour View Surgery (**copy attached**).

*Noted.*

11. Email from Llanelli Community Resource team, extending an invitation to the next Time Credits Network event to be held on Monday 3<sup>rd</sup> July between 9.30am and 12

noon at Trallwn Hall, Llywnhendy, Llanelli. The email advises that the Time Credits Team will be present to answer any questions and as there is a “Health and Well-being” focus for this event, there will be an opportunity to learn more about the Social Subscriber and Community Resilience Projects. The meeting is open to all, whether current members, partners or anyone interested in finding out more information. The meeting is free to attend but places need to be booked in advance.

*Prior to discussion of this item, Cllr Michael Theodoulou declared an interest, on the basis that he chairs the organisation’s annual event. Cllr Mrs Lisa Mitchell indicated that she may be available to attend this event, which was agreed.*

12. Email received on 19<sup>th</sup> June 2017 from Syria Sir Gar, extending an invitation to all Town Councillors to attend a public meeting being held on Wednesday 28<sup>th</sup> June (**copy details attached**). This organisation has been supporting families since 2016 who are being re-settled in Carmarthenshire as refugees from Syria. The email advises that a family is expected to be re-settled in Burry Port by the end of June.  
*Noted.*
13. Following on from a meeting attended by the Clerk on 6<sup>th</sup> June 2017 with County Council officers and other Town Clerks within Carmarthenshire whose Council’s will be subject to the requirements of the Well-being of Future Generations Act, it was agreed that it would be helpful if the County Council organised a Well-Being Plan Development Session. This is to be a combined session for all Councils subject to the Act and its purpose is to consider the well-being objectives and actions. The Clerk is awaiting confirmed notification of this event but has been provisionally informed that it will take place on 4<sup>th</sup> July between 6pm and 8pm and will be held at Tumble Hall. Once confirmed details are received, the Clerk will notify all members.  
*Noted.*
14. Following a previous email from the Clerk, members are reminded that an open day is being held at Burry Port Family Centre on 22<sup>nd</sup> June, commencing at 11am.  
*Noted.*
15. The Clerk informed members that an approach had been made by Kidwelly Town Council regarding the possibility of Pembrey and Burry Port Town Council assisting with the watering of their flowers, which is currently undertaken by volunteers. This would be on the basis of some form of Service Level Agreement. Following a brief discussion, members agreed that it was not viable to enter into such an arrangement at this time, as the Town Council needed to prioritise its own work, especially in light of its entry to Wales in Bloom and Britain in Bloom in the coming weeks.
16. It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Minutes of the Civic Governance and Personnel Committee meeting of Monday 10<sup>th</sup> April 2017.