

**Pembrey and Burry Port Town Council**  
**Monthly Meeting**  
**Wednesday 18<sup>th</sup> May 2016**

**Councillor John James (Mayor)**

**Councillors, Geraint Davies, Malcolm Davies, Ken Edwards, Jean Hire, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams.**

**County Councillor Hugh Shepardson**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Interim Technical Services Supervisor) and Alan Howells (RFO)**

**(Former OAP Hall 7.05pm – 8.20pm)**

Due to a number of members of the public being in attendance who wished to raise concerns, it was proposed by the Mayor and **APPROVED** that Standing Orders be suspended, to enable these persons to address the Council.

Several of the members of the public expressed their concerns in relation to the lack of live CCTV monitoring in the town, as they felt that this was contributing to the spate of recent burglaries in the area.

There was no police attendance at the meeting but the Mayor indicated that the issue in relation to CCTV monitoring had been raised many times at PACT meetings. He indicated that the information being given is that the CCTV is working but it is not monitored live, although a member of the public indicated that she had been informed to the contrary that the CCTV is not working.

It was discussed that following the recent elections, there is now a new Dyfed Powys Police and Crime Commissioner and therefore, it would be beneficial to encourage him to reintroduce live CCTV monitoring in Burry Port.

It was indicated to the members of the public that the Town Council has no legal responsibility in relation to the CCTV monitoring. However, in order to try to assist with the concerns, it was proposed and **APPROVED** that an invitation be extended to the new Police and Crime Commissioner to attend a meeting with Councillors, which would also be open to members of the public.

Prior to leaving the meeting, the members of the public also expressed a view that the Police should be providing advice to businesses, based upon available information, as well as there being reliance on CCTV.

The normal meeting resumed at 7.20pm.

## **1. Opening Prayer**

There was no opening prayer, as a prayer had been given at the outset of the Annual Meeting, which had preceded this meeting.

## **2. Personal Matters**

Apologies were received from Cllr Stephen James.

The Mayor referred to the recent deaths of the Town Council's Technical Services Officer, Mr John Ridgway and also Mr Brian Rayner, who was the first Mayor of Pembrey and Burry Port Town Council. At the suggestion of the Mayor, members stood for a minute's silence as a mark of respect.

The Mayor also introduced and welcomed Mr Lee Fox to the meeting, in his role as interim Technical Services Supervisor.

The Mayor further made reference to the recent successes of Burry Port Rugby Club. The first XV seniors had won a competition, as had the second XV seniors. Also, the youth team played in a final, and although they lost this match, it was still a significant achievement.

Cllr Ken Edwards suggested that a certificate could be presented to the three teams on behalf of the Town Council, in recognition of their achievements, which was **APPROVED** by members. The Mayor indicated that it is possible that the Rugby Club will have an open top bus in order to lead the parade at Pembrey and Burry Port Carnival. He believed that they may be seeking funding for this and suggested that this may be a suitable contribution from the Council in recognition of the Club's success.

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

The Clerk reminded members that the purpose of this agenda item is to enable declarations of interest to be made in relation to any known items on the agenda, and the declaration should be reiterated when the respective item in the agenda is reached.

No declarations of interest were made in respect of the business to be transacted.

## **4. Police Business**

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

### **Council Monthly Report May 2016**

During the month of May 23 Crimes have been reported in the Burry Port Section down from last year. All the crimes have been recorded.

Within the month of May officers have attended 137 calls, 26 of which were an immediate response, 36 had to be answered within the hour, 40 were scheduled simply needing attendance and 35 did not need a response.

Crimes of note are:

### **Criminal Damage**

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

### **Burglary**

There have been 5 burglaries recorded in the area of Burry Port- all enquiries on-going.

### **Anti-Social Behaviour**

There were 20 anti-social behaviour calls – one being youths hanging around by the Memorial Hall.

### **Road Traffic Accidents**

There has been 1 recorded accident in Burry Port area, not fatal.

## **5. To confirm the minutes of the meeting held on 20<sup>th</sup> April 2016**

The minutes of the Town Council meeting held on Wednesday 20<sup>th</sup> April 2016 were accepted as a true record.

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

### **P137 (198) Police Business**

The Mayor thanked everyone involved in the celebrations of the Queen's 90<sup>th</sup> birthday, both at the schools during the day time and at the lighting of the beacon event in Pembrey in the evening, which had been most enjoyable.

### **P138 (200) Information from the aforesaid minutes – Friends of Burry Port Harbour Group**

Cllr Michael Theodoulou updated members that a further meeting of the Friends of Burry Port Harbour Group was being held on Monday 23<sup>rd</sup> May and he will report back following this.

### **P139 (202) Report of the Facilities Management Committee held on Tuesday 23<sup>rd</sup> February 2016**

Cllr Robert John expressed his unreserved apologies for what had occurred at the last meeting. He advised that his concerns have since been addressed, as a result of which he is satisfied.

### **P149 (215) Report of the Clerk on matters of administration item 7**

The Mayor thanked everyone who had participated in the Walk for Life and/or had donated to it. The event had been well attended.

## **7. Technical Services Report**

The Interim Technical Services Supervisor outlined his report, as set out below, which had already been circulated with the agenda.

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

There was one new grave burial and two constructions of Monuments for April 2016.

### **2. Footpaths**

Staff have undertaken over-growth clearance and grass cutting on footpaths:- Moreb 57/83 :: The Level 71/22 :: Cage Walk 71/24 :: Shoreline 71/29 :: Tanybryn 71/27 :: Gorse Site :: Furnace Road 71/30 :: Furnace Fields 71/15 :: Lookout 71/13 :: Isgraig 71/12 :: Isgraig 71/09 :: Carmel (Chapel) 57/74 :: Carmel 57/73 :: Memorial Gardens :: Moreb/Harbour/Clwb Bach Roundabouts :: Stepney Road (opp School) :: Elkington/Stepney Road :: Burry Port Park :: Pembrey Square.

### **3. Fire Risk Assessments**

All Pembrey & Burry Port Council buildings to undertake a Fire Risk Assessment Plan (FRAP) carried out and detailed action plan. The Cylch and Pembrey Hall has been completed. There will be a continued list of properties provided in each report until completion at the end of May. Following these reports next steps will be put in place ensuring each person responsible abides by the new policies set. This assessment ensures all buildings are safe and reduce the risk of fire.

### **4. Plumbers and Electricians**

A completion of all suppliers has been generated and action to ensure that the regulatory standard is set. All suppliers will need to be approved and any certificates to be filed under each sub-contractor. All sub-contractors on site must fill in the relevant forms available from the TSO before any work is carried out.

### **5. Criminal Damage**

There has been criminal damage caused to the Memorial Hall. Three windows were smashed over the Bank Holiday Period. A review of Security/Fencing is required. The windows have been replaced at a value of £289. The incident was logged and CCTV was checked for any evidence. The police have issued a crime correspondence number and have carried out house to house enquiries. It is evident that children are accessing the site and climbing on the roof of the Memorial Hall.

### **6. Moreb Roundabout**

Issues have been raised within the planning department which question the material used on the roundabout design and its structure. A bund is to be erected and the lighthouse situated inside. After a couple of meetings with Viv Phillips a solution was resolved and a new application for licence has begun under section 50 New Roads and Street Works Act 1991. Any sub contactors working roadside must have a street operating license. We will report and update any works carried out and report to Cliff Cleaton. We will be allocated a Highway

Inspector Les Rees who will ensure we operate safely. All our Council Maintenance staff are to be trained on highway with immediate effect. We have agreed that the lighthouse base is to be made from concrete as this is passable. The top half is to be manufactured to a high standard. The coating procedure should be zinc phosphate primed then powder coated to ensure it braves the elements for years to come. Any ornamental items must not appear on the roundabout in direct flow of oncoming traffic.

7. **Snooker Room**

I have requested a plan from Mr Robert Perry in relation to turning the Snooker Room into a professional boxing gym. It was requested by Mike Theodoulou that we check the structure of the room to ensure safety. David Wyatt from Wyatt & Watts Structural Engineers Ltd has been contacted for a quote and mentioned £55 per hour with a minimum of two hours inspection. We are to supply a builder to investigate with the structural engineers for drilling or damp testing. Once the gym plans are received we will decide whether to pursue Structural Engineers.

8. **Copper Works Site**

On visiting and inspecting the Copperworks school it is evident that the building is structurally unsafe. The roof is falling in and the floor has deteriorated which becomes a trip/fall hazard. My recommendation is that padlocks are fitted to the building and sign the building as unsafe. We have a separate issue with the band room; the external white fire door is unsafe. Alex has rectified this and the door is now fully operational. The single storey (unit) building is to be emptied. The split section belongs to the town band and will be cleared mid May.

The Interim Technical Services Supervisor also provided some up to date information at the meeting. He advised that in relation to item number 6, he had now spoken with Eddie Cummings at Carmarthenshire County Council, who was supportive in assisting with the provision of staff training. In relation to item number 8, it was advised that padlocks had now been installed at the Copperworks site.

The Clerk also advised members that notification had now been received that planning consent had been granted for the work on Moreb roundabout (item number 6).

Given the deteriorating condition of the Copperworks site, Cllr Ken Edwards suggested that the Council considers installing fencing around the site, to minimise the risk of accidents occurring. It was agreed that this be referred to the Facilities Management Committee, for consideration.

Also, relation to safety issues, County Councillor Hugh Shepardson referred to children climbing on the roof of the Memorial Hall. The Interim Technical Services Supervisor confirmed that arrangements were being made for the storage containers to be moved, as they were being used by the children to climb on.

**8. To consider the report of the Facilities Management Committee meeting held on Tuesday 22<sup>nd</sup> March 2016**

The minutes of the meeting held on 22<sup>nd</sup> March had been circulated with the agenda and it was **RESOLVED** that these be signed and accepted as a true record.

## Matters arising

### P3 (6) Update on the application for outline planning permission upon the Copperworks site

Cllr Michael Theodoulou provided an update to members in relation to the Copperworks site. He advised that when the six month period which had been afforded to the community group “Regenerate our Copperworks School” (ROCS) had elapsed, they had been requested to attend a meeting. They had also been asked to provide a presentation at the Facilities Management Committee meeting on 4<sup>th</sup> May 2016. The documentation provided by the group has been circulated to all Councillors.

Members of ROCS are requesting access to the building on the Copperworks site in its current state for a twelve month period. They have indicated that they have been told that funders will only consider applications if they are in occupation of the premises. The group has further indicated that it wishes to run a pilot scheme prior to submitting funding applications. The group also wishes to sub let to other groups within the community.

Cllr Michael Theodoulou advised that he will be arranging for the Interim Technical Services Supervisor to consider the condition of the building once more and the potential cost of making it safe to use over the next 12 months. However, he indicated that the Facilities Management Committee had expected considerably more progress to have been made by ROCS to date and that the Committee’s current view is not particularly favourable to ROCS.

Other members emphasised that the reason why the Town Council had to vacate the building was due to its poor condition. Cllr Ken Edwards also referred to discrepancies in the information received from ROCS regarding the minimum and maximum amounts required for work to be undertaken on the building.

It was emphasised that the Council wishes to be open and transparent with members of ROCS and for this reason, the matter will be placed on the agenda for the June Town Council meeting to enable full consideration. The matter will be further considered by the Facilities Management Committee in advance of the meeting, so that a recommendation can be made to the Town Council. Cllr Michael Theodoulou added that he felt it important that members of the Facilities Management Committee meet with members of ROCS once more in advance of the Town Council meeting.

### **9. To consider the report of the Regeneration and Community Services Committee meeting held on Thursday 7<sup>th</sup> April 2016**

It was **RESOLVED** that the minutes of the Regeneration and Community Services Committee meeting held on 7<sup>th</sup> April 2016 be signed and accepted as a true record.

## Matters arising

### P1 (4) Matters arising – planting of “Anne Frank” trees

Cllr Mrs Shirley Matthews updated members that the trees had now been planted but the Mayor needs to make arrangements to attend at the schools.

### P3 (9) Update on organised community events

Members were advised that the Mayoral Rock Concert will not be taking place on 3<sup>rd</sup> June 2016, due to insufficient notice and a new date is to be arranged.

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

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

##### **1. Bank balances**

The following cash balances are held with Lloyds at 31st March 2016 :-

	<b>Balance at bank £</b>
Business Instant Access account	246,361.04
Community Account	13,677.56
Imprest account	406.52
	<b><u>£260,445.12</u></b>

##### **2. Schedule of accounts**

The following accounts have been paid from 1st to 31st March 2016

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat £</u>	<u>VAT</u>	<u>Total cost</u>
IWEC	Xmas Lights Burry Port Memorial Hall -	9	6065.00	1213.00	7278.00
IWEC	maintenance	1	63.75	12.75	76.50
IWEC	Xmas Lights Burry Port Memorial Hall -	9	-290.00	-58.00	-348.00
IWEC	maintenance	1	55.00	11.00	66.00
IWEC	Xmas Lights	9	-83.33	-16.67	-100.00
Xerox	Admin - photocopier costs	3	48.39	9.68	58.07
British Gas	Copperworks - electricity	1	19.76	0.98	20.74
British Gas	Institute - Electricity	1	260.69	52.13	312.82
British Gas	Pembrey School - Electricity	1	194.23	9.71	203.94
British Gas	BP Memorial Hall - Electricity	1	272.56	54.51	327.07
British Gas	Cemetery - Electricity	4	209.49	10.47	219.96
British Gas	OAP building - Electricity	1	35.43	1.77	37.20
Lyreco	Stationery	3	32.14	6.43	38.57
Biffa	Hall - Refuse	1	96.77	19.35	116.12
Biffa	Cemetery - Refuse	4	113.96	22.79	136.75
Chivers Corner Garage	Cemetery - Van costs	4	130.31	26.07	156.38
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56

Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Argos	Youth Club contribution	9	727.22	145.44	872.66
One Voice Wales	Subscriptions	3	1154.00		1154.00
S Jones Catering	Cawl Cennin	9	495.00		495.00
JNC Fire Protection	Burry Port Memorial Hall - maintenance	1	79.10	15.82	94.92
JNC Fire Protection	Pembrey Memorial Hall - maintenance	1	102.05	20.41	122.46
JNC Fire Protection	Cemetery - maintenance	4	297.10	59.42	356.52
Shirley Matthews	Cawl Cennin	9	33.93	6.78	40.71
Aaron North	Youth Club contribution	9	244.00		244.00
CCC	Footways Lighting 2015-16	1	8701.32	1740.26	10441.58
John Hedley Jones	Travelling costs	3	23.40		23.40
Consortium	Youth Club contribution	9	155.55	31.11	186.66
Consortium	Youth Club contribution	9	398.94	79.79	478.73
Consortium	Toilets - Cleaning materials	1	59.44	11.90	71.34
Travis Perkins	Floral Displays	9	83.29	16.65	99.94
BT	Admin - Telephone	3	314.91	62.98	377.89
Smith of Derby	Burry Port Memorial Hall - maintenance	1	188.00	37.60	225.60
PC World	Admin Supplies	3	70.80	14.15	84.95
Cathedral Leasing	Burry Port Memorial Hall - Cleaning costs	1	64.98	13.00	77.98
BT	Admin - Telephone	3	40.00	8.00	48.00
Travis Perkins	Cemetery - Equipment	4	46.90		46.90
Post Office	Cemetery - Van tax costs	4	225.00		225.00
CCC	Payroll SLA	3	910.00	182.00	1092.00
Wales in Bloom	Floral Displays - Wales in Bloom entry	9	140.00		140.00
Burry Port and Pembrey Aikido Friends of Burry Port Harbour	Donations - Community Grant	9	300.00		300.00
Jerusalem Chapel	Donations - Community Grant	9	1000.00		1000.00
Burry Port AFC	Donations - Local Organisation	9	250.00		250.00
Burry Port Town Band	Donations - Local Organisation	9	200.00		200.00
Burry Port and Pembrey Aikido	Donations - Local Organisation	9	200.00		200.00
Burry Port Memorial Park	Donations - Local Organisation	9	200.00		200.00
Bowls Club	Donations - Local Organisation	9	200.00		200.00
Dementia Carers Support Group	Donations - Local Organisation	9	200.00		200.00
Llanelli Ramblers	Donations - Local Organisation	9	200.00		200.00
Pembrey and Burry Port Cycle Club	Donations - Local Organisation	9	100.00		100.00
Pembrey and Burry Port Gardening Club	Donations - Local Organisation	9	150.00		150.00
Pembrey AFC	Donations - Local Organisation	9	200.00		200.00



Burry Port RFC Juniors	Donations - Local Organisation	9	200.00		200.00
1st Pembrey Brownies	Donations - Local Organisation	9	100.00		100.00
Data Complete Ltd	Admin Equipment	3	182.00	36.40	218.40
Topper	Burry Port Memorial Hall - Cleaning costs	1	72.84	14.57	87.41
IWEC	Burry Port Memorial Hall - maintenance	1	158.30	31.66	189.96
Topper		3	42.98	8.59	51.57
Travis Perkins		3	122.92	24.58	147.50
			<u>25975.72</u>	<u>3960.60</u>	<u>29936.32</u>

### 3. Petty Cash

Payments made from 1st to 31st March 2016

Coffee for meetings	3	2.59	2.59
Burry bargains - cleaning materials	1	5.39	5.39
Keys cut	1	49.50	49.50
Phone card - Meirion	3	10.00	10.00
Sympathy card	3	0.90	0.90
Llanelli Star	3	0.75	0.75
Stamps	3	15.12	15.12
Coffee for meetings	3	3.59	3.59
Llanelli Star	3	0.75	0.75
Phone card - Chris	3	10.00	10.00
Burry bargains - cleaning materials	1	3.29	3.29
Stamps	3	63.00	63.00
Burry bargains - cleaning materials	1	22.50	22.50
Llanelli Star	3	0.75	0.75
Burry bargains - cleaning materials	1	2.40	2.40
Burry bargains - cleaning materials	1	1.30	1.30
<b>Total payments made from petty cash</b>			
			<u><b>£191.83</b></u>
			<u><b>£0.00</b></u>
			<u><b>£191.83</b></u>

The RFO highlighted a number of unusual payments on the schedule of accounts paid. A final payment had been made to IWEC in relation to the Christmas lighting. Also, a number of payments had been made to British Gas in relation to the electricity supply to a number of the Town Council's buildings. A further payment had been made to Argos, which related to the Youth Club contribution. The RFO also highlighted the annual subscription to One Voice Wales and a payment to the catering company for the Cawl Cennin event. During this period, a number of donation payments had also been made to local organisations.

Cllr Ken Edwards queried the donation made to the Friends of Burry Port Harbour. It was clarified that the grant had been requested and approved for the set up of a website and other administrative costs.

#### **4. Budget Monitoring Report**

The Budget monitoring report for the period 1st April 2015 to 31st March 2016 has been circulated to Members.

The RFO advised that the information did not include all accruals, as he is presently finalising the end of year accounts.

Given that the period covers a full year, then income and expenditure should be around 100% to be on budget.

The RFO outlined to members the main items in the report.

Income is over budget in relation to most of the headings. The RFO advised that there is one query in relation to the SLA for the Memorial Gardens. The Mayor has chased this up with Carmarthenshire County Council, and it has now been agreed for payment to be made to the Town Council.

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

The RFO advised that some previous virements had been made in relation to expenditure on the cemetery/footpaths and this is within budget.

Expenditure on the Hall and Institute is overall within budget. The RFO advised that electricity costs under this heading are currently over budget but he intends checking if this has been miscoded and whether some of the expenditure relates to heating costs.

Expenditure on the Copperworks is within budget. The RFO advised that a large virement had been carried out due to the additional water charges as a result of a leak on site.

Expenditure on the former Pembrey School is within budget.

Expenditure on Pembrey Memorial Hall is well within budget. Additional repairs costs had to be incurred in relation to flue repairs. The RFO advised that this had been discussed by the Finance Committee, together with the possibility of seeking reimbursement from the County Council.

Expenditure on special projects is overall within budget. The RFO highlighted that the expenditure on Christmas lighting is over budget but by way of offset a donation has been received towards this for £2,000.

The RFO referred to the £10,000 provision to fund potential transfer of services. This will be transferred to earmarked reserves.

Net expenditure is 93.27% and is therefore within budget.

Cllr Michael Theodoulou commented that it is encouraging for the Town Council's income to be over budget and expenditure below budget. He also referred to the expenditure required on the Copperworks and the fact that it is costing the Council almost £8,000 to retain a decaying building.

**11. To consider the report of the Finance Committee meeting held on Tuesday 12<sup>th</sup> April 2016**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 12<sup>th</sup> April be signed and accepted as a true record.

Matters Arising

There were no matters arising.

**12. 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/33762	Mr David Wyn Evans 82 Ashburnham Road Pembrey	Proposed garage (to replace existing)  APPROVED
S/33752	Mr Adam Preece 49 Tyle Teg Burry Port	Proposed single storey extension to the rear of the existing dwelling APPROVED
S/33763	Dwr Cymru Welsh Water Land West of West Dock and North of Ashburnham Works Burry Port	Proposed development of two ductile iron pipe bridges, plus associated vegetation clearance and engineering operations, crossing a small stream to the West of West Dock, Burry Port APPROVED
S/33780	Mr & Mrs Marshall James Land at Meldan Stables Pinged	In support of a Section 73a planning application to retain a static residential gypsy caravan together with the erection of a day/utility room, two touring caravans, oil storage tank and heating system.

Cllr Mrs Moira Thomas, the Chair of the Planning Sub Committee advised members that there had been no meeting of the Sub Committee but she had discussed the planning applications with the Interim Technical Services Supervisor. They did not see any issues with applications numbers S/33762, S/33752 and S/33763 and therefore members were in favour of recommending their approval. Cllr Mrs Moira Thomas stated that application number S/33780 is a sensitive issue and that the County Council should be requested to arrange a site visit.

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

County Councillor Hugh Shepardson indicated that he had only been dealing with local residents' issues, which were of a private nature. Likewise, County Cllrs Mrs Shirley Matthews and John James advised that they had been dealing with local electoral issues and therefore had no formal report.

#### **14. To consider the Mayor's report**

The former Mayor, Cllr Mrs Jean Hire informed members that she, together with Cllr Susan Northam had attended the Mayor making ceremony in Kidwelly on Sunday 15<sup>th</sup> May, which had been very enjoyable.

The Mayor commented that the Civic Occasions Sub Committee would be looking at the structure within our Council for future years.

The Mayor advised that one half of the proceeds from his forthcoming rock concert will be donated to RNLI, with the other half to be placed in his Mayor's fund. The Mayor aims to distribute his fund to local organisations, specifically involved with local youth. He intends holding a number of events during the course of the year.

#### **15. Report of elected members**

There were no reports from elected members.

#### **16. To consider communications received and the report of the Clerk on Matters of Administration**

1. Email received on 16<sup>th</sup> May 2016 from One Voice Wales, forwarding information from the Future Generations Commissioner for Wales. This is a recent appointment and the Commissioner's role is to ensure that public bodies in Wales make better decisions for future generations, as required by the new Well-being of Future Generations Act. The Commissioner advises that one of her first priorities is to find out "what the big issues are for people in Wales and where change needs to happen". In doing so, the Commissioner will be holding discussions in all the regions of Wales over the next two months. The South West Wales meeting will take place on 30<sup>th</sup> June (time and venue to be confirmed). Places will be allocated on a first come first served basis.

*At the suggestion of the Town Clerk, it was APPROVED that this matter be referred to the Well-being of Future Generations Sub Committee.*

2. Email of 16<sup>th</sup> May 2016 from the Coordinator for the Sustrans Rangers in Carmarthenshire in which he advises that they hope to have a work day clearing and cleaning the Pembrey Canal Cycle Path on Saturday 18<sup>th</sup> June. Local volunteers are being sought for this, together with Town Council assistance, to include use of tools.

*County Cllr Hugh Shepardson advised that a working party is to be formed, to include Sustrans and the Leisure Department and Highways Department of Carmarthenshire County Council to address this issue. Members agreed that expert input was required.*

3. A meeting has now taken place on 16<sup>th</sup> May between Town Council representatives and representatives from the Burry Port Parks Committee to resolve outstanding issues, which have been referred to at previous meetings. Copy minutes of the meeting are attached.

***As members had not had the opportunity of considering the minutes of this meeting in advance, no detailed discussion took place and it was APPROVED that members take away the minutes in order to fully peruse the same.***

4. Notification received that the next meeting of the Community and Town Councils County Liaison Forum will be held on 24<sup>th</sup> May 2016 at 6.30pm at County Hall, Carmarthen. Minutes of the last meeting held on 8<sup>th</sup> December 2015 are attached, for information, together with a copy of the agenda for the meeting on 24<sup>th</sup> May.

***Cllr Robert John confirmed that he would attend this meeting as the newly appointed representative for the Council.***

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

Confidential minute of the meeting on 20<sup>th</sup> April 2016

Minutes of Civic Governance and Personnel meeting held on 11<sup>th</sup> April 2016

***The minutes of the above meetings were circulated to members. The confidential minute of the meeting on 20<sup>th</sup> April 2016 was APPROVED by members and the minutes of the Civic Governance and Personnel meeting of 11<sup>th</sup> April 2016 were accepted as a true record.***