

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting
Thursday 5th November 2015

Present: - Cllrs Mrs Shirley Matthews, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams

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

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.25am)

1. To appoint a Chair and Vice Chair of the new Regeneration and Community Services Committee.

Cllr Mrs Shirley Matthews was nominated as Chair, which was **APPROVED** by all members. Cllr Mrs Moira Thomas was nominated as Vice Chair and again, all members voted in favour of this appointment.

2. To consider/approve any Sub Committees and the membership of the same.

The two current Sub Committees, namely the Bacce Sub Committee and the Well-being of Future Generations Sub Committee were **APPROVED** to continue as Sub Committees of this main Committee. Their membership is as follows:

Bacce Sub Committee

Cllrs John James, Michael Theodoulou, Ken Edwards, Andrew Phillips and Malcolm Davies.

Well-being of Future Generations Sub Committee

Cllrs Michael Theodoulou, Moira Thomas, Andrew Phillips, Hefin Williams, Stephen James and John James.

It was also **APPROVED** that the existing members of the current Planning Committee, will continue on what is now the **Planning Sub Committee**.

3. Personal Matters.

Apologies were received from Cllrs Stephen James and John James.

4. To receive Members' Declarations of Interest in respect of the business to be transacted.

Members confirmed their usual declarations of interest.

5. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 8th October 2015

The minutes of the meeting held on 8th October 2015 were approved as a true record.

6. To consider any matters arising from the minutes

P1 (4) Matters Arising

Given the nature of the issue, it was **APPROVED** that any discussions with Burry Port Operatic Society now be dealt with by the new Facilities Management Committee.

P2 (6) Update from Heritage Trail Sub Group

Cllr Andrew Phillips updated members that funds are shortly due to be received in relation to this bid. The necessary forms have been signed, seeking permission for work to commence.

P4 (13) Update on the purchase of new flooring in former OAP Hall

The Clerk updated members that the new flooring had now been laid in the former OAP Hall. However, there had been some issues when the old flooring was raised and therefore, different flooring had in fact been laid than had originally been intended. Furthermore, it had been necessary to re-screed the floor prior to the new flooring being laid. Also, it was now necessary for a new door to be purchased due to it not being possible to properly open the existing door due to the higher floor.

P4 (14) Consideration of Burry Port Harbour regeneration

Cllr Michael Theodoulou updated members that there had been a further meeting of the recently formed Harbour Group earlier in the week, when a constitution had been agreed. He highlighted the fact that although there are some Town Councillors involved in the group, there is currently no official Town Council representative. It was therefore **APPROVED** that this issue should be placed on the agenda for the next Town Council meeting.

P5 (16) Senior Citizens' Christmas Tea

Members were updated that the Christmas Tea would no longer be taking place on 10th December and instead, it is likely to be taking place on either 17th or 18th December.

P6 (18) Any other competent business

Cllr Michael Theodoulou updated members that there had not been a further meeting as yet of the Bacce Sub Committee. Presently, a response is awaited from County Council Officers and it is hoped that the Head of Housing will meet with members shortly.

7. Consideration of the Committee's required budget for the 2016/17 financial year

The RFO circulated to members a paper on "Budget Strategy and Build for 2016/17", the contents of which he outlined to them. The paper set out the Town Council's key objectives and priorities, the timetable for setting the budget, as well as various considerations in deciding the precept. The RFO also circulated information on the cost of projects for the current financial year. It was agreed that save for lamp post banners, all other items would come under the remit of the Facilities Management Committee.

It was discussed that the Regeneration and Community Services Committee needs to consider possible new projects for the area.

Members considered the various budget headings, which would fall within the remit of the Committee and identified and agreed upon the following proposed budgets, for consideration in due course by the Finance Committee:-

a)	Marketing and Promotion of the area	
		£
	Lamp post banners	3,000
	Website/social medial	1,500
	Christmas lights	10,000
	Leaflets and pull up banners	1,000

Members agreed that the above expenditure was worthwhile and justifiable, as one of the largest roles of the Committee is to promote the area.

b)	Current projects	
	Harbour regeneration	10,000
	Well-being of Future Generations	8,000
	Bacce area regeneration	5,000
	Floral displays for Wales in Bloom	13,000

Cllr Andrew Phillips left the meeting at 10.10am.

It was discussed that there had been some sponsorship this year from local businesses and the Carnival Committee in relation to the Wales in Bloom and Britain in Bloom competitions. However, it was **APPROVED** that the issue of sponsorship be considered as an item on a future agenda of this Committee, so that hopefully even greater sponsorship can be obtained in the next financial year.

c)	Financial donations/grants	
	Local organisation donations	2,000
	Community grants	8,000
d)	Potential transfer of services	10,000
e)	New projects	5,000
f)	Community events	
	Christmas Tea	500
	Cawl Cennin	750

Cllr Hefin Williams suggested that the Council could look at participating in events which would appeal to younger people in the area, for example a community fireworks event. Cllr

Shirley Matthews advised that this had been briefly discussed by the Carnival Committee but unfortunately, it had been too late for anything to be arranged for this year.

Members were in agreement with assisting in facilitating events for younger people and suggested that there be a budget as follows:

g) Events budgets

Fireworks display	5,000
Music festival	5,000

Members discussed that income would be generated from the above events and agreed that there should be a target income of £5,000.

8. Update on the ‘Wales in Bloom winner’ signage

Members were advised that the signage had been approved in principle but that the TSO was still awaiting receipt of costings from Carmarthenshire County Council.

9. Update on the planting of ‘Anne Frank’ trees by local schools

Members were updated by the Clerk that the trees had now been obtained. However, arrangements would need to be made with the local schools to arrange a date for a planting ceremony to take place. Members **APPROVED** that at least the Mayor and Deputy Mayor would need to be in attendance at such ceremonies.

10. Update on directional signs to Burry Port Memorial Hall

Again, the Clerk advised members that the signage had been approved in principle but that the TSO was still awaiting receipt of costings from Carmarthenshire County Council.

11. Update on possible alternative access entrance to the Burry Port Memorial Hall car park

Cllr Mrs Shirley Matthews advised members that having liaised with Meddygfa Tywyn Bach, she was aware that in principle, the surgery felt that the proposal was a good idea. However, it was not possible for anything to be firmly agreed due to the fact that one of the Doctors is presently not at work through illness.

12. Update on the proposed application for outline planning permission for the Copperworks site

The Clerk informed members that the TSO had recently spoken with the architect and it is intended that the application be shortly submitted. Following submission, then it should take approximately two months for it to be determined.

It was also discussed that there maybe some misunderstanding on the part of the Copperworks Groups Social Enterprise Project. It appears that the group is looking at the possibility of funding remedial work to the building, as opposed to purchasing it. Cllr

Michael Theodoulou indicated that hopefully, it would be possible for members of the Facilities Management Committee to arrange to meet with the group in advance of the next Town Council meeting in order to provide clarification.

13. Consideration of the role and responsibilities of the Audit Sub Committee

A paper setting out details of the role and responsibilities of the new Audit Sub Committee had been circulated to members in advance of the meeting. Cllr Michael Theodoulou referred to the fact that the paper set out the intended brief for the Sub Committee, not its work load. He also emphasised that it is acknowledged that all of the work would not be achieved within the first year and perhaps not even within a five year period.

It was discussed that the Sub Committee would undertake a series of planned work, as referred to it by the various main Committees, for example tender procedures. It was emphasised that the work of the Sub Committee would need to be reasonable and proportionate.

The paper referred to the possible creation of a budget facility for the Audit Sub Committee and a query was raised as to the need for this. Cllr Michael Theodoulou advised that if the Sub Committee wished a member of staff to undertake specific additional work directly requested by it, then the cost of this would be covered by such a budget.

The RFO commented that there would need to be clarity on roles, particularly in relation to the Finance Committee regarding financial issues.

Following the discussions, members were in approval with the remit of the Audit Sub Committee, as had been outlined.

The RFO left the meeting at 11 am.

14. Any other competent business

- The Clerk advised members that she was aware from the TSO that there had been a recent problem with an item of equipment at Burry Port Memorial Park, which had come loose and had been found on the floor. The TSO had recently arranged an annual inspection of the equipment and it had been identified that there was a problem with this particular item (although it had not become detached at that time) but the TSO had not received the report by the time of him being advised that it had detached itself. The Clerk highlighted that the TSO regularly undertakes a weekly inspection of the park equipment but such inspections would not enable him to identify a number of potential problems with the equipment, due to such things as the height. Accordingly, the TSO had spoken with the person who carried out the annual inspection and this person was prepared to undertake fortnightly inspections and a more detailed monthly inspection and the cost of this would be £500 to the end of the current financial year. The TSO was requesting that this expenditure be recommended to the Finance Committee as the park is used on a frequent basis by local children.

It was briefly discussed that some of the Town Council's groundsmen had had some previous experience with park equipment and/or limited training. Members therefore **APPROVED** that the expenditure of £500 be recommended to the Finance Committee

but that the matter then be referred to the Facilities Management Committee for further consideration.

- The Clerk updated members that a meeting had taken place with two County Council officers the previous day to discuss the planning brief relating to the old Burry Port School site. At this meeting, it had been indicated that the work was being undertaken on behalf of the Corporate Property Department, which is looking to maximise the County Council's assets. The purpose of the planning brief is to set out some options for the site, as opposed to being prescriptive. It had been stated that realistically, the site would be used for residential purposes but there are three options in relation to the current buildings on site, that is conversion of the buildings, complete demolition and rebuild, and lastly part conversion. Members expressed a view that they would prefer for there to be conversion to different usage and that this should be conveyed by the Clerk to the County Council officers.
- The Clerk advised members of an invitation received to the Annual General Meeting of Carmarthenshire Citizens Advice, which is to be held in Carmarthen on 12th November at 6pm.