

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

Wednesday 3rd January 2018

Present: Chair Cllr Robert John, Cllrs Peter Freeman, Mrs Shirley Matthews, Mrs Lisa Mitchell (Vice Chair), Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman.

In attendance: Melanie Carroll-Cliffe (Town Clerk), Ed Davies (Administrative Assistant-Minute Taker)

Meeting Room, Memorial Hall, Burry Port 9.35am – 11.05am

1. Personal matters

Apologies were received from Cllrs Mrs Pam Every and Mrs Karen Francis Morris

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

There were no declarations of interest.

3. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 6th December 2017

Cllr Mrs Lisa Mitchell joined the meeting at 9.40am

The minutes of the meeting held on Wednesday 6th December 2017 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) [P3 (7) to consider Christmas lighting/Christmas Carnival]

Cllr Michael Theodoulou stated that there had been some issues with the lighting during the holidays, with some lighting being on at the wrong time, but there had also been some vandalism of the decorations in the Memorial Gardens. The vandalism had consisted of disconnecting some of the lighting and also interference with the nativity scene. He wished the Council to review the situation in advance of Christmas 2018.

A discussion followed where details of the vandalism were discussed, as well as the police involvement. The Clerk confirmed the events and gave an update saying that the Council's CCTV footage had been provided to the Police, to assist in identifying the culprits.

Members discussed any further actions on the part of the Council. As it was believed that the youths responsible were pupils of Ysgol Glan y Môr, it was **AGREED** that in advance of the attendance of the Headteacher and Deputy Headteacher at a Council meeting later in January, the Clerk should notify the Headteacher of these incidents.

There followed a discussion of the processes of dealing with anti-social behaviour by children, both inside and outside of education settings. The Chair stated that this discussion could be a catalyst for work to be undertaken by the Community Care Campaign, but advised that Social Services would need to be included as part of any action.

Cllr Mrs Shirley Matthews stated that the Wales in Bloom Sub-Committee had yet to prepare the article for the website.

The Chair informed the Committee that the Wales in Bloom banners that had been damaged were now taken down.

P3 (5) – Consideration of the Committee’s Budget Monitoring Report

The Chair stated that there was to be a meeting of the four Chairs with the RFO tomorrow, where they would be further discussing the requests for changes to the Budget Monitoring reports.

P7 (11) – to consider entry by the Town Council to the One Voice Wales Innovative Practice National Awards Scheme 2018 (referral from Town Council meeting of 15/11/17)

The Clerk reminded members that the deadline for entry was 25th January and therefore, work needed to be undertaken in completing and submitting the entries.

5. Consideration of the Committee’s Budget Monitoring report

The Clerk informed members that there was no up to date report.

It was discussed that the meeting of the Four Chairs with the RFO and Clerk the following day would be an opportunity to discuss improvements being made to the Council’s financial management.

There followed a discussion where members stated their difficulty in tackling budgets without a more complete breakdown, and their surprise at when final figures were presented to them. The Chair stated that it had yet to be agreed with the RFO what the Committee actually wanted in their reports.

6. Update on budget setting for the 2018/19 financial year.

As there was no additional information to present to the Committee, there was no discussion of this agenda item.

7. To consider applications received for financial donations

The Clerk outlined details of the following application:

Pembrey Mountain Trust

An application from the Trust for £1000 had been received to help with the costs of producing a book which is a reprint of the 4 works detailing the history of Pembrey and Burry Port by John Nicholson.

The Clerk outlined the details they had sent through, which confirmed they had secured the copyright for the 4 works, and also provided some of the expected costs for the publishing.

There was consensus to support the application, subject to two conditions. The first was that the Trust provide copies of their full accounts to the Council, not just a bank statement, and that the Trust agrees to acknowledge the support of the Council in the new book.

The Chair reminded the Committee that they should be careful not to overspend in this budget and to monitor the budget accordingly.

Following discussion, it was **AGREED** that the Clerk could write to the applicant, advising that the Council was minded to support the application, subject to these two conditions.

There followed a discussion about what action should be undertaken should the Trust be unsuccessful in their plans to publish this book. Members felt that in relation to all applications that did not complete the stated aim of their funding application, the Council should request the money back. The Clerk confirmed that this is clearly stated on the covering letter sent out with cheques to successful applicants. It was suggested for the Council to conduct more follow up enquiries to help assess the impact of their funding. Further refinements of the process were suggested also, with some wishing to see copies of the application rather than receiving an oral report from the Clerk. Many felt that firm deadlines for applications should be set and adhered to, that it should be made clear to applicants what is meant by “full bank accounts” and other items so that they supply the correct details, and that they need to be aware that it can take up to two months for an application to be processed.

Following discussion, it was **AGREED** that these issues in relation to improving the donations procedure should be referred to the Four Chairs Committee.

8. Update on the ‘Community Care Campaign’.

Cllr Mrs Lisa Mitchell gave an update on the foodbank appeal that had been organised in advance of Christmas. In total 64 bags of food had been distributed – 30 bags via Age UK, 12 bags via Social Services, 12 bags via Action for Children and 10 bags via the Family Centre.

The whole Committee offered their congratulations to Cllr Mrs Lisa Mitchell and all those who had helped.

There was a brief discussion regarding methods of promoting the Council and its activities. It was discussed that following the current Committee restructuring, a Committee will be tasked with the responsibility of issuing press releases and newsletters.

Cllr Mrs Lisa Mitchell continued, and stated that the food bank appeal would be ongoing and that it was being coordinated with Myrtle House Food Bank which was the regional centre for the Trussell Trust. She explained that at present the plan was for a food drive to be arranged on a quarterly basis via the schools, nurseries and local businesses as before.

Cllr Michael Theodoulou stated that the key for future success in this appeal was to communicate with other local organisations that do similar collections to ensure there is no competition, and to maximise the impact of the collections. He added that it was a good idea to speak with Incredible Edible Carmarthenshire, Pembrey Community Growing Association and other groups to see if any of their surplus could be donated to the food bank.

The Chair stated that this appeal and its success would form an excellent guideline for future Council projects.

There was a brief discussion about the joint meeting arranged later in the week between the Welsh Culture Sub-Committee and the Events Sub-Committee. Cllr Mrs Lisa Mitchell stated that in that meeting they would be addressing the plans for the St David's Day parade and gave examples of some of the organisations and businesses who had pledged support and involvement.

9. Update on planned events

The Clerk advised that the agenda had been prepared prior to arrangements being made for the joint meeting of the two Sub-Committees. However, arrangements for events could be discussed at this meeting.

Cllr Mrs Lisa Mitchell stated the benefits of arranging the St David's Day parade on a weekend day in terms of attendance and to make it a family friendly day. She asked those members who would be attending on Friday to consider in advance any ideas they might have for Welsh themed stalls or activities. She added her support to the suggestion by Cllr Mrs Shirley Matthews to look at making the parade and celebrations a full weekend programme for future years.

10. To consider any referred matters from the other Committees (if any)

There were no additional referred matters from the other committees.

11. Any other business

Cllr Michael Theodoulou wished to raise his concerns at the recent story in the press in relation to Carmarthenshire County Council's plans for the harbour. Previously he had been informed that the arrangement with the private company was for management of the harbour as opposed to a lease agreement. He expressed his deep concern that this decision had been taken by Carmarthenshire County Council without consultation with the Town Council, the Friends of Burry Port Harbour Association or the wider community. He was aware that a public consultation was upcoming but understood that this may be for information only. He stated that the Town Council needed to be involved in the forthcoming discussions.

Cllr Mrs Shirley Matthews suggested that a representative from Carmarthenshire County Council be asked to attend to and present this information to the Council prior to the public consultation event.

There was strong agreement from all members to this suggestion and shock expressed at the lack of respect shown by the County Council to the Town Council and wider community on this issue.

Following discussion, it was **AGREED** that the matter would be referred to the four Chairs meeting on Thursday 4th January as a matter of urgency.