

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

Wednesday 6th December 2017

Present: Chair Cllr Robert John, Cllrs Mrs Pam Every, Peter Freeman, Mrs Shirley Matthews, Mrs Lisa Mitchell (Vice Chair), Mrs Karen Francis-Morris, 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 – 12.35pm

1. Personal matters

No apologies had been received in advance of the meeting.

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

Cllr Mrs Lisa Mitchell declared an interest in agenda item 7 as she is a member of St Mary's Church.

3. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 1st November 2017

Cllr Michael Theodoulou arrived at 9.38am

The minutes of the meeting held on Wednesday 1st November 2017 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) [P2 (4) [P2 (4) [P3 (9) to consider the possibility of arranging a "Super PACT" meeting]

The Chair informed the Committee that no date had yet been set for the "Super PACT" meeting.

P3 (7) to consider Christmas lighting/Christmas Carnival

Cllr Mrs Pam Every enquired as to why the lighting only extended part way down the length of Station Rd.

Cllr Mrs Lisa Mitchell stated that she was aware that there were plans to extend the lighting and that provision could be made in future budgets to do so but that this years budget was already overspent.

In response to a query the Clerk informed the Committee that the lighting was due to be inspected as a number of faults had been reported, with some not coming on and others remaining on all day.

Cllr Michael Theodoulou stated that earlier in the year, he along with Cllr Mrs Shirley Matthews, the Clerk and the former TSO had visited the sites where lighting could be extended with

representatives of the lighting contractors. At that time it was said that extending the lighting to some areas was likely to cost more to do due to technical hurdles that needed to be overcome.

Following a query from a member the Clerk advised that the Carnival Committee (an external volunteer group) was organising the Christmas lights switch-on in Pembrey and that the Council only arranges for the lights to be erected. She added that she understood that the start time was 5.45pm

There followed a discussion where it was recognised that the event was usually less formal than the Burry Port lights switch-on and that the local school is involved with the arrangements. Cllr Michael Theodoulou expressed that he wished to see the Council more involved in the preparations and that the events should be run jointly.

Cllr Mrs Shirley Matthews arrived at 9.45am

A discussion followed regarding information being placed on the Council website. Cllr Michael Theodoulou stated that the service paid for is web maintenance and that it is sufficient for what is paid, but that the issue was a lack of content. To mitigate this problem he felt members needed to be active in generating content for submission and that there should be a sub-committee or group tasked with editing and prioritising before being passed on to the Clerk.

The Chair suggested that the Community Care Campaign Sub-Committee could take on the responsibility of looking after the website and social media.

Cllr Mrs Shirley Matthews felt that it would be appropriate for the Wales in Bloom Sub-Committee to meet to discuss producing an article.

In response to a query about the Wales in Bloom banners, the Clerk informed the Committee that they are to be replaced by the company who undertook the work. After the Maintenance Operatives had taken the company around to inspect the flags, it was believed they had been installed incorrectly and so would likely be replaced for free.

P4 (8) to consider arrangements for the Senior Citizens' Christmas lunch

In response to a query, the Clerk confirmed that arrangements were in hand. Cllr Mrs Lisa Mitchell (as Chair of the Community Care Campaign Sub-Committee) provided the Committee with details of the preparations.

The Clerk added that any members who wished to help with preparations for the day could come to the Hall on Monday 11th December to help set it out.

P5 (9) to consider a 'Community Care Campaign'

Cllr Michael Theodoulou requested confirmation of the membership of the Sub-Committee as a meeting had been called but only 2 members had turned up.

There followed a lengthy discussion about the proposed new structure which had been discussed by the 4 Chairs, in advance of consideration by the full Town Council.

Cllr Mrs Mary Wenman arrived at 10.05.

In returning to the original point Cllr Michael Theodoulou stated that if Cllr Mrs Shirley Matthews was not a member of the Community Care Campaign Sub-Committee then she should be added, as it would need to work closely with the Carnival Committee and she would act as a contact between them. Members **AGREED** the proposal.

5. Consideration of the Committee's Budget Monitoring report

The Chair stated that discussions had taken place with the RFO to consider improvements to the Budget Monitoring reports and that he would be reviewing his procedure accordingly.

Cllr Mrs Karen Francis-Morris arrived at 10.20am

Cllr Michael Theodoulou reiterated his point of view that this matter needs to be referred to the Civic Governance and Personnel Committee as what the Council currently receives are bookkeeping services as opposed to those of a Responsible Finance Officer.

There followed a discussion about which course of action to follow, with some members supporting the idea of the Clerk meeting with the RFO to discuss the matter as his Line Manager. It was acknowledged that the issue was due in part to the working hours of the RFO, although the Clerk stressed that she and he communicated well via phone and email.

Members agreed that the matter would be referred to the Civic Governance and Personnel Committee, with their express concerns to be sent to the Clerk in advance for her to raise at the meeting.

Cllr Michael Theodoulou stated that despite the lack of detail, the document showed that the floral displays budget was overspent and added that despite showing an underspend on Christmas lighting, it was known it too would be overspent with further invoices to be paid. The Clerk confirmed this statement.

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

The Clerk informed the Committee that she had no further update from the RFO since the special meeting convened on the 28th November.

The figures agreed at the meeting were highlighted as follows:

• Marketing and Promotion	£5500
• Community engagement	£24500
• Floral displays	£15000
• Christmas lighting	£13000
• Community events	£12000
• Special development projects	£0
• WiFi Towns initiative	£3000
• Heritage Boards	£500

The Clerk updated the Committee on the financial situation with the Christmas lighting, stating that it had come to light that the Council had entered into 2 contracts last year with Blanchere Illumination, one for hire and one for purchase, whereas previously the Committee had been working with the understanding it had only entered into a hire contract. She informed them that the

hire costs are covered by the budget but that nearly £3000 a year had also been committed to for purchase of lighting.

There were queries as to when the decision to purchase was agreed as Cllr Michael Theodoulou could only find reference in the minutes to a hire agreement as it would reduce annual spending.

There followed a further discussion of the new proposed structure in relation to the budget where it was re-emphasised that nothing had yet been agreed as it was to be discussed at an extraordinary meeting of the full Town Council.

7. To consider applications received for financial donations

The Clerk outlined details of the following applications:

Cymdeithas Cymrodorion Society

An application from the society for £100 had been received to help with running costs.

Cllr Mrs Moira Thomas and Mrs Karen Francis-Morris declared an interest as members of the Society.

Members **AGREED** unanimously to grant the requested amount.

Burry Port Male Voice Choir

An application had been received for £100 to assist with running costs.

Members **AGREED** unanimously to grant the requested amount.

St Mary's Church

An application from the Church had been received to help meet the costs of putting on the annual pantomime.

Cllr Mrs Lisa Mitchell declared an interest as a member of the church.

The Clerk clarified that the application form they had used was an older one, that has since been replaced and so it did not specify the amount they were applying for.

Cllr Mrs Lisa Mitchell briefly left the meeting room to make a phone call and upon her return confirmed that the amount St Mary's Church were seeking was £200.

Cllr Michael Theodoulou suggested that this Committee grant the requested sum, with the proviso that the Church re-applies with the correct form and that the amount is £200.

Members **AGREED** unanimously to the proposal.

Dementia Carers Group

The Clerk clarified that the Dementia Carers' Group had previously submitted two applications, with one having been approved and paid. This related to training costs. The outstanding application is for a total of £1000, and the Clerk highlighted the breakdown of this. The sum of £250 is for a

workshop event in January, £500 is to cover hall hire costs and the purchase of a keyboard, and a further £250 to cover speakers' fees and staffing costs.

The Clerk added that the Group had recently made enquiries about hiring the OAP Hall for an additional day a week regularly but that there were complications with the availability due to other regular bookings. A solution was still being worked out before an answer was given to them.

There followed a discussion where it was queried whether or not there was a limit to the number of times, or a total amount any one organisation could apply to the Council for. It was suggested that the Council may be better able to support the Group through the Community Care Campaign Sub-Committee and also signposting to other grant funding bodies and assisting with applications.

The Clerk stated that having previously spoken to the Group on the matter, she was aware that they had previously successfully applied for grants elsewhere also.

It was emphasised that the Council's policy does not permit grant funding for civic charges. A suggestion was made that the Committee recommend to the Facilities Committee to look to purchase a keyboard to be made available for public use.

Members **AGREED** to grant £500 to the Group to cover the Speakers' fees and staffing costs but to refuse the £500 for the hall hire and keyboard purchase.

8. Update on the 'Community Care Campaign' and consideration of an action plan.

Cllr Mrs Lisa Mitchell provided the Committee with an update on the food bank appeal. Letters were sent to all of the schools and nurseries asking for donations, and that collection would be on Monday 11th December. She had been in contact with local businesses also with many pledging support and making donations, notably the Cooperative branch in Burry Port had made contributions and pledged support in the longer term also. She asked that any Councillors who wished to help sort the donations should meet her at Burry Port Memorial Hall on the morning of Wednesday 13th December.

Cllr Mrs Lisa Mitchell continued that she had been in contact with Myrtle House Church in Llanelli (the local foodbank coordinator for the Trussell Trust), and although the Council would not be able to be established as a full Trussell Trust foodbank, it can be a dedicated sub-branch of the regional coordinator based in Myrtle House. By doing this it would ensure those who are eligible for help can use the Council as an access point.

There followed a brief discussion about the Trussell Trust with the benefits of being part of a wider network involving suppliers, reducing the pressure on local donations, being emphasised, and the improvements to access welcomed.

Cllr Michael Theodoulou stated that with members' agreement the Sub-Committee would meet with Myrtle House in January to finalise the formal arrangement for the future.

There was a brief discussion where it was suggested that both Pembrey Memorial Hall and Burry Port Memorial Hall should be used as points of access, and others felt the programme should remain flexible and respond to demand.

Cllr Mrs Lisa Mitchell stated that she wished to make a presentation to the public on the Community Care Campaign to help clarify what it would be doing. She hoped to do this in January.

There followed a discussion about how the Community Care Campaign would help to meet the Council's responsibilities outlined in the Well-Being of Future Generations Act (Wales) Act 2015.

A meeting of the Community Care Campaign Sub-Committee was arranged for Wednesday 13th December.

Cllr Mrs Lisa Mitchell also stated that she was preparing plans for an event to celebrate St David's Day on Saturday 3rd March 2018. She had spoken to the local schools who were keen to be involved despite it being on a weekend. She had also approached Burry Port Male Choir, Burry Port Town Band and others who had expressed an interest to be involved. The local nurseries had also expressed great interest in taking part. Initially the event would include a parade that ended at the Memorial Hall, followed by stalls, food, activities and performances in the Hall with the option of a marquee if needed.

Cllr Michael Theodoulou reminded the Committee that there was not very much time to prepare and asked for Cllr Mrs Lisa Mitchell to fix dates for the meetings and suggested she work with the chair of the Welsh Sub-Committee (Cllr Peter Freeman).

9. To further consider the consultation on the draft Carmarthenshire Well-being Plan

The Chair outlined that this document from Carmarthenshire County Council was a draft plan and had been informed by a number of sources including the Welsh Index of Multiple Deprivations. He asked members to discuss how the Council should respond.

There followed a discussion of the document where the final page was singled out as being a useful summary but that nothing in the document addressed Town or Community Councils and their role in the plan. It was felt by many that the Council's policy strategy needed developing to help deal with the contents of the plan.

Cllr Mrs Pam Every left the meeting at 11.50am

The discussion continued by establishing what resources were available, with directories such as the Carmarthenshire Association of Voluntary Services identified as being able to find what gaps in well-being provision existed in the community. It was recognised that many people might not be aware of what services were available to them and it was suggested that the Council could produce a leaflet that listed them and distribute it amongst the community.

It was agreed that members would identify directories such as CAVS and begin the process of auditing the local well-being provision to enable the preparation of a leaflet.

Cllr Michael Theodoulou stated that he felt with the time pressures they were facing, the full Town Council needed to arrange an extraordinary meeting prior to the next ordinary meeting on 17th January 2018, solely to discuss the proposed new structure. He advised that he would be discussing this with the Mayor and Clerk.

10. To consider changing the Council's Donations Policy to include donations to individuals (referral from Town Council meeting of 18/10/17)

The Clerk outlined the current policy on donations.

There followed a discussion where members highlighted concerns regarding benefitting small numbers of individuals versus larger numbers through groups and organisations, although it was

recognised that the grants could provide an opportunity to promote Pembrey and Burry Port, as well as the work of the Council.

Cllr Mrs Karen Francis-Morris stated that there was a directory of sponsorships and grants available from Carmarthenshire County Council and the Town Council may be able signpost applicants.

Cllr Mrs Moira Thomas **PROPOSED** that the Committee refer the matter back to the full Town Council with the recommendation that the policy be changed to allow individuals to apply for grants and that each application be considered on its merits. This was seconded by Cllr Peter Freeman and **APPROVED** with 7 voting in favour and with 1 abstention.

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 outlined the award category options and stated that the closing date was the 25th January 2018.

The two categories which were felt appropriate were:

- Best Tourism Initiative
- Best Heritage Initiative

Members were reminded that the Council had won the Best Tourism Initiative at the previous awards.

Cllr Michael Theodoulou **PROPOSED** that the applications should be coordinated by the Community Care Campaign Sub-Committee, seconded by Cllr Mrs Lisa Mitchell. All members **AGREED** to the proposal.

Cllr Mrs Lisa Mitchell (as Chair of the Community Care Campaign Committee) will coordinate the work with the Wales in Bloom Sub-Committee for the Best Tourism Initiative, and with Ed Davies (former Project Development Officer on the Industrial and Maritime Heritage of Pembrey and Burry Port project) on the Best Heritage Initiative.

12. To consider any appropriate projects to seek potential grant funding (referral from Town Council meeting of 15/11/17)

The Clerk reminded members of the nature of the referral stating that it had been decided the best course of action was for members to suggest ideas prior to seeking the help of Carmarthenshire County Council Officers on them.

Cllr Michael Theodoulou stated that in his opinion the Council and Committees should discuss their ideas once the previously discussed audit of well-being services has been done, so that their work could be better focused. He added that there were however plenty of issues tied to Council facilities that could immediately be concentrated upon. This was **APPROVED**.

Cllr Mrs Shirley Matthews stated that the process at Carmarthenshire County Council was to discuss and prepare project ideas into plans that were then shelved until funding sources could be identified. She proposed that the Town Council should do similarly for the future and all members were **AGREED**.

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

There were no additional referred matters from the other committees.

Cllr Michael Theodoulou wished to inform members and seek their approval on a matter and informed them he would be seeking the same permission from the Facilities Committee meeting on 7th December. He stated that with their permission he would be raising the issue with the 4 Chairs group to get an immediate decision as time was limited, otherwise he would have waited until the next full Town Council meeting. He provided a precis of the situation regarding the erection of a new play area adjacent to Burry Port Harbour and outlined how section 106 funding was to be used to undertake the work. The County Council would deliver the project and then hand over to the Town Council to manage.

The principle of this was **APPROVED**, with six voting in favour and one abstention.