

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting
Thursday 7th January 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs John Hedley Jones, Andrew Phillips, Michael Theodoulou and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.15am)

1. Personal Matters.

Apologies were received from Cllrs Geraint Davies, John James and Hefin Williams.

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

Members confirmed their usual declarations of interest.

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

The minutes of the meeting held on 5th November 2015 were approved as a true record.

4. To consider any matters arising from the minutes

P2 (6) To consider any matters arising from the minutes - consideration of Burry Port Harbour regeneration

Cllr Michael Theodoulou updated members that the Executive Board of Carmarthenshire County Council has allocated £500,000 towards the proper dredging of Burry Port Harbour. A further meeting is to be arranged between County Council officers and the Friends of Burry Port Harbour Group before the end of January and they will be working to create a joint plan for the Harbour and surrounding area, to include the south side.

P2 (6) To consider any matters arising from the minutes - Senior Citizens' Christmas Tea

Cllr Shirley Matthews expressed disappointment that very few Councillors attended this Council run event.

P4 (11) Update on possible alternative access entrance to the Burry Port Memorial Hall car park

Cllr Mrs Shirley Matthews updated members that no further information had been received from the surgery, and she will follow up this matter.

P4 (9) Update on the planting of “Anne Frank” trees by local schools

Cllr Mrs Moira Thomas informed the meeting that Parc y Tywyn School would like to be included in the planting of a horse chestnut tree. Therefore, it was agreed that a fourth tree will be purchased and it can be agreed with the school where an appropriate location is. Cllr John Hedley Jones stated that he had been informed that the three trees already purchased were not all horse chestnut trees. It was agreed that Cllr John Hedley Jones would revert to the supplier regarding this to ensure all trees purchased are horse chestnut trees.

P4 (12) Update on the proposed application for outline planning permission for the Copperworks site

Cllr Michael Theodoulou asked for an update regarding the planning of the Copperworks. The Clerk advised that a meeting is being arranged between Robert Davies, Planning Officer, Carmarthenshire County Council and Darkin Architects. The Clerk advised that to her knowledge the planning application has been submitted and she and Cllr John Hedley Jones will follow up on this.

5. Update on the Committee’s requested budget for the 2016/17 financial year

The Clerk circulated to members a summary of amendments to the budget which detailed the reductions proposed by the Finance Committee, following its December meeting.

The Clerk also referred members back to the minutes of the Regeneration and Community Services meeting held on 5th November 2015 to compare what had been proposed and she outlined the main reductions to the budget.

In relation to income, the events income has been omitted, as it was felt that the return of £5,000 was too ambitious and could not be relied on as a source of income.

Cllr Michael Theodoulou suggested that it would be preferable for the Town Council to co-ordinate four strategic events: Christmas market, Fishing Festival, Music Festival and Fireworks display. There should be engagement with different organisations within the community. It was **APPROVED** that a sub group of three members should be set up, chaired by Cllr Mrs Shirley Matthews, to report back to the next meeting.

Marketing and Promotion – lamp post banners to be reduced by £2,000, as there were still available funds within the current year’s budget. An adjustment will be needed this year to move £2,000 to earmarked reserves.

Cllr Stephen James referred to the Town Council’s website stating that it needed to be modernised and the marketing and branding looked into. He felt that £1,500 was insufficient to improve the website. It was agreed that there needed to be effective communication with the community and the best method of doing so is electronically. However, until such time as there is a brief of what is required, it would be difficult to cost the necessary improvements. It was agreed that a task group be set up comprising of Cllrs Stephen James, John James, Geraint Davies, Hefin Williams together with the Clerk.

The two events managed by the Regeneration and Community Services Committee are the Cawl Cennin and the Christmas Tea. It was **APPROVED** that these should not be included within the general civic expenditure budget, as they are not civic events. It was also felt that it was inappropriate for two committees to share a budget. It was further commented that the figure for the Cawl Cennin should be £500 and for the Christmas Tea £750, not the other way round as was stated at the previous meeting.

Cllr John Hedley Jones left the meeting at 10.30am.

Events budget – to be reduced from £10,000 to £2,000.

Special development projects - to be reduced from £28,000 to £15,000, allocated as follows:

Bacce - £5,000

Harbour regeneration - £10,000

Well being - £8,000

New projects - £5,000

There was some discussion that if there were any other worthwhile projects in due course, there was nothing to prevent a request being made to the Finance Committee for consideration, which could be funded from reserves.

6. Entry to Wales in Bloom 2016 and its sponsorship

The Clerk advised members that a decision needs to be made as to whether to enter Wales in Bloom 2016. It was generally agreed that Wales in Bloom provides recognition for the town. Cllr Michael Theodoulou commented that the costings shown do not reflect the true value as labour costs of Council staff are not taken into account. Cllr Shirley Matthews advised that alternative options for planting and sustainability were being investigated. Following discussion, it was **APPROVED** that Pembrey and Burry Port Town Council enter Wales in Bloom 2016.

Cllr Shirley Matthews informed members that sponsorship is being sought and a private donation of £1,000 has already been received. Also, the Clerk has been in contact with RainScape regarding a contribution and will follow up on this. It was agreed that the Wales in Bloom Sub Group would meet shortly.

Cllr Stephen James suggested that sponsorship should be sought for the roundabouts and signs placed upon them with the sponsor's names. It was **APPROVED** that Cllr John Hedley Jones would contact the Planning Officer to check the planning regulations and revert to the Committee.

7. Hosting of Wales in Bloom ceremonies in 2017

Cllr Mrs Shirley Matthews informed the members that Pembrey and Burry Port Town Council have been asked to host Wales in Bloom 2017. A representative from Wales in Bloom has met with the Clerk and Cllrs Mrs Shirley Matthews and Mrs Moira Thomas to discuss requirements. He viewed the Memorial Hall in Burry Port and agreed it would be a suitable venue. A launch ceremony would take place in April 2017 and the awards ceremony

would be in September 2017. The Council would be expected to provide a two course meal for the awards ceremony but in recent years, a charge of £10 per head has been made by the hosts for persons attending. Sponsorship would be sought and a specific event could be put on to raise money. Following the discussion, it was agreed that the Town Council should host Wales in Bloom 2017 and the costs for doing so could be built into the budget over the next two years.

8. Christmas lighting for 2016

The Clerk informed members of the problems that had arisen with the Christmas lights. In particular, the section of lights between Swards and Josephs chip shop on Station Road have never worked. The Clerk had liaised with the electrical contractor leading up to Christmas to try and resolve the problems and had also requested a detailed breakdown of their charges.

Due to difficulties in recent years, it was **APPROVED** that the issue of tendering for Christmas lighting should be referred to the Audit Sub Committee.

Cllr Andrew Phillips informed members that he had been approached by members of the public suggesting that the Council should only install lights on the Square in Pembrey and the Memorial Gardens in Burry Port. However, other members felt that lights should remain on Station Road, as the main thoroughfare of the town.

Members were of the view that the issue of the Christmas lighting needed to be considered at an early date in order to plan ahead for Christmas 2016. It was therefore **APPROVED** that Cllrs Mrs Shirley Matthews and Moira Thomas together with the Clerk meet to consider this. The Clerk will obtain brochures from suppliers prior to this meeting.

9. Any other business

Cllr Mrs Shirley Matthews informed members that an up to date inventory of the crockery owned by the Council had been prepared, from which it was evident that there are a large number of items missing. It was therefore **APPROVED** that this matter should be referred to the Facilities Management Committee.

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting
Thursday 4th February 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Geraint Davies, John James, Andrew Phillips, Michael Theodoulou and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 10.20am)

1. Personal Matters.

Apologies were received from Cllrs Mrs Mary Wenman, Hefin Williams and Stephen James.

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

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 7th January 2016

The minutes of the meeting held on 7th January 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P2 (4) Matters arising – Update on the planting of “Anne Frank” trees by local schools

The Clerk updated that she had spoken with the supplier of the trees. The supplier had explained that horse chestnut trees were not advisable due to their height and the difficulty in sourcing them. Therefore, he would look into alternatives and supply four trees of the same variety.

5. Update on entry to Wales in Bloom 2016 and its sponsorship

Cllr Mrs Shirley Matthews informed members that due to personal reasons, she had not had the opportunity to meet with local businesses but she is hoping to arrange this within the next fortnight. However, she advised that the Carnival Committee is prepared to give a substantial donation towards the flowers for Wales in Bloom 2016. The Wales in Bloom Sub Committee has met and certain areas have been identified for sustainable planting, namely the Moreb roundabout, area at the bottom of New Street and Pembrey Square. Using more sustainable planting will significantly reduce man hours in terms of watering and the cost. Cllr Mrs Shirley Matthews emphasised how the flower displays have enhanced the Pembrey and Burry Port areas. She advised that a photograph of the main harbour roundabout in Burry Port was used in a presentation at the Britain in Bloom awards. Cllr Mrs Shirley Matthews has approached Rory Dickinson of Carmarthenshire County Council regarding wild flowers

being planted around the harbour area. Cllr Mrs Moira Thomas reminded members of the commitment made by the Town Council to host Wales in Bloom 2017.

6. Update on Christmas lighting for 2016

Due to the problems with the Christmas lighting in 2015, Cllr Mrs Shirley Matthews and the Clerk have investigated alternatives. Examples of lamp post lights were circulated. The prices of these vary, depending on the design from between £200 and £500, excluding the bracket. The Clerk informed members that she had identified a company which is prepared to undertake a site visit and make recommendations and will then prepare a computer generated image. Members agreed that this was worthwhile to explore further. Cllr Michael Theodoulou suggested asking the company for two alternatives, one to include our current lights and one totally new design. Cllr Shirley Matthews commented that it is important to have lights where they can be seen and that Station Road is the main thoroughfare.

7. Update on organised community events

Cllr Mrs Shirley Matthews stated that the Carnival Committee had been in negotiation with the Yacht Club regarding future events, including the fireworks display and the possibility of running a music festival alongside the fishing festival.

The Carnival Committee already runs a three day event which comprises a music evening, the carnival and songs of praise and this will be continuing.

Cllr Mrs Shirley Matthews highlighted the fact that other organisations put on events to fund raise for themselves, whereas the Carnival Committee raises funds for the community.

Cllr Michael Theodoulou emphasised the need for clarity in relation to the responsibility for organising events. There are two ways in which the Town Council can be involved, either through a financial donation and / or practical assistance or alternatively, by taking on the responsibility for organising the event, even if this is in partnership with other organisations.

Cllr John James commented that he is hoping to run a number of community events later in 2016/17 and has already approached some organisations.

Cllr Michael Theodoulou referred to the fact that a budget had been approved by the Finance Committee for the running of two events. Clarity is needed for all events regarding who is organising the event, who is funding it and the costings involved. It was therefore agreed that once Cllr Mrs Shirley Matthews has more information, Cllr Mrs Moira Thomas should also be involved in attending meetings, a Vice Chair of the Regeneration and Community Services Committee.

Cllr Mrs Shirley Matthews reminded members that the Cawl Cennin, which is a Council run event, will take place on Wednesday 2nd March 2016 commencing at 1pm. It was agreed that set up for this event would take place at 12.30pm on Tuesday 1st March and raffle prizes from Councillors would be requested. Cllr John James suggested that if Councillors are donating raffle prizes, there should be recognition of those who have donated.

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting

Thursday 3rd March 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Mrs Jean Hire, John James, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman.

In attendance: Melanie Carroll-Cliffe (Town Clerk), John Hedley Jones

(Meeting Room, Memorial Hall, Burry Port 9.30am – 10.45am)

1. Personal Matters.

Apologies were received from Cllrs Hefin Williams, Geraint Davies and Stephen James.

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

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 4th February 2016

The minutes of the meeting held on 4th February 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – Update on the planting of “Anne Frank” trees by local schools

Cllr Michael Theodoulou asked for an update on the planting of the trees. Cllr Mrs Shirley Matthews informed members that the supplier was waiting for delivery of the trees and hoped they would be planted before the next Regeneration and Community Services meeting.

P2 (7) Update on organised community events.

Cllr John James referred to the Cawl Cennin event which had taken place the previous day. The event was a success and Cllr Mrs Shirley Matthews thanked all the Councillors who attended for their help. It was commented that the caterer charged for 110 people and the cost was £4.95 per head. It was suggested that the cawl could be prepared in house next year but help would be required to serve. Cllr Michael Theodoulou suggested using this as a team building exercise with staff and Councillors helping, possibly asking older children from other schools or Coleg Sir Gar to assist.

Cllr Mrs Shirley Matthews informed members that there had unfortunately been issues with the stage curtains and the microphones during the event. She therefore suggested that a few councillors could be trained on how to use the equipment.

Cllr Mrs Shirley Matthews also mentioned the fact that a quantity of crockery, cutlery and other utensils are missing. It was agreed that a full inventory of all kitchen equipment needs to be drawn up, together with a list of missing items. This issue will be referred to the Facilities Management Committee, to consider the purchase of replacement items, which in turn may have to be referred to the Finance Committee. It was emphasised that subsequently, a procedure will need to be implemented, to ensure accountability for safeguarding the Council's equipment.

Cllr Mary Wenman joined the meeting at 9.45am.

5. Update on entry to Wales in Bloom 2016 and its sponsorship

The Clerk informed members that she had recently spoken again to Ffion Green of Welsh Water regarding sponsorship of Wales in Bloom. The Clerk outlined to Ms Green the costings for different schemes. The Clerk explained to Ms Green that the Town Council is looking at more sustainable planting this year. The Moreb roundabout will have a lighthouse with yellow and blue stones around it to replicate a beach. Sustainable planting will also be used at Pembrey, as well as wild flowers being planted in various areas. It is hoped that Ms Green will revert shortly regarding a financial contribution. Also, she has indicated that it may be possible to provide some practical assistance through the local landscaping company used by Welsh Water.

Cllr Michael Theodoulou enquired as to what Welsh Water's detailed proposals are to finish the work currently being undertaken in Burry Port as part of the RainScape scheme and whether they would be improving the areas worked on. It was suggested that RainScape be invited to attend a future Regeneration and Community Services meeting.

The Clerk confirmed that the budget for Wales in Bloom is £13,000. It was highlighted that sustainable plants are more expensive so the first year will be more expensive than future years. Cllr Michael Theodoulou commented that a hidden cost is that of the time it takes staff to water the plants and that this should be taken into account when decisions are made as to what is to be planted.

Cllr Mrs Moira Thomas reminded members of the commitment made by the Town Council to host Wales in Bloom in 2017.

6. Update on Christmas lighting for 2016

Cllr Shirley Matthews informed members that she has spoken to Hugh Parsons, Tourism and Leisure Officer for Carmarthenshire County Council. Mr Parsons had informed her that the money for Llanelli town centre's Christmas lights comes from his budget and the lights are supplied by a local company. Cllr Michael Theodoulou suggested contacting Mr Parsons to ask Carmarthenshire County Council to pay for the Town Council's Christmas lights. It was agreed that the Town Clerk contact Mr Parsons to enquire if Carmarthenshire County Council will subsidise the Town Council's lights.

It was commented that the Christmas lights are still up on the Cornish Arms. It was agreed that Cllr John Hedley Jones would visit the Cornish Arms to speak to the proprietor to ascertain their intentions regarding the lights.

Cllr Michael Theodoulou commented that the Town Council has a budget for installing the lights and for breakages, but not for total replacement. Cllr Mrs Shirley Matthews suggested counting the number of lamp posts to establish how many lights would be required. It was agreed that Cllr Mrs Shirley Matthews will contact the company which supplies lighting for Llanelli town centre to obtain a quotation.

7. Update on organised community events

Cllr Mrs Shirley Matthews informed members that she has approached the Yacht Club regarding community events. This item was due to be discussed at the Yacht Club's last committee meeting, but no feedback has been received as yet. Cllr Shirley Matthews advised that she would ask to attend the next Yacht Club Committee meeting. Cllr John James informed members that, as far as he was aware, both the Yacht Club and the RNLI are interested in running a fireworks event.

Cllr Michael Theodoulou suggested that the Yacht Club be approached to enquire if they are prepared to organise the Fishing Festival with a grant from the Town Council and help from the Carnival Committee. He also suggested the RNLI be approached in the same way regarding a fireworks festival being organised.

8. Update from Bacce Sub Committee

Cllr Michael Theodoulou informed members that there is a joint Bacce Sub Group and Harbour Group meeting to be held on Monday 21st March 2016. Officers from the Regeneration and Grants Department of Carmarthenshire County Council will be attending this meeting. The Sub Group will look at regeneration of the whole area and the impact of the proposed development. It is hoped that S.106 money will be reinvested in both the Bacce area and the harbour area. Cllr Shirley Matthews enquired if this was a closed meeting or could any member of the Town Council attend. Cllr Michael Theodoulou commented that if anyone had a strong interest they were welcome to attend but the group wanted to keep the meeting small. It is not a decision making committee and feedback will be given from the meeting.

Cllr Michael Theodoulou stated that it is important that the Town Council understands where Carmarthenshire County Council development is going to be and tries to ensure that money raised from land sold in the Millennium Coastal Park area is reinvested in that area.

9. Any other business

- Cllr Michael Theodoulou informed members that he had been contacted by a reporter from the Llanelli Herald regarding the Copperworks Social Enterprise Group. He had informed the reporter that following the group approaching the Town Council with just an idea, the Council has allowed a six month period, to enable it to revert with a plan. He also advised that the Town Council is working on an alternative plan.

- The Clerk informed members of a referral from the Facilities Management Committee regarding the policy on awarding financial donations. She also reminded members that as from 1st April 2016 the Regeneration and Community Services Committee will be responsible for the allocation of financial donations. It was agreed that the policy and strategy for awarding grants be reviewed at a future meeting.

Pembrey and Burry Port Town Council
Regeneration and Community Services Committee Meeting

Thursday 7th April 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Geraint Davies, John James, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and John Hedley Jones.

In attendance: Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 10.40am)

1. Personal Matters.

Apologies were received from Cllr Mrs Mary Wenman. There was some discussion in relation to members' absences from meetings and either the lack of apologies or the attendance of a substitute. It was suggested that the Civic Governance and Personnel Committee should possibly consider this issue and particularly whether an alternative member should be appointed to a Committee if a member consistently fails to attend.

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

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 3rd March 2016

The minutes of the meeting held on 3rd March 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – Update on the planting of “Anne Frank” trees by local schools

Cllr Michael Theodoulou queried the position in relation to the planting of “Anne Frank” trees at local schools. It was discussed that none of the trees which have presently been supplied are horse chestnut trees. Nevertheless, Cllr John James proposed that arrangements be made to plant the trees which have been supplied, together with the presentation of a small commemorative plaque. This was **APPROVED** and it was discussed that hopefully, all schools could be attended on the same day.

P2 (4) Matters Arising – update on organised community events

It was confirmed that the Facilities Management Committee is now looking into the issue in relation to missing items of kitchen equipment and their replacement.

5. Review of policy on financial donations

The Clerk reminded members that under the new Committee structure, the granting of financial donations comes within the remit of the Regeneration and Community Services Committee. It was also indicated that as a result of tighter controls on bookings for the Council's facilities, it has resulted in organisations frequently seeking financial donations, to effectively cover the cost of rental. Therefore, as referred to at the last Regeneration and Community Services Committee meeting, the Facilities Management Committee had made a referral in relation to the review of the policy on awarding financial donations.

Members firstly considered transitional grants and given the original reason for their introduction, it was agreed that such grants be suspended for the present time.

Cllr Michael Theodoulou emphasised the importance of making a clear statement about what the Council is prepared to contribute towards and that it should be made evident that it is not prepared to cover the cost of rental charges. He also stated that the Council should not be duplicating funds, and therefore, grants should not be provided if alternative funds can easily be accessed. Cllr Michael Theodoulou also suggested that consideration be given to whether there should be open funding or specific rounds of funding, as is currently the position.

Following the discussions, Cllr John James proposed that save for the suspension of transitional grants, the Committee makes no other amendments to the financial donations policy for the current time and reconsiders it at a later meeting, which was approved. However, it was also **APPROVED** that it be added into the document that rental charges will not be covered.

6. Consideration of new format of budget monitoring report

The proposed new format of the budget monitoring report had initially been considered at the most recent Town Council meeting, following which it had been **APPROVED** that each Committee individually considers it.

Following consideration of the new format of the budget monitoring report, members were in agreement with it, although it was identified that for the new financial year, financial donations would come under the Regeneration and Community Services Committee, not the Finance Committee.

Cllr Michael Theodoulou referred to the fact that there is clarity on budgeted expenditure in terms of delegated authority to Committees. However, there is uncertainty in relation to budgeted income being exceeded. A specific example was discussed in relation to the Wales in Bloom budget. It was queried whether the Committee has the authority to use the money it receives from donations/sponsorship or whether it falls within the overall Council funds, with the potential of it being used for other purposes.

Members were of the view that there should be delegated authority to enable a Committee to accept money, without a referral to the Town Council. It was therefore proposed and **APPROVED** that the issue be referred to the Finance Committee to consider a recommendation of what should happen when income exceeds budget.

7. Update on entry to Wales in Bloom 2016 and its sponsorship

Cllr Mrs Shirley Matthews advised members that the Carnival Committee had covered the cost of a planning application in relation to Moreb Roundabout, as part of its donation to the Wales in Bloom campaign. She also indicated that if the work is proceeded with on Moreb Roundabout, as intended, then there will be minimal work for Town Council staff.

The Clerk also updated members in relation to an intended donation from Welsh Water, due to the RainScape project in Burry Port. She confirmed that Ms Ffion Green had recently indicated that a donation of £1,000 would be made and also, there was an offer of assistance from their design team. The Clerk confirmed that following the last Committee meeting, representatives from Welsh Water had been invited to attend the Regeneration and Community Services Committee meeting. It had not been possible for them to attend that day's meeting and it was therefore **APPROVED** that a further invitation be extended for attendance at the next Committee meeting.

8. Update on Christmas lighting for 2016

Cllr Mrs Shirley Matthews advised members that she had spoken to the gentlemen who is responsible for the supply of the lighting in Llanelli Town Centre. She suggested that she invite him to a future Committee meeting, possibly in June, which was **APPROVED**.

9. Update on organised community events

Cllr Mrs Shirley Matthews advised that once again, there will be a three day event at the beginning of July 2016. There will be a music event on the evening of Friday 1st July, with two bands taking part, as well as a hog roast and licenced bar. On Saturday 2nd July, the carnival will take place. Cllr Mrs Shirley Matthews confirmed that the marquee will be on site and therefore available for the usual Songs of Praise event on Sunday 3rd July. Cllr John James confirmed that he would liaise with Cllrs Mrs Pat Jones in relation to this.

Cllr Mrs Shirley Matthews also updated members that she had spoken to Cllr Andrew Phillips in his capacity as a Committee member for the Yacht Club, regarding the potential of a fireworks display and fishing festival. There is currently no further information as there is a new committee within the Yacht Club, to which these matters will be referred.

Members were reminded that the Mayor is hosting a charity fashion show at the Memorial Hall on 18th April. Cllr Andrew Phillips also advised that a Mayoral Rock Concert will be held at the Memorial Hall on 3rd June.

10. Update from Bacce Sub Committee

Cllr Michael Theodoulou advised members that the joint meeting of the Bacce Sub Committee and the Friends of Burry Port Harbour had taken place, together with officers from the Regeneration Department and the Grants Department of Carmarthenshire County Council also being present. They had considered the proposed developments around the harbour and had agreed to work on a joint master plan. It is also intended that members of the group walk around the harbour on 8th April, with a view to deciding where to site various

things, such as a playground. Subsequently, there will be a further meeting with County Council officers to formulate a draft of the masterplan.

Cllr Andrew Phillips indicated that he was rather sceptical, given that despite the Town Council agreeing to share the cost of a new path at the harbour and it being assured that this work would be carried out by the end of the financial year, it is still outstanding. Cllr John James confirmed that he would pursue this issue. He would firstly speak with Mr Rory Dickinson and failing satisfaction, would take the matter future.

11. To consider any referred matters from other Committees

There were no referred matters.

12. Any other competent business

Cllr Michael Theodoulou advised members that he had informally spoken with Mr Jonathan Fearn of Carmarthenshire County Council the previous day. He had indicated that the Council would be looking to negotiate with the County Council in relation to the potential transfer of the various parks and play areas, with a view to creating “super parks”. Mr Fearn had seemed amenable to this.

Pembrey and Burry Port Town Council
Minutes Regeneration and Community Services Committee Meeting

Thursday 7th July 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Geraint Davies, Hefin Williams, John James, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman, Stephen James, Malcolm Davies and David Owens.

In attendance: Lee Fox (Interim TSS), Melanie Carroll-Cliffe (Town Clerk)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.40am)

Given the attendance of non-committee members at the meeting, the Chair Cllr Mrs Shirley Matthews proposed that item number five on the agenda be taken out of order and dealt with first. This was **APPROVED**.

1. Personal Matters.

Apologies were received from Cllr Andrew Phillips.

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

No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the Regeneration and Leisure Committee meeting held on 5th May 2016.

The minutes of the meeting held on 5th May 2016 were approved as a true record.

4. To consider any matters arising from the minutes

P2 (4) Matters arising – Update on the planting of “Anne Frank” trees by local schools

Cllr John James indicated that the new Burry Port Community School would like a formal presentation for the “Anne Frank” tree donated to the school. It was suggested and agreed that a plaque be presented to be placed by the tree at each school.

P4 (8) Update on organised community events

Cllr Mrs Moira Thomas reported that the Songs of Praise event had gone well. Cllr John James requested that thanks be passed to the Carnival Committee for use of the marquee for the Songs of Praise.

5. Update on the progress of Friends of Burry Port Harbour.

Cllr Michael Theodoulou provided a detailed report on the current position in relation to the Friends of Burry Port Harbour. He referred to the fact that major concerns had been raised about the condition of the harbour at a Town Council meeting approximately a year ago and the fact that the Harbour Forum had not meet for approximately four years. Around the same time, Cllr John James and other County Council members were involved in getting the Scrutiny Committee to consider the harbour, following which the County Council decided to put aside £400,000 for a deeper dredge of the harbour.

Cllr Michael Theodoulou outlined the desirability of a community organisation being set up with stake holder involvement, such as the Yacht Club, RNLI together with representation on the commercial and leisure side. As a result, the Friends of Burry Port Harbour Group was formed. Cllr Robert John is the Town Council's representative on this and the Council provided a grant of £1,000 to the group.

Cllr Michael Theodoulou advised that he is the Committee's Chairperson, whilst Cllr Andrew Phillips is the Vice Chair. Several other Councillors are also on the Committee in different capacities. Friends of Burry Port Harbour was launched for membership at the recent Carnival, at which with 312 members joining on this day, with applications for membership remaining open. It is intended that the Friends of Burry Port Harbour be present at the RNLI's two day event in August.

Cllr Michael Theodoulou advised that he had lodged a copy of the constitution for Friends of Burry Port Harbour with the Clerk, details of which he outlined to members. Its aim is to exert pressure for the harbour to be looked after and to provide a platform for a voice for the community.

The whole objective of the group was to better the infrastructure, look after the harbour and make the harbour more sustainable.

Cllr Michael Theodoulou explained that there is a management committee, which will be made up of associate members (founding members), who are free to elect additional associate members. There are also general members and this membership is open to everybody. Cllr Michael Theodoulou reported that it is intended that a small grant of £5,000 be sought from the Lottery Fund.

Following a query raised, Cllr Michael Theodoulou advised that there is genuine concern in the County Council about finding a permanent solution to the harbour problems. He advised that there are crumbling walls and repair costs for this are £750,000.

Cllr Michael Theodoulou reported that he has spoken with Jonathan Fearn at Carmarthenshire County Council about the possibility of setting up a Harbour Trust, which would enable funds to be applied for which are not available to the County Council. He also reported that Burry Port Harbour is the only harbour in Wales which is owned by a Council. Others are owned by a Harbour Trust or Commission.

Cllr Michael Theodoulou reported that there have been ongoing discussions with the County Council and confirmation has recently been received that it is seriously prepared to consider

the transfer of the harbour to a Harbour Trust. He advised that he has set out conditions in relation to this. As grant funding cannot be guaranteed, then the transfer needs to be made within a business plan which is workable without grant funding. Therefore, the harbour would need to come with a dowry, together with land and cooperation to generate income in the future.

Cllr Michael Theodoulou circulated details of the plan and outlined some of the ideas.

Cllr Michael Theodoulou outlined that the proposed Trust would be a non profit making company. It may register to become a charity at later date but the long term aim is to become a Commission, as this would enable it to access government funding directly. He advised that the following are the proposed members of the Trust:

- Cllrs Michael Theodoulou and John James as individuals.
- Angela Saunders, representing the business sector. She also has technical knowledge due to having a degree in oceanography from Swansea University and having studied Burry Port Harbour.
- Friends of Burry Port Harbour.

Cllr Michael Theodoulou advised that he wishes the Town Council to be a governing member of the Trust. Also the County Council would have an interest, although not a controlling interest. He explained that there will be a Board. Six members of the Board will be elected by the governing members. It is intended that the Friends of Burry Port Harbour will elect three members, the County Council will appoint two members, (either Officers or senior members) and the Town Council will appoint one person to the Board.

Cllr Michael Theodoulou referred to the fact that Cllr Robert John is the elected Town Council representative on the Friends of Burry Port Harbour and it would be up to the Council who it appoints to the Board of Burry Port Harbour Development Trust, although he suggested that this person should be a member of the Regeneration and Community Services Committee. He also advised that it would be intended that staff be appointed to run the harbour on a day to day basis.

Cllr Michael Theodoulou advised that a copy of the Memorandum and Articles of Association of Burry Port Harbour Development Trust has been forwarded to the County Council and again, the Clerk has been provided with a copy.

Cllr Mrs Shirley Matthews thanked Cllr Michael Theodoulou for his detailed presentation, as well as other members who had been involved with the group. It was **APPROVED** that an item be placed on the agenda of the July Town Council meeting in relation to the appointment of a Town Council representative to the Trust Board.

Cllr Malcolm Davies left the meeting at 10.30am. Cllrs Geraint Davies and Hefin Williams left the meeting at 10.50am.

6. Update on entry to Wales in Bloom 2016 and its sponsorship.

Cllr Mrs Shirley Matthews reported that everything is now again proceeding well for the judging of Wales in Bloom. Although there had been an issue with the hanging baskets,

these are in the process of being replaced. Outside Pembrey Church has been planted with sustainable planting. Moreb roundabout is being finalised and should be completed by the end of the week.

Cllr Mrs Shirley Mathews advised that sponsorship for Wales in Bloom campaign 2016 is continuing to be received. Also, there has been increased community engagement, with a new organisation being involved, namely Carmarthenshire Incredible Edibles.

Cllr Michael Theodoulou requested that the Interim TSS provide a report to the Committee on the problems which have been encountered this year in relation to the flowers, to ensure that similar difficulties do not occur in future. The Interim TSS will provide this at the next meeting, together with a breakdown of costs.

7. Further consideration of deferred applications for financial donations.

The Clerk outlined further details in relation to the deferred applications, as follows:

First Burry Port Guides – this organisations has confirmed that it is seeking a grant of £200 towards the purchase of equipment. This was approved.

Pembrey Community Growing Association – due to the size of this project (£30,000) and other funding options being applied for, it was felt that representatives of the group should meet with members of this committee to discuss how the Town Council could possibly assist with the project. It was therefore agreed that representatives be invited to attend the September meeting of the committee. TEL KATRINA MUDGE DATE OF MEETING, FIRST ITEM.

Pembrey and Burry Port Photographic Society – this organisation has confirmed that it is looking to purchase four backgrounds at a cost of £50 each and therefore a total grant of £200 is being sought. Members queried where this organisations is now based. It was therefore decisions that this application be further deferred in order for information to be obtained regarding where the organisation is based and also the number of members who reside in the Pembrey and Burry Port area. CONTACT JEFF BURT AND ASK.

Cymdeithas Cymrodion – It has been clarified that this organisation is seeking a donation of £100 toward the cost of speakers. Cllr Mrs Moira Thomas declared an interest in relation to this application. The request for £100 was **APPROVED**.

Burry Port Ty Mair Family Centre – the organisation has indicated that it has provisionally booked dance/dram sessions for the first two weeks of August. It has also indicated that there is lottery money in the underspend pot. Cllr Michael Theodoulou advised members that the organisation could request that funds be released from the lottery fund if it has an underspent and he confirmed that he would be happy to provide advice regarding this. It was therefore **APPROVED** that the Clerk notify the organisation that it should make the appropriate approach to the Lottery Fund to request that some of the underspend be diverted to cover these sessions and if this is not allowed, then it can revert to the Town Council.

The Clerk also informed members that there was a new application for a financial donation from the Dementia Care Support Group. Members were agreeable to consider this application and a donation of £200 was **APPROVED**.

8. Information from SLCC/One Voice Wales Joint Conference held on 22nd June 2016, with particular reference to the Well-being of Future Generations (Wales) Act 2015.

The Clerk reported that she, together with Cllrs Mrs Shirley Matthews and John James had attended this conference, the focus of which related to the Well-being of Future Generations (Wales) Act 2015. She circulated to members a hand out, detailing information regarding this legislation. It was felt that this would be very helpful to the sub committee which has been tasked with considering how the Town Council will meet its responsibilities in relation to this legislation.

9. To appoint two members to the Task and Finish Group to consider future bar facilities at Burry Port Memorial Hall (referral from Town Council meeting 15th June 2016).

The Clerk outlined that Cllrs Andrew Phillips and David Owens had been appointed as the members from the Finance Committee, whilst Cllrs Mrs Moira Thomas and Robert John were the appointed representatives from the Facilities Management Committee. Members felt that one further member was sufficient and it was therefore **APPROVED** that Cllr Mrs Shirley Matthews be appointed as this committee's representative.

10. To consider any referred matters from the other Committees.

Cllr Michael Theodoulou queried the job evaluation process. Cllr John James reported that he had sent numerous emails to the officer dealing with the matter at Carmarthenshire County Council but to no avail. He advised that the group of Councillors that were currently dealing with the evaluation process would meet again the following week and if at this time no response had been received from the County Council, other options would need to be considered in order to finalise the evaluation process.

Cllr Michael Theodoulou emphasised that he was concerned at the length of time that the evaluation process has taken to date.

Pembrey and Burry Port Town Council
Minutes Regeneration and Community Services Committee Meeting
08/09/2016

Present: - Chair Shirley Matthews, Cllrs, Michael Theodoulou, Geraint Davies, John James, Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk)
Lee Fox (Interim TSS) and
Mrs Katrina Mudge Pembrey Growing Association.

(Meeting Room, Memorial Hall, Burry Port 9.30am – 11.55am)

1. Personal Matters.

The Town Clerk advised members that apologies had been received from Cllrs Andrew Phillips and Mrs Mary Wenman. She also informed members that Cllr Hefin Williams has resigned from the committee due to work commitments.

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

There were no declarations in relation to the business to be transacted.

3. To consider further information from Pembrey Growing Association regarding an intended project and how the Town Council can potentially provide assistance.

Cllr Mrs Shirley Matthews welcomed Mrs Katrina Mudge to the meeting. Mrs Mudge provided the committee with a thorough overview of the Pembrey Growing Association and its current projects. She explained that there are 36 plots on site and also an area designated for the community to use. It is hoped that this will be used by schools and local groups. She mentioned a proposal to build a large pond and that there was evidence of a natural well on the current site. They also propose to build a community shed for schools and groups to access where there will be microscopes and hand held lenses. A picnic area is also intended and compostable toilets are being considered.

Mrs Mudge confirmed that she is liaising with the local schools. She also mentioned that Mrs Pat Neil is assisting with a grant application. In response to a query, Mrs Mudge advised that the pond would be shallow and fully fenced off.

Cllr Michael Theodoulou commented that the plan could be a very attractive proposition to the Big Lottery Fund if it was more structured and ambitious with a larger amount being sought. He recommended that a detailed plan be created. He further confirmed that he would be happy to assist with the business plan, if the initial draft was prepared.

4. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Thursday 7th July 2016

The minutes of the meeting held on the 7th July 2016 were approved as a true record.

5. To consider any matters arising from the minutes.

P1 (4) Matters arising - Anne Frank Trees

Cllr John James queried the position regarding the Anne Frank plaques. The Interim TSS confirmed that the cost of the engraved plaques would be £8.00 each. It was approved that these be purchased.

P5 (9) Bar Facilities

The Clerk outlined that at a recent meeting of the working group, it was agreed that it was a viable option for the Town Council to operate its own bar facilities at events at the Memorial Hall. The group intends to meet again on the 26th September to consider plans and costings for the proposed new bar facility. In connection with this it was confirmed that the interim TSS would be including in his report to the next Town Council meeting details of the new remote alarm and CCTV system.

6. To consider difficulties in relation to the Council's entry to the Wales in Bloom 2016 campaign.

Cllr Mrs Shirley Matthews informed members that the main project this year was the replica lighthouse on Moreb roundabout. Unfortunately, a local firm which had promised to build and donate the lighthouse had failed to do so at short notice, due to timescales and manpower. The Interim TSS outlined what work was then undertaken to fulfil the project. The Interim TSS also outlined some difficulties with the hanging baskets, together with the benefits of self watering baskets. He confirmed that all issues in relation to equipment have been rectified following the purchase of two new mowers.

There was a discussion in relation to the attendance at the Wales in Bloom Awards Ceremony on the 16th September 2016 and the best method of transport. It was confirmed that the event be attended by Cllrs Moira Thomas, Shirley Matthews and (Interim TSS) Lee Fox, subject to the Wales in Bloom organisers agreeing to there being three representatives. .

It was agreed by the committee that the Interim TSS was to drive to Prestatyn ensuring a cost effective trip.

As there is no available budget for this the committee also agreed to recommend expenditure of up to £400 to the Finance Committee.

There was some discussion in relation to the condition of the verges. Cllr John James advised that he will be raising this issue at a meeting with the Director of Technical Services at Carmarthenshire County Council.

It was also requested that the Interim TSS finish off his report on the lessons learned from this year's campaign and looking forward. It was further approved that the Interim TSS should report on the full cost of the floral displays and the intentions for future years so that the standards can be maintained but costs can be reduced. It was suggested that this form part of a three year plan.

7. To consider planning ahead for the hosting of the Wales in Bloom 2017 campaign.

It was discussed that there needed to be two events arranged for the hosting of Wales in Bloom 2017. Initially, there is a launch ceremony around March/April and there is the much larger scale awards ceremony which is held during September. It was agreed that there should be even more engagement with local individuals, organisations and businesses so as to obtain maximum publicity and support. It was further agreed that the Wales in Bloom Sub Group would need to prepare a separate plan specifically for the hosting of the event.

8. Update on Christmas lighting for 2016

Cllr Mrs Shirley Matthews referred to the difficulties encountered with the existing lighting last Christmas. As a result, alternative options are being considered for this and future years, to include the possibility of hiring lighting. Hiring would alleviate the problems with storage and breakages. It was agreed that a task group needed to be formed and to meet quickly in order to progress the plans for this year's Christmas lighting. The members of the group will be Cllrs Mrs Shirley Matthews, Mrs Moira Thomas, John James, Michael Theodoulou and Geraint Davies. It was agreed that the group will meet on 15th September at 11.30am.

9. To consider applications for financial donations.

The Clerk outlined the various applications which had been received for financial donations, as follows:

Burry Port Town Band is seeking funding to purchase new music. A donation of £200 was **approved**.

Burry Port Senior Citizens Fellowship Club. No information had been provided on the application form in relation to the amount of the donation being requested, nor had any bank statements been attached. Accordingly, in accordance with usual practice, it was agreed that this application be **deferred** until such time as further information had been obtained.

Burry Port Operatic Society. A community grant of £810 was being sought to assist with the cost of this year's opera production to be held at the Memorial Hall and specifically to cover accommodation costs of the three principal performers. This was **approved**.

Burry Port Male Choir. A community grant of £400 was being sought for the purchase of additional sheet music specifically for a performance at the Royal

Albert Hall, London in 2018. The music will also supplement the resources for local concerts. This application was **approved**.

Burry Port Charity Fund. No information had been provided on the application form in relation to the amount of the donation being requested. It was agreed that this application should be **deferred** as it was felt that there was insufficient information. The application stated that the grant was requested to raise money for local causes within Pembrey and Burry Port and it also indicated that this year, funds were specifically being raised for an autistic charity. Members discussed that such local organisations can directly make an application to the Council for grant funding and that this information should be referred back to Burry Port Charity Fund.

There was a general discussion in relation to the current format for awarding grants, which occurs on three occasions per year. It was felt that it would be preferable for there to be a more flexible system, so that the Committee could consider applications at any of its meetings. It was therefore **APPROVED** that as from January 2017, there be a standing item on the Committee's agenda to consider any requests which had been received for financial donations. This information should be notified to the usual organisations that make applications. Additionally, they should be informed that normally, donations will be limited to two per year for each organisation.

10. To consider any referred matters from the other Committees

There were no additional referred matters.

11. Any other competent business.

The Clerk circulated the Committee's budget monitoring report which she had obtained from the RFO, for the consideration of members. A query was raised by Cllr Michael Theodoulou as to whether the marketing and promotion budget was under the remit of the correct committee. He further queried what the up to date position was in relation to a proposed fishing festival and fireworks display. Cllr Mrs Shirley Matthews advised that she had encountered difficulties in obtaining interest from the local Yacht Club. However, she indicated that the Carnival Committee would be prepared to consider the organisation of a fireworks display. She confirmed that she would look into this further and would report back to the Committee.

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

6th October 2016

Present: - Chair Mrs Shirley Matthews, Cllrs John James, Michael Theodoulou, Mrs Mary Wenman and Mrs Moira Thomas.

In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (TSO)

(Meeting Room, Memorial Hall, Burry Port 9.30am – 12.15pm)

1. Personal Matters.

Apologies were received from Cllrs Andrew Phillips and Geraint Davies.

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

There were no declarations of interest made in relation to the business to be transacted.

3. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Thursday 8th September 2016

The minutes of the meeting held on 8th September 2016 were confirmed as a true record.

4. To consider any matters arising from the minutes

P1 (3) To consider further information from Pembrey Growing Association.

Cllr Michael Theodoulou informed members that Pembrey Growing Association had not contacted him in for further advice.

P2 (5) Matters arising - Bar facilities

Members were advised that a design and costings are presently awaited.

5. Consideration of the Committee's Budget monitoring report (copy enclosed)

Cllr Michael Theodoulou referred to the fact that the Committee needs to give consideration to what it wants to market, given that it has a marketing budget. It was discussed that the Facilities Management Committee will be responsible for marketing the Council's buildings, although presently it has no budget to do so. The Clerk confirmed that this issue was on the agenda for consideration by the Finance Committee the following week.

Cllr Mrs Shirley Matthews confirmed that she would like to develop boards to promote the history of Pembrey. Also, she wishes to obtain banners/letter signage. She also felt that consideration should be given to purchasing bunting for use over the summer period.

Following discussion, it was agreed that an item be placed on the agenda for the next Committee meeting, to specifically consider marketing.

Cllr John James left the meeting at 9.55am.

6. Consideration of contractors' report for the 2015/16 financial year (referral from Finance Committee meeting of 12th September)

Members were advised that this report was prepared for the Finance Committee but at the request of that Committee, it was being circulated to other Committees, for information purposes.

Following a query regarding tendering, the TSO confirmed that correct procedure would be followed in line with the Council's Financial Regulations.

7. To consider positive support by the Town Council in achieving a "Dementia Friendly" Community

The Town Clerk advised members that she had recently met with Mrs Dorothy McDonald and other members of the Dementia Carers Group together with Cllrs Mrs Shirley Matthews and Michael Theodoulou.

The Dementia Carers' Group has obtained support from Cefn Sidan Rotary Club to try to achieve a 'Dementia Friendly' community. As part of this, letters had been sent out to local businesses inviting them to attend a meeting at the Memorial Hall, but unfortunately, no representatives from the businesses had attended.

Cllr Michael Theodoulou referred to the need to raise awareness and this being achieved through a press release. In doing so, the benefits to the businesses should be highlighted in order to encourage them to become 'Dementia Friendly'.

Following discussion, the Committee was in full support to try to make the local community 'Dementia Friendly'. The Clerk advised members that she was aware that an officer at Llanelli Town Council had recently received training to become a 'Dementia Friend'. It was therefore agreed that enquiries be made as to the source of this training.

8. To consider planning for the Wales in Bloom 2017 campaign and it's hosting

The Clerk circulated the Judge's report to members in relation to this year's campaign.

Cllr Michael Theodoulou queried what are we trying to achieve, that is, are we trying to win awards or is the aim to improve how the community looks?

Cllr Mrs Shirley Matthews advised that at a sub group meeting the previous day, there had been discussions on new designs for roundabouts, to involve structured planting and features. A long term plan will be brought to the Committee in due course.

Discussions also took place regarding the planned hosting of Wales in Bloom 2017 and what this entailed. Consideration is being given to holding the launch ceremony, which will be in March 2017, at Pembrey Memorial Hall. The larger Awards Ceremony event will be held at Burry Port Memorial Hall and it is hoped that it may be possible to arrange for students at Pibwrlwyd College to undertake the catering for this.

9. Update on Christmas lighting for 2016

The TSO provided the group with detailed costings for the new installation. There were additional costs due to the full replacement of previously installed electrical sockets which are unsafe. The new lights would include additional lighting for the boulevard pathway at Burry Port Harbour and also more lighting along Station Road. The additional costs are to be advised to the Finance Committee but it is unnecessary to request additional funding as money will be available from other areas of the Committee's budget.

It was further agreed that the TSO obtain a price for existing available lighting to be erected outside Burry Port Memorial Hall and Pembrey Memorial Hall.

Lastly, the Clerk reminded members that the Committee needed to consider its requirements and costings for Christmas lighting in 2017, as the budget setting process would be starting next week.

10. To consider the formation of a strategic planning working group (referral from Facilities Management Committee meeting 27th September 2016)

Cllr Michael Theodoulou explained the idea of the strategic planning working group which had been initiated by the Facilities Management Committee. He had suggested that all the other Committees do the same and that all the ideas be collated into the Council's overall strategic plan.

Following discussion, it was agreed that this issue should be considered by the Committee as a whole and a special meeting was agreed for members to formulate some initial ideas.

11. Update on all Sub Committees (Well-being and Future Generations, Bacce and Planning)

The Clerk advised members of meetings/events she had attended in relation to the Well-Being of Future Generations legislation. She further outlined the details of the new Public Services Board and the work which is being undertaken in order to ultimately produce a Well-Being plan for Carmarthenshire, which will be publicised in April 2018.

In relation to the Bacce Sub Committee, it was discussed that the Sub Committee had been awaiting to see what the developments were with the Friends of Burry Port Harbour group.

It was agreed that the work of these two Sub Committees should be discussed at the planned special strategic planning meeting.

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

There were no additional referred matters.

13. Any other competent business

The Clerk referred to the applications for financial donations which had been deferred from the previous meeting.

Burry Port Charity Fund

Information had been received that the sum of £250 was being requested. Also, it had been advised that the money was intended to be used for the administration costs of the charity. Members were

of the view that this application should be rejected, on the basis that the Town Council has a policy of assisting local organisations by directly given grants.

Burry Port Senior Citizens Fellowship Club

Information is still awaited from this organisation. However, members agreed that if the organisation requests a donation of up to £200, then the Clerk is authorised to approve this.

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

Thursday 1st December 2016

Present: - Chair Cllr Mrs Shirley Matthews, Cllrs Geraint Davies, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas and Mrs Mary Wenman.

In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (TSO)

Meeting Room, Memorial Hall, Burry Port 9.30am – 10.45am

1. Personal matters

Apologies were received from Cllr John James.

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

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

3. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Thursday 3rd November 2016 and the Special Committee meeting of 17th November 2016

The minutes of the meetings held on 3rd November 2016 and 17th November 2016 were approved as a true record.

4. To consider any matters arising from the minutes

Minutes 3rd November 2016

There were no matters arising.

Minutes 17th November 2016

P2 (3) Further consideration of future strategic planning for the committee

Cllr Michael Theodoulou queried whether it had been concluded at the previous meeting that enquiries be made in relation to the potential engagement of a consultancy service, as he understood that it had been decided to delay any strategic planning until after the election of a new Council in May 2017. However, other members agreed that it had been approved that some enquiries be made in this regard, for future consideration by the committee in due course.

5. Consideration of the Committee's Budget Monitoring report

A copy of the budget monitoring report had been circulated to members with the agenda, for their consideration.

Cllr Michael Theodoulou referred to the fact that although the committee had agreed upon internal virements, these do not appear to have been carried out by the RFO as yet. He requested that the

powers of the committees be clarified, specifically in relation to whether the Finance Committee has to be approached for approval of internal virements within other committees' budgets.

A query was raised by Cllr Mrs Mary Wenman in relation to contributions made by local businesses to the floral displays and Christmas lighting, as she was aware of a particular local business owner who was happy to make a donation. Cllr Mrs Shirley Matthews confirmed that letters would be sent out in due course to all local businesses.

6. To further consider the Committee's budget requirements for the 2017/18 financial year

The Clerk referred to the special meeting that was held on 17th November 2016, where figures were agreed as a proposed budget for the committee for the 2017/18 financial year. It was confirmed that these figures would be passed to the Finance Committee, for consideration. Cllr Michael Theodoulou suggested that it would be worthwhile for the relevant chairs to be in attendance when the Finance Committee considers the various budget requests. Members agreed that it would be helpful to have a committee representative present and that this could be another committee member, if the Chairperson was unavailable to attend.

7. Update on Christmas lighting for 2016

The TSO provided an update to members. He advised that it had been necessary to have some new electrical connections via Carmarthenshire County Council. Many new installations had been required, to ensure compliance with regulations. He also advised that it had not been possible for all town centre businesses to have lighting outside.

Cllr Mrs Shirley Matthews informed members that she had received complaints about the lack of lighting in Pembrey and she was concerned, due to the switching on of the lights in Pembrey taking place that evening. She referred to the fact that the Carnival Committee is making a financial donation and queried whether this would enable Pembrey Square to be completed with lighting. Cllr Michael Theodoulou referred to the fact that the TSO had been correctly undertaking his duties by keeping within budget and complying with regulations. He therefore emphasised that the committee needed to decide what its objective is, and whether this is to illuminate all of Randall Square in Pembrey. It was discussed that this is what has occurred in previous years. It was therefore **APPROVED** that the TSO should contact the electrical contractor immediately after the meeting, to ascertain if it was possible to erect additional lighting in Pembrey Square in time for the switching on of the lights that evening.

There was a discussion in relation to the potential to receive some funding from Carmarthenshire County Council for Christmas lighting in future years. Members were informed that the Clerk and some members from the Wales in Bloom Sub Committee were shortly due to meet with Huw Parsons from Carmarthenshire County Council. Therefore, a query could be raised regarding Christmas lighting during this meeting. Cllr Michael Theodoulou emphasised that as a County Councillor, Cllr Mrs Shirley Matthews had the right to know how much the County Council donates towards the Christmas lighting in Carmarthen and Llanelli town centres.

There was also a brief discussion in relation to the availability of Section 106 funds. Cllr Mrs Shirley Matthews advised that she would speak with Cllr John James and try to arrange a meeting with finance officers within Carmarthenshire County Council, to obtain further information. She also advised that she would enquire if appropriate officers could come to meet with the Committee in January 2017.

8. Update on future strategic planning, to include a marketing strategy for the Committee

Cllr Mrs Shirley Matthews raised the possibility of producing a promotional leaflet. The Clerk also referred to the fact that previously, a newsletter had been produced and circulated to local residents.

It was discussed that if the Finance Committee approves the requested budget for 2017/18, then there will be a £10,000 budget for marketing and promotion and therefore, leaflets could be produced out of this budget. In the meantime, if these were proceeded with earlier, then there would still be some available funds under the Special Development Projects budget.

Cllr Mrs Moira Thomas informed members that a leaflet was being produced by the Heritage Committee but this specifically related to historical aspects of the community.

The TSO advised that he had approached a website, namely 'Roundabouts of Britain' in relation to Moreb roundabout and as a result, they wish it to feature on the home page of the website. The Committee was pleased by this publicity and **APPROVED** of the same.

9. To further consider applications for financial donations deferred from the meeting of 3rd November 2016, together with consideration of an application received from St Illtyd's Church, Pembrey

The Clerk outlined that additional information had now been received in relation to applications for financial donations which were deferred from the previous meeting, as follows:

Pembrey AFC – Three quotations had now been provided in relation to this work. The Football Club intended engaging the services of the contractor who had provided the cheapest quotation. Following discussion, it was **APPROVED** that a community grant of £1,000 be made towards the cost of the intended work.

St Mary's Church, Burry Port – Confirmation had now been received of the amount being requested, being the sum of £200. This financial donation was **APPROVED**.

The Clerk also referred to the following applications which had been received:

St Illtyd's Church, Pembrey – An application for a community grant of £350 had been received, in relation to the purchase of Christmas tree stands for the Christmas Tree Festival to be held between 8th and 11th December 2016. The application stated that the total cost of the event was £1,000. It was discussed that the Christmas Tree Festival only takes place every three years and therefore, members **APPROVED** the donation of £350 on the condition that the stands could be utilised for other community use, if required.

Llanelli Ramblers Festival of Walks 2017 – the Clerk confirmed that a request had once again been received for a donation towards the annual Llanelli Ramblers Festival of Walks. The 2017 festival will take place from 26th to 29th May. Members **APPROVED** a donation of £100 towards this event.

10. To consider the submission of an entry to the One Voice Wales Innovative Practice National Awards Scheme (referral from Town Council meeting of 16th November 2016)

The Clerk referred to discussions which had taken place at the Town Council meeting of 16th November 2016, following which a referral had been made to the committee to consider the preparation and submission of an entry to the One Voice Wales Innovative Practice National

Awards under the category of Best Tourism Initiative. The Clerk outlined the details of this category, the criteria for entry and how and when this is to be done, the deadline being 20th January 2017. Members were in favour of proceeding with the entry. It was therefore agreed that the Clerk consider the information and the TSO assist with the supporting photographs to be sent. Cllr Michael Theodoulou confirmed that thereafter, he was happy to assist in the completion of the application, if required, prior to its submission.

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

There were no referred matters.