

**Pembrey and Burry Port Town Council**

**Minutes Regeneration and Wellbeing Committee Meeting**

**Thursday 13<sup>th</sup> September 2018**

**Present:** Councillors Richard Adler, Peter Freeman, Robert John, Mrs Lisa Mitchell, Michael Theodoulou and Mrs Mary Wenman

**In attendance:** Ed Davies (Administrative Assistant-Minute Taker)

Clerk's Office, Memorial Institute, Burry Port 6.40pm – 8.45pm

**1. To receive apologies for absence.**

Apologies were received from Cllrs Mrs Pam Every, Mrs Amanda Fox and John James.

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

Cllr Robert John declared an interest due to his membership of the Burry Port Opera as they had submitted a grant application.

**3. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Wednesday 11<sup>th</sup> July 2018**

In relation to accuracy all members were **AGREED** that they were representative of the meeting of the 11<sup>th</sup> July and no corrections were needed.

**ACTION: OFFICE**

**4. To consider any matters arising from the minutes and the action list provided**

P1 (4) – re: Sub-Committees

The Committee was informed that some Sub-Committees had been populated but that others were still awaiting confirmation.

P2 (8) – re: Tour of Britain

Members were informed that the events surrounding the Tour of Britain had been successful and had reached out to lots of people in the community, particularly children and young people. It was reported that the Council had worked well with the Cycle Club in organising school talks, two bike-ready events and the marquee for on the day also. There had been a call for similar events to be organised in the future and the Events Sub-Committee was looking at arranging something for 2019.

Members recognised the hard work and credit due to the Cycle Club members who volunteered at the events as well as the support shown by the Heritage Group who had a display at the Tour of Britain race start. It was reported that over 7500 people had attended at Pembrey Country Park.

Members unanimously requested that an email be sent to the Heritage Group thanking them for their help and support at such short notice.

**ACTION: OFFICE**

There was a request for pictures of the Tour of Britain event to be put up on the website:

**ACTION: CLLR MITCHELL and OFFICE**

P2 (7) – re: foodbank

Members were informed that the food collection had been well received by the charities and organisations who distributed the bags. They reported that the food had been much needed but that there had still been a shortage by the end of the summer holidays. Further feedback and written statements were requested by the Committee to help assess the impact and for use during future foodbank appeals and on the Council website.

**ACTION: CLLR MITCHELL**

P4 (9) – Town Wifi scheme

Members were informed that the locations for the wifi hubs had been chosen and that the owners had been notified and permissions were being sought for them to be installed. Some of these needed following up on. All locations had agreed to be involved but some of them required additional authorisations from elsewhere before permission was confirmed.

P4 (10e) – safe routes to school

The Committee received a report that this had been raised at a School Governor's meeting and that they had stated that the school was awaiting advice from a County Council assessment of the situation before making any decisions on where to make safety improvements, but that the Town Council's support would be welcome when it was required.

**5. Consideration of the Committee's budget monitoring report**

Members were informed that there was no report this month. This was of concern to all members who wished for the matter to be addressed on the return of the RFO from annual leave.

**6. Consideration of applications received for financial donations (if any).**

An application had been received from Cylch Meithrin for £1000 to help with the cost of improving resources for children.

Members felt uncertain about supporting such a large application without an up to date budget monitoring report. It was also felt that large applications such as this should include a larger amount of detail about how the money would be spent and why it was necessary. It was also felt that the process regarding larger applications of over £200 should be reviewed, and the applications should be copied to all members in advance of the meeting.

Members all agreed that they needed to know information such as budget detail, attendance levels and intended spending to make a full assessment.

There was a discussion of the difficulties an organisation such as the Cylch Meithrin faced compared to a private nursery.

Cllr Peter Freeman **PROPOSED** for a meeting to be arranged with the Cylch Meithrin to discuss their application, seconded by Cllr Michael Theodoulou.

**ACTION: OFFICE**

An application had been received from Cylch Meithrin for £200 to help with the cost of improving resources for children.

Members stated that this application could be **APPROVED** for the level of detail submitted.

**ACTION: OFFICE**

An application had been received from the local branch of Epilepsy Action for £200 towards a fundraising event.

Members discussed the application and the impact a fundraising event could have for those in need. Provided the applicant supplied their account details, the application was **APPROVED**.

**ACTION: OFFICE**

An application had been received from the Town Band, requesting £1000 to allow them to attend the National Championship Finals.

A detailed breakdown of the costs of attendance was read out, which amounted to £2400.

Members expressed a strong desire to support given the renown of the band, their work in promoting and raising the profile of the town and for their support at Council events.

There was again a discussion of the lack of a budget monitoring report for making a decision on such a large application, however some members felt confident there would be enough money to support this. The application was therefore **APPROVED**.

**ACTION: OFFICE**

An application had been received from the Burry Port Bowls Club for £155 to update their Honours Board.

Members discussed the application and **APPROVED**.

**ACTION: OFFICE**

An application had been received from Ysgol Glan y Môr for £350 to go towards their annual Awards Evening.

Cllr Michael Theodoulou declared an interest as he sits on the schools Finance Committee.

Members discussed the application, noting that all schools have to host this event, raising concerns that if the Town Council uses this fund to support Ysgol Glan y Môr for this event, then they would be obliged to support a similar application from the primary schools also. It was recognised that all funding was getting tighter but that the Council could not and should not meet that shortfall.

A vote was called with members asked to vote in favour or against the application. In the ensuing vote 0 voted in favour, 3 against and 2 abstentions. The application was therefore **DECLINED**.

**ACTION: OFFICE**

An application had been received from the Burry Port Cycle Club for £200 to cover the cost of cones and banners and a new spin bike.

Members noted that supporting this application would fit neatly with some of the Council's objectives for the Wellbeing of Future Generations (Wales) Act.

The application was therefore **APPROVED**.

**ACTION: OFFICE**

An application had been received from Jonathan Williams of CETMA for £200 for a youth disco in Pembrey Memorial Hall.

It was noted that the Facilities and Assets Committee had decided to approve the use of the Hall on a 6-month trial period for this disco, providing these funds would enable the organisation to prove the viability of the scheme.

The application was therefore **APPROVED**.

**ACTION: OFFICE**

An application had been received from the Burry Port Opera Society for £800 to go towards their annual performance.

**Cllr Robert John had already declared an interest and therefore Cllr Mrs Lisa Mitchel, as Vice Chair of the Committee took over chairing of the meeting.**

Members were informed that the money would be used to cover principals' fees for the 2018 production. The total cost of the performance was shown to be £14,500.

Members again discussed the budget, querying how much would be left after the amounts already committed previously, although some members felt confident there would be sufficient in the budget to support this application also.

The application was therefore **APPROVED**.

Members took the opportunity to discuss under this agenda item the issue of not allowing applicants to the grants to use the money towards the hire of Council facilities. It was noted that the fees and charges for hire were set by the Facilities and Assets Committee. It was felt that by not allowing applicants to use the funds in this way it disadvantaged smaller groups and organisations.

Cllr Michael Theodoulou **PROPOSED** that the Committee reassess the Donations Policy to allow smaller organisations and groups, on a case by case basis, to apply for and use the grants to pay the hire charges, seconded by Peter Freeman.

In the ensuing vote 5 voted in favour, with 0 against and 1 abstention. The proposal was therefore **AGREED**. The Donations Policy would be reviewed at the next Committee meeting.

**ACTION: OFFICE**

## **7. Report from the Events Sub-Committee**

Members were provided with a paper copy showing the timeline of events through to December 2019. There followed an update on progress on upcoming events as follows:

### Remembrance 2018

- The Council was working with the Royal British Legion to organise a concert on the 10<sup>th</sup> November and the usual ceremony and march on the 11<sup>th</sup> November.
- The Art Society had been approached to help paint wooden pallets to create a “poppy field” in the Memorial Hall for the concert.
- A flower display on the roundabout at the end of the promenade in Burry Port and at Randall Square in Pembrey was being organised, with the costs kept to a minimum.
- Working with a local artist there would be a “pebble poppy” installation at the harbour
- It was hoped to arrange with another local artist to create metal poppies which would be displayed in some of the flower stack displays around Pembrey and Burry Port.
- The schedule of the day for the 11<sup>th</sup> November had changed to previous years to allow a minutes silence at the Cenotaph in the Memorial Gardens followed by the march to the Church for the service.

### **Cllr Michael Theodoulou left the meeting at 7.50pm**

- A Remembrance coffee morning was being organised with Emma Hiscox in Pembrey Memorial Hall in the week following the 11<sup>th</sup> November, to include a singalong and photo displays, to provide a less formal event for Remembrance.

### **Cllr Michael Theodoulou returned to the meeting at 7.51pm**

- The Council’s involvement in the organisation of the Remembrance Concert and march was mostly through attending meetings, and paying for promotional materials and tickets for the event.

Members were informed that the Royal British Legion was leading on the event and so final decisions about sponsorship lay with them. They also noted that the Secretary had left the organisation recently which increased the workload for their remaining executive.

Members briefly considered the sponsorship options open to them and the potential funding that was available.

A discussion followed about the setting of dates for events in 2019, with members noting that the dates were not firm yet, but that the calendar document would allow them to prepare well in advance.

### Carols by Lantern Light (11<sup>th</sup> December 2018)

- The Sub-Committee was hoping to work with the Family Centre and local schools to organise the event.
- It was queried if this was an opportunity to re-try the outdoor market and if the weather was poor to host the event indoors.

Members discussed ambitions of creating an outdoor market event similar to Llandeilo’s Festival of the Senses which involved a mixture of market stalls and venues both indoors and outside. Members noted that it would take time to develop an annual event into something comparable, and that it would require the support of the business community.

### Christmas Dinner 2018

- The event would be arranged as per the usual custom.

### Wedding Showcase

- The Sub-Committee we working with a local businessman to provide an opportunity for local businesses that supply weddings to have a showcase event in Pembrey Memorial Hall, with the additional aim of promoting its use as a venue for wedding receptions.

### St David's Day Dinner

- The event would be arranged as per the usual custom.

### St David's Day Parade

- Members were reminded that this event had had to be cancelled at the last minute due to adverse weather but that it would follow the original plan set out for that.

### Mayor's Concert

- the date had been chosen and the Mayor was considering what he would like to arrange for it.

### Tenovus Sponsored Walk (May 2019)

- similar organisation to charitable sponsored walks previously arranged by the Town Council.

Members were reminded that the above events were organised in conjunction with outside organisations.

### Community Camp

- to improve the provision of events in Pembrey the sub-committee was looking at arranging a big-field hire for the community to camp out together with entertainments to be organised.

### Local Heroes Awards

- the event was cancelled this year due to the addition of Tour of Britain to the schedule, in recognition of the large workload that the office was under

Cllr Mrs Lisa Mitchell submitted an idea for the Committee's consideration for developing a Community Arts Studio in the upstairs room of the Memorial Institute. She stated that she had approached the Facilities and Assets Committee first to seek their approval for making use of the facility in that way, and that she had secured their support in principal and that they had formed a working group to look at what was required to make the space useable. In relation to how the Art Studio would work she clarified that it would work in partnership with outside groups, individuals and organisations to provide opportunity through art to tackle some of the social issues the community faced.

Members discussed the idea, with many feeling it had the potential to have a really beneficial impact on the community and with appropriate planning could grow quite large. Others expressed concern that the costs of purchasing or hiring equipment could be prohibitive and that it was understood the Ysgol Glan y Môr had some outreach programmes in place already that aimed to do the same thing.

It was clarified to members that the aim of the Arts Studio would be to improve access to opportunity for the community and give people a chance to learn skills or information that would benefit them in their daily lives, for example cooking and baking skills linked with nutritional information.

Members were informed that the working group (from the Facilities and Assets Committee) would be looking at installing a stair lift to improve access and that fire safety would be addressed also. Concern was raised that this idea would be increasing the workload of the Events sub-committee and that the idea could not accurately be described as an “event” either.

Cllr Michael Theodoulou **PROPOSED** for a working group to be set up, chaired by Lisa and populated by members from the whole Town Council, to enact this idea, seconded by Cllr Robert John.

In the ensuing vote 6 members voted in favour, with 0 against and 0 abstentions. The proposal was therefore **AGREED**, and all Councillors would be contacted to invite to sit on the working group.

**ACTION: OFFICE**

## 8. Report from Planning Sub-Committee

Cllr Mrs Pam Every was not present and so there was no report.

## 9. Report from the Wellbeing of Future Generations sub-committee

Cllr Michael Theodoulou reported that there had been one sub-committee meeting so far which had decide on the best way to proceed. A leaflet would be produced to explain to the community what would be happening, and a draft version was read out aloud for their consideration.

The plan was for a public meeting at which the six forums leads would present for the public to approach with ideas and concerns for the forum to address. Once the forums were established with members of the public involved in whichever they wish to be, they would establish their priorities and create action plans. The six plans would then be brought together to inform and create the Town Council’s plan.

The forum leads were set at the sub-committee meeting as follows, with the agreement of the people in question also:

- A Prosperous Wales – David Owens
- A resilient Wales – Bob Walpole
- A healthier Wales – Moira Thomas and Karen Francis-Morris
- A more equal Wales – Jock Adler
- A Wales of cohesive communities – Bob John
- A Wales of vibrant culture and thriving Welsh language – Peter Freeman

Cllr Michael Theodoulou **PROPOSED** the above nominations be approved, seconded by Cllr Robert John.

In the ensuing vote 6 members voted in favour, with 0 against and 0 abstentions. The proposal was therefore **AGREED**, and all Councillors would be contacted to invite to sit on the working group.

**ACTION: OFFICE**

## 10. To consider correspondence previously circulated to members:

	Date	From	Subject
a	18 <sup>th</sup> July	Casetiau	Llyfrau Llafar Cymru: Talking Books Wales

b	6 <sup>th</sup> September	Hywel Dda Health Board	Our big NHS Change report
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All correspondence was noted.

#### **11. Update from Heritage meeting and further grant to be awarded to them**

Members were informed that a mistake had occurred when the Heritage Group's grant application had been considered by this Committee. They had asked for £500 but the Committee had only awarded £150 without knowledge of the requested amount. £150 had been paid via cheque to the group but a further £350 was required as part of their blue plaque scheme.

Information about the Heritage Groups' upcoming fundraising dinner on Wednesday 24<sup>th</sup> October in the Ashburnham Golf Club was shared to all members.

Cllr Peter Freeman informed the Committee that he had invited the Group to be a part of the forum he would be chairing as discussed previously.

Members **AGREED** unanimously to award the additional £350 to the Heritage Group.

**ACTION: OFFICE**

#### **12. Approval of expenditure of £3750 for new website**

It was reported to the Committee that the Public Engagement and Information sub-committee had met and agreed to create a new website, and to improve access with the provision of the whole website in Cymraeg and English. However, despite it being in their remit for decision, as it was a sub-committee of the Chairs Committee it did not have any budget to enact and so they referred the payment of the costs to the Regeneration and Wellbeing Committee as it had a budget of £10,000 for website costs.

The costs would cover the creation of a new, Cymraeg and English website, translation costs for the content and commissioning of new photos.

Members discussed the proposal and decided unanimously to **APPROVE** the expense.

**ACTION: OFFICE**

#### **13. Update on the Tour of Britain**

Discussed previously

#### **14. To consider any referred matters from the other Committees (if any)**

Cllr Robert John sought approval from the Committee on his decision to allow Age Cymru posters to be put up in the notice boards. The Committee noted that the posters advertised training outside of the area, but that those trained would use that training at events in the area.

The Committee **AGREED** unanimously to the action.

Members discussed the referred matter of the Songs of Praise event and who's responsibility it was to organise for future reference. It was noted that the responsibility had always fallen to the Events Committee and that the most recent event had been no different although it had been delegated to another member.

A request from St John's Cymru for financial assistance had been received and after discussion members stated that as it was a national charity they could not support it in that way.

**ACTION: OFFICE**

A letter received from St Mary's Church inviting the Town Council to submit an entry for their wedding themed scarecrow event this year, was discussed. The idea of sending a scarecrow dressed as the Mayor was discussed and **AGREED.**

**ACTION:CLLR MITCHELL**