

Pembrey and Burry Port Town Council

Minutes Regeneration and Wellbeing Committee Meeting

Wednesday 10th October 2018

Present: Councillors Peter Freeman, Robert John (Chair), Mrs Lisa Mitchell, Michael Theodoulou and Mrs Mary Wenman

In attendance: Kevin Williams (Technical Services Officer), Ed Davies (Administrative Assistant-Minute Taker)

Clerk's Office, Memorial Institute, Burry Port 9.40am – 10.56am

1. To receive apologies for absence.

No apologies were received.

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

None were declared.

3. To confirm the minutes of the Regeneration and Wellbeing Committee meeting held on Thursday 13th September 2018

There was a request to change as instances of "fora" to "forums" to reflect modern usage.

Provided those changes were made all members were **AGREED** that they were representative of the meeting of the 13th September.

ACTION: OFFICE

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

P6 (7) – re: Events and supporting charities

Members discussed the supporting of charities through sponsored walks, with some expressing disappointment at changing the supported charity for the event in 2019. Others felt it important to support a variety of worthy organisations and that the Council should vary which to support. Members felt the matter should be left to the Events Sub-Committee to decide but that it was appropriate for suggestions of who to support to be submitted to the Sub-Committee.

P8 (12) – re: new website costs

Some concern was raised at the cost of a new website. Members were advised to contact the Chair of the Public Engagement and Communications Sub-Committee if they needed more information.

On a separate matter, members discussed the recent complaints made in relation to the publishing on the noticeboards of the agenda for the Finance, Governance and Personnel Committee, and that it contained information of outstanding amounts owed to the Council, and by whom. It was noted that the information had always been included on the agenda of the Committee, however during the

change to become more transparent and put up notice of Committee meetings, no review of the content had been made. This would be addressed and in future that level of detail would not be included on the public agenda.

Members discussed the complaints they had received from the public, some also expressed concern that the information had been made more public via social media and the press, rather than a complaint being made directly to the Council in the first instance.

Members were informed that the Chairs Committee had met to discuss this issue and had decided that the Council should refer the matter to the Information Commissioner to establish if the Council had broken the law or any regulations. Their response had stated that the Council had broken neither law nor regulations. Regardless of this the Chairs had recommended that the information included on the Agenda should be reviewed before the next meeting.

5. Consideration of the Committee's budget monitoring report

Members were asked to note that the report showed an erroneous heading for this Committee, namely "Floral displays" which belonged on the report for the Facilities Committee.

With regards Marketing and Promotion, members were informed that the Finance, Governance and Personnel Committee would be recommending that the budget be split between the Regeneration and Wellbeing Committee and the Public Engagement and Communication Sub-Committee. It was noted that £3750 had been spent on the new website and the remaining £6500 would be split between the two. It was noted that there was a discussion to be had for the whole of the budget to be relocated or to be kept where it was.

A number of items were highlighted including spending on Christmas lighting; local donations were showing at 24% of budget spent while Community grants were shown as 26.46% spent. It was queried as to whether or not this included the grants awarded in September but members were advised to enquire with the RFO.

It was noted that a number of budgets were shown at 0% spent or as having no budget.

Members queried as to why Tour of Britain spending had been included in the budget headings when it had been approved to be taken from reserves as an unexpected additional event. This matter was referred to the Finance, Governance and Personnel Committee.

ACTION: FGP CMTE

In conclusion members noted that the Committee was within its budget and was on target with its spending.

A number of items were discussed next out of order of the agenda to enable Cllr Mrs Lisa Mitchell to leave early due to illness.

7. Report from the Events Sub-Committee

Members were informed that the Committee had met on the 1st October, at which events up to the end of 2019 had been discussed.

A number of upcoming events were discussed including:

- Boogieathon 9th November – an event in conjunction with the Cylch Meithrin in support of Children in Need.

- Remembrance concert 10th November – planning was well under way for this Royal British Legion led event. The Council had coordinated with the RBL and worked with the Llanelli Arts Society to create room decorations for the event. Members queried if sponsorship had been sought for the event but it was stated that costs had been reduced from previous years and that it was an RBL led event and therefore for them to approach organisations for sponsorships.

Members discussed that working in support of or in partnership with outside bodies in this way, was the way the Council would need to work in future to help and benefit local groups and organisations in terms of sustainability for all involved. Members noted that the Council had been approached by a number of other outside bodies with similar partnership working ideas and opportunities.

- Carols by Lantern Light – This event was being organised in partnership with the local schools

Members were informed that the Council's submission for the scarecrow festival had been well received and that the event had been a success with over £600 being raised for St Mary's Church.

10. Report from the Arts Studio Working Group

Members were informed that Caffi Lolfa had been approached for assistance as they have already formed links with local groups and organisations to provide gallery space.

The TSO reported that he was awaiting quotes from contractors for turning one of the cupboards into a small kitchen area. He had also been looking in to the requirements for improving access to the upstairs area via a chairlift or elevator and reported that it would require the installation of a refuge area with an intercom system. He reported that he was also looking to install a stairwell up to the loft due to his concerns over only having ladder access at present, asking members to note that it would allow easier access to the archive. He suggested that a stair access could provide sufficient space underneath for a refuge area to allow the installation of a chairlift/elevator elsewhere. He reported however that it was not something he could design, and he would have to approach a contractor for that work.

There followed a discussion where some members raised concerns that the work to turn the space into an Arts Studio was pushing ahead too quickly without considering if duplication of service was occurring. It was requested that members consider other uses for the space also as it may not be appropriate as a community space with the difficulties of access. It was noted that the current proposal seemed to be the most cost effective use of the room but that the types of activities to take place were a long way from being decided, and those that did duplicate existing services could be avoided.

Cllr Robert John left the meeting 10.28am Cllr Mrs Lisa Mitchel took over as Chair of the meeting.

The TSO reminded members that for the room to be put to any use as either office space, rented space, community space or otherwise, most of the work he had listed above would need to be carried out.

It was noted that a full costings for the necessary work was required but that the Town Council had taken a decision in the meeting of 19th September in principal to support the conversion of the room into a usable community space as an Arts Studio.

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

An application had been received from the Indoor Bowls Club, asking for £200 towards new mats and equipment.

After a brief discussion of the details in the application and the submitted financial statement, members **APPROVED** the application.

ACTION: OFFICE

Members were presented with copies of the financial statement in support of the application from Epilepsy Action received at the last meeting, thus confirming their decision to approve the application.

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

Members were informed that the sub-committee had agreed a final draft of the leaflet content with the layout and design yet to be agreed. It was reported that all members would be asked to assist with the leaflet drop around every property in Pembrey and Burry Port when the time came.

The suggested date for the public meeting at present was for the end of November. There would be an introductory speech followed by the consultation, with members of the public invited to go to each of the themed stands that they wished to be involved with.

ACTION: OFFICE

11. Report from the Public Engagement and Information Sub-Committee

Members were informed that the sub-committee had looked at the new website and at transferring the information from the old website to the new one. They had also decided to set up a public competition with prizes to generate pictures for the website, and that the establishment of it had been referred to the Events sub-committee to work on.

ACTION: EVENTS SUB-CMTE

12. To consider correspondence previously circulated to members:

	Date	From	Subject
a	18 th September	Urdd Gobaith Cymru	Financial contribution request

Members discussed that the Council's policy was to only provide financial support for local organisations and groups and that a response indicating this should be sent.

ACTION: OFFICE

Cllr Robert John returned to the meeting 10.45am and took over as Chair.

13. To consider a public event co-organised with Jonathan Williams

Members were informed that a meeting had taken place previously with Mr Williams but that more information was required from him to understand what the aim of this public event is. It was understood that he had approached a number of organisations and had received confirmation of

their attendance at the public meeting. The intention was for it to be a public advice forum covering a very wide range of topics.

Cllr Mrs Lisa Mitchell left the meeting at 10.50am

Members expressed some concern that the public event would be too broad and might not prove to be any help.

Members agreed for the Chairs Committee to arrange to meet with him on the subject. Cllr Peter Freeman's request to attend also, was approved by the Committee.

ACTION: CHAIRS CMTE and CLLR FREEMAN

14. To amend the General Donations and Grants Policy to allow small organisation to apply for grant money to use on hire of Town Council Facilities.

Members agreed to read over the current policy in advance of the next meeting for a thorough discussion at the next meeting.

15. To amend the grant application documents to make them more easily processable by the office.

Members noted that the intended amendments had not yet been done and that drafts would be prepared for the next meeting.

Cllr Michael Theodoulou left the meeting at 10.55am

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

There were no additional referred matters.