

Pembrey and Burry Port Town Council

Minutes Regeneration and Community Services Committee Meeting

Wednesday 7th February 2018

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

In attendance: Melanie Carroll-Cliffe (Town Clerk), Richard Staton (Technical Services Officer), Ed Davies (Administrative Assistant-Minute Taker)

Meeting Room, Memorial Hall, Burry Port 9.35am – 11.50am

Tara Fisher from Llanelli and District Fairtrade Group arrived, and the Chair indicated to deal with agenda item 3 first.

3. Presentation by the Secretary of Llanelli and District Fairtrade (referral from Town Council meeting of 17/01/18)

Ms. Tara Fisher (Secretary of Llanelli and District Fairtrade) made a presentation to the Committee concerning the group's efforts to get Llanelli and District recognised as a Fairtrade Zone. She stated that as there were insufficient outlets in Llanelli alone to make it a Fairtrade town, the group had sought to include the district through approaching Town and Community Councils from around Llanelli for their support to extend the area outside of town.

She clarified that should the Council offer its support to the group it would be required to make a statement of support for their application to be recognised as having Fairtrade status, whilst practicing a commitment to the ideals, for example by serving Fairtrade tea and coffee on Council premises. The Council would be invited to attend their Fairtrade meetings also.

Cllr Mrs Lisa Mitchell arrived and joined the meeting at 9.45am.

In response to a query she confirmed that she had the support of Llanelli Town Council already and she was in contact with Llanelli Rural Council and other surrounding community Councils to gain their support. She also confirmed that should the Town Council give its support, it would be able to publicise that fact over its social media and website. In response to a further enquiry she confirmed that the Fairtrade Group would be able to provide stalls during Council events if so requested.

The Chair stated that the Committee appeared to be fully supportive of the suggestion and would keep in touch with the Llanelli and District Fairtrade Group. He added that the Town Council would have to confirm any formal approval at its next Town Council meeting.

Ms Tara Fisher thanked the Committee for their time and stated she was keen to assist the Council with its events to mark St David's Day on 3rd March.

Ms Tara Fisher left the meeting at 9.50am

1. Personal matters

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

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

There were no declarations of interest.

3. Presentation by the Secretary of Llanelli and District Fairtrade (referral from Town Council meeting of 17/01/18)

This item had already been addressed and so the Committee moved on to the next agenda item.

4. To confirm the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 3rd January 2018

The minutes of the meeting held on Wednesday 3rd January 2018 were approved as a true record.

5. To consider any matters arising from the minutes

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

The Chair informed the Committee that subsequent to the vandalism of the Christmas lights in the Memorial Gardens, there had recently been a further act of vandalism to the silhouettes with one being broken and the other bent.

The Clerk confirmed the statement and added that the Police had been informed and would be provided with access to the CCTV footage.

There followed a discussion of methods of dissuading such activity through the erection of notices stating that CCTV was in operation in the area. It was believed that the same group of people responsible for the previous vandalism had caused the damage again.

The Clerk gave a precis of the results of the previous incident, including the contact with the Head Teacher of Ysgol Glan y Môr. There had been one admission of responsibility to the previous one and as a result she had been in contact with a member of the Youth Offenders Team in relation to them. The Clerk confirmed that she would be in contact with the Head Teacher again in relation to this incident.

In the following discussion it was noted that the incidents had been addressed during the recent PACT meeting where some of the parents of those responsible were present. It was also stated that these incidents had been impacting on Council Staff welfare. There was also a query as to whether there was an opportunity to recoup the costs, however no certainty could be got.

Cllr Michael Theodoulou suggested that the matter of providing notices relating to CCTV be referred to the Facilities Management Committee, with a further suggestion to look at lighting improvements also.

The Committee **AGREED** unanimously to make the referral.

ACTION: FACILITIES

P2 (4) – P7 (11) – to consider entry by the Town Council to the One Voice Wales Innovative Practice National Awards Scheme 2018 (referral from Town Council meeting of 15/11/17)

The Clerk informed the Committee that the applications for both the chosen categories (Best Heritage Initiative and Best Tourism Initiative) had been submitted. There was however an issue with the application for the Best Heritage Initiative category. When approached to contribute to the application, Mr Graham Davies of the Heritage Group, had indicated he could not contribute to the application as there was insufficient time and he was at that time abroad. A decision was taken by the 4 Chairs to continue with the application and to make it clear what the Council's involvement in the project had been.

Cllrs Mrs Moira Thomas and Mrs Mary Wenman declared an interest in the matter as members of the Heritage Group.

The Clerk continued that as a result of the application Mr Graham Davies had made a complaint to One Voice Wales. She informed the Committee that she had spoken to someone from One Voice Wales in relation to the matter and they had subsequently confirmed that they could not see any reason for the problem or complaint.

In response to a query the Administrative Assistant confirmed that he had been the Project Development Officer for the project in question and was a member of the Heritage Group.

Cllr Michael Theodoulou gave a precis of the events as he had been the one to inform Mr Graham Davies of the application being submitted. He stated that there had been a number of emails sent between himself and Mr Graham Davies and he confirmed that as yet a copy of the application had not been shared with the Heritage Group, and was of the opinion it would have been prudent had Mr Davies seen a copy of the application prior to his complaint.

The Clerk confirmed that in preparing the application she had used pictures that were publicly available from the Heritage Group's website.

Cllr Peter Freeman stated he had spoken to Mr Graham Davies who was still very upset and angry about the situation as he felt the Heritage Group should have been involved in the application but had understood the application would not proceed without their involvement.

Cllr Mrs Mary Wenman felt that this situation had arisen due to poor communication and wished for the Committee to work to find a way to repair the working relationship with the Heritage Group for the future.

The Chair stated that in relation to this problem it needed noting that the awards was not open to the public and that the application could only have been made by the Town Council not the Heritage Group.

Cllr Michael Theodoulou expressed his support for Cllr Mrs Mary Wenman's suggestion to repair the working relationship and asked that with the Committee's approval he could arrange to meet the Heritage Group again to begin the process.

The Committee were **AGREED** to the proposal and also to a subsequent amendment made by Cllr Peter Freeman for him to attend also.

ACTION: Cllrs Michael Theodoulou and Peter Freeman

In response to a query from the Clerk the Committee confirmed she could share the application with Mr Graham Davies and the Heritage Group as per their request.

ACTION: Clerk

In response to a query the Clerk stated that the replacement of the damaged Wales in Bloom banners needed following up and that she would ask the TSO to do so.

ACTION: TSO

6. Consideration of the Committee's Budget Monitoring report

The Committee discussed the Budget Monitoring report highlighting the following:

- More detail about what has been spent under the headings "Wales in Bloom Dinner" and "banners, etc" to be confident the spending has been allocated to the correct budget.

The Committee needed to address from which budgets virements could be made to cover overspend in others. The RFO had highlighted those in question.

It was proposed by Cllr Michael Theodoulou that the following amounts be vired to cover the overspend in "Floral Displays":

- £6000 to be vired from "Council Community Events"
- £1000 to be vired from "Special Development Projects"

ACTION: RFO

The Clerk believed the RFO may have erroneously included some of the Wales in Bloom Dinner costs in the "Floral Displays" budget and would query that with him.

ACTION: Clerk

It was discussed that overspend related to Christmas lighting was not shown on this report and would require further virements but the amount needed was not yet known for certain. It was noted by the Committee that the high income provided an additional buffer in relation to overspend provided the Financial Committee gave approval.

The Committee was informed that the RFO will produce the requested additional information for the Budget Monitoring reports starting in the new financial year. New procedures would be put in place with an order book for purchases put in place and an additional line in the reports to show "expenditure committed".

With no Facilities Management Committee meeting prior to the St David's Day events planned, the Clerk asked this Committee to consider what should be done in relation to securing a sound system for the event.

Cllr Michael Theodoulou asked for the TSO to prepare a report on the costs of purchase and hire for the Chairs Committee to decide on.

ACTION: TSO

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

It was noted that no budget had been set for income as none of it was certain.

It was suggested that income generated could be allocated to the Community Care Campaign to fund activities such as making the food bank a permanent feature.

Cllr Michael Theodoulou stated that the Chairs Committee had recommended the following:

- Reduce the marketing budget from £10,000
- Fix floral budgets at £17,000
- Set Christmas lighting at £13,000 to meet contract requirements

- Remove a budget for additional Christmas lighting
- Council Community Events to increase to cover civic events and the work of the events sub-committee

The Committee discussed the need for promotion materials and newsletters to be produced bilingually, and whether costs could be covered from the existing budget.

The Committee agreed to ring-fence £3000 in General Reserves to act as a contingency budget.

8. To consider applications received for financial donations

The Clerk outlined details of the following application:

Llanelli Ramblers: Festival of Walks

An application from the group requesting £150 had been received to help with the costs of running the Festival of Walks. The Clerk outlined the details they had sent through.

Following discussion, it was **AGREED** that the grant be awarded.

9. Update on the ‘Community Care Campaign’.

Cllr Mrs Lisa Mitchell gave an update on the upcoming planned events:

Cawl Cennin

- Cllr Mrs Shirley Matthews had agreed to arrange the table displays and table cloths for the event.
- Cllr John Hedley Jones would be cooking the Cawl
- Large saucepans had been acquired in advance.
- The money raised by the event would be donated to the RNLI
- Tickets would be £2
- Children from Pembrey School would be providing entertainment

The Clerk added that the event was being attended by the Dementia Carers Group.

Cllr Mrs Lisa Mitchell gave the following update for the St David’s Day event on 3rd March:

- The Llanelli Art Society would be judging the children’s art competition
- Cllr Mrs Shirley Matthews had agreed to assist with the parade
- Burry Port Male Voice Choir would be leading a Gymanfa Canu in the Memorial Gardens after the parade
- Entertainment would be provided in the Memorial Hall afterwards with the Children’s art competition on the walls
- A marquee with at least 13 craft stalls present
- The RNLI had agreed to run a café and shop in the OAP Hall
- Heritage pop up display
- Raffle prizes including Scarlets match day tickets

She added that she would require Marshalls on the day and asked Councillors to fulfil that role if possible. The Clerk would also be contacting surrounding Town and Community Councils to attend.

Expected costs had been stated previously as totalling no more than £2000, which was **APPROVED** by the Committee.

Cllr Mrs Lisa Mitchell gave the following update on the plans to commemorate the 90th anniversary of Amelia Earhart's landing:

- Cllr Mrs Shirley Matthews was looking into the possibility of a flypast
- Cllr Peter Freeman was contacting the US embassy and the US-Wales society
- Local media had been contacted to announce the event
- Options to officially open the harbourside play park currently being considered as part of this event were being looked at.

Members discussed contacting the British Women's Pilot Association to invite their attendance. It was noted that members of the public were looking to mark the event also and were in contact with the Londonderry Earhart Association, and that the event should be coordinated with their efforts. It was mooted that sponsorship for the event could be sought from airlines to assist with the costs of the event.

The TSO requested that all tenders for marquee's at the events mentioned be passed to him for assessment with regards their safety.

ACTION: TSO/COMMITTEE

It was **AGREED** that a working group would need to be set up and tasked with the event organisation.

ACTION: CLERK/COMMITTEE

Cllr Mrs Lisa Mitchell continued that other future events under consideration were

- A local hero awards on 22nd December
- A boogieathon for Children in Need on 9th November
- A baby and toddler, nearly-new table-top sale was being arranged for 17th February.

Cllr Mrs Lisa Mitchell suggested the funds raised from that event could go towards involving the Council in the Bee Friendly Campaign to become a Bee Friendly Town

A brief discussion ensued where the Bee Friendly Campaign efforts needed to be coordinated with ongoing partnership working with Incredible Edible Carmarthenshire, Pembrey Gardening Club and the Pembrey Allotment Association and others. The TSO added that he had information and advice related to planting schemes and options when the time came.

The Chair left the meeting at 11.25am. Cllr Mrs Lisa Mitchell as Vice Chair continued to chair for the remainder of the meeting.

The Committee **AGREED** for the events to take place but that the Bee Friendly Campaign was a separate issue.

Cllr Mrs Lisa Mitchell put forward a number of suggestions for other activities for consideration but was asked to take them to the Sub-Committee for assessment regarding costs, etc as some members wished to make sure the Council did not overstretch itself.

The Clerk was asked to make sure details of the upcoming events was put on the website.

ACTION: CLERK

There was a brief discussion of some recent difficulties regarding the Council's Facebook pages, where investigation had shown two accounts had been created via the personal account of the former TSO. When Council staff attempted to access them both were closed down. The Council was in the process of appealing to Facebook to get one of them re-established in the Council's name.

10. Update on and approval of expenditure upon the St David's Day Parade event

This agenda item was dealt with under agenda item 9.

11. To consider arrangements for the Amelia Earhart 90th Anniversary commemorative event.

This agenda item was dealt with under agenda item 9.

12. To approve the purchase of high visibility tabards for use at Town Council run events.

Cllr Mrs Lisa Mitchell informed the Committee that to undertake the previously mentioned marshalling work and other tasks, the Council need to purchase a number of Hi-Vis vests with the Council logo on them. The purchase needed the approval of this Committee.

The Clerk added that vests had been purchased via the tendering process within the last 2 years for the Maintenance Staff, and those prices could be re-visited.

All members **APPROVED** the purchase.

ACTION: CLERK/TSO

13. To consider the response received from Carmarthenshire County Council in relation to the Town Council's concerns regarding bus transportation to Ysgol y Strade (referral from Town Council meeting of 17/01/18)

Cllr Mrs Mary Wenman declared an interest in the matter as her grandson was directly affected by the policy in question.

Members discussed the letter highlighting the following:

- Could the A484 be considered a safe walking route as it is?
- Had the County Council given sufficient consideration to adverse conditions, pedestrian safety and exposure to harmful pollutants in their response?
- An upcoming meeting on 8th February at the Selwyn Samuel Centre relating to traffic.

It was decided that there was much to discuss before any advice could be returned to the Town Council and that a working group should be put together to do so.

ACTION: WORKING GROUP

14. To consider any referred matter from the other Committees (if any)

There were no matters to discuss.