

# Town/Community Council Annual Report

## 2019-20 Civic Year

### Introduction

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| <p><b>Outline of Council</b></p> <p>Indication of what could be included:</p> <ul style="list-style-type: none"><li>• Number and names of councillors</li><li>• Name of Mayor/Leader</li><li>• Name of clerk and officers</li><li>• Geographical area of Council</li><li>• Number of residents represented</li><li>• Any other relevant information</li></ul> | <ul style="list-style-type: none"><li>• The Town Council covers the Carmarthenshire wards of Burry Port and Pembrey which has a total of around 9,000 residents. This makes it the third largest Town in the County.</li><li>• It is a coastal community which is home to the only working Harbour in Carmarthenshire. It lies on the north eastern shore of Carmarthen Bay is part of the Millennium Coastal Path, houses Pembrey Airport and the Pembrey Motor Circuit and is home to Pembrey Country Park with one of the most attractive coast lines in Wales.</li><li>• It has a mixed community with a small number of businesses and local shops which, much like other places, are reducing in number.</li><li>• It is a fast-growing community with several hundred new homes in the pipeline.</li><li>• The Council Employs 13 members of staff led by the Town Clerk. The Council's precept for 2019-20 is £401,600. At present the Council has an acting Town Clerk, Mr Huw Thomas.</li><li>• The Council does not have a Leader, instead it has a co-ordinating committee, the Chairs Committee, and the Chairman is Cllr. Mike Theodoulou.</li><li>• The Mayor was Cllr. Peter Freeman and the Deputy Mayor was Cllr. Lisa Mitchell.</li><li>• The Council provides a portfolio of accommodation in five different locations which it rents to local community organisations as well as others.</li><li>• The Council's portfolio also has eight parks across Burry Port and Pembrey.</li><li>• The Council also provides and manages a cemetery.</li><li>• The council is made up of 18 Councillors – Councillors during this year were:<br/>Cllrs Richard Adler, Linda Edwards, Peter Freeman, Stephen James, Robert John, John Hedley Jones, Lisa Mitchell, Karen Morris, David Owens, Hugh Shepardson, Mike Theodoulou, Moira</li></ul> |
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Thomas, Bob Walpole, Mary Wenman, Amanda Fox (Resigned), Shirley Mathews (Resigned), John James (Resigned), Pam Every (Deceased), Les George (Co-opted), Rachel Evans (Co-opted), Andrew Phillips (Co-opted), and Karen Trimble (Co-opted).

The Town Council is structured based on standing committees and their sub-committees dealing with the Council's workload under terms of reference and delegated power from the full Council.

The full Council meets monthly and deals with strategy and policy matters.

There are four Standing committees:

- The Chairs Committee. This is the co-ordinating committee and is made up of the Chairs and Vice Chairs of the three functioning standing committees. They are:  
Chairman – Cllr Mike Theodoulou  
Vice chairs – Cllrs David Owens and Robert John  
Members - Cllrs Peter Freeman, Karen Morris, Linda Edwards
- The Regeneration and Community Engagement Committee.  
Chair - Cllr Mike Theodoulou  
Vice chair - Cllr Karen Morris  
Members - Cllrs Richard Adler, Peter Freeman, Lisa Mitchell, Robert John, Mary Wenman, David Owens, Bob Walpole, Moira Thomas, Les George, Karen Trimble, Rachel Evans,
- Finance, Governance, and personnel Committee  
Chair - Cllr David Owens  
Vice Chair - Cllr Linda Edwards  
Members - Cllrs Bob Walpole, Peter Freeman, John Hedley Jones, Hugh Shepardson, Andrew Phillips

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|  | <ul style="list-style-type: none"> <li>• Facilities and Assets Committee<br/> Chair - Cllr Robert John<br/> Vice Chair - Cllr Peter Freeman<br/> Members - Cllrs Richard Adler, Karen Morris, Peter Freeman, Mike Theodoulou, Robert John, Linda Edwards, Lisa Mitchell, David Owens, Moira Thomas, Les George, Andrew Phillips,</li> </ul> <p>The Town Council has a Mayor and deputy Mayor who carry out all ceremonial duties. The Mayor chairs the monthly full Council meetings but has no executive power or authority.</p> |
| <p><b>What is the Council's Vision/Objectives?</b></p> | <p>The Council's objectives are to deliver its statutory duties and to focus on improving the quality of life of the residents.</p> <p><a href="#">More info</a></p>  |

## Budgets and Funding

Pembrey and Burry Port has an annual income that comes from the precept of council tax, income from facilities and cemetery. The annual amount that the Town Council receives as our part of the Council Tax is £157.71 per Band D Council Taxpayer.

The agreed budget for the next financial year based on the income is £609,565.00.

This shows that budget for the last financial year 2019/2020 compared to the budget for 2020/2021.

| <b>401,600</b>        | <b>Precept</b>                             | <b>456,632</b>        |
|-----------------------|--|-----------------------|
| <b>2019-2020</b>      |  | <b>2020-2021</b>      |
| <b>£</b>              |  | <b>£</b>              |
| 28,617                | Administration                             | 35,646                |
| 18,395                | Cemetery                                   | 15,581                |
| 8,412                 | Civic Expenditure                          | 8,921                 |
| 1,000                 | Copperworks                                | 1,017                 |
| 11,030                | Footpaths/Footways                         | 11,217                |
| 51,070                | Halls & Institute                          | 46,077                |
|                       | Maintenance                                | 65,877                |
| 3,070                 | Marketing and Promotion                    | 3,122                 |
| 28,330                | Parks and Open Spaces                      | 18,574                |
| 12,440                | Pembrey Memorial Hall                      | 13,246                |
| 46,000                | Regeneration & Community Services Projects | 59,000                |
| 326,460               | Staff Costs                                | 325,287               |
| 7,000                 | Wellbeing                                  | 6,000                 |
| <b><u>541,823</u></b> |  | <b><u>609,565</u></b> |

The reserves balance for the council will sit at approximately £200,000.00 to cover the expected peaks and troughs of the financial year.

## Progress against the Carmarthenshire Well-being Plan Objectives

| Carmarthenshire PSB Well-being Objective   | Steps taken by the Town/Community Council that contribute to the Well-being Objective   | How have the 5 Ways of Working been used to shape your activity?<br>(Summary in Appendix A)  | Which national Well-being Goals does this work support?<br>(Summary in Appendix B) |
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| <p><b>Healthy Habits:</b><br/>People have a good quality of life, and make healthy choices about their lives and environment</p> | <p>Formation of a Health Forum made up of members of the community and the Town Council. Their main objectives are to identify gaps within the community of organisations and facilities that are missing from the area.</p> <p>They work with the town council to put things in place to improve the physical, emotional, and mental wellbeing of individuals in the community and to promote behaviours that give the community choices to improve their future health.</p> | <p>Short, Medium and Long-term Projects have been identified by the community Health Forum and form part of the Town Councils Community Strategy</p> <p>Gaps in services have been identified and addressed to prevent future problems arising within the community.</p> <p>The work of the forums is underpinned by the national wellbeing goals, Carmarthenshire's wellbeing goals, the five ways of working and the wheel of wellbeing</p> <p>The forum works in collaboration with the Town Council and with other community forums</p> <p>Members of the health forum were identified during a community engagement meeting and elected based on their interest in the health and wellbeing of our community.</p> |  |

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|  | <p>Community events such as:<br/> Wellbeing Day<br/> Senior Citizens lunch and Cawl Cennin<br/> Merchant Navy Day<br/> Traditional Remembrance Service in Burry Port and a<br/> Remembrance coffee morning in Pembrey<br/> A Concert of local and ex-local, now international<br/> stars to launch the Town of Culture 2020.<br/> A Christmas Festival run over several days and<br/> attended by over 1000 people.<br/> Two Saint David's Day Events<br/> Childrens events run during each half term holiday</p> <p>This resulted in Burry Port receiving the title of<br/> Carmarthenshire's Town of Culture 2020.</p> <p>Took part in the Christmas Toy Box appeal and<br/> collected many toys for children in need at<br/> Christmas</p> | <p>The Town Council have a range of annual<br/> events alongside the one-off events. Our<br/> aim is that each event will grow gradually<br/> each year. The events are varied and<br/> provide opportunities for members of the<br/> community to come together with<br/> community spirit, increasing social<br/> wellbeing across the area.</p> <p>Each Town Council event has its own<br/> debrief following the event with a logged<br/> report to ensure that any improvements<br/> can be made and to prevent issues being<br/> repeated at future events.</p> <p>A range of community events ensure that as<br/> many of the wellbeing goals are covered<br/> over the civic year.</p> <p>The community wellbeing forums are also<br/> consulted and kept up to date to have an<br/> input into each event.</p> <p>Each forum is actively encouraged to<br/> become involved and many members have<br/> had hands on involvement throughout the<br/> last year.</p> |  |
|  | <p>Pride in your patch forum member</p>   | <p>Council Officers attend quarterly meeting<br/> with the Pride in your Patch Forum and<br/> actively engage with members of other<br/> authorities.</p>   |  |
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|  | Maintain and upgrade the eight parks and community growing spaces, one of which is being developed into a community orchard, and one to be a sensory/mindfulness garden. | Having established the asset transfers, plans have been drawn up with community consultation to revitalise the facilities. The Council are in consultation with the Community Growing Association to develop the community growing spaces for future generations.  |  |
|  | Maintenance of footpaths and open spaces   | The Council currently maintain 26 miles of public rights away on behalf of the county council. We are looking at managing the rights of way in a more environmentally friendly and bio-diverse way.  |  |
|  | A welsh language initiative to promote the welsh language, welsh speakers, and to support and encourage welsh learners.  | A welsh language initiative was set up working with the Culture community forum. Badges and lanyards have been made available for welsh speakers and welsh learners to identify themselves and a 'Have A Go' message was advertised. This campaign was put on hold due to the COVID-19 outbreak but will be developed for next year. |  |
|  | Biodiversity Report  | The Council's biodiversity report has been prepared and has been published.  |  |
|  | Projects   | Capital works projects planned for the forthcoming year include:<br>Structural repairs to the Memorial Hall, to include an extension to the rear elevation for additional storage facilities.  |  |

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|  |  | <p>Electrical up-grades to the Memorial Institute &amp; Gardens – due to its age, parts of the Institute require a full electrical upgrade to conform to current regulations. The Gardens in recent years have become the focal point for the Towns’ Christmas celebrations and as such, the existing electrical installation is unable to accommodate current, and future requirements.</p> <p>The Town Council are keen to promote the use of Pembrey Memorial Hall, the kitchen facilities at the venue however need modernisation to bring them up to current hygiene standards.</p>   |  |
|  | <p>Provision of 6 community facilities</p> | <p>The Council has several facilities available for community use. These include:<br/>         Burry Port Memorial Hall &amp; Institute – used throughout the year by various organisations including the Operatic society and Male Voice Choir; school events including prize-giving and school concerts. The Institute building also houses a welsh medium nursery school for local residents. The Senior Citizens hall is used for a variety of activities ranging from Yoga classes to meetings involving the Historical and Heritage Societies.</p> <p>The Copperworks building is let out on a long-term basis to Burry Port Town Band</p> |  |



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|  |                           | <p>and is used on a weekly basis for band practice.</p> <p>Burry Port Bowls club is another facility owned by the Town Council, the club has an active membership, and is trying to promote the sport to younger members of the community.</p> <p>Pembrey Memorial Hall serves the village of Pembrey and is used on a regular basis for a wide variety of activities ranging from self-defence to dog obedience classes. With its high vaulted and timbered ceilings. It is an ideal venue for larger gatherings and has been used on several occasions for wedding receptions. It is also regularly used by the local school for concerts.</p> <p>The Town Council has also recently refurbished the Chapel of Rest at Burry Port Cemetery in Dolau Fan. This building is now available for funeral services prior to interment at the cemetery.</p> |  |
|  | Resilient Community Forum | <p>The Resilient Community Forum carries out sustainable development by:</p> <ul style="list-style-type: none"> <li>a. setting and publishing well-being objectives that are designed to maximise their contribution to achieving each of the well-being goals; and</li> <li>b. takes all reasonable steps, in exercising their functions, to meet those objectives.</li> </ul>  |  |

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|  |  | <p>c. contributes to the Pembrey and Burry Port Community Strategy</p> <p>Made up of mostly members of the community, many of which are also part of an environment linked group in the area, for example, the grab 'n' bag litter picking group and the Toad Patrol,.The forum is chaired by a Town councillor, attended by two other Town Councillors and supported by the CDO.</p> <p>The Forum meets on a monthly basis and it's main aim is to identify environmental issues within our community and discuss how either they can help the situation in the short term and whether they can submit recommendation to the Town council for long term solutions.</p> |  |
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| Carmarthenshire PSB Well-being Objective   | Steps taken by the Town/Community Council that contribute to the Well-being Objective                               | How have the 5 Ways of Working been used to shape your activity?<br>(Summary in Appendix A)  | Which national Well-being Goals does this work support?<br>(Summary in Appendix B) |
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| <p><b>Early Intervention:</b><br/>To make sure that people have the right help at the right time; as and when they need it</p> | <p>Providing local donations and community grants of £12,000 to develop the organisations within the community.</p> | <p>Community grants and local donations are assessed and then referred to the Regeneration committee for consideration. Priority is given to local groups, so they can have assistance in a project in the short term that would make them more sustainable in the long term.</p> <p>The application process is assessed by the CDO and the Town Clerk/RFO before being considered at committee level.</p> <p>Grants are considered monthly and are sent out very quickly after each grant is agreed by committee.</p> |  |
|  | <p>Staff Training</p>   | <p>Staff have attended relevant trainings including Dementia Friends and Dementia Champion training, The Deputy Clerk has gained ILCA qualification.</p> <p>The maintenance operatives' staff have received trailer B+E towing licence.</p>  |  |
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|  | <p>Community Engagement and support network from<br/>Community Development Officer</p> | <p>The Community Development Officer works fulltime for the council. The CDO carries out whatever community engagement is needed for projects and issues within the council and is the support link for organisations and individuals within the community. Support is given by the CDO to each community forum to ensure they have the support and empowerment they need to carry out the tasks needed by them.</p> <p>In the event of issues within the community such as COVID-19, the CDO is in place to offer any assistance to the community on behalf of the council. The CDO also is responsible for event planning with the events group, event budgets and the running the events themselves.</p> |  |
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|--|---|---|---|
| <p><b>Strong Connections:</b><br/>Strongly connected people, places and organisations that are able to adapt to change</p> | <p>Facilities that can be accessed by the community and organisations</p>             | <p>The Town Councils facilities consist of 3 Community halls ranging in size and capacity from a small hall used for senior citizens meetings to a large concert hall that can hold an audience of 350 people, A bowls club, council offices, and a cemetery with newly refurbished chapel of rest. These facilities can be hired by community groups and organisations or by the public on a single use or regular booking.</p>        |   |
|  | <p>Social Media and Website</p>   | <p>The Town Council have accounts with Facebook, Instagram, and Twitter that are updated regularly. Our website offers a range of information regarding the community, the council and updates/events provided by local groups and organisations. Questions are encouraged by the public to ensure the community are kept up to date with information.</p> <p>The Town Council also facilitates the VOCAL EYES app, where community</p> |   |

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|  |   | <p>conversations are encouraged about a range of themes.</p> <p>Pembrey and Burry Port have also won the 'Best in Wales for Community Engagement' from One Voice Wales for the last years work.</p>   |  |
|  | Members of the Public Services Board Subgroup via CDO | The Town Council Community Development Officer attends regular meetings with the Public Services Board to keep up to date and to liaise with the other larger town councils. The PSB meetings provides much needed support and valuable information.  |  |
|  | Community Forums                                      | <p>Pembrey and Burry Port Town Council facilitate 6 community forums that cover the national wellbeing goals. These forums are made up of members of the community that have an interest in each subject or just want to make a difference within their community. These forums are chaired by a Town Councillor and supported by the Community Development Officer that also provided a link between the forums, the councillors, and Officers.</p> <p>Forums include:<br/> Health Forum, Economy Forum,<br/> Resilient Community Forum<br/> Cohesive Community Forum<br/> Culture Forum, Equality Forum</p> |  |

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|  | Youth Forums                | <p>Youth forums have been set up in the local schools. These youth forums give young people a voice that is listened to by the CDO and is taken back to full council. We feel that the highest priority in community engagement is to hear the voice of the young people, the future generations. Providing an area that they can flourish, be safe and be empowered gives them not only a sense of achievement but ownership and responsibility within their community.</p> |  |
|  | Dementia Friendly Community | <p>The Town Council are working towards helping the community to become a dementia friendly community. The Community Development Officer is a trained Dementia Champion and runs sessions monthly for anyone who wants to come along with the aim of having as many dementia friends as possible ready to make some important changes within the community. Many of the councillors are also Dementia friends.</p>   |  |

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|  | Intergenerational Digital classes | Following a grant, the Town Council have set up an intergenerational digital project where the young people from local schools and groups work with the senior members of our community to become digitally included. The members can have help to get online, search online, set up and send emails, operate their tablets, smart phones or laptops, and to get assistance with anything else they have an interest in doing so. The classes have bilingual support to ensure it is fully inclusive. |  |
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| <b>Prosperous People and Places:</b> To maximise opportunities for people and places in both urban and rural parts of our county | Apprenticeships   | The Town Council facilities department are in the process of hiring an apprentice to cover maintenance and horticulture and we intend to increase our apprentices in the following years.   |  |
|  | Buying Local  | Pembrey and Burry Port Town Council has the view that wherever possible, goods and services purchased should be acquired locally to ensure the public money is invested back into the community. This is not always possible due to price or availability. However, we liaise with the local small businesses to negotiate prices when we can.        |  |
|  | Buy local Christmas   | With support from the Economy community forum, this Christmas we launched a 'Christmas Pressie Promise' as part of the buy local campaign. This asked every household to purchase at least one gift from a local small business. This was very well received from the local businesses and is something that we will continue to do to support local. |  |

## Reflection and Looking Forward

An opportunity to reflect on how things are going and outline future priorities.

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| <p>What has worked well for the Council?</p>                              | <p>Pembrey and Burry Port Town Council have had a very positive year. Community Engagement has worked very well through the community forums, events, social media and the vocal eyes app which resulted in us being awarded 'The Best in Wales for Community Engagement' Award from One Voice Wales and our engagement on Facebook being increased by more than 400%.</p>   |
| <p>What have been the barriers for the Council?</p>                       | <p>Time scale of the competition of asset transfers.<br/>Availability and timescales of grant funding.<br/>Social and Economic Barriers</p>  |
| <p>Are there any matters the PSB could support delivery/progress on?</p>  | <p>To continue providing support and information via the PSB forum meetings attended by the CDO.</p>   |
| <p>What are the Council's main priorities looking forward to 2020-21?</p> | <p>Burry Port is Carmarthenshire's Town of Culture for 2020/2021. Originally given the title for 2020, due to the lockdown and cancellation of events following the COVID-19 pandemic, Carmarthenshire County Council have confirmed that we will keep the title for an extra year through 2021.<br/>Following the COVID-19 crisis, the community will have very different needs to recover. This includes local businesses, unemployment, financial and emotional support. The council are already working on plans to have facilities in place to assist the community with a local recovery plan.</p> <p>There are several major projects planned for the next year within our facilities (please see projects above).</p> <p>The Town Council aims to review and reduce its carbon footprint, such as, planting of perennial plants over annuals, providing a more sustainable culture within our community.</p> |

## Appendix A: 5 Ways of Working

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| <b>Long Term</b><br>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.  |
| <b>Prevention</b><br>How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.   |
| <b>Integration</b><br>Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.  |
| <b>Collaboration</b><br>Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.                            |
| <b>Involvement</b><br>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves. |

## Appendix B: National Well-being Goals

| <b>National Goal</b>   |
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| <b>A Prosperous Wales:</b><br>An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. |
| <b>A Resilient Wales:</b><br>A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.   |
| <b>A Healthier Wales:</b><br>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood   |
| <b>A More Equal Wales:</b><br>A society that enables people to fulfil their potential no matter what their background or circumstances   |
| <b>A Wales of Cohesive Communities:</b><br>Attractive, viable, safe and well-connected communities   |
| <b>A Wales of Vibrant Culture and Thriving Welsh Language:</b><br>where we have lots of opportunities to do different things and where lots of people can speak Welsh  |
| <b>A Globally Responsible Wales:</b><br>where we look after the Environment and think about other people around the World  |