

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 10<sup>th</sup> January 2017**

**Present:** Chair Cllr Andrew Phillips, Cllrs David Owens and Malcolm Davies.

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk) and Alan Howells (RFO).

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

**1. Personal Matters**

Apologies were received from Cllrs Robert John, Mrs Mary Wenman and Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest.

**3. To confirm the minutes of the meeting held on Tuesday 13<sup>th</sup> December 2016**

The Committee approved the minutes of the meeting as a true record.

**4. To consider any matters arising from the minutes**

P1 Matters arising - To consider/approve the cost of essential tree removal and a maintenance plan in relation to the grounds of Pembrey Memorial Hall

Cllr Andrew Phillips again queried whether there had been any progress with the County Council regarding the lease and other outstanding issues. The RFO reported that he had spoken to Mr Jonathan Fearn (Head of Property Services) who thought that the legal issues had been attended to. He also informed members that Mr Fearn is now additionally responsible for maintenance. It was therefore requested that the Clerk arrange a meeting with Mr Fearn, Cllr Andrew Phillips and the Pembrey Councillors to try to address and finalise these outstanding issues.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The payments for Parc Y Tywyn and Hapus Dyrfa had now been received. Contact had been made with Burry Port Town Band to determine any issues with the invoices, due to problems with the water supply and a positive outcome was expected soon. The RFO informed members that payment was due shortly from the Explorers. Also, the Cubs and Scouts are still arranging a new bank mandate. The other payments are being pursued with the various organisations.

## 6. **Budget monitoring**

The RFO presented the report up to the end of December 2016 and advised that the projected income and expenditure should be 75% of the budgeted figures.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

The RFO provided comments and explanations on each budget heading by Committee, as follows:

### Finance Committee

Income – Within budget, due to additional income from the Salvation Army recycling initiative.

Expenditure – On budget.

### Facilities Management Committee

Income – Within budget, with the cemetery income continuing to be high this year. The RFO advised that the balance received from Burry Port Parks Committee had now been transferred into this Committee's budget. The RFO noted that most of the SLAs would be paid later in the year and invoices had been issued this month. The rental income had been boosted by the payment of most annual and quarterly invoices.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month. Main variances had been highlighted and would be monitored. The RFO also noted that the virement for the new mower had been actioned. Other virements were required for the reconnection of a water supply on the Copperworks site and the tree maintenance at Pembrey Memorial Hall.

Cllr Andrew Phillips requested an update on the Footway Lighting charges, as raised in the last meeting. The Clerk noted that the TSO would be meeting Carmarthenshire County Council Public Lighting staff shortly to discuss this. It was agreed that this payment should not be made until this issue is clarified.

### Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee. Cllr David Owens noted concerns raised by the Committee on progress with the training plan and it was requested that the TSO provide a programme of proposals for training of the operational staff.

Members were also informed of a recommendation from the Civic Governance and Personnel Committee regarding the restructure of the budget for the Mayoral Allowance for 2017/18, which had been discussed as part of the budget setting meetings. Following discussion on this, the proposals were AGREED by the Committee.

### Regeneration and Community Services Committee

Income – As referred to above, the balance of the contribution from the Parks Committee had now been transferred from this Committee to the Facilities Management Committee.

Expenditure – Slightly over budget year to date, although the Committee would be proposing virements in a future meeting following the final expenditure for the Christmas lighting being known.

Overall net expenditure at 68.32% is within budget year to date.

**7. Further consideration of budget setting for the 2017/18 financial year**

Further to the report to the previous meeting, the RFO presented an updated report on the draft budget for the 2017/18 financial year, which included recommendations from the Facilities Management Committee.

Following estimates of works required to upgrade the Council's buildings, the Facilities Management Committee proposed to include a budget for interest charges for an additional PWLB loan, to undertake these works on a progressive basis. The Finance Committee AGREED with this proposal.

In relation to the budget proposals for the Regeneration and Community Services Committee, members AGREED that in light of the budget deficit, the amount requested for community events should be reduced from £18,000 to £8,000. Also, it was AGREED that the proposed figure for Special Development Projects (Well-being and consultancy fees) should be reduced from £8,000 to £4,000.

The RFO noted that the overall budget proposals still gave a budget deficit for 2017/18, based on the current year's precept level. The Committee AGREED that the revised budget proposals be recommended to the Town Council at the next meeting, with the deficit to be funded from an increase in the precept.

**8. To consider any referred matters from the other Committees**

The Clerk reported that there were no referred matters.