

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 14th March 2017

Present: Chair Cllr Andrew Phillips, Cllrs David Owens and Robert John

Officers: Alan Howells (RFO)

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

Minute taker: Alan Howells (RFO)

1. Personal Matters

Apologies were received from Cllrs Malcolm Davies., Mrs Mary Wenman and Mrs Pat Jones. Also Mrs Melanie Carroll-Cliffe (Town Clerk)

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 14th February 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Cllr Andrew Phillips noted that a meeting had been arranged Mr Jonathan Fearn (Head of Property). Cllr David Owens requested that the Pembrey members be notified of the meeting.

P2 To consider the financial implications of the proposed asset transfer from Carmarthenshire County Council.

Cllr Andrew Phillips noted that discussions on this were still on-going with the County Council. The Town Council was awaiting the result of the survey and costings of the Memorial Park before making a decision regarding this.

Cllr Robert John noted that the Facilities Management Committee had discussed a strategy for the parks depending on the outcome of the survey and costings.

It was also noted that Bowls Club will be proceeding with their own asset transfer of the bowls green with the County Council.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The Town Band had been informed that its Quarter 2 invoice had been cancelled, as agreed at the last meeting. Their other outstanding invoices would be paid by the end of the financial year.

The RFO noted that the CCC SLAs would be paid by the year end. He had been informed that the SLA for the Remembrance Gardens would not be paid in 17-18.

The Committee requested that the County Councillors pursue this issue with the County Council.

6. **Budget monitoring**

The RFO presented the report up to the end of February 2017 and advised that the projected income and expenditure should be 92% 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, with the payroll SLA received recently.

Facilities Management Committee

Income – Within budget, with the cemetery and rental incomes continuing to be high this year.

It was requested that income from bar takings and rental be included separately for 2017/18.

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 noted that the invoice for the Footway Lighting had been received and was within budget.

Cllr Andrew Phillips requested an update on the TSO's meeting with Carmarthenshire County Council regarding Footway Lighting charges, as raised in the last meeting.

The Clerk or TSO to provide an update to the next meeting.

Cllr Robert John noted that there would be additional expenditure against some of the facilities maintenance budgets due to additional works highlighted by the TSO in the last Facilities meeting.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for 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. The Committee expressed concern that virements had not been recommended or actioned by the Regeneration and Community Services Committee.

Cllr David Owens requested that the Contractor Analysis report provided previously by the RFO be reported again after the year end.

Overall net expenditure at 82.43% is within budget year to date.

7. To consider current arrangements for credit control and whether these can be improved (referral from the Facilities Management Committee meeting of 06/03/17).

As the Clerk was not present at the meeting, Cllr Robert John noted that the issue related to the Committee's concern at the management and control of individual facilities repair projects in 2017/18. Following discussion on this the Committee agreed that the RFO would include additional budget lines within the budget monitoring report for 17/18 to enable closer control.

8. Consideration of the appointment of an internal auditor.

The RFO referred to the annual requirement to appoint an internal auditor to undertake an annual audit of the 16/17 end of year accounts.

Following discussion on this the Committee **APPROVED** the re-appointment of Charles and Company as the internal auditor for 2016/17 accounts.

The Clerk will be requested to write a letter of appointment to the auditor regarding this.

9. To consider any referred matters from the other Committees

The RFO reported that there were no referred matters.

10. Any Other business

The Committee requested that the Budget for 2017/18 and Fees and Charges Schedule be presented to the next Committee for information.