

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 8th November 2016

Present: Chair - Cllr Andrew Phillips, Cllrs David Owens, Cllrs Malcolm Davies, Robert John, Mrs Pat Jones, Mrs Mary Wenman and John James (ex officio)

Officers: Mrs Melanie Carroll-Cliffe (Town Clerk), Mr Alan Howells (RFO).

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.00am)

1. Personal Matters

There were no apologies.

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on Tuesday 11th October 2016

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

4. To consider any matters arising from the minutes.

P3 (7) 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 queried whether the County Council would pay for this work. The Clerk informed members that previously, the County Council had indicated that as the Town Council had received the income, it should be paying for any remedial works. Cllr John James noted that the County Councillors would pursue this matter with the County Council.

It was also discussed that despite previous assurances, the formal transfer of Pembrey Memorial Hall had still not been completed. Cllr Andrew Phillips requested that a further meeting be arranged with County Council officers to discuss the issues of the outstanding lease and also the remedial works on the trees and boiler, since the Town Council took over responsibility for the hall.

The Clerk also reported that additional finance would be needed for an ongoing maintenance programme for the trees at the hall. This will need to be considered by the Facilities Management Committee as part of the budget setting process.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The RFO informed members that Llanelli Youth Theatre had fully discharged the outstanding debt. He further informed members that payment was still outstanding from Burry Port Town Band, the

Dementia Carers Support Group, the Explorers and the Historical Society. The Cycling Club had paid its invoice the previous day and the RFO was confident that the Weight Watchers invoice would be paid shortly. Lastly the RFO advised that contact had been made with the new leader of the Cubs and Scouts who was dealing with the matter.

6. **Budget monitoring**

Members were advised that the outstanding balance had now been received from Burry Port Parks Committee. It was confirmed that this would be added into the budget of the Facilities Management Committee.

The RFO presented the report up to the end of October 2016 and advised that the projected income and expenditure should be 58.3% 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.

Expenditure – On budget, apart from the Insurances, where the annual costs had been paid. It was recommended that a virement be actioned from the telephones, subscriptions and general expenses budget to cover this.

Facilities Management Committee

Income – Within budget, with the Cemetery income high so far this year. The RFO noted that most of the SLAs would be paid later in the year and 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 there would be an additional expenditure of £1,000 on the Copperworks site, due to the reconnection of water to the Band Room. The Clerk advised that there had been a discussion at the previous week's Facilities Management Committee meeting regarding the requests for virements which had been referred back from the Finance Committee. The Facilities Management Committee required guidance from the RFO and therefore wished him to be in attendance at the next Committee meeting.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year. Cllr David Owens noted that there would be a saving on the "Job Evaluation review" budget, as the work had been undertaken internally and this surplus will be spent elsewhere.

Regeneration and Community Services Committee

Income – The Clerk referred to a query from the Regeneration and Community Services Committee regarding the contributions received this financial year towards floral displays and Christmas lighting. The RFO advised that contributions of £1,250 had been received so far and that some of the payments queried had been received in 2015/16. He reported that the breakdown of expenditure and income for the floral displays had been given to the TSO.

Expenditure –Within budget overall for the Committee. Cllr David Owens queried whether the Committee had plans for committing the Marketing budget. The Clerk reported that this had been discussed at the Regeneration and Community Services Committee with proposals for promotion of the Wales in Bloom 2017 event and promotion of the history of the town.

Christmas lighting – The Clerk reported that there will be increased expenditure in this area, due to new arrangements for lighting this year. However, this had been considered by the Regeneration and Community Services Committee and it had been identified that there are sufficient areas for virement to accommodate any increased expenditure.

Overall net expenditure at 52.5% is within budget year to date.

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

The Clerk reported that initial discussions had started within the Facilities Management Committee and the Regeneration and Community Services Committee to consider proposals for the 2017/18 budget.

The RFO advised that the budget would be prepared in line with the 2016/17 budget, with inflationary increases provided in line with CCC assumptions. Other considerations would be the proposed increase in the level of precept, any developments and priorities or any potential transfer of functions from the County Council.

Cllr John James noted that it will be difficult to determine the effects of any potential transfer of functions from the County Council, as discussions are ongoing between the Town Council, local organisations and Carmarthenshire County Council.

Cllr Robert John highlighted that consideration needs to be given to the maintenance of the Town Council's own facilities.

Following discussions, it was agreed that this item be discussed further in the next meeting, following submissions from each committee.

8. **Review of the Risk Assessment**

The RFO presented the revised Risk Assessment for the Town Council and noted two additional issues highlighted in the last six months: "Potential transfer of assets and services from the County Council" and "Failure of security on IT system." Control measures were reported to reduce these risks.

Cllr David Owens proposed that it would be beneficial to allocate responsibility for the risks to individual committees and they could take account of this in the context of the budget setting process. This was **AGREED** by the Committee.

Following discussion, the report was **ACCEPTED**.

9. **Consideration of proposed new Financial Regulations.**

The Committee had been presented in advance of the meeting with copies of the revised Regulations with amendments highlighted for discussion. The proposed amended Financial Regulations had been prepared in line with the new model Financial Regulations received.

The Clerk and RFO discussed the document in full with members. Following discussion, it was **RECOMMENDED** that the revised Financial Regulations be recommended for approval to the next Town Council meeting. It was agreed that it was unnecessary to copy and send out the new proposed Financial Regulations in advance of the Town Council meeting.

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

The Clerk reported that there were no referred matters.