

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

**Tuesday 11<sup>th</sup> October 2016**

**Present:** Vice Chair - Cllr David Owens, Cllrs Malcolm Davies, Robert John, John James (substitute for Andrew Phillips) and Mrs Mary Wenman.

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.30 am)**

**1. Personal Matters**

Apologies were received from Cllrs Andrew Phillips and Mrs Pat Jones.

**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 13<sup>th</sup> September 2016.**

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

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

The meeting considered the following items from the meeting of 13<sup>th</sup> September:

**P1 (4) Matters arising - Consideration of new Model Financial Regulations**

The Clerk advised that this item had not been placed on the agenda for this meeting due to the absence of the Chairperson and it had been agreed with him that it be deferred to the next meeting in November. However, draft copies of the new Financial Regulations were circulated to the members present, to consider in advance of the next meeting.

With regards to the discussion at the last meeting that for emergency situations the Clerk's authority (in consultation with the Mayor, the RFO, Chair of the Finance Committee and Chair of any other relevant Committee) should be increased to £5,000, Cllr Owens proposed that if requests come from individual committees to action emergency approvals, that if approved, these items would be charged against those committee's budgets in the first instance. If this was not possible, then his view was that it would be necessary to call an emergency Finance Committee meeting. It was agreed that this would be considered as part of the discussion on the revised Financial Regulations and included in these.

**P1 (4) Matters arising - Major Contractors' report.**

Cllr John James queried the purpose of the report and Cllr David Owens reiterated that this had been presented at the request of a previous Finance Committee meeting to review high contractor expenditure and it is intended that there be six monthly reviews incorporating proposed revisions.

Cllr Mrs Mary Wenman noted that the report had been welcomed by the Regeneration and Community Services Committee, as it had highlighted high expenditure in some areas.

#### P2 (6) Budget Monitoring - Regeneration and Community Services Committee Income.

Cllr John James queried the discussion with regards to this item. Cllr David Owens explained that the discussion had been in relation to whether a budget should be set for anticipated income from external organisations towards Town Council community projects.

Cllr Robert John reiterated his suggestion that a list of development activities be advertised, with a request that local organisations contribute to support these.

Following discussion on this, it was AGREED that this item be referred to the Regeneration and Community Services Committee for consideration as part of the budget setting process, with a recommendation that the Committee considers three initiatives.

#### **5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was £76.72, which will be paid off soon.

Hayley Massochi – The Clerk advised that she had encountered difficulty contacting her due to a change of address but that this invoice would still be pursued.

Burry Port Town Band – The RFO noted that outstanding invoices had now been passed to the new Chair and would be paid soon.

Weight Watchers – The RFO noted that the outstanding invoices for the hire of the OAP hall had been paid.

Dementia Carers Group – The Clerk advised that an amended invoice had been issued to this organisation, following clarification of their meeting dates.

Explorers – The RFO noted that he had been in correspondence with the Group Leader and that an amended invoice had been issued, which should be paid soon.

Historical Society – The RFO noted that this had not been paid. Following discussion, it was agreed that a further copy of the invoice be hand delivered to the Committee that evening at its meeting.

Cubs and Scouts – The RFO noted that a further reminder had been e-mailed to the Group Leader.

#### **6. Budget monitoring**

The RFO presented the report up to the end of September 2016 and advised that the projected income and expenditure would be 50% 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. Cllr David Owens recommended that a virement from within the Committee’s budget be considered at the next meeting for the additional insurance costs, due to the annual increase. This was AGREED by the Committee.

Facilities Management Committee

Income – Within budget, with the room rentals boosted by payments of most annual payments or Quarters 1 and 2 rentals. Also Cemetery income is high so far this year. The RFO noted that most of the SLAs would be paid later in the year.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month. It was recommended that the Facilities Management Committee consider virements for potential overspend areas or where there is no budget, for example, the new security system. Areas considered for potential virement were “Bus shelters” and “Toddler Park/MUGA”.

The RFO noted that a virement needs to be actioned from Reserves for “Equipment – Replacement” for the new mower.

In relation to the Copperworks, the RFO is to check what development funds are available from last year and include these in the budget.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee.

Regeneration and Community Services Committee

Income – The RFO noted that contributions of £1,250 had been received so far towards the floral displays and Christmas lighting.

Expenditure – Slightly over budget year to date, with the RFO noting that the Floral Display expenditure had gone over budget.

It was AGREED that the Regeneration and Community Services Committee needs to consider potential areas for virement from other budget headings.

The RFO noted two areas where little expenditure had occurred year to date – “Council Community Events”, where the proposed fishing festival and fireworks displays had not gone ahead, and “Special Development Projects”, where the Harbour developments and Bacce projects had not progressed yet.

Net expenditure at 46.95% is within budget year to date.

**7. To consider/approve the cost of essential tree removal and a maintenance plan in relation to the grounds of Pembrey Memorial Hall (referral from Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a recommendation from the Facilities Management Committee for the removal of two trees from the grounds of Pembrey Memorial Hall, due to health and safety concerns, and also consideration of an ongoing maintenance plan. A survey had been undertaken and three quotations had been received for the removal of the trees. The committee had been asked to approve the expenditure.

Following discussion, it was AGREED that the work needed to progress due to the health and safety implications and that the lowest quote would be approved. However, the Committee requested that the Facilities Management Committee consider funding the expenditure from within its overall budget.

With regard to the ongoing maintenance plan, it was AGREED that funding of this should be considered by the Facilities Management Committee, as part of its 2017/18 budget proposals.

**8. To consider the allocation of an immediate marketing budget for the Facilities Management Committee, in order to promote the Town Council's facilities (referral from Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a request from the Facilities Management Committee for a marketing budget to promote the Town Council's facilities.

It was discussed that the Regeneration and Community Services Committee has a marketing budget but the purpose of this is to promote the Town Council and also the area. The Clerk highlighted the intentions of the Regeneration and Community Services Committee in relation to spending this budget.

Cllr John Jones noted that the Town Council needed to promote the history of the town more, as the heritage boards were only promoting the manufacturing history of the town.

Following discussion, it was AGREED that the issue be referred back to the Facilities Management Committee to consider funding the expenditure from within its overall budget for this year. In relation to future funding, this should be considered by the Facilities Management Committee, as part of its 2017/18 budget proposals and as part of future planning.

**9. To consider/approve the cost of re-connecting the water supply to the Band Room on the Copperworks site (referral from the Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a request from the Facilities Management Committee for approval of the cost to re-connect the water supply to the Band Room on the Copperworks site. She provided an update of works on the site and noted that Dwr Cymru had already reduced the previous invoice for the water leak from the site, as they had not actioned the previous request from the TSO.

Following discussion, it was AGREED that the work should be approved, as it is a one-off cost. However, the issue should be referred back to the Facilities Management Committee to consider funding the expenditure from within its overall budget for this year.

**10. To consider the formation of a strategic planning working group (referral from the Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk outlined the background to this referral from the Facilities Management Committee for the formation of a strategic planning working group and how the other Committees had responded to it.

Following discussion, the Committee AGREED IN PRINCIPLE to the formation of a group and the creation of a Council Strategy. However, it was recommended that a Council Strategic Working Committee be set up following the commencement of the new Town Council term in May 2017.

Cllr Robert John left the meeting at 11.20am.

**11. To consider the current bank signatories**

The Clerk referred to the current bank signatories and requested that the Committee review the list to determine any amendments to it. Following discussion, it was AGREED that the existing list be retained with no further additions.

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

The Clerk reported that there were no other referrals.

**13. Any Other Competent Business**

**13.1 Budget Preparation 2017/18**

The RFO noted that the preparation for the budget for the next financial year would commence in November, with each Committee asked to consider their existing budget.

The budget will be prepared in line with the 2016/17 budget, with inflationary increases per the County Council.

Other issues to consider:

- Proposed increase in the level of precept
- Any developments and priorities
- Any potential transfer of functions from the County Council.

**13.2 Christmas lighting**

The Clerk referred to discussions at the latest Regeneration and Community Services Committee regarding this year's arrangements for the provision of Christmas lighting in the town, which will have budget implications for that budget heading. However, the Committee has already looked at its budget and where internal virements can be made to fund the additional cost.