

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 13th December 2016

Present: Chair - Cllr Andrew Phillips, Cllrs Mrs Mary Wenman and John Hedley Jones
(substitute for Cllr David Owens)

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.20am)

1. Personal Matters

Apologies were received from Cllrs David Owens, Malcolm Davies, Robert John and Mrs Pat Jones.

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest. Cllr John Hedley Jones declared an interest in relation to Item 5 (Outstanding Invoices) due to his involvement with Burry Port Town Band.

3. To confirm the minutes of the meeting held on Tuesday 8th November 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 queried whether there had been any progress with the County Council regarding 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 reported that there had been no further progress on this. It was agreed that she would pursue this with Mr Jonathan Fearn (Head of Property) via e-mail and the RFO would contact him verbally.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The RFO informed members that outstanding payments from Burry Port Town Band, the Dementia Carers Support Group, the Explorers and the Historical Society were being pursued by himself and/or the Clerk. Several follow up invoices had been hand delivered to the Historical Society. In relation to the Town Band, it was discussed that there had been water supply problems to the building which they rent.

6. Budget monitoring

The RFO presented the report up to the end of November 2016 and advised that the projected income and expenditure should be 67% 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, with a virement actioned from the telephones, subscriptions and general expenses budget to cover the Insurances overspend, where the annual costs had been paid.

Facilities Management Committee

Income – Within budget, with the Cemetery income continuing to be high this year. The RFO noted that most of the SLAs would be paid later in the year and invoices would be issued next 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 there had been additional expenditure of £1,000 on the Copperworks site, due to the reconnection of a water supply to the Band Room.

Cllr John Hedley Jones referred to expenditure on footway lighting and expressed a view that the Town Council should not pay this until there was clarification on what lights it is responsible for.

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 would consider these in January's meeting when the RFO would attend to provide guidance. The RFO referred to some potential areas for virements, including storage (as the container has now been purchased) and bus shelter contribution.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year. It was again noted that there would be a saving on the "Job Evaluation review" budget, as the work was being undertaken internally.

Regeneration and Community Services Committee

Income – The RFO advised that the balance of the contribution from the Parks Committee had been included here, but it was agreed that this should be included within the income figures for the Facilities Management Committee.

Expenditure – Within budget overall for the Committee year to date, although the Committee would be proposing virements in a future meeting following the final expenditure for the Christmas lighting, proposals for promotion of the Wales in Bloom 2017 event and promotion of the history of the town.

Overall net expenditure at 59.4% is within budget year to date.

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

The RFO presented an updated report on the draft budget for the 2017/18 financial year. He reported that recommendations from each Committee, apart from the Facilities Management Committee, had been included, along with amendments agreed for the budget preparation. This was currently giving an initial budget deficit for 2017/18, based on the current year's precept level.

The Clerk advised that initial discussions had started within the Facilities Management Committee which had requested some estimated costs from the TSO before finalising proposals for the 2017/18 budget. It is intended that these be presented at the January committee meeting, which the RFO would attend.

Following discussions, it was agreed that, in order to comply with the budgetary timetable, final budget proposals would need to be agreed by the Finance Committee in January, for recommendation to the Town Council later in the month.

8. **To consider a recommendation from the Facilities Management Committee meeting of 7th December 2016 in relation to the installation of bar facilities at Burry Port Memorial Hall.**

The Clerk referred to a recommendation from the last meeting of the Facilities Management Committee in relation to this proposal.

Following discussion it was **AGREED** that the three-phase approach be adopted, with expenditure of £2,000 **APPROVED** for 2016/17 for the installation of the hatch and counter.

It was **AGREED** that the works proceed, with the Facilities Management Committee asked to consider areas of potential virement for this proposal from its budget areas. If this was not possible then the issue of funding would be referred back to the Finance Committee at a future meeting.

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

The Clerk reported that there were no referred matters.