

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 12th January 2015

Present: Mayor Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews, Mrs Mary Wenman and Michael Theodoulou (substitute for Cllr Stephen James).

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

(Room 1, Memorial Institute, Burry Port 9.15am – 10.30am)

1. Personal Matters

Apologies were received from Cllrs Mrs Pat Jones and Stephen James.

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the meeting held on Monday 8th December 2014.

The minutes of the meeting of 8th December 2014 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 New office desk

A query was raised as to whether the office furniture had now been received from the County Council. The Clerk advised that she had recently spoken to Paul Gregory at the County Council, who had informed her that there had been a delay in their room changes being finalised but that he should know what was available in the next two weeks.

5. Outstanding Invoices

The RFO advised that some of the invoices had been paid since the agenda had been issued. He noted that the Youth Theatre's outstanding debt is still being discharged in accordance with the terms approved by the Finance Committee. It was noted that the invoice to Lisa Mitchell has now been paid. The RFO has contacted the other individuals or organisations and is confident that all the current outstanding invoices will shortly be paid. It was suggested that an additional column be added to the details on the agenda, to provide the date when an invoice is sent out. This was **APPROVED.**

6. Budget monitoring

The RFO advised that up to the end of November 2014, income and expenditure should be around 67%.

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

Income

Overall income year to date is within budget, with some annual payments received already. Budget heads showing under budget should improve as the year progresses.

Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, subject to timing issues on insurance and telephone payments.

Civic expenditure - On budget, with some costs of the Civic Ceremony to come through in future months.

Cemetery/footpaths – Currently under budget, as footway lighting not invoiced yet. Overall, the budget heading could be over budget by the end of the year. The RFO and TSO will review maintenance, equipment and vehicle expenditure to determine if a virement is required and report back to a future meeting.

Hall and Institute – Currently, most budget headings are within budget, but electricity needs reviewing.

RFO and TSO will review electricity to determine if a virement is required and report back to a future meeting.

Members requested that the effectiveness of the new heating system within the Institute be referred to the TSO to report back.

Hall and Institute Refurbishments – As reported previously the RFO noted that the Town Council and Grant funded budgets had been split as requested previously. The Clerk and TSO are currently reviewing expenditure on grant funded work in order to claim the grant monies this financial year.

Copperworks - On budget, following virements.

Former Pembrey School - On budget. A query was raised as to whether all the maintenance works had been completed. This will be checked with the TSO.

Pembrey Memorial Hall - On budget.

Special Projects – Overall within budget, with many budget headings not yet spent.

The RFO noted that the additional £2,200 budget on the Floral Displays budget heading approved for the extra roundabout works in 2013/14, which had not been reflected in the original 2014/15 budget, has now been vired from reserves and included in the revised budget. Virements had also been actioned for the Christmas lights.

Net operational expenditure is just over 60% and is therefore on budget for year to date.

Cllr David Owens queried the timing of the reports, as the budget monitoring is always reported in arrears. The RFO explained that due to the timescales for issuing Committee papers, it is not possible to report the later month. However, he also noted that if extraordinary transactions occur in the later month, these are reported verbally to the Committee.

Cllr Michael Theodoulou queried progress on marketing activity for the Memorial Halls. The Clerk noted that this item would be discussed at the next Regeneration and Leisure Committee meeting.

7. **Draft Budget for 2015/16**

The RFO noted that further to the meeting of the Committee on 8th December 2014, all the budget adjustments agreed in the meeting had been made and he presented a revised draft budget, which included an assumption of a 2.5% increase in the existing precept. He noted that following the proposed adjustments, a figure of £10,820 would need to be funded from reserves to balance the budget, £6,820 from general reserves and £4,000 from a reduction in the earmarked Local Election reserve.

Following discussion, the committee **AGREED** to recommend the revised draft budget to the Town Council meeting for final approval.

8. **Quarterly review of risk assessment.**

Due to the proposed change in the format of the risk assessment template, it was agreed to defer this item to the next meeting.

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

The Clerk reported that there were no referrals from other committees.

10. **Any other competent business**

10.1 National Pay Award

The Clerk referred to correspondence received from One Voice Wales and recent discussions with the Payroll section in the County Council regarding the proposed National pay award of 2.2% from 1st January 2015.

Cllrs David Owens and Michael Theodoulou queried what the Council's policy on this is and whether staff terms and conditions stated that the national pay conditions would be followed. The Mayor, Cllr Andrew Phillips noted that the Town Council follows the County Council's lead on this.

Following discussion, the committee **AGREED** to recommend implementation of the national pay award to the Town Council.

It was also discussed whether the Town Council should implement a system of performance management/job evaluation/appraisal for all staff. Following discussion on this, it was **AGREED** to refer this suggestion to the Civic Governance and Personnel Committee to consider further.

10.1 Trostre Boxing club

The Clerk referred to a request from the Trostre Boxing club, who have booked the Memorial Hall for an evening event at the end of January. They have queried what fee strand they should pay, as several of their members live within the Town Council area.

Following discussion, the committee **AGREED** to charge the Club a hire charge which is mid point between the strand A fee and strand B fee.

The Clerk also advised that as part of her discussions with the Boxing Club, they had noted that some Town Councils do not charge for the hire of the hall but run a bar to raise extra revenue at boxing events.

Following discussion on the potential for this type of arrangement for the Memorial Hall, it was **AGREED** that the possible options be looked into.

10.3 Town Council fundraising events

Cllr Shirley Matthews queried whether the Town Council could run events within the Memorial Halls to raise funds for supporting community benefits. It was agreed that this would be possible.

Following discussion on this, it was **AGREED** to refer this suggestion to the Regeneration and Leisure Committee to consider further.