

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

**Monday 15<sup>th</sup> June 2015**

**Present:** Chair Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews, John James (substitute for Mrs Pat Jones) and Michael Theodoulou (substitute for Cllr Stephen James).

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

**(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 10.35am)**

Cllr. Matthews left the meeting at 10.15am.

**1. Personal Matters**

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

**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 11<sup>th</sup> May 2015**

The minutes of the meeting of 11<sup>th</sup> May 2015 were approved as a true record.

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

**P1 (4) Matters arising from the minutes – Budget Monitoring - Former Pembrey School**

Cllr David Owens referred to discussions at the last meeting and expressed a view that a further meeting with Mr Jonathan Fearn of Carmarthenshire County Council needed to be arranged to progress the outstanding issues, even though correspondence has been sent to him on this. The Clerk advised that she has e-mailed Mr Fearn twice since the last Town Council meeting, but had not had a response or acknowledgment to these.

Cllr Mrs Shirley Matthews advised that she would see Mr Fearn next week and would request him to attend a further meeting with the original attendees.

**P2 (4) Matters Arising - Pembrey Memorial Hall security lighting**

Cllr David Owens noted that the new arrangements seemed to be working well, but requested that the Clerk raise the issue of the security lighting at the back of the premises with the TSO again to ensure that this is being progressed.

**P3 (6) Budget Monitoring**

Cllr David Owens queried if there was an update in relation to the Youth Club donation. The Clerk updated members that a considerable number of items had now been ordered on behalf of the Youth Club and therefore, the expenditure to date was approximately £6,000. Members discussed that in future, when a significant amount of money is being donated, it should be stipulated what the money

is to be spent on and also a time frame provided. Cllr John James emphasised that in relation to the Youth Club donation, this had been allocated to appease members of the public following the closure of the snooker room.

## 5. **Outstanding Invoices**

The RFO noted that the invoices to Carmarthenshire County Council for the Footpath grant and repairs to Pembrey Memorial Hall had been paid since the agenda had been sent out. Also the Youth Theatre are continuing to pay off its outstanding amount, which now stands at around £715.

The Clerk reported that she had again been in contact with Ann Jones and the Cylch Meithrin in Pembrey to remind them of their outstanding debt.

Cllr. Owens noted that there had been delays with the start date for the “Flying Start” project in Pembrey school, which has impacted on the Cylch Meithrin’s termination date. It was **AGREED** that local County members will check progress with the Education Department.

The Clerk further advised that she had been in communication with the Cylch regarding their termination date and it was **AGREED** to invoice them for Quarter 1’s room rental for the hall, given that it is still unknown precisely when they will be leaving.

## 6. **Budget monitoring (April)**

The RFO presented the report for April 2015.

The RFO advised that as it was the first month of the new financial year, projected income and expenditure would be 8%, of the budgeted figures. Due to annual rate payments being made in April, a number of headings were over budget, but this was a timing issue.

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

### Income

Overall income is outside budget, as a number of annual payments from the County Council will be paid later in the year (e.g. Footpath grant, SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). Rental income was also lower at present due to the slight delay in approving the new annual rental rates. Income will therefore be boosted in future months as these payments are received.

### Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, although it was noted that a number of annual subscriptions had been paid in April.

### Marketing and Promotions Costs

The RFO noted that as agreed in the last meeting the Marketing and Promotions budget be included in a separate heading outside the Administration heading.

There was some discussion on items to include within the Marketing and Promotions budget.

It was **AGREED** that separate analysis of expenditure be included for future meetings to ensure that relevant items are coded to this budget heading.

Civic expenditure – No expenditure in April.

Cemetery/footpaths – Currently over budget overall, due to the annual rates payment made in April.

Hall and Institute – Currently over budget overall, due to the annual rates payment made in April.

Copperworks - Currently over budget overall, due to the annual rates payment made in April. The RFO noted that rates were higher for the vacant building, due to the loss of rebate received previously when it was occupied.

Cllr Michael Theodoulou noted the discussion at the Regeneration and Leisure Committee meeting regarding demolishing the vacant building, due to ongoing costs of the building. The Clerk advised that an item on this issue was being placed on the agenda for the next Town Council meeting.

Following discussion on this, members unanimously **AGREED** in principle to the proposal, to demolish the building as soon as practicable subject to the cost of demolition being reasonable.

Former Pembrey School - Currently over budget overall, due to the annual rates payment made in April.

Pembrey Memorial Hall - Currently over budget overall, due to the annual rates payment made in April and the payment of an oil bill.

Special Projects – Under budget overall, with little expenditure in April.

The Committee discussed monitoring of progress and expenditure of the Special Development projects. It was noted that this will be done between the Regeneration and Finance Committees. Cllr David Owens suggested that these would also be monitored via the revised Governance structure.

It was recommended that the Civic Governance and Personnel Committee meet soon to complete the setting up of the revised Committee framework. The Clerk will arrange a meeting in the next week.

It was **AGREED** that separate analysis of expenditure against each of the Special Development Projects be included for future meetings to monitor progress against this budget.

Net expenditure is 11.05% and is therefore over budget, mainly attributable to payment of rates and lower income.

**7. To consider the creation of a property management fund (referral from Town Council meeting of 20/5/15).**

The Clerk noted the referral from the last Town Council meeting regarding the proposal to set up a property management fund for its various premises.

Cllr Michael Theodoulou noted that he had raised the proposal of setting up a “sinking fund” for the management of ongoing maintenance of the Council’s current property portfolio. This would be used to finance cyclical/planned maintenance and also major repairs.

Cllr David Owens noted that this fund could be managed as part of the proposed Facilities Management sub committee being considered as part of the Town Council's review of Committees. The committee could work with the TSO on managing this Fund.

It was **AGREED** that setting up of the Fund would be considered as part of the 2016/17 budget setting process.

In the meantime, the Clerk would discuss with the TSO about undertaking a survey of all premises, to determine ongoing requirements for cyclical and major repairs.

**8. Review of the Wales in Bloom/ Britain in Bloom budget.**

The Clerk noted her recent discussions with the TSO and the floral contractor to monitor expenditure on the Wales and Britain in Blooms displays. The Clerk had also received an email from the nurseries' proprietor, providing details of estimated overall expenditure for the plants and flowers, although some figures were exact.

From the information received, it was estimated that the expenditure would be within the budget allocated for the year. Expenditure would continue to be monitored throughout the year as the project work continued. Any additional expenditure would be funded by the proposed donation from the Community Events Forum or community donations.

An update will be provided to future meetings.

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

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