



CYNGOR TREF PEN-BRE A PHORTH TYWYN PEMBREY AND BURRY PORT TOWN COUNCIL

Mrs Melanie Carroll-Cliffe, *Clerc y Dref / Town Clerk*
Mr Alan Howells FCCA, *Swyddog Ariannol Cyfrifol / Responsible Finance Officer*
Mr Kevin Williams, *Swyddog Gwasanaethau Technegol / Technical Services Officer*

7th January 2019

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Governance and Personnel Committee** which will be held in the **Town Clerk's office** at the **Memorial Institute, Burry Port** at **6.30pm on Monday 14th January 2019** for the transaction of the following business:

1. To receive apologies for absence.
2. To receive members' declarations of interest.
3. To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on Monday 10th December 2018 (**copy enclosed**).
4. To consider any matters arising from the minutes.
5. To consider the budget monitoring report (**copy to follow, section relating to Finance, Governance and Personnel only**).
6. To consider the 2019/20 budget. (**copy enclosed**).
7. Update on Annual Return.
8. Consideration of a change to the Financial Regulations to allow an online quotation to be acceptable. (Referral from Facilities and Assets Committee 05/12/18).
9. Consideration of the adoption of the Cycle to Work Scheme in line with Carmarthenshire County Council's policy (**copy enclosed**).
10. Update on the procurement and implementation of the RBS system.
11. To consider any referred matters from the other Committees.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

12. To confirm the confidential minute of the meeting held on Monday 10th December 2018 (**copy enclosed**).

Neuadd Goffa, Stryd Parc-y-Minos, Porth Tywyn, Sir Gaerfyrddin, Cymru SA16 0BN
The Memorial Hall, Parc-y-Minos Street, Burry Port, Carmarthenshire, Wales SA16 0BN
T: +44 (0)1554 834346 E: info@pembreyburryport-tc.gov.uk

13. Consideration of the RFO report (**copy to follow**).
14. Consideration of outstanding invoices (**copy enclosed**).
15. Update on staffing issues.

Yours faithfully

Shan Loudon
Temporary Assistant Town Clerk

Distribution: **Councillors Mrs Linda Edwards, Peter Freeman, John Hedley Jones, David Owens, Hugh Shepardson, Bob Walpole**