



# 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*

4<sup>th</sup> February 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 11<sup>th</sup> February 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 14<sup>th</sup> January 2019 (**copy enclosed**).
4. To consider any matters arising from the minutes.
5. To consider the budget monitoring report (**copy previously circulated at Town Council meeting, section relating to Finance, Governance and Personnel only**).
6. Update on Annual Return.
7. Update on employment contracts.
8. Update on setting up of paypal account.
9. Consideration of appointment of internal auditor.
10. Update on asset register.
11. Cheque signatories.
12. To set a date for a special meeting to consider a 3 year strategy plan.
13. To set a date for a special meeting to discuss the Auditor General for Wales report (**copies to be distributed at meeting**).
14. To consider any referred matters from the other Committees.

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Mae Cyngor y Dref yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg / The Town Council welcomes correspondence in Welsh or English

*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.

15. To confirm the confidential minute of the meeting held on Monday 14<sup>th</sup> January 2019 (**copy enclosed**).
16. Consideration of the RFO report (**copy to follow**).
17. Consideration of outstanding invoices (**copy enclosed**).
18. Transition arrangements for RFO.
19. 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**