

**(PUBLIC) Minutes of Pembrey and Burry Port Town Council**

**Finance Governance and Personnel Committee Meeting**

**Monday 10<sup>th</sup> December 2018**

**Present:** Cllrs David Owens (Chair), Mrs Linda Edwards, Peter Freeman, John Hedley Jones, Hugh Shepardson, Bob Walpole and Mike Theodoulou (ex officio)

**Officers:** Alan Howells (RFO), Shan Loudon (Temporary Assistant Town Clerk)

**(Burry Port Institute, Burry Port 6.30pm– 8.20pm)**

**1. To receive apologies for absence**

No apologies were received.

**2. To receive members' declarations of interest**

Cllr Hugh Shepardson declared an interest in item no 12 in relation to Pembrey and Burry Port Gardening Club.

Cllr. John H Jones declared an interest in agenda item 12 in relation to the Town Band.

**3. To confirm the minutes of the meeting held on Monday 12<sup>th</sup> November 2018**

Save for one amendment, under item 13, date to be changed to 02/01/19, the Committee unanimously **APPROVED** the minutes of the meeting held on 12<sup>th</sup> November 2018 as a true record.

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

Harbour Playground

Cllr Michael Theodoulou updated the meeting that work had commenced on the harbour playground. This work had started before a Licence to Occupy had been signed, but this has now been rectified. There was discussion regarding the invoice process in relation to Section 106 monies and the RFO will liaise with Ian Llewellyn from Carmarthenshire County Council in relation to this.

Update on Annual Return

The RFO informed members that work was still be carried out on the Annual Return and he hoped that completion would be before Christmas.

Consideration of payment by direct debit for all utility accounts

It was noted that the RFO had been unable to contact our suppliers in order to set up direct debits. It was therefore agreed that the Temporary Assistant Town Clerk would undertake this. In relation to the review of utility suppliers, it was agreed that the Temporary Assistant Town Clerk would liaise with our IT Consultant in relation to the telephone/broadband usage and also contact any business

comparison websites. In addition, Cllr Bob Walpole will refer to Which Magazine for any relevant articles.

**Action: Temporary Assistant Town Clerk/TSO**

Cllr Mrs Linda Edwards raised concerns regarding the budget/monies for the Events Sub Committee. Cllr Michael Theodoulou commented that this would be an item on the agenda for the next Events Sub Committee as well as establishing a “process” document for each event to include a risk assessment.

**Action: Agenda item for Events Sub Committee/Temporary Assistant Town Clerk**

#### **5. To consider the budget monitoring report**

The RFO took members through the budget monitoring report, which had been circulated with the agenda. It was noted that this report had previously been circulated with Town Council papers. The RFO informed the Committee that the Finance and Civic Governance headings would be merged into one report as per the current committee structure. There could be possible overspend within Civic Governance due to overtime and honorarium payments. It was noted that the SLA to Carmarthenshire County Council for HR advice has not been paid as this service will be paid for on an ad hoc basis, when used. Overall net expenditure is within budget at 52%.

Following discussion, it was **AGREED** that only the budget monitoring report relating to Finance, Governance and Personnel would be circulated to this committee.

**Action: RFO/Temporary Assistant Town Clerk**

#### **6. Update on Annual Return**

This item was covered under matters arising.

#### **7. Consideration of the £150 allowance charity requests from Councillors**

Members were informed that a number of requests had been received from members asking for their £150 allowance to be paid to a charity of their choice. Due to tax implications, the Town Council cannot issue cheques to particular charities. If a Councillor wishes to donate to a specific charity, they would need claim the £150 allowance, pay tax, then donate to the charity of their choice.

After discussion, it was proposed by Cllr David Owens and seconded by Cllr Peter Freeman that any monies not claimed should be transferred to the grant/donations budget. This was agreed unanimously.

**Action: Temporary Assistant Town Clerk to email all Councillors with the above information**

#### **8. Consideration of LGPS – employer Discretionary Policies**

The RFO informed members that he had discussed this with the Pensions Department within Carmarthenshire County Council. Although the changes to do not affect the Town Council, approval still has to be given.

It was proposed by Cllr Bob Walpole and seconded by Cllr John Hedley Jones that these changes be approved. All members voted in favour.

**Action: Refer to January 2019 Town Council meeting**

**9. To consider any referred matters**

There were no referred matters from other committees.