

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 14th January 2019

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

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

(Burry Port Institute, Burry Port 6.30pm– 9.55pm)

1. To receive apologies for absence

Apologies had been received from Cllr Hugh Shepardson.

2. To receive members' declarations of interest

Cllr. John H Jones declared an interest in agenda item 14 in relation to the Town Band.

3. To confirm the minutes of the meeting held on Monday 12th November 2018

The minutes of the meeting held on 12th November 2018 were approved as a true record.

4. To consider any matters arising from the minutes

Harbour Playground

There was discussion regarding the invoice process in relation to Section 106 monies and the RFO will has emailed Ian Llewellyn from Carmarthenshire County Council in relation to this and will follow up with him.

Allowance

The RFO will contact HMRC to establish the correct method of payment of tax at source.

5. To consider the budget monitoring report

No budget monitoring report had been issued but would be presented to Town Council on Wednesday 16th January 2019.

6. To consider the 2019/20 budget

The budget papers had been circulated with the agenda.

Facilities and Assets Committee

Cllr Michael Theodoulou informed members that it was the intention to trigger the £100,000 loan previously approved. However, the loan would not be taken out until a list of works has been

prioritised. This, together with the monies received from the sale of Copperworks, would be ring fenced for major improvements. It was commented that the monies received from the Copperworks sale could only be used for capital projects.

It was proposed by Cllr Mrs Linda Edwards and seconded by Cllr Bob Walpole that the Facilities and Assets Committee budget be recommended for approval by Town Council. All members voted in favour of this recommendation.

Regeneration and Wellbeing Committee

Cllr Bob John noted the additional income of £2,000 from community events. After discussion, it was proposed by Cllr Peter Freeman and seconded by Cllr Michael Theodoulou that the budget for the Regeneration and Wellbeing Committee be recommended for approval by Town Council. All members voted in favour of this recommendation.

Finance, Government and Personnel

Cllr David Owens informed members of the increase under employee expenditure to cover additional posts/hours for existing posts as previously approved by Town Council.

It was noted that income from asset transfers was not shown and this should be included. It was also agreed that recruitment costs be increased to £1,500. There was discussion regarding the increase in the precept.

Action: RFO to make amendment

It was proposed by Cllr John Hedley Jones and seconded by Cllr Michael Theodoulou that the budget be recommended for approval by Town Council. 5 members voted in favour with 1 abstention.

The RFO took members through the summary document previously circulated.

It was commented that the Bowls Club income and expenditure should be included.

Action: RFO to make necessary amendments

7. Update on annual return

The RFO informed members that due to budget preparation, which has to be completed by the end of January, he has not been able to progress the completion of the annual return.

8. Consideration of a change to the Financial Regulations to allow online quotations to be acceptable

Cllr Michael Theodoulou informed members that it is not always possible to obtain three written quotations for works to be undertaken. Therefore, he was recommending a change to the Financial Regulations to allow online and verbal quotations to be acceptable. The RFO commented that the wording within the regulations may already allow for this. The RFO will check existing wording and make recommendations to the next meeting if a change is required.

Action: RFO to check Financial Regulations

9. Consideration of the adoption of the Cycle to Work Scheme

Members were informed that one employee has expressed an interest in the scheme. The RFO confirmed that there was no cost involved for the Town Council. Therefore, it was proposed by Cllr Michael Theodoulou and seconded by Cllr Peter Freeman that the scheme be approved. All members were in favour.

Action: Temporary Assistant Town Clerk

10. Update on the procurement and implementation of the RBS system

Cllr David Owens reminded members that a group had visited Llanelli Rural Council for a demonstration of the above software. Further investigations were taking place into other accounting software providers. It was proposed by Cllr Michael Theodoulou and seconded by Cllr Peter Freeman that the Chair, Vice Chair, RFO and Temporary Assistant Town Clerk obtain three quotations and purchase the most suitable software without further referral to this committee. All members were in agreement.

Cllr Robert John left the meeting at 8.05pm.

11. To consider any referred matters

There were no referred matters from other committees.