

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 12th January 2015

Present: Mayor Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews, Mrs Mary Wenman and Michael Theodoulou (substitute for Cllr Stephen James).

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

(Room 1, Memorial Institute, Burry Port 9.15am – 10.30am)

1. Personal Matters

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

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 8th December 2014.

The minutes of the meeting of 8th December 2014 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 New office desk

A query was raised as to whether the office furniture had now been received from the County Council. The Clerk advised that she had recently spoken to Paul Gregory at the County Council, who had informed her that there had been a delay in their room changes being finalised but that he should know what was available in the next two weeks.

5. Outstanding Invoices

The RFO advised that some of the invoices had been paid since the agenda had been issued. He noted that the Youth Theatre's outstanding debt is still being discharged in accordance with the terms approved by the Finance Committee. It was noted that the invoice to Lisa Mitchell has now been paid. The RFO has contacted the other individuals or organisations and is confident that all the current outstanding invoices will shortly be paid. It was suggested that an additional column be added to the details on the agenda, to provide the date when an invoice is sent out. This was **APPROVED.**

6. Budget monitoring

The RFO advised that up to the end of November 2014, income and expenditure should be around 67%.

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

Income

Overall income year to date is within budget, with some annual payments received already. Budget heads showing under budget should improve as the year progresses.

Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, subject to timing issues on insurance and telephone payments.

Civic expenditure - On budget, with some costs of the Civic Ceremony to come through in future months.

Cemetery/footpaths – Currently under budget, as footway lighting not invoiced yet. Overall, the budget heading could be over budget by the end of the year. The RFO and TSO will review maintenance, equipment and vehicle expenditure to determine if a virement is required and report back to a future meeting.

Hall and Institute – Currently, most budget headings are within budget, but electricity needs reviewing.

RFO and TSO will review electricity to determine if a virement is required and report back to a future meeting.

Members requested that the effectiveness of the new heating system within the Institute be referred to the TSO to report back.

Hall and Institute Refurbishments – As reported previously the RFO noted that the Town Council and Grant funded budgets had been split as requested previously. The Clerk and TSO are currently reviewing expenditure on grant funded work in order to claim the grant monies this financial year.

Copperworks - On budget, following virements.

Former Pembrey School - On budget. A query was raised as to whether all the maintenance works had been completed. This will be checked with the TSO.

Pembrey Memorial Hall - On budget.

Special Projects – Overall within budget, with many budget headings not yet spent.

The RFO noted that the additional £2,200 budget on the Floral Displays budget heading approved for the extra roundabout works in 2013/14, which had not been reflected in the original 2014/15 budget, has now been vired from reserves and included in the revised budget. Virements had also been actioned for the Christmas lights.

Net operational expenditure is just over 60% and is therefore on budget for year to date.

Cllr David Owens queried the timing of the reports, as the budget monitoring is always reported in arrears. The RFO explained that due to the timescales for issuing Committee papers, it is not possible to report the later month. However, he also noted that if extraordinary transactions occur in the later month, these are reported verbally to the Committee.

Cllr Michael Theodoulou queried progress on marketing activity for the Memorial Halls. The Clerk noted that this item would be discussed at the next Regeneration and Leisure Committee meeting.

7. **Draft Budget for 2015/16**

The RFO noted that further to the meeting of the Committee on 8th December 2014, all the budget adjustments agreed in the meeting had been made and he presented a revised draft budget, which included an assumption of a 2.5% increase in the existing precept. He noted that following the proposed adjustments, a figure of £10,820 would need to be funded from reserves to balance the budget, £6,820 from general reserves and £4,000 from a reduction in the earmarked Local Election reserve.

Following discussion, the committee **AGREED** to recommend the revised draft budget to the Town Council meeting for final approval.

8. **Quarterly review of risk assessment.**

Due to the proposed change in the format of the risk assessment template, it was agreed to defer this item to the next meeting.

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

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

10. **Any other competent business**

10.1 National Pay Award

The Clerk referred to correspondence received from One Voice Wales and recent discussions with the Payroll section in the County Council regarding the proposed National pay award of 2.2% from 1st January 2015.

Cllrs David Owens and Michael Theodoulou queried what the Council's policy on this is and whether staff terms and conditions stated that the national pay conditions would be followed. The Mayor, Cllr Andrew Phillips noted that the Town Council follows the County Council's lead on this.

Following discussion, the committee **AGREED** to recommend implementation of the national pay award to the Town Council.

It was also discussed whether the Town Council should implement a system of performance management/job evaluation/appraisal for all staff. Following discussion on this, it was **AGREED** to refer this suggestion to the Civic Governance and Personnel Committee to consider further.

10.1 Trostre Boxing club

The Clerk referred to a request from the Trostre Boxing club, who have booked the Memorial Hall for an evening event at the end of January. They have queried what fee strand they should pay, as several of their members live within the Town Council area.

Following discussion, the committee **AGREED** to charge the Club a hire charge which is mid point between the strand A fee and strand B fee.

The Clerk also advised that as part of her discussions with the Boxing Club, they had noted that some Town Councils do not charge for the hire of the hall but run a bar to raise extra revenue at boxing events.

Following discussion on the potential for this type of arrangement for the Memorial Hall, it was **AGREED** that the possible options be looked into.

10.3 Town Council fundraising events

Cllr Shirley Matthews queried whether the Town Council could run events within the Memorial Halls to raise funds for supporting community benefits. It was agreed that this would be possible.

Following discussion on this, it was **AGREED** to refer this suggestion to the Regeneration and Leisure Committee to consider further.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 9th February 2015

Present: Mayor Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews.

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

(Room 1, Memorial Institute, Burry Port 9.15am – 10.40am)

1. Personal Matters

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

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 12th January 2015.

The minutes of the meeting of 12th January 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 (7) Draft Budget 2015/16

The RFO noted that since the last meeting a revised figure for the tax base had been received from the County Council. It was therefore agreed that additional funding would be funded from a further reduction in the Local election reserve.

Cllr David Owens queried whether the budget should be sufficient for entering the Wales in Bloom and Britain in Bloom competitions. Cllr Shirley Matthews advised that following the attendance at the RHS Finalists' seminar, it appeared that it should not cost more than last year.

The Clerk noted that the TSO will be taking a report to the next Regeneration and Leisure Committee meeting on ideas for the competition. Involvement of local organisations would be needed for the competition, and it is intended that donations/sponsorship be sought.

P 3 (10.1) Trostre Boxing Club

Cllr David Owens noted comments from several members of the public on the running of the bar for this event.

The Clerk noted that this had been discussed at the last Regeneration Committee and its proposal (for putting the management of the bar for future events out to tender) would be going to the next Town Council meeting for consideration.

5. Outstanding Invoices

The RFO advised that some of the invoices had been paid since the agenda had been issued. He therefore suggested that it might be preferable for outstanding invoices to be reported directly at the meeting in order to provide more up to date information.

Cllr Shirley Mathews queried when the Cylch Meithrin would be finishing in Pembrey Memorial Hall. The Clerk noted that she had been advised that they would be leaving at the end of March. The Clerk also advised of a request from that organisation, which had been discussed at the Regeneration and Leisure Committee meeting, to hold fundraising events at Pembrey Memorial Hall once a month on a Sunday. Following consideration by the Regeneration and Leisure Committee, it was **RESOLVED** not to approve this request.

6. **Budget monitoring**

The RFO advised that up to the end of December 2014, income and expenditure should be around 75%.

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

Income

Overall income year to date is within budget, with some annual payments received already. Budget heads showing under budget should improve as the year progresses. Payment is still awaited for the Footpath Grant.

Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, subject to timing issues on insurance and telephone payments. The Payroll SLA will be paid before year end.

Civic expenditure - On budget, with some costs of the Civic Ceremony and the Cawl Cennin to come through in future months.

Cemetery/footpaths – Currently under budget, as footway lighting had not been paid at the end of December. The RFO noted that the 2014/2015 charge would be within the allocated budget. Overall, the budget heading could be over budget by the end of the year. The RFO and TSO will review maintenance, equipment and vehicle expenditure to determine if a virement is required and report back to a future meeting.

Hall and Institute – Currently, most budget headings are within budget, but electricity costs need reviewing. The RFO noted that the Council is tied in to its existing utilities contract until July/August 2015. Again, the RFO and TSO will review electricity costs to determine if a virement is required and report back to a future meeting.

Hall and Institute Refurbishments – As reported previously, the RFO noted that the Town Council and Grant funded budgets had been split as requested previously. The total expenditure to date is around £25,000. The Clerk and TSO are currently reviewing expenditure on grant funded work in order to claim the grant monies this financial year.

Copperworks - On budget, following virements.

Former Pembrey School - On budget. Cllr Shirley Matthews raised queries regarding damp in the Nursery area and the status of the lease for the building.

The Clerk reported that the County Council is currently disputing the liability for the dampness remedial works. She also noted that to date, no steps have been taken by the County Council to negotiate terms for a new lease.

Cllr Shirley Matthews proposed that she and Cllr Hugh Shepardson meet with the Clerk and TSO to discuss these issues, prior to a meeting being arranged with officers of the County Council.

Cllr David Owens also noted that the school had experienced damp problems in the past and that he would contact them on this.

Pembrey Memorial Hall - On budget.

Special Projects – Overall within budget, with many budget headings not yet spent.

Net operational expenditure is just over 69% and is therefore on budget for year to date.

7. Consideration of new format for quarterly review of risk assessment.

The RFO referred to the new format of the quarterly review of the risk assessment, as requested previously by the Committee. The new format gives a risk scoring before and after control measures. The new format was **APPROVED**. It was agreed that the Clerk, TSO and RFO provide scores for each risk for the next review. Cllr David Owens queried about the risk of having to cover staff absences and suggested that this could be considered further by the Civic Governance and Personnel Committee.

8. Consideration of the purchase of a new Welsh flag (referral from Regeneration Committee meeting of 15th January 2015).

The Clerk referred to a referral from the last Regeneration and Leisure Committee meeting for a new flag for the Institute, due to the current flag's poor condition. The Committee **APPROVED** the purchase of a new flag from the General Civic Expenditure budget.

9. Consideration of the new £9 million programme launched by the Big Lottery Fund (referred from the Town Council meeting of 21st January 2015).

The Clerk referred to a referral from the last Town Council meeting for consideration of the launch of the latest Big Lottery Fund programme.

It was discussed that Cllr Michael Theodoulou may be able to assist in relation to consideration of this matter. It was therefore **APPROVED** that if possible, the Clerk, the Mayor, Cllr Andrew Phillips and Cllr David Owens meet with Cllr Michael Theodoulou.

10. Consideration of applications for financial donations/grants.

Burry Port Senior Citizens Club

An application was considered for a community grant in relation to costs for entertainments and social events.

This was approved, with a grant awarded of £100.

Jerusalem Chapel

An application was considered for a community grant in relation to costs for two emergency doors at their hall.

Following discussion on this the application was refused, on the basis that assistance is not normally provided for maintenance/repairs.

Cymdeithas Cymrodion

An application was considered for a local organisation grant in relation to costs for hall hire and speaker costs in promoting the Welsh language.

This was approved, with a grant awarded of £100.

Burry Port Male Choir Ladies Association

An application was considered for a community grant in relation to hall fees for a fundraising event.

As the event is later in the year, this application was deferred to May's round of grant applications.

Burry Port Town Band

An application was considered for a local organisation grant in relation to costs for hall hire for the Youth Solo and Ensemble Brass and Percussion Day.

This was approved, with a grant awarded of £200.

Relate

The Clerk also referred to correspondence received from Relate, seeking a financial contribution towards their work.

Following discussion on this, it was agreed that the Clerk write back to the organisation to request further information on activities related to the Pembrey and Burry Port area.

11. To consider any referred matters from other Committees.

The Clerk reported that there were two referrals from the Regeneration and Leisure Committee.

11.1 Horse Chestnut trees

In commemoration of Anne Frank, it was proposed that horse chestnut trees are purchased for presentation to each of the schools in the area. Following discussion, it was **AGREED** in principle, subject to approval by each school.

11.2 Christmas Lighting – reimbursement of electricity for local businesses.

As had been agreed in previous years, it was recommended that a payment be made to relevant local businesses that had provided electricity for the Christmas lighting decorations.

It was **AGREED** that a payment of £25 be approved for each business who participated in the Christmas lighting scheme.

12. Any other relevant business.

It was raised that the outside lighting at Pembrey Memorial Hall appears to be on continually. The Clerk agreed to discuss this with the TSO, including the potential cost of installing new security lighting, and to report back.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 9th March 2015

Present: Mayor Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews and Michael Theodoulou (substitute for Cllr Stephen James).

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

(Former OAP Hall, Memorial Institute, Burry Port 11.00am – 12.05pm)

1. Personal Matters

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

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 9th February 2015.

The minutes of the meeting of 9th February 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P3 (6) Budget Monitoring - Former Pembrey School

Cllr Mrs Shirley Matthews noted that she and County Councillor Hugh Shepardson had met with the Clerk and TSO to discuss these issues ahead of a meeting with CCC to resolve these issues. The Clerk had emailed Mr Jonathan Fearn and was awaiting a response regarding a proposed meeting. Cllr Matthews had also chased up these issues with Jonathan Fearn, but had not had a response yet. She will pursue further through the Democratic Services system to arrange a meeting.

P3 (9) New £9million programme launched by the Big Lottery Fund

Members were updated that the Clerk and Cllr David Owens had met with Cllr Michael Theodoulou to discuss this. However, there would be no funding available to the Town Council.

5. Outstanding Invoices

The RFO advised that some of the invoices had been paid since the agenda had been issued, notably the Cylch Meithrin in Burry Port.

The RFO reported that he had been in contact with the Cylch Meithrin in Pembrey to remind them of their outstanding debt.

Members also requested details of the outstanding balance for the Youth Theatre at the next meeting.

The Clerk added that she had chased up Pembrey Gardening Association regarding their long outstanding invoice.

6. **Budget monitoring and recommended virements.**

The RFO advised that up to the end of January 2015, income and expenditure should be around 83%.

The RFO noted that a review of all expenditure heads had been undertaken with the TSO and a number of recommendations for virements were presented.

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

Income

Overall income year to date is within budget, with some annual payments received already. Budget heads showing under budget should improve as the year progresses. Payment is still awaited for the Footpath Grant.

Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, subject to timing issues on insurance and telephone payments. The Payroll SLA will be paid before year end.

Civic expenditure - On budget, with some costs for the Cawl Cennin event will come through before year end.

Cemetery/footpaths – Currently under budget, as footway lighting had not been paid at the end of January. The RFO again noted that the 14/15 charge would be within the allocated budget. Overall, the budget heading could be over budget by the end of the year. The RFO and TSO have reviewed maintenance, equipment and vehicle expenditure and recommended virements were included within the virements proposals.

Hall and Institute – Currently, most budget headings are within budget, but electricity would be above budget. This was in line with the previous year, but the budget had been underestimated. A recommended virement was included within the virement proposals.

Cllr. David Owens recommended that the TSO look at proposals for using LED and energy savings lighting in the future.

Hall and Institute Refurbishments – As reported previously the RFO noted that the Town Council and Grant funded budgets had been split as requested previously. The Clerk and TSO are currently reviewing expenditure on grant funded work in order to ensure that grant monies are fully utilised.

Copperworks - On budget, subject to virements included within the virements proposals.

Former Pembrey School - On budget, subject to virements included within the virements proposals.

Pembrey Memorial Hall - On budget.

Special Projects – On budget, subject to virements included within the virements proposals.

Net operational expenditure is just over 75% and is therefore on budget for year to date.

Following discussion on the Budget Monitoring report, the RFO presented proposals for budget virements following a review of expenditure to date, as noted below:

Finance Committee 9th March 2015

Proposed Budget Virements

	£
<u>Employee costs</u>	
Employee	-4000
Recruitment Costs	-750
 <u>Administration</u>	
Marketing and Promotion	-1000
 <u>Cemetery</u>	
Maintenance & Repairs	700
Electricity	600
	0
 <u>Hall & Institute</u>	
Electricity	3020
 <u>Former Pembrey School</u>	
Lease	-3000
Maintenance & Repairs	3000
 <u>Pembrey Memorial Hall</u>	
Cleaning Materials	-1000
 <u>Special</u>	
Floral Displays	3300
MUGA	1630
Development Budget	-2500
	<u>0</u>

Following discussion it was **AGREED** that the proposed virements be **RECOMMENDED** to the Town Council for approval.

7. Consideration of the appointment of an internal auditor.

The RFO noted that the agenda item should read “internal” not “external” auditor.

He referred to a report which details the scope for the Council’s annual internal audit review and the terms of reference and appointment of the internal auditor. The Council had employed the services of an auditor, Mr Lyn Llewellyn, for the last few years.

It was queried if this arrangement should continue for this financial year (as Mr Llewellyn has recently taken up the post of a neighbouring Town Council) or whether the RFO contact One Voice Wales or a local accountancy practice to ascertain the cost of undertaking this work.

Following discussion, it was **APPROVED** that the RFO make enquiries to find out the cost of this work being undertaken by an alternative individual/company.

8. **Consideration of a request for assistance from Friends of Court Farm.**

The Clerk referred to a request from the “Friends of Court Farm” for a financial contribution towards their development of the site.

The Committee discussed the benefits to the community of the site for educational visits and whether the project would be best funded via grant requests to the County Council.

Following discussion it was **APPROVED** that a donation be awarded of £100.

9. **Further consideration of the purchase of additional microphones for Burry Port Memorial Hall.**

The Clerk referred to discussions at a previous Finance Committee meeting for consideration of quotes for alternative microphone systems.

Quotes had now been received for free-standing microphones and stands, head microphones and ceiling microphones and the Clerk provided details of prices for each option.

Following discussion, it was **APPROVED** that there be a budget of up to £1,000 from General Reserves to obtain additional microphones for the Memorial Hall, as required.

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

The Clerk reported that there were a number of referrals from the recent Regeneration and Leisure Committee meeting.

10.1 Heritage Trail bid.

The Clerk referred to correspondence from the Heritage Trail group which has been considered by the Regeneration and Leisure Committee. The group is preparing an initial £100,000 bid to the Lottery Fund for a grant to progress the project. The proposed funding would be 90% from the grant and 10% from other match funding and sponsorship. The Group had requested that the Town Council support their grant bid.

Following discussion, it was noted that the bid needs to be a community led bid, not a Town Council led bid. However, it was **APPROVED** that the Committee **RECOMMEND** to the Town Council that as this is a long term bid, which would benefit the area of Pembrey and Burry Port, it would support match funding, if the bid was successful, up to £10k. This would be subject to any other match funding or sponsorship contributions from other organisations and it would not commit the Town Council to any ongoing maintenance costs of the project.

10.2 Marketing

The Clerk referred to discussions with CCTA on joining the Carmarthenshire Tourism Association in order to boost marketing opportunities for the area and the Council’s facilities. The membership fee is no more than £100 per annum.

Following discussion, it was **APPROVED** that expenditure of £100 be approved from the Marketing and Promotions budget to subscribe as a member of the Carmarthenshire Tourism Association

10.3 Tourism Signage

The Clerk referred to discussions held with the County Council to provide additional signage on the town entrances to Pembrey and Burry Port to publicise the success in winning the Wales in Bloom competition last year and the entry into the Britain in Bloom competition this year. Signage would be placed below the existing signage. Authorisation was requested for expenditure up to £1,000 for this.

Following discussion, expenditure up to £1,000 was **APPROVED**.

10.4 Pembrey Memorial Hall security lighting

The Clerk referred to a referral for consideration of the installation of security sensor lighting at Pembrey Memorial Hall. A quote had been obtained of £640.

Following discussion, it was **APPROVED** that this expenditure be incurred.

10.5 Copperworks site

The Clerk advised that following discussions with a Planning Officer at Carmarthenshire County Council it had been confirmed that the Copperworks site was now not designated within a Flood Plain area. Accordingly, a planning application could be submitted and this was being recommended by the Regeneration and Leisure Committee.

The TSO has therefore obtained a quote from a local Architect for the preparation of documentation to submit an application for outline planning permission for the site for a housing development, of which the Clerk provided details.

Following discussion, it was **APPROVED** that expenditure on the preparation of documentation to submit outline planning permission for the site for a housing development be **RECOMMENDED** to the Town Council for approval.

10.6 Burry Port Institute fire alarm system

The Clerk referred to a recommendation from the Fire Officer that the fire alarm system be upgraded for the Institute. The TSO has obtained quotes for this work.

Following discussion, it was **AGREED** that the lowest quote be approved and that the expenditure is **RECOMMENDED** to the Town Council for approval.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 11th May 2015

Present: Mayor Cllr Andrew Phillips, Cllrs David Owens, Ken Edwards (substitute for Mrs Shirley Matthews), Mrs Pat Jones, Mrs Mary Wenman and Stephen James.

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

(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 1.10pm)

Cllr Mrs Pat Jones left the meeting at 10.45am and Cllr Mrs Mary Wenman left the meeting at 11.15am.

1. Personal Matters

Apologies were received from Mrs Shirley Matthews.

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 9th March 2015

The minutes of the meeting of 9th March 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P4 Matters arising from the minutes – P3(6) Budget Monitoring - Former Pembrey School

Cllr David Owens referred to the meeting which had been held with Mr Jonathan Fearn of Carmarthenshire County Council to address these issues and requested if there had been any subsequent update from him. The Clerk advised that the matter had been on the agenda for the last Town Council meeting when an update had been provided, including the limited email response from Mr Fearn. Also, further consideration had been given to this at the last Regeneration and Leisure Committee meeting, including a SWOT analysis of the facility, which had been requested by the Committee,

Cllr David Owens noted that he would have wished for the group of Members who had met with Mr Fearn to be reconvened following a response from him. The Clerk emphasised that the email from Mr Fearn had been received on the day of the last Town Council meeting and had therefore been brought to the attention of all members that evening for their consideration. Furthermore, members had been informed that a SWOT analysis was being prepared, at the request of the Regeneration and Leisure Committee.

Cllr Andrew Phillips noted that the meeting with Mr Fearn had originally been arranged with himself, the Clerk, and the two Pembrey County Council Members. The Pembrey Town Council Members had then also been notified of the meeting by the Clerk.

P4 (10.1) Heritage Trail bid

Cllr Stephen James queried if there had been any more progress with the bid.

The Clerk advised that an update had been provided at the recent Regeneration and Leisure Committee meeting. The initial project enquiry had been positively received, but the Group had been asked to refine and reduce the initial costs of the bid.

Cllr Mrs Mary Wenman noted that more emphasis had been put on heritage for the bid. Following discussions, Cllr Andrew Phillips noted that there is a Group in place preparing and supporting this bid.

The Clerk noted that following a referral from the last Regeneration and Leisure Committee meeting, there was an item for discussion later in the meeting on the Heritage Trail bid.

P5 (10.4) Pembrey Memorial Hall security lighting

Cllr David Owens noted that the security sensor on the lighting at the front of the Hall had been installed. However, he referred to the fact that the light at the back of the Hall appears to stay on. The Clerk stated that she would raise this issue with the TSO.

5. Outstanding Invoices

The Clerk reported that she had been in contact with Ann Jones and the Cylch Meithrin in Pembrey to remind them of their outstanding debt. The Cylch had discharged one invoice but there was still one outstanding.

She further advised that she had been in communication with the Cylch regarding their termination date and would be pursuing this further to establish when the room would be available for re-letting.

6. Budget monitoring (February and March)

The RFO presented the reports for February and March.

The RFO advised that up to the end of March 2015, income and expenditure would be 100%, as these figures would be the basis for the end of year return, subject to end of year adjustments.

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

Income

Overall income is within budget, with some end of year accruals to be included for room rental. It was noted that there had been an increase in bookings for one-off events in the Halls during the last year, following the review of Fees and Charges at the start of the year. It was noted that this is encouraging as it reduces the reliance on annual fees to support the Hall.

The RFO noted that the Footpath Grant had been paid for 2014/15.

Members sought clarification on the Cylch leaving Pembrey Memorial Hall, as once the main hall has been vacated, this will assist in maximising the income of the premises. The Clerk will contact the group leader again regarding this.

Expenditure

Employees Costs - On budget.

Administrative Costs - On budget, with a number of budget headings under spent. The RFO noted that the annual Payroll SLA had been paid for 2014 - 15.

Following a discussion, it was **AGREED** that the Marketing and Promotions budget be included in a separate heading outside the Administration heading for future years.

Civic expenditure - On budget.

Cemetery/footpaths – Currently under budget overall, with electricity slightly over budget.

Hall and Institute – Currently, most budget headings are within budget, but electricity is over budget, but in line with previous years.

The expenditure on materials is over budget. The RFO noted that was due to expenditure on banners and signs promoting the forthcoming entry to Wales in Bloom and Britain in Bloom having been coded to this heading.

Following discussion it was **AGREED** that these items of expenditure should be re-coded against the Marketing and Promotion budget.

Hall and Institute Refurbishments – Members were informed that the full grant of £10,422 for refurbishment works had been received from the County Council but this had not been received until the start of the new financial year.

Copperworks - On budget, with a number of budget headings being under spent.

Former Pembrey School - On budget overall, with the Electricity budget overspent. The RFO noted that a rebate was due on this account. It was suggested by a member that the TSO look into the possibility of LED lighting, which is more efficient.

Pembrey Memorial Hall - On budget.

Special Projects – Under budget, with each budget heading being within its allocated budget. Cllr Mrs Mary Wenman requested that the “MUGA” budget heading be changed to “Toddler Park and MUGA” for future reports.

Cllr David Owens queried the expenditure to date to the Youth Club for new equipment from the Earmarked Reserve.

The Clerk noted that only limited expenditure had been presented so far. This item had been discussed at the last Town Council meeting where it was agreed that the Club would be contacted to review their future expenditure plans. The Town Council would also review the allocation to the Youth Club at the end of the 2015/16 financial year.

Net operational expenditure is just over 90%, subject to end of year adjustments and is therefore on budget for the year.

The Clerk updated members that in relation to expenditure, a review of the annual insurance had been undertaken with quotes sought from three providers for this financial year.

Following this, a new provider had been approved. This had resulted not only in an improved policy being obtained, tailor made to the Town Council's requirements, but also a significant saving on the previous year of £6,000 per annum for a three year agreement.

7. **Consideration of proposed new Financial Regulations**

The RFO presented the revised proposed Financial Regulations which had been prepared based on the new One Voice Wales template and incorporated details from the previous Financial Regulations. The Committee went through each of the sections in detail and discussed proposals or amendments to the document.

Following the discussions, it was **RECOMMENDED** that the revised Financial Regulations be presented to the next Town Council's Annual meeting for approval.

8. **Further consideration of the appointment of an internal auditor.**

Following discussion and a request from the Committee at its meeting in March 2015, the RFO noted that three separate quotations had been sought for undertaking the Council's annual internal audit review for 2014-15. The RFO reported the details of the quotations, with one organisation not able to provide the service this year. It was recommended that they be considered again in the future.

Following discussion, it was agreed that Charles and Company, a local accountancy practice, with experience of auditing other community councils in the area be **APPROVED** to undertake the internal audit review for the financial year 2014-15.

9. **To consider/approve the recommendations of the Fees and Charges Sub Group for new charges for the 2015/16 financial year**

The RFO referred to the report and schedules, which had been circulated previously, which included the recommendations of the Fees and Charges Sub Group on changes to the hire fees and charging list for 2015/16 for the following categories:

- Annual rentals for the Halls.
- Ad-hoc rentals for Halls and premises.
- Ad-hoc rentals for additional facilities.
- Cemetery fees for Burry Port Public Cemetery.

Following discussion, it was **RECOMMENDED** that the recommendations of the Fees and Charges Sub Group be presented to the next Town Council meeting for approval.

10. **Consideration of applications for financial donation.**

The RFO noted a number of applications for Financial Assistance which had been received, along with the appropriate completed application forms and financial details. The Committee considered each of these in turn and made the following decisions.

10.1 Burry Port Male Choir

The application related to assistance for the day to day running expenses, provision of music, uniforms, transport, print costs and maintenance of staging equipment and keyboard. This was **APPROVED**, with a grant awarded of £100.

10.2 Burry Port Male Choir Ladies Association

The application related to assistance for an event to be held on 15th May. This was **APPROVED**, with a grant awarded of £100.

10.3 Burry Port Opera

The application related to assistance with the cost of performing the annual opera in the Hall. This was **APPROVED**, with a grant awarded of £600.

10.4 Pembrey and Burry Port Gardening Club

The application related to assistance to support the payment of specialist topic speakers at monthly meetings and in general support of the ever increasing running costs of the annual craft and gardening show. This was **APPROVED**, with a grant awarded of £200.

10.5 Pembrey and Burry Port Scout Group – Beaver Group

The application related to assistance to provide a balanced programme of activities. This was **APPROVED**, with a grant awarded of £100.

10.6 Pembrey and Burry Port Scout Group – Cub Group

The application related to assistance to provide a balanced programme of activities. This was **APPROVED**, with a grant awarded of £100.

10.7 Pembrey and Burry Port Scout Group – Scout Group

The application related to assistance to provide a balanced programme of activities. This was **APPROVED**, with a grant awarded of £100.

10.8 Pembrey Brownies

The application related to assistance to replenish book supplies, assist with club subscription etc. This was **APPROVED**, with a grant awarded of £100.

10.9 Pembrey Football Club

The application related to assistance for the upkeep of the pitch and changing rooms. This was **APPROVED**, with a grant awarded of £200.

10.10 Pembrey Parish Church

The application related to assistance to maintain the public graveyard and grass cutting costs. This was **APPROVED**, with a grant awarded of £100.

11. **Consideration of making a financial donation to the Burry Port Children's Football Festival to be held on 30th /31st May2015**

The Clerk referred to a referral from the Town Council meeting of 18th March 2015 regarding consideration of making a financial donation to the Burry Port Children's Football Festival to be held on 30th /31st May2015, following the recent presentation to the Town Council meeting by the organisers. Following discussion, it was **APPROVED** that a donation be awarded of £200.

12. **Consideration of a request for financial assistance from Cruse Bereavement Care.**

The Clerk referred to the request for financial assistance from the organisation which had been considered previously by the Committee. The Clerk advised that further information had now been received from the organisation, as requested by the Committee which she provided details of. Following discussion, it was **APPROVED** that a donation be awarded of £50.

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

The Clerk reported that there were a number of referrals from the recent Regeneration and Leisure Committee meeting.

13.1 Heritage Trail bid

The Clerk referred to further information from the Heritage Trail group which has been considered by the Regeneration and Leisure Committee. Following the Group's success with its initial project enquiry, it had been asked to refine and reduce the initial costs of the bid. Also it had to strengthen the sustainability aspects of the project.

Following the discussions at the Regeneration and Leisure Committee meeting, the Committee was recommending that the Council support the ongoing maintenance of the display boards and IT up to £500 per annum in the future, if the overall project bid is successful.

Following discussion, it was **APPROVED** that the Committee **RECOMMEND** to the Town Council that if the grant is successful, the Town Council would commit to contributing £500 per annum towards the maintenance of the boards and IT, for the term of the Council.

13.2 Planning Application for the Copperworks site

The Clerk referred to a request for additional expenditure of £403 for an ecological survey required as part of the planning application for the Copperworks site. This expenditure would be in addition to the previous expenditure approved in relation to this application.

Following discussion, the additional expenditure for the ecological survey was **APPROVED**.

13.3 Additional van for maintenance works

The Clerk referred to a request for an additional van over the summer period to support the increasing maintenance work undertaken by the operatives across the Town Council area.

Following discussion on hiring or purchasing a new vehicle, it was proposed and **APPROVED** that the Committee **RECOMMEND** to the Town Council that an additional vehicle be purchased up to a maximum of £10,000 to support the increasing maintenance work. This would be financed initially from the Earmarked reserve, or General reserve if further funding is required.

13.4 Refurbishment of Burry Port Memorial Hall flooring

The Clerk referred to a referral for consideration of refurbishment of the oak flooring in the Memorial Hall. An initial quote of £2,480 had been received to undertake this work.

Following discussion, it was **APPROVED** that the Committee **RECOMMEND** to the Town Council that this expenditure be incurred, subject to the TSO seeking to obtain three quotes for the work.

13.5 Request for a new Clock for Burry Port Memorial Hall

The Clerk referred to a referral for consideration of the purchase of a new Clock for the Memorial Hall. It is estimated that this would cost about £50.

Following discussion, the additional expenditure of £50 for the new clock was **APPROVED**.

14. **Any Other Competent Business**

The Clerk referred to correspondence received recently from the English Methodist Church for financial assistance towards equipment to improve facilities at its hall and improvements to its car park. This had been received after the closing date for the latest round of applications for financial assistance.

Following discussion on this, it was requested that the Clerk write to the Church to request that it submits an application for financial assistance at the next round of applications for financial assistance.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 15th 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 11th May 2015

The minutes of the meeting of 11th 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.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 13th July 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Shirley Matthews.

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

(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 10.05am)

1. Personal Matters

Apologies were received from Cllrs Stephen James, Mrs Pat Jones 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 15th June 2015

The minutes of the meeting of 15th June 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 queried if there had been any further progress/correspondence with Mr Jonathan Fearn of Carmarthenshire County Council. The Clerk advised that she had still not received a response nor an acknowledgment to the e-mails sent. Likewise, Cllr Shirley Matthews had not received any further information.

P1 (4) Matters Arising - Pembrey Memorial Hall security lighting

Cllr David Owens queried if there had been any further progress with the security lighting at the rear of the premises. The Clerk advised that she would check progress with the TSO.

P2 (5) Outstanding invoices

Following discussion regarding the start date for the “Flying Start” project, Cllr David Owens updated that it seemed likely that it would start in September.

5. Outstanding Invoices

The RFO noted that the invoices to Burry Port Town Band (Qtr 1) and Carmarthenshire County Council for Pembrey Library had been paid since the agenda had been sent out. Also, the Youth Theatre is continuing to discharge its outstanding amount, in accordance with the agreed terms.

All other outstanding annual or quarterly invoices are being pursued.

The Clerk reported that she had received a request from the proprietor of Serendipity Nursery to reduce its outstanding invoice by the amount of the repair/replacement costs of a gas heater, which had been incurred, amounting to £1,180. She advised that approval for reimbursement of the cost of this work had not been agreed in advance with the nursery.

It was **AGREED** that a response be sent to the nursery to advise that discussions are ongoing with the County Council regarding the lease, but that permission had not been given by the Town Council for any additional expenditure to be incurred on the premises or for reimbursement of the said expenditure.

6. **Budget monitoring (April)**

The RFO presented the report for May 2015.

The RFO advised that as it was the second month of the new financial year, projected income and expenditure would be 16.7%, of the budgeted figures. As reported previously, as many annual rates payments had been 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

As reported in the previous meeting, 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 - Over budget, although it was noted that insurance and a number of annual subscriptions had been paid in April.

Marketing and Promotions Costs- Over 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 – Little expenditure to date. This would increase in future months, due to the Mayoral allowance being issued and the Civic Service now having taken place. The RFO clarified that the budget for General Civic Expenditure included events such as the Cawl Cennin and the Senior Citizens' Christmas Tea.

Cemetery/footpaths – Currently within budget overall, with the annual water and rates payments made in April.

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

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building. The RFO suggested that a virement would need to be

made at a future meeting, for part of the Maintenance and Repairs budget to support the rates overspend.

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 several annual payments made in April and the payment of an oil bill.

Pembrey Memorial Hall Refurbishment - Expenditure to be reimbursed by CCC.

Special Projects – Under budget overall, with little expenditure incurred in the year to date. It was noted that commitments of £1,700 had been received for contributions towards the Floral Displays - £1,000 from the Events Forum and £700 from local businesses.

Net expenditure is 22.15% and is therefore over budget year to date, mainly attributable to payment of several annual payments early in the year and lower income to date.

7. To consider/approve expenditure in relation to floodlights at Burry Port Park – referral from the Regeneration and Leisure Committee meeting of 07/07/15.

The Clerk advised of the referral from the recent Regeneration and Leisure Committee meeting regarding costs for replacement/maintenance of the timing clock and floodlighting at the MUGA in the Park. Quotes had been received of £216.43 (plus vat) for the timing clock and £210 (plus vat) for the floodlighting maintenance.

It was **AGREED** that expenditure be approved and that the funding be vired from General Reserves.

8. To approve of the cost of the Clerk registering to undertake the Certificate in Local Council Administration (CILCA) 2015 qualification.

The Clerk requested approval for the cost of registering to undertake this qualification, which would take up to twelve months to complete. This follows on from the Clerk already having successfully completed the ‘Working with Your Council’ course. The cost of registering for the CILCA qualification is £250.

It was **AGREED** that this expenditure be approved and funded from the Training budget.

Cllr Shirley Matthews left the meeting at 10am.

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

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

10. Any other competent business

10.1. Financial Donation requests.

The Clerk referred to two requests received recently for financial donations from the Town Council.

It was **AGREED** that these requests be deferred until the following meeting in September, when the next round of financial requests are due to be considered by the Committee.

10.2. Traffic management issues outside Pembrey Primary School

Cllr David Owens referred to a query from the Head teacher of Pembrey Primary School regarding potential support from the Town Council for traffic management proposals outside the School, due to issues with speeding traffic.

It was **AGREED** that further information was needed on costs and the proposals before any decision could be made on this issue.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 14th September 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Pat Jones

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

(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 11.10am)

1. Personal Matters

Apologies were received from Cllrs Stephen James, Mrs Shirley Matthews 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 13th July 2015

The minutes of the meeting of 13th July 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

The Clerk advised that following the July Town Council meeting, she had been emailing Mr Jonathan Fearn of Carmarthenshire County Council to request a further meeting, but was still awaiting a response. Councillor Mrs Pat Jones stated that she would pursue this.

P1 (4) Matters Arising - Pembrey Memorial Hall security lighting

Cllr David Owens queried if there had been any further progress with the security lighting at the rear of the premises. The Clerk advised that she would check progress with the TSO to see if it could be changed from a permanent to a security light.

P1 (4) Outstanding invoices

Following discussion in the last meeting on the commencement of the “Flying Start” project, Cllr David Owens advised that the scheme had started in September. The Clerk updated that the Pembrey Cylch Meithrin was no longer being held at Pembrey Memorial Hall, but had not officially notified the Town Council that it had vacated the building. It was noted that the Cylch has been invoiced for the first two quarters rental.

P3 (7) Floodlights at Burry Port Park.

Cllr Pat Jones queried if the lights were still staying on. Cllr Andrew Phillips advised that a new timing clock had been installed and also a lock for the switches.

P4 (10.2) Traffic management issues outside Pembrey School.

Cllr David Owens updated that there had been no real progress with the scheme since the last meeting, due to the school holidays. The school is still awaiting confirmation of costs from the County Council. The total cost will be approximately £7,800, with the school being required to raise around one half of this.

5. **Outstanding Invoices**

The RFO noted that all invoices had been pursued since the last meeting, but several of the Quarter 1 invoices were still outstanding.

It was noted that the Historical Society was considering moving its meetings from the Memorial Hall to the OAP Hall. If this move took place, then a revised invoice would need to be prepared, due to the lower rental charges for this facility.

It was discussed that Serendipity Nursery's invoice is still outstanding but it was noted that the invoice query was tied into the outstanding lease issues with the County Council for the premises.

Cllr Mrs Pat Jones suggested that for future individual bookings a deposit is requested for room bookings at the booking stage. Following discussion, it was **AGREED** that a 50% deposit be introduced for all room bookings, at the time of booking.

6. **Budget monitoring**

The RFO presented the report for July 2015.

The RFO advised that the projected income and expenditure would be 34%, of the budgeted figures. As reported previously, as many annual rates payments had been 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

As reported in the previous meeting, 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). Invoices had been issued for these. Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received.

The RFO also noted that some miscellaneous income for the Mayoral concert, sponsorship money for the Walk for Life and Civic Service collection need to be distributed shortly.

Expenditure

Employees Costs - On budget.

Administrative Costs - Over budget, as insurance and a number of annual subscriptions had already been paid. It was again noted that there will be an under spend on the Insurance costs due to the three year agreement agreed with a new provider.

Marketing and Promotions Costs - The RFO noted that a virement of £2,700 from General Reserves had been implemented, as agreed previously.

As agreed in the previous meeting, the RFO gave an analysis of marketing and promotion expenditure. Following discussion, it was **AGREED** that the promotional expenditure for the Floral Displays should be transferred against that budget heading.

Civic expenditure – The RFO noted that the mayoral allowance had now been paid, but there was still some expenditure from the Civic Service outstanding.

Cemetery/footpaths – Currently on budget overall, with the annual water and rates payments made in April. It was noted that maintenance and equipment expenditure had increased partly due to increased refuse costs but also the cost of mowers being replaced. Cllr David Owens queried whether an annual maintenance contract could be entered into with a contractor for equipment maintenance, to reduce costs. The Clerk will refer this to the TSO.

The RFO noted that vehicle costs had increased due to the acquisition of a second van. A virement will be required for this budget later in the year.

Hall and Institute – Currently on budget overall, although the annual rates payments were made in April.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building. The RFO noted that a virement had been actioned between Rates and the Maintenance and Repairs budgets, as agreed previously.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April.

Pembrey Memorial Hall - Currently over budget year to date, due to several annual payments made in April.

Pembrey Memorial Hall Refurbishment - Expenditure is to be reimbursed by the County Council.

Special Projects – Under budget overall, with little expenditure incurred in the year to date. It was noted that expenditure of £1,717 had been incurred for the Youth facility to the end of this period. The RFO noted that this had been funded by a transfer from the earmarked reserve. Further purchases have been agreed with the Youth Club and these will be reflected in future reports.

The RFO also reported that the Earmarked Reserves had reduced during the month due to the purchase of a new van (£9,961).

The RFO noted that expenditure on the new alarm system and Memorial Hall flooring had been included against the Special Development Projects budget heading.

Net expenditure is 33.7% and is therefore within budget year to date.

7. Review of Risk Assessment

The RFO referred to the new format of the Risk Assessment, as previously approved by the Committee. The new format gives a risk scoring before and after control measures. The Committee reviewed each risk and scores against each item.

Following discussion, the Risk Assessment was **APPROVED** and it was **AGREED** that all risks with a probability of three or more, following the implementation of control measures, would be considered as part of the budget proposals for the next financial year.

The RFO noted that the attached Risk Assessment would be presented to the full Council with the minutes of this meeting.

8. Consideration/ approval of an increase of the existing Wales in Bloom/Britain in Bloom budget to cover the cost of representation at the Awards Ceremonies (as recommended by the Regeneration and Leisure Committee on 03/09/15).

The Clerk advised members of the referral from the Regeneration and Leisure Committee, recommending an increase in the Floral Displays budget to allow attendance at the Britain in Bloom Awards Ceremony in Sunderland. Various travel options had been considered and flights had been costed at £220 per person.

Following discussion, it was **AGREED** that the Floral Displays budget be increased by a virement of £500 from General Reserves.

However, the Committee also requested that the viability and cost of other travel options be considered, to potentially reduce the overall cost.

9. Consideration of incurring the costs of demolition of the building on the Copperworks site (as recommended by the Regeneration and Leisure Committee on 03/09/15).

The Clerk referred to the resolution of the June Town Council meeting that steps be taken to demolish the unoccupied building as soon as practicable, subject to the cost not being prohibitive. The TSO has now obtained three quotes for the proposed demolition and these were discussed by the Committee. It was also noted that an asbestos survey of the site was being sought and this could impact on the works undertaken.

Following discussion, it was **AGREED** that the Committee **RECOMMEND** to the Town Council that the lowest quote be approved. It was also **RECOMMENDED** that the TSO, Clerk and the Chair of the Finance Committee meet with the company ahead of the issuing of works, to confirm that all relevant works have been quoted for.

10. Consideration of applications for financial donations.

The Clerk noted a number of applications for Financial Assistance which had been received, along with the appropriate completed application forms and financial details. The Committee considered each of these in turn and made the following decisions.

10.1 Burry Port Charity Fund

The application related to assistance with the cost of the annual fundraising charity golf day. The RFO noted that a similar request had been approved in the previous year. This was **APPROVED**, with a grant awarded of £250.

10.2 Burry Port and Pembrey Community Forum

The application related to assistance for the 2015 Carnival and events on that weekend. This was **APPROVED**, with a grant awarded of £2,000.

10.3 Burry Port Male Choir

The Clerk reported that three applications had been received from the organisation. One requested a donation to cover the cost of hire of the Memorial Hall for the annual concert, one related to the cost of maintenance of the portable staging and the last request related to a donation to cover day to day running expenses of the choir. Following discussion it was **APPROVED** that a grant of £500 be awarded to cover the three application requests.

10.4 Burry Port Male Choir Ladies Association

The application related to assistance for an event to be held on 20th November. This was **APPROVED**, with a grant awarded of £50.

10.5 St Mary's Church

The application related to assistance with hiring the Memorial Hall for performances of its Christmas pantomime. This was **APPROVED**, with a grant awarded of £200.

10.6 Ty Mair Family Centre

The application related to assistance to support the setting up of a basic sewing skills group within the centre. The RFO noted that funding had been provided previously to set up a cooking skills course in the centre. Following discussion, it was **APPROVED** that a grant of £200 be awarded to support the scheme.

10.7 Reverend Jepson Randall

The application related to assistance to fund improved facilities at the Methodist Church and Leslie Griffiths Centre. In particular, support was requested for improvements to the car park. The Clerk noted that further details had been requested, following receipt of the letter of request, which had been brought to the attention of members at a previous meeting. Also, application forms had been provided. However, a completed form had not been returned and no additional information had been received. Following discussion, it was agreed to **DEFER** a decision on the grant until further details have been received from the applicant.

10.8 Burry Port Community Primary Home School Association

The application related to assistance to families with the cost of the Year 6 Prom. Following discussion, it was **APPROVED** that a grant of £100 be awarded to support the application.

10.9 Pembrey Football Club

The application related to assistance for the purchase of portable lighting to reduce running costs of the club. This was **APPROVED**, with a grant awarded of £500.

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

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

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 12th October 2015

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

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.10am)

1. Personal Matters

Apologies were received from Cllrs 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 14th September 2015

The minutes of the meeting of 14th September 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 queried if there had been any further response from the County Council on this matter, following the recent meeting. The Clerk advised that there had been no correspondence as yet from Jonathan Fearn in relation to the former Pembrey School. The Clerk also advised that following the meeting with the County Council officers, she had sent a letter to Matt Morden, as discussed, expressing the Town Council's concern at the slow progress in finalising matters in respect of Pembrey Memorial Hall, so that he could refer this to the Legal Department. Cllr Mrs Shirley Matthews also updated members that she had been told to chase up the matter with the Head of Administration and Law, Mrs Linda Rees-Jones.

P1 (4) Matters Arising - Pembrey Memorial Hall security lighting

Cllr David Owens queried if there had been any further progress with the security lighting at the rear of the premises. The Clerk advised that she would check progress with the TSO to see if it could be changed from a permanent to a security light.

5. Outstanding Invoices

The RFO noted that all invoices had been pursued since the last meeting, and several had been paid or were in hand from the list provided, notably:

Llanelli Youth Theatre – outstanding balance continues to be paid off.

Cylch Meithrin Burry Port – Quarters 1 and 2 paid.

Serendipity – Quarter 2 – paid, Quarter 1 still in dispute over reimbursement of maintenance costs.

Historical Society – The organisation needs to decide if they wish to move rooms, but this would necessitate changing the meeting day. Cllr Mrs Pat Jones noted that they may not change until the next financial year, as meeting dates had been set.

CCC – SLA Pembrey – RFO noted that Matt Morden had indicated that this will be paid shortly.

The Scouts/Cubs and Explorers were still outstanding. However, the RFO advised that he had received a recent e-mail from the Scouts leader querying some matters.

It was noted that the Pembrey Cylch Meithrin invoices were still outstanding.

It was **AGREED** that the Clerk and Chair of Finance would request the group leader to attend a meeting to discuss the outstanding debt.

The Clerk updated members that the request from the last meeting to collect 50% deposit for individual bookings, at the time of booking, had been introduced.

6. **Budget monitoring**

The RFO presented the report for August 2015.

The RFO advised that the projected income and expenditure would be 42% of the budgeted figures. As reported previously, as many annual rates payments had been 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

As reported in the previous meeting, overall income is outside budget, as a number of annual payments from the County Council will be paid later in the year (eg Footpath grant, SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). It was reported that the Footpath Grant had been received and will be included in future reports. Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received.

The RFO advised members that income had also been boosted as a result of a contribution of £1,300 towards floral displays, received from the Carnival Committee and local businesses.

The RFO also noted that some miscellaneous income for the Mayoral concert, sponsorship money for the Walk for Life and Civic Service collection needs to be distributed shortly.

Cllr Andrew Phillips noted that the payment from the Mayoral concert to the RNLI had been delayed following a request from the organisation, which is looking to open a new lifeboat facility at the harbour and therefore, they wish to use the contribution to launch this fund.

Expenditure

Employees Costs - On budget.

Administrative Costs - Over on budget, although insurance and a number of annual subscriptions had already been paid.

Marketing and Promotions Costs - The RFO noted that the expenditure previously coded to this budget heading for Floral Display banners has been transferred to that budget heading, as requested at the last meeting.

Civic expenditure – The RFO noted that the mayoral allowance had now been paid, but there was still some expenditure from the Civic Service outstanding. Payments for the Christmas tea and Cawl Cennin events will not be made until later in the financial year.

Cemetery/footpaths – Currently on budget overall, with the annual water and rates payments made in April. It was noted that maintenance and equipment expenditure had increased partly due to increased refuse costs but also the cost of mowers being replaced.

The RFO noted Cllr David Owens' query on a possible annual maintenance contract for equipment maintenance and he will discuss this with the TSO.

The RFO noted that vehicle costs had increased due to the acquisition of a second van. A virement will be required for this budget later in the year.

Hall and Institute – Currently slightly over budget overall year to date, due to timing issues with payments of rates, water rates and loan repayments.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April.

Pembrey Memorial Hall - Currently over budget year to date, due to several annual payments made in April.

Pembrey Memorial Hall Refurbishment - Expenditure is to be reimbursed by the County Council.

Special Projects – Under budget overall, with more of the Floral Displays payments being processed. It was noted that expenditure of £3,000 had been incurred for the Youth facility to the end of this period. The RFO advised that this had been funded by a transfer from the earmarked reserve. Further purchases have been agreed with the Youth Club and these will be reflected in future reports.

Net expenditure is 42.5% and is therefore on budget year to date.

7. Update from the Chair on the new committee structure and consideration of the role and duties of the Finance Committee under the proposed new structure.

The Chair referred to the paper prepared on the proposed new committee structure and roles and duties of these committees. He confirmed that he had met with the Vice Chair, Cllr David Owens and they were both happy with what was being proposed for the new committee structure.

Following discussion on this, it was **AGREED** that the committee was happy to recommend the proposals to the next Town Council meeting for approval.

8. Initial consideration of the budget setting process for 2016/17.

The RFO referred to the Budget Strategy and Build paper for 2016/17 which gave details of Tax base and precept, Income and Expenditure and inflation assumptions.

Following discussion, the report was **AGREED**, subject to the inclusion of the proposals in the new committee structure report to the next Town Council, that all committees have an input into the Budget Setting process.

9. Update on costs relating to the proposed demolition of the building on the Copperworks site.

The Clerk referred to the discussions at the last Regeneration and Leisure Committee meeting where the TSO had informed members that “betterment” requirements would be needed if the building was demolished, which would very likely incur additional costs for the Town Council. Therefore, that Committee was recommending to the full Town Council that the building is not demolished imminently, as had been intended but alternatively, the application for outline planning permission be proceeded with at the earliest opportunity.

The Clerk also advised that a letter had recently been received from a group of local residents, who have formed a community group, who wish to pursue an alternative use for the building. The Clerk reported that the group had requested that a representative speak at the next Town Council meeting.

10. Review of budget relating to the application for outline planning consent for the proposed development of the Copperworks site

The Clerk referred to the discussions at the last Regeneration and Leisure Committee meeting where it was proposing to the Town Council that outline planning permission would still be sought for the site.

The Clerk referred to the fact that a budget had been previously approved, but at the time, the application for planning consent had not proceeded, as proposals for the development had changed.

Following discussion, it was **AGREED** that the Committee **RECOMMEND** to the Town Council that a provisional budget of £10,000 be approved from General Reserves for the costs required to submit the scheme for outline planning approval.

11. To consider/approve the cost of the Clerk attending the CILCA Portfolio course run by SLCC

The Clerk referred to there having previously been approval of her registering to undertake the CILCA qualification. She had now identified a CILCA training course run by SLCC, which takes place on four separate days over the period from the end of October 2015 to the end of March 2016. The Clerk advised that the costs of the four day course would be £250.

Following discussion, it was **AGREED** that the Town Council would approve attendance at this course and support the costs from the Training budget.

12. Consideration of a request for financial support received from Pembrey School

The Clerk noted that the application had been deferred from a previous meeting, due to further information being required regarding the actual costs of the proposal. The application related to

50% match funding for the provision of road safety measures in the vicinity of the school. The cost of the scheme is £7,850 and therefore the application related to 50% (£3,925).

Following discussions in relation to declaration of interests in the scheme it was agreed that Cllr Mrs Shirley Matthews could discuss and vote on the proposal, as Town Council representative on the Governing body, whilst Cllr David Owens could discuss, but not vote on the proposal.

Following discussion on the application, it was **AGREED** that a recommendation be made to the Town Council that a grant of £3,925 be **APPROVED** from the Community Grants budget.

13. Consideration of a request for financial support received from Burry Port Town Band

The Clerk referred to an application for Financial Assistance from the Town Band in relation to the recent West Wales Festival of Brass which had been held at the Memorial Hall. This is a very well attended event and brings in many visitors to Burry Port.

Following discussion on the application it was **APPROVED** that a grant of £750 be awarded from the Community Grants budget.

14. To consider any referred matters from the other Committees.

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

15. Any other business

Floral Displays budget – Cllr Michael Theodoulou made reference to the recent success of the Town Council at the Wales in Bloom competition. However, he noted that in determining future budgets the Town Council needs to consider and attempt to quantify the benefits to the community of the displays. It is generally accepted that the floral displays have brought more visitors into the area and the RFO indicated that it may be possible to obtain some data from the County Council. It was **AGREED** to refer this item to a future meeting of the Regeneration and Leisure Committee.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 9th November 2015

Present: Cllrs Andrew Phillips, David Owens, Robert John, Malcolm Davies.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.00am)

1. To appoint a Chair and Vice Chair of the new Finance Committee.

Following discussion, it was AGREED that Cllr Andrew Phillips be appointed as Chair and Cllr David Owens as Vice Chair of the new Finance Committee.

2. Personal Matters

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

3. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

4. To confirm the minutes of the meeting held on Monday 12th October 2015

The minutes of the meeting of 12th October 2015 were approved as a true record.

5. To consider any matters arising from the minutes.

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

Cllr David Owens queried if there had been any further response from the County Council on this issue. The Clerk advised that following the last Town Council meeting, she had written to Jonathan Fearn to advise him of the preferred option in relation to the building. She is liaising with his office to arrange a meeting to discuss the option and finalise any outstanding issues.

The RFO was requested to provide details of costs for the facility ahead of the meeting.

Re: Pembrey Memorial Hall - The Clerk advised that she had provided a letter to Matt Morden as requested and that he was chasing this up with the Legal Department to progress the legal issues.

P1 (4) Matters Arising - Pembrey Memorial Hall security lighting

The RFO reported that the TSO was awaiting a quote from the contractor before progressing with the work.

P4 (10) - Review of budget relating to the application for outline planning consent for the proposed development of the Copperworks site

The Clerk advised that work was progressing with the outline planning application for the site, which would be submitted to the County Council shortly.

The Clerk noted the discussions at the last Town Council meeting in relation to the proposal from a local community group to take over and utilise the building. The Clerk further advised that members of the Facilities Management Committee intend meeting with the group, to ensure that there is no misunderstanding, as the group will need to raise funding to purchase the site, not just update the premises.

6. Outstanding Invoices

The RFO noted that all invoices had been pursued since the last meeting, and several had been paid or were in hand from the list provided, notably:

Llanelli Youth Theatre – outstanding balance continues to be discharged on a monthly basis.

Cylch Meithrin Pembrey – Meeting to be arranged with Clerk, RFO and Chair of the Finance Committee to resolve the outstanding debts.

The Scouts and Cubs have paid their outstanding invoice and the RFO was still pursuing the Explorers' outstanding invoices.

Historical Society – The Group needs to decide if they wish to move rooms and change the meeting day.

Serendipity – There is still a dispute regarding the Quarter 1 invoice over reimbursement of maintenance costs. This would be clarified following the meeting with Jonathan Fearn.

CCC – SLA Pembrey – Payment agreed, this will be paid soon.

Burry Port Male Choir – This was a recent debt and should be paid once the recently agreed donation is received.

Katrina Mudge – This has been paid.

The Clerk also noted that she had been informed that the Senior Citizens Club may be ceasing using the Former OAP Hall by Christmas due to low numbers attending.

7. Budget monitoring

The RFO presented the report for September 2015.

The RFO advised that the projected income and expenditure would be 50% of the budgeted figures. The RFO provided comments and explanations on each budget heading as follows:

Income

It was reported that the Footpath Grant (£4,200) had been received from the County Council. As reported in the previous meeting, overall income is outside budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs for Gardens, toilets and Pembrey

Memorial Hall subsidy). Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received.

The RFO also noted that a contribution of £3,000 to the Floral Displays and Christmas lights had been agreed by the Community Forum.

The Clerk also noted that Dwr Cymru/Welsh Water had indicated that it would make a contribution to community projects due to the disruptions incurred as part of the Rainscape project in the town.

Expenditure

Employees Costs – The RFO advised that this budget heading would be over budget due to the agreement that the contract for the seasonal worker be extended. It was AGREED that a virement would be considered at a future meeting and that this arrangement needs to be considered by the Civic Governance and Personnel Committee as part of its budget proposals for 2016-17.

Administrative Costs - On budget year to date.

Marketing and Promotion Costs - The RFO noted that the expenditure previously coded to this budget heading for Floral Display banners would be transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget. The previous virement would be reversed.

Cllr Robert John advised that consideration is being given to obtaining planning consent for the promotional signs into Pembrey and Burry Port.

Civic expenditure – The RFO noted that there was still some outstanding expenditure from the Civic Service. Payments for the Christmas tea and Cawl Cennin events will not go through until later in the year.

Cemetery/footpaths – Currently on budget overall. However, it was noted that maintenance and equipment expenditure was over budget and would be analysed with the TSO, with a potential virement considered at a future meeting.

The RFO noted that part of the expenditure was a late invoice for grave digging costs. It was discussed whether purchasing of suitable equipment would save costs. Cllr Andrew Phillips noted that this was one of the areas of works being considered by the Local Councils Collaborative Group. The Clerk also advised that the Llanelli Joint Burial Authority’s Cemetery Manager was undertaking a review of the Town Council’s burial and cemetery systems and procedures.

The RFO again noted that vehicle costs had increased due to the acquisition of a second van. A virement will be required for this budget later in the year.

Hall and Institute – Currently under budget overall year to date. It was noted that materials expenditure was over budget and would be analysed with the TSO, with a potential virement considered at a future meeting.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April.

Pembrey Memorial Hall - Currently within budget year to date.

Pembrey Memorial Hall Refurbishment - Expenditure is to be reimbursed by the County Council.

Special Projects – Under budget overall.

The TSO is to provide final figures for the Floral Displays expenditure. It was agreed that promotional expenditure for the Wales and Britain in Bloom events should be coded to the promotional budget heading.

As noted above, it was agreed that expenditure for Floral Display banners would be transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget.

Net expenditure is 47.87% and is therefore on budget year to date.

8. Update on budget setting for 2016/17 financial year

The RFO referred to the recommendation that all committees be consulted on their appropriate budgets for the next financial year, as part of the budget setting process. The Regeneration and Community Services Committee had considered its requirements and the Clerk circulated its proposed budget. The other Committees would be doing the same and an overall proposed budget will be presented to the next Finance Committee meeting for consideration.

9. To consider/approve any Sub-Committees of the Finance Committee and the membership of the same

The Clerk referred to the new committee structure approved at the last Town Council meeting and the request to each committee to consider what sub-committees (if any) were required and subsequent membership.

Following discussion, it was AGREED that no sub-committees are required at present for the Finance Committee.

10. To consider the draft Annual Report of the Independent Remuneration Panel for Wales-referral from Town Council meeting of 21/10/15

The Clerk referred to the draft Annual Report of the Independent Remuneration Panel for Wales, and the referral from the Town Council meeting of 21/10/15 to consider this.

Following discussion on the five categories of determinations affecting Town and Community Councils in the report, it was RECOMMENDED that the Town Council should not adopt anything new and should just continue with payment of the Mayoral allowance and reimbursement of expenses.

11. Consideration of the role and responsibilities of the Audit Sub Committee

The Clerk referred to the draft paper which had been circulated to each committee for consideration.

Following discussion on the paper, it was RECOMMENDED that it be approved, subject to a recommendation that the Sub Committee meet at most on a quarterly basis, unless particular issues are raised by other committees.

Cllr David Owens recommended that there be a referral to the Audit Sub Committee to look at the Council's current procurement procedures at the earliest opportunity. This was AGREED.

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

12.1 Regeneration and Community Services Committee - Toddler Park/MUGA

The Clerk referred to a recommendation from the Regeneration and Community Services Committee regarding expenditure of £500. This is to cover the cost of a fortnightly and more detailed monthly inspection of the park by a contractor up to the end of this financial year. The TSO is recommending this due to the frequency of the usage of the park equipment and the fact that his own weekly visual inspections had not been able to identify all problems. It was AGREED that this expenditure be approved from within the existing Toddler Park/MUGA budget.

It was further AGREED that consideration be given to Town Council operative staff being trained to undertake the inspections in the future. Cllr David Owens recommended that this item be passed to the Facilities Committee to consider as part of the budget proposals for 2016/17.

12.2 Regeneration and Community Services Committee – OAP Hall – additional maintenance expenditure.

The Clerk referred to a report to the Regeneration and Community Services Committee regarding additional expenditure of £1,250 required for completing the upgrading works to the OAP Hall. The expenditure related to additional essential works to the flooring (£500) and a new door (£750). This would be funded from the existing "Special Development Projects" budget, due to the decision not to progress with additional works on the Cemetery building in the current financial year.

The Committee **APPROVED** the additional expenditure.

13. **Any other business**

The Clerk referred to an application for financial assistance from the Cancer Information and Support Services.

Cllr. Robert John requested that additional information be obtained on services provided by the organisation as opposed to other similar organisations in the area.

Following discussion on the application it was AGREED that the Clerk seek further information upon services to members of the public in the Pembrey and Burry Port area and also additional financial details of the organisation.

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 14th December 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Mary Wenman.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.45am)

1. Personal Matters

Apologies were received from Cllrs Mrs Pat Jones, Robert John and Malcolm Davies.

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 9th November 2015.

The minutes of the meeting of 9th November 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P1 (5) Matters arising from the minutes – Budget Monitoring - Former Pembrey School

The Clerk advised that the meeting had been held with Jonathan Fearn, with Pembrey ward members in attendance. The RFO had provided details of costs for the facility ahead of the meeting. Following discussions and Mr Fearn having been provided with details of the Council's expenditure on the building in recent years, he had proposed that if the lease was surrendered to the County Council then any outstanding contractual rent would not be pursued.

In relation to Pembrey Memorial Hall, the Clerk advised that Matt Morden was still chasing this up with the Legal Department to progress the legal issues.

P1 (5) Matters Arising - Pembrey Memorial Hall security lighting

Cllr David Owens stated that the rear lights still appeared to be staying on. The Clerk advised that she would progress this with the TSO.

5. Outstanding Invoices

The RFO noted that all invoices had been pursued since the last meeting, and some had been paid or progress had been made, notably:

Llanelli Youth Theatre - It was noted that the outstanding balance was reducing in line with the agreed payment plan

Cylch Meithrin Pembrey – Cllr David Owens noted a recent article in the Llanelli Star that the Pembrey Cylch would be closing soon, due to low numbers. It was agreed that arrangements be

made for the Clerk, RFO and the Chair of the Finance Committee to meet with the Cylch leader as soon as possible to discuss the outstanding debt.

Explorers – The RFO is still pursuing the outstanding invoices and is awaiting a reply from the Group leader.

Historical Society – The Clerk noted that the Group was considering moving to the OAP Hall, but it was indicated that this may not happen until 2016/17. The RFO is to discuss this with the Society's Treasurer.

Serendipity – The Clerk noted that this debt was linked to the remedial works undertaken within the facility. It was agreed that the Town Council should deduct the cost of the work carried out by the nursery proprietor from the outstanding debt and accept the difference.

CCC – SLA Pembrey – The RFO advised that further information had been provided to Matt Morden to enable this invoice to be paid.

Burry Port Male Choir and Burry Port Town Band – It was noted that these organisations were awaiting payment of the recently approved grants from the Town Council before paying these invoices. These would be paid shortly.

Burry Port Parks Committee – Following discussion, it was agreed that this invoice needs to be paid by the Group, as it is not a direct organisation of the Town Council. It was agreed that the Group's secretary be contacted to request that the invoice is paid and also, an outstanding balance be transferred by the Group to the Town Council for insurance and repair costs, as previously indicated.

6. **Budget monitoring**

The RFO presented the report for October 2015 and advised that the projected income and expenditure would be 58% of the budgeted figures.

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

Income

As reported in the previous meeting, overall income is slightly below budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received. However, it was noted that the "Nursery School – Old Pembrey School" income target will not be achieved if the transfer of the facility is agreed by the Town Council.

The Clerk also advised that Dwr Cymru/Welsh Water had not yet reverted to her regarding the level of contribution to community projects it proposed to make this financial year, due to the disruption caused by the Rainscape project in the town.

Expenditure

Employees Costs – The RFO again noted that the budget heading would be over budget due to the agreement that the contract for the seasonal worker be extended.

Administrative Costs - Within budget year to date.

Marketing and Promotions Costs - The RFO advised that the expenditure previously coded to this budget heading for Floral Display banners has been transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget. The previous virement had been reversed. The RFO also noted that the only expenditure against this budget heading at present was the marketing of the Wales in Bloom and Britain in Bloom events.

Civic expenditure – The RFO advised that there was still some outstanding expenditure from the Civic Service. Payments for the Christmas tea and Cawl Cennin events will not go through until later in the year.

Cemetery/footpaths – Currently on budget overall. As noted previously, the maintenance/repairs and equipment expenditure is over budget and will be analysed with the TSO on his return to work.

The RFO again noted that vehicle costs had increased due to the acquisition of a second van. A virement will be required for this budget later in the year.

Hall and Institute – Currently under budget overall year to date. However, it was noted that materials expenditure was over budget and again, this would be analysed with the TSO on his return to work.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building.

Former Pembrey School – This is below budget, despite the annual rates payment having been made in April. There would be little further expenditure if the facility is to be transferred back to the County Council.

Pembrey Memorial Hall - Currently within budget year to date. However, the Clerk advised that a very recent problem had been identified with the boiler flue, which is being assessed by contractors and could have a financial impact on this budget area. An update will be provided at the next meeting.

Special Projects – This is under budget overall. The TSO is to provide final figures for Floral Displays expenditure.

The RFO advised that the Youth Facility contribution had slightly increased. Members agreed that this would need to be reviewed with the Youth Club to enable this to be finalised.

Net expenditure is 54.36% and is therefore on budget year to date.

7. Further consideration of budget setting for 2016/17 financial year.

The RFO advised that following the recommendation of the Town Council, he had attended the various committee meetings to consult on their appropriate budgets for the next financial year

The RFO presented the latest draft budget figures following budget proposals put forward by each of the Town Council’s Committees. He further advised that if all of the proposals were accepted and the precept was retained at the same level, there would be a significant shortfall of some £54,000. Further to the Committee considering each of the proposals, it recommended the following amendments to reduce the draft net expenditure:

Income – omit the Events income of £5,000.

Employees costs – reduce the increased employee costs for the additional operative, as some budget had already been included for seasonal cover.

Marketing and Promotion – reduce additional amount by £2,000, as there is a balance from the 2015/16 budget in relation to lamp post banners. An adjustment is needed in 2015/16 to move £2,000 to earmarked reserves.

General Civic expenditure - reduce additional amount by £2,000, to bring budget back to the 2015/16 level.

Cemetery and Footpaths

Equipment – Replacement – Reduce budget by £4,700 to include only items requiring replacement in 2016/17. Title to be changed from “Replacement (Sinking Fund)” to “Replacement”.

Memorial Testing – Remove proposed budget of £3,000, as testing is not required in 2016/17.

Hall & Institute

Purchase of Equipment (Sinking Fund) – Remove proposed budget of £3,000.

Special Projects.

Bus shelter contribution – Reduce budget by £750.

Christmas lights – Reduce proposed budget by £2,500 (£1,500 for installation and £1,000 for additions).

PBPTC Events – Reduce proposed budget by £8,000.

Special Development Projects – Reduce proposed budget by £13,000.

It was RECOMMENDED that the adjustments be made and the revised proposals presented to the next Finance Committee meeting. Also, further consultation on the reductions should be held with each of the Committees.

8. To consider any referred matters from the other Committees.

There were no matters referred from other committees.