

**Pembrey and Burry Port Town Council**  
**Finance and Efficiency Committee Meeting**

**Tuesday 12<sup>th</sup> January 2016**

**Present:** Chair-Cllr Andrew Phillips, Cllrs David Owens, Robert John and Malcolm Davies.

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

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

**1. Personal Matters**

Apologies were received from Cllrs Mrs Pat Jones, 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 14<sup>th</sup> December 2015.**

The minutes of the meeting of 14<sup>th</sup> December 2015 were approved as a true record.

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

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

Cllr David Owens stated that the rear light still appeared to be staying on even though he had been informed by the TSO that a new sensor security light had been installed. The Clerk reported that she would progress this with the Caretaker and IWEC. Cllr Andrew Phillips also requested that the timer on the security lighting at the MUGA be checked.

**P1 (5) Outstanding Invoices.**

Cllr David Owens noted that the Cylch Meithrin Pembrey would be closing at the end of January and it was likely that the outstanding debt would need to be written off.

The Clerk noted that contact had been made with the leader of the Group, but a request for a follow up a meeting had not been confirmed by the leader.

**5. Outstanding Invoices**

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

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

Cylch Meithrin Pembrey – As discussed above.

Explorers - RFO still was pursuing the outstanding invoice with the Group leader.

Historic Society – RFO still pursuing the outstanding invoice with the Society’s Treasurer.

Serendipity –The Clerk noted that following the meeting with Jonathan Fearn at the end of December she was awaiting final agreement on the transfer of the facility to the County Council. It was AGREED that following receipt of the formal agreement from the County Council the Clerk would arrange a meeting with the Group and the Chair of the Finance Committee to discuss the outstanding debt, part of which may be written off.

CCC – SLA Pembrey – The RFO noted that invoice would be paid this month.

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

Ann Jones – The Clerk noted that the invoice would be paid soon, as a further booking had been requested.

Burry Port Parks Committee – It was agreed that the Clerk contact the Group’s secretary to request that the invoice is paid and outstanding balances from the Group be transferred to the Town Council for insurance and repair costs.

## 6. **Budget monitoring**

The RFO presented the report for November 2015 and advised that the projected income and expenditure would be 67%, 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 outside budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs Pembrey Memorial Hall subsidy), although the SLA for the public convenience had been received. Rental income had improved in the month as several annual rental incomes had been paid. Income for room rentals were on budget.

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 noted that the Council had received an additional donation of £1,000 from a local resident towards community events. She also noted that Dwr Cymru/Welsh Water had not come back to her on the level of contribution to community projects it proposed to make this financial year, as part of the Rainscape project in the town.

### Expenditure

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

It was agreed that a virement be proposed at the next meeting to take account of this and other potential changes to budget.

Administrative Costs - Within budget year to date.

Marketing and Promotions Costs - The RFO also noted that the only expenditure against this budget heading at present was the marketing of the Wales and Britain in Bloom events.

Civic expenditure – The RFO noted that the expenditure for the Xmas tea and Cawl Cennin events will be going through until later in the year.

Cemetery/footpaths – Currently on budget overall. As noted previously the maintenance and equipment expenditure was over budget and would be analysed with the TSO on his return from illness.

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 on his return from illness.

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

The Clerk noted that there was a potential additional expenditure on water, as there had been a leak at the premises. Further details will be provided at a future meeting.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April. There would be little further expenditure as the facility would be transferred back to the County Council in January.

Pembrey Memorial Hall - Currently within budget year to date. The Clerk noted that the problem with the boiler flue had been resolved and the financial impact would come through at a future meeting.

Special Projects – Under budget overall.

The RFO noted that additional expenditure would be processed soon, as invoices for winter flowers and the “Ann Frank” trees for school had been received.

It was noted that Parc Y Tywyn School had requested that they receive a tree too. This was agreed and the Clerk would pursue with the TSO.

Cllr David Owens asked when the Xmas tree and lighting would be removed. The Clerk noted that she was pursuing this with the contractor.

Net expenditure is 62% and is therefore on budget year to date.

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

The RFO noted that following the amendments agreed by the Finance Committee at the last meeting, the revised figures had been consulted with again at each committee for their appropriate budgets.

The Clerk reported that the comments and additional requests from the Committees:

Civic Governance – The Committee had requested that the additional £2k for General Civic expenditure be reinstated, that the budgets for the Xmas tea and Cawl Cennin events (£1,250) be included within the Council Community Events budget.

Regeneration – The Committee had requested that the additional £2k for Promotions and website development expenditure be reinstated.

Facilities – The Committee had noted their disappointment that the proposal of the sinking funded had not been approved, but had requested that consideration of any underspend be set up as a sinking fund for improvements. This proposal was agreed in principle and that it would be looked at further at year's end.

It was also proposed that six monthly reviews of underspends be undertaken to increase the sinking fund. This was agreed in principle.

The Facilities Committee also proposed that any funding from disposal of the Copperworks site be used to set up a sinking fund or to match fund future grant applications. This proposal was agreed.

Following discussion, it was agreed that the increases of £4k recommended by the Civic Governance and Regeneration Committees be included within the budgeted expenditure.

It was **RECOMMENDED** that the additional £14,848 net budget be funded by an increase in the precept. This would equate to an increase for Band D properties of £4.70 per annum, or 9 pence per week. The further additional £4k net budget would be funded by a transfer from General Reserves. These recommendations and the revised budget would be presented to the January Town Council meeting for approval as the final budget for 2016/17.

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

There were no matters referred from other committees.

**9. Any Other Business**

Xmas lighting expenditure.

The Clerk noted that she had met with the contractor regarding concerns with the level of service and costs for the lighting expenditure this year.

It was also recommended that the Clerk would pursue the issue of items not working or promptly fixed over the Xmas period.

Cllr David Owens also requested a list of expenditure to the contractor for the current financial year.

It was recommended that the current invoices be paid, subject to any amendments from the Clerk's discussions with the contractor, but that a review of installation procurement is reviewed for future years.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 9<sup>th</sup> February 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs Malcolm Davies, Robert John and David Owens

**Officers:** Melanie Carroll-Cliffe (Town Clerk)

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.55am)**

**1. Personal Matters**

Apologies were received from Cllrs Mrs Pat Jones and Mrs Mary Wenman, together with the RFO Mr Alan Howells.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Monday 12<sup>th</sup> January 2016.**

The minutes of the meeting of 12<sup>th</sup> January 2016 were approved as a true record.

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

**P1 (4) Matters arising - Pembrey Memorial Hall**

Cllr David Owens referred to the fact that as previously indicated by the TSO, the new sensor security light had been installed at Pembrey Memorial Hall and the reason that the new light was still permanently on was due to the fact that the bulb in the old light had not been removed.

**P1 (4) Matters arising – Outstanding invoices**

Cllr David Owens referred to the fact that the Cylch Meithrin in Pembrey had now finished and had apparently been selling off various items as a result of this. Members expressed doubt about the likelihood of receiving the outstanding rent in light of this.

**5. Outstanding Invoices**

In the absence of the RFO, the Clerk provided an update in relation to outstanding invoices.

It was confirmed that the Llanelli Youth Theatre continues to make the agreed instalment payments. The Historical Society has an outstanding invoice but the Clerk explained that the organisation has now changed the venue for its meetings. As from January 2016, their meetings have been taking place in the former OAP Hall, rather than the Memorial Hall. Accordingly, it has been agreed that payment be made for nine months for use of the Memorial Hall, with the months of January, February and March 2016 being charged on an hourly rate basis for the former OAP Hall.

There is still an outstanding rental payment from Serendipity Nursery. The Clerk confirmed that consequent to the agreement to hand back the lease on the former Pembrey School to Carmarthenshire County Council, a letter had been sent to the proprietor of the nursery, requesting payment of the balance after taking into consideration the expenditure incurred by the nursery in relation to the new gas heater. However, payment had not been received to date.

The Clerk confirmed that the SLA from Carmarthenshire County Council relating to Pembrey Memorial Hall has been paid since the agenda was sent out. Likewise, there were a number of other invoices which had been paid since the agenda was sent, namely by Burry Port Parks Committee, Hywel Dda Health Board and Weight Watchers. Also, a couple of the other outstanding invoices were expected to be paid shortly.

## **6. Budget monitoring**

Although the RFO was not in attendance, a budget monitoring report had been provided, which was circulated to members, for their consideration. At this stage in the financial year, income and expenditure should be around 75%. Income is in excess of this at 84.32%. Net expenditure is within budget at 66.45%.

## **7. Consideration of applications for financial donations**

The Clerk outlined to members details of all of the applications for financial assistance which had been received. These were considered by members and decisions were made upon the same as follows:

### Burry Port and Pembrey Aikido

Two applications were received from this organisation. An application for a community grant was made to assist in purchasing spare kits for children when starting or if they are unable to afford them. A donation of £300 was approved. An application for a local organisation donation was received to assist in renewing training mats. A donation of £200 was approved.

### Burry Port Park Appeal

This organisation applied for a community grant of £300, which was stated to be towards the expenses incurred in holding a children's Halloween party in October 2015. The application indicated that the committee is committed to continuing its fund raising in order to ensure that the park is developed further. Given that the Town Council has taken over responsibility for the running of the park, members deferred consideration of this application, until such time as a meeting has taken place with the Burry Port Park Appeal Committee.

### Friends of Burry Port Harbour

An application was considered for a community grant, to assist with the cost of setting up an interactive website, together with printing costs and posters for this recently formed group. As members felt that the work of this group was important to the improvement of the harbour, a grant of £1,000 was approved.

### Jerusalem Chapel

An application was considered for a community grant. This was requested to assist with the cost of changing the format of the existing toilets at the rear of the vestry to enable the installation of new

toilets for disabled persons, as required by health and safety regulations. A grant of £250 was approved.

#### Burry Port Family Centre

Members considered an application for a community grant, to assist with the cost of engaging the services of dance and drama tutors to deliver family sessions during the summer holiday period. Given the uncertainty as to whether this activity would proceed and having regard to the organisation's current bank balance, members deferred consideration of this application.

#### Burry Port AFC

Members approved a local organisation donation of £200. This is to assist with the running costs of the club, which have greatly increased.

#### Burry Port Town Band

Members approved a local organisation donation of £200, in relation to conductor's fees and travel expenses, to enable the band to compete in the qualifying round for Band Cymru 2016.

#### Burry Port Memorial Park Bowls Club

Members approved a local organisation donation of £200, to assist with necessary costs for the 2016 season, as had been detailed in the application.

#### Dementia Carers Support Group

The Clerk referred to the fact that this organisation has recently commenced meeting on a weekly basis in the former OAP Hall. Members approved a local organisation donation of £200, to assist with the costs of running the club and days out.

#### Llanelli Ramblers Festival of Walks

Members approved a local organisation donation of £100, to assist with the promotion costs of this event.

#### Pembrey and Burry Port Cycle Club

The Clerk highlighted the fact that this organisation had been meeting on a weekly basis at Pembrey Memorial Hall since October 2015. The Club had submitted an application for a local organisation donation, to assist in purchasing promotional materials to promote the club at community events and to raise its profile. Members approved a donation of £150.

#### Pembrey and Burry Port Gardening Club

Members approved a local organisation donation of £200, to assist with the payment of specialist topic speakers at monthly meetings, as well as to support garden visits and increasing running costs of the annual craft and gardening show.

#### Pembrey Football Club

Cllr David Owens declared an interest in relation to this organisation, due to having a grandson who plays football at the club. Members approved a local organisation donation of £200, to assist with

the cost of equipment to cut and maintain the football pitch, together with the upkeep of the changing rooms.

#### Burry Port RFC Juniors

Again, Cllr David Owens declared an interest, due to having a grandson who plays for the club. Members approved a local organisation donation of £200, to assist with the running costs, coach and player development.

#### 1<sup>st</sup> Pembrey Brownies

Members approved a local organisation donation of £100, to assist with increasing costs of running the organisation, due to higher annual subscriptions.

#### Pembrey Community Growing Association

Two applications were received from this organisation. An application for a community grant was submitted, which was stated to be to assist with the cost of fencing off an area as a pond. An application for a local organisation donation was also received, to assist with the cost of weed suppressant membrane around the intended pond. Members felt that there was insufficient information, including no costings being provided for the intended project. They therefore agreed that the applications be deferred.

#### **8. Consideration of virements**

In the absence of the RFO, it was approved that the consideration of virements needed to be deferred to the next meeting.

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

There were no matters referred from other committees.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 8<sup>th</sup> March 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs Malcolm Davies, Mrs Mary Wenman, Robert John and David Owens.  
Cllr John Jones (for Item 9 only).

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 12.00 pm)**

**1. Personal Matters**

Apologies were received from Cllr Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Monday 9<sup>th</sup> February 2016.**

The minutes of the meeting of 9<sup>th</sup> February 2016 were approved as a true record.

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

There were no matters arising from the minutes of the meeting of 9<sup>th</sup> February 2016 were approved as a true record.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre - It was noted that the outstanding balance was reducing in line with the agreed payment plan. An update of outstanding balance will be provided at year end.

Cylch Meithrin Pembrey – This still outstanding, as the group has now finished. It was recommended that this debt is still pursued.

Cllr. David Owen recommended that the issue be pursued with the Cylch Meithrin Llanelli office. It was AGREED that the Clerk would write to the Llanelli office regarding this..

Explorers - RFO still was pursuing the outstanding invoice with the Group leader.

Historic Society – The Clerk is still pursuing the outstanding invoice with the Society's Treasurer, following an e-mail of the revised outstanding amount discussed at the last meeting.

Serendipity –The Clerk noted that she had e-mailed the Group regarding the proposal for revised debt balance, but was still awaiting a reply.

Burry Port Town Band – The outstanding debt is still being pursued.

Ann Jones – The Clerk noted that the invoice would be paid soon, as a further booking had been requested.

## 6. **Budget monitoring**

The RFO presented the report for January 2016 and advised that the projected income and expenditure would be 83%, 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 within budget at 87.26%, as most annual payments have been received and rental income is in line with budget.

The only area of concern is the SLA with the County Council for the maintenance of the Memorial Gardens, as the RFO had been informed that this will not be paid this year.

It was RECOMMENDED that the Clerk write to the County Council regarding this and that the County Council Members be requested to pursue the issue on behalf of the Town Council.

### Expenditure

Employees Costs – The RFO again noted that the budget head 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 also noted that the only expenditure against this budget heading at present was the street lighting banners.

Civic expenditure – The RFO noted that the expenditure for the Xmas tea and Cawl Cennin events will be going through until later in the year.

Cemetery/footpaths – Currently on budget overall, but would go over budget when the annual Footway Lighting charge is received. As noted previously the maintenance and equipment expenditure was over budget. The RFO noted an analysis of these two codes had identified that additional expenditure had been incurred on equipment maintenance, last invoices received for grave digging and additional drainage works at the cemetery. Virements for these should have been presented earlier in the year.

The RFO again noted that vehicle costs had increased due to the acquisition of a second van.

Hall and Institute – Currently within budget overall year to date.

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

The Clerk noted that there was a potential additional expenditure on water, as there had been a leak at the premises. Further details will be provided at a future meeting.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April. There would be little further expenditure as the facility would be transferred back to the County Council in January.

Pembrey Memorial Hall - Currently within budget year to date.

Special Projects – Under budget overall.

Net expenditure is 83% and is therefore on budget year to date.

**7. Consideration of virements.**

The RFO outlined a range of virements between budget heads following a review of actual income and expenditure year to date and a projection to year end. The virements resulted on no additional movement from General Reserves.

It was AGREED to recommend to the next Town Council meeting that the virements be APPROVED for the current financial year.

**8. To consider the appointment of an Internal Auditor for the current financial year**

The RFO referred to the statutory requirement to annually appoint an internal auditor to review the Council internal financial procedures. He reported on the role and responsibilities of the internal auditor and noted that a local accounting practice, Charles and Company, had undertaken the audit last year following a change in auditor.

Following discussion it was AGREED to appoint Charles and Company as internal auditor for the current financial year.

**9. Consideration of the Town Council's responsibility for various street lighting (referral from the Town Council meeting 17/02/16)**

Cllr. John Jones deferred to the work that has been undertaken to review existing Town Council street lighting charged for by the County Council. He presented a schedule of each street light and discussed recommendations for changes to the current arrangements.

Whilst going through the schedules, Cllr. David Owens declared an interest when reviewing the lighting in Aelybryn.

Members thanked Cllr Jones for his work and approved that he further pursues options with the County Council for improving the efficiency of the Street Lighting service.

Cllr. Jones will provide an update to the Finance Committee, following further discussions with the County Council's Street Lighting section, at a future meeting.

10. **Consideration of a recent e-mail from the Secretary of Burry Port Park Committee.**

Cllr. Mary Wenman left the meeting at 10am, ahead of this item.

The clerk deferred to discussions at the last Finance Committee when it was recommended that she contact the Secretary of the Burry Port Park Committee to request a meeting to discuss the transfer of balances from the Park Committee to the Town Council following the transfer of responsibility of the Children's Playground and MUGA to the Town Council.

The Clerk has e-mailed the Secretary, but had not been able to agree a suitable date.

Subsequent to this the Town Council had received a cheque of £600 from the Parks Committee towards the insurance costs of the facilities.

Following discussion on this it was AGREED that the Chair of Finance, the Clerk and RFO still need to meet with representatives of the Park Committee to confirm the Group's balance at transfer of the assets and agree the amount to be transferred to the Town Council, as was agreed at the time of the transfer of responsibilities.

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

There were no matters referred from other committees.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 12<sup>th</sup> April 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs Malcolm Davies, David Owens and Mrs Jean Hire (substitute for Mrs Pat Jones), Mrs Mary Wenman.

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.30 am)**

**1. Personal Matters**

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

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 8<sup>th</sup> March 2016.**

The minutes of the meeting of 8<sup>th</sup> March 2016 were approved as a true record.

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

P1 (5) Outstanding Invoices.

Cylch Meithrin Pembrey

Further to the discussions at the last meeting, the Clerk reported that she had made contact with representatives of the Burry Port Cylch Meithrin to obtain contact details of the local area office. In the meantime she had also been contacted by Rhian Scott, the leader of the erstwhile Pembrey Cylch Meithrin to request details of the outstanding debts of the organisation. They had been provided to her and the Clerk is waiting a further response from Ms Scott.

It was AGREED that the Council wait a short time for a response before further action is taken.

P3 (10) Consideration of a recent e-mail from the Secretary of Burry Port Park Committee Outstanding Invoices.

The Clerk noted that she had been unable to arrange a meeting with the Group's Secretary.

Cllr Mrs Mary Wenman noted that this was due to her work commitments. She explained that balances held by the Group were for donations towards new equipment.

The Chair and RFO explained that their understanding was that Group should have transferred over any balances held by them at the date of the transfer of the facility to the Town Council, as it was to the Town Council's responsibility now to insure and maintain the Playground and MUGA facilities.

Following further discussion on this it was AGREED that a meeting needs to be convened with representatives of the Group to sort the all outstanding issues.

## 5. **Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre - It was noted that the outstanding balance was reducing in line with the agreed payment plan. An update of outstanding balance will be provided at year end.

Cylch Meithrin Pembrey – This is still outstanding, as the group has now finished. It was recommended that this debt is still outstanding, as discussed under Item 4.

Explorers - RFO noted that he had met the Group leader and this invoice will be paid shortly.

Historic Society – The Clerk is still pursuing the outstanding invoice with the Society's Treasurer of the revised outstanding amount discussed previously. It was recommended that a letter be sent to the chair of the Group at next Historic Society meeting noting the outstanding debt.

Serendipity –The Clerk noted that she had e-mailed the Group regarding the proposal for revised debt balance, but was still awaiting a reply.

Burry Port Town Band – The RFO noted that the outstanding invoice for the hire of the Hall had been paid.

The Clerk noted that the Chair of the organisation was querying the outstanding amount of the quarterly invoice, due to previous overpayments. The Clerk/RFO will pursue this issue and resolve this.

Hywel Dda Health Board Jones – The Clerk noted that this was a recent invoice and there should be no problem with receiving this payment.

## 6. **Budget monitoring**

The RFO presented the report for February 2016 and advised that the projected income and expenditure would be 92%, of the budgeted figures. He also noted that the virements agreed at the last meeting and ratified at the last Town Council meeting had been actioned.

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

### Income

As reported in the previous meeting, overall income is within budget at 97.30%, as most annual payments have been received and rental income is in line with budget.

As noted previously the only area of concern is the SLA with the County Council for the maintenance of the Memorial Gardens, as the RFO had been informed that this will not be paid this year.

It was RECOMMENDED that the Clerk write to the County Council regarding this and that the County Council Members be requested to pursue the issue on behalf of the Town Council.

### Expenditure

Employees Costs – The RFO noted that the budget head was within budget following the virement actioned.

Administrative Costs - Within budget year to date, with payments or accruals for the Payroll SLA and Audit fees to be actioned by year end.

Marketing and Promotions Costs - Within budget year to date.

Civic expenditure – The RFO noted that the expenditure for the Cawl Cennin event will be processed by year end.

Cemetery/footpaths – Currently on budget overall.

Hall and Institute – Currently within budget overall year to date. The RFO noted that he would review the electricity expenditure. Cllr Owen noted this this may be higher due to increased usage of the facilities.

Copperworks – The RFO noted that the additional expenditure on water, due to a leak at the premises had been paid.

It was AGREED to approve a virement to cover this overspend.

Former Pembrey School - Currently within budget year to date.

Pembrey Memorial Hall - Currently within budget year to date. It was requested that the budgets for electricity, oil and telephone budgets headings be separated for 2016/17.

The RFO noted that the expenditure for the repairs to the flue had been included under “Refurbishment costs”.

The Clerk noted that the contractor had reported to the TSO that CCC’s maintenance contract had been terminated a couple of years earlier.

It was AGREED that the Clerk contact Matt Morden to discuss reimbursement for repair costs to the flue, due to the lack of maintenance in recent years prior to the transfer of the asset.

Special Projects – Currently within budget overall.

Cllr. Wenman noted that the Xmas lights by the Cornish were still on the building. The Clerk would refer this to the TSO.

Cllr Mrs Mary Wenman requested that additional cleaning be undertaken at the Playground and MUGA.

Net expenditure is 80% and is therefore on budget year to date.

7. **Review of Risk Assessment.**

The RFO presented the Risk Assessment and highlighted updates to the comments on the control measures, due to action taken since the last update.

The Committee APPROVED the report.

Cllr. Owen requested that the Facilities Committee review the risks on “Failure of Vehicles and Equipment” to consider introducing a maintenance contract for small plant and equipment.

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

Regeneration

The Clerk noted a referral from the Regeneration Committee for ring fencing donations received for the Floral displays which may exceed its projected income.

The Finance Committee RECOMMENDED that this principle be agreed, but requested that the matter be referred to the next Town Council meeting for full approval.

9. **Any Other Business**

9.1 Donation to Pembrey Cycling Club

The Clerk deferred to a letter from the Cycling Club requesting that they use the recently approved grant for a different purpose to the original proposal.

Following discussion the Finance Committee AGREED the Cycling Club’s request . The Clerk will inform the Club accordingly.

9.2 Authorisation of expenditure from the Heritage Committee Grant.

The Clerk noted that the Town Council had agreed previously to administer the Heritage Grant for the Heritage Group. It was requested that a formal process of approval by the Heritage Group be approved for invoices to be processed.

The Chair reported that he would take this issue back to the Heritage Group to ensure that all expenditure is approved by members of the Heritage Group committee before invoices are processed for payment.

9.3 Insurance renewal.

The Clerk reported that the Insurance renewal had been received for the coming year. It was AGREED that the Clerk, acting TSO, Chair of Facilities and RFO consider this and review levels of coverage ahead of the renewal date.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 10<sup>th</sup> May 2016**

**Present:** Chair - Cllr David Owens, Cllrs Robert John, John James (substitute for Malcolm Davies), Mrs Mary Wenman

**Officers:** RFO Mr Alan Howells

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

**1. Personal Matters**

Apologies were received from Melanie Carroll-Cliffe (Town Clerk), Cllrs Andrew Phillips, Malcolm Davies and Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 12<sup>th</sup> April 2016.**

The minutes of the meeting of 12<sup>th</sup> April 2016 were approved as a true record.

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

P1 (4) Cylch Meithrin Pembrey

The RFO noted that he was not aware that the outstanding amount had been paid yet. It was AGREED that the Council wait a short time for a response before further action is taken.

P1 (4) - P3 (10) - Consideration of a recent e-mail from the Secretary of Burry Port Park Committee re: Outstanding Invoices.

The RFO noted that a recent meeting had been held with representative of the Group and that the outstanding issues of balance transfers had been resolved and would be concluded when the Clerk returned.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre - It was noted that the outstanding balance was reducing in line with the agreed payment plan. An update of outstanding balance will be provided at year end.

Cylch Meithrin Pembrey – As discussed under Item 4.

Explorers - RFO noted that he had been informed that this invoice would be paid shortly.

Historic Society – The Clerk is still pursuing the outstanding invoice with the Society’s Treasurer of the revised outstanding amount discussed previously.

Serendipity –The RFO noted that the revised debt balance was still outstanding and the Clerk was awaiting a reply to her e-mail.

Burry Port Town Band – The RFO noted that the outstanding invoice for the hire of the Hall had been paid.

Hywel dda Health Board Jones – The RFO noted that this was a recent invoice and there should be no problem with receiving this payment.

## 6. **Budget monitoring**

The RFO presented the report for March 2016 and advised that the projected income and expenditure would be for the full year of the budgeted figures, subject to year end accruals and adjustments. He also noted that the virements agreed at the last meeting and ratified at the last Town Council meeting had been actioned.

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

### Income

As reported in the previous meeting, overall income will be within budget with some additional accruals actioned at year end for outstanding debts.

Cllr John James noted following consultation with the County Council the SLA for the maintenance of the Memorial Gardens would be paid. The RFO to include an accrual for this at year end.

Following a discussion on income for garden bags it was requested that the RFO check if this is advertised on the Town Council’s website to boost sales.

Cllr. Owens requested that a list of all annual and quarterly rentals be presented to the Committee along with details of invoices sent to each organisation to ensure that these are sent on a regular basis.

### Expenditure

Employees Costs – The RFO noted that the budget head was within budget.

Administrative Costs - Within budget year to date, with payments or accruals for the Payroll SLA and Audit fees to be actioned by year end.

Marketing and Promotions Costs - Within budget year to date.

The RFO to bring a detailed report of expenditure to the next meeting.

Cllr John James queried progress on developing marketing activity following the work undertaken previously with CCTA. It was requested that the Clerk provide an update to the next meeting and that the issue of marketing be referred back to the Regeneration Committee for consideration.

Civic expenditure – The RFO noted that the expenditure for the Cawl Cennin event will be processed by year end.

Cemetery/footpaths – Currently on budget overall. The RFO will review the Electricity expenditure as part of year end adjustments.

Hall and Institute – Currently on budget overall. The RFO will review the Electricity expenditure as part of year end adjustments.

Cllr Owen again noted this may be higher due to increased usage of the facilities.

Copperworks – The RFO noted that there was still additional expenditure on water, due to a leak at the premises. He also noted that the virement for Rates had been actioned. This was due to the loss of charity exemption due to the empty premises.

Former Pembrey School - Currently within budget year to date, with some debtors to be raised at year end for expenditure since January.

Pembrey Memorial Hall - Currently within budget year to date. It was requested that the budgets for electricity, oil and telephone budgets headings be separated for 2016/17.

The RFO noted that the expenditure for the repairs to the flue had been included under “Refurbishment costs”. It was requested that the Clerk/TSO report if there had been any further discussion with CCC regarding the previous maintenance contract.

Special Projects –Within budget overall. The RFO noted that the overspend on Xmas lights had been met by donation income received from external organisations to cover this.

Cllr.David Owens again requested a full detailed report of electrical contractor expenditure for 15/16 following the completion of the Annual Return.

Provision to fund potential transfer of services.

It was agreed that the budgeted amount be transferred to earmarked reserves at year end to provide for the future transfer of facilities to the Town Council.

Net expenditure is projected to be within budget at year end, subject to final year end adjustments.

## **7. To consider any referred matters from the other Committees.**

The RFO reported that there were no referrals brought forward from other Committees.

## **8. Any Other Business**

### **8.1 Youth Club – Request for football course fees from the previously agreed Contribution.**

The RFO deferred to a request from the Youth Club for the Town Council to fund football course fees from the previously agreed Town Council financial contribution.

Following discussion the Finance Committee REFUSED the Youth Club’s request, requested that the Clerk inform the Club and ask them to submit a grant application to a future funding round for this expenditure.

## 8.2 Fees and Charges

The Committee discussed the current fees and charges and concern noted by several organisations on the current levels of charges.

The Finance Committee **RECOMMENDED** that the Facilities Committee again reviews the effectiveness of the current arrangements and level of Fees and Charges, taking into account current market conditions.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Wednesday 27<sup>th</sup> July 2016**

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

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk)

**(Town Clerk's office, Meeting room, Burry Port 10am – 10.30am)**

**1. Personal Matters**

Apologies were received from Cllrs Robert John and Mrs Mary Wenman.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To approve urgent expenditure as referred by the Facilities Management Committee**

- The Clerk outlined to members that it was necessary to urgently purchase a new ride on mower and a push mower to enable the maintenance operatives to effectively carry out their work. This had been raised at the Facilities Management Committee meeting held on 26<sup>th</sup> July when it had been recommended that the equipment should be purchased at the earliest opportunity. Information had been obtained by the Interim TSS in relation to the cost of purchasing this new equipment, which members were advised of.

Although Cllr David Owens highlighted the fact that in usual circumstances, three quotes would be required, all members accepted that it was an emergency situation and therefore **APPROVED** the expenditure.

- Again, the Clerk informed members that at the Facilities Management Committee meeting the previous day, consideration had been given to upgrading the Town Council's alarm system. Also, the desirability of implementing remote locking had been discussed. Information had been obtained by the Interim TSS regarding upgrading the system with the current supplier. The Interim TSS had also informed the Facilities Management Committee that the cost would be considerably higher if a new system was obtained from an alternative supplier. The Interim TSS was called into the meeting to enable him to briefly outline what the capabilities of the new system would be. Following this, members **APPROVED** that the expenditure to implement the upgraded system could be incurred.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 12<sup>th</sup> July 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs David Owens, Robert John, Malcolm Davies, Mrs Mary Wenman

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk), Mr Alan Howells (RFO).

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.40am)**

**1. Personal Matters**

Apologies were received from Cllr Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 10<sup>th</sup> May 2016.**

Cllr David Owens proposed two amendments to the minutes.

**P2 (6) Budget Monitoring - Income**

That the following be added to the minutes:

“Also, following discussions, it was agreed that a list of all annual and quarterly rentals be presented to the Committee along with details of invoices sent to each organisation to ensure that these are sent on a regular basis”.

**P3 (6) Budget Monitoring – Special Projects**

That the date of report of expenditure upon electrical contractors which had been requested be amended from 2016/17 to 2015/16.

Subject to these amendments the minutes of the meeting of 10<sup>th</sup> May 2016 were approved as a true record.

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

There were no further matters arising from the minutes.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was included in the agenda. He reported that this balance would be paid off this year.

Burry Port Rugby Club – The RFO noted that the outstanding invoices for the hire of the hall had been paid.

All other outstanding invoices were recent ones and should be paid soon.

The RFO also noted that all outstanding invoices at year end had now been paid.

As previously discussed, members again noted that some local organisations had been making bookings at other locations. It was therefore suggested that the Facilities Management Committee should review the effectiveness of the current arrangements and level of fees and charges, taking into account current market conditions.

## 6. **Budget monitoring**

The RFO presented the report up to the end of June 2016 and advised that the projected income and expenditure would be 25% of the budgeted figures, although against most budget headings there was little movement, as it was so early in the financial year.

The RFO also noted that the report was in the new format for reporting to each committee.

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

### **Finance Committee**

Income – Within budget.

Expenditure – On budget apart from the Insurances, where the annual costs had been paid.

### **Facilities Management Committee**

Income – Currently below budget, as most annual invoices had not been issued yet. The RFO confirmed that all periodic invoices would be issued before the next meeting.

Expenditure – Within budget overall for the Committee, subject to following comments:  
Cemetery - Sub-contractor: The RFO noted that additional burials had increased costs in this area.  
Cemetery – Vehicle costs: MOT and insurance costs paid early in the year.  
Hall and Institute – Water: one annual charge paid early in the year.

### **Civic Governance and Personnel Committee**

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year.

### **Regeneration and Community Services Committee**

Income – The RFO noted that contributions of £1,100 had been received so far towards the Floral Displays and Christmas lighting.

Expenditure – Within budget overall for the Committee.

Net expenditure at 23.87% is within budget year to date.

7. **Consideration / approval of the Annual Return**

The RFO presented the Annual Return figures and working papers for 2015/16 financial year which would be presented to the next Town Council meeting before submission to the external auditor. As reported previously, he noted that the submission would be late, due to the IT difficulties experienced at year end. The external auditor has been informed of the reason for the late submission.

Following discussion, the Committee RECOMMENDED that the Annual Return be approved for submission to the Town Council.

8. **To consider the purchase (as opposed to continued hire) of the storage container on site at Burry Port Memorial Hall (referral from Facilities Management Committee meeting on 28/6/16).**

The Clerk advised members of the referral from the Facilities Management Committee, which recommended that the storage container on site be purchased, rather than continue with its long term hire. The Committee **APPROVED** the change of arrangements and the purchase of the container, with a virement from general reserves.

9. **Consideration of new Model Financial Regulations.**

The Clerk noted the recent receipt of suggested new Model Financial Regulations. She noted that there did not appear to be many changes from the existing regulations, but there was an amendment required for the introduction of a Register of Personal Interests.

Following discussion, it was agreed that this item be deferred for consideration at a future meeting when members could have the opportunity of fully considering all suggested amendments.

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

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

11. **Any other competent business**

11.1 Youth Club – late invoices.

The RFO referred to two late invoices received for items ordered by the Youth Club in 2015/16. It was discussed whether these could be funded from the Town Council reserves as part of the contribution to the Youth Club.

Following discussion on this, it was AGREED that the invoices could be funded from the earmarked reserves, as the items had been ordered in 15/16 but had not been in stock at the time.

11.2 Major contractors' report

Cllr David Owens requested that a list of major contractors' expenditure for 2015/16 be presented to the next meeting.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 13<sup>th</sup> September 2016**

**Present:** Vice Chair - Cllr David Owens, Cllrs Malcolm Davies, Robert John, Michael Theodoulou (substitute for Andrew Phillips) and Mrs Mary Wenman.

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk), Mr Alan Howells (RFO).

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.55 am)**

**1. Personal Matters**

Apologies were received from Cllrs Andrew Phillips and Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meetings held on Tuesday 12<sup>th</sup> July and 27<sup>th</sup> July 2016.**

The Committee approved the minutes of the two meetings as a true record.

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

The meeting considered the following items from the meeting of 12<sup>th</sup> July:

**P3 (9) Consideration of new Model Financial Regulations**

It was agreed that any proposed amendments would be presented to October's Committee meeting.

Cllr Michael Theodoulou requested that the Committee review the arrangements for emergency situations. He urged that the delegated authority of the Clerk and relevant Committee Chairs be considered when the new Model Financial Regulations are discussed. He suggested that for emergency situations the Clerk's authority (in consultation with the Mayor, the RFO, Chair of the Finance Committee and Chair of any other relevant Committee) should be increased to £5,000. This view was endorsed by Cllr Robert John.

**P3 (11.2) Major Contractors' report.**

Following a request at the previous meeting, the RFO presented a report of all high value contractors for 2015/16. It was agreed that a follow up report be presented on a six monthly basis. It was further agreed that the report be circulated to the other Committees, for information purposes.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was £126.72, which would be paid off this year.

Hayley Massochi – The Clerk advised that this related to the hire of Pembrey Hall for fitness classes which had now ceased. It is hoped that this will be recovered, although to date, it has not been possible to make communication with the person concerned.

Burry Port Rugby Club – The RFO noted that the outstanding invoices for the hire of the hall had been paid.

Parc y Tywyn – The RFO noted that most of these had been paid by Bacs payment.

The RFO noted that all other outstanding invoices were recent ones and should be paid shortly.

## 6. **Budget monitoring**

The RFO presented the report up to the end of July 2016 and advised that the projected income and expenditure would be 33% of the budgeted figures, although against most budget headings, there was little movement, as it was still early in the financial year.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

Cllr Michael Theodoulou noted the difficulty in presenting reports to the committees ahead of presentation to the Town Council meeting. It was AGREED that the Clerk give consideration to the possible re-scheduling of meetings, especially the Facilities Management Committee, so that it does not take place after the Town Council meeting.

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

### Finance Committee

Income – Within budget.

Expenditure – On budget apart from the Insurances, where the annual costs had been paid. It was recommended that a virement be considered later in the year for the additional insurance costs due to the annual increase.

### Facilities Management Committee

Income – Within budget with the Cemetery income high so far this year. The RFO noted that most of the SLAs would be paid later in the year and rental income had been boosted by the payment of most annual and quarterly invoices.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month.

### Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year.

### Regeneration and Community Services Committee

Income – The RFO noted that contributions of £1,150 had been received so far towards the floral displays and Christmas lighting.

Cllr Michael Theodoulou queried whether there should be targeted contributions from community organisations and businesses, to enable the Council to plan its priorities. Cllrs David Owens and

Mrs Mary Wenman noted that this issue had been considered as part of the budget setting process last year.

Cllr Robert John suggested that a list of development activities could be advertised, with a request that local organisations contribute to these.

It was AGREED that the issue of contributions to development activities be discussed as part of the 2017/18 budget setting process.

*Expenditure* –Within budget overall for the Committee.

Net expenditure at 27.6% is within budget year to date.

**Cllr Malcolm Davies left the meeting at 10.35am.**

**7. To consider information on organisations who hire the Town Council’s facilities on the basis of an annual/quarterly rental charge, together with details of when invoices are presented to each organisation**

Following discussions at the previous meeting, the RFO provided a report of all organisations who have annual or quarterly hire arrangements of the Town Council’s facilities, together with an update of whether invoices had been raised in accordance with the schedule.

The RFO advised that invoices for all annual charges, and the first two quarters for quarterly charges, had now been issued, with the third quarterly invoices to be issued within the next month.

Following a request from Cllr Michael Theodoulou, it was agreed that this report be referred to the Facilities Management Committee, for information purposes.

**8. Update on Annual Return audit**

The Clerk provided an update from the external auditors, Grant Thornton, which would be reported to the next Town Council meeting.

The only issue raised had been the qualification for the late filing of the Return, due to IT issues experienced in June. Although Grant Thornton had been informed of the reason for the delay, they were required to report a qualification for this, due to the filing deadline being a statutory requirement.

The Committee noted the report from the Clerk.

The Committee requested details of arrangements put in place to prevent the IT problems occurring in the future. The Clerk advised that interim arrangements of external storage had been put in place. It was requested that the Interim TSS report back to the “Four Chairs” Group on long term proposals.

**9. To approve expenditure to enable representation at the Wales in Bloom Award Ceremony to be held in Prestatyn on 16<sup>th</sup> September**

The Clerk advised members of the request from the Regeneration and Community Services Committee for approval of expenditure of up to £400 to enable participation at the forthcoming Wales in Bloom Awards Ceremony.

The Committee **APPROVED** the expenditure, but Cllr David Owens recommended and it was **APPROVED** that the item be referred back to the Regeneration and Community Services Committee to determine which budget heading this expenditure be taken from, rather than it be provided from a virement from reserves. It was suggested that the funds could possibly come out of the marketing budget.

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

The Clerk reported that there were no other referrals.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 11<sup>th</sup> October 2016**

**Present:** Vice Chair - Cllr David Owens, Cllrs Malcolm Davies, Robert John, John James (substitute for Andrew Phillips) and Mrs Mary Wenman.

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk), Mr Alan Howells (RFO).

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.30 am)**

**1. Personal Matters**

Apologies were received from Cllrs Andrew Phillips and Mrs Pat Jones.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 13<sup>th</sup> September 2016.**

The Committee approved the minutes of the meeting as a true record.

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

The meeting considered the following items from the meeting of 13<sup>th</sup> September:

P1 (4) Matters arising - Consideration of new Model Financial Regulations

The Clerk advised that this item had not been placed on the agenda for this meeting due to the absence of the Chairperson and it had been agreed with him that it be deferred to the next meeting in November. However, draft copies of the new Financial Regulations were circulated to the members present, to consider in advance of the next meeting.

With regards to the discussion at the last meeting that for emergency situations the Clerk's authority (in consultation with the Mayor, the RFO, Chair of the Finance Committee and Chair of any other relevant Committee) should be increased to £5,000, Cllr Owens proposed that if requests come from individual committees to action emergency approvals, that if approved, these items would be charged against those committee's budgets in the first instance. If this was not possible, then his view was that it would be necessary to call an emergency Finance Committee meeting. It was agreed that this would be considered as part of the discussion on the revised Financial Regulations and included in these.

P1 (4) Matters arising - Major Contractors' report.

Cllr John James queried the purpose of the report and Cllr David Owens reiterated that this had been presented at the request of a previous Finance Committee meeting to review high contractor expenditure and it is intended that there be six monthly reviews incorporating proposed revisions.

Cllr Mrs Mary Wenman noted that the report had been welcomed by the Regeneration and Community Services Committee, as it had highlighted high expenditure in some areas.

#### P2 (6) Budget Monitoring - Regeneration and Community Services Committee Income.

Cllr John James queried the discussion with regards to this item. Cllr David Owens explained that the discussion had been in relation to whether a budget should be set for anticipated income from external organisations towards Town Council community projects.

Cllr Robert John reiterated his suggestion that a list of development activities be advertised, with a request that local organisations contribute to support these.

Following discussion on this, it was AGREED that this item be referred to the Regeneration and Community Services Committee for consideration as part of the budget setting process, with a recommendation that the Committee considers three initiatives.

#### **5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was £76.72, which will be paid off soon.

Hayley Massochi – The Clerk advised that she had encountered difficulty contacting her due to a change of address but that this invoice would still be pursued.

Burry Port Town Band – The RFO noted that outstanding invoices had now been passed to the new Chair and would be paid soon.

Weight Watchers – The RFO noted that the outstanding invoices for the hire of the OAP hall had been paid.

Dementia Carers Group – The Clerk advised that an amended invoice had been issued to this organisation, following clarification of their meeting dates.

Explorers – The RFO noted that he had been in correspondence with the Group Leader and that an amended invoice had been issued, which should be paid soon.

Historical Society – The RFO noted that this had not been paid. Following discussion, it was agreed that a further copy of the invoice be hand delivered to the Committee that evening at its meeting.

Cubs and Scouts – The RFO noted that a further reminder had been e-mailed to the Group Leader.

#### **6. Budget monitoring**

The RFO presented the report up to the end of September 2016 and advised that the projected income and expenditure would be 50% of the budgeted figures.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

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

##### Finance Committee

Income – Within budget.

Expenditure – On budget apart from the Insurances, where the annual costs had been paid. Cllr David Owens recommended that a virement from within the Committee’s budget be considered at the next meeting for the additional insurance costs, due to the annual increase. This was AGREED by the Committee.

Facilities Management Committee

Income – Within budget, with the room rentals boosted by payments of most annual payments or Quarters 1 and 2 rentals. Also Cemetery income is high so far this year. The RFO noted that most of the SLAs would be paid later in the year.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month. It was recommended that the Facilities Management Committee consider virements for potential overspend areas or where there is no budget, for example, the new security system. Areas considered for potential virement were “Bus shelters” and “Toddler Park/MUGA”.

The RFO noted that a virement needs to be actioned from Reserves for “Equipment – Replacement” for the new mower.

In relation to the Copperworks, the RFO is to check what development funds are available from last year and include these in the budget.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee.

Regeneration and Community Services Committee

Income – The RFO noted that contributions of £1,250 had been received so far towards the floral displays and Christmas lighting.

Expenditure – Slightly over budget year to date, with the RFO noting that the Floral Display expenditure had gone over budget.

It was AGREED that the Regeneration and Community Services Committee needs to consider potential areas for virement from other budget headings.

The RFO noted two areas where little expenditure had occurred year to date – “Council Community Events”, where the proposed fishing festival and fireworks displays had not gone ahead, and “Special Development Projects”, where the Harbour developments and Bacce projects had not progressed yet.

Net expenditure at 46.95% is within budget year to date.

**7. To consider/approve the cost of essential tree removal and a maintenance plan in relation to the grounds of Pembrey Memorial Hall (referral from Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a recommendation from the Facilities Management Committee for the removal of two trees from the grounds of Pembrey Memorial Hall, due to health and safety concerns, and also consideration of an ongoing maintenance plan. A survey had been undertaken and three quotations had been received for the removal of the trees. The committee had been asked to approve the expenditure.

Following discussion, it was AGREED that the work needed to progress due to the health and safety implications and that the lowest quote would be approved. However, the Committee requested that the Facilities Management Committee consider funding the expenditure from within its overall budget.

With regard to the ongoing maintenance plan, it was AGREED that funding of this should be considered by the Facilities Management Committee, as part of its 2017/18 budget proposals.

**8. To consider the allocation of an immediate marketing budget for the Facilities Management Committee, in order to promote the Town Council's facilities (referral from Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a request from the Facilities Management Committee for a marketing budget to promote the Town Council's facilities.

It was discussed that the Regeneration and Community Services Committee has a marketing budget but the purpose of this is to promote the Town Council and also the area. The Clerk highlighted the intentions of the Regeneration and Community Services Committee in relation to spending this budget.

Cllr John Jones noted that the Town Council needed to promote the history of the town more, as the heritage boards were only promoting the manufacturing history of the town.

Following discussion, it was AGREED that the issue be referred back to the Facilities Management Committee to consider funding the expenditure from within its overall budget for this year. In relation to future funding, this should be considered by the Facilities Management Committee, as part of its 2017/18 budget proposals and as part of future planning.

**9. To consider/approve the cost of re-connecting the water supply to the Band Room on the Copperworks site (referral from the Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk referred to a request from the Facilities Management Committee for approval of the cost to re-connect the water supply to the Band Room on the Copperworks site. She provided an update of works on the site and noted that Dwr Cymru had already reduced the previous invoice for the water leak from the site, as they had not actioned the previous request from the TSO.

Following discussion, it was AGREED that the work should be approved, as it is a one-off cost. However, the issue should be referred back to the Facilities Management Committee to consider funding the expenditure from within its overall budget for this year.

**10. To consider the formation of a strategic planning working group (referral from the Facilities Management Committee meeting of 27<sup>th</sup> September 2016).**

The Clerk outlined the background to this referral from the Facilities Management Committee for the formation of a strategic planning working group and how the other Committees had responded to it.

Following discussion, the Committee AGREED IN PRINCIPLE to the formation of a group and the creation of a Council Strategy. However, it was recommended that a Council Strategic Working Committee be set up following the commencement of the new Town Council term in May 2017.

Cllr Robert John left the meeting at 11.20am.

**11. To consider the current bank signatories**

The Clerk referred to the current bank signatories and requested that the Committee review the list to determine any amendments to it. Following discussion, it was AGREED that the existing list be retained with no further additions.

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

The Clerk reported that there were no other referrals.

**13. Any Other Competent Business**

**13.1 Budget Preparation 2017/18**

The RFO noted that the preparation for the budget for the next financial year would commence in November, with each Committee asked to consider their existing budget.

The budget will be prepared in line with the 2016/17 budget, with inflationary increases per the County Council.

Other issues to consider:

- Proposed increase in the level of precept
- Any developments and priorities
- Any potential transfer of functions from the County Council.

**13.2 Christmas lighting**

The Clerk referred to discussions at the latest Regeneration and Community Services Committee regarding this year's arrangements for the provision of Christmas lighting in the town, which will have budget implications for that budget heading. However, the Committee has already looked at its budget and where internal virements can be made to fund the additional cost.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 8<sup>th</sup> November 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs David Owens, Cllrs Malcolm Davies, Robert John, Mrs Pat Jones, Mrs Mary Wenman and John James (ex officio)

**Officers:** Mrs Melanie Carroll-Cliffe (Town Clerk), Mr Alan Howells (RFO).

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

**1. Personal Matters**

There were no apologies.

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. No new declarations were made in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 11<sup>th</sup> October 2016**

The Committee approved the minutes of the meeting as a true record.

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

P3 (7) To consider/approve the cost of essential tree removal and a maintenance plan in relation to the grounds of Pembrey Memorial Hall

Cllr Andrew Phillips queried whether the County Council would pay for this work. The Clerk informed members that previously, the County Council had indicated that as the Town Council had received the income, it should be paying for any remedial works. Cllr John James noted that the County Councillors would pursue this matter with the County Council.

It was also discussed that despite previous assurances, the formal transfer of Pembrey Memorial Hall had still not been completed. Cllr Andrew Phillips requested that a further meeting be arranged with County Council officers to discuss the issues of the outstanding lease and also the remedial works on the trees and boiler, since the Town Council took over responsibility for the hall.

The Clerk also reported that additional finance would be needed for an ongoing maintenance programme for the trees at the hall. This will need to be considered by the Facilities Management Committee as part of the budget setting process.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The RFO informed members that Llanelli Youth Theatre had fully discharged the outstanding debt. He further informed members that payment was still outstanding from Burry Port Town Band, the

Dementia Carers Support Group, the Explorers and the Historical Society. The Cycling Club had paid its invoice the previous day and the RFO was confident that the Weight Watchers invoice would be paid shortly. Lastly the RFO advised that contact had been made with the new leader of the Cubs and Scouts who was dealing with the matter.

## 6. **Budget monitoring**

Members were advised that the outstanding balance had now been received from Burry Port Parks Committee. It was confirmed that this would be added into the budget of the Facilities Management Committee.

The RFO presented the report up to the end of October 2016 and advised that the projected income and expenditure should be 58.3% of the budgeted figures.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

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

### Finance Committee

Income – Within budget.

Expenditure – On budget, apart from the Insurances, where the annual costs had been paid. It was recommended that a virement be actioned from the telephones, subscriptions and general expenses budget to cover this.

### Facilities Management Committee

Income – Within budget, with the Cemetery income high so far this year. The RFO noted that most of the SLAs would be paid later in the year and rental income had been boosted by the payment of most annual and quarterly invoices.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month. Main variances had been highlighted and would be monitored. The RFO also noted that there would be an additional expenditure of £1,000 on the Copperworks site, due to the reconnection of water to the Band Room. The Clerk advised that there had been a discussion at the previous week's Facilities Management Committee meeting regarding the requests for virements which had been referred back from the Finance Committee. The Facilities Management Committee required guidance from the RFO and therefore wished him to be in attendance at the next Committee meeting.

### Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year. Cllr David Owens noted that there would be a saving on the "Job Evaluation review" budget, as the work had been undertaken internally and this surplus will be spent elsewhere.

### Regeneration and Community Services Committee

Income – The Clerk referred to a query from the Regeneration and Community Services Committee regarding the contributions received this financial year towards floral displays and Christmas lighting. The RFO advised that contributions of £1,250 had been received so far and that some of the payments queried had been received in 2015/16. He reported that the breakdown of expenditure and income for the floral displays had been given to the TSO.

Expenditure –Within budget overall for the Committee. Cllr David Owens queried whether the Committee had plans for committing the Marketing budget. The Clerk reported that this had been discussed at the Regeneration and Community Services Committee with proposals for promotion of the Wales in Bloom 2017 event and promotion of the history of the town.

Christmas lighting – The Clerk reported that there will be increased expenditure in this area, due to new arrangements for lighting this year. However, this had been considered by the Regeneration and Community Services Committee and it had been identified that there are sufficient areas for virement to accommodate any increased expenditure.

Overall net expenditure at 52.5% is within budget year to date.

#### 7. **Initial consideration of budget setting for the 2017/18 financial year.**

The Clerk reported that initial discussions had started within the Facilities Management Committee and the Regeneration and Community Services Committee to consider proposals for the 2017/18 budget.

The RFO advised that the budget would be prepared in line with the 2016/17 budget, with inflationary increases provided in line with CCC assumptions. Other considerations would be the proposed increase in the level of precept, any developments and priorities or any potential transfer of functions from the County Council.

Cllr John James noted that it will be difficult to determine the effects of any potential transfer of functions from the County Council, as discussions are ongoing between the Town Council, local organisations and Carmarthenshire County Council.

Cllr Robert John highlighted that consideration needs to be given to the maintenance of the Town Council's own facilities.

Following discussions, it was agreed that this item be discussed further in the next meeting, following submissions from each committee.

#### 8. **Review of the Risk Assessment**

The RFO presented the revised Risk Assessment for the Town Council and noted two additional issues highlighted in the last six months: "Potential transfer of assets and services from the County Council" and "Failure of security on IT system." Control measures were reported to reduce these risks.

Cllr David Owens proposed that it would be beneficial to allocate responsibility for the risks to individual committees and they could take account of this in the context of the budget setting process. This was **AGREED** by the Committee.

Following discussion, the report was **ACCEPTED**.

#### 9. **Consideration of proposed new Financial Regulations.**

The Committee had been presented in advance of the meeting with copies of the revised Regulations with amendments highlighted for discussion. The proposed amended Financial Regulations had been prepared in line with the new model Financial Regulations received.

The Clerk and RFO discussed the document in full with members. Following discussion, it was **RECOMMENDED** that the revised Financial Regulations be recommended for approval to the next Town Council meeting. It was agreed that it was unnecessary to copy and send out the new proposed Financial Regulations in advance of the Town Council meeting.

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

The Clerk reported that there were no referred matters.

**Pembrey and Burry Port Town Council**  
**Finance Committee Meeting**

**Tuesday 13<sup>th</sup> December 2016**

**Present:** Chair - Cllr Andrew Phillips, Cllrs Mrs Mary Wenman and John Hedley Jones  
(substitute for Cllr David Owens)

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.20am)**

**1. Personal Matters**

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

**2. To receive Members declarations of interest**

Members confirmed their usual declarations of interest. Cllr John Hedley Jones declared an interest in relation to Item 5 (Outstanding Invoices) due to his involvement with Burry Port Town Band.

**3. To confirm the minutes of the meeting held on Tuesday 8<sup>th</sup> November 2016**

The Committee approved the minutes of the meeting as a true record.

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

P1 Matters arising - To consider/approve the cost of essential tree removal and a maintenance plan in relation to the grounds of Pembrey Memorial Hall

Cllr Andrew Phillips queried whether there had been any progress with the County Council regarding the issues of the outstanding lease and also the remedial works on the trees and boiler, since the Town Council took over responsibility for the hall. The Clerk reported that there had been no further progress on this. It was agreed that she would pursue this with Mr Jonathan Fearn (Head of Property) via e-mail and the RFO would contact him verbally.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The RFO informed members that outstanding payments from Burry Port Town Band, the Dementia Carers Support Group, the Explorers and the Historical Society were being pursued by himself and/or the Clerk. Several follow up invoices had been hand delivered to the Historical Society. In relation to the Town Band, it was discussed that there had been water supply problems to the building which they rent.

## 6. Budget monitoring

The RFO presented the report up to the end of November 2016 and advised that the projected income and expenditure should be 67% of the budgeted figures.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

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

### Finance Committee

Income – Within budget.

Expenditure – On budget, with a virement actioned from the telephones, subscriptions and general expenses budget to cover the Insurances overspend, where the annual costs had been paid.

### Facilities Management Committee

Income – Within budget, with the Cemetery income continuing to be high this year. The RFO noted that most of the SLAs would be paid later in the year and invoices would be issued next month. The rental income had been boosted by the payment of most annual and quarterly invoices.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month. Main variances had been highlighted and would be monitored. The RFO also noted that there had been additional expenditure of £1,000 on the Copperworks site, due to the reconnection of a water supply to the Band Room.

Cllr John Hedley Jones referred to expenditure on footway lighting and expressed a view that the Town Council should not pay this until there was clarification on what lights it is responsible for.

The Clerk advised that there had been a discussion at the previous week's Facilities Management Committee meeting regarding the requests for virements which had been referred back from the Finance Committee. The Facilities Management Committee would consider these in January's meeting when the RFO would attend to provide guidance. The RFO referred to some potential areas for virements, including storage (as the container has now been purchased) and bus shelter contribution.

### Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year. It was again noted that there would be a saving on the "Job Evaluation review" budget, as the work was being undertaken internally.

### Regeneration and Community Services Committee

Income – The RFO advised that the balance of the contribution from the Parks Committee had been included here, but it was agreed that this should be included within the income figures for the Facilities Management Committee.

Expenditure – Within budget overall for the Committee year to date, although the Committee would be proposing virements in a future meeting following the final expenditure for the Christmas lighting, proposals for promotion of the Wales in Bloom 2017 event and promotion of the history of the town.

Overall net expenditure at 59.4% is within budget year to date.

7. **Further consideration of budget setting for the 2017/18 financial year.**

The RFO presented an updated report on the draft budget for the 2017/18 financial year. He reported that recommendations from each Committee, apart from the Facilities Management Committee, had been included, along with amendments agreed for the budget preparation. This was currently giving an initial budget deficit for 2017/18, based on the current year's precept level.

The Clerk advised that initial discussions had started within the Facilities Management Committee which had requested some estimated costs from the TSO before finalising proposals for the 2017/18 budget. It is intended that these be presented at the January committee meeting, which the RFO would attend.

Following discussions, it was agreed that, in order to comply with the budgetary timetable, final budget proposals would need to be agreed by the Finance Committee in January, for recommendation to the Town Council later in the month.

8. **To consider a recommendation from the Facilities Management Committee meeting of 7<sup>th</sup> December 2016 in relation to the installation of bar facilities at Burry Port Memorial Hall.**

The Clerk referred to a recommendation from the last meeting of the Facilities Management Committee in relation to this proposal.

Following discussion it was **AGREED** that the three-phase approach be adopted, with expenditure of £2,000 **APPROVED** for 2016/17 for the installation of the hatch and counter.

It was **AGREED** that the works proceed, with the Facilities Management Committee asked to consider areas of potential virement for this proposal from its budget areas. If this was not possible then the issue of funding would be referred back to the Finance Committee at a future meeting.

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

The Clerk reported that there were no referred matters.