

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 10th January 2017

Present: Chair Cllr Andrew Phillips, Cllrs David Owens and Malcolm Davies.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.15am)

1. Personal Matters

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

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the meeting held on Tuesday 13th December 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 again queried whether there had been any progress with the County Council regarding the lease and other outstanding issues. The RFO reported that he had spoken to Mr Jonathan Fearn (Head of Property Services) who thought that the legal issues had been attended to. He also informed members that Mr Fearn is now additionally responsible for maintenance. It was therefore requested that the Clerk arrange a meeting with Mr Fearn, Cllr Andrew Phillips and the Pembrey Councillors to try to address and finalise these outstanding issues.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The payments for Parc Y Tywyn and Hapus Dyrfa had now been received. Contact had been made with Burry Port Town Band to determine any issues with the invoices, due to problems with the water supply and a positive outcome was expected soon. The RFO informed members that payment was due shortly from the Explorers. Also, the Cubs and Scouts are still arranging a new bank mandate. The other payments are being pursued with the various organisations.

6. Budget monitoring

The RFO presented the report up to the end of December 2016 and advised that the projected income and expenditure should be 75% 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, due to additional income from the Salvation Army recycling initiative.

Expenditure – On budget.

Facilities Management Committee

Income – Within budget, with the cemetery income continuing to be high this year. The RFO advised that the balance received from Burry Port Parks Committee had now been transferred into this Committee's budget. The RFO noted that most of the SLAs would be paid later in the year and invoices had been issued this 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 the virement for the new mower had been actioned. Other virements were required for the reconnection of a water supply on the Copperworks site and the tree maintenance at Pembrey Memorial Hall.

Cllr Andrew Phillips requested an update on the Footway Lighting charges, as raised in the last meeting. The Clerk noted that the TSO would be meeting Carmarthenshire County Council Public Lighting staff shortly to discuss this. It was agreed that this payment should not be made until this issue is clarified.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee. Cllr David Owens noted concerns raised by the Committee on progress with the training plan and it was requested that the TSO provide a programme of proposals for training of the operational staff.

Members were also informed of a recommendation from the Civic Governance and Personnel Committee regarding the restructure of the budget for the Mayoral Allowance for 2017/18, which had been discussed as part of the budget setting meetings. Following discussion on this, the proposals were AGREED by the Committee.

Regeneration and Community Services Committee

Income – As referred to above, the balance of the contribution from the Parks Committee had now been transferred from this Committee to the Facilities Management Committee.

Expenditure – Slightly over budget year to date, although the Committee would be proposing virements in a future meeting following the final expenditure for the Christmas lighting being known.

Overall net expenditure at 68.32% is within budget year to date.

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

Further to the report to the previous meeting, the RFO presented an updated report on the draft budget for the 2017/18 financial year, which included recommendations from the Facilities Management Committee.

Following estimates of works required to upgrade the Council's buildings, the Facilities Management Committee proposed to include a budget for interest charges for an additional PWLB loan, to undertake these works on a progressive basis. The Finance Committee AGREED with this proposal.

In relation to the budget proposals for the Regeneration and Community Services Committee, members AGREED that in light of the budget deficit, the amount requested for community events should be reduced from £18,000 to £8,000. Also, it was AGREED that the proposed figure for Special Development Projects (Well-being and consultancy fees) should be reduced from £8,000 to £4,000.

The RFO noted that the overall budget proposals still gave a budget deficit for 2017/18, based on the current year's precept level. The Committee AGREED that the revised budget proposals be recommended to the Town Council at the next meeting, with the deficit to be funded from an increase in the precept.

8. 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 14th February 2017

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

Officers: Mrs Melanie Carroll-Cliffe (Town Clerk)

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

1. Personal matters

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

2. To receive members' declarations of interest

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

3. To confirm the minutes of the meeting held on Tuesday 10th January 2017

The minutes of the meeting held on Tuesday 10th January 2017 were approved as a true record.

4. To consider any matters arising from the minutes

P1 (4) Matters arising – Outstanding issues relating to Pembrey Memorial Hall

The Clerk updated members that an email had now been received on 10th February 2017 from Mr Jonathan Fearn, Head of Property at Carmarthenshire County Council, which she outlined. This apologised for the fact that it had been necessary to chase up this issue and Mr Fearn had indicated that it was his understanding that the legal requirements surrounding the transfer of Pembrey Memorial Hall had been completed. The Clerk also informed members that documentation had now been received in the last few days from the Legal Department, including a draft lease. Mr Fearn had indicated that the Clerk could revert to him if a meeting was still required. Given the outstanding problems with Pembrey Memorial Hall, members agreed that a meeting with Mr Fearn was still desirable.

5. Outstanding invoices

There was specific discussion in relation to outstanding invoices for Burry Port Town Band. The Clerk updated members that the water supply to the band room had been reconnected on 6th February 2017. During January, a letter had been received from the Chairperson of Burry Port Town Band, requesting that consideration be given to providing a 50% rebate on the rent for the period without water. The Clerk had agreed with the Committee Chair that this request could be fully considered once the reconnection had taken place. Following discussion, members **APPROVED** that there should be a rebate of £330, equating to one quarter's rental.

6. **Budget monitoring**

Due to the absence of the RFO from the meeting, there was no detailed consideration of the budget monitoring report.

7. **To consider the financial implications of the proposed asset transfers from Carmarthenshire County Council and the usage of available Section 106 money (as suggested by Carmarthenshire County Council)**

The Chair informed members that he had specifically requested this item to be placed on the agenda, for consideration.

The Clerk updated members on circumstances since the last Town Council meeting held on 18th January 2017. Since this time, the County Council had refused to fund the cost of an up to date drainage survey and report. Furthermore, in an email from Mr Jonathan Fearn of 24th January 2017, he referred to the availability of Section 106 money and suggested that this could be utilised on improving facilities transferred to the Town Council. Members were reminded that the County Council has previously indicated in writing that it would not undertake remedial work to the drainage at the Memorial Park. This is despite the problems having been known to the County Council for many years.

Members agreed that the Town Council could not make any decision regarding the transfer of Burry Port Memorial Park until the cost of the drainage remedial works is known. Nevertheless, Cllr Andrew Phillips suggested that a recommendation could be made from the Finance Committee to resist all attempts by the County Council to utilise any Section 106 money to rectify the drainage problems. Members however felt that the precise costs needed to be known, to enable an informed decision to be made. Following discussions, it was agreed that there should be a recommendation that a draft press release be prepared and given to the County members to take to the County Council, in an attempt to bring pressure to bear. It was felt that the County Council members should make it clear that the Town Council is unhappy about potentially using Section 106 money.

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

- The Clerk advised members that she had recently spoken with the Secretary of Burry Port Memorial Park Bowling Club and also, a letter had been received from the Club dated 13th February 2017, which she outlined. The Bowls Club was seeking assistance from the Town Council in relation to the purchase of a new mower under a proposed arrangement whereby it is purchased by the Council but retained and used by the Bowls Club under a leasing arrangement. On consideration of this, members agreed that it would not be the most appropriate way of assisting the Bowls Club and instead, the Clerk should advise them that they can consider making a further application for financial assistance to the Regeneration and Community Services Committee.
- The Clerk informed members that it had been brought to her attention by the TSO that urgent work was required upon the OAP Hall, as the current rendering is falling off and becoming dangerous. The cost of hacking off the existing rendering and replacing it is £3,500. Due to the urgent nature of this, members **APPROVED** the expenditure of £3,500 for this work to be undertaken.

- The Clerk also informed members that the TSO had obtained costings for the installation of CCTV at Pembrey Memorial Hall. As there have been concerns regarding the number of people accessing the building, it was felt that the site urgently requires monitoring. Members therefore **APPROVED** expenditure of £1,750 for the installation of four cameras and DVR system.

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 14th March 2017

Present: Chair Cllr Andrew Phillips, Cllrs David Owens and Robert John

Officers: Alan Howells (RFO)

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.15am)

Minute taker: Alan Howells (RFO)

1. Personal Matters

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

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the meeting held on Tuesday 14th February 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Cllr Andrew Phillips noted that a meeting had been arranged Mr Jonathan Fearn (Head of Property). Cllr David Owens requested that the Pembrey members be notified of the meeting.

P2 To consider the financial implications of the proposed asset transfer from Carmarthenshire County Council.

Cllr Andrew Phillips noted that discussions on this were still on-going with the County Council. The Town Council was awaiting the result of the survey and costings of the Memorial Park before making a decision regarding this.

Cllr Robert John noted that the Facilities Management Committee had discussed a strategy for the parks depending on the outcome of the survey and costings.

It was also noted that Bowls Club will be proceeding with their own asset transfer of the bowls green with the County Council.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The Town Band had been informed that its Quarter 2 invoice had been cancelled, as agreed at the last meeting. Their other outstanding invoices would be paid by the end of the financial year.

The RFO noted that the CCC SLAs would be paid by the year end. He had been informed that the SLA for the Remembrance Gardens would not be paid in 17-18.

The Committee requested that the County Councillors pursue this issue with the County Council.

6. **Budget monitoring**

The RFO presented the report up to the end of February 2017 and advised that the projected income and expenditure should be 92% 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, due to additional income from the Salvation Army recycling initiative.

Expenditure – On budget, with the payroll SLA received recently.

Facilities Management Committee

Income – Within budget, with the cemetery and rental incomes continuing to be high this year.

It was requested that income from bar takings and rental be included separately for 2017/18.

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 noted that the invoice for the Footway Lighting had been received and was within budget.

Cllr Andrew Phillips requested an update on the TSO's meeting with Carmarthenshire County Council regarding Footway Lighting charges, as raised in the last meeting.

The Clerk or TSO to provide an update to the next meeting.

Cllr Robert John noted that there would be additional expenditure against some of the facilities maintenance budgets due to additional works highlighted by the TSO in the last Facilities meeting.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee.

Regeneration and Community Services Committee

Income – As referred to above, the balance of the contribution from the Parks Committee had now been transferred from this Committee to the Facilities Management Committee.

Expenditure – Slightly over budget year to date. The Committee expressed concern that virements had not been recommended or actioned by the Regeneration and Community Services Committee.

Cllr David Owens requested that the Contractor Analysis report provided previously by the RFO be reported again after the year end.

Overall net expenditure at 82.43% is within budget year to date.

7. To consider current arrangements for credit control and whether these can be improved (referral from the Facilities Management Committee meeting of 06/03/17).

As the Clerk was not present at the meeting, Cllr Robert John noted that the issue related to the Committee's concern at the management and control of individual facilities repair projects in 2017/18. Following discussion on this the Committee agreed that the RFO would include additional budget lines within the budget monitoring report for 17/18 to enable closer control.

8. Consideration of the appointment of an internal auditor.

The RFO referred to the annual requirement to appoint an internal auditor to undertake an annual audit of the 16/17 end of year accounts.

Following discussion on this the Committee **APPROVED** the re-appointment of Charles and Company as the internal auditor for 2016/17 accounts.

The Clerk will be requested to write a letter of appointment to the auditor regarding this.

9. To consider any referred matters from the other Committees

The RFO reported that there were no referred matters.

10. Any Other business

The Committee requested that the Budget for 2017/18 and Fees and Charges Schedule be presented to the next Committee for information.

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 11th April 2017

Present: Chair Cllr Andrew Phillips, Cllrs David Owens, Robert John and Mrs Pat Jones.

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

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

Minute taker: Alan Howells

1. Personal Matters

Apologies were received from Cllrs Malcolm Davies 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 Tuesday 14th March 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Cllr Andrew Phillips noted that the meeting had been held with Mr Jonathan Fearn (Head of Property). He had promised that the lease for Pembrey Memorial Hall would be pursued with the Legal department and the Town Clerk.

He had requested that the Town Clerk e-mail details of costs from the TSO of the collapsed drain, and minimum repairs to windows and rendering works to the building for him to investigate and consider.

It was also noted that the work of the potential asset transfer of parks in the area was still on-going.

P2 Budget Monitoring.

Cllr Owens requested an update on discussions with CCC regarding the Footways Lighting payments, following the previous review undertaken by Cllr. John Jones into the current charges.

The Clerk noted that the TSO was still pursuing this with the Public Lighting section, but the initial feedback was that CCC had paperwork to confirm agreement of the additional lights by the Town Council.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The Clerk was pursuing the outstanding invoices from Nia Griffiths and the Explorers. The RFO reported that the Footpath grant had been received and CCC had promised that the SLA invoices for the Remembrance Gardens would both be part by the end of the financial year. The Burry Port County Councillors would be asked to pursue the issue of a future SLA for the Remembrance Gardens with CCC Grounds Maintenance Manager.

6. Consideration of the new 2017/18 budget.

The RFO presented the report of the budget for 2017/18, which had been approved by the Town Council meeting in January.

He noted a few of the changes from the previous year:

Pembrey Memorial Hall subsidy

The subsidy for Pembrey Memorial Hall had finished in 2016/17, which had decreased income and had been reflected in the budget.

The Clerk noted that bookings from the Hall had increased with expressions of interest received for additional classes for 2017/18.

It was discussed that reviews of booking fees and discounts for longer term bookings had been successful in increasing income.

Cllr. Owens noted that there had been problems with heating and chair layout for a recent meeting of the Gardening Club. The Clerk noted that this matter had been resolved with the club.

Hall and Institute – Hall refurbishment – revenue

A budget of £8,000 had been agreed to fund the interest on the PWLB loan the Council proposed to apply for to undertake remedial works on each property.

The Committee requested that the Facilities Committee of the new Town Council prioritise the works to be undertaken early in the new financial year so that the loan can be applied for.

Copperworks.

Cllr. Owens asked that the Facilities Committee be requested to meet with Robert Davies of the Planning department to progress the application of the vacant premises.

Income – contributions to Xmas lights and floral displays.

The RFO noted that a budget of £8,000 had been agreed for sponsorship of these and other community events. The RFO noted that over £2k had been received already, whilst the Clerk noted that Welsh Water would be presenting £5,000 to the Town Council at the next Council meeting.

7. To consider the new fees and charges for the 2017/18 financial year (referral from Committee meeting of 14/03/17).

The RFO presented the minutes of the Fees and Charges subcommittee meeting, which agreed the fees and charges for 2017/18, for discussion.

The Clerk noted that following a request from Burry Port Male Choir to review their meeting and rehearsal times and locations, a number of costings had been sent to them for their consideration and agreement.

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

The Clerk noted that there were three referrals from the Facilities Committee:

I.T System

Following a request from the Facilities Committee, the TSO had received costings from CCC for updating the Council's IT software and back-up systems, which were presented for approval.

Following discussion on this it was RECOMMENDED the CCC option be approved.

Cllr Owens requested that an additional budget line be created to highlight this expenditure.

Burry Port Memorial Hall Bar area.

Following the initial works on the bar, the Facilities Committee requested approval for expenditure on the additional works to complete the setup of the bar area.

Following discussion on this the Committee APPROVED the expenditure of the additional works.

Burry Port Memorial Hall Water boiler.

The Clerk reported a request to replace the water boiler in the Memorial Hall. The RSO had received quotes for different capacity boilers.

Following the initial works on the bar, the Facilities Committee requested approval for expenditure on the additional works to complete the setup of the bar area.

Following discussion on this the Committee APPROVED the expenditure of £1,673 for a new boiler, with the RFO request to check if this could be funded from an earmarked reserve for replacement assets following completion of year end.

MINUTES of Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 13th June 2017

Present: Chair Cllr David Owens (Mayor), Cllrs Mrs Amanda Fox, Mrs Mary Wenman and Mrs Linda Edwards (substitute for Cllr. John James).

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

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

Minute taker- Alan Howells

1. Personal Matters

In the absence of the Chair it was **AGREED** that Cllr. David Owens (Mayor) would chair the meeting.

Apologies were received from Cllrs John James (sub sent), Geraint Davies, Mrs Pam Every and Stephen James.

The Clerk noted a request from Cllr Mrs Pam Every that she be replaced on the Committee, as she would not be able to attend on the meeting dates.

Cllr David Owens noted that he would take this request back to the Independent Group to consider a replacement.

ACTION: Cllr. David Owens (Mayor)

2. To receive Members declarations of interest

No declarations of interest were made in relation to the business to be transacted.

Cllr. David Owens referred to a request from the Civic Governance Committee that all Members complete a Register of Interests form for their respective interests and submit this to the Clerk. This was **AGREED**.

ACTION: All Members

3. To confirm the minutes of the meeting held on Tuesday 11th April 2017

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

4. To consider any matters arising from the minutes

P1 (4) Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Following a query, the Clerk advised that at the meeting with Mr Jonathan Fearn the previous week, he had indicated that it was his understanding that work to rectify the collapsed drain had been carried out. However, he is looking in to this further. He had confirmed that if work is still required, he will either arrange for this or will contribute to its cost.

ACTION: Town Clerk

P2 (5) Budget Monitoring - Footways Lighting

Following a query, the Clerk noted that the TSO was still pursuing this with the Public Lighting section and it was requested that an update would be provided to the Town Council in the near future.

ACTION: TSO

5. **Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The Clerk has been pursuing the outstanding invoice for the Explorers and has been informed that this will have to be paid by the Area Office.

The RFO was pursuing the SLA invoices for the Remembrance Gardens, as these had been promised by the year end. He noted that accruals had been included for them in 16/17 accounts.

The Burry Port County Councillors are to pursue the issue of a future SLA for the Remembrance Gardens with CCC Grounds Maintenance Manager.

The RFO noted that the invoice for the Welsh Classes has been paid and the Town Band invoice should be paid soon, as an outstanding query had been resolved.

6. **Budget monitoring**

The RFO presented the report up to the end of May 2017 and advised that the projected income and expenditure should be 16.7% 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

Expenditure – Over budget year to date, as some annual payments such as Insurance had been paid early in the year.

The Clerk referred to a recent telephone call from the Headteacher of Glan y mor School. He intends writing in, to request a meeting with Councillors to discuss a letter sent by the Clerk to the School Governing Body regarding money being requested from the Youth Club. It was discussed that from the perspective of the Finance Committee, the Youth Club facility donation has been finalised.

Facilities Management Committee

Income – Within budget, with many of the annual rental incomes received already.

Expenditure – Within budget overall for the Committee, with some variances for annual payments (e.g. water charges) made early in the year.

The Clerk noted that the Facilities Committee had requested the Cemetery software, OAP Hall and bar refurbishments be funded from General Reserves, as these had been agreed last year. This was **APPROVED** for virement

Civic Governance and Personnel Committee

Expenditure – Slightly overbudget, as job evaluation impacts had come through this year.

Regeneration and Community Services Committee

Income – It was noted that the income for donations to the Floral Displays was increasing this year, with the additional donation from Welsh Water.

Expenditure –Overall within budget year to date, with only expenditure against the Floral Displays so far.

Overall net expenditure at 18.13%, which is slightly above budget year to date.

7. To consider regular 6 monthly reviews of Committees' budget monitoring (referral from the Regeneration and Community Services Committee meeting of 01/06/17).

The Clerk noted that a request had been received from the Facilities Management Committee for a 6 monthly review of Committees' budgets.

The Committee discussed that monthly reviews were undertaken as part of the monthly budget monitoring report.

However, it was **AGREED** that the RFO would provide a review report in October, ahead of the start of budget setting process, to highlight potential variances for each committee.

ACTION: RFO

8. To Review bank signatories.

The RFO reported the current signatory list and noted that two Members had recently retired.

Following discussion, it was **AGREED** that Cllrs Robert John and Michael Theodoulou be added to the list of authorised signatories.

ACTION: RFO

9. To review the procedure for the authorisation of payment of invoices.

The Clerk noted that a request had been made to review the procedure for the authorisation of payment of invoices. The RFO and Clerk reported the existing procedure and noted the checks in place. Following discussion on this it was **AGREED** to retain the existing procedure.

10. To consider correspondence from the Wales Audit Office in relation to audit fees and the new audit approach (referral from Town Council meeting of 17/05/17).

The Clerk referred to the correspondence from the Wales Audit Office, which sets out the governance themes for the next four years of audits.

Following discussion regarding the existing Internal Audit arrangements it was **AGREED** that the RFO review the governance arrangements as the audits proceed.

ACTION: RFO

11. To consider any referred matters from the other Committees

The Clerk noted that there were two referrals from the Civic Governance Committee:

11.1 Minute Secretary

The Clerk noted the unsuccessful attempt to recruit a minute secretary for 16 hours per week, following advertising of the post. The Civic Governance Committee had proposed that the post be re-advertised as a part time Administrative Assistant post (2 hours per day for 3 days per week, plus Town Council meetings). The successful applicant would be responsible for minute taking but also some other administrative duties.

The Civic Governance Committee had requested that the Finance Committee agree in principle to the proposal, funded from general reserves for this year.

Following discussion by the Committee it was **AGREED** that the proposal from the Civic Governance Committee be **APPROVED**, subject to final approval by the Town Council. The appropriate grade/ salary is to be looked in to, so that this information can be included in the advertisement.

ACTION: Referral to Town Council: Town Clerk

11.2 Cleaning of facilities

The Mayor noted the request to improve cleaning provision at all facilities. It had been proposed by the Civic Governance Committee that the Cleaner's contracted hours be increased to 20 hours to cover all four buildings.

It had also requested that the Finance Committee agree in principle to the proposal, funded from general reserves for this year.

Following discussion by the Committee it was **AGREED** that the proposal from the Civic Governance Committee be **APPROVED** but that the employees' hours be increased to 21 hours per week.

The Mayor also referred to the recent problems with the public conveniences which the Town Council cleans. Following discussion, it was **AGREED** that this be referred to the Facilities Management Committee to resolve the issues and also consider an asset transfer of the facility to the Town Council.

ACTION: Referral to Facilities Management Committee: Town Clerk

12. Any other business

The Clerk referred to the need to properly address the issue of a recycling waste facility for the Institute and Memorial Hall, for the Council's use.

Following discussion on this, the Committee REFERRED the issue to the Facilities Management Committee to review waste disposal and recycling provision at these premises.

ACTION: Referral to Facilities Management Committee: Town Clerk

MINUTES of Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 11th July 2017

Present: Chair Cllr David Owens (Mayor), Cllrs Mrs Amanda Fox, Mrs Mary Wenman and Geraint Davies.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.25am)

1. Personal Matters

In the absence of the Chair it was AGREED that Cllr. David Owens (Mayor) would chair the meeting. Apologies were received from Cllrs John James and Stephen James.

2. To receive Members declarations of interest

There were no declarations of interest in relation to the business to be transacted.

3. To confirm the minutes of the meeting held on Tuesday 13th June 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Following a query regarding progress on a response to the remedial works on the collapsed drain at Pembrey Memorial Hall, the Clerk noted that she is still chasing a response from Jonathan Fearn. It was agreed that this would be discussed further at the special Facilities Management Committee meeting the following Monday.

ACTION: Town Clerk

P2 Budget Monitoring - Footways Lighting.

The Clerk noted that the TSO was still pursuing this with the Public Lighting section and that an update would be provided to the Facilities Management Committee when completed, followed by an update to the Town Council in the near future.

ACTION: TSO

P10 To consider correspondence from the Wales Audit Office in relation to audit fees and the new audit approach (referral from Town Council meeting of 17/05/17).

Cllr. David Owens referred to a workshop he attended at the recent One Voice Wales conference and noted several Councils still had not submitted their accounts for previous years for audit.

P 11.1 Minute secretary

The Clerk noted that this item had been discussed and agreed at the Civic Governance and Personnel Committee and that the advertisement was in the process of being publicised.

Cllr. Mrs Mary Wenman requested that the working days correspond with meetings and this was confirmed by the Clerk.

P 11.2 Cleaning of Facilities

The Clerk noted that the agreed increase in the Cleaner's hours had been actioned.

Cllr. David Owens noted that the issues to resolve the problems with the public conveniences would be going to the next special Facilities Management Committee meeting.

P12. Any other business – Recycling facilities.

Cllr. David Owens noted that the issue would again be going to the next special Facilities Management Committee meeting.

5. **Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The RFO advised that he had now produced a revised invoice for the Explorers and that this will shortly be passed by the Clerk to the Area Office to resolve.

The RFO had been pursuing the SLA invoices for the Remembrance Gardens, and these would be paid soon.

The Burry Port County Councillors are pursuing the issue of a future SLA for the Remembrance Gardens with CCC Grounds Maintenance Manager. Cllr Mrs Amanda Fox confirmed that she would speak to Cllr John James in relation to this.

The Historical Society annual invoice was still outstanding and Cllr. Mrs Amanda Fox would pursue with the Society's Secretary.

ACTION: Cllr. Mrs Amanda Fox to pursue.

The RFO noted that the invoice for the Welsh Classes had been paid and that the Town Band invoice should be paid soon, as an outstanding query had been resolved.

6. **Budget monitoring**

The RFO presented the report up to the end of June 2017 and advised that the projected income and expenditure should be 25% 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

Expenditure – Over budget year to date, as some annual payments such as insurance had been paid early in the year.

Facilities Management Committee

Income – Within budget, with most of the annual rental incomes received.

Expenditure – Within budget overall for the Committee, with some variances for annual payments (e.g. water charges) made early in the year.

The RFO highlighted virements which had been actioned in relation to the purchase of the cemetery software, the bar facility within Burry Port Memorial Hall and also refurbishment costs of the Senior Citizens' Hall.

Civic Governance and Personnel Committee

Expenditure – Slightly over budget, as job evaluation impacts had come through this year.

He advised that some virements needed to be actioned as additionally, a new member of staff will also be shortly recruited as a part time Administrative Assistant.

Regeneration and Community Services Committee

Income – It was noted that the income for donations to the floral displays was increasing this year, with the sum of £5,600 received by way of donations to date.

Expenditure – Overall within budget year to date, with only expenditure relating to the floral displays so far.

Overall net expenditure at 23.58%, which is within budget year to date.

7. To consider further expenditure to complete the upgrading of the Council's IT system (referral from Facilities Management Committee meeting of 4/47/17)

The Clerk noted that the TSO prepared a proposal for an update to IT systems, as requested by the Facilities Management Committee and was preparing prices for these proposals. It had been requested that the expenditure should be funded from General Reserves.

The Committee recommended approval of the proposals when the final prices had been received, with a recommendation that the virement from General Reserves be included within the Finance Committee's budget under the Administration budgets.

ACTION: RFO

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

The Clerk noted that there were no referrals.

9. Any Other Business

9.1 Internal Audit

The Clerk reported that she had received a report from the internal auditor, which confirmed that all the necessary controls and procedures were in place for the 2016/17 accounts and that the necessary section of the Annual Return had been completed for submission to the External Auditor.

9.2 Sponsorship for Raft Race

The Clerk referred to a previous request of £300 for sponsorship of the Raft Race, which would be held soon in the Harbour. It had been agreed by the Town Council that it would sponsor one of the awards. However, the Clerk had since been informed that there were sufficient sponsors for the various awards, but the Council was alternatively being asked to contribute to the general administrative costs of the event. Members **APPROVED** the change in the sponsorship.

MINUTES of Pembrey and Burry Port Town Council
Finance Committee Meeting

Thursday 12th October 2017

Present: Chair Cllr John James Cllrs Mrs Amanda Fox and Mrs Mary Wenman.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.25am)

1. Personal Matters

Apologies were received from Cllrs David Owens (Mayor), Geraint Davies 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 Tuesday 11th July 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

The Clerk noted that she had received a response from Jonathan Fearn which indicated that there were no outstanding maintenance issues from the County Council. However, if we think otherwise to come back to him.

Following discussion on this it **AGREED** to refer this matter back to the Facilities Management Committee to consider and that the Clerk would request that the operational staff would monitor the premises.

ACTION: Town Clerk

P2 Budget Monitoring - Footways Lighting

The Clerk noted that this issue had been discussed at the last Facilities Management Committee and it was resolved that the Clerk would meet with Cllr John H Jones to discuss a way forward. In the meantime it was resolved that the 2017-18 invoice would not be paid until this is progressed.

ACTION: Town Clerk

P 11.1 Minute secretary

In response to a query by Cllr Mrs Mary Wenman regarding the working days of the Minute Secretary, the Clerk noted these had been scheduled to correspond with days when meetings are held.

P 11.2 Cleaning of Facilities

Cllr. Mrs Mary Wenman queried the cleanliness regime for the kitchen in the OAP, as the fridge did not appear clean, either due to the age of the fridge or items left by organisations.

Following discussion on this it was AGREED that hiring organisations be required to review and label their items and the condition of the fridge be REFERRED to Facilities Management Committee to review and replace the equipment, if required.

Cllr. Wenman also requested that boxes could be used to store cutlery in the Memorial Hall. The Clerk noted that she would action this.

ACTION: Town Clerk

P12. Any other business – Recycling facilities

Cllr. Mrs Mary Wenman queried whether the request for recycling facilities had been actioned. The Clerk noted that a recycling bin for cardboards had been arranged with Cwm Environmental, as part of the Trade waste arrangements.

Cllr. Wenman also requested the light bulbs recycling could be included as part of the “bring site” in the Town. As this facility is the responsibility of the County Council it was requested that the County Councillors take this issue.

ACTION: County Councillors

P7. Upgrade of IT systems

The RFO noted that the virement agreed in the last meeting had been actioned.

However, there were still some outstanding IT issues with the new Cemetery software system, which the County Council’s IT section were pursuing with the software company.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

Most outstanding invoices from the last meeting, including the Historic Society invoice, had been paid.

There was only one new outstanding invoice, for the hire of Pembrey Memorial Hall, which would be pursued.

The RFO again noted that the outstanding invoice for the Explorers had been passed to the Area Office to resolve.

The Burry Port County Councillors would pursue the issue of a future SLA for the Remembrance Gardens with the CCC Grounds Maintenance Manager.

ACTION: County Councillors / Town Clerk

6. Financial half year review of budgets of the four Standing Committees

The RFO presented an up to date review report of income and expenditure for each of the committees and projection of areas for over or underspend.

Issues queried and discussed were:

Hall & Institute - Building refurbishment loan – Cllr John James queried when this would be actioned. The Clerk noted that Facilities Management Committee was reviewing priorities

following an audit of each premises. The Committee RECOMMENDED that this issue be referred back the Facilities Management Committee to progress.

Copperworks – Rates – Following discussion on the revaluations on the premises the Committee RECOMMENDED that an appeal be submitted to the County Council/Revaluation office.

Special Projects – MUGA – In response to a query from Cllr Mrs Mary Wenman regarding progress on repairs to the basket swing, the Clerk noted that this was out for repair.

Cllr Mrs Mary Wenman queried the inspection and cleaning regime for the MUGA area. The Clerk noted that visual inspections are undertaken on a twice weekly basis and that cleaning is undertaken on a regular basis. The Clerk invited Cllr Mrs Mary Wenman to a site meeting with the operation team to review the facility.

ACTION: Cllr Mrs Mary Wenman / Town Clerk

Budget Strategy

The RFO presented a budget strategy report in preparation for the 2018/19 budget. This included assumptions for income, expenditure and inflation. It also noted the timetable for the budget process and actions required by each committee and the Town Council.

Following discussion on this it was AGREED that the report be presented to the next Town Council meeting, with working papers presented to each committee in the next month.

ACTION: RFO / Town Clerk

7. To consider the hire charges for the rental of the Town Council’s facilities, with a view to making a recommendation to the Fees and Charges Sub-Committee on how these charges can be made more competitive.

Cllr. John James noted that he had a number of queries from local organisations regarding the level of hire charges for room rentals of the Council’s premises.

The Clerk noted that the levels of hire charges are reviewed annually by the Fees and Charges sub-committee, which is a sub group of the Facilities Management Committee, as part of the budget setting process.

Cllr. James suggested that a revision of hire charges or that additional cost charges be removed for local organisations be considered. He requested that his concerns be forwarded to the Committee and sub-committee for consideration. This proposal was AGREED by the Committee.

ACTION: Town Clerk

8. To consider a recommendation from the Facilities Management Committee meeting of 5th October 2017 in relation to the purchase of additional equipment for the cemetery.

The Clerk deferred to a recommendation from the last Facilities Management Committee meeting in relation to the purchase of additional equipment for the cemetery. These included a mower (£942), strimmer (£550) and shoring equipment and matting (£2,916) required for health and safety.

The RFO noted that there is an earmarked reserve for replacement equipment, which could be used to partly fund these items.

Following discussion, the Committee **APPROVED** the expenditure and it was **RECOMMENDED** that the earmarked Replacement Reserve be used to partly fund the new equipment, with the balance referred back to Facilities Management Committee to fund from existing budgets.

ACTION: RFO / Town Clerk

9. To consider a recommendation from the Facilities Management Committee meeting of 5th October 2017 to complete the silhouettes in the Memorial Gardens with identical backings

The Clerk deferred to a recommendation from the last Facilities Management Committee meeting in relation to the purchase of backings to the silhouettes (£1,000) in the Memorial Gardens.

Following discussion, the Committee **APPROVED** the expenditure and it was **RECOMMENDED** that the issue be referred to Regeneration and Community Services Committee to consider funding from the Wales in Bloom budget. If this would not be possible then it was **RECOMMENDED** that the expenditure be funded by a virement from General Reserves.

ACTION: RFO / Town Clerk

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

The Clerk noted an urgent item which would normally be referred to the Facilities Management Committee, but was presented to the Finance Committee as an emergency item. She noted that a new oil tank was required for Pembrey Memorial Hall, as the existing one had a split in it.

Two quotes had been received for a replacement, which were presented to the meeting. Following discussion on these it was **RECOMMENDED** that the lowest quote be accepted and that the purchase be proceeded with, following consultation with the Chair of the Facilities Management Committee. As this is an emergency requirement it was **RECOMMENDED** that the expenditure be funded by a virement from General Reserves.

ACTION: Town Clerk

Cllr Mrs Mary Wenman also requested that a review be undertaken of the heating systems at Burry Port Memorial Hall and Institute.

Following discussion, it was **RECOMMENDED** that this issue be referred to the Facilities Management Committee for consideration.

ACTION: Town Clerk

MINUTES of Pembrey and Burry Port Town Council
Finance Committee Meeting

Thursday 14th December 2017

Present: Cllrs David Owens, Geraint Davies, Peter Freeman and Michael Theodoulou.

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

Minute taker: Ed Davies (Administrative Assistant)

(Burry Port Memorial Institute, Town Clerk's Office, Burry Port 9.40am – 10.40am)

1. To receive apologies for absence

In the absence of the Chairman and Vice Chairman, it was proposed and agreed that Cllr David Owens chair the meeting.

Apologies were received from Cllrs John James, Mrs Amanda Fox, and Mrs Mary Wenman.

2. To receive members' declarations of interest

No declarations of interest were made.

3. To confirm the minutes of the meeting held on Thursday 9th November 2017

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

4. To consider any matters arising from the minutes

There were no matters arising from the minutes.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices. Most outstanding invoices from the last meeting had been paid. It was believed that the two outstanding invoices would be paid shortly.

6. To consider the budget monitoring report

The RFO presented the budget monitoring report up to the end of October 2017.

The RFO provided comments and explanations as follows:

Finance Committee

Income – The income is doing well and has nearly hit its target as the income from the recycling bins is higher than expected.

Expenditure – There was little change from what had been discussed in the previous month. A virement was required to pay for the insurances. The RFO also felt the budget for “Telephones, etc” would be tight.

The RFO clarified the increase in the cost of IT licences was due to an additional one being required.

The Mayor requested that IT licences be listed separately for clarity.

Cllr Michael Theodoulou was concerned that a number of committee budgets were overspent and would be requesting payments from the Council's reserves. He wished to consider ways in which potential overspend could be identified early and suggested a budget report which showed in columns "what is spent", "what is committed" and "what is left".

The Mayor suggested a pre-authorisation system could be employed. He explained that this would allow budget spend to be monitored without having to rely on invoices.

Cllr Geraint Davies stated that the way donations are shown in the reports can confuse matters as some think they are in addition to the budget when that is not always the case.

The RFO advised that the general process has been that a budget will be managed by the TSO or Clerk, in conjunction with the Chair of the relevant Committee. They would flag any issues and raise them with the RFO as they became an issue.

There was consensus among the members that whatever system or procedure was employed, it needed to be agreed to by the RFO, particularly in light of the additional facilities the Council was taking on.

The Mayor requested the RFO consider the financial regulations to ensure they include what was discussed in this meeting, particularly in relation to pre-authorisation of expenditure and report back to the next meeting.

ACTION: RFO

7. Update on budget setting for the 2018/19 financial year

Budgets and reporting structure

The Mayor made a statement for the benefit of the RFO regarding the proposed structure yet to be approved or discussed by the Town Council. The statement was to prepare the RFO for some of the suggested changes which would see certain costs and financial responsibilities shift to different budget headings.

It was agreed that a meeting of the Four Chairs, with the Clerk and RFO also in attendance in order to look at addressing identified issues, as discussed above. It was further agreed that this take place on 4th January 2018, immediately following the Facilities Management Committee meetings that day.

In response to a query from the Clerk, the RFO confirmed that he had included the request from the Facilities Management Committee for an additional £1000 in the budget for decorations other than lighting.

In response to a query from the Mayor, the RFO stated that over the last six months the Council had stopped using a coding system to monitor the payments of invoices and that the invoices are just set against headings. He recognised that the system needed refining as events such as the Wales in Bloom Awards Ceremony had cross budget implications. He further clarified how the system works to demonstrate its simplicity as opposed to a coding system.

Cllr Geraint Davies left the meeting at 10.15am

8. To consider any referred matters from the other Committees

The Clerk provided an update for the Committee on the new boiler purchase for Pembrey Memorial Hall. She stated that the Facilities Management Committee had requested a mains-gas option be considered alongside the quotes for gas-tank options that had been received. She added that if this Committee approved a pre-authorised amount, she in conjunction with the Chairs and Mayor could decide on the quotes once they were all in to save any further delay.

There followed a discussion where the Clerk confirmed a rough estimate she had received for the work suggested £10,000, which included the new tank, boiler and system but emphasised that money would also be needed for incidentals and monthly payments, until a budget could be set. It was therefore **APPROVED** that the sum of £10,000 out of reserves be pre-authorised.

There followed a discussion where members expressed an interest in having those figures itemised and also for a column to show what has been committed. The RFO added that some of those outgoings would be offset by income also.

A brief discussion followed in relation to the Council's reserves. Cllr Michael Theodoulou stated that the Council would likely be taking out 5-10% of the reserves during this financial year and that reserves would also be affected by the increase in precept anticipated for the next financial year.

The Mayor stated that the Council needed to ensure its precept increase appropriately reflected the building of resources through the upcoming asset transfers.

Members were informed that quotes for conveyancing costs were currently being obtained.

The Committee **AGREED** to pre-authorise a sum of £15,000 from reserves to cover the conveyancing costs. The RFO confirmed that this could probably come from earmarked reserves.

ACTION: CLERK