

**(PUBLIC) Minutes of Pembrey and Burry Port Town Council**  
**Finance Governance and Personnel Committee Meeting**

**Monday 12<sup>th</sup> November 2018**

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

**Officer:** Alan Howells (RFO).

**(Burry Port Institute, Burry Port 6.30pm– 8.45pm)**

**1. To receive apologies for absence**

No apologies.

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

No declarations of interest were declared.

**3. To confirm the minutes of the meeting held on Monday 8<sup>th</sup> October 2018.**

The Committee unanimously APPROVED the minutes and confidential minutes of the meeting as a true record.

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

**16. Harbour Playground**

Cllr. Mike Theodoulou noted that the Big Lottery had given approval to the asset transfer and that Peter Edwards from CCC had confirmed that the asset transfer will be proceeding soon, so that the work playground can proceed.

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

The RFO presented the full budget monitoring report, which would be presented to the next Town Council meeting, which included figures to the end of September.

He noted changes to the format, as agreed in previous meetings and the report also included virements agreed previously.

Following a detailed discussion on each of the committee reports it was noted that overall the Town Council's net expenditure is within budget.

**6. Update on Annual Return.**

The RFO also noted that following his decision to relinquish the temporary Proper Officer post work had started again on completing the Annual Return. This work was progressing slowly.

**7. Consideration of payment by direct debit for all utility accounts.**

The RFO noted that the last Committee meeting had agreed that this proposal be postponed until the review and rationalisation of the utility accounts is completed. However, following further discussion it was requested that the RFO and TSO look at this before the review is completed.

**8. Consideration of review of energy supplies.**

Following discussion at the last Committee meeting it was AGREED that the TSO and RFO continue with this review and include telephone accounts too.

**9. Consideration of a Town Council debit card.**

Cllr. Mike Theodoulou raised the issue of providing a Council debit card for the quick purchase of items for events etc. The RFO noted that there are several methods of payments available at present, such as cheque, direct transfer, trade accounts and petty cash.

Following discussion on this it was agreed that the RFO discuss with the other office staff the real need for another method of payment, or put a process in place to deal with purchases for events. Cllr. Edwards noted a request for purchasing items for events had been raised in the last Events meeting. Cllr. Theodoulou noted that he would be raising the management of events at the next Events committee meeting to try to resolve this.

It was also unanimously AGREED that the Town Council set up a Paypal account to deal with on-line payments.

**10. Update on Town Council email addresses/Member Privacy Notices.**

Cllr. Owens updated the committee on progress with this. Several Members had contacted the IT Consultant to set up new council e-mail addresses, but there was still a small number of Members who were still not set up.

It was AGREED that outstanding Members would be e-mailed again to remind them of their requirements to set up Town Council e-mail addresses and complete the Privacy Notices, in line with the GDPR requirements.

**11. Update on Financial Regulations following the adoption of amendments at the Town Council meeting of 17/10/18.**

Cllr. Owens noted that the amendments proposed at the last Committee meeting had been approved by Town Council. As such the Financial Regulations will be amended by the Office staff and copies will be available for Members to view in the office.

**12. Update on Section 13 of the Independent Remuneration Panel draft Annual Report 2019/20 relating to “Payments to members of Community and Town Council” following adoption of specific determinations at the Town Council meeting of 17/10/18.**

Cllr. Owens noted that the amendments proposed at the last Committee meeting had been approved by Town Council. He further reported that the additional amendments would not be implemented until 2019-20, following the publishing of the Independent Remuneration Panel’s final report, as the full consultation period will not be ending until February and the Welsh Government would need to ratify this.

However, the £150 allowance would be actioned this month, as it is an existing allowance.

An e-mail will be sent to all Members soon requesting acceptance of refusal of the Allowance. The RFO will check tax requirements with the County Council.

### **13. To consider Town Council office opening hours for Christmas 2018.**

The Committee considered office opening hours for the 2018 Christmas period.

Following discussion it was AGREED that the office will close on Friday 21/12/18 and reopen on Wednesday 2/1/19.

Cllr Owens noted that some Members had updated their e-mail addresses to the new Town Council addresses. He noted that following advice from the Town Council's insurers and One Voice Wales in relation to GDPR requirements it was recommended that all Members need to set up individual Town Council e-mail addresses.

It was noted that the Town Council's IT consultant can provide support in setting these up, either in training session prior to a Town Council meeting or on an individual basis.

Following discussion on this it was AGREED that a reminder would be sent out to all Members and that the issue would be raised again at the next Town Council meeting.

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

It was noted that two items had been referred from the Facilities Committee:

#### Oil tank at Pembrey Memorial Hall

Cllr. Theodoulou noted that a previously commissioned independent consultants report on replacing the heating system in the Hall had noted that substantial cost for the full replacement of the heating system.

The Committee had therefore decided to obtain quotes for the replacement of the oil tank only, rather than the full system. He noted that the TSO had sought three quotes for the replacement of the oil tank, but had reported back to the last Committee meeting that only one had been received, even though he had chased quotes from the other contractors. The Facilities Committee had therefore approved that this quote be accepted, subject to approval from the Finance Committee.

Following discussion on this issue by the Finance Committee it was proposed by Cllr. Shepardson and seconded by Cllr. Linda Edwards the Facilities Committee decision be ratified and that the quote received be accepted. This proposal was unanimously AGREED.

#### Consideration of Advanced Payment to the Bowls Club for its budget payment.

Cllr. Theodoulou noted a request from the Bowls Club to the last Facilities meeting regarding an advanced payment of its budget grant payment, be made in March 2019, as its Bowls Association fees need to be paid ahead of the season.

This was AGREED by the Committee.