

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

**Tuesday 13<sup>th</sup> 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 11<sup>th</sup> 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**