

Minutes of Pembrey and Burry Port Town Council
Finance Committee Meeting

Thursday 12th April 2018

Present: Cllrs David Owens (Chair), Peter Freeman and Michael Theodoulou.

Officer: Alan Howells (RFO).

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

1. To receive apologies for absence

Apologies were received from Cllrs Geraint Davies, Mrs Mary Wenman and Stephen James.

2. To receive members' declarations of interest

There were no declarations of interest made apart from usual ones submitted previously.

3. To confirm the minutes of the meeting held on Thursday 8th February 2018

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

4. To consider any matters arising from the minutes

P1 (1) – Apologies for absence

The Chair noted that following the resignations reported at the last meeting no replacement nominations had been put forward.

The RFO would discuss this with Cllr John James.

Action - RFO

P2 (4) – To consider any matters arising from the minutes

The Chair noted that the RFO had met with the Three Chairs to discuss attendance at meetings. Following discussion, it was agreed that future meetings of the Committee would be held at 6.30 pm on the second Wednesday of the month for the foreseeable future. Other Committees were to discuss their arrangements this month.

Action – Admin Assistant

Pembrey Memorial Hall

Following discussion on progressing with a proposal for a new heating system it was agreed that the RFO would contact the County Council to propose an advisor to review the system and provide suggestions.

Action - RFO

The RFO noted that a structural engineer had been sourced to test the lift in the building. A fee of £250 had been recommended by the Facilities Committee for this service and this decision was ratified by the Finance Committee to proceed.

Action – Chair of the Facilities Management Committee

P2 (6) – Budget Monitoring report

Follow discussion on unplanned expenditure from the last meeting it was recommended that the Committee review the Financial Regulations and make recommendations on this.

P4 (9) – Appointment of internal auditor

The RFO noted that he would be contacting the internal auditor to undertake this year's audit and would be sending a letter to confirm the requirements.

5. To consider any outstanding invoices

The RFO went through the list outstanding invoices, some of which had been paid recently

- Parks Appeal Committee – The RFO noted that a response had been sent to any e-mail from Cllr. Wenman regarding this. Three options had been proposed: 1) Pay the invoice 2) Apply for a community grant 3) Discuss with the Council the option of including this event within the Town Council's Community events programme.

It was proposed and agreed that one of the 3 Chairs would discuss this with Cllr. Wenman,

- Cylch Meithrin – The RFO reported the request from the Group that they pay their rental monthly – This was APPROVED
- Burry Port Cycle Club – THE RFO noted that the Group had informed him that a change of treasurer had lead to the delay in payment.
- The RFO reported that all other reported outstanding invoices had recently been paid.

6. To consider the budget monitoring report

The RFO took the Committee through the report. It was noted that the Committee is projected to be on budget at year end.

7. To consider any referred matters from the other Committees

The Chair noted for Members that two meetings would be held the following week regarding items from this and other Committees. Firstly, a meeting would be held with the Bowls Club to finalise the financial and management arrangements following the Asset Transfer. Secondly a Special Town Council meeting would be held the following week, which included an item for consideration and approval of the revised Fees and Charges for the next financial year.