

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 8th 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 9th February 2016.

The minutes of the meeting of 9th 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 9th 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.