

**Pembrey and Burry Port Town Council**  
**Finance and Efficiency Committee Meeting**

**Monday 9<sup>th</sup> November 2015**

**Present:** Cllrs Andrew Phillips, David Owens, Robert John, Malcolm Davies.

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

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

**1. To appoint a Chair and Vice Chair of the new Finance Committee.**

Following discussion, it was AGREED that Cllr Andrew Phillips be appointed as Chair and Cllr David Owens as Vice Chair of the new Finance Committee.

**2. Personal Matters**

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

**3. To receive Members declarations of interest**

Members confirmed their usual declarations of interest.

**4. To confirm the minutes of the meeting held on Monday 12<sup>th</sup> October 2015**

The minutes of the meeting of 12<sup>th</sup> October 2015 were approved as a true record.

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

**P1 (4) Matters arising from the minutes – Budget Monitoring - Former Pembrey School**

Cllr David Owens queried if there had been any further response from the County Council on this issue. The Clerk advised that following the last Town Council meeting, she had written to Jonathan Fearn to advise him of the preferred option in relation to the building. She is liaising with his office to arrange a meeting to discuss the option and finalise any outstanding issues.

The RFO was requested to provide details of costs for the facility ahead of the meeting.

Re: Pembrey Memorial Hall - The Clerk advised that she had provided a letter to Matt Morden as requested and that he was chasing this up with the Legal Department to progress the legal issues.

**P1 (4) Matters Arising - Pembrey Memorial Hall security lighting**

The RFO reported that the TSO was awaiting a quote from the contractor before progressing with the work.

P4 (10) - Review of budget relating to the application for outline planning consent for the proposed development of the Copperworks site

The Clerk advised that work was progressing with the outline planning application for the site, which would be submitted to the County Council shortly.

The Clerk noted the discussions at the last Town Council meeting in relation to the proposal from a local community group to take over and utilise the building. The Clerk further advised that members of the Facilities Management Committee intend meeting with the group, to ensure that there is no misunderstanding, as the group will need to raise funding to purchase the site, not just update the premises.

**6. Outstanding Invoices**

The RFO noted that all invoices had been pursued since the last meeting, and several had been paid or were in hand from the list provided, notably:

Llanelli Youth Theatre – outstanding balance continues to be discharged on a monthly basis.

Cylch Meithrin Pembrey – Meeting to be arranged with Clerk, RFO and Chair of the Finance Committee to resolve the outstanding debts.

The Scouts and Cubs have paid their outstanding invoice and the RFO was still pursuing the Explorers' outstanding invoices.

Historical Society – The Group needs to decide if they wish to move rooms and change the meeting day.

Serendipity – There is still a dispute regarding the Quarter 1 invoice over reimbursement of maintenance costs. This would be clarified following the meeting with Jonathan Fearn.

CCC – SLA Pembrey – Payment agreed, this will be paid soon.

Burry Port Male Choir – This was a recent debt and should be paid once the recently agreed donation is received.

Katrina Mudge – This has been paid.

The Clerk also noted that she had been informed that the Senior Citizens Club may be ceasing using the Former OAP Hall by Christmas due to low numbers attending.

**7. Budget monitoring**

The RFO presented the report for September 2015.

The RFO advised that the projected income and expenditure would be 50% of the budgeted figures. The RFO provided comments and explanations on each budget heading as follows:

Income

It was reported that the Footpath Grant (£4,200) had been received from the County Council. As reported in the previous meeting, overall income is outside budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs for Gardens, toilets and Pembrey

Memorial Hall subsidy). Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received.

The RFO also noted that a contribution of £3,000 to the Floral Displays and Christmas lights had been agreed by the Community Forum.

The Clerk also noted that Dwr Cymru/Welsh Water had indicated that it would make a contribution to community projects due to the disruptions incurred as part of the Rainscape project in the town.

### Expenditure

Employees Costs – The RFO advised that this budget heading would be over budget due to the agreement that the contract for the seasonal worker be extended. It was AGREED that a virement would be considered at a future meeting and that this arrangement needs to be considered by the Civic Governance and Personnel Committee as part of its budget proposals for 2016-17.

Administrative Costs - On budget year to date.

Marketing and Promotion Costs - The RFO noted that the expenditure previously coded to this budget heading for Floral Display banners would be transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget. The previous virement would be reversed.

Cllr Robert John advised that consideration is being given to obtaining planning consent for the promotional signs into Pembrey and Burry Port.

Civic expenditure – The RFO noted that there was still some outstanding expenditure from the Civic Service. Payments for the Christmas tea and Cawl Cennin events will not go through until later in the year.

Cemetery/footpaths – Currently on budget overall. However, it was noted that maintenance and equipment expenditure was over budget and would be analysed with the TSO, with a potential virement considered at a future meeting.

The RFO noted that part of the expenditure was a late invoice for grave digging costs. It was discussed whether purchasing of suitable equipment would save costs. Cllr Andrew Phillips noted that this was one of the areas of works being considered by the Local Councils Collaborative Group. The Clerk also advised that the Llanelli Joint Burial Authority’s Cemetery Manager was undertaking a review of the Town Council’s burial and cemetery systems and procedures.

The RFO again noted that vehicle costs had increased due to the acquisition of a second van. A virement will be required for this budget later in the year.

Hall and Institute – Currently under budget overall year to date. It was noted that materials expenditure was over budget and would be analysed with the TSO, with a potential virement considered at a future meeting.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April.

Pembrey Memorial Hall - Currently within budget year to date.

Pembrey Memorial Hall Refurbishment - Expenditure is to be reimbursed by the County Council.

Special Projects – Under budget overall.

The TSO is to provide final figures for the Floral Displays expenditure. It was agreed that promotional expenditure for the Wales and Britain in Bloom events should be coded to the promotional budget heading.

As noted above, it was agreed that expenditure for Floral Display banners would be transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget.

Net expenditure is 47.87% and is therefore on budget year to date.

#### **8. Update on budget setting for 2016/17 financial year**

The RFO referred to the recommendation that all committees be consulted on their appropriate budgets for the next financial year, as part of the budget setting process. The Regeneration and Community Services Committee had considered its requirements and the Clerk circulated its proposed budget. The other Committees would be doing the same and an overall proposed budget will be presented to the next Finance Committee meeting for consideration.

#### **9. To consider/approve any Sub-Committees of the Finance Committee and the membership of the same**

The Clerk referred to the new committee structure approved at the last Town Council meeting and the request to each committee to consider what sub-committees (if any) were required and subsequent membership.

Following discussion, it was AGREED that no sub-committees are required at present for the Finance Committee.

#### **10. To consider the draft Annual Report of the Independent Remuneration Panel for Wales-referral from Town Council meeting of 21/10/15**

The Clerk referred to the draft Annual Report of the Independent Remuneration Panel for Wales, and the referral from the Town Council meeting of 21/10/15 to consider this.

Following discussion on the five categories of determinations affecting Town and Community Councils in the report, it was RECOMMENDED that the Town Council should not adopt anything new and should just continue with payment of the Mayoral allowance and reimbursement of expenses.

#### **11. Consideration of the role and responsibilities of the Audit Sub Committee**

The Clerk referred to the draft paper which had been circulated to each committee for consideration.

Following discussion on the paper, it was RECOMMENDED that it be approved, subject to a recommendation that the Sub Committee meet at most on a quarterly basis, unless particular issues are raised by other committees.

Cllr David Owens recommended that there be a referral to the Audit Sub Committee to look at the Council's current procurement procedures at the earliest opportunity. This was AGREED.

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

### 12.1 Regeneration and Community Services Committee - Toddler Park/MUGA

The Clerk referred to a recommendation from the Regeneration and Community Services Committee regarding expenditure of £500. This is to cover the cost of a fortnightly and more detailed monthly inspection of the park by a contractor up to the end of this financial year. The TSO is recommending this due to the frequency of the usage of the park equipment and the fact that his own weekly visual inspections had not been able to identify all problems. It was AGREED that this expenditure be approved from within the existing Toddler Park/MUGA budget.

It was further AGREED that consideration be given to Town Council operative staff being trained to undertake the inspections in the future. Cllr David Owens recommended that this item be passed to the Facilities Committee to consider as part of the budget proposals for 2016/17.

### 12.2 Regeneration and Community Services Committee – OAP Hall – additional maintenance expenditure.

The Clerk referred to a report to the Regeneration and Community Services Committee regarding additional expenditure of £1,250 required for completing the upgrading works to the OAP Hall. The expenditure related to additional essential works to the flooring (£500) and a new door (£750). This would be funded from the existing "Special Development Projects" budget, due to the decision not to progress with additional works on the Cemetery building in the current financial year.

The Committee **APPROVED** the additional expenditure.

## 13. **Any other business**

The Clerk referred to an application for financial assistance from the Cancer Information and Support Services.

Cllr. Robert John requested that additional information be obtained on services provided by the organisation as opposed to other similar organisations in the area.

Following discussion on the application it was AGREED that the Clerk seek further information upon services to members of the public in the Pembrey and Burry Port area and also additional financial details of the organisation.