

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 11th April 2017

Present: Chair Cllr Andrew Phillips, Cllrs David Owens, Robert John and Mrs Pat Jones.

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

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

Minute taker: Alan Howells

1. Personal Matters

Apologies were received from Cllrs Malcolm Davies and Mrs Mary Wenman.

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the meeting held on Tuesday 14th March 2017

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

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

Cllr Andrew Phillips noted that the meeting had been held with Mr Jonathan Fearn (Head of Property). He had promised that the lease for Pembrey Memorial Hall would be pursued with the Legal department and the Town Clerk.

He had requested that the Town Clerk e-mail details of costs from the TSO of the collapsed drain, and minimum repairs to windows and rendering works to the building for him to investigate and consider.

It was also noted that the work of the potential asset transfer of parks in the area was still on-going.

P2 Budget Monitoring.

Cllr Owens requested an update on discussions with CCC regarding the Footways Lighting payments, following the previous review undertaken by Cllr. John Jones into the current charges.

The Clerk noted that the TSO was still pursuing this with the Public Lighting section, but the initial feedback was that CCC had paperwork to confirm agreement of the additional lights by the Town Council.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

The Clerk was pursuing the outstanding invoices from Nia Griffiths and the Explorers. The RFO reported that the Footpath grant had been received and CCC had promised that the SLA invoices for the Remembrance Gardens would both be part by the end of the financial year. The Burry Port County Councillors would be asked to pursue the issue of a future SLA for the Remembrance Gardens with CCC Grounds Maintenance Manager.

6. Consideration of the new 2017/18 budget.

The RFO presented the report of the budget for 2017/18, which had been approved by the Town Council meeting in January.

He noted a few of the changes from the previous year:

Pembrey Memorial Hall subsidy

The subsidy for Pembrey Memorial Hall had finished in 2016/17, which had decreased income and had been reflected in the budget.

The Clerk noted that bookings from the Hall had increased with expressions of interest received for additional classes for 2017/18.

It was discussed that reviews of booking fees and discounts for longer term bookings had been successful in increasing income.

Cllr. Owens noted that there had been problems with heating and chair layout for a recent meeting of the Gardening Club. The Clerk noted that this matter had been resolved with the club.

Hall and Institute – Hall refurbishment – revenue

A budget of £8,000 had been agreed to fund the interest on the PWLB loan the Council proposed to apply for to undertake remedial works on each property.

The Committee requested that the Facilities Committee of the new Town Council prioritise the works to be undertaken early in the new financial year so that the loan can be applied for.

Copperworks.

Cllr. Owens asked that the Facilities Committee be requested to meet with Robert Davies of the Planning department to progress the application of the vacant premises.

Income – contributions to Xmas lights and floral displays.

The RFO noted that a budget of £8,000 had been agreed for sponsorship of these and other community events. The RFO noted that over £2k had been received already, whilst the Clerk noted that Welsh Water would be presenting £5,000 to the Town Council at the next Council meeting.

7. To consider the new fees and charges for the 2017/18 financial year (referral from Committee meeting of 14/03/17).

The RFO presented the minutes of the Fees and Charges subcommittee meeting, which agreed the fees and charges for 2017/18, for discussion.

The Clerk noted that following a request from Burry Port Male Choir to review their meeting and rehearsal times and locations, a number of costings had been sent to them for their consideration and agreement.

8. **To consider any referred matters from the other Committees**

The Clerk noted that there were three referrals from the Facilities Committee:

I.T System

Following a request from the Facilities Committee, the TSO had received costings from CCC for updating the Council's IT software and back-up systems, which were presented for approval.

Following discussion on this it was RECOMMENDED the CCC option be approved.

Cllr Owens requested that an additional budget line be created to highlight this expenditure.

Burry Port Memorial Hall Bar area.

Following the initial works on the bar, the Facilities Committee requested approval for expenditure on the additional works to complete the setup of the bar area.

Following discussion on this the Committee APPROVED the expenditure of the additional works.

Burry Port Memorial Hall Water boiler.

The Clerk reported a request to replace the water boiler in the Memorial Hall. The RSO had received quotes for different capacity boilers.

Following the initial works on the bar, the Facilities Committee requested approval for expenditure on the additional works to complete the setup of the bar area.

Following discussion on this the Committee APPROVED the expenditure of £1,673 for a new boiler, with the RFO request to check if this could be funded from an earmarked reserve for replacement assets following completion of year end.