

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

**Tuesday 11<sup>th</sup> July 2017**

**Present:** Chair Cllr David Owens (Mayor), Cllrs Mrs Amanda Fox, Mrs Mary Wenman and Geraint Davies.

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.25am)**

**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 and Stephen James.

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

There were no declarations of interest in relation to the business to be transacted.

**3. To confirm the minutes of the meeting held on Tuesday 13<sup>th</sup> June 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**

Following a query regarding progress on a response to the remedial works on the collapsed drain at Pembrey Memorial Hall, the Clerk noted that she is still chasing a response from Jonathan Fearn. It was agreed that this would be discussed further at the special Facilities Management Committee meeting the following Monday.

**ACTION: Town Clerk**

**P2 Budget Monitoring - Footways Lighting.**

The Clerk noted that the TSO was still pursuing this with the Public Lighting section and that an update would be provided to the Facilities Management Committee when completed, followed by an update to the Town Council in the near future.

**ACTION: TSO**

**P10 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).**

Cllr. David Owens referred to a workshop he attended at the recent One Voice Wales conference and noted several Councils still had not submitted their accounts for previous years for audit.

**P 11.1 Minute secretary**

The Clerk noted that this item had been discussed and agreed at the Civic Governance and Personnel Committee and that the advertisement was in the process of being publicised.

Cllr. Mrs Mary Wenman requested that the working days correspond with meetings and this was confirmed by the Clerk.

#### P 11.2 Cleaning of Facilities

The Clerk noted that the agreed increase in the Cleaner's hours had been actioned.

Cllr. David Owens noted that the issues to resolve the problems with the public conveniences would be going to the next special Facilities Management Committee meeting.

#### P12. Any other business – Recycling facilities.

Cllr. David Owens noted that the issue would again be going to the next special Facilities Management Committee meeting.

### 5. **Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

The RFO advised that he had now produced a revised invoice for the Explorers and that this will shortly be passed by the Clerk to the Area Office to resolve.

The RFO had been pursuing the SLA invoices for the Remembrance Gardens, and these would be paid soon.

The Burry Port County Councillors are pursuing the issue of a future SLA for the Remembrance Gardens with CCC Grounds Maintenance Manager. Cllr Mrs Amanda Fox confirmed that she would speak to Cllr John James in relation to this.

The Historical Society annual invoice was still outstanding and Cllr. Mrs Amanda Fox would pursue with the Society's Secretary.

**ACTION: Cllr. Mrs Amanda Fox to pursue.**

The RFO noted that the invoice for the Welsh Classes had been paid and that 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 June 2017 and advised that the projected income and expenditure should be 25% 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.

#### Facilities Management Committee

Income – Within budget, with most of the annual rental incomes received.

Expenditure – Within budget overall for the Committee, with some variances for annual payments (e.g. water charges) made early in the year.

The RFO highlighted virements which had been actioned in relation to the purchase of the cemetery software, the bar facility within Burry Port Memorial Hall and also refurbishment costs of the Senior Citizens' Hall.

Civic Governance and Personnel Committee

Expenditure – Slightly over budget, as job evaluation impacts had come through this year.

He advised that some virements needed to be actioned as additionally, a new member of staff will also be shortly recruited as a part time Administrative Assistant.

Regeneration and Community Services Committee

Income – It was noted that the income for donations to the floral displays was increasing this year, with the sum of £5,600 received by way of donations to date.

Expenditure – Overall within budget year to date, with only expenditure relating to the floral displays so far.

Overall net expenditure at 23.58%, which is within budget year to date.

**7. To consider further expenditure to complete the upgrading of the Council's IT system (referral from Facilities Management Committee meeting of 4/47/17)**

The Clerk noted that the TSO prepared a proposal for an update to IT systems, as requested by the Facilities Management Committee and was preparing prices for these proposals. It had been requested that the expenditure should be funded from General Reserves.

The Committee recommended approval of the proposals when the final prices had been received, with a recommendation that the virement from General Reserves be included within the Finance Committee's budget under the Administration budgets.

**ACTION: RFO**

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

The Clerk noted that there were no referrals.

**9. Any Other Business**

**9.1 Internal Audit**

The Clerk reported that she had received a report from the internal auditor, which confirmed that all the necessary controls and procedures were in place for the 2016/17 accounts and that the necessary section of the Annual Return had been completed for submission to the External Auditor.

**9.2 Sponsorship for Raft Race**

The Clerk referred to a previous request of £300 for sponsorship of the Raft Race, which would be held soon in the Harbour. It had been agreed by the Town Council that it would sponsor one of the awards. However, the Clerk had since been informed that there were sufficient sponsors for the various awards, but the Council was alternatively being asked to contribute to the general administrative costs of the event. Members **APPROVED** the change in the sponsorship.