

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

**Tuesday 12<sup>th</sup> January 2016**

**Present:** Chair-Cllr Andrew Phillips, Cllrs David Owens, Robert John and Malcolm Davies.

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

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

**1. Personal Matters**

Apologies were received from Cllrs Mrs Pat Jones, 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 Monday 14<sup>th</sup> December 2015.**

The minutes of the meeting of 14<sup>th</sup> December 2015 were approved as a true record.

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

**P1 (5) Matters Arising - Pembrey Memorial Hall security lighting**

Cllr David Owens stated that the rear light still appeared to be staying on even though he had been informed by the TSO that a new sensor security light had been installed. The Clerk reported that she would progress this with the Caretaker and IWEC. Cllr Andrew Phillips also requested that the timer on the security lighting at the MUGA be checked.

**P1 (5) Outstanding Invoices.**

Cllr David Owens noted that the Cylch Meithrin Pembrey would be closing at the end of January and it was likely that the outstanding debt would need to be written off.

The Clerk noted that contact had been made with the leader of the Group, but a request for a follow up a meeting had not been confirmed by the leader.

**5. Outstanding Invoices**

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

Llanelli Youth Theatre - It was noted that the outstanding balance was reducing in line with the agreed payment plan

Cylch Meithrin Pembrey – As discussed above.

Explorers - RFO still was pursuing the outstanding invoice with the Group leader.

Historic Society – RFO still pursuing the outstanding invoice with the Society’s Treasurer.

Serendipity –The Clerk noted that following the meeting with Jonathan Fearn at the end of December she was awaiting final agreement on the transfer of the facility to the County Council. It was AGREED that following receipt of the formal agreement from the County Council the Clerk would arrange a meeting with the Group and the Chair of the Finance Committee to discuss the outstanding debt, part of which may be written off.

CCC – SLA Pembrey – The RFO noted that invoice would be paid this month.

Burry Male Choir and Burry Port Town Band – It was noted that these organisations were awaiting payment of the recently agreed grants before paying these invoices. These would be paid soon.

Ann Jones – The Clerk noted that the invoice would be paid soon, as a further booking had been requested.

Burry Port Parks Committee – It was agreed that the Clerk contact the Group’s secretary to request that the invoice is paid and outstanding balances from the Group be transferred to the Town Council for insurance and repair costs.

## 6. **Budget monitoring**

The RFO presented the report for November 2015 and advised that the projected income and expenditure would be 67%, 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 outside budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs Pembrey Memorial Hall subsidy), although the SLA for the public convenience had been received. Rental income had improved in the month as several annual rental incomes had been paid. Income for room rentals were on budget.

However, it was noted that the “Nursery School – Old Pembrey School” income target will not be achieved if the transfer of the facility is agreed by the Town Council.

The Clerk also noted that the Council had received an additional donation of £1,000 from a local resident towards community events. She also noted that Dwr Cymru/Welsh Water had not come back to her on the level of contribution to community projects it proposed to make this financial year, as part of the Rainscape project in the town.

### 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.

It was agreed that a virement be proposed at the next meeting to take account of this and other potential changes to budget.

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 marketing of the Wales and Britain in Bloom events.

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. As noted previously the maintenance and equipment expenditure was over budget and would be analysed with the TSO on his return from illness.

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 on his return from illness.

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. The Clerk noted that the problem with the boiler flue had been resolved and the financial impact would come through at a future meeting.

Special Projects – Under budget overall.

The RFO noted that additional expenditure would be processed soon, as invoices for winter flowers and the “Ann Frank” trees for school had been received.

It was noted that Parc Y Tywyn School had requested that they receive a tree too. This was agreed and the Clerk would pursue with the TSO.

Cllr David Owens asked when the Xmas tree and lighting would be removed. The Clerk noted that she was pursuing this with the contractor.

Net expenditure is 62% and is therefore on budget year to date.

#### **7. Further consideration of budget setting for 2016/17 financial year.**

The RFO noted that following the amendments agreed by the Finance Committee at the last meeting, the revised figures had been consulted with again at each committee for their appropriate budgets.

The Clerk reported that the comments and additional requests from the Committees:

Civic Governance – The Committee had requested that the additional £2k for General Civic expenditure be reinstated, that the budgets for the Xmas tea and Cawl Cennin events (£1,250) be included within the Council Community Events budget.

Regeneration – The Committee had requested that the additional £2k for Promotions and website development expenditure be reinstated.

Facilities – The Committee had noted their disappointment that the proposal of the sinking funded had not been approved, but had requested that consideration of any underspend be set up as a sinking fund for improvements. This proposal was agreed in principle and that it would be looked at further at year's end.

It was also proposed that six monthly reviews of underspends be undertaken to increase the sinking fund. This was agreed in principle.

The Facilities Committee also proposed that any funding from disposal of the Copperworks site be used to set up a sinking fund or to match fund future grant applications. This proposal was agreed.

Following discussion, it was agreed that the increases of £4k recommended by the Civic Governance and Regeneration Committees be included within the budgeted expenditure.

It was **RECOMMENDED** that the additional £14,848 net budget be funded by an increase in the precept. This would equate to an increase for Band D properties of £4.70 per annum, or 9 pence per week. The further additional £4k net budget would be funded by a transfer from General Reserves. These recommendations and the revised budget would be presented to the January Town Council meeting for approval as the final budget for 2016/17.

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

There were no matters referred from other committees.

**9. Any Other Business**

Xmas lighting expenditure.

The Clerk noted that she had met with the contractor regarding concerns with the level of service and costs for the lighting expenditure this year.

It was also recommended that the Clerk would pursue the issue of items not working or promptly fixed over the Xmas period.

Cllr David Owens also requested a list of expenditure to the contractor for the current financial year.

It was recommended that the current invoices be paid, subject to any amendments from the Clerk's discussions with the contractor, but that a review of installation procurement is reviewed for future years.