

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

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

**Present:** Chair - Cllr Andrew Phillips, Cllrs Malcolm Davies, David Owens and Mrs Jean Hire (substitute for Mrs Pat Jones), Mrs Mary Wenman.

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.30 am)**

**1. Personal Matters**

Apologies were received from Cllrs Mrs Pat Jones and Robert John.

**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 Tuesday 8<sup>th</sup> March 2016.**

The minutes of the meeting of 8<sup>th</sup> March 2016 were approved as a true record.

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

P1 (5) Outstanding Invoices.

Cylch Meithrin Pembrey

Further to the discussions at the last meeting, the Clerk reported that she had made contact with representatives of the Burry Port Cylch Meithrin to obtain contact details of the local area office. In the meantime she had also been contacted by Rhian Scott, the leader of the erstwhile Pembrey Cylch Meithrin to request details of the outstanding debts of the organisation. They had been provided to her and the Clerk is waiting a further response from Ms Scott.

It was AGREED that the Council wait a short time for a response before further action is taken.

P3 (10) Consideration of a recent e-mail from the Secretary of Burry Port Park Committee Outstanding Invoices.

The Clerk noted that she had been unable to arrange a meeting with the Group's Secretary.

Cllr Mrs Mary Wenman noted that this was due to her work commitments. She explained that balances held by the Group were for donations towards new equipment.

The Chair and RFO explained that their understanding was that Group should have transferred over any balances held by them at the date of the transfer of the facility to the Town Council, as it was to the Town Council's responsibility now to insure and maintain the Playground and MUGA facilities.

Following further discussion on this it was AGREED that a meeting needs to be convened with representatives of the Group to sort the all outstanding issues.

## 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 is still outstanding, as the group has now finished. It was recommended that this debt is still outstanding, as discussed under Item 4.

Explorers - RFO noted that he had met the Group leader and this invoice will be paid shortly.

Historic Society – The Clerk is still pursuing the outstanding invoice with the Society's Treasurer of the revised outstanding amount discussed previously. It was recommended that a letter be sent to the chair of the Group at next Historic Society meeting noting the outstanding debt.

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 RFO noted that the outstanding invoice for the hire of the Hall had been paid.

The Clerk noted that the Chair of the organisation was querying the outstanding amount of the quarterly invoice, due to previous overpayments. The Clerk/RFO will pursue this issue and resolve this.

Hywel Dda Health Board Jones – The Clerk noted that this was a recent invoice and there should be no problem with receiving this payment.

## 6. **Budget monitoring**

The RFO presented the report for February 2016 and advised that the projected income and expenditure would be 92%, of the budgeted figures. He also noted that the virements agreed at the last meeting and ratified at the last Town Council meeting had been actioned.

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 97.30%, as most annual payments have been received and rental income is in line with budget.

As noted previously 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 noted that the budget head was within budget following the virement actioned.

Administrative Costs - Within budget year to date, with payments or accruals for the Payroll SLA and Audit fees to be actioned by year end.

Marketing and Promotions Costs - Within budget year to date.

Civic expenditure – The RFO noted that the expenditure for the Cawl Cennin event will be processed by year end.

Cemetery/footpaths – Currently on budget overall.

Hall and Institute – Currently within budget overall year to date. The RFO noted that he would review the electricity expenditure. Cllr Owen noted this this may be higher due to increased usage of the facilities.

Copperworks – The RFO noted that the additional expenditure on water, due to a leak at the premises had been paid.

It was AGREED to approve a virement to cover this overspend.

Former Pembrey School - Currently within budget year to date.

Pembrey Memorial Hall - Currently within budget year to date. It was requested that the budgets for electricity, oil and telephone budgets headings be separated for 2016/17.

The RFO noted that the expenditure for the repairs to the flue had been included under “Refurbishment costs”.

The Clerk noted that the contractor had reported to the TSO that CCC’s maintenance contract had been terminated a couple of years earlier.

It was AGREED that the Clerk contact Matt Morden to discuss reimbursement for repair costs to the flue, due to the lack of maintenance in recent years prior to the transfer of the asset.

Special Projects – Currently within budget overall.

Cllr. Wenman noted that the Xmas lights by the Cornish were still on the building. The Clerk would refer this to the TSO.

Cllr Mrs Mary Wenman requested that additional cleaning be undertaken at the Playground and MUGA.

Net expenditure is 80% and is therefore on budget year to date.

7. **Review of Risk Assessment.**

The RFO presented the Risk Assessment and highlighted updates to the comments on the control measures, due to action taken since the last update.

The Committee APPROVED the report.

Cllr. Owen requested that the Facilities Committee review the risks on “Failure of Vehicles and Equipment” to consider introducing a maintenance contract for small plant and equipment.

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

Regeneration

The Clerk noted a referral from the Regeneration Committee for ring fencing donations received for the Floral displays which may exceed its projected income.

The Finance Committee RECOMMENDED that this principle be agreed, but requested that the matter be referred to the next Town Council meeting for full approval.

9. **Any Other Business**

9.1 Donation to Pembrey Cycling Club

The Clerk deferred to a letter from the Cycling Club requesting that they use the recently approved grant for a different purpose to the original proposal.

Following discussion the Finance Committee AGREED the Cycling Club’s request . The Clerk will inform the Club accordingly.

9.2 Authorisation of expenditure from the Heritage Committee Grant.

The Clerk noted that the Town Council had agreed previously to administer the Heritage Grant for the Heritage Group. It was requested that a formal process of approval by the Heritage Group be approved for invoices to be processed.

The Chair reported that he would take this issue back to the Heritage Group to ensure that all expenditure is approved by members of the Heritage Group committee before invoices are processed for payment.

9.3 Insurance renewal.

The Clerk reported that the Insurance renewal had been received for the coming year. It was AGREED that the Clerk, acting TSO, Chair of Facilities and RFO consider this and review levels of coverage ahead of the renewal date.