

Pembrey and Burry Port Town Council
Finance Committee Meeting

Tuesday 12th July 2016

Present: Chair - Cllr Andrew Phillips, Cllrs David Owens, Robert John, Malcolm Davies, Mrs Mary Wenman

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.40am)

1. Personal Matters

Apologies were received from Cllr Mrs Pat Jones.

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 10th May 2016.

Cllr David Owens proposed two amendments to the minutes.

P2 (6) Budget Monitoring - Income

That the following be added to the minutes:

“Also, following discussions, it was agreed that a list of all annual and quarterly rentals be presented to the Committee along with details of invoices sent to each organisation to ensure that these are sent on a regular basis”.

P3 (6) Budget Monitoring – Special Projects

That the date of report of expenditure upon electrical contractors which had been requested be amended from 2016/17 to 2015/16.

Subject to these amendments the minutes of the meeting of 10th May 2016 were approved as a true record.

4. To consider any matters arising from the minutes.

There were no further matters arising from the minutes.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was included in the agenda. He reported that this balance would be paid off this year.

Burry Port Rugby Club – The RFO noted that the outstanding invoices for the hire of the hall had been paid.

All other outstanding invoices were recent ones and should be paid soon.

The RFO also noted that all outstanding invoices at year end had now been paid.

As previously discussed, members again noted that some local organisations had been making bookings at other locations. It was therefore suggested that the Facilities Management Committee should review the effectiveness of the current arrangements and level of fees and charges, taking into account current market conditions.

6. **Budget monitoring**

The RFO presented the report up to the end of June 2016 and advised that the projected income and expenditure would be 25% of the budgeted figures, although against most budget headings there was little movement, as it was so early in the financial year.

The RFO also noted that the report was in the new format for reporting to each committee.

The RFO provided comments and explanations on each budget heading by committee, as follows:

Finance Committee

Income – Within budget.

Expenditure – On budget apart from the Insurances, where the annual costs had been paid.

Facilities Management Committee

Income – Currently below budget, as most annual invoices had not been issued yet. The RFO confirmed that all periodic invoices would be issued before the next meeting.

Expenditure – Within budget overall for the Committee, subject to following comments:
Cemetery - Sub-contractor: The RFO noted that additional burials had increased costs in this area.
Cemetery – Vehicle costs: MOT and insurance costs paid early in the year.
Hall and Institute – Water: one annual charge paid early in the year.

Civic Governance and Personnel Committee

Expenditure – Overall within budget for the Committee, with the annual Mayoral Allowance paid early in the year.

Regeneration and Community Services Committee

Income – The RFO noted that contributions of £1,100 had been received so far towards the Floral Displays and Christmas lighting.

Expenditure – Within budget overall for the Committee.

Net expenditure at 23.87% is within budget year to date.

7. **Consideration / approval of the Annual Return**

The RFO presented the Annual Return figures and working papers for 2015/16 financial year which would be presented to the next Town Council meeting before submission to the external auditor. As reported previously, he noted that the submission would be late, due to the IT difficulties experienced at year end. The external auditor has been informed of the reason for the late submission.

Following discussion, the Committee RECOMMENDED that the Annual Return be approved for submission to the Town Council.

8. **To consider the purchase (as opposed to continued hire) of the storage container on site at Burry Port Memorial Hall (referral from Facilities Management Committee meeting on 28/6/16).**

The Clerk advised members of the referral from the Facilities Management Committee, which recommended that the storage container on site be purchased, rather than continue with its long term hire. The Committee **APPROVED** the change of arrangements and the purchase of the container, with a virement from general reserves.

9. **Consideration of new Model Financial Regulations.**

The Clerk noted the recent receipt of suggested new Model Financial Regulations. She noted that there did not appear to be many changes from the existing regulations, but there was an amendment required for the introduction of a Register of Personal Interests.

Following discussion, it was agreed that this item be deferred for consideration at a future meeting when members could have the opportunity of fully considering all suggested amendments.

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

The Clerk reported that there were no referrals from other Committees.

11. **Any other competent business**

11.1 Youth Club – late invoices.

The RFO referred to two late invoices received for items ordered by the Youth Club in 2015/16. It was discussed whether these could be funded from the Town Council reserves as part of the contribution to the Youth Club.

Following discussion on this, it was AGREED that the invoices could be funded from the earmarked reserves, as the items had been ordered in 15/16 but had not been in stock at the time.

11.2 Major contractors' report

Cllr David Owens requested that a list of major contractors' expenditure for 2015/16 be presented to the next meeting.