

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

**Monday 12<sup>th</sup> October 2015**

**Present:** Chair - Cllr Andrew Phillips, Cllrs David Owens, Mrs Shirley Matthews, Mrs Pat Jones and Mike Theodoulou (substitute for Cllr Stephen James).

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.10am)**

**1. Personal Matters**

Apologies were received from Cllrs Stephen James 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 Monday 14<sup>th</sup> September 2015**

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

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

**P1 (4) Matters arising from the minutes – Budget Monitoring - Former Pembrey School**

Cllr David Owens queried if there had been any further response from the County Council on this matter, following the recent meeting. The Clerk advised that there had been no correspondence as yet from Jonathan Fearn in relation to the former Pembrey School. The Clerk also advised that following the meeting with the County Council officers, she had sent a letter to Matt Morden, as discussed, expressing the Town Council's concern at the slow progress in finalising matters in respect of Pembrey Memorial Hall, so that he could refer this to the Legal Department. Cllr Mrs Shirley Matthews also updated members that she had been told to chase up the matter with the Head of Administration and Law, Mrs Linda Rees-Jones.

**P1 (4) Matters Arising - Pembrey Memorial Hall security lighting**

Cllr David Owens queried if there had been any further progress with the security lighting at the rear of the premises. The Clerk advised that she would check progress with the TSO to see if it could be changed from a permanent to a security light.

**5. Outstanding Invoices**

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

Llanelli Youth Theatre – outstanding balance continues to be paid off.

Cylch Meithrin Burry Port – Quarters 1 and 2 paid.

Serendipity – Quarter 2 – paid, Quarter 1 still in dispute over reimbursement of maintenance costs.

Historical Society – The organisation needs to decide if they wish to move rooms, but this would necessitate changing the meeting day. Cllr Mrs Pat Jones noted that they may not change until the next financial year, as meeting dates had been set.

CCC – SLA Pembrey – RFO noted that Matt Morden had indicated that this will be paid shortly.

The Scouts/Cubs and Explorers were still outstanding. However, the RFO advised that he had received a recent e-mail from the Scouts leader querying some matters.

It was noted that the Pembrey Cylch Meithrin invoices were still outstanding.

It was **AGREED** that the Clerk and Chair of Finance would request the group leader to attend a meeting to discuss the outstanding debt.

The Clerk updated members that the request from the last meeting to collect 50% deposit for individual bookings, at the time of booking, had been introduced.

## 6. **Budget monitoring**

The RFO presented the report for August 2015.

The RFO advised that the projected income and expenditure would be 42% of the budgeted figures. As reported previously, as many annual rates payments had been made in April, a number of headings were over budget, but this was a timing issue.

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 (eg Footpath grant, SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). It was reported that the Footpath Grant had been received and will be included in future reports. Rental income had improved in the month as several annual rental incomes had been paid. Income will therefore be boosted in future months as further payments are received.

The RFO advised members that income had also been boosted as a result of a contribution of £1,300 towards floral displays, received from the Carnival Committee and local businesses.

The RFO also noted that some miscellaneous income for the Mayoral concert, sponsorship money for the Walk for Life and Civic Service collection needs to be distributed shortly.

Cllr Andrew Phillips noted that the payment from the Mayoral concert to the RNLI had been delayed following a request from the organisation, which is looking to open a new lifeboat facility at the harbour and therefore, they wish to use the contribution to launch this fund.

### Expenditure

Employees Costs - On budget.

Administrative Costs - Over on budget, although insurance and a number of annual subscriptions had already been paid.

Marketing and Promotions Costs - The RFO noted that the expenditure previously coded to this budget heading for Floral Display banners has been transferred to that budget heading, as requested at the last meeting.

Civic expenditure – The RFO noted that the mayoral allowance had now been paid, but there was still some expenditure from the Civic Service outstanding. Payments for the Christmas tea and Cawl Cennin events will not be made until later in the financial year.

Cemetery/footpaths – Currently on budget overall, with the annual water and rates payments made in April. It was noted that maintenance and equipment expenditure had increased partly due to increased refuse costs but also the cost of mowers being replaced.

The RFO noted Cllr David Owens' query on a possible annual maintenance contract for equipment maintenance and he will discuss this with the TSO.

The RFO 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 slightly over budget overall year to date, due to timing issues with payments of rates, water rates and loan repayments.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building.

Former Pembrey School - Currently on budget overall, although the annual rates payment had been made in April.

Pembrey Memorial Hall - Currently over budget year to date, due to several annual payments made in April.

Pembrey Memorial Hall Refurbishment - Expenditure is to be reimbursed by the County Council.

Special Projects – Under budget overall, with more of the Floral Displays payments being processed. It was noted that expenditure of £3,000 had been incurred for the Youth facility to the end of this period. The RFO advised that this had been funded by a transfer from the earmarked reserve. Further purchases have been agreed with the Youth Club and these will be reflected in future reports.

Net expenditure is 42.5% and is therefore on budget year to date.

## **7. Update from the Chair on the new committee structure and consideration of the role and duties of the Finance Committee under the proposed new structure.**

The Chair referred to the paper prepared on the proposed new committee structure and roles and duties of these committees. He confirmed that he had met with the Vice Chair, Cllr David Owens and they were both happy with what was being proposed for the new committee structure.

Following discussion on this, it was **AGREED** that the committee was happy to recommend the proposals to the next Town Council meeting for approval.

**8. Initial consideration of the budget setting process for 2016/17.**

The RFO referred to the Budget Strategy and Build paper for 2016/17 which gave details of Tax base and precept, Income and Expenditure and inflation assumptions.

Following discussion, the report was **AGREED**, subject to the inclusion of the proposals in the new committee structure report to the next Town Council, that all committees have an input into the Budget Setting process.

**9. Update on costs relating to the proposed demolition of the building on the Copperworks site.**

The Clerk referred to the discussions at the last Regeneration and Leisure Committee meeting where the TSO had informed members that “betterment” requirements would be needed if the building was demolished, which would very likely incur additional costs for the Town Council. Therefore, that Committee was recommending to the full Town Council that the building is not demolished imminently, as had been intended but alternatively, the application for outline planning permission be proceeded with at the earliest opportunity.

The Clerk also advised that a letter had recently been received from a group of local residents, who have formed a community group, who wish to pursue an alternative use for the building. The Clerk reported that the group had requested that a representative speak at the next Town Council meeting.

**10. Review of budget relating to the application for outline planning consent for the proposed development of the Copperworks site**

The Clerk referred to the discussions at the last Regeneration and Leisure Committee meeting where it was proposing to the Town Council that outline planning permission would still be sought for the site.

The Clerk referred to the fact that a budget had been previously approved, but at the time, the application for planning consent had not proceeded, as proposals for the development had changed.

Following discussion, it was **AGREED** that the Committee **RECOMMEND** to the Town Council that a provisional budget of £10,000 be approved from General Reserves for the costs required to submit the scheme for outline planning approval.

**11. To consider/approve the cost of the Clerk attending the CILCA Portfolio course run by SLCC**

The Clerk referred to there having previously been approval of her registering to undertake the CILCA qualification. She had now identified a CILCA training course run by SLCC, which takes place on four separate days over the period from the end of October 2015 to the end of March 2016. The Clerk advised that the costs of the four day course would be £250.

Following discussion, it was **AGREED** that the Town Council would approve attendance at this course and support the costs from the Training budget.

**12. Consideration of a request for financial support received from Pembrey School**

The Clerk noted that the application had been deferred from a previous meeting, due to further information being required regarding the actual costs of the proposal. The application related to

50% match funding for the provision of road safety measures in the vicinity of the school. The cost of the scheme is £7,850 and therefore the application related to 50% (£3,925).

Following discussions in relation to declaration of interests in the scheme it was agreed that Cllr Mrs Shirley Matthews could discuss and vote on the proposal, as Town Council representative on the Governing body, whilst Cllr David Owens could discuss, but not vote on the proposal.

Following discussion on the application, it was **AGREED** that a recommendation be made to the Town Council that a grant of £3,925 be **APPROVED** from the Community Grants budget.

**13. Consideration of a request for financial support received from Burry Port Town Band**

The Clerk referred to an application for Financial Assistance from the Town Band in relation to the recent West Wales Festival of Brass which had been held at the Memorial Hall. This is a very well attended event and brings in many visitors to Burry Port.

Following discussion on the application it was **APPROVED** that a grant of £750 be awarded from the Community Grants budget.

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

The Clerk reported that there were no further referrals from other committees.

**15. Any other business**

Floral Displays budget – Cllr Michael Theodoulou made reference to the recent success of the Town Council at the Wales in Bloom competition. However, he noted that in determining future budgets the Town Council needs to consider and attempt to quantify the benefits to the community of the displays. It is generally accepted that the floral displays have brought more visitors into the area and the RFO indicated that it may be possible to obtain some data from the County Council. It was **AGREED** to refer this item to a future meeting of the Regeneration and Leisure Committee.