

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

**Tuesday 13<sup>th</sup> September 2016**

**Present:** Vice Chair - Cllr David Owens, Cllrs Malcolm Davies, Robert John, Michael Theodoulou (substitute for Andrew Phillips) and Mrs Mary Wenman.

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

**(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.55 am)**

**1. Personal Matters**

Apologies were received from Cllrs Andrew Phillips and 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 meetings held on Tuesday 12<sup>th</sup> July and 27<sup>th</sup> July 2016.**

The Committee approved the minutes of the two meetings as a true record.

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

The meeting considered the following items from the meeting of 12<sup>th</sup> July:

**P3 (9) Consideration of new Model Financial Regulations**

It was agreed that any proposed amendments would be presented to October's Committee meeting.

Cllr Michael Theodoulou requested that the Committee review the arrangements for emergency situations. He urged that the delegated authority of the Clerk and relevant Committee Chairs be considered when the new Model Financial Regulations are discussed. He suggested that for emergency situations the Clerk's authority (in consultation with the Mayor, the RFO, Chair of the Finance Committee and Chair of any other relevant Committee) should be increased to £5,000. This view was endorsed by Cllr Robert John.

**P3 (11.2) Major Contractors' report.**

Following a request at the previous meeting, the RFO presented a report of all high value contractors for 2015/16. It was agreed that a follow up report be presented on a six monthly basis. It was further agreed that the report be circulated to the other Committees, for information purposes.

**5. Outstanding Invoices**

The RFO provided an update in relation to outstanding invoices.

Llanelli Youth Theatre – The balance year to date was £126.72, which would be paid off this year.

Hayley Massochi – The Clerk advised that this related to the hire of Pembrey Hall for fitness classes which had now ceased. It is hoped that this will be recovered, although to date, it has not been possible to make communication with the person concerned.

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

Parc y Tywyn – The RFO noted that most of these had been paid by Bacs payment.

The RFO noted that all other outstanding invoices were recent ones and should be paid shortly.

## 6. **Budget monitoring**

The RFO presented the report up to the end of July 2016 and advised that the projected income and expenditure would be 33% of the budgeted figures, although against most budget headings, there was little movement, as it was still early in the financial year.

The RFO also noted that the relevant section of the report would be circulated to each Committee.

Cllr Michael Theodoulou noted the difficulty in presenting reports to the committees ahead of presentation to the Town Council meeting. It was AGREED that the Clerk give consideration to the possible re-scheduling of meetings, especially the Facilities Management Committee, so that it does not take place after the Town Council meeting.

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. It was recommended that a virement be considered later in the year for the additional insurance costs due to the annual increase.

### Facilities Management Committee

Income – Within budget with the Cemetery income high so far this year. The RFO noted that most of the SLAs would be paid later in the year and rental income had been boosted by the payment of most annual and quarterly invoices.

Expenditure – Within budget overall for the Committee, with variances in line with the previous month.

### 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 £1,150 had been received so far towards the floral displays and Christmas lighting.

Cllr Michael Theodoulou queried whether there should be targeted contributions from community organisations and businesses, to enable the Council to plan its priorities. Cllrs David Owens and

Mrs Mary Wenman noted that this issue had been considered as part of the budget setting process last year.

Cllr Robert John suggested that a list of development activities could be advertised, with a request that local organisations contribute to these.

It was AGREED that the issue of contributions to development activities be discussed as part of the 2017/18 budget setting process.

*Expenditure* –Within budget overall for the Committee.

Net expenditure at 27.6% is within budget year to date.

**Cllr Malcolm Davies left the meeting at 10.35am.**

**7. To consider information on organisations who hire the Town Council’s facilities on the basis of an annual/quarterly rental charge, together with details of when invoices are presented to each organisation**

Following discussions at the previous meeting, the RFO provided a report of all organisations who have annual or quarterly hire arrangements of the Town Council’s facilities, together with an update of whether invoices had been raised in accordance with the schedule.

The RFO advised that invoices for all annual charges, and the first two quarters for quarterly charges, had now been issued, with the third quarterly invoices to be issued within the next month.

Following a request from Cllr Michael Theodoulou, it was agreed that this report be referred to the Facilities Management Committee, for information purposes.

**8. Update on Annual Return audit**

The Clerk provided an update from the external auditors, Grant Thornton, which would be reported to the next Town Council meeting.

The only issue raised had been the qualification for the late filing of the Return, due to IT issues experienced in June. Although Grant Thornton had been informed of the reason for the delay, they were required to report a qualification for this, due to the filing deadline being a statutory requirement.

The Committee noted the report from the Clerk.

The Committee requested details of arrangements put in place to prevent the IT problems occurring in the future. The Clerk advised that interim arrangements of external storage had been put in place. It was requested that the Interim TSS report back to the “Four Chairs” Group on long term proposals.

**9. To approve expenditure to enable representation at the Wales in Bloom Award Ceremony to be held in Prestatyn on 16<sup>th</sup> September**

The Clerk advised members of the request from the Regeneration and Community Services Committee for approval of expenditure of up to £400 to enable participation at the forthcoming Wales in Bloom Awards Ceremony.

The Committee **APPROVED** the expenditure, but Cllr David Owens recommended and it was **APPROVED** that the item be referred back to the Regeneration and Community Services Committee to determine which budget heading this expenditure be taken from, rather than it be provided from a virement from reserves. It was suggested that the funds could possibly come out of the marketing budget.

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

The Clerk reported that there were no other referrals.