

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 14th December 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Mary Wenman.

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

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 11.45am)

1. Personal Matters

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

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 9th November 2015.

The minutes of the meeting of 9th November 2015 were approved as a true record.

4. To consider any matters arising from the minutes.

P1 (5) Matters arising from the minutes – Budget Monitoring - Former Pembrey School

The Clerk advised that the meeting had been held with Jonathan Fearn, with Pembrey ward members in attendance. The RFO had provided details of costs for the facility ahead of the meeting. Following discussions and Mr Fearn having been provided with details of the Council's expenditure on the building in recent years, he had proposed that if the lease was surrendered to the County Council then any outstanding contractual rent would not be pursued.

In relation to Pembrey Memorial Hall, the Clerk advised that Matt Morden was still chasing this up with the Legal Department to progress the legal issues.

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

Cllr David Owens stated that the rear lights still appeared to be staying on. The Clerk advised that she would progress this with the TSO.

5. Outstanding Invoices

The RFO noted that all invoices had been pursued since the last meeting, and some had been paid or progress had been made, notably:

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

Cylch Meithrin Pembrey – Cllr David Owens noted a recent article in the Llanelli Star that the Pembrey Cylch would be closing soon, due to low numbers. It was agreed that arrangements be

made for the Clerk, RFO and the Chair of the Finance Committee to meet with the Cylch leader as soon as possible to discuss the outstanding debt.

Explorers – The RFO is still pursuing the outstanding invoices and is awaiting a reply from the Group leader.

Historical Society – The Clerk noted that the Group was considering moving to the OAP Hall, but it was indicated that this may not happen until 2016/17. The RFO is to discuss this with the Society's Treasurer.

Serendipity – The Clerk noted that this debt was linked to the remedial works undertaken within the facility. It was agreed that the Town Council should deduct the cost of the work carried out by the nursery proprietor from the outstanding debt and accept the difference.

CCC – SLA Pembrey – The RFO advised that further information had been provided to Matt Morden to enable this invoice to be paid.

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

Burry Port Parks Committee – Following discussion, it was agreed that this invoice needs to be paid by the Group, as it is not a direct organisation of the Town Council. It was agreed that the Group's secretary be contacted to request that the invoice is paid and also, an outstanding balance be transferred by the Group to the Town Council for insurance and repair costs, as previously indicated.

6. **Budget monitoring**

The RFO presented the report for October 2015 and advised that the projected income and expenditure would be 58% 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 slightly below budget, as a number of annual payments from the County Council will be paid later in the year (e.g. SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). 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. 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 advised that Dwr Cymru/Welsh Water had not yet reverted to her regarding the level of contribution to community projects it proposed to make this financial year, due to the disruption caused by the Rainscape project in the town.

Expenditure

Employees Costs – The RFO again noted that the budget heading would be over budget due to the agreement that the contract for the seasonal worker be extended.

Administrative Costs - Within budget year to date.

Marketing and Promotions Costs - The RFO advised that the expenditure previously coded to this budget heading for Floral Display banners has been transferred to the “Special Development Projects” budget heading, as it was one of the projects included within that budget. The previous virement had been reversed. The RFO also noted that the only expenditure against this budget heading at present was the marketing of the Wales in Bloom and Britain in Bloom events.

Civic expenditure – The RFO advised that there was still some outstanding expenditure from the Civic Service. Payments for the Christmas tea and Cawl Cennin events will not go through until later in the year.

Cemetery/footpaths – Currently on budget overall. As noted previously, the maintenance/repairs and equipment expenditure is over budget and will be analysed with the TSO on his return to work.

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. However, it was noted that materials expenditure was over budget and again, this would be analysed with the TSO on his return to work.

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

Former Pembrey School – This is below budget, despite the annual rates payment having been made in April. There would be little further expenditure if the facility is to be transferred back to the County Council.

Pembrey Memorial Hall - Currently within budget year to date. However, the Clerk advised that a very recent problem had been identified with the boiler flue, which is being assessed by contractors and could have a financial impact on this budget area. An update will be provided at the next meeting.

Special Projects – This is under budget overall. The TSO is to provide final figures for Floral Displays expenditure.

The RFO advised that the Youth Facility contribution had slightly increased. Members agreed that this would need to be reviewed with the Youth Club to enable this to be finalised.

Net expenditure is 54.36% and is therefore on budget year to date.

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

The RFO advised that following the recommendation of the Town Council, he had attended the various committee meetings to consult on their appropriate budgets for the next financial year

The RFO presented the latest draft budget figures following budget proposals put forward by each of the Town Council’s Committees. He further advised that if all of the proposals were accepted and the precept was retained at the same level, there would be a significant shortfall of some £54,000. Further to the Committee considering each of the proposals, it recommended the following amendments to reduce the draft net expenditure:

Income – omit the Events income of £5,000.

Employees costs – reduce the increased employee costs for the additional operative, as some budget had already been included for seasonal cover.

Marketing and Promotion – reduce additional amount by £2,000, as there is a balance from the 2015/16 budget in relation to lamp post banners. An adjustment is needed in 2015/16 to move £2,000 to earmarked reserves.

General Civic expenditure - reduce additional amount by £2,000, to bring budget back to the 2015/16 level.

Cemetery and Footpaths

Equipment – Replacement – Reduce budget by £4,700 to include only items requiring replacement in 2016/17. Title to be changed from “Replacement (Sinking Fund)” to “Replacement”.

Memorial Testing – Remove proposed budget of £3,000, as testing is not required in 2016/17.

Hall & Institute

Purchase of Equipment (Sinking Fund) – Remove proposed budget of £3,000.

Special Projects.

Bus shelter contribution – Reduce budget by £750.

Christmas lights – Reduce proposed budget by £2,500 (£1,500 for installation and £1,000 for additions).

PBPTC Events – Reduce proposed budget by £8,000.

Special Development Projects – Reduce proposed budget by £13,000.

It was RECOMMENDED that the adjustments be made and the revised proposals presented to the next Finance Committee meeting. Also, further consultation on the reductions should be held with each of the Committees.

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

There were no matters referred from other committees.