

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 13th July 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Shirley Matthews.

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

(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 10.05am)

1. Personal Matters

Apologies were received from Cllrs Stephen James, Mrs Pat Jones 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 15th June 2015

The minutes of the meeting of 15th June 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 progress/correspondence with Mr Jonathan Fearn of Carmarthenshire County Council. The Clerk advised that she had still not received a response nor an acknowledgment to the e-mails sent. Likewise, Cllr Shirley Matthews had not received any further information.

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.

P2 (5) Outstanding invoices

Following discussion regarding the start date for the “Flying Start” project, Cllr David Owens updated that it seemed likely that it would start in September.

5. Outstanding Invoices

The RFO noted that the invoices to Burry Port Town Band (Qtr 1) and Carmarthenshire County Council for Pembrey Library had been paid since the agenda had been sent out. Also, the Youth Theatre is continuing to discharge its outstanding amount, in accordance with the agreed terms.

All other outstanding annual or quarterly invoices are being pursued.

The Clerk reported that she had received a request from the proprietor of Serendipity Nursery to reduce its outstanding invoice by the amount of the repair/replacement costs of a gas heater, which had been incurred, amounting to £1,180. She advised that approval for reimbursement of the cost of this work had not been agreed in advance with the nursery.

It was **AGREED** that a response be sent to the nursery to advise that discussions are ongoing with the County Council regarding the lease, but that permission had not been given by the Town Council for any additional expenditure to be incurred on the premises or for reimbursement of the said expenditure.

6. **Budget monitoring (April)**

The RFO presented the report for May 2015.

The RFO advised that as it was the second month of the new financial year, projected income and expenditure would be 16.7%, 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 (e.g. Footpath grant, SLAs for Gardens, toilets and Pembrey Memorial Hall subsidy). Rental income was also lower at present due to the slight delay in approving the new annual rental rates. Income will therefore be boosted in future months as these payments are received.

Expenditure

Employees Costs - On budget.

Administrative Costs - Over budget, although it was noted that insurance and a number of annual subscriptions had been paid in April.

Marketing and Promotions Costs- Over budget. It was **AGREED** that separate analysis of expenditure be included for future meetings, to ensure that relevant items are coded to this budget heading.

Civic expenditure – Little expenditure to date. This would increase in future months, due to the Mayoral allowance being issued and the Civic Service now having taken place. The RFO clarified that the budget for General Civic Expenditure included events such as the Cawl Cennin and the Senior Citizens' Christmas Tea.

Cemetery/footpaths – Currently within budget overall, with the annual water and rates payments made in April.

Hall and Institute – Currently over budget overall, due to the annual rates payment made in April.

Copperworks - Currently over budget overall year to date, due to the annual rates payment made in April for the vacant building. The RFO suggested that a virement would need to be

made at a future meeting, for part of the Maintenance and Repairs budget to support the rates overspend.

Former Pembrey School - Currently over budget overall, due to the annual rates payment made in April.

Pembrey Memorial Hall - Currently over budget overall, due to several annual payments made in April and the payment of an oil bill.

Pembrey Memorial Hall Refurbishment - Expenditure to be reimbursed by CCC.

Special Projects – Under budget overall, with little expenditure incurred in the year to date. It was noted that commitments of £1,700 had been received for contributions towards the Floral Displays - £1,000 from the Events Forum and £700 from local businesses.

Net expenditure is 22.15% and is therefore over budget year to date, mainly attributable to payment of several annual payments early in the year and lower income to date.

7. To consider/approve expenditure in relation to floodlights at Burry Port Park – referral from the Regeneration and Leisure Committee meeting of 07/07/15.

The Clerk advised of the referral from the recent Regeneration and Leisure Committee meeting regarding costs for replacement/maintenance of the timing clock and floodlighting at the MUGA in the Park. Quotes had been received of £216.43 (plus vat) for the timing clock and £210 (plus vat) for the floodlighting maintenance.

It was **AGREED** that expenditure be approved and that the funding be vired from General Reserves.

8. To approve of the cost of the Clerk registering to undertake the Certificate in Local Council Administration (CILCA) 2015 qualification.

The Clerk requested approval for the cost of registering to undertake this qualification, which would take up to twelve months to complete. This follows on from the Clerk already having successfully completed the ‘Working with Your Council’ course. The cost of registering for the CILCA qualification is £250.

It was **AGREED** that this expenditure be approved and funded from the Training budget.

Cllr Shirley Matthews left the meeting at 10am.

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

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

10. Any other competent business

10.1. Financial Donation requests.

The Clerk referred to two requests received recently for financial donations from the Town Council.

It was **AGREED** that these requests be deferred until the following meeting in September, when the next round of financial requests are due to be considered by the Committee.

10.2. Traffic management issues outside Pembrey Primary School

Cllr David Owens referred to a query from the Head teacher of Pembrey Primary School regarding potential support from the Town Council for traffic management proposals outside the School, due to issues with speeding traffic.

It was **AGREED** that further information was needed on costs and the proposals before any decision could be made on this issue.