

Pembrey and Burry Port Town Council
Finance and Efficiency Committee Meeting

Monday 14th September 2015

Present: Chair-Cllr Andrew Phillips, Cllrs David Owens and Mrs Pat Jones

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

(Former OAP Hall, Memorial Institute, Burry Port 9.30am – 11.10am)

1. Personal Matters

Apologies were received from Cllrs Stephen James, Mrs Shirley Matthews 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 13th July 2015

The minutes of the meeting of 13th July 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

The Clerk advised that following the July Town Council meeting, she had been emailing Mr Jonathan Fearn of Carmarthenshire County Council to request a further meeting, but was still awaiting a response. Councillor Mrs Pat Jones stated that she would pursue this.

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.

P1 (4) Outstanding invoices

Following discussion in the last meeting on the commencement of the “Flying Start” project, Cllr David Owens advised that the scheme had started in September. The Clerk updated that the Pembrey Cylch Meithrin was no longer being held at Pembrey Memorial Hall, but had not officially notified the Town Council that it had vacated the building. It was noted that the Cylch has been invoiced for the first two quarters rental.

P3 (7) Floodlights at Burry Port Park.

Cllr Pat Jones queried if the lights were still staying on. Cllr Andrew Phillips advised that a new timing clock had been installed and also a lock for the switches.

P4 (10.2) Traffic management issues outside Pembrey School.

Cllr David Owens updated that there had been no real progress with the scheme since the last meeting, due to the school holidays. The school is still awaiting confirmation of costs from the County Council. The total cost will be approximately £7,800, with the school being required to raise around one half of this.

5. **Outstanding Invoices**

The RFO noted that all invoices had been pursued since the last meeting, but several of the Quarter 1 invoices were still outstanding.

It was noted that the Historical Society was considering moving its meetings from the Memorial Hall to the OAP Hall. If this move took place, then a revised invoice would need to be prepared, due to the lower rental charges for this facility.

It was discussed that Serendipity Nursery's invoice is still outstanding but it was noted that the invoice query was tied into the outstanding lease issues with the County Council for the premises.

Cllr Mrs Pat Jones suggested that for future individual bookings a deposit is requested for room bookings at the booking stage. Following discussion, it was **AGREED** that a 50% deposit be introduced for all room bookings, at the time of booking.

6. **Budget monitoring**

The RFO presented the report for July 2015.

The RFO advised that the projected income and expenditure would be 34%, 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). Invoices had been issued for these. 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 also noted that some miscellaneous income for the Mayoral concert, sponsorship money for the Walk for Life and Civic Service collection need to be distributed shortly.

Expenditure

Employees Costs - On budget.

Administrative Costs - Over budget, as insurance and a number of annual subscriptions had already been paid. It was again noted that there will be an under spend on the Insurance costs due to the three year agreement agreed with a new provider.

Marketing and Promotions Costs - The RFO noted that a virement of £2,700 from General Reserves had been implemented, as agreed previously.

As agreed in the previous meeting, the RFO gave an analysis of marketing and promotion expenditure. Following discussion, it was **AGREED** that the promotional expenditure for the Floral Displays should be transferred against that budget heading.

Civic expenditure – The RFO noted that the mayoral allowance had now been paid, but there was still some expenditure from the Civic Service outstanding.

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. Cllr David Owens queried whether an annual maintenance contract could be entered into with a contractor for equipment maintenance, to reduce costs. The Clerk will refer this to 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 on budget overall, although the annual rates payments were 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 noted that a virement had been actioned between Rates and the Maintenance and Repairs budgets, as agreed previously.

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 little expenditure incurred in the year to date. It was noted that expenditure of £1,717 had been incurred for the Youth facility to the end of this period. The RFO noted 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.

The RFO also reported that the Earmarked Reserves had reduced during the month due to the purchase of a new van (£9,961).

The RFO noted that expenditure on the new alarm system and Memorial Hall flooring had been included against the Special Development Projects budget heading.

Net expenditure is 33.7% and is therefore within budget year to date.

7. Review of Risk Assessment

The RFO referred to the new format of the Risk Assessment, as previously approved by the Committee. The new format gives a risk scoring before and after control measures. The Committee reviewed each risk and scores against each item.

Following discussion, the Risk Assessment was **APPROVED** and it was **AGREED** that all risks with a probability of three or more, following the implementation of control measures, would be considered as part of the budget proposals for the next financial year.

The RFO noted that the attached Risk Assessment would be presented to the full Council with the minutes of this meeting.

8. Consideration/ approval of an increase of the existing Wales in Bloom/Britain in Bloom budget to cover the cost of representation at the Awards Ceremonies (as recommended by the Regeneration and Leisure Committee on 03/09/15).

The Clerk advised members of the referral from the Regeneration and Leisure Committee, recommending an increase in the Floral Displays budget to allow attendance at the Britain in Bloom Awards Ceremony in Sunderland. Various travel options had been considered and flights had been costed at £220 per person.

Following discussion, it was **AGREED** that the Floral Displays budget be increased by a virement of £500 from General Reserves.

However, the Committee also requested that the viability and cost of other travel options be considered, to potentially reduce the overall cost.

9. Consideration of incurring the costs of demolition of the building on the Copperworks site (as recommended by the Regeneration and Leisure Committee on 03/09/15).

The Clerk referred to the resolution of the June Town Council meeting that steps be taken to demolish the unoccupied building as soon as practicable, subject to the cost not being prohibitive. The TSO has now obtained three quotes for the proposed demolition and these were discussed by the Committee. It was also noted that an asbestos survey of the site was being sought and this could impact on the works undertaken.

Following discussion, it was **AGREED** that the Committee **RECOMMEND** to the Town Council that the lowest quote be approved. It was also **RECOMMENDED** that the TSO, Clerk and the Chair of the Finance Committee meet with the company ahead of the issuing of works, to confirm that all relevant works have been quoted for.

10. Consideration of applications for financial donations.

The Clerk noted a number of applications for Financial Assistance which had been received, along with the appropriate completed application forms and financial details. The Committee considered each of these in turn and made the following decisions.

10.1 Burry Port Charity Fund

The application related to assistance with the cost of the annual fundraising charity golf day. The RFO noted that a similar request had been approved in the previous year. This was **APPROVED**, with a grant awarded of £250.

10.2 Burry Port and Pembrey Community Forum

The application related to assistance for the 2015 Carnival and events on that weekend. This was **APPROVED**, with a grant awarded of £2,000.

10.3 Burry Port Male Choir

The Clerk reported that three applications had been received from the organisation. One requested a donation to cover the cost of hire of the Memorial Hall for the annual concert, one related to the cost of maintenance of the portable staging and the last request related to a donation to cover day to day running expenses of the choir. Following discussion it was **APPROVED** that a grant of £500 be awarded to cover the three application requests.

10.4 Burry Port Male Choir Ladies Association

The application related to assistance for an event to be held on 20th November. This was **APPROVED**, with a grant awarded of £50.

10.5 St Mary's Church

The application related to assistance with hiring the Memorial Hall for performances of its Christmas pantomime. This was **APPROVED**, with a grant awarded of £200.

10.6 Ty Mair Family Centre

The application related to assistance to support the setting up of a basic sewing skills group within the centre. The RFO noted that funding had been provided previously to set up a cooking skills course in the centre. Following discussion, it was **APPROVED** that a grant of £200 be awarded to support the scheme.

10.7 Reverend Jepson Randall

The application related to assistance to fund improved facilities at the Methodist Church and Leslie Griffiths Centre. In particular, support was requested for improvements to the car park. The Clerk noted that further details had been requested, following receipt of the letter of request, which had been brought to the attention of members at a previous meeting. Also, application forms had been provided. However, a completed form had not been returned and no additional information had been received. Following discussion, it was agreed to **DEFER** a decision on the grant until further details have been received from the applicant.

10.8 Burry Port Community Primary Home School Association

The application related to assistance to families with the cost of the Year 6 Prom. Following discussion, it was **APPROVED** that a grant of £100 be awarded to support the application.

10.9 Pembrey Football Club

The application related to assistance for the purchase of portable lighting to reduce running costs of the club. This was **APPROVED**, with a grant awarded of £500.

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

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