

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Chairs Committee Meeting

6.30pm Tuesday 12th January 2021

Dydd Mawrth 12^{fed} Ionawr 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Peter Freeman, Robert John, Karen Morris and David Owens.

Officers: Shan Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent), Louise Robinson (Community Development Officer), Huw Thomas (Clerk/RFO).

Minute taker: Ed Davies (Administrative Assistant)

Started 6.35pm end 7.25pm

1. To receive apologies for absence.

All members were present.

2. To receive members' declarations of interest in respect of the business to be transacted.

Members were reminded of the importance of ensuring diligence when it came to declaring interests during the business being transacted. It was recommended that those present reinforce the message at their next Committee meetings.

3. To confirm the minutes of the meeting held on Tuesday 8th December 2020.

Cllr Linda Edward **PROPOSED**, seconded by Cllr Robert John that the minutes were an accurate record of the meeting. **RESOLVED**.

4. Matters arising.

None were raised.

5. Update from Chairs of Standing Committees.

Regarding the Facilities and Assets Committee, members were reminded that because of the rules surrounding the necessary permissions for applying for the Public Works Loan Board loan, which limited the authority to the year of application, the Clerk/RFO had stated that the Council would be submitting its documentation to enable it to do so from the start of the next financial year.

Regarding the Finance, Governance and Personnel Committee, members were asked to discuss the budget for 2021/22. It was noted that the advice they had given was to limit the increase to the precept but that the Facilities and Assets Committee had requested some leeway. It was noted that

the final decision lay with the Town Council over approving the budget but that each Committee had delegated responsibility for its own section of that budget. The final budget needed approval at the January Town Council meeting to ensure its timely submission. The Clerk/RFO had highlighted more options for consideration that each Committee would need to assess.

Finance, Governance and Personnel had already agreed a reduction or removal of the Election fund line for this years budget.

Regeneration and Community Engagement, which was due to meet on 13th January, would be asked to consider reducing its Flowers budget for this year's budget.

Facilities and Assets would be asked to look at whether any of its budgets could be trimmed further but this would need to be done at an emergency meeting in advance of the Town Council meeting scheduled for the 20th January.

The Clerk/RFO would also be looking at the timing of the loan which would not be drawn down as a full amount within one financial year. He suggested that with the repayments not set to begin until it was drawn down, the number of repayments could be calculated from a later month to reduce the budgeted amount.

Members noted that these reductions would assist in bringing the budget closer to the target precept increase.

Members asked that the donated £500 for roundabout planting near to Ysgol Parc y Tywyn not be forgotten. It was suggested that it could be ringfenced for spending for the next financial year.

The Clerk/RFO advised that even with a complete removal of the flowers budget from the Regeneration and Community Engagement budget, there would need to be a further reduction. He suggested that members could take a look at setting an income against the expenditure of events. He also asked members to consider the expenditure of the Bowls Facility which was at £6,500 but it was projected to bring in no income at present, as the Bowls Club had already issued a request to waive its fees for the year. He stated members should consider whether the facility should be marketed and in what way.

Members noted that at the recent Environmental Act task and finish group meeting (Facilities and Assets Committee) some members had expressed a strong preference for drawing a line under the facility as it was costing the Council a lot of money to maintain for the benefit of a very small number in the community. It was however noted that the Council had not made any effort to promote the facility yet.

Members discussed when events, activities and facilities could be expected to generate an income again. There was no certain answer but members agreed that they could assume an income from the 4th quarter.

Members discussed the issue of the Bowls Facility and it was agreed that while the management of the facility itself was a matter for the Facilities and Assets Committee, the potential use of it was a matter for the Regeneration and Community Engagement Committee. As such it was **AGREED** that both Committees should consider the matter.

ACTION: Deputy Town Clerk

Members noted the sensitive nature of any decision taken regarding the Bowls Facility given the as yet unresolved issues that had arisen following the conduct of the Bowls Club membership during the first lockdown.

The Clerk/RFO stated that he would take the information from this discussion, and previous ones, to produce a redraft of the budget for consideration at the Regeneration and Community Engagement Committee meeting.

Members noted that there were no other updates for their attention from the Finance, Governance and Personnel Committee or the Regeneration and Community Engagement Committee.

6. Consideration of the agenda for January’s Town Council meeting.

Members noted the agenda as set out and had no items to add to it.

Members were provided with an update on the agenda item relating to the External Auditor report as the Clerk/RFO had been informed that unfortunately the Council had received a qualified report. This was because it had not recorded during a full Town Council meeting that it had taken the necessary steps to correct the mistakes from the report of 2017/18. In clarification the corrections had been approved and accepted, however as there was a step missing from the process, it was to receive a qualified report.

Members queried whether a report had been submitted by either of the Burry Port ward County Councillors or from the other Pembrey ward County Councillor. The Clerk/RFO confirmed that he had not but members noted that 2 of those mentioned had recently been ill and were recovering.

Cllr Robert John **PROPOSED**, seconded by Cllr David Owens, that a “get well soon” card should be sent to them from the Council. **RESOLVED**.

ACTION: Deputy Town Clerk

7. Any other urgent business at the discretion of the Chair.

Nothing was raised.

Cllr David Owens **PROPOSED**, seconded by Cllr Linda Edwards, that the meeting proceed in camera. **RESOLVED**.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

8. Update on staffing matters.

Members received and discussed an update on staffing matters.

Meeting ended 7.25pm.