

PUBLIC Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Wednesday 23rd September 2020

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

Present: Cllrs David Owens (Chair), Linda Edwards, Peter Freeman (arr. 11.01am), John Hedley Jones, Andrew Phillips, Hugh Shepardson, Bob Walpole (arr. 11.01am)

In attendance: Cllr Mike Theodoulou

Officers: Huw Thomas (Clerk/RFO), Shan Loudon (Deputy Clerk)

Minute taker: Ed Davies (Administrative Assistant)

11am – 12.10pm

Members noted with sadness the news of the death of Cllr Richard Adler. The Clerk informed members that as staff they were already working to pass the Council's condolences to his family.

1. To receive apologies for absence

All members were present

2. To receive members' declarations of interest

None were made.

3. To confirm the minutes of the Finance, Governance and Personnel meetings held on Thursday 13th August 2020

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Linda Edwards that the minutes were an accurate record of the meeting. **RESOLVED**

4. To consider any matters arising from the minutes

Following a question, the Clerk informed members that the matter of grave digging and contractor use was already being referred to the Facilities and Assets Committee and that he would return with that information in due course.

5. Consideration of budget monitoring report

The Clerk advised that as this meeting had fallen after the Town Council Ordinary meeting, the budget had already been discussed in depth by the full Council and that it would be duplicating the task if he continued. It was noted that due to a decision taken at that meeting for the Ordinary meeting to be the final regular Council meeting of the month, this situation would not arise again.

In response to a query the Clerk confirmed that staff had been paid their back-payments in this months pay roll.

6. Consideration of 2020 – 21 budget revision

The Clerk/RFO stated that the salaries budget needed revision in line with updated information and salary changes. This revision resulted in an increase of £6700. He also advised that he had submitted a loss of income application in line with a previous instruction, for £4000, however he was unsure on the likelihood of success given the information that was requested.

Members were agreed that there was little room for changes in the Committee budget but that there was more potential within the other Committee budgets, which might allow for that virement. Members expressed a reluctance to vire the budget for elections as it was not known what may occur in the coming months. The likelihood of there being training and conferences for members and staff to attend was discussed. It was noted that One Voice Wales had recently communicated that its full suite of training was going to be available online.

Members **RESOLVED** for the Clerk to prepare a revision based on this information.

ACTION: Clerk

In relation to the overall Council budget revision, the Clerk advised that the Regeneration and Community Engagement revisions were being finalised but there was a lot of work to do to the Facilities and Assets budget.

Members were **AGREED** that there needed to be a special meeting of this Committee to discuss the Facilities and Assets budget revisions once they were ready, to allow discussion and consideration prior to the Ordinary meeting.

ACTION: Deputy Town Clerk

7. Update on asset transfers

The Clerk updated members on the following three items:

Land at Pembrey Memorial Hall – the instructions and necessary information was with the Council’s solicitor now and progress would be made on this item.

Pembrey AFC land – the solicitor had been awaiting their copy of the insurance documentation, which had now been received. Progress on this item would be made.

Copperworks – The transferred files had not included the section 106 agreement and no revised plan had been included in the documentation. Following much work, these had now been secured and progress would be made on this item.

Members expressed their disappointment with the services of the previous solicitor firm who had been handling the case, but welcomed the work being done on these asset transfers.

8. Update on capital expenditure programme

The Clerk reported that nothing had been referred from the other committees as yet.

Members **RESOLVED** for staff to contact the chair of the working group who had been given responsibility to rationalise the Facilities and Assets Committee's priorities and ask them to meet urgently.

ACTION: Deputy Town Clerk

9. Any referred matters from other Committees

There were no referred matters.

Members noted the need for progress in the discussions with the Bowls Club regarding their working relationship with the Council. The Clerk reported that the CFS was meeting with club representatives later in the day to discuss maintenance, which may further inform upcoming discussions on the Council's role in managing the facility and the agreements with the Club.

Members **RESOLVED** for the Clerk to monitor the situation.

ACTION: Clerk

10. Any other urgent matters at the discretion of the Chair

Members discussed the meeting schedule for this Committee and **RESOLVED** for the scheduled meetings to take place on the second Tuesday of the month at 2pm.

ACTION: Deputy Town Clerk

Members noted a news article regarding the rapid rise of Covid 19 cases in Carmarthenshire, and the possibility of the County being put under lockdown measures.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Bob Walpole that the Chair of the Regeneration and Community Engagement Committee and the Clerk discuss and prepare a public statement urging caution in the community. **RESOLVED**

ACTION: Clerk

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Bob Walpole that the meeting move to in camera. **RESOLVED**

Ed Davies left the meeting at 11.35am.

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.

11. To confirm the minutes of the Finance, Governance and Personnel meetings held on Thursday 13th August 2020

The minutes of the above meeting were confirmed as a true record.

12. To consider schedule of accounts

Noted.

13. **Update on staffing issues**

Staffing matters were discussed.