

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 13th May 2019

Present: Cllrs David Owens (Chair), Linda Edwards, Peter Freeman, John Hedley Jones, Hugh Shepardson, Bob Walpole

Officers: Huw Thomas (Temporary RFO),

In attendance:

(Town Clerk's Office, Burry Port 6.30pm– 7.40pm)

1. To receive apologies for absence

No apologies had been received.

2. To receive members' declarations of interest

David Owens clarified the difference between declarations of interest, which are specific to an agenda item in the current meeting, and the Register of Interests, which is submitted to the Clerk at the start of the year.

No declarations of interest were made.

3. To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on the 8th April 2019 and the Special meeting held on Tuesday 16th April.

The minutes of both meetings were approved as a true record.

4. To consider any matters arising from the minutes

There were no matters arising.

5. To consider the budget monitoring report

There was no report available. Huw Thomas informed members that he was in the process of building the Income and Expenditure account for the year 2018-2019 from information that had been provided and from this the final monitoring report for the year could be prepared.

6. Update on Edge IT software installation

Huw Thomas informed members that the software had been installed and that the initial training had been arranged for Wednesday 22nd May.

7. Consideration of Guidance on Payments to Members of Community and Town Councils

The Chair informed members that historically these payments had been classed as taxable income and that representations had been made to HMRC to support a change in this treatment. He also noted that the payments are usually made at the end of the financial year.

It was agreed that this item be deferred until clarity had been established regarding the taxable status and the process of administering.

8. Consideration of One Voice Wales recommended Councillors Allowance Opt Out Form

The form was noted but the item deferred in line with the previous minute.

9. Consideration of the implementation of a document retention and disposal policy

A draft copy of a document retention policy was presented to the meeting. Cllr Hugh Shepardson pointed out that there was no reference to burial records in the document. The policy will be revised and presented again for approval.

10. Consideration of risk assessment schedule

A draft risk assessment schedule was presented to the meeting. It was noted that this was clearly an early version and had likely been updated. Huw Thomas to work with the Temporary Assistant Town Clerk to produce a proposal.

11. Update on the annual return

Huw Thomas to contact the internal auditor to establish status and stress the urgency.

12. Consideration of a change to the scheduled time of the meeting

Proposed by Cllr Hugh Shepardson and seconded by Cllr Bob Walpole that the meeting be changed to the second Monday of each month at 10:00 a.m. Carried unanimously.

13. To consider any referred matters from the other committees

There were no referred matters.

This public meeting concluded at 7.40pm.