

Finance Governance and Personnel Committee Meeting

Monday 9th December 2019

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

Officers: Huw Thomas (RFO), Shan Loudon

(Upstairs room, Burry Port Institute 12 noon – 1.10pm)

1. To receive apologies for absence

Apologies had been received from Cllr Hugh Shepardson.

2. To receive members' declarations of interest

No declarations of interest were made.

3. To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on Monday 11th November 2019

The minutes of the meeting were approved as a true record.

Action: Admin Assistant

4. To consider any matters arising from the minutes

There were no matters arising.

5. To consider the budget monitoring report

The budget monitoring reports for all Committees had previously been circulated. The Acting Town Clerk went through the report with members, identifying any exceptions. It was noted that the expenditure for this Committee was slightly under spent as member allowances had not yet been shown but are due to be paid in January. There are outstanding HR and translations costs to be paid, but invoices have not been received as yet. The costs of the by elections will be taken from reserves.

Action: Acting Clerk email all Councillors

It was noted that the Facilities and Assets Committee budget was also underspent and it was agreed that this be referred to the Committee.

Action: Refer to Facilities and Assets Committee

With reference to Regeneration and Community Engagement spend, the Christmas lights invoice had been paid but the labour costs will come out of next month's expenditure.

The budget monitoring report was accepted by all members.

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6. Consideration of staff and Councillor training

A spreadsheet showing both staff and Councillor training had been circulated with the agenda. This also included forthcoming staff training requirements. A request was made that a list of training modules provided by One Voice Wales be circulated with the January agenda.

Action: Assistant Town Clerk

7. Update on 2020/21 budget

The budget summary for 2020/21 was circulated. Each Standing Committee had met and presented a "wish list". Last year's precept was £456,632 and if all the "wish list" items were to be included the precept for 2020/21 would need to be £586,139. It was noted that this figure is too high so each committee needs to consider what savings can be made in order to achieve an acceptable level of increase.

Action: Refer back to relevant Committee

The Finance, Governance and Personnel budget was discussed and it was noted that this revised budget includes salary increases, the total cost of the CDO, a Clerk as well as an RFO. It was agreed that the issue of combined Clerk/RFO position be referred to the Chairs Committee.

Action: Refer to Chairs

It was commented that, at the previous public meeting, when asset transfers were discussed the general feeling was that a rate increase would be acceptable in order to keep the parks etc.

Members discussion various weekly increases and asked the RFO to calculate the savings required to achieve these. Once this amount has been established, it needs to be referred back to each committee to re-work their budget.

Action: Refer back to Committees

Resource management was also discussed and it was agreed that this be referred to the Projects Sub Committee who are meeting on Thursday 16th January 2020.

Action: Refer to Projects Sub Committee

8. Consideration of a change to Financial Regulations for regular payments to be made via BACS

Members were informed that the current wording in the Financial Regulations restricts the use of BACS payments as it reads as follows:

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A record of these instructions must be retained and any payments reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

The Clerk advised that the wording would need to be changed to allow payment of more items by BACS. It was proposed by Cllr David Owens and seconded by Cllr Peter Freeman that the Clerk would provide new draft wording for the February meeting.

Chair 
13/01/2020

9. Update on Section 106 funding

The Clerk informed members that the Section 106 monies had been received for the harbour playground. The sale of Copperworks has not gone through as yet as the purchaser's solicitor still has the documentation for signature and the S106 money for this will go to Carmarthenshire County Council. The Pembrey Football Club lease has been signed. There are two items outstanding on the transfer of Pembrey Memorial Hall, namely the Church of Wales land and allotment issues.

10. To consider any referred matters from the other Committees

There were no items referred.

It was proposed by Cllr Peter Freeman and seconded by Cllr Linda Edwards that the meeting move into camera.

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 confidential minutes of the meeting held on Monday 11th November 2019

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

12. Matters Arising

A number of matters were discussed.

13. Consideration of the Schedule of Accounts

The schedule of accounts was discussed.

14. Consideration of outstanding invoices

A number of outstanding invoices were discussed.

15. Update on staffing issues

Members were updated on staffing issues.