

PUBLIC Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 15th June 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, John Hedley Jones, Andrew Phillips, Hugh Shepardson, Bob Walpole

In attendance: Cllrs Karen Morris, Michael Theodoulou

Officers: Huw Thomas (RFO), Shân Loudon

11am – 12.58pm

1. To receive apologies for absence

No apologies had been received.

2. To receive members' declarations of interest

Cllr Hugh Shepardson declared an interest in item 6, budget monitoring report in relation to Pembrey Gardening Club show.

Cllr David Owens declared an interest in item 8 the Independent Review Panel report determination 43 in relation to the payment to Committee Chairs.

Due to the meeting taking place remotely, declaration forms will be signed and returned to the office following the meeting.

3. To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on Monday 9th March 2020

Subject to one amendment (change the reference from his in relation to Deputy Mayor to his/her" the minutes of the meeting held on 9th March were approved by all members as a true record.

Action: Assistant Clerk

4. To consider any matters arising from the minutes

One member queried if the letter had been sent to Councillors that had resigned in the previous financial year with regard to Councillor allowances. The Clerk confirmed letters had been sent and responses received.

5. To agree sub committees for the year and their membership

One member queried if Risk Assessment was a sub committee. It was commented that it can not be a sub of this committee as both Regeneration and Community Engagement Committee and Facilities

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and Assets Committee have a responsibility for this. It was agreed that the Clerk would prepare a framework showing the financial aspects of risk assessments.

Action: Clerk

6. To consider the budget monitoring report

The budget monitoring reports for all Committees had previously been circulated. The Acting Clerk went through the report with members, identifying any exceptions.

It was noted that it is a 12 month report based on income and expenditure on a cash basis, and that the final year end Financial Statements would include accruals for costs incurred in the last financial year but paid for in this. Footway lighting was discussed and it was agreed to refer this item to the Facilities and Assets Committee to confirm lighting currently being paid for by the Town Council.

Action: Refer to Facilities and Assets Committee, provide CFS with lighting report

It was queried why some categories of cemetery expenditure were over budget and it was agreed that the Clerk would provide a detailed analysis.

Action: Clerk

It was noted that electricity costs were over budget. The Clerk explained that there had been a dispute with the supplier on meters that the Town Council were not responsible for and so the true cost had been unclear until now. If there is an issue, this should be referred to the Facilities and Assets Committee.

Cllr David Owens informed members that at the recent Regeneration and Community Engagement meeting it was agreed that he, Cllr Bob John and the Clerk would meet with the Bowls Club.

Action: Arrange meeting

One member queried the cost of refuse from Pembrey Memorial Hall. The Clerk will investigate.

Action: Clerk to check allocation of invoices

The budget monitoring report was accepted by all members.

7. Consideration of risk assessment

This was covered in item 5 above.

8. Consideration of Independent Remuneration Panel for Wales report dated February 2020 Section 13 “payments to members of Community and Town Councils” and to approve the recommendations to Town Council of the Councillor Allowance policy 2020/21

The 2020/21 Councillor Allowance policy needed approval to enable the Mayor’s allowance to be paid. Other payments are made at the end of the financial year. It was commented that this document had been reviewed recently, but that was for the previous year.

Each determination was discussed.

It was noted that the first determination was mandatory.

Senior roles – Cllr David Owens declared an interest as Chair of the Finance, Governance and Personnel Standing Committee and Cllr Linda Edwards chaired the meeting for this item. It was

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proposed by Cllr Hugh Shepardson and seconded by Cllr Peter Freeman that the Chairs of the three Standing Committees receive the payment of £500 at the end of the financial year, if they so wish. 6 members voted in favour, with one abstention due to a declaration of interest.

Reimbursement of travel and subsistence costs – It was proposed by Cllr Hugh Shepardson and seconded by Cllr Bob Walpole that both these determinations be accepted. All members were in agreement.

Compensation for financial loss – It was proposed by Cllr Bob Walpole and seconded by Cllr John Hedley Jones that the recommendation is that this determination is accepted. All members were in agreement.

Reimbursement of costs of care – As this is a mandatory requirement, no vote was required.

Mayor – It was proposed by Cllr Hugh Shepardson and seconded by Cllr Linda Edwards that a payment of £500 be made to the Mayor at the start of their term. All members were in agreement.

Deputy Mayor – Cllr Hugh Shepardson proposed that this determination is not accepted, seconded by Cllr Bob Walpole. 6 members voted in favour with 1 against.

It was agreed that this document be presented to full Town Council for ratification, prior to the payment being made to the Mayor.

Action: Assistant Clerk

9. Update on asset transfers

The Clerk informed members that he is collecting all files from the current solicitor this week, which will then be passed on to the new solicitor. The current solicitor will then be in a position to provide a final invoice.

The Clerk informed members that the two priorities for the new solicitor are Pembrey Football Club and Copperworks.

One member commented that concerns have been raised by the Chair of Pembrey Football Club as orders have been raised in the name of the Town Council but the lease agreement has not been signed.

The Clerk confirmed that the Section 106 funding for this project was coming through the Town Council and so this arrangement had been approved by the Finance, Governance and Personnel Committee and the full Town Council.

It was also confirmed that Pembrey Football Pitch had been added to the Town Council's insurance policy.

10. Consideration of appointment of internal auditor and status update

The Clerk informed members that authorisation is required to confirm the appointment of the internal auditor for 2020/21. It was proposed by Cllr Peter Freeman and seconded by Cllr Hugh Shepardson that Ashley Williams of Charles and Co be appointed as the internal auditor and that the Clerk send the appropriate engagement letter. All members voted in favour. **APPROVED**

Action: Clerk

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The internal auditor will have all necessary information by the end of the week and a Town Council meeting will be arranged before the end of June in order to approve the Annual Return.

Action: Clerk

11. Update on capital programme

Cllr David Owens reported that this had been discussed in the Regeneration and Community Engagement meeting held the previous Wednesday. He proceeded to read out the relevant minute extract. There was discussion about the need for a Capital Programme Committee and why this was not under the remit of the Chairs Committee. Members agreed with the Regeneration and Community Engagement Committee proposal to set up a new committee, consisting of two members from three standing committees.

Cllr John Hedley Jones suggested that Cllr Hugh Shepardson be one member, alongside the Chair of Finance, Governance and Personnel, Cllr David Owens. This was seconded by Cllr Linda Edwards. All members voted in favour. **APPROVED**

Action: Town Council agenda

12. Consideration of hub proposal

The Clerk informed members that this proposal had been discussed at the recent Regeneration and Community Engagement Committee but that their report did not include the financials. The proposal has been rejected by the Committee.

As the discussion regarding this would contain commercially sensitive information it was proposed by Cllr John Hedley Jones and seconded by Cllr Hugh Shepardson that this be discussed in camera. All members voted in agreement. **APPROVED**

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


There were a number of issues that the Clerk required authorisation for.

BACAS – an update to the software is required in order that staff working from home can access the system. There is a need to bring records up to date. Members discussed the costs and it was noted that the expenditure could possibly be vired later in the year. It was proposed by Cllr Andrew Phillips and seconded by Cllr Bob Walpole that this expenditure be approved. All members voted in favour. **APPROVED.**

Action: CFS to raise purchase order

Approval had been given by the Facilities and Assets Committee for cemetery gates to be installed at Dolau Fan and a safety grid at the Memorial Institute. It was noted that gates for the cemetery are a legal requirement. The CFS had requested three quotes, but one company did not respond. These two items are part of project costs. After discussion all members were in favour of the work being carried out. It was noted that the quotation recommended for the installation of Cemetery gates was not the lowest provided. The recommendation from CFS was for the company that had already attended site and done an assessment of the work required. It was noted that this company was local and therefore more easily available to carry out back up support if required. **APPROVED**

Action: CFS to instruct works

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The clock at Friendship Square requires repair which is outside of the budget. It was noted that this is essential work. Therefore, all members were in agreement. **APPROVED**

Action: CFS to instruct works

It was **PROPOSED** by Cllr Hugh Shepardson and seconded by Cllr Linda Edwards that the meeting move into camera. All members were in agreement.

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.

14. To confirm the confidential minutes of the meeting held on Monday 9th March 2020

It was proposed by Cllr Peter Freeman and seconded by Cllr David Owens that the minutes of the meeting be approved as a true record. All members were in agreement.

15. Matters Arising

There was one matter arising.

16. Consideration of the Schedule of Accounts

The schedule of accounts had previously been circulated and was discussed. Cllr John Hedley Jones proposed this document be accepted, seconded by Cllr Linda Edwards. All members in favour of accepting.

17. Consideration of outstanding invoices

A document showing outstanding invoices had been circulated prior to the meeting and was discussed.

18. Update on staffing issues

Staffing matters were discussed.

The meeting ended at 12.58pm.