

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 10th June 2019

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

Officers: Huw Thomas (Temporary RFO), Shan Loudon

In attendance: Cllrs Robert John, Mike Theodoulou

(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**

No declarations of interest were made.

3. **To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on 13th May 2019.**

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**

Huw Thomas circulated two reports covering 2018-19 Finance Committee and the Finance, Governance and Personnel Committee. The report is over budget which is mostly in relation to IT costs due to new equipment and additional licences. The largest expenditures are website redevelopment and election costs.

It was agreed that the structure of the report including format and headings will be referred to the Chairs Committee to reflect the Town Council new software. The next report will cover April and May.

Virements were discussed and it was agreed that all overspend be noted and reported to Council for recommendation.

Discussion took place regarding the Mayor's allowance. Currently the cost of the Civic Service has been included under this heading. Cllr Mike Theodoulou informed members that he attended an NEC meeting on Friday at which Councillor allowances were discussed. Tax has to be paid on all allowances currently but One Voice Wales will continue to urge that the carers allowance should not be taxed. Tax for the Mayor's allowance has to be stopped at source.

It was noted that a budget for members allowances has to be included by law. A resolution was made at a previous meeting that any remaining monies from the members' allowance be ring fenced for donations made by the Regeneration and Wellbeing Committee.

It was suggested that Payroll be contacted to enquire if a separate payroll can be set up for Councillors claiming any allowance.

Action: Assistant Town Clerk to contact Payroll

6. Update on Edge IT software installation

The Assistant Town Clerk informed members that the Facilities module was up and running and the first training session had taken place. The Admin module has also now been installed for diary management. Training dates are awaited for the Finance module.

7. Update on annual return

Huw Thomas informed members that he had met the Town Council's internal auditor to discuss the 2017-18 return. This has not yet been submitted to the external auditor which will be done at the beginning of this week.

In relation to the 2018-19 audit, prior to the public notice being displayed, the internal audit has to take place. As this needs to be completed urgently, it was **APPROVED** by all members that any overtime required for this by the Acting RFO be authorised.

8. Consideration of engraving the Mayor's chain with past Mayor's names

The majority of Town Council have the past Mayor's names engraved on the discs. Following discussion, it was **APPROVED** that a quotation be sought for the refurbishment/repair of the chain, together with the engraving of 16 past Mayor's names.

Action: Temporary Assistant Town Clerk

9. Consideration of a utility review

A review of all Town Council utilities should take place regularly. A copy called Utility Aid undertake this on behalf of Town Councils and other organisations and are the recommended energy broker from SLCC. It was **APPROVED** that Utility Aid be contacted to undertake a review.

Action: Temporary Assistant Town Clerk

10. Consideration of a further loan to invest in assets (referral from Facilities and Assets Committee)

Cllr Michael Theodoulou informed members that the Facilities and Assets Committee had undertaken a review of the major works required on Town Council facilities. He detailed the list, along with costings and discussion took place on these items.

Members were informed that the Town Council has passed a resolution approximately two years ago authorising a £100,000 loan from the PSWB. This loan has not yet been executed. A further loan of £100,000 is requested to bring the total loan required to £200,000. With the monies raised from the sale of the Copperworks site, this should enable the major works programme to be carried out. It was noted that work will be subcontracted out, so various projects will run concurrently.

The amount paid back yearly on the original loan was £8,000, therefore the yearly repayments will be £16,000 if the loan is doubled. A level of contingency and inflation has already been built into the quotations.

Various projects were discussed, including Pembrey Memorial Hall roof. It was commented that this is not a listed building so planning consent will not be required.

The interest rates offered on the loan are very favourable so it may be prudent to take out £200,000 and invest £100,000 to gain a better return.

It was proposed by Cllr Linda Edwards and second by Cllr Hugh Shepardson that a loan of £200,000 be secured to enable major works to be carried out. All members were in agreement.

Action: Refer to Town Council

11. To consider any referred matters from the other committees

There were no referred matters.

This public meeting concluded at 11.15am.