

**(PUBLIC) Minutes of Pembrey and Burry Port Town Council**

**Special Finance Governance and Personnel Committee Meeting**

**Tuesday 16<sup>th</sup> April 2019 at 6.30pm**

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

**Officers:** Huw Thomas (Temporary RFO),

**In attendance:** Cllr Michael Theodoulou

**(Town Clerk's Office, Burry Port 6.30pm– 8.30pm)**

**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. Consideration of the report from the Auditor General for Wales**

Cllr Mike Theodoulou reported on a presentation of the Auditor General's annual report.

There were a number of issues of concern about the Town and community Councils sectors performance:

- 3.1. Too many Councils were failing to submit their annual accounts on time. Most of these are late for a few days only.
- 3.2. Too many Councils failed to make proper arrangements for the exercise of public rights. Again these arrangements were missing the timetable by a few days in most cases.
- 3.3. Reports in the Public Interest issued by the Auditor General have increased.
- 3.4. External Audits will be taken back in-house in the future.
- 3.5. Councils must improve their relationship with their internal Auditor. Members should meet with the internal Auditor regularly and not leave it all to the RFO.
- 3.6. Larger Councils should carry out their own spot audits on accounts, systems, processes and procedures.
- 3.7. Each Council should establish its own individual reserves policy as past guidelines are now out of date.

**4. To consider the 3 year strategy plan for the Finance, Governance and personnel Committee.**

As had already been identified, a strategy on reserves should be established. Separate strategies should be considered and thought through for Finance, Governance and Personnel.

## **Finance**

It was suggested for Risk Assessments to be used as a tool to facilitate this. Financial Risk Assessments could be used to identify financial exposures and generate actions.

Establishing a Financial Risk Assessment Profile and reviewing annually should become a strategic objective. This process could begin with listing existing risks and taking through to quantifying financial exposure. Continual review would ensure that it remains a working document.

Strategy – to maintain adequate insurance with regular review to ensure we comply with its terms.

Policy on Borrowing. How to review the Act and set outline framework to assist in the development of the policy.

General Reserves policy. This will help to determine precept.

Strategic Objective to produce a report to the public on how the precept is spent.

Procedure for “Requests for Authorisation”.

Members noted that outcome of this discussion is that there is a need to establish and develop various policies and so it is clear that the audit committee needs a new brief.

## **Governance**

Much is laid down in the guidance from the Auditor General.

## **Personnel**

Strategy – to keep the SLA with the County for HR.

Strategy – to remain with the national agreement on wages and salaries.

Policy – recruitment process.

A process needs to be in place to improve performance. A basic appraisal system will achieve this for all staff, not only for those based in the office. Training should be provided for all those with supervisory responsibilities. This system will help to generate a training plan.

A training plan should also be established for councillors and office based staff to develop their ability and capacity.

The meeting ended at 8.30pm.