

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

**Finance Governance and Personnel Committee Meeting**

**Monday 8<sup>th</sup> April 2019**

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

**Officers:** Huw Thomas (Temporary RFO), Shan Loudon (Temporary Assistant Town Clerk)

**In attendance:** Cllrs Robert John, Michael Theodoulou

**(Senior Citizens Hall, Burry Port 6.30pm– 7.45pm)**

Cllr David Owens, Chair welcomed Huw Thomas explaining that Huw had been brought in as a consultant due to the successful applicant for the position of Temporary RFO withdrawing.

**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 meeting held on Monday 11<sup>th</sup> March 2019.**

Subject to one amendment to delete the wording “for the IT consultant” under item no 11, the minutes of the meeting held on 11<sup>th</sup> March 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. However, Huw Thomas informed members that he had met with Alan Howells that afternoon to go through spreadsheets and hoped to have up to date information by the next meeting.

**6. Consideration of a Town Council complaints policy and procedure**

Cllr David Owens informed members that the Town Council at present, does not have a complaints policy. Therefore, a policy had been drafted based on One Voice Wales recommendations. This document had previously been circulated to members with the agenda. Members **APPROVED** the draft which will be referred to Town Council for approval.

**Action: Refer to Town Council**

**7. Update on annual return**

Huw Thomas informed members that Alan Howells is in the process of arranging a meeting with Ashley of Charles and Co to finalise the annual return. Deep concern was expressed by all members that the annual return has still not been completed. It is imperative that this is finished as soon as possible. Huw advised that he would attend the meeting once arranged with Charles and Co. It was suggested that Huw offer to help the current RFO complete this return, which was agreed.

**8. To set a date for a special meeting to consider a 3 year strategy plan**

It was suggested that items 8 and 9 be taken together and one meeting arranged to cover both topics. Therefore, a joint meeting was arranged for 6.30pm on Tuesday 16<sup>th</sup> April 2019.

**Action: Temporary Assistant Town Clerk**

**9. To set a date for a special meeting to discuss the Auditor General for Wales report.**

As above.

**10. To consider any referred matters from other committees.**

There were no referred matters.

This public meeting concluded at 7.15pm.

*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 11<sup>th</sup> March 2019**

The minutes were confirmed.

**12. Consideration of the Schedule of Accounts**

No report had been issued.

**13. Consideration of outstanding invoices**

A number of outstanding invoices were discussed.

**14. Update on staffing issues.**

Various staffing matters were discussed.

The meeting closed at 7.45pm.