

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

**Finance Governance and Personnel Committee Meeting**

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

**Present:** Cllrs David Owens (Chair), Peter Freeman, Hugh Shepardson, Bob Walpole

**Officers:** Huw Thomas (RFO), Shan Loudon

**(Town Clerk's Office, Burry Port 10am – 11.30am)**

**1. To receive apologies for absence**

Apologies had been received from Cllrs Linda Edwards and John Hedley Jones.

**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 10<sup>th</sup> June 2019**

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

**4. To consider any matters arising from the minutes**

The RFO distributed quotations from Utility Aid which had previously been circulated via email, with a recommendation to select a two year contract with Crown which would offer a saving in the region of £4,449. After discussion, it was proposed by Cllr Hugh Shepardson, seconded by Cllr Peter Freeman that the RFO instruct Utility Aid to change supplier to Crown. All members were in agreement.

**Action: RFO to contact Utility Aid to change supplier**

Three telephone quotations had been received to upgrade the system currently used. A comparison of technical specifications is awaited. Once this has been received if all quotations have been provided on a like for like basis, it was proposed and APPROVED that the RFO instruct the cheapest contractor.

**Action: RFO to implement supplier change when comparison receive**

**5. To consider the budget monitoring report**

The RFO circulated copies of the budget monitoring report covering the previous committee structure as well as the current structure. It was commented that the IT costs detailed under the previous structure, covered the website development and that the One Voice Wales subscription figure included other work undertaken for the Council.

Discussion took place on the figure required for the HR SLA. It was commented that this was difficult to budget for as it was charged on usage.

The RFO informed members that virements should not be used retrospectively.

The report showing the new committee structure covered April and May. The budget allocated for recruitment was discussed and it was noted that this will be reviewed at the Chairs Committee meeting taking place on Tuesday 9<sup>th</sup> July. It was commented that the budget for office equipment was too low.

A query was raised in relation to the Civic budget. At present, any income received is allocated to "other income". It was noted that in previous years the income from any Mayor events has been added to the underspend and then distributed. It was agreed that any future income from Mayor's events will be reported separately.

Councillor allowances were discussed and it was noted that Carmarthenshire County Council have agreed to set up a payroll for Councillors.

Translation costs were discussed and a query was raised as to what documents are required by law to be translated. It was agreed that the RFO would establish the legal minimum requirement for document translation. It was noted that this may have a major impact on the translation budget.

**Action: RFO to check legal requirement**

## **6. Update on Edge IT software installation**

The first training sessions have taken place for all three modules, Finance, Admin and Facilities. Edge are currently making changes specific to the Town Council and more training sessions have been arranged. It was noted that there will be a three month overlap and that the Finance system will run alongside the new system for that duration.

## **7. Update on annual return**

The RFO informed members that the 2017/18 annual return was due to be submitted to the external auditor today and that the 2018/19 return would be submitted this week. It was noted that as from next year Grant Thornton would no longer carry out the external audit, this would be done by the offices of the Auditor General for Wales.

## **8. Consideration of purchase of additional access point for WiFi Scheme**

Pembrey was not included in the original specification for the WiFi Scheme. Therefore, an additional hub point is required to service Pembrey at a cost of £1,782.61 + VAT. The access point for the hub has not yet been agreed. It was noted that planning permission for the situation of the hubs should be checked. It was proposed by Cllr Hugh Shepardson and seconded by Cllr Bob Walpole that a new hub should be purchased, with all members voting in favour.

**Action: RFO to check planning requirements  
RFO to arrange purchase of additional access point**

## **9. To consider any referred matters from the other committees**

There were no referred matters.

This public meeting concluded at 10.50am.

*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.

10. **To confirm the confidential minutes of the meeting held on Monday 10<sup>th</sup> June 2019**

Subject to three amendments, the minutes were confirmed as a true record.

11. **Consideration of the Schedule of Accounts**

The schedule of accounts was discussed.

12. **Consideration of outstanding invoices**

A number of outstanding invoices were discussed.

13. **Update on staffing issues**

Members were updated on staffing issues.