

PUBLIC Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 9th September 2019

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

Officers: Huw Thomas (RFO)

(Town Clerk's Office, Burry Port 10am – 11.55am)

1. To receive apologies for absence

Apologies had been received from Cllr Hugh Shepardson.

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 8th July 2019

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

4. To consider any matters arising from the minutes

Members asked for a current status on the Annual Return. The RFO informed them that the external auditor had asked for additional information which had proved difficult to obtain, however these queries now appear to be at an end and we await the final report.

Members also enquired about the additional access point for the WiFi in Pembrey. It was explained that it had proved difficult to gain agreement at a suitable location. Alternatives such as Pembrey School were suggested and the CDO will now move this forward quickly.

Action: CDO

5. To consider the budget monitoring report


After a brief discussion on any exceptions the report was accepted. It was proposed by Cllr Mike Theodoulou and seconded by Cllr John Hedley Jones that this Committee should review the Budget Monitoring Reports of all Committees. All members were in agreement.

Action: RFO to prepare

6. Consideration of amendment to the Financial Regulations as advised by One Voice Wales.

It was proposed by Cllr Mike Theodoulou and seconded by Cllr Linda Edwards that the amendment be recommended to full Town Council. All members were in agreement.

Action: Assistant Town Clerk

Chair 

14/10/2019

Cllr Bob Walpole asked that details of the amendment be circulated to members of the Finance Committee.

Action: RFO

7. Consideration of engagement of Town Council solicitor.

Cllr David Owens declared an interest and so Cllr Bob Walpole chaired the meeting for the duration of this item.

Councillors had previously expressed concern that asset transfers were being held up by communication delays with the current solicitor and that it may be time to consider a larger firm. It was proposed by Cllr Mike Theodoulou and seconded by Cllr John Hedley Jones that a brief be drawn up and sent to three potential firms (to include the current provider) for them to tender for the work. This was carried with one abstention.

Action: RFO

8. Review donations policy following guidance from Auditor General

Cllr John Hedley Jones declared an interest.

The advice received from the Auditor General's office is that grants are not able to be given to organisations that are in arrears with payments to the Council. If arrears are cleared, grants can be awarded. It was proposed by Cllr Theodoulou and seconded by Cllr Peter Freeman that enforcement of this policy be recommended to the Regeneration and Wellbeing Committee.

Action: Refer to Regeneration and Wellbeing Committee Assist Town Clerk

9. Update on payment of Councillor Allowances

It was noted that the Income Tax position of HMRC on Councillor Allowances had not yet been clarified.

10. Consideration of purchase of Local Council Administration manual at £103.99.

Proposal was agreed.

Action: Assistant Town Clerk

11. Consideration of purchase of a mobile phone for the CDO.

Proposal was agreed.


Action: Assistant Town Clerk

12. To consider any referred matters from the other Committees

Consideration of training courses for staff/councillors

Training for all facilities staff to be reviewed by the new Cemetery/Facilities Superintendent and referred back to the Facilities Committee. Similarly training for the office staff to be reviewed by the Clerk and referred back to the Finance Committee. Councillor training requirement to be put on the agenda of each committee and referred back to the Chairs Committee. The Clerk was asked to research other sources of available training.

Action: Town Clerk and Assistant Town Clerk re agendas

Chair 
14/10/2019

Review of Town Council employee policies

A list of current policies was presented to the meeting along with an example of a more comprehensive list used by another council.

It was agreed that the lists be referred to the Chairs Committee for prioritising before referring back to the Finance Committee.

Action: Chairs agenda – Assistant Town Clerk

This public meeting concluded at 11.25am.

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.

13. To confirm the confidential minutes of the meeting held on Monday 8th July 2019

The minutes of the meeting were confirmed as a true record.

14. Consideration of the Schedule of Accounts

The schedule of accounts was discussed.

15. Consideration of outstanding invoices

A number of outstanding invoices were discussed.

16. Update on staffing issues

Members were updated on staffing issues.