

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Monday 11th November 2019

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

Officers: Huw Thomas (RFO), Shan Loudon

(Upstairs room, Burry Port Institute 12 noon – 1.10pm)

1. Appointment of Vice Chair

It was agreed that Cllr Linda Edwards be appointed as Vice Chair. All members voted in favour.

2. To receive apologies for absence

Apologies had been received from Cllr Linda Edwards.

3. To receive members' declarations of interest

No declarations of interest were made.

4. To confirm the minutes of the Finance, Governance and Personnel Committee meeting held on Monday 14th October 2019

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

Action: Admin Assistant

5. To consider any matters arising from the minutes

A member queried the reference to solar panels. The Clerk explained that consideration had been given to putting solar panels on one of the Council premises. However, this had now been put on hold.

It was also queried as to whether the Town Council's insurance policy covers any HMRC disputes. The Clerk confirmed this was included.

6. To consider the budget monitoring report

The budget monitoring reports for all Committees had previously been circulated. The Acting Town Clerk went through the report with members, identifying any exceptions. It was noted that the expenditure for this Committee was slightly under spent as members allowances had not yet been paid and salaries had been budgeted for a full year, whereas some members of staff had commenced employment part way through the year.

The Chair queried if there was still a need to run two systems and the Clerk confirmed that he would run both excel and Edge IT software for one financial year.

It was agreed that an update of S106 monies would be provided to the next meeting, showing the status of all applications.

Action: Acting Clerk

7. Consideration of staff and Councillor training

Discussion took place about training for staff and Councillors. It was agreed that a list of completed training undertaken and training required in the future by staff and councillors would be circulated with the next agenda.

Action: Assistant Town Clerk

A member queried if training in relation to planning could be undertaken by a County Council Officer. It was agreed that this be referred to the Facilities and Assets Committee with a recommendation that the training be open to all Councillors.

Action: Assistant Town Clerk

8. Approval of the Town Council credit control policy

The credit control policy had been previously circulated. Members agreed that with a number of changes the policy be approved.

Action Acting Clerk

9. Approval of the Town Council petty cash policy

The petty cash policy had been previously circulated. Members agreed that, subject to two changes, the policy be approved. It was also agreed that the Clerk would check the Auditor General's report in relation to reconciliation of petty cash.

Action: Assistant Town Clerk

10. Update from risk management group

The Chair informed members that the Risk Management group had met the previous week. It was agreed they would focus on three key areas:

Risk Management Policy
Compliance
Budgetary influences

A disaster recovery process was also discussed.

It was agreed that the Clerk would circulate a Risk Management policy for consideration by the Committee.

Action: Acting Clerk

11. Consideration of 2020/21 budget

The Clerk informed members that preparations need to be made for the 2020/21 budget. It was agreed that the Clerk would contact each Committee Chair to organise a special committee meeting to discuss budgets.

Action: Acting Clerk

12. Consideration of office opening over the Christmas period

After discussion, it was agreed that the office would be closed from Wednesday 25th December 2019 to Wednesday 1st January 2020 inclusive. It was agreed that the Clerk would ensure emergency procedures are put in place and this would be referred to the next Facilities and Assets meeting. It was also agreed that full Town Council be informed of this decision.

Action: Acting Town Clerk

13. To consider any referred matters from the other Committees

There were no items referred.

It was proposed by Cllr Hugh Shepardson and seconded by Cllr Peter Freeman that the meeting move into camera.

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.

14. To confirm the confidential minutes of the meeting held on Monday 14th October 2019

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

15. Consideration of the Schedule of Accounts

The schedule of accounts was discussed.

16. Consideration of outstanding invoices

A number of outstanding invoices were discussed.

17. Update on staffing issues

Members were updated on staffing issues.