

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Tuesday 13th July 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs David Owens (Chair), Linda Edwards, Peter Freeman, John Hedley Jones, Andrew Phillips, Hugh Shepardson, Michael Theodoulou and Bob Walpole.

Apologies: Cllr Robert John.

Non-members: Cllr Sharon Thomas.

Officers: Huw Thomas (Clerk/RFO), Shan Loudon (Deputy Town Clerk)

Minute taker: Ed Davies (Administrative Assistant)

2pm – 3.05pm

1. To receive apologies for absence.

Apologies had been received from Cllr Robert John.

2. To receive members' declarations of interest.

None were made.

3. To confirm the minutes of the Finance, Governance and Personnel meetings held on Friday 4th June and Tuesday 8th June 2021.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Michael Theodoulou that the minutes of the meeting of 4th June were an accurate record. **RESOLVED**.

Cllrs John Hedley Jones and Hugh Shepardson stated their abstention in the above vote due to not being present at the meeting.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Linda Edwards that the minutes of the meeting of the 8th of June were an accurate record provided the attendance was corrected. **RESOLVED**.

4. To consider any matters arising from the minutes.

Members were asked to discuss whether or not to retain this item, noting that if retained they would only be able to receive information and discuss. If a matter required a decision, members were expected to request the matter for inclusion on the agenda.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr John Hedley Jones that the item “to consider any matters arising from the minutes” should be removed from the agenda of this Committee.

In the ensuing vote four members voted in favour and four members voted against the proposal. The Chair gave his casting vote in favour. **RESOLVED.**

ACTION: Deputy Town Clerk

Members stated their expectation that any matters that needed raising would be included on the agenda and reported on as necessary.

5. Consideration of budget monitoring report.

The Clerk/RFO highlighted for members the notable items as follows:

Facilities & Assets

The Committee was overbudget by £4000 due to:

- Paying the annual bill for the footway lighting. Members noted that it was the only bill to pay which left this item underbudget in the longer term.
- Paying for the cleaning costs for the temporary toilet facilities at the harbour.
- Payment of rates for the band room at the Copperworks.
- Additional works in the parks which would be offset by income from grants and section 106.

Finance, Governance & Personnel

The Committee was overbudget by £10,000 due to:

- Paying the annual bill for the insurance.
- Employee costs were overbudget due to the way the item was budget for, with costs expected to reduce later in the year. This was an expected issue.

Regeneration & Community Engagement

The Committee was overbudget by £4300 due to:

- Paying the annual costs for the storage and hire of Christmas lights.
- The community support budget was overbudget but the additional expenditure would be offset by the income from the Meals on Wheels.

Overall

The Council budgets stood at 18% of total expenditure which was 1.3% (£8,500) ahead of the expected. The majority of that overspend was due to one off large payments and expenditure which would be offset by income.

Members noted that this report covered April and May.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Peter Freeman that the report be accepted. **RESOLVED.**

6. Consideration of schedule of accounts.

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Bob Walpole that the schedule be accepted. **RESOLVED.**

7. Update on asset transfers.

The Clerk/RFO stated that he was awaiting confirmation from the County Council on their approval of the new lease. Once it had approval, he would open discussions with the Pembrey Community Growing Association, as per their preferred position.

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Cllr Peter Freeman Declared an interest as he is a member of the PCGA

Members **AGREED** that the Facilities & Assets Committee would have final approval of the lease as it would become a Council asset.

The Clerk/RFO also confirmed that he and staff were working on submitting the paperwork for the transfer of the Station Toilets.

8. Update on working arrangements.

Members noted that the CDO was now located in the upstairs of the Memorial Institute and that the Administrative Assistant had moved downstairs into the main office. All of the necessary risk assessments had been made.

9. Update on risk assessment.

Members noted that the Deputy Town Clerk would be uploading the financial risk assessments into the new system so that the Clerk could act as the authority level in approving.

10. Update on appraisals.

There remained two more office staff for appraisal.

Members discussed the Clerk/RFO's appraisal. Members were **AGREED** that in future it should be the first appraisal done.

ACTION: Deputy Town Clerk

11. Consideration of draft training policy.

Members discussed the draft document. Members requested that a section or statement should be included related to Councillors and undertaking a programme of training to suit the Committees they serve. Members noted the national training programme provided by One Voice Wales and **AGREED** for it to be referenced in the document. Members also requested that some form of induction programme be included as a separate issue.

12. Consideration of working towards a paperless office.

Members had received a paper on this matter in advance of the meeting. The discussed possible working practices if it were to be implemented as well as possible exceptions.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr John Hedley Jones that a Task and Finish group be set up to look into the matter and identify the options open to them. **RESOLVED**.

ACTION: Deputy Town Clerk

13. Consideration of 'Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021'.

Members noted the consultation document that had been previously circulated. It was noted that a requirement for eligibility for the new General Power of Competence was for the Town Clerk to have achieved a CiLCA qualification.

Cllr Linda Edwards **PROPOSED**, seconded by Cllr Andrew Phillips that the Town Clerk be approved to pursue the CiLCA qualification. **RESOLVED**.

Members briefly discussed whether or not the Deputy Town Clerk should also pursue a qualification but as it was not on the agenda no decision could be taken.

14. Consideration of the reserves policy.

Members heard from the Clerk/RFO that following the year-end process the current reserves policy may no longer be appropriate given the ambition of the Council.

Members discussed the matter in detail and **AGREED** for the Clerk/RFO to produce a revised policy for them to consider based on the discussion and to discuss it further at the next meeting.

ACTION: Clerk/RFO

15. Consideration of outstanding invoices.

There were none.

16. Update on staffing issues.

The Clerk/RFO had no updates to give.

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Michael Theodoulou that the meeting should proceed in camera. **RESOLVED**.

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.

Members noted the advice of the Clerk/RFO

Meeting ended 3.05pm