

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Finance Governance and Personnel Committee Meeting

Tuesday 12th October 2021

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

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

Non-members present: Cllr Karen Morris.

Apologies: Cllr Robert John.

Officers: Huw Thomas (Clerk/RFO) and Shân Loudon (Deputy Town Clerk)

Minute taker: Ed Davies (Administrative Assistant)

2pm – 3.10pm

The Clerk/RFO presided over the initial items of the meeting.

1. To receive apologies for absence.

Apologies had been received from Cllr Robert John.

2. To appoint a Chair.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr John Hedley Jones that Cllr Linda Edwards be appointed Chair. **RESOLVED.**

Cllr Linda Edwards took on her role as Chair.

Members discussed the issue of the vacancy of the Vice Chair position and requested that the matter be placed on the next agenda.

ACTION: Deputy Town Clerk

3. To receive members' declarations of interest.

Agenda item	Councillor	Interest
4	Peter Freeman	Personal – is a member of the Board of Directors for CBSA who deliver the project
4	Michael Theodoulou	Personal and prejudicial – is an employee of CBSA who deliver the project

4. To confirm the minutes of the Finance, Governance and Personnel meeting held on Tuesday 14th September 2021.

Chair/Cadeirydd

Linda Edwards

date/dyddiad

19/11/2021

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr John Hedley Jones that, subject to a correction in relation to item 1 the minutes be approved as an accurate record of the meeting.

Cllrs Peter Freeman and Michael Theodoulou declared an interest and took no part in the discussion or voting.

Cllr Bob Walpole stated he would abstain as he had not been present at the meeting.

In the ensuing vote 3 members voted in favour, with 2 abstentions and 0 against. **RESOLVED**.

5. Consideration of budget monitoring report.

The Clerk/RFO gave the totals for each Committee in the report and highlighted the main reasons for the variances.

Facilities & Assets stood at 42.96% of its target. The largest contributing factor being the reduced income from hall rentals which was £6000 below target. The increased expenditure in relation to the harbour toilets and from major projects also impacted the total.

Finance, Governance & Personnel stood at 47.99%. This was caused primarily by annual charges such as insurance. It is also affected by the even distribution of the budget against the actual pattern of the spend.

Regeneration & Community Engagement stood at 42.6%. The variances were caused by an extra payment of Christmas lighting and expenditure on Community Support. This would be offset by the income from the Community Resilience Fund.

The overall total stood at 40.87%.

6. Consideration of schedule of accounts.

Members noted the schedule and it was highlighted that there were some catch up payments.

7. Update on asset transfers.

In relation to the land at Pembrey Memorial Hall, copies of the draft lease had been distributed to all parties to make their comments, in preparation for a final draft.

In relation to Station toilets, the paperwork was complete and due to be submitted.

Members noted the information from the Clerk/RFO relating to the remaining steps for signing the transfer of authority contract. He stated that the final request from the last meeting of the previous trustees of the recreation ground was for the Council to produce a report outlining its proposals in relation to the funds and responsibility.

8. Consideration of outstanding invoices.

There were none

Chair/Cadeirydd.



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9. Consideration of revised reserves policy.

Members noted that following their comments on the previous draft the Clerk/RFO had included a paragraph as follows:

“The Council must at all times keep a minimum balance sufficient to pay 3 months salaries to staff and associated expenses e.g., National Insurance, Tax and Pension Contributions.”

He clarified his reasoning to members satisfaction.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole to accept the revised reserves policy. **RESOLVED**.

ACTION: Clerk/RFO

Cllr Hugh Shepardson abstained from voting as he had received a phone call during the vote.

10. Consideration of mandatory training for FGP members (referral from FGP meeting 14/09/21).

Members discussed the matter. Members were in favour of there being a requirement for training but were agreed that financial training for members would benefit any committee which controlled a budget.

11. Consideration of an “induction document” for new Councillors.

Members discussed the document and highlighted some minor corrections. It was noted Council policies are provided to each member.

12. Consideration of hybrid-meetings (referral from FGP meeting 14/09/21).

It was noted that staff would be making use of facilities at a local organisation to test the set up for a forthcoming meeting. Members were asked to note that the current estimate to put a similar set up in place with the Town Council stood at around £2000.

Members noted that hybrid meetings would satisfy the legislation for public participation.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the Committee approves spending from reserves, for the purchase of equipment to enable hybrid meetings subject to Town Council approval. **RESOLVED**.

ACTION: ref to TC

13. Consideration of the Finance, Governance and Personnel Committees contribution to the Council strategy.

Members discussed and noted that this was a large subject spanning the subjects of Finance, Governance and Personnel.

Cllr Bob Walpole **PROPOSED**, seconded by Cllr Michael Theodoulou that a special meeting of this Committee be arranged for Tuesday 19th October at 2pm to discuss this topic. **RESOLVED**.

ACTION: Deputy Town Clerk

Chair/Cadeirydd..



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14. To consider the 2022/23 budget.

Members noted that the Clerk/RFO would be preparing a forecast document for the November meeting, with regards the remainder of the financial year. He asked members to begin considering their positions for discussions related to setting the precept for 2022/23.

Meeting ended 3.10pm

Chair/Cadeirydd.

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19 / 11 / 2021