

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

**Finance Governance and Personnel Committee Meeting**

**Tuesday 13<sup>th</sup> August 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 and Michael Theodoulou.**

**Absent: Cllr Robert John.**

**Apologies: Cllrs David Owens and Bob Walpole**

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

**Minute taker: Ed Davies (Administrative Assistant)**

**2pm – 2.50pm**

In the absence of the Chair, Cllr Linda Edwards took on the role in her capacity as Vice Chair.

**1. To receive apologies for absence.**

Apologies had been received from Cllrs David Owens and Bob Walpole

The Clerk/RFO read aloud a letter from Cllr David Owens as per its instruction. The letter contained his resignation as Chair and as a member of this Committee and detailed his concerns and reason for his resignation.

Cllrs Michael Theodoulou and Peter Freeman declared an interest and did not take part in the discussion.

Members expressed their disappointment at the situation and discussed the given reason for the resignation. Members **AGREED** unanimously to send Cllr David Owens a letter of thanks for his work.

**ACTION: Clerk/RFO**

Cllr Hugh Shepardson wished it to be recorded that he objects to the Food Forward project being given free use of Council facilities.

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Andrew Phillips for a referral to be made to the Facilities and Assets Committee to reassess their decision to not charge rent to the Food Forward project in relation to the policy and procedures of the Council. **RESOLVED.**

**ACTION: Deputy Town Clerk**

Cllrs Michael Theodoulou and Peter Freeman abstained from the voting due to their declared interest.

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Members noted that the first item on the agenda for the next meeting would be the appointment of a new Chair, and requested the Clerk/RFO communicate to Cllr David Owens the actions taken and to ask him to reconsider his decision.

**ACTION: Clerk/RFO**

**2. To receive members' declarations of interest.**

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

**3. To confirm the minutes of the Finance, Governance and Personnel meeting held on Tuesday 13<sup>th</sup> July 2021 and the Special meeting held on Tuesday 13<sup>th</sup> August 2021.**

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Hugh Shepardson that the minutes of the meeting of 13<sup>th</sup> July were an accurate record of the meeting. **RESOLVED.**

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr John Hedley Jones that the minutes of the meeting of 13<sup>th</sup> August were an accurate record of the meeting. **RESOLVED.**

Cllr Michael Theodoulou stated his abstention as he was not present at the meeting.

**4. To confirm the in-camera minute of the Finance, Governance and Personnel meeting held on Tuesday 13<sup>th</sup> July 2021.**

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Hugh Shepardson that the in-camera minutes of the meeting of the 13<sup>th</sup> July were an accurate record of the meeting. **RESOLVED.**

**5. Consideration of budget monitoring report.**

The Clerk/RFO brought members attention to the major exceptions highlighted in his report for this Committees budget and gave the following explanations:

Employee costs – the discrepancy was caused by the even distribution of the budget against the timing of the costs incurred.

Training– this was the provision of training for the Kickstarters which would be reimbursed by the scheme.

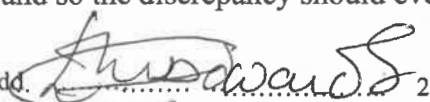
Telephone and general– this was caused by the purchase of postage stamps.

IT costs– this was caused by the annual charge for the BACAS cemetery software.

Stationery and bank charges – Due to the Council banking more cash from the Meals on Wheels service, it was also paying more for banking costs.

In total this put the Committee's budget at £11,000 over budget however this contained a number of annual costs and so the discrepancy should even out over the course of the year.

Chair/Cadeiry dd.

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