

Pembrey and Burry Port Town Council

Ordinary Meeting

Wednesday 21st October 2020
Dydd Mercher 21^{ain} Hydref 2020

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

Present: Councillor Lisa Mitchell (Mayor)

Councillors Linda Edwards, Peter Freeman, Les George, Stephen James (arr 7.48pm) Robert John, John Hedley Jones, Karen Morris, Andrew Phillips, Hugh Shepardson, Michael Theodoulou, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) Louise Robinson (Community Development Officer) and Ed Davies (Admin Assistant)

Absent: Councillor Rachel Evans.

Via videoconference 7pm – 9.30pm

77. To receive apologies for absence

Cllr David Owens had sent his apologies.

78. To receive members' declarations of interest in respect of the business to be transacted

Members were reminded to return their annual register of interest forms to the office as soon as possible as it was a statutory requirement.

Cllr Les George declared an interest in any item related to the harbour.

Members noted with sadness the passing of Cllr Richard Adler. Those who were able to observed the passing of the funeral cortege on the day of his funeral. The Council's sincere sympathies go to his family.

79. To confirm the minutes of the Special meeting held on Friday 11th September and the Ordinary meeting held on Wednesday 16th September 2020

Cllr Hugh Shepardson **PROPOSED**, seconded by Cllr Karen Morris that the minutes were an accurate record of the meeting of the 11th September. **RESOLVED.**

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Linda Edwards that the minutes were an accurate record of the meeting of the 16th September. **RESOLVED.**

Mayor/Maer

80. **To consider the budget monitoring report (copy enclosed)**

The Clerk/RFO reminded members that each Committee had already had sight of their sections of the report. He had highlighted a number of variances for noting and went through each in turn as follows:

Facilities and Assets

- Loss of income was highlighted, caused by the inability to open facilities for hire.
- Employee costs were not as expected because a planned transferal of budgets had not occurred.
- At the cemetery the use of sub-contractors for excavation was being addressed and was due to efficient utilisation of resources.
- General maintenance was high because a number of covid response items such as PPE had been allocated to here. The largest item was for the refurbishment of the Chapel of Rest into an office, including a large amount of electrical works.
- The cleaning costs highlighted under the Halls & Institute were for soap dispensers and some PPE to make the buildings covid safe.
- The Maintenance and repair in Burry Port Halls was a year-to-date issue as it was for the costs of the new cooker in the commercial kitchen, but this had been provided for in the 2019-20 budget in due course.
- There were also two large items, one for the structural appraisal to the Memorial Hall and the Asbestos Management survey.
- The maintenance and repair to the band room at Copperworks was for electrical work.
- Under Parks and Open spaces the extra costs were for a repair to the clock in Friendship Square as this had not been budgeted for.
- The spend on Pembrey AFC pitch would be covered by Section 106 money. The club had a small amount more to spend after which the total claim would be made.
- In total this left the budget at 37% of its target.

In response to a query the Clerk/RFO confirmed that the difference shown under the Memorial Gardens was due to improvement works to the electrical supply. This would negate the need to hire generators at events held there in the future.

In response to another query he confirmed that the legal costs listed under asset transfer was to cover the costs of the transfer of cases from the previous solicitor to the current solicitor.

Finance, Governance and Personnel

- Employee costs were higher than expected because the structure currently operating was different to that budgeted for.
- The insurance bill was an annual cost paid at the start of the year.
- Subscriptions were to cover the annual charge for One Voice Wales membership.
- IT costs were items to cover the Baccas software and support for the cemetery.
- Licences – this item was for the council email addresses.
- There was no spend in the Election costs, however the Clerk/RFO was holding this figure at present due to the need for a discussion.
- The above gave the impression of being over budget however the annual costs needing noting.

In response to a query the Clerk/RFO confirmed that the Town WiFi costs had been extended at the same price due to the covid restrictions, but that the Council would have to decide when

