Minutes of a Meeting of the

Finance and General Purposes Committee

held at the Town Hall, Milford Haven

on Thursday, 14th April, 2016 at 6.00 pm

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT

The Mayor (Councillor S. G. Joseph)

The Deputy Mayor (Councillor W. D. Elliott BA QTS)

 Councillors: R. Gray (Chairman)

 A. E. Byrne M. J. Norman

G. Woodham MBA (Open) LL.B (Hons)

Councillor C. A. Sharp was in attendance.

Ms. L. James, Marketing Manager, Port of Milford Haven, was also in attendance.

339. APOLOGIES:

Apologies for absence were received from the Mayor, Councillor S. G. Joseph, and the Chairman, Councillor Mrs. Y. G. Southwell, and Councillor D. R. Sinnett. No apologies were received from Councillors R. D. Evans and A. H. Miles.

340. MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 11TH FEBRUARY, 2016:

 RESOLVED THAT the Minutes of the Meeting of

 the Finance and General Purposes Committee

 held on 11th February, 2016, be approved as

 a correct record and that they be signed by the

 Chairman.

341. INFORMATION FROM THE MAYOR:

 Members were informed that there was no information from the Mayor.

342. RECOMMENDATIONS FROM MONDAY EVENING’S MEETING OF THE PUBLIC WORKS AND PLANNING COMMITTEE:

 The Clerk advised that there were no financial recommendations made by the Public Works and Planning Committee.

343. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON 11TH APRIL, 2016:

 Members discussed the Minutes of the Meeting of the Public Events Sub-Committee held on 11th April, 2016:

 (a) Minute 325 (a) – Arrangements for the Celebration Picnic for the Queen’s

 90th Birthday:

 The Clerk said that she had spoken to an Officer from the Pembrokeshire County Council and it takes 6 weeks to complete an application for a road closure. The Clerk asked for the authority to commence the application for a road closure before these Minutes are ratified by Full Council.

 RESOLVED THAT:

 (i) the Clerk be given the authority to start the process

 for a road closure between Sandhurst Road and

 Murray Road from the hours of 12:00 pm to 5:00 pm

 on Sunday, 12th June;

 (ii) subject to the above, the Minutes of the Meeting of

 the Public Events Sub-Committee held on 11th

 April, 2016 be recommended for approval and

 adoption.

344. STATUTORY GUIDANCE FOR THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015:

 Members discussed a letter from Mr. Leighton Andrews AC/AM, Minister for Public Services, Welsh Government, in which he stated that the Welsh Government has recently published its statutory guidance for the Well-being of Future Generations (Wales) Act 2015, ‘Shared Purpose: Shared Future’.

 The statutory guidance includes guidance specifically aimed at those Community and Town Councils that will be subject to the duty to take all reasonable steps to meet the local objectives set out in the local well-being plan that has effect in their areas.

 A Member said that this Council needs to ensure engagement with this initiative as soon as possible through working with the Pembrokeshire County Council.

 RESOLVED THAT the letter be received.

345. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT:

 Members gave consideration to correspondence from the Chair of the Independent Remuneration Panel for Wales.

 The Independent Remuneration Panel has had responsibility for the remuneration of

 Community and Town Councils since the Measure of 2011 and its first determinations for such Members came into effect in the financial year 2013/2014.

 Determinations 45 to 54 are permissive powers, each of which requires a formal decision by each Community or Town Council. Where a Community or a Town Council does make such a decision, it must apply to all its Members at the levels determined by the Panel. An individual Member may make a personal decision to elect to forgo part or all of the entitlement to all of these allowances by giving notices in writing to the proper officer of the Council.

 (a) Determination 46: Community and Town Councils are authorised to make a

 payment to each of their Members of a maximum of £100 per year for costs incurred in respect of telephone usage, information technology, consumables:

 Members discussed this payment and the fact that each Councillor has the discretion to say to the Clerk that they do not wish to receive a payment.

 A Member said that he did not want to discourage anybody who may want to become a Councillor because of the cost element when there is some money available to help if needed.

 RESOLVED THAT:

 (i) the Finance and General Purposes Committee

 recommends that a payment of £100 be made

 to each Member of the Council;

 (ii) the Clerk is to be notified by the Annual General

 Meeting in May if a Member does not wish to

 receive the payment;

 (iii) all payments will be published on the Town Council’s

 website no later than 30th September of each

 year, along with the Register of Members’ Attendance;

 (iv) the Clerk has to advise the Independent Remuneration

 Panel for Wales no later than 30th September each year

 of any payments made to Councillors;

 (v) any monies payable this year are to be taken from

 Reserves.

 Councillor A. E. Byrne wished it noted that he had voted against this recommendation. He reserved his right to speak at Full Council if he so wishes.

(b) Determination 47: Community and Town Councils are authorised to make an additional annual payment not exceeding £500 to up to 3 Members in recognition of specific responsibilities:

 The Deputy Mayor, Councillor W. D. Elliott BA QTS, declared a personal interest in this issue.

 A Member pointed out that if this Council makes an annual payment of £500 to the Chairs of the Committees, their payment would be greater than the Deputy Mayor’s allowance.

 Members agreed that as there is a Mayor and Deputy Mayor payment structure in place, they should look at a payment to the Chairs of Committees for their extra responsibilities.

 RESOLVED THAT:

 (i) the Chairs of the Finance and General Purposes

 Committee and Public Works and Planning

 Committee are to receive an additional

 payment of £100 for their extra responsibilities;

 (ii) the Clerk is to be notified by the Annual General

 Meeting in May if a Member does not wish to

 receive the payment;

 (iii) the full possible amount, encompassing both

 Councillors’ and Chairs’ payments, will be precepted

 in the financial year 2017/2018.

 (c) Determination 48: Community and Town Councils are authorised to

 provide a Civic Allowance to the Mayor/Chair and Deputy Mayor of the

 Council at an amount that they deem appropriate to undertake the

 functions of that Office:

 It was noted that this Council presently sets a Civic Allowance to the Mayor and Deputy Mayor.

 (d) Determination 49: Community and Town Councils are authorised to

 make payments to each of their Members in respect of travel costs

 for attending approved duties both within and outside the area of the

 Council. Such payments much be the actual costs of travel by public

 transport or the HMRC mileage allowance

 Determination 50: Community and Town Councils are authorised to

 reimburse subsistence expenses to their Members for attending approved

 duties outside the area of the Council at the rates set out and on the

 basis of receipted claims

 Determination 51: Community and Town Councils are authorised to pay

 an Attendance Allowance to each of their Members for attending approved duties

 outside the area of the Council

 Determination 52: Community and Town Councils are authorised to pay

 a Financial Loss Allowance to each of their Members where such loss has

 actually occurred, for attending approved duties outside the area of the

 Council

 RESOLVED THAT Determinations 49 to

 52 be accepted, with the caveat that

 Members do not have to apply for any

 allowances if they do not wish to do so.

346. LOCAL GOVERNMENT ETHICAL FRAMEWORK:

 A letter was received from Stephen Phipps, Local Democracy Division, Welsh Government, in which he enclosed a copy of the Model Code of Conduct.

 RESOLVED THAT the letter be received.

347. CODE OF CONDUCT FOR MEMBERS’ TRAINING:

 Members discussed a letter from Ms. Claire Jones, Monitoring Officer, Pembrokeshire County Council, in which she proposed to visit Town and Community Councils over the coming year in order to offer a short training course in relation to the Code of Conduct.

 RESOLVED THAT:

 (i) the Town Council accepts the offer from

 Ms. C. Jones, Monitoring Officer,

 Pembrokeshire County Council, to receive

 Code of Conduct Training;

 (ii) and offers the use of the Council Chamber

 as a venue for other Town and Community

 Councillors to join Milford Haven Councillors

 at Code of Conduct Training.

348. ONE VOICE WALES:

1. Appointment of two Members of the Finance and General Purposes Committee to represent this Council on the Pembrokeshire Area Committee of One Voice Wales:

Councillors A. E. Byrne and M. J. Norman were asked if they still wanted to be the Finance and General Purposes Committee’s representatives on the Pembrokeshire Area Committee of One Voice Wales.

Councillor A. E. Byrne said that he would like to continue as a representative on the Pembrokeshire Area Committee of One Voice Wales. Councillor M. J. Norman replied that he no longer wished to be a representative on the Pembrokeshire Area Committee of One Voice Wales.

Councillor G. Woodham MBA (Open) LL.B (Hons) said that he would put his name forward as other nomination from the Finance and General Purposes Committee but if any other Member at a future meeting wishes to attend these meetings, he is more than happy to step down.

 RESOLVED THAT Councillors A. E. Byrne and

 G. Woodham MBA (Open) LL.B (Hons) be

 appointed as the Finance and General Purposes

 Committee’s Representatives on the Pembrokeshire

 Area Committee of One Voice Wales.

1. Minutes of the Meeting of the Pembrokeshire Area Committee held on 27th January, 2016 and Agenda for the Meeting on 19th April, 2016:

Members gave consideration to the Minutes of the Meeting of the Pembrokeshire Area Committee held on 27th January, 2016 and the Agenda for the Meeting on 19th April, 2016.

Councillor A. E. Byrne said that he would be attending the meeting on 19th April.

 RESOLVED THAT the Minutes of the Meeting of the

 Pembrokeshire Area Committee held on the 27th

 January, 2016, and the Agenda for the Meeting

 on 19th April, 2016, be received.

1. Minutes of the Meeting of the Larger Council’s Committee held on 17th

February, 2016 and Agenda for the Meeting on 13th April, 2016:

Members gave consideration to the Minutes of the Meeting of the Pembrokeshire Area Committee held on 17th February, 2016 and the Agenda for the Meeting on 13th April, 2016.

 RESOLVED THAT the Minutes of the Larger Council’s

 Committee held on 17th February, 2016, and the

 Agenda for the Meeting on 13th April, 2016, be received.

(d) Representative from One Voice Wales to address the Milford Haven Town Council:

 The Clerk said that she had made enquiries regarding a presentation by One Voice Wales to the Milford Haven Town Council.

 One Voice Wales would be pleased to do this, but have asked, if possible, if representatives from other Community and Town Councils who were not Members of One Voice Wales could be invited to the meeting so they could be

 informed of the work undertaken by One Voice Wales.

 One Voice Wales has said that if there is insufficient space in the Council Chamber as a result of too many representatives attending, they will consider hiring an alternative venue in Milford Haven.

 RESOLVED THAT the Finance and General

 Purposes Committee agrees that One Voice

 Wales should invite representatives from other

 Community and Town Councils, who are not

 Members of One Voice Wales, to a Special Meeting

 of the Full Council.

349. LETTER FROM THE HON. SECRETARY OF THE MILFORD HAVEN TWINNING ASSOCIATION:

Members discussed a letter from the Hon. Secretary of the Milford Haven Twinning Association in which she confirmed that all the money in the Twinning Association’s account will be used only on twinning visits by the twin towns to Milford Haven.

Councillor C. A. Sharp, as the Council’s representative on the Twinning Association,

said that he had attended a twinning meeting earlier that day and it had been confirmed that visitors from Uman will be visiting for Festivities Week. Councillor C. A. Sharp said that he would provide Members with a report regarding the Twinning Association’s activities for consideration at Full Council.

 RESOLVED THAT:

 (i) the letter from the Hon. Secretary of the Milford Haven

 Twinning Association be received;

 (ii) Councillor C. A. Sharp be thanked for his offer of

 writing a report on the Twinning Association’s

 activities.

350. FESTIVITIES WEEK 2016:

Councillor G. Woodham MBA (Open) LL.B (Hons) declared personal interests as President of the Milford Haven Town Band, a member of St. Katharine and St. Peter’s Church, and by association Milford Haven Museum and the Pill Community Centre.

Councillor C. A. Sharp declared personal interests as a Trustee of the Pill Community Centre, as a member of St. Katharine and St. Peter’s Church, this Council’s representative on the Milford Haven Museum, and by association the Milford Haven Town Band.

 Members discussed Festivities Week 2016.

 RESOLVED THAT:

 (i) the Festivities Week Budget is very small and

 needs to be reviewed when considering the

 precept for 2017-2018;

 (i) participants in Festivities Week are to be invited

 to apply for more specific funding for the financial

 year 2017-2018;

 (ii) the programme of events will be published

 on the Council’s website, through social

 media, in the Milford Haven Round Table’s

 Carnival Programme and circulated to other

 appropriate bodies.

351. APPOINTMENT OF INTERNAL AUDITOR:

 The Clerk asked whether Mr. R. Edwards, a former Town Clerk in Pembrokeshire, who has carried out the Council’s internal auditing since the financial year 2008-2009, could carry out the internal audit and the completion of Section 4 of the Annual Return for the Milford Haven Town Council for the financial year 2015-2016.

 RESOLVED THAT the Clerk is to write to

 Mr. R. Edwards to request that he carries

 out the internal auditing and the completion

 of Section 4 of the Annual Return for the

 Milford Haven Town Council for the financial

 year 2015-2016.

352. FINANCIAL ASSISTANCE:

 (i) Acknowledgement of Donations:

 The Clerk advised that letters of thanks had been received from the Darby and Joan Club, Hafan Cymru, Keep Wales Tidy, Living Well Team Leader, Macmillan Cancer Support, Milford Haven Junior Town Band, Milford Haven Sea Cadets and Royal Marine Cadets, the Milford Haven Town Band and the Milford Haven Twinning Association.

 (ii) Applications for Financial Assistance:

 The Clerk advised that the General Budget provision for this financial year was £4,500 plus £35 carried over from the last financial year, totalling £4,535.

 RESOLVED THAT the following decisions be

 made in relation to the applications for

 financial assistance:

 (a) Milford Fish Festival 2016

 (I) £1,700 to sponsor the children’s craft workshop;

 (II) £600 to sponsor the shuttle bus, with the caveat that

 the bus route is to be extended to cover Hakin and

 Hubberston;

 (III) the sponsorship is to be funded partly from the £800

 in the Water Events Budget, with the balance of £1,500

 taken from Reserves;

 (IV) as of last year, entry bands included in the sponsorship

 packages are to be forwarded to the Head Teacher,

 Milford Haven School, with the request that the School

 should decide on how the bands be distributed.

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 144 of the Local Government Act 1972.*

 (b) Tall Ships (Wales) Trust - Up to £600 for the Challenge Wales places (5 are offered at £120 per

 place).

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 137 of the Local Government Act 1972.*

 (c) Hakin United Football Club -

 (I) £1,656 for sports pitch renovations;

 (II) this donation is to be funded from the Council’s Reserves.

 The Chairman, Councillor R. Gray, declared a personal interest in this

 issue as her children attend the Club.

 Councillor M. J. Norman declared a personal interest in this issue as he

 works with the person who completed the form.

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 19 of the Local Government (Miscellaneous Provisions)*

 *Act 1976.*

 (d) The Living Well Project - £600 (12 months’ rent at £50 per

 month), with the applicant being

 requested to apply for next year’s

 funding for discussion at January’s

 Precept meeting.

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 137 of the Local Government Act 1972.*

 (e) Elly’s Ward 10 Flag Appeal - Regret no donation, but the Council

 will promote the Appeal on its website.

 Councillor A. E. Byrne declared a personal interest in this issue.

 (f) All Pembrokeshire Cruse - £100, with the caveat that if additional

 support is needed for this bereavement

 service, to reapply for further funding.

 Councillor A. E. Byrne declared a personal interest in this issue.

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 137 of the Local Government Act 1972.*

 (g) Macmillan Cancer Trust - £100

 Councillor A. E. Byrne declared a personal interest in this issue.

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 137 of the Local Government Act 1972.*

 (h) Teenage Cancer Trust - £100

 *This donation is to be made in accordance with the Milford Haven Town Council’s*

 *powers under Section 137 of the Local Government Act 1972.*

353. SCHEDULE OF ACCOUNTS:

 RESOLVED THAT the Schedule of Accounts,

 as presented by the Clerk for the months of

 February 2016 in the sum of £59,533.21

and March 2016 in the sum of £18,933.56

be accepted and approved for payment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_