



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister
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The **MINUTES** of the meeting of the **FINANCE** committee meeting held at the Town Hall, Fishguard at 4:00pm **THURSDAY 5th April 2018**

Councillor **Paul Mason** in the Chair (Chair of the Finance Committee)

Cath Bannister – Town Clerk *C Bannister*

Cllr. Jordan Ryan – Vice Chair *J Ryan*

FINANCE MINUTES:

34/18 APOLOGIES: CLLR. MASON

To formally record apologies for absence and to record the attendance of Town Councillors.

Apologies were received from Cllr. Pepper – work commitments.

Those Cllrs. present, were:

Cllrs. Wyer, Ryan, Mason, Stokes and Davidson

35/18 MINUTES OF THE LAST MEETING: CLLR. MASON

To approve and agree, the minutes of the previous meeting, held on 8.3.18, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 8.3.18, as a true and accurate record of the meeting.

36/18 DECLARATIONS OF INTEREST: CLLR. MASON

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed:

No declarations were made.

37/18 BUDGET UPDATE AND REVIEW: CLERK

Where are we now with the Town Council Finances?

The Clerk will give a financial breakdown with regards costs and forecasts.

The Financial Documents will be circulated and returned at the end of the meeting.

The Clerk is now working through the year-end financial audit.

The balance of the TC accounts are:

General Account: £8,836.39

Reserve Account: £17,506.82

Christmas Account: £54.77

The Clerk circulated the running accounts from 1.4.17 through to 31.3.18.
The Clerk circulated a list of the spending by category.
The internal budget allocations that had been set last year, had in all cases except one, been adhered to. This was where there was an underspend of £1,800 in the Christmas account. This amount had now been transferred back to the general account and has already been utilised to purchase the website redesign, as approved at the last finance committee meeting (minute reference 25/18).
The accounts were discussed in depth.
It was agreed that the finances were in good health and that forecasting and budgeting is the way to control the finances.
Bank charges were also discussed. Unfortunately, due to the very nature of the TC business, there is no option but to use a business account.
The next precept payment is due at the end of April.
There are sufficient funds available for the Town Council requirements until that date.

The Clerk advised the Finance Committee that the external auditor, Grant Thornton, had contacted the Town Council stating that the audit documentation had been delayed in being sent out and had in fact, not yet received by the Town Council. This will possibly result in the audited accounts not being taken to the annual meeting in May for signing off. If this is the case, an extraordinary meeting will need to be called, in order to do this.

38/17 SIGNAGE – WALES IN BLOOM: CLLR. WYER

Would the Town Council consider purchasing the signs for the Wales in Bloom winners on behalf of the Greening Group, to enhance the twin towns?
Cllr. Wyer now has firm prices for the purchase and installation of the signs.

The cost of purchasing the signs and the associated civils work, comes in at £177.58. It was resolved that this amount be paid by the FGTC and that Cllr. Mason advise County Cllr. Pepper to go ahead and place the order.

39/18 MAYOR MAKING CEREMONY: CLLR MASON

In respect of the revised Remuneration legislation and the reduced Mayors allowance, what amount will the Town Council fund for this Civic event?

The cost of last years Civic Service was discussed.
The Town Council would usually pay for the cost incurred for the Civic Guests and the Mayor would pay for the cost of their own guests, from the Mayors Allowance allocated to them.
The revised Remuneration Legislation regulating Councillors expenses has seen the Mayors Allowance, reduced by nearly 60%.
It was agreed that the Town Council will now pay for the cost of the Civic Service (Mayor Making Ceremony) up to a maximum of £1500. Any expense after that, will be agreed and paid for by the incoming Mayor.

40/18 TOWN DEFIBRILLATORS: CLLR. MASON

The Town Council is to purchase another two defibrillators and cabinets. The cost of one will be funded wholly by the Town Council and they have raised £721.40 towards the cost of a further defib.
The cost of the Defibs. and the cabinets purchased previously from Cariad, was £1400 each.
How does the Town Council wish to proceed?

The Clerk had recently applied to the British Heart Foundation for a free defibrillator. Unfortunately, the free ones had all been allocated. However, they were happy to

offer one to the Town Council for a reduced cost of £600, providing the defib. is placed in a cabinet (£450 each) and has a maintenance package taken out in order to maintain the equipment.

The cost from Cariad of a defib and a cabinet, is £1400. With this package, a full replacement equipment service is provided for the life of the equipment, all maintenance, an annual service of the equipment and free training from their staff, whenever requested.

The Clerk will contact Cariad to ascertain if a discount can be offered if buying more than one, but as Cariad is a charity itself, it is anticipated that this will not be the case. The Clerk will make enquiries and report back at the meeting in May.

41/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

1. Fishguard Invasion Trust (Tapestry) - £100 for the renewal of their Visitor Attraction Quality Scheme awarded by Visit Wales

Supported - £100
2. Tony Jacobs Presents - £404.20 for a dance workshop, to work with a professional performer and then to put on a performance for local people.

Supported £150 for the hire of the Theatr for 3 hours.
3. Greening Fishguard and Goodwick - £500
£350 for plants, wildflower seed and trees, £100 for compost and top soil and £50 for signs

Supported - £500
4. CRUSE Bereavement Care Pembrokeshire - £100

Supported - £100
5. Mayors Charity Fund - amount not yet known.
Withdrawn prior to the start of the meeting.

Total amount requested £1,104.20

Total amount awarded today £950.00

42/18 INVOICES FOR PAYMENT: CLLR MASON

The following invoices have been received and consideration must be given for payment:

BT - £176.26 by Direct Debit (already paid)
M & P Electrical - £30 for office phone
North Pembrokeshire Transport Forum Renewal - £12
One Voice Wales Training - £160
PCC - £500 rent
Hampshire Flags - £213.00 for bunting.

Total £915.00.

The BT invoice is already paid and not included in this figure.

It was resolved to pay all of the outstanding invoices.

43/18 DATES OF FUTURE MEETINGS: CLLR. MASON

All meetings will be on the Thursday after the full Town Council meeting and will start at 4pm unless otherwise stated.

The days and times of the meetings was discussed.

The Clerk will email all members of the Finance committee to see if the Monday, following the Tuesday of the Town Council meeting, is a way forward.

Dates to be agreed and then circulated.

44/18. URGENT MATTERS: CLLR MASON

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Chair and the Clerk will need to be advised before the start of the meeting.

Please be advised that no resolution can be reached on non-agenda items but they can be discussed and referred to the relevant committee for further discussion.