



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 4pm THURSDAY 1ST JUNE 2017

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

Cath Bannister – Town Clerk *C Bannister*

Cllr. Paul Mason – Chair *P Mason*

21/17 NOMINATION OF CHAIRMAN FOR THE FINANCE COMMITTEE: TOWN CLERK

It was resolved that Cllr. Mason be Chairman on the Finance Committee

22/17 NOMINATION OF VICE CHAIRMAN FOR THE FINANCE COMMITTEE; CLLR. MASON

It was resolved that Cllr. Ryan be Vice Chairman for the Finance Committee

23/17 APOLOGIES: CLLR MASON

No apologies were received.

Those Cllrs. that were present were:

Cllrs. Mason, Ryan, Stonhold, Wilkes and Wyer

24/17 MINUTES OF THE FINANCE MEETING HELD ON 4.4.17: CLLR MASON

It was resolved to accept the minutes of the meeting held on 4.4.17, as a true and accurate record of the meeting.

25/17 CLERKS REPORT

The Town Clerk updated the committee with regards the format of the newly formed Finance Committee.

Power had been delegated to each committee at the Annual Meeting held on 9.5.17.

Therefore, all matters relating to finance - or with a cost implication, will be delegated to the Finance Committee.

The committee will be allocated a budget every 4 months. If the budget is not spent, it will be carried across to the next period.

All decisions would be made, providing that decision keeps within budget, by the committee and reported to full council as resolved.

The exception to the rule, being the Precept submission which must be agreed at full Town Council.

Any matters requiring financial support but taking the committee over budget, would also be referred to full town council for their approval. Budget adjustments can be made, upon approval, by the Clerk.

26/17 DECLARATIONS OF INTEREST: CLLR. MASON

There were no declaration of interest made with regards to planned Agenda items. Cllr. Stonhold declared a pecuniary interest with regards to an invoice that required paying for IT services to the Town Council.

27/17 FREQUENCY AND DATES OF FUTURE MEETINGS: CLLR MASON

It was resolved to hold the Finance meetings at 3:30pm on the 1st Thursday of every month.

28/17 BUDGET UPDATE: TOWN CLERK

The balance of the accounts as at 1.6.17 are:

General Account: £25,725.98

Reserve Account: £10,001.72

Christmas Account: £261.09

Greening Account: £15,586.50

There were no outstanding invoices. However, the pro-rata transfer to the Christmas fund and to fund the library opening, have not yet been made.

The accounts are looking healthy and no issues are forecast at this time.

29/17 FISHGUARD IN BLOOM: CLLR MASON

The Town Council did not hold the judging for the Fishguard in Bloom event in 2016.

The judging had been scheduled for 2017 and a budget of £200 for certificates, a Civic reception and housekeeping, was allocated to the event.

Cllr. Wyer agreed to contact a visiting Judge for the event, possibly a neighbouring Mayor.

30/17 MAYORS ALLOWANCE FOR THE CIVIC CEREMONY: CLLR. MASON

It was resolved that all expenses incurred for the Civic Ceremony, are met by the Town Council. All personal guests were to be paid for by the Mayor.

31/17 NOTICE BOARD ON TOWN HALL OUTSIDE WALL: TOWN CLERK

It was resolved that the Clerk, who has received permission, to purchase a new, bespoke notice board. The rules being that it duplicates the existing style notice board on the front of the Town Hall. It will be used to display Town Council legal notices. The costs will be investigated and reported back to the Finance Committee.

32/17 REPORT BY THE CLERK REFERENCE FUNDING BIDS: CLLR MASON

The report below was discussed:

REPORT OF THE TOWN CLERK: 29.3.17

FUNDING APPLICATIONS RECEIVED BY THE TOWN COUNCIL

1.0 BACKGROUND:

- 1.1 The Town Council receives a precept payment in order to function. The amount that will be received from Pembrokeshire County Council for the period 2017/18, will be £89,755. This amount will be paid over in three separate instalments, due in late April, August and December.
- 1.2 The Town Council is obliged under section 137(4)(A) of the Local Government Act to allocate money for good causes. The expenditure must be in the interests of, and bring direct benefit to the area – or any part of it, or all or some of its inhabitants. The maximum amount that the Welsh Government has allocated per elector, for the period 2017/18 is £7.57
- 1.3 As at 31.3.17, there were 3,959 people recorded on the electoral register for Fishguard and Goodwick.
- 1.4 That would equate to £29,969.63, or 33%, of the annual precept paid to the Town Council.

2.0 ALLOCATING FUNDS:

- 2.1 Completed grant applications are sent in by different groups and sometimes, by individuals. They are collated, read and heard at Finance Committee meetings.
- 2.2 The Finance Committee agree between themselves as to whether an application is approved and what amount is awarded.
- 2.3 The decision is then taken back to full Town Council for approval (This has since been changed and will be resolved at the Finance Committee)
- 2.4. If approved, the funds are transferred and the account closed. If it is declined, the clerk contacts the applicant and explains why it has been declined.
- 2.5 There would appear to be an expectation on some community groups that because they have received funding from the Town Council in the past, they will be supported again.
- 2.6 Many organisations that allocate funding, like to support community initiatives. However, a cap is usually set on grant applications.
- 2.7 The Fishguard and Goodwick Town Council does not have a policy in place whereby the amount of funding allocated, or number of applications, is restricted.
- 2.8 It is difficult to predict the number of grant applications that will be received, or of the total amount of funding requested. Therefore, the awards made by the Town Council can appear inconsistent.

3.0 CURRENT POSITION:

- 3.1 The Clerk has examined the budget for the last two full, financial years.
- 3.2 2015/16 - The Town Council supported 18 applications, resulting in £8,800.00 being paid to them. This gives an average amount per elector of £2.22 or an average of £488 per grant application.
- 3.3 2016/17 – As at 29.3.17, the Town Council supported 25 applications, resulting in £11,227.64 being paid to them. This gives an average amount per elector of £2.83 or an average of £449.10 per grant application
- 3.4 There are a further 10 grant applications waiting to be reviewed from this financial year. They total up to £11,531.88. If awarded, this would make a total of 35 applications for 2016/17 with £22,759.52 being awarded. This gives an average amount per elector of £5.75 or an average of £650.27
- 3.5 The same organisations apply each year and there would appear to be an expectation by them, that the Town Council will support them.

4.0 RECOMMENDATIONS:

- 4.1 That the entire amount allocated to funding is decided upon in December, prior to the precept being agreed.
- 4.2 That the amount allocated to the funding of grant applications, is divided equally between the three precept periods; April to July, Aug to Nov and Dec – March.
- 4.3 Any amount that has not been allocated for that period, is carried forward.
- 4.4 That a cap is placed on the total amount of financial assistance awarded.
- 4.5 That an organisation can apply just once a year for grant funding.
- 4.6 That consideration is given for special, one off, community events, to allow for a higher amount to be allocated or for a second application. A good example of this may be the Round Table who organise different, varied, innovative and well attended community events throughout the year.
- 4.6 That the Fishguard and Goodwick grant application scheme is promoted on social media and on the Town Council website, encouraging a more diverse group of community groups to apply for funding.
- 4.7 That the grant application form is re-written to reflect the above.

5.0 DESIRED OUTCOME:

- 5.1 That the grant application process is easier to process and manage.
- 5.2 A broader cross section of community groups have access to financial support.

It was resolved to accept the above report and that the Finance Committee take the report on board with immediate effect.

33/17 GRANT APPLICATION: CLLR MASON

The following applications were reviewed.

- 1. Fishguard Sports AFC – £1,000.00 This was deferred until later in the meeting as the Committee were expecting the arrival of Owen Duggan**

2. Goodwick Brass Band - £300 for assistance with travel costs for an event scheduled for 13th May.
Due to the fact that the event had already occurred, the request was declined.
 3. Fishguard Arts Society - £620 for funding towards the Last Invasion Project with schools feeding into Ysgol Bro Gwaun.
£200 was allocated as not all the feeder schools are in the Fishguard and Goodwick area.
 4. Theatr Gwaun - £3,000.00 towards restructuring the green room and improving disabled access.
This request was declined due to the fact that the funding bids are not for building/repairs, the amount requested would take the budget considerably overspent and that the funding allocated is not for building or maintenance work. The committee were happy that they had been able to support the Theatr for £6,000.00 over the last two years. It was also suggested that the theatre should have been aware of the need for the finances and had they discussed this with the Town Council before the budget setting process, this matter could have been perhaps better managed and a contribution made by the Town Council.
 5. Elizabeth Stonhold - £555 for art work being undertaken at Ysgol Bro Gwaun whereby the products made, would be sold in order to build more funds for the school, by bringing art as an opportunity to children.
£500.00 awarded.
- ** The application from Fishguard AFC was reviewed. No representative from the club had attended.
The application was reviewed and discussed. Declined due to lack of detailed costs.

34/17 ID BADGES FOR TOWN COUNCILLORS: CLLR WYER

Cllr. Wyer stated that she would like all Town Councillors to have an identity that associates them with the Town Council. The Clerk will investigate the costs of lapel badges and report back at the next meeting.

35/17 MATTERS ARISING SINCE THE AGENDA HAD BEEN SENT OUT: CLLR. WYER

Festivals.

Cllr. Wyer stated that she would like to see more Festivals in the town, ones similar to the three music festivals currently hosted.

The idea of a single group that organises events and festivals was discussed as was having a calendar on the TC website. Enquiries continuing.

There being no further business to discuss, the meeting was closed at 5:50pm.