



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 7:00pm **Monday 27th January 2020 at 6:30pm**

Councillor **MASON** was in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Jordan Ryan – Vice Chair *J. Ryan*

FINANCE MINUTES:

1/20 APOLOGIES: CLLR. MASON

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

Those Cllrs. present were: Mason, Lawton, McCarney, Stokes and Ryan

2/20 MINUTES OF THE LAST MEETING: CLLR. MASON

To approve and agree, the minutes of the previous meeting, held on 25.11.19, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 25.11.19, as a true and accurate record of the meeting.

3/20 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 of interest were made.

4/20 BUDGET UPDATE AND REVIEW: TOWN CLERK

Balance of accounts as at 27.1.20

General Account - £35,537.53

Reserve Account - £40,932.66

Mayors Charities - £2232.86

Christmas Account - £21,478.31

The Clerk circulated a spreadsheet outlining the debits since 1.4.19 by account heading.

The outstanding commitments for the financial period are approximately £17,000 not including ongoing costs.

It was resolved to accept the above accounts which were agreed as being in good order.

5/20 DEDICATED PROJECT FUNDING AND BUDGETING: CLLR. RYAN

Cllr. Ryan has requested that a dedicated fund be set up for purchasing of defibrillators. Cllr.

Ryan will identify to the committee how this could be managed through the accounting system.

The idea, if adopted, could be extended for other community projects the Town Council wishes to support.

There was a general discussion with regards to financial regulations and accounting. It was resolved to ask the Clerk to contact HSBC Bank with a view to setting up a further account for the purpose of Community Projects.

6/20 MAYORS RECEPTION FOR THE TWINNING EVENT: CLLR. MASON

In order for the Clerk to proceed with planning the Civic Reception for our guests from Loctudi, the Town Council needs to allocate a budget to the Event. Can the committee suggest an amount?

There was a general discussion and it was resolved to allocate a budget of £1700 for the reception.
The Clerk will progress

7/20 DIRECT DEBIT FOR RENTAL OF OFFICE SPACE: TOWN CLERK

The date which the monthly invoice is sent out by PCC cannot be changed, due to the terms of the lease agreement between PCC and FGTC. This is the 1st of each month. This results in the Town Council very often being in arrears due to the Finance committee not meeting until the end of the month.

It has been suggested that the Town Council changes to a Direct Debit payment, taken out on the 1st of each month.

Does the Finance committee agree to this change in payment type?

It was resolved to accept the Direct Payment. The Clerk will progress this matter.

8/20 REDISCOVERING ANCIENT CONNECTIONS: TOWN CLERK

As at minute reference 128/18 of the Full Council, it was resolved to support this 3 year project to the sum of £5k. The Clerk has received communication that the project will now claim this funding. The Clerk has requested that the payments are staged over the 5 years. Does the Finance committee agree to this?

It was resolved to accept that the payments would be split over three years.

9/20 GRANT APPLICATIONS RECEIVED: CLLR. MASON

The following applications have been received . Please discuss:

1. Aberjazz: £700 towards the costs of printing the programme, which means the programme can be sent out free of charge.
As Aberjazz had not disclosed their accounts, this application was deferred until the February meeting.
2. Fishguard Navigators: £300 towards the cost of purchasing a selection of games and stationary items.
This application was deferred until the February meeting to allow further information to be made available.
The Clerk will progress this.
3. Fishguard Sea Cadets: £350 towards the costs of setting up a professional weather station in Lower Town that can then be fed into the National Weather database for better local information.
It was resolved to accept this application in full.

10/20 INVOICES FOR PAYMENT: CLLR. MASON

The following invoices have been received and authorisation for payment is required:

1. Pembrokeshire County Council Rent of premises - £1,000
2. WebAdept – 2 year name renewal for fishguardgoodwick-tc.gov.wales

It was resolved to make the above payments. The Clerk will progress this.

11/20 DATES OF FUTURE MEETINGS: CLLR. MASON

All meetings will be on the fourth Monday of the month and will start at 6:30pm unless otherwise stated:

24th February 2020

23rd March 2020

27th April 2020

12/20 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 Agenda for further discussion, where a resolution can be passed.

Non Agenda Item:

Cllr. Ryan advised the committee that he had been approached by the Sea Cadets to use the Town Council meeting room as a venue for their weekend sponsored rowing event.

It was agreed that the Town Council meeting room was not a suitable venue for this type of event.

There being no further business to discuss, the meeting was closed at 7:35pm.