



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. The meeting was held virtually, due to the COVID-19 outbreak, hosted by StarLeaf on **Monday 19th July 2021 at 7:00pm**

Councillor Stokes was in the Chair

Cath Bannister – Town Clerk

C. Bannister

FINANCE MINUTES:

68/21 APOLOGIES: CLLR. STOKES

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

Apologies were received from: None received.

Those Cllrs. present were: Cllr. Stokes, Ryan and McCarney.

69/21 MINUTES OF THE LAST MEETING: CLLR. STOKES

To approve the minutes of the previous meeting, held on 21.6.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 21.6.21 as a true and accurate record of the meeting.

70/21 DECLARATIONS OF INTEREST: CLLR. STOKES

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.

71.0 BUDGET UPDATE AND REVIEW: CLLR. STOKES

The Clerk had previously circulated account details as follows:

As at 13.7.21 (time of Agenda circulation), the following applies:

General Account - £30,366.38

Reserve Account - £41,971.05

Projects Account - £18,001.60

Mayors Fund - £0.10

Christmas Account - £9,657.62

The next Precept payment of £41,123.00 is due at the end of August.

The Clerk will be attending Tenby Town Council later this week to complete the setting up of the accounts package.

It was resolved to accept the above accounts details.

72/21 NEW CHRISTMAS CONTRACT PAYMENTS SCHEDULE: CLLR. STOKES

The new contract requires split payments throughout the year, 40% due 1st April – August for 2021 as it's a new contract, 40% due on completion of the installation (mid. November) and 20% on takedown in January.

£10,558.01 due immediately with £9,657.62 in account.

The budget transfers to the Christmas Account need re-scheduling accordingly. Please discuss.

It was resolved that the Clerk/RFO, will make the first payment to LITE as soon as possible.

73/21 GRANT APPLICATION FORM AND PROCEDURE REVIEW: CLLR. STOKES

The Grant Application procedure is due for a review. The application form will need to be reviewed accordingly. Please discuss.

It was resolved for a draft to be prepared and presented at the next meeting in September.

74/21 RECLAIMING VAT: CLLR. STOKES

Currently the VAT is reclaimed annually in April after the completion of the Internal Audit. Should this now be done quarterly?

It was resolved that going forwards, the RFO will claim back as follows for 2021/22 – 1x6 monthly and 2 x 3 monthly and thereafter, claim every three months.

75/21 GRANT APPLICATIONS RECEIVED: CLLR. STOKES

1. Aberjazz - £946.00 towards various activities throughout the festival weekend.

After much discussion, it was resolved not to support this application due to it being a second request within a 12 month period.

76/21 INVOICES FOR PAYMENT: CLLR. STOKES

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

1. LITE Christmas Lights first of three payments - £10,558.01

It was resolved for the RFO to make the payment ASAP.

77/21 DATES OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held virtually on the third Monday of each month. The start time for all meetings, will be at 7pm.

20th September 2021

18th October 2021

15th November 2021

13th December (one week early)

78/21 URGENT MATTERS: CLLR. STOKES

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.

There being no further business to discuss, the meeting was closed at 7:47pm.