



# 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, hosted by ZOOM, on **Monday 17<sup>th</sup> November 2021 at 7:00pm**

Councillor Stokes was in the Chair

Cath Bannister – Town Clerk

*C. Bannister*

## **FINANCE MINUTES:**

### **100/21 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, Thickitt, Mason and McCarney.

Those Cllrs. recorded as absent were: Cllr. Davies

### **101/21 MINUTES OF THE LAST MEETING: CLLR. STOKES**

To approve the minutes of the previous meeting, held on 18.1.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 18.10.21 as a true and accurate record of the meeting.

### **102/21 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:

None were declared but Cllr. Stokes advised that as at item number 6, where the item is applicable to both herself and the Vice Chair, she would refrain from commenting. There was a general discussion and it was agreed that this item will not be heard at finance and will be taken to full council in December.

The Clerk will progress.

### **103/21 BUDGET UPDATE: TOWN CLERK**

As at 9.11.21 (time of Agenda circulation), the following account details apply:

General Account - £33,048.38

Reserve Account - £41,972.11

Projects Account - £25,002.20

Mayors Fund - £0.10

Christmas Account - £8,099.85

Accounts to date 31.10.21, by cost centre, were circulated separately and discussed.

A credit of £207 from PCC that had appeared on the bank statement was discussed. This was an error payment by PCC and the payment has now been returned.

The Clerk is still waiting to hear from the Elections Team at PCC with regards to the anticipated costs to the Town Council for the elections in 2022.

The Elections team have contacted the Clerk and the response is that they are still waiting on costs from their fiancé dept. However, the Clerk asked if £6k might cover the costs and was advised that this should be enough.

The Clerk is still waiting to hear from Revenues at PCC of the Price Band for Property Band D for 2022/23

Revenues will forward the Property Bands to all Clerks in Pembrokeshire, when they have been finalised.

**104/21 BUDGET SETTING PROCESS FOR 2022/23: CLLR. STOKES**

The Clerk has prepared some basic figures (circulated separately.) The RFO and the Chairman of Finance need to meet further in order to review the budgets for 2022/23. These will then need bringing back to Finance in December and then to the Full Council for final approval in January. Please discuss

The forecasted figures were discussed line by line with the committee. They were accepted as revised but further consideration needs to be made with regards to the cost of elections in 2022 and other proposed ideas.

The RFO and the Chair of Finance will progress and report back in December.

**105/21 TERMS OF REFERENCE: CLLR. STOKES**

The terms of reference requires some amendments. Please discuss.

The Terms of Reference and were amended accordingly and it was resolved to accept the proposals. The Clerk will progress.

**106/21 GRANT APPLICATIONS RECEIVED: CLLR. STOKES**

1. TBC. Wales Air Ambulance are asking for a donation towards their target of £8m for the coming year.

It was resolved to support the application and they were awarded £150

2. £500 to Pembrokeshire Sheepdog Trials who are asking for a donation that will go towards the cost of hiring a loudspeaker van at a total cost of £1,590.00

This was discussed in length. It was not supported because it was felt that the proportion of Fishguard and Goodwick would not benefit from this award.

The Clerk will progress both applications above.

**107/21 INVOICES FOR PAYMENT: CLLR. STOKES**

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

1. £81.25 Reimbursement to Cllr. Murphy for Christmas sweets and bags
2. £30.00 to One Voice Wales training for Cllr. McCarney
3. £8,064.00 to Fishguard Garden Centre for watering and fertilising summer display units throughout the season.
4. £1,372.80 to Fishguard Garden Centre to take down and dispose of, via licence, the summer floral displays.
5. £3,288.80 to Fishguard Garden Centre to fill containers with compost and summer bedding and then to nurture growth before setting up around the towns.
6. £960.00 for the storage container hire.
7. TBC - Donation to the Royal British Legion for the Poppy Wreaths and donation

The RBL were awarded £250

It was resolved to accept the above invoices. The Clerk will progress.

**108/21 CHAIR AND VICE CHAIRS ALLOWANCES**

The Finance Committee need to confirm the budget for both the Chairman's and the Vice Chairman's allowances for 2022/23. Can they remain as they are at £1,500 and £500 respectively.  
Please discuss.

This item will be discussed at full council in December.

**109/21 GRANT APPLICATION REVIEW: CLLR. STOKES**

Please review the newly proposed Grant Application forms. The Clerk has updated the revisions suggested last month. Please discuss.

This item was postponed until the December meeting.

**110/21 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.

13<sup>th</sup> December

17<sup>th</sup> January 2022

21<sup>st</sup> February 2022

21<sup>st</sup> March 2022

**111/21 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 7:58pm