



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 20th September 2021 at 7:00pm**

Councillor Stokes was in the Chair

Cath Bannister – Town Clerk

C. Bannister

FINANCE MINUTES:

79/21 APOLOGIES: CLLR. STOKES

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

Apologies were received from: Cllr. Thickitt – holiday and Cllr. Mason IT issues.

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

Those Cllrs. absent were: Cllr. Davies

80/21 MINUTES OF THE LAST MEETING: CLLR. STOKES

To approve the minutes of the previous meeting, held on 19.7.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 19.7.21 as a true and accurate record of the meeting.

81/21 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.

82/21 BUDGET UPDATE AND REVIEW: CLLR. STOKES

As at 14.9.21 (time of Agenda circulation), the following applies:

General Account - £53,744.46

Reserve Account - £41,492.11

Projects Account - £18,000.91

Mayors Fund - £0.10

Christmas Account - £9,657.86

The Clerk discussed the accounts and it was agreed that they were in good order. The Cllrs. liked the new accounts package presentation and said that it gave them a better idea of where and how funds are being allocated.

83/21 REVIEW OF BUDGET HEADINGS AND BUDGET ALLOCATIONS. CLLR. STOKES

Please discuss the previously circulated accounts. You will need to agree and review the existing budgets in line with budget requirements going forwards.
Please discuss.

It was resolved to accept the accounts package cost centres and cost codes.

84/21 REVIEW OF AMOUNTS TO BE TRANSFERRED TO OTHER ACCOUNTS: CLLR. STOKES

Please review the amounts that are transferred from the general account to other accounts at each precept payment.
Please discuss.

After a general discussion, the following was resolved:

That for this 4 month precept period, no money will be transferred to the reserve account as the balance is now at the recommended amount. This will be reviewed in January 2022.

That the RFO will transfer £10k from the general account into the Christmas account.

That the Clerk will confirm the amount, by email, in the next few days, but £9k will be transferred across to the projects account.

There was a discussion with regards to known projects account and the Clerk will discuss this further with the Chair of Finance and report back to Finance committee.

85/21 FINANCIAL PROCEDURE FOR FUNDING TOWN COUNCIL COMPETITIONS: CLLR. STOKES

With the new accounts package in place, the Town Council needs to agree a way forward for allocating funds for future Town Council events that are in line with Financial Regulations and are compatible with the accounts package.
Please discuss.

The following was resolved:

Chairs will identify what competitions they intend to hold with their relevant committee's and request an amount from full council to cover all costs to be incurred.

Prizes will be identified in advance. If they are trophies or tangible prizes, they will be purchased in line with financial regulations. If they are not tangible prizes, the RFO will send an official order for those prizes and request invoices to be forwarded within 14 days. The invoices will then be authorised and paid – in advance of the event.

The Chairman will then print tokens to hand out to prize winners, at, or immediately after an event has occurred.

86/21 REVIEW OF GRANT APPLICATION FORM: CLLR. STOKES

Continuing from July's meeting, the grant application form needs reviewing. A draft has been prepared and will be circulated separately to the Agenda. Please discuss.

It was agreed that the Haverfordwest copy, previously circulated, would suit the needs of the Town Council. Haverfordwest TC had agreed to us using their copy and had also forwarded further information to help, via an email to the Clerk. This will be circulated by the Clerk to the committee. Small changes were identified.

The Clerk will amend the application to bring back to Finance in October.

87/21 GRANT APPLICATIONS RECEIVED: CLLR. STOKES

1. Fishguard and Goodwick Community Events Association - £2,000.00 for the New Year's Eve party scheduled for the square on 31.12.21
£400 for hire of Town Hall
£1100 for activities
£500 towards security staffing costs.

An amount of funding was identified. Because the identified amount is in excess of £500, it was resolved to take to full council in October, for discussion and possible authorisation.

2. North Pembrokeshire Trade and Tourism £450 for booklet – **withdrawn.**

88/21 INVOICES FOR PAYMENT: CLLR. STOKES

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

1. Rockpool Design Limited - £960.00 for the designs of the banners
2. CardiBanners - £1,180 for the making up of the banners - £1,180.00
3. ETTS – Cherry Picker hire for installing the banners - £184.27

It should be noted that 1-3 above, will be reclaimed from Welsh Govt. via Griffiths Civil Engineering. £2,324.27

4. Richard Morse Carpentry and Building Services - £60.00 for the installation of 2no. Defib cabinets.
5. Telemat - £1,860.00 for the annual fee for access points and maintenance for the WiFi points that support the WiFi system.
6. Red Onion Café - £15 (Fishguard In Bloom competition winner)

Total - £4,259.27

It was resolved to authorise each of the above invoices. The RFO will progress.

89/21 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.

18th October 2021

15th November 2021

13th December (one week early)

90/21 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 8:01pm.