



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
Tel: 01348 874406
email: clerk@fishguardgoodwick-tc.gov.wales

The **MINUTES** of the meeting of the **FINANCE** committee meeting. The meeting was held virtually, hosted by ZOOM, on **Monday 21st February 2022, at 7:00pm**

Councillor Stokes was in the Chair

Cath Bannister – Town Clerk

C. Bannister

FINANCE MINUTES:

10/22 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, Mason, Thickitt and McCarney.

Those Cllrs. recorded as absent were: Cllr. Davies

11/22 MINUTES OF THE LAST MEETING: CLLR. STOKES

To approve the minutes of the previous meeting, held on 18.1.22, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 18.1.22 as a true and accurate record of the meeting.

12/22 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.

13/22 BUDGET REPORT: TOWN CLERK/RFO

As at 12.1.22 (time of Agenda circulation), the following account details apply:

General Account - £34,119.66

Reserve Account - £41,973.16

Projects Account - £32,002.71

Mayors Fund - £0.10

Christmas Account – £1,263.06

Cllr. Stokes asked if the income refund from Amazon prime had refunded the allocated budget. Cllr. Ryan asked if the £1500 returned by the New Years Eve committee had refunded the allocated budget. The Clerk assured them that both were recorded as income but they would not refund that particular cost code.

The accounts were approved.

14/22 REVIEW OF TERMS OF REFERENCE FOR THE FINACE COMMITTEE: CLLR. STOKES

Please review the Terms of Reference for the Finance Committee which have been circulated separately.

It was resolved to accept the Terms of Reference.

15/22 GRANT APPLICATIONS RECEIVED: CLLR. STOKES

1. Fishguard Folk Festival - £1,000 towards various items totalling £973.20 towards the costs of advertising the festival in May.

The Finance Committee reviewed the application, prior to it being sent to full Council for a decision to be made. The following points were raised:

1. The amount requested was not the total of the items to be funded. The committee suggested that revised, up to date costs be submitted.
2. Are the accounts submitted, audited accounts?

The Clerk will progress with the applicant.

16/22 INVOICES FOR PAYMENT: CLLR. STOKES

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

1. Telemat - £288.00 for the service level agreement renewal for IT equipment
2. PCC - £11,000 for the Friday opening of the library 2021-2022. (Agreement ends 31.3.24)
3. WebAdept Solutions - £223.20 for two year domain name renewal – fishguardgoodwick-tc.gov.wales
4. Scribe Accounting - £561.60 for annual renewal fee
5. SLCC - £215.00 for membership renewal
6. OVW - £30.00 training for Cllr. Gwynn
7. Abersign - £250 for various signage for TK's: Defibs., Book Store in Dyffryn and 3 x cannons.

It was resolved to accept the above for payment.

Retrospective Payment Requiring Authorisation:

1. £2,069.16 - Payroll to 11th February (inc. salary, NI, PAYE, employers contributions and superannuation fund)
2. £36.00 – SLCC Clerks Holistic Risk Assessment Training paid by Debit Card
3. £18.00 - SLCC Clerks Elections 2022 Training paid by Debit Card
4. £40.00 – Planning training for Cllr. Perkins paid by Debit Card
5. £20.97 – Tape to make temporary repairs to flagpoles paid by Debit Card

It was resolved to accept the above retrospective payments as recorded.

Direct Debit Payments – (on or after the date specified):

1. 20th of the month - £500 to PCC for the rent of offices
2. 25th of the month - £8.00 to HSBC for bank charges
3. 31st of the month - £117.60 to WebAdept for website maintenance
4. 31st of the month – (appx.) £73.60 to OneCom for fibre and telephone
5. Annually in February - £40 to ICO for Data Protection fee (reduced to £35 as is a Direct Debit payment).

It was resolved to acknowledge the above monthly/annual direct debits.

17/22 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 7pm.

21st March 2022

18th April 2022
16th May 2022
20th June 2022
18th July 2022

18/22 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 7:18pm.