



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

Dear Council Member,

You are hereby summoned to attend a meeting of the Fishguard and Goodwick Town Council Finance Committee at 4.00pm **on Thursday 3rd May 2018**, at Fishguard Town Hall. **Councillor Paul Mason will be in the Chair.**

Cath

Cath. Bannister
Town Clerk/Responsible Financial Officer

FINANCE AGENDA:

1. APOLOGIES: CLLR. MASON

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

2. MINUTES OF THE LAST MEETING: CLLR. MASON

To approve and agree, the minutes of the previous meeting, held on 5.4.18, as a true and accurate record of the meeting.

3. 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:

4. BUDGET UPDATE AND REVIEW: CLERK

Where are we now with the Town Council Finances?
The Clerk will give a financial breakdown with regards costs and forecasts.
The Financial Documents will be circulated and returned at the end of the meeting.

5. OFFICE BACK UP IN EVENT OF SICKNESS/ABSENCE: CLLR MASON:

The Clerk was recently absent from work due to ill health. Her attempts to work from home didn't materialise due to some work being left in the office.
As suggested by OVW. Can the Town Council investigate the cost of replicating the current IT system by way of a laptop, or, by subscribing to Office 360.
Please discuss.

6. INSURANCE POLICY RENEWAL: CLLR. MASON

The insurance policy is due for renewal on 1.6.18. The Clerk has attempted to get further quotations but no-one can compete with last years policy.
We need to review the requirements of the renewal policy before 1.6.18
Please discuss.

7. GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

- 1.0 Aberjazz - £1,075 to purchase the festival programmes or, a £500 contribution.

Total amount requested £1,075.00

8. INVOICES FOR PAYMENT: CLLR MASON

The following invoices have been received and consideration must be given for payment:

- Hire of Town Hall room – £37.50
- BT CCTV Charges - £694.58
- OVW Training - £80
- OVW Training - £40
- PCC Rent - £500
- OVW Training - £80
- PCC Library Opening Support - £7,702.20

Total £9,134.28

£7,702.20 from Reserve Acct as per agreement.

10. DATES OF FUTURE MEETINGS: CLLR. MASON

All meetings will be on the first Monday following a full Town Council meeting and will start at 4pm unless otherwise stated:
To be confirmed.

11. 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 for further discussion.