



# 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 held at the Town Hall, Fishguard at 7:00pm **Monday 25<sup>th</sup> March 2019 at 7pm**

Councillor **PAUL MASON** was in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Jordan Ryan – Vice Chair *J. Ryan*

## **FINANCE MINUTES:**

### **25/19 APOLOGIES: CLLR. MASON**

To formally record apologies for absence and to record the attendance of Town Councillors. Apologies were received from Cllr. McCarney - illness  
Those Cllrs. present, were:  
Cllrs. Ryan, Mason, Stokes, Thickitt and Lawton

### **26/19 MINUTES OF THE LAST MEETING: CLLR. MASON**

To approve and agree, the minutes of the previous meeting, held on 28.2.19, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 28.2.19, as a true and accurate record of the meeting.

### **27/19 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:  
No declarations of interest were made.

### **28/19 BUDGET UPDATE AND REVIEW: CLERK**

The Clerk gave a breakdown of the individual budgets by category and an overview of the accounts in full.

As at 25.3.19, the balance of the accounts are:

General Account: £11,353.58

General Reserve: £27,333.04

Mayors Fund: £1000.32

Christmas Lights: £3,966.71

Mayors Allowance: £1.00

The spreadsheet that was circulated was discussed.

It was resolved to accept the accounts as they were presented to them.

### **29/19 INTERNAL AND EXTERNAL AUDITS FOR 2018/19 ACCOUNTING PERIOD: TOWN CLERK**

The Clerk advised the committee with regards to the intentions of the external auditor for the last financial year.

These are: Committees, Terms of Reference for the committees, Standing orders and Financial Regulations.

The above documents are all up to date.

**30/19 BUDGET SETTING FOR FUTURE PROJECTS: CLLR MASON**

It was resolved to allocate the following budgets to the following event:

Community Awards - £800

Community Champions Award – Cllr. Stokes to look at businesses to assist with sponsoring a cabinet and a notice board.

Mayors Civic Ceremony – to be discussed at the next finance committee

**31/19 COST OF COUNCILLOR EMAIL CONTACT ADDRESSES: CLLR. MASON**

What is the cost of fully functioning Town Councillor email addresses, as opposed to them continuing to use personal email addresses?

This will be discussed at the April Finance meeting due to there being a delay in receiving the quotes.

**32/19 BANK MANDATE: CLLR. MASON**

The revised bank mandate has been submitted.

The following are now authorised signatories:

Cllrs. Mason, Stokes, Ryan and the Town Clerk.

Cllrs. Mason and the Clerk can also make electronic payments, direct debits and authorise loans etc.

**33/19 FLAGS AND BUNTING: CLLR. MASON**

The flags for the 2019 season need to be purchased along with the bunting for Goodwick.

It was resolved to allocate £1,300 in order to purchase these items.

**34/19 TOWNS FREE WI-FI: CLLR. MASON**

Although the cost is still not known, it was resolved to support the financial cost of taking the Wi-Fi costs on, now the PCC financial contribution ends in June 2019.

This matter will also be referred to full council for them to decide if the free Wi-Fi in the towns, is to be continued or not.

**35/19 GRANT FUNDING ALLOCATED TO THE GREENING GROUP AND FISHGUARD FRIENDLY FACES: CLLR. MASON**

The Town Council allocated £300 to each group, in order for them to hold a celebration of their successes.

The two groups combined forces and held a joint party. The cost of this came to £400.

The Clerk had received a request for the £200 not spent, to be re-allocated to the group for them to hold a second celebration in the future.

This matter was discussed and it was resolved that the clerk receives an invoice for £400.

No further funding was made available.

**36/19 GRANT APPLICATIONS RECEIVED: CLLR. MASON**

To review any grant applications received:

1. Fishguard Folk Festival – awarded £500
2. CRUSE Bereavement Pembrokeshire – awarded £100
3. Goodwick Brass Band - £500

Total amount supported **£1,100.00**

**37/19 INVOICES FOR PAYMENT: CLLR MASON**

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

1. Right Price Print - £48.00 for printing for the Welsh Cake Challenge
2. Fishguard Garden Centre - £240.00 for container storage Jan – March incl.
3. One Voice Wales - £40 for training for the Clerk
4. Total Tech - £21.00 for setting up of .gov.wales domain

Total Amount to pay this month: **£538.00**  
It was resolved to pay all the outstanding accounts.

**38/19 DATES OF FUTURE MEETINGS: CLLR. MASON**

All meetings will be on the fourth Monday of the month and will start at 7pm unless otherwise stated:

29<sup>th</sup> April 2019 (one week late due to advanced apologies received)

3<sup>rd</sup> June 2019 (one week late due to B/H)

24<sup>th</sup> June 2019

Further dates to be decided at the next meeting.

**39/19 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 Agenda for further discussion, where a resolution can be passed.***

There being no further business to discuss, the meeting was closed at 8:30pm