



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
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Dear Council Member,

You are hereby summoned to attend a meeting of the Fishguard and Goodwick Town Council Finance Committee at 7.00pm **on Monday 25th June at 7pm**, at Fishguard Town Hall.
Councillor Paul Mason will be in the Chair.

Cath

Cath. Bannister
Town Clerk/Responsible Financial Officer

FINANCE AGENDA:

- 1. ELECTION OF CHAIRMAN FOR THE FINANCE COMMITTEE: TOWN CLERK**
To elect a Chair for the Finance Committee
- 2. ELECTION OF VICE CHAIRMAN FOR THE FINANCE COMMITTEE: NEW CHAIR**
To elect a Vice Chair for the Finance Committee
- 3. APOLOGIES: NEW CHAIR**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 4. MINUTES OF THE LAST MEETING: NEW CHAIR**
To approve and agree, the minutes of the previous meeting, held on 3.5.18, as a true and accurate record of the meeting.
- 6. DECLARATIONS OF INTEREST: NEW CHAIR**
To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed:
- 7. 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.
- 8. OFFICE BACK UP IN EVENT OF SICKNESS/ABSENCE: NEW CHAIR:**
Can the Town Council investigate the cost of replicating the current IT system by way of a laptop, or, by subscribing to Office 360.
The cost of a laptop suitable would be xxx
The cost of an annual subscription to the cloud would be xxx
- 9. TO RE-AFFIRM THE FINANCES AVAILABLE THE MAYORS CIVIC CEREMONY: NEW CHAIR**
As agreed at minute reference 39/18, that due to the decrease in the Mayors allowance by 60%, the allowance payable by the Town Council towards the Mayors Civic Ceremony should be increased from £900 to £1500. Any costs incurred after that amount, will be met by the Mayor themselves.
There are other associated costs for the Civic Ceremony, for example printing and postage (appx. £220). Is this now in addition to the £1500 or included with the £1500? In previous

years, when the allowance was lower, it was in addition to. Please discuss.

10. THE MAYORS CHARITY FUNDRAISING ACCOUNTS: NEW CHAIR

It has been pointed out by the Accountant that funds raised from charity events, need paying into a separate account. Although fully accounted for, they have previously been paid into the general account. However, the separate accounts carry a minimum bank charge of £5 a month, resulting in an annual charge of £60 per account.
Please discuss

11. BANKING MANDATE: NEW CHAIR

The Town Council currently has two authorised signatories, Cllr. Mason and Wyer. This needs to be increased to at least 4 Cllrs.
The Clerk has a blank mandate and after nominations have been received, she will ask they each attend the HSBC Bank in Haverfordwest, to get their details authorised and approved.

12. COSTS OF CHANGE IN DOMAIN NAMES AND CHANGE IN CURRENT PROVIDER: NEW CHAIR

The Town Council has recently had a few issues with emails. We are currently hosted by Netring.
1. Couldn't email at all due to an attempted attack on their server. No notification received with regards why or even a message when it was resolved.
2. Contacted on 8th June ref. not being able to send emails to PCC – was advised there was nothing wrong
3. Contacted PCC 18th June who stated emails are being sent to the PCC SPAM folder due to an SPF failure at Netrings end!
Have asked if the new website designers will host but there are costs involved.
Please discuss.

13. GRANT APPLICATIONS RECEIVED: NEW CHAIR

To review any grant applications received:

- 1.0 Greening Fishguard and Goodwick - £500 for trees and signs
- 2.0 Fishguard International Music Festival - £500 towards artists fees and venue hire for concerts in Holy Name School and the Theatr Gwaun and towards accommodation costs for a choir staying in local hotels.
- 3.0 Tracy Johnson and Karel Mujica - £100 for prizes of book vouchers and the printing of tickets for the Fictional Food Festival.

Total amount requested £1,100.00

14. INVOICES FOR PAYMENT: NEW CHAIR

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

Currently no invoices due for authorisation.

15. DATES OF FUTURE MEETINGS: NEW CHAIR

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

- 24th September 2018
- 22nd October 2018
- 26th November 2018
- 24th December 2018
- 28th January 2019

16. URGENT MATTERS: NEW CHAIR

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.