



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 24th September 2018**

Councillor **Paul Mason** was in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Paul Mason – Vice Chair *P Mason*

FINANCE MINUTES:

79/18 APOLOGIES: CLLR. MASON

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

No apologies were received.

Those Cllrs. present, were:

Cllrs. Ryan, Mason, Thickitt, Davidson and Stokes

80/18 MINUTES OF THE LAST MEETING: CLLR. MASON

To approve and agree, the minutes of the previous meeting, held on 23.7.18, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 23.7.18, as a true and accurate record of the meeting.

81/18 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:

Cllr. Davidson declared an interest in the following Agenda item:

Agenda item number 7 (3,). Grant Application received from Fishguard Bay Welcome £1,500.00.

As an active member of the Fishguard Friendly Faces, Cllr. Davidson will not comment on this application.

82/18 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.

The Clerk is now working through the year-end financial audit.

As at 24.7.18, the balance of the TC accounts are:

General Account: £25,906.00
Reserve Account: £21,310.00
Christmas Account: £13056.15
Mayors Fund: £369.09
Mayors Allowance: £11.00

The Clerk circulated the running accounts from 1.4.18 through to today, 24.9.18. A list of the current spends by category as compared to the annual budget by category was circulated. It was resolved to accept the Financial Accounts as a true and accurate reflection of the Town Council Finances, which were agreed as being in good order.

The outcomes of both the internal and external audits were discussed. The external audit was passed effectively for the third year running with three observations by Grant Thornton (these do not affect the outcome of the audit):

1. The dates of the Electors Rights was not observed correctly, although they were displayed for the correct number of days. The Clerk will investigate this.
2. Grant Thornton believe the amount held in the reserve account appeared low at just 18% of the annual precept. The committee discussed this and decided to keep the savings, set annually, at the limit they are set at, at £9k per annum.
3. That the Mayors Allowance Account had a nil balance at the end of the financial year. This is due to the allowance being claimed in full.

The outcome of the internal audit referred to the aims and objectives of the Town Council. This was discussed and it was proposed that the Clerk prepare a draft for consideration at the next finance committee.

83/18 THE TOWN COUNCIL AIMS AND OBJECTIVES: CLERK

It was resolved that the financial accounting be written up in words rather than in figures, identifying the aims and objectives of the council. The Clerk will prepare a draft for presentation at the next finance committee meeting.

84/18 CELEBRATING SUCCESS: ALL

The Town Council would like to celebrate the success of the Fishguard Friendly Faces, including the Tapestry volunteers, Ein Hanes and St. Mary's Church volunteers and then the Greening Group. Two large, separate celebrations have been considered. How much can the Town Council contribute to each event?

The idea was discussed and it was resolved to hold two separate celebration events and that the Town Council would contribute £300 to each event. The Clerk will follow up and make contact with each group in order to progress the two events.

85/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

1. Greening Fishguard and Goodwick - £500 for plants, wildflower seeds and trees as well as compost, top soil and signs. Deferred for further information.

2. St. Marys Church – £500 towards their proposed improvements project and disabled access to the church.
£500 awarded and will be paid when the building work commences.
3. Fishguard Bay Welcome - £1500 towards the costs of purchasing 3000 FFF's bags for cruise ship visitors.
Deferred until 2019
4. The Gateway Hub (Gateway Club, TBG and Rainbow Support Centre) £905.00 external building improvements.
Referred for more detailed information.
5. Tracy Johnson - £100 towards a fundraising event, Murder and Mayhem. Profits will be shared between Theatr Youth Group and Welsh Hearts (defibs. in local communities).
Declined
6. Rainbow Support Centre - £500 towards the cost of purchasing 45 polo shirts for volunteers (total cost £630)
Referred back for more specific detailed information

86/18 INVOICES FOR PAYMENT: CLLR MASON

The following invoices have been received and authorisation has been given for payment.

1. PCC Rent - £500
2. Fishguard Garden Centre - £2461.20 for planting up containers for plants and placing on railings and lampposts around the towns
3. Fishguard Garden Centre - £4,536.00 maintenance, watering and feeding of all floral arrangements and for taking down and then the secure disposal of all units
4. Right Price Print - £24.60 FIB Certificates and set up
5. Right Price Print - £126.00 for 2 FGTC promotional banners and office based paper
6. Cupcake Kitchen - £13 for cakes for the FIB event

87/18 DATES OF FUTURE MEETINGS: CLLR. MASON

Future meetings are scheduled for the fourth Monday of the month at 7pm:

22nd October 2018
 26th November 2018
 10th December 2018
 28th January 2019

88/18 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.

Cllr. Stokes mentioned with regards to the possible renaming of the new road.

The Town Council had pledged their support with regards to Hardings Way.

The application form that needs to be completed in order to submit the request formally, requires a fee of £150.

After discussions, it was suggested that the person submitting the application completes a grant application form to the Town Council for their consideration.

There being no further business to discuss, the meeting was closed at 8:40pm