



# 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> JUNE 2018**

Councillor **Paul Mason** was in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Paul Mason – Vice Chair *P Mason*

## **FINANCE MINUTES:**

### **55/18 ELECTION OF NEW CHAIR: CLERK:**

This being the first meeting of the Finance Committee since the Annual Meeting, a Chair was nominated.

It was resolved that Cllr. Mason would be the Chair of the Finance Committee.

### **56/18 ELECTION OF VICE CHAIR: CLLR. MASON**

This being the first meeting of the Finance Committee since the Annual Meeting, a Vice Chair was nominated.

It was resolved, that Cllr. Wyer will be the Vice Chair of the Finance Committee.

### **57/18 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. Wyer, Ryan, Mason and Stokes

### **58/18 MINUTES OF THE LAST MEETING: CLLR. MASON**

To approve and agree, the minutes of the previous meeting, held on 3.5.18, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 3.5.18, as a true and accurate record of the meeting.

### **59/18 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. Ryan declared an interest in the following two Agenda items:

9. To re-affirm the finances available for the Mayors Civic Ceremony
10. The Mayors Charity Fundraising Accounts

Cllr. Ryan declared that he would abstain from any discussion or comments, during the discussions with regards to the two agenda items.  
It was resolved that the amount available to spend on the Mayors Civic Ceremony is £1500 all inclusive of printing and stationary

**60/18 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 25.6.18, the balance of the TC accounts are:

General Account: £21,497.59  
Reserve Account: £15,307.282  
Christmas Account: £6,054.84  
Mayors Fund: Nil  
Mayors Allowance: Nil

The following larger payments have recently been paid:

1. £7,702.20 to pay for the Friday library opening 2017-2018 (payment in full)
2. £4,000.00 to Theatr Gwaun (1<sup>st</sup> of 3 payments)
3. £3,500.00 to Lota Parc. (1<sup>st</sup> of 3 payments)

The Clerk circulated the running accounts from 1.4.18 through to 25.6.18.  
The Clerk circulated a list of the current spends by category.

It was resolved not to increase the £3k that is transferred to the reserve account upon the receipt of each precept payment.

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.

**61/18 OFFICE BACK UP IN THE EVENT OF UNFORESEEN ABSENCE: CLLR. MASON**

The Clerk was recently absent from work for two weeks due to illness. This absence has highlighted the drawbacks to lone working. Difficulty was experienced in accessing emails and even putting on an out of office notice.  
Meetings had to be cancelled because documents could not be accessed and banking, which is done solely by the Clerk, had to wait until the Clerk could manage to get into the office.

The Clerk reported that the issue of purchasing a laptop for remote access to the Town Council documents and emails, had not been progressed.

It was resolved that:

The Chair will be trained in the use of the Town Councils BACS banking.

**62/18 TO RE-AFFIRM THE FINANCES AVAILABLE FOR THE MAYORS CIVIC CEREMONY: CLLR. MASON**

As at minute reference 39/18 when the Mayors Allowance for the Civic Ceremony had been increased, the Clerk needed to clarify if office costs – for example, printing, stamps etc. for the ceremony were in addition to the £1500.

It was resolved that the £1500 allowance was to include all costs incurred by the Town Council in preparation for the Civic Service.

**63/18 THE MAYORS CHARITY FUNDRAISING ACCOUNTS: CLLR. MASON**

It had been identified by the internal accountant, that funds raised by the previous Mayors, had been paid into the General account and paid out respectively from that account.

Although, this was fully accountable, it was deemed better practice to pay all funds raised, into the Mayors Fund account.

The Clerk advised the committee that once activated, there is a £5 monthly bank charge for the use of this separate account.

It was resolved that all future payments received through the Mayors Charity Fundraising events, would be paid into the Mayors Fund account.

The Clerk will contact the bank to see if the £5 monthly charge can be stopped, due to it being a charity account.

**64/18 COST OF CHANGE IN DOMAIN NAMES AND CHANGE IN CURRENT PROVIDER: CLLR. MASON**

The Town Council has had a few issues with the current domain provider Netring. They have on three previous occasions, failed to update us with regards to email issues that the Town Council had been experiencing. They had blocked us sending emails to Pembrokeshire County Council and as the Clerk had been emailing them for several weeks without realising they were not being delivered correctly, it had caused a lot of issues and extra work.

The server for Netring had also received an attempted hack on it and until the Clerk contacted Netring after experiencing difficulties, they advised us of the issues they had experienced.

After a discussion, it was resolved that Total Tech. in Haverfordwest, would be asked about .gov.wales email addresses for all Councillors and that they take over as domain hosts.

The Clerk will continue with enquiries and report back at the next Finance meeting, via the Clerks Report.

**65/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON**

To review any grant applications received:

1. Greening Fishguard and Goodwick asked for £500 to purchase trees and signs.  
It was resolved to pay this amount in full.
2. Fishguard International Music Festival asked for £500 to help with costs associated with putting on local events during the Festival and for payments towards accommodation costs for visiting artists.  
It was resolved to pay this amount in full.
3. Karel Mujica and Tracy Johnson asked for £100 for prizes of book vouchers and help towards printing costs for the Fictional Food Festival.  
It was resolved to pay the amount in full.

Total amount pledged for good causes - £1,100.00

**66/18 INVOICES FOR PAYMENT: CLLR MASON**

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

There were no outstanding invoices requiring authorisation for payment.  
The listed invoices below were for information only as they had been previously been authorised for payment by Direct Debit:  
Hampshire Flags - £221.51  
Onecom - £78.66

**67/18 DATES OF FUTURE MEETINGS: CLLR. MASON**

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

23<sup>rd</sup> July 2018  
24<sup>th</sup> September 2018  
22<sup>nd</sup> October 2018  
26<sup>th</sup> November 2018  
24<sup>th</sup> December 2018  
28<sup>th</sup> January 2019

**68/18 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.***

There being no further business to discuss, the meeting was closed at 7:55pm