



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 4:00pm **THURSDAY 3rd May 2018**

Councillor **Paul Mason** will be in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Paul Mason – Vice Chair *P Mason*

FINANCE MINUTES:

45/18 APOLOGIES: CLLR. MASON

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

Apologies were received from Cllr. Pepper – work commitments.

Those Cllrs. present, were:

Cllrs. Wyer, Ryan, Mason, Stokes and Davidson

46/18 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.

It was resolved to accept the minutes of the meeting held on 5.4.18, as a true and accurate record of the meeting.

47/18 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:

No declarations were made.

48/18 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.

The balance of the TC accounts are:

General Account: £43,739.78

Reserve Account: £17,506.82

Christmas Account: £54.77

The Clerk circulated the running accounts from 1.4.17 through to 31.3.18.

The Clerk circulated a list of the spending by category.

The Finance committee then looked at budgets - by category and suggestions were made for the forthcoming year.

The Clerk will prepare these budgets for the June meeting.

The annual accounts are currently with the internal auditor.

The paperwork has now been received by the external auditor, Grant Thornton and the completed accounts should be prepared ready for approval at the June meeting.

49/18 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.

There was a discussion around resolving the issue, should it arise again.

It was resolved that the Town Council invest in a laptop and access to the iCloud so that emails and documents can be accessed from outside of the office.

Banking can only be done from the office computer, but it was resolved that the Chair of the Finance Committee, be trained in how to make urgent payments.

The Clerk will investigate costs and report back at the next Finance meeting.

50/18 INSURANCE POLICY RENEWAL: CLLR MASON

The current insurance policy is due for renewal in June.

Discussions with what extra assets need to be covered.

It was agreed that there was sufficient cover for liability, both internal and external.

The Clerk will look to suggest a policy and will liaise with the Chair of the Finance Committee before a policy is accepted.

51/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

Aberjazz. A request for £1070.00 or £500, towards costs for printing.

It was resolved to award £700 with the request that the FGTC logo is added to the printing work.

52/18 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 x 3 invoices totalling £200
PCC Rent - £500
PCC Library Opening Day - £7,702.20

Total £9,134.28

It was resolved to authorise the payment of the above invoices.

53/18 DATES OF FUTURE MEETINGS: CLLR. MASON

There was a general discussion with regards to when future meetings should be scheduled, in order to make the committee meetings more accessible to Cllrs. The preferred day and time was for the fourth Monday of the month at 7pm. This is to be discussed at the full council meeting in May.

54/18. 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 5pm