



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
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The **MINUTES** of the meeting of the **FINANCE** committee meeting held at the Town Hall, Fishguard at 4:00pm **THURSDAY 8th February 2018**

Councillor **Jordan Ryan** in the Chair (Vice Chair of the Finance Committee)

Cath Bannister – Town Clerk *C Bannister*

Cllr. Jordan Ryan – Vice Chair *J Ryan*

FINANCE MINUTES

Before the Town Council went into session and prior to standing orders starting, there was a public session that offered members of the public, the opportunity to comment on items on this agenda. The public were limited to two minutes per comment or question.

There was a comment from the public present, to support the Theatr project, above the Lota Parc Project.

Cllr. Wyer advised him that the Town Council would like to support both applications, but to what degree?

12/18 APOLOGIES: CLLR. RYAN

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

Apologies were received from:

Cllr. Wyer – work commitments, Cllr. Mason – family commitment

Those Cllrs. present were: Cllrs. Ryan, Davidson and Stokes

13/18 MINUTES OF THE LAST MEETING: ALL

To approve and agree, the minutes of the previous meeting, held on 4.1.18, as a true and accurate record of the meeting.

It was resolved to accept the above minutes as a true and accurate record of the meeting.

14/18 DECLARATIONS OF INTEREST: ALL

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.

15/18 CLERKS REPORT:

The Clerk will report back on the following at the meeting:

No items to update.

16/18 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.

Balance of the accounts as at 4.1.18:

General Account: £18,390.27

Reserve Account: £17,504.31

Christmas Account: £2,153.67

The Clerk circulated the latest finance figures. These included all accounts paid up to date and the known commitments between now and 31.3.18.

There was a general discussion with regards the commitments up to 31.3.18.

It was resolved to accept the above accounts and forecasts.

17/18 PAYING GRANT MONEY PLEDGED: CLLR RYAN

The Finance committee and the Town Council, recently supported two large bids, totalling £21k. The only way these grants could be supported was by increasing the annual precept received. The precept is received in 3 equal payments.

Can the Finance Committee agree to pay the funding bids to the Theatr and to Lota Parc by splitting into 3 equal payments over the year?

Please discuss.

It was resolved that the large funding bids that were recently approved £11k and £10k to the Theatr Gwaun and to the Lota Parc project respectively, will be paid in three equal instalments, as and when the precept payments are made to the town Council.

The Clerk will advise both groups.

18/18 GRANT APPLICATION FORM: CLLR MASON

There have been discussions with regards how community groups spend money awarded to them.

How does the Town Council implement a system to identify if funds are being spent on what they were granted for?

Does the application form need a review?

The Clerk will research other Councils and will bring documentary evidence to allow the committee to examine and make informed decisions.

There was a general discussion and the amendments to the grant funding form, were agreed.

As well as existing criteria, the application form will now also state:

Minimum and maximum amounts to be applied for.

Only one application from each organisation in any 12 months, will be accepted. However, the application can be for numerous projects at a time (for example, the Round Table to support each of their three bigger community events).

Going forwards, a Cllr. from the Finance committee will be allocated to larger grant applications made, to ensure that allocated funding has been spent on what has been applied for.

Any unaccounted spending or unspent funding, must be returned to the Town Council.

The Town Council will be available to offer support and guidance throughout the application and spend process.

All underspends must be returned to the Town Council.

The Clerk will re-design the application form and circulate to the finance committee, before taking it to Town Council for approval.

19/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

Fishguard and Goodwick Greening Group - £145 for entry into Wales in Bloom 2018 - supported

Fishguard Folk Festival - £662.50 for various promotional and printing items - supported.

Chamber of Trade - £708 for the distribution of tourism leaflets – enquiries required. The clerk will follow this up. This application will be reviewed again at the next meeting in March.

The Clerk will oversee the spend process by the Folk Festival, in order to assist with compiling a guidance list for checking future spends.

The option for the Town Council to purchase £200 of bunting for the twin towns was discussed.

This matter will be brought to the next finance committee for proposal by Cllr. Ryan.

20/18 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 deferred to the relevant committee for further discussion.

There being no other business to discuss, the meeting was closed at 5:25pm