



# 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  
email: [clerk@fishguardgoodwick-tc.gov.uk](mailto:clerk@fishguardgoodwick-tc.gov.uk)

The **MINUTES** of the meeting of the **FINANCE** committee meeting held at the Town Hall, Fishguard at 4:00pm **THURSDAY 8<sup>th</sup> March 2018**

Councillor **Paul Mason** in the Chair (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 presentation from Angus Findlay of Web Adept. St. David's, with regards to designing a new website for the Fishguard and Goodwick Town Council.

The Chair, Cllr. Mason thanked Angus for his presentation.

The cost to totally re-write the website and to make interactive, including training, came in at £1566.00. The Finance committee would further discuss the matter when they have the figures available to them as at item 5 of the Agenda.

### **21/18 APOLOGIES: CLLR. RYAN**

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

Apologies were received from: Cllr. Davidson – work commitments

Those Cllrs. present were: Cllrs. Mason, Ryan, Wyer and Stokes

### **22/18 MINUTES OF THE LAST MEETING: ALL**

To approve and agree, the minutes of the previous meeting, held on 8.2.18, 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.

### **23/18 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.

### **24/18 CLERKS REPORT:**

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

No items to update.
---------------------

### **25/18 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 7.3.18:

General Account: £13,131.33

Reserve Account: £17,504.82

Christmas Account: £2,154.77

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.

The Clerk indicated that there was an identified underspend of £1784.77 in the Christmas allowance.

It was resolved to transfer this amount to the general account and to use it to pay for the redesign of the Town Council website.

The Clerk had negotiated a payment plan with BT with regards to the unexpected CCTV bill of £2,881.01. This amount was approved

It was resolved to make this payment over two scheduled dates, one immediately and the other, after 5<sup>th</sup> May 2018.

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

It was resolved to accept the above accounts and forecasts discussed by the Clerk.

#### **26/18 CHARGES AND USE OF THE MEETING ROOM: CLLR. MASON**

The Town Council meeting room is under-utilised and needs to be marketed as a meeting venue for the town.

The Clerk outlined the current usage and suggested that the meeting room be marketed as a formal meeting room for external businesses.

It was agreed to keep the current charging fee of £8 per hour or £40 a day.

It was suggested that the Clerk get quotes in for vertical blinds for the front windows to make the room suitable for power point presentations and for privacy purposes.

The use of the window displays by the Fishguard Arts Society was discussed.

It was agreed that it was lovely to see the paintings in the window and many people enjoyed them but this was of no benefit to the Town Council.

The Clerk had contacted the library to ascertain what charges they made for exhibitions. They do not charge for the use of the room but take a 40% commission for any paintings sold.

The Clerk will contact the Arts Society to re-examine the agreement in place for the use of the windows. This will be discussed by the finance committee when the information has been received.

The Clerk will get quotes for vertical drop blinds for the front windows.

The clerk will make up a promotional poster for the room hire.

#### **27/18 BUNTING FOR THE TOWN COUNCIL: CLLR MASON**

It was suggested at the finance committee meeting in February that £200 be earmarked to purchase bunting for the main square before the start of the towns three festivals and other activities.

It was resolved to purchase bunting to the value of £200.

The Clerk will order the bunting. A group of volunteers have been identified who are happy to put the bunting up.

#### **28/18 SIGNAGE FOR WALES IN BLOOM: CLLR. WYER**

Would the Town Council consider purchasing the signs for the Wales in Bloom winners on behalf of the Greening Group, to enhance the twin towns?

Cllr. Wyer had ascertained, that the cost of making up each sign would be £43.85 plus VAT.

The committee resolved to accept this amount.

However, when investigated further, it was identified that the cost of the associated civils work was not included in this price.

Cllr. Wyer will investigate further and report to the finance committee in April.

#### **29/18 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?

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.

It was resolved to accept the new Finance Grant Application form and to take it to full TC in April for an immediate roll out after it has been adopted.

### **30/18 GRANT APPLICATIONS RECEIVED: CLLR. MASON**

To review any grant applications received:

1. Chamber of Trade - £708 for the distribution of tourism leaflets.

This matter was discussed in depth and the previous leaflet from 2016 was passed around to all the committee members.

It was questioned how the community, other than local traders or business owners, might benefit from this application.

The committee could not identify how this might happen.

It was resolved not to accept the above application because it does not directly benefit the local community.

2. Goodwick Brass Band - £300 towards the cost of transport to the Blackpool competition.

It was resolved to support this application.

### **31/18 INVOICES FOR PAYMENT: CLLR. MASON**

PCC – Room hire £500

Fishguard Garden Centre – Christmas tree and associated work - £370.00

Total amount = £870.00

It was also resolved that the first of the two outstanding payments for the BT invoice for the CCTV services, be paid by two separate payments of £1,440.50

### **32/18 DATES OF FUTURE MEETINGS: CLLR. MASON**

Thursday 5<sup>th</sup> April at 4pm

### **33/18 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