



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 25th February 2019 at 7pm**

Councillor **PAUL MASON** was in the Chair

Cath Bannister – Town Clerk *C Bannister*

Cllr. Jordan Ryan – Vice Chair *J. Ryan*

FINANCE MINUTES:

12/19 APOLOGIES: CLLR. MASON

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

Apologies were received from Cllr. McCarney - illness

Those Cllrs. present, were:

Cllrs. Ryan, Stokes, Thickitt and Lawton

13/19 MINUTES OF THE LAST MEETING: CLLR. MASON

To approve and agree, the minutes of the previous meeting, held on 28.1.19, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 28.1.19, as a true and accurate record of the meeting.

14/19 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 of interest were made.

15/19 BUDGET UPDATE AND REVIEW: CLERK

The Clerk gave a breakdown of the individual budgets by category and an overview of the accounts in full.

As at 25.2.19, the balance of the accounts are:

General Account: £18,300.25

General Reserve: £27,321.01

Mayors Fund: £369.27

Christmas Lights: £3,962.26

Mayors Allowance: £16.50

16/19 COMPLAINT RECEIVED FROM JEREMY MARTINEAU: CLLR. MASON

The Town Council needs to discuss the comments made by Mr. Martineau with regards to his declined applications and other matters.

Mr. Martineau's complaint was reviewed in full.

It was resolved that the Clerk would compose a letter based on the comments made on the evening by Cllrs.

The Clerk will circulate the letter to Cllrs. before sending the response to the complainant.

17/19 COST OF COUNCILLOR EMAIL CONTACT ADDRESSES: CLLR. MASON

What is the cost of fully functioning Town Councillor email addresses, as opposed to them continuing to use personal email addresses?

There was a healthy discussion with regards to this matter.

It was resolved that the Clerk will liaise with Cllr. Lawton in order to try and resolve the matter and to come up with an acceptable outcome and report back to full council regarding costs and aspirations..

18/19 CAN A BUDGET BE ALLOCATED TO THE MAYORS WELSH CAKE COMPETITION: CLLR. MASON

In order to meet auditing requirements, the committee need to agree a budget that will be allocated to the Welsh Cake Competition.

It was commented on that this event had been organised without consultation with the Events committee or other Town Councillors.

It was resolved that a budget of £400 will be allocated to this event.

The Chairman, Cllr. Mason, reminded Cllrs. that it is policy to work to a pre-arranged budget and not to assume that expenses will be supported without consultation with the correct committee.

19/19 FLAGS URGENTLY REQUIRED: CLLR. MASON

The Town Council needs to order two flags to fly on the Parrog Goodwick, for St. David's Day. The cost of each flag is £45 plus VAT and postage. Can they be ordered as a matter of urgency?

It was resolved to purchase the flags as a matter of urgency in order to receive them in time for St. David's Day on 1st March.

20/19 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

1. Theatr Gwaun Trust - International Women's Day - £400 towards posters, advertising, workshop costs and childcare costs.

Supported with conditions that the Town Council receives feedback after the event has taken place.

Cllr. Stokes proposed a counter payment of £300. This amount was not supported.

21/19 PRECEPT REQUEST ACKNOWLEDGEMENT: CLLR. MASON

For information only:

The PCC have written to acknowledge the request for the precept of £118,000 for the period 2019/20.

The above receipt by PCC was noted by the committee.

22/19 INVOICES FOR PAYMENT: CLLR MASON

The following invoices have been received and authorisation for payment is required:

1. Telemat – Office IT support (annual renewal at a reduced rate due to being a light user) - £288.00
2. One Voice Wales – annual renewal fee - £883.00
3. Fishguard Garden Centre – supply, install remove and disposal of 2018's Christmas Tree - £390.00
4. Fishguard Garden Centre – To remove all the summer planters from display and to dispose of at licensed waste disposal site (Greenacres) - £948.00

5. Webadept – Re-training for website and setting up of events calendar - £129.60
6. OVW – Training for Cllr. Lawton - £40
7. Wales Audit Office – Fees for audit submission in 2018 - £225.75
8. For info only: Information Commissioners Office for the Renewal of the Data Protection fee £60 (paid by direct debit on or around the 21.3.19).
9. PCC – Rent - £500
10. TotalTech - Email set up and remote support - £264.72

Total Amount to pay this month: **£3,669.07**

It was resolved to pay all the outstanding accounts.

23/19 DATES OF FUTURE MEETINGS: CLLR. MASON

All meetings will be on the fourth Monday of the month and will start at 7pm unless otherwise stated:

25th March 2019

15th April 2019 (one week early due to B/H)

20th May 2019 (one week early due to B/H)

24th June 2019

24/19 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 Agenda for further discussion, where a resolution can be passed.