



# 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 28<sup>th</sup> January 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:**

### **1/19 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. Ryan, Stokes, McCarney, Thickitt and Lawton

### **2/19 MINUTES OF THE LAST MEETING: CLLR. MASON**

To approve and agree, the minutes of the previous meeting, held on 26.11.19, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 26.11.19, as a true and accurate record of the meeting.

### **3/19 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.

### **4/19 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.

As at 28.1.19, the balance of the accounts are:

General Account: £24,029.83

Reserve Account: £27,321.01

Christmas Account: £3692.26

Mayors Fund: £369.27

Mayors Allowance: £16.50

The Clerk circulated the running accounts from 1.4.18 through to 28.1.19

A list of the current spends by category as compared to the annual budget by

category was circulated. This was reviewed and discussed.

It was resolved that £1k should be transferred across from Civic Events to Grant Funding and that £2k should be transferred across from Regeneration to Grant Funding.

The proposed transfer of funds will be taken to full council on 5.2.19, for approval.

The Clerk advised the committee with regards to section 137(4) (A) of the Local Government Act 1972, expenditure limit for 2019-20.

This has been set by Welsh Govt. at £8.12 per elector with a current electoral number for FGTC of 4154.

s.37 payments are made when no other category can be found for a large spend.

It was resolved that Cllrs. Stokes and Ryan be added to the authorised signatory list.

The Clerk will prepare documentation for those Cllrs. to take the mandate to HSBC Bank with their personal identification.

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.

#### **5/19 CHRISTMAS LIGHTS CONTRACT: THE CLERK**

The Town Council needs to consider the ongoing maintenance issues with regards to the Christmas lighting displays and the expectations from the community to decorate the new road.

The Clerk has received a list of maintenance issues regarding the Christmas lights power supplies that need urgent attention. Before this can be done, she is meeting with representatives from Dawnus, Atkins, SWTRA and Welsh Govt. to discuss the requirements for the new road and the specification requirements for the new street lighting columns.

Armed with this information, on behalf of the FGTC, she, and any Cllrs. willing to attend, will liaise with the Christmas Lights Contractor and arrange a meeting where amendments to the current contract can be made.

Work needs to be sorted by mid-summer on the current contract.

#### **6/19 EMAIL COMMUNICATION: CLLR. MASON**

The new .gov.wales email addresses for Town Councillors only work one way. When Cllrs. try to reply to an email addressed to .gov.uk, the default address is their personal email.

The costs of permanent email addresses could be as high as £600 a year.

It was proposed that the Clerk requests formal quotes before a decision can be made.

#### **7/19 COMMUNICATIONS UPDATES: CLERK**

The Clerk had received communications from HMRC, PAYE and BT.

PAYE contributions are up to date.

HMRC – notification in change of claiming back VAT

BT – Current contract for CCTV circuits, expires in July 2019 and is paid up until then.

The police are taking over the contract and the costs and will terminate the existing fibre links. There will be no refund available to the TC.

It was resolved to accept the above.

#### **8/19 GRANT APPLICATIONS RECEIVED: CLLR. MASON**

To review all grant applications received:

1. F&G Chamber of Trade and Tourism. £500 towards the Fishguard Bay App. renewal fee.

This application was declined.

2. Fishguard Invasion Centre Trust ltd - £470 for 2 x 1 page adverts and the cost of the cannon blast.  
The Last Invasion Celebrations 23.2.19, leading up to the 225<sup>th</sup> Anniversary Big Town Event.  
This application was supported to the amount of £290
3. Charterhouse Returns Trust. £1,000 .  
£708 for a new tarpaulin for the boat.  
£250 for the repair of the transport trolley for the boat.  
This application was supported in full.

The Finance Committee pledged £1500, at the September meeting, to the FFF's for the purchase of 3000 bags for the cruise ships visitors, with a view to making the payment in 2019, nearer to the cruise ship season.  
It was resolved to send payment across to the FFF's as soon as their bank details become available.

#### **9/19 INVOICES FOR PAYMENT: CLLR MASON**

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

1. CAS Payroll Services for the period 1.12.18 to 31.3.19 - £20
2. PCC Rent (missed payment in December) £1,000.00
3. SLCC Renewal - £220.00
4. PCC Room Hire for Christmas Lights switch on event. -£85.50
5. Right Price Print x 2 (26.40 and 32.52) total £58.92
6. Paula Rayner – Artwork for Battles Over information boards - £90

Total Amount to pay this month: **£1,474.42**

It was resolved to approve all the above outstanding invoices for payment.

#### **10/19 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:

25<sup>th</sup> February 2019

25<sup>th</sup> March 2019

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

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

#### **11/19 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 for further discussion.***

There being no further business to discuss, the meeting was closed at 8:15pm