



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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Dear Council Member,

You are hereby summoned to attend a meeting of the Fishguard and Goodwick Town Council Finance Committee at 7.00pm **on Monday 25th March 2019 at 7pm**, at Fishguard Town Hall.
Councillor **Paul Mason** will be in the Chair.

Cath

Cath. Bannister

FINANCE AGENDA:

Before the Finance committee meeting commences, Ms. Sue Whitbread, a Trustee of Theatr Gwaun, will attend the Finance committee to talk to the Town Council with regards to financial support requested and granted from the Town Council.

- 1.0 APOLOGIES: CLLR. MASON**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 2.0 MINUTES OF THE LAST MEETING: CLLR. MASON**
To approve and agree, the minutes of the previous meeting, held on 25.2.19, as a true and accurate record of the meeting.
- 3.0 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:
- 4.0 BUDGET UPDATE AND REVIEW: CLERK**
The Clerk will give a financial breakdown with regards costs and forecasts for this financial year.
Financial Documents will be circulated and should be returned at the end of the meeting.
- 5.0 INTERNAL/EXTERNAL AUDIT 2018/19: TOWN CLERK**
The Clerk will discuss the requirements of the internal audit.
Please discuss
- 6.0 BUDGET SETTING FOR FUTURE PROJECTS/EVENTS: CLLR. MASON**
What budget can be allocated to the following events:
Community Award Event?
Community Champions Wall?
Mayors Civic Ceremony (re-affirm the current allowance).
What other events throughout 2019/20, might need funding?
Please discuss

7.0 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?

Please discuss

8.0 BANK MANDATE: TOWN CLERK

As at 18.3.19, the new bank mandate has been submitted to HSBC, with Cllrs. Mason, Stokes, Ryan and the Town Clerk as official signatories.

The Clerk and Cllr. Mason are both authorised to make electronic payments and to authorise Direct Debits, loan applications etc.

Please discuss

9.0 FLAGS AND BUNTING URGENTLY REQUIRED: CLLR. MASON

The committee needs to approve the costs of purchasing 13 flags for flying this year along with bunting for Goodwick,

There is a healthy budget available for this purpose.

Please discuss

10.0 TOWNS FREE WI-FI: CLERK

The Towns free Wi-Fi running costs, transfer to the Town Council in June 2019. The costs are yet to be confirmed by PCC, but a budget will need to be allocated to cover the anticipated costs. This project was overseen in the budget planning for 2019/20.

Please discuss.

11.0 GREENING GROUP/FISHGUARD FRIENDLY FACES: CLLR. MASON

The Town Council granted £300 to each group in order for them to hold a celebration for their success.

The actual event was a combined event and came in at £400.

The Clerk has received a request that the remainder of £200 is held in reserve for a future celebration.

Please discuss.

12.0 GRANT APPLICATIONS RECEIVED: CLLR. MASON

To review any grant applications received:

1. Fishguard Folk Festival - £500 for printing and advertisement costs.
2. CRUSE Bereavement Pembrokeshire Branch - £100
3. Goodwick Brass Band - £500 to assist with travel for band competitions nationally.

13.0 INVOICES FOR PAYMENT: CLLR MASON

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

1. Container Storage Hire - 1.1.19 through to 31.3.19 - £240
2. OVW Training - for the Town Clerk - £40
3. Total Tech - for services received with remote email access - £21

Total Amount to pay this month: **£301.00**

14.0 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:

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

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

24th June 2019

22nd July 2019

15.0 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.