



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. The meeting was held virtually, due to the CIVID-19 outbreak, hosted by StarLeaf on **Monday 22nd February 2021 at 7:00pm**

Councillor **STOKES** was in the Chair

Cath Bannister – Town Clerk

C. Bannister

FINANCE MINUTES:

10/21 APOLOGIES: CLLR. STOKES

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

There were no apologies received.

Those Cllrs. present were: Cllrs. Thickitt, Stokes, Davies, Ryan and McCarney

11/21 MINUTES OF THE LAST MEETING: CLLR. STOKES

To approve the minutes of the previous meeting, held on 25.1.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting dated 25.1.21, as a true and accurate record of the meeting.

12/21 DECLARATIONS OF INTEREST: CLLR. STOKES

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

13/21 BUDGET UPDATE AND REVIEW: TOWN CLERK

The Clerk updated the committee with regards to the financial situation of the Town Council. Previously circulated by email

The balance of the Town Council accounts, as at 2.2.21 are as follows:

General Account: £40,205.92

Reserve Account: £38,969.92

Ongoing Projects: £17,000.74

Mayors Charity Account: £4,084.52

Christmas Account: £657.33

The Clerk noted that some of the Cllrs. required further information with regards to the accounts. The Clerk had made enquiries for an accounts package, specifically tailored to the needs of Town, Community and Parish Councils.

She outlined the effectiveness of the system and the costs. It was supported in principle. This will be taken to full Council on 2.3.21 for a decision to be made with regards the purchase of the package.

It was discussed how to securely make the payment of £10k to the Invasion Trust. The Clerk suggested that she trial making the payment online, whilst sharing her screen, during the Chairman's meeting on Tuesday 23rd February so it can be observed and checked whilst the payments are raised.

14/21 PROPOSED UPDATES TO THE BACS PAYMENT SYSTEM: TOWN CLERK

The Clerk has suggested that there is a second or third person that has access to the online banking system. This would be to raise payments so that the Clerk can authorise payments on behalf of the Council. Please discuss.

The Clerk outlined that the Town Councils bankers, HSBC, can offer the above but not to the security standards required.

Enquiries will be ongoing and the Clerk will report back at the next meeting in March with more suitable solutions.

15/21 MAYORS CHARITY FUND: CLLR. STOKES

The amount held in the Mayors charity fund stands at £4,084. 52. This amount needs paying out to the previous Mayors chosen charities as a matter of urgency, Paul Sartori, Muscular Dystrophy and Lota Parc, as it cannot be carried forwards into the new financial year. Please discuss.

Cllr. Ryan outlined his wishes for the charity money and will liaise with the Clerk and update her. Ongoing and should be closed off in a few days.

16/21 ABERJAZZ GRANT APPLICATION – SPEND DATE EXTENSION: CLLR. STOKES

The Aberjazz were awarded £700 in grant funding in February 2020, for their Festival in August 2020. This was cancelled due to COVID-19. The event organisers have contacted the Town Council and asked if the £700 can be put towards their 2021 scheduled virtual festival. Please discuss.

It was resolved to accept the proposal by the Aberjazz committee and allow the funds to roll over until their planned virtual in the summer. The Clerk will progress.

17/21 TERMS OF REFERENCE REVIEW: CLLR. STOKES

Please review the Finance Terms of Reference - previously circulated, for the Finance Committee.

Further amendments were finalised. The Clerk will prepare a draft and take to the next meeting in March.

18/21 PURCHASE OF FLAGS FOR 2021 SEASON: CLLR. STOKES

The flags for Goodwick are usually purchased before the end of the financial year for the forthcoming season. Last years cost was £870. One of the flagpoles needs attention before another flag can be placed on it.

Please discuss

19/21 GRANT APPLICATIONS RECEIVED: CLLR. STOKES

The following application has been received.

The applications and the supporting documents have previously been circulated. Please discuss:

Fishguard and District Local History Group/Hanes, Abergwaun - Whatever the Town Council

feels appropriate towards the £4,620 for a web site creation, volunteer training, graphics and hosting and maintenance.

This application was discussed in depth. It is not associated to Ein Hanes as we previously thought but is a different, but just as productive, online group.

The Clerk advised Cllrs. that they cannot support staff training or any kind of maintenance. The group has not, as yet, raised any funds towards the project themselves, nor are they in receipt of any funding from elsewhere. It was resolved not to accept the application in this financial year, due to budgetary restraints for 2020/21, but to ask them to apply again in the next financial year where the application may receive support if they can evidence external funding towards the project. The Clerk will progress and update the applicant.

20/21 INVOICES FOR PAYMENT: CLLR. STOKES

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

1. £208.00 SLCC Annual membership renewal. Was passed at last months meeting but the amount was authorised at £202.00, which is £6 short.
2. £40 Information Commissioner's Office for Data Protection Renewal Document
3. £30 Planning Aid Wales for training. £30 authorised at full council on 2.2.21 but was for one person to attend. Actual costs were £30 per attendee and two attended.
4. £60 OVW training x 2

It was resolved at accept the above invoices for payment.

21/21 DATES OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held on the fourth Monday of each month. The start time for all meetings, will be at the discretion of the Chair.

22nd March 2021

26th April 2021

24th May 2021

28th June 2021

22/21 URGENT MATTERS: CLLR. STOKES

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.

There being no further business to discuss, the meeting was closed at 19:50 hrs.