

A discussion took place with regards to the Memorial Park, as this was the biggest cost. Members agreed further discussion would be needed with the County Council with regards to the leasing of the land and the access road, it was stated that due to the access required by the bowls club they would not be happy taking over the lease of the access road and carparks and this was something which they would like to remain with the County Council.

Members commented that if the Town Council were to take on an outdoor person then they would recommend this role included the inspection of play areas to reduce the costs long term.

It was therefore recommended that the following was added to the budget to allow for the allocation of the following areas

St Patricks - £1,200

West Llanion Pill - £1,200

Memorial Park - £7,000 – As further discussions were required it was recommended this area was not leased until the next financial year, but an amount was earmarked within the budget to build funds.

Christmas Lighting – The contract has come to an end with Festive lighting so have had to review the contracts, the Town Clerk provided members with a quote from Lite, she had also contacted Blachere for a quote who have not responded. Members reviewed the application and recommended the Christmas tree was taken off the quote which would bring the quote down to **£9,045.50**. Members were happy to recommend the quote received from Lite.

Fire Extinguishers – We have received a quote from Dyfed Alarms regarding new extinguishers and an Annual Maintenance visit, this will need to be included with in the budget. Members agreed for this to be included within the budget under building maintenance.

Members made the following recommendations

		Current Annual Bud	20/21	EMR
101	Administration			
1101	Advertising	100	100	
1102	Internal Audit Fees	100	150	
1103	Insurance	2500	3000	
1104	Legal Fees	2000	2000	
1105	Computer Support	250	200	
1106	Telephone	700	650	
1107	Travel & Subsistence - Staff	500	500	
1108	External Audit	500	500	
1109	Postage	500	400	
1110	Office Equipment	2000	1500	1500
1111	Printing & Print Consumables	550	550	
1112	Maintenance of Equipment	250	250	
1113	Stationery	500	500	

1114	Training - Staff	750	1000	
1115	Membership Fees	2300	2300	
1116	Internet	400		
1117	Website	2000	2000	1500
1118	Training - Members	800	800	

16700	16400	3000
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Members had no further comments on the above budget

102 Salaries

1201	Salaries	71650	60000	
1205	Employers NI - PDTC	6200	5000	
1206	Pensions	10800	9000	

88650	74000	
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Members had no further comments on the above budget

103 Members' Expenses

1301	Mayor's Allowance	1500	1500	
1302	Deputy Mayor's Allowance	500	500	
1303	Mayoral Civic Events	1200	1200	
1304	Official Entertainment	500	500	
1305	Councillor Allowance	2400	2400	
1306	Travel & Subsistence - Members	500	500	
1307	Committee Chair Allowance	1500	1500	

8100	8100	
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The Town Clerk informed members that the above information was from recommendations made from the Independent Remuneration Panel For Wales.

104 Office Expenses

1401	General Rates	2600	3000	
1402	Storage Rent & Room Hire	400	0	
1404	Office Rent	3600	0	
1405	Utilities - Electricity	900	900	
1406	Utilities - Gas	1500	1500	
1407	Utilities - Water	500	500	
1408	Building purchase	60000	0	
	Loan Repayments	0	4815	
	Building Maintenance	0	1500	
	Building refurbishment	0	0	30000
	Office Cleaning	0	400	

69500	12615	30000
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The Town Clerk informed members that the building purchase had been completed so the building maintenance pot would now need to be built up for future years. There are changes to a number of heads with some budgets not being required.

105 Town Decoration & Improvement

1501	Christmas Lighting	15000	18000	
1502	Utilities - Mem Lamp & Pump House	200	200	
1503	Maintenance Centenary Lamp	300	300	300
1505	Maintenance Pump House	500	500	500
1507	Floral Baskets	8200	8500	
1508	Memorial Park	1000	7000	
1511	Street Cleaning	15000	0	15000
	Grounds Maint -St Patricks		1200	
	West Llanion Pill		1200	
	Wall Plaques refurb		1000	
	Action plan items		5000	

40200	42900	15800
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106 Donations

1601	Donations	11975	10000	
1603	Pater Hall Community Trust	10000	4000	10000
1604	Pembroke Dock Festival Winter	4540	0	
1609	Memorial Park Group	5000	5000	
	VC Gallery		0	
	Heritage Centre		6000	
	Pennar & Bufferland - Village Green		1000	

31515	26000	10000
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Members discussed each item and agreed the above budget.

The Pater Hall Community Trust – There was an item regarding this which the chair wanted to discuss under any other business.

The Town Clerk stated that there was an SLA in place for the Memorial Park Group so the £5000 would be in the budget for 3 years.

There had been a recommendation for VC Gallery of £5,000 members felt there was not enough information provided with regards to the organisation, so recommended until further information was received, they could not provide funding.

There had been a recommendation for the Heritage Centre of £6,000, this would need further discussion as a Service Level Agreement would be required.

Pennar & Bufferland - £1,000 was proposed which would be used towards the grass cutting and maintenance of the village green. It was recommended a Service Level Agreement was set up.

107 Miscellaneous

1701	Flowers, Wreaths etc.	300	300	
1702	Bank Charges	100	100	
1705	Civic Regalia	4300	0	4300
1706	Electoral Services	6500	6500	6500

11200	6900	10800
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It was agreed that the Civic Regalia would be sorted and would not be carried forward again. It was commented that Mayors should review insurance cover for keeping the chain at their own property as its important to ensure it is covered.

108 Promotion of Tourism

1801	Tourism & Twinning	2000	0	
1805	PDTC Xmas Festivities	1750	1500	
1806	Remembrance Commemorations	1337	1000	500
1807	Town Carnival (Quins)	2000	0	
1808	Town Band Project	1000	0	1000
1809	Bertie The Seabass Project	2000	0	
1810	Freedom of the Town Event	4500	4500	4500
	Seafair Haven		500	

14587	7500	6000
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Members discussed if the funds provided to the Quins Carnival had seen an improvement in the Carnival, it was commented that members felt there had not been an improvement on floats in previous years, it was therefore recommended that if funding was required that they complete a grant request form for future events.

It was questioned if there had been progress with the Town band, it was commented that there had not been any progress to date, but this was something which will be reviewed over the coming year, the fund was for renovation of band equipment.

A proposal had been made for £500 to Seafair Haven for their upcoming events which will be held in Pembroke Dock, members agreed this.

There was discussion regarding the Freedom of the Town Event, the Town clerk commented that she had a number of comments about the funds and recommended that the lowest amount which it could be put to would be £2,500, it was recommended the amount stays at

£4,500 with any remaining funds being used towards the action plan.

			Total	EMR
	Income	182,900.00		
	Expenditure	220,452.00	194,415.00	75,600.00

Taking into account the proposed budget if the above was agreed the precept would need to be £194,415.00.

Any Other Business

Pater Hall Community Trust - An email had been sent to the chair requesting £4,000 to be released to the Pater Hall Trust this year, Cllr S O'Connor commented that he had met with the chair of the Trust and discussed the AGM being changed to May/June to coincide with the Annual meeting of the Town Council, this was agreed. Cllr O'Connor provided members with a list of regular users which he had been provided by the chair of the Trust. He commented he also had discussions regarding structure change to have sub committees rather than individuals making decisions, also it was agreed the memorandum of the group needed to be updated to show 5 Councillor trustees further to this members recommended the £4000 was granted to the Pater Hall. It was agreed as the progress for the business plan was slow, the remaining amount should be earmarked and a further £4,000 added to the budget to bring the amount back up to £10,000. These amounts were included in the budget above.

6. Recommendations to Council

- Heritage Centre – grant £2000 to the Heritage Centre
- Lease St Patricks play area and West Llanion Pill to take over grass cutting cost and protect green space
- Pater Hall Community Trust - Allocation of £4000 from the earmarked £10,000

7. Items for next meeting and date

Items for discussion will include any outstanding budget items from November Full Council meeting.

Date to be arranged.

There being no further business, the meeting was closed.