

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE MEETING
Held on Wednesday 31st July 2019**

Present: Councillor S O'Connor Councillor J Beynon
 Councillor J Phillips Councillor T Judkins
 Councillor G Manning Sarah Scourfield (Town Clerk)

1. Apologies for Absence

Councillor T Judkins was going to be late to the meeting

2. Appointment of Chair for Finance Committee

It was **Proposed by** Cllr G Manning
 Seconded by Cllr J Beynon

Resolved- Cllr Stephen O'Connor was Chair of the Finance Committee for 2019/2020 term

Appointment of Deputy Chair for Finance Committee

It was **Proposed by** Cllr J Beynon
 Seconded by Cllr S O'Connor

Resolved- Cllr Terry Judkins was Deputy Chair of the Finance Committee for 2019/2020 term

3. Consider minutes of previous meeting held on 5th February 2019

It was **PROPOSED by** Councillor J Beynon
 SECONDED by Councillor G Manning
 RESOLVED - That the Minutes of 5th February 2019 are adopted as a true record.

4. Consider minutes of previous meeting held on 1st May 2019

It was **PROPOSED by** Councillor J Beynon
 SECONDED by Councillor G Manning
 RESOLVED - That the Minutes of 1st May 2019 are adopted as a true record.

5. Community Champion Coordinator – David Astins – Non-Statutory Services of PCC

David Astins informed members that he had attended the meeting of the Finance Committee to discuss budgets reviews within Pembrokeshire County Council. He stated that his role was to look at ways of saving £400,000 from the budget through

the provision of 3 areas which fall into non statutory service provision. He commented that he was having discussions with Town and Community councils across Pembrokeshire to discuss possible ways of doing this and getting Councils to look at services which they feel are important to their community.

David informed members that the 3 areas which are currently being discussed are

- Public Conveniences
- Play Areas
- Amenities – grass cutting, flowers and trees

He stated that public conveniences within Pembroke Dock are currently chargeable so the Town Council will not need to consider this area.

The following play parks are areas which require consideration

- Kavanagh Court
- Bush Street
- West Llanion Pill
- Memorial Park
- Quarry Park
- Owen Street – Pennar
- St Patricks – Pennar

Sarah confirmed that the Town Council already insure and pay for maintenance on the small play area in the Memorial Park, it was questioned if the Town Council pay for the inspections for the play equipment, Sarah stated that she believed the Town Council paid for this service but would check.

David commented that all play areas would require inspections which cost £600 per play area per year, it was commented that if inspections were processed in this way liability would then fall with PCC if there were to be any issues.

Cllr S O'Connor questioned who would then own the equipment if the Town Council were to replace it, David commented that the equipment would come under ownership of PCC once any lease agreements were up. It was questioned if it would be possible to have a transfer of assets with the Memorial Park, David stated that there may be some legalities regarding the value of the land but this would be confirmed at a later date.

Sarah commented that Council would need to be aware of the full financial requirements when taking over such services as if there was an asset transfer of the Memorial Park the Town Council would then become liable for the grass cutting, maintenance to access road, trees along with a number of other things.

It was questioned what the County Councils timelines were, David commented that he was aiming to save £200,000 by April 2020 and another £200,000 by April 2021.

It was agreed that the group should have site visits so they can review each area throughout the town, Sarah asked David if he could confirm the location of Quarry Park.

Amenities and grass cutting for areas were discussed, David commented that the costs for grass cutting in Pembroke Dock was £29,000 with 45 areas requiring cutting. It was questioned if certain areas could be managed in different ways instead of the cost being transferred across to the Town Council. It was confirmed that there are 12 cuts currently scheduled per year for areas listed.

Members agreed that they would do site visits before discussing further.

6. Service Level Agreements

Friends of Memorial Park Group

Members agreed they were happy with the proposed document, they stated that maybe with the possible upcoming changes as discussed with PCC earlier in the meeting the document should state "Subject to change of circumstances". It was also agreed that the period should be changed from 3 years to 4 years.

It was agreed a meeting should be set up with the Memorial Park Group in order to discuss the agreement further.

Pater Hall Trust

Cllr S O'Connor commented that there had been a number of meetings held between members of the Pater Hall Trust and representatives from the Finance Committee, to discuss a proposed SLA but members of the Trust disputed having an SLA. He stated that Cllr Dilys Burrell had provided the offer to the Pater Hall Trust to assist them in building a business plan, with this it was hoped that there would be some form of progress between the 2 organisations.

It was commented that the document from the Charity Commission had not been received and it was questioned how the group wanted to move forward if this document was not received, it was agreed to wait for the new business plan to ensure that the updated information was reviewed.

It was requested that the Pater Hall Trust was added to the agenda for September for discussion at Full Council.

Ellys Flag Appeal

The Town Clerk commented she had missed this application on the last round and questioned if members wanted to review the application now or wanted further information. Members commented that they required a funding application form to progress, the Town Clerk agreed she would send a funding application form to Ellys Flag Appeal.

7. Internal Audit Recommendations

The Town Clerk stated that she had included within members papers a copy of the internal Audit report; this report suggests that changes are made to the Financial Regulations and Risk Assessments with regards to who has access to the bank card.

The Town Clerk stated she had made the relevant changes to the Financial regulations
Addition of –

3.5 *“ Authorised Members of staff may use the Debit Card to make purchases, no purchases over the sum of £30.00 may be made without prior agreement from Council. The card should be signed out when taken from the office to allow the card to be tracked if required.”*

It was

PROPOSED by Councillor S O'Connor
SECONDED by Councillor J Beynon
RESOLVED - That the Financial Regulations are accepted for 2019/2020 with the addition of 3.5 as noted above.

The Town Clerk commented the following changes had been made to the Financial Risk Assessment

Addition of the following under Administration/Payment arrangements

*“c. There is a limit of £30.00 on purchases made by authorised members of staff. ie postage
The card should be signed in and out.”*

Addition of the following under Reserves

“Reserve amounts held are earmarked within the accounts to show what specific project they are held for.”

It was

PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That the Financial Risk Assessment is accepted for 2019/2020 with the addition of the items as noted above.

8. Purchase of 28 Dimond Street – Update

The Town Clerk stated that she had been in discussions with the Town Councils Solicitor with regards to the purchase of 28 Dimond Street, it was finally progressing after receiving the requested information from the sellers, she stated at the meeting on 4th July 2019 it was agreed for the 10% deposit to be paid and the Land registry transfer documents to be signed and sent back to the Solicitor. The Town Clerk commented that she had also written to the Solicitor and requested that we see sight of the asbestos survey for the building, so the Council was aware of any issues before any refurbishment works take place.

9. Recommendations to Council

Financial Regulations & Risk Assessment updates

10. Items for next meeting and date

Tuesday 24th September 2019 at 4pm

Items for discussion will include

- Quarterly Budget Update
- 2020/21 Budget preparations

There being no further business, the meeting was closed.

