

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON
31st July 2020**

Present: Councillor J Phillips Councillor J Beynon
 Councillor G Manning Councillor S O'Connor
 Sarah Scourfield (Town Clerk)

1. Apologies for Absence

Councillor T Judkins

2. Election of Chair & Deputy Chair

The Town Clerk informed members that they needed to elect a Chair and Deputy Chair.

It was

PROPOSED by Councillor G Manning

SECONDED by Councillor J Beynon

**RESOLVED - That Councillor S O'Connor is Chair of the
Finance Committee**

Councillor Manning proposed Councillor T Judkins for Deputy Chair, but there was no seconder.
Councillor J Beynon commented that he would like to undertake the role of Deputy Chair

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor J Phillips

**RESOLVED - That Councillor J Beynon is Deputy Chair of the
Finance Committee**

3. Consider the Notes from Email Discussion April 2020

It was

PROPOSED by Councillor G Manning

SECONDED by Councillor T Judkins

**RESOLVED - That the Minutes of 24th September are adopted
as a true record.**

4. Grant Form for COVID-19 fund

The Town Clerk informed members that she had reviewed the current grant form to show the new criteria for the proposed COVID grant which council agreed at the last meeting of Full Council.

The proposed criteria will be the following;

1. The services, facilities, or activities for which a grant is sought are wholly or mainly benefitting the residents of Pembroke Dock.
2. Different ways of working have been undertaken by the organisation during the lockdown period.
3. The organisation is a registered charity or "not for profit" body.
4. The organisation has financial need which will be assisted by the grant sought or without which the services, facilities or activities could not be provided or provided at a much-reduced level.

5. The organisation has actively encouraged disadvantaged groups in the community to make use of the services, facilities or activities provided.

All member reviewed the document and the criteria and commented that they were happy for the form to be advertised.

5. **Budget requirements 2021-2022**

The Town Clerk informed members that she had provided them with an up to date breakdown of the current budget and asked members if there were any items they would like to consider for the 2021-2022 budget, it was agreed for all councillors to be contact with regards to ideas for the forthcoming budget so it doesn't become a last minute rush.

The Town Clerk stated that there were 2 areas of the budget which needed to be reviewed for 2021-2022 they were Pensions and Elections.

Pensions - The Town Clerk informed members that she had received notification from Dyfed Pensions Fund that the Employers Contribution Rate would be increasing after a valuation on the fund had taken place and after taking into consideration mortality assumptions the percentage paid into the fund would need to increase to ensure the fund does not fall into deficit.

The Town Clerk stated the new contribution rate would increase from 13.5% to 26.1% which in monetary value with the current salaries will be an increase from approximately £7,157 to £12,035. She commented there would also be an increase in the past deficit payment which would increase from £670 to £1,700. Members commented in order to supply a pension fund to staff they had no choice but to accept the increases.

Elections – The Town Clerk stated as members were aware at the recent election held there was a vast increase in the costs and we were now looking at an invoice of £9600 instead of £5,700 which is seen as a 60% increase on costs. She stated if there was to be an election on Llanion ward for the current vacancy this would wipe out all funds which the Council had earmarked for the 2022 election process. She commented that Council would need to seriously consider how they want to manage this process.

It was questioned if maybe a mutual share scheme pot could be set up, as this is something which will affect all Town and Community Councils, it would work with Councils making a payment depending on their size with all funds being pooled into the areas as required. The Town Clerk commented that she had sent a letter to the Director of Finance at Pembrokeshire County Council to highlight the issue and ask for a way forward with this. It was agreed to ask for up to date figures for the wards in order for members to discuss further.

Councillor Beynon questioned if there had been any correspondence with regards to the business plan which the Pater Hall Trust was forming, he commented that the Council were meant to receive the document back in April but we still had not received the document, members agreed to contact the Pater Hall Trust to request an update on this matter in order to move forward.

Recommendations to Council

- Review of the budget to be sent out via email to Councillors
- COVID-19 fund application form

Date of Next Meeting

To be arranged