

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**DRAFT MINUTES OF THE MEETING
Wednesday 15th August 2018**

Present: Councillor S O'Connor Councillor J Beynon
 Councillor G Manning Councillor T Judkins
 A Dillaway (Interim Town Clerk)

1. Apologies for Absence

Councillor J Phillips. Councillor Phillips had sent some comments for the meeting via email, a copy of which was given to each member present.

2. Visit Pembroke Dock Town Guide

There was a general discussion and all thought the idea was a good one to follow up. Councillor Judkins stated that the idea had been discussed at the recent meeting of the Town Team and this group had agreed it would work with the town council to produce the guide. However, feedback from the town team stated that perhaps a different format to the booklet example would be better and had suggested an A3 foldable map with a detailed town map with historic locations along with informative text on one side and a map of the wider locality on the other noting beaches and other attractions nearby to the town. The aim of the guide should be for visitors and it was felt that advertising businesses is not needed.

It was felt that the map of the town could include the historic town walk.

Councillor Judkins stated that he had been in touch with Modern Print who had quoted £900 for 10,000 copies as a rough guide on price. All the committee felt this would be money well spent and recommended that the Twinning budget could potentially be used to fund this visitor project.

The end maps could then be placed in key locations for visitors, for example Town Council offices, library, post office, tourist info centre in Pembroke and perhaps some of the shops in town (Tesco, Asda, VC Gallery etc).

The committee decided to recommend to council that the project goes ahead in the format of an A3 map with the budget for twinning being used for the costs.

The interim town clerk stated that she would speak to Modern Print to get some actual costs and reprint costs to enable these to be discussed at full council on September 13th.

3. Purchase of 28 Dimond Street

Councillor Manning stated that he had approached Mr Ebrey, the owner of the property, and enquired about the purchase by Council. An email response had been received

stating that Mr Ebrey's legal representative was suggesting the purchase £70,000 and this was agreed to be a reasonable amount.

It was decided that Council would need to obtain an independent valuation of the property before proceeding formally.

Via email comments Councillor Phillips had stated that she felt that the council offices should be back in the Pater Hall as it was good value for money due to the inclusive rent and facilities available. The members present commented that the town council cannot move back to the Pater Hall unless it is worthwhile and the building in its present form does not suite the needs of a modern town council. It was further commented that the Pater Hall would be best used to its maximum potential as a venue for local groups.

The interim town clerk had met with Alan Hunt, the Access Officer of Pembrokeshire County Council. Mr Hunt had noted a few items that would need immediate attention and had also noted the changes that would be necessary to ensure the building complied with access regulations for all. The latter changes would need to form part of the alterations for the building once it is purchased by the town council.

The committee recommends that the purchase of the building is investigated and the various costs that would be incurred should be put together ready to present to council in the near future.

4. Review of Budget after Q1

The interim town clerk had issued a budget report as at the end of June for members to review.

Councillor O'Connor had a number of questions on some of the nominal accounts where the percentage spend was already fairly high. The Interim Town Clerk stated that there was a dispute in our telephone budget as BT had billed the town council incorrectly. Furthermore, the general donations budget is currently showing overspent due to the donations to the Quins for the Carnival and once the monies that were agreed by Council in the June meeting were moved into the budget from reserves, this would rectify the overspend.

There was a discussion over the sums set aside for the Pater Hall and for the Summer Festival and it was commented that as the Fun in the Park event had been paid for by the reserves held by the Festival Group that this £5,000 in the budget could be moved to General Donations for use for the rest of the year in case of additional requests coming in.

There is a further amount sitting within the Street Cleaning budget which is not being utilised at present following the cancellation of the Fastnet contract. It was commented that the town council should perhaps employ an outdoor person and provide them with a van to enable them to cover a number of jobs. It was agreed that this decision should be given to the Personnel Committee once the review of the town council had been completed.

5. **Recommendations to be made to Council**

- There is £2,000 sitting in the Twinning Budget which the committee would like to move to a new nominal code called “Tourism” and this money would be used for the production of the guide.
- Recommend obtain legal and refurb costs for the purchase of 28 Dimond Street.
- The general donations budget has been almost used up so the committee would like to move the budget of £5,000 set aside for the Summer Festival into General Donations.

11. **Date of Next Meeting**

Tuesday 2nd October – time to be confirmed

There being no further business, the meeting was closed.