

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE MEETING
Wednesday 01st May 2019**

Present: Councillor S O'Connor
Councillor J Phillips
Councillor G Manning

Councillor J Beynon
Councillor T Judkins
Sarah Scourfield (Town Clerk)

1. Apologies

There were no apologies presented

2. To consider minutes of the meeting held on 05th February 2019

It was agreed that the minutes would be reviewed at the next meeting of the Committee as not all members had read over the minutes.

3. Year End Accounts and 2019/2020 Budget Information

The Town clerk informed members that the budget report was included with members papers for review.

a) Total Funds in the Bank Account on 31st March 2019 **£143,625.64**

b) Earmarked reserves

	Amount
Maintenance Centenary Lamp	£150
Maintenance Pump House	£250
Street Cleaning	£15,000
Pater Hall Community Trust	£10,000
Pembroke Dock Festival	£4,540
Civic Regalia	£4,300
Electoral Services	£6,500
Remembrance Commemorations	£338
Donations for Sandybear – Minute ref 14/06/2018 -34 (18) (3)	£250
Total Amount Earmarked	£41,328

a (£143,625.65) minus b (£41,328) = £102,297.65

This leaves a surplus of £102,297.65 in the accounts the Town Council have agreed to keep 25% of its precept as reserve so this amount is £43,887.50 this leaves an amount of £58,410.15 which can be earmarked for capital spend on the purchase and upgrade of 28 Dimond Street.

- Summary of receipts and payments for Year End 31st March 2019 were included in members papers for review.

4. Grant Funding Applications

- General Grants Fund - Budget of £10,000 allocated

The first round of General Grant applications had come to a close with applications from the following organisations the documents had been included on email

Organisation	Amount requested	Reason	Amount Recommended
St Patricks Hall	£2,000	Assist with Roof repairs	£1,400
Pennar/Bufferland Community Association	£1,500	Assist with costs with cutting grass on Village Green	£1,000
Pensioners Friendship Meeting	£600	Room rental charges	£200
1 st Pembroke Haven Scouts	£1,000	Subsidise trip to National Scout activity and summer camp	£200
Pembrokeshire special needs gymnastics club	£2,000	Gymnastic equipment as per quote	£200
Paul Sartori Hospice at Home	£750	Contribute towards costs in delivering hospice at home services to residents of Pemb Dock	It was agreed not to support due to the amount of funds held
Total Amount of funding	£7,850		£3,000

- **Service Level Agreements**

Pater Hall – balance of £10,000 set for FY1819 to be carried forward to FY1920.

The Town Clerk commented that Service Level agreements need to be agreed so there are clear on the requirements of receiving the grant.

The document should note what the grant is to be spent on with any required deadlines, normally a Service Level Agreement is signed by both parties entering the agreement, but this document is more to outline the grant requirements. If members wanted to include information on future commitments this should only be for a period of 3 years as this will give any newly elected members the opportunity to review agreements.

It was commented that the committee had reviewed the figures which were shown in the Business Plan provided by the Pater Hall Trust at a previous meeting, it was stated that the figures show the Pater Hall Trust are self-sufficient on running costs and the Chair of Finance Committee commended the Trustees on this.

It was agreed that any grant from the Town Council should be spent on maintenance of the building, It was questioned if the Town Council should manage the quotes for any works required

and pay contractors direct, it was agreed this should be discussed further but this would be the preferred way to manage things.

Councillor Phillips commented that the information was not correct in the business plan and the Pater Hall Trust was not self-sufficient, she commented that the Trust had previously agreed to pay rent of £7,000 for offices at the Pater Hall and this had not been received so meant the funds for the Trust were low. Councillor Phillips commented that there was a legal document stating this agreement which was agreed by the Charity Commission.

It was commented that the only legal signed document which the Town Council had was the full care and repair lease, which did not mention funding requirements.

Councillor Beynon commented that the Council had not been at the Pater Hall for some time now and the Council should not be expected to pay rent for something which they were not using.

Councillor Manning commented that the primary items for maintenance were highlighted within the recent survey undertaken on the building and as landlords the Town council should be managing the risks to the building and paying for the repair.

It was agreed for a meeting to be setup with the Chair and Treasurer of the Pater Hall and the Chair and Vice chair of the Finance Committee along with the Town Clerk. It was agreed this meeting should be arranged for the end of May.

5. Purchase of 28 Dimond Street

The Town Clerk provided an update on the purchase of 28 Dimond Street, she commented that it was progressing with an offer of £60,000 accepted, works were progressing through the solicitors with contracts etc.

The loan of £49,000 has been agreed and we are waiting to draw on the loan which will be received within 2 days of confirmation by phone. She stated that she was awaiting further confirmation from the Solicitors about the progress of the contracts before drawing on the loan to ensure Council are not paying rent aswell as loan repayments as this has not been budgeted for.

6. Community Delivery Project

The Town Clerk provided members with information regarding a request from Pembrokeshire County Council. She commented that the Community Project was seeking community support for various non-statutory services which otherwise might be at risk of being withdrawn, the services included

- Public Toilets
- Play Parks
- Parks, gardens & public open spaces

The Town Clerk commented that she had requested further information relating to Pembroke Dock, which they had confirmed that the public toilets were not included for Pembroke Dock as

it was already a paid for service. The Town Clerk commented that she had therefore requested specific costings for areas available to enable members to make an informed decision. It was agreed that the information would be discussed at a later date once further information had been received.

7. Advertising Scheme Criterion Roundabout

Councillor Judkins had requested this item to be added to the agenda for discussion, he commented that he would like for the Council to investigate if a scheme could be implemented where advertising was put on the pump house roundabout, with advertisers being charged a fee which could then be used for items around the town.

Members agreed this was a good idea and it should be looked into.