

**PEMBROKE DOCK TOWN COUNCIL  
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON  
31<sup>st</sup> August 2021**

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

**1. Apologies for Absence**

Councillor S Davis

**2. Consider the minutes from the meeting held on 22<sup>nd</sup> June 2021**

It was

PROPOSED by Councillor J Beynon

SECONDED by Councillor T Judkins

RESOLVED - That the Minutes of 22<sup>nd</sup> June 2021 are adopted as a true record.

**3. Matters Arising from the minutes not mentioned elsewhere on the agenda**

Councillor O'Connor commented that the Pater Hall have been working on their business plan and it would be presented to Full Council in the coming months.

**4. Christmas Festivities Budget**

The Town Clerk informed members at the last meeting of the Council Christmas events were discussed, she informed members that due to COVID there has been no budget for events. It was agreed by members that the Finance Committee would need to review where the funds would come from.

It had been suggested that the Christmas festivities would see a Lantern Parade held in the Memorial Park, and breakfast with Santa held in the Pater Hall. The costs for the Lantern parade have been different each year, the last parade had a lot of input from volunteers with a spend of approximately £2,500. This included the cost of Fire Spinners and Samba Doc. She commented that she had received interim quotes of £4-6,000 from sand palace arts who will make the lanterns and run workshops. The Town Clerk suggested an amount of £3000 was set aside for the lantern parade and an extra £1000 was set aside for breakfast with Santa and the grotto.

The Town Clerk stated that there had been a surplus in funds, but this was quickly being spent with the repayment of the loan and other agreed items. The Town Clerk informed members that there was some EMR which was not likely to be spent which could be reallocated.

Freedom of the Town - £5000

Town Band Project - £1000

Or the funds will need to come from the general reserve

As of 23/08/2021

We have a balance of £188,399

With an expected income of £ 66,923

And budgeted to be spent £163,722

This leaves a balance of £91,600

You are required to hold a surplus of 25% of your precept which is £50,191.25

This leaves an amount of £41,408.75.

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor J Phillips

RESOLVED - That a virement of £4,000 from Freedom of the Town is used for the Christmas events

## 5. Refurbishment Budget

The Town Clerk informed members that the refurbishment Committee met to review the progress of the works required at the office, a copy of the minutes had been included within members papers.

The detail within the minutes shows the quotes received, the Town Clerk stated that she had outlined this within the budget for next year but think we need to discuss and make recommendations on this sooner for allocation of funds.

The Town Clerk informed members that the recommendation from the refurb committee was that the following quotes were accepted

Ventilation - Glow Green - £2,713.75 + VAT = £3256.50

Rear upgrade – Neil Griffiths - £24,000

Total £ 27,256.50

The Town Clerk stated that ventilation would be required before face-to-face meetings could resume and need to provide the builder with suitable notice for completion of the rear of the building. It was questioned if the ventilation was needed because there was no windows in the rear room, the Town Clerk confirmed this was the case.

After reviewing the quotes the members of the Finance Committee agreed with the recommendation from the refurbishment committee. After further discussion

It was PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Beynon  
RESOLVED - That the funds for the installation of the ventilation  
is used from surplus reserves.

A Vote was taken with 3 for the proposal and 1 against

It was PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Beynon  
RESOLVED - That the funds for the refurbishment of the rear of the  
offices is used from surplus reserves.

A Vote was taken with 3 for the proposal and 1 against

## **6. Grant Funding Applications**

The Town Clerk informed members that there were currently 2 lots of grant applications being advertised one which will be paid in September for amounts under £2,000 and the other which will be paid in April 2022 for amounts over £2,000.

The Town Clerk informed members that she had received the following requests for applications under £2000 which will be paid in September if agreed

- Pennar Robins AFC - £1,270 – Running Costs (further information in attached application)

It was PROPOSED by Councillor J Phillips  
SECONDED by Councillor T Judkins  
RESOLVED – That the Finance Committee recommend £1,270  
was granted to Pennar Robins AFC

The following applications have been received for amounts over £2000 for consideration with the budget, these grants will be paid in April 2022 if agreed.

### **Pennar Robins AFC - £10,900 – Purchase of new tractor of decoration of changing rooms**

Members reviewed the application and confirmed that they would like further detail on the decoration of the changing rooms as they felt the cost noted was high. It was questioned if the organisation had looked at other sources of funding, the Town Clerk commented that it was not part of the information supplied with the application. After discussion

It was PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Phillips  
RESOLVED – That the Finance Committee recommend a grant  
of £4,500 was granted to Pennar Robins AFC, but evidence of  
other funds would need to be secured before payment was  
made.

West Wales Maritime Heritage Society - £5,000 – Refurbishment of “Charterhouse” lifeboat.

Members reviewed the information received and after discussion

It was

PROPOSED by Councillor S O’Connor

SECONDED by Councillor J Phillips

RESOLVED – That the Finance Committee recommend a grant of £5,000 was granted to West Wales Maritime Heritage Society.

INTACT – Dyfed Powys Police

The Town Clerk informed members of a new initiative which Dyfed Powys Police are undertaking which sees extra support within communities to prepare, protect and prevent work in the serious organised crime and serious violence areas. She commented that they are looking to work with anyone ranging between the ages of 7-24 years to prevent them becoming part of any serious crimes within our area. She commented that as it was a new initiative it is something which would need some consideration for funding. Cllr S O’Connor commented that this was something the police should already be doing as part of their normal role and felt that funding should come from Dyfed Powys Polices for this.

The Town Clerk stated that this was an initiative Pembroke Dock would benefit from more so than other towns, other members agreed it was a good initiative but would like more information on it. The Town Clerk commented that further information would be discussed at the next meeting of the Town Council.

**7. Policy Reviews**

**Financial Regulations**

It was questioned if the Mayor and Deputy Mayor allowances had been paid yet, as the regulations state they are paid at the start of the year, the Town Clerk commented they had not been paid yet and would arrange for the payments to be made.

It was commented that 11 (b) EU Regulations section required reviewing

It was

PROPOSED by Councillor J Phillips

SECONDED by Councillor S O Connor

RESOLVED – That the Finance Committee recommend the Financial Regulations are adopted with the changes above.

**Financial Risk Assessment**

It was

PROPOSED by Councillor S O Connor

SECONDED by Councillor T Judkins

RESOLVED – That the Finance Committee recommend the Financial Risk Assessment is adopted.

## 8. Tall Ships Service Level Agreement

The Town Clerk commented that she had a number of meetings and discussions with the Tall Ships (Wales) Trust with regards to the proposed SLA agreement.

She commented that she had attached a copy of the document with members papers to review. During the meetings it was commented that there could be several different activities which they may be able to do which include youth residential voyages, a ship at Hobbs Point along with a number of other ideas which will create opportunities to the residents of Pembroke Dock.

In order to show how much the activities, cost they provided information of the last Tall Ship which came to Pembroke Dock the "Johanna Lucreia". The cost for this ship was £1,400 per day and there is a minimum period of 5 days for bookings.

It was commented that members did not agree with the wording in the first bullet point and felt the wording "*Where possible*" should be removed and the first bullet point should read "*The fund should benefit disadvantaged and underrepresented groups within the Pembroke Dock.*" It was commented that if this was not possible it should be justified as to why the fund was not spend on the target groups identified. The Town Clerk commented that she would contact the Tall Ships Trust to discuss further before bringing back to full council for final approval.

## 9. Draft Budget 2022

The Town Clerk informed members that she had put together the following budget for consideration. She commented that she had highlighted the areas of change within the budget.

101	Administration	Actual	Current	22/23	E/MKD
1102	Internal Audit Fees	118	150	150	0
1103	Insurance	2782	2500	2800	0
1104	Legal Fees	0	2000	2000	0
1105	Computer Support	20	100	100	0
1106	Telephone	252	650	600	0
1107	Travel & Subsistence - Staff	0	250	250	0
1108	External Audit	0	500	500	0
1109	Postage	80	200	200	0
1110	Office Equipment	1899	1000	500	0
1111	Printing & Print Consumables	123	500	500	0
1113	Stationery	102	500	500	0
1114	Training - Staff	165	1500	1000	0
1115	Membership Fees	2199	2300	2300	0
1117	Website & Cloud Storage Fees	156	0	400	1500
1118	Training - Members	90	800	800	0
1120	Online Meetings Fees		0	150	0
TOTAL			12,950	12,750	1500

It was questioned if the budget for the insurance was sufficient the Town Clerk commented that it there are no expected increases so it should be sufficient. The Town Clerk commented that there

was a new code added 1120- Online Meeting Fees Members agreed with the proposed budget figures.

<b>102</b>	<b>Salaries</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1201	Salaries	18477	60000	60000	0
1205	Employers NI - PDTC	1329	6000	6000	0
1206	Pensions	3605	17200	17200	0
			<b>83200</b>	<b>83200</b>	<b>0</b>

Members agreed with the proposed budget figures

<b>103</b>	<b>Members' Expenses</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1301	Mayor's Allowance	0	1500	1500	0
1302	Deputy Mayor's Allowance	0	500	500	0
1304	Official Entertainment	0	500	500	0
1305	Councillor Allowance	0	2400	2400	0
1306	Travel & Subsistence - Members	0	500	500	0
1307	Committee Chair Allowance	0	1500	1500	0
			<b>6900</b>	<b>6900</b>	<b>0</b>

Members agreed with the proposed budget figures

<b>104</b>	<b>Office Expenses</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1401	General Rates	2943	3000	3000	0
1405	Utilities - Electricity	158	900	500	0
1406	Utilities - Gas	261	1500	1000	0
1407	Utilities - Water	0	500	500	0
1409	PWLB- Loan Repayments	45494	4815	0	0
1410	28 Dimond St Maintenance	105	1500	1500	1500
1411	28 Dimond St Refurbishment	12850	0	30000	6,730
1412	Office Cleaning	90	400	300	0
1413	Alarm servicing and maintenance			170	0
			<b>12615</b>	<b>36970</b>	<b>8230</b>

The Town Clerk informed members that there had been previous discussions within the meeting which would affect this section of the budget. She commented that 1411 was currently proposed at £30,000 but if the works were to be completed from the surplus reserves then there would be no requirement for this amount to be budgeted for, it was therefore proposed that

1411- 28 Dimond St Refurbishment was budgeted for £10,000

It was agreed this would be sufficient for the completion of the works as required for the disabled access at the front of the property.

With the change to 1411 members agreed with the proposed budget figures.

<b>Town Decoration &amp; Improvement</b>					
<b>105</b>	<b>Improvement</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1501	Christmas Lighting	4430	18000	18000	0
1502	Utilities - Mem Lamp & Pump Ho	180	200	500	0
1503	Maintenance Centenary Lamp	0	300	300	600
1505	Maintenance Pump House	0	300	300	1000

1507	Floral Baskets	2522	8500	8500	0
1508	Memorial Park Costs/Equipment	32	5000	5000	7000
1511	Street Cleaning	4834	15000	9,000	9,000
1512	Grounds Maintenance - St Patri	0	1200	1200	1200
1514	Maintenance of West Llanion Pill	0	1200	0	1200
1515	Action Plan Items	0	5000	5000	0
1516	Town maintenance sundries			1000	0
			<b>54700</b>	<b>48800</b>	<b>20000</b>

The Town Clerk informed members of the following;

1511 there was an amount earmarked from an underspend in previous years

1514 I have not proposed any budget for this item due to PCC not providing any relevant information on the land

1516 This was agreed at the last meeting with a budget of £1,000

Members agreed the proposed budget figures.

<b>106</b>	<b>Donations</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1601	Donations	5976	10000	10000	0
1603	The Pater Hall Community Trust	0	0	0	6000
1609	Memorial Park	5000	5000	5000	0
1616	Sunderland Trust	6000	6000	6000	0
1617	Pennar Village Green	1000	1000	1000	0
1623	St Patricks Play Area	10000	10000	0	0
1624	Tall Ships Trust	0	0	5000	0
1625	Pennar Robins AFC			10,900	
1626	West Wales Maritime			5000	
			<b>32000</b>	<b>42900</b>	<b>6000</b>

The Town Clerk informed members that there had been previous discussions within the meeting which would affect this section of the budget.

Cllr O'Connor commented that he wanted to propose £10,000 was added to the budget for the Pater Hall Trust as they were in the process of sorting their business plan and felt this would be completed this year, it was therefore proposed

1603 – The Pater Hall Community Trust £10,000

Previous discussions within the meeting meant that the amount for Pennar Robins was reduced

1625 – Pennar Robins AFC £4,500

With the changes above members agreed the proposed budget figures.

<b>107</b>	<b>Miscellaneous</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1701	Flowers, Wreaths etc.	35	300	200	0
1702	Bank Charges	13	100	100	0
1705	Civic Regalia				4300
1706	Electoral Services	9142	20000	10000	33700
			<b>20400</b>	<b>10300</b>	<b>38000</b>

The Town Clerk informed members that the Electoral Services has a healthy earmarked reserve after the agreement of adding £20,000 from the general reserve fund, this will cover elections which are to be held in May 2022 with any left-over being held in earmarked for future years. Members agreed the proposed budget figures.

<b>108</b>	<b>Promotion of Tourism</b>	<b>Actual</b>	<b>Current</b>	<b>22/23</b>	<b>Earmarked</b>
1802	Summer Events	0	0	2000	0
1805	Christmas Events	0	0	6000	4000
1806	Remembrance Commemorations	0	1500	100	0
1808	Town Band Project	0	0	0	1000
1810	Freedom of the Town	0	0	0	1000
	Queens Platinum Jubilee	0	0	5000	0
			<b>1500</b>	<b>13100</b>	<b>6000</b>

The Town Clerk informed members that There are some new additions to the budget head to allow for events to take place during the year. This coming year it will be the Queens Platinum Jubilee and council have agreed to hold an event to celebrate it, we would also like to continue with the Christmas events and hold something throughout the Summer for the residents as per previous years.

It was questioned if there had been anything set aside for the Quins Carnival, the Town Clerk confirmed that there had not been any requests put forward from the Quins but members could decide if the £2,000 for summer events could be used towards the carnival later in the budget discussions.

Members agreed the proposed budget figures.

The Town Clerk commented that she would bring the finalised figures back to a future meeting, as there had been changes made to the earmarked reserves earlier in the meeting and that would impact on the precept request.

#### **10. Recommendations for Council**

- **Virement of £4,000 from Freedom of the Town budget for Christmas events**
- **The following refurbishment quotes were accepted with the funds coming from Surplus reserves**  
 Ventilation - Glow Green - £2,713.75 + VAT = £3256.50  
 Rear upgrade – Neil Griffiths - £24,000
- **Grant funding for Pennar Robins AFC £1,270 is granted**
- **The Financial Regulations and Risk Assessments are adopted (with the required amendments)**
- **The Tall Ships Wales Trust Service Level Agreement is agreed (with the required amendments)**
- **The Draft budget is reviewed**

#### **11. Date of Next Meeting**

October 2021. The exact date will be confirmed at a later date.



