

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON
25th October 2021**

Present: Councillor S O'Connor 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 31st August 2021

It was

PROPOSED by Councillor J Beynon

SECONDED by Councillor J Phillips

RESOLVED - That the Minutes of 31st August 2021 are adopted
as a true record.

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

There were no matters arising.

4. Budget Review

The Clerk informed members at the last meeting of Council it was agreed for the budget to be reviewed as it was felt the budget increase was too high. The Clerk provided members with the budget discussed and comments raised at the meeting as shown below.

The Clerk informed members that the council tax base for Pembroke Dock for a band D equivalent of 3510.61 for 2021/2022 with a precept of £200,765 the amount for households in the area was £57.18

She stated that with the current proposed budget as shown below the precept request would need to be £220,000 when considering the bank balances, reserves and budget still to be spent. This is a 9.58% increase on the 2021/2022. With the same council tax base for a band D equivalent of 3510.61 it would be £62.66 per household which is an increase of £5.48.

		Actual			
		Year	Current	22/23	EMR
101	Administration				
1102	Internal Audit Fees	118	150	150	0
1103	Insurance	2782	2500	2800	0
1104	Legal Fees	0	2000	2000	0
1105	Computer Support	76	100	100	0
1106	Telephone	252	650	600	0
1107	Travel & Subsistence - Staff	25	250	250	0
1108	External Audit	0	500	500	0
1109	Postage	113	200	200	0
1110	Office Equipment	1899	1000	500	0
1111	Printing & Print Consumables	198	500	500	0
1113	Stationery	157	500	500	0
1114	Training - Staff	165	1500	1000	0
1115	Membership Fees	2199	2300	2300	0
1117	Website & Cloud Storage Fees	161	0	400	1500
1118	Training - Members	120	800	800	0
1120	Online Meetings Fees			150	0
		8265	12950	12750	1500
102	Salaries				
1201	Salaries	27654	60000	60000	0
1205	Employers NI - PDTC	1984	6000	6000	0
1206	Pensions	7217	17200	17200	0
		36,856	83,200	83,200	
103	Members' Expenses				
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
		0	6900	6900	0

104	Office Expenses				
1401	General Rates	2943	3000	3000	0
1405	Utilities - Electricity	245	900	500	0
1406	Utilities - Gas	334	1500	1000	0
1407	Utilities - Water	75	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	18707	0	10000	1730
1412	Office Cleaning	239	400	300	0
1413	Alarm servicing and maintenance			170	0
		68142	12615	16970	3230
105	Town Decoration & Improvement				
1501	Christmas Lighting	4430	18000	18000	0
1502	Utilities - Mem Lamp & Pump Ho	303	200	500	0
1503	Maintenance Centenary Lamp	0	300	300	600
1505	Maintenance Pump House	0	300	300	600
1507	Floral Baskets	6333	8500	8500	0
1508	Memorial Park Costs/Equipment	32	5000	5000	7,000
1511	Street Cleaning	9355	15000	9000	9000
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
		20452	54700	48800	19600
106	Donations				
1601	Donations	7196	10000	10000	0
1603	Pater Hall Community Trust	0	0	10000	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	0	0	4500	0
1626	West Wales Maritime	0	0	5000	0
		29196	32000	46500	6000
107	Miscellaneous				
1701	Flowers, Wreaths etc.	35	300	200	0
1702	Bank Charges	33	100	100	0
1705	Civic Regalia			0	4300
1706	Electoral Services	9142	20000	10000	33700
		9210	20400	10300	38000

108 Promotion of Tourism

1802	Summer Events	0	0	2000	0
1805	Christmas Events	0	0	6000	4000
1806	Remembrance Commemorations	208	1500	100	0
1808	Town Band Project	0		0	1000
1810	Freedom of the Town	0		0	1000
1812	Queens Platinum Jubilee	0		5000	0
		208	1500	13100	6000

Income	£133,842.00	£200,765.00	£200,765.00
Expenditure	£170,609.00	£249,365.00	£238,520.00

Excess expenditure **-£37,755.00**

Proposed Budget		
Bank Account totals	£164, 202.12	
Funds still owing	£ 66,921.00	
Still to spend on budget		£140,972.00
Refurbishment spend		£ 24,000
Business Reserve		£ 50,191.25
Totals	£231,123.12	£215,163.25
Surplus reserve	£ 15,959.87	
22/23 Budget Shortfall		£ 37,755.00
Total required for 22/23 budget		£ 21,795.13
Recommended precept request	£220,000.00	
Percentage Increase	9.58%	
Amount per household	£62.66	

The Town Clerk informed members that there had been 2 proposals put forward from reviewing the budget which were the following, she commented that it was hard to predict the final bank account figures as the budget was still to be spent.

Reduction proposal 1

Code	Description	Saving Amount	Reason
1117	Website	£1500	Reasonable changes have been made to the current website to meet current regulations

1514	Maintenance of West Llanion Pill	£1200	This has not progressed with PCC and with current planning applications I would not advise for the Town Council to take over any land in this area.
1626	West Wales Maritime	£2500	This application was granted the full amount requested, with all other applications being reviewed and only part granted.
1705	Civic Regalia	£4300	The funds were kept to one side so a new chain could be made as a local project, this is not a simple process and we are unsure of what the finished product will be.
1808	Town Band Project	£1000	This has been in the budget for some time and will not be going ahead
1810	Freedom of the Town	£1000	This event will not be going ahead with part of this fund already being vired to other areas within the budget
1812	Queens Platinum Jubilee	£2000	It was felt £5,000 was too much for an event so I suggest a reduction of £2,000
	Total	£13,500	

	Income	Expenditure
Totals	£231,123.12	£215,163.25
Surplus reserve	£ 15,959.87	
22/23 Budget Shortfall		£ 37,755.00
Total required for 22/23 budget		£ 21,795.13
Possible budget reduction	£13,500	
		£8,295.13
Recommended precept request	£207,356.00	
Percentage increase	3.28%	
Amount per household	£59.21	

Reduction proposal 2 – Cllr Manning

Code	Description	Saving Amount	Reason
1117	Website	£1500	Not currently needed.
1514	Maintenance of West Llanion Pill	£1200	PCC have other ideas and reluctant to disclose who, with the possibility of the Tanker Park application being approved
1625	Pennar Robins	£4500	
1626	West Wales Maritime	£2500	This application was granted the full amount requested, with all other

			applications being reviewed and only part granted.
1705	Civic Regalia	£4300	This £4300 has been carried forward for the past four years, resulting in no action except for proposing a competition to design a new chain of office, probably made out of recycled materials, who in the future would be happy to wear it.
1805	Christmas	£1500	
1808	Town Band Project	£1000	It is highly unlikely that either of these events will happen,
1810	Freedom of the Town	£1000	It is highly unlikely that either of these events will happen,
1812	Queens Platinum Jubilee	£2500	I am aware that council have approved £5000 for Jubilee celebrations in the current budget however given the financial costs of everyday living, rising prices, we all have to review our budgets and I think we should look at reducing this £2500.
	Total	£20,000	

	Income	Expenditure
Totals	£231,123.12	£215,163.25
Surplus reserve	£ 15,959.87	
22/23 Budget Shortfall		£ 37,755.00
Total required for 22/23 budget		£ 21,795.13
Possible budget reduction	£20,000	
		£1,795.13
Recommended precept request	£202,560	
Percentage increase	0.89%	
Amount per household	£57.69	

Members discussed the proposals from both as they were very similar with the following comments

Code	Description	Proposed	Agreed	Committee comments
1117	Website	£1500	£1500	Members agreed with this reduction
1514	Maintenance of West Llanion Pill	£1200	£1200	Members agreed with this reduction

1625	Pennar Robins	£4500	£0	Members commented that this group do a lot of good work in the community and this amount should remain in the budget
1626	West Wales Maritime	£2500	£0	It was commented that as this was a one-off project it should remain within the budget.
1705	Civic Regalia	£4300	£4300	Members agreed with this reduction
1805	Christmas	£1500	£0	This was discussed and the Clerk informed that for a full event with grotto the funds would be required, members agreed this should remain within the budget.
1808	Town Band Project	£1000	£1000	This event will not be going ahead, members agreed with this reduction
1810	Freedom of the Town	£1000	£1000	This event will not be going ahead, members agreed with this reduction
1812	Queens Platinum Jubilee	£2500	£3000	Members discussed the event and felt £5000 was too much, it was therefore recommended it was reduced by £3000
	Total	£20,000	£12,000	

The Town Clerk informed members that with a £12,000 reduction they would be looking at an amount of £25,755 being with a possible surplus of £15,959 the precept request would need to be £210,000 this would cost each household on a band D £59.81 which is a £9,235 increase 4.59%.

Members discussed the Action Plan, Cllr Phillips questioned If the picnic benches had been purchased the Town Clerk commented that benches were agreed but picnic benches were not part of the agreement. It was commented in future years the Council should make the most of Enhancing Pembrokeshire Grant from the County Council.

10. Recommendations for Council

- The budget reductions above which amount to **£12,000**

11. Date of Next Meeting

Date will be confirmed at a later date.