

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON
22nd June 2021**

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

1. Apologies for Absence

None

2. Election of Chair and Deputy Chair

It was

PROPOSED by Councillor T Judkins

SECONDED by Councillor J Phillips

RESOLVED – That Cllr Stephen O'Connor was Chair of the Finance Committee.

All members voted in favour of the proposal.

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor T Judkins

RESOLVED – That Cllr Joshua Beynon was Chair of the Finance Committee.

Cllr Phillips commented that she wanted to propose herself as Deputy Chair of the Committee but as there was no seconder her proposal fell.

3. Consider the minutes from the meeting held on 17th February 2021

It was

PROPOSED by Councillor T Judkins

SECONDED by Councillor J Beynon

RESOLVED - That the Minutes of 17th February 2021 are adopted as a true record.

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

None

5. Budget Report Update

Finance Report Update as of 2nd June 2021

The Town Clerk informed members that an up-to-date finance budget report had been provided within members papers overall the council was 33% spent on the budget. There was a number of areas which are already to be spent for the year, but this is normal and expected.

The bank accounts balances are	£88,928.29
	<u>£127,988.87</u>
	£216,917.16
With an expected income +	<u>£133,839</u>
	£350,756.16
Budget amount left to be spent -	<u>£195,960</u>
Amount left	£154,796.16
Earmarked reserves -	<u>£61,230.77</u>
	£93,565.39

The Clerk stated that Council was early in the budget year but there have already been a few developments in the background which may see how the budget is spent change.

Earmarked Reserves

The Town Clerk provided members with amounts held in the earmarked reserves, as you will see the office equipment upgrade has been completed with the funds being spent. She advised that the headings need to be reviewed, and a recommendation of how long certain funds should be held before being released back into the general reserve or reallocated for a new project.

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Pembroke Dock Town Council Current Year Earmarked Reserves

Page 1

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Electoral Services	13,700.77		13,700.77
321 EMR - Centenary Lamp Maintenance	600.00		600.00
322 EMR - Pump House Maintenance	1,000.00		1,000.00
323 EMR - The Pater Hall	6,000.00		6,000.00
324 EMR - Civic Regalia	4,300.00		4,300.00
325 EMR - Town Centre Clean & Impr	9,000.00		9,000.00
326 EMR - Freedom of the Town Even	5,000.00		5,000.00
327 EMR - Town Band Project	1,000.00		1,000.00
328 EMR - Refurbishment 28 Dimond	19,130.00		19,130.00
329 EMR - Website upgrade	1,500.00		1,500.00
330 EMR - Office Equipment	1,500.00	-1,500.00	0.00
	<u>62,730.77</u>	<u>-1,500.00</u>	<u>61,230.77</u>

It was questioned if EMR code 327 was required, it was agreed that it would remain for this year and the fund put back into general reserves in the next financial year.

It was questioned if the chain competition had been advertised the Town Clerk confirmed that due to COVID this had not yet been actioned but would be in the coming months.

It was agreed to leave the Pater Hall EMR, Cllr O'Connor commented that things were progressing with the Pater Hall so the fund would need to remain. Cllr Beynon commented that he was

concerned as the council had requested a business plan 4 years ago and there has been no forward progress. Cllr O'Connor stated that COVID had presented an issue as they could not have meetings.

The refurbishment fund was discussed it was agreed that this would be reviewed at a later date once the roof cost had been paid. It was agreed for the general reserve to feed any surplus for this financial year.

6. Items from Town Council meeting

The Town Clerk informed members that the following items were put to members at the last meeting of Full Council who agreed for Finance to review.

Reallocate £5,000 per year budgeted for the repayment of the loan to town projects for the length of the loan

The Town Clerk informed members that the amount set aside for loan repayment was £4815 and the length left on the loan was 10 years. It was suggested that the fund was reallocated to Town projects as an addition to the £5,000 already allocated. It was proposed this was done for the length of the loan.

Transfer enough funds to Elections, to cover the full costs of next years' council elections.

The Town Clerk informed members that Earmarked reserves for the election pot currently sat at £13,700 with a further £20,000 budgeted in this year's budget giving a total amount of £33,700, she confirmed that the Council was yet to receive the costs for the recent Llanion election and still chasing up to date possible costs for next year's election.

The Town Clerk informed members that she had brought the issues of the costs to PCC who have discussed the concern at a number of meetings and have agreed that election costs for a Town & Community Council could be paid back over a 5-year period, they were also investigating a possible insurance which could be put in place for all councils to pay into.

It was proposed and agreed that a further £20,000 was earmarked from the general reserves to ensure that there was sufficient funds allocated for the upcoming elections and then review after next years election.

Paying off the PWLB Loan

The Town Clerk commented that at the last Full Council meeting members agreed to pay off the current loan which we have, the early repayment amount as of 2nd June 2021 was £45,183.00, but this could change depending on the date the loan is paid off. The Clerk asked for the finance committee to provide a recommendation for it to be paid off after looking the repayment schedule In more detail.

It was therefore recommended that the loan from PWLB was paid off in full.

7. Grant Funding Application Dates

The Town Clerk informed members that the Town Council have the following priorities to be met when applying for a grant;

- Support for Older People - Support for voluntary organisations working with the elderly
- Children and Young People - Investing in young people and those organisations working with young people to provide skills and recreational opportunities
- Safer and Stronger - Support for initiatives to improve the town environment communities

The Council will therefore consider offering grant aid to those bodies which meet the following criteria:

1. The services, facilities, or activities for which a grant is sought are wholly or mainly benefitting the residents of Pembroke Dock.
2. There is a need in Pembroke Dock for the specific services, facilities or activities provided by the organisation.
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. Other sources of funding have been fully investigated and where possible secured.
6. The organisation actively encourages disadvantaged groups in the community to make use of the services, facilities or activities provided.

For application to be considered in **September** applications should be received by **31st August**

For application to be considered in **January** applications should be received by **31st December**

She questioned if members were happy with the criteria and priorities set? Are there any changes you wish to be made to the Grant application form which is attached to members papers? Do members wish to set a limit on these types of applications as we are getting requests for large amounts which could impact on the budget.

It was agreed that members were happy with the current criteria and priorities and no changes were required. It was commented that the set dates were sufficient and there should be a limit of up to £2,000 on these applications.

8. Budget Preparations 2022/2023

The Town Clerk commented that the Council are required to start planning for the next budget round, there are some changes required for the administration head to ensure that it is as

transparent as possible.

The suggested changes were as follows

Administration

1117 is currently named website it was suggested this was changed to website and cloud storage fees with an amount £400. This was agreed.

Addition of Zoom Fees – with an amount of £150. This can either come under 1105 Computer Support or a new code of 1120 – Online Meeting Fees. It was agreed that a new heading should be set up to be as transparent as possible.

Members agreed to the proposed changes.

Office Expenses

The alarm systems need to be allocated, it was questioned if members wanted these costs it was to be included in 1410 – 28 Dimond Street Maintenance or if you would like this to be shown separate as it is an ongoing agreement. The cost of this service is currently £170 per annum. Members confirmed that they should be a separate heading on the budget.

1409 – PWLB- Loan Repayments will become void, as members have agreed for the loan to be paid off pending final confirmation at Full Council on 1st July 2021.

Town Decoration & Improvement

The Town Clerk commented that it has become apparent that since having the outdoor person undertaking tasks, he requires certain items at times in order to complete certain jobs, previously most of the equipment or sundries are provided by PCC but a separate budget head to allow for purchase of items is required. It would be seen on the budget as;

1516 – Town maintenance sundries – with a suggested amount of £300. This budget head was agreed but the recommended amount was £1000.

1511 – Street Cleaning – Personnel Committee will be reviewing the contract which is linked with this budget head and making recommendations to Full Council in due course.

1514- Maintenance West Llanion Pill – It is very unlikely this will go ahead so this heading will become void.

Donations

The Town Clerk questioned if the Council wanted to advertise for large loan applications? Or are members happy to accept them as per the grant dates set out on the application form? It was also agreed that the Council should advertise for organisations who were wanting to apply for grants over this amount to enable them to be built into the budget.

The Town Clerk informed members the Council currently has service level agreements with Memorial Park Group, Sunderland Trust and Pennar Village Green.

It was commented that staff currently use their mobiles for Council work and it was questioned if it would be suitable for Council to purchase staff with a mobile, this proposal was agreed and stated it should come from office equipment.

It was questioned why the changes had not yet been made to the website, the Town Clerk stated that due to a number of changes made within regulations which meant the quotes received did not meet the standards so it had been put on hold.

Members were informed in the interest of the asset register the rebuild value for the Pater Hall has increased to 3.5 million.

9. Private & Confidential Items raised in the Personnel Committee Meeting

The Town Clerk informed members that the Personnel Committee recently met and raised a number of items which required review by the Finance Committee in order to make recommendations about the budget. They are the following

- Ventilation of the meeting room – It was recommended by members that this should be a priority in the refurbishment plan with the current pandemic in place in order to protect staff and any future committee meetings which may take place. A quote has been received to provide sufficient mechanical ventilation for the room which was £4,378 + VAT this was received 6 months ago to give an idea of possible costs. It was recommended the funds came from the refurbishment budget in earmarked reserves.
- Increase of hours for outdoor person – It was recommended by members that the outdoor contract is reviewed with an extra 5 hours per week provided to the contract as of the next council meeting (1st July 2021) if agreed. This would be an extra cost of £3,600 extra per year and an extra £300 per month. So, with 9 months of this years budget left to run an amount of £2,700 needs to be agreed. It was also recommended to provide security to the contract he is offered a 5 year contract which will commence from October 2021. Both recommendations were agreed and it was agreed the extra fund was allocated from the General Reserve pot.

10. Recommendations for Council

Budget update and Earmarked reserves

Allocation of £5,000 for Town projects

Allocation of £20,000 from general reserves for elections

Pay of PWLB Loan in full

Grant application criteria and dates

2021/2022 Budget recommendations

Ventilation in Meeting room

Review of outdoor contract and hours

11. Date of Next Meeting

September 2021 at 4.30pm. The exact date will be confirmed at a later date.