

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON
1st SEPTEMBER 2022**

Present: Councillor S O'Connor Councillor G Manning
 Councillor M Wiggins Councillor M Williams
 Councillor J Lyons Sarah Scourfield (Town Clerk)

1. Apologies for Absence

None

2. Declarations of Interest

Councillor S O'Connor – Citizens Advice

Councillor M Williams – Bernadette School of Dance Financial Application

3. Appointment of Chair & Deputy Chair

It was PROPOSED by Cllr G Manning
 SECONDED by Cllr M Wiggins
 RESOLVED that Cllr S O'Connor is the Chair of Finance Committee for
2022/2023

It was PROPOSED by Cllr S O'Connor
 SECONDED by Cllr M Williams
 RESOLVED that Cllr G Manning is the Deputy Chair of Finance Committee for
2022/2023

4. Citizens Advice Bureau Grant

Members welcomed Geraldine Murphy to the meeting to discuss the proposal of a service level agreement with Council for the amount of £10,000 each year for the next 3 years.

Geraldine informed members that the grant would support the core delivery of services, she commented that staff employed by CAB are provided with a real living wage and the grant would support a member of staff, she stated that the application provided an outline of the number of clients they see in Pembroke Dock which is 347 clients, she commented that some have some complex issues and CAB always offer a welfare benefit check to all clients to ensure they have met all their service demands, she commented that clients are normally with CAB for a period of 6 months.

Geraldine stated that CAB work with a number of organisations which include PCC and provide an outreach service in local surgeries to help clients who may be struggling, she commented that CAB have a specialised team who focus on energy and fuel payments. She stated that there are 15/20 staff located in the Pembroke Dock office with initial contact with clients being made by telephone with face to face appointments being arranged after this, Geraldine informed members that the drop in service was stopped due to the hectic nature it brought and they have found the

planned appointments and telephone contact has worked better. Geraldine informed members that offices in Haverfordwest have closed and rooms are currently being rented from PAVS, she stated that they are working with mind to provide a shared support service which then allows them to access funding from the GP Clusters.

Members agreed that for the amount of funding being requested a SLA would be required to ensure that the funds being provided are protected, it was agreed one of the items on the SLA would need to be a member of the Council on the board of CAB. It was questioned if other Councils had been approached for the same level of funding, Geraldine informed members that they had been contacted but only small amounts had been granted, but she emphasised the numbers in Pembroke Dock are high and the need for the service is there.

Geraldine commented that if the grant was successful from the Council, she would suggest that CAB is more proactive with its service reaching out to children in the schools to teach about money management to help with future demands on the service, members thanked Geraldine for attending the meeting and she left the meeting.

Members commented that they agreed with the proposal in principle but struggled to accept the amount of £10,000, it was stated that finances are going to be tight for everyone moving forward into future years and there is likely to be more demand on the service but there will be many organisations looking to the Town Council for support and therefore members needed to consider the amounts being granted carefully.

It was noted that specific requirements which will need to be noted on the SLA will be

- Specific year end report for Pembroke Dock and not a generic one
- Member of the Town Council on the board for CAB
- Request a drop-in service once a month at the Town Council offices

Taking into consideration all of the above

It was PROPOSED by Cllr G Manning
 SECONDED by Cllr M Williams

RECOMENDED that Citizen Advice Bureau are granted £5,000 each year for a period of 3 years

5. Review of Service Level Agreements

- **Friends of Memorial Park Group**

Members reviewed the information with the grant request of £10,000 for 23/24 and £5,000 for 24/26.

It was commented that there are some issues with the current equipment with a number of issues needing to be rectified, the town clerk stated that as the equipment was under warranty still this was being completed by the suppliers. Members raised concerns that there had already been issues with the equipment and questioned who the supplier was, the town clerk informed members that it was Wicksteed and PCC were now undertaking inspections.

It was PROPOSED by Cllr G Manning
SECONDED by Cllr M Williams
RECOMENDED that Friends of Memorial Park are granted £5,000 for the 1st year and £3,000 for 2 further years.

- **Heritage Trust**

This organisation attended the last meeting of the Finance Committee to discuss the application, it was commented that they had requested £6,000, after discussion

It was PROPOSED by Cllr M Wiggins
SECONDED by Cllr G Manning
RECOMENDED that the Heritage Centre are granted £3,000 for a period of 5 years, but this would be reviewed if there was a change in the rent.

7. **Review of 2022/2023 Budget**

Members reviewed the grant application received from the Bernadette school of dance, they had requested the amount of £1,000- 2,000 of funding to help towards the trip to Ireland for the Pembroke Dock dancers. It was agreed that the dance group was good for social and physical activity and should be supported.

It was PROPOSED by Cllr G Manning
SECONDED by Cllr M Wiggins
RECOMENDED that the Bernadette Schools of Dance are granted £1,000 to be used for Pembroke Dock dancers for the trip to Ireland.

It was requested that the group feedback to the Council an update from this trip.

Members reviewed the rest of the current budget figures for 22/23

- Administration – No issues to raise
- Salaries – The Town Clerk commented the pay rises from NALC are currently in discussion with the unions, so she hoped to have an update on these soon.
- Members Expenses – No issues to raise
- Office Expenses – It was questioned how the electric and gas increases would affect the office, the Town Clerk commented that at present the bills were within reason and there was no concern about budgets but would keep an eye on the bills.
- Town Decoration & Improvement – The Town Clerk informed members that the Christmas lighting budget could be overspent due to the cost of the electric for the lighting
- Donations – This had already been discussed under Service level agreements. It was questioned if the Pater Hall funding should be reviewed as there had been no contact or business plan for the funding to be released, it was agreed to wait until the end of the year before making any changes on this.
- Miscellaneous – The Town Clerk informed members that Electoral Services was a earmarked fund for future elections and this fund should be reviewed each year to ensure there wasn't too much monies being held.
- Promotion of Tourism – The Town Clerk informed members that the Summer Festival and Queens Jubilee would be underspent.

8. Budget Preparations 2023/2024

Members agreed that they had discussed as much of the budget preparations as they could for the time being. It was questioned if any of the items from the Development Committee had been actioned, the Town Clerk commented that it would take longer than a week for the costings to be gained for the agreed items but hoped for the costings to be all formed in time for the next development meeting.

9. Finance Regulations & Risk Assessment

The 2 documents were reviewed and both documents were agreed for recommendation to Full Council.

10. Recommendations for Council

- Bernadette School of Dance – Grant of £1000
- Finance Regulations
- Financial Risk Assessment

11. Date of Next Meeting

Tuesday 4th October 2022 at 6pm