

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE VIRTUAL MEETING HELD ON
11th October 2022**

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

1. Apologies for Absence

Councillor J Lyons

2. Minutes from Meeting held on 1st September 2022

It was **Proposed by** Cllr M Williams
Seconded by Cllr G Manning
Resolved that The minutes of the meeting held on 1st September are a true record of the meeting

3. Matters Arising from the minutes of the meeting held on 1st September 2022

There were no matters arising

4. Budget 2023/2024 Preparation

Administration

101 Administration	Estimated	22/23	23/24
1102 Internal Audit Fees	150	150	150
1103 Insurance	2600	2800	2800
1104 Legal Fees	0	2000	2000
1105 Computer Support	100	100	100
1106 Telephone	550	600	600
1107 Travel & Subsistence - Staff	488	250	500
1108 External Audit	500	500	1000
1109 Postage	200	200	200
1110 Office Equipment	500	500	500
1111 Printing & Print Consumables	488	500	500
1113 Stationery	250	500	500
1114 Training - Staff	1000	1000	1000
1115 Membership Fees	2300	2300	2300
1117 Website	374	400	400
1118 Training - Members	200	800	800
1120 Online Meetings Fees	120	150	150
	9820	12750	13500

Travel and Subsistence – Staff undertaking more training opportunities

External audit – increase due to a more in-depth audit required

All members agreed with the above recommendations.

Salaries

The Town Clerk commented that she had included a 3% increase on the salaries

102 Salaries

1201	Salaries	59512	60000	62000
1205	Employers NI - PDTC	5000	6000	6200
1206	Pensions	15516	17200	17400
		80028	83200	85600

Members commented that the salaries should be increased to 5% which would bring the total salaries up to £63,000 with the total recommended being £86,600.

Members Expenses

103 Members' Expenses

1301	Mayor's Allowance	1500	1500	1500
1302	Deputy Mayor's Allowance	500	500	500
1304	Official Entertainment	300	500	500
1305	Councillor Allowance	2400	2400	2400
1306	Travel & Subsistence - Members	0	500	500
1307	Committee Chair Allowance	1500	1500	2000
1308	Cllr Household Expenses	0	0	2500
1309	Councillor Consumables	0	0	832
		6200	6900	10732

The Town Clerk informed members there were new recommendations from the Independent Remuneration Panel for Wales which have been added, with the Development Committee being added there needed to be another chair allowance added.

Members agreed with the above recommendations.

Office Expenses

There are suggested increases on all utility budgets.

104 Office Expenses

1401	General Rates	2943	3000	3200
1405	Utilities - Electricity	450	500	800
1406	Utilities - Gas	1266	1000	1300
1407	Utilities - Water	500	500	500
1410	28 Dimond St Maintenance	0	1500	1500
1411	28 Dimond St Refurbishment	8000	10000	25000
1412	Office Cleaning	200	300	300
1413	Alarm servicing and maintenance	170	170	170
		13529	16970	32770

Dimond Street Refurbishment - The development committee have reviewed a number of areas within the development of the office. I have included the minutes from the last meeting showing the areas which have been highlighted which include

- Solar Panels

- Shop front
- Refurbishment of upstairs room
- New flooring

Members agreed with the above recommendations.

Town Decoration & Improvement

105 Town Decoration & Improvement

1501	Christmas Lighting	20000	18000	22000
1502	Utilities - Mem Lamp & Pump Ho	1000	200	1000
1503	Maintenance Centenary Lamp	300	300	300
1505	Maintenance Pump House	300	300	300
1507	Floral Baskets	6387	8500	8500
1508	Memorial Park Costs/Equipment	700	5000	5000
1511	Street Cleaning	18000	9000	18000
1512	Grounds Maintenance - St Patri	615	1200	1000
1515	Action Plan Items	1000	5000	5000
1516	Town maintenance sundries	300	1000	1000
	SLA Play Areas St Patricks & Memorial Pk	0	0	1285
		48602	48500	63385

Christmas Lighting – There will be increases on utility charges.

Utilities for Pump House and Memorial Lamp have increased.

Theres a new budget head to show the SLA charges for the play areas.

Members agreed with the above recommendations.

Donations

These areas were discussed at the last meeting with the agreed proposals added to the new draft budget.

106 Donations

1601	Donations	10000	10000	10000
1603	Pater Hall Community Trust	10000	10000	10000
1607	Pennar Robbins AFC	4500	4500	0
1609	Memorial Park	5000	5000	5000
1616	Sunderland Trust	6000	6000	3000
1617	Pennar Village Green	1000	1000	1000
1618	Tall Ships Trust	5000	5000	5000
1624	West Wales Maritime	5000	5000	0
	Citizens Advice Bureau	0		5000
		46500	46500	39000

Members agreed that donations for Pater Hall should be reduced in the same way as others as they have yet to produce a business plan for 22/23.

It was agreed that the following changes should be made Donations changed to £15,000 and Pater Hall Community Trust changed to £5,000, the final total would remain the same.

It was agreed that the grant awarding process should be changed to only accept grant applications to the maximum of £1000 to ensure that the council can assist as many organisations as possible.

Miscellaneous

There are no changes to this budget

107 Miscellaneous

1701	Flowers, Wreaths etc.	100	200	200
1702	Bank Charges	100	100	100
1706	Electoral Services	0	10000	10000
		200	10300	10300

It was recommended that the Electoral Services would be reduced to £5,000 this would reduce the total to £5,300.

All members agreed with this recommendation.

Promotion of Tourism

108 Promotion of Tourism

1802	Summer Events	0	2000	2000
1805	Christmas Events	6000	6000	6000
1806	Remembrance Commemorations	100	100	100
1812	Queens Platinum Jubilee	1244	3000	0
		7344	11100	8100

It was agreed for the Summer events to be increased to £3000 to allow for extra funds for the Coronation of the King. This would bring this budget head to £9100.

The Town Clerk informed members that this would bring the total budget to £260,387

She commented that if spends were to go as planned for 22/23 there would be a surplus of £47,681.58.

The precept request would therefore need to be £212,705.42 which is an increase of £3,145.42 which is a 4 % increase on last years percept of £209,560.

5. Warm Rooms

Warm rooms funding was discussed by members it was agreed that members wanted to be able to support the organisations which are undertaking the scheme throughout the winter period. It was therefore recommended that funds would come from the general donations with each organisation being offered the sum of £40 per week which is paid on a monthly basis upon the provision of receipts. It was recommended the maximum amount any organisation could be granted would be £1000 and funds should only be spent on food and beverages for residents attending.

The Town Clerk commented that payments would be made by BACS only and there would be no cash payments made to organisations to make the process as streamline as possible for office staff, members agreed with this recommendation.

10. Recommendations for Council

- **Budget recommendations**
- **Warm Rooms**

11. Date of Next Meeting

TBC