

**PEMBROKE DOCK TOWN COUNCIL  
FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON  
1<sup>st</sup> September 2023**

Present: Councillor G Manning                      Councillor J Lyons  
            Councillor C F Hartery                  Councillor P A Jones  
            Sarah Scourfield (Town Clerk)

**1. Apologies for Absence**

Councillor M Wiggins

**2. Declarations of Interest**

Cllrs C F Hartery & P A Jones declared an interest in the Pater Hall Community Trust.

**3. Guest Speakers – Pembroke Dock Heritage Centre**

As the meeting had been rearranged from 18<sup>th</sup> August to 1<sup>st</sup> September at short notice, the Heritage Centre guests had not been given enough time to respond and therefore was not in attendance.

The Town Clerk informed members that she was aware that they wanted to attend to discuss the Service Level Agreement which was in place, she commented that they had stated that they are looking to discuss the amount of funding to be increased from £3,000 to £6,000. Members commented that the Heritage Centre now have accreditation which should allow them to access other funding opportunities.

**It was recommended that the Service Level Agreement funding amount remains at £3,000.**

**4. Budget Preparation 2024-2025**

The budget was reviewed, and the following adjustments were suggested.

**101 – Administration**

1102 – Internal Audit Fees- Increase from £175 to £200 for 24/25

1104 – Legal Fees – Increase from £2,000 to £4,000 to allow for taking on new areas of land around the town for 24/25.

**102 – Salaries**

1201 – Salaries – Increase from £63,000 to £64,000 to allow for pay increases.

**103 – Members Expenses**

There were no suggested changes to this budget head as the figures were set by the Independent Remuneration Panel for Wales.

**104 – Office Expenses**

There were no suggested changes to this budget head.

### **105 – Town Decoration**

1507 – Floral Baskets – It was suggested this was increased from £8,500 to £9,000 to allow for increased costs.

1508 – Memorial Park Costs – The Town Clerk informed members that the fencing needs replacing around the tennis courts, she commented that to do this would come at a large expense and there may be the assistance needed from Friends of the Memorial Park group in order to access required funding.

1511 – Street Cleaning – It was commented that the street cleaning role has become critical to the town and Phil was a huge asset, it was suggested that the Council should consider another part time employee to assist with this role. The Town Clerk commented that the role is a self-employed role and therefore this would need to be considered. It was agreed to speak with Phil to see if he would be happy for another person to be working alongside him. It was agreed for the budget to be increased from £18,000 to £30,000 to allow for another part time individual.

### **106 – Donations**

Members commented that the donations noted are part of Service Level Agreements and therefore are set for the period of the agreements in place.

The Town Clerk highlighted that the Citizens Advice Bureau had not met the criteria on the Service Level Agreement which states that there should be a Cllr on the trust committee and there would be a CAB member of staff present at the town council offices once a month to allow for a drop in session to take place. Members commented that a letter should be sent to the Citizens Advice Bureau to state they have not met the criteria and are jeopardising the continuation of the remaining term left on the Service Level Agreement.

The Town Clerk commented that she had received a grant application from Pembrokeshire Cancer Support who were looking for up to £500 for the continuation of their relaxation classes, members reviewed the application and suggested the amount of £500 was awarded once agreed at the next meeting of Full Council.

### **107 - Miscellaneous**

There were no suggested changes to this budget head.

### **108 – Promotion of Tourism**

The Town Clerk commented that members would need to consider how future events were manned as at recent events there had been a lot of work put no staff. She commented that the arranging of the event was not an issue, the problems came on the day of the event where councillors had promised to help and then don't turn up on the day. Members suggested pooling  
1802 – Summer Festival & 1805 - PDTC festivities and increasing it to £8,000.

The Town Clerk commented that pooling the 2 budgets did not make any difference and having

them separated ensured the accounts were transparent. Members suggested a group was set up of community members so there was input from residents of the town as to what events they wanted in the town.

**5. Service Level Agreement Reviews**

The following Service Level Agreements are in place.

**Memorial Park** – 3 years from 01/04/2023 - payment of £5000 for year 1 and £3000 for the following 2 years.

**Heritage Centre** – 5 years from 01/04/2023 – Payment of £3000 for 5 years

**Pennar Village Green**- Ongoing - £1000 each year

**Tall Ships** – 3 years from 01/04/2022 – payment of £5000

**Citizens Advice Bureau** – 3 years 01/04/2023 – payment of £5000 – members had made comments previously in the meeting with regards to the conditions of the fund not being met and agreed to write to them to highlight this.

**6. Pater Hall**

The Town Clerk informed members that she had sent across a draft version of the SLA to the Pater Hall Trust and had not had any feedback with regards to the document, she commented that the document had been with the trust for 3 months.

Cllr Manning suggested the hall was taken back into the ownership of the town Council, It was commented that members feel fobbed off every time they request any information or progress on the lease, it was agreed that further discussion was needed with full council in an extraordinary meeting.

**7. Refurbishment – Boiler Renewal**

The Town Clerk informed members that this had already been completed as the meeting had been delayed due to sickness and the boiler had been replaced in the offices.

**8 Recommendations to Full Council**

- Grant Funding for Pembrokeshire Cancer of £500
- Extraordinary meeting to discuss Pater Hall Community Trust

**9 Date of next meeting**

TBC