

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON
25th October 2023**

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

1. Apologies for Absence

Councillor M Wiggins, S Briskham, S O'Connor.

2. Declarations of Interest

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

3. Minutes from meeting held on 1st September 2023

The minutes were approved by all present.

4. Service Level Agreements

Pater Hall Community Trust

The Town Clerk informed members that she had received a letter from the Pater Hall Community Trust with regards to the Service Level Agreement proposals which suggested the following changes which members discussed.

1 – The word maintenance be omitted in favour of operation of works benefitting the Pater Hall.

The word maintenance is already within the lease.

The Town Clerk commented that the wording meant the same and the change of the wording did not have any impact on the agreement it was therefore recommended that the wording was changed.

2- The Trust requests quarterly updates are upon an annual basis, not quarterly.

We believe the five councillors within the trust will oversee funds are being spent appropriately via PHCT monthly meetings and finance reports.

The Town Clerk commented to meet in the middle maybe 6 monthly updates could be recommended which members agreed. The Town Clerk stated that councillor members on the Trust are able to provide updates to the Full Council meetings via outside bodies, she commented that she would encourage members to do this more regular, she stated if there was something which required some form of agreement or in-depth discussion this would be done at a separate meeting.

3- The Trust respectfully request the amount be raised from current offered £5,000 back to £10,000.

Members commented that it was a difficult decision to make to cut SLA funding for organisations

and with budget pressures, the amounts would not be increased.

Cllr O'Connor had sent an email in relation to the SLA and encouraged members to accept the changes in order to get the SLA agreed and signed.

Heritage Centre

The Town Clerk commented that members had discussed at the last meeting the request from the Heritage Centre for an increase in the SLA fund to £6,000. She commented that she had received further information from Cllr Wiggins that the rent for the Heritage Centre was increasing to £8,000, but can claim £1,000 back due to being an accredited museum. Members commented that unfortunately due to budget pressures they were unable to review the amount and would recommend it remained at £3,000.

Citizens Advice Bureau

The Town Clerk informed members that she had been in contact with CAB and there had been some confusion with regards to the drop-in sessions, she commented that after speaking with the chief exec it was agreed that drop in sessions would be arranged for once a month and that one of the team would be in contact to arrange this. Members commented that they would like to see twice a month and suggested that as most of the year had been missed that this was suggested to CAB. The Town Clerk commented that she would give a period of 2 weeks for contact to be made by CAB and if no contact was made then chase to inform that the grant was in jeopardy for future years.

5. Budget Preparation 2024-2025

The Town Clerk informed members that there had been some suggestions made at the last meeting with regards to the budget and she presented to members the changes with percentage increases. She commented the following needed to be discussed.

Pembroke Dock Library - Requirement of funding

The Town Clerk stated she had received information from PCC with regards to funding required for the library, she commented that this was something which had been discussed previously by council but then informed that funding was no longer required. The information stated to protect the full opening hours for Pembroke Dock library they would be seeking a financial contribution of £19,780 but offered a discount if this was agreed for a 5 year period to £13,500.

It was commented that the funds which were made available were being kindly donated from the Milford Haven Port Authority and as this fund was spent on another project to ensure it was not lost there was no money left.

Warm Rooms Funding

It was questioned if there would be funding for warm rooms again this year, members commented that it went very well last year and funding should be recommended it was agreed for £1000 to be set aside for the warm rooms with payments starting from October.

Twining

CLlr Manning commented that he had received an email from CLlr Aden Brinn from Pembroke Town Council with regards to Twinning. He stated that he requested £1,000 from each town council to put into the pot for future events. Members commented that Twinning had been reviewed at the last meeting of Full Council where members did not show interest in being part of Twinning, it was therefore recommended that no funds were set aside for twinning.

The reserve and earmarked fund is as follows:

Earmarked funds	63,514.77
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bank accounts	
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11/10/2023	94,801.40
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	58,753.41
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Total	153,554.81
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Income to still receive	70,901
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Still to Spend	146,785
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	77670.81
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Earmarked funds	63,514.77
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Surplus	14,156.04
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The Earmarked reserves are shown below

Electoral Services	44,500
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Centenary Lamp maintenance	1,200
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Pump House Maintenance	1,700
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St Patricks Maintenance	1,785
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Memorial Park Maintenance	8,668
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Action Plan	5,661
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	63,514
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As you can see there is a sum of £44,500 in Electoral Services with a further £5,000 going into the pot for this year which will bring the total to £49,500. I would suggest that no further funds are put into this pot for 24/25. All other areas of the budget are to be reviewed.

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

1515 Action Plan Items – reduced to £0 and use earmarked funds

1601 Donations – reduced to £5,000

1805 Xmas festivities - reduced to £3,000

<u>Budget Description</u>	<u>Amount</u>
Administration	£15,350
Salaries	£87,600
Members Expenses	£10,732
Office Expenses	£18,070
Town Decoration	£72,100
Donations	£27,000
Miscellaneous	£350
Promotion of Tourism	£11,100
Total Budget	£242,302
Surplus	£14,156
Precept required	£228,146
Last years precept	£209,560
Increase of	£18,585 - 8.8%

Members commented they recommended the precept request of £228,146.

8 Recommendations to Full Council

- Service Level Agreements
- Library Funding
- Warm Rooms funding
- 24/25 budget / Precept request

9 Date of next meeting

TBC