

PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON
31st May 2023

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

1. Apologies for Absence

There were none.

2. Declarations of Interest

There were no declarations of interest.

3. Appointment of Chair and Deputy Chair

It was proposed by Councillor M Wiggins
Seconded by Councillor C F Hartery
Resolved that Councillor S O'Connor will be Chair of the Finance Committee
for the 23/24 period

It was proposed by Councillor S O'Connor
Seconded by Councillor C F Hartery
Resolved that Councillor G Manning will be Deputy Chair of the Finance
Committee for the 23/24 period

4. Grant Applications

Vibe School of Dance

The Town Clerk informed members that Vibe School of Dance had requested an amount of £1030 to help buy equipment for the dance school and help towards fundraising for the dancers to go to New York in Summer of 2023.

The school of dance has 70 pupils from Pembroke Dock. The fundraising account has £2,168.26 in it and I have been informed that the funds from this account will be used to pay for the bus which is an amount of £2,895.00.

Members discussed the application and recommended that a proportion of the amount was given to cover the amount who attended from the Pembroke Dock area. It was therefore recommended that the amount of £650 was granted.

5. Income and Expenditure budget update

The Town Clerk presented the following figures for members to review Earmarked Reserves

23/05/2023 10:49		Pembroke Dock Town Council Current Year			Page 1
Earmarked Reserves					
Account	Opening Balance	Net Transfers	Closing Balance		
320 EMR - Electoral Services	44,500.77		44,500.77		
321 EMR - Centenary Lamp Maintenan	1,200.00		1,200.00		
322 EMR - Pump House Maintenance	1,700.00		1,700.00		
323 EMR - The Pater Hall	0.00		0.00		
324 EMR - Civic Regalia	0.00		0.00		
325 EMR - Town Centre Clean & Impr	0.00		0.00		
326 EMR - Freedom of the Town Even	0.00		0.00		
327 EMR- Town Band Project	0.00		0.00		
328 EMR - Refurbishment 28 Dimond	1,880.00	-1,880.00	0.00		
329 EMR - Website upgrade	0.00		0.00		
330 EMR - Office Equipment	0.00		0.00		
331 EMR - St Patricks Maint	1,785.00		1,785.00		
332 EMR - Memorial Park Maint	8,668.00		8,668.00		
333 EMR - Action Plan	5,661.00		5,661.00		
	65,394.77	-1,880.00	63,514.77		

Members confirmed they agreed with the balances on the Earmarked reserves.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
101 Administration						
1102 Internal Audit Fees	0	150	150	150	0.0%	
1103 Insurance	2712	2800	88	88	96.9%	
1104 Legal Fees	0	2000	2000	2000	0.0%	
1105 Computer Support	7	100	93	93	6.7%	
1106 Telephone	130	600	470	470	21.7%	
1107 Travel & Subsistence - Staff	0	500	500	500	0.0%	
1108 External Audit	0	1000	1000	1000	0.0%	
1109 Postage	18	200	182	182	9.1%	
1110 Office Equipment	0	500	500	500	0.0%	
1111 Printing & Print Consumables	105	500	395	395	20.9%	
1113 Stationery	49	500	451	451	9.9%	
1114 Training - Staff	0	1000	1000	1000	0.0%	
1115 Membership Fees	2122	2300	178	178	92.3%	
1117 Website	5	400	395	395	1.3%	
1118 Training - Members	140	800	660	660	17.5%	
1120 Online Meeting Fees	13	150	137	137	8.7%	
	5301	13500	8199	8199	39.3%	0

102	Salaries							
1201	Salaries	10427	63000	52573	52573	16.6%		
1205	Employers NI - PDTC	811	6200	5389	5389	13.1%		
1206	Pensions	2722	17400	14678	14678	15.6%		
		13960	86600	72640	72640	16.1%	0	
103	Members' Expenses							
1301	Mayor's Allowance	1500	1500	0	0	100.0%		
1302	Deputy Mayor's Allowance	500	500	0	0	100.0%		
1304	Official Entertainment	0	500	500	500	0.0%		
1305	Councillor Allowance	0	2400	2400	2400	0.0%		
1306	Members Travel & Subsistence -	0	500	500	500	0.0%		
1307	Committee Chair Allowance	0	2000	2000	2000	0.0%		
1308	CLlr Household Expenses	0	2500	2500	2500	0.0%		
1309	Councillor Consumables	0	832	832	832	0.0%		
		2000	10732	8732	8732	18.6%	0	
104	Office Expenses							
1401	General Rates	2729	3200	472	472	85.3%		
1405	Utilities - Electricity	46	800	754	754	5.7%		
1406	Utilities - Gas	247	1300	1053	1053	19.0%		
1407	Utilities - Water	0	500	500	500	0.0%		
1410	28 Dimond St Maintenance	0	1500	1500	1500	0.0%		
1411	28 Dimond St Refurbishment	2496	25000	22504	22504	10.0%	1880	
1412	Office Cleaning	10	300	290	290	3.3%		
1413	Alarm Servicing and maint	170	170	0	0	100.0%		
		5697	32770	27073	27073	17.4%	1880	
6000		1880						
105	Town Decoration & Improvement							
1501	Christmas Lighting	3656	22000	18344	18344	16.6%		
1502	Utilities - Mem Lamp & Pump House	91	1000	909	909	9.1%		
1503	Maintenance Centenary Lamp	0	300	300	300	0.0%		
1505	Maintenance Pump House	0	300	300	300	0.0%		
1507	Floral Baskets	(100)	8500	8600	8600	(1.2%)		
1508	Memorial Park Costs/Equipment	628	5000	4372	4372	12.6%		

1511	Street Cleaning	1600	18000	16400	16400	8.9%	
	Grounds Maintenance - St						
1512	Patri	628	1000	372	372	62.8%	
1515	Action Plan Items	(5,000)	5000	10000	10000	(100.0%)	
1516	Town Maint Sundries	59	1000	941	941	5.9%	
		1563	62100	60537	60537	2.5%	0
106	Donations						
1601	Donations	202	15000	14798	14798	1.3%	
1603	Pater Hall Community Trust	0	5000	5000	5000	0.0%	
1609	Memorial Park	5000	5000	0	0	100.0%	
1616	Sunderland Trust	3000	3000	0	0	100.0%	
1617	Pennar Village Green	1000	1000	0	0	100.0%	
1618	Tall Ships	5000	5000	0	0	100.0%	
1625	Citizens Advice Bureau	5000	5000	0	0	100.0%	
		19202	39000	19798	19798	49.2%	0
107	Miscellaneous						
1701	Flowers, Wreaths etc.	0	200	200	200	0.0%	
1702	Bank Charges	8	100	92	92	8.0%	
1706	Electoral Services	0	5000	5000	5000	0.0%	
		8	5300	5292	5292	0.2%	0
108	Promotion of Tourism						
1802	Summer Festival	425	3000	2575	2575	14.2%	
1805	PDTC Xmas Festivities	0	6000	6000	6000	0.0%	
	Remembrance						
1806	Commemorations	0	100	100	100	0.0%	
		425	9100	8675	8675	4.7%	0
701	Income						
7701	Precept	70903	212705	141802		33.3%	
7702	Bank Interest	126	0	(126)		0.0%	
		71029	212705	141676		33.4%	0

Income	71029	212705	141676		33.4%
Expenditure	48157	259102	210945	210945	18.6%
Net income over expenditure	22872	(46,397)	(69,269)		
Plus transfer from EMR	1880				
Movement to General Reserve	24752				

101 – Legal Fees - It was commented that the legal fees would need to be assessed in the next budget due to the lease with the Pater Hall and the Community Asset Transfers from Pembrokeshire County Council.

102 Salaries - It was questioned if Pay increases had been taken into consideration in section 102, the Town Clerk commented there was a buffer within the budget but the pay increase doesn't get agreed until October so she is unaware what the increase will be at this time.

105 – Memorial Lamp Utilities – The Town Clerk informed members that there had been an issue with isolating the memorial lamp for any works to be completed on it, she commented that she had investigated the option of turning the lamp into a solar powered in order to reduce the cost of the standing charges on the lamp but after consultation with National Power. Pembrokeshire County Council and local electrician it was found that it would cost a vast amount of money to find the feed and isolate the lamp.

The Town Clerk asked members what they would like to do, it was recommended that the Welsh Government were contacted to see if they could help as the Council is trying to introduce greener ways of supplying services to the residents.

108 – Summer Festival – It was commented that there was still funds within the budget for a summer festival, the Town Clerk stated that the planned festival was done the same time as the Kings Coronation which was a successful event but commented if Council wanted to hold another event more councillors would need to volunteer to assist on the day and not rely on staff and their partners to run the event. Members discussed the options which included supporting the sunset cinema but members recommended an event to be arranged for the end of August with inflatables and food for the children it was agreed to cater for 200 children due to the popularity of the last event.

Internal Audit

The Town Clerk informed members that she had the following response from the internal auditor. The figures used represent in more detail than used in your Annual Return to the Welsh Government, but the bottom line matches precisely.

As you know, the staff costs are a little different to the payroll but this is a relative minor issue. What is important are the reserves. Whilst they agree at £125,954, it is important that you and the members are happy with the distribution between Earmarked and General items.

Also,

- it would be useful to know whether the Council has any ambitions to resolve itself as an 'eligible community council' – enhancing its ability to undertake projects currently outside its legal powers.
- Let me know how the Council, originally planned to balance its budget by £26,960 when it

approved its precept for 2022 2023.

Members discussed the requirement of becoming an eligible council the Town Clerk informed members in order to become an eligible council they had to meet the following criteria

- Elected Councillors – Needs to equal or exceed two thirds of the Council - the number of councillors elected at the last ordinary election or at a subsequent by election must equal or exceed two thirds of its total number of councillors.
- Qualified Clerk – The Clerk must hold at least one of the sector qualifications
 - The Certificate in Local Council Administration
 - A Certificate of Higher Education in Community Governance
 - A Certificate of Higher Education in Community Engagement and Governance
 - A Certificate of Higher Education in Local Policy
- Unqualified Accounts – The local council must confirm that the last two sets of accounts in the opinion of the Auditor General for Wales and that the most recent set accounts was received by the Council during the period of 12 months ending on the day the council will become an eligible council.

Members commented that if they met all the criteria, they would recommend proceeding with becoming a eligible council as it could be beneficial to Council.

The Town Clerk commented that there was training she would like to attend with Society of Local Council Clerks which offers extra training for General Power of Competence, she commented that training is £30. Members recommend the Town Clerk undertake the required training.

6. Cllr Jim Lyons - Proposal

"I would like to propose that in order to safeguard the money that we are entrusted with each year from county central funds to spend on Pembroke Dock community is spent on the community, and not into services provided by the County council.

I ask this as I understand the town and community council precept is allocated lower down the county funding chart after the statutory departments have been funded. I was concerned that the cultural services department asked us recently to transfer public funds back up the pipeline to what should be a fully funded statutory department (in this case to fund the town public library one day a week).

Some charities are now tackling this by adding a few words to their function description and would like to suggest we have a statement of aims ourselves to tackle these requests.

Something like " we aim to direct support to Pembroke Dock related community issues and projects and do not allocate funding to statutory or core functions or services or departments that are funded by government or county council".

The Town Clerk commented that she had spoken with Cllr Lyons and informed him that PCC cannot take funds directly from Town & Community Councils as they only manage the funds they don't provide them.

Members commented that they did not wish to proceed with having a statement as it could limit processes moving forward.

7. Community Asset Transfers

The Town Clerk informed members that she had received information from the properties departments at Pembrokeshire County Council with regards to Community Asset Transfers of sections of land around

the town, she stated the 2 areas where information had been received was Gravel Lane and Memorial Park.

The Town Clerk presented members with a copy of the proposed lease information with plans of the land for Gravel Lane, members commented they were happy for this document to be recommended to Council for agreement.

The Town Clerk presented the information received for the Memorial Park, members commented that more information was required with regards to the access road, car parks and boundary wall which required some works to ensure it is in a good state of repair. The boundary of the lease was also questioned as there was no plan within the document. The Town Clerk commented there had been previous discussions with regards to the lease of the Bowls Club, but this had been left to one side, members commented that they would be happy to look at including the bowls club within the plans but required more information on the rent and funds received from this. It was recommended Pembrokeshire County Council were contacted to ask for further information.

8 Recommendations to Full Council

- **Vibe School of Dance grant funding of £650**
- **GPoC training for Clerk**
- **Gravel Lane lease**

9 Date of next meeting

TBC