

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON
15th February 2024**

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

1. Apologies for Absence

Councillor C F Boswell

2. Declarations of Interest

There were none

3. Minutes from meeting held on 25th October 2023

The minutes were approved as accurate by all present.

4. Matters Arising in relation to the minutes from 25th October 2023

Pater Hall Community Trust Service Level Agreement

It was confirmed the Service Level Agreement had now been signed and it had been questioned if it had been passed back to the office, the Clerk confirmed that she had not received the document to date.

Citizens Advice Bureau

It was confirmed the Citizens Advice Bureau meetings were now taking place in the offices of the Town Council on a monthly basis and they were working well.

5. Financial Request - Pennar Robins AFC

A financial request has been received from Pennar Robins AFC they have requested £1000 to help towards the purchase of a tractor. They have missed off the attached grant form the amount of £4500 which they were paid on 09/05/2022 for a new tractor.

The Clerk commented that she had questioned about the previous tractor and the reply stated that the tractor they purchased had issues and were informed that they were better off looking to purchase a new tractor. Members discussed the application further and commented that due to the amount previously received they would not recommend any further grant is given to this organisation in relation to the purchase of machinery.

6. Internal Auditor

The Clerk informed members that the internal auditor needs to be appointed, in previous years we have used Mr Bernie Scourfield to undertake the work. I have been looking to find other internal auditors and other options would be larger accounting companies who supply audit services which will come at a cost.

Mr Bernie Scourfield will charge a fixed fee of £250.00 for the last completed audit.

7. Budget Update 23/24

I have included with members papers a copy of the budget spends as of 02/02/2024 with bank account figures of

£95,087.41 in the main account

£59,138.46 in the savings account

There is currently £182,689 spent in 23/24 with £76,414 left to spend within the budget.

The Clerk informed members after taking into consideration the earmarked reserves and amounts within the banks there would be a business reserve of £33,811.87.

8 Recommendations to Full Council

- Pennar Robins AFC – No funding Awarded
- Internal Auditor – Appoint Mr Bernie Scourfield

9 Date of next meeting

TBC