

**PEMBROKE DOCK TOWN COUNCIL  
FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON  
27<sup>th</sup> October 2025**

Present:           Councillor S O'Connor           Councillor M Williams  
                  Councillor M Wiggins           Councillor T George

**1. Apologies for Absence**

Councillor C F Boswell

**2. Declarations of Interest**

Cllr M Wiggins declared an interest

Cllr M Williams declared an interest

**3. Minutes from meeting held on 26<sup>th</sup> August 2025**

**It was Proposed by Cllr T George**

**Seconded by Cllr M Williams**

**RESOLVED** - That the Minutes were a true and accurate record of the meeting held on 26<sup>th</sup> August 2025.

**There were no matters arising from those minutes**

**4. Budget Planning 2026-2027**

**101- Administration**

1102 – Internal Audit Fees – Increase to allow for works required for full audit

1108- External Audit – Increase due to full accounting audit which costs £676-£809

1110 – Office Equipment – Increase to allow for purchase of new phones for the office

- Office Phones - The Town Clerk confirmed new office phones was needed which would be a cost of £149.99 to allow for 4 units so one can be utilised on the front desk. This was agreed and recommended
- Mobile phone for the office- there were 2 options Samsung Galaxy S 24 (£549) and iPhone 15 plus (£799) it was recommended the iPhone was purchased as it provides ease of use with all other current equipment in the office, it was stated that the mobile phone should be purchased from the 25/26 budget this would be the recommendation to Full Council.

1114 - Staff Training – reduced due to £1000 being earmarked

**102 Salaries**

1201- Salaries - increased to allow for pay increases

1205- Employers NI – increased to allow for standard increases

**103 Members Expenses – NO CHANGES**

**104 Office Expenses**

1401 - General Rates – reduced due to previous years payment

### **105 Town Decoration & Improvement**

- 1501- Christmas Lighting – Increased to allow for upgrades
- 1502 - Utilities Mem Lamp – Increased due to charges on lamp electric
- 1511 – Street Cleaning - Increase in payment for outdoor contract
- 515 – Action Plan – Decreased due to Earmarked reserves.

It was questioned if the contract for outdoor work should be reviewed, members noted they were really happy with the works being undertaken, the clerk stated there was an increase noted in the budget so she would ensure the contract is inline with the contract.

The Clerk stated that there were discussions around watering of the flowers, she commented that she was unsure of the costs but would confirm with PCC.

It was questioned how far along the process was for the taking over of the memorial park, the clerk confirmed there had been no movement from PCC on this matter so no changes to report, it was commented that there was a pride in places grant which may be suitable for the park, it was also commented the Town Council should not take on the part of the park with the wall in the current condition the clerk agreed and noted this.

### **106 Donations**

- 1601 – Donations – reduction to allow for warm rooms to be shown separately
- 1609 – Memorial Park – They are no longer in action
- 1625 – Citizens Advice – The SLA Agreement ends on 31/03/2026
  - It was agreed to discuss with CAB future plans with them for a new SLA to be put in place
- 1626 – Warm Rooms – New heading

The Town Clerk stated there was an SLA request from the Maritime Museum for £750 per year to go towards information packs and interactive displays for schools, plus they would like to give a keepsake from the museum to children to help generate interest. Members reviewed the application and agreed they did not want to enter into an SLA at this point but would support the purchase of the items in the 26/27 budget with the recommendation of the funds being released in April 2026.

The Heritage Centre SLA was raised by the Clerk after the recent lack of invite for the royal visit for Councillors, it was agreed for this to be raised with full council for further discussion.

### **107 Miscellaneous – NO CHANGES**

#### **108 Promotion of Tourism**

- 1802 – Summer Festival – Increased to allow for stage etc
- 1813 – Memorial Park 100 – Reduced due to the event passed
- 1814 – Summer activities – Plans for inflatables etc throughout the summer holidays

It was questioned if the town council gain any income from second homes tax, the clerk stated for the time she has been on council she has never known PCC to provide any extra funds to the Town Council due to second homes, it was stated that there may not be many in Pembroke Dock compared to the likes of Tenby but she would check with Tenby Town Council.

<b>101</b>	Administration	£13,515
<b>102</b>	Salaries	£99,500
<b>103</b>	Members Expenses	£ 8,332
<b>104</b>	Office Expenses	£ 8,600
<b>105</b>	Town Decoration & improvement	£71,300
<b>106</b>	Donations	£24,500
<b>107</b>	Miscellaneous	£ 350
<b>108</b>	Promotion of Tourism	£15,100
	<b>TOTAL</b>	<b>£241,197</b>
	<b>Expected Underspend for 25/26</b>	<b>£6403.00</b>
		<b>£234,794</b>
	Precept 25/26	£227,712
	<b>1.1% increase</b>	<b>£230,216</b>
	Remaining budget to be allocated from general reserve	£ 4,578
	<b>It was therefore recommended a 1.1% increase on the precept from 25/26 which would give a precept request of £230,216.</b>	

## 5. Grant Funding Applications

### Scouts – requesting £500

The Scouts have requested an amount of £500 for purchase of badges for the scouting group, members discussed the application and agreed the group did a lot of work in the community and recommend the grant of £500 is given.

## 6. Recommendations to Council

- Purchase of Office mobile iPhone 15 Plus at a cost of £799 to come from 25/26 budget
- Grant Funding of £500 for Scouts to be approved
- Budget recommendations for 26/27 with a precept increase of 1.1%

## 7. Date of Next Meeting – TBC