

**PEMBROKE DOCK TOWN COUNCIL
FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON
22nd August 2024**

Present: Councillor M Williams
Councillor S O'Connor
Councillor C F Boswell
Councillor J Lyons
Sarah Scourfield (Town Clerk)

1. Apologies for Absence

Councillor M Wiggins, S Briskham & P A Jones

2. Declarations of Interest

Councillor J Lyons – declared a personal interest in the grant application for Pure West Radio, as he was a social member of the VC Gallery.

Councillor S O Connor – declared an interest in Citizens Advice Bureau due to his partner being part of the organisation.

3. Appointment of Chair and Deputy Chair

It was **Proposed** by Councillor C F Boswell

Seconded by Councillor M Williams

RESOLVED that Councillor S O Connor is the **Chair** of the Finance Committee for the 24/25 period.

It was **Proposed** by Councillor C F Boswell

Seconded by Councillor S O Connor

RESOLVED that Councillor J Lyons is the **Deputy Chair** of the Finance Committee for the 24/25 period.

4. Overview and matters arising of notes from the meeting held on 29th May 2024

It was commented that the Fire station had thanked the Council for the donation provided for the Open Day it was a successful day.

5. Income and Expenditure Update

The Town Clerk informed members of the current amounts in Ear marked reserves, she stated that the majority of the funds is the Electoral Services. There will be no more funds allocated to Electoral Services.

The front of the office refurbishment has been out for tender with details being agreed by Full Council. The funds for the Memorial Park maintenance is growing, the handover of the land from PCC as CAT has not started as all processes have been put on hold, but there will need to be a buffer for this eventuality.

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Electoral Services	49,500.77		49,500.77
321 EMR - Centenary Lamp Maintenance	1,500.00		1,500.00
322 EMR - Pump House Maintenance	2,000.00		2,000.00
328 EMR - Refurbishment 28 Dimond	11,836.00		11,836.00
331 EMR - St Patricks Maint	2,157.00		2,157.00
332 EMR - Memorial Park Maint	13,014.00		13,014.00
333 EMR - Action Plan	10,542.00		10,542.00
	<u>90,549.77</u>	<u>0.00</u>	<u>90,549.77</u>

The current budgeted spend is at 34% which is £83,790

1102 – Internal Audit Fees – Increase of costs for the year, increase to be considered in next budget.

1103- Insurance – Yearly fee paid.

1108- External Audit is running behind so the amount spent is for previous year.

1110 – Office Equipment – New chairs purchased.

1401- General Rates – Yearly fee paid

1412 – Office Cleaning – We had to sign up for the trade waste agreement as there is new legislation with regards to recycling, this had not been budgeted for. £169.50

1413- Alarm servicing and maintenance price increases need to be considered in next budget.

1507 – Floral Baskets – Yearly fees paid

1512 – Grounds Maintenance St Patricks – SLA fee paid for the year for the play equipment.

6. Budget Setting 2025/2026

The Town Clerk informed members that there are a few new areas to consider for the upcoming budget, which were

- Allotments
- Pembroke Dock Library

Allotments

The Town Clerk informed members that there are new allotments being formed in the Town with the view of the Town Councils taking over the management of these. There will be income from these sites on an annual basis and all leaseholders will be responsible for the upkeep and care of the sites which they take on.

The 2 sites which are looking to be up and running sooner rather than later is Pennar to the rear of St Patricks Play Area and Birdcage Walk. Birdcage walk site has been put on hold for the time being but further discussions will take place in the coming months, but the Pennar site has been fenced off and is ready for allotment holders to be allocated.

The current charge on allotment sites is £30 per annum.

The plot sizes in Pennar are 5m x 20m but there is consideration to reduce this size down to 5m x 10m this will hopefully help ensure the land is kept in a satisfactory condition.

There will be maintenance costs required for the fencing, but part of this cost can be gained from the fees paid each year, but I would suggest an amount is set aside as a buffer in the meantime.

Members commented that they were delighted with the provision of the allotments and keen to get

them allocated, it was agreed a nominal amount should be allocated to the budget for the amount of £1000 to get things started.

Pembroke Dock Library

The Town Clerk informed members that the Pembroke Dock Library are looking for the Town Council to take over the building which will include maintenance, insurance, utilities and rates for the building.

Expected costs are

- Maintenance - £5,000 per annum
 - Utilities – £11,467.78
 - Rates – £18,056.25
- Total - £34,524.03**

Emails received from PCC for information

“Please see information below which I hope is helpful. I think the peaks for utility charges in 23/24 have ended, which is helpful, but note that it does skew (upwards) the 3-year average. Rates is obviously the biggest charge and I think it's interesting to see what Tenby town Council are doing in terms of establishing a separate not-for-profit entity, attached to the town Council, which gets 90% mandatory rate relief and 10% discretionary rate relief. Worth thinking about if the town council are minded to take on the building but concerned by the cost.”

	<i>Actual</i> 21/22	<i>actual</i> 22/23	<i>Actual</i> 23/24	3 year average	<i>actual</i> year-to- date 24/25	<i>Budget</i> 24/25
GAS	3,826.16	4,168.99	11,688.68	6,561.28	1,423.28	7,160.00
ELECTRICIT Y	3,138.39	3,464.30	7,601.98	4,734.89	2,022.86	7,690.00
RATES	18,992.50	18,992.50	16,183.75	18,056.25	17,000.50	17,000.00
WATER & SEWERAGE	236.53	0.00	278.31	171.61	281.02	0.00

“The rates last year was £16,183.75. There is another town Council (not including Tenby) that PCC has been discussing a similar arrangement with for over a year for example. And I think that arrangement probably will happen, but these things take time as there are a range of different options, nuances and detail to work through. All I'm asking at this stage is a willingness to work with me and my team to discuss some potential options on how something could work to keep the library going in the town with regard to the asset management costs, which could involve the town council in some shape or form. As I mentioned on the call, Tenby for example, have established a separate trading company which as a not-for-profit, gets 90% mandatory and 10% concessionary rates relief and therefore does not have to pay the rates bill.

Looking at costs over the last 3 years in terms of maintenance, they are tending to be in the region £3800-£5000 per annum, with one unusual year when the automatic front doors broke and it was quite an expensive fix so a total of nearly 10k that year. The maintenance team have told me that as a town council, you are likely to get work done around 10 to 12% cheaper than we can as a county council so it's worth also bearing that in mind.”

Members commented that they had concerns with taking over the library and felt it was a large

undertaking for the Council, the clerk informed members that the main aim for the library would be for a volunteer group to be formed who would then work 50% of the hours in the library. Members agreed this was not an agreement they would want to be part of, they stated that there are very little volunteers in the town and to gain and manage a group could be difficult so would avoid any agreement of this nature. It was agreed in order to take over the library maintenance could see the Council spread themselves thinly and puts too much pressure on the council for future budgets. It was recommended that Council do not progress with this proposal.

Proposed Budget 25/26

	Administration	Actual Year To Date	24/25 Budget	25/26 Budget	Comments
1102	Internal Audit Fees	250	200	250	Increased to allow for new costs
1103	Insurance	2785	3000	3000	
1104	Legal Fees	0	4000	2000	decreased as legal fees can be brought forward from 24/25 budget
1105	Computer Support	13	200	200	
1106	Telephone	150	650	650	
1107	Travel & Subsistence - Staff	0	500	500	
1108	External Audit	360	500	500	
1109	Postage	50	250	250	
1110	Office Equipment	399	500	500	
1111	Printing & Print Consumables	132	500	550	Increase due to previous year spends
1113	Stationery	0	300	300	
1114	Training - Staff	360	1000	1000	
1115	Membership Fees	393	2500	2550	Increase due to previous year spends
1117	Website	91	300	400	Increase due to previous year spends
1118	Training - Members	38	800	800	
1120	Online Meeting Fees	45	150	180	Increase due to previous year spends
		5066	15350	13630	

All Members agreed the budget amount of £13,630 for administration.

	Salaries	Actual Year To Date	24/25 Budget	25/26 Budget	Comments
1201	Salaries	21923	64000	68000	
1205	Employers NI - PDTC	1770	6200	7500	
1206	Pensions	4757	17400	19500	
		28450	87600	95000	

Cllr O Connor questioned why there was different percentage increases

All Members agreed the budget amount of £95,000 for Salaries.

		Actual Year To Date	24/25 Budget	25/26 Budget	Comments
	Members' Expenses				
1301	Mayor's Allowance	1500	1500	1500	
1302	Deputy Mayor's Allowance	500	500	500	
1304	Official Entertainment Travel & Subsistence -	25	500	500	
1306	Members Committee Chair	0	500	500	
1307	Allowance	0	2000	2000	
1308	Cllr Household Expenses	0	2500	2500	
1309	Councillor Consumables	0	832	832	
		2025	8332	8332	

		Actual Year To Date	24/25 Budget	25/26 Budget	Comments
	Office Expenses				
1401	General Rates	2866	3300	3300	
1405	Utilities - Electricity	129	900	1200	Increase due to previous year spends
1406	Utilities - Gas	449	1400	1800	Increase due to previous year spends
1407	Utilities - Water	0	500	500	
1410	28 Dimond St Maintenance 28 Dimond St	0	1500	1500	
1411	Refurbishment	(619)	10000	0	
1412	Office Cleaning	229	300	300	
1413	Alarm Servicing and maint Library Rates Library utilities	277	170	300 18,056 11,467	Increase due to previous year spends
		3332	18070	38,423	

		Actual Year To Date	24/25 Budget	25/26 Budget	Comments
	Town Decoration & Improvement				
1501	Christmas Lighting Utilities - Mem Lamp &	3656	23000	23000	
1502	Pump Ho Maintenance Centenary	191	1100	1000	
1503	Lamp	0	400	400	
1505	Maintenance Pump House	0	400	400	
1507	Floral Baskets	7535	9000	9000	
1508	Memorial Park	641	5000	5000	

Costs/Equipment

1511	Street Cleaning	4800	30000	20000	Reviewed the need for another man, there has been an agreement with PCC environmental team which is working and not costing the town council so only one man is needed
	Grounds Maintenance - St				
1512	Patri	641	1200	1200	
1516	Town Maint Sundries	0	1000	1000	
1517	Gravel Lane Maintenance	0	1000	1000	
	Allotments			1000	new service
	Library Maintenance			5000	new service
		17464	72100	68000	

		Actual	24/25	25/26	
		Year To	Budget	Budget	Comments
		Date			
Donations					
1601	Donations	1500	5000	5000	
1603	Pater Hall Community Trust	10000	10000	10000	SLA until – 01/04/2026
1609	Memorial Park	3000	3000	3000	SLA until – 01/04/2025
1616	Sunderland Trust	3000	3000	3000	SLA until - 01/04/2028
1617	Pennar Village Green	1000	1000	1000	
1618	Tall Ships	5000	5000	5000	SLA Agreement ended but renewal requested
1625	Citizens Advice Bureau	5000	5000	5000	SLA until - 01/04/2025
		28500	32000	32000	

		Actual	24/25	25/26	
		Year To	Budget	Budget	Comments
		Date			
Miscellaneous					
1701	Flowers, Wreaths etc.	0	200	200	
1702	Bank Charges	24	150	150	
		24	350	350	

		Actual	24/25	25/26	
		Year To	Budget	Budget	Comments
		Date			
Promotion of Tourism					
1802	Summer Festival	0	3000	3000	
1805	PDTC Xmas Festivities	0	3000	3000	
	Remembrance				
1806	Commemorations	31	100	100	

1813	Memorial Park 100 Anniversary	0	5000	5000
		31	11100	11100

	Income	Actual Year To Date	24/25 Budget	25/26 Budget	Comments
7701	Precept	77716	233,146		
7702	Bank Interest	385	0	300	
7703	Allotments			180	shows allotment income £30 x 6 plots for Pennar Site
		78101	233,146	480	
	Income	78101	233,146	236,832	Precept required for budget
	Expenditure	83790	244,902	266,835	

	Ear Marked Reserves	Opening Balance	Transfers	Closing Balance	Comments
320	Electoral Services	49,500.77	0.00	49,500.77	
321	Centenary Lamp	1,500.00	0.00	1,500.00	
322	Pump House Maintenance	2,000.00	0.00	2,000.00	
	Refurbishment 28				
328	Dimond St	11,836.00	0.00	11,836.00	
331	St Patricks Maintenance Memorial Park	2,157.00	0.00	2,157.00	
332	Maintenance	13,014.00	0.00	13,014.00	
333	Action Plan	10,542.00	0.00	10,542.00	
				90,549.77	

	Budget Heads	Recommended Budget	Comments
101	Administration	£13,630	
102	Salaries	£95,000	
103	Pump House Maintenance	£8,332	
104	Members Expenses	£9,300	
105	Town Decoration & Improvement	£63,000	
106	Donations	£27,000	
107	Miscellaneous	£350	
108	Promotion of Tourism	£11,100	
	Total	£227,712	

7 Grant Funding – Pure West Radio – It’s a Knockout

The Clerk informed members there has been a request from Pure West Radio with regards to an upcoming event they are holding at the Quins on Sunday 1st September. The event is it’s a knockout charity event they are looking for sponsorship and teams of 10 to take part in the event. In a way to try and keep costs down for all attending they are looking at sponsorship packages which have been laid out as follows:

Headline Sponsor - £2500 +VAT = 1 team entry, full page in event programme, 1 month on air advert campaign, 1-month social advert campaign, Logo on all event promotions.

Game Sponsor - £500 +VAT = 12 Game Choices, Half page in event programme, Game sponsorship on air and social game day event promotion, logo on all event promotion.

Entertainment Sponsor - £1000 +VAT = Sole sponsorship, Full page in event programme, zone sponsorship on air and social, event day promotion, logo on all zone promotion.

The full information was provided from Pure West Radio with the papers.

The charity for the event will be the VC Gallery which is a well-used service within the town. As most are aware the town council have not held a summer festival this year so there was surplus funds of £3,000 budgeted on the summer festival which could be used.

The Clerk commented that as the event is taking place on 1st September and there was no meeting in August there was no chance for the request to be viewed by full council, members commented that Council would not benefit from the advertising packages and with the short notice of the event, it was felt Council should not provide any funding for the event.

8 Recommendations to Full Council

- **25/26 Budgeting – Pembroke Dock Library is not considered within the budget process**
- **Recommended Budget with a precept of £227,712**

9 Date of next meeting

TBC