

**PEMBROKE DOCK TOWN COUNCIL  
FINANCE COMMITTEE**

**DRAFT MINUTES OF THE MEETING  
Wednesday 31<sup>st</sup> October 2018**

Present: Councillor S O'Connor                      Councillor J Beynon  
            Councillor G Manning                     Councillor T Judkins  
            A Dillaway (Interim Town Clerk)      Mrs S Scourfield as consultancy

**1. Apologies for Absence**

There were none.

**2. To Consider the Minutes of the Meetings held on 2<sup>nd</sup> October 2018**

It was

**PROPOSED by Councillor J Beynon  
SECONDED by Councillor T Judkins  
RESOLVED - That the Minutes of 2<sup>nd</sup> October  
2018 are adopted as a true record.**

**Matters Arising from these Minutes**

**28 Dimond Street**

Councillor G Manning stated that he had spoken with Mr M Woods of R K Lucas & Co regarding carrying out a full valuation and condition survey on 28 Dimond Street. The cost of this would be £500 plus VAT and could be carried out within 2 weeks once instruction was confirmed.

Those present agreed that this should be done with the monies to be taken from the New Office Project budget.

Councillor Manning was further preparing drawings of the back of the building for creation of the disabled toilet and new kitchen area and these would then be used to obtain estimated costs of this refurbishment.

Once the survey had been returned from R K Lucas this committee would reconvene to finalise the projected costs for the purchase and refurbishment of the property before submitting these to full council at the January 2019 meeting.

**3. Budget 2019/2020**

The Committee discussed the first draft of the budget and the notes from this discussion plus the recommendations to the full council meeting on 15<sup>th</sup> November are appended to these minutes.

The Committee discussed items that had been put forward by councillors.

It was commented that the Town Council do need to produce an action plan as many of

the items detailed in the responses received would start to form this plan. All agreed that a separate closed meeting of council is needed in early 2019 to start to formulate a plan to enable this to be formally launched at the Annual Meeting in May.

### **Points from Councillor Burrell**

Some of these points had been covered elsewhere in the budget – namely salaries and administration.

Where Councillor Burrell had noted that community groups might need financial assistance, it was agreed that specific budgets should not be put aside for specific organisations but requests for help with projects should be sent to the town council on an individual basis.

### **Points from Councillor Manning**

1 – Would like to help the 1<sup>st</sup> Pembroke Haven Scouts and has confirmed the group will submit a formal application for help.

2 – Councillor Manning suggested that the council employ a person to act as outdoor maintenance and cleaning. To do this would cost no more than £20k per year to include wages and statutory deductions as well as the option to join the pension scheme on the minimum hourly rate. Furthermore the council should look at the provision of a van, street vacuum and other equipment that would be required along with the rental of a storage facility – it was felt that this could be done in the region of £15k for the year.

It was felt there are a number of tasks around the town to keep the role busy all year/

3 - Freedom of the Town Event discussions are covered in the Members' Expenses heading against official entertainment.

4 – Would like the council to set aside some funds to help generate interest in forming a brass band in the town.

### **Points from Councillor Beynon**

Some of the items put forward by Councillor Beynon had been discussed earlier in the meeting, Civic Regalia budget being cut and redesign of council website for example. However, there were other ideas of community engagement events to cover all age groups and the possible help with a summer school idea at Ysgol Harri Tudur. It was felt that these could potentially be requested via the specific financial assistance route rather than allocating specific sums of money at this stage.

### **Friends of Memorial Park**

Councillor Beynon asked what further information is still required following the deferral from the council meeting of 18th October.

Councillor Manning stated that there is still the pot of £15k from PCC 2nd home council tax payments fund for the town and suggested that there are two or three opportunities within this meeting that could be applied for. The Interim Town Clerk

stated that she would contact Kevin Shayles of PCC and ask him to meet to explore how these could be progressed.

The committee then reverted back to the donations budget head.

The Interim Town Clerk reminded the committee that they had agreed to look differently how they allocate monies for assisting local groups and charities and that council had agreed to accept these recommendations.

To recap, three specific ways of looking at financial assistance were agreed:

- Service Level Agreement
- One-off donations
- Councillor nominated charities/community groups

There would be four dates each year that requests for financial assistance could be applied for. These dates should be confirmed and publicised.

It was agreed that under the service level agreement category would be continued help with the Friends of Memorial Park and the Pater Hall as both these organisations were the responsibility of the town council. It was further agreed that this category is removed from the donations budget heading. An amount of £5,000 should be placed in the budget for the Friends of Memorial Park. The Pater Hall remaining budget from this financial year should be carried forward to FY19/20, this will be £13,250 as £750 was to be used for the condition survey as previously agreed by council.

The current financial year's donations budget was 23% of the precept of the council and it was felt that this is too high. It was agreed that a sum of £10,000 should be allocated for one-off donations and Councillor nominated charities/community group assistance and that these requests for financial assistance would be reviewed by the finance committee in the first instance before recommendations coming to full council.

Proposed Budget figure £196,250

FY18/19 precept £175,550

Deficit of £20,700

It was agreed that a 2% increase in the precept request is recommended to council to make the request £179,061 for fy2019/2020.

The current Band D for Pembroke Dock is £50.65 per year and it was felt that this small increase of just over £1 per year would prove cost effective and efficient for the town.

It was felt that the town council should try to publish what it costs each property/elector in the town per year and that the services we provide do prove to be value for money.

4. **IRPW Draft Report**

This document was briefly discussed as part of the budget preparations and a recommendation to council forms part of the budget notes appended to these minutes. The Committee will recommend the payment of £500 to the chair of each of the council's three committees – Finance, Planning and Personnel in recognition of the additional work carried out in the role of Chair.

5 **Recommendations to Council**

- The recommendations for the budget 2019/2020 and precept amount are appended to these minutes.
- Publication of the new process for requesting financial assistance from the town council along with the deadline date for submission of financial requests.

6 **Date of Next Meeting**

Not yet confirmed but a date to be convened once the survey report on 28 Dimond Street has been received.

There being no further business, the meeting was closed.