

**PEMBROKE DOCK TOWN COUNCIL  
FINANCE COMMITTEE**

**MINUTES OF THE MEETING  
Tuesday 5<sup>th</sup> February 2019**

Present:           Councillor S O'Connor                               Councillor J Beynon  
                      Councillor J Phillips                              Councillor T Judkins  
                      Councillor G Manning                               Sarah Scourfield (Town Clerk)

**1. Apologies for Absence**

There were none.

**2. To Consider the Minutes of the Meeting held on 4<sup>th</sup> January 2019**

It was   **PROPOSED by Councillor S O'Connor**  
  **SECONDED by Councillor T Judkins**  
  **RESOLVED - That the Minutes of 4<sup>th</sup> January 2019**  
  **are adopted as a true record.**

There were no matters arising from these minutes.

**3. To Consider the Minutes of the Extraordinary Meeting held on 15<sup>th</sup> January 2019**

It was   **PROPOSED by Councillor G Manning**  
  **SECONDED by Councillor T Judkins**  
  **RESOLVED - That the Minutes of 15<sup>th</sup> January**  
  **2019 are adopted as a true record.**

There were no matters arising from these minutes.

**4. Grant Applications**

The Town Clerk reminded members that at the meeting of the finance committee held on 26<sup>th</sup> June 2018 it was agreed that the process for grant applications was to change with applications being split into 3 categories

- Service Level Agreements – *For organisations seeking funding for ongoing costs this would be for organisations seeking funding for ongoing costs, ie Pater Hall, Sunderland Trust and Friends of Memorial Park. The thinking behind this was to ensure that both parties have written down what is expected of both sides as in the applying organisation want the financial assistance and if this was for larger amounts the council might wish to put in writing some formal stipulations on if or how the two organisations could work together, when the monies are released to the organisation or issuing joint press releases on a given project etc.*

*The budget set for this was:*

*FoMP - £5,000*

*Pater Hall – balance of £14,000 set for FY1819 to be carried forward to FY1920.*

- General Grants Fund  
*for one-off applications, ie similar to the ad hoc requests that currently come in as well as the organisations that might apply during a year when the council advertise that there are monies available for local groups.*
- Council Community Fund – Could allow Councillors to put forward their own ideas or that they wish to work with community groups on smaller projects

*The budget agreed for general grants fund is £10,000.*

The Town Clerk stated that It was agreed that grants would be reviewed on a quarterly basis rather than when they were received, with the finance committee reviewing applications and making recommendations to Full Council. The new financial year is getting closer and she felt that funding application dates needed to be advertised to members of the public and clearly outline the process.

Members agreed that the current grant form requires updating to state that applications will only be reviewed at certain times throughout the year, it was agreed that applications can be received at any time but they will only be reviewed at meetings of the Finance Committee during the following months, May, September & January. It was agreed that there should be a deadline on the grant forms for each period.

## **5. Procurement Process**

The Town Clerk informed members that she had received a request from Councillor Burrell asking if the Finance committee could consider the following;

1. Producing criteria for quotes for each procurement project to be assessed against (not just cost)
2. Assessing quotes against criteria, and providing Town Council with a recommendation based on this assessment (either staff or the committee, or an assessment panel for each purchase could do this? Maybe different for level of spending?)
3. That details of individual businesses quotes are discussed under private and confidential due to commercial sensitivity issues.
4. Updating/clarifying the rules for purchases that the town clerk and or committees can approve.

Members discussed the points highlighted and felt that a criteria should be formed depending on the expenditure amount, it was also agreed that all future commercially sensitive items should be discussed under Private & Confidential in Full Council meetings and suggested this is part of the new Standing Orders. It was agreed that item 4 would come under the Financial Regulations with the Town Clerk having a purchase limit rather than identifying certain items.

## 6. **Update of Financial Regulations**

The Town Clerk stated to bring the financial regulations up to date the committee needed to review the document to include the above amendments and the following points as advised by the internal auditor.

To include in item 6 of the regulations

Use of Debit Card and Internet Banking for banking arrangements.

To Review the wording of item 3.4 to make it generalised and not just for repairs or extreme urgency.

Members agreed the proposed changes but also requested the Mayor or Deputy Mayor agrees emergency spends which are over £500.

The Town Clerk commented with the impending purchase of 28 Dimond Street it was imperative the regulations were met, as It would be very likely the internal and external auditor would focus on these items during their audits in the upcoming years due to the possible funds being spent.

## 7 **Purchase of 28 Dimond Street**

The Town Clerk stated that at the last meeting the purchase of 28 Dimond Street was discussed, with the committee agreeing to recommend the purchase of the building to the Full Council. Before this recommendation could be put to full council the budget costs for items stated within the survey needed to be sought and agreed by this committee.

Councillor Manning provided members with a copy of the budget cost estimates received for the identified works in the survey, the costs for all the works to be completed would be approx. £31,000.

Members discussed what type of offer could be given, it was agreed that an initial offer of £55,000 should be given and the Town Clerk is given the authority to provide further offers of £57,500 and £60,000. It was agreed that a programme if works would be required to ensure that the high priority works are completed first.

The Town Clerk stated she had reviewed the bank accounts and reserves of the Town Council and confirmed that if the whole agreed budget was spent there will be £81,733.56 left in the account. But as agreed by the committee the Council should hold a business reserve of 25% of its precept which is £43,887.50, which leaves a surplus of £37,846.06. The Town Clerk commented that she could not give a defined amount until April but there are areas within the budget which will be underspent.

The Town Clerk stated she had sourced information on gaining a loan for the purchase, with repayment values depending on the amount to be loaned. Members were informed if they were to loan £50,000 or more, they would be required to produce a business plan. Members therefore agreed that a sum of £49,000 was loaned with the rest being funded from reserves, but recommended the Council look to form a business plan in the future. It was confirmed if

an amount of £400pcm was repaid it would take the Council 11 years for an amount of £50,000, the Town Clerk confirmed she would confirm at Full Council the amount for £49,000 along with the total amount paid with interest.

The Town Clerk informed members that the initial stage before being able to claim for the loan would be that permission is sought from the Welsh Government to apply for a loan, during this process One Voice Wales will be contacted to give an overview and further information on the Council if required. Once this agreement has been sought the loan will need to be applied for within the same financial year.

#### **8 Pater Hall Survey & Business Plan**

Members reviewed the Pater Hall building survey which had been undertaken by RK Lucas, and the minutes from a meeting which was held with some of the trustees of the Pater Hall on 23<sup>rd</sup> January 2019. During this meeting the trustees present provided a number of documents, one being the Business plan for the Pater Hall Trust.

Councillor O'Connor commented that it was good to have something to work with, it was stated that the building is sound and that there was just some general maintenance required, areas raised in the survey was the cast iron pipework which is rusting and the rendering on the west elevation of the building. It was commented that there were no areas of damp Councillor Beynon stated that he was disappointed with the business plan as it lacked detail and looked like a project from a year 7 student.

Members discussed points within the business plan which stated that the income requirement matched the outgoing requirements which meant the Pater Hall Trust would not require any funds for the day to day running of the hall and they would only require funds for maintenance and new projects.

Members commented that maybe council should consider taking control over the maintenance of the building with the Pater Hall Trust reporting all maintenance requests to the Town Council to action. It was commented that if this was agreed then an SLA should be formed based on a programme of works and this should be for the term of a Council to allow for forward planning.

It was questioned if the current trustees had undergone a skills audit to see where each members skill set was best used within the running of the hall, Councillor Phillips commented that it was Financial Acumen with the vast experience trustees held.

Members agreed to bring the information to Full Council for a decision on the best way forward.

There being no further business, the meeting was closed.