



Finance Committee Meeting Minutes of Pembroke Town Council

Date: Thursday 19th May 2026 **Time:** 10:00am – 10:45am **Location:** Meeting Room, Town Hall

1. Present

- Cllr Grimes
- Cllr Willcocks
- Cllr Nicholas
- Cllr Jenkins
- Cllr Jones

2. Apologies for Absence

- Cllr Mortenson
- Cllr Herring
- Cllr Brinn
- Cllr Bush
- Cllr Willington
- Cllr Evans
- Cllr Asman

3. Review of Payments

The Clerk presented a detailed listing of payments for each code across all cost centres, and each item was reviewed individually.

The Clerk also informed the Committee that an annual end-of-year health check is undertaken by *Scribe* at a small cost. She noted that this service is very worthwhile. She had spoken with the Internal Auditor, who is currently reviewing the end-of-year figures for 2025/26. He indicated that his focus this year would be on assessing the effectiveness of the Town Council's contracts—such as those for the toilets and library—to ensure they provide fair value to all Pembroke taxpayers.

4. Bank Balances

The Committee reviewed the Council's current bank balances, including all accounts.

5. Reserved Balances

The following earmarked reserves were noted:

- **£49,433.17** reserved for **election costs**.
 - An election across all four wards may be required next year, with an estimated cost of **£7,000 per ward**.
- **£22,081.80** reserved for **Play Parks**.

- Cllr Nicholas suggested using part of this fund to improve the areas surrounding the play parks, such as repainting the railings enclosing the commons, which are in poor condition.
- Cllr Jenkins recommended reviewing the Pembrokeshire County Council play equipment report to identify maintenance needs for items that, while not broken, would benefit from upkeep to extend their longevity.

6. Energy Contracts and Solar Panels

The Clerk advised that the Council's electricity and gas contracts are due to end in July and should be reviewed promptly to secure new fixed-rate agreements.

The Clerk also noted that the solar panels have not been used to their full potential due to registration issues at the time of installation.

It was suggested that once firm figures for the new energy contracts are established, the Council may wish to explore the purchase of battery storage, which could be located in the garage or car park. The Clerk will look into pricing options.

7. Town Hall Storage

The Clerk reported ongoing issues with insufficient storage at the Town Hall. The current shed is too small to accommodate chairs and other equipment, partly because regular hirers leave their items on site from week to week.

The Clerk proposed exploring the purchase of an additional external storage shed. It was also suggested that the Council consider introducing a hiring charge for groups wishing to store equipment at the Hall on a continuing basis.

8. Any Other Business

The Clerk informed the Committee that a Welsh Government grant of up to £3,000 is available. She has forwarded details to the Regeneration Committee. It was suggested that this funding could potentially be used to purchase goal posts for the commons. The Clerk also informed the meeting that the raised bed had been installed and planted up, and was looking great. She also informed the meeting that Scotts had confirmed that they would be installing another three across the Mill Pond walk.

9. Meeting Closed

The meeting concluded at **10:45am**.