

**MINUTES OF THE MEETING OF PEMBROKE TOWN COUNCIL FINANCE
COMMITTEE HELD ON THE 23rd NOVEMBER 2022 AT 11.00AM**

Present: Councillor D Evans, Councillor L Asman, Councillor Grimes, Councillor Jones, Councillor Nicholas, Councillor Phillips, Councillor Cooke, Councillor Willington, Councillor Mortenson and Councillor Jenkins

Apologies: Councillor Blackburn, Councillor Brinn, Councillor Collins and Councillor Bush,

In attendance: Suzie Thomas (Town Clerk)

The Clerk opened the meeting by giving each councillor present a copy of the precept and expenditure to date for the previous three years.

Each Budget heading was then worked through as follows:

ADMINISTRATION

Advertising: It was agreed to reduce the budget from £500.00 to £300.00

Association Fees: It was agreed to increase the budget due to an increase for Scribe fees from £300.00 to £900.00

Audit Fees: It was agreed to keep the same budget of £600.00

Insurance: It was agreed to reduce the budget from £7,000.00 to £6,500.00

Postage: It was agreed to reduce the budget from £700.00 to £500.00

Printing & Stationery: It was agreed to reduce the budget from £700.00 to £500.00

Regalia and Plaques: No budget set as plaques etc. ordered

Phone & Internet: It was agreed to reduce the budget from £2,000.00 to £1,500.00

Travel & Subsistence: This was agreed to keep the budget the same at £100.00

Training: It was agreed to keep the budget at £1,000.00

£11,900.00

ALLOWANCES

Mayor's Expenses: Following a discussion it was keep the same budget at £2,400.00, (including £500.00 Chairman's payment)

Deputy Mayor's Expenses: It was agreed to keep the same budget of £250.00

General Allowances: No budget required as previously included in precept and not taken last year

Town Crier: It was agreed to keep the same budget at £250.00

£2,900.00

BUILDINGS TOWN HALL

Business Rates: It was agreed to keep the same budget at £17,000.00.

Water Charges: It was agreed to reduce the budget from £750.00 to £500.00

Light/Heating: It was agreed to keep the same budget at £5,000.00, should this price increase substantially, to take from Reserves

Maintenance/Repairs: Following a discussion it was agreed to reduce the budget from £20,000.00 to £15000.00

Service Contracts: It was agreed to increase the budget from £1,000.00 to £1,200.00

Cleaning Materials: It was agreed to keep the budget at £750.00

Licence & Inspection Fees: It was agreed to reduce the budget from £1,500.00 to £1,000.00

Town Hall/Office Equipment: It was agreed to keep the budget at £1,000.00

£26,150.00

EXTERNAL COSTS / BUILDING

Play Areas: It was agreed to keep the budget at £2,000.00

Black Horse Toilets: It was agreed to increase the budget from £9,000.00 to £11,000.00, due to an increase on expenditure from Pembrokeshire County Council

Library/Tourist Information Centre: It was agreed to keep the same budget of £25,000.00

Election Costs: It was agreed to reduce the budget from £10,000.00 to £5,000.00, (still waiting invoice from May elections)

Christmas Arrangements: It was agreed to keep the same budget of £28,000.00

Flower Enhancement: It was agreed to keep the same budget of £5,000.00

Mill Pond: It was agreed to keep the same budget of £5,000.00

£81,000.00

SALARIES/WAGES/PENSIONS

Gross Wages (Manual Staff)

Gross Wages (Admin Staff)

PAYE Admin

PAYE Manual

NI Employees

NI Employers

Pensions

Following a discussion it was agreed to increase the budget from £110,000.00 for wages (5 employees) to £125,000.00

£125,000.00

MISCELLANEOUS

Miscellaneous: It was agreed to keep the same budget of £1,000.00

Donations: It was agreed to keep the same budget of £1,000.00

Local Projects/Activities: It was agreed to keep the same budget of £5000.00

Band: No budget set

Official Entertainment: No budget set

Twinning: No budget set

£7,000.00

INCOME

Town Hall Hiring Fees: It was agreed to increase the income from £7,500.00.00 to £13,000.00

Pembroke Fair: It was agreed to keep the same budget at £1,500.00

Bank Interest: It was agreed to set this budget at £500.00

Christmas Arrangements: No budget set

£15,000.00

The following proposals will be put forward to the full Town Council meeting on 10th December 2022

Total Proposed Outgoings - £253,950

Total Proposed Income - £15,000.00

Proposed Precept requirement - £238,950

To be taken out of Reserves:

(Library £25,000.00, Black Horse Toilets £11,000.00, Election Costs £5,000.00
= £41,000.00)

Total Precept Requirement is £197,950.00

Decrease of last year of £60,050.00

