

06/23

MINUTES OF A SPECIAL MEETING OF NEYLAND TOWN COUNCIL HELD ON TUESDAY 31ST JANUARY, 2023, AT 7PM AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND.

PRESENT:

Cllr P Hay
Cllr M Harry (Chair)
Cllr S Thomas
Cllr A Lye
Cllr Ellen Phelan
Cllr A Phelan
Cllr Angela Radice (by remote link)

IN ATTENDANCE:

Town Clerk - Vanessa Walker

APOLOGIES:

None

A minute's silence was held for the sad passing of Mrs. Judith Wilson, ex Town Councillor.

5000

DECLARATIONS OF INTEREST

None received.

5001

TO RECEIVE REPORTS FROM THE FINANCE COMMITTEE MEETINGS HELD ON THE 11TH AND 17TH JANUARY, 2023.

REPORT OF MEETING OF FINANCE, POLICY & STRATEGY COMMITTEE HELD ON MONDAY 11TH JANUARY, 2023, IN NEYLAND COMMUNITY HUB AT 7.00PM.

PRESENT:

Cllr M Harry
Cllr Ellen Phelan
Cllr A Phelan (Chair)
Cllr S Thomas

APOLOGIES:

Cllr A Lye

Declarations of Interest

Cllr. M Harry declared an interest for Item 2 – Warm Spaces Project.

1. Year End 2021/22

Concerns had been expressed by members of the public via Cllr. S Thomas and ex Cllr. Leah Unwin about the estimated cash reserves quoted in the minutes of a Precept Meeting held on the 8th December, 2021, and the actual cash reserves brought forward at the end of the year 2021/22. This meeting had been arranged as quickly as possible to look into these concerns. The Chair and the Clerk presented a report to the meeting with their findings together with copies of the relevant financial information. The Chair thanked the Clerk for her help with this.

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Cllr. S Thomas felt that there had not been enough time to assimilate all the information provided and requested that this meeting be for discussion only. Another meeting would be arranged to resolve this issue.

2. Warm Spaces Project

Cllr. M Harry left the room. The Clerk had been asked to supply details of the allocation of the Warm Spaces Grant Funding. £3,500 had been received to be used to fund 3 venues in Neyland for 4 sessions a week. Councillors discussed the budget and spreadsheet of costs which showed the amount of grant funding with specific costs for each venue's overheads and general costs for all three venues. These figures had recently been reviewed and confirmed and it looked as if there might be some monies left over at the end of the project. The additional monies pledged by the Town Council would very probably not be required.

Cllr. Harry returned to the room.

Cllr. S Thomas proposed that any left over funds and the additional monies pledged by the Town Council be put into Earmarked Reserves for Warm Rooms 2023. Seconded by Cllr. Ellen Phelan. All in favour.

3. Precept

To discuss and recommend the Precept Request for 2023/24.

Councillors had already discussed the proposed Budget and Precept Request at a previous Finance Committee meeting. This Budget was discussed again with particular reference to the Coronation in May. It was agreed that the Town Council would offer funding for Street Parties again and that momentos would be provided for the Neyland community. Cllr. A Phelan is exploring options and will be able to provide costs by the next meeting.

After further discussion a suggested amount of £2,500 for street parties on a first come first served basis with a deadline for applications was agreed and, subject to Cllr. Phelan's costings, a further £2,500 be allocated for momentos, making a total of £5000 for the Coronation Budget. It was further suggested that the New initiatives Budget be reduced to £1000 and the Youth Services Budget be reduced to £2500. The recommended total Expenditure for the year 2023/24 would therefore be £106,690 and the recommended Precept Request would be £101,518 – an increase of 11 pence per week for a Band D Council Tax property in Neyland.

Any Other Information

Cllr. A Phelan suggested that the Deputy Mayor's Chain of Office be renewed. For further discussion.

Date of Next Meeting

The next meeting would be on Tuesday 17th January, 2023, at 7.00pm

Meeting closed at 8.43pm.

RESOLVED: That this report be accepted with a minor amendment to the date of the Coronation. Proposed by Cllr. A Phelan, seconded by Cllr. M Harry.

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REPORT OF MEETING OF FINANCE, POLICY & STRATEGY COMMITTEE HELD ON MONDAY 17th JANUARY, 2023, IN NEYLAND COMMUNITY HUB AT 7.00PM.

PRESENT: Cllr M Harry
Cllr A Lye (by remote link)
Cllr A Phelan (Chair)
Cllr S Thomas

APOLOGIES: Cllr Ellen Phelan

Declarations of Interest

None.

1. Year End 2021/22

After reviewing all the relevant financial information including bank statements it was agreed that in the Committee's opinion, in line with the report submitted to the previous meeting, that the confusion arising over the level of Reserves at the year end was caused by an overestimation in the amount of Reserves expected at the year end in March 2022 by the then Town Clerk. (Minutes of the meeting held on the 8th December, 2022 refer.)

The terminology about "Reserves" used at the time was also confusing and has now been clarified. Dedicated bank accounts are now in use to separate out the General Reserves and the Earmarked Reserves from the Current Account.

2. To Further Discuss and Recommend the Precept Request for 2023/24

The recommended total Expenditure for the year 2023/24 of £106,690 and the recommended Precept Request of £101,518 were further discussed in the light of possible additional costs for keeping the public toilet open (see 4 below). The Committee felt that an amount of £3000 should be budgeted for which would cover the initial 12 months. There might also be insurance costs were the Town Council to take on the toilets.

The Coronation Budget had been increased to £5000. Cllr. A Phelan had ascertained that 500 souvenir coins printed on one side would cost in the region of £5.50 ex VAT (including presentation box). Cllr. S Thomas asked if the quote could be amended for printing on both sides. Cllr. Phelan added that some income could be had from the sale of surplus coins.

The recommended Precept Request for 2023/24 therefore remained the same at £101,518 - an increase of 11 pence per week for a Band D Council Tax property in Neyland. Proposed by Cllr. M Harry, seconded by Cllr. A Lye. All in favour.

3. Deputy Mayor's Chain of Office

Cllr. A Phelan had previously made the suggestion that the Deputy Mayor's Chain of Office be renewed. This could be either just the chain itself or the chain and crest. Cllr. S Thomas would look at cost options. The Clerk would find out the insurance value of the current chain and crest.

Councillors also noted that the Mayor's Chain might need to be cleaned and that its box was in a poor state. For further discussion.

4. Brunel Quay Toilets

Cllr. S Thomas had met with C Cllr. S Hancock and PCC staff to hear PCC options for assisting Neyland Town Council to keep the toilets open. C Cllr. Hancock is liaising with local businesses to see if there are any which would contribute to the running costs. Pembs County Council are now offering to share these running costs again for a period of 12 months while negotiations take place with businesses. This would cost the Town Council around £2,700. At the end of the 12 months the situation would be reviewed again and if no further funding is forthcoming Pembs County Council will close the facility. For further discussion by the full Town Council.

5. Standing Order and Policies Review

Cllr. A Phelan has formed a working group to review the Standing Orders initially and then the Town Council Policies.

Date of Next Meeting

The next meeting would be on Tuesday 13th February, 2023, at 7.00pm

Meeting closed at 8.51pm.

RESOLVED: That this report be accepted with a minor amendment regarding the closure of the public toilet by Pembs County Council. Proposed by Cllr. A Phelan, seconded by Cllr. Ellen Phelan.

5002 TO APPROVE THE RECOMMENDATIONS ON THE PRECEPT FOR 2023/24 MADE BY THE FINANCE COMMITTEE

Cllr. A Phelan reported to the meeting on the process undertaken by the Finance Committee to establish a working budget for next year which had then been used to establish a Precept Request of £101,518. No amendments to the budget or Precept were required by those present and Cllr. A Phelan therefore proposed acceptance of the recommended budget and Precept Request. Seconded by Cllr. A Lye and agreed unanimously.

RESOLVED: That a precept of £101,518.00 be requested for 2023/24

The meeting closed at 7.25pm.

Signed Mayor Date

Signed Town Clerk