

# MILFORD HAVEN TOWN COUNCIL

Minutes of a Meeting of the Milford Haven Town Council  
Finance, Governance and Projects Committee  
held electronically via the Zoom software  
on Monday 11<sup>th</sup> April 2022 at 6:00 pm

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## PRESENT

The Mayor (Councillor Miss K. F. Gray)  
The Deputy Mayor (Councillor Mrs C. Stevens)

Councillors: W. D. Elliott BA QTS (Chair)  
E. A. Davies DipSM FJOIFF (Vice Chair)

A. E. Byrne                      Mrs L. E. Turner

Mrs B. J. Fitzgerald, Town Clerk  
Miss F. K. Galliford, Secretary

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The Chair of the Finance, Governance and Projects Committee, Councillor W. D. Elliott BA QTS, welcomed Members to the Meeting.

## 262. APOLOGIES:

Apologies for absence were received from Councillors Mrs Y. G. Southwell and G. Woodham MBA (Open) LL.B (Hons). Apologies for absence were not received from Councillor R. D. Gray.

## 263. DECLARATIONS OF INTEREST:

No declarations were made.

## 264. SOCIAL MEDIA / WEBSITE UPDATE:

Members considered a report put together by the Secretary detailing the activity across the Council's social media pages and website from Monday 7<sup>th</sup> March 2022 until Monday 4<sup>th</sup> April 2022.

A Member asked whether the Council's Facebook page was still being troubled by an individual who had been referenced in the report. This individual had sent an obscene message directly to the account and had also left profanity strewn messages on the page using different aliases. The Secretary advised that this individual had not caused any problems for a while and that he and his aliases continue to be blocked from the page.

**RESOLVED THAT:** the Social Media/Website update,

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detailing activity across the Council's social media pages and website from Monday 7<sup>th</sup> March 2022 until Monday 4<sup>th</sup> April 2022, be received.

## 265. REVIEW OF MILFORD HAVEN TOWN COUNCIL'S FIDELITY GUARANTEE INSURANCE, FINANCIAL REGULATIONS AND STANDING ORDERS:

### Fidelity Guarantee Insurance

The Council's Fidelity Guarantee Insurance Cover was last increased in April 2013 to £190,000.

At the recent renewal of the insurance the Council's Fidelity Guarantee Insurance has still been kept at £190,000.

**RESOLVED THAT:** this information be received.

### Review of the Council's Financial Regulations

A Member noted the following from *Section 4 – Budgetary Control and Authority to Spend* – and asked if the requirement below in bold text could be amended:

"4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- **the Council for all items over £2,000;**
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations."

### **RESOLVED THAT:**

- (i) this requirement be removed from the Financial Regulations;
- (ii) subject to the above, the Financial Regulations be received.

### Review of the Council's Standing Orders

The Council's Standing Orders were last amended at the Meeting of the Standing Orders Sub-Committee on 29<sup>th</sup> January 2018.

**RESOLVED THAT:** the Standing Orders be reviewed following the decision upon whether to continue with the Council's present Meeting structure.

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Councillor Mrs L. E. Turner joined the Meeting.

266. MILFORD HAVEN TOWN COUNCIL ASSET REGISTER 2021-2022:

Members considered the Town Council's Asset Register for 2021-2022.

Members thanked the Town Clerk for putting the Register together.

**RESOLVED THAT:**

- (i) an up-to-date valuation of assets be explored;
- (ii) subject to the above, the Asset Register for 2021-2022 be received.

267. APPOINTMENT OF INTERNAL AUDITOR:

**RESOLVED THAT:** Mr. I. Eynon be appointed as this Council's Internal Auditor.

268. DEFIBRILLATOR FOR MILFORD HAVEN CEMETERY:

Members considered a report advising that a bid for a defibrillator to be placed at Milford Haven Cemetery had been successful. This application had been made through the South Hook LNG Community Fund.

The Town Clerk was informed of the successful bid at the end of March 2022, and a cheque for £1,000 has been received. The cost of the defibrillator and cabinet is £1,203 which includes a discount from Calon Hearts, the company contacted for the quote. The cost to the Town Council is £203.

**RESOLVED THAT:** the transaction be completed with the Town Council to pay the outstanding £203.

269. APPLICATIONS FOR FINANCIAL ASSISTANCE:

Hubberston and Hakin Friendship Club

**RESOLVED THAT:** a donation of £100 be made in respect of Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972.

Teenage Cancer Trust

**RESOLVED THAT:** regret, no donation.

Councillor Mrs C. Stevens joined the Meeting.

Councillor A. E. Byrne abstained from voting on this item as his daughter shares a name with the applicant, although there is no familial connection.

Wales Air Ambulance

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**RESOLVED THAT:** a donation of £200 be made in respect of Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972.

270. SCHEDULE OF ACCOUNTS – MARCH 2022:

**RESOLVED THAT:** the Schedule of Accounts, as presented by the Clerk for the month of March 2022 in the sum of £23,637.24 be accepted and approved for payment.

271. STATEMENT OF ACCOUNTS – MARCH 2022:

**RESOLVED THAT:** the Statement of Accounts, as presented by the Clerk for the month of March 2022 be accepted.

272. SUMMARY OF EXPENDITURE – APRIL 2021 TO MARCH 2022:

**RESOLVED THAT:** the Summary of Expenditure, as presented by the Clerk for the months of April 2021 to March 2022, be accepted.

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