

KIDWELLY TOWN COUNCIL

19th JANUARY 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 19th January 2010

Present:- Deputy Mayor F.Burke-Lloyd
Chair D.J.Jones
Councillors: J.Gilasbey, S.Finch, H.Gilasbey, K.Davies, A.M.Coles, J.Lane,
Town Clerk M. MacDonald
Town Secretary A Padgett
Translator Lynda Kirkham-Jones
Apologies:- Councillors T.M.Burns, G.G.Jones, R.Davies

Matters Arising from the Finance Committee Meeting of 8th December 2009

560 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

561 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

562 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

No report was given.

563 BUDGET MATTERS

The Town Clerk had submitted a list of items to be included in the budget for 2010-2011. Chairs of committees were requested to add any items relevant to their committees and submit their proposals to the Town Clerk by 29th January 2010. The budget would be considered further at the Finance meeting on 9th February 2010. Further budget setting meetings would be arranged if the need arises.

564 FINANCIAL STATEMENTS

Financial statements up to 31st December 2009 were circulated.

565 ANNUAL ACCOUNTS

The Town Clerk reported that the accounts were awaiting the scrutiny of the internal auditor.

566 BILLS FOR PAYMENT – DECEMBER 2009

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 1280	Local Gov Act 1972 s011	NJ Landscapes	Empty Bins - November	100.00	15.00	115.00	E
2 1406	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	105.00	15.75	120.75	P
3 1409	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	105.00	15.75	120.75	P
4 1412	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	60.00	9.00	69.00	P

5	937479	Local Gov Act 1972 s011	Wernick Hire ABP	Hire of Portacabins- November	317.15	47.57	364.72	C
6	1416	Local Gov Act 1972 s011	Associates	Bookkeeping	97.50	0.00	97.50	P
7	DV/01	Local Gov Act 1972 s011	Valuation Office	Valuation on Alstred Street	270.00	40.50	310.50	E
8	DV/02	Local Gov Act 1972 s011	Valuation Office	Report on Pembrey Road	260.00	39.00	299.00	E
9	33116	Local Gov Act 1972 s011	P C World	Norton Virus Protection	19.96	3.53	23.49	P
10	945840	Local Gov Act 1972 s011	Wernick Hire	Hire of Portacabins- December	327.72	49.15	376.87	C
11	20919	Local Gov Act 1972 s011	Water For You	Water	9.80	1.47	11.27	P
12	678082	Local Gov Act 1972 s011	Viking Direct	Self Inking Stamps Council Tax	49.47	7.41	56.88	P
13	8E+08	Local Gov Act 1972 s011	CCC	Portacabins 09-10	417.66	0.00	417.66	P
14	8E+06	Local Gov Act 1972 s011	One Voice Wales	Training fees 10/12/09	125.00	0.00	125.00	P
15	3100	Local Gov Act 1972 s011	Hugh Evans ABP	Repair burst pipe at PGC	69.80	10.47	80.27	P
16	1428	Local Gov Act 1972 s011	Associates	Bookkeeping	75.00	0.00	75.00	P
17	1284	Local Gov Act 1972 s011	NJ Landscapes	Empty Bins - December	100.00	17.50	117.50	E
18	232967	Local Gov Act 1972 s011	Indicator Ltd	Annual Subscription	133.00	0.00	133.00	P
19	957412	Local Gov Act 1972 s011	Viking Direct	Stationery	36.85	6.45	43.30	P
					2678.91	278.55	2383.39	

Categories:- C = capital P = precept E = estates

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

567 CHEQUES RAISED – DECEMBER 2009

	Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1	6139	Local Gov Act 1972 s011	Just Print	Mayor's Christmas Cards	75.00	11.25	86.25	P
2	6140	Local Gov Act 1972 s011	HM Revenue	PAYE for December	1476.09	0.00	1476.09	P
					1551.09	11.25	1562.3	

It was **RESOLVED** to note and **Close** this item from the minutes.

568 DIRECT DEBITS – DECEMBER 2009

	Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges								
1	01-Dec	Telecom Act 1984 s97	British Telecom	Telephone	102.00	18.00	120.00	P
2	01-Dec	Local Gov Act 1972 s011	Dwr Cymru	Water	40.00	0.00	40.00	p
3	01-Dec	Local Gov Act 1972 s011	Dwr Cymru	Water	29.00	0.00	29.00	p
4	02-Dec	Local Gov Act 1972 s011	British Gas Services	Gas	17.53	0.93	18.46	p
5	02-Dec	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	p
6	02-Dec	Local Gov Act 1972 s011	British Gas Services	Gas	220.40	11.60	232.00	p

7	14-Dec	Local Gov Act 1972 s011	British Gas Services	Gas	20.88	1.10	21.98	p
8	15-Dec	Local Gov Act 1972 s011	CCC	Rates	20.00	0.00	20.00	p
					502.06	34.38	536.44	
Variable charges- Telepay								
1	03-Dec	Local Gov Act 1972 sO11	Telepay	Wages (Includes Caretakers wages)	1,020.06	0.00	1,020.06	p
2	11-Dec	Local Gov Act 1972 sO11	Telepay	Wages	309.46	0.00	309.46	p
3	17-Dec	Local Gov Act 1972 sO11	Telepay	Wages	3,470.52	0.00	3,470.52	p
					4,800.04	0.00	4,800.04	
Additional Telepay								
1	11-Dec	Local Gov Act 1972 sO11	Telepay					
		Nigel Dorrington	Invoice no 549		130.00	0.00	130.00	E
		Nigel Jones -N J						
		Landscapes	Invoice no 1269		1600.80	0.00	1600.80	E
		Dyfrig Dalziel	Invoice no 90		4542.50	0.00	4542.50	E
					6273.30	0.00	6,273.30	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

569 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

The Town Clerk reported that the Lord Mayor's Show Committee was in the process of disposing of its assets which included the wooden castle with Kidwelly signage, halberdiers outfits and medieval costumes. These items had cost £2675. The Town Council was given first refusal to purchase these items at a reduced price of £2400.23. It was noted that they would be suitable for use at community events and at "Cydweli 900".

It was **RESOLVED** to purchase the assets for £2400.23, clearing the Committee's outstanding loan. Note and **Close** this item.

570 CORRESPONDENCE – JANUARY 2010

1	Carmarthenshire County Council	The Council Tax base has been received. Note and Close this item.
2	Carmarthenshire County Council	Budget consultation papers have been received. Any observations or comments should be submitted to the Town Clerk. Note and Close this item.
3	One Voice Wales	One Voice Wales's observations on the WAG Capital Finance Framework consultation document have been received. Note and Close this item.
4	Welsh Assembly Government	Notification of the Section 137 Expenditure Limit has been received. Note and Close this item.
5	Valuation Office Agency	Notice of the revised rateable value for old Council Offices has been received. Note and Close this item.

571 ANY OTHER URGENT BUSINESS

There was no urgent business to consider. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

9th FEBRUARY 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 9th February 2010

Present:- Town Mayor T.M.Burns
Deputy Mayor F.Burke-Lloyd
Chair H.Gilasbey
Councillors: J.Gilasbey, S.Finch, K.Davies, R.Davies,
Town Clerk M. MacDonald
Town Secretary A Padgett
Translator Lynda Kirkham-Jones
Apologies:- Councillors D.J.Jones, D.M.Jones, J.Lane

Matters Arising from the Finance Committee Meeting of 19th January 2010

640 MEMBERS' DECLARATIONS OF INTEREST

649 (3) Councillor Finch left the room.

641 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

642 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

No report was given.

643 BUDGET MATTERS

The Town Clerk circulated financial information required to determine the precept for 2010-2011 at the Budget Setting meeting on 18th February 2010.

644 ANNUAL ACCOUNTS

The Town Clerk reported that the accounts for the year 2007-08 and 2008-09 had been forwarded to the internal auditor. The Annual Return for the year ending 31st April 2007 has been received. The auditor's report will be circulated.

645 BILLS FOR PAYMENT – JANUARY 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 1429	Local Gov Act 1972 s011	ABP Associates	Bookeeping 14th January	67.50	0.00	67.50	P
2 1430	Local Gov Act 1972 s011	ABP Associates	Bookeeping 21st January	67.50	0.00	67.50	P
3 2E+06	Local Gov Act 1972 s011	Chubb	Annual charge for alarms Bridge Street	421.74	73.81	495.55	P
4 9E+07	Local Gov Act 1972 s011	CCC	Christmas trees/barricades/removal	390.00	58.50	448.50	P
5 1.9E+08	Local Gov Act 1972 s011	Valuation Office Agency	Valuation on Alstred Street	470.00	70.50	540.50	P
6 1436	Local Gov Act 1972 s011	ABP Associates	Bookkeeping 28th January	82.50	0.00	82.50	P

7	9.2E+07	Local Gov Act 1972 s011	CCC	Footway Lighting - 01/08/09-30/11/09	1681.73	252.26	1,933.99	E
8	806619	Local Gov Act 1972 s011	Viking Direct	Stationery and Ink	115.92	24.60	140.42	P
9	21191	Local Gov Act 1972 so11	Water for You	Water	4.90	0.86	5.76	P
10	956772	Local Gov Act 1972 so11	BDO (External Auditors)	Auditing Annual return	1,450.00	253.75	1,703.75	P
11	1293	Local Gov Act 1972 so11	N J Landscapes	Clean guttering Bridge Street	152.62	32.38	185.00	P
12	1293	Local Gov Act 1972 so11	N J Landscapes	Supply and lay path in graveyard	189.75	40.25	230.00	P
13	1293	Local Gov Act 1972 so11	N J Landscapes	Empty bins January	82.50	17.50	100.00	P
					1879.77	344.74	2224.51	

Categories:- C = capital P = precept E = estates

Item 4 will be paid when the Christmas tree has been removed.

Item 12 will be withheld until the work has been inspected.

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

646 CHEQUES RAISED – JANUARY 2010

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6150	Local Gov Act 1972 s011	Scourfield Consultants Ltd	Energy Performance Certificate - Bridge Street	500.00	0.00	500.00	C

It was **RESOLVED** to note and **Close** this item from the minutes.

647 DIRECT DEBITS – JANUARY 2010

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges							
1 4th Jan	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	P
2 4th Jan	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	P
3 4th Jan	Local Gov Act 1972 s011	Swalec	Electricity	61.75	3.25	65.00	P
4 4th Jan	Telecom Act 1984 s97	British Telecom	Telephone	99.00	21.00	120.00	P
5 4th Jan	Local Gov Act 1972 s011	British Gas Services	Gas	220.40	11.60	232.00	P
6 4th Jan	Local Gov Act 1972 s011	British Gas Services	Gas	17.53	0.93	18.46	P
7 14th Jan	Local Gov Act 1972 s011	British Gas Services	Gas	20.88	1.10	21.98	P
8 15th Jan	Local Gov Act 1972 s011	CCC	Rates	20.00	0.00	20.00	P
9 18th Jan	Local Gov Act 1972 s011	British Gas Services	Gas	1.90	0.10	2.00	P
				475.96	37.98	513.94	
Variable charges- Telepay							
1 6th Jan	Local Gov Act 1972 s011	Telepay	Wages	309.26	0.00	309.26	P
2 14th Jan	Local Gov Act 1972 s011	Telepay	Wages	309.26	0.00	309.26	P
3 21st Jan	Local Gov Act 1972 s011	Telepay	Wages	309.26	0.00	309.26	P
4 27th Jan	Local Gov Act 1972 s011	Telepay	Wages (Inc Caretakers Wages)	2851.80	0.00	2851.80	P
				3779.58	0.00	3779.58	

Additional Telepay		Local Gov Act 1972 sO11	Telepay				
1	20th Jan	N J Landscapes	As agreed in Finance meeting 19th January 2010	200.00	32.50	232.50	E
2	20th Jan	ABP Associates	As agreed in Finance meeting 19th January 2010	442.50	40.50	483.00	P
3	20th Jan	Wernick Hire	As agreed in Finance meeting 19th January 2010	632.72	96.72	729.44	C
4	20th Jan	Viking Direct	As agreed in Finance meeting 19th January 2010	86.32	13.86	100.18	P
				1361.54	183.58	1545.12	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

648 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

No items were referred.

649 CORRESPONDENCE – FEBRUARY 2010

1	Welsh Assembly Government	Notification about the level of Borrowing by Community & Town Councils 2010-2011 has been received. Note and Close this item.
2	Welsh Assembly Government	Consultation on Accounts and Audit (Wales) Amendment Regulations has been received. Note and Close this item.
3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddgarreg mountain has been received. A response has been made. A reply is awaited.

650 ANY OTHER URGENT BUSINESS

There was no urgent business to consider. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

9th MARCH 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 9th March 2010

Present:- Town Mayor T.M.Burns
Deputy Mayor F.Burke-Lloyd
Chair D.J. Jones
Councillors: J.Gilasbey, S.Finch, K.Davies, R.Davies, H.Gilasbey
Town Clerk M. MacDonald
Town Secretary A Padgett
Translator Lynda Kirkham-Jones
Apologies:- Councillors D.M.Jones, J.Lane

Matters Arising from the Finance Committee Meeting of 9th February 2010

705 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

706 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

707 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

A meeting of the Financial Management Sub-Committee will be held on 11th March 2010 at 4.30pm. It will report to the next meeting of the Finance Committee on 13th April 2010.

708 BUDGET MATTERS

The Town Clerk reported that the precept forms had been returned to the County Council. Note and **Close** this item.

709 ANNUAL ACCOUNTS

The Town Clerk had previously reported that the accounts for the year 2007-08 and 2008-09 had been forwarded to the internal auditor. The Annual Return for the year ending 31st April 2007 has been received. The auditor's report will be circulated.

710 BILLS FOR PAYMENT – FEBRUARY 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 861388	Local Gov Act 1972 s011	Viking Direct	Stationery	66.82	13.08	80.00	P
2 878121	Local Gov Act 1972 s011	Viking Direct	Keyboard for Computer	10.92	2.32	13.24	P
3 1437	Local Gov Act 1972 s011	ABP Associates	Bookkeeping 4th February	60.00	0.00	60.00	P
4 1440	Local Gov Act 1972 s011	ABP Associates	Bookkeeping 17th February	37.50	0.00	37.50	P
5 1445	Local Gov Act 1972 s011	ABP Associates	Bookeeping 25th February	97.00	0.00	97.00	P
6 3E+07	Local Gov Act 1972 s011	Bangor University	Cysglaid programme & manual for pc	40.32	6.18	46.50	C

7	OVW/10	Local Gov Act 1972 s011	One Voice Wales	Annual membership	381.00	0.00	381.00	P
8	1E+09	Local Gov Act 1972 s011	Kionica Minolta	Photocopier	132.18	23.18	155.31	P
9	5E+07	Local Gov Act 1972 s011	Northcliffe Media	2 Public Notices in C Journal -Alstred St	575.40	100.70	676.10	S
10	962384	Local Gov Act 1972 s011	Wernick Hire	Hire of Portacabins - February	296.00	51.80	347.80	P
11	CN/0910	Local Gov Act 1972 s011	Castle News	Newspapers	24.15	0.00	24.15	P
12	PGC/ 010	Local Gov Act 1972 s011	Princess Gwenllian Hall	Hire of Hall -Nov 3rd to 19th Jan	170.00	0.00	170.00	P
13	954198	Local Gov Act 1972 s011	Wernick Hire	Hire (net of credit note) Christmas	16.79	3.57	20.36	P
14	9E+07	Local Gov Act 1972 s011	CCC	Trees/Barricades etc	390.00	58.50	448.50	P
15	OVW/ 03/10	Local Gov Act 1972 so11	One Voice Wales	Councillor Training 16th Feb	125.00	0.00	125.00	P
16	21621	Local Gov Act 1972 so11	Water For You	Water	19.60	3.43	23.03	P
17	9E+07	Local Gov Act 1972 so11	CCC	Audit Report	4225.00	739.38	4964.38	P
18	3E+07	Local Gov Act 1972 so11	The Crown Estate	Foreshore lease	234.00	0.00	234.00	P
19	3E+06	Local Gov Act 1972 so11	Swalec	Christmas Lights	103.14	5.16	108.30	P
20	1299	Local Gov Act 1972 so11	NJ Landscapes	Empty Bins -01/02/10 to 28/02/10	100.00	17.50	117.50	E
					4806.74	765.47	5572.21	

Categories:- C = capital P = precept E = estates S= suspense

It was agreed to apply for SORN for the Council van.

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

711 CHEQUES RAISED – FEBRUARY 2010

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6158	Local Gov Act 1972 s011	HM Revenue	Paye February	1381.53	0.00	1381.53	P

It was **RESOLVED** to note and **Close** this item from the minutes.

712 DIRECT DEBITS –FEBRUARY 2010

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
1 1st Feb	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	P
2 1st Feb	Local Gov Act 1972 s011	Dwr Cymru	Water	25.00	0.00	25.00	P
3 1st Feb	Telecom Act 1984 s97	BT Contract Rental	Telephone	76.98	16.33	93.31	P
4 1st Feb	Telecom Act 1984 s97	British Telecom	Telephone	99.00	21.00	120.00	P
5 2nd Feb	Local Gov Act 1972 s011	British Gas	Gas	220.40	11.60	232.00	P
6 3rd Feb	Local Gov Act 1972 s011	British Gas	Gas	17.53	0.93	18.46	P
7 15th Feb	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	P
8 15th Feb	Telecom Act 1984 s97	British Telecom	Telephone	72.69	15.43	88.12	P
				546.98	66.39	613.37	

Variable charges- Telepay								
1	5th Feb	Local Gov Act 1972 sO11	Telepay	Wages	309.26	0.00	309.26	P
2	12th Feb	Local Gov Act 1972 sO11	Telepay	Wages	309.03	0.00	309.03	P
3	19th Feb	Local Gov Act 1972 sO11	Telepay	Wages	309.26	0.00	309.26	P
4	26th Feb	Local Gov Act 1972 sO11	Telepay	Wages inc Hall	2851.60	0.00	2851.60	P/C
					3779.15	0.00	3779.15	

Additional Telepay Charges

1	BACS	Local Gov Act 1972 sO11			175.50	37.25	212.75	E
2	BACS	Local Gov Act 1972 sO11			217.50	0.00	217.50	P
3	BACS	Local Gov Act 1972 sO11			140.42	0.00	140.42	P
4	BACS	Local Gov Act 1972 So11			189.75	40.25	230.00	C
					723.17	77.50	800.67	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

713 ANNUAL INCREASES

Garages

Legal advice will be sought on responsibility and maintenance issues for the garage spaces.

Allotments

A new 5 year lease will be drawn up. The rent will remain at £182 linked to the RPI.

Cemetery

The increase in cemetery fees was considered. The Chair of the Finance Committee will prepare a breakdown of costs and recommend an increase in fees to ensure the cemetery is financially sustainable.

714 RISK REGISTER

The Risk Register was reviewed. The Chair of each committee is to assess the risks relating to their committee and report to the Finance Committee at the meeting on 14th September 2010, as an ongoing monitoring process.

715 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated.

716 REQUESTS FOR FINANCIAL ASSISTANCE

1	Kidwelly Town Football Club	£150	
2	Eisteddfod Genedlaethol Cymru		No donation
3	Macmillan Cancer Support	£100	
4	Cerebra		Further information requested
5	Cruse Bereavement Care	£50	
6	Undeb 2010		No donation
7	Carmarthen Citizens Advice Bureau	£100	
	<u>TOTAL</u>	£400	

It was **RESOLVED** to make the above donations
Note and **Close** this item.

717 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

Referred from General Purposes Committee.

It was **RESOLVED** to pay 50% of the cost of the community halls signs and their installation. The full cost was £2785.45. Note and **Close** this item.

718 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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719 ANY OTHER URGENT BUSINESS

Members were reminded to provide their comments on the content of the Newsletter as soon as possible and the Standing Orders by Friday 12th March 2010.

Note and **Close** this item.

KIDWELLY TOWN COUNCIL

20th APRIL 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 20th April 2010

Present:-	Town Mayor	T.M.Burns
	Deputy Mayor	F.Burke-Lloyd
	Chair	D.J. Jones
	Councillors:	J.Gilasbey, S.Finch, K.Davies, R.Davies, H.Gilasbey, D.M.Jones, G.G.Jones, J.Lane
	Town Clerk	M. MacDonald
	Town Secretary	A Padgett
	Translator	Lynda Kirkham-Jones
Apologies:-	Councillors	

Matters Arising from the Finance Committee Meeting of 9th March 2010

789 MEMBERS' DECLARATIONS OF INTEREST

Minute 802– Councillors J.Gilasbey and K.Davies.

Minute 803 – Councillor R.Davies.

790 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

[a] The Project Officer attended the meeting to display samples of carpet required for the new Exhibition Rooms at the Industrial Museum. It was **RESOLVED** to purchase the carpet quoted at £698.80 + Vat. Note and **Close** this item. Councillor Jean Lane left the meeting.

[b] Legislation regarding Credit Unions has been deferred until after the General Election. No action can be taken until this legislation has been passed. Note and **Close** this item until further information is available.

791 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

792 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

No report from the Financial Management Sub-Committee was given. Membership of the committee will be reconstituted for the coming year.

793 ANNUAL ACCOUNTS

The Town Clerk had previously reported that the accounts for the year 2007-08 and 2008-09 had been forwarded to the internal auditor. The Annual Return for the year ended 31st April 2007 has been received from the external auditors. The auditor's report was circulated and discussed.

794 ANNUAL INCREASES

Garages

Legal advice will be sought on responsibility and maintenance issues for the garage spaces. This matter was referred to the Estates Committee.

Allotments

After consultation with the Allotment Association, a new five year lease will be drawn up. The rent will remain at £182 linked to the RPI. This matter was referred to the Estates Committee.

Cemetery

The increase in cemetery fees will be considered at the next Finance Committee meeting. The Chair of the Finance Committee will prepare a breakdown of costs and recommend an increase in fees to ensure the cemetery is financially sustainable.

795 RISK REGISTER

The Risk Register was reviewed. The Chair of each committee is to assess the risks relating to their committee and report to the Finance Committee at the meeting on 14th September 2010, as an ongoing monitoring process.

796 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules will change at the end of May 2010 which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

797 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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798 FINANCIAL STATEMENTS TO THE END OF FEBRUARY 2010

The financial statements were considered.

799 BILLS FOR PAYMENT – MARCH 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	Local Gov Act 1972 s011	Konica Minolta	Photocopier	105.54	22.39	127.93	R
2	Local Gov Act 1972 s011	ABP Associates	Bookkeeping 11th March 2010	60.00	0.00	60.00	R
3	Local Gov Act 1972 s011	Wernick Hire	Porta Cabins	303.73	64.43	368.16	R
4	Local Gov Act 1972 s011	CCC	Install Feeder Pillar for Xmas Lights	885.00	132.75	1,017.75	C
5	Local Gov Act 1972 s011	CCC	Provision of Directional signs for Halls	1392.72	208.91	1,601.35	C
6	Local Gov Act 1972 s011	CCC	Footway Lighting 01/12/09 to 31/03/2010	1681.73	294.31	1,976.04	R
7	Local Gov Act 1972 s011	Viking Direct	Stationery	212.71	45.13	257.84	R
8	Local Gov Act 1972 s011	Grants Online	Annual Subscription	115.00	20.13	135.13	R
9	Local Gov Act 1972 s011	CCC	Expenditure for Uncontested Election D Jones	63.53	0.00	63.53	R
10	Local Gov Act 1972 s011	Humyo	Annual Subscription -PC backup	96.83	20.55	117.38	R
11	Local Gov Act 1972 s011	ABP Associates	Bookkeeping 1st April 2010	62.50	0.00	62.50	R
12	Local Gov Act 1972 s011	Carms Tourist Assoc.	Membership for 2010	87.04	0.00	87.04	R

13	9E+07	Local Gov Act 1972 so11	CCC	Uncontested Election	66.53	0.00	66.53	R
14	6E+10 GB/09/ 10	Local Gov Act 1972 so11	Swalec	Electricity -Bridge Street	510.91	26.89	537.80	R
15		Local Gov Act 1972 so11	CCC	Garden Bag Money Refuse & Cutting month ending 31/03/10	906.00	0.00	906.00	
16	1310	Local Gov Act 1972 so11	N J Landscapes		816.88	142.95	959.83	E
					7390.64	971.37	8361.73	

ITEM 8 - It was reported that the Town Forum would be prepared contribute 50% to this item. A meeting with the Forum will be held to clarify the working arrangements of the Project Officer and financial input for the post by both parties. This was referred to Full Council.

Categories:- C = capital R = revenue E = estates S= suspense

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

800 CHEQUES RAISED – MARCH 2010

Chq	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6159	Local Gov Act 1972 s011	G. Sheperdson	Translating Website	375.00	0.00	375.00	R
2 6175	Local Gov Act 1972 s011	HMRC	Paye March 2010	1610.35	0.00	1610.35	R
3 6176	Local Gov Act 1972 s011	Tegwen Burns	Final Tranche	800.00	0.00	800.00	R
				2785.35	0.00	2785.35	

It was **RESOLVED** to note and **Close** this item from the minutes.

801 DIRECT DEBITS –MARCH 2010

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges							
1 1st March	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	R
2 1st March	Local Gov Act 1972 s011	Dwr Cymru	Water	25.00	0.00	25.00	R
3 1st March	Telecom Act 1984 s97	BT	Telephone	99.00	21.00	120.00	R
4 2nd March	Local Gov Act 1972 s011	Swalec	Electricity	61.75	3.25	65.00	R
5 3rd March	Local Gov Act 1972 s011	British Gas	Gas	17.53	0.93	18.46	R
6 15th March	Local Gov Act 1972 s011	British Gas	Gas	18.16	3.86	22.02	R
7 19th March	Local Gov Act 1972 s011	Cathedral Leasing	Hygiene bins	44.40	9.42	53.82	R
				280.34	38.46	318.80	
Variable charges- Telepay							
1 5th March	Local Gov Act 1972 sO11	Telepay	Wages	324.06	0.00	324.06	R
2 11th March	Local Gov Act 1972 sO11	Telepay	Wages	309.46	0.00	309.46	R
3 18th March	Local Gov Act 1972 sO11	Telepay	Wages	309.26	0.00	309.26	R
4 25th March	Local Gov Act 1972 sO11	Telepay	Wages	3177.27	0.00	3177.27	R
				4120.05	0.00	4120.05	

Additional Telepay Charges

1	BACS	Local Gov Act 1972 sO11	76.92	16.32	93.24	R
2	BACS	Local Gov Act 1972 sO11	157.00	0.00	157.00	R
3	BACS	Local Gov Act 1972 sO11	303.73	64.87	368.16	R
4	BACS	Local Gov Act 1972 So11	96.93	20.57	117.50	E
			634.58	101.76	735.90	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

802 RECOVERY OF WAGES – PRINCESS GWENLLIAN CENTRE

It was reported that the Princess Gwenllian Centre had been underpaying monies relating to the caretaker's wages for several years. It was **RESOLVED** that money owed - for the last financial year only - be reclaimed. This amounted to £2662.25 for the year 2009-2010. It was further **RESOLVED** that repayments be spread over a period of 3 years. Note and **Close** this item.

803 REQUESTS FOR FINANCIAL ASSISTANCE

It was **RESOLVED** to make a donation of £101.15 every 6 months to cover the Park Fees for the Junior Teams of the Kidwelly Black cats. Note and **Close** this item.

804 INSURANCE TENDERS

It was **RESOLVED** to tender for the Council's Insurance for the coming year. It was further **RESOLVED** to include the Carnival insurance.

805 CORRESPONDENCE APRIL 2010

The County Council had enquired as to the use of polling cards for the coming Council election. It was **RESOLVED** not to use polling cards. Note and **Close** this item.

806 ANY OTHER URGENT BUSINESS

There was no other urgent business. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

11th MAY 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 11th May 2010

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	J.Gilasbey
	Chair	D.J. Jones
	Councillors:	S.Finch, K.Davies, R.Davies, H.Gilasbey, G.G.Jones, T.M.Burns
	Acting Town Clerk	Lynda Kirkham-Jones
	Town Secretary	A Padgett
Apologies:-	Councillors	J.Lane

Matters Arising from the Finance Committee Meeting of 20th April 2010

53 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were received.

54 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

55 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

No report from the Financial Management Sub-Committee was given.

56 ANNUAL ACCOUNTS

The Town Clerk had previously reported that the accounts for the year 2007-08 and 2008-09 had been forwarded to the internal auditor. The Annual Return for the year ended 31st April 2007 has been received from the external auditors. The auditor's report had been circulated and discussed. A timetable for finalising all outstanding accounts was provided.

57 ANNUAL INCREASES

Cemetery

It was **RESOLVED** to increase all burial fees by 50%. It was noted that Councillor G.G.Jones voted against the increase. This increase will leave an estimated deficit of approximately £1000 for the year 2010-2011. Consideration will be given as to how to manage this deficit at the next meeting of the committee on 15th June 2010.

58 RISK REGISTER

The Risk Register was reviewed. The Chair of each committee is to assess the risks relating to their committee and report to the Finance Committee at the meeting on 14th September 2010, as an ongoing monitoring process.

59 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules will change at the end of May 2010 which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

60 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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61 BILLS FOR PAYMENT – APRIL 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 1486	Local Gov Act 1972 so11	ABP Associates	Bookkeeping	62.50	0.00	62.50	R
2 116194	Local Gov Act 1972 so11	Viking Direct	Inks for Printer	516.99	90.47	607.46	R
3 1491	Local Gov Act 1972 so11	ABP Associates	Bookkeeping	37.50	0.00	37.50	R
4 116192	Local Gov Act 1972 so11	Viking Direct	Stationery	194.19	41.20	235.39	R
5 TONGE/18/4	Local Gov Act 1972 so11	Tonge Decorators	Industrial Museum	5691.55	0.00	5,691.55	C
6 979306	Local Gov Act 1972 so11	Wernick Hire	Hire of Portacabins	317.15	55.50	372.65	R
7 FBL/05/10	Local Gov Act 1972 so11	F Burke-Lloyd	1st Tranche Payment	1000.00	0.00	1,000.00	R
8 1320	Local Gov Act 1972 so11	NJ Landscapes	Cutting & refuse April 2010	1533.76	268.41	1,802.17	E
9 fbl/0510	Local Gov Act 1972 so11	Llanelli Trophies	Outgoing Mayor's Plaque	27.95	0.00	27.95	R
10 fbl/0510/1	Local Gov Act 1972 so11	Kath Nicholas	Cakes for Mayor Making	80.00	0.00	80.00	R
11 fbl/0510/2	Local Gov Act 1972 so11	Gwenllian Hall	Hire of Hall for Mayor Making	60.00	0.00	60.00	R
12 fbl/0510/3	Local Gov Act 1972 so11	Castle News	Gift for Guest Speaker	10.99	0.00	10.99	R
13 fbl/0510/4	Local Gov Act 1972 so11	Pobty Bach y Wlad	Catering for Mayor Making	930.00	0.00	930.00	R
14 fbl/0510/5	Local Gov Act 1972 so11	Fran Burke - Lloyd	Halberdiers Token	4.00	0.00	4.00	R
15 fbl/0510/6	Local Gov Act 1972 so11	Jeanette Gilasbey	Crisps/pop/paper plates	24.00	0.00	24.00	R
16 fbl/0510/7	Local Gov Act 1972 so11	Pontardulais Band	Band for Procession	200.00	0.00	200.00	R
17 ap/0510	Local Gov Act 1972 so11	A Padgett	Hire of Crockery	10.00	0.00	10.00	R
				10700.58	455.58	11156.16	

It was noted that costs for the Mayor Making ceremonies had been dramatically reduced.

Categories:- C = capital R = revenue E = estates S= suspense

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

62 CHEQUES RAISED – APRIL 2010

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6191	Local Gov Act 1972 so11	Blakedown Landscapes	Gate ways phase two	1965.75	344.01	2309.76	C
				1965.75	344.01	2309.76	

Reimbursement for this item will be sought from the County Council.

It was **RESOLVED** to note and **Close** this item from the minutes.

63 DIRECT DEBITS – APRIL 2010

	Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
	Fixed Charges							
1	1st April	Local Gov Act 1972 so11	Dwr Cymru		14.50	0.00	14.50	R
2	1st April	Local Gov Act 1972 so11	Dwr Cymru		25.00	0.00	25.00	R
3	1st April	Telecom Act 1984 s97	British Telecom		99.00	21.00	120.00	R
4	6th April	Local Gov Act 1972 so11	British Gas		17.53	0.93	18.46	R
5	6th April	Local Gov Act 1972 so11	Swalec		61.75	3.25	65.00	R
6	14th Apr	Local Gov Act 1972 so11	CCC		19.60	0.00	19.60	R
7	15th Apr	Local Gov Act 1972 so11	CCC		513.50	0.00	513.50	R
					750.88	25.18	776.06	
	Variable charges- Telepay							
1	7th April	Local Gov Act 1972 so11	Telepay	Wages	312.02	0.00	312.02	R
2	14th April	Local Gov Act 1972 so11	Telepay	Wages Wages (plus caretaker)	311.82	0.00	311.82	R
3	21st April	Local Gov Act 1972 so11	Telepay		1022.62	0.00	1022.62	R
4	29th April	Local Gov Act 1972 so11	Telepay	Wages	2012.05	0.00	2,012.05	R
					3658.51	0.00	3,658.51	
	Additional Telepay Charges							
1	7th April	Local Gov Act 1972 so11 Louise Burman	Telepay	As agreed 20th April 2010	160.00	0.00	160.00	R
2	14th April	Nigel Dorrington		As agreed 20th April 2010	959.83	0.00	959.83	E
3	21st April	Wernick Hire		As agreed 20th April 2010	385.08	0.00	385.08	R
4	29th April	Viking Direct		As agreed 20th April 2010	257.84	0.00	257.84	R
					1762.75	0.00	1762.75	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

64 INSURANCE TENDERS

The Council insurance is due for renewal on 20th May 2010. Tenders had been sent out but only one had been returned. The Chair of Finance will meet with a representative of this company on 13th May 2010. It was **RESOLVED** to determine the choice of insurance company by Executive Action after this meeting on 13th May 2010.

65 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

It was noted that the claim for damage to the cemetery fence had been referred to the insurance company.

66 CORRESPONDENCE MAY 2010

There was no correspondence. Note and **Close** this item.

67 ANY OTHER URGENT BUSINESS – MAY 2010

There was no other urgent business. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

15th June 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 15th June 2010

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	J.Gilasbey
	Chair	D.J. Jones
	Councillors:	S.Finch, K.Davies, R.Davies, H.Gilasbey, J.Lane, T.M.Burns
	Town Clerk	Caroline James
	Deputy Clerk	Lynda Kirkham-Jones
	Town Secretary	A Padgett
Apologies:-	Councillors	G.G.Jones

Matters Arising from the Finance Committee Meeting of 11th May 2010

130 MEMBERS' DECLARATIONS OF INTEREST

Minute 142 – Councillor R.Davies

Minute 144 – Councillors J.Gilasbey and K.Davies

131 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

132 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

No report from the Financial Management Sub-Committee was given. The sub-committee will meet on 14th July 2010.

133 ANNUAL ACCOUNTS

The Town Clerk has formulated a plan of action and timetable for dealing with the outstanding accounts. She reported on progress to date and outlined the procedures that needed to be put in place.

134 ANNUAL INCREASES

Cemetery

It had previously been **RESOLVED** to increase all burial fees by 50%. This increase will leave an estimated deficit of approximately £1000 for the year 2010-2011. It was **RESOLVED** to closely monitor costs, revenue against income. Note and **Close** this item.

135 RISK REGISTER

The Risk Register was reviewed. The Chair of each committee is to assess the risks relating to their committee and report to the Finance Committee at the meeting on 14th September 2010, as an ongoing monitoring process.

136 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules will change at the end of May 2010 which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

137 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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138 BILLS FOR PAYMENT – APRIL 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	979306 Local Gov Act 1972 so11	Wernick Hire	Hire of Portacabins	327.72	57.36	385.08	R
2	1493 Local Gov Act 1972 so11	ABP Associates	Bookkeeping	84.37	0.00	84.37	R
3	1496 Local Gov Act 1972 so11	ABP Associates	Bookkeeping	90.62	0.00	90.62	R
4	1.8E+09 Local Gov Act 1972 so11	WAG	Electricity -Kidwelly Castle Floodlights	1025.79	0.00	1,025.79	R
5	4554 Local Gov Act 1972 so11	Carm Tourist Assoc	Membership 2010	87.04	0.00	87.04	R
6	51 Local Gov Act 1972 so11	Gwenda Shepardson	Translate newsletter	61.30	0.00	61.30	R
7	240482 Local Gov Act 1972 so11	Viking Direct	Printer/scanner for Town Clerk	67.83	14.40	82.23	C
8	240482 Local Gov Act 1972 so11	Viking Direct	Stationery	108.42	23.01	131.43	R
9	PGC/26/05 Local Gov Act 1972 so11	Gwenllian Hall Davies	Hire of Rooms -2nd Feb/13th May	245.00	0.00	245.00	R
10	45432/4/LR Local Gov Act 1972 so11	Craddock Ltd	Council Insurance	6355.53	0.00	6355.53	R
11	261256 Local Gov Act 1972 so11	Viking Direct	2 office chairs TC & PO	79.44	16.86	96.30	C
12	1E+07 Local Gov Act 1972 so11	P C World	Norton -ethernet cables for networking	61.27	10.70	71.97	C
13	668656 Local Gov Act 1972 so11	Argos	2 X Surge protectors	29.77	5.21	34.98	C
14	lkj/25/05 Local Gov Act 1972 so11	Ryman Stationery	White Board PO	4.11	0.88	4.99	C
15	18/dalton ltd Local Gov Act 1972 so11	P E Dalton Ltd	Supply & Fit Carpet & Museum	698.80	0.00	698.80	C
16	BK/06/10 Local Gov Act 1972 so11	FC Bookbinder	Binding of Minutes	100.00	17.50	117.50	C
17	23004 Local Gov Act 1972 so11	Water for you	Water -Staff Welfare	14.70	2.57	17.27	R
18	1.1E+09 Local Gov Act 1972 so11	Konica Minolta	Photocopying (inc newsletter)	224.02	47.53	271.55	R
19	slcc/10/11 Local Gov Act 1972 so11	SLCC	Annual Membership	205.00	0.00	205.00	R
20	83KIDWO1-0610 Local Gov Act 1972 so11	Steve Chilvers	IT Support Oct'09 - May 2010	87.50	0.00	87.50	R
21	83KIDWO1-0610 Local Gov Act 1972 so11	Steve Chilvers	Backup reformat office PC	90.00	0.00	90.00	R
22	83KIDWO1-0610 Local Gov Act 1972 so11	Steve Chilvers	Web site Redevelopment	280.00	0.00	280.00	R
23	1331 Local Gov Act 1972 so11	N J Landscapes	Cutting & Refuse Collection w/e 31/05/10	1,533.76	268.41	1,802.17	E
24	1332 Local Gov Act 1972 so11	N J Landscapes	Supply & erect rail - mem garden	285.45	60.55	346.00	C
25	1332 Local Gov Act 1972 so11	N J Landscapes	Plaster Entrance walls cemetery	218.21	46.29	264.50	C
26	1332 Local Gov Act 1972 so11	N J Landscapes	Repair fence on cemetery Boundary	264.56	56.12	320.68	E

27	1.1E+08	Local Gov Act 1972 s011	Swalec	Electricity Bridge Street	347.24	18.28	365.52	R
28	1501	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	65.62	0.00	65.62	R
29	1496	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	90.62	0.00	90.62	R
30	1499	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	81.25	0.00	81.25	R
31	1504	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	65.62	0.00	65.62	R
32	312149	Local Gov Act 1972 s011	Viking Direct	Stationery	68.65	14.57	83.22	R
					13349.21	660.24	14009.45	

Categories:- C = capital R = revenue E = estates S= suspense

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

139 CHEQUES RAISED – APRIL 2010

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6201	Local Gov Act 1972 so11	HM Revenue & Customs	PAYE for period ending 5th June'10	1760.77	0.00	1760.77	R
				1760.77	0.00	1760.77	

It was **RESOLVED** to note and **Close** this item from the minutes.

140 DIRECT DEBITS –APRIL 2010

Date	Statutory provisions	Expense	Description	£	VAT	Total	Cat
1 4th May	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	R
2 4th May	Local Gov Act 1972 s011	Dwr Cymru	Water	25.00	0.00	25.00	R
3 4th May	Local Gov Act 1972 s011	Swalec	Electricity Contract	61.75	3.25	65.00	R
4 4th May	Telecom Act 1984 S97	BT	Rental	76.98	16.33	93.31	R
5 4th May	Telecom Act 1984 S97	BT	Telephone	99.00	21.00	120.00	R
6 5th May	Local Gov Act 1972 s011	British Gas	Gas	220.40	11.60	232.00	R
7 5th May	Local Gov Act 1972 s011	British Gas	Gas	17.48	0.98	18.46	R
8 14th May	Local Gov Act 1972 s011	British Gas	Gas	18.01	3.97	21.98	R
9 17th May	Local Gov Act 1972 s011	CCC	Rates	16.00	0.00	16.00	R
10 17th May	Local Gov Act 1972 s011	CCC	Rates	511.00	0.00	511.00	R
				1060.12	57.13	1117.25	

Variable charges- Telepay

1 6th May	Local Gov Act 1972 s011	Wages		325.26	0.00	325.26	R
2 13th May	Local Gov Act 1972 s011	Wages		315.26	0.00	315.26	R
3 20th May	Local Gov Act 1972 s011	Wages (plus caretaker)		1129.96	0.00	1129.96	R
4 27th May	Local Gov Act 1972 s011	Wages		1140.51	0.00	1,140.51	R/C
				2910.99	0.00	2,910.99	

Additional Telepay Charges

		Local Gov Act 1972 s011	BACS				
1	13th May	NJ	As agreed in Finance meeting				
		Landscapes	11th May	1533.66	268.41	1802.07	E
2	13th May	ABP	As agreed in Finance meeting				
		Associates	11th May	100.00	0.00	100.00	R
3	13th May	Wernick Hire	As agreed in Finance meeting				
			11th May	317.15	55.50	372.65	R
4	13th May	Viking Direct	As agreed in Finance meeting				
			11th May	711.18	131.67	842.85	R
				2661.99	455.58	3117.57	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

141 INSURANCE TENDERS

The Council insurance has been renewed. Royal & Sun Alliance cover the main insurance with Executive liability covered by Markel UK Ltd and 24 Station Road by Nig. Note and **Close** this item.

142 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

1. Twinning Lunch – It was **RESOLVED** to pay for a meal for the visitors from St Jacut de la Mer up to a limit of £500. Note and **Close** this item.

2. The Exhibition Rooms at the Industrial Museum will be opened on 19th June 2010. Councillors were encouraged to attend the ceremony. Costs for the rooms will be monitored. Note and **Close** this item.

3. A list of items required by Mynyddgarreg Hall was presented. It was **RESOLVED** to pay for the roof repairs and the door. It was agreed that a policy for funding the community halls was required. This matter was referred to the Policy & Strategy Committee. Note and **Close** this item.

4. Cofio Grav – it was **RESOLVED** to take over responsibility for maintenance of the memorial stone, path and bank once work has been completed. This will be added to the Council's insurance. It was further **RESOLVED** that the Project Officer investigate costs and sources of funding for a memorial interpretation board. Note and **Close** this item.

143 CORRESPONDENCE JUNE 2010

1	Welsh Assembly Government	A circular detailing changes to Accounts and Audit Regulations have been received and are available for information in the office or online at http://wales.gov.uk/topics/localgovernment/finandfunding/publications/capfinsystem/?lang=en . Note and Close this item.
2	One Voice Wales	It was agreed that the Mayor and deputy Mayor attend the One Voice Wales Conference on 9 th October 2010. Note and Close this item.
3	The Mayor	The Mayor proposed to hold Council Surgeries once a month in the Parish Rooms. This matter was referred to Full Council. Note and Close this item.

144 ANY OTHER URGENT BUSINESS – JUNE 2010

1. A request for information had been received. It had previously been resolved to release the information. It was **RESOLVED** that the content of the accompanying letter, drafted by the Town Clerk, be approved. Note and **Close** this item.

2. The Princess Gwenllian Hall Trustees have requested that a loan be granted to pay for the cost of the planning application. It was **RESOLVED** to pay the full cost of the planning application for Phase 2. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

20th July 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 20th July 2010

Present:-	Town Mayor	F.Burke–Lloyd
	Deputy Mayor	J.Gilasbey
	Chair	D.J. Jones
	Councillors:	S.Finch, R.Davies, H.Gilasbey, J.Lane, T.M.Burns, G.G.Jones, B.Huws, R.Thomas
	Town Clerk	Geraint Thomas
	Finance Secretary	Lynda Kirkham-Jones
	Town Secretary	A Padgett
Apologies:-	Councillors	K.Davies

Matters Arising from the Finance Committee Meeting of 15th June 2010

179 MEMBERS' DECLARATIONS OF INTEREST

Minute 186 [2] [a]– Councillor S.Finch and Lynda Kirkham-Jones left the room.

Minute 190 (1) Councillor H.Gilasbey

Minute 192 – Councillor J. Gilasbey

180 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

181 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

It was noted that the Financial Management Sub-Committee scheduled for 14th July 2010 was cancelled. Note and **Close** this item.

182 ANNUAL ACCOUNTS

Accounts 2007–2008, 2008-2009, 2009-2010

The accounts had previously been circulated. The Town Clerk informed members of a change in regulations. The 2009-2010 accounts will have to be externally audited before they can be signed off.

It was **RESOLVED** to accept the accounts for the year 2007-2008.

It was **RESOLVED** to accept the accounts for the year 2008-2009.

It was **RESOLVED** to accept the accounts for the year 2009-2010, subject to approval of the external auditors.

The accounts will be posted on the website.

183 RISK REGISTER

The Risk Register was reviewed. The Chair of each committee is to assess the risks relating to their committee and report to the Finance Committee at the meeting on 14th September 2010, as an ongoing monitoring process.

184 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules are changing, which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

185 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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186 AUDITORS' REPORTS

[1] DCK Beaver Report

[a] The report stated that the Quickbooks accounts package currently used was not the most effective system available for local authority purposes. It was **RESOLVED** to purchase the Financial Director Omega Package as recommended by the external auditors. The cost of £2000 will be taken from capital. This includes 2 days on site training and support.

[b] The report stated that the Project Officer's salary cannot be funded from capital. Consequently a revenue source for this is needed.

[2] Carmarthenshire County Council Report

[a] It was agreed to pay Lynda Kirkham-Jones for the additional hours worked during the audit and arrears due.

[b] Consideration of the hours of work for the Town Clerk was referred to the Establishment Committee.

A budget setting summary template was presented. It was agreed to use this template in addition to the usual financial statements.

187 BILLS FOR PAYMENT – JUNE 2010

	Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	322472	Local Gov Act 1972 s011	Viking Direct	Paper, Carnival Progs.	19.77	4.19	23.97	R
2	989204	Local Gov Act 1972 s011	Wernick Hire	Hire of Portacabins/ June	307.43	65.22	372.65	R
3	1505	Local Gov Act 1972 s011	ABP Associates	Bookeeping 16th June	75.00	0.00	75.00	R
4	22643/22088	Local Gov Act 1972 s011	Water for You	Water	38.10	8.09	46.19	R
5	12999	Local Gov Act 1972 s011	Allwag	KTC Pin Badges	414.90	88.01	502.91	R
6	21720	Local Gov Act 1972 s011	Wernick Hire	Hire of Portacabins/July	317.69	67.39	385.08	R
7	KID//tc	Local Gov Act 1972 s011	Just Print	Carnival Banners	184.18	39.07	223.25	R
8	22643	Local Gov Act 1972 s011	Water for You	Water	23.85	5.06	28.91	R
9	22088	Local Gov Act 1972 s011	Water for You	Water	14.25	3.03	17.28	R
10	3005	Local Gov Act 1972 s011	Travis Perkins	Fencing Pins & Barrier Tape/ Carnival	27.62	5.87	33.49	R
11	85kidw01	Local Gov Act 1972 s011	Steve Chilvers	Emergency IT Support / Lightening	135.00	0.00	135.00	R
12	TCPC3733	Local Gov Act 1972 s011	DCK Beavers Ltd	3 x Annual returns/ Audit	3102.00	658.00	3760.00	RES
13	b/q 001	Local Gov Act 1972 s011	Fran Burke-Lloyd	Flowers/ compost for planters	47.18	0.00	47.18	E
14	Pa/fbl	Local Gov Act 1972 s011	Pauline Williams	Sandwiches for hospitality tent	120.00	0.00	120.00	R
15	fbl/02/07	Local Gov Act 1972 s011	F Burke-Lloyd	Food/Drinks for Hospitality tent	283.21	0.00	283.21	R
16	jjg/01/07	Local Gov Act 1972 s011	Jeanette Gilasbey	Refreshments for exhibition room opening	13.22	0.00	13.22	R

17	PR/07	Local Gov Act 1972 s011	Parish Rooms	Hire for lighting committee meeting	8.00	0.00	8.00	R
18	501	Local Gov Act 1972 s011	Castle News	Weekly Newspapers	20.70	0.00	20.70	R
19	360214	Local Gov Act 1972 s011	Viking Direct	Ink Stamp	18.40	3.91	22.31	R
20	443676	Local Gov Act 1972 s011	Viking Direct	Stationery	83.67	17.75	101.42	R
					5254.17	965.59	6219.77	

Categories:- C = capital R = revenue E = estates S= suspense Res = reserve
It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

188 CHEQUES RAISED – JUNE 2010

	Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1	22-Jun	Local Gov Act 1972 s011	CCC	Planning for PGC	3300.00	0.00	3300.00	Res
2	30-Jun	Local Gov Act 1972 s011	Staff	Wages	1721.14	0.00	1721.14	R
3	07-Jul	Local Gov Act 1972 s011	HMRevenue	PAYE -period ending 5th July	1538.12	0.00	1538.12	R
					5021.14	0.00	5021.14	

It was **RESOLVED** to note and **Close** this item from the minutes.

189 DIRECT DEBITS –JUNE 2010

	Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges								
1	1st June	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	R
2	1st June	Local Gov Act 1972 s011	Dwr Cymru	Water	25.00	0.00	25.00	R
3	1st June	Telecom Act 1984 S97	British Telecom	Telephone	99.00	21.00	120.00	R
4	2nd June	Local Gov Act 1972 s011	Swalec	Electricity	61.75	3.25	65.00	R
5	2nd June	Local Gov Act 1972 s011	CCC	Rates	232.00	0.00	232.00	R
6	3rd June	Local Gov Act 1972 s011	British Gas	Gas	17.53	0.93	18.46	R
7	11th June	Local Gov Act 1972 s011	Cathedral Leasing	Feminine Hygiene	45.36	9.63	54.99	R
8	14th June	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	R
					516.02	35.91	551.93	
Variable charges- Telepay								
1	2nd June	Local Gov Act 1972 s011	Wages		419.16	0.00	419.16	R
2	8th June	Local Gov Act 1972 s011	Wages		419.16	0.00	419.16	R
3	23rd June	Local Gov Act 1972 s011	Wages (plus caretaker)		1130.16	0.00	1130.16	R
4	30th June	Local Gov Act 1972 s011	Wages		1353.50	0.00	1,353.50	R
					3321.98	0.00	3,321.98	
Additional Telepay Charges								
1	17th June	Local Gov Act 1972 s011	BACS					
			Steve Chilvers	As approved in Finance 15th June	457.50	0.00	457.50	R
2	17th June		N J Landscapes	As approved in Finance 15th June	2523.41	535.28	3058.69	E
3	17th June		ABP Associates	As approved in Finance 15th June	478.10	0.00	478.10	R

4	17th June	Wernick Hire	As approved in Finance 15th June	317.69	67.39	385.08	R
5	17th June	Viking Direct	As approved in Finance 15th June	324.37	68.81	393.18	R
				4101.07	671.48	4772.55	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

190 REQUESTS FOR FINANCIAL ASSISTANCE

The following requests were received:-

1	Gwendraeth – Cerdd Dant Festival		No donation
2	Tenovus		No donation
3	Shelter Cymru	£50	
4	Kidwelly Rugby Football Club		Deferred until October
	<u>TOTAL</u>	£	

Note and **Close** this item

191 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES

[1] It was **RESOLVED** to add the following to the Financial Regulations:-

5.2a The Mayor’s Tranche shall be paid into Kidwelly Town Council’s “Kidwelly Town Council Mayor’s Charity Account”, which shall be administered by the Mayor. Issuing of cheques shall be at the Mayor’s discretion and only the Mayor’s signature will be required.

Quarterly statements on usage of the account are to be submitted to the Town Clerk for perusal. At the end of the Mayoral year, all statements, receipts etc. are to be given to the Town Clerk for auditing purposes and reconciliation. This should be no later than 4 weeks after the end of the Mayoral term.

Councillor Jean Lane was absent for items [2] and [3] below.

[2] Paving slabs at the Quay

The Estates Committee had previously resolved to remove the unstable paving slabs at the Quay and reuse them for the cemetery paths, replacing them with scalpins. It was **RESOLVED** to fund this work from the Estates budget.

[3] Flagpoles

The Estates Committee had previously resolved to erect 3 or 4 flagpoles near the War Memorial. It was **RESOLVED** to fund this on a supply and fit basis out of capital.

192 CORRESPONDENCE JULY 2010

1	Princess Gwenllian Hall Trustees	A request for funding for lighting for the stage has been received. It was RESOLVED to defer consideration of the request until the Policy & Strategy Committee has determined a policy for allocation of financial support to the community halls.
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193 ANY OTHER URGENT BUSINESS – JULY 2010

There was no further business to consider. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

14th September 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 14th September 2010

Present:- Deputy Mayor J.Gilasbey
Chair D.J. Jones
Councillors: S.Finch, R.Davies, H.Gilasbey, K.Davies
G.G.Jones, B.Huws, R.Thomas
Town Clerk Geraint Thomas
Finance Secretary Lynda Kirkham-Jones
Town Secretary A Padgett
Apologies:- Councillors F.Burke-Lloyd, T.Burns, J.Lane

Matters Arising from the Finance Committee Meeting of 20th July 2010

279 MEMBERS' DECLARATIONS OF INTEREST

Minute 292 - County Councillor K.Davies and Councillor J.Gilasbey left the room.

280 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. The Town Clerk has taken up this issue with the Auditors and is awaiting a response.

281 ANNUAL ACCOUNTS

Accounts 2007-2008, 2008-2009, 2009-2010

The accounts had previously been circulated. The Town Clerk informed members of a change in regulations. The 2009-2010 accounts will have to be externally audited before they can be signed off.

It was **RESOLVED** to accept the accounts for the year 2007-2008.

It was **RESOLVED** to accept the accounts for the year 2008-2009.

It was **RESOLVED** to accept the accounts for the year 2009-2010, subject to approval of the external auditors. The accounts will be posted on the website. Note and **close** this item.

282 RISK REGISTER

Observations from Chairs of committees had been received. The Town Clerk will compile the data provided and report back to committee.

283 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules are changing, which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

284 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. A reply is awaited.
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285 AUDITORS' REPORTS

DCK Beaver Report

The Financial Director Omega Package as recommended by the external auditors has been purchased and installed. Note and **close** this item.

286 BILLS FOR PAYMENT – JULY/AUGUST 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	L/LL/ 0810 Local Gov Act 1972 s011	Lyn Llewellyn	Internal Audit -08 & 09	650.00	0.00	650.00	R
2	1511 9122 Local Gov Act 1972 s011	ABP Associates	Bookkeeping 21st July	56.25	0.00	56.25	R
3	5138 11996 Local Gov Act 1972 s011	Ordnance Survey	Licence -08/10 -08/11	54.75	9.58	64.33	R
4	967 1006 Local Gov Act 1972 s011	PC World	Norton pc protection	42.56	7.44	50.00	R
5	847 Local Gov Act 1972 s011	Wernick Hire	July Portacabin Hire	327.72	57.36	385.08	R
6	24025 Ovw Local Gov Act 1972 s011	Water For You	Water	24.50	4.29	28.79	R
7	/08/10 PR08 Local Gov Act 1972 s011	One Voice Wales St Mary's Parish Rooms	Training Lighting committeee 27.07.10	1050.00	0.00	1050.00	R
8	/10 Local Gov Act 1972 s011	ABP Associates	Bookkeeping 4th August	8.00	0.00	8.00	R
9	1522 WM Telecom Act 1984 s97	British Telecom	Rental charges for internet	50.00	0.00	50.00	R
10	3778 Local Gov Act 1972 s011	NJ Landscapes	Cutting & Refuse July	75.00	13.12	88.12	R
11	1339 Local Gov Act 1972 s011	JNC Fire Protection	Service Fire Extinguisher	1583.76	277.16	1860.92	E
12	1456 Local Gov Act 1972 s011	ABP Associates	Bookeeping	68.50	11.99	80.49	R
13	1523 595 Local Gov Act 1972 s011	Viking Direct	Stationery	62.50	0.00	62.50	R
14	542 423 Local Gov Act 1972 s011	Konica Minolta	Copier Rental -Annual	100.02	21.22	121.24	R
15	773 423 Local Gov Act 1972 s011	Konica Minolta	Copies	132.18	23.13	155.31	R
16	773 Local Gov Act 1972 s011	ABP Associates	Bookkeeping August Portacabin	96.32	16.86	113.18	R
17	1524 1017 Local Gov Act 1972 s011	Wernick Hire	Hire Removal of Slabs at Quay	40.62	0.00	40.62	R
18	568 Local Gov Act 1972 s011	N J Landscapes	Cutting & Refuse August	327.72	57.36	385.08	R
19	1364 Local Gov Act 1972 s011	N J Landscapes	Financial Omega Software	256.00	40.80	300.80	E
20	1365 Local Gov Act 1972 s011	RBS Software Solutions	Electricity & Water (June 09/Aug 10) Twinning BBQ 146 @£2	1533.76	268.41	1802.17	E
21	21443 Pgc Local Gov Act 1972 s011	PGC	Optical Mouse	1324.00	231.70	1555.70	C
22	09/10 Local Gov Act 1972 s011	Argos	Expenses x2	768.00	0.00	768.00	R
23	Pgc 09/10/tw Local Gov Act 1972 s011	PGC	Supplies for cemetery Training on Omega 1st Sep	292.00	0.00	292.00	R
24	703388 TPC Local Gov Act 1972 s011	DCK Beavers Ltd	Data entry to Omega 10.09.10	19.53	3.42	22.95	R
25	3814 09A Local Gov Act 1972 s011	Travis Perkins		851.80	149.06	1000.86	C
26	CD429 Local Gov Act 1972 s011	ABP Associates		61.29	10.73	72.02	E
27	1526 Local Gov Act 1972 s011	ABP Associates		93.75	0.00	93.75	R
28	1530 Local Gov Act 1972 s011	ABP Associates		37.50	0.00	37.50	R
				9795.49	1192.90	10992.39	

Categories:- C = capital R = revenue E = estates S= suspense Res = reserve
It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

287 CHEQUES RAISED – JULY/AUGUST 2010

Chq.	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
Aug	Local Gov Act 1972 s011	CCC	Planning permission flag poles	165.00	0.00	165.00	R
Aug	Local Gov Act 1972 s011	HM Revenue	PAYE	1235.51	0.00	1235.51	R
Bacs	Local Gov Act 1972 s011	NJ Landscapes	Cutting & Refuse June 2010	1583.76	277.16	1860.92	E
				2984.27	277.16	3261.43	

It was **RESOLVED** to note and **Close** this item from the minutes.

288 DIRECT DEBITS – JULY/AUGUST 2010

	Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
	Fixed Charges							
1	2nd July	Local Gov Act 1972 s011	British Gas	Gas	15.22	3.24	18.46	R
2	2nd July	Local Gov Act 1972 s011	Swalec	Electricity	61.75	3.25	65.00	R
3	2nd July	Local Gov Act 1972 s011	British Gas	Gas	228.00	12.00	240.00	R
4	15th July	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	R
5	15th July	Local Gov Act 1972 s011	CCC	Rates	511.00	0.00	511.00	R
6	15th July	Local Gov Act 1972 s011	CCC	Rates	16.00	0.00	16.00	R
7	18th July	Telecom Act 1984 s97	British Telecom	Telephone	72.69	15.43	88.12	R
8	2nd Aug	Local Gov Act 1972 s011	British Gas	Gas	15.22	3.24	18.46	R
9	2nd Aug	Local Gov Act 1972 s011	Swalec	Electricity	61.75	3.25	65.00	R
10	2nd Aug	Local Gov Act 1972 s011	British Gas	Gas	228.00	12.00	240.00	R
11	15th Aug	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	R
12	16th Aug	Local Gov Act 1972 s011	CCC	Rates	16.00	0.00	16.00	R
13	18th Aug	Telecom Act 1984 s97	British Telecom	Telephone	72.69	15.43	88.12	R
					1340.08	70.04	1410.12	
	Variable charges- Telepay							
1	9th July	Local Gov Act 1972 s011	Telepay	Wages	434.36	0.00	434.36	R
2	15th July	Local Gov Act 1972 s011	Telepay	Wages	1309.47	0.00	1309.47	R
3	22nd July	Local Gov Act 1972 s011	Telepay	Wages	315.06	0.00	315.06	R
4	23rd July	Local Gov Act 1972 s011	Telepay	Wages	2137.72	0.00	2,137.72	R
5	3rd Aug	Local Gov Act 1972 s011	Telepay	Wages	315.26	0.00	315.26	R
6	11th Aug	Local Gov Act 1972 s011	Telepay	Wages	1026.06	0.00	1,026.06	R
7	19th Aug	Local Gov Act 1972 s011	Telepay	Wages	315.26	0.00	315.26	R
8	25th Aug	Local Gov Act 1972 s011	Telepay	Wages	2138.92	0.00	2,138.92	R
					7992.11	0.00	7,992.11	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

289 BUDGET PROPOSALS FOR 2011 - 2012

The Town Clerk has received no feedback from any councillor regarding budget proposals. He requested submissions by 21st September 2010. Proposals given at the meeting: Street flowers, traffic calming CCTV and walkie-talkies for use at events.

290 MYNYDDYGARREG HALL REQUESTS

The Town clerk has met with members of the hall committee who made their requirements known. The list of items has been circulated. Funding for the hall will be considered at the Policy & Strategy Committee on 28th September 2010. The Town Clerk will investigate Community Council funding for Community Halls and will take advice from the auditors as to the appropriate sources from which to fund items requested.

291 CORRESPONDENCE AUGUST / SEPTEMBER 2010

There was no correspondence. Note and **close** this item.

292 ANY OTHER URGENT BUSINESS – SEPTEMBER 2010

Due to legislative changes, a new Flood Risk Assessment and Building Regulations are required for Phase 2 of the Hall development. It was **RESOLVED** to pay for these. This matter was referred to the Policy & Strategy Committee to consider funding of community halls. Note and **close** this item.

KIDWELLY TOWN COUNCIL

12th October 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 12th October 2010

Present:- Town Mayor F.Burke-Lloyd
Deputy Mayor J.Gilasbey
Chair D.J. Jones
Councillors: S.Finch, R.Davies, T.Burns, B.Huws, R.Thomas
Town Clerk Geraint Thomas
Finance Secretary Lynda Kirkham-Jones
Town Secretary A Padgett

Apologies

Accepted:- Councillors K.Davies, H.Gilasbey, G.G.Jones, J.Lane

Matters Arising from the Finance Committee Meeting of 14th September 2010

354 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

355 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES

Concern had been expressed that any elector can incur charges without reference to the Town Council. This had been queried with the Wales Audit Office through their complaints procedure. No further information is available on this issue. Note and **Close** this item.

356 RISK REGISTER

Observations from Chairs of committees had been received. The Town Clerk will compile the data provided and report back to committee.

357 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules are changing, which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

358 CORRESPONDENCE – FEBRUARY 2010

3	BDO	An elector's query regarding authorisation for flood prevention work on Mynyddygarreg mountain has been received. A response has been made. No further information is available on this issue. Note and Close this item.
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359 BUDGET 2011 - 2012

The Town Clerk informed members that the half yearly accounts will be circulated before the November meeting of the Finance Committee. A budget presentation will be presented at the Budget Setting meeting which will be held on 16th November 2010. A provisional second meeting is scheduled for 23rd November 2010.

360 MYNYDDYGARREG HALL REQUESTS

The Town clerk has met with members of the hall committee who made their requirements known. The list of items has been circulated. Funding for the hall was considered at the Policy & Strategy Committee on 28th September 2010. The Town Clerk will investigate Community Council funding for Community Halls and will take advice from the auditors as to the appropriate sources from which to fund items requested.

361 BILLS FOR PAYMENT –SEPTEMBER 2010

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	PGC/10 Local Gov Act 1972 so11	Gwenllian Hall	Electricity/Water	60.00	0.00	60.00	R
2	1/3742675 Local Gov Act 1972 so11	Nichols & Clarke	Radar Lock & Keys	25.62	4.48	30.10	E
3	92466848 Local Gov Act 1972 so11	CCC	Trade Waste Bin - Annual Payment	993.20	173.81	1167.01	R
4	130856 Local Gov Act 1972 so11	Flags & Flagpoles	4 Flag Poles & 2 Flags	354.50	62.04	416.54	C
5	PGC/14/1 0 Local Gov Act 1972 so11	Gwenllian Hall	Hire of Hall 08/06/10-24/08/10	200.00	0.00	200.00	R
6	OVW.10 Local Gov Act 1972 so11	One Voice Wales	Standing Order Publication	25.00	0.00	25.00	R
7	1506 Local Gov Act 1972 so11	ABP Associates	Bookkeeping	15.00	0.00	15.00	R
8	1531 Local Gov Act 1972 so11	ABP Associates	Bookkeeping	62.50	0.00	62.50	R
9	1507 Local Gov Act 1972 so11	ABP Associates	Bookkeeping	50.00	0.00	50.00	R
10	1017568 Local Gov Act 1972 so11	Wernick Hire	Portacabin Hire	317.69	67.39	385.08	R
11	92490754 Local Gov Act 1972 so11	CCC	Footway Lighting 01/04/10-31/07/10	1757.10	307.49	2064.59	R
12	rtltd/10/10 HG/TE Local Gov Act 1972 so11	R T Electrics Ltd	Christmas Lighting 2009	6283.87	1099.68	7383.55	R
13	/09/10 CN/NA Local Gov Act 1972 so11	Cllr H Gilasbey	Travel Expenses (Kid to Llangynog) 33m	18.41	0.00	18.41	R
14	/10/10 utk/10/ 10/1 Local Gov Act 1972 so11	Castle News	Newspapers -31/07 - 02/10	16.15	0.00	16.15	R
15	utk/10/ 10/1 Local Gov Act 1972 so11	Ungoed Thomas & King	Solicitors cost - title MYG hall	242.34	51.41	293.75	R
16	utk/10/ 10/2 Local Gov Act 1972 so11	Ungoed Thomas & King	Solicitors- Sale of Bridge St	974.32	206.68	1181.00	R
17	760225 FBL/TE Local Gov Act 1972 so11	Viking Direct	Stationery	51.99	11.04	63.03	R
18	/10/10 Local Gov Act 1972 so11	Cllr F Burke -Lloyd	Travel Expenses 50m	27.90	0.00	27.90	R
				11,475.59	1984.02	13459.61	

Categories:- C = capital R = revenue E = estates S= suspense Res = reserve

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

362 CHEQUES RAISED – SEPTEMBER 2010

Cheque/BACS	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1	BACS Local Gov Act 1972 so11	HMR	PAYE	1452.62	0.00	1452.62	R
				1452.62	0.00	1452.62	

It was **RESOLVED** to note and **Close** this item from the minutes.

363 DIRECT DEBITS – SEPTEMBER 2010

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
1st Sep	Local Gov Act 1972 s011	Dwr Cymru	Water	12.50	0.00	12.50	R
1st Sep	Local Gov Act 1972 s011	Dwr Cymru	Water	25.00	0.00	25.00	R
1st Sep	Telecom Act 1984 s97	BT	Telephone	99.00	21.00	120.00	R
2nd Sep	Local Gov Act 1972 s011	British Gas	Gas	17.60	0.93	18.53	R
2nd Sep	Local Gov Act 1972 s011	Swalec	Electricity	53.62	11.38	65.00	R

6	2nd Sep	Local Gov Act 1972 s011	CCC	Rates	240.00	0.00	240.00	R
7	10th Sep	Local Gov Act 1972 s011	Cathedral Leasing	Hygiene bins	45.36	9.63	54.99	R
8	15th Sep	Local Gov Act 1972 s011	CCC	Rates	16.00	0.00	16.00	R
9	15th Sep	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	R
10	18th Sep	Telecom Act 1984 s97	British Telecom	Telephone	72.69	15.43	88.12	R
					602.65	59.47	662.12	
Variable charges- Telepay								
1	3rd Sep	Local Gov Act 1972 s011	Telepay	Wages	325.46	0.00	325.46	R
2	10th Sep	Local Gov Act 1972 s011	Telepay	Wages (inc Caretaker)	2261.57	0.00	2261.57	R
3	17th Sep	Local Gov Act 1972 s011	Telepay	Wages	315.26	0.00	315.26	R
4	23rd Sep	Local Gov Act 1972 s011	Telepay	Wages	2470.34	0.00	2,470.34	R
5	30th Sep	Local Gov Act 1972 s011	Telepay	Wages	315.26	0.00	315.26	R
					5687.89	0.00	5,687.89	
Additional Telepay Charges								
		Local Gov Act 1972 s011	BACS					
1	15th Sep	NJ Landscapes			3270.20	693.69	3963.89	E
2	15th Sep	ABP Associates			340.62	0.00	340.62	R
3	15th Sep	Wernick Hire			635.38	134.78	770.16	R
4	15th Sep	Viking Direct			100.02	21.22	121.24	R
5	15th Sep	Steve Chilvers			140.00	0.00	140.00	R
					4486.22	849.69	5335.91	

A meeting with the Library Officers has been requested to plan the future use of the service. This will be expedited as a matter of urgency. Arrangements for paying for heating, lighting and other items will be considered.

It was **RESOLVED** to note and **Close** this table from the minutes.

364 REQUESTS FOR FINANCIAL ASSISTANCE

It was **RESOLVED** to purchase an engraved commemorative glass teardrop to present to Ysgol Mynyddygarreg on its 125th birthday.

Consideration of Requests for Financial Assistance will be deferred until 9th November 2010. Rules relating to donations and grants will be clarified.

365 CORRESPONDENCE OCTOBER 2010

There was no correspondence. Note and **close** this item.

366 ANY OTHER URGENT BUSINESS – OCTOBER 2010

Christmas Lighting:-

It was **RESOLVED** to hire lamppost decorations on a three year lease from Lumalite. The County Council are providing connections and timers for 13 lampposts at a cost of £230 per lamp. This is a one off cost.

The Lighting Committee will choose the designs for the decorations to be used. R.T.Electrics will be requested to clarify some items in their quotation. Thanks were expressed to Councillor D. Jones for his initiative on coloured filters for the Castle lights and to the Mayor and Deputy Mayor for their work for the lighting committee. This item will be re-named CHRISTMAS LIGHTING.

KIDWELLY TOWN COUNCIL

9th November 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 9th November 2010

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	J.Gilasbey
	Chair	D.J. Jones
	Councillors:	S.Finch, R.Davies, T.Burns, B.Huws, R.Thomas, J.Lane, K.Davies
	Town Clerk	Geraint Thomas
	Finance Secretary	Lynda Kirkham-Jones
	Town Secretary	A Padgett
Apologies	Councillors	G.G.Jones, H.Gilasbey

Matters Arising from the Finance Committee Meeting of 12th October 2010

416 MEMBERS' DECLARATIONS OF INTEREST

Minute 426 (6) - Councillor K.Davies left the room. Minute 426 (8) – Councillor R.Davies

417 RISK REGISTER

Observations from Chairs of committees had been received. The Town Clerk will compile the data provided and report back to committee.

418 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules are changing, which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

419 BUDGET 2011 - 2012

A budget presentation will be presented at the Budget Setting meeting which will be held on 16th November 2010. A provisional second meeting is scheduled for 23rd November 2010. The Town Clerk reported that only 2 requests for items to be included in the revenue budget had been received.

420 MYNYDDYGARREG HALL REQUESTS

The Town clerk has met with members of the hall committee who made their requirements known. The list of items has been circulated. Funding for the hall was considered at the Policy & Strategy Committee on 28th September 2010. The Town Clerk will investigate Community Council funding for Community Halls and will take advice from the auditors as to the appropriate sources from which to fund items requested.

421 CHRISTMAS LIGHTING

It had previously been **RESOLVED** to hire lamppost decorations on a three year lease from Lumalite. The County Council are providing connections and timers for 13 lampposts at a cost of £230 per lamp. This is a one off cost.

The Lighting Committee has chosen the designs for the decorations to be used.

422 FINANCIAL STATEMENTS

The half yearly Financial Statements were circulated. Overspends were noted. Full discussion will be undertaken at the Budget setting meeting on 16th November 2010. The Town Clerk circulated a paper on Zero Budgeting which will also be considered at that meeting.

423 BILLS FOR PAYMENT –OCTOBER 2010

	Invoice No	To	Re	Net	Vat	Total	Cat
	92498						
1	180	CCC	Town & Community Seminar	17.02	2.98	20.00	R
2	802085 00007	Viking Direct	Set of Ink cartridges for printer	578.99	101.32	680.31	R
3	LKJ	One stop Promotions	Remainder owing for Flagpoles	12.11	2.58	14.69	C
	SMC/		Hire of Parish Rooms Council				
4	10/10	St Mary's Church	Surgery	16.00	0.00	16.00	R
	SMC/		Hire of Parish Rooms Lighting				
5	AO/10/1 OVW	St Mary's Church	Committee	16.00	0.00	16.00	R
6	/21/09 OVW/26	One Voice Wales	Training -21st September	325.00	0.00	325.00	R
7	/10 92502	One Voice Wales	Training- 26th October	300.00	0.00	300.00	R
8	560 1037	CCC	Twining Signs	1423.90	249.19	1673.09	C
9	505	Wernick Hire	October Porta Cabin Hire	327.72	57.36	385.08	R
			Supply & Fix tablet to war				
10	1209	BM Phillips	memorial	870.00	152.25	1022.25	C
11	1535	ABP Associates	Bookkeeping 5th October	93.75	0.00	93.75	R
12	1534 855	ABP Associates	Bookkeeping 13th October	100.00	0.00	100.00	R
13	574	Viking Direct	Stationery	79.41	16.85	96.26	R
14	25259 PTW	Water for You	Water	57.00	12.10	69.10	R
15	/MR	One Voice Wales	Planning Training Workshop /P.O.	25.00	0.00	25.00	R
16	1383	NJ Landscapes	Cutting & Refuse September	1533.76	268.41	1802.17	E
			Supply new door and lock hair				
17	1386	NJ Landscapes	salon	180.00	31.50	211.50	E
			Dig and concrete 4 holes for				
18	1385	NJ Landscapes	flagpoles	110.00	19.25	129.25	C
19	1384	NJ Landscapes	Lay new paths at cemetery	1686	295.05	1981.05	C
				7751.66	1208.84	8960.50	

Categories:- C = capital R = revenue E = estates S= suspense Res = reserve

It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

424 CHEQUES RAISED – OCTOBER 2010

	Cheque/BACS	Payee	Description	Net	Vat	Total	Cat
1	BACS	NJ LANDSCAPES	Cutting & Refuse September	1533.76	268.41	1802.17	E
				1533.76	268.41	1802.17	

It was **RESOLVED** to note and **Close** this item from the minutes.

425 DIRECT DEBITS – OCTOBER 2010

	Date Fixed Charges	Expense	Description	£	VAT	Total £	Cat
1	1st Oct	Dwr Cymru	Water	12.50	0.00	12.50	R
2	1st Oct	Dwr Cymru	Water	25.00	0.00	25.00	R
3	1st Oct	BT	Telephone	99.00	21.00	120.00	R
4	4th Oct	British Gas	Gas	17.53	0.93	18.46	R
5	4th Oct	Swalec	Electricity	61.75	3.25	65.00	R
6	4th Oct	CCC	Rates	240.00	0.00	240.00	R
7	14th Oct	British Gas	Gas	20.88	1.10	21.98	R
8	14th Oct	CCC	Rates	16.00	0.00	16.00	R
				492.66	26.28	518.94	
Variable charges- Telepay							
1	1st Oct	Telepay	Wages	315.26	0.00	315.26	R
2	7th Oct	Telepay	Wages	1026.06	0.00	1026.06	R
3	14th Oct	Telepay	Wages	315.46	0.00	315.46	R
4	21st Oct	Telepay	Wages	315.46	0.00	315.46	R
5	28th Oct	Telepay	Wages	2148.09	0.00	2148.09	R
				4120.33	0.00	4120.33	
Additional Telepay Charges - BACS							
1	Oct 1st	CCC Pensions		1348.80	0.00	1348.80	R
2	Oct 14th	ABP Associates		127.50	0.00	127.50	R
3	Oct 14th	Wernick Hire		307.43	65.22	372.65	R
4	Oct 14th	Viking Direct		51.99	11.04	63.03	R
				1835.72	76.26	1911.98	

It was **RESOLVED** to note and **Close** this table from the minutes.

426 REQUESTS FOR FINANCIAL ASSISTANCE

It was **RESOLVED** to make the following donations:-

		£
1	Eisteddfod Genedlaethol	50
2	Victim support	50
3	Welsh Guardsman Afghanistan Appeal	50
4	1911 Railway Strike Remembrance	50
5	Festival Choir staging	100
6	Kidwelly Rugby Football Club	400
7	Kidwelly Cricket Club	400
8	Kidwelly Black Cats	227
	<u>TOTAL</u>	£1327

A donation to the Ysgol Mynyddygarreg Parent Teacher Association will be made from the Mayor's tranche. Note and **Close** this item.

Councillor Jean Lane left the meeting.

427 CHURCH LIGHTING AND SPIRE APPEAL

Church Lighting:- Two floodlights light the Town Clock. A request for financial assistance towards funding the running costs has been received. In previous years the Town Council has contributed to this. Consideration of this will be deferred until work on the spire is completed and the scaffolding has been dismantled. The lighting can then be assessed.

Church Spire Appeal:- It was **RESOLVED** to donate £2,500 to the Church Spire Appeal. It was noted that this would come from the revenue budget. Note and **Close** this item.

428 CORRESPONDENCE NOVEMBER 2010

There was no correspondence. Note and **Close** this item.

429 ANY OTHER URGENT BUSINESS – NOVEMBER 2010

There was no other urgent business. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

14th December 2010

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 14th December 2010

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	J.Gilasbey
	Chair	D.J. Jones
	Councillors:	S.Finch, R.Davies, B.Huws, R.Thomas, J.Lane, K.Davies,
	Town Clerk	Geraint Thomas
	Finance Secretary	Lynda Kirkham-Jones
	Town Secretary	A Padgett
Apologies	Councillors	T.Burns, G.G.Jones, H.Gilasbey

Matters Arising from the Finance Committee Meeting of 9th November 2010

482 MEMBERS' DECLARATIONS OF INTEREST

Minute 487 – Councillor R.Thomas

Minute 494 [2] – Councillor Jeanette Gilasbey

483 RISK REGISTER

Observations from Chairs of committees had been received. The Town Clerk will compile the data provided and report back to committee.

484 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk will arrange for the closure of unused accounts. The use of a debit card will be investigated. Post Office rules are changing, which will impact on withdrawals and deposits for business users. The Town Council falls within that category. Alternatives will be sought.

485 BUDGET 2011 - 2012

The budget was set at the Budget Setting meeting held on 16th November 2010. This will be confirmed at Full Council on 11th January 2011. Note and **Close** this item.

486 MYNYDDYGARREG HALL REQUESTS

The Town clerk has met with members of the hall committee who made their requirements known. The list of items has been circulated. Funding for the hall was considered at the Policy & Strategy Committee on 28th September 2010. The Town Clerk will investigate Community Council funding for Community Halls and will take advice from the auditors as to the appropriate sources from which to fund items requested.

487 CHRISTMAS LIGHTING

A larger than expected Christmas tree was delivered to Mynyddgarreg, resulting in a lack of tree lights. A request for £299.63 for additional lighting and fitting has been received. It was **RESOLVED** to pay these costs. Note and **Close** this item.

488 CHURCH LIGHTING

Church Lighting:- Two floodlights light the Town Clock. A request for financial assistance towards funding the running costs has been received. In previous years the Town Council has contributed to this. Consideration of this will be deferred until work on the spire is completed and the scaffolding has been dismantled. The lighting can then be assessed.

489 BILLS FOR PAYMENT –NOVEMBER 2010

	Invoice No	To	Re	Total-Gross	Cat
1	1560	ABP Associates	Bookeeping 3rd Nov	53.12	R
2	1562	ABP Associates	Bookeeping 11th Nov	50.00	R
3	TR/ENG/11/10	Rock's Trophies	Crystal Teardrop -Ysgol Mynydd y Garreg	36.50	R
4	92524683	CCC	Footway Lighting -1st Aug -30th Nov	2,064.59	R
5	tc/11/10	Tom Campbell	Clean Bridge Street Windows	100.00	R
6	A7014	AMHERST	Walkie Talkie Hire	68.15	R
7	1051171	Wernick Hire	Porta Cabin Hire	372.65	R
8	1392	N J Landscapes	Refuse Collection	117.50	R
9	KDE-ZM10	K D Electrics	Xmas Lights/purchase/test install -MYG	299.63	C/R
10	3005AGG710	Travis Perkins	1 Tonne Duff -ramp in car park	39.36	E
11	G.6/24	RT ELECTRICS	Attend to set time clocks	190.80	R
12	G.6/24	RT ELECTRICS	Test 3 trees	150.00	R
13	G.6/24	RT ELECTRICS	Redress main tree rectify connections	380.00	R
14	G.6/24	RT ELECTRICS	Reterminate lighting Columns	71.55	R
15	44559	Smith of Derby Ltd	Refurbishment of Town Clock	20684.70	C
16	TPC3932	DCK BEAVERS LTD	Budget Training & Consultancy	622.52	R
17	25632	Water for you Ltd	12 months water cooler rental	70.50	R
18	25811	Water for you Ltd	Water	28.79	R
19	1097277624	Konica Minolta	Photocopier	155.31	R
20	1564	ABP Associates	Bookkeeping	34.37	R
21	4529141	Viking Direct	Stationery	155.08	R
22	101207-000822	Fasthosts	Renewal of Domain name	71.68	R
23	1000369	Lumalite Ltd	50% on installation on 3 year Contract	2254.81	R
24	1010613	BDO	Audit 2007-2008	1637.66	R
25	1014048	BDO	Audit 2008-2009	681.50	R
26	GBM/10/11	Guild of Mace Bearers	Annual Subscription	25.00	R
27	90521822	British Waterways	Quay/Canal survey	1762.50	C
28	P/awcer	Pauline Williams	Catering - Awards night 10.12.10	180.00	R
29	MS/GT	MoneySoft	Payroll -Annual renewal	64.63	R
30	05-Dec-10	H M Revenue	PAYE	1375.86	R
31	pgc/12/10/1	Gwenllian Hall	Electricity/water 4/10/10 - 23/12/10	180.00	R
32	pgc/12/10/02	Gwenllian Hall	Hire Of Hall 07/09/10 - 16/11/10	205.00	R

34183.76

Item 23 – It was **RESOLVED** to suspend payment as the service provided was not satisfactory. The Town Clerk will enter into discussions with Lumalite and negotiate a settlement. It was further **RESOLVED** that the Town Clerk be granted powers by Executive Action to pay an amount he deemed appropriate.

Categories:- C = capital R = revenue E = estates S= suspense Res = reserve

It was **RESOLVED** to pay all items excluding item 23 and note and **Close** this table from the minutes.

490 CHEQUES RAISED – NOVEMBER 2010

	Chq/Bacs	Payee	Description	Total	Cat
1	CHQ	Flags & Flag poles Ltd	8 x Brass clips for Flag Poles	28.02	C
2	CHQ	Francis Sant Ltd	Flood risk assessment -PGC	998.75	R
3	BACS	PAYE	Period Ending 5th Nov	1527.74	R
4	CHQ	D. Jones	Selection Boxes	76.32	R
5	CHQ	K. Nicholas	Cakes for Remembrance	35.00	R
6	CHQ	P. Williams	Catering for Remembrance	210.00	R
7	CHQ	Salvation Army	Band for Christmas Lights	75.00	R
8	CHQ	Tegwen Burns	Mulled Wine for Christmas Lighting ceremony	71.82	R
				3022.65	

It was **RESOLVED** to note and **Close** this item from the minutes.

491 DIRECT DEBITS – NOVEMBER 2010

	Date	Expense	Description	Total £	Cat
Fixed Charges					
1	1st Nov	Dwr Cymru	Water	12.50	R
2	1st Nov	Dwr Cymru	Water	25.00	R
3	1st Nov	BT Contract Rental	Telephone	93.31	R
4	1st Nov	BT Contract Rental	Telephone	120.00	R
5	2nd Nov	Swalec	Electricity	65.00	R
6	2nd Nov	CCC	Rates	240.00	R
7	3rd Nov	British Gas	Nwy	18.46	R
				574.27	
Variable charges- Telepay					
1	2nd Nov	Telepay	Wages & Caretaker	1031.26	R
2	9th Nov	Telepay	Wages	315.26	R
3	16th Nov	Telepay	Wages	315.06	R
4	23rd Nov	Telepay	Wages	2,291.35	R
5	30th Nov	Telepay	Wages & Caretaker	1,211.26	R
				5,164.19	
Additional Telepay Charges					
1	10th Nov	NJ Landscapes	As agreed 9th Nov	4123.97	E
2	10th Nov	ABP Associates	As agreed 9th Nov	193.75	R
3	10th Nov	Wernick Hire	As agreed 9th Nov	385.08	R
4	10th Nov	Viking Direct	As agreed 9th Nov	776.57	R
5	10th Nov	H M Revenue	PAYE	1527.74	R
				7007.11	

It was **RESOLVED** to note and **Close** this table from the minutes.

492 MATTERS REFERRED FROM COMMITTEES

[a] "Marketing the Gaps"

To obtain the grant of £20k the Town Council needs to matchfund with an amount of £7k. A letter of commitment is required. It was **RESOLVED** to matchfund the £7k if no other source of funding becomes available. Note and **Close** this item.

[b] Cemetery Maintenance Fees

It was **RESOLVED** to introduce a standard maintenance fee of £300 for burials in the main cemetery and also in the Memorial Garden. It was further **RESOLVED** to introduce the fee as from 1st January 2011. Note and **Close** this item.

Councillor Jean Lane left the meeting.

493 CORRESPONDENCE DECEMBER 2010

1	Love the Valleys	Kidwelly Castle has been chosen as one of the 50 must see heritage attractions across the Valleys. Mrs Janet Jones (CADW) will be asked to be spokesperson on this matter. Councillors B.Huws and K.Davies will assist. Note and Close this item.
2	Carmarthenshire County Council	Funding has been secured for a Youth Shelter to be located in Parc Stephens, subject to match funding of £500 from the Town Council. It was RESOLVED to match fund £500 to provide a Youth Shelter. Note and Close this item.

494 ANY OTHER URGENT BUSINESS – DECEMBER 2010

There was no other urgent business. Note and **Close** this item.