

KIDWELLY TOWN COUNCIL

18th January 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 18th January 2011

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

544 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

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

545 RISK REGISTER

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

546 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.

547 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.

548 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.

549 FINANCIAL STATEMENTS

Financial statements for the period ended 31st October 2010 had been circulated. The cost of Castle Lighting will be queried. It was **RESOLVED** to accept the statements.

550 BILLS FOR PAYMENT –DECEMBER 2010

	Invoice No	To	Re	Total	Cat
1	L/LL 12/10	Lyn Llewellyn	Internal Audit	300.00	R
2	1862515	Indicator Ltd	Personnel -Tips & Advice 1/11-1/12	140.00	R
3	21720	Wernick Hire	Porta Cabin Hire	372.65	R
4	STMAR/12	St Mary's Church	Hire of Parish Rooms	16.00	R
5	26238	Water for You Ltd	Water	23.03	R
6	1396	NJ Landscapes	Refuse	117.50	E
7	1572	ABP Associates	Bookkeeping 15th Dec	20.00	R
8	10765139	PC WORLD	Norton Internet Security	23.46	R
9	92569157	CCC	Install 13 sockets Christmas lamposts	3513.25	C
10	SWA/01/11	SWALEC	Electricity Bridge Street	175.35	R
11	133479	One stop promotions	St Davids Day flag	55.32	C
				4756.56	

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

It was **RESOLVED** to cancel the subscription for item 2. Note and **Close** this table from the minutes.

551 CHEQUES RAISED – DECEMBER 2010

There were no cheques raised. It was **RESOLVED** to note and **Close** this item from the minutes.

552 DIRECT DEBITS – DECEMBER 2010

	Date	Expense	Description	Total £	Cat
	Fixed				
	Charges				
1	1st Dec	British Gas	Gas	18.46	R
2	1st Dec	Swalec	Electricity	65.00	R
3	1st Dec	British Gas	Gas	240.00	R
4	4th Dec	Cathedral Hygiene	Feminine Hygiene	54.99	R
5	4th Dec	CCC	Rates	16.00	R
6	4th Dec	British Gas	Gas	21.98	R
7	6th Dec	BT Contract Rental	Telephone	93.31	R
8	6th Dec	BT Contract Rental	Telephone	120.00	R
				629.74	
		Variable charges- Telepay			
1	2nd Dec	Telepay	Wages (+caretaker)	1211.26	R
2	9th Dec	Telepay	Wages	330.26	R
3	15th Dec	Telepay	Wages	315.26	R
5	21st Dec	Telepay	Wages	3,817.86	R
				5,674.64	

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

553 CONCLUSION OF THE COUNTY COUNCIL REPORT

It was **RESOLVED** to conclude this matter. Note and **Close** this item.

554 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

555 CORRESPONDENCE JANUARY 2011

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

556 ANY OTHER URGENT BUSINESS – JANUARY 2011

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

KIDWELLY TOWN COUNCIL

8th February 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 8th February 2011

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

607 MEMBERS' DECLARATIONS OF INTEREST

Minute 617 [1] Cllrs J.Gilasbey & F.Burke-Lloyd Minute 617 [2] Cllrs H.Gilasbey & R.Thomas
Minute 617 [3] Cllrs K.Davies, J.Gilasbey, R.Davies, S.Finch & R.Thomas
Minute 617 [4] Cllrs J.Gilasbey & K.Davies

Matters Arising from the Finance Committee Meeting of 18th January 2011

608 RISK REGISTER

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

609 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.

610 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.

611 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.

612 FINANCIAL STATEMENTS

Financial statements for the period ended 31st December 2010 had been circulated. The cost of Castle Lighting is under consideration. It was **RESOLVED** to accept the statements.

613 BILLS FOR PAYMENT –JANUARY 2011

Invoice No	To	Re	Total	Cat
1 1574	ABP Associates	Bookkeeping 5th Jan	43.75	R
2 OVW/01/11	One Voice Wales	Training session	250.00	R
3 1066708	Wernick Hire	Portacabin Hire	393.27	R
4 2567311	Chubb	Alarm system Bridge Street	522.68	R
5 111755	Viking Direct	Date Stamp	112.94	R
6 1580	ABP Associates	Bookkeeping 26th January	65.62	R
7 1577	ABP Associates	Bookkeeping 1st February	85.00	R
8 2193	Mono Scaffolding Ltd	Scaffolding for Mynydd Hall	860.00	C
9 26545	Water For you	Water	23.52	R
10 njl/1401	N J Landscapes	Refuse Collection/ January	120.00	E
11 GG/11/10	Gatehouse Cafe	Tea 11th Nov 2010	52.50	R
12 1022182	BDO	External Audit - 2009/2010	702.00	R
13 126KID W01-0211	Steve Chilvers	IT Support -01/09/10 -31/01/11	332.50	R
			3563.78	

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

614 CHEQUES RAISED – JANUARY 2011

Cheque/BACS	Payee	Description	Total	Cat
24th Jan	Hugh Evans	Emergency plumbing - Bridge St	92.24	E
11th Jan	CCC	Dyfed Pension Fund	1348.80	R
19th Jan	H M Revenue	PAYE	1080.51	R
			2521.55	

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

615 DIRECT DEBITS – JANUARY 2011

Date	Expense	Description	Total £	Cat
Fixed Charges				
1 4th Jan	Dwr Cymru	Water	12.50	R
2 4th Jan	British Gas	Gas	18.46	R
3 4th Jan	Dwr Cymru	Water	25.00	R
4 4th Jan	Swalec	Electricity	73.00	R
5 4th Jan	British Gas	Gas	240.00	R
6 17th Jan	CCC	Rates Cemetery	16.00	R
			384.96	
Variable charges- Telepay				
1 13th Jan	Telepay	Wages	315.26	R
2 19th Jan	Telepay	Wages	315.26	R
3 26th Jan	Telepay	Wages (inc caretaker)	3,187.15	R
			3,817.67	
Additional Charges (As agreed at Finance 18th Jan)				
1 19th Jan	NJ Landscapes	Refuse	117.50	E
2 19th Jan	Wernick Hire	Portacabin Hire	385.08	R
			502.58	

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

616 RENT ARREARS – KIDWELLY LIBRARY

Rent arrears of £12,480 have been received from Carmarthenshire County Council. An agreement has been reached whereby, in future, quarterly payments will be made to avoid a build up of arrears. Thanks were expressed to Lynda Kirkham-Jones for her work on this matter. Note and **Close** this item.

617 COMMUNITY GRANT APPLICATIONS

Applications have been received from the following organisations:-

	Grants made
Kidwelly Heritage Centre & Tin Plate Museum Trust	£1,000
Kidwelly & Mynydd y Garreg Youth Council	£1,000
Kidwelly Town Forum	£3,000
Kidwelly Town community Hall Trust	£10,000

It was **RESOLVED** to award the grants.

Note and **Close** this item.

618 REQUESTS FOR FINANCIAL ASSISTANCE

		Donation
1	MacMillan Cancer Support	£100
2	Ammanford Citizens Advice Bureau	No donation
3	Cruse Bereavement Care	£100

Note and **Close** this item.

619 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

620 CORRESPONDENCE FEBRUARY 2011

1	BDO	The Auditor's opinion on the 2009-2010 Annual Return has been received. It was RESOLVED that the opinion be accepted. The Annual Return and Notification of Conclusion of Audit will be displayed. Note and Close this item.
2	Lumalite	The Town Clerk reported that Lumalite has responded to the letter sent terminating their services. The content of the e-mails refers to outstanding costs, including those for 2011. There is justification for paying for the 2010 illuminations, although the amount is in dispute, but not in respect of expenditure for the coming season. Legal advice has been sought.
3	Cllr Huw Gilasbey	Cllr Gilasbey proposed that posters for the "Yes" campaign in the Referendum on 3 rd March 2011 be placed in the Council window. The motion was tabled. Note and Close this item.

621 ANY OTHER URGENT BUSINESS – FEBRUARY 2011

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

KIDWELLY TOWN COUNCIL

8th March 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 8th March 2011

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

677 MEMBERS' DECLARATIONS OF INTEREST

Minute 6 Cllrs J.Gilasbey & K.Davies

Matters Arising from the Finance Committee Meeting of 18th January 2011

678 RISK REGISTER

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

679 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.

680 MYNYDDYGARREG HALL REQUESTS

Any future funding requests will be made via the Town Council's Community Grants Scheme. Note and **Close** this item.

681 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.

682 CORRESPONDENCE FEBRUARY 2011

2	Lumalite	The Town Clerk reported that an agreement with Lumalite has been reached and outstanding costs, including those for 2011 have been agreed and paid. Thanks were expressed to the Town Clerk, Mayor and Deputy Mayor for work on the resolution of the problems encountered. Proposals for the 2011 season are being discussed with RT Electrics. Note and Close this item.
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683 FINANCIAL STATEMENTS

Financial statements for the period ended February 2011 had been circulated. The Town Clerk reported that the accounts for 2010-2011 should be closed by the end of April 2011. It was noted that the accounting format for the financial statements was comprehensive.

684 BILLS FOR PAYMENT – FEBRUARY 2011

Invoice No	To	Re	Total	Cat
1 3005AGM170	Travis Perkins	Chippings/Duff for Stockwell Lane	41.40	E
2 pgc24feb/11	Gwenllian Hall	Electricity & Water	160.00	R
3 pgc24feb/11-1	Gwenllian Hall	Hire of conference rooms	135.00	R
4 7285	Olympic products	Supply & fit entrance door MYG hall	830.00	C
5 255617	Viking Direct	Stationery	79.68	R
6 255617/a	Viking Direct	Laminator	87.59	C
7 24715242	Heart Internet Ltd	Internet provider -Annual	107.99	R
8 304130	Viking Direct	Stationery/ink	156.25	R
9 21720	Wernick Hire	Portacabin hire	393.27	R
10 1356	Grants online	Annual Subscription	138.00	R
11 3483	Harold Metcalfe	Prepare and submit plans -phase 2	4935.00	C
12 501	Castle News	Newspapers	24.25	R
13 2273	West Coast Print	Cemetery signage	60.00	C
14 g.6/25	RT Electrics Ltd	Pat Testing	100.16	R
15 1098308005	Konica Minolta	Photocopier	158.62	R
			7407.21	

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

685 CHEQUES RAISED – FEBRUARY 2011

Cheque/BACS	Payee	Description	Total	Cat
1 CHQ	Lumalite Ltd	Christmas Lights 2010	5786.45	R
2 CHQ	J O'Donnell	Package asbestos in Garages	150.00	E
3 BACS	H M Revenue	PAYE	1080.51	R
			7016.96	

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

686 DIRECT DEBITS – FEBRUARY 2011

Date	Expense	Description	Total £	Cat
Fixed Charges				
1 1st Feb	Dwr Cymru	Water	12.50	R
2 1st Feb	Dwr Cymru	Water	27.50	R
3 1st Feb	British Telecom	Contract Rental	95.29	R
4 1st Feb	British Telecom	Telephone	120.00	R
5 2nd Feb	British Gas	Gas	18.46	R
6 2nd Feb	Swalec	Electricity	73.00	R
6 2nd Feb	CCC	Rates	240.00	R
7 14th Feb	British Gas	Gas	21.98	R
			608.73	

Variable charges- Telepay

1	3rd Feb	Wages	330.26	R
2	10th Feb	Wages	315.26	R
3	17th Feb	Wages	315.26	R
4	24th Feb	Wages (plus caretaker)	3187.15	R
			4147.93	

Additional Telepay Charges (As agreed at Finance 8th Feb)

		BACS		
1	10th Feb	Steve Chilvers	332.50	R
2	10th Feb	N J Landscapes	120.00	E
3	10th Feb	ABP Associates	194.37	R
4	10th Feb	Wernick Hire	393.27	R
5	10th Feb	Viking Direct	152.47	R
6	10th Feb	Princess Gwenllian Hall	10000.00	C
7	10th Feb	Industrial Museum	1000.00	C
8	10th Feb	All 4 one youth	1000.00	C
9	10th Feb	Kidwelly Town Forum	3000.00	C
			16192.61	

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

687 RENT INCREASES – LIBRARY, HAIR SALON, GARAGE SPACES “in camera”

The above matter was considered “in camera” due to the commercial nature of the items.

The rental agreement for the library was referred to the Estates Committee. Note and **Close** this item.

688 FINANCIAL CONTRIBUTION TO PHASE 2

The Town Clerk reported that £230k capital reserve was not committed. Members were informed that the Community Hall was more likely to attract grant funding if there was a firm commitment of financial support from the Town Council. It was **RESOLVED** to fully support the funding of Phase 2 up to the amount of £100k. Note and **Close** this item.

689 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

690 CORRESPONDENCE – MARCH 2011

1	Carmarthenshire County Council	Notification of the Highways Lighting Charges for 2011-2012 has been received. Note and Close this item.
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691 ANY OTHER URGENT BUSINESS – MARCH 2011

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

KIDWELLY TOWN COUNCIL

12th April 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 12th April 2011

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

746 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 8th March 2011

747 RISK REGISTER

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

748 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk has expressed his concerns to bank officials regarding difficulties in contacting the bank. Arrangements for the closure of unused accounts is being carried out. The use of a debit card will be investigated.

749 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.

750 FINANCIAL STATEMENTS

The Town Clerk reported that the accounts for 2010-2011 should be closed by the end of April 2011. It was noted that the accounting format for the financial statements was comprehensive.

751 BILLS FOR PAYMENT – MARCH 2011

	Invoice No	To	Re	Total	Cat
1	92619375	CCC	Erect and take down banners on bypass	420.00	R
2	0916ACI630	Travis Perkins	Chain for RADAR lock	9.05	E
3	15/03/2011	St Marys church	Hire of Parish Room	20.00	R
4	92631290	CCC	Agreed contribution for youth shelter	500.00	C
5	1582	ABP Associates	Bookkeeping 1st March	87.50	R
6	45984	Smith & Derby Carm Tourist	To fit hands an leave in order	858.00	C
7	4933	Assoc	Annual membership	87.04	R
8	TPC4031	DCK Beavers ltd	System Health Check 7th March 2011	539.76	R
9	0916 ACJ167	Travis Perkins	Mortice lock for portacabin front door	7.76	R
10	1086452	Wernick Hire	Portacabin Hire	393.27	R
11	92662607	CCC	Election Costs for By Election 17th June	2,154.53	R
12	prb/29311	Power Roofing	Mynydd y Garreg Hall Roof	2930.00	R
13	92660021	CCC	Footway lighting -1/12/10 31/03/11	2108.52	R
14	TE/290311	Cllr J. Gilasbey	Travel to Maesteg (full allowance £43.52)	25.00	R
15	OVW/1063	One Voice Wales	Annual conference fee for 2 delegates	130.00	R
16	1270963	CCC	Christmas Trees MYG & Cydweli	450.00	R
17	468563	Viking Direct	Stationery & Ink for printers	256.01	R
18	0916acj397	Travis Perkins	Wood screws and plugs for clock casing	109.23	C
19	1420	N J Landscapes	Emptying Town Refuse Bins	120.00	E
				11205.67	

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

752 CHEQUES RAISED – MARCH 2011

	Cheque/BACS	Payee	Description	Total	Cat
1	6348	Humyo	Annual renewal	77.01	R
2	6349	CCC	Sale of Garden Bags 10/11	1041.00	
				1118.01	

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

753 DIRECT DEBITS – MARCH 2011

	Date	Expense	Description	Total	Cat
	Fixed				
	Charges				
1	1st Mar	Dwr Cymru	Water	40.00	R
2	1st Mar	BT	Telephone	75.00	R
3	2nd Mar	Swalec	Electricity	73.00	R
4	11th Mar	Cathedral Leasing	Feminine Hygiene	56.16	R
5	14th Mar	British Gas	Gas	24.25	R
				268.41	

Variable charges- Telepay

1	3rd Mar	Wages		325.26	R
2	8th Mar	Wages		315.26	R
3	16th Mar	Wages		31.26	R
4	23rd Mar	Wages	(+ caretaker)	3,117.27	R
5	29th Mar			315.26	R
				4,104.31	

Additional Telepay Charges (As agreed at Finance 18th Jan)

		BACS			
1	11th Mar	N J Landscapes	(as agreed finance 8th March)	120.00	E
2	11th Mar	Wernick Hire	(as agreed finance 8th March)	355.20	R
3	11th Mar	Viking Direct	(as agreed finance 8th March)	374.40	R
4	28th Mar	H M Revenue	PAYE period ending 5th March 2011	2219.81	R
5	31st Mar	CCC	Quarterly Pension payment	1573.60	R
				4643.01	

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

754 REQUESTS FOR FINANCIAL ASSISTANCE

		Donation
1	Shop Mobility	£50
2	Marie Curie Carmarthenshire Nursing Appeal	£50
3	Carmarthen Women's Aid	£50
	TOTAL	£150

Note and **Close** this item.

755 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

756 CORRESPONDENCE – APRIL 2011

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

757 ANY OTHER URGENT BUSINESS – APRIL 2011

Members were informed that the problem with a BACS payment to the Town Forum has been resolved.

Note and **Close** this item.

The Chair thanked the Town Clerk and staff for their support during his year as Chair of the Finance Committee.

KIDWELLY TOWN COUNCIL

10th May 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 10th May 2011

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

52 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 12th April 2011

53 RISK REGISTER

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

54 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk has expressed his concerns to bank officials regarding difficulties in contacting the bank. Arrangements for the closure of unused accounts is being carried out. The use of a debit card will be investigated.

55 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.

56 FINANCIAL STATEMENTS

The Town Clerk reported that the final accounts for 2010-2011 should be available for the June meeting of the committee. The draft accounts had been circulated.

57 BILLS FOR PAYMENT – APRIL 2011

Invoice	To	Re	Total	Cat
1 468563	Viking Direct	Stationery & Ink for printers	256.01	R
2 84283	One Stop Promotions	2yd Town flag and Display flag	296.40	C
3 31/05/3279	Viking Direct	Stationery	107.53	R
4 21270	Wernick Hire	Porta Cabin Hire	380.58	R
5 ACJ707	Travis Perkins	Line marking paint	11.74	E
6 92681907	CCC	Barriers Christmas Tree	90.00	R
7 oww/0411	Lynda Kirkham-Jones	Refreshments -Councillor Training	8.28	R
8 fbl/03/11	Jeanette Gilasbey	Outgoing Mayor's plaque	29.95	R
9 PW/05/11	Mrs. P. Williams	Catering for Mayor Making	840.00	R
10 KN/ 05/11	Mrs. Kath Nicholas	Cakes for Mayor Making	108.10	R
11 HG/05/11	H. Gilasbey	Pop/Crisps - Mayor Making	29.00	R
12 PW/05/11	Mrs P Williams	Buffet for Mayor - Making	137.50	R
13 26949	Water for You	Staff Water	59.16	R
14 LKJ/05/11	Castell Howell/Morrisons	Cheese/ Crackers/Tea/Coffee/Sugar	80.04	R
15 1430	NJ Landscapes	Cutting & Refuse April	1912.51	E
16 SJG/05/11	Cllr J Gilasbey	Mayor's Tranche (1st)	1000.00	R
17 Pband	Pontardulais Band	Procession Band	100.00	R
			4,266.31	

Mayor Making costs were presented. Thanks were expressed to those who contributed financially to the event, thus radically reducing costs for the Town Council.

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

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

58 CHEQUES RAISED – APRIL 2011

	Cheque/BACS	Payee	Description	Total	Cat
1	chq	CCC	Events Licence -Mayor's Tent	21.00	R
				21.00	

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

59 DIRECT DEBITS – APRIL 2011

	Date	Expense	Description	Total £	Cat
	Fixed				
	Charges				
1	4th April	British Gas	Gas	18.46	R
2	4th April	SWALEC	Electricity	73.00	R
3	6th April	CCC	Rates	240.00	R
4	9th April	Dwr Cymru	Water	40.00	R
				371.46	

Variable charges- Telepay

1	6th April	Wages	324.16	R
2	13th April	Wages	324.16	R
3	19th April	Wages (plus caretaker)	3,841.74	R

4,490.06

Additional Telepay Charges

(As agreed at Finance 12th April 2011)

		BACS			
1	13th Apr	N J Landscapes	Refuse Collection	120.00	E
2	13th Apr	Wernick Hire	Porta cabin rental	393.27	R
3	13th Apr	ABP Associates	Bookkeeping	87.50	R
4	6th April	CCC	Quarterly pension payment	1573.60	R
				2174.37	

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

60 CARNIVAL COSTS - 2011

It was **RESOLVED** to use Council contractors to provide assistance for the Carnival. This will be for work carried out on Friday afternoon 8th July and Saturday 9th July at a cost of approximately £200. This will include the use of a van. Walkie Talkies will be provided. Note and **Close** this item.

61 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

62 CORRESPONDENCE – MAY 2011

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

63 ANY OTHER URGENT BUSINESS – MAY 2011

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

KIDWELLY TOWN COUNCIL

14th June 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 14th June 2011

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

116 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 10th May 2011

117 RISK REGISTER

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

118 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk has expressed his concerns to bank officials regarding difficulties in contacting the bank. Arrangements for the closure of unused accounts is being carried out. The use of a debit card will be investigated.

119 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.

120 FINANCIAL STATEMENTS

The Town Clerk reported that the Accountants attended the offices on 13th June 2011 and will return for a short time on 17th June 2011 to finalise the accounts for 2010-2011.

121 BILLS FOR PAYMENT – MAY 2011

Invoice No	To	Re	Total	Cat
1 1601	ABP Associates	Bookkeeping 14th April	75.00	R
2 1595	ABP Associates	Bookkeeping 4th May	43.12	R
3 OVW/11/05	One Voice Wales	Planning Training -3rd May 2011	225.00	R
4 8649558	PC World	Microsoft Home & Business 2010	174.99	C
5 8649558	PC World	Norton PC protection 3 user	20.00	R
6 CCC/01/11	CCC	Trade waste - April 2011-Mar 2012	1,045.20	R
7 21720	Wernick Hire	Porta cabin hire	393.27	R
8 630085	Viking Direct	Stationery	187.64	R
9 E81310/05/11	Travis Perkins	Repairs to Boundary Fence GL26	55.69	R
10 E81311/05/11	Travis Perkins	Repairs to Boundary Fence GL26	17.54	R
11 1099277426	Konica Minolta	Photocopier-rental and copies	158.62	R
12 tfs/07/06/11	Factory Shop	Kettle for office	17.60	R
13 1442	N J Landscapes	Cutting and Refuse	1912.51	E
14 G/ames/06/11	Twyn Landscapes	Re: Japanese Knotweed	700.00	E
15 oww/06/11	One Voice Wales	Annual Membership	394.00	R
16 1038B	AJL Displays	5 Hanging Baskets & Installation	774.00	R
17 S/ch/11	C26 Computing	Website updates & IT Support	315.00	R
18 28500	Water for you	Water	29.70	R
			6538.88	

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

122 CHEQUES RAISED – MAY 2011

Payee	Description	Total	Cat
Davies Craddock ltd	KTC Insurance	6441.61	R
		6441.61	

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

123 DIRECT DEBITS – MAY 2011

Date	Expense	Description	Total £	Cat
Fixed Charges				
1 3rd May	Dwr Cymru	Water	40.00	R
2 3rd May	Swalec	Electricity	73.00	R
3 3rd May	British Telecom	Telephone	75.00	R
4 4th May	British Telecom	Contract Rental	95.29	R
5 5th May	British Gas	Gas	18.46	R
6 16th May	CCC	Rates	17.00	R
7 16th May	CCC	Rates	535.00	R
			853.75	

Variable charges- Telepay

1	5th May		Wages	333.96	R
2	12th May		Wages	324.16	R
3	19th May		Wages & Caretaker	1,219.76	R
4	26th May		Wages	2,330.86	R
5	27th May	H M Revenue	PAYE	2,728.46	R
				6,937.20	

Additional Telepay Charges

Agreed at Finance 10th May

BACS

			Grass cutting & refuse collection	1912.51	E
1	13th May	NJ Landscapes			
2	13th May	Wernick Hire	Portacabin hire	350.58	R
3	13th May	Viking Direct	Stationery	363.54	R
4	13th May	Cllr Jeanette Gilasbey	Mayor's Tranche	1000.00	R

3626.63

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

124 COMMUNITY GRANT APPLICATION – COR MEIBION DYFFRYN TYWI

It was **RESOLVED** to provide a grant of £250 to the choir. Note and **Close** this item.

125 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

126 CORRESPONDENCE – JUNE 2011

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

127 ANY OTHER URGENT BUSINESS – JUNE 2011

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

KIDWELLY TOWN COUNCIL

12th July 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 12th July 2011

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

188 MEMBERS' DECLARATIONS OF INTEREST

Minute 196 [2] Councillors J.Gilasbey, K.Davies and Fran Burke-Lloyd

Matters Arising from the Finance Committee Meeting of 14th June 2011

189 RISK REGISTER

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

190 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The Town Clerk has expressed his concerns to bank officials regarding difficulties in contacting the bank. Arrangements for the closure of unused accounts is being carried out. The use of a debit card will be investigated.

191 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.

192 FINANCIAL STATEMENTS

On 5th July 2011, Full Council resolved to accept the Statement of Accounts for the year 2010-2011 and the Annual Return prior to audit. Accounts for the first three months of 2011-2012 are being prepared and will be circulated when available.

193 BILLS FOR PAYMENT – JUNE 2011

	Invoice No	To	Re	Total	Cat
1	TPC 4253	DCK Beavers Ltd	Prep Year end accounts Year ended March 11	354.00	R
2	TPC4183	DCK Beavers Ltd	Year end close down of Accounts	539.76	R
3	1621	ABP Associates	Bookkeeping 11th June	18.75	R
4	92731885	CCC	Footway lighting -01/04/11-31/07/11	2,186.46	R
5	728356	Viking Direct	3 Reams paper for carnival progs	17.89	R
6	728536	Viking Direct	Stationery & Laser Ink cartridge	129.60	R
7	81	Gwenda Shepardson	Translation-Marketing the Gaps	35.40	R
8	501	Castle News	Local Papers 16/04/11 -18/06/11	21.25	R
9	1099573650	Kionica Minolta	Delivery charge for Toners	18.00	R
10	18/01/4952	Wernick Hire	Porta Cabin Rental -June	380.58	R
11	04/06/pgc	Princess Gwenllian Hall	Room Hire- 01/03/11 -19/05/11	225.00	R
12	1448	NJ Landscapes	Cutting & Refuse	1912.51	E
13	1449	NJ Landscapes	Supply and fix hand rail in cemetery	1714.20	C
14	1449	NJ Landscapes	Cutting of grooves into slabs	42.00	C
15	PAUL/9/11/A	Pauline	Carnival catering -Savoury	180.00	R
16	PAUL/9/11/B	Pauline	Disposable Cups-carnival	9.86	R
17	AMH/01	Post Office	Payment for return of walkie talkies	12.77	R
18	HG/09/11	Jeanette Gilasbey	Carnival- Salads/drinks/ice etc (co op)	105.50	R
19	29082	Water For You	Water	17.82	R
20	12498337	PC World	External hard drive	49.99	R
				7971.34	

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

194 CHEQUES RAISED – JUNE 2011

	Cheque/BACS	Payee	Description	Total	Cat
1	CHQ	Amherst Int Ltd	Walkie Talkies Carnival	99.60	R
2	BACS	CCC	Quarterly Pensions Payment	1566.99	R
3	BACS	HMR	Paye	1328.37	R
				2994.96	

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

195 DIRECT DEBITS – JUNE 2011

	Date	Expense	Description	Total £	Cat
	Fixed Charges				
1	1st June	Dwr Cymru	Water	40.00	R
2	1st June	British Telecom	Telephone	75.00	R
3	2nd June	British Gas	Gas	18.46	R
4	2nd June	Swalec	Electricity	73.00	R
5	10th June	Cathedral Leasing	Feminine Hygiene Bins -Quarter	56.16	R
6	16th June	CCC	Rates	17.00	R
7	16th June	CCC	Rates	535.00	R
				814.62	

Variable charges- Telepay

1	2nd June	Wages	323.96	R
2	8th June	Wages	324.16	R
3	15th June	Wages & Caretaker	1,219.96	R
4	22nd June	Wages	2,329.30	R
5	29th June	Wages	324.16	R
			4,521.54	

Additional Telepay Charges (As agreed at Finance 14th June)

		BACS		
1	16th June	Steve Chilvers	315.00	R
2	16th June	ABP Associates	118.12	R
3	16th June	NJ Landscapes	1912.51	E
4	16th June	Wernick Hire	393.27	R
5	16th June	Viking Direct	187.61	R
			2926.51	

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

196 REQUESTS FOR FINANCIAL ASSISTANCE

	Organisation	Donation
1	Kidwelly Bowling Club	£100
2	Kidwelly Industrial Museum	£4000

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

197 ANNUAL SERVICING OF THE TOWN CLOCK

The Town Clerk reported that an annual service contract with J.B.Joyce would cost £207+VAT. It was **RESOLVED** to take out the contract. Note and **Close** this item.

198 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

199 CORRESPONDENCE – JULY 2011

1	Dyfed Powys Police Authority	Notice in relation to the inspection of the accounts for the year end 31 st March 2011 has been received. Note and Close this item.
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200 ANY OTHER URGENT BUSINESS – JULY 2011

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

KIDWELLY TOWN COUNCIL

13th SEPTEMBER 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 13th September 2011

Present:-	Town Mayor	J. Gilasbey
	Deputy Mayor	S.Finch
	Chair	D.Jones
	Councillors:	R.Davies, B.Huws, K.Davies, F.Burke-Lloyd, J.Lane T.Burns, H.Gilasbey, A.Jenkins, R.Thomas, G.G.Jones
	Town Clerk	Geraint Thomas
	Finance Secretary	Lynda Finch-Jones
Apologies		Councillor Jean Lane left the meeting after Minute 270

263 MEMBERS' DECLARATIONS OF INTEREST

Minute 272 [1] - Cllr K Davies & Cllr F Burke-Lloyd as Trustees

Matters Arising from the Finance Committee Meeting of 12th July 2011

264 RISK REGISTER

The Risk Register had been circulated. To be added - Inclement weather and Landlord responsibilities and an additional column to show the recalculation of risks –Town Clerk will action. Note and **CLOSE** this item.

265 ANNUAL REVIEW OF BANKING ARRANGEMENTS

The closure of Four unused accounts has been completed. Cllr H Gilasbey asked it to be **NOTED** that thanks were given to the Town Clerk for completing this task. Note and **Close** this item.

266 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.

267 FINANCIAL STATEMENTS

Financial statements had been issued during the recess period.

268 BILLS FOR PAYMENT – JULY / AUGUST 2011**Bills for Payment July 2011**

Invoice No	To	Re	Total	Cat
1 11024397	PC World Business	Norton for 5 computers	57.98	R
2 ovw/19jul	One Voice Wales	Community Engagement Training 19th Jul	200.00	R
3 Lott/jul/11	CCC	Annual fee -Gambling act/ lotteries	20.00	R
4 91377096	Ordnance Survey	PaperMap copyingLicence 23/08/11 -22/08/12	65.70	R
5 VI/0601817	Cathedral Leasing Ltd	Fem hygiene bins 06/09/11 -06/06/12	224.64	R
6 SM12382	RBS Software Solutions	Omega maintenance contract	520.80	R
			1,089.12	

Bills for Payment August 2011

Invoice No	To	Re	Total	Cat
PGC/ 1 08/11/A	Princess Gwenllian Hall	Hire of Hall 07/06/11 -21/07/11	183.00	R
PGC/ 2 08/11/B	Princess Gwenllian Hall	Supply of elec to portacabins	440.00	R
3 16/06/1981	Water For You Ltd	Staff Water & service	42.30	R
4 1138650	Wenick Hire	Portacabin Hire -August	393.27	R
5 LLL/88/11	Lyn Llewellyn	Internal Audit 2010/11	300.00	R
6 1627	ABP Associates	Bookkeeping 27th July	56.25	R
7 5672	JNC Fire Protection Ltd	Service Fire Extinguishers -portacabins	123.48	R
8 5673	JNC Fire Protection Ltd	Service Fire Extinguishers -Library	121.92	R
9 73498/42119	Swalec	Christmas Lighting Town Square	111.16	R
10 jg/te/11-1	Cllr. J Gilasbey	Travel-Llandoverly Civic Service	20.09	R
11 jg/te/11-2	Cllr. J Gilasbey	Travel- Maesteg Civic Service	21.20	R
12 983866	Viking Direct	Laser Printer/ Ink for PO	237.18	R
			2,049.85	

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

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

269 CHEQUES RAISED – JULY / AUGUST 2011

Cheque/BACS	Payee	Description	Total	Cat
Cheque	Arolwg Cyf.	Survey & Report Bridge Street	600.00	R
Cheque	Glasdon UK Ltd	2 x Refuse Bins & Fixings	348.33	E
Cheque	JRB Enterprises	Dog Bag Dispenser & Poo Bags	357.60	E
BACS	HMR & Customs	PAYE July	1328.37	R
			2634.30	

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

270 DIRECT DEBITS – JULY 2011

	Date	Expense	Description	Total £	Cat
Fixed Charges					
1	1st July	Dwr Cymru	Water	40.00	R
2	1st July	BritishTelecom	Telephone	75.00	R
3	4th July	British Gas	Gas	40.71	R
4	4th July	Swalec	Electricity	20.00	R
5	4th July	CCC	Rates	535.00	R
6	13th July	CCC	Rates -Cemetery	17.00	R
				727.71	
Variable charges- Telepay					
1	6th July		Wages	329.97	R
2	13th July		Wages & Caretaker	1226.37	R
3	19th July		Wages	330.17	R
4	27th July		Wages	2,335.71	R
				4,222.22	
Additional Telepay Charges (As agreed at Finance 12th July)					
BACS					
1	14th July	NJ Landscapes	Cemetery fence & Grass Cutting	3668.71	E
2	14th July	ABP Associates	Bookkeeping	18.75	R
3	14th July	Wernick Hire	Portacabin Hire	380.58	R
4	14th July	Viking Direct	Stationery	147.49	R
				4215.53	

Direct Debits August 2011

	Date	Expense	Description	Total £	Cat
Fixed Charges					
1	1st Aug	Dwr Cymru	Water	40.00	R
2	1st Aug	BritishTelecom	Telephone	75.00	R
	1st Aug	British Telecom	Contract Rental	95.29	R
3	4th Aug	British Gas	Gas	40.71	R
4	4th Aug	Swalec	Electricity	20.00	R
5	4th Aug	CCC	Rates	535.00	R
6	13th Aug	CCC	Rates -Cemetery	17.00	R
				823.00	
Variable charges- Telepay					
1	4th Aug	Wages		329.97	R
2	10th Aug	Wages		330.27	R
3	16th Aug	Wages		330.27	R
4	19th Aug	Wages		5,307.31	R
5	22nd Aug	Wages		2,335.51	R
				8,633.33	

A query was made on Variable Charges (August) item 4 –Finance Secretary informed the meeting she was sure it was Caretakers wages and August BACS payments. Town Clerk will verify .
 It was **RESOLVED** to note and **Close** this table from the minutes.
 Councillor J.Lane left the meeting.

271 MATTERS REFERRED FROM COMMITTEES

There were no matters referred.

272 CORRESPONDENCE – SEPTEMBER 2011

1	Princess Gwenllian Hall	Letter received regarding electricity usage by the council. Costings for a separate electricity meter for the portacabins has been sought – approximately £100 fitted. This will enable electricity consumption to be monitored. The Hall can then accurately bill the council for electricity used.
2	Kidwelly Black Cats	Request for payment of park fees deferred to next Finance Meeting.

273 ANY OTHER URGENT BUSINESS – SEPTEMBER 2011

1.St Mary’s Parish Church will include the Town Clock on their Insurance Policy, the additional cover will cost £15 annually –It was **RESOLVED** that Kidwelly Town Council meet this cost on an Annual basis.
 Note and **Close** this item.

KIDWELLY TOWN COUNCIL

11th OCTOBER 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 11th October 2011

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

331 MEMBERS' DECLARATIONS OF INTEREST

Minute 333 [1] Cllrs K.Davies & F.Burke-Lloyd

Minute 338 [4] Cllr F.Burke-Lloyd

Matters Arising from the Finance Committee Meeting of 13th September 2011

332 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.

333 CORRESPONDENCE – SEPTEMBER 2011

1	Princess Gwenllian Hall	The hall trustees have requested reimbursement of two thirds of cumulative electricity bills of £1700. The trustees will be requested to clarify the unit costs and electricity usage since the town council's occupation of the portacabins. It was RESOLVED to install a meter to get accurate readings of the electricity used by the town council. This will be located in the hall. The cost of installing a meter will be £100. It was further RESOLVED to maintain monthly payments until accurate electricity usage can be monitored via the meter. Past payments can then be adjusted. These costs will be included in the Budget. It was RESOLVED to seek advice on a formal contract with the hall detailing residency issues.
2	Kidwelly Black Cats	This matter was considered under Minute 338. Note and Close this item.

334 FINANCIAL STATEMENTS

The statements will be prepared for the next meeting of the Finance Committee on 8th November 2011.

335 BILLS FOR PAYMENT – SEPTEMBER 2011

	Invoice No	To	Re	Total	Cat
1	0916AC0426	Travis Perkins	Scalpins -infill potholes	12.10	E
2	1100302737	Konica Minolta	Photocopier - Annual Hire	158.62	R
3	1100302737	Konica Minolta	Copy Usage (6 months Colour)	504.70	R
4	1478	N J Landscapes	Cutting & Refuse	2018.11	E
5	2206	Security Solutions	Repair & Service alarm	78.00	R
6	1146796	Wernick Hire	Portacabin Hire	380.58	R
7	61	L J Tree Services	Remove branches Meinciau Rd	100.00	E
8	09-Nov	HM REVENUE	PAYE -September	1311.90	R
9	traexp/09/11/02	Cllr J Gilasbey	Travel Llandoverly	20.00	R
10	traexp/10/11	Cllr S Finch	Travel OVW conference	27.00	R
11	Daff/2011	Farm Nurseries	Daffodil & Narcissus sacks	240.00	R
12	traexp/09//01	Cllr J Gilasbey	Travel to Whitland Civic Service	12.80	R
13	30932	Water For You	Staff Water	17.82	R
				4881.63	

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

336 CHEQUES RAISED – SEPTEMBER 2011

	Cheque	Payee	Description	Total	Cat
1	6429	Humyo	External Hard drive Upgrade	37.69	R
				37.69	

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

337 DIRECT DEBITS – SEPTEMBER 2011

	Date Fixed Charges	Expense	Description	Total £	Cat
1	01-Sep	Dwr Cymru	Water	27.50	R
2	01-Sep	British Telecom	Telephone	75.00	R
		British Gas			
3	02-Sep	Services	Gas	19.73	R
4	02-Sep	Swalec	Electricity	20.00	R
5	02-Sep	CCC	Rates - Bridge Street Offices	535.00	R
6	09-Sep	Cathedral Leasing	Fem Hygiene	56.16	R
		British Gas			
7	14-Sep	Services	Gas	22.25	R
8	15-Sep	CCC	Rates -Cemetery	17.00	R
				772.64	

Variable charges- Telepay

1	01-Sep	Wages		330.17	R
2	07-Sep	Wages	(+ Caretaker)	996.00	R
3	15-Sep	Wages		330.37	R
4	22-Sep	Wages		330.37	R
5	29-Sep	Wages		1288.81	R
				3275.72	

Additional Telepay Charges

		BACS			
1	02-Sep	H M Revenue	PAYE-August	1318.69	R
2	16th Sep	N J Landscapes		1912.51	E
3	16th Sep	ABP Associates		56.25	R
4	16th Sep	Wernick Hire		393.27	R
5	16th Sep	Viking Dircet		237.18	R
				2599.21	

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

338 REQUESTS FOR FINANCIAL ASSISTANCE

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

		Donation
1	Urdd Gobaith Cymru	£50
2	Victim support	£50
3	Kidwelly Black Cats	£282
4	Kidwelly Town Cricket Club	£400
	<u>TOTAL</u>	£782

Note and **Close** this item.

339 FITTING OF BANNERS – OCTOBER 2011

Each year the town banners on lampposts are erected in early spring and taken down in late autumn to protect them from severe weather. This incurs a cost of approximately £400 twice a year. The cost of a replacement banner is £58. The cost of the metal attachment pole is £89. It was **RESOLVED** to leave the banners in position throughout the year and replace any that are damaged when necessary. A survey will be carried out on the 18 poles to ensure they have not corroded. Faulty poles will be replaced. Note and **Close** this item.

340 MATTERS REFERRED FROM COMMITTEES

Minute 325 [2] - Estates Committee. It was **RESOLVED** to accept the quote of £710 for the painting of the railings in the Diana Memorial Garden and at the War Memorial. This includes the gold leaf work. This will be completed before Remembrance Day. Note and **Close** this item.

341 CORRESPONDENCE – OCTOBER 2011

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

342 ANY OTHER URGENT BUSINESS – OCTOBER 2011

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

KIDWELLY TOWN COUNCIL

8th NOVEMBER 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 8th November 2011

Present:- Town Mayor J. Gilasbey
Chair D.Jones
Councillors: R.Davies, B.Huws, K.Davies, Jean Lane
T.Burns, H.Gilasbey, A.Jenkins, R.Thomas
Town Clerk Geraint Thomas
Town Secretary Anna Padgett
Apologies Councillor S.Finch, F.Burke-Lloyd

395 MEMBERS' DECLARATIONS OF INTEREST

Minute 402 – Councillors H.Gilasbey and R.Thomas

Matters Arising from the Finance Committee Meeting of 11th October 2011

396 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.

397 CORRESPONDENCE – SEPTEMBER 2011

1	Princess Gwenllian Hall	A meter to get accurate readings of the electricity used by the town council has been installed. This is located in the hall. Monthly payments will continue until accurate electricity usage can be monitored via the meter. Past payments can then be adjusted. These costs will be included in the Budget. It was RESOLVED to seek advice on a formal contract with the hall detailing residency issues.
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398 FINANCIAL STATEMENTS

The statements were circulated. These will be considered further at the Budget setting meeting on 15th November 2011.

399 BILLS FOR PAYMENT – OCTOBER 2011

	Invoice No	To	Re	Total	Cat
1	90117	Viking Direct	Stationery & Inks	669.79	R
2	1161790	Wernick Hire	Portacabin Hire	393.27	R
3	30/06/1904	ABP Associates	Bookkeeping	37.50	R
4	10014600	Bridgeman Art Water For you	7 Year Licence for leaflet images	372.00	P
5	31295	Ltd	Water	18.00	R
6	jg/te/0211	Cllr J. Gilasbey	Travel exp -OVW Regional meeting	15.06	R

7	PGC/01/11/11	Princess Gwenllian Hall	Hire - sports association meeting	20.00	R
8	PGC/02/11/11	Princess Gwenllian Hall	Hall Hire 06/09/11 -25/10/11	155.00	R
9	PGC/03/11/11	Princess Gwenllian Hall	Supply of Water & Electricity 1/8/11- 28/10/11	260.00	R
10	31296	RT Electrics	Repair of vandalised tree lights	85.86	R
				2,026.48	

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

400 CHEQUES RAISED – OCTOBER 2011

	Cheque/BACS	Payee	Description	Total	Cat
1	CHQ	Amherst Ltd	Walkie Talkies for Christmas Lighting	80.40	R
2	CHQ	MoneySoft	Annual renewal Payroll	55.00	R
				135.40	

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

401 DIRECT DEBITS – OCTOBER 2011

	Date	Expense	Description	Total £	Cat
Fixed Charges					
1	3rd Oct	Dwr Cymru	Water	10.50	R
2	3rd Oct	Swalec	Electricity	20.00	R
3	3rd Oct	British Telecom	Telephone	75.00	R
4	17th Oct	CCC	Cemetery Rates	17.00	R
5	17th Oct	CCC	Bridge Street Rates	535.00	R
				657.50	
Variable charges- Telepay					
1	5th Oct	Telepay	Wages (+caretaker)	1225.97	R
2	12th Oct	Telepay	Wages	3330.37	R
3	18th Oct	Telepay	Wages	330.17	R
4	26th Oct	Telepay	Wages	2,367.01	R
5	31st Oct	Telepay	Wages	330.37	R
				7,583.89	
Additional Telepay Charges					
BACS					
1	19th Oct	NJ Landscapes		2018.11	E
2	19th Oct	Wernick Hire		380.58	R
				2398.69	

The Town Clerk will query the amounts included in the telepay charges.
It was **RESOLVED** to note and **Close** this table from the minutes.

402 CORRESPONDENCE – NOVEMBER 2011

1	Mynydd y Garreg Hall	A request for funding for Christmas Lights was received. It was RESOLVED to pay the £500 requested. Note and Close this item.
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403 ANY OTHER URGENT BUSINESS – NOVEMBER 2011

Kidwelly Rugby Club has provided a venue for many Town Council events. Reimbursement will be considered at the next Finance Committee meeting. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

13th DECEMBER 2011

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 13th December 2011

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

461 MEMBERS' DECLARATIONS OF INTEREST

Minute 463 – County Councillor K.Davies, Councillor F.Burke-Lloyd

Minute 468 [1] Councillor F.Burke-Lloyd, County Councillor K.Davies left the room

Minute 469 [1] – Councillor D.Jones

Minute 469 [2] – Councillor F.Burke-Lloyd

Matters Arising from the Finance Committee Meeting of 8th November 2011

462 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.

463 CORRESPONDENCE – SEPTEMBER 2011

1	Princess Gwenllian Hall	A meter to get accurate readings of the electricity used by the town council has been installed. This is located in the hall. Monthly payments will continue until accurate electricity usage can be monitored via the meter. Past payments can then be adjusted. These costs will be included in the Budget. A formal contract with the hall detailing residency issues has been drawn up. It was RESOLVED to accept the agreement.
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464 FINANCIAL STATEMENTS

The statements will be circulated. The external audit report has been received and was circulated. It was **RESOLVED** to accept the Risk Assessment for 2010-2011. It was further **RESOLVED** to accept the audit report and the recommendations therein.

465 BILLS FOR PAYMENT – NOVEMBER 2011

	Invoice No	To	Re	Total	Cat
1	292	Menter Cwm Gwendraeth	Hire of head sets - public meeting	110.00	R
2	70792	Smith of Derby Ltd	Annual service Town Clock	248.40	R
3	15/06/1999	Welsh Government	Castle floodlighting	676.89	R
4	1655	ABP Associates	Bookkeeping - 4th November	78.13	R
5	38	Excel Electrics Ltd	Install 3 Phase meter at PGC	135.00	R

6	2677	Towy Electrical Ltd	Fire alarm service and repairs	198.00	R
7	21720	Wernick Hire	Porta Cabin Hire	380.58	R
8	92838504	CCC	Check Banner Brackets	120.00	E
9	92838513	CCC	Erection of Kidwelly Banners	456.00	E
10	TPc 4439	DCK Beavers Ltd	Review accounting records up to 30.09.11	1,020.00	R
11	TPc 4439/1	DCK Beavers Ltd	Contribution to Travel & accommodation	177.48	R
12	0035-LFJ	Nigel Dorrington	Construct & Erect 7 Flower planters	1400.00	C
13	35-15-GT	Nigel Dorrington	Repair panels at Glan yr Afon	50.00	E
14	C/H -TB -11	Cllr Tegwen Burns	Serviettes etc for Christmas Evening	7.18	R
15	COOP-TB-11	Cllr Tegwen Burns	Mulled Wine for Christmas Evening	53.82	R
16	PR/11/11	Parish Rooms	Hire for Christmas Lighting meeting	8.00	R
17	916	Travis Perkins	Limestone Chips for flower planter	5.86	R
18	NAE/11/11	N A Evans	Additional Painting at War memorial	240.00	E
19	COOP-JG-11-1	Cllr.J Gilasbey	Soft Drinks for Awards Ceremony	20.66	R
20	COOP -JG-11-2	Cllr J Gilasbey	Alcohol for Awards Ceremony	73.41	R
21	TP -11	Cllr J Gilasbey	Cable Ties for Christmas Lighting	9.68	R
22	PR/11/11	Mrs Pauline Williams	Buffet for Awards Ceremony 70 @ £3.00	210.00	R
23	31723	Water For You	Staff Water	23.76	R
24	31957	Water For You	12 Months Cooler Rental	72.00	R
25	WM/111/11	Mr. M Rees	8x60lt bags of wood chips - War Memorial	30.00	E
26	GOMM 11	Guild of Mace Bearers	Annual Subscription	25.00	R
27	BLA/MGAPS	Blackwell - G.Thomas	Planning for Leaflet Marketing the Gaps	59.95	R
28	282455	Viking Direct	Stationery	55.85	R
29	1699894	CCC	Planning - Interpretation Panel 1	165.00	R
30	1700562	CCC	Planning - Interpresation Panel 2	165.00	R
31	1727023	CCC	Planning - Interpretation Panel 3	165.00	R
32	1701550	CCC	Planning - Interpretation Panel 4	165.00	R
33	1726971	CCC	Planning - Interpretation Panel 5	165.00	R
34	1701682	CCC	Planning - Interpretation Panel 6	165.00	R
35	1700619	CCC	Planning - Interpretation Panel 7	165.00	R
36	TPC4458	DCK Beavers Ltd	Omega Training 5th December 2011	555.48	R
37	KN/11/12	Mrs Kath Nicholas	Cakes for Awards Ceremony	20.00	R
38	299347	Viking Direct	Laser Ink Bundle	461.87	R
39	299348	Viking Direct	Stationery	124.82	R
				8262.82	

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

466 CHEQUES RAISED – NOVEMBER 2011

	Cheque/BACS	Payee	Description	Total	Cat
1	CHQ	Pauline Williams	Buffet for Remembrance Day 70 @ 3.00	210.00	R
2	CHQ	D. Jones	Selection boxes for Grotto	77.94	R
3	NAE/ 14/11/11	N A Evans	Painting war memorial, Diana Garden, Cemetery	750.00	E
4	MYG/ 11/11	MYG Hall	Christmas Lights Purchase & Install	500.00	R/C
5	SA/11/11	Salvation Army	Donation for participation at Christmas Event	75.00	R
6	RTE/CHR/11	RT Electrics	Repair to Vandalised christmas Tree - (2010)	85.86	R
				1488.80	

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

467 DIRECT DEBITS – NOVEMBER 2011

	Date	Expense	Description	Total £	Cat
	Fixed Charges				
1	1st Nov	Dwr Cymru	Water	10.50	R
2	1st Nov	Dwr Cymru	Water	27.50	R
3	1st Nov	British Telecom	Telephone	75.00	R
4	1st Nov	British Telecom	Contract Rental	95.29	R
5	2nd Nov	British Gas	Gas	19.67	R
6	2nd Nov	Swalec	Electricity	20.00	R
7	2nd Nov	British Gas	Gas	269.00	R
8	15th Nov	CCC	Rates	17.00	R
9	15th Nov	CCC	Rates	535.00	R
10	15th Nov	Information Commissioner	Data Protection Registration Fee	35.00	R
				1103.96	
		Variable charges- Telepay			
1	2nd Nov	Telepay	Wages	330.37	R
2	9th Nov	Telepay	Wages & Caretaker	1226.17	R
3	16th Nov	Telepay	Wages	330.37	R
4	23rd Nov	Telepay	Wages	2421.53	R
5	29th Nov	Telepay	Wages	330.37	R
				4638.81	
		Additional Telepay Charges			
1	9th Nov	PAYE		1264.94	R
2	16th Nov	ABP Associates	(As agreed at Finance 8th November)	37.50	R
3	16th Nov	Wernick Hire	(As agreed at Finance 8th November)	393.27	R
4	16th Nov	Viking Direct	(As agreed at Finance 8th November)	699.79	R
5	16th Nov	CCC	Quarterly Pension Payment	1461.20	R
				3856.70	

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

468 MATTERS REFERRED FROM COMMITTEES

1 Financial contribution to Kidwelly Rugby Club

It was **RESOLVED** to donate £300 to Kidwelly Rugby Club to assist in paying for work done on the pitch. It was further **RESOLVED** to donate £100 to Kidwelly Rugby Social Club in recognition of their allowing the council to use their facilities for council functions. Note and **Close** this item.

2 Purchase of additional dog waste bag dispenser

It was **RESOLVED** to purchase a dog waste bag dispenser for Glan yr Afon. Note and **Close** this item.

469 CORRESPONDENCE – DECEMBER 2011

1	Ellen James	A request for financial assistance for Ysgol y Castell, after school club had been received. It was RESOLVED to donate £100. Note and Close this item.
2	Kidwelly Welfare Committee	A request for funding for replacement bunting for the carnival has been received. The committee will be requested to provide a statement of accounts for the 2011 carnival.

470 ANY OTHER URGENT BUSINESS – DECEMBER 2011

Members were reminded that the Civic Lessons and Carols Service will be held on 14th December 2011. The Mayor's Charity Pantomime – Peter Pan – will be held on 5th January 2012. Members were each given 10 tickets to sell. Note and **Close** this item.

The Chair of the Finance Committee thanked members for their support during the year and wished everyone a happy Christmas.