

## KIDWELLY TOWN COUNCIL

20th JANUARY 2009

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 20<sup>th</sup> January 2009

Present:- Councillor T.Finch (in chair)  
Town Mayor A.M. Coles  
Deputy Mayor H.Gilasby  
Councillors: G.G.Jones, T.M.Burns, J.Gilasbey, P. ap Ioan  
R. Davies, K Davies,  
Town Clerk M. MacDonald  
Town Secretary A Padgett  
Translator L.Kirkham-Jones  
Apologies:- Councillor F.Burke-Lloyd, D Jones, J.Lane, F. Stevens

### Matters Arising from the Finance Committee Meeting of 9th December 2008

#### 513 CHRISTMAS LIGHTING

The Christmas Lighting ceremony was held on 20<sup>th</sup> November 2008 and was very successful. A financial statement for the lighting 2008 will be prepared when all invoices have been received.

#### 514 GWENLLIAN CENTRE FUNDING

The hall committee provided information regarding the cost of new tables. Total cost of 44 tables and table truck will be £2638.30+VAT. It was **RESOLVED** that the Town Council would purchase the tables and receive reimbursement from the Hall. The Council will contribute £2,000 towards this cost. Recovery of VAT will be investigated. An explanation of how the Hall Trustees carried out their function was given and members were informed that any councillor who wished to attend any meetings would be welcome.

#### 515 CORRESPONDENCE – AUGUST-SEPTEMBER 2008

##### A] FINANCIAL

2	Mynyddygarreg Hall	100 chairs have been purchased at a cost of £2012.48 which included VAT. The Town Clerk indicated that VAT is not recoverable. He will investigate whether de-registering for VAT would be in the best interests of the Council. The doors to the hall need urgent replacement at a cost of £800. It was <b>RESOLVED</b> that the Council would pay 50% of this and the hall committee will be requested to pay the remaining 50%. Councillors A.M.Coles and R.Davies declared an interest.
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#### 516 ECONOMIC CLIMATE – CONTINGENCY PLANS

The Town Clerk informed members that monies held by Kidwelly Town Council are deposited in Lloyds TSB and HSBC deposit accounts, spreading the risk. However, very little interest is being earned. There is no guaranteed safety net for public bodies.

It was **RESOLVED** to draft a 5 year financial strategy as part of the 2009-10 budget setting. It was agreed that this exercise should be prioritised. Note and **Close** this item.

## **517 CORRESPONDENCE - NOVEMBER 2008**

### **A] Financial Correspondence**

1	Kidwelly Black Cats	The coach supplied details of the park fees paid by each team. It was <b>RESOLVED</b> to donate £264 as a contribution to the fees. Councillor Davies declared an interest. Note and <b>Close</b> this item.
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## **518 RISK ASSESSMENT**

The Risk Assessment had been circulated. It was acknowledged that certain elements had been scored as too high. Councillors will re-assess the assessment and provide their submissions by 14<sup>th</sup> February 2009 so that the data can be analysed and prepared for the Finance Committee meeting on 10th March 2009. Councillors were reminded to submit their comments.

## **519 LOCAL GOVERNMENT PENSION SCHEME**

Kidwelly Town Council is a member of the Dyfed Pension Scheme. Changes are being made to the scheme. Two members of staff have applied to join. Note and **Close** this item.

## **520 CORRESPONDENCE - DECEMBER 2008**

1.	HM Revenue & Customs	A VAT inspection was carried out on 6 <sup>th</sup> November 2008. A letter dated 11 <sup>th</sup> November 2008 raised issues relating to the option to tax on two properties owned by the Town Council. The Town Clerk is investigating this matter. A further meeting is scheduled for 12 <sup>th</sup> February 2009.
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## **521 FINANCIAL STATEMENTS**

The Town Clerk will clarify the position as to what is capital and what is revenue expenditure. The auditors and One Voice Wales will be asked for advice on the use of the capital reserve.

The financial statement for the nine months up to 31<sup>st</sup> December 2008 was considered. The forecast overspend is estimated to be in the region of £15k. A new format for the accounts is to be introduced, the analysis being separated into 4 categories:- capital, revenue, estates and grants.

It was **RESOLVED** that the Estates Manager's hours return to the contracted 8 hours with immediate effect. The decision on whether to sell assets such as the Council van and other estates equipment was deferred until budget setting.

## **522 BILLS FOR PAYMENT – JANUARY 2009**

	Invoice No	Statutory Provisions	To	Re	Net	Vat	Total
1	1194	Local Gov Act 1972 s011	ABP Associates	Bookkeeping Bin Bags, Dividers,stationery etc	53.12	9.30	62.42
2	157938	Local Gov Act 1972 s011	Viking Direct	12 months cooler rental	62.48	11.26	75.62
3	15640	Local Gov Act 1972 s011	Water for you	Monthly Hosting package	60.00	9.00	69.00
4	17891096	Local Gov Act 1972 s011	Fast Hosts	Reformat & reinstall progs-Maria's PC	4.99	0.87	5.86
5	29KIDW01-1208	Local Gov Act 1972 s011	S Chilvers	Insurance for photocopier	99.95	0.00	99.95
6	4.4E+10	Local Gov Act 1972 s011	CiT	Annual Subscription Fuel & Oil for Van (Nov)	17.65	2.65	20.30
7	1703010	Local Gov Act 1972 s011	Indicator Ltd	Water x 3 Bottles	131.00	0.00	131.00
8	K0003	Local Gov Act 1972 s011	Gravells	Flood Risk	201.70	10.62	212.32
9	15884	Local Gov Act 1972 s011	Water for you		14.70	2.21	16.91
10	W0809118	Local Gov Act 1972 s011	Waterco		1148.04	172.21	1320.25

## Assessment for PGC

11	528	Local Gov Act 1972 s011	Morris Ground Work	Estates maintenance	160.00	0.00	160.00
12	91960711	Local Gov Act 1972 s011	CCC	Footway Lighting	1691.33	295.98	1987.31
					<b>3644.96</b>	<b>514.10</b>	<b>4160.94</b>

To reduce expenses, the water cooler from the Council Chamber will be cancelled and all gas standing charges will be reviewed.

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

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

**523 CHEQUES RAISED – DECEMBER 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total
1 5914	Local Gov Act 1972 s011	M. MacDonald	Renewal of licence - Payroll manager	48.41	10.28	58.69
2 5914	Local Gov Act 1972 s011	M. MacDonald	Norton Internet Security & Memory Sticks	68.65	2.87	71.52
3 5915	Local Gov Act 1972 s011	Steve Chilvers	Web Site Design & Production	1425.00	0.00	1425.00
4 5916	Local Gov Act 1972 s011	Zurich Municipal	Zurich Municipal - Insurance	165.00	0.00	173.25
				<b>1707.06</b>	<b>13.15</b>	<b>1728.46</b>

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

**524 DIRECT DEBITS – DECEMBER 2009**

Date	Statutory Provisions	Expense	Description	£	VAT	Total £
1 01-Dec	Telecom Act 1984 s97	<b>BT</b>	<b>Telephone</b>	14.02	2.98	17.00
2 01-Dec	Telecom Act 1984 s97	<b>BT</b>	<b>Telephone</b>	20.29	3.71	24.00
3 01-Dec	Telecom Act 1984 s97	<b>BT</b>	<b>Telephone</b>	93.50	16.50	110.00
4 01-Dec	Local Gov Act 1972 s011	<b>Dwr Cymru</b>	<b>Water</b>	20.00	0.00	20.00
5 01-Dec	Local Gov Act 1972 s011	<b>Dwr Cymru</b>	<b>Water</b>	20.00	0.00	43.00
6 02-Dec	Local Gov Act 1972 s011	<b>Swalec</b>	<b>Electricity</b>	11.21	106.79	118.00
7 02-Dec	Local Gov Act 1972 s011	<b>Swalec</b>	<b>Electricity</b>	54.15	2.85	57.00
8 02-Dec	Local Gov Act 1972 s011	<b>BGS Services</b>	<b>Gas</b>	17.68	0.94	18.62
9 15-Dec	Local Gov Act 1972 s011	<b>CCC</b>	<b>Rates</b>	19.00	0.00	19.00
10 15-Dec	Local Gov Act 1972 s011	<b>CCC</b>	<b>Rates</b>	466.00	0.00	466.00
11 15-Dec	Local Gov Act 1972 s011	<b>BGS Services</b>	<b>Gas</b>	20.28	1.07	21.35
				<b>6566.81</b>	<b>304.32</b>	<b>6896.12</b>

Variable Charges –December

1	5th Dec	Local Gov Act 1972 sO11	Telepay	Wages	1018.38	0.00	1018.38
2	12th Dec	Local Gov Act 1972 sO11	Telepay	Wages	823.52	0.00	823.52
3	19th Dec	Local Gov Act 1972 sO11	Telepay	Wages	4,291.44	0.00	4,291.44
					<b>6133.34</b>	<b>0.00</b>	<b>6133.34</b>

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

### **525 BUDGET SETTING 2009/10**

The following timetable has been set:-

Stage 1	Establishment Committee	Tuesday 27 <sup>th</sup> January 2009
Stage 2	Chairs of Committees meeting	Tuesday 3 <sup>rd</sup> February 2009
Stage 3	Finance Committee	Tuesday 10 <sup>th</sup> February 2009
Stage 4	Budget setting meeting	Tuesday 17 <sup>th</sup> February 2009
Stage 5	Further meeting if required (Optional)	Tuesday 24 <sup>th</sup> February 2009

### **526 REQUESTS FOR FINANCIAL ASSISTANCE**

1.	Llanelli Access Group	£25
2.	Llangollen International Eisteddfod	Defer until April 2009
3.	Dyfed Powys Crime Prevention Trust	No donation
4.	Cruse Bereavement Care	Defer until April 2009

It was **RESOLVED** to pay the donation at item 1. Note and **Close** this item.

### **527 CORRESPONDENCE - JANUARY 2009**

1	Menter Cwm Gwendraeth	AGM notification – 21 <sup>st</sup> January 2009 has been received. Note and <b>Close</b> this item.
2	One Voice Wales	The Community and Town Council Stakeholder Event will be held on 4 <sup>th</sup> February 2009. Councillors T.Burns or R.Davies will represent the Council. Note and <b>Close</b> this item.
3	One Voice Wales	Training for Councillors, Module One – “The Council” will be held on 19 <sup>th</sup> February 2009 in the Princess Gwenllian Hall. Councillors wishing to participate should contact the office to book a place. It was <b>RESOLVED</b> to pay the training fee of £25 per module for councillors attending. Note and <b>Close</b> this item.
4	Cofio Grav Committee	Members were informed that the next meeting of the Cofio Grav Committee will be held on 26 <sup>th</sup> January 2009. Note and <b>Close</b> this item.
5	Carmarthenshire County Council	Members were reminded of the meeting to be held on 27 <sup>th</sup> January 2009 at the Gwenllian Centre to discuss the former Town Hall. Note and <b>Close</b> this item.

### **528 ANY OTHER BUSINESS - JANUARY 2009**

The Project Officer is managing the Phase 2 development at the Gwenllian Centre. She will attend a 2 day Project Management Course to assist in this. It was **RESOLVED** that the Council pay 50% of the fees of £200 plus expenses. The Town Forum will pay the remaining 50%. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

10th FEBRUARY 2009

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 10<sup>th</sup> February 2009

Present:- Councillor T.Finch (in chair)  
Town Mayor A.M. Coles  
Deputy Mayor H.Gilasby  
Councillors: T.M.Burns, J.Gilasbey, F.Burke-Lloyd  
R. Davies, K Davies, J.Lane,  
Town Clerk M. MacDonald  
Town Secretary A Padgett  
Translator L.Kirkham-Jones  
Apologies:- Councillor D Jones, G.G.Jones, P. ap Ioan, F. Stevens

### Matters Arising from the Finance Committee Meeting of 13th January 2009

#### 571 CHRISTMAS LIGHTING

The Christmas Lighting ceremony was held on 20<sup>th</sup> November 2008 and was very successful. A financial statement for the lighting 2008 will be prepared when all invoices have been received.

#### 572 GWENLLIAN CENTRE FUNDING

The hall committee provided information regarding the cost of new tables. Total cost of 44 tables and table truck will be £2638.30+VAT. It was **RESOLVED** that the Town Council would purchase the tables and receive reimbursement from the Hall. The Council will contribute £2,000 towards this cost. Recovery of VAT will be investigated. An explanation of how the Hall Trustees carried out their function was given and members were informed that any councillor who wished to attend any meetings would be welcome.

#### 573 CORRESPONDENCE – AUGUST-SEPTEMBER 2008

##### A] FINANCIAL

2	Mynyddygarreg Hall	100 chairs have been purchased at a cost of £2012.48 which included VAT. The Town Clerk indicated that VAT is not recoverable. He will investigate whether de-registering for VAT would be in the best interests of the Council. The doors to the hall need urgent replacement at a cost of £800. It was <b>RESOLVED</b> that the Council would pay 50% of this and the hall committee will be requested to pay the remaining 50%. Councillors A.M.Coles and R.Davies declared an interest.
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#### 574 RISK ASSESSMENT

The Risk Assessment had been circulated. It was acknowledged that certain elements had been scored as too high. Councillors will re-assess the assessment and provide their submissions by 14<sup>th</sup> February 2009 so that the data can be analysed and prepared for the Finance Committee meeting on 10th March 2009. Councillors were reminded to submit their comments.

#### 575 CORRESPONDENCE - DECEMBER 2008

1.	HM Revenue & Customs	A VAT inspection was carried out on 6 <sup>th</sup> November 2008. A letter dated 11 <sup>th</sup> November 2008 raised issues relating to the option to tax on two properties owned by the Town Council. The Town Clerk is investigating this matter. A further meeting is scheduled for 19 <sup>th</sup> March 2009.
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## **576 BILLS FOR PAYMENT – FEBRUARY 2009**

	Invoice No	Statutory Provisions	To	Re	Net	Vat	Total
1	G.6/13 32KIDW01	Local Gov Act 1972 s011	R.T. Electrics	Repair emergency light	95.40	14.31	109.71
2	-0109	Local Gov Act 1972 s011	Steve Chilvers	Data recovery	75.00	0.00	75.00
3	333266	Local Gov Act 1972 s011	Viking Direct	Stationery	67.80	10.45	80.13
4	1743/HO/EF/ 112038	Local Gov Act 1972 s011	Ungoed Thomas & King	Costs for GL16	972.00	145.80	1,117.80
5	8.451E+10	Local Gov Act 1972 s011	British Gas	Emergency call out and repair Gas Boiler	142.98	21.44	164.42
6	54/09	Local Gov Act 1972 s011	Ungoed Thomas & King	Solicitors fees for Willow Farm-Waungadog	450.00	67.50	517.50
7	KIDWEL01	Local Gov Act 1972 s011	Myrddin Garden	Repairs to strimmer & Machinery	56.80	9.94	66.74
8	31412	Local Gov Act 1972 s011	Pwylgor Cofio Grav	Raffle Tickets	295.00	51.63	346.63
9	1216 & 1222	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	127.50	12.38	139.88
10	401473	Local Gov Act 1972 s011	Viking Direct	Stationery, Files, Ink Project Management	91.76	16.04	107.80
11	956	Local Gov Act 1972 s011	TSW	course -Maria Rocke	200.00	30.00	230.00
12	746617	Local Gov Act 1972 s011	Travis Perkins	Cable Ties	2.86	0.43	3.29
13	531	Local Gov Act 1972 s011	Morris Landscaping	Emptying of bins, Tidying cemetery (5 wks)	200.00	0.00	200.00
14	91959292	Local Gov Act 1972 s011	CCC	Health report employee	84.00	0.00	84.00
15	69	Local Gov Act 1972 s011	Angela Coles	Travelling Expenses	128.15	0.00	128.15
16	70	Local Gov Act 1972 s011	Angela Coles	Cakes & Soft drinks service 9/11/08 (Civic)	18.01	0.00	18.01
					3007.26	379.92	3389.06

Item 6 – it was **RESOLVED** to defer payment until it is clear as to who is responsible for the costs of drawing up the lease. Councillor Burns declared an interest.

Item 8 – it was **RESOLVED** to pay this item which had not been previously identified as authorised by Executive Action during the summer recess. The Town Clerk is to review the policy outlining the procedure for authorising payments by Executive Action and a list of items of expenditure that were authorised for payment by Executive Action for presentation at the next Finance Committee meeting on 10<sup>th</sup> March 2009. This matter will be referred to the next meeting of the Policy & Strategy Committee.

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

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

## **577 CHEQUES RAISED – JANUARY 2009**

	Cheque	Statutory provisions	Payee	Description	Net	Vat	Total
1	5917	Local Gov Act 1972 s011	Lord Mayor's Show	Fee	4300.00	645.00	4945.00
2	5918	Local Gov Act 1972 s011	Inland Revenue	Dec	2255.46	0.00	2255.46
3	5919	Local Gov Act 1972 s011	Inland Revenue	Jan	2149.92	0.00	2149.92
4	5923	Local Gov Act 1972 s011	S. Chilvers	Data recovery	75.00	0.00	75.00
					<b>8780.38</b>	<b>645.00</b>	<b>9425.38</b>

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

## **578 DIRECT DEBITS – JANUARY 2009**

<b>Date</b>	<b>Statutory provisions</b>	<b>Expense</b>	<b>Description</b>	<b>£</b>	<b>VAT</b>	<b>Total £</b>
Fixed Charges						
2nd Jan	Telecom Act 1984 s97	<i>BGS Services</i>	<i>Gas</i>	148.20	7.80	156.00
2nd Jan	Local Gov Act 1972 s011	<i>Swalec</i>	<i>Electricity</i>	52.25	2.75	55.00
2nd Jan	Telecom Act 1984 s97	<i>BT</i>	<i>Telephone</i>	14.45	2.55	17.00
2nd Jan	Local Gov Act 1972 s011	<i>BT</i>	<i>Telephone</i>	20.40	3.60	24.00
2nd Jan	Local Gov Act 1972 s011	<i>BT</i>	<i>Telephone</i>	93.50	16.50	110.00
2nd Jan	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	20.00	0.00	20.00
2nd Jan	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	43.00	0.00	43.00
5th Jan	Local Gov Act 1972 s011	<i>BGS Services</i>	<i>Gas</i>	17.68	0.94	18.62
14th Jan	Local Gov Act 1972 s011	<i>BGS Services</i>	<i>Gas</i>	20.28	1.07	21.35
15th Jan	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	19.00	0.00	19.00
15th Jan	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	466.00	0.00	466.00
				<b>862.51</b>	<b>35.21</b>	<b>949.97</b>
Variable Charges						
9th Jan	Local Gov Act 1972 s011	Telepay	Wages	324.97	0.00	324.97
16th Jan	Local Gov Act 1972 s011	Telepay	Wages	324.56	0.00	324.56
22nd Jan	Local Gov Act 1972 s011	Telepay	Wages	324.76	0.00	324.76
29th Jan	Local Gov Act 1972 s011	Telepay	Wages	3249.48	0.00	3249.48
				<b>4223.77</b>	<b>0.00</b>	<b>4223.77</b>

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

## **579 BUDGET SETTING 2009/10**

The Town Clerk had circulated a document that set out implications on the precept for 2009-10, and which showed the likely overrun for 2008-09 analysed under estates, precept related expenditure and capital. The Chair expressed her dismay that no draft budget was presented and pointed out that this exercise was agreed by councillors to have commenced in October 2008. It was suggested that previous budgets could be used for this exercise, however, the Chair explained that this could not be done as the capital and revenue elements in previous budgets were combined.

Budget setting meetings previously planned were confirmed as, Tuesday 17<sup>th</sup> February 2009 Tuesday 24<sup>th</sup> February 2009 if necessary.

## **580 CORRESPONDENCE - FEBRUARY 2009**

There was no correspondence.

## **581 ANY OTHER BUSINESS - FEBRUARY 2009**

There was no other business.

## KIDWELLY TOWN COUNCIL

10th MARCH 2009

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 10<sup>th</sup> March 2009

Present:- Councillor T.Finch (in chair)  
Town Mayor A.M. Coles  
Deputy Mayor H.Gilasby  
Councillors: T.M.Burns, J.Gilasbey, F.Burke-Lloyd, D Jones, G.G.Jones,  
P. ap Ioan, R. Davies, K Davies,  
Town Clerk M. MacDonald  
Town Secretary A Padgett  
Translator L.Kirkham-Jones  
Apologies:- Councillor J.Lane

### Matters Arising from the Finance Committee Meeting of 10th February 2009

#### 636 MEMBERS' DECLARATIONS OF INTEREST

Minute 644 – Councillor A.M.Coles

Minute 646 – Councillor T.M. Burns

#### 637 CHRISTMAS LIGHTING

The Christmas Lighting ceremony was held on 20<sup>th</sup> November 2008 and was very successful. A financial statement for the lighting 2008 will be prepared when all invoices have been received.

#### 638 GWENLLIAN CENTRE FUNDING

The new tables and transporter have been delivered at a cost of £2638.30+VAT. It was previously **RESOLVED** that the Town Council would purchase the tables and receive reimbursement from the Hall. The Council will contribute £2,000 towards this cost.

Planning permission for the lift has been approved. Cost of the lift is £18,793. A deposit of 25% (£4698.25) is required before the order can be processed. It was **RESOLVED** to pay the deposit.

#### 639 CORRESPONDENCE – AUGUST-SEPTEMBER 2008

##### A] FINANCIAL

2	Mynyddygarreg Hall	100 chairs have been purchased at a cost of £2012.48 which included VAT. The Town Clerk indicated that VAT is not recoverable. He will investigate whether de-registering for VAT would be in the best interests of the Council. The doors to the hall need urgent replacement at a cost of £800. It was <b>RESOLVED</b> that the Council would pay 50% of this and the hall committee will be requested to pay the remaining 50%.
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#### 640 RISK ASSESSMENT

The Risk Assessment had been circulated. It was acknowledged that certain elements had been scored as too high. No submissions for amendments had been received. This matter was referred to the Policy & Strategy Committee meeting to be held on 16<sup>th</sup> June 2009. Note and **Close** this item.



## **641 CORRESPONDENCE - DECEMBER 2008**

1.	HM Revenue & Customs	A VAT inspection was carried out on 6 <sup>th</sup> November 2008. A letter dated 11 <sup>th</sup> November 2008 raised issues relating to the option to tax on two properties owned by the Town Council. The Town Clerk is investigating this matter. A further meeting is scheduled for 19 <sup>th</sup> March 2009.
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## **642 BUDGET SETTING 2009/10**

The budget was considered.

Election expenses of £5,260 would be accounted for in the current financial year. Out of the £5,260 budgeted for, £2000 would be allocated for possible by-elections and £3,260 put into the contingency fund.

After discussion relating to mayoral costs, it was **RESOLVED** to continue with the traditional mayoral functions of the town.

The Chair recommended that 3 of the 4 signatories be required to sign cheques. It was **RESOLVED** that 2 out of the 4 signatories sign, as at present.

Matters relating to staffing were referred to the Establishment Committee meeting on 17<sup>th</sup> March 2009.

It was **RESOLVED** to accept the budget for 2009-2010. Note and **Close** this item.

## **643 PURCHASE OF NEW EMPLOYMENT GUIDANCE**

In view of the imminent change in Employment Law relating to personnel matters, it was **RESOLVED** to purchase guidance notes at a cost of £27.

## **644 FUNDING OF COFIO GRAV**

A request for financial assistance has been received from the Cofio Grav Committee. It was **RESOLVED** to support the Memorial project in principle, the level of contribution depending on the need. Mr Mansel Thomas (Chairman) would be requested to supply information on the amount of funding already received.

## **645 FINANCIAL STATEMENTS**

The financial statements for the 11 month period were considered. An overspend of £28k is anticipated. Note and **Close** this item.

## **646 BILLS FOR PAYMENT – MARCH 2009**

Invoice	Statutory Provisions	To	Re	Net	Vat	Total	Category
1 5612	Local Gov Act 1972 s011	Pembrey Plant	Cut hedge in Hillfield Villas	83.25	12.49	95.74	Estates
2 1063	Local Gov Act 1972 s011	One Voice Wales	Cllr training 6 x £25	150.00	0.00	150.00	Precept
3 UTK2	Local Gov Act 1972 s011	Ungoed Thomas & King	Charges relating to lease of H14	450.00	67.50	517.50	Estates
4 MR1	Local Gov Act 1972 s011	Maria Rocke	Expenses for training Course	18.90	0.00	18.90	Precept
5 A164413 5	Local Gov Act 1972 s011	Furniture at Work	Tables for Gwenllian Hall	884.80	132.72	1,017.52	Capital
6 0916 ABN530	Local Gov Act 1972 s011	Travis Perkins	2 locks & chains to secure gate at GL16	24.82	3.72	28.54	Estates
7 1.1E+09	Local Gov Act 1972 s011	Konica Minolta	Photocopy Charge	97.36	14.60	111.96	Precept
8 1800152	Local Gov Act 1972 s011	Chubb	Charges in respect of Intruder alarm	407.40	61.11	468.51	Precept

9	1234	Local Gov Act 1972 s011	ABP	Bookkeeping	75.00	11.25	86.25	Precept
10	575728	Local Gov Act 1972 s011	Furniture at Work	Table Truck for Gwennlian Hall	598.00	89.70	687.70	Capital
11	16773	Local Gov Act 1972 s011	Water for You Ltd	Staff Welfare	4.90	0.74	5.64	Precept
12	KID05056	Local Gov Act 1972 s011	The Crown Estate	Rent for foreshore and Quay	234.00	0.00	234.00	Precept
13	PGC/1	Local Gov Act 1972 so11	Princess Gwennlian Centre	Hire of hall x 4 for youth meetings	33.75	0.00	33.75	Precept
14	11542008	Local Gov Act 1972 so11	Valuation Office Agency	Valuation of Council Premises	830.00	124.50	954.50	Capital
15	4499	Local Gov Act 1972 so11	Mogo Direct	Folding Tables	1290.30	193.55	1483.85	Capital
16	Kidwelly	Local Gov Act 1972 so11	Grants Online	Subscription from Grants online	115.00	17.25	132.25	Precept
					<b>5297.48</b>	<b>729.13</b>	<b>6026.61</b>	

It was **RESOLVED** to pay these items.

The Town Clerk provided a list of expenditure incurred by Executive Action. The Chairs of the Finance and Estates Committees requested that they be informed, at the time, of any Executive Action to be taken. To clarify this procedure the Town Clerk has prepared a monitoring form which could be used on these occasions. This will be considered by the Policy & Strategy Committee on 17<sup>th</sup> March 2009. Note and **Close** this item.

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

#### **647 CHEQUES RAISED – FEBRUARY 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Category
1 5949	Local Gov Act 1972 s011	HM Revenue	Staff tax & insurance Planning 4 Interpretation panels	1548.63	0.00	1548.63	Precept/Capital
2 5950	Local Gov Act 1972 s011	CCC	Slaughter House Pension payment up to 31st December '08	158.00	0.00	158.00	Capital
3 5951	Local Gov Act 1972 s011	CCC		2112.26	0.00	2112.26	Precept
				3818.89	0.00	3818.89	

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

#### **648 DIRECT DEBITS – FEBRUARY 2009**

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Category
1 2nd Feb	Telecom Act 1984 s97	BT	Rental	86.75	4.57	91.32	Precept
2 2nd Feb	Local Gov Act 1972 s011	BGS Services	Gas	148.20	7.80	156.00	Precept
3 2nd Feb	Telecom Act 1984 s97	Swalec	Electricity	52.25	2.75	55.00	Precept
4 2nd Feb	Telecom Act 1984 s97	BT	Telephone	20.40	3.60	24.00	Precept
5 2nd Feb	Telecom Act 1984 s97	BT	Telephone	39.95	7.05	47.00	Precept
6 2nd Feb	Telecom Act 1984 s97	BT	Telephone	72.25	12.75	85.00	Precept
7 2nd Feb	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	Precept
8 2nd Feb	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	Precept
9 4th Feb	Local Gov Act 1972 s011	BGS Services	Gas	17.68	0.94	18.62	Precept
10 16th Feb	Local Gov Act	BGS	Gas	20.28	1.07	21.35	Precept

		1972 s011	<i>Services</i>					
11	26th Feb	Local Gov Act 1972 s011	<i>Swalec</i>	<i>Electricity</i>	42.75	2.25	45.00	Precept
12	28th Feb	Local Gov Act 1972 s011	<i>Plusnet</i>	<i>Website</i>	26.38	4.66	31.04	Precept
					<b>561.39</b>	<b>47.44</b>	<b>608.83</b>	
			Variable charges- Telepay					
1	6th Feb	Local Gov Act 1972 s011	TELEPAY	Wages	324.96	0.00	324.96	Pre/Est/Cap
2	13th Feb	Local Gov Act 1972 s011	TELEPAY	Wages	324.56	0.00	324.56	Pre/Est/Cap
3	20th Feb	Local Gov Act 1972 s011	TELEPAY	Wages	244.14	0.00	244.14	Pre/Est/Cap
4	27th Feb	Local Gov Act 1972 s011	TELEPAY	Wages	3069.54	0.00	3069.54	Pre/Est/Cap
					<b>3963.20</b>	<b>0.00</b>	<b>3963.20</b>	

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

#### **649 CORRESPONDENCE - MARCH 2009**

1	One Voice Wales	It was <b>RESOLVED</b> to pay the subscription fee of £367. Note and <b>Close</b> this item.
2	Cllr T.Burns	The funding of Mayoral functions was considered under Minute 642. Note and <b>Close</b> this item.
3	Cllr T.Finch	The Town Clerk indicated that requests for certain items of information were not available due to a pending investigation. Information on staffing levels was a matter for the Establishment Committee. It was noted that the Internal Auditor's Report had been requested but not received. Note and <b>Close</b> this item.

#### **650 ANY OTHER BUSINESS - MARCH 2009**

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

## KIDWELLY TOWN COUNCIL

**28th APRIL 2009**

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 28<sup>th</sup> April 2009

Present:- Councillor T.M.Burns (in chair)  
Town Mayor A.M. Coles  
Councillors: J.Gilasbey, F.Burke-Lloyd, G.G.Jones, R. Davies, T.Finch, J.Lane,  
Town Clerk M. MacDonald  
Town Secretary A Padgett  
Translator L.Kirkham-Jones  
Apologies:- Councillor K Davies, D Jones, F.Stevens, H.Gilasbey

### **Matters Arising from the Finance Committee Meeting of 10th March 2009**

#### **716 MEMBERS' DECLARATIONS OF INTEREST**

No declarations were received.

#### **717 CHRISTMAS LIGHTING**

A meeting of the Christmas Lighting Committee will be held on 28<sup>th</sup> May 2009 at 2.00pm.

#### **718 GWENLLIAN CENTRE FUNDING**

The new tables and transporter have been delivered at a cost of £2638.30+VAT. The Town Council contributed £2000 towards this cost. All invoices have been settled. A letter of thanks has been received from the Hall Committee. Note and **Close** this item.

Installation of the lift - a deposit of 25% (£4698.25) has been paid. The Fire Service has indicated that a lift cannot be used during a fire, but recommended the use of an evac-chair. The advice of the Fire Service will be followed. A battery pack will therefore not be required.

#### **719 CORRESPONDENCE – AUGUST-SEPTEMBER 2008**

##### A] FINANCIAL

2	Mynyddygarreg Hall	100 chairs have been purchased at a cost of £2012.48 which included VAT. The Town Clerk indicated that VAT is not recoverable. He will investigate whether de-registering for VAT would be in the best interests of the Council. The doors to the hall need urgent replacement at a cost of £800. It was <b>RESOLVED</b> that the Council would pay 50% of this and the hall committee will be requested to pay the remaining 50%.
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#### **720 CORRESPONDENCE - DECEMBER 2008**

1.	HM Revenue & Customs	A further meeting was held on 19 <sup>th</sup> March 2009 and agreement reached with HM Revenue & Customs. A copy of correspondence had previously been circulated. Note and <b>Close</b> this item.
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## **721 PURCHASE OF NEW EMPLOYMENT GUIDANCE**

In view of the imminent change in Employment Law relating to personnel matters, guidance notes have been purchased at a cost of £27. Note and **Close** this item.

## **722 FUNDING OF COFIO GRAV**

A request for financial assistance has been received from the Cofio Grav Committee. It was **RESOLVED** to support the Memorial project in principle, the level of contribution depending on the need. Mr Mansel Thomas (Chairman) would be requested to supply information on the amount of funding already received.

## **723 FINANCIAL STATEMENTS**

The first draft of the financial statements for the 12months ended 31<sup>st</sup> March 2009 had been circulated. It was noted that adjustments would be required when all information was available in order to finalise the accounts for 2009-09. Note and **Close** this item.

## **724 BILLS FOR PAYMENT – APRIL 2009**

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Category
1 553	Local Gov Act 1972 s011	Morris Landscaping	Bins @ Keep cemetery tidy	240.00	0.00	240.00	Estates
2 SOLCC1	Local Gov Act 1972 s011	Soc Local Council Clerks	Annual Membership	133.00	0.00	133.00	Precept
3 A74285	Local Gov Act 1972 s011	Humyo.com	Auto back up for 4 pc's	99.90	14.98	114.88	Precept
4 9.2E+07	Local Gov Act 1972 s011	CCC	Lighting at Heol Ray Gravell	1300.00	195.00	1,495.00	Capital
5 9.2E+07	Local Gov Act 1972 s011	CCC	Lighting at Heol Ray Gravell	2626.13	391.13	2,626.13	Capital
6 4063	Local Gov Act 1972 s011	Carms. Tourist Assoc	Annual Membership	75.69	11.35	87.04	Precept
7 1181	Local Gov Act 1972 s011	N J Landscapes	Cut & Strim w/e 31/03/09	1392.00	208.80	1,600.80	Estates
8 1240/1251	Local Gov Act 1972 s011	ABP Associates	Bookkeeping - Feb	141.50	21.23	162.73	Precept
9 1254/1261/1263	Local Gov Act 1972 s011	ABP Associates	Bookkeeping - Mar	225.00	33.75	258.75	Precept
10 CN/1	Local Gov Act 1972 s011	Castle News	Newspapers- Feb-Apr	23.60	0.00	23.60	Precept
11 SC/04	Local Gov Act 1972 s011	Steve Chilvers	Work on Office Computers	85.00	0.00	85.00	Precept
12 631073	Local Gov Act 1972 s011	Viking Direct	Black Laser ink cartridge	124.99	21.69	146.68	Precept
13 9.2E+07	Local Gov Act 1972 s011	CCC	Election costs	5158.31	0.00	5158.31	Precept
14 9.2E+07	Local Gov Act 1972 s011	CCC	Footway Lighting 01.12.08 -31.03.09	1691.33	253.70	1945.03	Precept
15 423773	Local Gov Act 1972 s011	Konica Minolta	Photocopier	129.20	22.81	152.01	Precept
16 TB/1	Local Gov Act 1972 s011	Tegwen Burns	1st Tranche Payment	1000.00	0.00	1000.00	Precept
				<b>14445.65</b>	<b>1174.44</b>	<b>15228.96</b>	

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

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

## 725 CHEQUES RAISED – MARCH 2009

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Category
1 5970	Local Gov Act 1972 s011	Phoenix Lift Systems	Deposit for lift at PGC - (25%)	4113.75	617.06	4730.81	Capital
2 5972	Local Gov Act 1972 s011	John Mayne	Back Pay for Lynne Mayne	9.66	0.00	9.66	Precept
3 5971	Local Gov Act 1972 s011	CCC	Payment for building regs for portacabins	76.82	0.00	76.82	Capital
4 5974	Local Gov Act 1972 s011	H & M Revenue & Customs	PAYE (February)	1441.52	0.00	1441.52	Precept
5 5975	Local Gov Act 1972 s011	H & M Revenue & Customs	PAYE (March)	2183.81	0.00	2183.81	Precept
				7825.56	617.06	8442.62	

It was noted that the Town Clerk is no longer signing cheques.  
It was **RESOLVED** to note and **Close** this table from the minutes.

## 726 DIRECT DEBITS – MARCH 2009

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Category	
<b>Fixed Charges</b>								
1	2nd March	Local Gov Act 1972 s011	BGS Services	Gas	148.20	7.80	156.00	Precept
2	2nd March	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	Precept
3	2nd March	Telecom Act 1984 s97	BT	Telephone	20.40	3.60	24.00	Precept
4	2nd March	Telecom Act 1984 s97	BT	Telephone	39.95	7.05	47.00	Precept
5	2nd March	Telecom Act 1984 s97	BT	Telephone	72.25	12.75	85.00	Precept
7	2nd March	Local Gov Act 1972 s011	Dwr	Water	14.50	0.00	14.50	Precept
8	2nd March	Local Gov Act 1972 s011	Dwr	Water	20.00	0.00	20.00	Precept
9	6th March	Local Gov Act 1972 s011	Cathedral Hygiene	Feminine Hygiene Disposal	46.74	8.25	54.99	Precept
10	16th March	Local Gov Act 1972 s011	BGS Services	Gas	2.09	19.93	22.02	Precept
11	27th March	Local Gov Act 1972 s011	Plusnet	Broadband	26.38	4.66	31.04	Precept
					442.76	66.79	509.55	
<b>Variable charges</b>								
1	5th – Mar	Local Gov Act 1972 sO11	Telepay	Wages	293.48	0.00	293.48	Precept
2	12th- Mar	Local Gov Act 1972 sO11	Telepay	Wages	492.08	0.00	492.08	Precept
3	19th- Mar	Local Gov Act 1972 sO11	Telepay	Wages	336.75	0.00	336.75	Precept
4	26th- Mar	Local Gov Act 1972 sO11	Telepay	Wages	3221.79	0.00	3221.79	Precept
					4344.10	0.00	4344.10	

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

## **727 REQUESTS FOR FINANCIAL ASSISTANCE**

		£	
1	Citizens Advice Bureau - Llanelli	100	
2	Llangollen International Eisteddfod		No Donation
3	Eisteddfod Genedlaethol Cymru	50	
4	Cruse Bereavement Care		No Donation
5	Citizens Advice Bureau – Carmarthen		No Donation
6	Urdd Gobaith Cymru	50	
7	Kidney Wales Foundation		No Donation
8	Kidwelly Welfare Committee	150	
9	Kidwelly Festival Choir	200	
10	Contemporary cast iron art		Letter of support to be provided
11	Youth Council	50	
	<b>TOTAL</b>	<b>600</b>	

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

## **728 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES**

The auditor has informed the Town Clerk that he will be charging £119 per hour for work relating to elector's queries and not the £189 per hour as previously quoted. Concern was expressed that any elector can incur charges without reference to the Town Council. It was **RESOLVED** to query this with the Wales Audit Office through their complaints procedure.

## **729 APPROVAL OF ACCOUNTS FOLLOWING AMENDMENTS FOR 2006-07**

Copies of the Annual return for the year ended 31<sup>st</sup> March 2007 had been previously circulated. Further information requested would be provided. It was **RESOLVED** to accept the Statement of Accounts and the Annual Governance Statement. The Internal Auditor will be advised of the changes prior to the documents being sent to the External Auditor.

## **730 RELOCATION COSTS UPDATE**

The relocation cost update was given in the Estates Committee meeting on 21<sup>st</sup> April 2009. A further update will be given to Full Council by the project officer on 12<sup>th</sup> May 2009. Note and **Close** this item.

## **731 INSURANCE TENDER PROCESS**

The Town Clerk informed members that the insurance premium is due for renewal on 18<sup>th</sup> May 2009. Due to the pending move of premises, it was **RESOLVED** not to seek a change of insurer until the relocation has taken place. Note and **Close** this item.

## **732 CORRESPONDENCE - APRIL 2009**

1	Ty Bryngwyn	A letter of thanks has been received from the hospice for the donation in lieu of flowers given in respect of Lynne Mayne, former Town Secretary. Note and <b>Close</b> this item.
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## **733 ANY OTHER BUSINESS - APRIL 2009**

1. A request had been made to the Mayor that the Town Council become responsible for the website for Mynyddgarreg that is hosted on the Carmarthenshire Tourist Association website. The Town Clerk will investigate the matter as the Town Council also pays a subscription.

2. It was noted that the Mayor had represented the Council at the funeral of the late Sir David Mansel Lewis. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

12th MAY 2009

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 12<sup>th</sup> May 2009

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

### **Matters Arising from the Finance Committee Meeting of 28th April 2009**

#### **53 MEMBERS' DECLARATIONS OF INTEREST**

No declarations were received.

#### **54 CHRISTMAS LIGHTING**

A meeting of the Christmas Lighting Committee will be held on 28<sup>th</sup> May 2009 at 2.00pm.

#### **55 GWENLLIAN CENTRE FUNDING**

Installation of the lift – It was reported that the lift would be installed by the end of the month.

#### **56 CORRESPONDENCE – AUGUST-SEPTEMBER 2008**

##### A] FINANCIAL

2	Mynyddygarreg Hall	100 chairs have been purchased at a cost of £2012.48 which included VAT. The Town Clerk indicated that VAT is not recoverable. He will investigate whether de-registering for VAT would be in the best interests of the Council. The doors to the hall need urgent replacement at a cost of £800. It was <b>RESOLVED</b> that the Council would pay 50% of this and the hall committee will be requested to pay the remaining 50%.
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#### **57 FUNDING OF COFIO GRAY**

A request for financial assistance has been received from the Cofio Grav Committee. It was **RESOLVED** to support the Memorial project in principle, the level of contribution depending on the need. Mr Mansel Thomas (Chairman) would be requested to supply information on the amount of funding already received.

#### **58 APPROVAL OF ACCOUNTS FOLLOWING AMENDMENTS FOR 2006-07**

Details of the Annual Return for the year ended 31<sup>st</sup> March 2007 had been previously circulated. Copies of the completed return will be provided for ratification at the Finance Committee meeting on 9<sup>th</sup> June 2009.

The Internal Auditor will be advised of the changes prior to the documents being sent to the External Auditor.



**59 BILLS FOR PAYMENT – MAY 2009**

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Category
1 AC/3	Local Gov Act 1972 s011	Cllr. Angela Coles	Travel Expenses Discipline & Grievance Procedures	91.30	0.00	91.30	Precept
2 2E+06	Local Gov Act 1972 s011	Indicator Ltd ABP		27.00	0.00	27.00	Precept
3 1276	Local Gov Act 1972 s011	Associates	Bookkeeping	97.50	14.63	112.13	Capital
4 5E+05	Local Gov Act 1972 s011	Viking Direct Gwennlian	Stationery	127.75	22.10	149.85	Capital
5 23259	Local Gov Act 1972 s011	Court Hotel	Mayoral Lunch Cooler rental & Water	1095.00	164.25	1259.25	Precept
6 66/09/10	Local Gov Act 1972 s011	Water for You	Buffet -Sunday	53.85	9.51	63.36	Precept
7 TFT/01	Local Gov Act 1972 s011	Time For Tea	Mayoral Service	262.50	0.00	262.50	Precept
				1754.90	210.49	1965.39	

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

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

**60 CHEQUES RAISED – APRIL 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Category
1 5997	Local Gov Act 1972 s011	CCC	Temp events notice for carnival	21.00	0.00	21.00	Precept
2 5998	Local Gov Act 1972 s011	CCC	Pension Contribution for quarter ended Mar '09	1381.73	0.00	1381.73	Precept
3 5999	Local Gov Act 1972 s011	Post Office	Charge for leaflet distribution	28.00	0.00	28.00	Capital
				1430.73	0.00	1430.73	

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

**61 DIRECT DEBITS – APRIL 2009**

Date Fixed Charges	Statutory provisions	Expense	Description	£	VAT	Total £	Category
1 03-Apr	Telecom Act 1984 s97	<i>BGS Services</i>	<i>Gas</i>	17.68	0.94	18.62	Precept
2 15-Apr	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	15.60	0.00	15.60	Precept
3 15-Apr	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	489.00	0.00	489.00	Precept
4 16-Apr	Local Gov Act 1972 s011	<i>BGS Services</i>	<i>Gas</i>	0.95	0.05	1.00	Precept
5 16-Apr	Local Gov Act 1972 s011	<i>Swalec</i>	<i>Swalec</i>	155.26	8.18	163.44	Precept
6 16-Apr	Telecom Act 1984 s97	<i>BGS Services</i>	<i>Gas</i>	20.88	1.10	21.98	Precept
				699.37	10.27	709.64	

Variable charges- Telepay

1	02-Apr	Local Gov Act 1972 sO11	Telepay	Wages	420.57	0.00	420.57	Precept
2	09-Apr	Local Gov Act 1972 sO11	Telepay	Wages	324.46	0.00	324.46	Precept
3	16-Apr	Local Gov Act 1972 sO11	Telepay	Wages	372.85	0.00	372.95	Precept
4	23-Apr	Local Gov Act 1972 sO11	Telepay	Wages	3350.81	0.00	3350.81	Precept
5	30-Apr	Local Gov Act 1972 sO11	Telepay	Wages	142.23	0.00	142.23	Precept
					4610.92	0.00	4611.02	

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

**62 COST IMPLICATIONS OF AUDITOR'S ENQUIRIES**

The auditor has informed the Town Clerk that he will be charging £119 per hour for work relating to elector's queries and not the £189 per hour as previously quoted. Concern was expressed that any elector can incur charges without reference to the Town Council. It was **RESOLVED** to query this with the Wales Audit Office through their complaints procedure.

**63 ANY OTHER BUSINESS - APRIL 2009**

1. A request had been made to the Mayor that the Town Council become responsible for the website for Mynyddygarreg that is hosted on the Carmarthenshire Tourist Association website. The Town Clerk will investigate the matter as the Town Council also pays a subscription.

**64 CORESPONDENCE - MAY 2009**

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

**65 ANY OTHER BUSINESS - MAY 2009**

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

## KIDWELLY TOWN COUNCIL

9th June 2009

At a Meeting of the **FINANCE COMMITTEE** held in Burns, Kidwelly on Tuesday, 9<sup>th</sup> June 2009

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

### Matters Arising from the Finance Committee Meeting of 12th May 2009

#### 123 MEMBERS' DECLARATIONS OF INTEREST

Councillor A.M.Coles – Minute 127

#### 124 CHRISTMAS LIGHTING

A meeting of the Christmas Lighting Committee was held on 28<sup>th</sup> May 2009. It was reported that complaints had been received from residents of Bridge Street whose gutters had been damaged by the Christmas lights. As many of the festoon lights were broken other options were explored. It was **RESOLVED** to ask the businesses around the Town Square and in Bridge Street to display a small tree. The Council would provide the brackets and the trees. Cost of a power supply in Plough Gardens will be explored. Estimates for the 2009 lights will be prepared for the next meeting of the Finance Committee on 14<sup>th</sup> July 2009.

Practical arrangements for the lighting up ceremony will be referred to the General Purposes Committee.

#### 125 GWENLLIAN CENTRE FUNDING

Installation of the lift – It was reported that the lift has been installed. Note and **Close** this item.

#### 126 CORRESPONDENCE – AUGUST-SEPTEMBER 2008

##### A] FINANCIAL

2	Mynyddygarreg Hall	The Town Clerk informed members that as the chairs for the hall had already been purchased by the hall committee, the Council could not reclaim the VAT. The trustees will be informed that items need to be purchased by the Council if VAT is to be recovered. An update on the need for a door for the hall will be requested. Future support for both community halls will be considered by the General Purposes Committee on 7 <sup>th</sup> July 2009. Note and <b>Close</b> this item.
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#### 127 FUNDING OF COFIO GRAV

A request for financial assistance has been received from the Cofio Grav Committee. It was **RESOLVED** to support the Memorial project in principle, the level of contribution depending on the need. Mr Mansel Thomas (Chairman) would be requested to supply information on the amount of funding already received.

#### 128 APPROVAL OF ACCOUNTS FOLLOWING AMENDMENTS FOR 2006-07

It was **RESOLVED** that the accounts for the year 2006-07 be approved together with the Annual Governance Statement. Note and **Close** this item.

## **129 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 had been advised to take up this issue with the Auditors.

## **130 ANY OTHER BUSINESS - APRIL 2009**

1. A request had been made to the Mayor that the Town Council become responsible for the website for Mynyddygarreg that is hosted on the Carmarthenshire Tourist Association website. The matter was referred to the General Purposes Committee on 7<sup>th</sup> July 2009. Note and **Close** from the minutes.

## **131 BILLS FOR PAYMENT – JUNE 2009**

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat	
1	9E+07	Local Gov Act 1972 s011	CCC	Building Regs Inspection	200.41	30.06	230.47	C
2	HG/05/09	Local Gov Act 1972 s011	Cllr. Huw Gilasbey	Travel Expenses - Carmarthen	9.90	0.00	9.90	P
3	1191	Local Gov Act 1972 s011	N J Landscapes	Cutting-Strimming 30/04/2009	1392.00	208.80	1,600.80	E
4	FB/05/09	Local Gov Act 1972 s011	Cllr. Fran Burke-Lloyd	Travel Expenses-Llanelli	11.00	0.00	11.00	P
5	6E+05	Local Gov Act 1972 s011	Viking Direct	Stationery	71.14	10.67	81.81	P
6	3E+05	Local Gov Act 1972 s011	Valuation Office Agency	Valuation land in Horeb Road	470.00	70.50	540.50	E
7	1195	Local Gov Act 1972 s011	N J Landscapes	Supply and lay drainage at cemetery	224.00	33.60	257.60	E
8	1301	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	77.00	11.55	88.55	P
9	8E+05	Local Gov Act 1972 s011	Viking Direct	Ink Cartridges	124.87	21.67	146.54	P
10	TB/05/09/01	Local Gov Act 1972 s011	Cllr. Tegwen Burns	Breton Flag	8.90	0.00	8.90	P
11	TB/05/09/02	Local Gov Act 1972 s011	Cllr. Tegwen Burns	Alcoholic beverage-cake ingredients	113.07	0.00	113.07	P
12	LKJ/05/09/01	Local Gov Act 1972 s011	Lynda Kirkham-Jones	Flowers for tables - Mayor Making	8.79	0.00	8.79	P
13	TB/05/09/03	Local Gov Act 1972 s011	Cllr. Tegwen Burns	Cheeses/Beverages drinks/Crisps etc	185.15	27.77	212.92	P
14	52KIDW 01-04	Local Gov Act 1972 s011	Steve Chilvers	IT Support	95.00	0.00	95.00	P
15	9E+05	Local Gov Act 1972 s011	Wernick Hire	Ramp,fire/intruder alarms bases etc	7873.28	1181.01	9054.29	C
16	3E+05	Local Gov Act 1972 s011	Zurich Municipal	Insurance	6780.98	339.05	7120.03	P
17	4E+05	Local Gov Act 1972 s011	Konica Minolta	Photocopier	132.08	19.83	152.01	P
18	1200	Local Gov Act 1972 s011	N J Landscapes	Removal of tree cuttings and disposal -P/G	63.50	9.53	73.03	E
19	G.6/19	Local Gov Act 1972 s011	R T Electrics	Installation of Sub Main to Portacabin	1203.47	210.61	1414.08	C
20	PO/REC01	Local Gov Act 1972 s011	The Post Office	Relocation of Post	78.10	0.00	78.10	C
21	PO/09/06	Local Gov Act 1972 s011	The Post Office	PAYE -For May	1599.85	0.00	1599.85	P
22	2255	Local Gov Act 1972 s011	West Coast Signs	2 x Directional Signs	92.00	0.00	92.00	C
					20814.49	2174.65	22989.24	

New signatories were requested to make arrangements to sign Bank Mandates as a matter of urgency. It was **RESOLVED** to pay these items and note and **Close** this table from the minutes.

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes will be withheld until clarification has been sought as to the amount and type of work which remains to be done.

### **132 CHEQUES RAISED – MAY 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6010	Local Gov Act 1972 s011	Plus Net	Final Months Internet before switch to BT	26.69	4.71	31.40	P
2 6011	Local Gov Act 1972 s011	Phoenix Lifting Systems	Interim Payment for lift	7844.93	1384.40	9229.33	C
				7871.62	1389.11	9260.73	

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

### **133 DIRECT DEBITS – MAY 2009**

Date Fixed Charges	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
1 29-Apr	Local Gov Act 1972 s011	Plusnet	Internet Contract	26.38	4.66	31.04	
2 1st-May	Telecom Act 1984 s97	BT	Rental	77.62	13.70	91.32	
3 1st-May	Telecom Act 1984 s97	BT	Telephone	120.89	21.34	142.23	
4 1st-May	Telecom Act 1984 s97	BT	Telephone	20.40	3.60	24.00	
5 1st-May	Telecom Act 1984 s97	BT	Telephone	39.95	7.05	47.00	
6 1st-May	Local Gov Act 1972 s011	BT	Telephone	85.00	0.00	85.00	
7 1st-May	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	
8 5th-May	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	
9 6th-May	Local Gov Act 1972 s011	British Gas	Gas	148.20	7.80	156.00	
10 6th-May	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	
11 6th-May	Local Gov Act 1972 s011	British Gas	Gas	17.68	0.94	18.62	
				<b>622.87</b>	<b>61.84</b>	<b>684.71</b>	
<b>Variable charges- Telepay</b>		<b>MAY</b>					
1 7th-May	Local Gov Act 1972 s011	Telepay	Wages	324.83	0.00	324.83	P
2 14th-May	Local Gov Act 1972 s011	Telepay	Wages	309.06	0.00	309.06	P
3 21st-May	Local Gov Act 1972 s011	Telepay	Wages	1023.40	0.00	1023.40	P
4 28th-May	Local Gov Act 1972 s011	Telepay	Wages	2438.90	0.00	2438.90	P
				<b>4096.20</b>	<b>0.00</b>	<b>4096.20</b>	

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

### **134 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

It was **RESOLVED** to request the County Council to install a street light at Parc Stephens as agreed on plan at a cost of £1,500 +VAT. Note and **Close** this item.

### **135 CREDIT UNIONS**

In view of the current economic climate it was agreed to investigate options relating to credit unions. This matter was referred to the General Purposes Committee on 7<sup>th</sup> July 2009. Note and **Close** this item.

### **136 CORESPONDENCE - JUNE 2009**

1	Welsh Assembly Government	The Town Clerk will respond to the Consultation Document – Amendments to the Accounts and Audit (Wales) Regulations 2005. He explained the implications and outlined his intended responses to each section, which will be to maintain the status quo. A full copy of the document is available in the office or on-line. Note and <b>Close</b> this item.
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### **137 ANY OTHER BUSINESS - JUNE 2009**

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

## KIDWELLY TOWN COUNCIL

**14th July 2009**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday, 14<sup>th</sup> July 2009

Present:- Town Mayor T.M.Burns  
Chair D.Jones  
Councillors: J.Gilasbey, J.Lane, H. Gilasbey, G.G.Jones,  
Town Clerk M. MacDonald  
Town Secretary A Padgett  
Apologies:- Councillors T. Finch, K.Davies, A.M.Coles, F. Burke-Lloyd,  
R.Davies, P.ap Ioan, F. Stevens

### Matters Arising from the Finance Committee Meeting of 9th June 2009

#### 206 MEMBERS' DECLARATIONS OF INTEREST

No declarations were made.

#### 207 CHRISTMAS LIGHTING

Practical arrangements for the lighting up ceremony have been referred to the General Purposes Committee. No invoice has been received from RT Electrics for the 2008 lighting. This will be requested as a matter of urgency so that the 2008 lighting accounts can be finalised. Contracts for the lighting are to be looked at.

#### 208 FUNDING OF COFIO GRAV

A request for financial assistance has been received from the Cofio Grav Committee. It was **RESOLVED** to support the Memorial project with a donation of £5,000. Note and **Close** this item.

#### 209 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.

#### 210 BILLS FOR PAYMENT – JULY 2009

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 KIDW001	Local Gov Act 1972 s011	Evac Chair International Ltd	Evac chair ( £650 to be repaid by hall)	674.00	101.10	775.10	C
2 902283	Local Gov Act 1972 s011	Viking Direct	Fax & Answer Machine	144.98	22.19	170.13	P
3 KTC/845	Local Gov Act 1972 s011	Data Complete Ltd	Cabling, repositioning, telephone lines etc	775.00	116.25	891.25	C

4	0916 ABR116	Local Gov Act 1972 s011	Travis Perkins	Tarpaulin -to cover items in Muddlescwm	29.42	4.42	33.91	C
5	0916 ABR128	Local Gov Act 1972 s011	Travis Perkins	Lock to secure store in Muddlescwm	5.70	0.86	6.56	C
6	2E+06	Local Gov Act 1972 s011	Furniture at Work	7 x Shelving units for portacabins	877.80	131.67	1,009.47	C
7	1307	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	60.00	9.00	69.00	P
8	KID -01	Local Gov Act 1972 s011	Dyfrig Dalziel Ltd	Works associated with lift	5450.00	817.50	6267.50	C
9	55KID01- 0609	Local Gov Act 1972 s011	Steve Chilvers	IT Support for Office Move & Cabling	156.00	0.00	156.00	C
10	1209	Local Gov Act 1972 s011	N J Landscapes	Cutting and strimming month end 30/06/09	1392.00	208.80	1600.80	E
11	5E+06	Local Gov Act 1972 s011	Viking Direct	Misc Stationery	92.04	13.80	105.84	P
12	E61	Local Gov Act 1972 s011	F. C . Bookbinder One Voice	Binding of Minutes	285.00	0.00	285.00	P
13	OVW/01	Local Gov Act 1972 s011	Wales Conference	Mayor & Deputy Mayor to attend	120.00	0.00	120.00	P
14	HM/JU	Local Gov Act 1972 s011	H M Revenue & Customs	June PAYE	1185.95	0.00	1185.95	P
					11247.89	1425.59	12676.51	

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

New signatories were requested to make arrangements to sign Bank Mandates as a matter of urgency.

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

Matters arising from the Bills for Payment February 2008:-

Payment of £2309.76 to Blakedown Landscapes. It was **RESOLVED** to pay this invoice and initiate the recovery of the money. Note and **Close** this item.

## 211 CHEQUES RAISED – JUNE 2009

There were no cheques raised in June 2009.

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

## 212 DIRECT DEBITS – JUNE 2009

	Date Fixed Charges	Statutory provisions	Expense	Description	£	VAT	Total £	Category
1	1st Jun	Local Gov Act 1972 s011	BT	Contract Rental	39.95	7.05	47.00	Precept
2	1st Jun	Telecom Act 1984 s97	BT	Telephone	72.25	12.75	85.00	Precept
3	1st Jun	Telecom Act 1984 s97	BT	Telephone	20.40	3.60	24.00	Precept
6	1st Jun	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	Precept
7	1st Jun	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	Precept
8	5th Jun	Local Gov Act 1972 s011	British Gas	Gas	148.20	7.80	156.00	Precept
9	5th Jun	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	Precept
10	5th Jun	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	Precept



11	15th Jun	Local Gov Act 1972 sO11	CCC	Rates	20.00	0.00	20.00	Precept
12	15th Jun	Local Gov Act 1972 sO11	CCC	Rates	489.00	0.00	489.00	Precept
					897.43	35.05	932.48	
		Variable charges- Telepay	<b>JUNE</b>					
1	2nd June	Local Gov Act 1972 sO11	Telepay	Wages	330.16	0.00	330.16	Precept
2	9th June	Local Gov Act 1972 sO11	Telepay	Wages	319.51	0.00	319.51	Precept
3	16th June	Local Gov Act 1972 sO11	Telepay	Wages	1033.86	0.00	1033.86	Precept
4	23rd June	Local Gov Act 1972 sO11	Telepay	Wages	319.51	0.00	319.51	Precept
5	29th June	Local Gov Act 1972 sO11	Telepay	Wages	2427.07	0.00	2427.07	Precept
					4430.11	0.00	4430.11	

The project officer is to ensure that all expenditure relating to 2 Bridge Street is kept to a minimum. A meeting will be arranged with the County Council to discuss the expenses relating to occupancy of the library. It was **RESOLVED** to note and **Close** this table from the minutes.

### **213 FINANCIAL STATEMENTS**

The financial statements available were considered. More detailed figures would be considered at the next meeting of the Finance Committee on 15<sup>th</sup> September 2009. Different report formats are to be tried.

### **214 REQUESTS FOR FINANCIAL ASSISTANCE**

1	Amman Valley Dementia Carers Support Group	
2	Second Change Cancer Committee	
3	Sophie Mangano – Rugby sponsorship	
4	Shelter Cymru	
5	Kidwelly Industrial Museum	
6	Carmarthenshire Older People's Partnership	
7	Cylch Meithrin	<b>£500</b>
	<b><u>TOTAL</u></b>	<b>£500</b>

Items 1-6 – further information was requested. These items will be re-considered by the Finance Committee on 13<sup>th</sup> October 2009. Note and **Close** this item.

### **215 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

No matters were referred.

### **216 CORESPONDENCE - JULY 2009**

There was no correspondence.

## KIDWELLY TOWN COUNCIL

**15th September 2009**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday, 15<sup>th</sup> September 2009

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

### **Matters Arising from the Finance Committee Meeting of 14th July 2009**

#### **275 MEMBERS' DECLARATIONS OF INTEREST**

No declarations were made.

#### **276 CHRISTMAS LIGHTING**

Practical arrangements for the lighting up ceremony have been referred to the General Purposes Committee.

No invoice has been received from RT Electrics for the 2008 lighting. This will be requested as a matter of urgency so that the 2008 lighting accounts can be finalised. A response will be requested within 28 days. Contracts for the lighting are to be looked at.

Letters have been sent to businesses in the town centre requesting assistance with the Christmas lights. Responses are awaited.

#### **277 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.

#### **278 BILLS FOR PAYMENT – SEPTEMBER 2009**

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 28457	Local Gov Act 1972 s011	JNC Fire Protection	Service & new fire extinguishers	92.00	13.80	105.80	P
2 28777	Local Gov Act 1972 s011	JNC Fire Protection	Supply & fit lock to PGC	135.00	20.25	155.25	P
3 9.1E+07	Local Gov Act 1972 s011	Ordnance Survey	Copying Licence	54.75	8.21	69.26	P
4 913127	Local Gov Act 1972 s011	Wernick Hire	1st July - 31st July -hire	327.72	49.15	376.87	P
5 905302	Local Gov Act 1972 s011	Wernick Hire	1st Aug -31st Aug- hire	327.72	49.15	376.87	P
6 1227	Local Gov Act 1972 s011	NJ Landscapes	Estates maintenance July 2009	1392.00	208.80	1,600.80	P
7 1E+07	Local Gov Act 1972 s011	P C World	Norton Internet -3 user	25.52	3.83	29.35	P
8 1E+07	Local Gov Act 1972 s011	P C World	Laser Printer T.Clerk	98.99	14.84	113.83	P
9 1E+07	Local Gov Act 1972 s011	P C World	Shredder	33.99	6.00	39.99	P

10	1341/1333	Local Gov Act 1972 s011	ABP Associates	Bookkeeping/ July August	368.25	63.00	431.25	P	
11	523925	Local Gov Act 1972 s011	Gravells	MOT and battery	227.52	34.13	261.65	P	
12	1.1E+07	Local Gov Act 1972 s011	DVLA	Van tax 6 months	101.75	0.00	101.75	P	
13	YLL -8573	Local Gov Act 1972 s011	Zurich Municipal	Insurance Premium adjustment	136.76	6.84	143.6	P	
14	RR02	Local Gov Act 1972 s011	Richard Roberts	Travel Exp. 21/01/09 - 22/04/09	38.48	0.00	38.48	P	
15	1240.0	Local Gov Act 1972 s011	NJ Landscapes	Estates maintenance August 09	1392.00	208.80	1600.800	P	
16	08/Paye	Local Gov Act 1972 s011	Post Office	PAYE - August	1939.21	0.00	1939.21	P	
17	G.6/20	Local Gov Act 1972 s011	R T Electrics	Sorting of Christmas lights	23.85	3.58	27.43	P	
18	9.2E+07	Local Gov Act 1972 s011	CCC	Energy footway lighting	1745.49	261.82	2007.31	P	
19	18480	Local Gov Act 1972 s011	Water for You	Water -June/ August	38.31	6.77	45.08	P	
20	4274	Local Gov Act 1972 s011	Carms Tourist	Ass	Renewal of Domain Name	35.00	5.25	40.25	P
21	1.1E+09	Local Gov Act 1972 s011	Konica Minolta	Photocopier	176.63	31.18	207.81	P	
22	935	Local Gov Act 1972 s011	Martin Lewis	Mole catching	300.00	45.00	345.00	E	
23	JHP/SMC	Local Gov Act 1972 s011	CCC	Lottery License	20.00	0.00	20.00	P	
24	4529141	Local Gov Act 1972 s011	Viking Direct	Archive boxes relocation	158.15	27.92	186.07	P	
25	523463	Local Gov Act 1972 s011	Gravells	Recharge van battery	66.47	11.73	78.20	E	
26	4529141	Local Gov Act 1972 s011	Viking Direct	Laminating pouches	31.43	5.55	36.98	P	
27	SC/09	Local Gov Act 1972 s011	Steve Chilvers	IT Support	45.00	0.00	45.00	P	
					<b>9331.99</b>	<b>1085.60</b>	<b>10423.89</b>		

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

Bank mandates for the rating account have now been signed and forwarded to the bank. Weekly bank statements have been requested.

Items 11 +25. The future use of the van was referred to the Estates Committee. The Estates Manager will be requested to use the van for his site visits.

Item 14. The Town Clerk will formally write to the Estates Manager informing him that if he does not provide monthly expenses, payment will not be made.

Item 22. The Estates Manager will be expected to provide specific objectives for contractors when tendering for work ie. the type of mole traps required.

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

## **279 CHEQUES RAISED – JULY - AUGUST 2009**

	Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1	6056	Local Gov Act 1972 s011	CCC	Sale of 5 bins	30.00	0.00	30.00	n/a
2	6057	Local Gov Act 1972 s011	CCC	Sale of Green sacks	290.00	0.00	290.00	n/a
3	6058	Local Gov Act 1972 s011	One Voice Wales	Councillor Training	320.00	0.00	320.00	P
4	6060	Local Gov Act 1972 s011	The Post Office	PAYE-July	1469.37	0.00	1469.37	P
5	6061	Local Gov Act 1972 s011	CCC	Pensions to end June 09	2180.33	0.00	2180.33	P
6	6062	Local Gov Act 1972 s011	Blakedown Landscapes	By Pass landscaping	1963.29	346.47	2309.76	P
					<b>6252.99</b>	<b>346.47</b>	<b>6599.46</b>	

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

**280 DIRECT DEBITS – JULY- AUGUST 2009**

	<b>Date</b>	<b>Statutory provisions</b>	<b>Expense</b>	<b>Description</b>	<b>£</b>	<b>VAT</b>	<b>Total £</b>	<b>Cat</b>
	Fixed Charges							
1	1st July	Telecom Act 1984 s97	<i>BT</i>	<i>Telephone</i>	39.95	7.05	47.00	P
2	1st July	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	14.50	0.00	14.50	P
3	1st July	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	20.00	0.00	20.00	P
4	2nd July	Local Gov Act 1972 s011	<i>British Gas</i>	<i>Gas</i>	220.40	11.60	232.00	P
5	2nd July	Local Gov Act 1972 s011	<i>Swalec</i>	<i>Electricity</i>	52.25	2.75	55.00	P
6	3rd July	Local Gov Act 1972 s011	<i>British Gas</i>	<i>Gas</i>	17.68	0.94	18.62	P
7	15th July	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	20.00	0.00	20.00	P
8	15th July	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	489.00	0.00	489.00	P
9	15th July	Local Gov Act 1972 s011	<i>British Gas</i>	<i>Gas</i>	20.88	1.10	21.98	P
10	3rd Aug	Telecom Act 1984 s97	<i>BT</i>	<i>Telephone</i>	77.62	13.70	91.32	P
11	3rd Aug	Local Gov Act 1972 s011	<i>British Gas</i>	<i>Gas</i>	220.40	11.60	232.00	P
12	3rd Aug	Local Gov Act 1972 s011	<i>Swalec</i>	<i>Electricity</i>	52.25	2.75	55.00	P
13	3rd Aug	Telecom Act 1984 s97	<i>BT</i>	<i>Telephone</i>	93.50	16.50	110.00	P
14	3rd Aug	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	14.50	0.00	14.50	P
15	3rd Aug	Local Gov Act 1972 s011	<i>Dwr Cymru</i>	<i>Water</i>	20.00	0.00	20.00	P
16	14th Aug	Local Gov Act 1972 s011	<i>British Gas</i>	<i>Gas</i>	20.88	1.10	21.98	P
17	17th Aug	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	20.00	0.00	20.00	P
18	17th Aug	Local Gov Act 1972 s011	<i>CCC</i>	<i>Rates</i>	489.00	0.00	489.00	P
					<b>1902.81</b>	<b>69.09</b>	<b>1971.90</b>	
	Variable charges- Telepay		<i>July &amp; August</i>					
1	8th July	Local Gov Act 1972 sO11	Telepay	Wages	313.00	0.00	313.00	P
2	16th July	Local Gov Act 1972 sO11	Telepay	Wages	1023.29	0.00	1023.29	P
3	23rd July	Local Gov Act 1972 sO11	Telepay	Wages	350.62	0.00	350.62	P
4	30th July	Local Gov Act 1972 sO11	Telepay	Wages	2398.14	0.00	2398.14	P
5	5th Aug	Local Gov Act 1972 sO11	Telepay	Wages & Payments	11,226.96	0.00	11,226.96	P
6	13th Aug	Local Gov Act 1972 sO11	Telepay	Wages	1050.58	0.00	1050.58	P
7	20th Aug	Local Gov Act 1972 sO11	Telepay	Wages	308.99	0.00	308.99	P
8	26th Aug	Local Gov Act 1972 sO11	Telepay	Wages	2392.81	0.00	2392.81	P
					<b>19064.39</b>	<b>0.00</b>	<b>19064.39</b>	

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

Item 5 – variable charges. In future, payments will be specified.

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

## **281 FINANCIAL STATEMENTS**

The financial statements for the period ending 31<sup>st</sup> August 2009 had been circulated. The Town Clerk explained the formats. The meeting requested that additional columns showing the full year budget and the likely outturn should be added. The Town Clerk agreed to review the details as there were a number of anomalies. The Financial Management Sub-Committee will consider the most appropriate format of reports available from Quick Book with the overall aim of ensuring that the information presented be more easily understandable. A report on staff salary costs being met from the precept was requested.

## **282 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE**

The Financial Regulations had been circulated. Queries and comments should be passed to the office before the next meeting of the sub-committee.

## **283 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

Items arising from the Project Officer's Report to Full Council on 8<sup>th</sup> September 2009.

The following tenders were successful and it was **RESOLVED** to pay:-

1.	Slaughterhouse Project	Morris Landscaping – siting the interpretation panels
2.	Castle train sign	Andy Griffiths – relocating the train sign at the Gwenllian Centre
3.	Portacabin steps	Morris Landscaping – building the emergency exit steps at the rear
4.	Industrial Museum	3 quotes are awaited for work at the museum.

Note and **Close** this item.

## **284 CORESPONDENCE - SEPTEMBER 2009**

1.	Mynyddgarreg Hall Committee	He hall wishes to purchase a television and DVD player. The Town Clerk is to investigate the VAT implications of the purchase.
2.	Industrial Museum	Further to the July meeting, a letter setting out additional details of work to be undertaken had been received. A grant of £2000 was made as the work specified was of a capital nature. Note and <b>Close</b> this item.

## **285 ANY OTHER URGENT BUSINESS**

Councillor J.Gilasbey requested the committee to consider financial provision for Youth of the town in the budget for next year. This will be referred to the Policy and Strategy Committee so that specific areas can be targeted for financial assistance. Small amounts of funding can be supplied via the donations facility. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**13th October 2009**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday, 13<sup>th</sup> October 2009

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

### **Matters Arising from the Finance Committee Meeting of 15th September 2009**

#### **329 MEMBERS' DECLARATIONS OF INTEREST**

Minute 337 [2] Cllrs T.M.Burns and R.Davies [6] Cllr D.Jones [9] Cllr K.Davies

#### **330 CHRISTMAS LIGHTING**

The invoice has been received from RT Electrics for the 2008 lighting and the accounts have been finalised. Letters have been sent to businesses in the town centre requesting assistance with the Christmas lights. Responses have been received. A petition has been received from residents regarding the lighting arrangements for 2009. The Town Clerk will respond, indicating the location of the lights for this year and the plans for 2010. It was **RESOLVED** to examine the lighting stock and utilise as much as is salvageable, incurring expenditure up to an additional £1000 if necessary.

#### **331 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.

#### **332 CORESPONDENCE - SEPTEMBER 2009**

1	Mynyddygarreg Hall Committee	The Town Clerk has spoken to the secretary of the Hall Committee regarding the purchase of a television and DVD player. He reported that the Committee is formulating a list of priority requirements. This list will then be considered, urgent maintenance taking precedence. Note and <b>Close</b> this item.
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#### **333 FINANCIAL STATEMENTS**

The financial statements for the period ending 30<sup>th</sup> September 2009 had been circulated. It was noted in discussion that a narrative will be included in future statements budget variances. There is further work to be done on the detail, to provide information that will be useful in establishing the budget requirements for 2010. The main budget headings should reflect the content more clearly. Comparisons from previous years should be included. It is intended that commitment accounting be developed.

### **334 BILLS FOR PAYMENT – OCTOBER 2009**

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat	
1	1348/13 75/1351 1353/ 1378	Local Gov Act 1972 s011 Local Gov Act 1972 s011	ABP Associates	Bookkeeping	247.50	39.19	286.69	P
2	916	Local Gov Act 1972 s011	ABP Associates	Bookkeeping	217.50	32.63	250.13	P
3	Inv501	Local Gov Act 1972 s011	Travis Perkins	Cable Ties	7.19	1.27	8.46	P
4	919624	Local Gov Act 1972 s011	Castle News	Newspapers	28.15	0.00	28.15	P
5	1E+09	Local Gov Act 1972 s011	Wernick Hire	Hire of portacabins	317.15	47.57	364.72	P
6	G.6/15	Local Gov Act 1972 s011	Konica Minolta	Photocopier charges	166.22	24.93	191.15	P
7	G.6A5B	Local Gov Act 1972 s011	R T Electrics	Christmas Lights 2008	4560.50	684.08	5,244.58	P
8	G.6/15A	Local Gov Act 1972 s011	R T Electrics	New LED lights Supply and fit lights in New Street	336.85	50.53	387.38	P
9	RR/02	Local Gov Act 1972 s011	R T Electrics	Expenses - May/September	1088.50	163.28	1,251.78	P
10	19788	Local Gov Act 1972 s011	Richard Roberts	Water	63.04	0.00	63.04	P
11	1064	Local Gov Act 1972 so11	Water For You Rees Richards &Partners	Assessment of MYG Mountain	4.90	0.74	5.64	P
12	336353 1382/ 1385	Local Gov Act 1972 so11 Local Gov Act 1972 so11	Viking Direct	Stationery	1378.21	206.73	1584.94	P
13	1385	Local Gov Act 1972 so11	ABP Associates	Bookkeeping	111.55	19.33	130.88	P
14	CH/01	Local Gov Act 1972 so11	St Mary's Parish Church	Hire of Parish rooms by Youth Council	172.50	25.88	198.38	P
15					88.00	0.00	88.00	P
				<b>8787.76</b>	<b>1296.16</b>	<b>10083.92</b>		

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

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

### **335 CHEQUES RAISED – SEPTEMBER 2009**

Chq	Statutory provisions	Payee	Description	Net	Vat	Total	CAT	
1	682	Telecom Act 1984 s97	BT	Telephone	47.64	8.41	56.05	P
2	683	Telecom Act 1984 s97	BT	Telephone	11.56	2.05	13.61	P
3	684	Local Gov Act 1972 s011	Post Office	PAYE	1411.94	0.00	1411.94	P
4	685	Local Gov Act 1972 s011	Really Welsh Company	Daffodil bulbs (cash raised from town)	230.00	0.00	230.00	N/A
5	14475	Local Gov Act 1972 s011	Phoenix Lifting systems Ltd	Final payment for lift	4021.85	708.96	4730.81	C
				<b>5722.99</b>	<b>719.42</b>	<b>6442.41</b>		

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

### **336 DIRECT DEBITS –SEPTEMBER 2009**

	Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
<b>Fixed Charges</b>								
1	1st Sep	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	P
2	1st Sep	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	P
3	1st Sep	Telecom Act 1984 s97	B. Telecom	Telephone	93.50	16.50	110.00	P
4	2nd Sep	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	P
5	2nd Sep	Local Gov Act 1972 s011	British Gas	Gas	220.40	11.60	232.00	P
6	3rd Sep	Local Gov Act 1972 s011	British Gas	Gas	17.60	0.93	18.53	P
7	14th Sep	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	P
8	15th Sep	Local Gov Act 1972 s011	CCC	Rates	20.00	0.00	20.00	P
9	15th Sep	Local Gov Act 1972 s011	CCC	Rates	489.00	0.00	489.00	P
					<b>948.13</b>	<b>32.88</b>	<b>981.01</b>	
<b>Variable charges- Telepay</b>								
1	4th Sep	Local Gov Act 1972 sO11	Telepay	Wages	309.26	0.00	309.26	P
2	10th Sep	Local Gov Act 1972 sO11	Telepay	Wages	309.26	0.00	309.26	P
3	16th Sep	Local Gov Act 1972 sO11	Telepay	Wages	1020.06	0.00	1020.06	P
4	18th Sep	Local Gov Act 1972 sO11	Telepay	Bacs Payments	3677.85	0.00	3677.85	P
5	25th Sep	Local Gov Act 1972 sO11	Telepay	Wages	2498.16	0.00	2498.16	P
					<b>7814.59</b>	<b>0.00</b>	<b>7814.59</b>	

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.

### **337 REQUESTS FOR FINANCIAL ASSISTANCE**

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

		Donation	
1	Bopath Therapy Centre	£100	
2	Kidwelly Local History Society		Further information requested
3	Age Concern Carmarthenshire	£50	
4	Pony Sanctuary		No donation
5	Carmarthenshire Young Farmers	£50	
6	Kidwelly Netball	£100	
7	Victim support	£100	
8	2 <sup>nd</sup> Chance cancer committee		No donation
9	Sophie Mangano	£100	Donation to Women's Rugby Union
	<b>TOTAL</b>	<b>£500</b>	

Note and **Close** this item.



### **338 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE**

The final draft of the Financial Regulations had been circulated. Any comments should be submitted to the office in writing by 20th October 2009. The Financial Regulations will be referred to Full Council on 3<sup>rd</sup> November 2009 for ratification. Lynda Kirkham-Jones was thanked for her work on drafting the regulations.

### **339 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

1. Industrial Museum – Quotations for work to create an exhibition space for the Town's Historical Exhibits and preserve the area's heritage were considered. It was **RESOLVED** to accept the lowest quote of £8,455.26. Note and **Close** this item.
2. Mr Deacon – The Town Clerk has requested further details from Mr Deacon on matters he has raised in a letter.
3. The Town Clerk will respond to the Welfare Committee's letter regarding the queries they have raised.

### **340 CORRESPONDENCE – OCTOBER 2009**

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

### **341 ANY OTHER URGENT BUSINESS**

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

## KIDWELLY TOWN COUNCIL

10th November 2009

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday, 10<sup>th</sup> November 2009

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

### Matters Arising from the Finance Committee Meeting of 13th October 2009

#### 424 MEMBERS' DECLARATIONS OF INTEREST

#### 425 CHRISTMAS LIGHTING

Erection of the Christmas lights has begun. The tree will arrive on 13<sup>th</sup> November 2009. Arrangements for the lighting ceremony are in hand.

#### 426 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.

#### 427 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE

The final draft of the Financial Regulations had been circulated. No comments had been submitted. The Financial Regulations were ratified at Full Council on 3<sup>rd</sup> November 2009.

#### 428 FINANCIAL STATEMENTS

The financial statements had been circulated. It was **RESOLVED** that the format presented would be adopted with the following amendment - Each of the categories, Estates, Precept, Capital/Projects should have a separate page with a fourth total summary page.

#### 429 BILLS FOR PAYMENT – OCTOBER 2009

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1 1.09E +09	Local Gov Act 1972 s011	Konica Minolta	Photocopier	33.26	5.88	39.14	P
2 OVW/ 01	Local Gov Act 1972 s011	One Voice Wales	Training Module 1	125.00	0.00	125.00	P
3 1263	Local Gov Act 1972 s011	NJ Landscapes	Cutting and Strimming September	1392.00	208.80	1,600.80	E
4 7014	Local Gov Act 1972 so11	Society Local Council Clerks	Town Clerks Handbook- 2009	55.60	0.00	55.60	P
5 AC/10/ 09	Local Gov Act 1972 s011	Cllr Angela Coles	Travel -Kidwelly-Llanelli Town Council	13.20	0.00	13.20	P

6	AC/10/ 09/02	Local Gov Act 1972 s011	Cllr Angela Coles	Plants and compost for Memorial Gard.	22.94	0.00	22.94	E
7	4529141	Local Gov Act 1972 s011	Viking Direct	Stationery	59.85	10.92	70.77	P
8	925931	Local Gov Act 1972 s011	Wernick Hire	Portacabin hire -October	327.72	49.15	376.87	C
9	ovw/02	Local Gov Act 1972 s011	One Voice Wales	Training Module 2 Water & service water cooler	100.00	0.00	100.00	P
10	20405	Local Gov Act 1972 so11	Water for you Princess		31.00	4.66	35.66	P
11	PGC/01	Local Gov Act 1972 so11	Gwenllian Hall	Hire of Conference rooms	220.00	0.00	220.00	P
12	64KIDW 01-1009	Local Gov Act 1972 so11	Steve Chilvers	IT support & new mouse Ink Cartridge for laser Printer	42.75	0.00	42.75	P
13	473736	Local Gov Act 1972 so11	Viking Direct		72.99	13.23	86.22	P
14	Sep-09	Local Gov Act 1972 so11	CCC	Pension payment for 1/4 end Sep 2009	2215.91	0.00	2215.91	P
15	ABP/05	Local Gov Act 1972 so11	ABP Associates	Bookeping October Travel-Kidwelly-	386.25	57.95	444.20	P
16	HG/01	Local Gov Act 1972 so11	Cllr Huw Gilabey	Carmarthen	11.71	0.00	11.71	P
17	KID02/ COS	Local Gov Act 1972 so11	Bevan & Buckland	Prep of Financial Statements	1200.00	180.00	1380.00	P
					<b>4180.61</b>	<b>255.84</b>	<b>4436.45</b>	

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

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

#### **430 CHEQUES RAISED – OCTOBER 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6104	Local Gov Act 1972 s011	HM Revenue	PAYE	1,406.75	0.00	1,406.75	P
				<b>1406.75</b>	<b>0.00</b>	<b>1406.75</b>	

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

#### **431 DIRECT DEBITS –OCTOBER 2009**

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges							
1st Oct	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	P
1st Oct	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	P
1st Oct	Telecom Act 1984 s97	British Telecom	Telephone	93.50	16.50	110.00	P
2nd Oct	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	P
3rd Oct	Local Gov Act 1972 s011	British Gas	Gas	17.53	0.93	18.46	P
8th Oct	Telecom Act 1984 s97	British Telecom	Telephone	11.56	2.05	13.61	P
14th Oct	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	P
15th Oct	Local Gov Act 1972 s011	CCC	Rates	20.00	0.00	20.00	P
15th Oct	Local Gov Act 1972 s011	CCC	Rates	489.00	0.00	489.00	P
				<b>739.22</b>	<b>23.33</b>	<b>762.55</b>	

Variable charges- Telepay

1	8th Oct	Local Gov Act 1972 sO11	Telepay	Wages (inc Caretaker PGC )	1030.26	0.00	1030.26	P
2	15th Oct	Local Gov Act 1972 sO11	Telepay	Wages (inc Bacs to ABP Associates)	1056.02	0.00	1056.02	P
3	22nd Oct	Local Gov Act 1972 sO11	Telepay	Wages	309.06	0.00	309.06	P
4	29th Oct	Local Gov Act 1972 sO11	Telepay	Wages (& Bacs to N Dorrington -rear steps)	2807.85	0.00	2807.85	P
					<b>5203.19</b>	<b>0.00</b>	<b>5203.19</b>	

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.

**432 BUDGET MATTERS**

A] Budget planning for 2010-2011

The Town Clerk submitted a list of items to be included in the budget for 2010-2011. The following will be added to the list for consideration:- Youth provision, castle lighting, Council website, development of parks and Kidwelly"900". Chairs of committees were requested to add any items relevant to their committees. A timetable for the budget setting process will be set at the next Finance Committee meeting on 8<sup>th</sup> December 2009.

B] Action to reduce projected overspend for 2009-2010

The Town Clerk will present further information for consideration at the next Finance Committee meeting on 8<sup>th</sup> December 2009.

**433 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

1. Mr Deacon – The Town Clerk has again requested further details from Mr Deacon on matters he has raised in a letter.
2. The Town Clerk has responded to the Welfare Committee’s letter regarding the queries they have raised. Note and **Close** this item.

**434 CORRESPONDENCE – NOVEMBER 2009**

1	Sophie Mangano	Miss Mangano requested that the cheque previously made out to the Welsh Rugby Union as a donation towards her sporting expenses be made out directly to her. It was <b>RESOLVED</b> that the cheque be made out to Kidwelly Rugby Club who would then forward the donation to her to pay for her kit. Note and <b>Close</b> this item.
2	Valuation Office Agency	A new rateable value of £12,500 for 2 Bridge Street, Kidwelly has been received. The Town Clerk informed members that as the property is vacant, a reassessment will be necessary. Note and <b>Close</b> this item.

**435 ANY OTHER URGENT BUSINESS**

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

## KIDWELLY TOWN COUNCIL

**8<sup>th</sup> December 2009**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 8<sup>th</sup> December 2009

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

### **Matters Arising from the Finance Committee Meeting of 10th November 2009**

#### **495 MEMBERS' DECLARATIONS OF INTEREST**

Minute 505 – Councillor R.Davies

#### **496 CHRISTMAS LIGHTING**

A successful lighting ceremony was held on 19<sup>th</sup> November 2009. Note and **Close** this item.

#### **497 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.

#### **498 REPORT FROM THE FINANCIAL MANAGEMENT SUB-COMMITTEE**

An update report was circulated with the committee papers.

#### **499 BUDGET MATTERS**

A] Budget planning for 2010-2011

The Town Clerk submitted a list of items to be included in the budget for 2010-2011. The following had been added to the list for consideration:- Youth provision, castle lighting, Council website, development of parks and Kidwelly "900". Chairs of committees were requested to add any items relevant to their committees. A timetable for the budget setting process will be set at the next Finance Committee meeting on 12<sup>th</sup> January 2010.

B] Action to reduce projected overspend for 2009-2010

The Town Clerk will present further information for consideration at the next Finance Committee meeting on 12<sup>th</sup> January 2010.

#### **500 FINANCIAL STATEMENTS**

A] The financial statements for the year to October 2009 had been circulated. More details about capital expenditure will be included in future statements.

B] The annual accounts for 2007-08 and 2008-09 were circulated. The documents would be forwarded for completion of the audit processes.

## 501 BILLS FOR PAYMENT – NOVEMBER 2009

Invoice No	Statutory Provisions	To	Re	Net	Vat	Total	Cat
1	Local Gov Act 1972 s011	N J Landscapes	Cutting & strimming - October	1392.00	208.80	1600.80	E
2	Local Gov Act 1972 s011	Castell Howell	Selection Boxes, Napkins, Cups etc	80.84	14.27	95.11	P
3	Local Gov Act 1972 s011	Travis Perkins	Lock for portacabin door	10.36	1.55	11.91	E
4	Local Gov Act 1972 s011	BT	Internet Services	61.74	10.90	72.64	P
5	Local Gov Act 1972 s011	Argos	2 Memory sticks	19.99	0.00	19.99	P
6	Local Gov Act 1972 s011	Dyfrig Dalziel	Demolish & rebuild chimney	3950.00	592.50	4,542.50	E
7	Local Gov Act 1972 s011	Morris Landscaping	Fit information boards at Slaughter House	130.00	0.00	130.00	C
8	Local Gov Act 1972 s011	R T Electrics	Trace & Repair Lights	109.80	16.47	126.27	E
9	Local Gov Act 1972 s011	R T Electrics	Bridge St offices	93.37	14.01	107.38	C
10	Local Gov Act 1972 s011	Wernick Hire	Heater in portacabin	327.72	49.15	376.87	C
11	Local Gov Act 1972 s011	Argos	Hire of portacabins - October	30.24	4.54	34.78	C
12	Local Gov Act 1972 s011	Argos	Fan heaters x 2 for portacabins	48.82	8.62	57.44	P
13	Local Gov Act 1972 s011	Moneysoft	New Licence for payroll	48.82	8.62	57.44	P
14	Local Gov Act 1972 s011	CCC	Erect and take down banners	345.00	51.75	396.75	P
15	Local Gov Act 1972 s011	Mrs P Williams	Catering for 11th November	210.00	0.00	210.00	P
16	Local Gov Act 1972 s011	Viking Direct	Ink for Printers and stationery	310.43	47.01	360.40	P
17	Local Gov Act 1972 s011	Inland Revenue	PAYE	1536.47	0.00	1536.47	P
18	Local Gov Act 1972 s011	Falconer Removals	BridgeSt to Industrial Museum	500.00	75.00	575.00	C
19	Local Gov Act 1972 s011	Falconer Removals	Bridge St to Portacabins	425.00	63.75	488.75	C
20	Local Gov Act 1972 s011	Guild of Mace Bearers	Annual Membership	20.00	0.00	20.00	P
21	Local Gov Act 1972 s011	Cllr H Gilasbey	Travel -Menter AGM at Tumble	13.16	0.00	13.16	P
22	Local Gov Act 1972 s011	Water For You	12 months cooler rental	60.00	9.00	69.00	P
23	Local Gov Act 1972 s011	Water For You	Water	19.60	2.94	22.54	P
24	Local Gov Act 1972 s011	Ryan Joinery	Hardwood windows	1556.00	233.40	1789.40	C
		A&P Electrical Supplies	Electrics	702.55	105.38	807.93	C
				2351.31	350.72	2702.03	

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

It was **RESOLVED** to request Wernick Hire to reimburse the cost of the office lock and heater. If this was not forthcoming, it would be deducted from the monthly rental charges for the portacabin.

Concerns over storage of information on data sticks were referred to the Policy & Strategy Committee for that committee to consider the policy to be adopted.

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

## **502 CHEQUES RAISED – NOVEMBER 2009**

Cheque	Statutory provisions	Payee	Description	Net	Vat	Total	Cat
1 6117	Local Gov Act 1972 s011	Salvation Army	Band for Christmas Lighting	75.00	0.00	75.00	P
				75.00	0.00	75.00	

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

## **503 DIRECT DEBITS –NOVEMBER 2009**

Date	Statutory provisions	Expense	Description	£	VAT	Total £	Cat
Fixed Charges							
1 2ndNov	Local Gov Act 1972 s011	Dwr Cymru	Water	14.50	0.00	14.50	P
2 2nd Nov	Local Gov Act 1972 s011	Dwr Cymru	Water	20.00	0.00	20.00	P
3 2nd Nov	Telecom Act 1984 s97	British Telecom	Contract Rental	77.62	13.70	91.32	P
4 2nd Nov	Telecom Act 1984 s97	British Telecom	Telephone	102.00	18.00	120.00	P
5 16th Nov	Local Gov Act 1972 s011	Swalec	Electricity	52.25	2.75	55.00	P
6 2nd Sep	Local Gov Act 1972 s011	British Gas	Gas	220.40	11.60	232.00	P
7 3rd Sep	Local Gov Act 1972 s011	British Gas	Gas	17.60	0.93	18.53	P
8 14th Sep	Local Gov Act 1972 s011	British Gas	Gas	20.88	1.10	21.98	P
9 16th Nov	Local Gov Act 1972 s011	CCC	Rates	20.00	0.00	20.00	P
10 15th Sep	Local Gov Act 1972 s011	CCC	Rates	489.00	0.00	489.00	P
				1034.25	48.08	1082.33	
Variable charges- Telepay							
1 5th Nov	Local Gov Act 1972 s011	Telepay	Wages	1034.86	0.00	1034.86	P
2 12th Nov	Local Gov Act 1972 s011	Telepay	Wages	309.46	0.00	309.46	P
3 19th Nov	Local Gov Act 1972 s011	Telepay	Wages	309.26	0.00	309.26	P
4 25th NOV	Local Gov Act 1972 s011	Telepay	Wages	4,608.55	0.00	4,608.55	P/E/C
				6,262.13	0.00	6,262.13	

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.

#### **504 MATTERS REFERRED FROM FULL COUNCIL OR COMMITTEES**

Regarding the sale of land known as A4, currently before the Estates Committee, guidance was requested on what is considered to be a revenue or capital receipt.

#### **505 CORRESPONDENCE – DECEMBER 2009**

<b>1</b>	Kidwelly Welfare Committee	A donation to the Council from the Welfare Committee will be made on 14 <sup>th</sup> December 2009. Councillor F.Burke-Lloyd will attend. Note and <b>Close</b> this item.
<b>2</b>	Mynyddygarreg Hall	A request to pay for replacement Christmas lights costing £69.04 at Mynyddygarreg has been received. It was <b>RESOLVED</b> to pay for the lights out of the Christmas Lighting Budget. However, the hall committee would be informed, again, of the necessity of requesting funding prior to purchase, rather than submitting a bill after the event. Note and <b>Close</b> this item.

#### **506 ANY OTHER URGENT BUSINESS**

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