

Cyngor Tref Llandeilo Fawr
Llandeilo Fawr Town Council



**Minutes of the Finance Committee of Llandeilo Town Council held on
Wednesday, September 14th, 2011 in the Shire Hall, Llandeilo at 8.20 pm.**

Present : Mayor Cllr Julia Jones, Cllr Colin Jenkins (Chair), Cllr Ros Bellamy,
Cllr Christopher Parish, Cllr Edward Thomas, Cllr Charlotte Leadbeater,
Cllr David Williams
Mr Roger Phillips (Town Clerk)
Mr Christopher Plummer (Finance Officer)
Mr Des Davies (Technical Officer)

Apologies: Cllr Roy Davies

Min 150/ Sept / 11 Accounts for payment

Konica Minolta (maintenance charge for July)	£	5.83
Clerk's expenses (postage)	£	27.84
City Loo Hire (goldwings event sponsorship)	£	210.00
Menter Bro Dinefwr (food festival sponsorship)	£	200.00
WCVA (August payroll)	£	24.30
Ar y Gair (translation)	£	10.00
BT (broadband 1/9-30/11)	£	50.40
One Voice Wales (2 training places)	£	50.00
City Loo Hire (Vat underpayment on invoice 1487)	£	30.00
Charles Sams Electrical	£	65.28

Recommended for payment. Proposed by Cllr Edward Thomas and seconded by Cllr Christopher Parish. All were in favour. All were to be paid by BACS except for the Clerk.

Min 151/ Sept / 11 Income Received in July/August 2011

CCC Precept	£16,368.00
Dyfed Archaeological Trust Quarterly rent	£ 3,140.75
Cash /Cheques (Mayor's Dinner)	£ 100.00

Min 152/ Sept / 11 Account balances

LTC Current Account (as at 31.8.11)	£ 23,406.21
LTC Deposit Account (as at 31.8.11)	£ 10,511.69
LTC Mayor's account (as at 20.8.11)	£ 2,249.94
LTC High Interest Deposit Bond	£ 20,000.00

It was proposed by Cllr Edward Thomas and seconded by Cllr Ros Bellamy that the Finance Officer provide bank statements from the online service at the close of the previous day to the meeting. All were in favour

Min 153/ Sept / 11 Other Financial Matters

1. Three Year Budget Forecast.
It was decided not to make any changes at this time.
2. Income from Events.
It was decided to ask subgroups to look at this following their appropriate event.
3. Council Insurance Renewal
Following discussions with Zurich, the Finance Officer asked for this item to be put on the Agenda for the September Full Council Meeting.
4. Hours of Staff Employment
Mr Des Davies was asked to leave the room whilst this item was being discussed.
It was proposed by Cllr David Williams and seconded by Cllr Julia Jones that the Council fund the additional wages of 2 hours per month to the Technical Officer as payment for winding the Church Clock every week. This would be for the duration of the Technical Officer's Council employment. 5 were in favour with 1 against.
The proposal was carried. Mr Davies accepted these terms on his return to the meeting.
5. Request for Financial Assistance.
Cllr Charlotte Leadbeater signed the book of declared interests and left the room.
A letter requesting financial assistance had been received from the Civic Hall Trustees to help with the repair of lighting fittings. The Technical Officer had asked a local contractor for a report on the cost of the repairs.
It was proposed by Cllr Ros Bellamy and seconded by Cllr David Williams that £500 be given as a donation towards the overall costs. All were in favour.
6. Internal Financial Controls.
Following a comment from the Internal Auditor regarding the changeover to on line banking, there was a need to alter the wording in the Internal Financial Controls Policy.
The Finance Officer would prepare in writing an appropriate wording to be considered at the next meeting. This was proposed by Cllr Edward Thomas and seconded by Cllr Julia Jones. All were in favour

Min 154 / Sept /11 Finance related Correspondence

Tenders for the installation of Town Christmas lights 2011.

The following tender documents had been received and opened by Cllr Colin Jenkins in the presence of Cllr Edward Thomas ,the Technical Officer and the Clerk on September 13th, at 5.30pm

Charles Sams £ 3,794.00 excluding Vat

Davies Electrical £ 2,650.00 excluding Vat

It was proposed by Cllr Colin Jenkins and seconded by Cllr Edward Thomas that the contract be awarded to the lowest tender, Davies Electrical. All were in favour.

Min 155 / Sept /11 Financial Implications of the Technical Officer's Report

Mr Davies presented his report to the committee. He was given permission to seek quotations for the repair of a leak under the floor of the chamber in the Shire hall.

Min 156/ Sept /11 There were no other items of business that by reason of special circumstance, the Chair decides should be considered as a matter of urgency, pursuant to section 100B(4)(B) of the Local Government Act 1972.

Meeting closed at 9.20pm