

Town Clerk:  
Ms C.A. Paterson

Technical Officer:  
Mr R.H. Griffiths



The Shire Hall  
Carmarthen Street  
Llandeilo  
Carmarthenshire  
SA19 6AF

**Minutes of the Meeting of the Finance Committee held at the Shire Hall, Llandeilo on  
Wednesday 5 February 2003 at 7.00pm.**

**Present:** Councillors: Cllr R. Bellamy, Cllr H. Ladd-Lewis (Chair), Cllr D. Jones, Cllr D. Williams (Mayor) , Cllr G. Price, Cllr R. Davies

Others: C. Paterson (Town Clerk), R. H. Griffith (Technical Officer) H. Towns (Internal Auditor).

**5659:** Apologies: Cllr. C. Cooper

**5660:** Formal acceptance of Minutes from previous meeting of the Finance Committee held at the Shire Hall on Wednesday 19<sup>th</sup> Jan 2003 : As was agreed at the last meeting of council as the councillors had not had enough time to read the minutes from the previous Meeting. It was now necessary to formally accept the minutes and see them signed by the chair of the previous meeting, Cllr D.A. Jones. *The minutes were formally accepted as a true record of the previous meeting, signed by the Deputy Mayor and passed with all in favour.*

The Town Clerk and the Technical Officer will complete a time sheet to record hours worked as requested in minute 5656. The change of hours for both posts is to begin February 2003 for a period of 3 months and then be reviewed. In accordance with the Internal Auditors recommendations the Quarterly Budget Statement will be presented at April's meeting, including the year to the end of March. This will then happen every three months.

**5661:** Section 137 : Requests for financial assistance were presented from the following organisations:

1. The Disabled Drivers Association
2. Carmarthen Citizens Advice Association
3. Menter Bro Dinefwr
4. Dyfed Victim Support
5. Royal National Lifeboat Institution

It was noted that the budget for payments of requests for financial assistance by the Town Council was calculated on the basis of £5.00 for each member of the community. Based on the current register of electors (2003) the population of Llandeilo is currently around 1368 giving a budget of approx £6840.00. The Mayor noted that although this annual meeting of the Finance Committee is designated for the allocation of section 137 funds, in reality the council made payments under this umbrella throughout the year. The Internal Auditor said that the budget for Section 137 had not been used in the last financial year. It was suggested that Section 137 be discussed at Finance meetings on a more regular basis to ensure the money was distributed fairly and consistently. *It was proposed to carry a Section 137 on a quarterly basis from February as an agenda item for Finance Meetings.* Proposed by the Mayor seconded by the Deputy Mayor, Motion carried with all in favour.

**5662:** In order to give all the organisations in the town the opportunity to apply for some Section 137 funding it was proposed by the Mayor that a letter was written to all the relevant organisations in the town reminding them that this funding was available and requesting they submit applications for funding under Section 137. Where there was no specific amount requested, it is suggested that there be a basic £110.00 donation which will be reviewed each year. At each Section 137 meeting it will also be discussed how much more to allocate to those organisations which have greater need and/ or are more active in and beneficial to the community. *On this basis the Following amounts were allocated to the five organisations under consideration:*

1. Disabled Driver's Association --- £110.00
2. Carmarthen Citizens Advice Bureau --- £250.00
3. Menter Bro Dinefwr --- £110.00
4. Dyfed Victim Support --- £250.00
5. R. N. L. I. --- £110.00.

*Each amount was proposed, seconded and agreed with all in favour.*

**5663:** New Financial Regulations. Cllr Bellamy had requested that this be added as an agenda item. Following the difficulties the Council has experienced and taking into account the Internal Auditors statement and its recommendations there was an established need to draw up a new set of Financial Regulations. *Cllr Bellamy proposed the Council commissioned H. Towns (The Internal Auditor) to draw up a draft for a new set of Financial regulations, taking into account any County Council drafts for Town / Community Council financial regulations.* This was seconded by Cllr Price and passed with all in favour. Mr Towns would report back to the March meeting of the Finance committee.

**5664:** Authorised Signatories. The Council holds three bank accounts with the H. S. B. C. These are 1. The Mayors account. 2. The Llandeilo Town Council Main Current account. 3. The Business No Notice account. When the changes were made to the Mayors account in the previous year, the bank had taken the instruction to mean

and apply to all three accounts. Thus currently the signatories to all three accounts are ; David Williams (Mayor), Sid Burge, I euan Gwyn and Aled Davies (Previous Town Clerk). Any two signatures from the four signatories are routinely required to sign a cheque. *It is minuted The Town Clerk Should not be signatory to the Council Accounts.* The Mayors account changes signatories each year as the new Mayor takes his/her position. However, it is not possible to do this kind of a review on all the accounts as a complete change of signatories would require the actual account be changed and a new Account Number given. It was proposed *The Mayors account should be allocated a new number and the signatories to this account should be The Mayor, and Deputy Mayor and the immediate past Mayor.* Motion proposed by Cllr. D. A. Jones seconded by Cllr Price and carried with all in favour. *It was further proposed that the signatories to the other two accounts should be David Williams, Sid Burge, I euan Gwyn and Robert Davies as signatories.* This was proposed seconded and passed with all in agreement.

**5665:** Accounts For Payment. A Bill was presented from Calvin Jenkins for £669.00 to service, erect and dismantle Christmas lights, (from Christmas lightning budget). Under the current standing orders no quote is required for work under £4000.00. There is a need to consider the costs of the Christmas lighting and to consider ways that this can be best spent. It is noted that the trees were storm damaged and had to be replaced after the storm and this contributed to the highness of the bill. *It was proposed and seconded that this bill be paid for the sum of £669.00 and the council moved to do so.*

Konica Peter Llewellyn - a bill for £7.44 was presented by the Internal Auditor this bill has been minuted for payment TWICE, but remains unpaid. The Clerk is instructed to do so. The Clerk said that she had had a conversation with Konica Peter Llewellyn and there were 2 bills outstanding for small amounts, the aforementioned £7.44 and a further one for £9.39. The fact that these amounts remained outstanding has resulted in Konica putting the photocopying machine down as a 'dead' machine, even though the quarterly maintenance sum had been paid. *The Town Clerk was instructed to pay these invoices and reinstate the machine so that it could be repaired.*

Mr Towns brought up the bill for R H developments on which the VAT remains unpaid even though this will by now have to have been paid by the company. *It was proposed that the bill for VAT outstanding to R H Developments for the sum of £336.88 be paid and this was seconded and passed with all in favour.*

Bill presented for L. S. George for the Sum of £400.00 for the Christmas trees, trimming them and putting them up. *It was moved this sum (£400.00) be paid and the motion was seconded and passed with all in favour.*

**5666:** With reference to the buoy given to the Twinning Association by the council of Le Conquet. The Mayor said that the council had agreed to take responsibility for the indemnity insurance, provided that Zurich Municipal agreed that this was alright

even given that the buoy was to be erected just outside the town boundaries. There had been a further request of the council as to whether or not they could assist in meeting the cost of putting up the buoy on the traffic circle. It was enquired as to what kind of amount would be required. Cllr Jenkins said that he believed it would be between £150 - £200. The Mayor would send a written request for an approximate amount the council will be asked to pay, for the construction of a plinth on which to place the buoy. *The Council supported a contribution to the construction of a plinth in principle subject to the final bill.* Proposed by Cllr Bellamy, seconded by Cllr Price and passed with all in favour.

**5667:** The Internal Auditor said that he had identified a series of payments that had been made that had no corresponding minute numbers. It was possible and a priority that these were minuted for payment in retrospect. *The payments missing minute numbers were:*

<i>Terry Davies - plumbing works at Shire Hall</i>	<i>£ 40.00</i>
<i>J. W. Thomas - printing for Mayors Dinner</i>	<i>£ 82.00</i>
<i>Llandeilo Community Association - Festival grant</i>	<i>£ 1000.00</i>
<i>Mrs V. Miles - Christmas Trees</i>	<i>£ 289.00</i>
<i>West Wales Aerials - Public Address System</i>	<i>£ 916.50</i>
<i>Zurich Municipal - Insurance</i>	<i>£ 1680.14</i>
<i>Zurich Municipal - Insurance (Festival)</i>	<i>£ 36.75</i>

*It is moved that all these payments are minuted in retrospect.* Proposed, seconded and passed with all in favour.

**5668:** *The Internal Auditor also identified some items that had been minuted but had not been paid, he would furnish the Clerk with a list of these outstanding amounts and those that it was still appropriate to pay should be paid.* Proposed, Seconded and passed with all in favour.

It is necessary to pay :

R H Developments £336.00 (unpaid VAT see minute no 5665)

Check whether we are up to date on : Church and Churchyard

Carms County Council Footway Lighting.

Konica - Photocopier

Westward - Boiler Maintenance

Shire Hall - Dyfed Archaeological Trust bill  
for moving server.

**5669:** Other Correspondence: The Welsh Assembly 'Borrowing by Community and Town Councils Loan Sanction for 2003-4. The council said that they had no requirement for further borrowing at the present time.

Cllr Bellamy raised the issue of the payment of the annual subscription to Carmarthenshire Association of Local Councils. *It was proposed that the sum of £149.00 the annual subscription for a council of our size be paid to CALC.* This was seconded and passed with all in favour.

The Town Clerk gave notice of the National Association of Civic Officers annual Conference, to be held in Nottingham 6<sup>th</sup> & 7<sup>th</sup> March and expressed a desire to attend. The Conference Fee is £125.00, an overnight stay in a local Hotel - £52.95 with an additional parking charge of £7.50, and there would be the additional cost of Transport to and from Nottingham. The Mayor stated that the council realized the need for training at previous meetings. *The Town Clerk would be funded to attend this conference.* This was proposed, seconded and passed with all in favour.

The Twyi Gwili Area Committee sent notice of a further meeting of the committee at Ysgol Nantgaredig Tues 11<sup>th</sup> Feb 2003, should member of council wish to attend.

The meeting was ended at 8.25p.m.