

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 on Wednesday 2nd April 2003 at 7.00p.m. at the Shire Hall, Llandeilo.

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

Other: C. Paterson (Town Clerk), R. H. Griffiths (Technical Officer).

5720: Apologies: Cllr C. Cooper.

5721: Accounts for payment. The Dyfed Archaeological Trust £27.12 for use of the photocopier while the Council one was not working.
Carmarthenshire County Council £221.86 Shire Hall maintenance
Floodlighting the Church £119.99 (Readings by Tech Officer.)

It was proposed and seconded that these accounts should be paid.

5722: Budget and Earmarked Reserves. The Town Clerk presented the budget from the year ending March 2003 as it stood on 2/3/03 (Attached next page). It was agreed there was a need to create a consistent system of account keeping where the headings of the cashbook matched the budgetary requirements. This would avoid inconsistencies and large over/under spends. The Clerk presented an advert from the Clerk and Councils periodical from Redview Computers, describing software packages specifically designed to meet the needs of smaller Town Councils. Having such a system in place would also protect the council from some of the difficulties experienced when the Clerk changes, as there would be a system for the new Clerk to come into rather than having different people doing things in different ways. *The Clerk to email Redview for further information and perhaps some trial software.*

The budget figures for the next year were decided as follows: (Final Column)

Receipts and Payments Account					
2001-2 Payments and Receipts		2002-3 Budget	2002-3 Payments and Receipts	2002-3 Difference (Budget - Actual)	2003-4 Budget
27500.00	Precept	33690.05	33690.05	0.00	33690.05
12979.75	Rental Income Shire Hall	11167.50	11167.00	-0.50	11167.00
	Grants		180.00	180.00	
481.00	Sundry Income		560.00	560.00	
469.30	Bank Interest		318.96	318.96	400.00
0.00	VAT	1913.35	3382.16	1468.81	779.53
41430.05	Total Income	46770.90	49298.17	2527.27	46036.58
	Administration Costs:				
2534.00	Mayor's Expenses	3213.00	3121.00	92.00	3213.00
5614.84	Salary and Clerk's Allowance	5736.00	4904.77	831.23	7000.00
8558.41	General Office Expenses	750.00	8797.83	-8047.83	2000.00
202.50	Audit Fees	350.00	?	#VALUE!	450.00
1478.26	VAT		779.53	-779.53	
	Insurance	1700.00	2116.25	-416.25	2500.00
	Buildings Costs:				
117.10	Shire Hall Expenses		2474.00	-2474.00	6000.00
3134.53	Loan Repayment	7500.00	3410.40	80.10	7500.00
4285.37	Loan Interest		4009.50		
	Statutory Duties:				
950.00	Section 137 Payments	3000.00	2255.00	745.00	3500.00
292.50	Street Lighting		561.89	-561.89	600.00
	Other Expenditure:				
2667.74	Christmas Lights	4000.00	2688.77	1311.23	4000.00
1000.00	Events	3000.00	3275.00	-275.00	6000.00
200.00	Footpath Maintenance	20.00	220.00	-200.00	5000.00
0.00	Llandeilo in Bloom	500.00	0.00	500.00	
0.00	Church	750.00	1411.00	-661.00	1000.00
0.00	By-pass	2000.00	0.00	2000.00	
	Archives		0.00	0.00	
183.00	Town Guide		0.00	0.00	
	Match Funding Projects	10000.00	0.00	10000.00	
	Contingencies @ 10%	4251.90	0.00	4251.90	
31218.25	Total Expenditure	46770.90	40024.94	6745.96	48763.00
10211.80	Income - Expenditure	0.00	9273.23		-2726.42

The Council has at the present time the following amounts of money in its bank accounts:

General Current Account

Balance as at 28/02/03	18746.81
Outstanding cheques - 100408 Guides Cymru	50.00
100443 National Conference	125.00
100446 CALC membership	149.00
100447 Heart of Wales	8.00

100448 Bridge Gallery	35.00
100449 Viking	34.24
100450 Zurich Insurance	25.00
100451 D. D. A	110.00
100452 CCAB	250.00
100453 MBD	110.00
100454 DVS	250.00
100455 RNLI	110.00
100456 Salary CAP	1180.58
100457 Salary RHW	396.96
100458 Expenses	130.35
100459 Shire Hall	290.00
100460 Peppercorns	50.00
100461 LBS	<u>25.00</u>
 TOTAL UNPRESENTED CHEQUES	 <u>3329.13</u>

Balance including unrepresented Cheques	3329.13-
	<u>15417.68</u>

In receipt of VAT cheque	3382.16
	<u>3382.16+</u>
	<u>18799.84</u>

Mayors Expense

1172.13

Balance as at 29/03/03

No Notice Account

Balance as at 27/03/03

23708.08

The Council now has built up a considerable reserve. Risk assessment dictates that the Council should keep a reserve of around £15 000.00 as a contingency against loss of a Tenant in the Shire Hall and a further £15000.00 is earmarked as a match funding reserve, for forthcoming larger projects like the Civic Hall. *The Finance Committee proposed that the Council earmark a further £10 000.00 for Town Enhancement Projects. This was to be added to the Budget Statement for the year 2003/2004.*

5723: Other Financial Matters. The Clerk said that she had an existing second telephone line to her house. It was proposed that the Council purchase a phone/answer machine/fax and rent this telephone line to the Clerks home office. This would enable the Council to have a telephone number and an email address, making the Council more accessible and raising its profile. *This idea was agreed in principle by the Finance Committee. Clerk to begin to set this up.*

Cllr Ladd Lewis brought up the issue of the three gardens below the Crescent. It was proposed that the Council look into the purchase of these three gardens to develop them as a community resource, an amenity for the towns people. Cllr Vaughn Jones said that there was also the possibility of applying for grant funding for projects such as this which would enhance Llandeilo's status as a centre for tourism. 2 of the plots were currently owned by Mr Burrie and his cousin Mr Michael Lewis. The third was owned by the Carmarthenshire County Council. The idea of the purchase of these three gardens found considerable support from members of the Council. Cllr Jenkins and Cllr Gwyn expressed they were fully behind the idea. It was noted that there was the possibility that C. C. C. would be putting the garden to auction in order to obtain the best possible price for it. The Council needed to be aware of the implications and the commitment that it was making in order to purchase the gardens. They could require a lot of financial commitment both to initially develop them and to maintain them as a community resource. *The Technical Officer was asked to provide an assessment of approximate costs of clearance, planting, benches, etc. The Clerk was to write to the County Council requesting all information available on the sale of these plots.*

5724: Correspondence: The Technical Officer had been in contact with Martin Rees as regards the Electrical Check of the fixtures in the Shire Hall and was told this would cost in the region of £400.00. *It was recommended by the Finance Committee that this work be carried out.*

The Clerk informed the meeting of the receipt of the Notice of Election and the intention to display this in the Council Notice Board.

The meeting ended at 8.10p.m.