

**Neuadd Y Sir
Stryd Caerfyrddin
Llandeilo
Sir Caerfyrddin
SA19 6AF**

**ffon/Facs:
01558 824167**

**Technical Officer/
Swyddog Technegol:
Mr R.H. Griffiths**



**The Shire Hall
Carmarthen Street
Llandeilo
Carmarthenshire
SA19 6AF**

**Phone/Fax:
01558 824167**

**Town Clerk/ Clerc y
Dref: Ms C.A. Paterson
clerk@llandeilo.gov.uk**

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Minutes of the Meeting of the Finance Committee held at the Shire Hall, Llandeilo,
on Tuesday 13th April 2004 at 7.00 pm.

Present: *Councillors.* Cllr R. Bellamy (Chair), Cllr K. Day, Cllr C. Jenkins, Cllr D. A. Jones
(Mayor)
Other; R. Huw Griffiths (Technical Officer), C. A. Paterson (Town Clerk)

6051: Apologies: None received.

6052: Accounts for payment: Bills to be paid;

Dewis Feb	£92.67	
Konica	£16.13	Clerk to request written confirmation of the termination of this contract.
West Wales Heating Services	£646.25	
Capel Newydd	£20.00	
RTS Health and Safety	£440.63	
Heart of Wales Travellers Assoc	£8.00	
BT	£87.00	Clerk to request itemised bill for all future accounts
Dewis March	£76.83	
C. C. C. Rent office to 30.04.04	£30.42	
Llandeilo Church	£215.26	

Bills Paid:

Tumble Forge	£3899.00 (VAT)
HLB AV Audit	£293.75 Audit Fee
Viking Printer Cartridge	£54.57
Bobby Van Scheme sect 137	£50.00
Tumble Forge	£22280.00 Railings
Cambria Archaeology	£5700.00

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6053: Initial Report for Year End 2003-2004 These figures are subject to minor changes.

Initial Balances:

Expenditure	£88442.71
Income	£75778.05
Difference	£ 12664.66 From Reserves.

Outstanding Income for year

VAT.	£ 1903.73
<u>Grant for Heritage Audit</u>	<u>£ 4800.00</u>
TOTAL	£ 6703.73 (back into reserves)

Total used from reserves **£5960.93**

6054: Salaries.

Salaries are paid Monthly, Payments been made for:

January 2004

C. A. Paterson	£408.57
R. Huw Griffiths	£118.70

February 2004

C. A. Paterson	£408.57
R. Huw Griffiths	£118.70

March 2004

C. A. Paterson	£408.53
R. Huw Griffiths	£100.92

Amount paid to Inland Revenue - Quarterly payment to December 2003

Income Tax	£106.80
Nat Insurance (CAP)	<u>£ 20.02</u>

TOTAL PAYMENT IR **£126.82**

The Clerk has completed the form P60 for the department of Inland revenue, for the year ending 31st March 2004.

Recommendation from committee to full council to increase clerk's hours paid to 15 per week and Clerk to go up to point 17 on scale, annual increment from 1 April. Technical officer is already at point 21.

6055: Cllr Bellamy had made contact with the WCVA Connect Services to enquire about their payroll provision service, Payconnect. The email response states:

The set up fee, which is a once only payment, would be £110.00 this is to get you and your employees on the system. The actual cost per month to process the pay would be in the region of £9.20 this is dependent on how many reports you require. Any new starters or leavers would be £6.00 to process and the End of Year reports would be £30.00, all charges are subject to VAT.

The Committee recommend that the Clerk sets up the Town Council Payroll using this service. Proposed by Cllr D. A. Jones seconded by Cllr K. Day

6056: Other Financial Matters

Money In. The Clerk received a statement from C. C. C. The Grant payment for the railings of £17500.00 had been made from C. C. C on 31st March 2004. However the payment did not reach the Town Council's account until 5th April.

Clerk to ask Mr H. Towns which financial year this payment will be included in.

6057: Bank Accounts

Treasurer Account at 31 March 2004 (Unreconciled)

Brought Fwd	£ 5357.75
Transfer from No Notice account	£ 6000.00
Paid out	-£ 9980.15
Interest	<u>£ 3.67</u>
TOTAL	£ 1381.22

Back into the Treasurer account 31.3.04 £ 17500.00
Predicted Year end balance £18881.22

Mayor's Account

Brought Fwd	£943.93
Interest	£ 0.06
Paid out	<u>- £ 100.00</u>
TOTAL	£843.99

Business Money Manager (Unreconciled)

Brought Fwd	£44252.72
Transfer to Business Account	-£ 6000.00
Draft Issued	-£22280.00
Charge	-£ 10.00
Draft Issued	-£ 3899.00
Charge	-£ 10.00
Interest	<u>£ 223.97</u>
TOTAL	£ 12277.69

6058: Festivals. The Mayor had received a request from the Llandeilo Festival Chairperson Mr B. Price for the Llandeilo Town Council Contribution for this year of £3000.00. The Mayor also had a request from Mrs Julia Jones with regard to the Festival of Music and Flowers. The Committee considered the events budget for the

0172²previous year and discussed the needs of the three main festivals, The Llandeilo Fawr Festival, The Festival of Music and Flowers and Ceramica

The Committee recommends the following allocation of funds to the festivals for 2004:

Llandeilo Festival - £3000.00

Llandeilo Festival of Music and Flowers - £2000.00

Ceramica - £1000.00

Proposed by Cllr Jones and seconded by Cllr Day, recommendation passed with all in favour.

6059: The Budget for 2004-2005.

The Committee to consider the new allocation of funds for the Financial year 2004-2005 at the next meeting of the Finance Committee following the presentation of the accounts for 2003-2004. All members to give consideration to the budget for 2004-2005.

6060: Pride in Our Area Grant – coppicing programme 2002.

Cllr Bellamy had asked Mr D. Rice to provide a planting scheme for the area adjacent to the bridge that was coppiced in 2002.

The cost of providing this planting scheme is £150.00. Proposal that the Council commission the Planting Scheme is undertaken by Mr Price by Cllr Jones , seconded by Cllr Day.

6061: The Shire Hall. The Mayor had held a meeting with Mr Hughes the director of Cambria. Following a consultation with an architect, Cambria had come up with proposals for the future of the Shire Hall that would be in the best interest of both the Town Council and the Archaeological Trust. This would include the development of a ground floor Council Chamber and an office for the Town Clerk. These would be discussed in more detail during the Planning meeting.

The Mayor proposed that The Council supported a Feasibility Study by an architect, to be undertaken by Cambria, and provided 50% of the Costs. This recommendation was seconded by Cllr Jenkins.

6062: Correspondence. Section 137 applications had been received from Wales Air Ambulance and from Tregib School.

To be considered at the June meeting of the Finance Committee.

The Council had received letters of thanks from organisations in receipt of the section 137 grants from the previous meeting of the Finance Committee.

A notice to be placed in the Notice Board listing the organisations that the Council has made contributions to in the financial year ending 31st March 2004 and requesting applications for the current year.

The Council had received much favourable comment on the Railings in the Crescent. Tumble Forge had requested permission to put up a sign stating that they had manufactured and erected the railings. The Committee offered permission provided the notice was bilingual.

A plaque is to be ordered stating the railings are a project of the Town Council, supported by Carmarthenshire County Council and funded by the European Union, and to include the logos of all the above organisations. Opening of the Rails and Publicity to be discussed at next Council meeting. Quotations are to be sought regarding the replacement of the existing benches with ones that match the Heritage railings.

The meeting ended at 8.10pm.