

Town Clerk:  
Ms C.A. Paterson

Technical Officer:  
Mr R.H. Griffiths



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**Minutes of the meeting of the Finance Committee held at the Shire Hall, Llandeilo on  
Wednesday 2<sup>nd</sup> July 2003 at 7.00pm.**

Present: Councillors : Cllr R. Bellamy (Chair), Cllr. K. Day, Cllr. G. Price, Cllr. C. Jenkins, Cllr G.  
Vaughan Jones, Cllr D. A. Jones

Other: Colette Paterson (Town Clerk)

**5793:** Apologies: None Tendered.

**5794:** Accounts for payment. The Clerk presented the following for payment;

BT - For the Town Council phone - **£53.28** Proposed by Cllr Jenkins, seconded by Cllr  
Vaughan Jones  
Konica Llewellyn - photocopier charges - **£8.05** Proposed by Cllr Day, seconded by Cllr Price.  
M. Rees - remedial electrical work at Shire Hall, following safety check - **£453.55** Proposed  
by Cllr Day, seconded by Cllr Jones.  
Zurich Municipal - Risk assessment seminar attended by the Clerk - **£70.50** Proposed by  
Cllr Jenkins seconded by Cllr Vaughan Jones.  
Viking Stationary - Printer cartridges and files - **£113.76** Proposed Cllr Jones, seconded by  
Cllr Day.

Cllr Jones recommended that in order to meet the stationary needs of the Clerk and in  
support of local business, in future the Clerks would request stationary from  
Cllr Price.

*Cllr Price would provide stationary for the Council and keep a book, which would be  
presented at Finance Meetings for payment. Prices to be competitive and Cllr Price to enter  
this into the Register of Interests.*

**5795:** The Accounts for Audit - Cllr Bellamy and the Clerk had spent some time in the

preparation of the accounts as they stood so far. There followed a detailed consideration of the accounts. The Clerk said she had now put all payments/receipts, budgets and bank reconciliation's onto spreadsheets. This provided better management in terms of accessibility, clarity, calculation and ease for the Clerk.

*It was proposed the manual systems of accounting, i.e. the manual cash and income books were now put aside in favour of the computerised systems devised by the Clerk, provided that sufficient back - up systems were maintained. The Clerk would copy all accounting to CD as it was completed and would provide the Chair of Finance with a copy on a monthly basis. Proposed by Cllr Day and seconded by Cllr Jones.*

**5796: The Internal Auditor -**

*Cllr C. Jenkins proposed that Hugh Towns should be invited/requested to attend the next meeting of Full Council for the approval of the accounts for audit.*

**5797: The accounts -** The following variations in the accounts from 2001-2002 and 2002-2003 would be explained in the following way.

General expenses (£8741.41 to £ 157.00)	Changes in the accounting meant that things were now much more specifically allocated. General expenses would in future only include specific expenditure involved in the administration of the Council. All other expenditure would be closely described as a project or as part of the match funding programme.
Shire Hall Expenses( £117.10 to £2474.00)	The Town Council had undertaken a programme of necessary maintenance work on the Shire Hall .
Section 137 Payments (£950.00 to £2255.00)	The Town Council was becoming increasingly pro-active in requesting applications for section 137 payments and keeping the community informed that there was some money available for community projects etc, so encouraging more applications.
Llandello Churchyard (£0.00 - £1436.00)	In the previous financial year, the churchyard maintenance had not been paid, so this financial year was in arrears.

Events (£1000.00 - £3275.00)	There was now a flourishing season of Town Festivals and the Town Council, was enjoying a more proactive role in its contributions to the events and festivals in the Town. It was hoped that this would continue to increase.
Projects - Match - funding ( NEW - £7941.83)	This was a new allocation for spending for this year and demonstrates the Council's enhanced role in the Community and its emerging pro-active status. This money included expenditure on 2 major projects - Coppicing beneath the Bridge and The Town Youth Project.

**5798:** The Supporting Statement: Under Assets -

*The piano was destroyed by Carmarthen County Council and this should be reflected in the Asset Register.*

*The past Mayor had received a passed Mayor's badge and the past Mayoress had received a brooch, this should be reflected in the Asset register.*

*A Llandeilo Fawr Town Plate had been given to the Canadian Schools Rugby Team staying at Tregib School.*

The Section 137 payments. It was noted that although the Council had allocated more than double previous years allocations they were still only using around a third of the possible amount earmarked for Section 137 spending.

**5799:** Earmarked Reserves -

The Council accepts the following as their current Earmarked Reserves:

<b><u>Earmarked Reserves</u></b>	
Current Reserves in Bank at 31.03.03 -----	<u>£42248.44</u>

Street lighting Contingency	£ 2000.00
Christmas Lights	£ 1000.00
Events	£ 2000.00
Church	£ 400.00

Town Website/Guide	£ 1000.00
Project (Match Fund )	£ 9500.00
Loss of Rental Shire Hall	£ 12000.00
Increased Salary Costs	£ 2000.00
Budgeted Overspend	£ 3000.00
Gardens Project	£ 8000.00
C. C. T. V.	£ 500.00
Llandeilo In Bloom	£ 500.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£ 41900.00</b>

Total reserves unearmarked -----	£348.44
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**5800: Assets and Valuations:** - While the Asset register records the value of the Council's properties at cost, the council discussed the actual valuation of some of its assets, for Risk Assessment and Insurance purposes:

*It was resolved that the Council establish the actual current value of its assets through a valuation. H. Humphries from Carmarthen County Council had offered to carry out a valuation of the Shire Hall. Cllr Vaughan Jones suggested that he was approached to suggest who could possibly carry out an assessment of the Council owned contents of the Shire Hall.*

**5801: The Precept** amount for the year 2003 -2004 is formally minuted as £33690.05. The Clerk had applied for said amount and the Council was in receipt of the first payment of £11230.02.

**5802: Risk Assessment** - It has been a recommendation of the previous audit that the Llandeilo Fawr Town Council carry out a Risk Assessment of its responsibilities, activities, employment and procedures. With regard to this the Town Clerk had attended a Zurich Municipal seminar on Risk Assessment in a bid to establish how best this recommendation could be carried out. The Clerk had discussed this matter with other Clerks at the seminar and had been recommended a company to carry out the Risk Assessment for the Council by the Clerk of Llannon Community Council - RTS Associates, 18 Lon Draenen, Sketty, Swansea, SA2 9EW. It was suggested that the C. C. C. Risk Assessment Manager, Adrian Jones, would inform us if the County Council could/would carry out an assessment for the Council and at what cost. The Council also resolved to carry out risk assessments for specific events and activities, for example the Fireworks display, and the Christmas Lights.

*It was proposed by Cllr Bellamy that the most efficient way of carrying out a Risk Assessment would be to contract a professional company to do one. It would then be done within the Health and Safety Acts guidelines. The Clerk to request quotes for carrying out a Risk Assessment from RTS and CCC.*

**5803: Quarterly Budget Statement/ Quarterly Finance Check:**

The Clerk presented the Quarterly Budget as follows:

Currently spending was within the projected amounts and there was no need to reallocate funds at this time.

Llandeilo Fawr Budget 2003 -2004						
2002-2003 Payments		2003 -4 Budget	2003-4 Payments to Date	Outstanding	Remaining	Earmarked Reserves
	<b>Administration Costs</b>					
£ 3,121.00	Mayor's Expense	£ 3,213.00	-£ 59.41		£ 3,153.59	
£ 4,937.85	Salary & Clerks Allowance	£ 7,000.00	-£ 2,169.96		£ 4,830.04	£ 2,000.00
£ 8,258.33	General Expenditure	£ 2,000.00	-£ 97.91		£ 1,902.09	
£ 250.00	Audit Fees	£ 450.00			£ 450.00	
£ 823.28	VAT		-£ 165.03		-£ 165.03	
£ 2,116.25	Insurance	£ 2,500.00			£ 2,500.00	
	<b>Buildings Costs</b>					
£ 2,474.00	Shire Hall Expenses	£ 6,000.00	-£ 584.82		£ 5,415.18	
£ 3,410.40	Loan Repayment	£ 7,500.00			£ 7,500.00	
£ 4,009.50	Loan Interest					
£ 539.50	Office Expenses		-£ 204.60		-£ 204.60	
	<b>Statutory Duties</b>					
£ 2,255.00	Section 137	£ 3,500.00			£ 3,500.00	
£ 561.89	Street Lighting	£ 600.00	-£ 239.51		£ 360.49	£ 2,000.00
	<b>Other Expenditure</b>					
£ 2,688.77	Christmas Lights	£ 4,000.00			£ 4,000.00	£ 1,000.00
£ 3,275.00	Events	£ 6,000.00		-£ 4,250.00	£ 1,750.00	£ 2,000.00
£ 220.00	Footpath Maintenance	£ 5,000.00			£ 5,000.00	
£ -	Llandeilo In Bloom					
£ 1,411.00	Church	£ 1,000.00	-£ 119.99		£ 880.01	£ 400.00
	By pass					
	Match Funding Projects					£ 10,000.00
	Website					£ 1,000.00
	Gardens					£ 8,000.00
	C. C. T. V.					£ 500.00
	Loss of Rental Shire Hall					£ 12,000.00
	Budget Overspend					£ 3,000.00
£ 40,351.77	TOTAL	£ 48,763.00	-£ 3,641.23	-£ 4,250.00	£ 40,871.77	£ 41,900.00

*The Chair of Finance Cllr R. Bellamy had partially carried out the Quarterly Finance Check. This would be completed when the Cheque book was available., and the signed form would be added to the payments file for 2003 - 2004.*

**5804: Christmas Lights.** Cllr D. Jones had been in contact with Mr Bannister from C. C. C.

While the County Council did not have extra funds to offer the Town Council they would be prepared to help out with the Christmas lights.

*A further meeting was to take place between Cllr Jones, Mr Bannister and Cllr Jenkins at 9.30 Wed 9<sup>th</sup> July 2003. This meeting would begin to ascertain what help the County Council could offer, and to assess all possibilities.*

**5805: Other Financial Matters.** Cllr Jones commented on how attractive the town was currently looking. In conversation with Mike Williams, the Chamber of Trade had raised the issue of the hanging baskets and had described the limitations faced as there was currently no equipment available for watering the baskets. They needed watering each day.

*It was proposed (By Cllr Jones) that the Town Council utilise the £500.00 earmarked for Llandeilo in Bloom for the purchase of a bowser suitable for watering the plants. This would then be used by the Chamber of Trade to water the plants. It would remain the property of the Town Council and the Council would request information about where it would be kept and its maintenance. The Technical Officer would establish whether or not the Council was ever given permission to put up a tap outside the Gents toilets near the car park. If permission had been given to get quotes for how much this would cost. Seconded by Cllr Price.*

It was further suggested that the Llandeilo in Bloom would like to offer a prize for the best floral display. There was a plaque/trophy being sponsored by the nursery in Station Road. Cllr Vaughan Jones stated this should be bilingual.

*The Town Council resolved to offer a prize for the best Floral Display to accompany the plaque/trophy of £50.00. The would be donated with the request that the plaque should be bi - lingual to reflect our community.*

**5806; Correspondence** - The Clerk had received a letter from C. C. C. formally offering the garden at The Crescent to the Town Council pending and subject to contract.

*The Legal needs and implications of these sales to be added to the Agenda for the next meeting of Full Council.*

A request for a contribution had been received from the Ceramica Festival. It contained a Marketing report and the Balance sheet from the previous year.

*It was proposed by Cllr Price that a donation of £750.00 was given to the festival, with the caveat that the Council Logo was used as a sponsor on the programmes and that the Council supported bilingualism, and would like to see more of the Festival's literature produced bilingually. This was seconded by Cllr Jones.*

The Meeting ended at 8.30pm.