

Neuadd Y Sir
Stryd Caefyrddin
Llandeilo
Caerfyrddin
SA19 6AF

Phone/Fax:
01558 824413

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



The Shire Hall
Carmarthen Street
Llandeilo
Carmarthenshire
SA19 6AF

Phone/Fax:
01558 824413

Town Clerk/ Clerc y
Dref: Ms C.A. Paterson

**Minutes of the meeting of the Finance Committee held at the Shire Hall, Llandeilo on
Wednesday 3rd September 2003 at 7.00pm.**

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

Other: Colette Paterson (Town Clerk)

5825: Apologies: Cllr G. Price

5826: Accounts for payment. The Clerk presented the following for payment;

Nice Price News - £13.98 Ledgers.
E. Rowlands - £230.00 Strimming and clearing Asgubor Abad
Llandeilo Church - £133.28 Electricity used for floodlighting the Church.
Dewis - £136.35 Translation Costs.
Heart of Wales Traveller's Association -- £8.00 Membership fee.
The payment of these accounts was proposed by Cllr Day seconded by Cllr Jenkins and
passed with all in favour.

5827: The second instalment, £11230.02, of the precept had been deposited in the Town
Council Treasurer account.

5828: The Committee discussed the cost of translation of the minutes. A monthly cost of
around £120.00 would mean an annual cost for the translation of minutes of around
£1320.00 per year. Although it was generally believed that the charge of £30.00
per 1000 words was fairly standard, this sum was over the stated £1000.00 spend
that under the new financial regulations required at least 3 quotations.

The Clerk to look into any grants available to help with this cost. To give a better idea of how much the translation is likely to cost over the year translation of the minutes to be carried out for the next three months and then following the meeting of the Finance Committee 3rd December 2003 the cost of translation and any options to be discussed at the December meeting of Full Council.

5829: The accounts for audit.

The Committee proposed that the accounts be recommended to Full Council to be accepted, subject to any minor changes suggested by the Internal Auditor. Proposed by Cllr Jenkins, seconded by Cllr Jones.

5830: The Salaries of the Clerk and Technical Officer. Following the recommendation of the last External Audit the Clerk had declared the salaries of the Clerk and the Technical Officer to the Inland Revenue. The Inland Revenue had responded that it was no longer acceptable for the Clerk and Technical Officer to arrange payment of their Tax and National Insurance, but that the Llandeilo Fawr Town Council was to set up a PAYE scheme to ensure payment of tax and National Insurance direct to Inland Revenue.

The Clerk requested that given this need it would be easier for the payments to be made monthly rather than quarterly. Cllr Vaughan Jones and Cllr Jones suggested the setting up of some form of Standing Order for the monthly payment of the salaries, paying the same amount directly each month with any adjustment for Tax or Insurance made annually in March before the close of the financial year. This recommendation to be presented before Full Council.

The payment of the Clerk and the Technical Officer's salaries is recommended to Full Council. Proposed by Cllr Vaughan Jones, seconded by Cllr Jenkins.

5831: Payments under Section 137. The Clerk had four requests for financial assistance under Section 137. They were:

Carmarthenshire Counselling Service

Shelter Cymru

Bobath Childrens Therapy Centre

Ammanford and District Citizen's Advice Bureau.

The Committee discussed the process of the allocation of funds under Section 137, and the importance of the allocation of these funds to organisations that benefited the local community was highlighted. It was agreed that when faced with applications from national organisations and larger charities seeking donations, along with letters

Interest	<u>£ 112.82</u>
TOTAL	£43820.90

5833: Equipping the Clerk's new office.

The Technical Officer, R. Huw Griffiths joined the meeting.

The Clerk and Technical Officer to look at the purchase of 2 steel cabinets and obtain a quote from Peel Weld for the securing of the new Clerk's Office. Clerk to purchase an office chair (in the region of £60.00) and a laptop computer (Approx cost, including case and printer, £950.00). Request from C. C. C whether they have any other unwanted office furniture to furnish the new office. Recommendation to Full Council all in favour.

5834: Other Financial Matters. Cllr Jenkins stated it was now important to begin work on the Christmas lights. Cllr Jones said the Town Council had agreement from Mr Bannister at the County Council that the County Council would take on the contract to put up and improve the Christmas lights. Cllr Jones awaiting further information, but there were plans to further develop the Christmas lights. Mr Bannister had also recommended a watering dower for use of the Chamber of Trade as decided at min no. 5805, and would pass the recommendation and order form to the Town Clerk.

Christmas Lights to be placed as an agenda item for the next meeting of Full Council.

The Town Clerk in receipt of a letter from the Guides Association requesting the Town Council reissue a cheque for £50.00 for a guide trip in the previous year. The cheque could not be banked as it was made out to Guides Cymru not Carmarthenshire Guides Association.

Clerk to reissue a cheque for £50.00 made out to Carmarthenshire Guides Association as a replacement for the cheque now void and returned by the Guide Association.

Cllr Bellamy handed out the tenders she had received for the establishment of the Town Website.

Website tenders to be an agenda item for the next meeting of Full council.

The meeting of the Finance Committee closed at 8.30 pm.