

**Minutes of the meeting of the Finance Committee held at the Shire Hall, Llandeilo
on Wednesday 12th November 2003 at 7.00pm.**

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

Other: Colette Paterson (Town Clerk), R. Huw Griffiths (Technical Officer)

5892: Apologies : Cllr C. Jenkins, Cllr C. Cooper.

5893: Accounts for Payment: The following accounts were presented for payment:

Floodlighting the Church-as per Technical Officers reading - £55.81
 Gareth Peters Builder- Washing & repairs to the Shire Hall as per quote - £670.00
 Shop Acer - Floppy Disk Drive for the Computer - £65.74
 Cambria Archaeology - £32.40 printing for the Fireworks
 Dewis - Translation of Minutes September 2003 - £137.34
 Relm Signs - banners for Fireworks - £60.00
 Gimblett and Mathias - Painting the Shire Hall as per quote with addition of rails - £2778.87
 Viking - Computer Stationary - £62.81
 Zurich Municipal - Renewal Premium Local Council Policy £2417.98 plus and additional premium of £60.00 to increase the Public Liability from £5M to £6M.
 Misco - HP Laser jet Printer & Cartridge - £156.59
 Viking - Two Lockable Steel Cabinets - £307.78
 C. C. C. - Footpath Lighting - £86.90
 It was recommended these account were paid. Proposed by Cllr Jones and seconded by Cllr Vaughan Jones.

5894: Proposed guidelines for Section 137 payments: Cllr Bellamy had drafted a proposal with a series of guidelines to be considered when allocating funding under Section 137. These guidelines concern the allocation of money to organisations. It was strongly felt that individual applications should be considered

on their merit. After some discussions it was decided to lower the suggested amount in Band A to £20.00 - £150.00 and to make Band C consist only of Llandeilo based organisations moving local branches of National Organisations into Band B.

The document entitled 'Section 137 Proposed Guidelines' to be amended accordingly and recommended to the Full Council for acceptance and to be appended to the Financial Regulations as 9.3 under **Section 137 - Grant Funding**. Proposed by Cllr D. A. Jones seconded by Cllr G. Vaughan Jones. Copies of the Amended Document to be distributed prior to meeting of Full Council.

- 5895:** The Committee further discussed the allocation of grants under Section 137 and the need to encourage application from more locally based organisations.

Notice requesting applications to be posted in the Town Council Notice board.

- 5896:** The Financial Regulations: The Financial Regulations presented by the Internal Auditor Mr H. Towns had only been agreed in principle. These regulations were based on the County Council Regulations and as such needed refinement to suit a smaller organisation. Cllr Bellamy and the Town Clerk had been through the regulations and Cllr Bellamy had made suggested amendments for discussion. Some time was spent in consideration of these amendments.

The Financial Regulations to be amended in the way discussed. Copies of the amended Financial Regulations to be circulated to members. It is the recommendation of this committee that the Council adopt the Financial Regulations as amended at this meeting. Proposed by Cllr Vaughan Jones and seconded by Cllr Day

- 5897:** Standing Orders: It is necessary that the adopted Financial Regulations support and enhance the Standing Orders.

Cllr Bellamy to draw up a Notice of Motion appending the Financial Regulations to the Standing Orders, amending the Standing Orders to refer to the Financial Regulations where appropriate.

- 5898:** The Audit Response: The Town Clerk had circulated the letter received from HLB Av Audit regarding the Annual Return for the year ending 31st March 2003. In consultation with the Internal Auditor and the PWLB the Clerk had contacted Matt Pickett the Auditor in charge of the Town Council Audit and discussed the requests for alteration made.

Alterations to be made to the Annual return:
Figure under '31st March 2002' item 2 to read £27500.
Item 10 under '31st March 2002' addition of the word 'restated' regarding the sum outstanding at the PWLB for the year 2001 - 2002.
Item 10 under '31st March 2003' figure altered to read £56615 as the amount outstanding on the PWLB loan at the close of books March 2003.

The Annual Return, initialled, and dated, by the Mayor and the Town Clerk to be returned to the Auditors with letter giving an explanation for the decrease in staff costs by 18% (Namely, the Council was without a Clerk for a period of approximately 6 months, and that the new Clerk was appointed in January 2003 with an increase of hours.) and stating that the Insurance Payment for the year ending March 2002 was included in General Expenditure.

Cllr Vaughan Jones enquired as to why the audit was carried out by a company in Southampton, and not by one more local.

Clerk to enquire as to the reasons for the use of these external auditors.

5899: Other Financial Matters: The re-appointment of the Internal Auditor.

It is this Committee's recommendation that Mr Hugh Towns be reappointed as the Internal Auditor for the year ending 31st March 2004. Proposed by Cllr Vaughan Jones seconded by Cllr Day.

5900: The Mayor said that the Council hoped to hold a Public Meeting as part of the Heritage Audit and combine this with the launch of the web-site.

Cllr Jones proposed that the Council set aside £500.00 for the hire of the hall and the provision of refreshments at this event. This was seconded by Cllr Day.

5901: Civic Service. It is the Mayor's intention to hold a Civic Service this year.

The Civic service will be held on Sunday 7th March 2004 as part of the morning service and a small reception will be held after the service at a venue and time to be advised.

5902: Request for financial assistance from the Llandeilo Community Association. The Clerk had received a letter from the Community Association requesting a grant of £400.00 to assist in the work of the organisation.

This request to be considered under Section 137. Clerk to request financial information - balance sheet etc. from the Association and forward the application to the next Section 137 meeting of the Finance Committee.

5903: Current Bank Reconciliations:
The Treasurer Account

The current reconciled balance as per the bank statement dated 30th October 2003 is £9086.91 with outstanding cheques totalling £138.70.

The Business Money Manager Account:

The current balance as per the bank statement dated 27th September 2003 is £44044.67.

Clerk to transfer £5000.00 from the Treasurer account to the Business Money Manager account.

The meeting ended at 8.21pm.