

**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
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Carmarthenshire
SA19 6AF**

**Phone/Fax:
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**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 Wednesday 3rd March 2004 at 7.00 pm.**

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

6015: Apologies: Cllr D.A. Jones Mayor

6016: Accounts for payment

Orchard Web - Setting up website	£818.00
Viking Direct	£71.07 Coffee, Tea and Stationary
ACS Asbestos Survey	£2035.10
Rent Office Porta Cabin from Jan04 - March	£86.58
Heritage Audit Exhibition Mounts for Photos	£60.00
Heritage Audit rent Capel Newydd 1 evening (21 Jan)	£17.00
Heritage Audit rent Capel Newydd Full Day 21 Feb.	£55.00
Heritage Audit - Donation for help with teas and coffee.	Make the cheque to £100.00
Paid Already C. Paterson Mailings & General Postage	£29.29
Milk & Biscuits	£ 5.88
Stationary and Lamination Pockets	<u>£54.94</u>
	£90.11

Proposed that the above bills are paid, by Cllr Jenkins and seconded by Cllr Day.

6017: Quarterly budget.

Currently the budget is as follows: The Clerk awaits the Audit response in order to reclaim VAT for the year 2002/2003.

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	2003 -4 Budget	2003-4 Payments to Date	Outstanding	Remaining	Earmarked Reserves
Administration Costs					
Mayor's Expense	£ 3,213.00	-£ 3,111.62		£ 101.38	
Salary & Clerks Allowance	£ 7,000.00	-£ 6,416.88		£ 583.12	£ 2,000.00
General Expenditure	£ 2,000.00	£ 830.90		£ 2,830.90	
Audit Fees	£ 450.00	-£ 250.00		£ 200.00	
VAT		£ 1,582.12		£ 1,582.12	
Insurance	£ 2,500.00	-£ 2,513.88		-£ 13.88	
Buildings Costs					
Shire Hall Expenses	£ 6,000.00	-£ 4,093.32		£ 1,906.68	
Loan Repayment	£ 7,500.00	-£ 7,500.00		£ -	
Loan Interest					
Office Expenses		-£ 204.60		-£ 204.60	
New Office Expenses		-£ 1,416.62			
Statutory Duties					
Section 137	£ 3,500.00	-£ 2,445.00		£ 1,055.00	
Street Lighting	£ 600.00	-£ 313.47		£ 286.53	£ 2,000.00
Other Expenditure					
Christmas Lights	£ 4,000.00	-£ 2,557.25		£ 1,442.75	£ 1,000.00
Events	£ 6,000.00	-£ 5,741.36		£ 258.64	£ 2,000.00
Footpath Maintenance	£ 5,000.00	-£ 230.00		£ 4,770.00	
Llandeilo In Bloom	£ 500.00	-£ 500.00	-£ 500.00		
Church	£ 1,000.00	-£ 309.08		£ 690.92	£ 400.00
By pass					
Match Funding Projects					£ 9,500.00
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
TOTAL	£ 49,263.00	-£ 35,190.06	-£ 500.00	£ 13,572.94	£ 41,400.00

Clerk to contact the auditors HLB Av to enquire as to the current status of the Audit for 2002/2003. And to request permission to reclaim VAT for the outstanding financial year. VAT owing for this year £1903.73.

6018: Still to pay, and not accounted for in the above budget statement, within this financial year (2003 - 2004)

ACS Asbestos Survey	£2035.10
Heritage Audit	£5700.00 (£4000.00 grant, but will be claimed in the next financial year)
The Llandeilo Fawr Risk Assessment	£800.00 approx (=VAT)
The Railings	£23000.00 (80% grant to be reclaimed in the next Financial year)
Salaries	£527.27
Inland Revenue	£126.82
Section 137	To be discussed at the meeting

6019: Section 137.

The Clerk has applications from, the Llangollen International Music Eisteddford and From Ammanford Citizens Advice Bureau. Both have benefited from grants within the current financial year. These applications are referred to the next financial year.

Organisation	Band	Amount	Comment
Commonwealth Games Council	B	£100.00	
Bobath Children's Therapy centres	A	£100.00	
Megan And Trevor Griffiths' Trust,	B	£100.00	
Menter Bro Dinefwr	B	£100.00	
Eisteddford Yr Urdd	A	£100.00	
Teenage Cancer Trust	B	£50.00	We await a response to our request for information. A donation is being given out of the remaining vote for Section 137 for 2003-2004. The council would like to note that it is standard policy to request further information
Llandeilo Senior Citizens Club.	C	£100.00	We request all future applications to be accompanied with details of activities and expenditure.
Ysgol Teilo Sant Soft Play Area Dictionary for all	C	£100.00 £50.00	These donations are made from the remaining vote for section 137 for this financial year. We would like to respectfully request that any future application for funding is accompanied by details of project type, funding and expenditure.
Bois Y Castell	C	£50.00	This is a donation from the remaining vote for section 137 for this financial year. We await further details of the proposed trip and the organisation,s balance sheet. When in receipt of this information the committee would be willing to consider the application in the next financial year.

6020: The Bank Accounts

Business Money Manager Balance at Dec 2004 (Statement Quarterly)

B/F	£44044.67
Interest	£ 208.05
TOTAL	£45252.72

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Mayors Account

20 Feb 04

b/f	£1043.85
Paid out	£ 50.00
Interest	£ 0.08
TOTAL	£ 943.93

Treasurer Account:

Balance at 31.03.03	20498.15	1957.79				Outstanding
		Payments	Deposits	Interest	Total	£ 1,957.79
Apr-03	£ 20,498.15	-£ 1,884.01	£ 11,230.02	£ 15.82	£ 29,859.98	£ 442.75
May-03	£ 29,859.98	-£ 1,298.44		£ 25.10	£ 28,586.64	£ 149.00
Jun-03	£ 28,586.64	-£ 25,923.91	£ 490.00	£ 2.91	£ 3,155.64	
Jul-03	£ 3,155.64	-£ 4,950.05	£ 5,653.50	£ 0.37	£ 3,859.46	£ 1,786.35
Aug-03	£ 3,859.46	-£ 798.38	£ 16,813.52	£ 0.93	£ 19,875.53	
Sep-03	£ 19,875.53	-£ 14,835.29	£ 5,583.50	£ 7.65	£ 10,631.39	
Oct-03	£10,631.39	-£ 4,341.20	£ 2,791.75	£ 4.97	£ 9,086.91	
Nov-03	£ 9,086.91	-£ 3,893.46	£ 804.53	£ 0.76	£ 5,998.74	
Dec-03	£ 5,998.74	-£ 8,883.04	£ 11,837.01	£ 0.22	£ 8,952.93	
Jan-04	£ 8,952.93	-£ 3,821.67	£ 2,791.75	£ 3.05	£ 7,926.06	
Feb-04	£ 7,926.06	-£ 2,628.88	£ 60.00	£ 0.57	£ 5,357.75	
		-£ 73,258.33	£ 58,055.58	£ 62.35		
Total Treasurer						

6021:Other Financial Matters:

The Asbestos Report. The Council is in receipt of the Asbestos Report for the Shire Hall. It is now required to act on the single 'Priority One' finding, involving the removal of an asbestos based resin from a door frame, and to develop a Management Plan for all other found asbestos in the building.

Technical Officer seek a contractor for the removal of the asbestos in the door frame and to devise a management plan for all incidences of Asbestos in the Shire Hall.

Salaries. The clerk had enquired at C. C. C. as to whether they would be willing to take on the payroll for the Town Council. The clerk had received a positive response. However the Payroll Department would require a payment of £500 per annum. The Committee felt that this was too expensive.

Clerk to inquire of the W. C. V.A as to the service they provide in terms of payroll management.

The meeting ended at 8.20pm.

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