

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



**The Shire Hall  
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SA19 6AF**

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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 4<sup>th</sup> February 2004 at 7.00 pm.**

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

**5986:** Apologies: C. Paterson (Town Clerk), Cllr Jenkins (Late Arrival)

**5987: Accounts for payment**

CT Fabrications (Bench Penlan Park)	£204.00+ £34.70 VAT
Cambria Archaeology	£18.72 photocopying
Viking Direct	£62.93 pay on copy invoice if not paid.
Misco	£246.73 (Printer)
BT	£29.47 (Amended Bill)
Mr and Mrs Davies (Waverly)	£25.00 (Electricity Xmas Lights)

The payment of these bills is agreed, proposed by Cllr. Jones and seconded by Cllr Day

**5988: Accounts Paid;**

The following accounts have been paid.

Calvin Jenkins	Christmas Lights £1005.00
M.H. Evans	Brackets for Christmas Lights. £200.00

**5989: Other Financial Matters.**

**The Quarterly Finance Checks.**

The Clerk and the Chair of Finance have carried out the Quarterly Finance Check up to 31 December 2003. All is in order.

**5990: Quotation for the replacement window in the Shire Hall.** The Technical Officer has 2 quotations for the fitting of the new supplied window at the Shire Hall.

PF Joinery (Llandybie) £520 + VAT = £611

Gareth Peters £650

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The quotation from PF Joinery is accepted, and they are to be commissioned to carry out the work. Proposed by K. Day and seconded by Cllr Jones.

**5991:** The Heritage Audit Open Day. To be held in the Vestry of Capel Newydd between 11am and 3.30pm on Saturday 21<sup>st</sup> February 2004.

Capel Newydd to be asked if they would provide Tea and Coffee for an additional sum/ a donation. Cllr Jones to discuss with Cambria Archaeology the design and provision of posters/ leaflets. Cllr Day to organise the window mounts for the photo's for display. Cambria to arrange exhibition. Clerk to arrange Andrew Williams to present Website.

The Website.

Clerk to ensure up to date documents and minutes emailed to Orchard Web. Cllr Jones to write a news page on the Heritage Audit.

**5992:** The Porta Cabin Office. The Clerk had quotations from Towy Decorators to put up blinds in the Porta Cabin windows. The Council decided that these were a large expense.

The Technical Officer to explore alternatives and to look into a second hand Table and chairs for meetings held in the portacabin.

**5993:** The Bank accounts. Current balances as follows:

Business Money Manager	£44252.72
Treasurer Account (unreconciled)	£4947.32
Mayors Account	£1043.85

**5994:** Draft Template response for letters requesting Financial Assistance. The Clerk had provided a copy of a letter requesting information needed for the consideration of applications for Financial Assistance.

The committee decided to send a bilingual letter to all applicants. (A language on either side of the page), and the Committee recommends the payment for the translation of this letter.

**5995:** The Railings at the Crescent.

The rails to be painted Black and Gold. Proposed by Cllr Day and seconded by Cllr Jones.

The meeting ended at 8.10pm.