

## KIDWELLY TOWN COUNCIL

15<sup>th</sup> JANUARY 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 15<sup>th</sup> January 2013

Present:- Town Mayor J.Gilasbey  
Deputy Mayor T.Burns  
Chair R.Thomas  
Councillors: B Huws, R.Davies, N.Howell-Davies, M.Thomas, H.Jones,  
F.Burke-Lloyd, P.Davies, L.Finch-Jones, K.Davies  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor

### **450 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> December 2012**

#### **451 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **452 BILLS FOR PAYMENT – JANUARY 2013**

|    | Invoice    | Payee                | Description                         | Total          | Cat |
|----|------------|----------------------|-------------------------------------|----------------|-----|
| 1  | JP1        | Just print           | Christmas cards                     | 153.60         | R   |
| 2  | 1212134    | Philip Mann          | Christmas tree                      | 384.00         | R   |
| 3  | 37859      | Water for You        | Water cooler rental                 | 72.00          | R   |
| 4  | 38265      | Water for you        | water                               | 5.94           | R   |
| 5  | 11021      | JRB Enterprises      | Dog waste bags                      | 262.80         | R   |
| 6  | 93158684   | CCC                  | Refuse collection 2012-2013         | 1149.20        | R   |
| 7  | SMC8       | St Mary's Church     | Hire of Parish Rooms                | 16.00          | R   |
| 8  | 122650     | Wernick Hire         | Portacabin hire December            | 393.27         | R   |
| 9  | TPC5021    | Accounting solutions | Software training                   | 555.48         | R   |
| 19 | slcc1      | SLCC                 | Subscriptions                       | 228.00         | R   |
| 11 | 1674       | NJ Landscapes        | Emptying bins - December            | 230.40         | E   |
| 12 | 54         | Time for tea         | Opening toilets                     | 80.00          | R   |
| 13 | 1106063186 | Konica Minolta       | Photocopier                         | 158.62         | R   |
| 14 | 93189798   | CCC                  | Planning seminar                    | 40.01          | R   |
| 15 | 93190780   | CCC                  | Garden Waste sacks                  | 435.60         | R   |
| 16 | JG3        | Jeanette Gilasbey    | Mayor's Tranche                     | 800.00         | R   |
| 17 | Car1       | CCC                  | Carnival - hospitality tent license | 21.00          | R   |
|    |            |                      |                                     | <b>4985.92</b> |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the bills and note and **Close** this table from the minutes.

#### **453 CHEQUES RAISED – DECEMBER 2013**

| Cheque | Payee             | Description | Total | Cat |
|--------|-------------------|-------------|-------|-----|
|        | No cheques raised |             |       |     |

#### **454 DIRECT DEBITS – DECEMBER 2012**

| Date      | Payee              | Description                  | Total          |
|-----------|--------------------|------------------------------|----------------|
| 03.12.12  | SWALEC 1           | Electricity bridge Street    | 20.00          |
| 03.12.12  | SWALEC 2           | Electricity bridge Street    | 10.00          |
| 03.12.12  | Dwr Cymru 1        | Water - Bridge Street        | 15.00          |
| 03.12.12  | Dwr Cymru 2        | Water - Bridge Street        | 27.50          |
| 03.12.12  | British Gas 3      | Gas - Bridge Street          | 21.20          |
| 03.12.12  | British Gas 2      | Gas - Bridge Street          | 198.00         |
| 03.12.12  | BT SW 1231         | Phone                        | 75.00          |
| 07.12.12. | Cathedral Leasing  | Feminine Hygiene bins        | 56.16          |
| 12.12.12  | Lloyds TSB         | Service charges              | 30.94          |
| 14.12.12  | British Gas        | Gas - Tenant contract        | 6.75           |
| 17.12.12  | CCC                | Cemetery                     | 18.00          |
| 17.12.12  | CCC                | Rates - bridge Street        | 565.00         |
| 17.12.12  | British Gas        | Gas - Bridge Street          | 17.00          |
|           |                    |                              | <b>1060.55</b> |
|           |                    | <b>Telepay December</b>      |                |
| 07.12.12  | Staff              | Wages                        | 896.00         |
|           | Mynydd Hall        | Donation 40 year anniversary | 300.00         |
| 21.12.12  | Staff              | KTC wages                    | 2647.37        |
|           | HMRC               | PAYE                         | 1214.45        |
|           | Dyfed Pension Fund | Staff pensions               | 2598.60        |
|           | Wernick            | Portacabin hire              | 380.58         |
|           | N.J.Landscapes     | Emptying bins                | 230.40         |
|           | Water for you      | Water                        | 17.82          |
|           | Industrial Museum  | Donation                     | 2000.00        |
|           | Viking             | Ink & paper                  | 109.12         |
|           | St Mary's Church   | Room hire                    | 16.00          |
|           | Konica Minolta     | Photocopier                  | 122.62         |
|           |                    |                              | <b>2876.54</b> |

Note and **Close** this table from the minutes.

#### **455 FINANCIAL STATEMENTS**

Financial statements were circulated.

#### **456 MATTERS REFERRED FROM COMMITTEES**

It was **RESOLVED** that a quotation for repairing the Mayoral Chain will be sought from local reputable jewellers.

#### **457 BUDGET SETTING 2013-2014**

It had previously been **RESOLVED** to take over the running of the town toilets – estimated costs £5k per annum. The buildings will be leased on a peppercorn rent.

It had previously **RESOLVED**, in principle, to accept the proposals set out by the Chair relating to rent increases.

It was **RESOLVED** to decrease the Mayoral expenses from £4000 to £2000 and staff costs from £58056 to £53800.

Costs will be investigated for

- networking the PCs to the photocopier
- coin operated toilets, running and maintenance costs

#### **458 CORRESPONDENCE – JANUARY 2013**

There was no correspondence. Note and **Close** this item.

#### **459 ANY OTHER URGENT BUSINESS – JANUARY 2013**

There was no other urgent business. Note and **Close** this item.

The meeting was adjourned to 22<sup>nd</sup> January 2013 for further consideration of budget setting.

## KIDWELLY TOWN COUNCIL

12<sup>th</sup> FEBRUARY 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 12<sup>th</sup> February 2013

Present:- Town Mayor J.Gilasbey  
Deputy Mayor T.Burns  
Chair R.Thomas  
Councillors: B Huws, R.Davies, N.Howell-Davies, M.Thomas, H.Jones,  
F.Burke-Lloyd, P.Davies, L.Finch-Jones, K.Davies  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor

### **511 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 15<sup>th</sup> January 2013**

#### **512 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **513 FINANCIAL STATEMENTS**

Financial statements will be circulated as soon as computer problems have been resolved. The Town Clerk reported that the Project officer's computer had crashed completely and was unworkable. It was **RESOLVED** to purchase a new one as a matter of urgency.

#### **514 BILLS FOR PAYMENT – FEBRUARY 2013**

|   | Invoice  | Payee               | Description                          | Total          | Cat |
|---|----------|---------------------|--------------------------------------|----------------|-----|
| 1 | 368      | Excel Electrics     | Electrical testing - 2 Bridge Street | 84.00          | E   |
| 2 | 1684     | NJ Landscapes       | Emptying bins - January              | 230.40         | E   |
| 3 | SMC9     | St Mary's Church    | Hire of Parish Rooms 17.01.13        | 24.00          | R   |
| 4 | PGC 6    | P. Gwennlian Centre | Hire of hall - 3 months              | 190.00         | R   |
| 5 | 133484   | Wernick Hire        | Hire of portacabins - January        | 393.24         | R   |
| 6 | 38725    | Water for you       | Water                                | 11.88          | R   |
| 7 | 56       | Time for Tea        | Opening of toilets                   | 80.00          | R   |
| 8 | 93213641 | CCC                 | Footway lighting 2012-2013           | 6495.46        | R   |
| 9 | 3066     | Travis Perkins      | Christmas barriers                   | 340.16         | R   |
|   |          |                     |                                      | <b>7849.14</b> |     |

Categories:- C = capital R = revenue E = estates S = suspense P = project Res = reserve

It was **RESOLVED** to pay the bills and note and **Close** this table from the minutes.

#### **515 CHEQUES RAISED – JANUARY 2013**

| Cheque | Payee             | Description | Total | Cat |
|--------|-------------------|-------------|-------|-----|
|        | No cheques raised |             |       |     |

## **516 DIRECT DEBITS – JANUARY 2013**

| Date     | Payee            | Description                 | Total          |
|----------|------------------|-----------------------------|----------------|
| 02.01.13 | SWALEC 1         | Electricity bridge Street   | 20.00          |
| 02.01.13 | SWALEC 2         | Electricity bridge Street   | 10.00          |
| 02.01.13 | Dwr Cymru 1      | Water - Bridge Street       | 15.00          |
| 02.01.13 | Dwr Cymru 2      | Water - Bridge Street       | 27.50          |
| 02.01.13 | British Gas 3    | Gas - Bridge Street         | 21.20          |
| 02.01.13 | British Gas 2    | Gas - Bridge Street         | 279.00         |
| 02.01.13 | BT SW 1231       | Phone                       | 75.00          |
| 11.01.13 | Lloyds TSB       | Service charges             | 27.19          |
| 14.01.13 | British Gas      | Gas - Tenant contract       | 6.75           |
| 15.01.13 | CCC              | Cemetery                    | 18.00          |
| 15.01.13 | CCC              | Rates - bridge Street       | 565.00         |
| 16.01.13 | British Gas      | Gas - Bridge Street         | 17.00          |
|          |                  |                             | <b>1081.64</b> |
|          |                  | <b>Telepay January 2013</b> |                |
| 04.01.13 | Staff            | Wages                       | <b>896.00</b>  |
| 25.01.13 | Konica Minolta   | Copier                      | 158.62         |
|          | Water for you    | Water                       | 77.94          |
|          | St Mary's Church | Hire of Parish Rooms        | 16.00          |
|          | NJ Landscapes    | Grass cutting & hedging     | 230.40         |
|          | Wernick Hire     | Portacabin hire - September | 393.27         |
|          | Staff            | Wages                       | 2647.37        |
|          | Staff            | PAYE                        | 1214.45        |
|          |                  |                             | <b>4738.05</b> |

Note and **Close** this table from the minutes.

## **517 MATTERS REFERRED FROM COMMITTEES**

It was previously **RESOLVED** that a quotation for repairing the Mayoral Chain will be sought from local reputable jewellers.

## **518 RISK ASSESSMENT**

The Town Clerk will review the risk assessment and circulate an updated version for 2013-2014 for consideration at the meeting on 12<sup>th</sup> March 2013.

## **519 FINANCIAL REGULATIONS**

The Town Clerk will review Section 5.2 and amend where necessary as per Minute 191 dated 20<sup>th</sup> July 2010.

## **520 CORRESPONDENCE – FEBRUARY 2013**

There was no correspondence. Note and **Close** this item.

## **521 ANY OTHER URGENT BUSINESS – FEBRUARY 2013**

1. Fees for use of sporting facilities. High rent increases will cause severe problems for the sporting organisations that use Parc Stephens. The Town Clerk will write to the Chief Executive of the county council to express the town council's concerns.

2. Welfare Committee – the Town Clerk will inform the committee that the Carnival is covered by the council's insurance policy. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

12<sup>th</sup> MARCH 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 12<sup>th</sup> March 2013

Present:- Town Mayor J.Gilasbey  
Deputy Mayor T.Burns  
Chair R.Thomas  
Councillors: B Huws, R.Davies, N.Howell-Davies,  
F.Burke-Lloyd, P.Davies, L.Finch-Jones, K.Davies  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor M. Thomas, G.G.Jone, H.Jones

### **571 MEMBERS' DECLARATIONS OF INTEREST**

Minute 578[1] Councillors K.Davies & F.Burke-Lloyd

Minute 578[3] Councillor F.Burke-Lloyd

### **Matters Arising from the Finance Committee Meeting of 12<sup>th</sup> February 2013**

#### **572 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **573 MAYORAL CHAIN**

It was previously **RESOLVED** that a quotation for repairing the Mayoral Chain will be sought from local reputable jewellers.

#### **574 FINANCIAL STATEMENTS**

Financial statements will be circulated as soon as possible.

#### **575 BILLS FOR PAYMENT – MARCH 2013**

|    | Invoice    | Payee            | Description                   | Total          | Cat |
|----|------------|------------------|-------------------------------|----------------|-----|
| 1  | 501A       | Castle News      | Newspapers                    | 23.40          | R   |
| 2  | SMC10      | St Mary's Church | Hire of Parish Rooms 19.02.13 | 16.00          | R   |
| 3  | Gon 1      | Grants on line   | Subscription                  | 150.00         | R   |
| 4  | 1697       | NJ Landscapes    | Emptying bins - February      | 230.40         | E   |
| 5  | 144356     | Wernick Hire     | Portacabin Hire - February    | 355.20         | R   |
| 6  | 30534331   | Crown Estate     | Lease of foreshore            | 280.00         | E   |
| 7  | 39169      | Water for You    | Water                         | 24.42          | R   |
| 8  | 58         | Time for Tea     | Opening toilets               | 80.00          | R   |
| 9  | 687078     | Viking direct    | Stationery & ink cartridges   | 250.02         | R   |
| 10 | 1106925536 | Konica Minolta   | Copies                        | 70.92          | R   |
| 11 | 1106937083 | Konica Minolta   | Copier rental                 | 158.62         | R   |
|    |            |                  |                               | <b>1638.98</b> |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the bills and note and **Close** this table from the minutes.

## **576 CHEQUES RAISED – FEBRUARY 2013**

| Cheque | Payee   | Description            | Total  | Cat |
|--------|---------|------------------------|--------|-----|
| 6638   | E buyer | PC for Project Officer | 341.08 |     |

## **577 DIRECT DEBITS – FEBRUARY 2013**

|          |                |                             |               |
|----------|----------------|-----------------------------|---------------|
| 01.02.13 | Dwr cymru 1    | Water - Bridge Street       | 11.50         |
| 01.02.13 | Dwr Cymru 2    | Water - Bridge Street       | 20.50         |
| 01.02.13 | BT SW 1231     | Phone                       | 75.00         |
| 04.02.13 | SWALEC 2       | Electricity bridge Street   | 10.00         |
| 04.02.13 | SWALEC 1       | Electricity - Bridge Street | 20.00         |
| 04.02.13 | British Gas 3  | Gas - Bridge Street         | 21.20         |
| 04.02.13 | British Gas 2  | Gas - Bridge Street         | 279.00        |
| 08.02.13 | Lloyds TSB     | Service charges             | 26.42         |
| 13.02.13 | Heart Internet | Internet – annual payment   | 107.99        |
| 14.02.13 | British gas 4  | Gas - Tenant contract       | 6.75          |
| 18.02.13 | British Gas 1  | Gas- Bridge Street          | 17.00         |
| 20.02.13 | BT             | Internet                    | 96.25         |
|          |                |                             | <b>691.61</b> |

Note and **Close** this table from the minutes.

## **578 MATTERS REFERRED FROM COMMITTEES**

1. Fees for use of sporting facilities. High rent increases will cause severe problems for the sporting organisations that use Parc Stephens. The Town Clerk has written to the county council to express the town council's concerns. He will contact other community councils also affected. No response has been received from the Leader of the Council regarding a meeting.
2. Dog waste bag dispenser. It was **RESOLVED** to purchase a dispenser for Mynydd y Garreg.
3. Cost of detailed specification for work at Bridge Street. The Town Clerk has received 2 responses from Quantity Surveyors. Mr Robin Cammish has offered to compile the detailed specification of works. The Town Clerk will discuss this with Mr Cammish.
4. Town toilets – the position after 1<sup>st</sup> April 2013 is unclear. The Town Clerk will request an urgent meeting with the Leader of the county council. The Mayor will convene an Extraordinary Meeting of Full Council if necessary to decide a course of action.

## **579 RISK ASSESSMENT**

It was **RESOLVED** to accept the Risk Assessment for 2012 – 2013 as per Town Clerk's amendments. The assessment will be circulated. Note and **Close** this item.

## **580 FINANCIAL REGULATIONS**

The Town Clerk has amended Section 5.2 as per Minute 191 dated 20<sup>th</sup> July 2010. It was **RESOLVED** to accept the Financial Regulations. Note and **Close** this item.

## **581 CORRESPONDENCE MARCH 2013**

There was no correspondence. Note and **Close** this item.

## **582 ANY OTHER URGENT BUSINESS – MARCH 2013**

There was no other urgent business. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

16<sup>th</sup> APRIL 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 16<sup>th</sup> April 2013

Present:- Town Mayor J.Gilasbey  
Chair R.Thomas  
Councillors: B Huws, R.Davies, N.Howell-Davies, G.G.Jone, H.Jones  
F.Burke-Lloyd, P.Davies, L.Finch-Jones, M. Thomas  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor K.Davies, T.Burns

### **636 MEMBERS' DECLARATIONS OF INTEREST**

Minute 639 – Councillor L.Finch-Jones – in relation to the caretaker's wages  
Minute 645 [1] Councillor M. Thomas

### **Matters Arising from the Finance Committee Meeting of 12<sup>th</sup> March 2013**

#### **637 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **638 MAYORAL CHAIN**

It was previously **RESOLVED** that a quotation for repairing the Mayoral Chain will be sought from local reputable jewellers. However, no local jewellers were prepared to carry out such specialised work. A quote from a specialist jeweller will be sought.

#### **639 FINANCIAL STATEMENTS**

Financial statements had been circulated. The Town Clerk indicated that £2k could be saved on the Insurance cover if a three year agreement is reached. It was **RESOLVED** that the existing signatories continue to sign cheques until the bank mandate for the new signatories is in operation. It was noted that the Gwennlian Hall is in arrears for the reimbursement of the caretaker's wages. The Petty Cash account for 2012 – 2013 had been circulated.

Councillor G.G.Jones left the meeting.

#### **640 BILLS FOR PAYMENT – APRIL 2013**

|   | Invoice | Payee                 | Description                       | Total  | Cat |
|---|---------|-----------------------|-----------------------------------|--------|-----|
| 1 | OVW1    | One Voice Wales       | Membership 2013-2014              | 419.00 | R   |
| 2 | 11324   | JRB Enterprises       | Dog waste dispenser & bags        | 359.40 | R   |
| 3 | 4588    | Siddell Environmental | Drain blockage at 24 Station Road | 114.00 | E   |
| 4 | ADF214  | Travis Perkins        | Padlock for Quay bollard          | 8.10   | E   |
| 5 | 1115    | One Voice Wales       | Course - Strong Roots 4/3/13      | 30.00  | R   |
| 6 | 154335  | Wernick Hire          | Portacabin rent March             | 393.27 | R   |
| 7 | 3708ss  | Security Solutions    | Alarm fault - repair and parts    | 90.00  | R   |
| 8 | BB1     | FC Bookbinder         | Minute Books - 2011-12 2012-13    | 220.00 | R   |



|    |             |                 |   |                 |   |
|----|-------------|-----------------|---|-----------------|---|
| 9  | 93282442    | CCC             | Costs - community elections               | 8523.20         | R |
| 10 | 39633       | Water for You   | Water                                     | 5.94            | R |
| 11 | 60          | Time for Tea    | Opening toilets                           | 100.00          | R |
| 12 | 396         | Aquaclear       | Work at canal                             | 6454.80         | R |
| 13 | CA734984211 | SWALEC          | Unmetered electricity - Christmas Lights  | 134.89          | R |
| 14 | RT1         | Rook's Trophies | Teardrop - outgoing mayor                 | 39.95           | R |
| 15 | 800138799   | CCC             | Rates portacabins 2013-2014               | 591.60          | R |
| 16 | Q988519     | CCS Media       | Safesync internet                         | 359.14          | R |
| 17 | Allot 1     | CCC             | Planning for the allotment compost toilet | 83.00           | E |
|    |             |                 |   | <b>17926.29</b> |   |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the bills except No 9 which is to be queried.

Note and **Close** this table from the minutes.

#### **641 CHEQUES RAISED – MARCH 2013**

No cheques raised.

#### **642 DIRECT DEBITS – MARCH 2013**

| Date     | Payee             | Description               | Total         |
|----------|-------------------|---------------------------|---------------|
| 01.03.13 | Dwr Cymru 1       | Water - Bridge Street     | 11.50         |
| 01.03.13 | Dwr Cymru 2       | Water - Bridge Street     | 20.50         |
| 01.03.13 | BT SW 1231        | Phone                     | 75.00         |
| 04.03.13 | SWALEC 1          | Electricity bridge Street | 20.00         |
| 04.03.13 | SWALEC 2          | Electricity bridge Street | 10.00         |
| 04.03.13 | British Gas 3     | Gas - Bridge Street       | 21.20         |
| 04.03.13 | British Gas 2     | Gas - Bridge Street       | 279.00        |
| 08.03.13 | Cathedral Leasing | Feminine Hygiene bins     | 56.16         |
| 12.03.13 | Lloyds TSB        | Service charges           | 19.86         |
| 14.03.13 | British Gas       | Gas - Tenant contract     | 6.77          |
| 17.03.13 | British Gas       | Gas - Bridge Street       | 17.00         |
|          |                   |                           | <b>536.99</b> |

#### **Telepay**

|          |                    |                 |                |
|----------|--------------------|-----------------|----------------|
| 27.03.13 | Staff              | Wages           | 896.00         |
|          | Staff              | KTC wages       | 2647.77        |
|          | HMRC               | PAYE            | 1214.05        |
|          | Dyfed Pension Fund | Staff pensions  | 2598.60        |
|          | Wernick            | Portacabin hire | 355.20         |
|          | N.J.Landscapes     | Emptying bins   | 230.40         |
|          | Water for you      | Water           | 24.42          |
|          | Viking             | Ink & paper     | 250.02         |
|          | St Mary's Church   | Room hire       | 16.00          |
|          | Konica Minolta     | Photocopier     | 229.54         |
|          |                    |                 | <b>8462.00</b> |

Direct debits to the county council for rates will in future be paid by one payment annually.

Note and **Close** this table from the minutes.

### **643 MATTERS REFERRED FROM COMMITTEES**

1. Fees for use of sporting facilities. High rent increases will cause severe problems for the sporting organisations that use Parc Stephens. The Town Clerk has written to the county council to express the town council's concerns. He has also contacted other community councils affected. It was noted that Carmarthen Town Council was under the impression that the county council is reviewing the situation regarding park fees.

A meeting of the Sporting Association was held on 12<sup>th</sup> April 2013, notes from that meeting had been circulated. Members were informed that the Sporting Association would require a lease before they could apply for grants. The county council will not give them a lease, but will enter into a lease agreement with the town council. So that the legal issues relating to the lease can be resolved and objections made to the increase in fees, a Sub-Committee will be set up to steer these initiatives. It was **RESOLVED** that the incoming Chair of Finance be appointed as Chair of the Sub-Committee. Sub-Committee members will meet with officers of the county council to discuss the issues. For clarity, this item will be renamed Sporting Association Sub-Committee in future minutes.

2. Dog waste bag dispenser. A dispenser for Mynydd y Garreg has been purchased and installed. Thanks were expressed to Councillor R.Davies and Mr Stephen Finch for this. Note and **Close** this item.

3. Cost of detailed specification for work at Bridge Street. Mr Robin Cammish has met with the Town Clerk. This matter was dealt with by the Estates Committee – Minute 621. Mr Cammish will be thanked for his assistance in this matter. Note and **Close** this item.

### **644 REPLACEMENT MOTOR FOR TOWN CLOCK**

It was **RESOLVED** to pay the cost of £1335 + VAT for purchase and installation of a new motor for the Town Clock. Note and **Close** this item.

### **645 COUNCIL WEBSITE**

Quotes of between £400 - £1700 have been received – depending on the level of work undertaken to update the website. Further technical information is required before a decision can be taken. Mr Chilvers will be invited to attend a council meeting to advise members.

### **646 CORRESPONDENCE APRIL 2013**

|   |   |  |
|---|---|--|
| 1 | Carmarthenshire Disability Coalition for Action | A request for grant assistance to develop a website had been received. The organisation will be informed that there is no finance available to assist them. Note and <b>Close</b> this item.   |
| 2 | Mr K Coles                                      | It was noted that Mr Coles was dissatisfied with the rent increase on his Tramway Licence. Seven out of the ten Tramway Licences have been paid. Mr Coles will be informed of the reasons for the increase in licence fees. Note and <b>Close</b> this item. |

### **647 ANY OTHER URGENT BUSINESS – APRIL 2013**

There was no other urgent business. Note and **Close** this item.

The Chair thanked members and staff for their support during his term of office as Chair of the Finance Committee.

## KIDWELLY TOWN COUNCIL

14<sup>th</sup> MAY 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 14<sup>th</sup> May 2013

Present:- Town Mayor L. Finch-Jones  
Deputy Mayor R.Thomas (Chair)  
Councillors: B Huws, R.Davies, N.Howell-Davies, G.G.Jone, H.Jones, T.Burns  
F.Burke-Lloyd, P.Davies, K.Davies, M. Thomas, J.Gilasbey  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor

### **47 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest

### **Matters Arising from the Finance Committee Meeting of 16<sup>th</sup> April 2013**

#### **48 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **49 MAYORAL CHAIN**

It was previously **RESOLVED** that a quotation for repairing the Mayoral Chain will be sought from local reputable jewellers. However, no local jewellers were prepared to carry out such specialised work. A quote from a specialist jeweller will be sought.

#### **50 BILLS FOR PAYMENT – MAY 2013**

|    | Invoice | Payee               | Description                         | Total          | Cat |
|----|---------|---------------------|-------------------------------------|----------------|-----|
| 1  | 1713    | NJ Landscapes       | Emptying bins March 2013            | 230.40         | E   |
| 2  | 1717    | NJ Landscapes       | Painting benches                    | 213.60         | E   |
| 3  | 1721    | NJ Landscapes       | Cutting grass & emptying bins April | 2142.91        | E   |
| 4  | 3940039 | Chubb               | Alarm Bridge street                 | 158.38         | R   |
| 5  | SMC1    | St Mary's Church    | Hire of Parish Rooms                | 16.00          | R   |
| 6  | 17909   | John Williams       | Resurfacing Heol Ray Gravell        | 3984.00        | C   |
| 7  | A9801   | Amhurst Enterprises | Walkie talkies - carnival           | 133.20         | R   |
| 8  | 40094   | Water for you       | Water                               | 11.88          | R   |
| 9  | 164679  | Wernick             | Portacabin hire                     | 380.58         | R   |
| 10 | 1562    | Dyfrig Dalziel      | Rental storage - 1.10.12 - 06.05.13 | 372.00         | R   |
| 11 | PW1     | Pauline Williams    | Mayor's Buffet                      | 380            | R   |
|    |         |                     |                                     | <b>8022.95</b> |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

No 7 – the invoice for the Walkie Talkies will be passed on to the Welfare Committee for payment.

It was **RESOLVED** to pay the Election costs of £8523.20. Note and **Close** this table from the minutes.

## **51 CHEQUES RAISED – APRIL 2013**

No cheques raised.

## **52 DIRECT DEBITS – APRIL 2013**

| Date     | Payee         | Description                 | Total          |
|----------|---------------|-----------------------------|----------------|
| 02.04.13 | SWALEC 1      | Electricity - Bridge Street | 20.00          |
| 02.04.13 | SWALEC 2      | Electricity - Bridge Street | 43.00          |
| 02.04.13 | Dwr Cymru 1   | Water - Bridge Street       | 11.50          |
| 02.04.13 | Dwr cymru 2   | Water - Bridge Street       | 20.50          |
| 02.04.13 | BT 4          | Phones                      | 75.00          |
| 02.04.13 | British Gas 2 | Gas - Bridge Street         | 279.00         |
| 02.04.13 | British Gas 3 | Gas - Bridge Street         | 21.20          |
| 12.04.13 | Lloyds TSB    | Service charges             | 28.67          |
| 15.04.13 | British Gas 4 | Gas - Tenant contract       | 6.75           |
| 15.04.13 | CCC           | Rates for the cemetery      | 14.60          |
| 15.04.13 | CCC           | Rates - bridge Street       | 580.00         |
| 16.04.13 | British Gas 1 | Gas -Bridge street          | 17.00          |
|          |               |                             | <b>1117.22</b> |

Note and **Close** this table from the minutes.

## **53 MATTERS REFERRED FROM COMMITTEES**

No matters were referred.

## **54 SPORTING ASSOCIATION SUB-COMMITTEE**

Members had previously been informed that the Sporting Association would require a lease before they could apply for grants. The county council will not give them a lease, but will enter into a lease agreement with the town council. So that the legal issues relating to the lease can be resolved and objections made to the increase in fees, a Sub-Committee has been set up to steer these initiatives. Sub-Committee members will meet with officers of the county council to discuss the issues.

## **55 COUNCIL WEBSITE**

Quotes of between £400 - £1700 have been received – depending on the level of work undertaken to update the website. Further technical information is required before a decision can be taken. Mr Chilvers will be invited to attend a council meeting to advise members.

## **56 CORRESPONDENCE MAY 2013**

|   |                |  |
|---|----------------|--|
| 1 | Trustees - PGC | A request to consider hall funding was made. A report summarising the historical details and current position needed to form a decision on this matter will be compiled. |
|---|----------------|--|

## **57 ANY OTHER URGENT BUSINESS – MAY 2013**

Council Insurance – It was **RESOLVED** to grant Executive Powers to the Mayor, Chair of the Finance Committee and the Town Clerk to make a decision regarding the insurance renewal.

Note and **Close** this item.

Councillor F.Burke-Lloyd was wished a speedy recovery after her forthcoming operation.

## KIDWELLY TOWN COUNCIL

11<sup>th</sup> JUNE 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 11<sup>th</sup> June 2013

Present:- Town Mayor L. Finch-Jones  
Deputy Mayor R.Thomas (Chair)  
Councillors: B Huws, R.Davies, N.Howell-Davies, G.G.Jone, H.Jones, T.Burns  
P.Davies, K.Davies, M. Thomas, J.Gilasbey  
Town Clerk Geraint Thomas  
Town Secretary Anna Padgett  
Apologies Councillor F.Burke-Lloyd

### **103 MEMBERS' DECLARATIONS OF INTEREST**

Minute 108 – Councillor J. Gilasbey

### **Matters Arising from the Finance Committee Meeting of 14<sup>th</sup> May 2013**

#### **104 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **105 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs needed will be requested.

#### **106 SPORTING ASSOCIATION SUB-COMMITTEE**

Members had previously been informed that the Sporting Association would require a lease before they could apply for grants. The county council will not give them a lease, but will enter into a lease agreement with the town council. So that the legal issues relating to the lease can be resolved and objections made to the increase in fees, a Sub-Committee has been set up to steer these initiatives. Sub-Committee members will meet with officers of the county council to discuss the issues.

#### **107 COUNCIL WEBSITE**

Quotes of between £400 - £1700 have been received – depending on the level of work undertaken to update the website. Further technical information is required before a decision can be taken. Mr Chilvers has been invited to attend a council meeting in July to advise members.

#### **108 CORRESPONDENCE MAY 2013**

|                   |  |
|-------------------|--|
| Trustees –<br>PGC | To clarify issues relating to the relationship between the town council and the hall trust and to provide councillors with a historical perspective on how the community hall was established, it was agreed that a meeting be held between both parties. It was <b>RESOLVED</b> to accept the advice of the Town Clerk – to defer the matter until:-<br>a] a meeting can be arranged between the town council and the hall committee<br>b] the Standards Committee of the county council has ruled on the Dispensations requested.<br>For clarity, this item will be renamed – Kidwelly Community Hall Trust. |
|-------------------|--|

## **109 FINANCIAL STATEMENTS**

Statements had been circulated. It was noted that over £3k had been saved on the council's insurance premium.

## **110 BILLS FOR PAYMENT – JUNE 2013**

|    | Invoice  | Payee           | Description                                 | Total   | Cat |
|----|----------|-----------------|---|---------|-----|
| 1  | 62       | Time for Tea    | Opening toilets - April                     | 80.00   | R   |
| 2  | 64       | Time for Tea    | Opening toilets - May                       | 80.00   | R   |
| 3  | 65       | Time for Tea    | Room hire 20.05.13                          | 10.00   | R   |
| 4  | 1048     | Steve Chilvers  | Set up of PC - reinstall                    | 95.00   | R   |
| 5  | 174751   | Wernick Hire    | Hire of portacabin                          | 393.24  | R   |
| 6  | 1063     | One Voice Wales | Conference fees                             | 195.00  | R   |
| 7  | 501/1    | Castle News     | Newspapers                                  | 20.80   | R   |
| 8  | 1732     | NJ Landscapes   | Grass cutting & bin emptying May            | 2142.91 | E   |
| 9  | 3940039  | Chubb           | Alarm system                                | 70.50   | E   |
| 10 | CNCS/199 | Charles Newman  | Schedule of works - Bridge St refurbishment | 672.00  | R   |
| 11 | 40596    | Water for You   | Water                                       | 5.94    | R   |
|    |          |                 |   | 3765.39 |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

## **111 CHEQUES RAISED – MAY 2013**

No cheques raised.

## **112 DIRECT DEBITS – MAY 2013**

|          |               |                             |                |
|----------|---------------|-----------------------------|----------------|
| 02.05.13 | SWALEC 2      | Electricity - Bridge Street | 43.00          |
| 02.05.13 | SWALEC 1      | Electricity - Bridge Street | 20.00          |
| 02.05.13 | Dwr Cymru 1   | Water - Bridge Street       | 11.50          |
| 02.05.13 | Dwr cymru 2   | Water - Bridge Street       | 20.50          |
| 02.05.13 | British Gas 3 | Gas - Bridge Street         | 21.20          |
| 02.05.13 | British Gas 2 | Gas - Bridge Street         | 279.00         |
| 02.05.13 | BT 4          | Phones                      | 75.00          |
| 13.05.13 | Lloyds TSB    | Service charges             | 20.40          |
| 15.05.13 | British Gas 4 | Gas - Tenant contract       | 6.75           |
| 15.05.13 | CCC           | Rates for the cemetery      | 19.00          |
| 15.05.13 | CCC           | Rates - bridge Street       | 580.00         |
| 16.05.13 | British Gas 1 | Gas -Bridge street          | 17.00          |
| 21.05.13 | BT            | Phones                      | 93.60          |
|          |               |                             | <b>1206.95</b> |

Note and **Close** this table from the minutes.

**113 EXECUTIVE ACTION – COUNCIL INSURANCE**

It was reported that a three year policy has been arranged with Zurich Municipal Insurance at a fixed premium of £3396.98 per year. Note and **Close** this item.

**114 MATTERS REFERRED FROM COMMITTEES**

No matters were referred.

**115 CORRESPONDENCE - JUNE 2013**

There was no correspondence. Note and **Close** this item.

**116 ANY OTHER URGENT BUSINESS – JUNE 2013**

Funding for Cedweli 900 will be considered at the next meeting of the Finance Committee. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**9<sup>th</sup> JULY 2013**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 9<sup>th</sup> July 2013

|           |                |   |
|-----------|----------------|---|
| Present:- | Town Mayor     | L. Finch-Jones  |
|           | Deputy Mayor   | R.Thomas (Chair)  |
|           | Councillors:   | B Huws, N.Howell-Davies, K.Davies, M. Thomas, J.Gilasbey, |
|           | Town Clerk     | Geraint Thomas  |
|           | Town Secretary | Anna Padgett  |
| Apologies | Councillor     | T.Burns, R.Davies, P.Davies, H.Jones, F.Burke-Lloyd       |

### **157 MEMBERS' DECLARATIONS OF INTEREST**

Minute 162 – Councillors R.Thomas, L.Finch-Jones. Councillor J.Gilasbey left the room.

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> June 2013**

#### **158 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **159 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs is awaited.

#### **160 SPORTING ASSOCIATION SUB-COMMITTEE**

Members had previously been informed that the Sporting Association would require a lease before they could apply for grants. The county council will not give them a lease, but will enter into a lease agreement with the town council. So that the legal issues relating to the lease can be resolved and objections made to the increase in fees, a Sub-Committee has been set up to steer these initiatives. Sub-Committee members and members of the sporting organisations have been unsuccessful in arranging a meeting with officers of the county council to discuss the issues. The meeting is now needed urgently.

#### **161 COUNCIL WEBSITE**

Quotes of between £400 - £1700 have been received – depending on the level of work undertaken to update the website. Further technical information is required before a decision can be taken. The town council web designer is unable to carry out the work. Other organisations eg One Voice Wales, local community councils, will be asked for recommendations as to web designers.



## **162 KIDWELLY COMMUNITY HALL TRUST**

To clarify issues relating to the relationship between the town council and the hall trust and to provide councillors with a historical perspective on how the community hall was established, a meeting was held between both parties on 9<sup>th</sup> July 2013. The Standards Committee of the county council has ruled on the Dispersations requested.

The Town Clerk had prepared a summary of debts owed by the trust to the town council. It was noted that the trust was always short of income in the summer months because of the non use of facilities by the sporting clubs. It was **RESOLVED** to give a grant of £4000 to the trust. The matter of the outstanding debt and the issues surrounding the Charity's status will be considered further at the next Finance Committee meeting.

## **163 FINANCIAL STATEMENTS**

Statements had been circulated. The Internal Auditors report for year ending 31<sup>st</sup> March 2013 was circulated and will be considered at the next meeting of the Finance Committee.

## **164 BILLS FOR PAYMENT – JULY 2013**

|    | Invoice    | Payee            | Description                         | Total          | Cat |
|----|------------|------------------|-------------------------------------|----------------|-----|
| 1  | PGC 1      | Gwenllian Centre | Hire of Hall - Mayor's Luncheon     | 50.00          | R   |
| 2  | PGC 2      | Gwenllian Centre | Hire of Hall - Council meetings     | 310.00         | R   |
| 3  | LL 1       | Lyn Llewellyn    | Internal Audit Year ending 31.03.13 | 300.00         | R   |
| 4  | 1108051055 | Konica Minilta   | Photocopies                         | 84.61          | R   |
| 5  | 1108066018 | Konica Minilta   | Copier Hire                         | 158.62         | R   |
| 6  | TPC5368    | DCK Beavers      | Accountancy fees 2012-2013          | 1063.74        | R   |
| 7  | 1238       | One Voice Wales  | Preparation of policy document      | 30.00          | R   |
| 8  | 1750       | NJ Landscapes    | Grass cutting & bins - June         | 2142.91        | E   |
| 9  | 9360155    | CCC              | Garden waste sacks                  | 580.80         | R   |
| 10 | 41102      | Water for You    | Water                               | 11.88          | R   |
| 11 | 66         | Time for Tea     | Opening toilets                     | 100.00         | R   |
| 12 | 20752      | Viking           | Stationery & ink cartridges         | 154.99         | R   |
| 13 | 184785     | Wernick          | Hire of portacabins                 | 380.58         | R   |
| 14 | 79354      | Smiths of Derby  | Replacement motor for town clock    | 1602.00        | E   |
|    |            |                  |                                     | <b>6970.13</b> |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

## **165 CHEQUES RAISED – JUNE 2013**

No cheques raised.

## **166 DIRECT DEBITS – JUNE 2013**

| Date     | Payee             | Description                 | Total          |
|----------|-------------------|-----------------------------|----------------|
| 03.06.13 | SWALEC 1          | Electricity - Bridge Street | 20.00          |
| 03.06.13 | SWALEC 2          | Electricity - Bridge Street | 43.00          |
| 03.06.13 | Dwr Cymru 1       | Water - Bridge Street       | 11.50          |
| 03.06.13 | Dwr cymru 2       | Water - Bridge Street       | 20.50          |
| 03.06.13 | British Gas 2     | Gas - Bridge Street         | 279.00         |
| 03.06.13 | BT 4              | Phones                      | 75.00          |
| 04.06.13 | British Gas 3     | Gas - Bridge Street         | 21.20          |
| 07.06.13 | Cathedral Leasing | Feminine Hygiene bins       | 56.16          |
| 14.06.13 | Lloyds TSB        | Service charges             | 28.78          |
| 14.06.13 | British Gas 4     | Gas - Tenant contract       | 6.75           |
| 17.06.13 | CCC               | Rates for the cemetery      | 19.00          |
| 17.06.13 | CCC               | Rates - bridge Street       | 580.00         |
| 17.06.13 | British Gas 1     | Gas -Bridge street          | 19.00          |
|          |                   |                             | <b>1179.90</b> |

Note and **Close** this table from the minutes.

## **167 FUNDING FOR CYDWELI 900**

This matter was deferred until September.

## **168 RISK ASSESSMENT – ANTI-HARASSMENT/ANTI-BULLYING POLICY**

The policies will be circulated for consideration in September.

## **169 MATTERS REFERRED FROM COMMITTEES**

No matters were referred.

## **170 CORRESPONDENCE - JULY 2013**

- 1 Welsh memorial in Flanders Campaign Financial assistance for funding for a Welsh memorial in Flanders was regretfully refused. Note and **Close** this item.
- 2 Eisteddfod 2014 Committee It was **RESOLVED** to release the £500 to the Eisteddfod 2014 local committee. This sum had been included in the budget. Note and **Close** this item.

Note and **Close** this item.

## **171 ANY OTHER URGENT BUSINESS – JULY 2013**

There was no other urgent business. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**8<sup>th</sup> OCTOBER 2013**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 8<sup>th</sup> October 2013

|           |                |  |
|-----------|----------------|--|
| Present:- | Councillors:   | T,Burns (Chair)<br>K.Davies, J.Gilasbey, F.Burke-Lloyd, R.Davies, P.Davies |
|           | Town Clerk     | Geraint Thomas   |
|           | Town Secretary | Anna Padgett   |
| Apologies | Councillor     |  |

Councillor T.Burns took the chair, in the absence of the Chair and Deputy Chair.

### **291 MEMBERS' DECLARATIONS OF INTEREST**

Minute 296 – Councillor J.Gilasbey

### **Matters Arising from the Finance Committee Meeting of 10<sup>th</sup> September 2013**

#### **292 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **293 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs is awaited.

#### **294 SPORTING ASSOCIATION SUB-COMMITTEE**

It was reported that the county council is prepared to hand over Park Stephens to the Sporting Association if it is in partnership with the town council. There is ambiguity over the position held by the county council on this and associated issues. A meeting will be arranged between the town council, county council and Sporting Association. An assessment of realistic costs for taking over Parc Stephens will be needed.

#### **295 COUNCIL WEBSITE**

The Town Clerk had previously reported that a £500 grant had been received from the county council, towards web design. Two councillors had provided feedback on the council's requirements. The town clerk is in discussion with several web design providers.

#### **296 KIDWELLY COMMUNITY HALL TRUST**

The matter of the outstanding debt and the issues surrounding the Charity's status is ongoing. The Town Clerk has met with hall trustees and CAVS. CAVS have stated that the constitution is legally binding and therefore the town council is legally bound to cover debts incurred by the hall trust. Written confirmation of this is awaited. Legal advice has been sought from One Voice Wales.

### **297 FUNDING FOR CYDWELI 900**

It was previously resolved to donate £500 from this year's budget allocation. This matter will be considered further at Full Council. Note and **Close** this item.

### **298 RISK ASSESSMENT – ANTI-HARASSMENT/ANTI-BULLYING POLICY**

The policy was referred to the Policy & Strategy Committee for consideration. Note and **Close** this item.

### **299 FINANCIAL STATEMENTS**

Statements had been circulated. The accounts had been balanced until the end of August 2013. Procedures are in place to deal with VAT issues.

### **300 BILLS FOR PAYMENT – OCTOBER 2013**

|    | Invoice    | Payee          | Description                      | Total   | Cat |
|----|------------|----------------|----------------------------------|---------|-----|
| 1  | 1776       | NJ Landscapes  | Grass cutting & bins - August    | 2142.91 | E   |
| 2  | 72         | Time for Tea   | Opening toilets                  | 90.00   | R   |
| 3  | 200215     | Viking         | Ink cartridges                   | 80.23   | R   |
| 4  | 1109241893 | Konica Minolta | Photocopies                      | 46.74   | R   |
| 5  | 1109254513 | Konica Minolta | Hire of copier                   | 158.62  | R   |
| 6  | PGC3       | PGC            | Hire of Hall                     | 180.00  | R   |
| 7  | 1783       | N.J.Landscapes | Grass cutting & bins - September | 2142.91 | E   |
| 8  | 501        | Castle News    | Newspapers                       | 22.75   | R   |
| 9  | S1057497   | J.Parker       | Daffodils                        | 390.00  | E   |
| 10 | 703        | Time for Tea   | Opening toilets                  | 90.00   | R   |
|    |            |                |                                  | 5344.16 |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

### **301 CHEQUES RAISED – SEPTEMBER 2013**

No cheques raised.

### **302 DIRECT DEBITS – SEPTEMBER 2013**

| Date     | Payee             | Description                 | Total   |
|----------|-------------------|-----------------------------|---------|
| 02.09.13 | Dwr Cymru 1       | Water - Bridge Street       | 11.50   |
| 02.09.13 | Dwr cymru 2       | Water - Bridge Street       | 20.50   |
| 02.09.13 | BT 4              | Phones                      | 75.00   |
| 02.09.13 | SWALEC 1          | Electricity - Bridge Street | 20.00   |
| 02.09.13 | SWALEC 2          | Electricity - Bridge Street | 12.00   |
| 02.09.13 | British Gas       | Gas - Bridge Street         | 709.00  |
| 03.09.13 | British Gas 3     | Gas - Bridge Street         | 21.45   |
| 06.09.13 | Cathedral Leasing | Feminine hygiene            | 56.16   |
| 16.09.13 | British Gas 4     | Gas - tenant                | 6.76    |
| 16.09.13 | CCC               | Rates cemetery              | 19.00   |
| 16.09.13 | CCC               | Rates - Bridge Street       | 580.00  |
|          |                   |                             | 1531.37 |

Note and **Close** this table from the minutes.

**303 INTERNAL AUDIT REPORT**

It was **RESOLVED** to accept the report. Note and **Close** this item

**304 TENDERS FOR REFURBISHMENT OF GROUND FLOOR OF 2 BRIDGE STREET**

The comments, by the Quantity Surveyor, on the tenders received had been circulated. He recommended that no tender be awarded until full details of the work to be done had been clarified. The town clerk will inform tenderers of the delay.

As RFO, the town clerk expressed his concern over any plans to expend large amounts of money, until the external auditors had ruled on the capital receipts issue. Any spend could be considered negligent when the council’s financial position is not clear. The town clerk will provide a report on this matter.

It was **RESOLVED** to defer any decision about tenders until after the options presented within the OWG Report had been considered.

**305 MATTERS REFERRED FROM COMMITTEES**

No matters were referred.

**306 CORRESPONDENCE - OCTOBER 2013**

|   |                        |  |
|---|------------------------|--|
| 1 | Kidwelly Civic Society | The society has offered to maintain the gateway planters. It was <b>RESOLVED</b> to accept the offer. Note and <b>Close</b> this item. |
|---|------------------------|--|

**307 ANY OTHER URGENT BUSINESS – OCTOBER 2013**

There was no other urgent business. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**10<sup>th</sup> SEPTEMBER 2013**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 10<sup>th</sup> September 2013

|           |                |  |
|-----------|----------------|--|
| Present:- | Town Mayor     | L. Finch-Jones   |
|           | Deputy Mayor   | R.Thomas (Chair)   |
|           | Councillors:   | B Huws, K.Davies, M. Thomas, J.Gilasbey, T.Burns, R.Davies,<br>P.Davies, H.Jones, F.Burke-Lloyd, G.G.Jones |
|           | Town Clerk     | Geraint Thomas   |
|           | Town Secretary | Anna Padgett   |
| Apologies | Councillor     | N.Howell-Davies  |

### **237 MEMBERS' DECLARATIONS OF INTEREST**

Minute 242 – Councillor R.Thomas. Councillor J.Gilasbey left the room.

### **Matters Arising from the Finance Committee Meeting of 9<sup>th</sup> July 2013**

#### **238 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **239 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs is awaited.

#### **240 SPORTING ASSOCIATION SUB-COMMITTEE**

It was reported that the county council is prepared to hand over Park Stephens to the Sporting Association if it is in partnership with the town council. There are indications that there will be no increase in park charges while negotiations are on-going. It was **RESOLVED** that a meeting be arranged between the town council and Sporting Association.

#### **241 COUNCIL WEBSITE**

The Town Clerk reported that a £500 grant had been received from the county council, towards web design. Vision ICT – web designers offer discounted fees – as per endorsement by One Voice Wales. A quote of £1000 has been received. Debate ensued as to the requirements of the town council. Councillors were requested to look at other council websites for ideas. Councillor M.Thomas will provide information regarding accessibility issues.

## **242 KIDWELLY COMMUNITY HALL TRUST**

The matter of the outstanding debt and the issues surrounding the Charity's status was considered. The Town Clerk has met with hall trustees and CAVS. It was noted that the Memorandum of Understanding relates only to Phase 2. CAVS have stated that the constitution is legally binding and therefore the town council is legally bound to cover debts incurred by the hall trust. Written confirmation of this is awaited. Legal advice will be sought from One Voice Wales. The constitution is being updated to reflect the present make up of trustees.

## **243 FUNDING FOR CYDWELI 900**

It was **RESOLVED** to give £500 to Cydweli 900 from this year's budget.

## **244 RISK ASSESSMENT – ANTI-HARASSMENT/ANTI-BULLYING POLICY**

The policy had been circulated.

## **245 FINANCIAL STATEMENTS**

Statements had been circulated.

## **246 BILLS FOR PAYMENT – SEPTEMBER 2013**

|    | Invoice   | Payee               | Description            | Total   | Cat |
|----|-----------|---------------------|------------------------|---------|-----|
| 1  | 1758      | NJ Landscapes       | Carnival - man and van | 291.60  | R   |
| 2  | 051       | Ordnance Survey     | Copying Licence        | 65.70   | R   |
| 3  | 1762      | NJ Landscapes       | Grass cutting - July   | 2142.91 | E   |
| 4  | 195085    | Wernick Hire        | Portacabins - July     | 380.58  | R   |
| 5  | 41588     | Water for You       | Water                  | 25.62   | R   |
| 6  | 11883     | JRB Enterprises     | Dog waste bags         | 262.80  | R   |
| 7  | 68        | Time for Tea        | Opening toilets        | 80.00   | R   |
| 8  | 12340     | JNC Fire Protection | Extinguisher servicing | 131.76  | R   |
| 9  | SM14002   | Rialtas             | Omega support          | 553.20  | R   |
| 10 | Lott718   | CCC                 | Lottery Licence        | 20.00   | R   |
| 11 | 4088238   | Chubb               | Alarms                 | 70.50   | R   |
| 12 | 1776      | NJ Landscapes       | Grass cutting - August | 2142.91 | E   |
| 13 | 703049884 | British gas         | Gas - Bridge Street    | 788.53  | R   |
| 14 | 79993     | Smith of Derby      | Repairs Town Clock     | 180.00  | E   |
| 15 | 201175    | Wernick Hire        | Portacabin             | 12.69   | R   |
| 16 | 72        | Time for Tea        | Opening toilets        | 90.00   | R   |
| 17 | 210648    | Wernick Hire        | Portacabin             | 393.27  | R   |
| 18 | 42128     | Water for You       | Water                  | 5.94    | R   |
|    |           |                     |                        | 7638.01 |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

## **247 CHEQUES RAISED – JULY / AUGUST 2013**

No cheques raised.

## **248 DIRECT DEBITS – JULY / AUGUST 2013**

| Date     | Payee         | Description                 | Total   |
|----------|---------------|-----------------------------|---------|
| 01.07.13 | Dwr Cymru 1   | Water - Bridge Street       | 11.50   |
| 01.07.13 | Dwr cymru 2   | Water - Bridge Street       | 20.50   |
| 01.07.13 | BT 4          | Phones                      | 75.00   |
| 02.07.13 | SWALEC 1      | Electricity - Bridge Street | 20.00   |
| 02.07.13 | SWALEC 2      | Electricity - Bridge Street | 12.00   |
| 03.07.13 | British Gas 3 | Gas - Bridge Street         | 21.20   |
| 12.07.13 | Lloyds TSB    | Service charges             | 22.99   |
| 15.07.13 | British Gas 4 | Gas - Tenant contract       | 6.76    |
| 15.07.13 | CCC           | Rates for the cemetery      | 19.00   |
| 15.07.13 | CCC           | Rates - bridge Street       | 580.00  |
| 16.07.13 | British Gas 1 | Gas -Bridge street          | 19.00   |
| 01.08.13 | Dwr Cymru 1   | Water - Bridge Street       | 11.50   |
| 01.08.13 | Dwr cymru 2   | Water - Bridge Street       | 20.50   |
| 01.08.13 | BT 4          | Phones                      | 75.00   |
| 02.08.13 | SWALEC 1      | Electricity - Bridge Street | 20.00   |
| 02.08.13 | SWALEC 2      | Electricity - Bridge Street | 12.00   |
| 02.08.13 | British Gas 3 | Gas - Bridge Street         | 21.20   |
| 02.08.13 | British Gas   | Gas - Bridge Street         | 709.00  |
| 09.08.13 | Lloyds TSB    | Service charges             | 21.82   |
| 14.08.13 | British Gas 4 | Gas - Tenant contract       | 6.76    |
| 15.08.13 | CCC           | Rates for the cemetery      | 19.00   |
| 15.08.13 | CCC           | Rates - bridge Street       | 580.00  |
|          |               |                             | 2304.73 |

Note and **Close** this table from the minutes.

## **249 INTERNAL AUDIT REPORT**

To be considered at the next meeting.

## **250 MATTERS REFERRED FROM COMMITTEES**

No matters were referred.

## **251 CORRESPONDENCE - SEPTEMBER 2013**

- 1 Kidwelly Civic Society The society has offered to maintain the gateway planters. This will be considered at the next meeting.
- 2 Gerri Tennant Varies issues relating to Cydweli 900 have been raised. These were considered at Minute 230. Note and **Close** this item.

## **252 ANY OTHER URGENT BUSINESS – SEPTEMBER 2013**

There was no other urgent business. Note and **Close** this item.



## KIDWELLY TOWN COUNCIL

**1<sup>st</sup> OCTOBER 2013**

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennllian Centre, Kidwelly on Tuesday 1<sup>st</sup> October 2013

|              |                 |  |
|--------------|-----------------|--|
| Present:-    | Town Mayor      | L. Finch-Jones   |
|              | Deputy Mayor    | R.Thomas (Chair)   |
| Councillors: |                 | B Huws, K.Davies, M. Thomas, J.Gilasbey, T.Burns, R.Davies,<br>P.Davies, H.Jones, G.G.Jones, N.Howell-Davies |
|              | Town Clerk      | Geraint Thomas   |
|              | Town Secretary  | Anna Padgett   |
|              | Project Officer | M.McGerty  |
| Apologies    | Councillor      | F.Burke-Lloyd  |

### **255 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **256 EXTERNAL AUDIT – CAPITAL RECEIPTS**

The Town Clerk informed members that the external auditor had picked up the issue of the use of capital receipts. The particular issue relates to the decision of the council in 2010–2011 and 2011-2012 to give capital grants to local designated organisations in order for them to pay for the services of the project officer. In previous years the salary of the project officer had been predominantly funded by the Town Forum.

The issue was raised in the two audit periods in question, however, having had definitive advice as to the validity of using capital receipts from our internal auditor and our accountant it was deemed appropriate not to take further action.

As far as audit for 2012-2013 is concerned the external auditor has stated that the accounts are in order but is not of the opinion that the use of capital receipts as indicated above is acceptable. If this opinion is upheld, the council would be required to repay the capital receipts from its revenue budget.

The current position is that the external auditor is being supplied with information and details on the use of capital receipts. He will then be able to give an informed response.

This matter will be considered further at the next meeting of the Finance Committee.

## KIDWELLY TOWN COUNCIL

12<sup>th</sup> NOVEMBER 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwenllian Centre, Kidwelly on Tuesday 12<sup>th</sup> November 2013

|           |                |   |
|-----------|----------------|---|
| Present:- | Deputy Mayor   | R.Thomas (Chair)                            |
|           | Councillors:   | T,Burns, J.Gilasbey, H.Jones, F.Burke-Lloyd |
|           | Town Clerk     | Geraint Thomas                              |
|           | Town Secretary | Anna Padgett                                |
| Apologies | Councillor     | R.Davies, P.Davies, K.Davies, M.Thomas      |

### **360 MEMBERS' DECLARATIONS OF INTEREST**

Minute 365 – Councillor J.Gilasbey

### **Matters Arising from the Finance Committee Meeting of 8<sup>th</sup> October 2013**

#### **361 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **362 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs is awaited.

#### **363 SPORTING ASSOCIATION SUB-COMMITTEE**

The Town Clerk informed members that new officers at the county council had taken over the discussions on the transfer of the park to the town council. Costs of running the park are not clear. A meeting will be arranged between the town council, county council and sporting association to progress this matter.

#### **364 COUNCIL WEBSITE**

The Town Clerk had previously reported that a £500 grant had been received from the county council, towards web design. The town clerk will arrange for a web design provider to meet with councillors.

#### **365 KIDWELLY COMMUNITY HALL TRUST**

The matter of the outstanding debt and the issues surrounding the Charity's status is ongoing. The Town Clerk has met with hall trustees and CAVS. CAVS have stated that the constitution is legally binding and therefore the town council is legally bound to cover debts incurred by the hall trust. Written confirmation of this is awaited. Legal advice has been sought from One Voice Wales.

#### **366 TENDERS FOR REFURBISHMENT OF GROUND FLOOR OF 2 BRIDGE STREET**

The comments, by the Quantity Surveyor, on the tenders received had been circulated. He recommended that no tender be awarded until full details of the work to be done had been clarified. The town clerk has informed tenderers of the delay.

As RFO, the town clerk had previously expressed his concern over any plans to expend large amounts of money, until the external auditors had ruled on the capital receipts issue. The town clerk has provided a report on this matter.

It was previously **RESOLVED** to defer any decision about tenders until after the options presented within the OWG Report had been considered.

### **367 FINANCIAL STATEMENTS**

Statements had been circulated. The town clerk outlined the present financial position of the council. At the end of September 2013 there were £229k reserves. He reported that the External Auditors are proposing to issue a letter of public interest relating to the accounts. The town clerk is awaiting further information.

### **368 BILLS FOR PAYMENT – NOVEMBER 2013**

|   | Invoice | Payee                 | Description                           | Total          | Cat |
|---|---------|-----------------------|---------------------------------------|----------------|-----|
| 1 | 1797    | NJ Landscapes         | Grass cutting & bins                  | 2142.91        | E   |
| 2 | A10528  | Amhurst               | Walkie talkie hire - Christmas lights | 78.00          | R   |
| 3 | 11      | Twyn Landscapes       | Spraying of Knotweed                  | 700.00         | E   |
| 4 | 82      | Time for Tea          | Opening toilets                       | 80.00          | R   |
| 5 | 4367    | Wernick Hire          | Hire of portacabins                   | 393.24         | R   |
| 6 | 42982   | Water for You         | Water                                 | 11.88          | R   |
| 7 | GMB1    | Guild of Mace Bearers | Annual subscription                   | 25.00          | R   |
| 8 | 140571  | Viking                | Ink cartridges                        | 77.41          | R   |
| 9 | LJL 1   | LJ Tree Services      | Tree cutting                          | 650.00         | E   |
|   |         |                       |                                       | <b>4158.44</b> |     |

It was noted that the town clerk had to sign cheques, as there was no Mayor in position. It was **RESOLVED** that the Deputy Chair of the Finance Committee be added to the Bank Mandate so that there would be four signatories.

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

### **368 CHEQUES RAISED – OCTOBER 2013**

No cheques raised.

### **369 DIRECT DEBITS – OCTOBER 2013**

| Date     | Payee         | Description                 | Total   |
|----------|---------------|-----------------------------|---------|
| 01.10.13 | Dwr Cymru 1   | Water - Bridge Street       | 11.50   |
| 01.10.13 | Dwr cymru 2   | Water - Bridge Street       | 20.50   |
| 01.10.13 | BT 4          | Phones                      | 75.00   |
| 02.10.13 | SWALEC 1      | Electricity - Bridge Street | 20.00   |
| 02.10.13 | SWALEC 2      | Electricity - Bridge Street | 12.00   |
| 02.10.13 | British Gas   | Gas - Bridge Street         | 709.00  |
| 02.10.13 | British Gas 3 | Gas - Bridge Street         | 21.38   |
| 14.10.13 | British Gas 4 | Gas - tenant                | 6.76    |
| 15.10.13 | CCC           | Rates cemetery              | 19.00   |
| 15.10.13 | CCC           | Rates - Bridge Street       | 580.00  |
|          |               |                             | 1475.14 |

Note and **Close** this table from the minutes.

### **370 MATTERS REFERRED FROM COMMITTEES**

The rent of H2 was reviewed. After due consideration it was **RESOLVED** that the rent was a fair and reasonable rent. Note and **Close**.

### **371 CORRESPONDENCE - NOVEMBER 2013**

There was no correspondence. Note and **Close** this item.

### **372 ANY OTHER URGENT BUSINESS – NOVEMBER 2013**

Arrangements for the Christmas lighting ceremony were considered. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

10<sup>th</sup> DECEMBER 2013

At a Meeting of the **FINANCE COMMITTEE** held in the Princess Gwennlian Centre, Kidwelly on Tuesday 10<sup>th</sup> December 2013

|           |                |   |
|-----------|----------------|---|
| Present:- | Town Mayor     | J.Gilasbey  |
|           | Deputy Mayor   | R.Thomas (Chair)  |
|           | Councillors:   | T,Burns, H.Jones, F.Burke-Lloyd, P.Davies, K.Davies, R.Davies |
|           | Town Clerk     | Geraint Thomas  |
|           | Town Secretary | Anna Padgett  |
| Apologies | Councillor     | M.Thomas  |

Prior to the meeting Mr Nigel Hillier from ICT Vision Web Designs had given a presentation to the members – See Minute 430.

### **426 MEMBERS' DECLARATIONS OF INTEREST**

Minute 429 – Councillors K.Davies, J.Gilasbey, F.Burke-Lloyd. Minute 431 – Councillor J.Gilasbey

### **Matters Arising from the Finance Committee Meeting of 12<sup>th</sup> November 2013**

#### **427 2 BRIDGE STREET – ASSET VALUE**

It was agreed that the asset value of 2 Bridge Street be reviewed in the impending updated Town Council Asset Register review. The valuer will be requested to report on its value as it stands at present and also after refurbishment.

#### **428 MAYORAL CHAIN**

A quote of £175 from a specialist jeweller for repair of the chain has been received. Further damage has been noticed and a further quote for the additional repairs is awaited.

#### **429 SPORTING ASSOCIATION SUB-COMMITTEE**

A meeting with the county council and sporting association was held on 5<sup>th</sup> December 2013 regarding the asset transfer of Parc Stephens. The Town Clerk had prepared a report and circulated the county council's response. Payment of fees, while negotiations are ongoing, is unclear. It was recognised that many complex issues are outstanding and no decisions can be made while there are too many unknown costs. It was **RESOLVED** :- [1] that the Town clerk schedule a series of meetings with all involved and arrange a timeframe into which stages of negotiations can be timetabled. [2] to liaise with other bodies in a similar situation to lobby the county council to rescind its decision to withdraw funding from sports fields and play areas within Carmarthenshire.

#### **430 TENDERS FOR REFURBISHMENT OF GROUND FLOOR OF 2 BRIDGE STREET**

The comments, by the Quantity Surveyor, on the tenders received had been circulated. He recommended that no tender be awarded until full details of the work to be done had been clarified. The town clerk has informed tenderers of the delay.

As RFO, the town clerk had previously expressed his concern over any plans to expend large amounts of money, until the external auditors had ruled on the capital receipts issue. The town clerk has provided a report on this matter.

It was previously **RESOLVED** to defer any decision about tenders until after the options presented within the OWG Report had been considered.

#### **431 KIDWELLY COMMUNITY HALL TRUST**

The matter of the outstanding debt and the issues surrounding the Charity's status is ongoing. This will be taken into account when considering the budget for 2014-2015.

#### **432 COUNCIL WEBSITE**

The Town Clerk had previously reported that a £500 grant had been received from the county council, towards web design. The presentation given earlier by Mr Hillier from ICT Vision was discussed. He will be requested to set up a dummy website for consideration by members. A decision will be made at the January meeting.

#### **433 FINANCIAL STATEMENTS**

Statements had been circulated.

#### **434 BILLS FOR PAYMENT – JANUARY 2014**

|    | Invoice | Payee             | Description                 | Total           | Cat |
|----|---------|-------------------|-----------------------------|-----------------|-----|
| 1  | 1807    | NJ Landscapes     | Emptying bins               | 230.40          | E   |
| 2  | 34      | Time for Tea      | Opening toilets             | 90.00           | R   |
| 3  | 235474  | Wernick Hire      | Hire of portacabins         | 380.58          | R   |
| 4  | 43235   | Water for You     | Water and annual rental fee | 83.88           | R   |
| 5  | PW2     | Pauline Williams  | Remembrance Day Buffet      | 180.00          | R   |
| 6  | PW3     | Pauline Williams  | Christmas Lighting Buffet   | 75.00           | R   |
| 7  | 133     | Llwyndu Farm      | Christmas trees & barriers  | 1150.80         | R   |
| 8  | H318145 | Parker Plant Hire | Floodlights                 | 144.00          | R   |
| 9  | SLCC1   | SLCC              | Subscription                | 231.00          | R   |
| 10 | 4233964 | Chubb             | Alarms                      | 70.50           | R   |
| 11 | G.6/28  | R.T.Electrics     | Christmas lights            | 5244.00         | R   |
|    |         |                   |                             | 2927.00         | C   |
|    |         |                   |                             | <b>10807.16</b> |     |

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve  
It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.

#### **435 CHEQUES RAISED – NOVEMBER 2013**

No cheques raised.

#### **436 DIRECT DEBITS – NOVEMBER 2013**

| Date     | Payee           | Description                 | Total          |
|----------|-----------------|-----------------------------|----------------|
| 01.11.13 | Dwr Cymru 1     | Water - Bridge Street       | 11.50          |
| 01.11.13 | Dwr cymru 2     | Water - Bridge Street       | 20.50          |
| 01.11.13 | BT 4            | Phones                      | 75.00          |
| 04.11.13 | SWALEC 1        | Electricity - Bridge Street | 20.00          |
| 04.11.13 | SWALEC 2        | Electricity - Bridge Street | 12.00          |
| 04.11.13 | British Gas 3   | Gas - Bridge Street         | 21.38          |
| 04.11.13 | British Gas     | Gas - Bridge Street         | 709.00         |
| 08.11.13 | Lloyds TSB      | Service charges             | 22.29          |
| 14.11.13 | British Gas 4   | Gas - Tenant contract       | 6.76           |
| 15.11.13 | CCC             | Rates for the cemetery      | 19.00          |
| 15.11.13 | CCC             | Rates - bridge Street       | 580.00         |
| 20.11.13 | BT              | Phones                      | 93.60          |
| 22.11.13 | Data Protection | Renewal fee                 | 35.00          |
|          |                 |                             | <b>1626.03</b> |

Note and **Close** this table from the minutes.

**437 CONSIDERATION OF BUDGET – 2014 - 2015**

The Town Clerk outlined some of the main issues which would need to be considered at the Budget setting meeting scheduled for January 2013. The external auditors report is awaited, the content of which will affect the precept. Thanks were expressed to the Chair of Finance and Town Clerk for the work already carried out on preparing the budget.

**438 MATTERS REFERRED FROM COMMITTEES**

There were no matters referred.

**439 CORRESPONDENCE - DECEMBER 2013**

|   |      |  |
|---|------|--|
| 1 | CAVS | Invitation to become a member. This matter will be considered at the January meeting of the committee. |
|---|------|--|

**440 ANY OTHER URGENT BUSINESS – DECEMBER 2013**

There was no urgent business. Note and **Close** this item.

The Chair wished everyone a Merry Christmas and Happy New Year.