

## KIDWELLY TOWN COUNCIL

21st JANUARY 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Parish Rooms, Kidwelly on Tuesday 21st January 2014

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

### **487 MEMBERS' DECLARATIONS OF INTEREST**

Minute 490 – Councillors J.Gilasbey and S.John left the room.

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

#### **488 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.

#### **489 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.

#### **490 SPORTING ASSOCIATION SUB-COMMITTEE**

Further meetings with the sporting association and county council have been held on 10<sup>th</sup> and 16th January 2014 regarding the asset transfer of Parc Stephens, play areas and Youth Hut. It was recognised that there would be a significant increase in park fees for the coming year if a lease is not agreed to. Current position of negotiations:-

The county council will maintain the assets being transferred for the year 2014-2015 at no cost to the town council. Costs for the following year will be at 60% if they continue to do the work. The current county employee will be redeployed within the county council. The question of freehold will be pursued.

There will be associated costs relating to the transfer and these need to be factored into the budget process. It was **RESOLVED** that Kidwelly Town Council is, in principle, fully committed to the asset transfer of Parc Stephens, play areas and Youth Hut from the county council to itself. A recorded vote was taken:-

For		Against
R.Thomas	H.Jones	R.Davies
M.Thomas	T.Burns	

#### **491 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.

#### **492 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.

#### **493 COUNCIL WEBSITE**

The Town Clerk had previously reported that a £500 grant had been received from the county council, towards web design. A dummy website for consideration by members has been set up. It was noted that accessibility requirements and various other issues have not been met. Councillors W.Thomas and H.Jones will work with the web developers to rectify these problems. It was **RESOLVED** to accept Vision ICT as web designers.

#### **494 CORRESPONDENCE - DECEMBER 2013**

1	CAVS	Invitation to become a member. It was <b>RESOLVED</b> to join CAVS in the next financial year. Note and Close this item.
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#### **495 FINANCIAL STATEMENTS**

Statements had been circulated. External Audit report – the town clerk informed members that he had responded to BDO. The accountants have reaffirmed that they believe the original advice given to the council regarding capital receipts was sound. The accountants will now take up this issue directly with the auditors.

#### **496 CONSIDERATION OF BUDGET – 2014 - 2015**

Members were reminded that the Budget setting meeting will be held on 28<sup>th</sup> January 2014.

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

	Invoice	Payee	Description	Total	Cat
1	1813	NJ Landscapes	Emptying bins	230.40	E
2	86	Time for Tea	Opening toilets	90.00	R
3	246064	Wernick Hire	Hire of portacabins	393.24	R
4	43799	Water for You	Water	5.94	R
5	1110546295	Konica	Photocopies	46.27	R
6	324	Peter Gower	Repairs to ramp	200.00	R
7	195663	Five Star	Repairs to Library	4234.99	R
8	93496019	CCC	Repairs to library	503.62	R
9	93513067	CCC	Litter collection	1263.60	R
10	LJ2	L.J.Tree Services	Tree cutting at Plough Gardens	100.00	E
11	501-3	Castle News	Newspapers	21.00	R
				<b>7089.06</b>	

Statutory provisions:- Items 1-11 – Local Government Act 1972 s011

An Executive Action sheet will be completed for item 6.

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.

#### **498 CHEQUES RAISED – DECEMBER 2013**

No cheques raised.

#### **499 DIRECT DEBITS – DECEMBER 2013**

	Date	Payee	Description	Total
1	02.12.13	BT 4	Phones	75.00
2	02.12.13	Dwr Cymru 1	Water - Bridge Street	11.50
3	02.12.13	Dwr cymru 2	Water - Bridge Street	20.50
4	02.12.13	SWALEC 1	Electricity - Bridge Street	20.00
5	02.12.13	SWALEC 2	Electricity - Bridge Street	12.00
6	02.12.13	British Gas 3	Gas - Bridge Street	21.38
7	02.12.13	British Gas	Gas - Bridge Street	709.00
8	06.12.13	Cathedral hygiene	Feminine Hygiene	56.16
9	13.12.13	Lloyds	Service charges	22.35
10	16.12.13	British Gas 4	Gas - Tenant contract	6.76
11	16.12.13	CCC	Rates for the cemetery	19.00
12	16.12.13	CCC	Rates - bridge Street	580.00
				<b>1553.65</b>

Statutory provisions:- Items 2-12 – Local Government Act 1972 s011

Statutory provisions:- Telecom Act 1984 s97 – Item 1

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

#### **500 REVIEW OF FINANCIAL REGULATIONS & RISK ASSESSMENT**

Members were requested to review the Financial Regulation and Risk Assessment and inform the office of any changes they would like to suggest, before the next Finance Committee meeting.

#### **501 MATTERS REFERRED FROM COMMITTEES**

There were no matters referred.

#### **502 CORRESPONDENCE – JANUARY 2014**

Public Meeting. - A Freedom of Information request had been received on 18<sup>th</sup> January 2014 requesting answers to several questions to be received before the Public Meeting on 25<sup>th</sup> January 2014. The statutory time allowed for providing information was not sufficient. The Town Clerk will circulate the information he will give at the Meeting. There will also be a meeting for members at 9.30am prior to the 10.30am commencement time. Arrangements for the event were agreed.

#### **503 ANY OTHER URGENT BUSINESS – JANUARY 2014**

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

## KIDWELLY TOWN COUNCIL

11<sup>th</sup> FEBRUARY 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 11<sup>th</sup> February 2014

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

Mr Nigel Gower, Mr Gareth Thorburn and Mr Richard Brice, members of the Sporting Association, had requested to speak at the meeting. They were supported by several other members of the association. They requested clarity of the position regarding the asset transfer of Parc Stephens to the town council. They expressed concern that sporting facilities in Kidwelly would be lost if the transfer was not made. They emphasized the importance of maintaining the legacy of sporting achievements already held and retaining the facilities for future generations. Minute 556 refers.

### **553 MEMBERS' DECLARATIONS OF INTEREST**

Minute 556 – Councillors J.Gilasbey, K.Davies and S.John left the room

Minute 558 – Councillors R.Thomas and K.Davies. Councillor J.Gilasbey left the room.

### **Matters Arising from the Finance Committee Meeting of 21<sup>st</sup> January 2014**

#### **554 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.

#### **555 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.

#### **556 SPORTING ASSOCIATION SUB-COMMITTEE**

The council reaffirms its position and is committed to the asset transfer process. It was noted that details in the draft lease are sparse with little mention of the obligations required of the town council and no reference to the covenant on the land. The inclusion of the Youth Hut and car park will be queried. The town clerk will write to the Sporting Association thanking them for their contribution to the meeting and setting out the current position of the council.

#### **557 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.

### **558 KIDWELLY COMMUNITY HALL TRUST**

After discussion, it was **RESOLVED** that the facility currently provided by the council in respect of payroll provision on behalf of the PGC Trust be removed, as from 1<sup>st</sup> April 2014. It was further **RESOLVED** that the town council make provision within its budget for 2014-2015, an amount of up to £15,000, to be offset against the outstanding debt that the PGC Trust has with the council.

### **559 COUNCIL WEBSITE**

The Town Clerk had previously reported that a £500 grant had been received from the county council, towards web design. A dummy website for consideration by members has been set up. It was noted that accessibility requirements and various other issues have not been met. Councillors M.Thomas and H.Jones will work with the web developers to rectify these problems. It was previously **RESOLVED** to accept Vision ICT as web designers.

### **560 FINANCIAL STATEMENTS**

Statements had been previously circulated.

### **561 BILLS FOR PAYMENT – FEBRUARY 2014**

	Invoice	Payee	Description	Total	Cat
1	12413	JRB Enterprises	Dog waste bags	262.80	R
2	SMC2	St Mary's Church	Hire of Parish Rooms	48.00	R
3	4230	Vision ICT	Website	600.00	R
4	1823	NJ Landscapes	Emptying bins	230.40	E
5	88	Time for Tea	Opening toilets	80.00	R
6	246064	Wernick Hire	Hire of portacabins	393.24	R
7	44156	Water for You	Water	11.88	R
8	93532895	CCC	Highway lighting 2013-14	6593.90	R
9	PGC4	PGC	Hall hire - 5 months	290.00	R
10	4381110	Chubb	Alarms	129.47	E
				<b>8639.69</b>	

Statutory provisions:- Items 1-11 – Local Government Act 1972 s011

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.

### **562 CHEQUES RAISED – JANUARY 2013**

No cheques raised.

### **563 DIRECT DEBITS – JANUARY 2013**

	Date	Payee	Description	Total
1	02.01.14	BT 4	Phones	75.00
2	02.01.14	Dwr Cymru 1	Water - Bridge Street	11.50
3	02.01.14	Dwr cymru 2	Water - Bridge Street	9.00
4	02.01.14	SWALEC 1	Electricity - Bridge Street	5.00
5	02.01.14	SWALEC 2	Electricity - Bridge Street	12.00
6	02.01.14	British Gas 3	Gas - Bridge Street	21.38
7	10.01.14	Lloyds	Service charges	23.35
8	15.01.14	British Gas 4	Gas - Tenant contract	6.76
9	15.01.14	CCC	Rates for the cemetery	19.00
10	15.01.14	CCC	Rates - bridge Street	580.00
				<b>762.99</b>

Statutory provisions:- Telecom Act 1984 s97 – Item 1  
 Statutory provisions:- Items 2-10 – Local Government Act 1972 s011  
 Note and **Close** this table from the minutes.

**564 CONFIRMATION OF BUDGET – 2014 - 2015**

Due to time constrains it was **RESOLVED** to suspend Standing Orders to allow the discussion to continue.

It was **RESOLVED** to accept the budget with an increase to the precept of 11.73%. The increase in Council Tax would be 8.15%, an actual increase of 12p per week. Votes were recorded:-

FOR				AGAINST
J.Gilasbey	M.Thomas	K.Davies	T.Burns	R.Davies
R.Thomas	A.Jenkins	S.John		
H.Jones	J.Mayne	P.Davies		

It was noted that the vote was taken with reluctance. Cost increases were attributed, in part, to the burden put on the town council by the withdrawal of some services by the county council.

It was **RESOLVED** to postpone consideration of the following agenda items until the next meeting of the committee on 11<sup>th</sup> March 2014, due to the lateness of the hour.

**565 REVIEW OF FINANCIAL REGULATIONS & RISK ASSESSMENT**

**566 MATTERS REFERRED FROM COMMITTEES**

**567 CORRESPONDENCE – FEBRUARY 2014**

A request for a grant of £2k towards the running of Kidwelly Industrial Museum had been received, along with supporting accounts and documentation, which had been circulated.

**568 ANY OTHER URGENT BUSINESS – FEBRUARY 2014**

## KIDWELLY TOWN COUNCIL

11<sup>th</sup> MARCH 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 11<sup>th</sup> March 2014

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

### **621 MEMBERS' DECLARATIONS OF INTEREST**

Minute 624 – Councillors J.Gilasbey, K.Davies and S.John left the room

Minute 626 – Councillors R.Thomas, K.Davies J.Gilasbey

Minute 635 - Councillors K.Davies, J.Gilasbey, F.Burke-Lloyd

Minute 636 - Councillors R.Thomas, J.Gilasbey, F.Burke-Lloyd

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> February 2014**

#### **622 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.

#### **623 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.

#### **624 SPORTING ASSOCIATION SUB-COMMITTEE**

A further meeting will be held on 13<sup>th</sup> March 2014. A meeting will be held in Llanelli on 18<sup>th</sup> March 2014. It was **RESOLVED** to send a delegate from the town council. Councillor R.Davies indicated that he would be attending.

#### **625 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.

#### **626 KIDWELLY COMMUNITY HALL TRUST**

A letter had been received regarding the issue of payroll facilities for the hall caretaker. A meeting with the hall trustees will be arranged. Notes on the recent presentation given by the trustees will be circulated.

## **627 COUNCIL WEBSITE**

It was previously **RESOLVED** to accept Vision ICT as web designers. No further progress has been made. The town clerk will expedite the matter.

## **628 FINANCIAL STATEMENTS**

Statements had been previously circulated. The town clerk reported that the council accountants DCK Beavers will meet with the external auditors BDO. The audit report has to be signed off by 30<sup>th</sup> April 2014. It was reported that there were several tenants in arrears of rent. Final demands have been sent. The former mayor has not submitted her accounts nor returned outstanding monies (if any) to the council despite several reminders.

## **629 BILLS FOR PAYMENT – MARCH 2014**

	Invoice	Payee	Description	Total	Cat
1	1684	One Voice Wales	Chairing of Public Meeting 25.01.14	423.35	R
2	399	Spencer	Tree cutting Carmarthen Road A484	5592.20	E
3	4397762	Chubb	Alarms	70.50	R
4	1831	NJ Landscapes	Emptying bins - February	230.40	E
5	LJ3	L J Trees services	Felling dangerous trees	100.00	E
6	CNCS 261	Charles Newman	Quantity Surveyor - 2 Bridge Street	300.00	R
7	44638	Water for You	Water	18.48	R
8	265938	Wernick Hire	Hire of portacabins	355.20	R
9	1419	Grants Online	Subscription	150.00	R
10	30583393	Crown Estate	Lease of foreshore	280.00	R
11	1063	One Voice Wales	Annual subscription	439.00	R
12	Cavs1	CAVS	Membership	20.00	R
13	89	Time for Tea	Opening toilets	80.00	R
				<b>8059.13</b>	

Statutory provisions:- Items 1-13 – Local Government Act 1972 s011

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.

## **630 CHEQUES RAISED – FEBRUARY 2013**

No cheques raised.

## **631 DIRECT DEBITS – FEBRUARY 2013**

	Date	Payee	Description	Total
1	03.02.14	BT 4	Phones	75.00
2	03.02.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	03.02.14	Dwr cymru 2	Water - Bridge Street	13.50
4	03.02.14	SWALEC 1	Electricity - Bridge Street	5.00
5	03.02.14	SWALEC 2	Electricity - Bridge Street	12.00
6	03.02.14	British Gas 3	Gas - Bridge Street	21.38
7	14.02.14	Lloyds	Service charges	21.89
8	13.02.14	British Gas 4	Gas - Tenant contract	6.76
9	13.02.14	BT	Internet	107.99
				<b>197.52</b>

Statutory provisions:- Telecom Act 1984 s97 – Items 1 and 9

Statutory provisions:- Items 2-8 – Local Government Act 1972 s011

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



**632 SOLICITOR'S COSTS FOR TRANSFER OF ASSETS**

Solicitors costs will be £225 per hour for an estimated 8-10 hours work. The county council will be requested to bear the costs of the asset transfer.

**633 REVIEW OF FINANCIAL REGULATIONS & RISK ASSESSMENT**

It was **RESOLVED** to accept the amended Financial regulations

It was **RESOLVED** to accept the amended Risk Assessment.

Note and **Close** this item.

**634 MATTERS REFERRED FROM COMMITTEES**

There were no matters referred. Note and **Close** this item.

**635 CORRESPONDENCE – FEBRUARY 2014**

A request for a grant of £2k towards the running of Kidwelly Industrial Museum had been received, along with supporting accounts and documentation, which had been circulated. It was **RESOLVED** to pay the £2k grant which had been included in the budget. Note and **Close** this item.

**636 CORRESPONDENCE – MARCH 2014**

A request for financial assistance for maintenance at the hall had been received. It was **RESOLVED** to pay £1600 for work on the windows and for a replacement door. £500 to be from capital. Note and **Close** this item.

**637 ANY OTHER URGENT BUSINESS – MARCH 2014**

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

## KIDWELLY TOWN COUNCIL

8<sup>th</sup> APRIL 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 8<sup>th</sup> April 2014

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

### **694 MEMBERS' DECLARATIONS OF INTEREST**

Minute 697 – Councillors J.Gilasbey, K.Davies and S.John

Minute 699 – Councillors R.Thomas, K.Davies J.Gilasbey

Minute 707 - Councillors J.Gilasbey, R.Thomas

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> March 2014**

#### **695 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.

#### **696 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.

#### **697 SPORTING ASSOCIATION SUB-COMMITTEE**

Information and costs involved in the asset transfer of the parks is awaited from the county council. A suggestion that the council liaise with CUSC (Carmarthenshire United Sports Clubs) was made. A tripartite meeting will be set up as soon as further information is received. For clarity this item will be re-named Asset Transfer of Parks and Play Areas.

#### **698 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.

#### **699 KIDWELLY COMMUNITY HALL TRUST**

A letter had been received regarding the issue of payroll facilities for the hall caretaker. A meeting with the hall trustees had been postponed due to illness. A further meeting will be arranged as soon as possible.

### **700 COUNCIL WEBSITE**

Problems have been encountered with the current website. The demo site for the new website has not been available until today. It was **RESOLVED** that [1] all members look at the new site and inform the town clerk of their observations [2] disconnect the current site [3] go live with the new site.

### **701 SOLICITOR'S COSTS FOR TRANSFER OF ASSETS**

Solicitors costs will be £225 per hour for an estimated 8-10 hours work. It was recognised that each party needs its own solicitor to safeguard their interests. However, the county council has indicated that it will not reimburse the costs incurred by the town council. The town council will challenge this. For clarity this item will be merged with Minute 697 above.

### **702 FINANCIAL STATEMENTS**

Statements had been previously circulated. The town clerk reported that the council accountants DCK Beavers have not yet met with the external auditors BDO. The previous Mayor has returned monies outstanding.

### **703 BILLS FOR PAYMENT – APRIL 2014**

	Invoice	Payee	Description	Total	Cat
1	1844	NJ Landscapes	Emptying bins March	230.40	E
2	CA734984211	SWALEC	Electricity - Christmas lights	324.02	R
3	93608803	CCC	Election costs February 2014	3558.95	R
4	1563	Dyfrig Dalziel	Archive storage - 8 months	360.00	R
5	2218	Dyfrig Dalziel	Library accident - gas reconnection	381.92	R
6	14484210	Zurich Municipal	Council insurance 2014-2015	3466.05	R
7	44943	Water for You	Water	19.68	R
8	275382	Wernick Hire	Hire of portacabins	393.27	R
9	92	Time for Tea	Opening toilets	100.00	R
10	528797	Countrywide	Grounds maintenance - April	887.51	E
11	797611	Viking	Ink and stationery	253.80	R
12	4.53131E+12	British gas	Boiler reconnection Bridge Street	198.99	R
				10174.59	

Statutory provisions:- Items 1-12 – Local Government Act 1972 s011

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.

### **704 CHEQUES RAISED – MARCH 2014**

No cheques raised.

### **705 DIRECT DEBITS – MARCH 2014**

	Date	Payee	Description	Total
1	03.03.14	Dwr Cymru 1	Water - Bridge Street	9.00
2	03.03.14	Dwr cymru 2	Water - Bridge Street	13.50
3	03.03.14	BT 4	Phones	75.00
4	03.03.14	SWALEC 1	Electricity - Bridge Street	5.00
5	03.03.14	SWALEC 2	Electricity - Bridge Street	12.00
6	03.03.14	British Gas 3	Gas - Bridge Street	21.38
7	14.03.14	Lloyds	Service charges	21.89

8	14.03.14	British Gas 4	Gas - Tenant contract	6.76
9	14.03.14	BT	Heart Internet	107.99
10	19.03.14	BT	Phones	93.60
				<b>366.12</b>

Statutory provisions:- Telecom Act 1984 s97 – Items 3 and 9 & 10

Statutory provisions:- Items 1-2 4-8 – Local Government Act 1972 s011

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

#### **706 CYDWELI 900 – INSURANCE COVER**

A request for insurance cover for events to be held during the Cydweli 900 celebrations has been received. The level of cover required will depend on the type of events being held. The organising committee will provide details when they become known, nearer the time. Note and **Close** this item until further information is received.

#### **707 CORRESPONDENCE – APRIL 2014**

Mynydd y Garreg Hall	A request for cutting the hedge has been received. The liability for cutting the hedge will be investigated.
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#### **708 ANY OTHER URGENT BUSINESS – APRIL 2014**

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

## KIDWELLY TOWN COUNCIL

13<sup>th</sup> MAY 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennllian Centre, Kidwelly on Tuesday 13<sup>th</sup> May 2014

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

### **50 MEMBERS' DECLARATIONS OF INTEREST**

Minute 53 – Councillors K.Davies, J.Gilasbey, S.John

Minute 55 – Councillors R.Thomas, J.Gilasbey, S.John, K.Davies

### **Matters Arising from the Finance Committee Meeting of 8<sup>th</sup> April 2014**

#### **51 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.

#### **52 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.

#### **53 ASSET TRANSFER OF PARKS AND PLAY AREAS**

The town clerk has submitted a list of works needed before the transfer can take place. A site visit has been requested.

#### **54 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.

#### **55 KIDWELLY COMMUNITY HALL TRUST**

The payroll facilities for the hall caretaker will be undertaken by the town council. Future funding issues for the hall are to be addressed.

#### **56 COUNCIL WEBSITE**

The new website is now running and amendments are being made as and when problems occur. Cydweli 900 is to be made more prominent. Responsibility for updating the site has not been decided as yet.

## **57 FINANCIAL STATEMENTS**

The town clerk reported that the accounts for the year 2013 – 2014 will be closed on 29<sup>th</sup> May 2014.

BDO Audit Report 2012-2013:-

The external auditors have requested information by 21<sup>st</sup> May 2014 or a notice of public meeting will need to be posted.

## **58 BILLS FOR PAYMENT – MAY 2014**

	Invoice	Payee	Description	Total	Cat
1	4402806415	CIT	Copier rental	274.80	R
2	93615521	CCC	Commercial waste bin	1404.00	R
3	6597	Sidell Environmental	Flushing drains at 24 Station Road	114.00	E
4	14813408	PC World	Office computers	844.96	R
5	45427	Water for You	Water	11.88	R
6	285790	Wernick Hire	Hire of portacabins - April	380.58	R
7	1860593	CCS Media	Trend Micro	339.70	R
8	529954	Countrywide	Grounds maintenance - April	887.51	E
9	CSB 1	Crwbin Silver Band	Mayor making	200.00	R
10	LJT1	LJ Tree Services	Tree at Alstred Street	300.00	E
11	4577978	Chubb	Repairs to alarm	314.40	E
12		Eisteddfod 2014	Donation	500.00	R
13	PW1	Pauline Williams	Mayor's Luncheon	360.00	R
14		Fran Burke-Lloyd	Mayor's Tranche Part 1	1000.00	R
15	94	Time for Tea	Opening toilets	80.00	R
16	2250	Dyfrig Dalziel	Storm repairs to roof Bridge St	10154.35	E
17	2251	Dyfrig Dalziel	Fascias & gutter repairs Bridge St	2790.61	E
18	24754	Allwag	Black cat badges	382.80	R
				<b>20339.59</b>	

Statutory provisions:- Items 1-12 – Local Government Act 1972 s011

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.

## **59 CHEQUES RAISED – APRIL 2014**

No cheques raised.

## **60 DIRECT DEBITS – APRIL 2014**

	Date	Payee	Description	Total
1	01.04.14	BT 4	Phones	75.00
2	01.04.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	01.04.14	Dwr cymru 2	Water - Bridge Street	13.50
4	02.04.14	SWALEC 1	Electricity - Bridge Street	5.00
5	02.04.14	SWALEC 2	Electricity - Bridge Street	12.00
6	02.04.14	British Gas 3	Gas - Bridge Street	21.38
7	14.04.14	Lloyds TSB	Service charges	21.59
8	14.04.14	British Gas 4	Gas - Tenant contract	6.76
9	15.04.14	CCC	Rates for the cemetery	18.20
10	15.04.14	CCC	Rates - bridge Street	593.50
				<b>775.93</b>

Statutory provisions:- Telecom Act 1984 s97 – Item 1  
Statutory provisions:- Items 2-10 – Local Government Act 1972 s011  
Note and **Close** this table from the minutes.

**61 PURCHASE OF WALKIE-TALKIES**

The hire of walkie-talkies for events such as the carnival and Christmas lighting is proving to be expensive. Cost of purchasing units will be explored.

**62 CORRESPONDENCE – MAY 2014**

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

**63 ANY OTHER URGENT BUSINESS – MAY 2014**

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

## KIDWELLY TOWN COUNCIL

**10<sup>th</sup> JUNE 2014**

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 10<sup>th</sup> June 2014

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	A.Jenkins
	Chair	R.Davies
	Councillors:	H.Jones, M.Thomas, S.John, J.Gilasbey, P.Davies
	Town Clerk	Lyn Llewellyn
	Town Secretary	Anna Padgett
Apologies	Councillor	J.Mayne, T.Burns, K.Davies

### **120 MEMBERS' DECLARATIONS OF INTEREST**

Minute 124 – Councillors J.Gilasbey and S.John

Minute 126 – Councillor J.Gilasbey

### **121 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

Derek Kemp and Melodie Beever, accountants to the council attended the meeting. Mr Kemp explained the current position regarding the draft external audit report for 2012 - 2013. He suggested that the council apply to the Welsh Assembly for retrospective approval for the use of capital receipts money in the way it was used. He stated that he was willing to prepare the case for submission. Estimated cost would be £1k but he was prepared to do this on a "no win, no fee" basis. He suggested that support from Assembly members may assist the council's case. Contingency has to be made for the failure of this initiative over a period of years, if repayment has to be made.

It was **RESOLVED**, in principle, to apply to the Welsh Assembly for retrospective direction that the council may use capital receipt money for the purposes it has used them.

It was further **RESOLVED** to inform BDO, external auditors, that the council is fully committed to producing an action plan in the event of failure of the Welsh Assembly application.

It was reported that the accounts for the year 2013 – 2014 were now available and would be circulated.

### **Matters Arising from the Finance Committee Meeting of 13<sup>th</sup> May 2014**

#### **122 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.

#### **123 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.

#### **124 ASSET TRANSFER OF PARKS AND PLAY AREAS**

The town clerk has submitted a list of works needed before the transfer can take place. A site visit has been requested.



### **125 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.

### **126 KIDWELLY COMMUNITY HALL TRUST**

The request from the hall trustees for financial assistance was considered. It was recognised that the hall has little income during the summer months and therefore is unable to reimburse the caretaker's wages. The accumulation of this debt is of great concern. It was acknowledged that the previous year's debt had been written off. A long term plan for financing the hall needs to be drawn up. This matter will be considered further at the next meeting of the committee when figures for an estimated deficit have been obtained.

### **127 COUNCIL WEBSITE**

The new website is now running. The Project officer will be website administrator. Note and **Close** this item.

### **128 PURCHASE OF WALKIE-TALKIES**

The hire of walkie-talkies for events such as the Carnival and Christmas lighting is proving to be expensive. It was **RESOLVED** to purchase 12 walkie-talkies at a cost of approximately £250, with a nominal hiring charge being made to borrowing organisations to cover the cost of possible damage and depreciation.

### **129 BILLS FOR PAYMENT – JUNE 2014**

	Invoice	Payee	Description	Total	Cat
1	12806	JRB Enterprises	Dog waste bags	262.80	R
2	2271	Dyfrig Dalziel	Scaffolding permit	96.12	E
3	14813408	PC World	VAT on computers	168.99	R
4	310179859	British Gas	Gas Bridge St	160.50	R
5	534052	Countrywide	Grounds maintenance - June	887.51	E
6	45929	Water for You	Water	5.94	R
7	297119	Wernick Hire	Hire of portacabins - May	393.27	R
8	96	Time for Tea	Opening toilets - May	100.00	R
9	FBL 1	Fran Burke-Lloyd	Mayor making expenses	205.05	R
10	BPN1	Burns Pet Nutrition	Hardcore for garage area - Lady Street	514.43	E
				2794.61	

Statutory provisions:- Items 1-10 – Local Government Act 1972 s011

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.

### **130 CHEQUES RAISED – MAY 2014**

No cheques raised.

### **131 DIRECT DEBITS – MAY 2014**

	Date	Payee	Description	Total
1	01.05.14	BT 4	Phones	75.00
2	01.05.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	01.05.14	Dwr cymru 2	Water - Bridge Street	13.50
4	02.05.14	SWALEC 2	Electricity - Bridge Street	12.00
5	02.05.14	SWALEC 1	Electricity - Bridge Street	5.00
6	02.05.14	British Gas 3	Gas - Bridge Street	21.38
7	09.05.14	Lloyds TSB	Service charges	23.85
8	14.05.14	British Gas 4	Gas - Tenant contract	6.76
9	15.05.14	CCC	Rates for the cemetery	19.00
10	15.05.14	CCC	Rates - bridge Street	591.00
11	20.05.14	BT	Phones	93.60
				870.09

Statutory provisions:- Telecom Act 1984 s97 – Items 1 and 11

Statutory provisions:- Items 2-10 – Local Government Act 1972 s011

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

### **132 CORRESPONDENCE – JUNE 2014**

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

### **133 ANY OTHER URGENT BUSINESS – JUNE 2014**

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

## KIDWELLY TOWN COUNCIL

**17<sup>th</sup> JUNE 2014**

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 17<sup>th</sup> June 2014

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	A.Jenkins
	Chair	R.Davies
	Councillors:	T.Burns, M.Thomas, S.John, J.Gilasbey, P.Davies, K.Davies
	Town Clerk	Lyn Llewellyn
	Town Secretary	Anna Padgett
Apologies	Councillor	J.Mayne, H.Jones

### **140 MEMBERS' DECLARATIONS OF INTEREST**

Minute 144 – Councillors J.Gilasbey, S.John, K.Davies and F.Burke-Lloyd left the room.

### **141 TO APPROVE THE ACCOUNTS**

It was **RESOLVED** to accept the accounts for the year end 31<sup>st</sup> March 2014. The pension deficit will be added to the accounts for the next financial year. Information regarding the amount paid to “Demographic Services” will be made available. Note and **Close** this item.

### **142 TO APPROVE AND SIGN THE ANNUAL RETURN**

The town clerk explained the Annual Governance Statement to members. The Mayor signed off the Annual return. Note and **Close** this item.

### **143 TO APPOINT AN INTERNAL AUDITOR**

It was **RESOLVED** to appoint Mr David Isaac as internal auditor.

It was confirmed that Mr Isaac meets the criteria of competence and independence for the post.

Note and **Close** this item.

### **144 TO CONSIDER FINANCIAL SUPPORT FOR THE PRINCESS GWENLLIAN CENTRE**

It was reported that the community hall was facing a cash flow deficit during the summer months when use of the hall was limited. The estimated shortfall was £6564, which included the caretaker's salary. The clerk stated that there was no provision for this expenditure in the budget. It was recognised that a management plan was needed to avoid this happening on a recurring basis.

It was **RESOLVED** to provide a funding package.

Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**8<sup>th</sup> JULY 2014**

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 8<sup>th</sup> July 2014

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	
	Chair	R.Davies
	Councillors:	H.Jones, M.Thomas, S.John, J.Gilasbey, J.Mayne, T.Burns, K.Davies
	Town Clerk	Lyn Llewellyn
	Town Secretary	Anna Padgett
Apologies	Councillor	A.Jenkins, P.Davies

### **198 MEMBERS' DECLARATIONS OF INTEREST**

Minute 202 – Cllrs J.Gilasbey, S.John, K.Davies, F.Burke-Lloyd

Minute 204 - Cllrs J.Gilasbey, S.John, K.Davies, F.Burke-Lloyd

### **Matters Arising from the Finance Committee Meeting of 10<sup>th</sup> June 2014**

#### **199 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

It was previously **RESOLVED**, in principle, to apply to the Welsh Assembly for retrospective direction that the council may use capital receipt money for the purposes it has used them.

It was reported that the Internal Audit for the year 2013 – 2014 was almost complete and everything was in order.

#### **200 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.

#### **201 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.

#### **202 ASSET TRANSFER OF PARKS AND PLAY AREAS**

A further meeting is to be arranged. A list of all costs associated with the asset transfer will be sought.

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

The options presented within the OWG Report had been considered at Full Council. Refurbishment of the ground floor was not an option chosen. Note and **Close** this item.

## **204 KIDWELLY COMMUNITY HALL TRUST**

The request from the hall trustees for financial assistance had been considered by the Finance Committee on 17<sup>th</sup> June 2014 when it was resolved to provide a funding package to support the hall. Note and **Close** this item.

## **205 PURCHASE OF WALKIE-TALKIES**

The hire of walkie-talkies for events such as the Carnival and Christmas lighting is proving to be expensive. It was previously **RESOLVED** to purchase 12 walkie-talkies at a cost of approximately £250, with a nominal hiring charge being made to borrowing organisations to cover the cost of possible damage and depreciation. The walkie-talkies have now been purchased. Note and **Close** this item.

## **206 BILLS FOR PAYMENT – JULY 2014**

	Invoice	Payee	Description	Total	Cat
1	537572	Countrywide	Grounds maintenance -July	887.51	E
2	46621	Water for You	Water - June	17.82	R
3	307761	Wernick Hire	Hire of portacabins - June	380.58	R
4	98	Time for Tea	Opening toilets - June	90.00	R
5	501 - 1	Castle News	Newspapers	28.00	R
6	51138	Infinity	Photocopies	54.12	R
7	PGC5	PGC	Hire of hall - mayor making	50.00	R
8	4402828189	CIT	Photocopier	154.80	R
9	1113179028	Konica	Copies - final reading	45.97	R
10	FG14003559	One Direct	Walkie - talkies	295.18	C
11	1094	S. Chilvers	PC installation & data transfer	90.00	R
12	1095	S.Chilvers	PC installation & data transfer	90.00	R
13	1984	Dyfrig Dalziel	Storage	360.00	R
14	4544384	Chubb	Alarms	70.50	R
15	TPC5971	DCK Beavers	Accountancy fees	430.31	R
16	MYG 001	T.J.Hawkins	Construct & fit door to boiler house	175.00	R
17	1927	One Voice Wales	IT and website course x2	60.00	R

Statutory provisions:- Items 1-17 – Local Government Act 1972 s011

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.

## **207 DIRECT DEBITS – JUNE 2014**

	Date	Payee	Description	Total
1	01.05.14	BT 4	Phones	75.00
2	01.05.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	01.05.14	Dwr cymru 2	Water - Bridge Street	13.50
4	02.05.14	SWALEC 2	Electricity - Bridge Street	12.00
5	02.05.14	SWALEC 1	Electricity - Bridge Street	5.00
6	02.05.14	British Gas 3	Gas - Bridge Street	21.38
7	09.05.14	Lloyds TSB	Service charges	23.85
8	14.05.14	British Gas 4	Gas - Tenant contract	6.76
9	15.05.14	CCC	Rates for the cemetery	19.00
10	15.05.14	CCC	Rates - bridge Street	591.00
11	20.05.14	BT	Phones	93.60

Statutory provisions:- Telecom Act 1984 s97 – Items 1 and 11  
Statutory provisions:- Items 2-10 – Local Government Act 1972 s011  
Note and **Close** this table from the minutes.

**208 CHEQUES RAISED – JUNE 2014**

No cheques raised.

**209 FINANCIAL REGULATIONS**

The increase in usage of “Telepay” has necessitated a review of Financial Regulations. The town clerk and chair of committee will undertake this review and report back to the Finance Committee in September.

**210 CORRESPONDENCE – JULY 2014**

1	Kidwelly Bowling Club	A request for financial support for a club member had been received. The Mayor will provide a donation from her tranche. Note and <b>Close</b> this item.
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**211 ANY OTHER URGENT BUSINESS – JULY 2014**

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

## KIDWELLY TOWN COUNCIL

9<sup>th</sup> SEPTEMBER 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 9<sup>th</sup> September 2014

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	
	Chair	R.Davies
	Councillors:	H.Jones, M.Thomas, S.John, J.Gilasbey, J.Mayne, T.Burns, L.Jones, L.Poynting, K.Davies
	Town Clerk	Lyn Llewellyn
	Town Secretary	Anna Padgett
Apologies	Councillor	A.Jenkins, P.Davies

### **277 MEMBERS' DECLARATIONS OF INTEREST**

Minute 281 – Cllrs J.Gilasbey, S.John, K.Davies – did not vote

Minute 286 - Cllrs J.Gilasbey, K.Davies, F.Burke-Lloyd – left the room

Minute 287 – Cllrs K.Davies, T.Burns, R.Davies

### **Matters Arising from the Finance Committee Meeting of 8<sup>th</sup> July 2014**

### **278 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

Financial statements were circulated. Pension figures will be listed separately in future reports. It was previously **RESOLVED**, in principle, to apply to the Welsh Assembly for retrospective direction that the council may use capital receipt money for the purposes it has used them. A meeting with Keith Davies AM to request support for the application has been arranged for 12th September 2014.

### **279 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.

### **280 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.

### **281 ASSET TRANSFER OF PARKS AND PLAY AREAS**

The county council has agreed to make a contribution of twice the annual maintenance costs of the parks and playgrounds. This will be £52,994. The Corporate Property officers are in discussions with the Land Registry to rectify some minor discrepancies and will be in a position to transfer Parc Stephens to the town council in the near future.

Councillor R.Davies gave a summary of the meeting of the Carmarthenshire Unified Sports Committee held on 8<sup>th</sup> September 2014.

It was felt that the costs of maintenance of the parks as calculated by the county council fell considerably short of the actual costs. It was **RESOLVED** to get maintenance costs from contractors for all areas proposed to be transferred from the county council to the town council.

## **282 FINANCIAL REGULATIONS**

One Voice Wales has produced a draft Financial Regulations document for consideration by community councils. The town clerk and chair of committee have undertaken a review of the document along with a review of the town council's Financial Regulations. The town clerk recommended that no changes be made to the Financial Regulations currently in use. It was **RESOLVED** to make no changes to the Financial Regulations. Note and **Close** this item.

## **283 BILLS FOR PAYMENT –AUGUST & SEPTEMBER 2014**

	Invoice	Payee	Description	Total	Cat
1	Aoo1	David Isaac	Internal Auditor	300.00	R
2	93700346	CCC	Garden waste sacks	1393.92	R
3	623	Ungoed-Thomas King	Solicitor	540.00	R
4	SM14910	Rialtas	Omega support	561.60	R
5	540113	Countrywide	Estate maintenance August	887.51	E
6	316876	Wernick	Hire of portacabins July	393.24	R
7	47094	Water for You	Water July	5.94	R
8	47533	Water for You	Water August	27.48	R
9	51307	Infinity	Photocopies	78.22	R
10	15805-6	JNC Fire protection	Extinguisher service	136.50	R
11	SLCC2	Soc. Local Councils	Annual membership	159.00	R
12	1886	NJ Landscapes	Man & van carnival	226.80	R
13	12526478	PC world	Computer TC	565.51	R
14	100	Time for tea	Opening toilets	80.00	R
15	170396	Viking	Ink cartridges & stationery	216.72	R
16	SR1	Able group	Plumber for 24 Station Road	108.00	E
17	TPC5900	DCK Beavers	Accountancy fees - annual A/cs	1065.48	R
18	1111	S.Chilvers	PC setup - payroll transfer	75.00	R
19	339	Peter Gower	Repairs to ramp & handrail	380.00	E
20	LL1	CCC	Lottery Licence	20.00	R
21	544450	Countrywide	Estate maintenance September	887.51	E
22	328356	Wernick	Portacabin hire August	393.27	R
				8501.70	

Statutory provisions:- Items 1-22 – Local Government Act 1972 s111

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.

## **284 DIRECT DEBITS – JULY & AUGUST 2014**

	Date	Payee	Description	Total
1	01.07.14	BT 4	Phones	75.00
2	01.07.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	01.07.14	Dwr cymru 2	Water - Bridge Street	13.50
4	02.07.14	SWALEC 1	Electricity - Bridge Street	5.00
5	02.07.14	SWALEC 2	Electricity - Bridge Street	12.00
6	02.07.14	British Gas 3	Gas - Bridge Street	21.38
7	11.07.14	Lloyds TSB	Service charges	38.82
8	14.07.14	British Gas 3	Gas - Tenant contract	6.76
9	15.07.14	CCC	Rates for the cemetery	19.00
10	15.07.14	CCC	Rates - bridge Street	591.00
11	01.08.14	BT 4	Phones	75.00



12	01.08.14	Dwr Cymru 1	Water - Bridge Street	9.00
13	01.08.14	Dwr cymru 2	Water - Bridge Street	13.50
14	04.08.14	SWALEC 2	Electricity - Bridge Street	12.00
15	04.08.14	SWALEC 1	Electricity - Bridge Street	5.00
16	04.08.14	British Gas 3	Gas - Bridge Street	21.38
17	08.08.14	Lloyds TSB	Service charges	22.56
18	14.08.14	British Gas 4	Gas - Tenant contract	6.76
19	15.08.14	CCC	Rates for the cemetery	19.00
20	15.08.14	CCC	Rates - bridge Street	591.00
21	15.08.14	BT	Phones	93.60

Statutory provisions:- Telecom Act 1984 s97 – Items 1, 11 and 21

Statutory provisions:- Items 2-10, 12-20 – Local Government Act 1972 s111

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

### **285 CHEQUES RAISED – JULY & AUGUST 2014**

A cheque for £140 had been raised, the conference fee for the One Voice Wales Conference 2014. Early booking meant a reduction in the fee. This had been allocated in the budget. Note and **Close** this item.

### **286 FUNDING FOR KIDWELLY INDUSTRIAL MUSEUM**

A request for a £2k grant for the Museum has been received. A set of accounts had been provided. It was **RESOLVED** to release the funds which had been allocated in the budget. Note and **Close** this item.

### **287 CORRESPONDENCE – SEPTEMBER 2014**

1	Cydweli 900	A request for release of funds allocated to Cydweli 900 in the budget has been received. As this item was not listed on the agenda, the matter was referred to Full Council on 7 <sup>th</sup> October 2014. Note and <b>Close</b> this item.
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### **288 ANY OTHER URGENT BUSINESS – SEPTEMBER 2014**

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

## KIDWELLY TOWN COUNCIL

**11<sup>th</sup> NOVEMBER 2014**

At a Meeting of the **FINANCE COMMITTEE** held in the Gwenllian Centre, Kidwelly on Tuesday 11<sup>th</sup> November 2014

Present:-	Town Mayor	
	Deputy Mayor	A.Jenkins
	Chair	R.Davies
	Councillors:	M.Thomas, S.John, T.Burns, L.Poynting H.Jones, K.Davies, P.Davies, J.Mayne, J.Gilasbey
	Town Clerk	Lyn Llewellyn
	Town Secretary	Anna Padgett
Apologies	Councillors	L.Jones, F.Burke-Lloyd

### **413 MEMBERS' DECLARATIONS OF INTEREST**

Minute 417 – Councillors J.Gilasbey, K.Davies and S.John left the room.

### **Matters Arising from the Finance Committee Meeting of 14<sup>th</sup> October 2014**

#### **414 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

The town clerk reported that after scrutiny of invoices paid between 2006 and 2012, £67k charged to revenue should have been charged to capital. If the auditor agrees this amount, only £20k would need to be transferred to capital. This could reduce the precept to around 15% taking into consideration the pension repayment and the asset transfers. The possibility of receiving compensation for wrong accounting advice will be investigated. Financial statements were circulated and discussed in detail. Officers were thanked for their work.

#### **415 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.

#### **416 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.

#### **417 ASSET TRANSFER OF PARKS AND PLAY AREAS**

A meeting at county hall is being arranged with decision making officers of the county council. The town clerk, mayor and chairs of committees will attend on behalf of the town council and members of the Sporting Association will be present.

#### **418 BILLS FOR PAYMENT – NOVEMBER 2014**

	Invoice	Payee	Description	Total	Cat
1	2349	Dyfrig Dalziel	Storage - 4 months	205.20	R
2	33	Twyn landscapes	Knotweed spraying	600.00	E
3	PGC 6	PGC	Hall hire 6/12	420.00	R
4	GMB1	Guild Mace Bearers	Annual subscription	25.00	R
5	351475	Wernick	Portacabins - October	393.24	E
6	552650	Countrywide	Estate maintenance November	887.51	E
7	105	Time for Tea	Opening toilets October	80.00	R
8	48573	Water for you	Water - October	5.94	R
9	SA1	Salvation Army	Band for Christmas Lighting	75.00	R
10	1607648	Able group	Unblocking toilet	122.40	E
11	734	Emyr Hughes	Window at Mynydd hall	1180.00	R
12	82	Geraint Jones	Work at GL H2	372.00	E
				<b>4366.29</b>	

Statutory provisions:- Items 1-12 – Local Government Act 1972 s111

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.

#### **419 DIRECT DEBITS – OCTOBER 2014**

	Date	Payee	Description	Total
1	01.10.14	BT 4	Phones	75.00
2	01.10.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	01.10.14	Dwr cymru 2	Water - Bridge Street	13.50
4	02.10.14	SWALEC 1	Electricity - Bridge Street	5.00
5	02.10.14	SWALEC 2	Electricity - Bridge Street	12.00
6	02.10.14	British Gas 3	Gas - Bridge Street	21.75
7	10.10.14	Lloyds TSB	Service charges	22.18
8	14.10.14	British Gas 4	Gas - Tenant contract	6.76
9	15.10.14	CCC	Rates for the cemetery	19.00
10	15.10.14	CCC	Rates - bridge Street	591.00
				775.19

Statutory provisions:- Telecom Act 1984 s97 – Item 1

Statutory provisions:- Items 2-10 – Local Government Act 1972 s111

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

#### **420 CORRESPONDENCE – NOVEMBER 2014**

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

#### **421 ANY OTHER URGENT BUSINESS – NOVEMBER 2014**

Members were reminded that the Christmas Lighting evening will be held on Thursday 27<sup>th</sup> November 2014. A request for a raffle prize was made. The Nativity will need to be moved to the Diana Garden and Santa's Grotto needs to be erected. Helpers will be required for the afternoon and evening to man the stalls and manage the crowds. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**14<sup>th</sup> OCTOBER 2014**

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 14<sup>th</sup> October 2014

Present:-	Town Mayor	F.Burke-Lloyd
	Deputy Mayor	
	Chair	R.Davies
	Councillors:	M.Thomas, S.John, T.Burns, L.Jones, L.Poynting
	Town Secretary	Anna Padgett
Apologies	Councillors	A.Jenkins, H.Jones, K.Davies, P.Davies, J.Mayne
		J.Gilasbey
	Town Clerk	Lyn Llewellyn

### **348 MEMBERS' DECLARATIONS OF INTEREST**

Minute 352 – Councillor S.John

### **Matters Arising from the Finance Committee Meeting of 8<sup>th</sup> July 2014**

### **349 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

Financial statements had been circulated. The town clerk was absent and therefore unable to respond to queries raised, regarding variances, projected overspends and pension data. Councillor R.Davies informed members that he would be attending a Pension Seminar run by the county council on 15<sup>th</sup> October 2015.

At the Community Meeting held on 11<sup>th</sup> October 2014, the town clerk had read out a report and provided a spreadsheet detailing the financial position of the council. This information was circulated. Members queried the option of using receipts from the asset transfer of the park to repay capital reserves. It was recognised that the amount of capital receipt money that needed to be repaid had to be identified before the budget setting process began so that the precept can be calculated.

### **350 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.

### **351 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.

### **352 ASSET TRANSFER OF PARKS AND PLAY AREAS**

The county council has agreed to make a contribution of twice the annual maintenance costs of the parks and playgrounds. This will be £52,994. The Corporate Property officers are in discussions with the Land Registry to rectify some minor discrepancies and will be in a position to transfer Parc Stephens to the town council in the near future. A meeting with the Sporting Association will be held on 21<sup>st</sup> October 2014.

**353 BILLS FOR PAYMENT –OCTOBER 2014**

	Invoice	Payee	Description	Total	Cat
1	59552333	Local World	Newspaper Public Notice - auditor	639.58	R
2	51092591	J.Parker	Daffodils	385.20	E
3	4402866493	CIT	Copier	189.66	R
4	502 (2)	Castle News	Newspapers	24.45	R
5	115729	SLCC	Clerk's Manual & Admin handbooks	119.95	R
6	819	Ungoed-Thomas	Solicitor fees leases Quay & toilets	2700.00	R
7	2350	Dyfrig Dalziel	Blocking of Archway 2 Bridge Street	1917.60	E
8	338696	Wernick	Portacabins	380.58	E
9	548727	Countrywide	estate maintenance October	887.51	E
10	104	Time for Tea	Opening toilets september	80.00	R
11	48032	Water for you	Water	17.82	R
12	453 & 626	Travis Perkins	Padlocks & paint	58.16	E
				7400.51	

Statutory provisions:- Items 1-12 – Local Government Act 1972 s111

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

It was noted that solicitor's fees were high.

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

**354 DIRECT DEBITS – SEPTEMBER 2014**

	Date	Payee	Description	Total
1	01.09.14	BT 4	Phones	75.00
2	01.09.14	SWALEC 2	Electricity - Bridge Street	12.00
3	01.09.14	SWALEC 1	Electricity - Bridge Street	5.00
4	01.09.14	Dwr Cymru 1	Water - Bridge Street	9.00
5	01.09.14	Dwr cymru 2	Water - Bridge Street	13.50
6	02.09.14	British Gas 3	Gas - Bridge Street	21.80
7	12.09.14	Cathedral Leasing	Feminine Hygiene bins	56.16
8	12.09.14	Lloyds TSB	Service Charges	24.72
9	15.09.14	British Gas 4	Gas - Tenant contract	6.76
10	15.09.14	CCC	Rates for the cemetery	19.00
11	15.09.14	CCC	Rates - bridge Street	591.00

Statutory provisions:- Telecom Act 1984 s97 – Item 1

Statutory provisions:- Items 2-11 – Local Government Act 1972 s111

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

**355 CORRESPONDENCE – OCTOBER 2014**

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

**356 ANY OTHER URGENT BUSINESS – OCTOBER 2014**

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

## KIDWELLY TOWN COUNCIL

9<sup>th</sup> DECEMBER 2014

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 9<sup>th</sup> December 2014

Present:- Chair R.Davies  
Councillors: S.John, K.Davies, P.Davies, J.Mayne, J.Gilasbey  
Town Clerk Lyn Llewellyn  
Town Secretary Anna Padgett  
Apologies Councillors F.Burke-Lloyd, T.Burns, A.Jenkins, M.Thomas, H.Jones, L.Jones, L.Poynting

### **477 MEMBERS' DECLARATIONS OF INTEREST**

Minute 481 – Councillors J.Gilasbey, K.Davies, S.John

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> November 2014**

### **478 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

A letter has been sent to Accounting Solutions stating that the council wishes to seek recompense for the £30k which has to be repaid to the capital reserve, following inaccurate advice received from them. They have been requested to pass on the claim to their professional indemnity insurer.

### **479 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.

### **480 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.

### **481 ASSET TRANSFER OF PARKS AND PLAY AREAS**

A meeting with the county council and the Sporting Association will be held on 11<sup>th</sup> December 2014. The town clerk, Cllrs R.Davies, J.Gilasbey, and S.John will attend on behalf of the town council.

### **482 BILLS FOR PAYMENT – DECEMBER 2014**

	Invoice	Payee	Description	Total	Cat
1	1940	NJ Landscapes	Removal of tree roots replacement slabs	30.00	E
2	KN2	kath Nicholas	Cakes for Remembrance Sunday	22.00	R
3	158	Llwyndu Farm	Christmas trees & Barriers	1038.00	R
4	51778	Infinity	Photocopies	127.54	R
5	360259	Wernick	Portacabins November	380.58	E
6	556101	Countrywide	Estates maintenance December	887.51	E
7	106	Time for Tea	Opening toilets November	100.00	R
8	49294	Water for you	Cooler hire - annual	72.00	R
9	127210	Parker Plant Hire	Floodlights for Christmas	144.00	R
10	G.6/29	RT Electrics	Christmas lighting	8177.80	C/R

11	1175	Excel	Wall heater and installation	66.00	R
12	499929	Viking	Stationery & ink	297.61	R
13	554406	Countrywide	Tree cutting	1560.00	E
				<b>12903.04</b>	

Statutory provisions:- Items 1-13 – Local Government Act 1972 s111

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.

#### **483 DIRECT DEBITS – NOVEMBER 2014**

	Date	Payee	Description	Total
1	03.11.14	BT 4	Phones	75.00
2	03.11.14	Dwr Cymru 1	Water - Bridge Street	9.00
3	03.11.14	Dwr cymru 2	Water - Bridge Street	13.50
4	03.11.14	SWALEC 1	Electricity - Bridge Street	12.00
5	03.11.14	SWALEC 2	Electricity - Bridge Street	5.00
6	03.11.14	British Gas 3	Gas - Bridge Street	21.75
7	14.11.14	Lloyds TSB	Service charges	29.85
8	14.11.14	British Gas 4	Gas - Tenant contract	6.76
9	17.11.14	CCC	Rates for the cemetery	19.00
10	17.11.14	CCC	Rates - bridge Street	591.00
11	19.11.14	BT	Phones	93.60
12	21.11.14	Data protection	Annual fee	35.00
				<b>911.46</b>

Statutory provisions:- Telecom Act 1984 s97 – Item 1 and 11

Statutory provisions:- Items 2-10 and 12 – Local Government Act 1972 s111

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

#### **484 CORRESPONDENCE – DECEMBER 2014**

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

#### **485 ANY OTHER URGENT BUSINESS – DECEMBER 2014**

A review of policies will be undertaken in the New Year. Note and **Close** this item.

The Chair wished everyone a merry Christmas and a happy New Year.