

KIDWELLY TOWN COUNCIL

13th JANUARY 2015

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 13th January 2015

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

544 MEMBERS' DECLARATIONS OF INTEREST

Minute 548 – Councillors J.Gilasbey, K.Davies

Matters Arising from the Finance Committee Meeting of 9th December 2014

545 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 passed on the claim to their professional indemnity insurer but have denied culpability.

The town clerk read out his report on the budget proposals. Members were requested to forward their comments or proposals as soon as possible. The final budget setting meeting will be held on 27th January 2015. The town clerk was thanked for his report.

546 2 BRIDGE STREET – ASSET VALUE

The property has been sold. Note and **Close** this item.

547 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.

548 ASSET TRANSFER OF PARKS AND PLAY AREAS

The Sporting Association is in negotiations with the county council to take over the lease of Parc Stephens. No further information has been received. The final date for the take-over of the playgrounds is 31st March 2016.

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549 BILLS FOR PAYMENT – JANUARY 2015

	Invoice	Payee	Description	Total	Cat
1	4402908724	Cit	Copier rental	189.66	R
2	JP1	Just print	Mayor's Christmas cards	102.00	R
3	102618748	British gas	Final account Bridge Street	19.73	R
4	102628747	British gas	Final account Bridge Street	24.57	R
5	371622	Wernick	Portacabins - December	393.24	R
6	559574	Countrywide	Estates maintenance - January	887.51	E
7	107	Time for Tea	Opening toilets - December	80.00	R
8	49457	Water for you	Water	11.88	R
9	822	Ungoed Thomas	Sale of Bridge Street - solicitor	2742.00	R
10	20188	John Francis	Estate agent fees	2760.00	R
11	501-3	Castle News	Newspapers	20.30	R
12	9384063	CCC	Garden sacks	551.76	R
				7782.65	

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.

550 DIRECT DEBITS – DECEMBER 2014

	Date	Payee	Description	Total
1	01.12.14	BT 4	Phones	75.00
2	01.12.14	SWALEC 2	Electricity - Bridge Street	12.00
3	01.12.14	SWALEC 1	Electricity - Bridge Street	5.00
4	01.12.14	Dwr Cymru 1	Water - Bridge Street	9.00
5	01.12.14	Dwr cymru 2	Water - Bridge Street	13.50
6	02.12.14	British Gas 3	Gas - Bridge Street	21.75
7	12.12.14	Cathedral Leasing	Feminine Hygiene bins	56.16
8	12.12.14	Lloyds TSB	Service Charges	25.69
9	15.12.14	British Gas 4	Gas - Tenant contract	6.76
10	15.12.14	CCC	Rates for the cemetery	19.00
11	15.12.14	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.

551 CORRESPONDENCE – JANUARY 2015

1	Welsh Government	Section 137 Expenditure, limit for 2015-16. Notification:- the appropriate sum for community and town councils in Wales is £7.36. Note and Close this item.
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552 ANY OTHER URGENT BUSINESS – JANUARY 2015

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

KIDWELLY TOWN COUNCIL

10th FEBRUARY 2015

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 10th February 2015

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

614 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 13th January 2015

615 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

Financial statements had been circulated and were considered.

The auditor's report for 2013-2014 is expected to be signed off by 31st March 2015.

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 passed on the claim to their professional indemnity insurer but have denied culpability.

616 MAYORAL CHAIN

It was noted that the mayor had taken the chain to the jewellers {Fratorini} for an assessment of the repair work needed.

617 ASSET TRANSFER OF PARKS AND PLAY AREAS

The Sporting Association is in negotiations with the county council to take over the lease of Parc Stephens. The final date for the take-over of the playgrounds is 31st March 2016. This matter will be considered by the General Purposes Committee. Note and **Close** this item.

618 BILLS FOR PAYMENT – FEBRUARY 2015

	Invoice	Payee	Description	Total	Cat
1	4846205	Chubb	Final account - alarms 2 Bridge Street	85.37	R
2	379773	Wernick	Portacabins	393.27	R
3	49905	Water for you	Water	5.94	R
4	563182	Countrywide	Estates Maintenance February	887.51	E
5	10 1 02	Time for tea	Opening toilets January	90.00	R
6	93854010	CCC	Footway lighting - 2015-16	7044.62	R
7	30628207	Crown Estate	Lease of foreshore	280.00	E
8	CLA1	CLA	Membership fees	309.00	E
				9095.71	

Statutory provisions:- Items 1-8 – 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.

619 DIRECT DEBITS – JANUARY 2015

	Date	Payee	Description	Total
1	02.01.15	BT	Phone	75.00
2	09.01.15	Lloyds	Service Charges	22.93
3	13.01.15	British Gas	Final account - telepay	35.04
4	14.01.15	British Gas	Service contract	6.76
5	15.01.15	CCC	Cemetery	19.00
				158.73

Statutory provisions:- Telecom Act 1984 s97 – Item 1

Statutory provisions:- Items 2-5 – Local Government Act 1972 s111

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

620 CORRESPONDENCE – FEBRUARY 2015

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

621 ANY OTHER URGENT BUSINESS – FEBRUARY 2015

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

KIDWELLY TOWN COUNCIL

10th MARCH 2015

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 10th March 2015

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

678 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 10th February 2015

679 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

Financial statements had been circulated and were considered.

The auditor's report for 2013-2014 is expected to be signed off by 31st March 2015.

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 passed on the claim to their professional indemnity insurer but have denied culpability.

680 MAYORAL CHAIN

It was noted that the mayor had taken the chain and pendant to the jewellers {Fratorini} for an assessment of the repair work needed. Two quotes had been received for repairs to the pendant, dependant on level of work carried out - £181.33, or £393.63. Repair to the chain would be £336.60. Full and thorough refurbishment would be at a cost of £956.12.

It was decided that a full refurbishment was necessary, but would be done at a later date. Work costing £181.33 and £336.60 was commissioned. Note and **Close** this item

681 BILLS FOR PAYMENT – MARCH 2015

	Invoice	Payee	Description	Total	Cat
1	390512	Wernick	Portacabins	355.20	R
2	50390	Water for you	Water	18.48	R
3	566706	Countrywide	Estates maintenance March	887.51	E
4	10-Mar	Time for tea	Opening toilets February	80.00	R
5	5057	Vision ICT	Website hosting & support	300.00	R
6	110506364	SWALEC	Final account 2 Bridge Street	660.68	R

Statutory provisions:- Items 1-6 – 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.

682 DIRECT DEBITS – FEBRUARY 2015

	Date	Payee	Description	Total
1	02.02.15	BT4	Phone	75.00
2	12.02.15	Heart internet	Internet	107.99
3	16.02.15	Lloyds	Service Charges	23.05
4	16.02.15	British Gas	Service contract	6.76
5	18.02.15	BT	Phone	93.6

Statutory provisions:- Telecom Act 1984 s97 – Items 1 and 5

Statutory provisions:- Items 2-4 – Local Government Act 1972 s111

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

683 RISK ASSESSMENT

The Risk Assessment had been previously circulated. Minor changes were made. It was **RESOLVED** to accept the Risk Assessment for 2014-2015. Note and **Close** this item.

684 ASSET REGISTER

The Asset register has been updated and will be presented to the committee on 21st April 2015 after the External Auditor has reported.

685 CORRESPONDENCE – MARCH 2015

1	Kidwelly Parks Sports Association	Financial assistance for the purchase of equipment for maintenance of Parc Stephens has been requested. This will be referred to Full Council on 14 th April 2015. Note and Close this item.
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686 ANY OTHER URGENT BUSINESS – MARCH 2015

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

KIDWELLY TOWN COUNCIL

21st APRIL 2015

At a Meeting of the **FINANCE COMMITTEE** held in the Gwennlian Centre, Kidwelly on Tuesday 21st April 2015

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

737 MEMBERS' DECLARATIONS OF INTEREST

Minute 744 – Councillors F.Burke-Lloyd, K.Davies and J.Gilasbey left the room.

Matters Arising from the Finance Committee Meeting of 10th March 2015

738 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

Draft Financial Statements for month 12 were circulated. These will be adjusted at year end. A response from the auditor is expected by 24th April 2015.

739 BILLS FOR PAYMENT – APRIL 2015

	Invoice	Payee	Description	Total	Cat
1	401518	Wernick	Portacabins	393.24	R
2	1.04.15	H.E.Samuel	Estates maintenance	875.00	E
3	09-Jun	Time for tea	Opening toilets March	90.00	R
4	853404	Viking	Stationery	64.98	R
5	4402953920	CIT	Potocopier	189.66	R
6	CA734984211	SWALEC	Christmas lights 2014	259.51	R
7	93923978	CCC	Planning seminar 13.02.15	15.00	R
8	450010220	CCC	Cemetery Rates	192.80	R
9	800138799	CCC	Office Rates	614.55	R
10	17546889	Zurich	Council insurance	2833.32	R
11	1196533	Fattorini	Repairs to Mayoral chain	632.14	R
12	105	Rooke's Trophies	Gift to Mayor's chaplain	100.00	R
13	1622	Data Complete	Broken phone system	90.00	R
14	1387	Grants online	Subscription	150.00	R
				6500.20	

Statutory provisions:- Items 1-14 – 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.

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740 DIRECT DEBITS – MARCH 2015

	Date	Payee	Description	Total
1	02.03.15	BT4	Phone	75.00
2	02.03.15	British Gas 3	Gas tenant contract	29.00
3	06.03.15	Cathedral leasing	Hygiene bins	56.16
4	13.03.15	Lloyds	Service Charges	19.96
5	16.03.15	British Gas	Service Contract	7.27

Statutory provisions:- Telecom Act 1984 s97 – Items 1

Statutory provisions:- Items 2-5 – Local Government Act 1972 s111

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

741 ASSET REGISTER

The Asset register has been updated and will be presented to the committee when the External Auditor has reported.

742 RENT INCREASE AT COUNCIL PROPERTY

The tenant of the town council's house will be informed that a rent assessment of the property will be carried out.

743 CORRESPONDENCE – MARCH 2015

1	Diocese of Minevia	A request for financial assistance to purchase a lawn mower has been received. There is no funding available from the revenue budget. It was RESOLVED to assist with the purchase of a mower up to a value of £150+VAT from capital reserves.
2	BDO	The timetable for submission of the accounts has been received and noted. Note and Close this item.
3	Carmarthenshire County Council	It was RESOLVED to ratify the Pension Policy. Note and Close this item.

744 ANY OTHER URGENT BUSINESS – MARCH 2015

Kidwelly Train Sign. The town clerk will draw up an agreement with Kidwelly Industrial Museum to enable them to display the sign, on a free standing pedestal, in the museum during the summer months. It will be on display in the Princess Gwenllian Centre during the winter months. Note and **Close** this item.

50 CHEQUES RAISED – APRIL 2015

	Date	Payee	Description	Total
	12.05.15	Dyfed Steel	Metal for ramp	469.20

Thanks were expressed to Councillors J.Mayne, S.John and A.Jenkins for their work in laying and securing the ramp and to Councillor J.Mayne for painting it. Note and Close **this** table from the minutes.

51 DIRECT DEBITS – APRIL 2015

	Date	Payee	Description	Total
1	01.04.15	BT4	Phone	75.00
2	02.04.15	British gas 3	Gas tenant contract	29.00
3	10.04.15	Lloyds	Service Charges	21.65

Statutory provisions:- Telecom Act 1984 s97 – Item 1

Statutory provisions:- Items 2-3 – Local Government Act 1972 s111

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

52 CORRESPONDENCE – MAY 2015

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

53 ANY OTHER URGENT BUSINESS – MAY 2015

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

105 CHEQUES RAISED – MAY 2015

There were no cheques raised.

106 DIRECT DEBITS – MAY 2015

	Date	Payee	Description	Total
1	01.05.15	BT4	Phone	75.00
2	05.05.15	British Gas 3	Gas maintenance house	29.00
3	15.05.15	Lloyds	Service Charges	19.51
4	20.05.15	BT	Phone	93.60

Statutory provisions:- Telecom Act 1984 s97 – Items 1 and 4

Statutory provisions:- Items 2-3 – Local Government Act 1972 s111

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

107 PURCHASE OF “ALPHA” ACCOUNTING PACKAGE

The town clerk has recommended a change of accounting package to one more suited to the council. It is simpler to operate, has far cheaper support costs and includes on-line training. It was **RESOLVED** to purchase the “Alpha” accounts package. Note and **Close** this item.

108 RENEWAL OF PLAQUES ON MAYORAL PORTRAITS

The plaques attached to the portraits of the former mayors indicating the dates they were in office are in need of replacement. It was **RESOLVED** to purchase new plaques for each mayor, to date. It was noted that the town council pays for the mayoral photograph for each new mayor. There are some photographs that have been taken but have not been hung as yet. Note and **Close** this item.

109 PURCHASE OF TOWN CRIER ROBES

The present robes are not looking at their best. Various options for replacement, including hiring, will be considered.

110 CORRESPONDENCE – JUNE 2015

1	Mynydd y Garreg Hall	A request for financial support by reclaiming VAT on purchases has been received. The hall will be informed that this is not possible. Note and Close this item.
2	Diocese of Minerva, St Caradog’s Church	A letter of thanks has been received for the donation of a lawn mower for the church. Note and Close this item.

111 ANY OTHER URGENT BUSINESS – JUNE 2015

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

KIDWELLY TOWN COUNCIL

14th JULY 2015

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 14th July 2015

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

172 MEMBERS' DECLARATIONS OF INTEREST

Minute – 180 Councillors J.Gilasbey, K.Davies and S.John (relating to PGC)

Matters Arising from the Finance Committee Meeting of 9th June 2015

173 FINANCIAL STATEMENTS

Financial Statements for the first quarter of the year were circulated and considered. Superannuation figures will be listed as separate items.

174 ASSET REGISTER

The Asset Register is being updated.

175 RENT INCREASE AT COUNCIL PROPERTY

The tenant of the town council's house has been informed that a rent assessment of the property will be carried out. An assessment is awaited.

176 PURCHASE OF TOWN CRIER ROBES

The present robes are not looking at their best. Various options for replacement, including hiring, will be considered.

177 BILLS FOR PAYMENT – JULY 2015

	Invoice	Payee	Description	Total	Cat
1	10715	Ellis Samuel	Estate maintenance	875.00	E
2	428704	Wernick	Hire of portacabins	380.58	R
3	52350	Water for You	Water	36.30	R
4	10715	Time for Tea	Opening toilets	60.00	R
5	08.07.15	One Voice Wales	Conference fees	80.00	R
6	1	Crwbin Silver Band	Band mayor making	200.00	R
7	4403000927	CIT	Photocopier	189.66	R
8	***	F.C. Bookbinder	Binding of Minute Books - 2 years	250.00	R
9	2004	N.J.landscapes	Man and Van - Carnival	307.80	R
10	A001	David Isaac	Internal Auditor	350.00	R
				2729.34	

Statutory provisions:- Items 1-10 – 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.

178 CHEQUES RAISED – JUNE 2015

There were no cheques raised.

179 DIRECT DEBITS – JUNE 2015

	Date	Payee	Description	Total
1	01.06.15	BT4	Phone	75.00
2	01.06.15	British gas 3	Gas tenant contract	29.00
3	12.06.15	Lloyds	Service Charges	34.5
4	12.06.15	Cathedral Leasing	Feminine hygiene	56.16

Statutory provisions:- Telecom Act 1984 s97 – Item 1

Statutory provisions:- Items 2-4 – Local Government Act 1972 s111

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

180 INTERNAL AUDIT REPORT 2014-2015

The Internal Audit report for 2014 – 2015 had been circulated and was considered. It was noted that the Gwennlian Hall was a debtor to the amount of £4609.27. The town clerk will pursue the amount outstanding. The town clerk will complete the review of the Fixed Asset register during the recess. The town clerk was thanked for his work. Note and **Close** this item.

181 CHANGE OF BANK MANDATE

Member were informed that the Bank Mandate will be changed to reflect the new officers. Signatories will be Councillor J.Gilasbey (Mayor) Councillor H.Jones (Chair of Finance) Councillor S.John (Deputy Mayor) and the Town Clerk. Note and **Close** this item.

182 RECOVERY OF COSTS

Costs incurred as a consequence of acting on bad advice from the former accountant will be sought. The amount to be recovered will depend on the fees charged by the External Auditor. This is yet to be determined.

183 FINANCING OF REPAIRS TO TOWN CLOCK

It was noted that the clock was installed in the year 1740 and the town council is responsible for its upkeep. Councillor J. Mayne has carried out an inspection of the clock and its fixtures. The spire has been repointed and the area is not as damp as it was previously. However, an insulating box could be built to protect the workings. Slats from above have fallen onto the clock damaging the mechanism. The horologist will be requested to assess the damage and quote for repairs.

184 CORRESPONDENCE – JULY 2015

1	Kidwelly Town Bowling Club	A request for financial support has been received. It was RESOLVED to donate £100. Note and Close this item.
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185 ANY OTHER URGENT BUSINESS – JULY 2015

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

KIDWELLY TOWN COUNCIL

15th SEPTEMBER 2015

At the meeting of the **ESTATES COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 15th September 2015

Present	Town Mayor	J.Gilasbey
	Deputy Mayor	S.John
	Councillors	A.Jenkins, J.Lewis, T.Burns H.Jones, M.Thomas, J.Mayne, D.Lloyd-Waterford L.Jones, F.Burke-lloyd
	Town Clerk	Lyn Llewellyn
	Town Secretary	A Padgett
Apologies	Councillors	L.Poynting – representing the town council at the Gwendraeth Community Councils Network

223 MEMBER'S DECLARATIONS OF INTEREST

Minute – 236 [1] – Councillors T.Burns & S.John left the room.

Minute – 237 – Councillor A.Jenkins left the room.

Matters arising from the Estates Committee Meeting of 14th July 2015

224 CEMETERY

1. Maintenance

Memorial Garden – Andrew Russ, Access Officer for Carmarthenshire County Council has provided an assessment of the site, with detailed plans. These will be circulated and then put to tender

2. Green Burials

Research into green burial and a separate area for burial of children is continuing. A site visit with a planning officer is awaited.

225 REQUEST TO PURCHASE GL11

A request to purchase land known as GL11 has been made. The resident has been informed that she will be responsible for paying the fees for the land valuation and solicitor. A valuation of £1000 has been received. It was previously **RESOLVED** to accept the valuation and sell the land, inserting a claw back clause in the conveyance. A land registry search has clarified the extent of the land owned by the council. The sale of the land is proceeding.

226 LAND KNOWN AS GLH2

Clearance work at GLH2 has been completed and the land has been re-seeded. It will be put to tender offers in excess of £600 per annum for a five year period. This matter will be considered further under “Tenders”. Note and **Close** this item.

227 LANE AT PANT Y GARLLEG

The lane, which is used to access Pantyarleg is in a state of disrepair, due to water erosion. A surface water drain pours directly onto the lane. Constructing a soakaway on town council land may solve the problem. The county council have requested permission to carry out a percolation test to see if the field is suitable for a waving aquacell soakaway. If the result is satisfactory the work will be carried out. There would be no cost to the town council and the county would maintain the soakaway. It was previously **RESOLVED** to agree to the feasibility study and proceed with the installation of the soakaway if appropriate.

228 ADDITIONAL PARKING PLACES AT REAR OF CHURCH

A map of the area at the rear of the church had previously been circulated. Additional parking spaces could be provided, thus relieving traffic congestion in Lady Street. The planning officer has visited the site and indicated that the access onto Lady Street is too narrow for traffic. However, no written opinion has been received. The town clerk will ask for a formal response.

229 STOCKWELL LANE

The county council has prepared an easement for their right of way over the town council owned Stockwell Lane. This would allow them access to county council land. It was previously **RESOLVED** to take legal advice as to future legal implications of allowing this easement. The CLA has been contacted.

230 PLANNING PERMISSION FOR GL27

The town clerk has enquired as to the possibility of applying for outline planning permission on this land. He is awaiting a date for a site visit with the planning officer.

231 CATTLE GRAZING ON GL16

Fencing work at GL16 has been completed. It was noted that no cattle are now on the land and no flooding has occurred after the recent storm. There are sheep grazing on the northern section. It was **RESOLVED** to put the land to tender, offers in excess of £1000 per annum for a five year period. This matter will be considered further under "Tenders". Note and **Close** this item.

232 RENT INCREASE A12

A valuation of the 3 parcels of land along Pembrey Road which are held on long term leases will be sought. The town clerk will seek a quotation for the valuation and then proceed, if acceptable, at his discretion.

233 TREES AT HOREB CHAPEL

Trees are overhanging the rear of the church, undermining the foundation of the chapel wall. Councillor A.Jenkins provided photographs of the trees. The tenant of our land, which surrounds the chapel cemetery, has been requested to cut back the overgrowth.

234 TREE PLANTING SCHEME

This will be considered.

235 CORRESPONDENCE – JULY 2015

1	John Jenkins	Correspondence regarding the road surface at Heol Ray Gravel has been received. It was noted that the Ombudsman had stated that the matter was not in his remit. Mr Jenkins will be informed of the position of the town council.
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236 PLANNING

PLANNING APPLICATIONS

	REF	TYPE	PROPOSED DEVELOPMENT	LOCATION	APPLICANT
1	S/32593	Full	Timber storage building and wood chipping operation	Pembrey Road, Kidwelly	Burns Pet Nutrition
2	S/32607	Variation	Extension of time	Land adj. 1-2 Penybryn, Mynydd y Garreg	Sophia Morgan
3	S/32654	Full	Single storey extension	60 Station Road, Kidwelly	Gillian Owen

S/32593 – it was noted that no notice of the intension to build on land leased from the town council had been received. The town clerk will comment on this to the applicant.

PLANNING OUTCOMES

None

237 TENDERS

GL31	It was previously RESOLVED to put the land to tender, offers in excess of £1150 per annum for a 5 year period. No tenders had been received. It was RESOLVED to reduce the tender amount to £1000.
GL20	A request to extend the current tenancy for a further 5 years has been received. This will be considered. It was RESOLVED to put the land to tender, offers in excess of £260 per annum for a five year period.

238 RIGHT OF WAY – GLAN NANT

A request for a right of way over Llyn Fawr Lane to the rear of Glan Nant has been received. This would allow parking behind the cottage. It was agreed in principle to this request. The owner of Llyn Fawr who is responsible for maintenance of the lane will be informed. A wayleave will be arranged with an annual fee included.

239 RATS AT THE QUAY

A report of rats at the Quay has been received. Members were informed that a member of the public has been feeding birds and what he considers to be water voles. The RSPCA and RSPB will be asked for advice on solving this problem.

240 CORRESPONDENCE – SEPTEMBER 2015

1	J.&G. Griffiths	Mr & Mrs Griffiths have commended the council contractor for his work at the Town Cemetery. Note and Close this item.
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241 ANY OTHER BUSINESS – SEPTEMBER 2015

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

KIDWELLY TOWN COUNCIL

10th NOVEMBER 2015

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 10th November 2015

Present	Town Mayor	J.Gilasbey
	Deputy Mayor	S.John
	Councillors	A.Jenkins, J.Lewis, F.Burke-Lloyd, T.Burns, L.Poynting M.Thomas, D.Lloyd-Waterford, L.Jones
	Town Clerk	Lyn Llewellyn
	Town Secretary	A Padgett
Apologies	Councillors	J.Mayne

399 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 13th October 2015

400 FINANCIAL STATEMENTS

Financial Statements for month 7 were circulated and considered.

401 RENT INCREASE AT COUNCIL PROPERTY

The tenant of the town council's house has been informed that a rent assessment of the property will be carried out. An assessment is awaited.

402 RECOVERY OF COSTS

Costs incurred as a consequence of acting on bad advice from the former accountant will be sought. The amount to be recovered will depend on the fees charged by the External Auditor. This is yet to be determined.

403 FINANCING OF REPAIRS TO TOWN CLOCK

Councillor J. Mayne has carried out an inspection of the clock and its fixtures. The spire has been repointed and the area is not as damp as it was previously. However, an insulating box could be built to protect the workings. Slats from above have fallen onto the clock damaging the mechanism. The horologist has been requested to assess the damage and quote for repairs. A date is awaited.

404 REPLACEMENT OF ROTTEN BENCH AT GLAN YR AFON

A rotten wooden bench has been removed from the riverside walk in Glan yr Afon. A quote for installing a bench made from re-cycled materials has been received - £619. There is a possibility that a bench may be donated. This option will be explored.

405 CHRISTMAS LIGHTING

The Lighting ceremony will be held on 26th November 2015. The Town Crier auditions will be arranged for that evening. Santa will arrive in a sleigh. Interest is being shown in the Victorian Theme. The Rugby Club will leave on the floodlights. Councillor Poynting will man the Hamper Raffle Stall and Councillor Burns the Mulled Wine Stall. Councillors were requested to supply minced pies and an item for the hamper. The sub-committee will compile a list of requirements for the hamper. This will be circulated.

406 PURCHASE OF LAPTOP AND SOFTWARE FOR USE BY MEMBERS

A request to purchase a laptop and software for use by members has been received. It was **RESOLVED** to purchase a laptop. Councillor H. Jones will be consulted on the specifications.

407 TENNIS COURT AT MYNYDD Y GARREG

The probable cost of re-furbishment of the tennis courts would be £15k. More details will be requested when further plans for the development of the area have been received.

408 NOTICEBOARD FOR MYNYDD Y GARREG

It was agreed, in principle, to purchase 1 single-sided noticeboard for Mynydd y Garreg and 1 double-sided noticeboard for the town square. This will be dependent on available finance. Installation costs are awaited.

409 BILLS FOR PAYMENT –NOVEMBER 2015

	Invoice	Payee	Description	Total	Cat
1	11115	Ellis Samuel	Estate maintenance	875.00	E
2	467198	Wernick	Hire of portacabins	393.27	R
3	54622	Water for you	Water	17.82	R
4	101115	Time for Tea	Opening toilets	90.00	R
5	1110534309	Konica	Photocopier	361.29	R
6	531242	Viking	Stationery	111.56	R
7	549979	Viking	Stationery	67.38	R
8		Guild of Mace Bearers	Annual subscription	25.00	R
9		Salvation Army	Contribution to band on 26.11.15	75.00	R

Statutory provisions:- Items 1-9 – 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.

410 CHEQUES RAISED – OCTOBER 2015

There were no cheques raised.

411 DIRECT DEBITS – OCTOBER 2015

	Date	Payee	Description	Total
1	02.10.15	British Gas 3	Gas maintenance house	20.28
2	09.10.15	Lloyds	Service Charges	18.10

Statutory provisions:- Items 1 and 2 – Local Government Act 1972 s111

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

412 KIDWELLY COMMUNITY HUB

A request for financial assistance had been received. A detailed list of requirements was provided, however, the computer was the only item that could be financed out of capital reserves. There is no finance available in the current year's budget. It was **RESOLVED** to purchase a computer. Note and **Close** this item.

413 CORRESPONDENCE – OCTOBER 2015

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

414 ANY OTHER URGENT BUSINESS – OCTOBER 2015

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

KIDWELLY TOWN COUNCIL

13th OCTOBER 2015

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 13th October 2015

Present	Town Mayor	J.Gilasbey
	Deputy Mayor	S.John
	Councillors	A.Jenkins, J.Lewis, F.Burke-Lloyd, T.Burns H.Jones, M.Thomas, J.Mayne, D.Lloyd-Waterford
	Town Clerk	Lyn Llewellyn
	Town Secretary	A Padgett
Apologies	Councillors	L.Poynting, L.Jones

321 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 15th September 2015

322 FINANCIAL STATEMENTS

Financial Statements for month 6 were circulated and considered. Pension amounts will be listed as a separate item.

323 ASSET REGISTER

The Asset Register has been updated. Note and **Close** this item.

324 RENT INCREASE AT COUNCIL PROPERTY

The tenant of the town council's house has been informed that a rent assessment of the property will be carried out. An assessment is awaited.

325 RECOVERY OF COSTS

Costs incurred as a consequence of acting on bad advice from the former accountant will be sought. The amount to be recovered will depend on the fees charged by the External Auditor. This is yet to be determined.

326 FINANCING OF REPAIRS TO TOWN CLOCK

Councillor J. Mayne has carried out an inspection of the clock and its fixtures. The spire has been repointed and the area is not as damp as it was previously. However, an insulating box could be built to protect the workings. Slats from above have fallen onto the clock damaging the mechanism. The horologist has been requested to assess the damage and quote for repairs. A date is awaited.

327 REPLACEMENT OF ROTTEN BENCH AT GLAN YR AFON

A rotten wooden bench has been removed from the riverside walk in Glan yr Afon. Quotes for benches made from re-cycled materials will be sought.

328 CHRISTMAS LIGHTING

The Lighting ceremony will be held on 26th November 2015. The Town Crier auditions will be arranged for that evening. Interest is being shown in the Victorian Theme. The Rugby Club has been requested to leave on the floodlights.

329 CORRESPONDENCE – SEPTEMBER 2015

2	Dorian Reeve	A request for a waste bin on Meinciau Road has been received. The county council has agreed to provide a bin. Note and Close this item.
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330 BILLS FOR PAYMENT –OCTOBER 2015

	Invoice	Payee	Description	Total	Cat
1	10915	Ellis Samuel	Estate maintenance	875.00	E
2	457604	Wernick	Hire of portacabins	380.58	R
3	54103	Water for you	Water	11.88	R
4	13.10.15	Time for Tea	Opening toilets	80.00	R
5	1095132	J. Parker	Daffodils	432.00	R
6	2399	One Voice Wales	Cllr training 17.09.15	70.00	R
7	U80006	Moneysoft	Payroll software licence	72.00	R
8	1432038	BDO	External audit 2014-15	780.00	R
9	5013	Castle News	Newspapers	27.00	R

Statutory provisions:- Items 1-9 – 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.

331 CHEQUES RAISED – SEPTEMBER 2015

There were no cheques raised.

332 DIRECT DEBITS – SEPTEMBER 2015

	Date	Payee	Description	Total
1	01.09.15	BT4	Phone	115.00
2	03.09.15	British gas 3	Gas tenant contract	20.34
3	11.09.15	Lloyds	Service Charges	19.35
4	30.09.15	BT4	Phone	101.02

Statutory provisions:- Telecom Act 1984 s97 – Item 1 and 4

Statutory provisions:- Items 2 and 3 – Local Government Act 1972 s111

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

333 PURCHASE OF LAPTOP AND SOFTWARE FOR USE BY MEMBERS

A request to purchase a laptop and software for use by members has been received. Councillor H. Jones will investigate costs. He has volunteered use of one of his own machines.

334 TENNIS COURT AT MYNYDD Y GARREG

The probable cost of re-furbishment of the tennis courts would be £15k. More details will be requested when further plans for the development of the area have been received.

335 NOTICEBOARD FOR MYNYDD Y GARREG

It was agreed, in principle, to purchase 1 single-sided noticeboard for Mynydd y Garreg and 1 double-sided noticeboard for the town square. This will be dependent on available finance. Installation costs will be sought. Planning permission will also incur costs.

336 CORRESPONDENCE – OCTOBER 2015

There was no correspondence. Note and Close this item.

337 ANY OTHER URGENT BUSINESS – OCTOBER 2015

Complaints about overgrown paths at the quay have been received. This will be considered further at the Estates Committee. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

8th DECEMBER 2015

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennllian Centre, Kidwelly on Tuesday 8th December 2015

Present	Town Mayor	J.Gilasbey
	Deputy Mayor	
	Councillors	A.Jenkins, J.Lewis, F.Burke-Lloyd, T.Burns, L.Poynting M.Thomas, L.Jones, J.Mayne, H.Jones, P.Thompson
	Town Clerk	Lyn Llewellyn
	Town Secretary	A Padgett
Apologies	Councillors	D.lloyd-Waterford, S.John

471 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 10th November 2015

472 FINANCIAL STATEMENTS

Financial Statements for month 8 were not available as bank statements had not been received.

473 RENT INCREASE AT COUNCIL PROPERTY

The tenant of the town council's house has been informed that a rent assessment of the property will be carried out. An assessment is awaited.

474 RECOVERY OF COSTS

Costs incurred as a consequence of acting on bad advice from the former accountant will be sought. The amount to be recovered will depend on the fees charged by the External Auditor. This is yet to be determined.

475 FINANCING OF REPAIRS TO TOWN CLOCK

Councillor J. Mayne has carried out an inspection of the clock and its fixtures. The spire has been repointed and the area is not as damp as it was previously. However, an insulating box could be built to protect the workings. Slats from above have fallen onto the clock damaging the mechanism. The horologist has been requested to assess the damage and quote for repairs. A date is awaited.

476 REPLACEMENT OF ROTTEN BENCH AT GLAN YR AFON

A rotten wooden bench has been removed from the riverside walk in Glan yr Afon. A quote for installing a bench made from re-cycled materials has been received - £619. There is a possibility that a bench may be donated. This option will be explored.

477 CHRISTMAS LIGHTING

The Lighting ceremony was held on 26th November 2015. Accounts to date were circulated. It was noted that receipts from the Raffle Stall did not cover the costs of items in the Hamper and Turkey Prizes. This will be addressed when planning next year's event.

It was reported that the Nativity scene in the Diana Memorial Garden had been vandalised. Characters and animals had been smashed. Police had been notified. It was **RESOLVED** to suspend Standing Orders to consider this matter. Cost of replacements would be investigated and an insurance claim made if possible. Placing movement triggered cameras at the scene will be considered.

478 PURCHASE OF LAPTOP AND SOFTWARE FOR USE BY MEMBERS

A request to purchase a laptop and software for use by members has been received. It was previously **RESOLVED** to purchase a laptop. Councillor H. Jones will be consulted on the specifications.

479 TENNIS COURT AT MYNYDD Y GARREG

The probable cost of re-furbishment of the tennis courts would be £15k. More details will be requested when further plans for the development of the area have been received.

480 NOTICEBOARD FOR MYNYDD Y GARREG

It was agreed, in principle, to purchase 1 single-sided noticeboard for Mynydd y Garreg and 1 double-sided noticeboard for the town square. This will be dependent on available finance. Installation costs are awaited.

481 BILLS FOR PAYMENT –DECEMBER 2015

	Invoice	Payee	Description	Total	Cat
1	11215	Ellis Samuel	Estate maintenance	875.00	E
2	476485	Wernick	Hire of portacabins	380.58	R
3	55169	Water for you	Water + annual rental	83.88	R
4	11215	Time for Tea	Opening toilets	90.00	R
5	16	Berry's Feeds	Replacement gate - Stolen GLH2	97.61	E
6	60	Twyn Landscapes	Knotweed spraying	800.00	E
7	H355573	Parker Plant Hire	Floodlights	144.00	R
8	94120340	CCC	Garden Waste bags	29.04	R
9	94120369	CCC	Garden Waste bags	29.04	R
10	PGC3	PGC	Hall hire 6/12	325.00	R
11	205	Ilwyndu Farm	Christmas trees & barriers	1048.80	R
12	53931	Infinity	Photocopier	134.55	R
13	108804	Just print	Christmas cards	142.80	R

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.

482 CHEQUES RAISED – NOVEMBER 2015

There were no cheques raised.

483 DIRECT DEBITS – NOVEMBER 2015

	Date	Payee	Description	Total
1	02.11.15	BT4	Phone	93.12
2	02.11.15	British Gas 3	Gas maintenance house	20.28
3	13.11.15	Lloyds	Service Charges	17.10
4	18.11.15	BT Internet	Internet	100.52
5	20.11.15	Data protection	Annual fee	35.00

Statutory provisions:- Telecom Act 1984 - Items 1 and 4. Local Government Act 1972 s111 – Items 2, 3 and 5. Note and **Close** this table from the minutes.

484 REQUEST FOR FINANCIAL ASSISTANCE - MYNYDD Y GARREG HALL

A request for financial assistance to pay for Christmas Tree Lights had been received. The lights had been purchased and reimbursement was sought. The hall committee will be reminded that any retrospective payments have not been budgeted for. Further consideration of any payment will be deferred until January 2016.

485 COUNCIL OFFICES / PHASE 2

Minutes of the Phase 2 meetings held on 28th October and 4th December 2015 were circulated. The need to build as a matter of urgency was highlighted as:-

- a] planning permission expires on 1st February 2016
- b] the council needs a permanent building before the Boundary Commission reports
- c] the portacabins are costly and staff need a suitable working environment

Members were informed that two quotes for steel framed buildings {to match the existing hall} had been received. Several more have been requested for comparison purposes. Research carried out has indicated that great economies of scale could be made by building the council offices and phase 2 of the hall together as one unit, under one roof.

£109k was received from the sale of the former offices. £100k has been previously committed to building phase 2 of the hall.

It was **RESOLVED** to allocate £210k to build a single unit steel framed building to house both council offices and rear hall extension.

It was further **RESOLVED** to engage a professional to draw up amended plans to satisfy planning requirements and current building regulations.

For future clarity, this single unit building, which will include the council offices and hall extension, will be called Phase 2.

486 CORRESPONDENCE – NOVEMBER 2015

There was no correspondence. Note and Close this item.

487 ANY OTHER URGENT BUSINESS – NOVEMBER 2015

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

The Chair wished everyone a Merry Christmas