

KIDWELLY TOWN COUNCIL

12th JANUARY 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 12th January 2016

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

525 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 8th December 2015

526 FINANCIAL STATEMENTS

Financial Statements for month 8 were considered. Those for Month 9 were not available as bank statements had not been received.

527 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.

528 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.

529 FINANCING OF REPAIRS TO TOWN CLOCK

Councillor J. Mayne attended a site visit with the horologist on 11th December 2015. A full report was supplied detailing the work needed to repair the clock. The clock will be programmed to be silent at night and will automatically re-set when the hour changes twice a year. It was **RESOLVED** to repair the clock at a cost of £16,099. This will be financed from capital as the clock is an asset being brought back into use after damage caused by a falling object within the church tower.

530 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.

531 CHRISTMAS LIGHTING

It was previously reported that the Nativity scene in the Diana Memorial Garden had been vandalised. Police had been notified. Replacement animals had been found before Christmas but the “Baby Jesus” figure in the manger will not be available until later in the year. The public had provided several dolls to be placed in the manger. These have now been donated to charity. Christmas expenses fell within budget. It was **RESOLVED** to obtain 3 quotes for a microphone to be used at all council events.

532 PURCHASE OF LAPTOP AND SOFTWARE FOR USE BY MEMBERS

A laptop and software for use by members has been purchased. Tuition in the use of Publisher will take place. Note and **Close** this item.

533 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.

534 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.

535 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. It was **RESOLVED** to pay the £470 requested for the lights. Note and **Close** this item.

536 PHASE 2

A meeting has been held with a local architect. Costings are awaited.

537 BILLS FOR PAYMENT –JANUARY 2016

	Invoice	Payee	Description	Total	Cat
1	10116	Ellis Samuel	Estate maintenance	875.00	E
2	486745	Wernick	Hire of portacabins	393.24	R
3	55598	Water for you	Water	12.54	R
4	3112	Time for Tea	Opening toilets	80.00	R
5	4403101558	CIT	Photocopier	189.66	R
6	G.6/30	R.T.Electrics	Christmas lights	8573.26	R
7	111	Computers don't byte	Laptop	299.00	R
8	112	Computers don't byte	Accessories	221.00	R
9	1	Beyond words	Web maintenance	201.75	R
10	2062	N.J. Landscapes	Clearance parking spaces St Mary's	1111.20	E
11	94171134	CCC	Garden sacks	195.00	R

Statutory provisions:- Items 1-11 – 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.

538 CHEQUES RAISED – DECEMBER 2015

There were no cheques raised.

539 DIRECT DEBITS – DECEMBER 2015

	Date	Payee	Description	Total
1	02.12.15	British Gas 3	Gas maintenance house	20.28
2	11.12.15	Lloyds	Service Charges	22.10
3	30.12.15	BT4	Phone	94.94

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

540 BUDGET SETTING 2016 - 2017

The budget setting meeting will be held on 26th January 2016. Note and **Close** this item.

541 CORRESPONDENCE – JANUARY 2016

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

542 ANY OTHER URGENT BUSINESS – JANUARY 2016

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

KIDWELLY TOWN COUNCIL

26th JANUARY 2016

At the **BUDGET SETTING MEETING** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 26th January 2016

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

543 MEMBERS' DECLARATIONS OF INTEREST

Councillor P.Thompson – left the room when members considered the grant to Ynghyd.

544 BUDGET 2016 – 2017

The town clerk informed members that the budget format for 2016-2017 complies with the new regulations.

The town clerk had circulated a draft budget and financial report for discussion. The report was considered. The budget figures were scrutinised.

It was **RESOLVED** to incorporate the amount of £1575 allocated to the Luncheon Club with the £2288 allocated to Ynghyd (totalling £3713), rounding it up to a total grant of £4k to Ynghyd for one year only.

It was **RESOLVED** to approve the revised budget for 2015-2016 and the draft budget for 2016-2017.

It was **RESOLVED** to increase the precept by 3% to a figure of £120,635 for the year 2016 – 2017.

KIDWELLY TOWN COUNCIL

9th FEBRUARY 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 9th February 2016

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

599 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 12th January 2016

600 FINANCIAL STATEMENTS

Financial statements for Month 10 were not available as bank statements had not been received.

601 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.

602 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.

603 FINANCING OF REPAIRS TO TOWN CLOCK

It was previously **RESOLVED** to repair the clock at a cost of £16,099. This will be financed from capital as the clock is an asset being brought back into use after damage caused by a falling object within the church tower. The work has been commissioned and a commencement date is awaited.

604 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.

605 CHRISTMAS LIGHTING

It was previously reported that the Nativity scene in the Diana Memorial Garden had been vandalised. Police had been notified. Replacement animals had been found before Christmas but the “Baby Jesus” figure in the manger will not be available until later in the year. The public had provided several dolls to be placed in the manger. These have now been donated to charity. Christmas expenses fell within budget. It was previously **RESOLVED** to obtain 3 quotes for a microphone to be used at all council events. For clarity this item will be renamed “Purchase of Microphone”

606 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.

607 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. One quotation has been received, a further two are awaited.

608 PHASE 2

A presentation of outline plans was made to Full Council on 2nd February 2016. Details of costs are awaited. It was **RESOLVED** to make a full planning application. Access statements will be submitted.

609 BILLS FOR PAYMENT –FEBRUARY 2016

	Invoice	Payee	Description	Total	Cat
1	497286	Wernick	Cabin hire	393.27	R
2	55947	Water for you	Water	5.94	R
3	112015	Ellis Samuel	Estate maintenance	875.00	E
4	501 (6)	Castle News	Newspapers	24.00	R
5	LJ2	L J Tree services	Pollarding chestnut tree, Abbey Street	350.00	E
6	13805887	PC World	Computer for the Hub	880.99	R
7	54381	Infinity	Photocopies	22.75	R
8	2551	One Voice Wales	Staffing Review	1518.30	R
9	2	Ellis Samuel	Tree/hedge cutting	150.00	E
10	146	Geraint Jones	fencing at GL16	465.60	E

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. Item 9 will be withheld until details of the work done are clarified. Note and **Close** this table from the minutes.

610 CHEQUES RAISED – JANUARY 2016

There were no cheques raised.

611 DIRECT DEBITS – JANUARY 2016

	Date	Payee	Description	Total
1	02.01.16	British Gas 3	Gas maintenance house	20.28
2	17.01.16	Lloyds	Service Charges	22.10
3	22.01.16	BT4	Phone	94.94

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

612 TO APPROVE ESTATE RENT INCREASES

It was **RESOLVED** to approve the estate rent increases agreed by the Estates Committee. Note and **Close** this item.

613 CORRESPONDENCE – FEBRUARY 2016

Radio Glangwili	A request for financial assistance has been received from Radio Glangwili. No funding is available during this financial year. Consideration will be given after April 2016. Note and Close this item.
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614 ANY OTHER URGENT BUSINESS – FEBRUARY 2016

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

KIDWELLY TOWN COUNCIL

8th MARCH 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 8th March 2016

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

668 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 9th February 2016

669 FINANCIAL STATEMENTS

Financial statements for Month 10 had been circulated.

670 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.

671 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.

672 FINANCING OF REPAIRS TO TOWN CLOCK

It was previously **RESOLVED** to repair the clock at a cost of £16,099. This will be financed from capital as the clock is an asset being brought back into use after damage caused by a falling object within the church tower. The work has been scheduled for 7th April 2016.

673 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

674 PURCHASE OF MICROPHONE

Specifications of a mobile microphone set had been circulated. It was **RESOLVED** to purchase a microphone of similar type at a cost not exceeding £200.

675 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. The allocation of Section 106 money will be queried. Plans for the development of the area were requested.

676 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. One quotation has been received, a further two are awaited.

677 PHASE 2

Members were informed that a full planning application had been submitted at a cost of £1330. The architect indicated that the planning officer may have discretionary powers.

678 BILLS FOR PAYMENT –MARCH 2016

	Invoice	Payee	Description	Total	Cat
1	12 2015	Ellis Samuel	Estate maintenance March	875.00	E
2	56554	Water for you	Water	11.88	R
3	507712	Wernick	Hire of portacabin	367.89	R
4	2016 - 06	Beyond words	Website & IT support	256.25	R
5	5858	Vision ICT	Biennial fee for domain name	66.00	R
6	5860	Vision ICT	Annual fee web maintenance	300.00	R
7	150	Geraint Jones	Clearing ditches	288.00	E
8	152	Geraint Jones	Fencing at GL16	5079.00	E
9	30675682	Crown estate	Lease of foreshore	280.00	E
10	94205724	CCC	Footway Lighting 2015-2016	7182.44	R
11		CCC	Planning application phase 2	1330.00	R

Statutory provisions:- Items 1-11 – 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. Item 9 will be withheld until details of the work done are clarified. Note and **Close** this table from the minutes.

679 CHEQUES RAISED – FEBRUARY 2016

There were no cheques raised.

680 DIRECT DEBITS – FEBRUARY 2016

	Date	Payee	Description	Total
1	01.02.16	BT4	Phone	95.92
2	01.02.16	British Gas 3	Gas maintenance house	20.28
3	11.02.16	Heart	Internet	107.99
4	15.02.16	Lloyds	Service Charges	23.00
5	18.02.16	BT4	Phone	94.8

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

681 CONTRACT FOR CHRISTMAS LIGHTING

Three contractors will be sought. They must be local with facilities for storage of the Christmas Lights when not in use.

682 INSURANCE RENEWAL

Council insurance expires in May. Three quotes will be sought for a three year contract.

683 RISK ASSESSMENT

The Risk Assessment was circulated for comment.

684 TOWN CLERK'S OVERTIME "in camera"

This item was held in camera as it concerns a member of the council staff. Note and **Close** this item.

685 CORRESPONDENCE – MARCH 2016

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

686 ANY OTHER URGENT BUSINESS – MARCH 2016

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

KIDWELLY TOWN COUNCIL

12th APRIL 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 12th April 2016

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

738 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 8th March 2016

739 FINANCIAL STATEMENTS

Financial statements for Month 11 had been circulated.

It was noted that the town council is no longer "blacklisted" by the external auditor.

It was also noted that action to recover debts has been taken against 2 tenants.

740 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.

741 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.

742 FINANCING OF REPAIRS TO TOWN CLOCK

It was previously **RESOLVED** to repair the clock at a cost of £16,099. This will be financed from capital as the clock is an asset being brought back into use after damage caused by a falling object within the church tower. The work has been started, the hands have been taken to the workshop for repair. A request for the clock to be working before 15th May 2016 has been made.

743 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

744 PURCHASE OF MICROPHONE

Specifications of a mobile microphone set had been circulated. It was **RESOLVED** to purchase a microphone of similar type at a cost not exceeding £200.

745 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. There is no additional funding available for the extra work. Plans for the development of the area were requested.

746 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. One quotation has been received, a further two are awaited.

747 PHASE 2

Members were informed that a full planning application had been submitted at a cost of £1330.

748 CONTRACT FOR CHRISTMAS LIGHTING

Three contractors will be sought. They must be local with facilities for storage of the Christmas Lights when not in use.

749 INSURANCE RENEWAL

Council insurance expires in May. Three quotes have been sought for a three year contract.

750 RISK ASSESSMENT

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

751 BILLS FOR PAYMENT –APRIL 2016

	Invoice	Payee	Description	Total	Cat
1	57211	Water for you	Water	11.88	R
2	518545	Wernick	Hire of portacabin	393.24	R
3	38	Berry's	Seed for GL16	82.00	E
4	5070	Viking	Stationery	128.86	R
5	4070	Hugh Evans	New syphon - toilet 24 Station Road	70.46	E
6	155	Geraint Jones	Clearing GL 13 Waungadog	3781.20	E
7	158	Geraint Jones	Clearing lower cemetery field	570.00	E

Statutory provisions:- Items 1-7 – 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.

752 CHEQUES RAISED – MARCH 2016

There were no cheques raised.

753 DIRECT DEBITS – MARCH 2016

	Date	Payee	Description	Total
1	01.03.16	BT4	Phone	96.93
2	04.03.16	British Gas 3	Gas maintenance house	20.28
3	11.03.16	Lloyds	Service Charges	19.55
4	30.03.16	BT4	Phone	97.42

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

754 CORRESPONDENCE – MARCH 2016

Two items of correspondence had been received but not circulated prior to the meeting. They will be considered at the next meeting. Note and **Close** this item.

755 ANY OTHER URGENT BUSINESS – MARCH 2016

1. Issue of polling cards. This matter will be considered at the June meeting of the Finance Committee. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

17th MAY 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 17th May 2016

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

53 MEMBERS' DECLARATIONS OF INTEREST

Minute 68 [2] – Councillor J.Gilasbey left the room

Minute 69 – Councillors P.Thompson and T.Burns left the room

Matters Arising from the Finance Committee Meeting of 12th April 2016

54 FINANCIAL STATEMENTS

Statements for Month 12 were circulated. Members were informed that the accounts for Year End 31st March 2016 had gone to the Internal Auditor.

55 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.

56 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.

57 FINANCING OF REPAIRS TO TOWN CLOCK

It was reported that the town clock had been repaired and was now chiming during the day from 8.00am – 10.00pm albeit a little softly. Thanks were expressed to Councillor J.Mayne for his work. Note and **Close** this item.

58 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

59 PURCHASE OF MICROPHONE

Specifications of a mobile microphone set had been circulated. It was **RESOLVED** to purchase a microphone of similar type at a cost not exceeding £200.

60 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. There is no additional funding available for the extra work. Plans for the development of the area were requested.

61 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. One quotation has been received, a further two are awaited.

62 PHASE 2

A full planning application has been submitted at a cost of £1330.

63 CONTRACT FOR CHRISTMAS LIGHTING

Three contractors will be sought. They must be local with facilities for storage of the Christmas Lights when not in use.

64 INSURANCE RENEWAL

Three quotes have been sought for a three year contract. One was in excess of £4k and was discounted. The lowest was £2182.88. Zurich, the current insurer, has indicated that, to retain the business they will match this quote. It was **RESOLVED** to accept Zurich if they agree to provide a lower premium. Note and **Close** this item.

65 BILLS FOR PAYMENT –MAY 2016

	Invoice	Payee	Description	Total	Cat
1	529261	Wernick	Hire of portacabin - April	380.58	R
2	2094	NJ Landscapes	Estates maintenance - May	984.16	E
3	51071728	SET	Stationery & ink	187.93	R
4	60786851	Local World	Advert - admin assistant	1017.60	R
5	60872409	Local World	Advert - T.C and Estates officer	1063.80	R
6	60892638	Local World	Advert - admin assistant	960.00	R
7	PW1	Pauline Williams	Mayor's Luncheon	810.00	R
8	13	Beyond Words	IT and web support	256.25	R
9	94283490	CCC	Garden Waste sacks	1125.00	R
10	57502	Water for You	Water	5.94	R
11	165	Geraint Jones	Pumping out at Waungadog	500.00	E
12	Cariad1	Cariad	Defibrillator & cabinet	1350	R

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.

66 CHEQUES RAISED – APRIL 2016

Cheque	Payee	Description	
6797a	CCC	Election 03.12.15	3503.27
6797b	CCC	Rates cemetery 2016-2017	194.00
6797c	CCC	Rates offices 2016-2017	619.65
6798	CAVS	Subscription 2016-2017	20.00
6799	KCS Scaffolding	Clock renovation	1410.00
6800	SWALEC	Unmetered Xmas lights	609.93
6801	Hugh Evans	Plumber - 24 St Rd toilet	70.46
6802	KPSA	Annual grant	5000.00

67 DIRECT DEBITS – APRIL 2016

	Date	Payee	Description	Total
1	04.04.16	British Gas 3	Gas maintenance house	20.28
2	08.04.16	Lloyds	Service Charges	21.45

Statutory provisions:- Local Government Act 1972 s111 – Items 1 and 2. Telecom Act 1984 – Items- none. Note and **Close** this table from the minutes.

68 CORRESPONDENCE – MAY 2016

1	Kidwelly Bowls Club	A request for £150 to supply anti-climb paint for the bowls club roof had been received. It was RESOLVED to donate £50. Note and Close this item.
2	Ty Golau	A request for financial assistance had been received. Further information will be requested.
3	Kidwelly Scouts	A request for financial assistance to help the scouts visit the National Memorial Arboritum had been received. It was RESOLVED to contribute £200. Note and Close this item.

69 ANY OTHER URGENT BUSINESS – MAY 2016

1. Grass cutting – It was **RESOLVED** to add the cost of cutting the grass at the junction of Alstred Street and Causeway street to the estates maintenance contract, but not the grass on the town square as this belongs to the county council.
2. £4k has been allocated in the budget for Ynghyd. It was **RESOLVED** to release this money. Note and **Close** these items.

KIDWELLY TOWN COUNCIL

14th JUNE 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 14th June 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, T.Burns, D.Lloyd-Waterford, P.Thompson, M.Thomas, J.Gilasbey, F.Burke-Lloyd
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	L.Jones, J.Mayne

The chair welcomed the newly appointed town clerk and estates officer to the Finance Committee.

124 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 17th May 2016

125 FINANCIAL STATEMENTS

Statements for Month 1 had been circulated and were considered. A pension summary will be provided.

126 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.

127 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.

128 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

129 PURCHASE OF MICROPHONE

Specifications of a mobile microphone set had been circulated. It was **RESOLVED** to purchase a microphone of similar type at a cost not exceeding £200.

130 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. There is no additional funding available for the extra work. Plans for the development of the area were requested.

131 NOTICEBOARD FOR MYNYDD Y GARREG

It had previously been agreed, in principle, to purchase 1 single-sided noticeboard for Mynydd y Garreg and 1 double-sided noticeboard for the town square. A summary of types of noticeboards and costings will be provided for the next General Purposes Committee meeting on 5th July 2016.

132 PHASE 2

It was reported that the town clerk and estates officer had met with the architect. One supplier of steel framed buildings had been contacted for a quotation, a further two will be sought. It was **RESOLVED** that the estates officer will seeks costs for the groundworks and brickworks.

133 CONTRACT FOR CHRISTMAS LIGHTING

A lighting committee meeting will be held on 22nd June 2016. Decisions need to be taken as to the number of lights required, the placement of these lights and any additions needed. The budget for the 2016 lighting will be taken into account. Once specifications have been drawn up three contractors will be invited to tender for a 5 year contract. They must be local firms with facilities for storage of the Christmas lights when not in use.

134 CORRESPONDENCE – MAY 2016

2	Ty Golau	A request for financial assistance had been received. A grant application will be submitted in time for the July committee meeting.
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135 BILLS FOR PAYMENT –JUNE 2016

	Invoice	Payee	Description	Total	Cat
1	DD2	Dyfrig Dalziel	Storage	325.00	R
2	501-1	Castle News	Newspapers	25.50	R
3	55550	Infinity	Photocopies	99.37	R
4	945005	Smith's of Derby	Repairs to town clock	19318.80	C
5	539631	Wernick	Portacabin hire	393.24	R
6	58199	Water for you	Water	5.94	R
7	3005	NJ Landscapes	Estates maintenance	984.16	E
8	A003	David Isaac	Internal Auditor	350.00	R
9	15	Crwbin Silver band	Band at Mayor Making 15.05.16	200.00	R
10	14	Beyond Words	IT support	225.00	R
11	14036	JRB Enterprise	Refuse bags	262.80	R
12	4403205432	PEAC	Photocopier	189.66	R

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.

136 CHEQUES RAISED – MAY 2016

There were no cheques raised.

137 DIRECT DEBITS – MAY 2016

	Date	Payee	Description	Total
1	03.05.16	BT4	Phone	102.36
2	03.05.16	British Gas 3	Gas maintenance house	20.28
3	05.05.16	CLA	Annual fee	289.00
4	13.05.16	Lloyds	Service Charges	22.80
5	19.05.16	BT4	Phone	94.80

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

138 APPROVAL OF THE INTERNAL AUDIT REPORT

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

139 APPROVAL OF ACCOUNTS – YEAR END 31st MARCH 2016

It was **RESOLVED** to approve the Statement of Accounts for the year end 31st March 2016. Note and **Close** this item.

140 COMPLETION OF ANNUAL GOVERNANCE STATEMENT 2015-2016

It was **RESOLVED** to approve the Annual Governance Statement for the year end 31st March 2016. Note and **Close** this item.

141 USE OF POLLING CARDS

It was **RESOLVED** to consider the use of polling cards during the Budget setting process. This would be in time for the elections in May 2017. Note and **Close** this item.

142 CORRESPONDENCE – JUNE 2016

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

143 ANY OTHER URGENT BUSINESS – JUNE 2016

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

KIDWELLY TOWN COUNCIL

12th JULY 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 12th July 2016

Present	Town Mayor	S.John
	Deputy Mayor	
	Councillors	A.Jenkins, T.Burns, D.Lloyd-Waterford, P.Thompson, M.Thomas, J.Gilasbey, F.Burke-Lloyd, J.Mayne,
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	L.Jones, J.Lewis

198 MEMBERS' DECLARATIONS OF INTEREST

Minute 208 – Councillor J.Gilasbey left the room.

Matters Arising from the Finance Committee Meeting of 14th June 2016

199 FINANCIAL STATEMENTS

Statements for Month 2 had previously been circulated and statements for Month 3 were considered. A pension summary was provided.

200 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.

201 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.

202 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

203 PURCHASE OF MICROPHONE

Specifications of a mobile microphone set had been circulated. It was **RESOLVED** to purchase a microphone of similar type at a cost not exceeding £200.

204 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. There is no additional funding available for the extra work. Plans for the development of the area were requested.

205 NOTICEBOARD FOR MYNYDD Y GARREG

It had previously been agreed, in principle, to purchase 1 single-sided noticeboard for Mynydd y Garreg and 1 double-sided noticeboard for the town square. This matter will be deferred until later in the year.

206 PHASE 2

It was previously **RESOLVED** that the estates officer will seeks costs for the groundworks and brickworks. Several estimates have been received. Updates will be via e-mail during the recess and action taken by Executive Action if necessary. Once a specification has been drawn up, the work can be put to tender.

A letter from Mr Byron Huws had been received and circulated. It was **RESOLVED** that the town clerk respond on behalf of the council.

The hours of the estates officer were considered “in camera” as it was a confidential staffing issue. It was **RESOLVED** to increase his hours to 25 hours per week to cover the work he was doing on Phase 2. This additional cost can be met from within the staff budget.

207 CONTRACT FOR CHRISTMAS LIGHTING

Three tenders for the five year lighting contract had been received. £7450, £4900 and £4187.50. It was **RESOLVED** to accept the lowest tender. A meeting with the new contractor will be arranged as soon as possible.

208 CORRESPONDENCE – MAY 2016

2	Ty Golau	A request for financial assistance had been received. It was RESOLVED to give a donation of £250. Note and Close this item.
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209 BILLS FOR PAYMENT –JULY 2016

	Invoice	Payee	Description	Total	Cat
1	s1077086	SET	Ink cartridges & stationery	256.73	R
2	550081	Wernick	Hire of portacabins	380.58	R
3	PGC1	PGC	Hire of hall Mayor making	60.00	R
4	11177	PC World	Printer estates officer	79.99	R
5	3015	NJ Landscapes	Estates maintenance	984.16	E
6	9372	Amethyst	Hanging baskets & accessories	1802.40	E
7	58535	Water	Water	11.88	R

Statutory provisions:- Items 1-7 – 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.

210 CHEQUES RAISED – JUNE 2016

There were no cheques raised.

211 DIRECT DEBITS – JUNE 2016

	Date	Payee	Description	Total
1	02.06.16	British Gas 3	Gas maintenance house	20.28
2	10.06.16	Lloyds	Service Charges	25.90
3	29.06.16	BT4	Phone	100.49

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

212 EXTERNAL AUDIT REPORT

The report is awaited.

213 CORRESPONDENCE – JULY 2016

A letter from Mr Byron Huws regarding Phase 2 had been received and circulated. This was considered at Minute 206. Note and **Close** this item.

214 ANY OTHER URGENT BUSINESS – JULY 2016

Development of the website was referred from General Purposes Committee. It was **RESOLVED** to accept the specifications drawn up which can now be sent out for quotations. Thanks were expressed to Councillors M.Thomas and P.Thompson. For clarity this item will be re-named “Website Development”.

KIDWELLY TOWN COUNCIL

13th SEPTEMBER 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 13th September 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, D.Lloyd-Waterford, P.Thompson, M.Thomas, J.Gilasbey, J.Mayne, L.Jones
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
	Admin Assistant	Owain Davies
Apologies	Councillors	T.Burns, F.Burke-Lloyd

277 MEMBERS' DECLARATIONS OF INTEREST

Minute 292 – Councillor J.Gilasbey left the room.

Matters Arising from the Finance Committee Meeting of 12th July 2016

278 FINANCIAL STATEMENTS

Statements for Month 4 had previously been circulated and statements for Month 5 were considered.

279 PHASE 2

A report with estimated costs had previously been provided by the estates officer, who is project manager for the self-build. He informed members that he had met with the architect and agreed that the next stage of the build would be to engage an engineer to draw up a specification, at a cost of £6500, previously estimated at £7k. The work could then go to tender. Tenders received will be considered by the estates officer and architect to ensure they comply with the specification, before being referred to the council. It was **RESOLVED** to instruct the engineer to draw up the required specification at a cost of £6500.

280 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.

281 RECOVERY OF COSTS

Costs incurred as a consequence of acting on bad advice from the former accountant were found to be minimal. It was therefore **RESOLVED** not to try to recover costs as this would be more expensive than the money recovered and any attempt would probably fail. Note and **Close** this item.

282 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The town clerk will investigate the cost of moving it to Glan yr Afon.

283 PURCHASE OF MICROPHONE

A portable PA system has been purchased at a cost of £185. Note and **Close** this item.

284 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. It would cost a further £10k to remove the old fencing, resurface the floor area and paint white lines. There is no additional funding available for the extra work. Plans for the development of the area were requested.

285 NOTICEBOARD FOR MYNYDD Y GARREG

At the general Purposes Committee meeting held on 6th September it was **RESOLVED** to purchase a single-sided noticeboard for Mynydd y Garreg and a double-sided noticeboard for the town square at a cost of £4390 – including fitting. This was ratified by the Finance Committee. Note and **Close** this item.

286 CONTRACT FOR CHRISTMAS LIGHTING

Three tenders for the five year lighting contract had been received. £7450, £4900 and £4187.50. It was **RESOLVED** to accept the lowest tender. Note and **Close** this item.

287 EXTERNAL AUDIT REPORT

The report is awaited.

288 WEBSITE DEVELOPMENT

This matter was referred back to the General Purposes Committee. Note and **Close** this item.

289 BILLS FOR PAYMENT –AUGUST / SEPTEMBER 2016

	Invoice	Payee	Description	Total	Cat
1	56011	Infinity	Copies	38.23	R
2	92406735	Ordnance Survey	Map copying licence	65.70	R
3	6204	Vision ICT	New host e-mail	18.00	R
4	3028	N.J.Landscapes	Estates maintenance	984.16	E
5	560312	Wernick	Portacabins	393.27	R
6	501-3	Castle News	Newspapers	10.50	R
7	17	Beyond words	IT and web support	222.00	R
8	59042	Water for You	Water and servicing	24.42	R
9	177	Geraint Jones	GL13 access	396.00	E
10	3032	N.J.Landscapes	Man and van	262.20	R
11	56444	Infinity	Photocopies	21.16	R
12	115	Astounded	PA System	185.00	C
13	21	beyond words	IT support	122.00	R
14	4403258533	PEAC	Photocopier	189.66	R

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.

290 CHEQUES RAISED – AUGUST / SEPTEMBER 2016

Cheque	Payee	Description	Total
6812	Rialtas Business Solutions	Omega Support	579.60
6813	Cathedral leasing	Feminine hygiene bins	224.64
6814	Travis Perkins	Repairs to ramp	153.12
6815	Eric James	Topping cemetery field	276.00
6816	CCC	Garden sacks	150.00
	CCC	Waste bin	1716.00
	CCC	Carnival waste bin	88.00
6817	Astounded	PA system	185.00
6818	John Vincent Surveys	Cemetery survey	1548.00

291 DIRECT DEBITS – JULY / AUGUST 2016

	Date	Payee	Description	Total
1	04.07.16	British Gas 3	Gas maintenance house	20.28
2	15.07.16	Lloyds	Service Charges	18.60
3	28.07.16	BT4	Phone	105.90
4	02.08.16	British Gas 3	Gas maintenance house	20.28
5	12.08.16	Lloyds	Service Charges	22.70
6	17.08.16	BT4	Phone	94.80

Statutory provisions:- Local Government Act 1972 s111 – Items 1,2,4,5. Telecom Act 1984 – Item 3 and 6. Note and **Close** this table from the minutes.

292 GRANT TO KIDWELLY INDUSTRIAL MUSEUM

It was **RESOLVED** to pay the grant of £2k to the museum as per budget allocation. Note and **Close** this item.

293 RISK ASSESSMENT AT GWENLLIAN CENTRE

A ramp is required at the rear entrance of the hall. Costs are awaited. A back up battery system for the lift is also required. It was **RESOLVED** to purchase a battery system at a cost of £1420.

294 REFERRALS FROM COMMITTEES

1. Noticeboards – considered at Minute 285.
2. Development of website – considered at Minute 288.

295 CORRESPONDENCE – AUGUST / SEPTEMBER 2016

1	Ty Golau	A letter of thanks for the donation has been received. Note and Close this item.
2	Kidwelly Town Bowling Club	A request for financial assistance for a player has been received. The Mayor has agreed to give a donation from his tranche. Note and Close this item.
3	Mynydd y Garreg Hall Committee	A request for financial assistance for Fireworks and entertainment has been received. It was RESOLVED to give a donation of £450 as this has been allocated in the budget. Note and Close this item.
4	Kidwelly Industrial Museum	A request for the donation of the old water bowser for use by the museum has been received. It was RESOLVED that the bowser be donated. Note and Close this item.

296 ANY OTHER URGENT BUSINESS – AUGUST / SEPTEMBER 2016

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

KIDWELLY TOWN COUNCIL

11th OCTOBER 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 11th October 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, D.Lloyd-Waterford, P.Thompson, M.Thomas, T.Burns, F.Burke-Lloyd, C.Peters-Bond, J.Gilasbey
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	J.Mayne, L.Jones

362 MEMBERS' DECLARATIONS OF INTEREST

Minute 373 – Cllr C.Peters-Bond left the room.

Matters Arising from the Finance Committee Meeting of 13th September 2016

363 FINANCIAL STATEMENTS

Statements for Month 6 were circulated and considered.

364 PHASE 2

The estates officer reported that he would act as Quantity Surveyor but a Mechanical and Electrical Engineer needs to be appointed to satisfy building regulations. Specifications are being drawn up. A drain survey at a reduced cost of £150, has been undertaken to locate underground utilities. The estates officer was thanked for his work.

365 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.

366 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. The estates officer is looking for volunteers to assist with the relocation.

367 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is the responsibility of the town council. The cost of new fencing which includes integrated goal posts and basket balls nets would be £15k. The town council had allocated £13k for this work. Volunteers have agreed to remove the old fencing. The county council will be requested to remove the old play equipment. Plans for the development of the area are awaited.

368 RISK ASSESSMENT AT GWENLLIAN CENTRE

A ramp is required at the rear entrance of the hall. This will be done at the same time as the Phase 2 build. A back up battery system for the lift is also required. It was previously **RESOLVED** to purchase a battery system at a cost of £1420. This will be expedited.

369 EXTERNAL AUDIT REPORT

The council has received an unqualified External Audit Report. A letter of engagement to the Internal Auditor will be drawn up. It was **RESOLVED** to accept the report. Note and **Close** this item.

370 BILLS FOR PAYMENT –OCTOBER 2016

	Invoice	Payee	Description	Total	Cat
1	S1099610	J Parker	Daffodils	571.20	E
2	61120863	Local world	Public notice - Code of conduct	603.90	R
3	3044	NJ Landscapes	Estates maintenance	984.16	E
4	56865	Infinity	Photocopies	26.13	R
5	S1084757	SET	Ink	65.94	R
6	581218	Wernick	Portacabin hire	380.58	R
7	60142	Water for you	Water	11.88	R
8	8228	ICCM	Cemetery management training	396.00	E
9	849	Grant Thornton	External Audit Report	384.00	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.

371 CHEQUES RAISED – SEPTEMBER 2016

There were no cheques raised

372 DIRECT DEBITS – SEPTEMBER 2016

	Date	Payee	Description	Total
1	02.09.16	British Gas 3	Gas maintenance house	23.75
2	09.09.16	Lloyds	Service Charges	22.25
3	29.09.16	BT	Phone	110.57

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

373 CHRISTMAS LIGHTS FOR MYNYDD Y GARREG

A request for financial assistance was made for Christmas lighting costing £750. It was **RESOLVED** to provide the finance from the capital budget. Consideration of financial assistance for Christmas festivities will be considered at the budget setting meeting. Note and **Close** this item.

374 REFERRALS FROM COMMITTEES

1. Website – It was **RESOLVED** to confirm payment of £955 for website development
2. The newsletter was approved. Means of distribution are to be considered.

375 CORRESPONDENCE – OCTOBER 2016

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

376 ANY OTHER URGENT BUSINESS – OCTOBER 2016

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

KIDWELLY TOWN COUNCIL

8th NOVEMBER 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 8th November 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, D.Lloyd-Waterford, P.Thompson, M.Thomas, T.Burns, C.Peters-Bond, J.Gilasbey, J.Mayne
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
Apologies	Town Secretary	Anna Padgett
	Councillors	L.Jones, F.Burke-Lloyd

429 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 11th October 2016

430 FINANCIAL STATEMENTS

No bank statements had been received to the end of October.

431 PHASE 2

The estates officer reported that the ground survey was start at the weekend.

432 RENT INCREASE AT COUNCIL PROPERTY

It was reported that the tenant of the town council's house is unwell. It was **RESOLVED** not to consider any raise in rent at this time. Note and **Close** this item.

433 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. This will be relocated as soon as is practicable.

434 TENNIS COURT AT MYNYDD Y GARREG

The tennis court is part of the overall development of the playground area. This was referred to Full Council.

435 RISK ASSESSMENT AT GWENLLIAN CENTRE

A ramp is required at the rear entrance of the hall. This will be done at the same time as the Phase 2 build. A back up battery system for the lift has been ordered and will be fitted as soon as possible. Note and **Close** this item.

436 BILLS FOR PAYMENT –NOVEMBER 2016

	Invoice	Payee	Description	Total	Cat
1	***	Guild of Mace bearers	Annual subscription	30.00	R
2	3056	N.J.Landscapes	Estates maintenance - November	984.16	E
3	591375	Wernick Hire	Portacabins - November	393.27	R
4	60709	Water for you	Water	5.94	R
5	U54001	Moneysoft	Payroll manager	72.00	R
6	G/6/32	R.T.Electrics	Maintenance of castle lighting	96.30	R
7	111555	Mark Tyzack	Drainage - waterjetting	150.00	P
8	***	Salvation army	Band	75.00	R
9	14	Gino Dinino	Fencing at Mountain Lodge	960.00	E
10	187	Geraint Jones	Ditching	480.00	E

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.

437 CHEQUES RAISED – OCTOBER 2016

There were no cheques raised

438 DIRECT DEBITS – OCTOBER 2016

	Date	Payee	Description	Total
1	03.10.16	British Gas 3	Gas maintenance house	23.61
2	14.10.16	Lloyds	Service Charges	21.65

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

439 PRELIMINARY CONSIDERATION OF THE BUDGET

A draft budget had been circulated – an example of 3%, 4% and 5% had been given

Expenditure - it was suggested that donations be increased and an allowance for cleaning the War memorial be made if no grants were available.

A further meeting will be held on 15th November 2016 to consider the budget.

Note and Close this item.

440 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

441 CORRESPONDENCE – OCTOBER 2016

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

442 ANY OTHER URGENT BUSINESS – OCTOBER 2016

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

KIDWELLY TOWN COUNCIL

15th NOVEMBER 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 15th November 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, D.Lloyd-Waterford, P.Thompson, M.Thomas, T.Burns, C.Peters-Bond, J.Gilasbey, J.Mayne
	Town Clerk	Virginia O'Reilly
	Town Secretary	Anna Padgett
	Admin. Assistant	Owain Davies
Apologies	Councillors	L.Jones, F.Burke-Lloyd

443 MEMBERS' DECLARATIONS OF INTEREST

Minute 445 – Councillor P.Thompson left the room during discussions regarding funding for The Luncheon Club and donation to Ynghyd.

444 APPOINTMENT OF AN ACCOUNTANT

It was recognised that an accountant who has knowledge of community councils is required.

It was **RESOLVED** that an accountant provided by One Voice Wales should be appointed. The person concerned is currently on sick leave. If the service cannot therefore be accessed the town clerk will source and appoint a different accountant.

It was further **RESOLVED** to get advice from a specialist VAT accountant on matters relating to Phase 2 - One Voice Wales provides this service for a fee not exceeding £750.

445 CONSIDERATION OF THE BUDGET 2017-18

The town clerk had circulated a draft budget for discussion. The Budget figures were scrutinised and amended.

It was **RESOLVED** to give Ynghyd £1500 to support the Luncheon Club for the period 1st January 2018 – 31st March 2018.

It was **RESOLVED** to give Ynghyd £1500 to assist with its operational costs.

A recorded vote was taken on the two resolutions above regarding finance for Ynghyd:-

FOR Councillors,	S.John, J.Lewis, A.Jenkins, D.Lloyd-Waterford, T.Burns, J.Gilasbey, C.Peters-Bond, J.Mayne
AGAINST Councillor	M.Thomas
	Councillor P.Thompson had left the room and did not vote.

It was **RESOLVED** to increase the precept by 3.5% to a figure of £124,857 for the year 2017-2018. A recorded vote was taken on the precept increase:-

FOR Councillors,	S.John, J.Lewis, A.Jenkins, D.Lloyd-Waterford, T.Burns, J.Gilasbey, C.Peters-Bond, J.Mayne, P.Thompson
AGAINST Councillor	M.Thomas

The town clerk, chair of Finance and Owain Davies were thanked for their work.

KIDWELLY TOWN COUNCIL

13th DECEMBER 2016

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 13th December 2016

Present	Town Mayor	S.John
	Deputy Mayor	J.Lewis
	Councillors	A.Jenkins, D.Lloyd-Waterford, P.Thompson, T.Burns, J.Gilasbey, J.Mayne, L.Jones, F.Burke-Lloyd
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
Apologies	Town Secretary	Anna Padgett
	Councillors	C. Peters-Bond, M.Thomas

496 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 8th November 2016

497 FINANCIAL STATEMENTS

Statements for Month 7 had been circulated and were considered.

498 PHASE 2

The estates officer reported that the ground survey had been completed and the results have been forwarded to the engineer who is assessing requirements. Locations of existing services have been identified and only the storm and water sewers need to be partially diverted. Several contractors have expressed an interest in tendering for the build.

499 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. Members were informed that there is a metal bench surplus to requirements in Mynydd y Garreg park. This will be relocated as soon as is practicable. Note and **Close** this item.

500 BILLS FOR PAYMENT –DECEMBER 2016

	Invoice	Payee	Description	Total	Cat
1	15	Gini Dinino	Excavating 2 trial holes for services	225.00	P
2	28	Beyond Words	Backups for PCs	75.00	R
3	29	Beyond Words	Repairs Anna's computer	90.00	R
4	46903	Just print	Mayor's Christmas Cards	129.60	R
5	242	Llwyndu Farm Ltd	Christmas trees and barriers	919.20	R
6	G.6/33	RT Electrics	Fitting defibrillator	303.30	R
7	G/6.31	RT Electrics	Christmas lights	5397.90	R
8	379	Star Forge	Fence for Cofeb Grav	2578.80	C
9	3066	NJ Landscapes	Hedging - Glan yr Afon	210.00	E

10	***	R B.Legion	Donation for wreath	50.00	R
11	61250	Water for You	Water	83.88	R
12	3069	N.J.Landscapes	Estates maintenance	984.16	E
13	601561	Wernick	Portacabin hire	380.58	R
14	501-5	Castle News	Newspapers	33.00	R
15	1090475	SET	Stationery & Ink	348.73	R
16	1090965	SET	Stationery	3.94	R
17	21216	K.D.Electrics	Mynydd Lights	900.00	C
18	116 01	Mark Stephens	Architect fees	2000.00	P

Statutory provisions:- Items 1-18 – 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.

501 DIRECT DEBITS – NOVEMBER 2016

	Date	Payee	Description	Total
1	31.10.16	BT4	Phone	115.07
2	02.11.16	British Gas 3	Gas maintenance house	23.61
3	11.11.16	Lloyds	Service Charges	18.20
4	16.11.16	BT Internet	Internet	104.40
5	22.11.16	Data protection	Annual fee	35.00
6	29.11.16	BT4	Phone	108.16

Statutory provisions:- Local Government Act 1972 s111 – Items 2,3,5 Telecom Act 1984 Items 1,4,6. Note and **Close** this table from the minutes.

502 APPROVAL OF RISK ASSESSMENT 2017-18

The Risk assessment had been previously circulated was considered and amendments made. It was **RESOLVED** to accept the Risk Assessment for 2017 – 2018. Note and **Close** this item.

503 USE OF POLLING CARDS

The use of Polling Cards at the Elections in May was considered. Approximate costs would be in excess of £1400. It was **RESOLVED** not to use Polling Cards but to publish an “Election Special Newsletter”. The newsletter will include information regarding:- the date of the election, locations of polling stations, who is eligible to vote, the duties of the councillor, the role of the council and any other relevant details. It was noted that this information should also be disseminated at By-Elections. Note and **Close** this item.

504 FINANCE FOR MYNYDD PLAY AREA

The playground development in Mynydd y Garreg is being funded via section 106 money. The town council is contributing £13k. The total cost was agreed at £91k and the play equipment ordered. However, there was a delay in registering the land by the county council. Consequently the cost of the equipment has risen and there is a shortfall of £1038. The education department has been asked to cover the shortfall. If this is not forthcoming the town council has been asked to pay the additional £1038. Concerns were expressed that the town council has agreed, in principle, to take over other parks which will need funding. It was **RESOLVED** to inform the county council that as it had caused the delay in registering the land and consequently incurred the shortfall, it should cover the deficit. The county councillor will also be informed.

505 CHRISTMAS COSTS

Details of Christmas expenditure had been circulated and were considered. The cost of unmetered supply of electricity for the lights will not be received until February/March 2017. Note and **Close** this item.

506 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

507 CORRESPONDENCE – NOVEMBER/DECEMBER 2016

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

508 ANY OTHER URGENT BUSINESS – DECEMBER 2016

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

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