

KIDWELLY TOWN COUNCIL

17th JANUARY 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 17th January 2017

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

562 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

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

563 FINANCIAL STATEMENTS

Statements for Month 9 were circulated and considered.

564 PHASE 2

The estates officer reported that an M&E consultant report is required by Building Regulations. Without this there can be no specification for plumbing and electrical contractors drawn up. It was **RESOLVED** to appoint a consultant at a cost of £2,450.

It was **RESOLVED** that the following arrangements and costs be approved:-

The start date for construction will be 13th February 2017.

From 1st February 2017 the estates officer hours will rise to 37 hours per week – time spent on the Phase 2 project management being allocated to build costs.

Piles - £13k

Concrete ring beam and slab - £8,500

Slab insulation - £4906

Fabricated steel reinforcement - £7863

A meeting of the Technical group will be arranged as soon as possible.

565 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 arose and there was a shortfall of £1038. The education department has agreed to cover this shortfall. The construction work will commence on 23rd January 2017. Note and **Close** this item.

566 BILLS FOR PAYMENT –JANUARY 2017

	Invoice	Payee	Description	Total	Cat
1	61761	Water for You	Water	5.94	R
2	3097	N.J.Landscapes	Estates maintenance	984.16	E
3	611454	Wernick	Portacabin hire	393.27	R
4	15285	Terra Firma	Ground survey	5337.90	P
5	5132	Wales Audit office	External audit fees	320.00	R
6	4403314988	PEAC	Photocopier	189.66	R
7	***	Mayor	Tranche 2	650.00	R
8	113124	John Davidson Pipes	Glannant culvert	407.10	E
9	RLB1	Rob Lamond Building	Glannant culvert	1550.00	E
10	G.6/32A	R.T. Electrics	Castle lights timeclock	106.34	R

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.

567 DIRECT DEBITS – DECEMBER 2016

	Date	Payee	Description	Total
1	02.12.16	British Gas 3	Gas maintenance house	23.61
2	09.12.16	Lloyds	Service Charges	19.70
3	30.12.16	BT4	Phone	117.08

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

568 INCREASE IN CEMETERY FEES

It was **RESOLVED** to increase the cemetery fees from 1st April 2017:-

	Within Parish	Outside Parish
	£	£
New Grave + maintenance fee	800	1000
Grave Re-Opening	400	500
Interment of Ashes – new grave + maintenance fee	450	700
Interment of Ashes – re-opening	300	500
Lawn Memorial Stones	200	350
Memorial Tablets	150	300
Additional inscriptions to stones and tablets	60	80

There will be no charges for stillborns and children 5 and under
Note and **Close** this item.

569 REPLACEMENT OF CASTLE LIGHTS

Two lights at the castle need replacing, with others probably about to fail. The estates officer is to investigate alternative light sources. It was **RESOLVED** that the Town Clerk contact CADW to discuss the issue and funding of the castle lighting.

570 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

571 CORRESPONDENCE – JANUARY 2017

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

572 ANY OTHER URGENT BUSINESS – JANUARY 2017

A query about whether the chair of a committee can propose a motion was raised. The town clerk will clarify this. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

14th FEBRUARY 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 14th February 2017

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

632 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 17th January 2017

633 FINANCIAL STATEMENTS

Statements for Month 10 were circulated and considered.

634 PHASE 2

The Technical group will meet on 17th February 2017 to finalise arrangements for a build start during the week beginning 22nd February 2017. A scheduling spreadsheet with costs and plans of the build will be circulated. An additional member of the Technical Group is needed to advise on contracts. It was **RESOLVED** to appoint Councillor P.Thompson.

635 REPLACEMENT OF CASTLE LIGHTS

Two lights at the castle need replacing, with others probably about to fail. The estates officer is to investigate alternative light sources. It was previously **RESOLVED** that the Town Clerk contact CADW to discuss the issue and funding of the castle lighting.

636 BILLS FOR PAYMENT – FEBRUARY 2017

	Invoice	Payee	Description	Total	Cat
1	62146	Water for You	Water	12.54	R
2	3097	N.J.Landscapes	Estates maintenance	984.16	E
3	621000	Wernick	Portacabin hire	393.24	R
4	11920	Siddell Environmental	Jetting drains at 24 Station Road	120.00	E
5	DD4	Dyfrig Dalziel	Clearing ditch - bridleway	150.00	E
6	35	Steve Chilvers	PC backups 3/12	75.00	R
7	HG16.25	Huw Griffiths architect	Landscaping fees - cemetery	2550.00	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.

637 DIRECT DEBITS – JANUARY 2017

	Date	Payee	Description	Total
1	03.01.17	British Gas 3	Gas maintenance house	23.61
2	13.01.17	Lloyds	Service Charges	19.90
3	30.01.17	BT4	Phone	104.58

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

638 INCREASE IN FEES

It was **RESOLVED** to apply the following fees from 1st April 2017:-

Tramways - £50 Wayleave 1 - £70 Allotments - £225

Garage Spaces – GS2 and 4 £200 GS3 £300

Parking spaces will be re-advertised. Note and **Close** this item.

639 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

640 CORRESPONDENCE – FEBRUARY 2017

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

641 ANY OTHER URGENT BUSINESS – FEBRUARY 2017

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

KIDWELLY TOWN COUNCIL

14th MARCH 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 14th March 2017

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

695 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 14th February 2017

696 FINANCIAL STATEMENTS

Statements for Month 11 were circulated.

697 PHASE 2

The estates officer reported that the tenders for groundworks were due back by 22nd March 2017.

The town clerk reported that a meeting will be held with the accountant on 16th March 2017 to clarify the anticipated amount to be reclaimed for VAT. It was **RESOLVED** that the architect and estates officer examine the returned tender documents and make a recommendation that will be reported to an additional meeting of Full Council on 23rd March 2017 – to commence at 5.30pm.

698 BILLS FOR PAYMENT – MARCH 2017

	Invoice	Payee	Description	Total	Cat
1	62623	Water for You	Water	25.62	R
2	3108	N.J.Landscapes	Estates maintenance	984.16	E
3	630533	Wernick	Portacabin hire	355.20	R
4	25949	Phoenix	Lift emergency battery system	1704.00	C
5	94505220	CCC	Footway lighting 2016-17	7145.43	R
6	S1096848	SET	Shredder & ink & stationery	526.69	R
7	PGC1	PGC	Hire of Hall	680.00	R
8	pp/0587278	CCC	planning - temp car park	95.00	P
9	40	Steve Chilvers	Website/training/hosting	1553.00	R
10	M17 - 182	Cavs	Annual subscription	20.00	R
11	440337109	PEAC	Photocopier	189.66	R
12	S1098049	SET	Files etc - new Cllrs & copy paper	66.72	R
13	501-6	Castle News	Newspapers	19.50	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.

699 DIRECT DEBITS – FEBRUARY 2017

	Date	Payee	Description	Total
1	02.02.17	British Gas 3	Gas maintenance house	23.61
2	13.02.17	Heart	Internet	107.99
3	10.02.17	Lloyds	Service Charges	21.90
4	16.02.17	BT4	Phone	102.00

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

700 REPLACEMENT OF CASTLE LIGHTS

Castle lights need replacing. £250 per lamp – LED 40w – cost of installation approximately £3,500. One light has been fitted, for comparison with the old lighting. A further quote will be sought. The town clerk has permission from CADW to carry out the lighting work.

701 REQUEST FOR FUNDING – HANES CYDWELI

Hanes Cydweli will be requested to provide financial statement to support their application for funding. It was **RESOLVED** to advertise in the programme for the Mediaeval Fayre at a full page cost of £30. A message from the mayor and a list of councillors will be included.

702 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

703 CORRESPONDENCE – FEBRUARY 2017

Chloe Thomas-Dark had requested financial assistance to fund her charity work. The council is unable to sponsor individuals. The mayor will donate £200 from his tranche. He was thanked for his assistance. Note and **Close** this item.

704 ANY OTHER URGENT BUSINESS – FEBRUARY 2017

The noticeboard has been ordered. No advance payment can be made. The estates officer will attend to this matter. It was noted that planning permission may be needed for this installation. This matter will be considered further at Full Council. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

11th APRIL 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 11th April 2017

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

761 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 14th March 2017

762 FINANCIAL STATEMENTS

Statements for the end of the financial year were not as yet prepared.

763 PHASE 2

The estates officer reported that footings had been dug and the first loads of concrete would be poured on 12th April 2017. The groundworks and steelworks is being undertaken by the same company. Tenders for scaffolding and brickwork are awaited. Thanks were expressed to the estates officer for his hard work.

Members were advised that they should (if they wished) respond as individuals to social media comments on the Phase 2 development. Official comments by the council should be made by the town clerk. She will provide press releases about the build, at appropriate intervals.

764 BILLS FOR PAYMENT – APRIL 2017

	Invoice	Payee	Description	Total	Cat
1	62623	Water for You	Water	14.85	R
2	3108	N.J.Landscapes	Estates maintenance	984.16	E
3	630533	Wernick	Portacabin hire	393.24	R
4	CA734984211	SWALEC	Unmetered Xmas lights	259.99	R
5	450010220	CCC	Cemetery rates	182.14	R
6	800138799	CCC	Rates office	960.58	R
7	26016977	Thomas carroll	Site insurance	6975.62	P
8	5902	Pembrey plant	Hedge cutting	96.00	E
9	M17-182	CAVS	Subscription	20.00	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.

765 DIRECT DEBITS – MARCH 2017

	Date	Payee	Description	Total
1	01.03.17	BT4	Phone	99.35
2	02.03.17	British Gas 3	Gas maintenance house	23.61
3	17.03.17	Lloyds	Service Charges	22.55
4	29.03.17	BT4	Phone	118.01

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

766 REPLACEMENT OF CASTLE LIGHTS

All 14 castle lights need replacing. To replace like for like would cost £42k. One new LED light has been fitted, for comparison with the old lighting and has proved adequate. Tenders were considered and it was **RESOLVED** to accept the quote of £5534.90 for 14 LED lights. A draft letter from CADW regarding use of castle passes had been received. It was agreed that the letter should be distributed to pass holders but altered to include the importance of bringing passes when they wish to visit the castle – or they will be refused entry.

767 REQUEST FOR FUNDING – HANES CYDWELI

Hanes Cydweli will be requested to provide financial statement to support their application for funding. It was previously **RESOLVED** to advertise in the programme for the Mediaeval Fayre at a full page cost of £30. A message from the mayor and a list of councillors will be included.

768 REFERRALS FROM COMMITTEES

There were no referrals from other committees.

769 CORRESPONDENCE – MARCH/APRIL 2017

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

770 ANY OTHER URGENT BUSINESS – MARCH/APRIL 2017

It was noted that the county council will not open the toilets at Easter. Councillor Stephen John volunteered to carry out this duty and was thanked for his assistance. Arrangements for future opening and cleaning of the toilets after the asset transfer has been undertaken will be considered by Full Council. Note and **Close** this item.

The Chair thanked everyone for their support during the year and wished all councillors the best for the future.

KIDWELLY TOWN COUNCIL

16th MAY 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 16th May 2017

Present	Town Mayor	A .Jenkins
	Deputy Mayor	C. Peters-Bond
	Councillors	D. Lloyd-Waterford, T. Burns, P. Thompson, J. Gilasbey, L. Jones, G.J ones, C. Davies, V. Bevan-Jones, G. Beer
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	J. Mayne, S. Davies

49 MEMBERS' DECLARATIONS OF INTEREST

Minute 56 – Councillor J. Gilasbey left the room

Minute 58 – Councillors C. Davies and P. Thompson left the room

Matters Arising from the Finance Committee Meeting of 11th April 2017

50 FINANCIAL STATEMENTS

Statements for the end of the financial year are being prepared by the accountant.

51 PHASE 2

The estates officer reported that the groundworks have been completed and the steel frame should be erected by the end of the month. Bricklayers are due in June/July. The 39 week schedule has been reduced to 34 weeks from 11th April 2017. The build is on budget.

52 BILLS FOR PAYMENT – MAY 2017

	Invoice	Payee	Description	Total	Cat
1	63755	Water for You	Water	5.94	R
2	3135	N.J.Landscapes	Estates maintenance	1020.91	E
3	650484	Wernick	Portacabin hire	380.58	R
4	21	Ellis Samuel	Water Street clean up	45.00	E
5	RP15308	Evans Powell	Transfer of lease Water Street	580.00	R
6	KTC - 001	Jones Electrical	Phase 2 M&E consultant	2062.50	P
7	0116 1&2	Morgan Construction	Phase 2 certificates 1 - 3	79779.29	P
8	94588705	CCC	Building Regulations fees	1248.00	P
9	22	Ellis Samuel	Grass cutting Water Street	45.00	E
10	1102547	SET	Stationery & ink	355.67	R
11	916/5104	Travis Perkins	Phase 2 building materials	597.02	P
12	45	Steve Chilvers	Back ups and new hard drive	205	R
13	25745215	Zurich	Council insurance	2308.21	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.

53 DIRECT DEBITS – APRIL 2017

	Date	Payee	Description	Total
1	03.04.17	British Gas 3	Gas maintenance house	23.61
2	05.04.17	CLA	Annual Subscription	297.00
3	18.04.17	Lloyds	Service Charges	17.65

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

54 REPLACEMENT OF CASTLE LIGHTS

Work to install 14 LED lights has commenced. A damaged cable has been detected underground. It was **RESOLVED** to have the cable replaced to ensure the castle is illuminated effectively.

55 REQUEST FOR FUNDING – HANES CYDWELI

A request for funding for the Mediaeval Fayre had been received. A financial statement to support their bid is awaited. It was **RESOLVED** that a reminder letter be sent.

56 PARC STEPHENS COMMUNITY ASSOCIATION

It was **RESOLVED** to release the £6k grant to the association as agreed in the budget. Note and **Close** this item.

57 REFERRALS FROM COMMITTEES

General Purposes – 16.05.17

It was **RESOLVED** to appoint a contractor on a temporary basis to close the toilets on weekdays: open, close and clean them at weekends at a cost of £60 per week. Note and **Close** this item.

58 CORRESPONDENCE – APRIL/MAY 2017

A request from Ynghyd to release the grant of £1500 towards its running costs and £1500 for the Luncheon Club had been received. It was **RESOLVED** to release the funding as agreed in the budget. Note and **Close** this item.

59 ANY OTHER URGENT BUSINESS – MAY 2017

It was noted that a visit to St Jacut de la Mer will be undertaken at the end of May 2017. A gift from the town will be presented. It will be the 10th anniversary of the twinning between the towns. Information regarding the twinning will be added to the newsletter. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

13th JUNE 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 13th June 2017

Present	Town Mayor	
	Deputy Mayor	C. Peters-Bond
	Councillors	D. Lloyd-Waterford, T. Burns, P. Thompson, J. Gilasbey, G. Jones, C. Davies, V. Bevan-Jones, G. Beer, S. Davies
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	L. Jones, A. Jenkins, J. Mayne

115 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 16th May 2017

116 FINANCIAL STATEMENTS

Statements for the end of the financial year had been circulated and approved by Full Council at an earlier meeting. The Annual Governance Statement had been approved.

117 PHASE 2

The estates officer reported that the steel frame has been partially erected. It was **RESOLVED** to accept the tender of £22,200 for the bricklayers contract. The build is on time and on budget.

118 REPLACEMENT OF CASTLE LIGHTS

Work to install 14 LED lights has commenced. A damaged cable has been detected underground and been repaired. 13 lights are functioning. The last light has been ordered.

119 BILLS FOR PAYMENT – JUNE 2017

	Invoice	Payee	Description	Total	Cat
1	64126	Water for You	Water	5.94	R
2	3152	N.J. Landscapes	Estates maintenance	1020.89	E
3	660449	Wernick	Portacabin hire	393.24	R
4	ES4	Ellis Samuel	Toilets & grass cutting	195.00	E
5	94600668	CCC	Trade waste 2017 - 2018	1768.00	R
6	001KTC	Greenways	Phase 2 - electrics	1747.20	P
7	226-918	Travis Perkins	Phase 2 - materials	91095.50	P
8	651	Morgan Construction	Phase 2 - Cert 3	41186.20	P

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.

120 DIRECT DEBITS – MAY 2017

	Date	Payee	Description	Total
1	02.05.17	BT4	Phone	144.83
2	03.05.17	British Gas 3	Gas maintenance house	23.61
3	11.05.17	Lloyds	Service Charges	25.95
4	17.05.17	BT	Internet	102.00
5	17.05.17	BT4	Phone	119.04

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

121 CHEQUES RAISED – MAY 2017

	Date	Payee	Description	Total
1	24.05.17	Helen John	Mayor's Luncheon	1300.00
2	26.05.17	Taylor's Wholesale	Gift for St Jacut de la Mer	52.75

It was noted that the cost of the Mayoral Luncheon was over budget. Savings will need to be made from other areas to cover this deficit.

122 REQUEST FOR FUNDING – HANES CYDWELI

A request for funding for the Mediaeval Fayre had been received. A financial statement to support their bid has been submitted. It was **RESOLVED** that a donation of £300 be made along with £30 for advertising space on the programme. Note and **Close** this item.

123 STAFF TRAINING COURSES

Two members of staff have requested funding for the Level 3 professional qualification of the Society of Local Community Clerks - at a cost of £550 per person. This entails attendance on a 4 day course and compilation of a one year work based portfolio. It was **RESOLVED** to fund the training, reimbursement to be sought if the employee were to leave council employment. Note and **Close** this item.

124 REFERRALS FROM COMMITTEES

Referred from general Purposes Committee 6th June 2017 – Hanging baskets.

It was noted that no quotes for watering the Mynydd baskets could be obtained. It was **RESOLVED** that the estates officer contact Pembrey and Burry Port Council and enquire as to their arrangements for watering. This matter was referred back to the General Purposes Committee.

125 CORRESPONDENCE – MAY/JUNE 2017

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

126 ANY OTHER URGENT BUSINESS – JUNE 2017

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

KIDWELLY TOWN COUNCIL

11th JULY 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 11th July 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C. Peters-Bond
	Councillors	D. Lloyd-Waterford, T. Burns, P. Thompson, J. Gilasbey, G.Jones, V. Bevan-Jones, G. Beer, S.Davies, J.Mayne, T.Burnett, C. Evans
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Admin. Assistant	Owain Davies
Apologies	Councillors	L.Jones

181 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 13th June 2017

182 FINANCIAL STATEMENTS

Statements for Month 3 were circulated and considered.

183 PHASE 2

A breakdown of costs – up to 30.06.17 was circulated and considered. The steel frame is being installed. The project is on budget.

184 REPLACEMENT OF CASTLE LIGHTS

Work to install 14 LED lights has been completed. Note and **Close** this item.

185 BILLS FOR PAYMENT – JULY 2017

	Invoice	Payee	Description	Total	C at
1	64646	Water for You	Water	30.36	R
2	3169	N.J.Landscapes	Estates maintenance	1020.89	E
3	670226	Wernick	Portacabin hire	380.58	R
4	ES5	Ellis Samuel	Grass cutting	45.00	E
5	ES6	Ellis Samuel	Toilets - June	300.00	R
6	12995	Charles & Co	Accountant	420.00	R
7	3349	Am Power solutions	new castle lights	7241.88	C
8	668288	PEAC	Copier	189.66	R
9	17	Gini Dinino	Clearing ditches - Tyfri Quarry Lane	300.00	E
10	3178	N.J.landscapes	Man & Van - carnival	312.00	R
11	***	Charlies	Water carrier & spray lance	98.98	R
12	wfw1	Wedding Flowers Wales	Hanging baskets	1600.00	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 items 1-11. Payment of item 12 will be deferred until the hanging basket problem has been resolved – See Minute 188 below. Note and **Close** this table from the minutes.

186 DIRECT DEBITS – JUNE 2017

	Date	Payee	Description	Total
1	02.06.17	Lloyds	Service charges	23.61
2	09.06.17	British Gas	Gas maintenance - House	24.00

Statutory provisions:- Local Government Act 1972 s111 – Items1-2 Note and **Close** this table from the minutes.

187 CHEQUES RAISED – JUNE 2017

There were no cheques raised.

188 REFERRALS FROM COMMITTEES

Hanging Baskets – The quality of the baskets was questioned. The baskets had no water reservoirs and therefore had to be watered daily. This was unacceptable. The flowers will be transferred into the plastic baskets with reservoirs already owned by the council. A watering rota was arranged.

It was **RESOLVED** that commissioning the baskets and plants would be managed by the town council. A half day event will be organised in the spring to involve volunteers in planting and hanging the baskets.

It was further **RESOLVED** that in future years the town floral display will be planned well in advance with maintenance arrangements in place.

189 CORRESPONDENCE – JUNE/JULY 2017

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

190 ANY OTHER URGENT BUSINESS – JULY 2017

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

KIDWELLY TOWN COUNCIL

12th SEPTEMBER 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 12th September 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	D.Lloyd-Waterford, J.Gilasbey, S.Davies T.Burns, V.Bevan-Jones, G.Jones, G.Beer, J.Mayne, T.Burnett, L.Jones, J.Bezant
	Town Clerk	Virginia O'Reilly
	Town Secretary	Anna Padgett
Apologies	Councillors	P.Thompson, C.Davies, C.Evans
	Estates Officer	Stephen Thomas

242 MEMBERS' DECLARATIONS OF INTEREST

Minute 245 - Councillor J.Gilasbey left the room.

Matters Arising from the Finance Committee Meeting of 11th July 2017

243 FINANCIAL STATEMENTS

Statements for Month 5 were circulated, considered and approved.

244 PHASE 2

The town clerk informed members that the contribution of £100k from the Gwennlian Centre would be transferred to the building account before the end of the week. It was noted that grants are being sought for additional works and furnishings, including the lift. It was **RESOLVED** that the contingency fund would be used, if necessary, to complete the additional works required by Building Regulations. Mr Joseph, upholsterer, has inspected the chairs in storage which will be put into the new council chamber. 45 are in good condition. The larger chairs for the Mayor, Deputy Mayor and Town Clerk need attention. It was **RESOLVED** that Mr Joseph refurbish the 3 chairs at a cost of £132 each.

245 DONATION – KIDWELLY INDUSTRIAL MUSEUM

It was **RESOLVED** to release the £2000 allocated in the budget to the Industrial Museum. Note and **Close** this item.

246 BILLS FOR PAYMENT – SEPTEMBER 2017

	Invoice	Payee	Description	Total	Cat
1	DD5	Dyfrig Dalziel	Storage	325.00	R
2	3187	N.J.Landscapes	Estates maintenance	1020.89	E
3	689934	Wernick	Portacabin hire	393.24	R
4	ES9	Ellis Samuel	Grass cutting	45.00	E
5	ES10	Ellis Samuel	Toilets August	310.00	R
6	93	Berry's	Broken gate	74.70	E
7	1022601	Cathedral leasing	feminine hygiene	224.64	R
8	5031	FC Bookbinders	Minute books x 2 years	260.00	R
9	93014959	Ordnance Survey	Map copying licence	65.70	R
10	Sm18045	Rialtas	Omega support - accounts	594.00	R
11	59	Steve Chilvers	PC Backups	50.00	R
12	2	Wedding Flowers	hanging baskets	1400.00	R
13	65600	Water for You	Water	11.88	R
14	13024	Sidell Environmental	Drains - Station Road house	120.00	E
15	2757	Eric James	Cemetery - lower field topping	290.00	E
16	3200	N.J.Landscapes	Estates maintenance	1020.89	E
17	ES11	Ellis Samuel	Grass cutting September	90.00	E
18	423	SLCC	Town Clerk membership	121.00	R

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.

247 DIRECT DEBITS – AUGUST/SEPTEMBER 2017

	Date	Payee	Description	Total
1	03.07.17	British Gas 3	Gas maintenance house	23.61
2	03.07.17	BT4	Phone	122.78
3	14.07.17	Lloyds	Service Charges	22.80
4	31.07.17	BT	Phone	122.00
5	02.08.17	British Gas 3	Gas maintenance house	23.61
6	11.08.17	Lloyds	Service Charges	20.95
7	17.08.17	BT4	Phone	102.00

Statutory provisions:- Local Government Act 1972 s111 – Items 1,3,5,6. Telecom Act 1984 Item 2,4,7. Note and **Close** this table from the minutes.

248 CHEQUES RAISED – AUGUST 2017

Cheque	Payee	Description	Total
6863	Cash	Petty cash	600.00
6872	Twining association	Budgeted donation	300.00
6873	A.L.C.C.	Town clerk membership	10.00

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

249 CHRISTMAS ARRANGEMENTS

Grotto:-

As the previous Grotto was destroyed by vandals, a permanently sited Grotto will be constructed in Parc Stephens, to be located on the semi-circle of grass adjacent to the car park. Electricity can therefore be “borrowed” from a neighbouring house during Santa’s occupation of the Grotto.

It was noted that police have not responded to requests for information regarding the vandalism.

The new Grotto will be well insured.

Pictures of the proposed log Grotto had been circulated in previous meetings. Research indicated that to purchase such a cabin would be well in excess of £10k. Cllr J. Mayne has sourced a company which can provide the components only. He has volunteered, (with a group of his acquaintances to assist), to build the cabin. A description and technical specifications were circulated. This was costed at £2420 plus the concrete base. A local business has indicated that it would be prepared to help in the funding. It was **RESOLVED** , in principal, to purchase the cabin.

Tree:-

It was noted that a living tree was a preferred option in future years, to be included in the town square development.

Lanterns:-

Lighting for stalls and around the Grotto was noted as being poor. It was difficult to see the money being taken. It was **RESOLVED** to purchase 5 LED storm lanterns.

A meeting of the Christmas Committee will be held on 14th September 2017 at 6.30pm in the council offices.

250 REFERRALS FROM COMMITTEES

Noticeboards:-

Verbal quotes have been received - £1200 and £1600 respectively for the noticeboards for the Silver Band and the one located at Llangadog. This matter was referred to Full Council on 3rd October 2017.

Newsletter:-

The first draft had been circulated and amendments made. Additional information to be added will be:- a request for volunteers for floral enhancement work in the town. It was noted that the Community Canvas could be housed in the new Phase 2 extension.

251 CORRESPONDENCE – AUGUST/SEPTEMBER 2017

1	Town Bowling Club	A request for financial assistance for three members had been received. The mayor will provide donations from his tranche. Note and Close this item.
---	-------------------	---

252 ANY OTHER URGENT BUSINESS – SEPTEMBER 2017

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

KIDWELLY TOWN COUNCIL

10th OCTOBER 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 10th October 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	D.Lloyd-Waterford, J.Gilasbey, J.Bezant, P.Thompson T.Burns, V.Bevan-Jones, G.Jones, G.Beer, T.Burnett, C.Davies
	Town Clerk	
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	J.Mayne, L.Jones, S.Davies, C.Evans
	Town Clerk	Virginia O'Reilly

It was **RESOLVED** that Councillor P.Thompson be appointed Acting Town Clerk for the duration of the meeting in the absence of the town clerk.

303 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 12th September 2017

304 FINANCIAL STATEMENTS

Statements for Month 6 were circulated, considered and approved. Preliminary budget figures had been prepared and were circulated. Members were requested to consider requirements for the coming budgetary year. A meeting with the web designer will be arranged to consider costs for a Welsh website.

305 PHASE 2

The estates officer gave a progress report. Carpenters to start in the next week. Windows in 2 weeks. The build is on time and on cost.

306 BILLS FOR PAYMENT – OCTOBER 2017

	Invoice	Payee	Description	Total	Cat
1	3211	N.J.Landscapes	Estate maintenance	1020.89	E
2	66002	Water for You	Water	17.82	R
3	699751	Wernick hire	Portacabins	380.58	R
4	3197683	PEAC	Copier	189.66	R
5	ES12	Ellis Samuel	Toilets - September	300.00	R
6	9453	Nat Assoc. of Local Councils	Office instruction book	19.99	R
7	104625	Parker Bulbs	Daffodils	560.40	R
8	KTC2	Bibby factors	M&E consultant	450	P

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 – withholding item 3 due to lack of maintenance to the portacabins. Note and **Close** this table from the minutes.

307 DIRECT DEBITS – SEPTEMBER 2017

	Date	Payee	Description	Total
1	04.09.17	British Gas 3	Gas maintenance house	24.36
2	08.09.17	Lloyds	Service Charges	29.80

Statutory provisions:- Local Government Act 1972 s111 – Items1,2 Telecom Act 1984 No Items Note and **Close** this table from the minutes.

308 CHEQUES RAISED – SEPTEMBER 2017

	Cheque	Payee	Description	Total
1	6877	Cash	Petty cash	600.00

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

309 CHRISTMAS ARRANGEMENTS

A Christmas committee meeting had been held on 14th September 2017. Members were informed of the arrangements made so far. One quote for the base of the grotto has been received.

310 NOTICEBOARDS

One quote has been received. Further quotes are awaited.

311 REFERRALS FROM COMMITTEES

There were no referrals.

312 CORRESPONDENCE – SEPTEMBER/OCTOBER 2017

1	Mynydd y Garreg Hall	A request for financial assistance for fireworks had been received. It was RESOLVED to release the £250 allocated for this in the budget. Note and Close this item.
---	----------------------	---

313 ANY OTHER URGENT BUSINESS – OCTOBER 2017

1. Black cat badges – it was noted that the stock of badges is in the archive room.
 2. Former Mayor Badges – costs will be investigated – referred to budget setting.
- Note and **Close** this item.

KIDWELLY TOWN COUNCIL

14th NOVEMBER 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 14th November 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	
	Councillors	D.Lloyd-Waterford, J.Gilasbey, J.Bezant, P.Thompson T.Burns, G.Beer, T.Burnett, J.Mayne
	Town Clerk	Virginia O'Reilly
	Estates Officer	Stephen Thomas
	Town Secretary	Anna Padgett
Apologies	Councillors	C.Peters-Bond, L.Jones, S.Davies, V.Bevan-Jones, C.Davies, C.Evans, G.Jones

363 MEMBERS' DECLARATIONS OF INTEREST

Minute 371 – Budget consideration –

Luncheon Club – Cllr Thompson left the room Ty Golau – Cllr Gilasbey left the room.

Matters Arising from the Finance Committee Meeting of 10th October 2017

364 FINANCIAL STATEMENTS

Statements for Month 7 were circulated, considered and approved.

365 PHASE 2

The estates officer gave a progress report. Arrangements for decorating and ordering of white goods are almost complete. The build is on time and on budget. The architect will monitor progress. The estates officer was thanked for his work and wished well in his new employment.

366 BILLS FOR PAYMENT –NOVEMBER 2017

	Invoice	Payee	Description	Total	Cat
1	1604	N.J.Landscapes	Estate maintenance	1020.89	E
2	66481	Water for You	Water	16.40	R
3	58	Mark Stephens	Architect fees	5400.00	P
4	ES13	Ellis Samuel	Final grass cuttings	90.00	R
5	ES14	Ellis Samuel	Toilets - October	310.00	R
6	44793	Moneysoft	payroll licence	78.00	R
7	3655	One Voice Wales	Cllr training	80.00	R
8	1713	O'Sullivan construction	Base for grotto	240.00	C
9	72	Steve Chilvers	PC backup	25.00	R
10	776	Ungoed Thomas & King	Solicitor fees	270.00	R
11	ktc1	G. Davies	Removal of tree Horeb Rd	270.00	E
12	7009	Wales audit office	External audit fee	321.00	R
13	8816	Melingoed	Grotto	2988.00	C
14	503-3	Castle News	Newspapers	21.00	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.

367 DIRECT DEBITS – OCTOBER 2017

	Date	Payee	Description	Total
1	02.10.17	Bt	Phone	150.41
2	02.10.17	British gas 3	Gas maintenance house	24.27
3	13.10.17	Lloyds	Service Charges	23.05

Statutory provisions:- Local Government Act 1972 s111 – Items2,3 Telecom Act 1984 Item 1
Note and **Close** this table from the minutes.

368 CHEQUES RAISED – NOVEMBER 2017

	Cheque	Payee	Description	Total
	6886	Salvation Army	Band for 30.11.17	75.00
	6887	Royal British legion	Wreath	50.00

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

369 CHRISTMAS ARRANGEMENTS

Selection boxes will be donated. Costumes are available. Mulled wine stall is arranged.

Members were informed that the Grotto has been erected and is awaiting painting. Thanks were expressed to Cllr Mayne and his group of volunteers for installing the grotto. A photo of the half- finished grotto was posted on the Kidwelly Labour party site. It was noted that this was inappropriate as neither the town council nor the volunteers are affiliated to any political party. An apology was made and accepted. The matter of posting on social media was referred to Full Council. An official photo shoot will be held when the grotto is completed as part of the publicity for the lighting event.

370 NOTICEBOARDS

It was **RESOLVED** to order 2 noticeboards from Estuary Forge. One will be paid for by the Silver Band and placed near the old Band Room. The other will be installed at Llangadog.

A further noticeboard will be commissioned for the town square using components more suitable to the location.

371 CONSIDERATION OF THE BUDGET 2018 - 2019

Preliminary budget figures had been prepared and had been circulated with members being requested to consider requirements for the coming budgetary year. It was agreed that the following allocations be given:- £1500 to the Luncheon Club; £1000 to Ty Golau; £3500 be reserved for donations – to include any assistance requested from The Hub for specific items; £18000 for estates maintenance; 81 hours for staffing; £7500 for both halls. It was noted that these would be amended in the draft budget for further consideration at the Budget Setting meeting on 21st November 2017.

372 REQUEST FOR FINANCIAL ASSISTANCE – CHRISTMAS LIGHTS

Mynydd y Garreg Hall Committee has asked for Christmas Lights and help with costs of testing the existing lights. No details of requirements had been received so in the absence of a specific request it was **RESOLVED** to donate £150. Note and **Close** this item.

373 REQUEST FOR FINANCIAL ASSISTANCE – HALL CARETAKER

Mynydd y Garreg Hall Committee has requested assistance in funding for a caretaker. This matter will be considered at the budget setting meeting if further information is available.

374 REFERRALS FROM COMMITTEES

There were no referrals.

375 CORRESPONDENCE – OCTOBER/NOVEMBER 2017

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

376 ANY OTHER URGENT BUSINESS – NOVEMBER 2017

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

Standing Orders had been suspended so that the meeting could continue. The meeting concluded at 21.10.

KIDWELLY TOWN COUNCIL

12th DECEMBER 2017

At the meeting of the **FINANCE COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 12th December 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	D.Lloyd-Waterford, J.Gilasbey, P.Thompson, T.Burns L.Jones, C.Evans, G.Jones, J.Mayne
	Town Clerk	Virginia O'Reilly
	Town Secretary	Anna Padgett
Apologies	Councillors	J.Bezant, S.Davies, V.Bevan-Jones, C.Davies, G.Beer, T.Burnett

Mrs Sue Woodward, Treasurer of Mynydd y Garreg Hall, addressed the committee – see Minute 426

418 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Finance Committee Meeting of 14th November 2017

419 FINANCIAL STATEMENTS

Statements for Month 8 were circulated and approved.

420 PHASE 2

The town clerk provided an update on costs. The budget is being carefully monitored. The architect is visiting site daily. Minutes of the Technical Working group will be circulated.

421 BILLS FOR PAYMENT –DECEMBER 2017

	Invoice	Payee	Description	Total	Cat
1	3234	N.J.Landscapes	Estate maintenance	1020.89	E
2	66677	Water for You	Water	83.88	R
3	286	Llwyndu Farm	Trees & barriers	1020.00	R
4	ES15	Ellis Samuel	Toilets November	300.00	R
5	84	Steve Chilvers	Backups	50.00	R
6	389833	Parker Plant Hire	Floodlights	108.00	R
7	60954	Infinity	Photocopies	98.57	R
8	719546	Wernick	cabin hire	380.58	R
9	3234	N.J.Landscapes	Estate maintenance	1020.89	E

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.

422 DIRECT DEBITS – OCTOBER 2017

	Date	Payee	Description	Total
1	02.11.17	British Gas 3	Gas maintenance house	24.27
2	10.11.17	Lloyds	Service Charges	27.35
3	17.11.17	BT Internet	Internet	103.44
4	22.11.17	Data protection	Annual fee	35.00

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

423 CHEQUES RAISED – NOVEMBER 2017

There were no cheques raised. Note and **Close** this from the minutes.

424 CHRISTMAS ARRANGEMENTS

It was agreed that the Christmas Committee would hold regular meetings throughout the year so that arrangements for the seasonal events could be planned well in advance. An allocation of jobs would be made. The Events Sub-Committee will assist. Cllr C.Evans will join the sub-committee.

425 NOTICEBOARDS

Two noticeboards from Estuary Forge have been ordered. One has been paid for by the Silver Band and will be placed near the old Band Room. The other will be installed at Llangadog. A further noticeboard will be commissioned for the town square using components more suitable to the location.

426 REQUEST FOR FINANCIAL ASSISTANCE – HALL CARETAKER

Mynydd y Garreg Hall Committee has requested assistance in funding for a caretaker. Mrs Sue Woodward presented the case to the committee. A written request detailing the requirements and current financial position had been circulated prior to the meeting. It was accepted that using volunteers to staff and maintain the hall had become impracticable. A caretaker would carry out the routine jobs leaving volunteers more time to concentrate on fundraising and organising community events. It was recognised that financial assistance would be necessary to fund a caretaker for the immediate future, until the hall became financially viable.

It was **RESOLVED** to fund the caretaker for 10 hours a week at a cost of £4550 per annum from 1st April 2018. This could be provided from the 2018–19 budget. The caretaker will be employed by the Hall Trustees, who will provide a contract of employment and comply with all legal requirements as employer. The town council will act as agent to provide payroll services. Note and **Close** this item.

427 COMMUNITY BUSINESS FOR SOCIAL ACTION [CBA]

CBA is a social enterprise organisation which can assist in generating funding for locally based projects. It was **RESOLVED** that a consultation day be held on Saturday 3rd February 2018 from 9-00am until 5.00pm at the Gwenllian Centre. Members were requested to be present to help facilitate the day.

428 REFERRALS FROM COMMITTEES

The town council's response to CCC Budget proposals was considered:-

Cllr P. Thompson had drawn up a list of proposed cuts that would directly affect the immediate community. The town clerk will inform the county council of the town council's views:

Against cuts in :-

Removing "low risk" crossing patrols

Reducing SEN support for Speech and Language therapy

Day services, verge cutting and road safety initiatives

It was agreed to propose the abolition of Carmarthen News

429 CORRESPONDENCE – NOVEMBER/DECEMBER 2017

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

430 ANY OTHER URGENT BUSINESS – DECEMBER 2017

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

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