

## KIDWELLY TOWN COUNCIL

**16<sup>th</sup> JANUARY 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Parish Rooms, Kidwelly on Tuesday 16<sup>th</sup> January 2018

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

### 470 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

### Matters Arising from the Finance Committee Meeting of 12<sup>th</sup> December 2017

#### 471 FINANCIAL STATEMENTS

Statements for Month 9 were circulated and approved.

#### 472 PHASE 2

Members were informed that the build will incur a potential overspend of up to £84k although this is a worse-case scenario. The reasons for this increase in costs will be investigated and a report presented to the next Full Council.

It was **RESOLVED** to investigate the extent to which the problems with the steelwork led to the over-spend. It was noted however, that the mis-measurement of the steelwork has led to the creation of a larger and more flexible use of the space, which will be beneficial for future use.

It was **RESOLVED** to release funds to complete the build, any further overspend to be reported to council immediately.

### 473 BILLS FOR PAYMENT –JANUARY 2018

	Invoice	Payee	Description	Total	Cat
1	3242	N.J.Landscapes	Estate maintenance	1020.89	E
2	67231	Water for You	Water	5.94	R
3	729143	Wernick	cabin hire	393.27	R
4	ES17	Ellis Samuel	Toilets January	300.00	R
5	1	H.J.Vater	Trees at Glan yr Afon	168.00	E
6	102557	Smiths of derby	Clock service	296.40	R
7	G.6/34	R.T.Electrics	Christmas Lights	5051.64	R
8	4713486	PEAC	Copier	189.66	R

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.

#### **474 DIRECT DEBITS – DECEMBER 2017**

	Date	Payee	Description	Total
1	01.12.17	BT	Phones	162.55
2	04.12.17	British Gas 3	Gas maintenance house	24.27
3	15.12.17	Lloyds	Service Charges	29.03

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

#### **475 CHEQUES RAISED – DECEMBER 2017**

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

#### **476 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.

#### **477 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.

#### **478 COMMUNITY BUSINESS FOR SOCIAL ACTION [CBA]**

CBA is a social enterprise organisation which can assist in generating funding for locally based projects. A consultation day will be held on Saturday 3<sup>rd</sup> February 2018 at the Gwenllian Centre. The town council will have a stand and a councillor rota will be drawn up to help facilitate. Councillors A.Jenkins, C.Peters-Bond, V.Bevan-Jones, J.Gilasbey, volunteered.

A questionnaire will be prepared for distribution to attendees. Many children's activities have been arranged. Briefing papers will be compiled for councillors. It was agreed to investigate the setting up of a Community Interest Company.

#### **479 OPERATION OF PAYROLL FOR COMMUNITY HALLS**

Payroll facilities are needed for both community halls. Two options are available:-

A] the hall trustees to operate the free HMRC payroll facility

B] the council's accountants to operate the payroll at a cost of £30 set up and £3.50 per payslip both plus VAT.

It was **RESOLVED** to fund the service at option 2 for both halls for 1 year if they require it.

Note and **Close** this item.

#### **480 CEMETERY FEES**

It was **RESOLVED** to increase the Cemetery fees by 5%. Note and **Close** this item.

#### **481 RISK ASSESSMENT**

The Risk Assessment had been circulated prior to the meeting and was considered. Amendments were approved. It was agreed that the items should be numbered for ease of deliberation. It was **RESOLVED** to accept the Risk Assessment. Note and **Close** this item.

**482 REFERRALS FROM COMMITTEES**

There were no referrals.

**483 CORRESPONDENCE – DECEMBER 2017/JANUARY 2018**

Kidwelly Town Bowling Club	A request for financial assistance with funding the renovations to the club facilities has been received. It was <b>RESOLVED</b> to request further information on total costs involved and to ensure planning permission has been approved before making a contribution.
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**484 ANY OTHER URGENT BUSINESS – JANUARY 2018**

1. Those in receipt of donations will be requested to acknowledge the funding given.
2. It was noted that the lift at the Gwenllian centre was in need of substantial and costly remedial work.

Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**13<sup>th</sup> FEBRUARY 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Parish Rooms, Kidwelly on Tuesday 13<sup>th</sup> February 2018

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

### **531 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 16<sup>th</sup> January 2018**

### **532 FINANCIAL STATEMENTS**

Statements for Month 10 were circulated and approved.

### **533 PHASE 2**

The latest spend to date figures were circulated. The town clerk will arrange for the architect and former project manager to attend a council meeting to answer any questions members may have.

### **534 BILLS FOR PAYMENT – FEBRUARY 2018**

	Invoice	Payee	Description	Total	Cat
1	738512	Wernick	Cabin hire	393.24	R
2	67654	Water for you	Water	21.48	R
3	3249	N.J.Landscape	Estates maintenance	1020.89	E
4	ES 17	Ellis Samuel	Toilets January	300.00	R
5	22852	Mike's donkey	Donkey hire 3/2/18	100.00	R
6	123694	SET	Stationery	63.55	R
7	244	Infinity	photocopies	24.23	R
8	345	H.Vater	Trees Stockwell lane	900.00	E

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.

### **535 DIRECT DEBITS – JANUARY 2018**

	Date	Payee	Description	Total
1	02.01.18	British Gas 3	Gas maintenance house	24.27
2	02.01.18	BT4	Phone	155.53
3	12.01.18	Lloyds	Service Charges	24.90
4	31.01.18	BT4	Phone	128.08

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

### **536 CHEQUES RAISED – JANUARY 2018**

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

### **537 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.

### **538 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. Sizing and design of the noticeboards was agreed. It was **RESOLVED** to purchase a third noticeboard to be located on the town square. This will be double sided.

### **539 COMMUNITY BUSINESS FOR SOCIAL ACTION [CBA]**

CBA is a social enterprise organisation which can assist in generating funding for locally based projects. A very successful consultation day was held on Saturday 3<sup>rd</sup> February 2018 at the Gwenllian Centre. This matter will be considered further by Full Council. Note and **Close** this item.

### **540 CORRESPONDENCE – DECEMBER 2017/JANUARY 2018**

Kidwelly Town Bowling Club	A request for financial assistance with funding the renovations to the club facilities has been received. It was previously <b>RESOLVED</b> to request further information on total costs involved and to ensure planning permission has been approved before making a contribution.
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At 9.00pm it was **RESOLVED** to suspend Standing orders and continue the meeting.

### **541 LOAN FOR LIFT REPAIRS – GWENLLIAN CENTRE**

A request for a loan to pay for repairs to the external lift at the Gwenllian Centre has been received. The Upper Conference Room cannot be hired unless the lift is functioning. It was **RESOLVED** to grant a loan to cover the repairs of the lift £3351 + VAT. Repayment will be within 12 months. Note and **Close** this item.

**542 LAMPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

**543 RENTS – ALLOTMENTS, GARAGE SPACES, TRAMWAYS**

This matter was deferred.

**543 FINANCIAL ASSISTANCE – ALLOTMENT ASSOCIATION**

This matter was deferred.

**544 FINANCIAL ASSISTANCE – SILVER BAND BOOKLET**

This matter was deferred.

**545 REFERRALS FROM COMMITTEES**

There were no referrals.

**547 CORRESPONDENCE – JANUARY / FEBRUARY 2018**

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

**548 ANY OTHER URGENT BUSINESS – FEBRUARY 2018**

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

## KIDWELLY TOWN COUNCIL

**13<sup>th</sup> MARCH 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Parish Rooms, Kidwelly on Tuesday 13<sup>th</sup> March 2018

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

### **596 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 13<sup>th</sup> February 2018**

### **597 FINANCIAL STATEMENTS**

Statements for Month 11 were circulated, considered and approved.

### **598 PHASE 2**

The town clerk reported that the electricity would be connected by the end of the week; the equipment is off hire; painting is ongoing; flooring is being levelled; sanitary ware has been delivered; Morgan Construction will be off site by 14<sup>th</sup> March 2018. A meeting of the Technical Group will be held on 14<sup>th</sup> March 2018. Members will be informed of any update in costs.

### **599 BILLS FOR PAYMENT – MARCH 2018**

	Invoice	Payee	Description	Total	Cat
1	747932	Wernick	Cabin hire	355.20	R
2	68139	Water for you	Water	5.94	R
3	3261	N.J.Landscape	Estates maintenance	1020.89	E
4	ES19	Ellis Samuel	Toilets March	290.00	R
5	KTC 8	PGC	Annual hall hire	555.00	R
6	KTC9	PGC	Electricity	214.99	R
7	94862278	CCC	Street lighting 2017-18	7185.46	R

The cost of street lighting was queried. The county lighting officer will be invited to attend and explain the current lighting arrangements and inform members of any planned updates to the systems.

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.

### **600 DIRECT DEBITS – FEBRUARY 2018**

	Date	Payee	Description	Total
1	02.02.18	British Gas 3	Gas maintenance house	24.27
2	09.02.18	Lloyds	Service Charges	28.80
3	13.02.18	BT	Heart Internet	107.99
4	19.02.18	BT4	Phone	106.32

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

### **601 CHEQUES RAISED – FEBRUARY 2018**

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

### **602 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.

### **603 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. Sizing and design of the noticeboards was agreed. It was previously **RESOLVED** to purchase a third noticeboard to be located on the town square. This will be double sided.

### **604 CORRESPONDENCE – DECEMBER 2017/JANUARY 2018**

Kidwelly Town Bowling Club	A request for financial assistance with funding the renovations to the club facilities has been received. It was previously <b>RESOLVED</b> to request further information on total costs involved and to ensure planning permission has been approved before making a contribution. For clarity this item will be re-named “Financial Assistance – Bowling Club”.
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### **605 LAMPPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

### **606 RENTS – ALLOTMENTS, GARAGE SPACES, TRAMWAYS**

It was **RESOLVED** to apply the 5% increase. Tramway Licences from £50 per annum to £52.50.

Allotments from £225 to £236. It was noted that only one of the new garage spaces has been rented. Letters will be sent to surrounding properties stating that the £300 per annum rental could be paid by monthly direct debit. Note and **Close** this item.

### **607 FINANCIAL ASSISTANCE – ALLOTMENT ASSOCIATION**

It was **RESOLVED** to give £1,000 to the Allotment Association for it to purchase a new shed and carry out surrounding work. The Mayor pledged £50 for a table which had also been requested. Note and **Close** this item.



**608 FINANCIAL ASSISTANCE – SILVER BAND BOOKLET**

This matter was deferred until further details had been received.

**609 REFERRALS FROM COMMITTEES**

Caretaker wages loan – A financial statement of money owed by the Gwenllian Centre to the council had been circulated. The need to formalise the loan arrangement was recognised. Cllr T.Burns left the meeting due to a prior engagement.

It was **RESOLVED** that the money owed – 9 months salary and the cost of the lift repairs – be added together and a repayment plan devised. A further 3 months salary will be funded. When the hall development is up and running, the financial position will be reviewed. Note and **Close** this item.

**610 CORRESPONDENCE – FEBRUARY/MARCH 2018**

1	Lindsay Whitcombe	Proposals for floral enhancement have been received. These will be considered as part of the “Pioneer Project”. Joint working will be encouraged. Note and <b>Close</b> this item.
2	Danielle Whitburn	A request for financial support for a fund raising trek to Costa Rica to be undertaken by the leader of the 1 <sup>st</sup> Kidwelly Rainbow Scouts has been received. It was noted that monies raised would go to Girl Guiding UK and not to the local group. Due to financial constraints the town council only gives to local causes. Ms Whitburn will be informed. Note and <b>Close</b> this item.

**611 ANY OTHER URGENT BUSINESS – MARCH 2018**

The following items will be put onto the next month’s agenda for consideration:-

1. Purchase of a World War One “Tommy”
2. Request from a volunteer to maintain the War Memorial Garden
3. Consider cleaning the War Memorial

Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

**17<sup>th</sup> APRIL 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Gwenllian Centre, Kidwelly on Tuesday 17<sup>th</sup> April 2018

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	J.Gilasbey, P.Thompson, J.Bezant, D.Lloyd-Waterford T.Burns, G.Jones, T.Burnett, V.Bevan-Jones, S.Davies J.Mayne, G.Beer
	Town Clerk	Virginia O'Reilly
	Estates Officer	Mark Stephens – up to Minute 656
	Town Secretary	Anna Padgett
Apologies	Councillors	L.Jones, C.Davies

### **653 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 13<sup>th</sup> March 2018**

### **654 FINANCIAL STATEMENTS**

Statements for Month 12 and end of year accounts are being prepared for the accountant.

### **655 PHASE 2**

The town clerk provided a written financial spreadsheet detailing the current spend and outstanding costs. Concern was expressed that the project exceeded its budget. It was noted that:- the original plans were costed for a basic single storey shell, the intension being to expand the upper floor at a later date. It was then agreed that it was more financially viable to carry out additional works while the construction was being carried out. Additional costs caused by faults in the steelwork have been deducted from the retentions. The estates officer stated that the average construction cost for a comparative building is listed as £1530 per m<sup>2</sup>. Costs for Phase 2 are £880 per m<sup>2</sup>. This equates to a construction cost of £834k while the actual completed cost will be £481k.

The addition of a lift and extra work required by building regulations, not originally included, have incurred a cost of £27,690. It was **RESOLVED** to pay the £27,690.

### **656 BILLS FOR PAYMENT – APRIL 2018**

	Invoice	Payee	Description	Total	Cat
1	757580	Wernick	Cabin hire	393.27	R
2	68566	Water for you	Water	5.94	R
3	3277	N.J.Landscape	Estates maintenance	1020.89	E
4	Ellis1	Ellis Samuel	Toilets - April	270.00	R
5	2337541	Rapid Racking	Archive shelving	177.60	C
6	M18-182	CAVS	Subscription	20.00	R
7	OVW1	One Voice Wales	Subscription	521.00	R
8	450019220	CCC	Cemetery rates	187.61	E
9	501-1	Castle News	Newspapers	19.20	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.

### **657 DIRECT DEBITS – MARCH 2018**

	Date	Payee	Description	Total
1	02.03.18	British Gas 3	Gas maintenance house	24.27
2	05.03.18	Lloyds	Service Charges	22.50
3	16.03.18	BT4	Phone	147.29

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

### **658 CHEQUES RAISED – MARCH 2018**

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

### **659 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.

### **660 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. Sizing and design of the noticeboards was agreed. It was previously **RESOLVED** to purchase a third noticeboard to be located on the town square. This will be double sided.

### **661 LAMPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

### **662 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

### **663 FINANCIAL ASSISTANCE – SILVER BAND BOOKLET**

After receiving further details of the project it was **RESOLVED** to donate £500. Note and **Close** this item.

### **664 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

### **665 FINANCIAL ASSISTANCE – KIDWELLY CRICKET CLUB**

The club has received a grant of £43k for new nets. This was on condition they donated £4,300 to a charity. This was done, leaving the club in deficit. It was **RESOLVED** to donate £500 to assist with the shortfall. Note and **Close** this item.

**666 FINANCIAL ASSISTANCE – PARC STEPHENS COMMUNITY ASSOCIATION**

It was **RESOLVED** to release the £6k allocated in the budget for maintenance of Parc Stephens. Note and **Close** this item.

**667 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. Consideration will be given to suitable locations, if it is agreed to make a purchase. Fund raising activities will be engaged in.

**668 VOLUNTEER TO MAINTAIN WAR MEMORIAL**

It was **RESOLVED** to accept the offer of volunteer Mr Searle-Taylor to maintain the War Memorial Garden. The insurance position will be clarified. Note and **Close** this item.

**669 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

**670 REFERRALS FROM COMMITTEES**

There were no referrals.

**671 CORRESPONDENCE – MARCH/APRIL 2018**

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

**672 ANY OTHER URGENT BUSINESS – APRIL 2018**

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

## KIDWELLY TOWN COUNCIL

**15<sup>th</sup> MAY 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 15<sup>th</sup> May 2018

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

The Chair welcomed the new Mayor and Deputy Mayor to the Finance Committee.

### **31 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 10<sup>th</sup> April 2018**

### **32 FINANCIAL STATEMENTS**

Statements for Month 12 and end of year accounts are being prepared by the accountant. No bank statements have been received for the end of April. It was **RESOLVED** that remaining capital reserves be reported with the financial statements.

### **33 PHASE 2**

This matter was reported at the estates Committee.

### **34 BILLS FOR PAYMENT – MAY 2018**

	Invoice	Payee	Description	Total	Cat
1	767431	Wernick	Cabin hire	380.58	R
2	68993	Water for you	Water	11.88	R
3	3285	N.J.Landscape	Estates maintenance	1494.13	E
4	Ellis 2	Ellis Samuel	Toilets May	310.00	R
5	2342393	Rapid Racking	Archive shelving	367.20	C
6	SMC1	St Mary's	Parish room hire	50.00	R
7	94926230	CCC	Election costs 2017	385.59	R
8	2384	Jason Williams Transport	Furniture removal	576.00	R
9	33	Mr Joseph	Chair upholstery	264.00	R
10	41	Estuary forge	Silver band noticeboard	1890.00	C

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.

### **35 DIRECT DEBITS – APRIL 2018**

	Date	Payee	Description	Total
1	03.04.18	British Gas 3	Gas maintenance house	24.27
2	13.04.18	Lloyds	Service Charges	22.90
3	26.04.18	British telecom	Phone	157.15

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

### **36 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.

### **37 NOTICEBOARDS**

The noticeboard paid for by the Silver Band has been installed near the old Band Room. Additional keys have been requested and will be handed over to the trustees of the band. The two noticeboards which are currently being manufactured will be installed at Llangadog and on the square. Arrangements for key holders and organisations wishing to use the noticeboards will be considered by the Policy & Strategy Committee.

### **38 LAMPPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

### **39 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

### **40 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

### **41 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. Consideration will be given to suitable locations, if it is agreed to make a purchase. Fund raising activities will be engaged in.

### **42 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

### **43 REFERRALS FROM COMMITTEES**

There were no referrals.

**44 CORRESPONDENCE – APRIL/MAY 2018**

1. A letter of thanks has been received from Mr Mansel Thomas for council's donation towards his Silver Band Booklet.

2. Proposals to make community councils exempt from appointing a Data Protection Officer are being considered. A registration fee of £40 will be applied. A considerable amount of time will be required to comply with the new regulations. This matter was referred to the Policy & Strategy Committee.

Note and **Close** this item.

**45 ANY OTHER URGENT BUSINESS – MAY 2018**

Arrangements for payments to both hall caretakers was clarified. Mynydd y Garreg has received the full grant for the year. The accountant will inform both hall treasurers, monthly, the amounts to be paid to [a] the caretakers and [b] to HMRC. Two cheques will need to be written each month by each treasurer. Monies owing by the Gwenllian Centre will be documented. Note and **Close** this item.

## KIDWELLY TOWN COUNCIL

12<sup>th</sup> JUNE 2018

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 12<sup>th</sup> June 2018

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

### **94 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 15<sup>th</sup> May 2018**

### **95 FINANCIAL STATEMENTS**

Financial Statements for the year ended 31<sup>st</sup> March 2018 had being prepared and circulated and were approved by Full Council prior to this committee meeting.

### **96 PHASE 2**

This matter was reported at the Estates Committee on 12<sup>th</sup> June 2018.

### **97 BILLS FOR PAYMENT – JUNE 2018**

	Invoice	Payee	Description	Total	Cat
1	777315	Wernick	Cabin hire	393.24	R
2	69419	Water for you	Water	11.88	R
3	3294	N.J.Landscape	Estates maintenance	1494.08	E
4	Ellis 3	Ellis Samuel	Toilets - June	300.00	R
5	20180601	Blue wave	Communications	42.58	R
6	35	Steve Chilvers	Backups & Office PC repairs	95.00	R
7	1	Glanmorfa catering	Mayor's luncheon	1100.00	R
8	A259	Gwendraeth Recycling	Skip hire	1008.00	R
9	2412	Jason Williams Transport	Furniture removal	420.00	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.



## **98 DIRECT DEBITS – MAY 2018**

	Date	Payee	Description	Total
1	01.05.18	BT4	Phone	157.15
2	02.05.18	British Gas 3	Gas maintenance house	24.27
3	11.05.18	Lloyds	Service Charges	32.10
4	17.05.18	BT4	Phone	106.32

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.

## **99 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 next meeting will be held on 19<sup>th</sup> June 2018.

## **100 NOTICEBOARDS**

The noticeboard paid for by the Silver Band has been installed near the old Band Room. Additional keys have been requested and will be handed over to the trustees of the band. The two noticeboards which have been manufactured will be placed at Llangadog and on the square. The possibility of underground wiring is being investigated before installation can be carried out. Arrangements for key holders and organisations wishing to use the noticeboards will be considered by the Policy & Strategy Committee.

## **101 LAMPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

## **102 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

## **103 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

## **104 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. Consideration will be given to suitable locations, if it is agreed to make a purchase. Fund raising activities will be engaged in.

## **105 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

#### **106 CHILD BURIAL FEES**

It was **RESOLVED** to adopt the Memorandum of Understanding between the Welsh Local Government Association and One Voice Wales whereby “the council will not charge any fees in relation to the burial or cremation of a child or young person under the age of 18 years”. Note and **Close** this item.

#### **107 MONIES OWED BY THE GWENLLIAN CENTRE**

PGC accounts had been provided for the previous 3 years, along with a summary of caretaker’s wages and reimbursement since 2012. An amount of almost £16k was owed for arrears of wages and £3351 for repairs to the lift. Costs for flooring and bar shutters were £6600 and £2k respectively. It was **RESOLVED** not to hold PGC responsible for their percentage of the overspend for Phase 2.

A meeting will be arranged between the town clerk, chair of finance and hall chairman to discuss the financial position. The hall chairman will be invited to present his views at the next finance committee meeting.

At 9.00pm it was **RESOLVED** to suspend Standing Orders so that the meeting could continue.

#### **108 REFERRALS FROM COMMITTEES**

There were no referrals.

#### **109 CORRESPONDENCE – MAY/JUNE 2018**

A cheque for £750 has been received from Gravells Garage as a donation towards Santa’s Grotto. A letter of thanks has been sent. Note and **Close** this item.

#### **110 ANY OTHER URGENT BUSINESS – JUNE 2018**

Hanging baskets:-

Members were informed that ordering baskets from the same suppliers as Burry Port was not an option as it was late in the season. All alternative available options will be considered.

The meeting concluded at 9.10pm.

## KIDWELLY TOWN COUNCIL

**10<sup>th</sup> JULY 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 10<sup>th</sup> July 2018

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

### **153 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 10<sup>th</sup> June 2018**

### **154 FINANCIAL STATEMENTS**

Financial statements for the previous 5 months were circulated. Month 3 was not available as the bank statements had not arrived. To ensure that up to date figures are provided estimated figures will be submitted along with a balance at the bank. A format for presenting the financial statements will be worked out. A separate sheet detailing caretaker wages will be provided.

### **155 PHASE 2**

The estates officer had circulated a full financial report on the build. He reported that £459k had been spent. Plumbing had not been completed. It was **RESOLVED** to change the contractor. The cost of the window blinds will be apportioned with the hall. The current financial position was discussed in depth.

### **156 BILLS FOR PAYMENT – JULY 2018**

	Invoice	Payee	Description	Total	Cat
1	69419	Water for you	Water	11.88	R
2	3294	N.J.Landscape	Estates maintenance	1094.08	E
3	Ellis3	Ellis Samuel	Toilets - June	170.00	R
4	20180601	Blue wave	Communications	42.58	R
5	2006	Rees Electrical	Disconnecting cabins & alarm	78.00	R
6	13747	Charles & co	Accountancy	480.00	R
7	106035	PEAC	Photocopier	189.66	R
8	BW1	Blinds of Wales	Vertical blinds	355.00	R

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.

### **157 DIRECT DEBITS – JUNE 2018**

	Date	Payee	Description	Total
1	04.06.18	British Gas 3	Gas maintenance house	24.27
2	08.06.18	Lloyds	Service Charges	44.87

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

### **158 CHRISTMAS ARRANGEMENTS**

The Christmas Committee meeting was held on 19<sup>th</sup> June 2018. Minutes had been circulated. The next meeting will be held on 17<sup>th</sup> July 2018

### **159 NOTICEBOARDS**

Additional keys for the Silver Band noticeboard have been handed over to the trustees of the band. The two noticeboards which have been manufactured will be placed at Llangadog and on the square. The possibility of underground wiring is being investigated before installation can be carried out. Arrangements for key holders and organisations wishing to use the noticeboards was considered by the Policy & Strategy Committee where it was decided that noticeboards should be unlocked for a trial period of 3 months. Note and **Close** this item.

### **160 LAMPPOST BANNERS**

Cllr J. Mayne agreed to carry out a survey of the 17 banners on the bypass. He will report back to the committee on their state of repair.

### **161 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

### **162 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

### **163 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. Consideration will be given to suitable locations, if it is agreed to make a purchase. Fund raising activities will be engaged in.

### **164 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

**165 MONIES OWED BY THE GWENLLIAN CENTRE**

This matter was considered by Full Council on 3<sup>rd</sup> July 2018. A meeting will be arranged between the hall trustees, the Mayor, Deputy Mayor, Chair of Finance and the Town Clerk to discuss financial repayments by the hall. It was agreed that the £6k payment made for flooring in the function room be treated as a separate entity and not be included in the present negotiations but considered at a later date. Members will meet with hall representatives on 26<sup>th</sup> July 2018 to consider ways of marketing the hall. Note and **Close** this item.

**166 CLEATS FOR FLAGPOLES**

New cleats are need for the flagpoles. It was **RESOLVED** to purchase the required items. Note and **Close** this item.

**167 BI-LINGUAL WEBSITE**

One quote has been received. It was **RESOLVED** that if no further quotes are submitted the town clerk will arrange for the work to commence. Note and **Close** this item.

**168 FINANCIAL ASSISTANCE – PARC STEPHENS COMMUNITY ASSOCIATION**

It was **RESOLVED** to grant £500 towards the purchase of new equipment. Note and **Close** this item.

At 9.00pm it was **RESOLVED** to suspend Standing Orders so that the meeting could continue.

**169 REFERRALS FROM COMMITTEES**

There were no referrals.

**170 CORRESPONDENCE – JUNE/JULY 2018**

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

**171 ANY OTHER URGENT BUSINESS – JULY 2018**

1. Hanging baskets:-

County Councillor J.Gilasbey stated her disappointment that hanging baskets had not been provided since the council had taken over as supplier. Members apologised and will make a statement to that effect on the website. Seven baskets have since been obtained: 4 are now located on the town square and 3 in Mynydd y Garreg. Cllrs J.Gilasbey and G.Beer have undertaken to water them.

It was agreed that a sub-committee look for quotes in September for a supplier for the 2019 summer season.

2. Meithrin:-

A request for financial assistance had been submitted during the afternoon. No decision could be made as it was not an agenda item. It was agreed that support would be given and the matter was referred to the September meeting of the committee.

3. Tour of Britain:-

The Tour of Britain race will pass through Kidwelly on 2<sup>nd</sup> September 2018. £250 is available to spend on promoting the town during this event. The marketing team will meet on 15<sup>th</sup> July 2018 followed by a meeting of chairs as soon as it can be arranged.

The meeting concluded at 9.15pm.

## KIDWELLY TOWN COUNCIL

**11<sup>th</sup> SEPTEMBER 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 11<sup>th</sup> September 2018

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

Councillors C.Peters and S.Ratty were welcomed as new members.

### **217 MEMBERS' DECLARATIONS OF INTEREST**

Minute 231 - Councillor S.Ratty left the room.

### **Matters Arising from the Finance Committee Meeting of 10<sup>th</sup> July 2018**

### **218 FINANCIAL STATEMENTS**

Financial statements for month 5 were circulated and considered.

### **219 PHASE 2**

The estates officer had circulated a full financial report on the build which will be considered at Full Council on 2<sup>nd</sup> October 2018. Note and **Close** this item.

### **220 BILLS FOR PAYMENT – AUGUST/SEPTEMBER 2018**

	Invoice	Payee	Description	Total	Cat
1	69419	Water for you	Water	11.88	R
2	3294	N.J.Landscape	Estates maintenance	1094.08	E
3	Ellis3	Ellis Samuel	Toilets	170.00	R
4	20180601-1	Blue wave	Communications	42.58	R
5	2006	Rees Electrical	Disconnecting cabins & alarm	78.00	R
6	13747	Charles & co	Accountancy	480.00	R
7	106035	PEAC	Photocopier	189.66	R
8	BW1	Blinds of Wales	Vertical blinds	355.00	R
9	70823	Water for you	Water	11.88	R
10	Ltd 104	N.J.Landscape	Bench maintenance	258.00	E
11	Ltd 105	N.J.Landscape	Estates maintenance	1494.08	E
12	Ellis5	Ellis Samuel	Toilets	310.00	R
13	PGC1	PGC	Hall hire up until May	140.00	R
14	PGC2	PGC	Hall hire Luncheon	93.12	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.

## **221 DIRECT DEBITS – JULY/AUGUST 2018**

	Date	Payee	Description	Total
1	02.07.18	BT4	Phone	118.47
2	02.07.18	British Gas 3	Gas maintenance house	24.27
3	13.07.18	Lloyds	Service Charges	24.75
4	02.08.18	British Gas 3	Gas maintenance house	24.27
5	10.08.18	Lloyds	Service Charges	50.45

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

## **222 CHRISTMAS ARRANGEMENTS**

The Christmas schedule of tasks was circulated. This will be actioned in the usual manner. The Commerce Group will meet to create additional activities designed to make the event even more popular and enjoyable for the community. Providing an electricity supply for a Mynydd y Garreg tree is in hand.

## **223 LAMPPOST BANNERS**

Cllr J. Mayne has carried out a survey of the 17 banners on the bypass. He has noted that the lamppost numbers do not correlate with the plan supplied by the county council. This discrepancy will be queried.

## **224 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

## **225 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

## **226 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. Consideration will be given to suitable locations, if it is agreed to make a purchase. Fund raising activities will be engaged in.

## **227 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

## **228 CONSIDERATION OF THE BUDGET 2019-2020**

The first draft of the budget for 2019-2020 was circulated. Members were requested to give it consideration and comment by the next meeting of the Finance Committee.

### **229 EQUIPMENT FOR PRESENTATIONS**

It was **RESOLVED** to investigate the various options for purchasing the most suitable equipment to allow presentations to be made at council meetings and events held in the chamber.

### **230 FRAMES FOR MAYORAL PORTRAITS**

Mayoral portraits, up to the year 2009 have been hung in the Mayoral Chamber. Eight further portraits need printing at a cost of approximately £96. Fourteen further frames are required to complete a matching set for the wall display. This will cost approximately £182. It was **RESOLVED** to have the portraits printed and frames purchased. Name plates with dates of service will be added to the frames. Note and **Close** this item.

### **231 REQUEST FOR FINANCIAL ASSISTANCE – BATON TWIRLERS**

A request for financial assistance has been received but no application form has been completed. Further contact will be made.

### **232 REQUEST FOR FINANCIAL ASSISTANCE – MEITHRIN MYNYDDYGARREG**

A request for financial assistance has been received. It was **RESOLVED** to give a donation of £300. The mayor will present a cheque on behalf of the council. Note and **Close** this item.

### **233 REFERRALS FROM COMMITTEES**

There were no referrals.

### **234 CORRESPONDENCE – AUGUST/SEPTEMBER 2018**

1	Mynydd Hall	A request for funding for fireworks has been received. It was <b>RESOLVED</b> to release the £250 allocated for this in the budget. Note and <b>Close</b> this item.
2	C.T.A.	The Community Transport Association is holding a seminar to promote accessible and inclusive transport on 15 <sup>th</sup> September 2018. A request for a delegate from the council was made. Note and <b>Close</b> this item.

### **235 ANY OTHER URGENT BUSINESS – AUGUST/SEPTEMBER 2018**

Members were provided with a schedule of special events booked at the Gwenvllian Centre. Volunteers to assist at these functions were requested to contact the hall. Note and **Close** this item.



## **KIDWELLY TOWN COUNCIL**

**9<sup>th</sup> OCTOBER 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 9<sup>th</sup> October 2018

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

### **283 MEMBERS' DECLARATIONS OF INTEREST**

Minute 296 - Councillor S.Ratty left the room.

Minute 300 – County Councillor J.Gilasbey declared an interest.

### **Matters Arising from the Finance Committee Meeting of 11<sup>th</sup> September 2018**

### **284 FINANCIAL STATEMENTS**

Financial statements for month 6 were circulated and considered.

### **285 BILLS FOR PAYMENT – OCTOBER 2018**

	Invoice	Payee	Description	Total	Cat
1	LTD110	N.J.Landscape	Estates maintenance	1494.08	E
2	Ellis6	Ellis Samuel	Toilets	300.00	R
3	109966	Parker Bulbs	Daffodils & Tulips	628.80	E
4	69	Steve Chilvers	Backups 5/12	150.00	R

Statutory provisions:- Items 1-4 – 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.

### **286 DIRECT DEBITS – SEPTEMBER 2018**

	Date	Payee	Description	Total
1	03.09.18	British Gas 3	Gas maintenance house	26.73
2	06.09.18	PEAC	Copier rental	180.00
3	14.09.18	Lloyds	Service Charges	29.20
4	21.09.18	Cathedral Leasing	Feminine hygiene bins	224.64

Statutory provisions:- Telecom Act 1984 Item 0: Local Government Act 1972 s111 – Items 1-4  
Note and **Close** this table from the minutes.

#### **287 CHRISTMAS ARRANGEMENTS**

The Christmas schedule of tasks had been circulated. This will be actioned in the usual manner. The Commerce Group will continue to meet to create additional activities designed to make the event even more popular and enjoyable for the community. The Rugby Club will be booked and the mayor will supply the buffet for guests. Councillors will provide minced pies: councillor Gilasbey will organise the selection boxes and mulled wine stall.

#### **288 LAMPPOST BANNERS**

Cllr J. Mayne has carried out a survey of the 17 banners on the bypass. He has noted that the lamppost numbers do not correlate with the plan supplied by the county council. This discrepancy will be queried.

#### **289 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

#### **290 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

#### **291 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy costs £750. It was **RESOLVED** to purchase the Tommy at a cost of £538, £212 having already been raised by fund raising activities.

#### **292 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

#### **293 CONSIDERATION OF THE BUDGET 2019-2020**

The second draft of the budget for 2019-2020 had been circulated. Time did not allow further discussion.

#### **294 EXTERNAL AUDIT REPORT 2017-18**

It was **RESOLVED** to approve the External Audit Report 2017-18. Note and **Close** this item.

#### **295 EQUIPMENT FOR PRESENTATIONS**

It was previously **RESOLVED** to investigate the various options for purchasing the most suitable equipment to allow presentations to be made at council meetings and events held in the chamber.

#### **296 REQUEST FOR FINANCIAL ASSISTANCE – BATON TWIRLERS**

A grant application had been received but the criteria had not been acceptable. The organisation will be informed. The application forms will be altered to state that the council will not give donations towards rent of premises.

**297 REQUEST FOR FINANCIAL ASSISTANCE – SHORT MAT SESSIONS**

A request for financial assistance had been received but the criteria had not been acceptable. The organisation will be informed.

**298 REQUEST FOR FINANCIAL ASSISTANCE – GWENLLIAN CENTRE**

It was **RESOLVED** to donate £3750 as allocated in the budget. Note and **Close** this item.

**299 REFERRALS FROM COMMITTEES**

There were no referrals.

**300 CORRESPONDENCE – SEPTEMBER/OCTOBER 2018**

1	Industrial Museum	A request for the release of the £2k allocated in the budget to the museum has been received. It was <b>RESOLVED</b> not to adhere to the request until the museum is open or until further information is provided in the consultant's report expected in February 2019. Note and <b>Close</b> this item.
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**301 ANY OTHER URGENT BUSINESS – OCTOBER 2018**

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

## KIDWELLY TOWN COUNCIL

**13<sup>th</sup> NOVEMBER 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 13<sup>th</sup> November 2018

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

### **342 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 9<sup>th</sup> October 2018**

#### **343 FINANCIAL STATEMENTS**

Financial statements for month 7 were circulated and considered.

#### **344 BILLS FOR PAYMENT – NOVEMBER 2018**

	Invoice	Payee	Description	Total	Cat
1	114	N.J.Landscape	Estates maintenance	1494.08	E
2	Ellis 7	Ellis Samuel	Toilets	310.00	R
3	95059175	CCC	Waste collection	1820.00	R
4	139644	Hampshire flags	Flag cleats	72.77	R
5	U87034	Moneysoft	Payroll Licence	81.60	R
6	194780	PEAC	Photocopier	154.80	R
7	***	Salvation Army	Donation for 29.11.18	100.00	R
8	***	There but not there	Tommy	776.00	R
9	***	Brian Rees	Mayor's Photographs (9)	180.00	R
10	82	Travis	Materials	82.03	R
11	71684	Water for you	Water	5.94	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.

### **345 DIRECT DEBITS – OCTOBER 2018**

	Date	Payee	Description	Total
1	02.10.18	British Gas	Gas maintenance house	26.62
2	08.10.18	Lloyds	Services charges	24.60
3	12.10.18	Blue wave	telecoms	83.50

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

### **346 CHRISTMAS ARRANGEMENTS**

Kidwelly - The Christmas schedule of tasks had been circulated. The Rugby Club will be booked and the mayor will supply the buffet for guests. Councillors were requested to provide minced pies. Councillor Gilasbey has purchased the selection boxes at a good discount.

Mynydd y Garreg – the event will be held on 7<sup>th</sup> December 2018. A procession is planned with carol singing. Members were encouraged to support.

### **347 LAMPOST BANNERS**

Cllr J. Mayne has carried out a survey of the 17 banners on the bypass. He has noted that the lamppost numbers do not correlate with the plan supplied by the county council. This discrepancy will be queried.

### **348 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club will be asked to supply details of the improvement work they intend to carry out.

### **349 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

### **350 EQUIPMENT FOR PRESENTATIONS**

It was previously **RESOLVED** to investigate the various options for purchasing the most suitable equipment to allow presentations to be made at council meetings and events held in the chamber.

### **351 PURCHASE OF WW1 “TOMMY”**

Members were informed that a Tommy has been purchased and was on display on Remembrance Day. It will visit schools during the coming week after which it will be returned for safekeeping to the council offices. It will be added to the asset register. Note and **Close** this item.

**352 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

**353 REQUEST FOR FINANCIAL ASSISTANCE – BATON TWIRLERS**

A grant application had been received but the criteria had not been acceptable. The organisation has been informed but no further information has been received.

**354 REQUEST FOR FINANCIAL ASSISTANCE – SHORT MAT SESSIONS**

A request for financial assistance had been received but the criteria had not been acceptable. The organisation has been informed. Note and **Close** this item.

**355 REFERRALS FROM COMMITTEES**

1. Mynydd y Garreg Christmas Lights – It was **RESOLVED** to pay for domestic external lights for the tree at a cost of approximately £150. Note and **Close** this item.
2. Speeding device – It was **RESOLVED** to purchase a speeding device from Dyfed Powys police at a cost of £200. Volunteers will be trained in its use. Collecting data will assist in monitoring traffic. Information on this will be posted on the council website. Note and **Close** this item.

**356 CORRESPONDENCE – OCTOBER/NOVEMBER 2018**

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

**357 ANY OTHER URGENT BUSINESS – NOVEMBER 2018**

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

**358 CONSIDERATION OF THE BUDGET 2019-2020**

The second draft of the budget for 2019-2020 had been circulated. At 9.00pm it was **RESOLVED** to suspend Standing Orders. The discussion continued until 9.15pm. A Budget setting meeting will be held on 20<sup>th</sup> November 2018.

## KIDWELLY TOWN COUNCIL

**20th NOVEMBER 2018**

At the meeting of the **FINANCE COMMITTEE (BUDGET SETTING)** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 20th November 2018

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

### **359 MEMBERS' DECLARATIONS OF INTEREST**

Councillor J.Gilasbey declared an interest and left the room on matters relating to:-  
Kidwelly Industrial Museum, Ty Golau

Councillors P.Thompson and C.Davies declared an interest and left the room on matters relating to:- The Luncheon Club and Ynghyd

### **360 CONSIDERATION OF THE BUDGET 2019 - 2020**

A preliminary draft budget had been circulated in September, amendments made and re-circulated. Further suggestions had been taken into account and again re-circulated for comments. A third draft had been prepared for full discussion and amendment at this meeting.

Recorded votes were taken on the following items relating to Councillor remuneration:-

An allowance of £1000 being made available for councillors to claim if experiencing loss of earnings through attendance on council business			
<b>For - 6</b>		<b>Against - 8</b>	
T.Burnett	P.Thompson	J.Bezant	C.Peters
G.Jones	C.Davies	J.Mayne	J.Gilasbey
S.Davies		D.Lloyd-Waterford	A.Jenkins
S.Ratty		C.Peters-Bond	G.Beer

An allowance of £1500 being made available for the Mayor (in addition to the Tranche of £1650) to claim for expenses incurred due to council business			
<b>For - 6</b>		<b>Against - 8</b>	
T.Burnett	P.Thompson	J.Bezant	C.Peters
G.Jones	C.Davies	J.Mayne	J.Gilasbey
S.Davies		D.Lloyd-Waterford	A.Jenkins
S.Ratty		C.Peters-Bond	G.Beer

An allowance of £500 being made available for the Deputy Mayor to claim for expenses incurred due to council business			
<b>For - 6</b>		<b>Against - 8</b>	
T.Burnett	P.Thompson	J.Bezant	C.Peters
G.Jones	C.Davies	J.Mayne	J.Gilasbey
S.Davies		D.Lloyd-Waterford	A.Jenkins
S.Ratty		C.Peters-Bond	G.Beer

A recorded vote was taken regarding election expenses:-

To raise the amount of £700 proposed in the draft budget for election costs to £2300 in the event that council may decide to use Polling Cards at the next election.			
<b>For - 7</b>		<b>Against - 7</b>	
T.Burnett	P.Thompson	J.Bezant	J.Gilasbey
G.Jones	C.Davies	J.Mayne	A.Jenkins
S.Davies	C.Peters	D.Lloyd-Waterford	G.Beer
S.Ratty		C.Peters-Bond	
The Chair Cllr D.lloyd-Waterford had the casting vote – against raising the amount			

A recorded vote was taken regarding the amount of money allocated to Youth Provision:-  
The draft budget had allocated £500. A proposal to increase to £1000 was made. An amendment to £750 was made. The vote on **the amendment** was recorded as follows:-

To raise the amount of £500 proposed in the draft budget for Youth Provision to £750			
<b>For - 7</b>		<b>Against - 6</b>	
J.Bezant	C.Peters	T.Burnett	P.Thompson
J.Mayne	J.Gilasbey	G.Jones	C.Davies
D.Lloyd-Waterford	A.Jenkins	S.Davies	
C.Peters-Bond		S.Ratty	
<b>Abstain - 1</b>			
G.Beer			

Councillor T.Burnett left the meeting after discussion of item 107 / 4762 on the budget sheet.

A recorded vote was taken regarding the Floral Enhancement item:-

To change the name of the budget line from Floral Enhancement to Community Enhancement			
<b>For - 5</b>		<b>Against - 8</b>	
G.Jones	P.Thompson	J.Bezant	C.Peters
S.Davies	C.Davies	J.Mayne	J.Gilasbey
S.Ratty		D.Lloyd-Waterford	A.Jenkins
		C.Peters-Bond	G.Beer

At 9.00pm it was **RESOLVED** to suspend Standing Orders and continue the meeting until 9.30pm. At 9.30pm the meeting was **ADJOURNED** until 27<sup>th</sup> November 2018 at 6.30pm



## KIDWELLY TOWN COUNCIL

**27th NOVEMBER 2018**

At the meeting of the **FINANCE COMMITTEE (BUDGET SETTING)** adjourned from 20<sup>th</sup> November 2018, held at the Princess Gwennlian Centre, Kidwelly on Tuesday 27th November 2018

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

### **361 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **362 CONSIDERATION OF THE BUDGET 2019 - 2020**

Further consideration of the budget continued from the meeting of 20<sup>th</sup> November 2018.

It was **RESOLVED** that £10k from capital reserves be ring-fenced for park equipment if available.

A Recorded vote was taken on the following item relating to Estates Maintenance:-

Proposal to reduce the £20k allocated for Estates maintenance to £18k			
<b>For - 3</b>	<b>Against - 11</b>		
L.Jones	P.Thompson	T.Burnett	J.Bezant
G.Beer	C.Davies	C.Peters	J.Mayne
C.Peters-Bond	J.Gilasbey	S.Davies	D.Lloyd-Waterford
	A.Jenkins	S.Ratty	

A Recorded vote was taken to approve the Budget:-

It was **RESOLVED** to increase the precept by 22.9% to a figure of £165,715 for the year 2019-2020.

For - 9		Against - 5
T.Burnett	J.Bezant	D.Lloyd-Waterford
S.Ratty	J.Mayne	G.Beer
S.Davies	C.Peters	C.Peters-Bond
P.Thompson	A.Jenkins	L.Jones
C.Davies		J.Gilasbey

It was noted that the increase includes:-

Additional costs of £20k for maintenance of the toilets and parks which have been transferred to the town council from the county council to prevent their closure.

Additional costs of £7,236 for councillor's allowance and allowance for dependents. There is a legal requirement to provide funding. However members may choose not to make a claim.

## KIDWELLY TOWN COUNCIL

**11<sup>th</sup> DECEMBER 2018**

At the meeting of the **FINANCE COMMITTEE** held at the Council Offices, Kidwelly on Tuesday 11<sup>th</sup> December 2018

Present	Town Mayor	P.Thompson
	Deputy Mayor	
	Councillors	G.Jones, A.Jenkins, C.Peters, S.Davies C.Peters-Bond C.Peters, J.Gilasbey, D. Lloyd-Waterford
	Town Clerk	V. O'Reilly
	Town Secretary	A Padgett
Apologies	Councillors	L.Jones, G.Beer, J.Mayne, S.Ratty, T.Burnett, J.Bezant
No Apologies		C.Davies

### **414 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **Matters Arising from the Finance Committee Meeting of 13<sup>th</sup> November 2018**

### **415 FINANCIAL STATEMENTS**

Financial statements for month 8 were circulated and considered. It was noted that £2k of the loan from the Gwenllian Centre had been paid off. A report of the work done at the hall had been submitted for information. A meeting to discuss repayment of money owed will be arranged.

### **416 BILLS FOR PAYMENT – DECEMBER 2018**

	Invoice	Payee	Description	Total	Cat
1	129	N.J.Landscape	Estates maintenance	1494.08	E
2	Ellis8	Ellis Samuel	Toilets	300.00	E
3	71929	Water for you	Water & annual rental	91.68	R
4	327	Cymru trees	Trees & barriers	1020.00	R
5	64417	Infinity	Photocopies	96.36	R
6	G.6/36	R.T.Electrics	Christmas light installation	5692.49	R
7	143	Travis	Office locks	59.50	E
8	***	Proprint	Mayor's Christmas cards	199.50	R

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 (excluding 4 and 6 – until discounts are queried).

Precept receipt dates and expected amounts will be noted on future Bills for Payment sheets.

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

#### **417 DIRECT DEBITS – NOVEMBER 2018**

	Date	Payee	Description	Total
1	02.11.18	British Gas 3	Gas maintenance house	26.62
2	08.11.18	Blue Wave	Telecoms	83.50
3	09.11.18	Lloyds	Service Charges	21.95
4	20.11.18	Data protection	Annual fee	34.00

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

#### **418 CHRISTMAS ARRANGEMENTS**

The schedule of costs for the Christmas Lighting – to date was circulated. Costs of unmetered electricity will not be known for several months. It was noted that Christmas planning meetings should be scheduled well in advance and more communication be made between all parties involved in the lighting events held at both locations.

It was **RESOLVED** to request a discount on the lighting invoice as many of the town lights did not work.

It was **RESOLVED** to request a discount on the tree invoice as the tree at Mynydd y Garreg was not of a suitable standard. Half the amount, £150, allocated for lights was spent. £500 will be set aside for Mynydd y Garreg lighting next year.

It was **RESOLVED** that the officers will arrange lighting for both town and Mynydd y Garreg trees next year. Rotas will be produced for councillors to assist at these events.

#### **419 LAMPOST BANNERS**

Cllr J. Mayne has carried out a survey of the 17 banners on the bypass. He has noted that the lamppost numbers do not correlate with the plan supplied by the county council. This discrepancy will be queried.

#### **420 FINANCIAL ASSISTANCE BOWLING CLUB**

A request for financial assistance with funding the renovations to the club facilities has been received. It was reported that planning permission has now been approved. The club has been asked to supply details of the improvement work they intend to carry out. No further information has been received. Note and **Close** this item.

#### **421 FINANCIAL ASSISTANCE – PANTOMIME SOCIETY**

The society proposes to perform “Cinderella” in February 2019 and has requested financial assistance. It was previously **RESOLVED** to offer administrative support. A grant application form will be forwarded requesting details of the financing of the pantomime so an assessment of needs can be made.

#### **422 EQUIPMENT FOR PRESENTATIONS**

It was previously **RESOLVED** to investigate the various options for purchasing the most suitable equipment to allow presentations to be made at council meetings and events held in the chamber.

**423 CLEANING OF WAR MEMORIAL**

It was agreed that the memorial is in need of cleaning. Grants will be investigated.

**424 REQUEST FOR FINANCIAL ASSISTANCE – BATON TWIRLERS**

A grant application had been received but the criteria had not been acceptable. The organisation was informed. An e-mail detailing the planned tour has been received but no application form was attached and no financial statements have been received. Forms will be supplied.

**425 REFERRALS FROM COMMITTEES**

There were no referrals.

**426 CORRESPONDENCE – NOVEMBER/DECEMBER 2018**

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

**427 ANY OTHER URGENT BUSINESS – DECEMBER 2018**

It was noted that there are 2 electricity meters, one for the council offices and one for the hall. An invoice for usage will be sought and noted at the next meeting of the committee. Note and **Close** this item.

Members were reminded of the Civic Carol Service to be held on 13<sup>th</sup> December 2018.

During the meeting members were requested to refrain from using inappropriate language.