

# Cyngor Tref Llandeilo Fawr



## Llandeilo Fawr Town Council

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### Minutes of the Finance Committee of Llandeilo Town Council held on Wednesday, 14<sup>th</sup> January, 2009 in the Shire Hall, Llandeilo at 8.00 pm

**Present:** Cllr Ros Bellamy, The Deputy Mayor Cllr Charlotte Leabeater  
Cllr Colin Jenkins, Cllr Christopher Parish, Cllr Ieuan Gwyn,  
Cllr Julia Jones, .  
Mr Roger Phillips, Town Clerk,  
Mr Christopher Plummer, Finance Officer,  
Mr Des Davies, Technical Officer.

**Apologies :** The Mayor Cllr Edward Thomas, Cllr Hugh Towns, Cllr Dawn Wallace.

#### Min 225 / Jan / 09 Accounts for payment.

WCVA ( Admin December 2008)	£	34.79
WCVA ( Payroll December 2008)	£	167.40
Orchardweb ( website updates)	£	22.50
BT ( office phone)	£	61.62
Des Davies ( door lock and handles)	£	24.35
Ar y Gair ( translations)	£	13.50
Dyfed Archaeological Trust ( council contribution for electrical work at Shire hall )	£	1,500.00
Clerk's expenses ( postage)	£	106.36
Civic Hall Trust ( hire of tables for firework display)	£	28.00
Chamber of Trade (donation towards the Festival of Senses)	£	1,000.00
Davies Electrical ( Christmas lights town decoration )	£	3,473.00
Konica Minolta ( office photocopier maintenance charge)	£	17.77
Menter Bro Dinefwr ( translations of minutes/documents)	£	1,031.52
CCC Footway lighting quarterly charge	£	292.38
Morgan & Morgan ( office phone fax/answer machine)	£	115.36

These were passed for payment .Proposed by Cllr Colin Jenkins and seconded by Cllr Ieuan Gwyn. All were in favour.

#### Min 226 / Jan /09 Income Received December 2008

CCC Precept payment	£	15,891.33
Cheque ( Cllr Ros Bellamy – payment of charity lunch)	£	25.00
HIDB interest	£	30.81
	£	529.59

#### Min 227 / Jan / 09 Account Balances

The following report of the Council's finances was recorded and **Accepted:**

LTC CURRENT ACCOUNT ( 31.12.08) £ 15,606.53

LTC DEPOSIT ACCOUNT ( 27.12.08.)	£ 37,141.60
LTC MAYOR EXPENSES ACCOUNT (20.12.08)	£ 547.32
<b><u>Min 228 / Jan /09 Mayor's expense account details</u></b>	
Balance as at 1.4.08	£ 836.86
Allowance Payments	£ 3,000.00
Expenditures	£ - 3,289.54
Balance as at 20.12.08	£ 547.32
Budgeted allowance for 2008-9	£ 4,244.00
The Annual Mayor Making dinner - Ticket Receipts	£ 2,748.19
-Dinner Expenses	£ -2,842.77
Donations to Tenovus & ARC made at the Dinner	£ 600.00

It was proposed by Cllr Charlotte Leadbeater and seconded by Cllr Chris Parish, that the remainder of the budgeted allowance for the Year 2008-9, namely a sum of £ 1244 be transferred into the Mayor's Expenses Account. All were in favour.

### **Min 229 / Jan / 09 Other Financial Matters**

1. The report of the External Audit for 2007-8  
The Audit was successfully completed , with all accounts accurate. The only comment made was for the Council to ensure that any donations made were noted under the correct section headings. Cllr Ros Bellamy thanked the Finance Officer for his work.  
The Chair, Cllr Ros Bellamy proposed that the Clerk obtain six copies of the Good Councillor Guide from the WAG to aid Councillors in procedures regarding the giving of donations. Cllr Colin Jenkins seconded. All were in favour.
2. Three Year Budget Forecast.  
The Finance Officer asked for this item to be put on the agenda for the February meeting by when the final budget figures for the year would be available. All were in agreement.
3. The Finance Officer asked for that the Quarterly Check report be placed on the Agenda for the January Full Council meeting. This was agreed.
4. The Technical Officer had received a request for a donation in lieu of the electricity used by Nicky Bishop who had granted permission for Christmas lights to be run from her supply. Mr Davies had calculated the approximate cost of electricity that would have been used. It was agreed to give Miss Bishop a donation of £20.
5. Staff Salaries  
The Finance Officer had prepared a document outlining the increases in Staff salaries as a result of the national pay award made in 2008, together with the incremental changes. Cllr Ieuan Gwyn proposed that the document be accepted and that a cheque for the back payments be sent to the WCVA to process the increases in salaries. Cllr Chris Parish seconded. All were in favour.  
The Chair Cllr Ros Bellamy recommended that the staff appraisal be completed for 2008 as soon as possible and that the appraisal for 2009 be conducted before the end of the Financial year so that future incremental increases could come

into effect on April 1<sup>st</sup> 2009. Cllr Julia Jones proposed that the recommendation be put to the Full Council meeting on January 28<sup>th</sup>, 2009. Cllr Colin Jenkins seconded. All were in favour.

6. The Mayor's Expense Account – Subgroup Report  
Cllr Ros Bellamy had provided Councillors with an amended policy document for discussion. Cllr Ieuan Gwyn proposed that the policy document be recommended to Full Council for approval. Cllr Charlotte Leadbeater seconded the proposal. All were in favour.
7. The Heritage Town Trail leaflets  
The Clerk had obtained a quotation for the distribution of 10,000 copies of the leaflet from SA Marketing to targeted sites across West and South Wales. The cost would be £35 + vat per thousand copies. Cllr Colin Jenkins proposed that the quotation be accepted. Cllr Julia Jones seconded. All were in favour.  
The Clerk had received a quotation from Lewis printers for the translation of the leaflets into a bilingual French/German edition.  
Cllr Ieuan Gwyn proposed that 2000 copies be ordered at a cost of £ 373.00.  
Cllr Colin Jenkins seconded.  
Cllr Chris Parish proposed an amendment that 5000 copies be ordered at a cost of £ 568.00. This was seconded by Cllr Charlotte Leadbeater.  
This was put to a vote by the Chair. The amendment was carried by 3 votes to 2 votes.
8. It was agreed that discussion regarding a proposal to organise a carnival for June 2009 would be placed on the Agenda for the Full Council meeting to be held on January 28<sup>th</sup>, 2009.

#### **Min 230 / Jan / 09 Finance Related Correspondence**

1. Llandeilo & District Gardening Club. Request for support for the 2009 Gardening competition.  
Cllr Ieuan Gwyn recommended that the Council donate £100 towards the prizes. Cllr Colin Jenkins seconded. All were in favour.
2. CCC Local Authorities Tax base regulations for 2009-10 and request for the Town Council's precept for 2009-10. The Finance Officer would reply.

#### **Min 231 / Jan / 09 Financial Implications to the Technical Officer's Report**

As the mobile phone used by the Technical Officer was defective it was proposed by Cllr Charlotte Leadbeater and seconded by Cllr Julia Jones that Mr Davies make enquiries to seek a replacement.

#### **Min 232 / Jan / 09 There was no further business**

The meeting closed at 9.35 pm.