

Cyngor Tref Llandeilo Fawr
Llandeilo Fawr Town Council



Minutes of the Finance Committee of Llandeilo Town Council held on Wednesday, Sept 11th, 2013 in the Shire Hall, Llandeilo at 8.19 pm.

Present : Cllr Neil Craven-Lashley, Cllr Colin Jenkins , Cllr Julia Jones,
 Cllr Robert Jones, County Cllr Edward Thomas,
 Cllr Geraint Price
 Mr Roger Phillips (Town Clerk)
 Mr Christopher Plummer (Finance Officer)
 Mr Des Davies (Technical Officer)

Apologies: The Mayor Cllr Dawn Wallace, Cllr Richard Wallace, Cllr Christopher Parish,
 Cllr Gordon Kilby

Min 146/ Sept / 13 Accounts for payment

Accounts for Payment	Net	Vat	Total
BDO (external Auditor)	£ 425.00	£ 85.00	£ 510.00*
One Voice Wales (course 1 on 5/613)	£ 30.00		£ 30.00*
One Voice Wales (course 1 on 23/7/13)	£ 30.00		£ 30.00*
Laurence Scaffolding DD 412	£ 2,350.00	£ 470.00	£ 2,820.00*
WCVA (admin August)	£ 20.25	£ 4.05	£ 24.30*
Ar y gair (translations)	£ 159.85		£ 159.00*
KonicaMinolta(photocopies)	£ 21.09	£ 4.22	£ 25.31*
Westward Energy Services DD415	£ 168.00	£ 33.60	£ 201.60*
DHL Gwynne Fencing DD414	£ 350.00	£ 70.00	£ 420.00*
DHL Gwynne fencing DD416	£ 95.00	£ 19.00	£ 114.00*
Davies Electrical DD413	£ 25.00	£ 5.00	£ 30.00*
Dilwyn Thomas DD410 (stage payment)	£ 4,000.00	£ 800.00	£ 4,800.00*
Dilwyn Thomas DD408	£ 40.00	£ 8.00	£ 48.00*
Dilwyn Thomas DD 322	£ 21.00	£ 4.20	£ 25.20*
Dilwyn Thomas DD 389	£ 40.00	£ 8.00	£ 48.00*
Cllr Dawn Wallace (Twinning reception)	£ 122.64		£ 122.64#

Method of payment * Bacs # cheque

These were all recommended for payment. Proposed by Cllr Colin Jenkins and seconded by Cllr Julia Jones. All were in favour.

Min 147/ Sept / 13 Income Received since 12th July 2013 to date.

CCC Precept (2) £ 17,179.34

Min 148/ Sept / 13 Account balances

LTC Current Account (as at 10.09.13)	£ 27,723.66
LTC Deposit Account (as at 10.09.13)	£ 10,661.16
LTC Mayor's account (as at 20.08.13)	£ 2,387.05
LTC High Interest Deposit Bond	£ 20,000.00

Cllr Colin Jenkins proposed that the Finance officer to be given permission to carry out renewals of this bond at 3 monthly intervals. Cllr Julia Jones seconded. All were in favour.

Min 149/ Sept/ 13 Other Financial Matters

1. Quarterly Check Report.

This would be presented at the October Finance Meeting.

2. Three Year Budget Forecast.

It was decided not to make any changes at the present time.

3. Audit 2012-13.

The Finance Officer stated that this had now been completed and that there were no significant matters to be drawn to the attention of the Council. The Notice would be displayed on the public notice board.

4. Utilizing Section 137 Donations

It was agreed that many donations to sporting bodies should in future be given under Section 19 as Miscellaneous provisions. Future requests for financial assistance notices would be forwarded to Cllr Neil Craven-Lashley and the Finance Officer prior to the meeting. The Clerk would write to One Voice Wales to seek further clarification on the banding of such donations.

5. Staff Salaries

The Clerk, the Finance Officer and the Technical Officer left the room whilst this item was discussed.

Following the first review undertaken since the staff were appointed in 2005/6; carried out by Cllr Edward Thomas and Cllr Richard Wallace the following recommendations were made :-

That the 1% National pay increase be accepted and back dated to April 2013.

That the Clerk's hours of employment be increased from 10 to 12 hours per week.

That the overtime hours worked by the Clerk during the month of May be paid.

That the Clerk's incremental point be raised from 23-25 and that the incremental point for the Finance Officer and the Technical Officer be raised from 20-22.

These recommendations would be presented to the next Full Council meeting.

6. Accounts with Traders

It was proposed by Cllr Colin Jenkins, seconded by Cllr Julia Jones that the Council consider using a debit card for small purchases from local traders and that rules for its use to be drawn up. All were in favour. This would be discussed at the next Finance Meeting.

Min 150 / Sept /13 Finance related Correspondence

1. Chris Burns CCC Assistant Chief Executive forwarding a cheque for £500 to be used to

Update the Council's Website. The Clerk and the Chair, Cllr Neil Craven –Lashley would meet with the website manager, Andrew Williams to consider developing hyperlinks for the benefit of the Town's organisations .

2. Ysgol Bro Dinefwr request for the continued support from the Council to sponsor the Annual Community Prize. It was proposed by Cllr Colin Jenkins , seconded by Cllr Geraint Price that the Council donate £300 as the annual prize. All were in favour.

Min 151 / Sept / Apr /13 Financial Implications of the Technical Officer's Report

1.The erection of the annual Christmas lights.

The following tenders were received and opened by Cllr Robert Jones on September 10th at 6pm

Charles Sams Electrical £ 3,442.00 ex Vat.

Davies Electrics £ 2,850.00 ex Vat.

Rhys Williams did not return the tender documents.

It was proposed by Cllr Colin Jenkins that the Council accept the lowest tender, that being the tender of Davies Electrics at £2, 850 ex vat. Cllr Robert Jones seconded. All were in favour.

2. Cllr Colin Jenkins offered to sell to the Council four , six foot high barriers to safety guard the Christmas tree. The Technical Officer would work out the area to be covered and report back to Council.

Min 152/ Sept /13 There were no other items of business that by reason of special circumstance, the Chair decides should be considered as a matter of urgency, pursuant to section 100B(4)(B) of the Local Government Act 1972.

Meeting ended 9.20 pm