

*Cyngor Tref Llandeilo Fawr*  
*Llandeilo Fawr Town Council*



**Minutes of the Finance Committee of Llandeilo Town Council held on Wednesday, April 9<sup>th</sup> 2014 in the Shire Hall, Llandeilo at 8.15 pm.**

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

**Apologies:** Cllr Gordon Kilby

**Min 9 / Apr / 14 Accounts for payment**

Accounts for Payment	Net	Vat	Total
Easy PC (additional broadband boost)	£ 100.00		£ 100.00*
Claudine Le Corre (signwriting board)	£ 90.00		£ 90.00#
Morgan Morgan ( stationery)	£ 42.04	£ 8.41	£ 50.45*
Llandeilo Hall & Institute(rental 2014-5)	£ 493.14		£ 493.14#
Orchardweb( new website design)	£ 500.00		£ 500.00*
Eglwys Teilo Sant ( floodlighting)	£ 137.00		£ 137.00
Desmond Davies(mobile phone top-up)	£ 20.00		£ 20.00#

Method of payment \* Bacs cheque# direct debit dd

These were all recommended for payment. Proposed by Cllr Edward Thomas and seconded by Cllr Robert Jones. All were in favour.

The invoice from Gwynne Fencing for £ 195.00 plus £ 39.00 VAT total - £234.00 on order DD381 was withheld until the Council received a report from the contractor on the maintenance work carried out.

**Min 10 / Apr / 14 Income received since 12th March 2014 to date**

Konica Minolta ( credit refund)	£ 134.53
Dyfed Archaeological Trust ( Quarter 1 rent)	£ 3,219.27

**Min 11 /Apr /14 Account Balances**

LTC Current account as at 09/04/ 14	£ 10,938.53
LTC Deposit account as at 09/04/ 14	£ 1,694.95
LTC Mayors Account as at 20/03/14	£ 698.76
LTC High Interest Deposit Bond	£ 20,000.00

**Min 12 / Apr / 14 / Other Financial Matters**

1. The Finance Officer presented his 4<sup>th</sup> Quarter report to Council. This was accepted.
2. The Finance Officer presented his draft budget report to the end of March 2014. Mr Plummer was thanked for his work.

### **Min 13/ Apr / 14 Income & Expenditure Summary 2013/4      Worksheet balances**

Balance brought forward ( 31/03/13)	£ 42,259.50
Add Receipts	£ 79,628.07
Less Payments and committed expenditure	£ 92,716.31
<b>Total Balance</b>	<b>£ 29,171.26</b>

#### **Balance Carried forward ( 31/03/ 14)**

These cumulative funds are represented by :

Treasurer Account Balance	£ 8,194.31
Business No Notice balance as at 27/3/13	£ 1,694.95
High Interest Bond	£ 20,000.00
Less Un-presented Cheques	£ 718.00
<b>Total Balance</b>	<b>£ 29,171.26</b>

#### **Min 14 / Apr / 14 Audit 2013- 2014.**

Mr Plummer had received the documentation regarding this year's External Audit. All documents were to be sent to BDO by June 17<sup>th</sup> 2014. He would present his final end of year accounts to Full Council on April 23<sup>rd</sup> 2014.

The documents would have to be sent to the internal Auditor by the end of April 2014. It was proposed by Cllr Julia Jones, seconded by Cllr Colin Jenkins that the Council request Mr Lyn Llewellyn to act as the Internal Auditor as had been the case for the past 5 years. All were in favour.

Mr Plummer asked the Committee to consider the Risk Management Assessment and the Fixed Asset register to be discussed at the next full Council Meeting to be held on April 23<sup>rd</sup> 2014. All were in agreement.

The Chair, Cllr Neil Carven-Lashley gave thanks to the Finance Officer for providing such financial clarity to the Council.

#### **Min 15 / Apr /14 Finance related Correspondence**

1. Fiona Allan , Literature Wales .Letter of thanks to the Council for sponsoring a children's activity at this year's Llandeilo Festival. Noted.
2. Mr Flag re. National Flag order. The Clerk had ordered a selection of 25 flags representing different countries at a total cost of £149.00 as agreed by Council. Noted.
3. NSPCC .Letter of thanks for the recent Council donation. The money would be used by the charity to make school visits to local primary schools in the county.
4. Alan Wardrop , Teigrod Teilo FC treasurer .Request for financial assistance. It was proposed by Cllr Edward Thomas, seconded by Cllr Julia Jones that £300 be donated to the club to foster youth football in the Town. All were in favour.
5. David Cameron Prime Minister re. National Insurance relief for businesses to encourage Employing new people. Noted.

#### **Min 16 / Apr / 14 Financial Implications of the Technical Officer's Report**

1. It was proposed by Cllr Dawn Wallace, seconded by Cllr Richard Wallace that the Technical Officer obtain estimates from contractors for repairing the floodlights at the Church. All were in favour.

2. It was proposed by Cllr Geraint Price, seconded by Cllr Christopher Parish that the estimate of £125 be accepted to replace the loose bolts on the Crescent Road benches. All were in favour.
3. It was proposed by Cllr Christopher Parish, seconded by Cllr Geraint Price that the quotation of £450 be accepted for the erection of scaffolding to examine roof leaks in Shire Hall. All were in favour.
4. It was proposed by Cllr Colin Jenkins, seconded by Cllr Richard Wallace that the Technical Officer obtain quotations from three contractors for carrying out repairs to remedy the leaks from the Shire Hall roof.
5. It was proposed by Cllr Julia Jones, seconded by Cllr Edward Thomas that the Annual subscription of £30 be paid for the Llandeilo Walkers are Welcome to be members of the National Organisation. All were in favour.
6. The Finance Officer would make enquiries regarding having a debit card for the Council.
7. The purchase of two seats recognising the start of World War 1 was to be put onto the Agenda for the Full Council Meeting to be held on April 23<sup>rd</sup> 2014.

**Min 17 / Apr /14 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 9.00 pm