



Minutes of the Finance Committee of Llandeilo Town Council held on Wednesday 2nd February 2005 at the Shire Hall, Llandeilo at 8.30 pm

Present: Mayor Ros Bellamy, Deputy Mayor Colin Jenkins, Chairman Cllr Ieuan Gwyn, Cllr Pam Steane Price, Cllr Hugh Towns, Cllr Roy Davies, Cllr Charlotte Leadbeater, Cllr Richard Wallace, June Stait, clerk. Cllr Paul Faulkner, Cllr Fran Murphy

6371/Feb/05 Accounts for Payment:

The following accounts were approved for payment:

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| a. | Orchardweb invoice dated 1 st January 2005 in the sum of | £88.25 |
| | Orchardweb invoice dated 31 st January 2005 | £55.30 |
| b. | Dewis Invoice BD 166/167/168 for translation of 1/12/04 Finance mins, 1/12/04 Planning mins, 3/11/03 Finance mins. | £71.52 |
| c. | Davies Electric invoice 123 dated 5 th Jan 05 for carrying out list of tasks for Christmas Lights | £3877.50 |
| d. | Davies Electric invoice 124 dated 15 th Jan 05 for supplying cable and wiring new Nadolig Llawen sign | £170.84 |
| e. | Davies Electric invoice 125 dated 15 th Jan 05 for call out to church to adjust timing on lights | £23.50 |
| f. | Mayor's expenses: Heritage Reception: | £44.96 |

6372/Feb/05 Invoice Held for Re-presentation:

The following invoice was held. The clerk would contact Dewis to ask them to separate out the Heritage Reception translation work and the invoices would be resubmitted.

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| g. | Dewis Invoice BD 162/163/165 for translation of mins 16/11/04 full meeting, invitation for reception; 3/11/04 planning. | £58.56 |
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6373/Feb/05 Clerks Remuneration

Invoice LTC 5, dated 26 th Jan 05: 68 hrs 40 mins x £7.74	= £532.12
Plus expenses: postage £10.01 and ink £9.99 =	£20.00
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= total:	£552.12

6374/Feb/05 Receipts

Precept: £11,230.01

6375/Feb//05 Bank Balances

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

Date	Details	Month's figures	Cumulative fig	comment
1 Feb 05	Income Jan 05	210.00	38,222.32	Plus £11K precept Jan?
	Less Expenditure inc VAT Dec 04	742.53	45,547.86	VAT £1358.25
	BALANCE	-532.53	-7,325.54	
	Income outstanding?			11K Jan precept
	Unpaid expenses?			
	Bank Balances at	31 Jan 05	2 nd Feb 05	
	Current account no. 21062123	5,814.36	20,191.51	Before sight of
	Deposit account: 51062530	23,406.38	23,406.38	Jan bank
	Mayor's account: 61377639	1,471.74	1,471.74	Statements
	Total Balances	30,692.48	45,069.63	

6376/Feb/05 Section 137 Thank you letters received:

It was noted that thank you letters had been received from:

Abbeyfield, RWAS Featured County,
Llandeilo St John's Ambulance Llandeilo Twinning Association,

6377/Feb/05 Internal Controls

Cllr Hugh Towns presented a list of Internal Control Systems. **RESOLVED** that the list be adopted and actioned. Budget Report to end November 2004 and a query was made regarding the rent from Cambria not being received.

6378/Feb/05 Report on Financial checks

The Chair of Finance had carried out finance checks on 12th Jan 05 and presented his report.

- a) Payment made to Society of Local Council Clerks for £150 for training on cheque number 567. Minute 6240 authorises payment of £180. This minute includes £30 for the Town clerk to attend. It was subsequently found that our clerk, who is also clerk to Llangadog Community Council, had been paid for by that Council, so the payment was reduced to £150.
There is no minute authorising this reduction.
- b) Cheque number 582 for £670.77 to June Stait for salary and expenses. Minute 6267 authorises £176 and £494.69 = £670.69. The invoice shows the sum of £176.08 and £670.69 which equals £670.77, the amount paid. This is obviously a typing error with 8p being omitted, but as the minutes have been passed as correct and signed as such, we need a resolution to correct the error which will have to be made and signed by the Mayor.

All other payments checked were correct.

6379/Feb/05 Shire Hall

1. A grant had been requested for funds to alter the interior of the Shire Hall to provide more office accommodation, but this had been refused on technicalities: The Trust was not a business; some of their income came from the Assembly.

2. Several options were considered, in order to fund internal building works to provide more office accommodation for Cambria and possibly an office for the Town Clerk, a meeting room and access to disabled toilet downstairs.

Alternative grant funding will be sought for Cambria to be able to split the cost of the internal works with the Town Council. In the meantime the clerk would complete the application for a loan sanction for £50,000 to keep our options open.

6380/Feb/05 Correspondence:

1. Notification of Footway Lighting charge for the year:£778.04, to be invoice in three equal instalments
2. Assembly draft Audit regulations which come into force in April 05 – increases financial threshold for statement of accounts and income and expenditure, puts onus for ensuring there are adequate safeguards and checks on to the Town Council, tightens up on dates for completing audits, etc.
3. One Voice Wales letter asking the Town Council to write to its Assembly Member to urge the Assembly to pay the promised funding contribution to One Voice Wales this current financial year, which is still outstanding. **RESOLVED** that the clerk would write on the Council's behalf.
4. One Voice Wales constitution and Standing Orders, for information.
5. Antur Teifi had written with details of a Seed Corn Fund which would make small amounts of funding available to community groups to help set up new activities.
6. A spreadsheet was presented detailing the fireworks event costs which showed that the event had cost £3051.40 to put on, and the Town Council had recouped £3158.87 from entrance fees and advertisements which local traders placed in the brochure.