



**Minutes of the Finance Committee of Llandeilo Town Council held on Wednesday 5<sup>th</sup> January 2005 at the Shire Hall, Llandeilo at 7.00 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.

**Apologies:** Cllr Paul Faulkner  
 Cllr Fran Murphy

**6336/Jan/05 Accounts for Payment:**

The following accounts were approved for payment:

HLBAV Audit invoice S01AVA00108962 for £350 plus £61.25 VAT	= £411.25
Nice Price News invoice dated 1 December 2004 for stationery	= £78.46
Carmarthenshire County Council, for use of telephone in Community Education office	= £6.43
Llandeilo Church, Llandeilo electricity for floodlighting	
12/10/04 reading 28395	
28/6/04 reading <u>27533</u>	
862 units at .1047p =	= £90.25

**6337/Jan/05 Clerks Remuneration**

December invoice LTC 4/04, for 18.25 hrs @ £7.74	= £141.25
Plus expenses: postage £4.90 and ink £9.99	= £ 14.89

**6338/Jan/05 Receipts**

£1136.97 income received from ads placed in fireworks programme

It was decided that procedures would be documented for the fireworks event and guidelines would be given to all involved.

**6339/Jan/05 Appointment of Auditor**

Mr Lyn Llewellyn had written stating that he would charge £140 to carry out the Internal Audit of the Council's accounts. Unanimous agreement that Mr Llewellyn be appointed.

**6340/Jan/05 Bank Balances**

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

Date	Details	Month's figures	Cumulative fig	comment
4 Jan 2005	Income Dec 04	1,136.97	37,861.61	
	Less Expenditure inc VAT Dec 04	2,329.28	44,805.33	VAT £1285.31
	BALANCE	-1,192.31	-6,943.72	
	Income outstanding?			
	Unpaid expenses?			
	Bank Balances at	31 Dec 05	4 Jan 05	
	Current account	10,048.64	7,191.89	Before sight of
	Deposit account	23,263.87	23,406.98	Dec bank
	Mayor's account	1,651.25	1,611.25	Statements
	Total Balances	36,963.76	32,210.12	

A quarterly expenditure against budget to be produced and brought to Finance meetings (next due March)

**6341/Jan/05 Audit Report**

The Auditor's report was received and the notice of conclusion of audit, which would be displayed on the Town notice board and in the library.

An action plan would be formulated before the end of March to carry out the recommendations made in the auditor's report. This would include a review of internal procedures and a financial risk assessment. Hugh Towns to suggest an action plan, to be agreed by Chair of Finance, and clerk, ready for February Finance meeting.

**6342/Jan/05 Carmarthenshire Association of Local Councils**

A letter had been received from the treasurer asking for agreement that £900 raised as subscriptions be transferred to One Voice Wales for training purposes, now that CALC no longer operates. Agreed unanimously.

**6343/Jan/05 "Thank You" letters for s137 payments**

It was noted that thank you letters were received from:  
Ammanford Citizen's Advice Bureau; Victim Support, Dfed  
British Red Cross; Home Start Dinefwr

**6344/Jan/05 Carmarthenshire Citizens Advice Bureau**

A letter of regret would be sent to Carmarthenshire Citizen's Advice Bureau as Councillors felt that they could not send a s 137 payment because they already had supported the Ammanford branch, which members of the local community were more likely to use.

**6345/Jan/05 Trek to Nepal**

Councillors discussed a letter received from a member of the public who intended to take part in a trek to Nepal in an effort to raise money for the children's ward at Glangwili and LATCH, but decided that it was not within their powers to support the venture.

**6346/Jan/05 Shire Hall**

1. Cambria Archaeological Trust required a valuation survey of the Shire Hall and it was agreed that the Town Council would pay half of the fee, and would obtain a copy, since they owned the building. Clee Tomkinson would carry out the survey at an estimated cost of £400 plus VAT.
2. Cllr David Jones had discussed the lease renewal with Cambria. For a 7 – 10 year lease a figure of £12634 would be required. Cambria would have to contribute £22,334 to building costs themselves if they were successful in obtaining a grant, and the Council's contribution would be in the region of £30,822. The grant would provide £37,165, giving a total cost of £90,321 for the project.
3. Councillors confirmed that they would accept the quote for £200 plus VAT for Colin Hudson to clear the gutters of the Shire Hall, and debris and leaves from the small yards and flat roof at the rear of the building. Two further quotes were requested, and reminders given, but neither were received.