



Cyngor Tref Rhydaman

Minutes of Finance Sub-Committee Meeting of Ammanford Town Council (ATC)

on

Monday 4th March 2019, immediately followed Planning & Environment Meeting of the same date
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE

Minutes taken by: Interim Clerk, Clare Hope (CH)

Attendees: Mayor Deian Harries (DH); Deputy Mayor Wendi Mills-Lowe (WML); Councillor Gwenllian Harries (GH); Councillor Carol Cadman (CC); Councillor Paula Treharne-Hanbury (PTH); Councillor Llio Davies (LD); Councillor Helen Rees (HR)

Also in attendance: Technical Officer, Paul Murray (TO); Responsible Finance Officer, Lyn Llewellyn (RFO)

Mayor Deian Harries presiding

1. Apologies and reasons for absence

Councillor Marie Griffiths - illness
Councillor Emma Evans - illness
Councillor Colin Evans – other meeting
Councillor Julia Bell - personal
Councillor Gruff Harrison – football match
Councillor Rhys Fisher – football match

2. Declarations of interest

DH – County Councillor
DH – Lives nearby
GH – Lives nearby

3. To receive an update on the current audit position (RFO)

RFO advised there are six outstanding queries from 2016/2017 Audit and seven outstanding queries from 2017/2018 Audit.

ATC received an email from Grant Thornton on 1st November 2018 requesting this information but it was not responded to.

Both audits require Minute referencing. The RFO will endeavour to find this in the Minutes that have been provided to him.

The RFO proposes to instruct Bevan & Buckland which should help facilitate some of the answers.

The RFO requested an ATC email address from the Clerk. The Clerk advised this has been set up and will send details over.

For 2016/2017:

He will request details of the cashbook from Bevan & Buckland. For the basis of accounting, the RFO should be able to work this out from the accounts records we hold

For Salary breakdown – WCVS should be able to provide this

Box 12 – Fixed Assets – This will take some time. Photographs will be required of all assets. Cost price may need to be used for insurance purposes.

For 2017/2018:

Issues are as above. There is an issue with the employment of previous CDO and technical officers however he hopes to find minutes that agree this. The Clerk advised she believes the employment of both officers was documented as recalls she has read the Minutes.

Risk Assessment Schedule – The RFO provided all members with a copy of a Risk Assessment Schedule and highlighted the areas which were High and Very High Risk.

The RFO recommended the purchase of financial software in the form of RBS Rialtas

CC asked had ATC not already agreed this with the previous Clerk. WML said the same.

The Clerk advised the RFO just wants to ensure Members are aware as we don't know what has been agreed in the past.

All agreed – RFO to order Financial Software

RFO is working on Financial Regulations for ATC and will try and get a pro-forma put together for the next meeting.

4. Renewal of One Voice Wales membership

The Clerk advised renewal of membership has been agreed and the support of OVW to her has been invaluable. All agreed to renew membership.

5. Office furniture

The Clerk advised the Mayor's Parlour needs to become a workable office for the staff and lockable cabinets must be purchased in accordance with compliance. The Clerk has shopped around and noted that the most reasonable office furniture is at IKEA. A business account has been set up with them if the members agree to the purchases. The Clerk feels the purchases should be no more than £2000. The Clerk will ask the local sports clubs for volunteers to put the furniture together. All agreed to purchase new office furniture.

6. Broadband and telephone lines

The Clerk advised she has looked at many different options for telephone lines and broadband, including simply purchasing four mobile phones.

CC asked don't ATC already have a mobile. WML advised that this phone was purchased in the name of the previous CDO so it does not actually belong to ATC.

The Clerk advised she feels the best option for Broadband is with BT who also offer Cloud based phone licenses. ATC would need to purchase 3 handsets and 3 Cloud licenses. The licenses would enable staff to access the Cloud outside of the office with an app on their mobile phones, giving more flexibility to make and receive calls from ATC phone lines. The broadband and phone licenses will cost around £160 per month.

Proposal to instruct BT – DH

Seconded – WML

All agreed the Clerk should place the order with BT

7. Payments Made (RFO)

£5000 to Ammanford Cricket Club – Replacement cheque needs to be signed as this has been lost in the post. The Clerk advised The Mayor contacted NatWest and cancelled the original payment on 1st March 2019.

8. Payments Outstanding (RFO)

Welsh Water £561.50 – Agreed
CCC for Mayor's Parlour £208.34 - Agreed
CCC for Rental of Nantlais Hall £15.00 - Agreed

9. To consider requests for Financial Assistance

The Clerk advised she has received the following financial requests:

Menter Bro Dinefwr – WML asked if they had provided a financial statement. The Clerk advised no so request to be sent asking for this

CRUSE Bereavement Care – **All agreed - £100**

Nia Phillips – Originally from Penybanc, not for ATC

Llangollen 2019 – **All agreed, no donation**

Ammanford & District Choral Society – Vote between £200 (5) or £250 (2) – **Agreed £200**

Jac Lewis Foundation – The Clerk advised she has received a project plan which was circulated to all. The Clerk advised they are only just setting up the foundation but require immediate funds to start counselling and workshops as a matter of urgency. They do not yet have a bank account so funds would be paid directly to the service provider. The foundation have asked for £1000. **All agreed, £1000**

Meeting closed at 19:45

Signed:  (Chair)

Print Name:  

Date: 11.3.19