

**Minutes of Finance Committee of Llangunnor Community Council held
“Remotely”
at 6.30p.m. on Thursday 17th May 2023**

PRESENT: Councillors E. Williams (chair), G. Bevan, J Slate, L
Whatley, J Evans
Two electors present, in addition to Howard Davies Clerk

- 1. APOLOGIES.** None.
- 2.** There were no declarations of interest.
- 3. Minutes:** Unanimously resolved to approve as a correct record the minutes of the Finance Committee held on 26th January 2023 – (**Minute 0523 – F3**).
- 4. Audit Outcome.** The clerk was pleased to advise that The Council had received a **Qualified Report**, which was discussed in depth, and accepted. (**Minute 0523-F4**)

Action point

The Clerk was asked to enquire of Audit Wales for a further explanation of their comments re “Governance Statement” and “to secure economy, efficiency, and effectiveness in its use of resources” to enable the Council to have a full understanding of their opinions.

This being the clerk's first Audit since being appointed, he will take the Observations on board. At the end of the day all the figures balanced with no discrepancies identified.

- 5.** The clerk produced A Bank Reconciliation for 2022-23 and a summary of the Council's current financial position (Appended below) and following a discussion and questioning of the clerk it was unanimously agreed. (**Minute 0523-F5**)
- 6.** The clerk produced an updated Risk Assessment Schedule for 2023/2024 and following a discussion and questioning of the clerk it was Unanimously agreed. (**Minute 0523 -F6**)
- 7.** A review of the Asset register was undertaken, where it is evident that the value of certain assets is overstated, as they have not been written down in line with life expectancy. It was agreed that the

Clerk undertake research from our records to ascertain when certain assets were purchased, their value and expected life expectancy along with their current replacement cost.

Action point: Clerk to undertake research and report back.

8. The Clerk had approached three local Accountancy firms as requested for quotes to undertake the “internal auditing” of our annual Accounts. Regrettably none offered this service. It was therefore agreed to continue with our existing Auditor Mr Lyn Llewellyn and to request a quote for this year’s work, where he had already advised that his fees would increase due to the amount of work involved in completing this task to Audit Wales’s requirements. **(Minute 0523-F8)**
9. Cllr Williams introduced his motion “Given the difficulties that the Clerk is encountering in obtaining quotations for low value works, from tradespeople I would like to propose that we amend our adopted financial model to reflect this, and to amend as follows – When the Council is to enter into a contract of less than £25000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, or materials or the execution or works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph a (Model Regulations 2019 for Wales) the clerk or RFO shall obtain 3 quotations (priced description of the proposed supply); where the value is below £5000 and above £500 the Clerk or RFO shall strive to obtain two estimates”

The motion was seconded by Cllr Lee Whatley.

After a brief discussion the motion was unanimously supported.
(Minute 0523 -9)

10. There was no other business to discuss.
11. **Date of next meeting** – to be arranged by clerk.
Meeting Closed 7.50 pm.

Signed as a true record

Date

CYNGOR CYMUNED LLANGYNNWR
LLANGUNNOR COMMUNITY COUNCIL

Reconciliation with Bank 2022 - 2023

| | £ | £ |
|------------------------|----------------|----------|
| Cash Book Balance | C/f (31/03/22) | 64948.22 |
| Bank Account 90632317 | (£15,982.63) | |
| Bank Account 90484024. | (£20,772.70) | |
| Bank Account 13157210 | (£28,192.89) | |

Received 2022 - 23 £41418.04

Paid 2022 - 23 £51621.63

Difference - £10203.59

From Ledger Paid 22/23 £50729.26

Less unpresented Cheques

103562 £660.00

103562 £206.40

103569 £120.00

103578 £125.00

103579 £90.00

103580 £10.10

103581 £90.10

SUB £1301.60

Add chqs from 21/22

103441 £90.00

103437 £100.00

103456 £803.97

103457 £1200

SUB £2193.97

Note Cheque Numbers 103569 (£120.00) has been cancelled and re issued with a new cheque and £103580 (£.10 has been destroyed. No adjustment to Balances required as these cheque will not be presented.

Balance at 31/03/23 £54744.63

| | | |
|-----------------------|-------------------|------------------|
| Cash Book Balance | C/f (31/03/23) | |
| Bank Account 90632317 | (£) 5672.13 | |
| Bank Account 90484024 | (£) 20818.06 | |
| Bank Account 13157210 | (£) 28254.44 | |
| TOTAL | | £54744.63 |

Howard Davies
April 2023.

SUMMARY OF CURRENT FINANCIAL POSITION

Following the bank reconciliation extracted from the cash book for 2022/23 the cash position as at 1.4.23 is as follows:

| | |
|---|--|
| Bank Reserves Barclays Bank | £ 54,745 |
| Income: Precept | £38,000 |
| Vat to be Rec Est | £ 4,250 |
| TOTAL | £42,250 |
| Est Predicted expenditure (Pls see appendix 1 for 1.4,23- 31.3.24 excluding Cap | <u>£42765</u> |
| Difference | (£515) (Predicted balance as at 31.3.24 Allowing for receipt of Vat as above) |

There is £3621 remaining on S106 monies after having allocated funds for the electricity connection.

This year the budget has been drawn up to cover basic running costs, with no allocation of funds towards capital projects that we would like to undertake.

The following projects remain in the pipeline for consideration.

CCTV for the Park – latest estimate £7000 where we could use remaining 106 funds.

| | |
|--|--------|
| Phase 2 Children's play area - | £20000 |
| Memorial Stone slabbing - | £2500 |
| Works to clear, level and reseed at bottom of park. | £5000 |

Emergency works undertaken and to be done
For H & S

-Tree work £1160.

**Further quote awaited for levelling of spoil
and ditch cleaning near to Lewis Morris ent**

| | |
|--|-------------|
| Repairs to main gate as per accepted quote | £335 |
| Relocation of toilet and to secure it/move | |
| Defib etc/repairs to path ahead of fun run. | £500 |
| Repairs schedule/cost awaited from Dragon | |
| re repairs to park equipment/new signage. | |
| Contingency for Community event | |

**The Clerk has made a grant application to
Carmarthen C C under its Sustainable Communities
Grant for £10000 to assist with the costs of
CCTV and resurfacing of upper toddlers play area,
where decision is expected by end of June. There is
also, an application that can be made to The Crime
Commissioners' Office re funding for CCTV if the
The Council grant application is unsuccessful.**

**Howard Davies
(April 2023.)**

£

Draft Income 2023/24 Appendix 1

| | |
|-------------------------|----------------|
| Proposed Precept | £38,000 |
| Repayment of VAT | £4,250 |
| Total | £42,250 |

S106 Monies Available.

| | |
|--------------------------------|----------------|
| | £ |
| Application Ref W/20013 | £68,000 |
| Application Ref W/25937 | £48,000 |
| Application Ref W/37327 | £3,050 |
| Total | £119050 |

Expenditure to date

| | |
|---|-----------------|
| Demolition of Bandstand | £4500* |
| Park Entrance | £15,249 |
| Penymorfa Footpaths | £12,658 |
| Painting of play equipment | £800 |
| Panel Design | £14,749 |
| Panel Production | £4,151 |
| Playground Equipment | £20,949 |
| Playground Equipment | £23,727 |
| Improvements to paths in park | £8,660 |
| installation of Sanitisers | £1,110 |
| Labour re Interpretation Boards | £454 |
| Improvements to park entrance | £4,152 |
| Ger Y Nant Lights | £5,360 |
| Total | £112,019 |
| Requested £3410.50 To cover Elec Con | £3,410 |
| Balance | £3,621 |

*This payment was taken directly by the Leisure Section
and not paid to the Community Council.

For 1.4.23-31.3.24 APPENDIX 2**Llangunnor Community Council****Estimated Operational costs**

| | |
|--|----------|
| Clerk Costs | £ |
| Salary Allowing for slight Inc. Presently £10019 | £10,500 |
| Employers NI | £200 |
| Allowances currently £140pm | £1,680 |

| | |
|---|----------------|
| Travelling Reduced based on intro of Internet Banking | £500 |
| Extra Meetings say 8 @ £50pm | £400 |
| Pension | £100 |
| Total Clerk Costs | £13,380 |

| | |
|---|---------------|
| Handy man | |
| Agreed basic presently £97 pm inc to £100 | £1,200 |
| Additional work as directed | £2,000 |
| Total Handyman Costs | £3,200 |

| | |
|--|---------------------------|
| Grass Cutting Park -CCC Currently £2924 | £3,300 |
| Toilet Servicing at £36 per service Contract & Toilet Cover/Cleaning | £750 |
| Park Inspection and repairs to be negotiated | £1,000 |
| Purchase of dog gloves | £300 |
| Bi Annual Tree Ins due this year. | £550 paid last time. £600 |
| Total Park Costs | £5,950 |

| | |
|--|---------------------------------------|
| Public Lighting | |
| Maintenance £2252 pd 3/22 | £2,500.00 |
| Energy £878 pd 3/22 | County Hall advise to inc 2.4X £2,100 |
| Fxd repayment of £1709.70 to finish 2029 | to finish in 2029 £1,425.00 |
| TOTAL | £6,025.00 |

| | |
|------------------|------------------|
| Insurance | |
| £1065pd 2022 | £1,065.00 |

| | |
|--|--|
| Christmas Lights | |
| Purchase 3 Trees inc 1 for park @£300 each. £250 pd 22 | £900 |
| Erection etc and Labour | £720 |
| Ground Anchor | and lights for new tree at park £1,200 |
| TOTAL | £2,820 |

| | |
|--------------------------|---------------|
| Funding Allocated | |
| Chair | £350 |
| Community Fund | £1,650 |
| S137 | £1,000 |
| Total | £3,000 |

| | |
|---------------------------------|-------------------|
| Admin | |
| Zoom | Currently £190 |
| | £15.59.pm was |
| | £14.39 inc in Apr |
| | 23 |
| Hire of Facilities for meetings | £300 |
| Postage | £100 |
| Stationery & Ink | £300 |
| Training | £200 |
| Cllr Travelling | £100 |

| | |
|--------------|---------------|
| I T Licenses | £450 |
| Total | £1,640 |

Subs

| | |
|------------------|-------------|
| 1VW £445 PD 4/22 | £470 |
| Total | £470 |

Payroll

| | |
|---------------------------------------|-------------|
| For Clerk & Councillors £420 PD 12/22 | £430 |
| Total | £430 |

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|---|---------------|
| Audit Cost Est £390pd to Internal Examiner and this will increase this year. | £1,500 |
| 21/22 Inv not yet received.18/19 not yet billed-chased for explanation | |
| TOTAL | £1,500 |

| | | |
|---|----------|---------------|
| Cllrs Allowances | Estimate | |
| £1650 to be pd 2/23 based on 11 Cllrs. Allow for Inc | | £2,200 |
| Total | | £2,200 |
| CONTINGENCY | | £1,000 |
| Total Estimated Expenditure for 2023/24 | | £42,765 |
| Existing Precept | | £38,000 |
| SHORTFALL | | £4,765 |

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|---|---------------|
| Level of Projected Reserves as at 1.4.2023 | £54745 |
|---|---------------|

CAPITAL PROJECTS PREVIOUSLY AGREED TO BE COMMENCED

| | |
|---|---------|
| Covid Memorial, and to slab around Memorial Stone | £2,000 |
| Phase 2 Kids Play Area | £20,000 |

PROJECTS UNDER DISCUSSION

| | |
|---|--------|
| CCTV at Park | £7,000 |
| Landscaping/Planting/Tree Mgt Bottom of Park beyond Skateboard Park | £5,000 |

TO BE DISCUSSED.

| | |
|---|-------|
| New Laptop for clerk to comply with suggested Legislation | £1000 |
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