

**Llanelly Community Council  
Minutes of the Finance Meeting held on  
Tuesday 6<sup>th</sup> May 2014 at the Council Chamber, Gilwern at  
7.00pm**

**Present**

Cllr Kay Blackwell  
Cllr Malcolm Cook  
Cllr Paul Downes  
Cllr Lynne Elliott  
Cllr Simon Howarth

Cllr John Jones  
Cllr Val Jones  
Cllr Brian Kemp (Chairman)  
Cllr David McCloy  
Cllr Trevor Williams

**14/220 In attendance**

Adrian Edwards, Clerk to the Council.

**14/221 Agenda Item 1:-Apologies received from.**

Cllr's Anthony Carrington, Giles Howard, Phillip Salter  
Cllr Downes joined that meeting at 7.40pm  
Cllr Howarth joined the meeting 7.55pm

**14/222 Agenda Item 2:-Declaration of interest.**

No declaration were made

**14/223 Agenda Item 3: Clerks report**

The Chairman invited the Clerk to present the report.

**Clerks report 1<sup>st</sup> April 2013 to March 31<sup>st</sup> 2014**

	Apr '13 - Mar 14	Budget	£ Over Budget
Income			
Multi Sports Hire	0.00	0.00	0.00
Council Chamber Room Hire	0.00	50.00	-50.00
Gwent Police	0.00	200.00	-200.00
Grant Income	0.00	1,200.00	-1,200.00
Snooker Club - Membership Fees	50.00	60.00	-10.00
Copying	109.10	100.00	9.10
Gilwern Playing Fields	130.00		
Miscellaneous	132.16	100.00	32.16
Snooker Club -Meter Box	165.37	150.00	15.37
Interest Income	340.62	300.00	40.62
Hall Hire	4,380.00	2,300.00	2,080.00
		50,426.0	
Precept	50,426.00	0	0.00

Total Income	55,733.25	54,886.0 0	847.25
Expense			
Advertising and Promotion	0.00	150.00	-150.00
Bank Service Charges	0.00	0.00	0.00
Celebrations	0.00	2,500.00	-2,500.00
Travelling expenses	0.00	100.00	-100.00
Printing and Reproduction	0.00	150.00	-150.00
Power of Well Being	0.00	100.00	-100.00
News Letter	0.00	960.00	-960.00
Election Expenses	0.00	500.00	-500.00
Electronic Planning	0.00	500.00	-500.00
Multi Sports Area	0.00	500.00	-500.00
Meeting Costs	0.00	100.00	-100.00
Local Groups (s145)	0.00	500.00	-500.00
Training			
Web Site Training	0.00	95.00	-95.00
Members Training	0.00	500.00	-500.00
Staff Training	49.00	225.00	-176.00
Total Training	49.00	820.00	-771.00
Postage and Delivery	60.00	265.00	-205.00
Poppy Wreath	68.00	70.00	-2.00
Local Facilities	207.86	900.00	-692.14
Rent	252.50	312.00	-59.50
Equipment Rental	499.00	550.00	-51.00
Christmas Trees	514.00	750.00	-236.00
Village Halls	520.00	800.00	-280.00
Telephone- Line & Broadband	568.76	650.00	-81.24
Office Expense			
Software	0.00	150.00	-150.00
Supplies	55.13	350.00	-294.87
Stationery	124.62	400.00	-275.38
Cleaning	143.94	250.00	-106.06
Web Site	205.59	100.00	105.59
Consumables	234.40	150.00	84.40
Equipment Replacement	248.94	200.00	48.94
Total Office Expense	1,012.62	1,600.00	-587.38
Dog Waste Bins	1,090.14	1,875.00	-784.86
Insurance Expense	1,109.28	1,500.00	-390.72
Charitable Donations (s137)	1,200.00	300.00	900.00
Rates	1,292.24	3,000.00	-1,707.76
Christmas Lights	2,119.46	500.00	1,619.46
Professional Fees	2,407.00	2,000.00	407.00
Repairs and Maintenance			

Cemetery Maintenance	0.00	1,000.00	-1,000.00
Building Maintenance	1,306.43	500.00	806.43
Ground Maintenance	<u>2,065.64</u>	<u>1,700.00</u>	<u>365.64</u>
Total Repairs and Maintenance	3,372.07	3,200.00	172.07
Local Groups (s137)	5,269.99	2,000.00	3,269.99
Utilities			
Water	453.41	800.00	-346.59
Electricity	499.79	1,400.00	-900.21
Gas	<u>7,201.44</u>	<u>3,000.00</u>	<u>4,201.44</u>
Total Utilities	8,154.64	5,200.00	2,954.64
		28,125.0	
Staff Costs	<u>25,641.70</u>	<u>0</u>	<u>-2,483.30</u>
		60,477.0	
Total Expense	<u>55,408.26</u>	<u>0</u>	<u>-5,068.74</u>
		-	
Profit for the Year	<u>324.99</u>	<u>5,591.00</u>	<u>5,915.99</u>
Public Inquiry to be reflected in 2014/15 accounts			

A number of points were raised from the Clerks report.

One member asked about the income from the hall hire for the Public Inquiry. The Clerk explained that the income from the hall will be shown in 2014/15 financial year. The Clerk explained the estimated net figure will be £14'663

The Clerk also explained that unitary bills Direct Debit and the payments are all estimated and the account is credited at a later date and this is causing accounting difficulties. After some debate it was:

***Proposed:*** by Cllr Blackwell seconded by Cllr Thomas to revoke the Direct Debit and return to payment on demand.

**All members agreed**

One member asked about the income from any agreement with the police. The Clerk explained that the Council have no formal tenancy agreement. The Police contribute to the Electricity Bills.

One member asked about hall hire. The Clerk explained that no hall fees have been received since the Public Inquiry commenced and all the income has been banked.

The Clerk asked members about reimbursing the members from the snooker club the membership fee for this coming year. After some debate it was:

***Proposed:*** by Cllr Cook seconded Cllr Blackwell the fees are reimbursed.

**All members agreed**

After some debate over the budget headings it was:

***Proposed:*** by Cllr Jones seconded by Cllr Cook that the report is accepted.

Cllr Blackwell explained that MCC would only accept the buildings back with vacant possession. After some debate it was:

***Resolved:*** the Clerk writes to Gwent Police revoking the tenancy.

**All members agreed**

The Chairman thanked the Clerk for all the work on the accounts and the savings made for 2013/14.

The Chairman explained that the Council is still owed the grants from MCC for managing the public conveniences. The Clerk explained that the Council received the first payment in 2011. It was:

***Proposed:*** that the Clerk writes to MCC CEO asking for the grants.

**14/224 Agenda Item 4:-** Up-date on the Community Education Centre. (Cllr Kemp)

The Clerk informed the Council members that he had received an email from the external auditors, relating to the transfer process. The Clerk read the email out so members were aware of the content.

The Chairman explained that he believes that the Council has followed the correct process; he also explained that he has contacted the Monitoring Officer after the Clerk informed him earlier today (6<sup>th</sup> May) of the email.

One member believes that the time lines the external auditor is asking the council to comply with are unrealistic.

Cllr Blackwell explained that MCC Cabinet considered the transfer in a cabinet meeting on the 19<sup>th</sup> March 2014.

The Chairman read out the notes taken at a meeting Cllr Blackwell attended with MCC officers.

One member believes the Council should take some legal advice before the signing of the transfer. The Chairman explained that he has spoken to a solicitor about the cost. The estimated cost will be around £1k. One member believes that it can be done at a lower cost than the estimate received.

One member explained that any property searches or advice should have been done before they have arrived at that stage. After further debate it was:

***Resolved:*** the Council obtain estimates and engage the services of a solicitor.  
*Vote 9 for and 1 against.*

**14/225 Agenda Item 5:-** Canal barrier (Cllr Howard)

The Clerk explained in the absence of Cllr Howard that he with Cllr Howard meet with the Canal & Rivers Trust with two residents at the canal car park where the issues of vehicles parking overnight and teenagers parking until the early hours of the morning were raised. There was some debate

over this topic and some of the views were:

The barrier should be left open. The barrier should be locked at all times and canal users given a key. Local residents should volunteer to open and close on a rota basis. Canal & Rivers Trust open and close the barrier. After some debate it was:

***Proposed:*** by Cllr Cook and seconded by Cllr Blackwell that a notice should be displayed in the location stating the barrier will be closed from the 1<sup>st</sup> June 2014.  
***All members agreed***

**14/226 Agenda Item 6:-** Retaining wall in Clydach (Cllr Howarth)

Cllr Howarth referred to the meeting with the Chairman and the Clerk on site relating to this wall. He explained that he had received a complaint from a local resident. He explained that there are some parts of the wall which are bulging and other parts which need repointing. One member asked should the Council ask a Structural Engineer to inspect the wall first. After some debate it was:

***Proposed:*** by Cllr Cook seconded by Cllr Downes that the areas of wall are rebuilt

***Resolved:*** that the Clerk obtain estimates ASAP.

**14/227 Agenda Item 7:-** Trees in Clydach (Cllr Howarth)

Cllr Howarth explained that he has received a complaint from the same resident about a tree on the bank above the wall adjacent to the highway. The residents believe the tree to be unsafe. Cllr Howarth explained that the resident will pay for the felling of the tree if the Council agrees for its removal. The Clerk explained that officers from MCC have inspected the tree and recommended that an arborist is engaged to provide a report. After some debate it was:

***Agreed:*** to contact the NPA tree officer to see if consent was required. If consent was not required the tree could be felled at the cost to the resident.

Cllr Blackwell asked if she could give a verbal report on the last North Monmouthshire Liaison Group meeting. Cllr Blackwell explained that only 4 elected members attended the meeting and 4 Clerks. She also explained that the Town Council asked if any Council were considering ordering more dog waste bins. It was:

***Agreed:*** the Clerk contacts the Town Clerk.

**14/228** The Chairman thanked members for attending and closed the meeting at 8.45 pm

Signed by \_\_\_\_\_  
Cllr Brian Kemp

Date 14<sup>th</sup> April 2014