

CYNGOR TREF
Y DRENEWYDD A
LLANLLWCHAEARN



NEWTOWN AND
LLANLLWCHAIARN
TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE
on Monday 15th July 2019, 6.30 p.m.
in the Town Council offices, The Cross, Newtown, Powys.

Minute	Item		Action
2019-20/27	1	<p>ATTENDANCE AND APOLOGIES FOR ABSENCE: To record attendance and apologies for absence.</p> <p>Committee Members: <u>Present:</u> Cllr R Taylor (Vice Chair), Cllr R Edwards, Cllr R Shayler. <u>Other Members present:</u> Cllr D Harrison <u>Apologies for absence approved by Council:</u> None. <u>Other apologies for absence received:</u> Cllr J Barker (Chair), Cllr D Selby (Mayor), Cllr R Williams. <u>In attendance:</u> L Gittins (Responsible Finance Officer), V Williams (Democratic Services Officer).</p>	
28	2	<p><u>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATIONS:</u> To receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members.</p> <p>None.</p>	
29	3	<p><u>PUBLIC PARTICIPATION</u> To receive members of the public who wish to address the Committee, in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the office of the Town Clerk no later than 15 minutes prior to the start of the meeting.</p> <p>None.</p>	
30	4	<p><u>MINUTES OF MEETINGS:</u> To approve and sign as a correct record, the minutes of the meeting of the Resources Committee 17th June 2019 (Paper 4). RESOLVED: <i>'The minutes of the meeting of the Resources Committee 17th June 2019 are approved and signed as a correct record.'</i></p>	

31	5	<p><u>MATTERS ARISING FROM MINUTES FOR INFORMATION:</u></p> <p>To report for information purposes only matters arising from the minutes of the meeting of the Resources Committee 17th June 2019.</p> <p>The action points from the previous meeting were checked for completion.</p> <p><u>Item 6 – Matters Arising / Property</u> Operations Manager still to investigate the conditions inside St Mary’s Church Tower and provide a report on any actions required.</p> <p><u>Item 13 – Governance, Strategy and Policy</u> Cllr J Barker and the Town Clerk are still to review the redundancy policy.</p>	<p>Operations Manager</p> <p>Cllr J Barker/ Town Clerk</p>
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SECTION 1 - FINANCIAL MATTERS

32	6.1	<p><u>FINANCIAL REPORTS:</u></p> <p><u>Financial Year 2019/20:</u></p> <p>To receive and resolve if desired, the Council and Committee:</p> <ul style="list-style-type: none"> • Income & Expenditure Year to Date report (Papers 8.1a-c) • Cash and bank totals graph (Paper 6.1d) • Bank and Petty Cash Reconciliations (Papers 6.1e-h) <p><i>RESOLVED</i> <i>‘Committee notes the financial reports for year 2019/20 as set out in papers 6.1 a –h.’</i></p>	
33	6.2	<p><u>Items for Payment:</u></p> <p>To report, for approval, the schedule of items for payments (Paper 6.2).</p> <p><i>RESOLVED:</i> <i>‘Committee approves the schedule of items for payment as set out in Appendix 1.’</i></p>	RFO
34	6.3 6.3.1	<p><u>Scrutiny of Payments:</u></p> <p>To receive a verbal report on the ‘scrutiny of payments’ exercise for June (Cllr R Shayler).</p> <p>Cllr R Shayler reported that he had reviewed payments for June and found no issues.</p>	
35	6.3.2	<p>To confirm councillors for the ‘scrutiny of payments’ exercise for upcoming months.</p> <p><i>RESOLVED</i> <i>‘Scrutiny of payments exercises will be undertaken by councillors as follows:</i></p> <ul style="list-style-type: none"> • July- Cllr R Taylor • August - Cllr R Williams • September – Cllr R Shayler’ 	Councillors: R Taylor, R Williams and R Shayler

36	6.4 6.4.1	<p>Financial Correspondence</p> <p>To receive a statement from Welsh Government regarding Non-Domestic Rate Relief for public toilets from April 2020 (paper 6.4.1).</p> <p>Committee welcomed the good news that with effect from 1st April 2020 the Welsh Government is to introduce domestic rate relief for public lavatories.</p>	
37	6.4.2	<p>To receive, report and resolve feedback if desired, on financial correspondence received.</p> <p>None received.</p>	
38	7	<p>Business Improvement District (BID):</p> <p>To receive correspondence on the BID and to consider the financial/asset implications in readiness for a recommendation on same to assist the Council's debate and response to the BID ballot in Feb 2020 (paper 7).</p> <p>The committee noted that if the BID goes ahead that NLTC will be liable to pay a levy on its rateable properties.</p>	
39	8	<p><u>RESERVES STRATEGY</u></p> <p>To review Responsible Finance Officer's amendments to the draft Reserves Strategy and resolve to submit to Full Council for approval (paper 8).</p> <p>This item was deferred until the September meeting.</p>	September Agenda Item
40	9	<p><u>FINANCE: CITIZENS' ADVICE POWYS:</u></p> <p>To receive report, and resolve feedback if desired, on the Newtown Advice Project, funded by the Town Council, for 2019-20 Qtr.1 (paper 9).</p> <p>The committee noted the quarterly report and congratulated the CAB on their work for the town.</p>	
41	10	<p><u>COMMUNITY GRANTS</u></p> <p>To receive and resolve a request for a Community Fund grant from the Newtown Musical Theatre Group as an exceptional matter in advance of the October round in view of time restrictions (paper 10).</p> <p>Application not received at this time.</p>	
<u>SECTION 2 – GENERAL MATTERS</u>			
42	11	<p><u>STRATEGY & CORPORATE PROJECTS COMMITTEE (SCPC)</u></p> <p>To receive an update from the Strategy & Corporate Projects</p>	

		<p>Committee.</p> <p>There have been two meetings since the Resources committee last met when It was resolved to sign the leases with Powys CC and Open Newtown regarding the former Radio Hafren building.</p>	
43	12	<p><u>GOVERNANCE, STRATEGY AND POLICY</u></p> <p>Policies: To nominate councillors to assist the RFO with the review of the Budget Virement and Cap-Limits guidelines (paper 12).</p> <p><i>RESOLVED:</i> <i>'Cllr R Taylor will assist with the review of the Budget Virement and Cap-Limits guidelines.'</i></p>	Cllr R Taylor/ RFO
44	13	<p><u>CLIMATE CHANGE EMERGENCY</u></p> <p>To discuss practical ways in which the committee can contribute and resolve if desired.</p> <p>Cllr R Edwards advised that he is to produce a paper for discussion for the September meeting.</p>	Cllr R Edwards
45	14	<p><u>HEALTH & SAFETY</u></p> <p>To report and resolve if desired, on internal matters of NLTC health and safety brought to the attention of the Committee and to receive a report on any Health & Safety accidents or incidents since last meeting.</p> <p>Nothing to report.</p>	
46	15	<p><u>COMMUNICATIONS SYSTEMS</u></p> <p>To review the communications systems incident on 20th June and to resolve on whether/ what contingency is required (paper 15).</p> <p>The committee requested that recommendations 3.2 and 3.3 in paper 15 are costed so that they can make a more informed decision.</p>	Town Clerk

SECTION 3 – STAFFING MATTERS

47	16 16.1	<p><u>ITEMS FOR PUBLICITY, PRESS & FACEBOOK LIVE</u></p> <p>News Items: to resolve items for issue as publicity, to the press and for inclusion in the Facebook Live broadcast.</p> <p>None.</p>	
48	16.2	<p>Facebook Live Attendance: to nominate Members to attend the next broadcast on Wednesday 17th July 2019</p> <p>Cllr R Shayler volunteered to help in a future broadcast.</p>	Development Manager

49	17	<p><u>CHAIRMAN'S ANNOUNCEMENTS, ITEMS FOR FUTURE AGENDA AND DATE OF NEXT MEETING:</u></p> <p>Date of next Resources Committee meeting 19th August 2019, 6.30pm, the Council Chamber, Brisco House, The Cross, Newtown.</p> <p>The next meeting will be primarily for confirming the August payments.</p>	
50	18	<p><u>CONFIDENTIAL SESSION EXCLUSION OF PUBLIC AND PRESS</u></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve, if required, that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted [Contractual matters and Employment matters].</p> <p><i>RESOLVED:</i> <i>'In accordance with the Public Bodies (Admission to Meetings) Act 1960 (2) the Resources Committee resolves that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.'</i> [Contractual matters and Employment matters].</p>	
51	19	<p><u>BRISCO HOUSE</u></p> <p>To receive recommendations, and resolve if desired, from the Operations Manager to award the tender to the approved contractor (paper 19).</p> <p><i>RESOLVED</i> <i>'The committee approves the Operations Manager's recommendation as set out in confidential paper 19 awarding the contract for the Brisco House renovations to the approved contractor.'</i></p>	Operations Manager
52	20	<p><u>CAPACITY & CAPABILITY SUB COMMITTEE:</u></p> <p>To receive a verbal update from the Chairman of the Subcommittee (Capacity & Capability) (Cllr D Selby).</p> <p>As Cllr D Selby was not present, this item was deferred until the September meeting.</p>	September Agenda Item

The meeting finished at 7.14 pm

Chair:

Date:

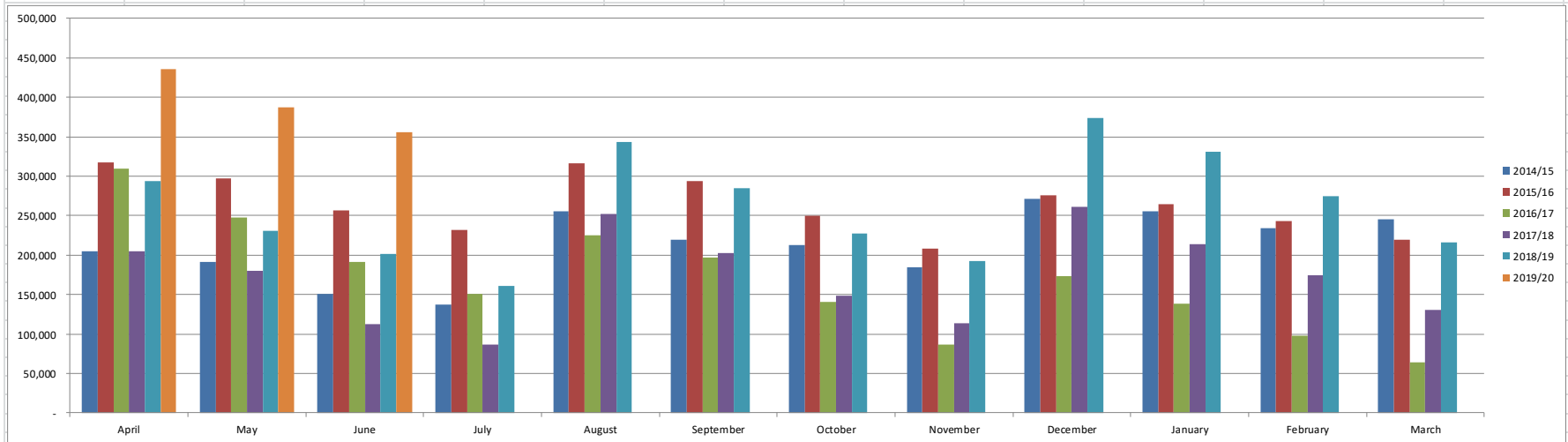
Appendix 1: Schedule of Accounts for Payment

01/07/2019	Newtown & Llanllwchaiarn T C 2019-20			
18:52				
	Invoice No.	Invoice Detail	Amount Due	
	Boys & Boden Limited [BBN001]			
04/06/2019	N/307659	drill bits	3.80	
05/06/2019	N/307861	sealant, nuts & bolts	22.45	
06/06/2019	PN/395896	ballcock etc	31.90	
21/06/2019	PN/396396	ball valve	5.40	
				63.55
	Blachere Illumination [BLA001]			
17/06/2019	SI51292	christmas light replacements	25.01	
	Bridgen Contracting [BRI001]			
27/06/2019		1006 treework sycamore drive	180.00	
	C.E.F (Newtown) [CEF001]			
11/06/2019	NTN/123027	Christmas lights - ties	19.50	
21/06/2019	NTN/123396	10 eco lightbulbs	36.15	
				55.65
	Charlies Stores [CHA001]			
11/06/2019	R401386306	plant food	19.95	
11/06/2019	R401386305	sharpen mitre saw	13.68	
				33.63
	Milwyn Jenkins Solicitors [MJS001]			
13/06/2019	NJ/CC/CON3627T	land reg fee both toilets	40.00	
28/06/2019		5602 FF legal chgs re agreement	930.69	
				970.69
	MYTOWN MEDIA LTD [MML001]			
16/05/2019	NTC/2019/01	job advert mynewtown/welshpool	40.00	
	Newsquest Media Group [NEW001]			
10/06/2019		29731645 JOB VACANCY ADVERT	757.61	
	Office Express (UK) Ltd [OFF001]			
28/06/2019		65227 notebooks, tags, screen clean	23.81	
	Peter Watkin [PET001]			
25/06/2019		1020 Mayor's name letters	150.00	
	Playsafety Ltd [PLA001]			
26/06/2019		43142 play area inspections	327.60	
	Rebel Alliance [REB001]			
09/04/2019	RA10	Nativity photobook	8.00	
	Sarah Brisco Trust [SBT001]			
26/06/2019	2019-20 1	Consultants fees	858.00	
		July Window clean	23.00	
				3516.55

Newtown & Llanllwchaiarn T C 2019-20					
Employee contribution to 50:50 scheme missed off June schedule	94.22				
HMRC July payroll	6,055.98				
PCC July pension	5,593.30				
PCC July pension shortfall	116.67				
CCU	178.00				
Takehome pay	15,724.84				
2 July Market money for petty cash	265.00	(£189.99 used for new vacuum cleaner)			
Ann Lowther translation @ Treowen	30.00	Placeplan			
Ann Lowther translation @ Wagon & Horses	30.00	Placeplan			
		60.00			
G17 new computer	900.00				
Charles Hunphreys van brakes	227.16				
Charles Hunphreys battery for water cart	48.00				
		275.16			
Healthmatic July- Sep toilet cleaning	3,799.80				
Shire advert FF (as contract)	270.00				
SLCC conference EH attended	96.00				
EOM fire alarm & emergency lighting testing	180.00				
Reimburse SW for data & calls on own phone	35.55				
SLCC conference for Wales EH attending	96.00				
R Edwards expenses	565.10				
Window clean July 2019	23.00				
MNA advert	138.00				
CAB grant (approximate figure)	1,500.00				
	<u>35,966.62</u>				

Appendix 2 – Cash and Bank Totals Graph

Cash totals	Not updated for B of I yet, May figure included											
Totals - £	April	May	June	July	August	September	October	November	December	January	February	March
2014/15	204,835	191,108	150,845	137,805	255,325	219,631	212,181	184,347	271,407	255,377	233,676	244,982
2015/16	316,929	296,832	256,883	232,242	316,825	293,418	250,040	208,073	275,253	264,985	243,395	219,215
2016/17	308,994	247,447	191,207	150,372	225,452	196,876	140,423	86,380	173,304	138,657	97,796	64,413
2017/18	204,588	179,553	112,940	86,069	252,045	202,280	148,891	113,468	261,399	213,415	174,417	129,979
2018/19	293,617	230,868	201,014	160,411	342,821	285,256	227,337	192,135	373,837	331,250	274,667	216,389
2019/20	436,021	386,736	355,440									



Appendix 3 – Bank Reconciliations

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	30/06/2019		105,275.22
			<u>105,275.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/06/2019 PCC 001 Powys County Council		488.00	
28/06/2019 PCC 001 Powys County Council		483.00	
			<u>931.00</u>
			104,344.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			104,344.22
		Balance per Cash Book is :-	104,344.22
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/12/2018		0.00	
17/04/2019		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Date: 01/07/2019

Newtown & Llanllwchaern T C 2019-20

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Time: 13:21

**Bank Reconciliation Statement as at 30/06/2019
for Cashbook 6 - Unity Bank**

User: LG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank	30/06/2019		116,813.42
			<hr/> 116,813.42
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/06/2019 BETHSHAN Bethshan grant		385.00	
28/06/2019 TAKEHOME P staff		1,334.38	
			<hr/> 1,809.38
			115,114.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			115,114.04
		Balance per Cash Book is :-	115,114.04
		Difference is :-	0.00

Date: 01/07/2019

Newtown & Llanllwchaern T C 2019-20

Page 1

Time: 13:27

Bank Reconciliation Statement as at 30/06/2019
for Cashbook 4 - Robert Owen

User: LG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Robert Owen	30/06/2019		32,064.42
			<hr/> 32,064.42
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			32,064.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			32,064.42
		Balance per Cash Book is :-	32,064.42
		Difference is :-	0.00

Date: 01/07/2019

Newtown & Llanllwchaearn T C 2019-20

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Time: 14:11

**Bank Reconciliation Statement as at 30/06/2019
for Cashbook 5 - Petty Cash**

User: LG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2019		85.10
			<u>85.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>85.10</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>85.10</u>
		Balance per Cash Book is :-	85.10
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
01/01/2001		0.00	0.00
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

End of Appendices