

MINUTES OF AN EXTRAORDINARY MEETING OF TYWYN TOWN COUNCIL
HELD ON FRIDAY 27TH JANUARY 2017
AT YSGOL UWCHRADD TYWYN AT 6.00PM

PRESENT: Councillor Alun W. Evans (Chair)

Councillors: Ron W. McCoo, Nancy E. Clarke, Richie Owens,
 Mark D. Kendall, John H. Boulter, Dan A. Wyre,
 John Pughe, Anne Lloyd-Jones

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

Cl. 201 **APOLOGIES:**
 27.01.17
 Councillor Eileen Ellis
 Councillor Mike Stevens

Cl. 202 **DECLARATION OF INTEREST:**
 27.01.17
 No Councillor declared an interest.

Cl. 203 **RECEIVE AND APPROVE MINUTES OF THE FINANCE COMMITTEE HELD ON**
 27.01.17 **FRIDAY, 27 JANUARY 2017**

	Budget	To date	By end of	Budget
	2016 / 17	(no VAT)	March	2017 / 18
			2017	
Staff Costs				
Salaries	£16,000.00	£12,129.21	£16,172.28	£19,500.00
NI Employer	£1,200.00	£834.21	£1,112.28	£1,450.00
Pension cont.	£4,000.00	£3,165.75	£4,221.00	£5,500.00
Travel expenses	£600.00	£56.25	£75.00	£600.00
SLCC Membership	£170.00	£0.00	£170.00	£160.00
Training	£500.00	£168.00	£168.00	£500.00
	£22,470.00	£16,353.42	£21,918.56	£27,710.00
Administrative				
Rent for office	£800.00	£800.00	£800.00	£800.00
Room Hire	£450.00	£40.00	£300.00	£450.00
Electricity for office	£900.00	£0.00	£1,200.00	£1,500.00
Printing + stationery	£1,500.00	£1,269.75	£1,500.00	£1,500.00
Postage	£350.00	£301.34	£400.00	£500.00
Phone and broadband	£1,200.00	£836.61	£1,100.00	£550.00
IT equip	£400.00	£10.00	£10.00	£400.00
Website maintenance	£1,200.00	£530.00	£530.00	£200.00
Insurance	£3,250.00	£3,054.69	£3,054.69	£3,500.00
Internal Audit fee	£500.00	£1,000.00	£1,000.00	£500.00
External audit fee	£500.00	£0.00	£500.00	£500.00

Scribe Licence	£250.00	£245.00	£245.00	£250.00
Bank charges	£200.00	£120.90	£150.00	£200.00
Cleaning office	£500.00	£257.50	£410.00	£550.00
Translator	£250.00	£0.00	£250.00	£250.00
Legal	£1,000.00	£0.00	£1,000.00	£2,000.00
Unllais Cymru membership	£600.00	£0.00	£600.00	£600.00
Unllais Cymru Conference	£200.00	£90.00	£90.00	£200.00
Railway Station building	£1,200.00	£0.00	£0.00	£1,200.00
	£15,250.00	£8,555.79	£13,139.69	£15,650.00

Members

Chair	£600.00	£600.00	£600.00	£600.00
Travelling Exp	£500.00	£0.00	£100.00	£500.00
Elections	£2,000.00	£0.00	£0.00	£3,000.00
Training	£2,000.00	£0.00	£0.00	£2,000.00
Councillors Allowance	£0.00	£0.00	£0.00	£0.00
Dependents care allowance	£900.00	£0.00	£0.00	£900.00
Financial Loss Allowance	£0.00	£0.00	£0.00	£0.00
	£6,000.00	£600.00	£700.00	£7,000.00

Section 137

General Contributions	£5,000.00	£3,100.00	£4,000.00	£5,000.00
	£5,000.00	£3,100.00	£4,000.00	£5,000.00

Environmental Improvements

Christmas lights	£6,500.00	£1,849.04	£5,350.00	£6,500.00
New lights	£800.00	£373.47	£373.47	£1,000.00
Christmas tree	£200.00	£200.00	£200.00	£200.00
Christmas advert	£0.00	£50.00	£50.00	£70.00
Gardening and planting	£3,750.00	£2,621.33	£3,100.00	£5,000.00
Watering plants	£3,750.00	£755.00	£755.00	£2,500.00
Bus shelters	£2,000.00	£366.00	£500.00	£2,000.00
CCTV	£0.00	£0.00	£0.00	£0.00
Blue Flag Award	£610.00	£600.00	£600.00	£610.00
Defibrillator	£1,500.00	£1,567.20	£1,567.20	£2,000.00
Footpath Maintenance	£600.00	£0.00	£200.00	£2,000.00
Footpath Materials	£200.00	£0.00	£0.00	£500.00
For Emergencies	£890.00	£0.00	£0.00	£890.00
Brook Street Garden	£800.00	£153.52	£153.52	£800.00
Toilet				£4,000.00
Victorian Shelter				£2,000.00
Clocks				£2,500.00
Gas Beacon				£400.00
Noticeboard				£3,500.00
	£21,600.00	£8,535.56	£12,849.19	£36,470.00

Elusen Cambrian Rd Recreation Ground

Rec Ground	£1,000.00	£255.00	£255.00	£1,000.00
Skate park	£5,000.00	£1,665.89	£1,665.89	£5,000.00
Pump Park				£4,000.00
		£1,920.89		£10,000.00

Elusen Bryn-y-Paderau

Bryn-y-Paderau	£1,200.00	£490.00	£490.00	£1,200.00
				<u>£1,200.00</u>

	2016/17	2017/18
Budget (expenditure)	£77,520.00	£103,030.00
Precept (income)	£75,000.00	£86,000.00
Novus Energy Fund (income)	-	<u>£4,000.00</u>
Drawn from reserves	<u>£2,520.00</u>	£13,030.00

Bank Balance at 31.12.16	£88,196.44
Probable expenditure until (Jan-March 17)	<u>-£15,462.67</u>
Carry forward balance on 1.04.17	<u><u>£72,733.77</u></u>

Bank Balance 1.04.17	£72,733.77
Precept 17/18	£86,000.00
Novus Energy Fund	<u>£4,000.00</u>
	£162,733.00
Budget 17/18	<u>£103,030.00</u>
Bank Balance 31.03.18	<u><u>£59,703.77</u></u>

RESOLVED:

- i. To approve the expenditure against budget from 1 April 2016 to 31 December 2016.
- ii. To approve the budget for the 2017/18 financial year, with an amendment to the amount set-aside for legal costs, increasing from £1,000 to £2,000 and giving a total budget of £103,030.
- iii. Not to offer a donation to Advice Mid Wales.
- iv. Not to offer a donation to Llangollen International Eisteddfod.
- v. To select BT's Business Unlimited Broadband Infinity & Unlimited Calls package at £941.60 over two years, with the new contract saving £1,125 over a two year period (£562.50 per annum) compared to the current telephone and broadband contract.

Cl. 204 **2017/18 PRECEPT**
27.01.17

RESOLVED: Councillor Nancy Clarke proposed and Councillor John Boulter seconding the proposal, to set the precept at £86,000 for the 2017/18 financial year, which equates to an annual increase of £7.14 for a Band D property, with the remainder drawn from reserves.

The meeting was declared closed at 6:16pm

MINUTES OF THE FINANCE COMMITTEE
HELD ON FRIDAY 27 JANUARY 2017
AT TYWYN TOWN COUNCIL COMMITTEE ROOM AT 10.00AM

PRESENT: Councillor Nancy E. Clarke (Chair)
Councillors: Ron McCoo, John Boulter

IN ATTENDANCE: Councillors: Anne Lloyd-Jones

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)

1. APOLOGIES:

Councillor Alun W. Evans
Councillor Richie E. Owens
Councillor Mike Stevens (not a member of Finance Committee)

2. DECLARATION OF INTEREST

No Councillor declared a personal or prejudicial interest

3. REVIEW OF THE COUNCIL'S EXPENDITURE AGAINST BUDGET FROM 1 APRIL 2016 TO 31 DECEMBER 2016

Printouts from the Council's Scribe Accounting Software had been distributed to members of the Committee prior to the meeting, containing the budget cost codes and details of expenditure and income from 1 April 2016 to 31 December 2016.

An estimate of the expenditure for January to March 2017 for each cost code was presented by the Town Clerk, with the total probable balance of all Town Council bank accounts as at 31 March 2017.

RECOMMENDATION: To approve the expenditure from 1 April 2016 to 31 December 2016.

4. BUDGET FOR 2017/18 AND A PRECEPT RECOMMENDATION FOR THE 2017/18 FINANCIAL YEAR

Members prepared a budget of £102,030 for the 2017/18 financial year; an increase from the current year due to Tywyn Town Council making a contribution towards keeping public toilets open during 2017 and to enable the transfer of the Victorian Shelter on the Promenade from Gwynedd Council to Tywyn Town Council.

RECOMMENDATION: To set the precept at £85,000 for the 2017/18 financial year, this equates to an annual increase of £6.49 for a Band D property, with the remainder drawn from reserves.

5. REQUEST FOR FINANCIAL ASSISTANCE – ADVICE MID WALES

RECOMMENDATION: No donation.

6. REQUEST FOR FINANCIAL ASSISTANCE – LLANGOLLEN INTERNATIONAL EISTEDDFOD

RECOMMENDATION: No donation.

7. TELEPHONE/BROADBAND CONTRACT FOR COUNCIL OFFICE

The Town Clerk reported that 33 separate packages from eight different providers are available on uswitch.com website, with various options such as:

- fibre or standard broadband
- speeds of 0-30mb, 30-60mb or 60mb+
- unlimited or limited broadband usage
- telephone calls included or on a pay as you go basis
- contract length of 1 month, 12 months, 18 months or 24 months

Three different packages were considered by members, with all packages being for 24 months, fibre broadband and with speeds of over 60mb+, with TalkTalk Business costing £690.79 over two years, XLN Telecom costing £862.80 and BT costing £941.60 over two years.

RECOMMENDATION: To select BT's Business Unlimited Broadband Infinity & Unlimited Calls package at £941.60 over two years, with the new contract saving £1,125 over a two year period (£562.50 per annum) compared to the current telephone and broadband contract.

The meeting was declared closed at 13:20pm

	A	B	C	CH	D
	Precept To date (no VAT) By end of March 2017			Difference (C-B)	Precept 2017 / 18
Staff Costs					
Salaries	£16,000.00	£12,129.21	£16,172.28	£4,043.07	£19,500.00
NI Employer	£1,200.00	£834.21	£1,112.28	£278.07	£1,450.00
Pension cont.	£4,000.00	£3,165.75	£4,221.00	£1,055.25	£5,500.00
Travel expenses	£600.00	£56.25	£75.00	£18.75	£600.00
SLCC Membership	£170.00	£0.00	£170.00	£170.00	£160.00
Training	£500.00	£168.00	£168.00	£0.00	£500.00
	<u>£22,470.00</u>	<u>£16,353.42</u>	<u>£21,918.56</u>		<u>£27,710.00</u>
Administrative					
Rent for office	£800.00	£800.00	£800.00	£0.00	£800.00
Room Hire	£450.00	£40.00	£300.00	£260.00	£450.00
Electricity for office	£900.00	£0.00	£1,200.00	£1,200.00	£1,500.00
Printing + stationery	£1,500.00	£1,269.75	£1,500.00	£230.25	£1,500.00
Postage	£350.00	£301.34	£400.00	£98.66	£500.00
Phone and broadband	£1,200.00	£836.61	£1,100.00	£263.39	£550.00
IT equip	£400.00	£10.00	£10.00	£0.00	£400.00
Website maintenance	£1,200.00	£530.00	£530.00	£0.00	£200.00
Insurance	£3,250.00	£3,054.69	£3,054.69	£0.00	£3,500.00
Internal Audit fee	£500.00	£1,000.00	£1,000.00	£0.00	£500.00
External audit fee	£500.00	£0.00	£500.00	£500.00	£500.00
Scribe Licence	£250.00	£245.00	£245.00	£0.00	£250.00
Bank charges	£200.00	£120.90	£150.00	£29.10	£200.00
Cleaning office	£500.00	£257.50	£410.00	£152.50	£550.00
Translator	£250.00	£0.00	£250.00	£250.00	£250.00
Legal	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
Unllais Cymru membership	£600.00	£0.00	£600.00	£600.00	£600.00
Unllais Cymru Conference	£200.00	£90.00	£90.00	£0.00	£200.00
Railway Station building	£1,200.00	£0.00	£0.00	£0.00	£1,200.00
	<u>£15,250.00</u>	<u>£8,555.79</u>	<u>£13,139.69</u>		<u>£14,650.00</u>
Members					
Chair	£600.00	£600.00	£600.00	£0.00	£600.00
Travelling Exp	£500.00	£0.00	£100.00	£100.00	£500.00

Elections	£2,000.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
Training	£2,000.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
Councillors Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Dependents care allowance	£900.00	£0.00	£0.00	£0.00	£0.00	£900.00
Financial Loss Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£6,000.00	£600.00	£700.00			£7,000.00

Section 137

General Contributions	£5,000.00	£3,100.00	£4,000.00	£900.00		£5,000.00
	£5,000.00	£3,100.00	£4,000.00			£5,000.00

Environmental Improvements

Christmas lights	£6,500.00	£1,849.04	£5,350.00	£3,500.96		£6,500.00
New lights	£800.00	£373.47	£373.47	£0.00		£1,000.00
Christmas tree	£200.00	£200.00	£200.00	£0.00		£200.00
Christmas advert	£0.00	£50.00	£50.00	£0.00		£70.00
Gardening and planting	£3,750.00	£2,621.33	£3,100.00	£478.67		£5,000.00
Watering plants	£3,750.00	£755.00	£755.00	£0.00		£2,500.00
Bus shelters	£2,000.00	£366.00	£500.00	£134.00		£2,000.00
CCTV	£0.00	£0.00	£0.00	£0.00		£0.00
Blue Flag Award	£610.00	£600.00	£600.00	£0.00		£610.00
Defibrillator	£1,500.00	£1,567.20	£1,567.20	£0.00		£2,000.00
Footpath Maintenance	£600.00	£0.00	£200.00	£200.00		£2,000.00
Footpath Materials	£200.00	£0.00	£0.00	£0.00		£500.00
For Emergencies	£890.00	£0.00	£0.00	£0.00		£890.00
Brook Street Garden	£800.00	£153.52	£153.52	£0.00		£800.00

Toilet						£4,000.00
Victorian Shelter						£2,000.00
Clocks						£2,500.00
Gas Beacon						£400.00
Noticeboard						£3,500.00
	£21,600.00	£8,535.56	£12,849.19			£36,470.00

Elusen Cambrian Rd Recreation Ground

Rec Ground	£1,000.00	£255.00	£255.00	£0.00		£1,000.00
Skate park	£5,000.00	£1,665.89	£1,665.89	£0.00		£5,000.00
Pump Park						£4,000.00
		£1,920.89				£10,000.00

Elusen Bryn-y-Paderau

Bryn-y-Paderau

£1,200.00	£490.00	£490.00	£0.00	£1,200.00
				<u>£1,200.00</u>

2016/17

-£77,520.00				
£75,000.00				
-				
<u>-£2,520.00</u>				

2017/18

-£102,030.00				
£85,000.00				
£4,000.00				
<u>-£13,030.00</u>				

£15,462.67

Bank balance at 31.12.16

£88,196.44

Probable expenditure until (Jan-March 17)

-£15,462.67

Carry forward balance on 1.04.17

£72,733.77

Balance 1.04.17

£72,733.00

Precept 17/18

£85,000.00

Novus Energy Fund

£4,000.00

£161,733.00

Budget 17/18

-£102,030.00

Balance 31.03.18

£59,703.00