



7 Gorffennaf 2022 ❖ 7 July 2022

Annwyl Aelod ❖ Dear Member

Pwyllgor Cyllid ❖ Finance Committee

Fe'ch gelwir i fod yn bresennol yng nghyfarfod misol Pwyllgor Cyllid y Cyngor Tref a gynhelir yn Siambr y Cyngor, Neuadd Ddinesig San Pedr, Maes Nott, Caerfyrddin a thrwy gyswllt fideo **Nos Iau, 14eg o Orffennaf 2022**, am 7.30yh.

Croesawir aelodau o'r cyhoedd i arsylwi'r cyfarfod yn y neuadd, neu ar-lein drwy ddilyn y linc isod.

You are summoned to attend the monthly Finance Committee of the Town Council to be held in the Council Chamber, St Peter's Civic Hall, Nott Square, Carmarthen via video link, on **Thursday evening, 14th of July 2022**, at 7.30pm.

Members of the public are welcome to observe the meeting at the hall, or online by following the link below.

Yn gywir ❖ Yours faithfully

Alun Harries

Clerc y Dref ❖ Town Clerk

Join Zoom Meeting:

<https://us06web.zoom.us/j/87448241988?pwd=TDdVVk5BbjVDaWsyOVI2dXhQeHQydz09>

A g e n d a

1. Apologies for absence
2. Declarations of interest
3. To authorise the signing of the Order for Payment of Accounts Schedule for June 2022 - Invoices available for inspection **(Appendix 1)**
 - (i) Town Council
 - (ii) Tea Shop
4. Town Clerk's Report **(Appendix 2)**:
 - a) Financial Report
 - b) Quarterly Bank Reconciliation 30th June 2022 **(Appendix 3)**
 - c) Quarterly budget update 30th June 2022 **(Appendix 4)**
 - d) Arrangements for making payments due in August 2022
 - e) Staff numbers July 2022
5. The Finance & Governance Toolkit for Community & Town Councils
6. Review of earmarked reserves

**CARMARTHEN TOWN COUNCIL
REPORT OF THE TOWN CLERK TO THE
FINANCE COMMITTEE – 14th JULY 2022**

Agenda Item 4(a): Financial Report

Council's Bank balances on the 30th of June 2022 were as follows:

	£
HSBC Current Account	66,108.50
HSBC Reserve Account	458,678.79
Total Cash in Bank	524,787.29

Balances in Other Accounts on 30th June 2022:

Mayor's Allowance	-	£3,002.04
Mayor's Fun Run	-	£6,472.13
Carmarthen Park Tea Shop	-	£22,283.56

- Gross expenditure for the period 1st April to the 30th of June 2022 totalled £147,964
- Income for the same period, including the Park Tea Shop, totalled £40,765. The overall net expenditure is therefore £107,199.
- The Net Budget/Precept requirement for 2022/23 is £788,855, of which £262,952 has been received. Members will note from the above that Council completed the year within budget on 30th June 2022.

For the **INFORMATION** of Members.

Agenda Item 4(b): Quarterly Bank Reconciliations - 30th June 2022

Council's Financial Regulations require that two members undertake a reconciliation of the Council's bank accounts on a quarterly basis. Attached at **Appendix 3** is the bank reconciliation as of 30th June 2022 for the Town Council's two principal bank accounts and the Tea Shop Account.

For the **APPROVAL** of Members.

Agenda Item 4(c): Quarterly budget update 30th June 2022 (Appendix 4)

Attached at **Appendix 4** is the 2022/23 budget update comparing budgeted and actual expenditure from 1st April 2022 to 30th June 2022.

For the **APPROVAL** of members.

Agenda Item 4(d): Arrangements for making payments due in August 2022

There will be no meetings of Finance Committee or the Town Council during August. Members are asked to consider delegating the approval of the monthly accounts to the Clerk and two members.

For the **DECISION** of Members.

Agenda Item 4(e): Staff numbers July 2022

Following a request from Cllr. Jeff Thomas, staffing numbers at July 2022 are confirmed as follows:

Office staff	Outdoor Staff	Tea Shop
2 part time (0.7 and 0.8)	6 full time	6 part time (14-28 hrs)
3 full time	1 full time (temporary)	1 casual
1 cleaner		1 casual for summer 2022
TOTAL: 6	TOTAL: 7	TOTAL: 8

For the **INFORMATION** of members

Agenda Item 5: The Finance & Governance Toolkit for Community & Town Councils

[Toolkit-English.docx](#)

[Toolkit-Welsh.docx](#)

Following a pilot during late 2021 the above Toolkit has now been formally launched by Welsh Government. The Toolkit was discussed briefly at Full Council on 29th June and below is a quick guide to the Toolkit and some ideas as to how it could be progressed by local councils:

The Finance & Governance Toolkit for Community and Town Councils: Getting started

*This is a **quick guide** to help your council start using The Finance & Governance Toolkit for Community and Town Councils.*

What the toolkit is and why your council should use it

The toolkit contains themes covering key areas of community and town council activity.

It is made up of two parts:-

Part 1 – The health check – *A checklist to test whether essential governance and financial management arrangements are in place.*

Part 2 – The self-assessment – *A tool to help you reflect more deeply on how the council is serving the community.*

Using the toolkit will help your council stay on top of your statutory responsibilities and reflect on how you are working for your community. The toolkit will help prepare the council to meet statutory responsibilities such as annual reports and audits.

How to use the toolkit

How you complete the toolkit is up to your council. For example:

- *You may decide to complete the whole toolkit in a **single exercise**.*
- *You may decide to **work through Part 1 – The health check first**, then work through all themes in Part 2 – The self-assessment.*
- *You may decide to look at a **theme** in the health check, then look at **the same theme** in the self-assessment.*
- *You may decide to look at the themes in a **different order** to that in the toolkit, depending on where you want to prioritise attention.*

Completing Part 1 – The health check

This is mainly for the clerk to complete, working with the Chair or a small group of members as appropriate.

- *Choose a theme.*
- *For each statement, mark 'Yes' or 'No' as appropriate for your council.*
- *Statements shaded in blue are statutory responsibilities.*
- *Record any comments / actions required as appropriate alongside each statement.*
- *Summarise actions at the end of the theme.*

Completing Part 2 – The self-assessment

This is for completion by councillors, supported by the clerk as required. You can set up a working group(s) to consider a theme(s) for reporting back to full council later.

- *Choose a theme*
- *Councillors reflect individually on statements in the chosen theme*
- *Councillors meet to discuss the statements, guided by 'questions to consider' beneath the statement*
- *Decide whether the council could take steps to improve under that theme*
- *Summarise discussion and record actions.*

What to do next?

- *Set up a sub-group of councillors to progress the work locally.*
- Agree priorities for action, then act on those priorities.*
- *Use the toolkit again at a later point to check progress.*

For the **DECISION** of members

Agenda Item 6: Review of earmarked reserves

At the end of the 2021/22 Council's bank balance were £405,859. Approved unearmarked reserves form £150,000 of this total. Earmarked reserves at the end of 2021/22 for ongoing and new capital projects accounted for a further £101,673. This leaves £154,186 of additional unearmarked reserves in Council's accounts on 31st March 2022. Members are required to consider what they would like to do with this fund, it is suggested that some could be added to the approved unearmarked total and consideration given to longer term capital projects such as the renovation of the bandstand in the park.

For the **DECISION** of members.