

**29 June, 2016**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 105 – 109**

At a **SPECIAL COUNCIL** Meeting of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Monday, 29 June, 2016, at 6.00 p.m.

**Present:** Cllr. S. M. Donoghue (Chairman)

**Cllrs.**

L. A. Beer	R. E. Evans
S. M. Caiach	S. N. Lewis
D. M. Cundy	A. G. Morgan
H. J. Evans	J. S. Phillips
M. L. Evans	C. A. Rees
A. J. Rogers	

**Absent:** F. Akhtar, T. Bowen, L. J. Butler, T. J. Jones and W. V. Thomas.

**105. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. M. V. Davies, S. L. Davies, T. Devichand and G. H. Wooldridge.

**106. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**107. STATEMENTS OF ACCOUNTS 2015/16**

- (1) ADMINISTRATION**
- (2) TRAINING**
- (3) CONSOLIDATED**
- (4) ANNUAL RETURN**
- (5) ANNUAL REPORT ON COUNCIL ACTIVITIES**
- (6) INTERNAL AUDIT REPORT - FINAL**

Members were guided through the statements of accounts during which the Deputy Clerk (Administration) stated that the accounts had been prepared in accordance with the accounting policies of the Financial Reporting Standard for Smaller Entities (effective from April 2008) (FRSSE).

The Deputy Clerk (Administration) referred Members to the Accounts and Audit Regulations 2014 which categorised the Council as a 'smaller relevant body' as its gross income or

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expenditure was not more than £2.5 million in the year of account or in either of the two preceding years. Consequently, the financial transactions of the Council would be subject to preparing an Annual Return for review and certification by the external auditors, Grant Thornton UK LLP.

**RESOLVED** that the following be received and adopted:

1. Statement of Accounts for Administration, Training and consolidated for the financial year 2015/16;
2. Annual Return for the year ended 31 March, 2016;
3. Annual Report on Council Activities for the financial year 2015/16;
4. Internal Audit Report to 31 March, 2016.

It was

**FURTHER RESOLVED** that the earmarked reserves as at 31 March 2016, be noted as follows:-

	<u>Balance at</u> <u>01/04/2015</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/3/2016</u> £
<u>Capital Project Reserves</u>				
None				0
	0	0	0	0
<u>Asset Replacement Reserves</u>				
None				0
	0	0	0	0
<u>Other Earmarked Reserves</u>				
Furnace Hall	10,000			10,000
Felinfoel Community Resources Centre	0			0
Capital Schemes	115,000	122,390		237,390
Vauxhall Buildings	9,640	69,060	8,840	69,860
Resources	30,950	5,740	1,960	34,730
Miscellaneous Projects	114,160	58,570	41,050	131,680
Committed Grants	16,836	27,844	16,836	27,844
Pwll Pavilion Car Park	115,900	1,890	115,900	1,890
Play Areas	102,700		22,700	80,000
Training Department Restructuring		110,000		110,000
	<u>515,186</u>	<u>395,494</u>	<u>207,286</u>	<u>703,395</u>

## **108. CORPORATE RISK MANAGEMENT**

The Deputy Clerk (Administration) presented the Corporate Risk Management Action Plan for 2015/16 which identified activities completed and on-going at 31 March, 2016. The Corporate Risk Assessment for 2016/17 was also presented.

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**RESOLVED** that the Action Plan for 2015/16 and the Corporate Risk Assessment for 2016/17 be received and adopted.

*During discussion of the above the Cllr. S. M. Donoghue, Chairman, left the meeting and the remainder of the business was conducted by Cllr. H. J. Evans, the Vice Chairman.*

**109. VAUXHALL BUILDINGS**

Further to Minute No. 75, Members considered the report of the Technical Services Officer on tenders received for the installation of a lift and access ramp at Vauxhall Buildings as follows:

1. £71,066.96
2. £84,038.61
3. £85,258.57

The remaining budget for the project was £62,660 therefore a saving was required. The architect and contractor prepared a list of savings for consideration by omitting works from the contract. Savings of £10,347.79 had been identified which relate to the reduction of the contingency sum. The revised tender sum of £61,747.17 was within the budget.

A brief overview of the proposed works comprised a new platform lift in the foyer; privacy screen and door to the office foyer with access controls; reception screen and counter; new entrance door and access ramp.

The work would provide access to the building for members of the public and staff members who may bear a disability. The Council would comply with the disability access standards and legislation. The controlled door access would ensure safety of staff and secure against unauthorised access.

During discussion, the Clerk informed Members that there would be a delay in the start of the works due to there being a 10 week period for the delivery of the internal lift and it was therefore recommended that a report for the roofing works at Vauxhall Buildings be presented to Members at a Special Meeting of the Finance and General Purposes Committee to be held on Wednesday, 6 July, 2016, to enable the best use of time for managing both projects.

**RESOLVED** that the lowest tender submitted by M. Hiorns Building Contractors Ltd, 22 Delta Lakes Enterprise Centre, The Avenue, Delta Lakes, Llanelli, SA15 2DR, in the sum of £61,747.17 excluding VAT be accepted.

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The Meeting concluded at 6.45 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 12 July, 2016, adopted by the Council.