



KUNSILL LOKALI IN-NAXXAR

12 ta' Ġunju, 2024

IT-TMIEN LEGIŻLATURA

AGENDA Numru 8/68

Laqgħa tal-Kunsill Lokali Naxxar

Lis-Sindku, Viċi Sindku, Kunsillieri,

Qiegħed tiġi mitlub/a tattendi għal-laqgħa tal-Kunsill Lokali fis-Sala tal-Laqqgħat tal-Kunsill Lokali nhar l-Erbgħa 19 ta' Ġunju 2024 fis-17:45.

Tista' tgħażel li tingħaqad b'mod virtwali permezz ta' sistema virtwali iżda jista' jkun hemm limitazzjonijiet biex issegwi preżentazzjonijiet li jista' jkun hemm waqt il-laqgħa. Jista' wkoll ikun hemm u xi diffikultajiet biex il-pubbliku li jkun qiegħed isegwi live, isegwikom waqt l-interventi. Il-laqgħa se tkun imxandra *live* fuq il-paġna ta' Facebook tal-Kunsill u se tkun qed tiġi rrekordjata biex tiġi mxandra b'mod *on demand*.

(IFFIRMATA)

Paul Gatt

Segretarju Eżekuttiv

Aqleb wara

AGENDA

LAQGHA TAL-KUNSILL Numru 8/68

- 1 Qari tal-ittri ta' apologiji;
- 2 Kunsiderazzjoni u Approvazzjoni tal-Minuti;
- 3 Komunikazzjonijiet mis-Sindku;
- 4 Twegibiet għall-Mistoqsijiet tal-Kunsillieri;
- 5 Kunsiderazzjoni u Approvazzjoni ta' rapporti finanzjarji:
 - a. Skeda tal-pagamenti;
 - b. Skeda ta' dħul;
 - c. Skeda ta' ordnijiet;
 - d. Infiq mill-Petty Cash;
- 6 L-ittra ta' direzzjoni mill-Awdituri;
- 7 Tmiem tal-laqgħa.

Peress li din se tkun l-aħħar laqgħa, l-Kunsillieri huma mitluba jibqgħu preżenti ħalli jkunu ppreparati l-minuti u jkunu approvati.



IN-NAXXAR

MINUTI - LAQGHA TAL-KUNSILL IT-TMIEN KUNSILL SEDUTA NRU.68 - L-ERBGHA 19 TA' ĠUNJU 2024

Il-Kunsill iltqa' fl-uffiċċju amministrattiv tiegħu fiċ-Ċentru Ċiviku fi Vjal il-21 ta' Settembru Fis-5.45pm.

Preżenti:	Anne Marie Muscat Fenech Adami Christopher Deguara Marlon Brincat Mary Anne Cuomo Mark Anthony Deguara Joseph Spiteri Noel Gatt	Sindku Viċi Sindku Kunsillier (virtwali) Kunsillier (virtwali) Kunsillier (wasal 17:49) Kunsillier Kunsillier
Uffiċjali preżenti:	Paul Gatt Yanika Borg	Segretarju Eżekuttiv Uffiċjal tal-Kunsill
Assenti:	Ivan Gaffiero Stephen Abela	Kunsillier Kunsillier

Is-Segretarju Eżekuttiv (SE) informa li l-laqqha qed tiġi trasmessa dirett fuq il-paġna ta' Facebook.

1. QARI TAL-ITTRI TA' APOLOĠIJI;

- 1.1. Is-SE informa li ma' kienx irċieva ittri ta' apoloġiji flief li l-Kunsillieri Brincat u Cuomo se jkollhom jingħaqdu virtwalment.

2. KUNSIDERAZZJONI U APPROVAZZJONI TAL-MINUTI;

- 2.1. Il-Kunsill approva l-minuti tal-laqqha nr. 67 *nem com*. Ippropona l-Kunsillier Gatt, ssekondat mill-Kunsillier Brincat.

3. KOMUNIKAZZJONIJIET MIS-SINDKU;

- 3.1. Is-Sindku ressqet il-komunikazzjoni hekk kif ġej:

3.1.1. Is-Sindku infurmat li fit-12 ta' Ġunju ġie iffirmit kuntratt man-Naxxar Lions dwar il-kafetterija li se ssir fuq il-latrina biswit Ġnien Toni Vella.

3.1.2. Fit-13 ta' Ġunju ġie iffirmit il-kuntratt mal-kuntrattur magħżul sabiex ikun jista' jibda x-xogħol fuq il-bandli l-ġodda f'Masġar it-tfal f'San Pawl ta-Tarġa.

3.1.3. Is-Sindku infurmat li kienet rċeviet email mingħand Sundreams Travel. Huma qed jippromwovu l-isports u qegħdin fil-proċess biex jorganizzaw sports flimkien mal-Kunsill Lokali. Hija ppreżentat l-email li rċeviet biex din l-idea tkun żviluppata mill-Kunsill il-ġdid.

3.1.4. Is-Sindku issuġġeriet u esprimiet ix-xewqa tagħha biex fi Triq Leli Falzon jiżdiedu s-siġar u titwessa l-bankina tul it-triq kollha. Hija ħalliet dan f'idejn il-Kunsill ġdid.

4. TWEĠIBIET GĦALL-MISTOQSJIET TAL-KUNSILLIERI;

- 4.1. Is-SE informa li kien irċieva mistoqsija mingħand Il-Kunsillier Deguara dwar l-art abbandunata fi Triq Santa Fawstina ma' Triq V. Boron.
- 4.2. Is-SE wieġeb din il-mistoqsija u poġġa r-risposta fuq il-mejda.
- 4.3. Il-mistoqsija sfiha flimkien mar-risposta huma annessi f'appendiċi A.

5. KUNSIDERAZZJONI U APPROVAZZJONI TA' RAPPORTI FINANZJARJI:

- 5.1. Is-SE ippreżenta r-rapporti finanzjarji. Dawn ġew meqjusa moqrija.
 - 5.1.1. Lista ta' pagamenti (immarkata Seduta tal-laqgħa nr 8/68) anness f'appendiċi B.
 - 5.1.2. Lista ta' dħul għax-xahar ta' Mejju anness f'appendiċi Ċ.
 - 5.1.3. Lista ta' ordnijiet għax-xahar ta' Mejju anness f'appendiċi D.
 - 5.1.4. Lista ta' infiq mill-petty cash għax-xahar ta' Mejju anness f'appendiċi E.
- 5.2. Il-Kunsill approva r-rapporti (*nem con*) fuq proposta tas-Sindku, ssekondata mill-Kunsillier Deguara.

6. L-ITTRA TA' DIREZZJONI MILL-AWDITURI;

- 6.1. Is-SE ppreżenta l-ittra ta' direzzjoni mill-awdituri. Spjega li għal kull verifika (audit) li jsir mill-awdituri, dawn dejjem jgħaddu r-rakkomandazzjonijiet tagħhom għal kwalunkwe titjib. Dan isir permezz tal-ittra ta' direzzjoni (Management Letter). Għalkemm wieħed jista' ma jaqbilx mar-rakkomandazzjonijiet huwa kien qiegħed jirrakkomanda li dawn ikunu milquha kollha.
- 6.2. Minħabba li hemm ukoll obbligu li dawn il-kummenti/rakkomandazzjonijiet ikunu mwieġba, huwa ppreżenta abbozz tar-risposta għall-approvazzjoni tal-Kunsill.
- 6.3. Il-Kunsill qabel fuq proposta mis-Sindku u ssekondat mill-Kunsillier Gatt.

7. TMIEM TAL-LAQGĦA.

- 7.1. Il-laqgħa ntemmet fi 17.57.
- 7.2. Is-Sindku awgurat lill-Kunsilliera eletti għall-Kunsill il-ġdid.
- 7.3. Il-Viċi Sindku irringrazzjat lil kull min ta sehm u tul din il-leġislatura inkluż il-kunsilliera li ma kkontestawx. Irringrazzja wkoll lis-Segretarju Eżekuttiv u l-amministrazzjoni li jaħdmu kontinwament minn wara l-kwinti.

- 7.4. Il-Kunsillier Brincat żied jirringrazzja lis-Sindku Anne Marie Muscat Fenech Adami għall-ħidma tagħha bħala Sindku tul dawn l-aħħar seba' snin. Semma wkoll li importanti li l-Kunsill il-ġdid jaċċerta li jkun hemm attendenza tajba għal-laqqgħat ħalli jkollu l-aħjar riżultati.
- 7.5. Minħabba li din hija l-aħħar laqqgħa tat-tmien leġiżlatura, l-Kunsilliera kienu mitluba jibqgħu preżenti sakemm jithejjew il-minuti ta' din il-laqqgħa u jigu approvati.

Wara li kienu ppreparati l-minuti, fis-18:14 il-Kunsill reġa' ltaqa' speċifikament biex japprova dawn il-minuti. Is-SE qara l-minuti u fuq proposta tal-Kunsillier Brincat, issekondata mill-kunsillier Cuomo, l-Kunsill approva l-minuti *nem con*,

ANNE MARIE MUSCAT FENECH ADAMI
SINDKU

PAUL GATT DIP.MGMT (HENLEY)
SEGRETARJU EŻEKUTTIV



Naxxar Local Council

Petty Cash - May 2024

For 10/05/2024 through 30/05/2024			Balance	€200.00	
Date	Supplier	Description	Amount Deposited	Amount Withdrawn	Reference
		Balance Brought Forward	€200.00		
10/05/2024	Pen & Pencil	2pkts batteries		€10.00	025/24
13/05/2024	Welbee's	Groceries for ikla tal-anzjani		€31.80	026/24
13/05/2024	The Convenience	2 Regilait		€12.36	027/24
15/05/2024	Eduline Ltd	2 parkers		€49.00	028/24
20/05/2024	The Convenience	Teabags and sugar		€14.03	029/24
20/05/2024	Eduline Ltd	1 Parker and 2 engravings		€44.50	030/24
28/05/2024	Smart Supermarke	Coffee sachets and bolero		€13.41	031/24
30/05/2024	Bitmac	Brushes and asphalt		€21.25	032/24
		Back to float	196.35		
		Totals	€396.35	€196.35	

Charmaine Calleja

03/06/2024



Kunsill Lokali In-Naxxar

Income List for the month of May 2024

Code	Description	Amount
	Other Government Income	€218.30
0001	Annual allocation from Government	€420,426.65
0015	Other Government Income	€2,087.96
0020	Commercial/directional signs	
0021	Community services inc. Courses, Aerobics, outings etc	€780.00
0023	Cultural Activities	
0024	Football ground hire	
0025	Skip Permit	€113.68
0026	Crane Permit	€6,684.64
0027	Kiosk Permit	
0028	Outside Activity permit	€37.28
0030	Deposit of Material, scaffolding etc	€850.69
0031	Hire of Council Hall	
0032	Permits for placing tables and chairs	
0033	#N/A	
0036	Contraventions	€1,655.52
0067	#N/A	
0110	#N/A	
0121	Advertising	
0125	Trenching permits	€18.64
0200	Debtors	
4006	Contractors guarantees	€460.00
4007	Refunds to Council by individuals (such as for Gita, staff dinner etc)	
	TOTAL	€433,115.06

Receipts	From	53556
	To	54070



Kunsill Lokali In-Naxxar

Purchase Order list for the month of May 2024

03/06/2024

Date	P.O. No.	Supplier	Items	Cost €
45414	079/24	The Sign Factory	Installation of 4 signs	70.80
45414	080/24	Tracy Debono	Aerobics Classes in Bahar ic-Caghaq covering from 23rd January till 16th April.	250.00
45414	081/24	George Brincat	Yoga Classes covering from January, 2024 till May, 2024	600.00
45414	082/24	Katia Milazzo	Full Body Fitness Workout covering from February, 2024 till May, 2024	600.00
45414	083/24	Vanessa Portelli	Pilates Classes covering February, 2024 till May, 2024	708.00
45415	084/24	Victory Butcher	Baguettes for devolution event 7/5/24	100.00
45418	085/24	Pama Supermarket	Groceries for ikla tal-anzjani 11/5/2024	479.28
45418	086/24	Nicky's Butcher	Meat for ikla tal-anzjani 11/5/2024	325.00
45418	087/24	Jerosand Art Studio	3 Naxxar flags	375.24
45419	088/24	B. Grima & Sons Ltd.	signs needed for Zebra crossing	287.92
45421	089/24	360 Retail Supplies Ltd	Various items needed	569.17
45421	090/24	Madgiant Media	Videographer for Devolution of Torri	
45425	091/24	Spiral Design Ltd	Reflective sticker with black text size 120 x 30cm	53.10
45425	092/24	Archway Ironmongery	Ironmongery items as needed	161.60
45426	093/24	RG Alternatives	2 rectangular track lights	220.00
45426	094/24	Alka Ceramic	street name sign	56.64
45428	095/24	Longbow Ltd	2 boxes (6X150M each box) Hand Towel Rolls -2 PLY	132.54
45434	096/24	C.S.D. Office Trade	2 boxes of A4 Envelopes (250 pcs each box) & 10 red ball pens	44.37
45435	097/24	Pama Supermarket	Cleaning and office supplies	90.68
45435	098/24	Archway Ironmongery	Ironmongery items for Gnien l-Imhalla	245.78
45439	099/24	Archway Ironmongery	Ironmongery items for Gnien l-Imhalla	263.95
45439	100/24	Archway Ironmongery	Ironmongery items for Gnien l-Imhalla	142.74
45441	101/24	JM Skips	Skip for scouts clearance	150.00
45441	102/24	Ghaqda Muzikali Marija Bambina Banda Vittorja	Riklam ktieb tal-Festa 2024	150.00
45441	103/24	Peace Band	Riklam ktieb tal-Festa 2024	130.00
45441	104/24	Kumitat tal-Festa Marija Bambina Naxxar	Riklam ktieb tal-Festa 2024	130.00
45442	105/24	Francelle Camilleri	design of backdrop banner - Masgar it-tfal	
45442	106/24	E-world	Replacing the keyboard for Rodianne's	125.58



Skeda tal-Hlasijiet - Rapport ta' Xiri u Pagamenti
Data: Mit-23 ta' Mejju 2024 sat-12 ta' Gunju 2024

	Fornitur	Ammont tal-Invoice	Ammont li ser Jithallas	Metodu*	Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. Tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account
1	Adi Associates	€147.50	€147.50	T PF	Review of planning applications - May 24	31/05/2024	4357	n/a	n/a	3190
2	Advisory 21	€413.00	€413.00	T PF	DPO Services for May 2024	30/05/2024	2018-5480	n/a	n/a	3190
3	Apcopay	€14.97	€0.00	NA PF	Bank charges re BOV transactions Apr 2024	23/05/2024	22926	n/a	n/a	3035
4	Michela Aquilina	€160.00	€160.00	NA PF	Service of Animator for Junior Science Club for May 24	23/05/2024	8	n/a	n/a	3190
5	Archway	€107.47	€107.47	K PF	Ironmongery items as needed	30/04/2024	41506	092/24	092/24	2210
6	Archway	€294.55	€294.55	K PF	Ironmongery items as needed	20/05/2024	41538	098/24	098/24	2210
7	Archway	€340.62	€340.62	K PF	Ironmongery items as needed	15/05/2024	41530	99/24	99/24	2210
8	Archway	€116.60	€116.60	K PF	Ironmongery items as needed	31/05/2024	41523	100/24	100/24	2210
9	Arms	€603.70	€603.70	NA PF	Bill for garage Hal Dghejf (4.11.23-5.3.24)	29/04/2024	38325732	n/a	n/a	2130
10	Jurgen Attard	€390.00	€390.00	K PF	Football ground guardian Apr 2024	30/04/2024	3382	n/a	n/a	3191
11	Jurgen Attard	€390.00	€390.00	K PF	Football ground guardian May 2024	31/05/2024	3383	n/a	n/a	3191
12	B. Grima & Sons	€344.56	€344.56	K PF	Signs and poles	22/05/2024	10014815	88/24	88/24	2311
13	Vincent Bezzina	€100.00	€100.00	D PF	Chef services for l-ikla tal-anzjani	03/06/2024		n/a	n/a	3360
14	Bitmac	€80.24	€80.24	K PF	Instant road repair	30/05/2024	145790	73/24	73/24	2311
15	Bitmac	€80.24	€80.24	K PF	Instant road repair	11/06/2024	146584	108/24	108/24	2311
16	Briiz	€1,499.49	€1,499.49	K PF	Cleaning of public conv Triq tal-Labour May 24	31/05/2024	67417	n/a	n/a	3053
17	George Brincat	€600.00	€600.00	K PF	Yoga sessions from Jan till May 24	22/05/2024	nr 1	81/24	81/24	3381
18	Grace Camilleri	€255.84	€255.84	NA PF	Librarian services for May 2024	31/05/2024	45413	n/a	n/a	2995
19	Datatrak	€20.31	€20.31	NA PF	2 pre-regional tickets for May 2024	31/05/2024	1015341	n/a	n/a	3610
20	DOI	€10.00	€10.00	NA PF	Gov gazette re triathlon	23/05/2024	n/a	n/a	n/a	2940
21	Doric Studio	€2,888.64	€2,888.64	T PF	Professional fees for Pjazza Vittorja	14/05/2024	DI-DPubL02-2023-10-2024.01	n/a	n/a	3130
22	Doric Studio	€2,199.58	€2,199.58	T PF	Professional fees for Gnien Toni Vella	14/05/2024	DI-DPubL02-2018-007-2024.01	n/a	n/a	3130
23	Epic	€67.49	€67.49	NA PF	Bill for 79404014 for May 24	01/06/2024	13184104062024	n/a	n/a	2160
24	Epic	€42.94	€42.94	NA PF	Bill for 99370990 for May 24	01/06/2024	13183284062024	n/a	n/a	2160
25	Galea Cleaning Solutions	€11,215.79	€11,215.79	T PF	Street sweeping for May 2024	31/05/2024	314	n/a	n/a	3051
26	Galea Cleaning Solutions	€1,062.00	€1,062.00	T PF	Street sweeping for May 2024 - extra -	31/05/2024	313	n/a	n/a	3051
27	Galea Curmi Eng Cons Ltd	€2,213.59	€2,213.59	T PF	Consultancy-Triq il-Markiz Scicluna & Triq Castro - design etc of lighting system	24/05/2024	15633	n/a	n/a	3065

Approvati fis-Seduta Nru:

D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet

PP - Part Payment, PF - Paid in Full.

ifirmat

Anne Marie Muscat
Fenech Adami
Sindku

ifirmat

Paul Gatt
Segretarju Eżekuttiv

ifirmat

Proponent

ifirmat

Sekondant



Skeda tal-Hlasijiet - Rapport ta' Xiri u Pagamenti
Data: Mit-23 ta' Mejju 2024 sat-12 ta' Gunju 2024

	Fornitur	Ammont tal-Invoice	Ammont li ser Jithallas	Metodu*		Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. Tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account
28	Rose Gatt	€80.00	€80.00	NA	PF	Washing of floor at Oratorju after Ikla tal-anzjani 11.5.24	12/06/2024	tkt76550	55/24	55/24	3360
29	Greenpak	€177.00	€177.00	NA	PF	Monthly internet connection fee for 5 different locations-May 24	31/05/2024	33044	n/a	n/a	2160
30	Guarantee	€230.00	€230.00	NA	PF	Refund after works in Vjal 21 ta' Settembru	06/06/2024	g. 27938	n/a	n/a	4006
31	Image Systems	€134.91	€134.91	NA	PF	Usage and rent billing for xerox May 24	31/05/2024	574267	n/a	n/a	2160
32	Inland Revenue Dept	€4,923.12	€4,923.12	NA	PF	FSS & NI for May 2024	28/05/2024		n/a	n/a	1500
33	Jacap Ltd	€1,118.64	€1,118.64	K	PF	S/S hand rail for Mithna tal-Għaqba	05/06/2024	82649	23/24	23/24	7601
34	Lesa	€273.28	€273.28	NA	PF	Refunded their mistake -in payment on 22/5/2024	28/05/2024	as per bank statement	n/a	n/a	2670
35	Lesa	€658.00	€658.00	NA	PF	Wardens assistance on 23rd Dec 2023 event	11/06/2024	22-009088	n/a	n/a	3195
36	Lesa	€136.00	€136.00	NA	PF	Wardens assistance on 5th June works in Magħtab	11/06/2024	22-009090	n/a	n/a	3195
37	Lesa	€4.66	€4.66	NA	PF	10% admin fee for April 2024	11/05/2024	22-008560	n/a	n/a	3610
38	MadGiant Media	€265.50	€265.50	D	PF	Filming and editing re Torri tal-Kaptan	10/06/2024	711	90/24	90/24	3360
39	Melita plc	€217.35	€217.35	D	PF	Internet service for different locations Jun 24	01/06/2024	116970068	n/a	n/a	2160
40	Micamed	€23.60	€23.60	T	PF	W083 Triq il-Kappella tax-Xagħra	03/05/2024	12526	n/a	n/a	3065
41	Micamed	€523.33	€523.33	T	PF	W075 Triq San Timotju	03/05/2024	12532	n/a	n/a	3065
42	Micamed	€3,367.13	€3,367.13	T	PF	Zebra crossing equip Triq il-Kappella ta Sta Marija	02/05/2024	12498	n/a	n/a	3065
43	Micamed	€523.33	€523.33	T	PF	W309 Triq Korfu	21/05/2024	12691	n/a	n/a	3065
44	Micamed	€814.79	€814.79	T	PF	New installation on existing pole-Triq Nutar Debono	21/05/2024	12663	n/a	n/a	3065
45	Micamed	€23.60	€23.60	T	PF	W121 Triq il-Buzjett-replacement of LED lamp	21/05/2024	12699	n/a	n/a	3065
46	Micamed	€484.39	€484.39	T	PF	W041 Triq id-Dwieli	28/05/2024	12719	n/a	n/a	3065
47	Micamed	€92.04	€92.04	T	PF	R006 Triq il-Kappella tax-Xagħra	28/05/2024	12728	n/a	n/a	3065
48	Micamed	€218.30	€218.30	T	PF	W557 shifting Triq Wied Anglu	28/05/2024	12725	n/a	n/a	3065
49	Micamed	€481.44	€481.44	T	PF	T002 isolator to be done Triq it-Targa	28/05/2024	12739	n/a	n/a	3065
50	Micamed	€552.83	€552.83	T	PF	W009 Triq il-Kappella tal-Lunzjata	28/05/2024	12727	n/a	n/a	3065
51	Katia Milazzo	€600.00	€600.00	K	PF	Full Body Fitness Workout covering from February, 2024 till May, 2024	26/05/2024	10	82/24	82/24	3381
52	Pama Supermarket	€86.03	€86.03	D	PF	Cleaning and office supplies	24/05/2024	2324052415	97/24	97/24	2670

Approvati fis-Seduta Nru:

D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet

PP - Part Payment, PF - Paid in Full.

ifirmat

Anne Marie Muscat
Fenech Adami
Sindku

ifirmat

Paul Gatt
Segretarju Eżekuttiv

ifirmat

Proponent

ifirmat

Sekondant



Skeda tal-Hlasijiet - Rapport ta' Xiri u Pagamenti

Data: Mit-23 ta' Mejju 2024 sat-12 ta' Gunju 2024

	Fornitur	Ammont tal-Invoice	Ammont li ser Jiĥallas	Metodu*	Deskrizzjoni	Data tal-Invoice	Nru. tal-Invoice	Nru. Tal-PR	Nru. Tal-PO	Nru. tan-Nominal Account
53	Paramount	€548.70	€548.70	K PF	Transport services for April 2024	23/05/2024	10013132	012 & 046 & 053/2		2720
54	Paramount	€256.06	€256.06	K PF	Transport services for March 2024	05/06/2024	10013186	012 & 033/24		2720
55	Arthur Perici	€70.00	€70.00	NA PF	Evaluation of tenders-Masgar it-tfal NLC/06/2023	23/05/2024	8	n/a	n/a	3190
56	Piscopo Gardens	€76.70	€76.70	K PF	Maintenance of plant for LC offices	24/05/2024	10900	063/24	063/24	3060
57	PX Lettings	€393.34	€393.34	K PF	Rent for last 2 months for Burmarrad garage	01/06/2024	2819 & CR2842	n/a	n/a	2400
58	Ramilene	€44.37	€44.37	K PF	A4 envelopes and biros	23/05/2024	21040	96/24	96/24	2620
59	Refund	€35.00	€35.00	NA PF	Refund re cancelled fitness class	11/06/2024		n/a	n/a	3381
60	Refund	€35.00	€35.00	NA PF	Refund re cancelled fitness class	11/06/2024		n/a	n/a	3381
61	Refund	€35.00	€35.00	NA PF	Refund re cancelled fitness class	12/06/2024		n/a	n/a	3381
62	Signal 8 Security	€38.76	€38.76	K PF	Security services for event in Mithna on 4/6/2024	31/05/2024	202405097	107/24	107/24	3195
63	Simply Clean	€2,378.88	€2,378.88	T PF	Bulky refuse collection for May 2024	04/06/2024	286	n/a	n/a	3042
64	Simply Clean	€887.83	€887.83	T PF	Office cleaning for May 24	05/06/2024	289	n/a	n/a	3055
65	Simply Clean	€99.12	€99.12	K PF	Windmill cleaning May 24	05/06/2024	290	236/23	236/23	3060
66	Spiral	€53.10	€53.10	K PF	Sticker -Gnien Sta Maria tal-Angli	22/05/2024	5219	91/24	91/24	2313
67	Spiral	€212.40	€212.40	K PF	Sticker re Bandli Godda f'Masgar it-tfal	10/06/2024	5232	111/24	111/24	2313
68	Mark Taliana Gardening	€4,135.26	€4,135.26	T PF	Various works on flowers in different areas	27/05/2024	1616	n/a	n/a	3061
69	U-recycle	€300.90	€300.90	D PF	Mobile shredding service re garage Burmarrad	24/05/2024	8444	n/a	n/a	2660
70	Wasterserv	€25.49	€25.49	NA PF	Tipping fees for LC waste	29/05/2024	115085	n/a	n/a	3040
		€51,294.30	€51,279.33							

Approvati fis-Seduta Nru:

D - Direct Order, DA - Direct Order Approvat, T - Tender, K - Kwotazzjonijiet

PP - Part Payment, PF - Paid in Full.

iFirmat

Anne Marie Muscat
Fenech Adami
Sindku

iFirmat

Paul Gatt
Segretarju Eżekuttiv

iFirmat

Proponent

iFirmat

Sekondant

The Mayoress
Naxxar Local Council
Civic Centre
21st September Avenue
Naxxar NXR 1017
Malta

Our ref MB/mf/116024
29 May 2024

Dear Madam,



Financial statements for the year ended 31 December 2023

During the course of our audit for the year ended 31 December 2023, we have reviewed the accounting system and procedures operated by your council. We set out in this report the more important points that arose as a result of our review.

1 Previous management letter

1.1 Income from Joint Committee

As the liquidation of the Joint Committee has not yet concluded, hence the issue regarding the income from the Joint Committee is still open (refer to note 2).

1.2 Accounting for grants

The council did not rectify the issue during the year under review (refer to note 3).

1.3 Tagging of fixed assets

The council again did not rectify the issue during the year under review (refer to note 4).

1.4 Trade and other payables

The council again did not rectify the issue during the year under review (refer to note 5).

2 Income

Income from Joint Committee

- 2.1 We noted that the North Joint Committee, of which Naxxar local council formed part up to 31 August 2011, has provided audited financial statements for the year ended 31 December 2010.



- 2.2 The reserves of the committee at that date amount to €1.7 million. In the absence of audited financial statements, we were unable to determine whether the council is entitled to receive any further income from the Joint Committee. As a result, our audit report has been qualified.
- 2.3 Nevertheless, we recommend that the council raises this issue with the Department for Local Government and ensures that the joint committee is liquidated and that the council receives any further income that may be due to it.
- 2.4 Further to the point above, in 2022, the Department for Local Government engaged an accountant as part of the process to liquidate the joint committee. In 2023, the liquidation is still underway.

3 Grants

Accounting for grants

- 3.1 As stated in previous year’s management letter, during 2018 the council has adopted the capital approach in line with Directive 1/2017. In 2018, it was noted that the amount released to income for special programmes and computer equipment categories up to 2016 was €145,897 and €3,605 respectively as indicated in the schedules provided by the council in audit 2018. However, in the audited financial statements for the year ended 2018 the amounts of grants released for special programmes and computer equipment categories were of €182,945 and €3,336 respectively. During the 2018 audit, the council failed to provide explanation for these discrepancies. During the current financial year-end, the Council provided a schedule showing the breakdown of the amount as recorded in their books however, no reconciliation was done for the discrepancies noted as mentioned above. As a result, our audit report has been qualified.
- 3.2 We recommend the council to investigate these discrepancies and establish whether the release of deferred income schedule or audited financial statements 2018 are correct and if necessary, the books of account should be adjusted accordingly.

4 Fixed Assets

Upkeep of Fixed Asset Register

- 4.1 When reviewing the fixed asset register, we noted again that relevant details like invoice number, date of purchase, location and depreciation for the year are missing. Examples include:

Asset category	Asset code	Description	Cost Price (€)	Depreciation Rate (%)	Depreciation to date (€)	Net book value (€)
Motor Vehicles	MVEH00 2	Sliding Side Step for Naxxar Community Van	1,298	20	1,038.40	259.60
Property	PROP00 5	Organizzazzjoni ghat-tpoggija tal-armar tal-Millied	160	1	3.33	156.67

4.2 We recommend that every possible effort should be made to update the fixed asset register and include at least the following details:

- Date of purchase
- Supplier details
- Invoice number
- Location of the asset
- Grants received

4.3 An updated fixed asset register enables the council to exercise proper control over the council's property, plant and equipment. It provides a suitable inventory/checklist which may be used to determine whether assets previously purchased are still in existence or in use. We therefore recommend that the council's fixed asset register is to be updated.

Reconciliation of Financial Statements with Fixed Asset Register

4.4 We identified differences between the net book value of assets in the financial statements and the net book value in the fixed asset register. These are summarised below:

Asset category	NBV in unaudited financial statements (a) €	NBV in fixed asset register (b) €	Difference (a - b) €
Urban improvements	920,780	42,598	878,182
Plant, machinery and equipment	5,547	11,043	(5,496)
Special programmes	196,316	416,139	(219,823)
Asset under construction	149,172	654,106	(504,934)
	1,271,815	1,123,886	147,929

4.5 We remind the council that any variances between the assets disclosed in the financial statements and the plant register need to be investigated and reclassified accordingly.

5 Trade and other Payables

Supplier statements and long-outstanding creditors

5.1 Circulars issued from time to time by the Department of Local Government specifically emphasise that the council should acquire monthly statements from all its suppliers. We noted that council did not obtain statements as at or near year-end from all suppliers to confirm the year-end balances and to ensure the completeness of the books of account. The council provided an excel file with the complete lists of the creditors with balances at year-end.



5.2 We also noted that the council’s creditors’ list includes the following balance which have been outstanding for more than one year:

Creditor	€
Planet IT Solutions Ltd. (Years 2020 & 2022)	2,473
Dimbros Ltd. (Year 2021)	5,917
Doric Studio (Year 2022)	43,874
	<u>52,264</u>

5.3 We understand that the council does make every effort to obtain statements from its suppliers and that sometimes it is difficult to obtain monthly statements due to suppliers’ inefficiency. However, we recommend the council keeps on chasing its suppliers for regular statements. This will ensure that the council’s creditors are properly recorded in the accounts and that any differences or disputes are highlighted promptly.

Debit Balances in creditor’s list

5.4 The council’s creditors’ list includes a debit balance amounting to €52.34 from the Donit Ltd (“Donit”). This relates to overpayment to Donit during the year.

5.5 We understood that the council will deduct the overpayment in 2024 to the succeeding payable with Donit.

5.5 We recommend that the council investigates all debit balances in the creditors’ list and writes them off if not applicable. In addition, these balances should also be disclosed separately with receivables rather than set off against trade creditors.

Conclusion

We would like to point out that the matters dealt with in this report came to our notice during the conduct of our normal audit procedures which are primarily designed for the purpose of expressing an opinion on the financial statements of the council. In consequence our work did not encompass a detailed review of all aspects of the system and cannot be relied upon necessarily to disclose defalcation or other irregularities or to include all possible improvements in internal control that a more extensive special examination might develop.

We would like to take this opportunity to thank Mr Paul Gatt and his staff for their co-operation and assistance during the course of the audit.

Yours faithfully,


Mark Bugeja
Partner

MISTOQSIJA MINN KUNSILLIER

Art abbandunata fil-kantuniera ta' Triq Santa Fawstina ma' Triq V Boron

Il-Kunsillier Mark Deguara staqsa lis-Segretarju Eżekuttiv:

Konxju li s-sugġett tal-art fil-kantuniera ta' Triq Santa Fawstina ma' Triq V Boron kienet tressqet f'laqgħa preċedenti mill-Kunsillier Spiteri u kien hemm qbil biex nitkellmu mal-Awtorità tal-Artijiet, xtaqt nistaqsi jekk il-Kunsill kellux risposta dwarha.

Risposta:

Minkejja li konna għamilna rappreżentazzjonijiet biex issir laqgħa mas-CEO, il-laqgħa qatt ma mmaterjalizzat. Tajjeb insemmu li l-indikazzjonijiet huma li din l-art hija propjetà privata, avolja ma tistax tiġi żviluppata ħlief, skont il-pjan lokali, f'art ħadra.

Fil-frattemp ftit tax-xhur ilu kien hemm kuntatti mill-Ministeru tat-Turiżmu biex jizzviluppaha u anki saru disinjati għaliha. Jidher però li l-intopp se jkun fuq il-propjetà.

Fil-frattemp ukoll, u saħansitra sal-bieraħ stess, kelli laqgħa ma' uffiċjal minn Project Green fejn semmejtliha din iż-żona u kont infurmat li huma jkunu jistgħu jgħinu u jistgħu jkunu f'pożizzjoni aħjar biex jagħmlu l-arranġament kollha meħtieġa biex tiġi konvertita f'għardina pubblika.

Paul Gatt

Segretarju Eżekuttiv

19 ta' Ġunju 2024

Director (Monitoring & Support)

Local Government Division

Local Government Auditors

Auditor General

NAO

RESPONSE TO MANAGEMENT LETTER FOR FINANCIAL YEAR ENDING 31 DECEMBER 2023

I am hereby attaching the Management Letter of Naxxar Local Council.

1. Previous Management Letter Comments

We acknowledge the comments in the previous management letter, which are addressed in subsequent sections of this report. Therefore, our responses will be provided accordingly.

2: Income from Joint Committee

Regarding the income from the North Joint Committee, we acknowledge the auditor's concerns. As of the end of the year, the liquidation process had not yet concluded. However, we appreciate the Finance Department of the Local Government Division's commitment to resolving this issue without further delay. Significant progress has been made, and we remain hopeful for a prompt resolution. It is important to note that this matter is beyond the control of the Naxxar Local Council.

3 – Feedback from Romina

4: Upkeep of Fixed Asset Register

We recognize the ongoing issues with the fixed asset register, which stem from historical deficiencies. We have already devised a plan to address these issues and will commence this exercise in the coming month. While we acknowledge the challenge this task presents, we are committed to

rectifying the deficiencies. Our goal is to update at least 50% of the missing details by the end of this year, although completing the entire register within this timeframe may not be feasible.

Reconciliation of Financial Statements with Fixed Asset Register – Feedback from Romina

5: Supplier Statements and Long-Standing Creditors

We make every effort to obtain statements from all suppliers, but this is not always achievable. Nonetheless, we will continue striving to comply with the requirements.

Regarding the outstanding balances:

- Planet IT Solutions Ltd.: The balance is disputed, and we are confident it will be resolved by the end of this year.
- Dimbros Ltd.: This amount represents retention money for works carried out and will also be settled by year-end.
- Doric Studio: The Council has received several invoices for works performed. These are currently under review due to disagreements over the valuation of the work performed.

Debit Balances in Creditor's List

The debit balance of €52.34 from Donit Ltd. has already been deducted from a pending payment. We will investigate all debit balances in the creditor's list and write them off if they are not applicable. Additionally, these balances will be disclosed separately under receivables rather than being offset against trade creditors.

Conclusion

The Naxxar Local Council acknowledges the points raised in the auditors' report and is committed to addressing the highlighted issues promptly and effectively. We appreciate the diligence of the audit process in identifying areas for improvement, and we will take the necessary steps to enhance our internal controls and financial management practices.

We extend our sincere thanks to the audit team for their professional conduct and the constructive feedback provided.

Sincerely,

Paul Gatt
Executive Secretary
Naxxar Local Council