

At a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 7th December 2011, at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor D. A. J. Thomas (Chair)

Councillors B. Blakeley, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, I. A. Gunning, Miss M. A. Jones, D. W. Lee, Mrs M. McCarroll, A. J. Rutherford, Mrs G. A. Smith and G. Williams.

Mr G. J. Nickels	-	Town Clerk
Mr P. M. Thomas	-	Finance Officer
Miss H. J. Windus	-	Personal Assistant & Secretary

100. APOLOGIES

Apologies for non-attendance were received on behalf of Councillors J. B. Bellis (other commitment), J. Butterfield (indisposed), Mrs J. Butterfield MBE (family illness), Mrs L. M. Edwards (bereavement), Ms D. Hannam (indisposed), Mrs W. M. Mullen-James (mayoral engagement), W. N. Tasker (mayoral engagement) and T. Thomas (family illness).

101. HOUSEKEEPING & ANNOUNCEMENTS

As recommended by the Town Council's Risk Assessment Sub-Committee, the Chair advised the meeting of evacuation procedures in the event of fire.

With regret the Chair further advised of the recent passing of Councillor Mrs L. M. Edwards' mother, whose funeral was to be held at St. Thomas' Church at 1.00pm on Friday 9th December.

The Chair was pleased to report that Councillor Jack Butterfield was recovering well.

102. LOCAL GOVERNMENT ACT, 1972 SECTION 86 – DECLARATION OF VACANCY IN THE OFFICE OF COMMUNITY COUNCILLOR FOR THE TRELLEWELYN WARD OF RHYL

The Town Clerk presented his report (circulated with Agenda) informing Members that the Returning Officer did not receive a request to hold an election and that the closing date for such a request was 28th November 2011.

It now fell to Members to determine whether, in light of the forthcoming elections in May 2012, they would like the appointment to remain vacant until then or co-opt a Councillor in the New Year and the respective cost to the Council.

Members felt it imprudent for the Town Council to pay the cost of co-opting to the vacancy for just a limited period, when elections were set to be held in May anyway.

RESOLVED that the vacancy should remain until the elections in May 2012.

103. **FINAL ACCOUNTS 2010/11 – CONCLUSION OF AUDIT**

The Finance Officer submitted his report (circulated with Agenda) enclosing the final report of the external auditor within which it was noted that there were no matters of concern to report to the Council. The Finance Officer and the Chairman of the Committee had duly signed the Annual Return and this would now be returned to the external auditor to conclude the formalities.

RESOLVED that the report be approved.

FURTHER RESOLVED that Standing Orders be suspended to enable the Town Clerk to act as a matter of urgency.

104. **INCOME AND EXPENDITURE REPORT**

The Finance Officer referred to his report (circulated with Agenda) for the period of 1st September to 29th November 2011.

He responded to several questions from Members and reminded them that they are able to submit any questions about the items on the report in advance to the Town Clerk, Finance Officer or Chairman so that the fullest possible response can be prepared for the particular Member in advance of the meeting. He further advised that in relation to recent changes made to the Chairman's assurance responsibility that he would be undertaking a sample inspection of transactions and vouchers etc related to this report on periodic visits to the office and that he had made his first visit recently.

<u>Paid by</u>	<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Amt</u>
BACS	01/09/2011	Cllr W Mullen James	Second instalment VN 108	1243.00
BACS	02/09/2011	Barry Hamilton	Mayor's portrait VN 140	140.00
DD	07/09/2011	HSBC	Charges to 16 Aug VN 104	9.52
BACS	09/09/2011	BJS Solutions	Maintenance contract VN 102	1554.00
BACS	15/09/2011	Flintshire County Council	Payroll Aug VN 098	3789.25
BACS	15/09/2011	Bacs payroll	Payroll Sept 2011 VN 115	7464.18
BACS	15/09/2011	Inland Revenue	Payroll Aug VN 097	3106.19
BACS	15/09/2011	NWN Media Ltd	Welsh language scheme consultation VN 118	210.29
BACS	15/09/2011	ABC Networking	Encryption software VN 119	140.40
BACS	15/09/2011	Denbighshire County Council	Tynewydd Ward VN 120	4100.36
DD	15/09/2011	Denbighshire County Council	NNDR instalment VN 005	449.00
DD	20/09/2011	British Telecom	Main line mce VN 121	80.41
BACS	23/09/2011	Cllr W Mullen James	Wales in Bloom presentation VN 124	91.95
BACS	26/09/2011	Cyfieithu Cymunedol Conwy	Letter translation VN 123	25.00
BACS	27/09/2011	Neopost	Postage meter top up VN 127	400.00
DD	30/09/2011	AdEPT Telecom	Telephone call charges Sept VN 122	72.79

Paid by	Date	Payee	Details	Amt
BACS	05/10/2011	Sage UK Limited	Accounts software VN 128	150.00
BACS	05/10/2011	Infotone	Printer toner VN 129	115.02
BACS	05/10/2011	NW Assoc of Town Councils	Delegates fees for meeting/ annual sub VN 130/1	104.00
BACS	05/10/2011	Nedusa Pyrotechnics Europe Ltd	Fireworks for bonfire VN 132	6240.00
SO	05/10/2011	Wellington Community Centre	Quarterly office rent VN 001	4500.00
DD	08/10/2011	HSBC	Charges to 16 Sept VN 126	7.79
Credit Card	11/10/2011	B and Q	Wallpaper for Mayor's parlour VN 139	143.84
Credit Card	13/10/2011	Denbighshire County Council	Shelter cleaning August VN 142	441.00
BACS	14/10/2011	Inland Revenue	Payroll Sept VN 116	3107.79
BACS	14/10/2011	Flintshire County Council	Payroll Sept VN 117	3789.25
BACS	14/10/2011	Bacs payroll	Payroll Oct 2011 VN 136	7464.39
BACS	14/10/2011	Canda Copying Limited	Photocopier rental and copies VN 140	431.39
BACS	14/10/2011	Edward Sutton and Co	Decoration of Mayor's Parlour VN 141	335.00
DD	15/10/2011	Denbighshire County Council	NNDR instalment VN 005	449.00
BACS	19/10/2011	Wellington Community Centre	DDA2 work at Civic Offices on account VN 144	3500.81
203317	20/10/2011	Petty Cash	Petty Cash for postage, papers etc VN 146	400.00
BACS	26/10/2011	Wellington Community Centre	DDA2 work at Civic Offices on account VN 148	3598.40
DD	31/10/2011	AdEPT Telecom	Telephone call charges Oct VN 145	78.67
BACS	04/11/2011	BJS Solutions	Anti virus software VN 149	119.10
BACS	04/11/2011	NWN Media Ltd	C First support advert VN 150	58.80
BACS	04/11/2011	Denbighshire County Council	Shelter cleaning September VN 151	441.00
SO	04/11/2011	Wellington Community Centre	Quarterly cleaning and utility charges VN 011	5980.00
DD	07/11/2011	HSBC	Charges to 16 Oct VN 147	8.80
BACS	15/11/2011	Inland Revenue	Payroll Oct VN 137	3107.58
BACS	15/11/2011	Flintshire County Council	Payroll Oct VN 138	3789.25
BACS	15/11/2011	Bacs payroll	Payroll Nov 2011 VN 155	7554.53
DD	15/11/2011	Denbighshire County Council	NNDR instalment VN 005	449.00
203318	16/11/2011	Arriva North West Ltd	Bus Service for Remembrance Day VN 159	50.00
203319	16/11/2011	St John Ambulance	Donation re Remembrance Sunday VN 160	50.00
203320	16/11/2011	Royal British Legion	Poppy wreaths VN 161	165.00
BACS	18/11/2011	Canda Copying Limited	Photocopier staples VN 162	55.20
BACS	18/11/2011	Rhyl Silver Band	Donation re Parade and Service VN 163	50.00
BACS	18/11/2011	Adler	Diaries VN 164	140.63
BACS	18/11/2011	NWN Media Ltd	Election advert VN 165	220.80
BACS	18/11/2011	Delitfull	Refreshments Remembrance Sunday VN 166	510.00
BACS	23/11/2011	Lynda Waggett	Purchase of framed photograph VN 167	150.00

Paid by	Date	Payee	Details	Amt
BACS	24/11/2011	Wellington Community Centre	DDA2 work and insurance at Civic Offices VN 171 172	4100.00
203321	25/11/2011	Pavilion Theatre	Remembrance Sunday hire of room VN 170	59.58

Total – 84791.96

List of income for the period 1st September 2011 to 29th November 2011

01/09/2011	Santander	Interest Aug 2011 VN 114	7.35
02/09/2011	HSBC	Interest to 01 Sept VN 134	2.36
07/09/2011	Money Market	BS 304 VN 134	4.79
14/09/2011	Money Market	BS 304 VN 134	4.79
21/09/2011	Money Market	BS 305 VN 134	4.79
23/09/2011	Rhyl Fire Station W and R Club	Contribution to event VN 125	1200.00
28/09/2011	Money Market	BS 305 VN 134	4.80
01/10/2011	Santander	Interest Sept 2011 VN 133	7.11
05/10/2011	Money Market	BS 306 VN 152	4.80
12/10/2011	Money Market	BS 306 VN 152	4.80
13/10/2011	HM Revenue and Customs	VAT reimbursement VN 143	1938.21
19/10/2011	Money Market	BS 307 VN 152	2.88
26/10/2011	Money Market	BS 307 VN 152	2.88
31/10/2011	Britannia	Interest for Oct BS 307 VN 153	44.54
01/11/2011	Santander	Interest Oct 2011 VN 154	4.75
02/11/2011	Money Market	BS 308 VN 183	2.88

3241.73

Analysis of petty cash for the period 29th June 2011 to 29th November 2011

41.27	Postage
28.15	Admin
102.55	Civic
207.16	Refreshments
£379.13	Total

RESOLVED that the report be received.

105. RISK ASSESSMENT ANNUAL REVIEW

The Chair submitted the Risk Assessment Sub-Committee's recommendations for Members' consideration (circulated with Agenda). The Committee did not identify any additional items for the Sub-Committee to consider.

RESOLVED that the review and all recommendations be approved.

106. RHYL GOING FORWARD DELIVERY PLAN – APPOINTMENT OF REPRESENTATIVES

The Town Clerk presented his report (circulated with Agenda) relating to appointing a replacement representative on the Tourism and Coastal Strip Delivery Group and representatives on the Neighbourhoods and Places Programme Board.

In accordance with the Town Council's policy taking into account the Auditor's advice, the Town Clerk led Members through the Audit Commissions Advice on Effective Partnership Working suggested list of questions to be answered when considering entering into a partnership with an external body. That done, the Council determined that it would wish to nominate representatives.

RESOLVED that Councillor I. A. Gunning be nominated onto the Tourism and Coastal Strip Delivery Group and Councillors I. A. Gunning, A. J. Rutherford and W. N. Tasker (if agreeable) onto the Neighbourhoods and Places Programme Board until the next annual meeting of Council.

107. REPRESENTATIVES ON OUTSIDE ORGANISATIONS

The Town Clerk submitted his report (circulated with Agenda) requesting that Members consider appointing replacement representatives to Rhyl College Council and Sustainable Denbighshire.

The Town Clerk advised that the Risk Assessment Sub-Committee had undertaken a review in accordance with the Audit Commission's advice on effective partnership working of the appropriateness of the Council appointing representatives to both the organisations. The review having identified that both organisations were appropriate.

The Town Clerk advised that Councillor T. Thomas had indicated that he would wish to be considered for the appointment to the Rhyl College.

RESOLVED that Councillor A. J. Rutherford be nominated to represent the Town Council on the Rhyl College Council and Councillor Mrs G. A. Smith on Sustainable Denbighshire until the next annual meeting of Council.

108. RHYL BUSINESS GROUP

Further to Minute No.69 of the meeting on 5th October 2011, the Town Clerk presented his report (circulated with Agenda).

RESOLVED that

- (a) membership of the Group be not pursued, and
- (b) the Town Clerk to write to the Business Group to clarify that the two members of the Group who are also Town Councillors, do not represent the Town Council as they have not been officially appointed to do so.

109. APPOINTMENT OF ADDITIONAL SCHOOL GOVERNOR – YSGOL MAIR

The Town Clerk presented his report (circulated with Agenda) relating to a vacancy for an Additional School Governor at Ysgol Mair Primary School.

RESOLVED that Councillor Miss M. A. Jones be appointed.

110. FREE CAR PARKING

Further to Minute No.67 (extract circulated with Agenda) of the meeting on 5th October 2011, the Town Clerk reported that he had taken the decision to cancel the planned press advertisement (saving £450) advising of the Town Council's five free parking dates in the run up to Christmas, since Denbighshire County Council subsequently announced that all parking after 3.00pm in its car parks throughout the county would be free from 21st November until 31st December anyway.

RESOLVED that the report be received and the action of the Town Clerk be approved.

111. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL – CHARTER FOR TOWN AND COMMUNITY COUNCILS

Further to Minute No.45 of the meeting on 7th September 2011, the Chair requested that Members' consider the Town Council's position in respect of the proposed Charter (the latest version circulated with Agenda).

The Town Clerk advised that of the 37 Town and Community Councils in Denbighshire, 35 have signed up to the Charter.

The Town Clerk advised Members to be aware that in signing up to the Charter they were agreeing to abide by its requirements.

RESOLVED that the Town Council approves the Charter and the Town Mayor be authorised to sign on behalf of the Council.

112. CONSULTATION: DONG ENERGY – BURBO BANK EXTENSION

The Chair reported receipt of the above (circulated with Agenda) and offering to make a presentation to the Town Council in respect of the planned extension of the project.

RESOLVED that the Town Clerk arranges an informal meeting with representatives of Dong Energy for interested Members.

113. MEMBERS ITEM: RHYL STEAM PRESERVATION TRUST

On behalf of Councillor Mrs J. Butterfield, the Town Clerk reported that the Trust had achieved Visitor Attraction Quality Assurance Service Cymru (VAQAS) for Museums status (information circulated with Agenda).

RESOLVED that congratulations be sent to the Trust.

114. MEMBERS ITEM: VISIT OF OLYMPIC TORCH

Councillor Mrs J. Chamberlain-Jones advised that in light of the Town Clerk's report (circulated with Agenda), she wished to withdraw her request for the Town Council to consider establishing a Sub-Committee.

RESOLVED that the Town Clerk continues to attend meetings with the organisers, the Community Taskforce Group, until a time when Councillors could get involved.

[Councillor D. A. J. Thomas declared a prejudicial interest in the above item due to being on the Community Taskforce Group and vacated the Chamber, taking no further part in debate or voting thereon

In the absence of the Chair Councillor Mrs. M. McCarroll presided]

115. MEMBERS ITEM: HOLOCAUST MEMORIAL DAY

Councillor Mrs M. McCarroll sought support for all Councillors who were Additional Community School Governors to encourage their schools to take part in Holocaust Memorial Day at an event at Rhyl Town Hall on 26th January 2012.

RESOLVED that the Town Clerk:

- a) gives each School Governor a Holocaust Memorial Day pack
- b) writes to Denbighshire County Council asking how they are marking the day.

FURTHER RESOLVED that Standing Orders be suspended to enable the Town Clerk to act as a matter of urgency.

116. INFORMATION ITEM: CONSTRUCTION OF FORYD HARBOUR WALKING AND CYCLING BRIDGE SCHEME 2011

Further to Minute No.49 of the meeting on 7th September 2011, the Chair reported receipt of Denbighshire County Council's response (circulated with Agenda).

RESOLVED that the information be noted.

117. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the Press and Public be excluded from the Meeting for consideration of the following items of business in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, on the grounds of confidentiality.

[At this point in the meeting Councillors B. Blakeley, Mrs E. M. Chard and Mrs M. McCarroll left the meeting to attend a prior engagement]

118. TOWN CENTRE MANAGER

The Town Clerk submitted his confidential report (circulated with Agenda) and gave the following advice received from the Monitoring Officer in respect of declarations of interest:

Town Council representatives on the Town Centre Manager Group - should declare personal and prejudicial interest but state that they are relying on the exemption granted by paragraph 12(2)(a)(iii) of the Code of Conduct

Members who are members of another Public Body which is represented on the Town Centre Manager Group but who are not themselves a member of the Management Group - i.e. Denbighshire County Councillors, Coleg Llandrillo Rhyl, and Rhyl City Strategy - should declare personal and prejudicial interest but state that they are relying on the exemption granted by paragraph 12(2)(a)(ii) of the Code of Conduct

Members who are members of another Public Body which is represented on the Town Centre Manager Group and who are themselves a member of the Town Centre Management Group - i.e. Denbighshire County Councillors, Coleg Llandrillo Rhyl and Rhyl City Strategy - should declare personal and prejudicial interest but will need to make a personal judgement as to whether the interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest. If no, must state that they are relying on the exemption granted by paragraph 12(2)(a)(ii) of the Code of Conduct – If yes must declare and leave.

Members who are members of a non Public Body organisation which is represented on the Town Centre Manager Group whether or not they are themselves a representative on the Management Group i.e. Rhyl Town Centre Forum, Rhyl Business Group, White Rose Centre. - Should declare personal and prejudicial interest and leave Chamber - no exemption applies.

[Councillor A. J. Rutherford declared a personal and prejudicial interest in the above item due to being the Town Council's representative on the Town Centre Manager Group, but used the exemption to remain in the Chamber and take full part in the meeting]

[Councillors Mrs J. Chamberlain-Jones, I. A. Gunning, D. W. Lee, D. A. J. Thomas and G. Williams declared a personal and prejudicial interest in the above item due to being Denbighshire County Councillors, but used the exemption to remain in the Chamber and take full part in the meeting]

The Town Clerk further advised that Members had two decisions to make. The first being whether the Town Council would like to enter into a partnership with the Town Centre Management Group, and second being whether they would like to make a financial contribution towards the provision of the Town Centre Manager post? It was noted that the Town Centre Management Group was seeking a financial contribution of £10,000 per annum for each of three years commencing in 2012/13.

In accordance with the Town Council's policy taking into account the Internal Auditor's advice, the Town Clerk led Members through the Audit Commissions Advice on Effective Partnership Working suggested list of questions to be answered when considering entering into a partnership with an external body. That done, the Council determined that it would wish to nominate representatives.

[At this point in the meeting Councillor Mrs J. Chamberlain-Jones left the meeting to attend a prior engagement]

The Town Clerk confirmed that if Council agreed to membership of the Town Centre Manager Group he would be writing to the appointed representatives and the organisation advising of the Council's relevant approved policy.

Members generally discussed the merits of the Town Centre Manager post. Some concern was expressed about the apparent turn around in the requirement for funding from Denbighshire County Council and whether this was linked to its budget reduction requirements and particularly for certain areas of service provision in Rhyl. Members balanced this with the fact that residents were calling on the Town Council to take action in revitalising the town, particularly since the news of Marks and Spencer and other large stores in the town centre moving to other towns.

Discussion also acknowledged that these were difficult financial times for the Town Council, and the request for such a large amount of money had been made at such an unfortunate time with many other commitments to be met from its budget.

RESOLVED that:

- a) *the Town Council formally joins the Town Centre Management Group partnership and the two previously appointed representatives, Councillors Rutherford and Thomas, be confirmed as the Council's representatives.*
- b) *£10,000 be offered to the Town Centre Manager Group 'in principle' per annum for three years subject to approval being made within the Council's 2012/13 budget.*
- c) *that, if approved within the budget, the £10,000 be subject to condition that £5,000 be set specifically against salary costs and the other £5,000 be specifically towards events.*

119. PENSIONS WORKING GROUP

The Town Clerk presented his confidential report (circulated with Agenda) following recommendations made by the Working Group that:

- the Council should avoid creating a problematic "two tier" system of conditions for its employees whereby some staff members would be ineligible to enter the existing Town Council pension scheme.
- the Town Clerk be instructed to make enquiries of the County Council as to

existing Appraisal and Competence policies and procedures in place with a view to the Council adopting and / or developing such policies and procedures which would become essential in the light of changed employment law.

- the Town Clerk to make enquiries as to the availability of training by Denbighshire County Council and ACAS for the Town Councillors required to undertake appraisals and capability reviews.

RESOLVED that:

- a) *all recommendations be approved*
- b) *the Pensions Working Group be required to undertake further investigations into the issues now identified*
- c) *Councillor A. J. Rutherford be appointed to the Working Group*

120. MAYOR'S GALA AWARDS 2012

The Town Clerk confidentially reported that so far he had secured a main sponsor for next year's event and another for one of the awards but cautioned that other sponsors would still be required to enable the event to proceed.

In response to a Member's question, the Town Clerk advised that £450 of sponsorship was required for each award.

RESOLVED that the information be received.

121. 'RHYL IN LIGHTS' COMPETITION

With regret, the Town Clerk reported that the BRAND project were unable to commit to sponsoring the Town Council's 2011/12 competition, as they did last year, which meant that unfortunately the competition could not go ahead for the current year. It was hoped that a sponsor can be found for 2012/13, to allow the competition to proceed at that time.

RESOLVED that the report be received.

122. BUDGET ISSUES 2012/13

The Finance Officer referred to the draft minute of the Council meeting held on 16th November (circulated with Agenda) which Members had not yet seen formally but which would be submitted to December Council for confirmation as a correct record. Arising out of the minute he advised that he had consulted with Councillors Gunning and Rutherford since they had been the main advocates of a special two part budget review meeting approved with a view to them taking the lead in facilitating it. The special meeting of the Finance and General Purposes Committee was proposed to be held on Wednesday 14th December 2011 at 6 p.m. and the two Members agreed to undertake this role and it was -

RESOLVED *accordingly.*

123. CODE OF CONDUCT TRAINING

The Town Clerk advised of a training session to be held on the afternoon of Thursday 12th January 2012 at Russell House in Rhyl for Rhyl and Prestatyn Town Councillors.

RESOLVED *that the information be received.*

124. CLOSURE OF MEETING

There being no further business the Chair declared the meeting closed.

Chair:

Date: