

At a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 5th September 2012, at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor P. J. Williams (Chair)

Councillors I. A. Armstrong, B. Blakeley, Mrs J. Chamberlain-Jones (7.00p.m.), Mrs E. M. Chard, Ms J. Hughes, A. R. James, Mrs M. McCarroll, B. F. Moylan, Mrs W. M. Mullen-James, P. Prendergast, S. H. Ratcliffe, A. J. Rutherford, Miss R. Siddall, D. Simmons, W. N. Tasker and Miss C. L. Williams.

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

45. APOLOGIES

Apologies for non-attendance were received on behalf of Councillors Mrs J. Butterfield (on holiday), Mrs. J. Chamberlain Jones (County Council Commitment), Mrs P. M. Jones (on holiday) B. Mellor (on holiday) and Miss S. L. Roberts (indisposed).

46. LOCAL GOVERNMENT ACT, 1972 SECTION 86 – DECLARATION OF VACANCY IN THE OFFICE OF COMMUNITY COUNCILLOR FOR THE PLASTIRION WARD

The Town Clerk reported that a Notice advertising the Vacancy appeared in today's Journal newspaper inviting 10 Plastirion Ward electors to request an Election to fill the vacancy by 12.00pm on Wednesday 26th September, and advised that if this criteria is met, an Election would be held on Thursday 15th November to coincide with the date of the Election for the Police and Crime Commissioner to share the costs. If 10 electors did not make the request then the Town Council will be in position to Co-Opt a Member of its own choosing.

The Town Clerk reminded Members that in accordance with the Charter between Denbighshire County Council and the Town Council they were required to actively encourage residents to become nominees for local elections and participate in the democratic process.

RESOLVED that the information be noted.

47. AUGUST RECESS

Further to Minute No.28 of the meeting of Council held on 18th July 2012, the Town Clerk submitted his report (circulated with Agenda) on the actions he had taken under delegated authority, where appropriate, in consultation with the Chair.

- i) Helping Hands Denbighshire - Letter of support had been sent.
- ii) Application for Premises Licence for Events in the Town Centre – Members' comments had been passed to the Licensing Officer and the application had been successful.
- iii) Code of Conduct Training – Dates supplied to Members. Only five Members had confirmed their bookings with the Deputy Monitoring Officer, but there was still time. The Town Clerk said he would send the e-mail to all Members once again and urged them to make the necessary arrangements to comply with the Code of Conduct in attending one compulsory session.

A Member who was also a Denbighshire County Councillor advised that the Monitoring Officer had confirmed that the training was the same for both County and Town Councillors, so that County Councillors who had already attended the training did not need to attend a second time as Town Councillors.

- iv) Review of Day Care Facilities / Scrutiny Committee – correspondence from Denbighshire County Council had been received in response to representations made by the Town Council, advising that the comments would be considered by the Performance Scrutiny not the Communities Scrutiny.

A Member who sat on the Performance Scrutiny reported that although the Town Council's letter was not circulated, all of the points raised within it were put forward and as a result the matter was to be put before the Communities Scrutiny in October.

- v) Proposed Removal of Tree, River Street, Rhyd – all of the comments made by Town Councillors were passed to Denbighshire County Council. It appears that the removal of the tree is not straight forward as it is within a Conservation Area.

RESOLVED *that all of the above be noted.*

48. FINAL ACCOUNTS – CONCLUSION OF AUDIT 2011/12

The Finance Officer referred to his report (circulated with Agenda) in relation to the Final Accounts for the year ended 31st March 2012 which included a copy of the external auditor's report for Members consideration and approval.

Members were pleased with the Auditor's clean bill of health and thanked the Finance Officer once again for this piece of work.

RESOLVED *that the report be approved and the Chairman of the Finance and General Purposes Committee be authorised to sign the Annual Return accordingly.*

49. INCOME AND EXPENDITURE REPORT

The Finance Officer referred to his report for the period 26th May 2012 to 28th August 2012 (circulated with Agenda) and responded to Members' queries.

| Paid by | Date | Payee | Details | Amount |
|----------------|-------------|-------------------------------|---|---------------|
| BACS | 28/05/2012 | WPS Insurance Brokers | Insurance premium VN 025 | 5114.66 |
| Credit Card | 30/05/2012 | Denbighshire County Council | Hire of Town Hall for Mayor's inauguration VN 041 | 90.00 |
| 203327 | 31/05/2012 | Alpha Tec | PAT testing VN 040 | 129.50 |
| BACS | 31/05/2012 | Denbighshire County Council | Bus shelter cleaning April VN 039 | 441.00 |
| DD | 31/05/2012 | AdEPT Telecom | Telephone call charges May VN 036 | 81.25 |
| BACS | 01/06/2012 | W Tasker | First instalment of Mayoral allowance VN 035 | 1257.00 |
| BACS | 01/06/2012 | MM Catering | Mayor's inauguration catering 16.05.12 VN 040 | 744.00 |
| DD | 07/06/2012 | HSBC | Charges to 16 May 2012 VN 038 | 27.46 |
| BACS | 11/06/2012 | JDH Business Services Ltd | Internal Audit 11/12 VN 043 | 300.00 |
| BACS | 11/06/2012 | Denbighshire County Council | Elections May 2012 VN 044 | 17881.28 |
| BACS | 12/06/2012 | Rhyl City Strategy | Contribution to Town Centre Manager VN 047 | 10000.00 |
| BACS | 13/06/2012 | Inland Revenue | Payroll May VN 029 | 3114.72 |
| BACS | 13/06/2012 | Flintshire County Council | Payroll May VN 030 | 3806.41 |
| BACS | 15/06/2012 | Bacs payroll | Payroll June 2012 VN 048 | 7560.40 |
| BACS | 15/06/2012 | Rhyl Silver Band | Grant - FGP 06.06.12 Min No 022 VN 053 | 300.00 |
| DD | 15/06/2012 | Denbighshire County Council | NNDR instalment VN 004 | 475.00 |
| DD | 19/06/2012 | British Telecom | Main line mce VN 052 | 83.95 |
| BACS | 20/06/2012 | Prestatyn Running Club | Contribution to 5K event VN 054 | 270.00 |
| DD | 30/06/2012 | AdEPT Telecom | Telephone call charges Jun VN 055 | 97.73 |
| BACS | 02/07/2012 | Racecraft Signs | Honours board inscription VN 057 | 120.00 |
| BACS | 02/07/2012 | Cyfieithu Cymunedol Conwy | Welsh translation VN 058 | 199.41 |
| SO | 05/07/2012 | Wellington Community Centre | Quarterly office rent VN 017 | 4500.00 |
| BACS | 06/07/2012 | Canda Copying Limited | Photocopier rental and copies VN 061 | 365.20 |
| DD | 08/07/2012 | HSBC | Charges to 16 June 2012 VN 056 | 15.95 |
| BAC | 13/07/2012 | NW Assoc of Town Councils | Delegates fees for meeting VN 064 | 43.50 |
| BACS | 13/07/2012 | Inland Revenue | Payroll June VN 049 | 3114.92 |
| BACS | 13/07/2012 | Flintshire County Council | Payroll June VN 050 | 3806.41 |
| BACS | 13/07/2012 | Bacs payroll | Payroll July 2012 VN 063 | 7560.61 |
| DD | 15/07/2012 | Denbighshire County Council | NNDR instalment VN 004 | 475.00 |
| BACS | 18/07/2012 | Maes Y Gog and Aberkinsey Res | Grant FGP 14.03.12 min no 182 VN 017 | 300.00 |
| BACS | 18/07/2012 | Neopost | Stationery for franking machine VN 065 | 118.80 |
| BACS | 26/07/2012 | E M Chard | Planning training - travelling VN 068 | 20.04 |

| Paid by | Date | Payee | Details | Amount |
|----------------|-------------|-----------------------------|--|---------------|
| BACS | 26/07/2012 | Alan R James | Planning training - travelling VN 069 | 18.04 |
| DD | 31/07/2012 | AdEPT Telecom | Telephone call charges Jul VN 066 | 80.88 |
| DD | 06/08/2012 | Sage UK Limited | Subscriptions to HR and HS services VN 070 071 | 768.00 |
| BACS | 07/08/2012 | Cyfieithu Cymunedol Conwy | Welsh translation VN 072 | 114.18 |
| DD | 07/08/2012 | HSBC | Charges to 16 July 2012 VN 067 | 9.16 |
| SO | 07/08/2012 | Wellington Community Centre | Quarterly charges on account VN 019 | 5890.00 |
| Credit Card | 08/08/2012 | Bullguard | Subscription to IT backup service VN 080 | 57.95 |
| BACS | 13/08/2012 | Inland Revenue | Payroll July VN 064 | 3114.71 |
| BACS | 13/08/2012 | Flintshire County Council | Payroll July VN 065 | 3806.41 |
| BACS | 15/08/2012 | Bacs payroll | Payroll Aug 2012 VN 0x76 | 7560.00 |
| DD | 15/08/2012 | Denbighshire County Council | NNDR instalment VN 004 | 475.00 |
| BACS | 28/08/2012 | Denbighshire County Council | Paper shredding costs VN 084 | 65.84 |
| BACS | 28/08/2012 | Denbighshire County Council | Bus shelter cleaning July VN 085 | 441.00 |
| BACS | 28/08/2012 | ABC Networking | Encryption software VN 087 | 16.66 |
| Total | | | | 94832.03 |

List of income for the period 26th May 2012 to 28th August 2012

| | | | |
|------------|--------------|---------------------------------------|--------|
| 29/05/2012 | Money Market | BS 320 VN 045 | 2.88 |
| 31/05/2012 | Britannia | Interest for May St no. 320 VN 046 | 115.15 |
| 01/06/2012 | HSBC | Interest to 31st May VN 060 | 5.56 |
| 02/06/2012 | Santander | Interest May 2012 VN 051 | 3.57 |
| 06/06/2012 | Money Market | BS 321 VN 060 | 3.29 |
| 13/06/2012 | Money Market | BS 321 VN 060 | 2.88 |
| 20/06/2012 | Money Market | BS 322 VN 060 | 2.88 |
| 22/06/2012 | HSBC | Refund of bank charge VN 059 | 6.00 |
| 27/06/2012 | Money Market | BS 322 VN 060 | 2.88 |
| 02/07/2012 | Santander | Interest Jun 2012 VN 062 | 3.69 |
| 02/07/2012 | Britannia | Interest for June St no. 323 VN 074 | 111.43 |
| 04/07/2012 | Money Market | BS 323 VN 075 | 1.92 |
| 08/07/2012 | HSBC | Refund of bank charge VN 073 | 6.00 |
| 11/07/2012 | Money Market | BS 323 VN 075 | 1.92 |
| 18/07/2012 | Money Market | BS 324 VN 075 | 1.92 |
| 25/07/2012 | Money Market | BS 324 VN 075 | 1.92 |
| 31/07/2012 | Britannia | Interest for July St no. 324 VN 075 | 115.15 |
| 01/08/2012 | Money Market | BS 325 VN 088 | 1.92 |
| 03/08/2012 | Santander | Interest Jul 2012 VN 083 | 3.57 |
| 14/08/2012 | Britannia | Interest for part Aug VN 079 | 48.29 |
| 23/08/2012 | Britannia | Interest from 15 Aug to 16 Oct VN 086 | 182.00 |
| Total | | | 624.82 |

Analysis of petty cash for the period 26th May 2012 to 28th August 2012

| | |
|---------|--------------|
| 45.12 | Postage |
| 0.00 | Admin |
| 42.94 | Civic |
| 74.51 | Refreshments |
| £162.57 | Total |

The Finance Officer responded to Members questions in respect of a number of specific items and reiterated previous given advice that more detailed responses could be provided if Members were to contact Officers in advance of the Meeting.

RESOLVED that the report be received.

50. RHYL YOUTH ACTION GROUP (RYAG)

The Finance Officer presented his report (circulated with Agenda) following an offer from project's Manager and Chief Executive requesting permission to address a future meeting of Council and extending an invitation to Councillors to view the facility.

RESOLVED that the Town Clerk to arrange a visit to The Hub where Councillors would be pleased to receive an update on the project.

51. MARSH TRACKS LTD

Following Marsh Tracks' presentation to Council in July, the Town Clerk submitted his report (circulated with Agenda) seeking to identify a process by which the Council could examine the potential to establish a concessionary scheme to assist young people from the immediate vicinity accessing the facility.

A Member reported that the Ward members had not attended the meeting of Marsh Tracks Limited held in August 2012

RESOLVED that a task and finish group be established comprising of the Cefndy Ward Councillors Mrs P. M. Jones, Mrs M. McCarroll and B. F. Moylan along with Councillors I. W. Armstrong, A. R. James and A. J. Rutherford to without commitment to Marsh Tracks Limited, examine potential concessionary schemes and provide a report back to a future Committee.

52. LOCAL GOVERNMENT WALES MEASURES ACT 2011

The Town Clerk presented his report (circulated with Agenda) advising of the implications for the Town Council of the above Act following the publication of the statutory guidance in June.

RESOLVED that the advice be noted.

53. RHYL IN BLOOM COMMITTEE – BRITAIN IN BLOOM AWARDS

The Town Clerk submitted his report (circulated with Agenda) following receipt of an invitation from the Rhyl in Bloom Committee (circulated with Agenda) to send the Mayor to Guernsey for the Britain in Bloom Awards Ceremony on 6th and 7th of October 2012.

RESOLVED that the Council authorises the Mayor to attend on the condition that the costs do not exceed £500.

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

[Councillors A. R. James, Mrs W. M. Mullen-James, P. Prendergast and D. Simmons declared a prejudicial interest as members of the Rhyl in Bloom Committee and vacated the Chamber taking no further part in discussions or voting thereon]

[Councillor S. H. Ratcliffe declared a prejudicial interest as the Council's representative on the Rhyl in Bloom Committee, but used the dispensation granted, to remain in the Chamber and take part in discussions and voting thereon]

[At this point in the meeting at approximately 6.45pm, a Fire Drill was undertaken requiring a full evacuation of the building]

54. APPOINTMENT OF ADDITIONAL COMMUNITY GOVERNOR – YSGOL EMMANUEL

Following the previously appointed Councillor's resignation from the Town Council, the Town Clerk presented his report (circulated with Agenda) requesting consideration of a replacement.

RESOLVED that Councillor P. Prendergast be appointed.

55. INTERIM CONSULTATION RESPONSE POLICY

The Town Clerk presented his report (circulated with Agenda) seeking the adoption of the above policy for responding to consultation documents prior to the Town Council developing its own Community Action Plan via the SMART Group.

RESOLVED that the recommendation be approved and the following paragraphs be submitted as part of the Council's responses to future relevant consultations

"The Rhyl Town Council wish to advise that based up on its local knowledge and statistical evidence of specific areas of need within Rhyl it is currently reviewing and establishing its own objectives and priorities for the Town.

These objectives and priorities will be published in the near future within a Community Action Plan and this will be subsequently provided to public authorities serving Rhyl. It is hoped that public authorities receiving the

document will evaluate for themselves the issues identified within the Community Action Plan and will amend where appropriate their own service delivery to address concerns raised.

Some of these issues are likely to impact on the services the subject of your current consultation and as such the Town Council would formally request that when received your organisation considers the issues identified by the Town Council and where appropriate incorporate action to address them within your own Service Delivery.”

56. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL’S CORPORATE PLAN

The Town Clerk reported receipt of the above and submitted his report (both circulated with Agenda) for consideration.

RESOLVED *that the standard response, in accordance with the newly established Interim Consultation Response Policy be sent, together with a request for more detailed information.*

57. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL’S STANDARDS COMMITTEE – APPOINTMENT OF TOWN AND COMMUNITY COUNCIL MEMBER

The Town Clerk reported receipt of the above e-mail (circulated with Agenda) requesting the Town Council’s comments on the possible re-appointment of Mr David Jones from Llanferres Community Council for a consecutive term on the Standards Committee.

The Town Clerk advised that he had since received a further e-mail requesting nominations for members to serve on the separate Standards Committee Appointments Committee.

RESOLVED *that:*

- i) Councillor A. R. James be nominated for consideration of the role of Town and Community member and that he should provide a copy of his CV to the Town Clerk as soon as possible, to be forwarded to Denbighshire County Council.*
- ii) with regard to nominations for independent members, no action be taken.*

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

58. CONSULTATION: BETSI CADWALADR UNIVERSITY HEALTH BOARD – HEALTHCARE IN NORTH WALES IS CHANGING

The Town Clerk reported receipt of the above document (full document previously circulated) and suggested that Members consider returning the standard response along with Members’ individual comments, which should be e-mailed to him by Friday 7th September.

Members expressed their concerns on the “sweeping changes” this document was proposing across the whole of North Wales which looked likely to lead to a reduction in the standard of certain areas of provision.

RESOLVED that Councillors to e-mail their comments to the Town Clerk by Friday 7th September, who will then pass them on to Councillor B. Blakeley, in his capacity as Community Health Board Member.

[Councillor W. N. Tasker declared a prejudicial interest in the above item due to being an employee of the Betsi Cadwaladr Trust and vacated the Chamber taking no further part in discussions or voting thereon]

[Councillor S. H. Ratcliffe declared a prejudicial interest in the above item due to being a volunteer from the Betsi Cadwaladr Trust and vacated the Chamber taking no further part in discussions or voting thereon]

59. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL – FUNTIME - RHYL AND PRESTATYN TOURISM BROCHURE 2013

The Town Clerk presented his report (circulated with Agenda) after receiving advice from Denbighshire County Council that they were going ahead with the 2013 publication, despite no decision yet being made by the Tourism Partnership North Wales on their proposed review of marketing areas for North Wales.

Denbighshire County Council were inviting the Town Council to comment on the proposed Funtime brochure for 2013 in order to meet their re-design and print deadlines by the end of November 2012.

RESOLVED that Councillors take a copy of the brochure away with them and submit their comments to the Town Clerk by Friday 7th September.

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

60. CONSULTATION: REMUNERATION PANEL FOR WALES – MEMBERS’ ALLOWANCES

The Town Clerk reported receipt of the above draft document (circulated with Agenda) proposing to give Town and Community Councils authority to release a number of small payments to Councillors to assist with their own telephone and IT consumables, mileage, subsistence, etc.

Members were uncomfortable with these amounts being made available via the Precept (monies received by Town and Community Councils via residents’ Council Tax bills), which would require an increase to make the payments possible.

RESOLVED that the Town Council objects to the proposals made by the Remuneration Panel for Wales.

61. SCARBOROUGH DEVELOPMENTS

Further to Minute No.27 of the meeting of Council held on 18th July 2012 (Minute Extract circulated with Agenda), the Town Clerk presented his report (circulated with Agenda) confirming that Scarborough Developments would be providing the Town Council with an exclusive presentation at Rhyl Town Hall on Wednesday 26th September, between 6.00pm and 7.00pm.

The Town Clerk added that the Leader of Denbighshire County Council had not yet responded to the Town Council's written representations on this matter.

RESOLVED that the report be received.

62. MEMBER'S ITEM: SIGNAGE AT WELLINGTON COMMUNITY CENTRE

Councillor D. Simmons sought Members' support for improved signage on the exterior of the building to clearly show that the Town Council offices are located here.

RESOLVED that the Town Clerk to request the Town Council's Landlord's permission to erect the appropriate signage once a new Lease has been entered into with them.

63. MEMBER'S ITEM: PROPOSED IMPROVEMENTS TO RHYL CUT

Councillor Mrs M. McCarroll sought Members' support in inviting Denbighshire County Council's Mr Gary Davies to a future meeting of Council to provide a presentation on the plans for Rhyl Cut after successfully secured £340k.

RESOLVED that the Town Clerk to invite Mr Davies to the meeting of Council to be held on 19th September.

64. MEMBER'S ITEM: REQUEST FROM PARK VIEW RESIDENTS ASSOCIATION

Councillor B. Blakeley advised Members of a request he had received from the above Association asking for assistance with the provision of two new noticeboards at either end of the estate, which would include a map of the area.

RESOLVED that the Town Clerk to contact the Association to ask them to contact Denbighshire County Council's Sign Shop for a quote and come back to the Town Council for consideration.

65. INFORMATION ITEM: DENBIGHSHIRE COUNTY COUNCIL'S ANNUAL MEETING WITH MAYORS, CHAIRS AND CLERKS

Further to Minute No.30 of the meeting held on 4th July 2012, Councillor A. J. Rutherford referred to the briefing note he had prepared following his and the Finance Officer's attendance at the above meeting (circulated with Agenda).

RESOLVED that the report be received.

66. 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.*

67. RHYL GOING FORWARD – NEIGHBOURHOOD AND PLACES PROGRAMME BOARD

The Town Clerk submitted his confidential report (circulated with Agenda).

Members expressed their frustration at not being included in the significant pieces of work coming out of the Programme Board, despite numerous assurances from the Programme Manager and the Leader of Denbighshire County Council that Councillors would input into it via the four Delivery Groups established some time ago but had never met.

The Town Clerk suggested that this concern be raised with the Leader in readiness for his impending meeting with a small group of Town Councillors, which was the next item on the agenda.

***RESOLVED** that the Town Clerk to write to the Leader copying in the Chief Executive and the Rhyl Going Forward Programme Manager, stressing the level of concern felt by the Town Council at being denied the opportunity to represent its residents.*

68. ATTENDANCE OF THE LEADER OF DENBIGHSHIRE COUNTY COUNCIL AT A RHYL TOWN COUNCIL MEETING

Further to Minute No.103 of the meeting of Council held on 21st March 2011, the Town Clerk submitted his confidential report (circulated with Agenda) asking Members to nominate representatives to meet with the Leader, outline the issues they would like to raise and determine what was an acceptable outcome.

***RESOLVED** that the Town Clerk to invite the Leader to a future meeting of Council at his earliest convenience to discuss all of the points raised under a number of items of tonight's meeting.*

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

69. SMART GROUP PROGRESS REPORT

The Town Clerk reported that the group had met with a facilitator who had agreed to provide his services for an "away day" type workshop and that the dates suggested by the group were:

10.00am until 4.00pm on Thursday 4th October
4.00pm into the evening on Thursday 4th October
10.00am until 4.00pm on Saturday 6th October

RESOLVED that the workshop be held downstairs in the Wellington Community Centre on Saturday 6th October, from 10.00am until 4.00pm.

70. CLOSURE OF MEETING

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

Chair:

Date: