

At a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 2<sup>nd</sup> June 2010, at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

### **PRESENT**

Councillor D. A. J. Thomas (Chair)

Councillors B. Blakeley, J. Butterfield, Mrs J. Butterfield, Mrs P. M. Butters, Mrs J. Chamberlain-Jones, Mrs L. M. Edwards, M. C. Espley, Ms G. A. Jones, Miss M. A. Jones, G. J. Pickering and W. N. Tasker.

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

#### **1. APOLOGIES**

Apologies for non-attendance were received on behalf of Councillors J. B. Bellis (other commitment), C. Davies (indisposed), Ms D. Hannam (indisposed), Mrs P. M. Jones (indisposed), D. W. Lee (work commitment), Mrs M. McCarroll (indisposed), Mrs W. M. Mullen-James (mayoral engagement) and G. Williams (other commitment) and the Town Clerk, Mr G. J. Nickels (on holiday).

The Finance Officer reported the very recent accident and injury sustained by the Mayor and that, on behalf of the Council, he had sent a letter wishing her a speedy recovery.

#### **2. CODE OF CONDUCT - GUIDANCE**

Members considered the Town Clerk's report (circulated with Agenda) advising of new guidance from the Ombudsman and the Monitoring Officer in respect of the interpretation of the Code of Conduct. The report outlined the revised position with regard to declarations of interest to be made by Members who have been appointed by the Town Council as representatives on outside bodies.

Members commented upon a number of errors on the Representatives on Outside Bodies schedule contained within the report. The Finance Officer advised that letters in respect of the new municipal year would be issued to Member representatives very shortly and that the errors would be corrected and the guidance referred to would be included appropriately.

#### **RESOLVED that:**

- a) *the new guidance be noted.*
- b) *the schedule of representatives be corrected.*

- c) *the Town Clerk writes to all representatives on outside bodies explaining the amended advice.*

### 3. **INCOME AND EXPENDITURE REPORT**

The Finance Officer presented his Income and Expenditure Report for the period 1<sup>st</sup> April to 25<sup>th</sup> May 2010 (circulated with Agenda).

**RESOLVED** *that the report be received.*

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Credit Card	06/04/2010	Viking Direct	Stationery VN 007	33.33
Credit Card	06/04/2010	Viking Direct	Stationery VN 008	209.48
Credit Card	06/04/2010	Denbighshire County Council	Bus Shelter cleaning contract VN 009	370.13
Credit Card	06/04/2010	Sage UK Limited	Payroll support contract VN 010	111.63
Credit Card	06/04/2010	Denbighshire County Council	Lift maintenance 2009/10 VN 013	168.90
SO	06/04/2010	Wellington Community Centre	Quarterly office rent VN 001	4500.00
203254	07/04/2010	J Chamberlain Jones	Travel expenses - NWATC 23.01.09 VN 011	32.06
203255	07/04/2010	Petty Cash	Petty Cash for postage, papers etc VN 012	400.00
203256	07/04/2010	DVSC	Subscription 2010/11 VN 014	10.00
DD	07/04/2010	HSBC	Charges to 16 Mar VN 006	6.12
Credit Card	09/04/2010	Denbighshire County Council	Bus Shelter cleaning contract VN 020	370.13
203257	14/04/2010	Marc Macauley Catering	Welsh Guards march catering VN 019	1539.25
203258	14/04/2010	NW Assoc of Town Councils	Delegates fees and Subscription 2010/11 VN 021 022	100.00
BACS	15/04/2010	Inland Revenue	Payroll Mar VN 002	3031.84
BACS	15/04/2010	Flintshire County Council	Payroll Mar VN 003	2737.09
BACS	15/04/2010	Bacs payroll	Payroll Apr 2010 VN 004	7369.50
BACS	15/04/2010	Denbighshire County Council	Christmas illuminations 2009 VN 018	488.07
DD	15/04/2010	Denbighshire County Council	NNDR instalment VN 005	433.50
203259	22/04/2010	Rhyl Community Association	Grant - FGP min no 199 VN 023	16750.00
203260	22/04/2010	Rhyl Music Club	Grant - FGP min no 199 VN 023	500.00
203262	22/04/2010	Soroptomist International	Grant - FGP min no 199 VN 023	500.00
203264	22/04/2010	Ysgol Mair	Transportation grant FGP 07.04.10 Min 216 VN 025	300.00
203265	22/04/2010	Ysgol Dewi Sant	Transportation grant FGP 07.04.10 Min 217 VN 026	300.00
BACS	28/04/2010	Benefits Advice Shop	Grant - FGP min no 199 VN 023	5000.00
BACS	28/04/2010	Denbighshire CAB	Grant - FGP min no 199 VN 023	5000.00
BACS	28/04/2010	Llangollen International Eistedd	Grant - FGP min no 199 VN 023	100.00
BACS	28/04/2010	Hope House Children's Hospices	Grant - FGP min no 199 VN 023	130.00
BACS	28/04/2010	Bobath Children's	Grant - FGP min no 199 VN 023	130.00

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
		Therapy Centre		
BACS	28/04/2010	Denbighshire Care and Repair	Grant - FGP min no 199 VN 023	1000.00
BACS	28/04/2010	Assoc of WRNS Rhyl Branch	Grant - FGP min no 199 VN 023	1000.00
BACS	28/04/2010	SPAN	Grant - FGP min no 199 VN 023	1800.00
BACS	28/04/2010	Rhyl Bowling Club	Grant - FGP min no 199 VN 023	1000.00
BACS	28/04/2010	Normandy Veterans Ass Branch 94	Grant - FGP min no 199 VN 023	200.00
BACS	28/04/2010	Rhyl May Day Association	Grant - FGP min no 199 VN 023	1000.00
BACS	28/04/2010	Bruton Park Residents Assoc	Grant - FGP min no 199 VN 023	1222.00
BACS	28/04/2010	Clwyd Coast Credit Union	Grant - FGP min no 199 VN 023	4000.00
BACS	28/04/2010	Rhyl Youth Marching Band	Grant - FGP min no 199 VN 023	600.00
BACS	29/04/2010	Rhyl Sea Cadets	Grant - FGP min no 199 VN 023	4000.00
BACS	29/04/2010	Grove Park bowling Club	Grant - FGP min no 199 VN 023	1000.00
BACS	29/04/2010	Rhyl Silver Band	Grant - FGP min no 199 VN 023	600.00
BACS	29/04/2010	Park View Residents Assoc	Grant - FGP min no 199 VN 023	250.00
BACS	29/04/2010	St Vincent De Paul	Grant - FGP min no 199 VN 023	1500.00
BACS	29/04/2010	RhylCreate Ltd	Grant - FGP min no 199 VN 023	4000.00
BACS	29/04/2010	Rhyl in Bloom	Grant - FGP min no 199 VN 023	4500.00
BACS	30/04/2010	Rhyl Steam Preservation Trust	Grant - FGP min no 199 VN 023	1800.00
BACS	30/04/2010	Denb'shire Friends of Childline	Grant - FGP min no 199 VN 023	350.00
BACS	30/04/2010	Rhyl Com Furniture Recycling Ltd	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	Alzheimer's Society Denbs Branch	Grant - FGP min no 199 VN 023	600.00
BACS	30/04/2010	Rhyl Football in the Community	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	Rhyl & Dist Musical Theatre Co	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	Rhyl Youth Action Group	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	1340 Rhyl Squadron ATC	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	Denbighshire Neighbourhood Watch	Grant - FGP min no 199 VN 023	250.00
BACS	30/04/2010	Marsh Community Association	Grant - FGP min no 199 VN 023	1000.00
BACS	30/04/2010	Rhyl RUFC	Grant - FGP min no 199 VN 023	1800.00
DD	30/04/2010	AdEPT Telecom	Telephone call charges Apr VN 024	66.92
203266	05/05/2010	Gwasg Helygain	DVD production of Remembrance Sunday 2008 VN 029	485.57
203267	05/05/2010	Rhyl Steam Preservation Trust	Reimbursement of insurance costs re Billy etc VN 033	159.48
SO	05/05/2010	Wellington Community Centre	Quarterly cleaning and utility charges VN 031	2740.00
BACS	07/05/2010	Denbighshire County Council	Sponsorship of Mayor's Gala evening VN 030	1000.00

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
DD	10/05/2010	HSBC	Charges to 16 Apr VN 028	30.41
Credit Card	13/05/2010	Interflora	Flowers (4 bunches) AGM VN 044	125.95
Credit Card	13/05/2010	Interflora	Get well soon wishes PJ VN 045	30.98
BACS	14/05/2010	Inland Revenue	Payroll Apr VN 016	3074.54
BACS	14/05/2010	Flintshire County Council	Payroll Apr VN 017	2765.01
BACS	14/05/2010	Bacs payroll	Payroll May 2010 VN 036	7369.29
DD	14/05/2010	Denbighshire County Council	NNDR instalment VN 005	429.00
203268	17/05/2010	Bill Ellis	Contribution to costs of heritage book VN 034	100.00
203269	17/05/2010	CANCELLED CHEQUE	n/a	0.00
203270	17/05/2010	Trinity Mirror NW & N Wales Ltd	Rhyl week support advert VN 039	117.45
203275	19/05/2010	WPS Insurance Brokers	Insurance premium VN 049	4578.97
Credit Card	19/05/2010	Denbighshire County Council	Bus Shelter cleaning contract VN 048	431.81
203276	24/05/2010	Marc Macauley Catering	Mayoral inauguration catering VN 052	1057.50

113655.91

#### **List of Income received for the period 1st April to 25th May 2010**

01/04/2010	Alliance	Interest Mar 2010 VN 015	9.46
29/04/2010	Denbighshire County Council	Precept VN 027	130000.00
03/05/2010	Alliance	Interest Apr 2010 VN 032	7.10
06/05/2010	Money Market	Weekly interest on temporary investment	4.79
10/05/2010	Customs and Excise	Vat reimbursement VN 040	5403.45
13/05/2010	Money Market	Weekly interest on temporary investment	4.79
19/05/2010	HSBC	Refund re charges 08.05.10 VN 050	13.98
20/05/2010	Money Market	Weekly interest on temporary investment	4.79

135448.36

#### **Analysis of petty cash for the period 31st March to 25th May 2010**

310.80	Postage
77.90	Newspapers
53.32	Civic
40.06	Refreshments
1.00	Miscellaneous Admin
£483.08	Total

#### **4. ACCOUNTS AND AUDIT REGULATIONS**

The Finance Officer submitted his report (circulated with Agenda) which referred to regulations and advice for local authorities issued by the Welsh Assembly Government. The report included a summary of those changes

applicable to Community Councils and included a statement for each outlining their particular application and relevance to the Town Council's own situation.

**RESOLVED** *that the report be received.*

**5. RHYL COMMUNITY ASSOCIATION ISSUES**

The Town Clerk's report was presented (circulated with Agenda) identifying the Town Council's previous commitment to take action on a number of important issues related to its dealings with the Association. Reference was also made to the invitation by letter made to all Members to consider becoming a Member of a newly established Rhyl Community Association Working Group as it had been determined that this would be the most effective way to undertake the significant impending workload. However since Members had not expressed any desire to join such a Group the report identified that the work would have to be undertaken by the main committee itself. The Finance Officer advised that reports would now be submitted without delay.

**RESOLVED** *that the report be received and the position noted.*

**6. FREE PARKING DAYS**

The Town Clerk's report was submitted (circulated with Agenda) advising that in response to an invitation by letter to all Members he had received suggested dates from just two and asked the meeting to determine five dates from the six identified.

Members considered that in the light of the concessions also made by Denbighshire County Council during the Christmas period for 2009, but after the Town Council's own decision last year, that this year's decision should be made known to the County Council but subject to dates not coinciding with the County Council's plans.

Members also considered that in taking such decisions in future that it was important to have as much information as possible about the future events programme in the Town and that the Town Clerk should write to Denbighshire County Council to determine appropriate details.

**RESOLVED** *that the following dates for 2010 be submitted to Denbighshire County Council subject to Denbighshire's own plans to introduce free parking dates:*

- *Saturday 19<sup>th</sup> June - Armed Forces Day at the Events Arena*
- *Date unknown – Christmas Lights Switch-On in November*
- *Wednesday 22<sup>nd</sup> – Friday 24<sup>th</sup> December inclusive*

*that the Town Clerk writes to Denbighshire County Council to determine an events programme for 2011.*

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

7. **CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL – DENBIGHSHIRE LOCAL DEVELOPMENT PLAN 2006–2010 – ALTERNATIVE SITES REGISTER**

The Finance Officer advised that due to problems assembling the relevant site information so that it would be more easily understood by Members this report had not been issued as planned. The report would now be referred for consideration to the next meeting of Council and he promised to issue the report in advance of the next normal despatch date for Council.

**RESOLVED** that the position be noted.

8. **CORRESPONDENCE: DENBIGHSHIRE COUNTY COUNCIL – MARINE LAKE MASTERPLAN AND VISITOR ECONOMY STAKEHOLDER**

Further to Minute Nos.207 and 208 (extracts circulated with Agenda) of the meeting held on 7<sup>th</sup> April 2010, the Chair reported receipt of correspondence from Denbighshire County Council's Corporate Director for the Environment. Members agreed with the sentiment expressed in the letter from the Corporate Director – Environment that future dealings on a range of issues will be more inclusive.

**RESOLVED** that the correspondence be received.

9. **CORRESPONDENCE: RHYL FLATS OFFSHORE WINDFARM COMMUNITY BENEFIT PACKAGE**

Further to Minute No.209 of the meeting held on 7<sup>th</sup> April 2010, the Chair reported receipt of correspondence from the NWC Strategic Regeneration Area's Community Cohesion Lead (circulated with Agenda). The letter explained the appropriate arrangements made for allocation of the benefits packages.

**RESOLVED** that the correspondence be received.

10. **INFORMATION: REPORTING OF MAJOR INCIDENTS**

Further to Minute No.229 of the meeting held on 5<sup>th</sup> May 2010, the Town Clerk's report was presented (circulated with Agenda), informing Members that the previous practice of Police contacting Ward Members when serious incidents had occurred in their Ward would be reintroduced, and that in the event of contact not being possible, the Town Clerk would be advised.

**RESOLVED** that the Town Clerk be instructed to write to the Police Sergeant to thank him for his co-operation and to convey that Members were looking forward to working with him and his officers.

**11. INFORMATION: RHYL RUGBY CLUB**

The Finance Officer reported receipt of an e-mail from the Rugby Club (circulated with Agenda) advising the Town Council that Rhyl's Youth Team had won the North Wales Cup for the third year running and would now be retaining the trophy permanently. Furthermore, the team had also lifted the North Wales League title trophy becoming double champions for the second time, having won both last season. The Club wished to thank the Town Council for the continued support shown to its youth and junior teams over the years.

***RESOLVED*** that the information be received.

**12. ADDITIONAL ITEM: AUDIT OF ACCOUNTS 2009/10**

The Finance Officer advised that he had received notification from the External Auditor that the Audit had been called for 31<sup>st</sup> July 2010 and that this would be advertised appropriately.

***RESOLVED*** that the information be noted.

**13. ADDITIONAL ITEM: BRITISH HEART FOUNDATION "PULSE AWARENESS"**

The Finance Officer referred to information received from a Member that had been circulated at the meeting, advising of a "Pulse Awareness" session to be held between 11.00am and 3.00pm at the White Rose Centre on Monday 7<sup>th</sup> June 2010.

***RESOLVED*** that the information be noted

**14. ADDITIONAL ITEM: RHYL HIGH SCHOOL NEW BUILD PROJECT**

The Finance Officer referred to information received today and circulated at the meeting in relation to a "Meet the Design Team" event to be held between 9.00am and 5.00pm at the White Rose Centre on 3<sup>rd</sup> June 2010.

***RESOLVED*** that the information be noted.

**15. ADDITIONAL ITEM: ST. THOMAS' ORGAN RESTORATION APPEAL - FUNDRAISING ACTIVITIES**

One of the Council's appointed representatives on the Appeal Committee notified Members of two forthcoming fundraising activities - a Bus Pull to be held on the promenade this Saturday, 5th June, and a cocktail evening

at Bodrhyddan Hall on Saturday 10<sup>th</sup> July 2010. Tickets for the evening would be available from St. Thomas' Church at £20 each.

**RESOLVED** that the information be noted.

**16. 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.

**17. NAMING OF NEW FOOTBRIDGE NEAR RHYL COLLEGE**

Further to Minute No.238 of the meeting held on 5<sup>th</sup> May 2010, the Chair suggested further deferment of the above item pending receipt of information from Denbighshire County Council.

**RESOLVED** that the above item be deferred until the next meeting of Council to be held on 16<sup>th</sup> June 2010.

**18. INSURANCE CONTRACT**

The Finance Officer submitted his confidential report (circulated with Agenda) which referred to the recent tendering exercise undertaken in relation to the Council's insurance contract for 2010-2013.

**RESOLVED** that the information be noted.

**19. 'RHYL IN BLOOM' – REQUEST TO USE THE TOWN CREST**

The Town Clerk's confidential report (circulated with Agenda) was presented explaining the difference between allowing the use of the Town Crest and its "supported by" logo featuring the Town Crest, and that the latter should be considered in this particular case and all future requests.

**RESOLVED** that:

- a) the request be approved.
- b) previous permissions granted by the Town Council be referred to its Risk Assessment Sub-Committee for consideration of appropriate action.

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

**[In accordance with the new Code of Conduct guidance given under Item No.2 on the Agenda, Councillor Ms G. A. Jones declared a prejudicial interest as the Town Council's appointed representative on the 'Rhyl in Bloom' committee but remained in the Chamber,**



taking part in debate and voting thereon. Councillor Miss M. A. Jones declared a prejudicial interest as a private member of the 'Rhyl in Bloom' committee, and vacated the Chamber, taking no further part in discussions or voting thereon]

**20. RHYL LITTLE THEATRE LIMITED**

The Town Clerk's confidential report (circulated with Agenda) was presented with reference to the recent request from the Theatre to support its objective in obtaining a Community Asset Transfer from the County Council. The report included a range of information and correspondence relating to the Theatre's most recent application to the Town Council for funding. Whilst the County Council had been asked to provide a position statement in relation to the status of the Rhyl Little Theatre Ltd and to the lease of the building, this had not yet been received and the Town Clerk's advice was to defer consideration accordingly.

During debate some Members felt that the Town Council should be more proactive in forcing a response from Denbighshire County Council, enabling the Council to respond to the Theatre. The Finance Officer informed Members that the Theatre's request had been acknowledged by letter and the Town Council's request for further information from the County Council made known.

***RESOLVED*** that the report be received.

**21. REQUEST FOR FINANCIAL ASSISTANCE – 'RHYL IN BLOOM'**

The Finance Officer submitted his confidential report (circulated with Agenda) which referred to a recent request for funding of £100 from the 'Rhyl in Bloom' Committee towards a planned flower show.

The report advised that the relevant budget had been entirely exhausted due to earlier decisions in the year. The Finance Officer explained that although the sum requested was relatively small the principal was important and indeed this situation had been forecast at the time of earlier decisions. If the general consensus was to approve the request then the funds would have to come from balances.

After further debate, Councillor G. J. Pickering proposed that the request be regretfully declined due to the Town Council's financial position, and the proposal was seconded by Councillor M. C. Espley but on being put to the vote the proposal was lost.

***RESOLVED*** that the request be approved but that the Town Council's representative be authorised to inform the 'Rhyl in Bloom' Committee that the Town Council would like to purchase one special Cup that would not be category specific and would be named the "Mayor's Cup" for annual use for the Flower Show at a cost of up to £100, which would be taken from the Council's Balances.

[Councillor Ms G. A. Jones declared a prejudicial interest in the above item due to her position as the Town Council's representative, but remained in the Chamber, taking part in debate and voting thereon]

[Councillor Miss M. A. Jones declared a prejudicial interest in the above item due to her being a private member and vacated the Chamber, taking no further part in debate or voting thereon]

**22. CIVIC RECOGNITION**

The Town Clerk's confidential report (circulated with Agenda) was presented with reference to a new power available to the Town Council in respect of Civic Awards, namely Honorary Freeman / Freewoman. The report outlined the two other existing mechanisms to recognise community endeavour by way of the Mayor's gala awards and the Merit Award Scheme and was seeking Members consideration of the number and type of awards to be granted in the future. During discussion it was agreed that the Merit Award Scheme should not be progressed until more information was known about the new power and therefore it was

**RESOLVED** that:

- a) *the information be noted.*
- b) *the matter be referred to the Town Council's Civic and Social Events Sub-Committee for further investigation and to report back to a future Finance and General Purposes Committee.*

**23. CLOSURE OF MEETING**

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

Chair: .....

Date: .....