

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 3rd February 2016 at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor P. Prendergast (Chair)

Councillors B. Blakeley, Mrs. J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, Ms J. Hughes, A. R. James, Mrs P. M. Jones, B. Mellor, B. F. Moylan, Mrs W. M. Mullen-James, S. H. Ratcliffe, Rev. S. Walker and Miss C. L. Williams.

Mr G. J. Nickels – Town Clerk
Miss H. J. Windus – Deputy Town Clerk

73. APOLOGIES

Apologies were submitted from Councillors I. Armstrong (indisposed), Ms J. McAlpine (family commitment), A. J. Rutherford (work commitment), Miss S. Roberts (work commitment), Miss R. Siddall (other commitment), D. Simmons (other commitment) and W. N. Tasker (indisposed).

74. STATEMENT OF PAYMENTS AND RECEIPTS REPORTS JULY – NOVEMBER 2015

The Town Clerk submitted his report (circulated with agenda) explaining an error in the submission of the reports within the relevant minutes.

Following advice from the Town Councils Internal Auditor it is normal practice for the details of payments made every month, once approved by the Committee, to be included in the Committee minutes.

Unfortunately this had not been done for the last two months which was simply an oversight.

The Town Clerk advised that the easiest way to correct this, and for complete transparency, was for those payments to be re-submitted to the Committee for inclusion in the minutes of this meeting.

June – August 2015:

Vou. No.	Creditor	Amount Total (£)	Description
049	HMRC PAYE	2037.53	June 2015 payroll deductions
050	Flintshire County Council	3322.85	June 2015 pension fund contributions
051	British Telecom	105.38	Rental charge (monthly)
052	British Telecom	102.60	Internet service (monthly)
053	Denbighshire County Council	66.74	Servicing of lift at Wellington Community Centre
054	JDH Business Services Ltd	604.80	Internal Audit fee for 2014/15
055	Denbighshire County Council	35.00	Training for Chairs & Vice-Chairs x1
056	Sioned Graham-Cameron	247.07	Translation fees

057	Rhyl Town Council Employees	5474.23	July 2015 salary payments
058	Benefits Advice Shop	1442.00	8 th quarterly grant for Trainee Welfare Rights Advisor
059	British Telecom	278.80	Calls re: main line (March-June) & line rental (June-August)
060	British Telecom	43.92	Franking machine line rental (June-August)
061	Denbighshire County Council	2264.08	Mayor's Gala 2015
062	Denbighshire County Council	1740.00	Mayor's Gala 2014
063	Flintshire County Council	3308.08	July 2015 pension fund contributions
064	Neopost	200.00	Credit for franking machine
065	Cllr B. Mellor	886.67	Mayor's allowance (1 of 3)
	Cllr S. Roberts	443.34	Deputy Mayor's allowance (1 of 3)
	Cllr B. Mellor	1052.92	Mayor's allowance (2 of 3)
	Cllr S. Roberts	277.08	Deputy Mayor's allowance (2 of 3)
066	North Wales Association of Town Councils	45.00	Lunches for three Town Council delegates
067	Denbighshire County Council	2037.54	Bodfor Ward By-Election
068	Scottish Power	488.63	Christmas 2014 electricity supply
069	Rhyl Community Association	784.45	Shortfall in 2014/15 SLA
070	HMRC PAYE	2002.25	July 2015 payroll deductions
071	Sage & Company	210.00	Professional payroll fees (April-June)
072	HSBC	32.28	Bank charges (May-June)
073	HSBC	13.90	Bank charges (June-July)
074	Fantazia Pyrotechnics Ltd	6240.00	Fireworks for Community Bonfire 2015
076	UHY Hacker Young	780.00	Audit of Council's 2014/15 Annual Return
077	Vaughtons	60.89	Replacement civic neck ribbons x2
078	Canda Copying Ltd	161.72	Photocopy charges
079	Canda Copying Ltd	330.04	Photocopier rental & copy charges
080	Rhyl Town Council Employees	5473.63	August 2015 salary payments
081	Flintshire County Council	3308.08	August 2015 pension fund contributions
082	HMRC PAYE	2002.85	August 2015 payroll deductions
083	Doug Mortimer ink	440.00	Sourcing, photographing, writing & designing of Town Council Newsletter

September - November 2015:

Vou. No.	Creditor	Amount Total (£)	Description
084	Handmade Buffet Company	875.00	Catering for Civic Sunday
085	Benefits Advice Shop	1,442.00	Grant towards trainee benefits advisor
086	Conrad Office	21.55	Paper Image Impact A4 pk 250
087	Sage (UK) Ltd	162.00	Sage Payroll Sept 15 to August 16
088	HMRC	2,005.53	September 2015 Tax & NI
089	NWN Media Ltd	633.60	Advert for Part-Time Finance Officer
090	BJS Solutions	1,554.00	IT Maintenance Support

91a	British Destinations	900.00	British Destinations Membership 15/16
91b	Denbighshire CC	65,837.40	Summer Planting for Rhyl 2015
092	Conrad Office	108.81	Stationery
093	Pottles Premier Plants	1,418.22	Winter Provision Planting
094	HMRC	2,212.13	October 2015 Tax & NI
095	Rhyl Town Council Staff	7,261.90	Staff Salaries November 2015
096	Sioned-Graham Cameron	475.71	Translation Costs
097	NWN Media Ltd	120.00	Poppy Advert
098	Shire Leasing	379.33	Avaya Handset Leasing
099	N&MW Assoc of Local Councils	75.00	Annual Subscriptions 2015-16
100	HSBC	32.70	Bank charges 17 July to 16 October
101	Rhyl Town Council Staff	5,479.62	Staff Salaries September 2015
102	Rhyl Town Council Staff	5,817.88	Staff Salaries October 2015
103	Gwasg Helygain	2,140.00	Newsletters
104	NWN Media Ltd	42.00	Rhyl Journal Advert - Another Impressive year
105	BT	105.38	Line Rental & Calls
106	BT	44.01	Line Rental & Calls
107	BT	311.40	Line Rental & Calls
108	BT	108.60	Internet Services
109	Canda Copying	353.56	Rental and Copier Charges
110	Canda Copying	165.43	Rental and Copier Charges
111	SLCC Enterprises Ltd	72.30	Publication - Local Council Admin (9th Edition)
112	Just Solutions	8,094.00	Feasibility Study & Advice re Agreement 10/04/15
113	Rhyl Community Partnership	85.00	Booklet - Remembrance Sunday Order of Service
114	Handmade Buffet Company	900.00	Buffet for Remembrance Sunday
115	HMRC	3,250.89	November 2015 Tax & NI
116	WPS insurance	-171.28	Insurance Refund for low claims
117	Blachere Illuminations	1,847.14	Hire of illuminations
118	Petty Cash	200.00	Petty Cash Top-up
119	RNLI	801.10	RNLI Mayors Charity Dinner
120	MS Society	801.10	MS Society Mayors Charity Dinner
121	Sage UK Ltd	820.80	H&S & HR advice professional to 30th July 2016
122	HSBC	15.00	Bank charge re recalled Standing Order
123	Sage UK Ltd	201.60	Sage Instant Accounts Cover until November 2016
124	NW Assoc of Town Councils	30.00	2 x lunches for meeting
	Total Payments	117,030.41	

RESOLVED that the action be approved.

75. PAYMENTS AND RECEIPTS REPORT – DECEMBER 2015

The Town Clerk referred to his report (circulated with agenda) and the schedule of payments made in December:

Vou. No.	Creditor	Amount Total (£)	Description
125	Flintshire CC Pension Scheme	3,381.97	Pension Contributions November 2015
126	Flintshire CC Pension Scheme	3,395.51	Pension Contributions October 2015
127	Denbighshire CC	119.00	Hire of Pavilion Theatre & Teas/Coffees (Rem Sunday)
128	Flintshire CC Pension Scheme	3,309.47	Pension Contributions September 2015
129	Rhyl Steam Preservation Trust	144.05	Insurance for Billy and Nameplate
130	Society of Local Council Clerks	339.00	Annual Subscription for Town Clerk
131	BJS Solutions	513.60	Renewal of Antivirus for up to 5 users
132	Blachere Illuminations	338.40	Universal Column Fastners for Illuminations
133	BT	107.10	Internet Services
134	Sioned Graham-Cameron	210.52	Translation Services
135	Proarb Professional Arboriculture	1,434.00	Christmas Tree 2015
136	HSBC	11.04	Bank Charges to 16 November 2015
137	HSBC	32.00	Annual Fee for Charge Card (Town Clerk)
138	Rhyl Town Council Staff	7,114.79	Staff Salaries December 2015
141	BT	119.08	Rental Charges - change of internet provider
142	NWN Media Ltd	359.99	Advert for Free Car Parking Christmas 2015
143	Conrad Office & Art	230.40	Mayor's Christmas Cards 2015
144	Denbighshire CC	1.00	Rental Charge - Tir Morfa Bus Shelter
145	Denbighshire CC	13.50	Rental Charge - Garden of Remembrance
	Total Payments	21,174.42	
	Denbighshire CC	163,782.00	Precept 3 of 3 for 2015-16
	HSBC	44.27	Interest on 7 Day Money Market Investments
	HSBC	30.67	Quarterly interest on account balances
	Santander	1.65	Interest on Deposit Account
	Public Sector Deposit Scheme	32.78	Dividends October 2015 to December 2015

	HMRC	4,702.27	VAT Refunds to 30th September 2016
	Total Receipts	168,593.64	

RESOLVED that the payments are approved.

76. INVESTMENT PERFORMANCE REPORT

The Town Clerk presented his and the Finance Officer's joint report (circulated with agenda) showing the level of returns being achieved from the Town Councils bank accounts and investments.

RESOLVED that the report was received.

77. FINANCIAL ACCOUNTS TO 31st DECEMBER 2015 AND FORECASTS FOR THE 2015/16 FINANCIAL YEAR

The Town Clerk submitted his and the Finance Officer's joint report (circulated with agenda) advising of the Town Councils financial position as at 31st December 2015 and the forecasts for 2015/16.

RESOLVED that the report was received.

78. INFORMAL MEETING OF COUNCIL

The Town Clerk asked Members to agree a date for the above.

RESOLVED that the Town Clerk to circulate the usual pre-meeting paperwork to enable a meeting to be arranged by Members outside of the Council Chamber and before the meeting of the Committee scheduled for 6th April, the results of which to be conveyed to the Town Clerk.

79. PROPOSED STANDING ITEM – NORTH WALES POLICE CLOSURE ORDERS

The Town Clerk referred to his report (circulated with agenda) advising of a new power available to the Police within the Anti-Social Behaviour, Crime and Policing Act 2014 to close premises associated with nuisance or disorder by way of Closure Orders.

As part of the Closure Orders the Police are required to demonstrate community support for their introduction / continuation which will need a very prompt response to enable the Police to act swiftly.

The Town Clerk suggested that if Members chose to accept this new responsibility it might be best dealt with via a confidential standing item that would appear on all future Finance and General Purposes Committee agendas.

RESOLVED that a standing item to be included on all future Council/Finance and General Purposes Committee agendas.

80. MEMBERS' INFORMATION ITEMS

(i) Meeting with Blessed Edward Jones High School

The Town Clerk advised that following receipt of an invitation from the Chair of Governors at Blessed Edward Jones High School for Councillors to attend a meeting there on 9th February 2016, four Councillors had confirmed their intention to attend.

Confusion had then arisen amongst Town and Denbighshire County Councillors and Officers about the nature and purpose of the meeting.

RESOLVED that the Town Clerk to contact the Chair of Governors to request more information.

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

(ii) Rhyl Cemetery

Councillor Mrs P. M. Jones raised the matter of the state of the cemetery during the recent heavy rains that had caused significant flooding, preventing mourners from getting to their loved ones' graves. This was naturally causing some distress.

Councillor Jones sought Members' support in writing to Denbighshire County Council to ask about the drainage problem and whether anything more could be done.

General discussion took place about the natural lay of the land and with reference to the need for a new cemetery in Rhyl, Members reminded the meeting of the extensive investigative work carried out by Denbighshire County Council some years ago, concluding that there was no suitable piece of land available.

RESOLVED that the Town Clerk to contact Denbighshire County Council to ask if the position is unchanged or has a new solution come to light?

(iii) Notice of Election

The Town Clerk reported that the Notice of the Plastirion Ward Election had been published.

81. 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.

82. REQUEST FOR FINANCIAL ASSISTANCE

Further to minute no.62 of the meeting held on 2nd December 2015, the Town Clerk referred to his confidential report (circulated with agenda).

RESOLVED that the Town Clerk to contact the organisation to inform them that their issue was to be considered by a Housing Board Partnership and to await the outcome.

83. BENEFITS ADVICE SHOP

The Town Clerk advised that due to information being provided to him prior to the start of the meeting, and with the Chair's agreement, the above item should be deferred to enable him to gather all of the relevant facts before the Committee considers the matter.

RESOLVED that the item was deferred pending further investigation.

84. OFFICE ACCOMODATION PROGRESS REPORT

The Town Clerk advised that there was nothing new to report.

85. CLOSURE OF MEETING

The Chair to close the meeting.

Chair:

Date: