

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 5<sup>th</sup> December 2018 at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

**PRESENT**

Councillor A. J. Rutherford (Chair)

Councillors J. Ball, B. Blakeley, Mrs J. Chamberlain-Jones,  
Mrs E. M. Chard, Mrs P. M. Jones, Mrs D. L. King, A. R. James, A. S. Johnson,  
B. Jones, K. R. Jones, Ms J. McAlpine, Miss S. L. Roberts, T. Thomas  
and Miss C. L. Williams.

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

**79. APOLOGIES & ANNOUNCEMENT**

Apologies were submitted from Councillors Mrs J. Butterfield JP MBE, Ms J. Hughes, K. R. Jones, B. Mellor, Mrs W. M. Mullen-James, P. Prendergast, Ms V. Roberts and R. J. Turner.

The Chair referred to the sad passing of past Town Councillor Mr Peter Williams, who served on the Town Council for a total of 32 years and having been Mayor twice.

The meeting stood for a minute's silence to remember Mr Williams.

**80. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) – NOVEMBER 2018**

The Town Clerk presented his report (circulated with agenda) detailing the schedule of payments made.

Voucher No.	Supplier name	Amount £	Description of Goods & Services
607	Rhyl Community Association	2,500.00	Tynewydd CC Management Fee Q2 2018/19
608	HSBC	5.50	Bank Charges 17/09/18 to 16/10/18
609	Flintshire CC	4,214.51	Pension Contributions & Deficit Funding October 2018
610	HMRC	2,649.35	Pay Deductions October 2018
611	RTC Staff	6,885.53	Staff Salaries November 2018
612	Gunsmoke Communications	1,600.00	Events Management Fees September 2018
475	Denbighshire CC	707.00	NNDR for Wellington Road - Payment 8 of 10
476	Benefits Advice Shop	916.66	Part-Time Appeals Officer - Payment 8 of 12
613	Canda Copying	125.10	Rental and B&W Copies
614	Canda Copying	309.49	Colour Copies
	<b>Total payments</b>	<b>£19,913.14</b>	

**RESOLVED** that the report was approved.

**81. AUTHORISATION OF PAYMENTS/ADDITIONS TO APPROVED SUPPLIERS LIST (SCHEDULE B)**

Further to minute no.143 of the meeting of Council held on 15<sup>th</sup> March 2017 and in accordance with the Council's adopted financial regulations, the Town Clerk submitted schedule B (a list of non-regular payments to be released over the coming month) (circulated with agenda).

Voucher No.	Supplier Name	Description of Service	Amount £
621	SLCC	Professional Fees for Mr. G. Nickels	357.00
622	Denbighshire County Council	Repairs to lighting in Remembrance Gardens	241.70
623	Sioned Graham-Cameron	Translation service	425.84
624	Denbigh Town Council	Mayor of Denbigh Charity Evening 2 x tickets	15.00
625	St. John Cymru	First Aid provision at Wild Rhyl event	72.00
626	Bay of Colwyn Town Council	Donation to Coffee Morning	5.00
627	Denbighshire County Council	Remembrance Sunday buffet, tea and coffee 150 guests	772.50
628	Girlguiding Rhyl District	Fundraising event 2 x tickets	£30
<b>Total Schedule B</b>			<b>£1,919.04</b>

**RESOLVED** that the schedule was approved for payment and signed by two councillors.

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

**82. CHAIR OF RISK ASSESSMENT ASSURANCE REPORT**

In accordance with the council's financial regulations, the Chair's report was submitted (circulated with agenda) with no areas of concerns to raise.

**RESOLVED** that the report was received.

**83. CANCELLATION OF JANUARY 2019 FINANCE AND GENERAL PURPOSES COMMITTEE**

The Town Clerk confirmed that with the Chair's agreement and due to unreasonable time constraints to adhere to the statutory rules surrounding the preparation of meeting papers, January's scheduled meeting was cancelled.

**RESOLVED** that the meeting was duly cancelled.

**84. MEMBER'S ITEM: PROPOSED 'GREEN' / 'ECO' EVENT**

Councillor A. S. Johnson sought members' support for a 'green' event to be held in Rhyl celebrating and promoting 'green' businesses from across North Wales whilst showcasing Rhyl's ongoing transformation.

**RESOLVED** that the event was referred to the Strategic and Operational Planning (SOP) Committee for further consideration.

#### **85. MEMBERS' INFORMATION ITEM: FREE PARKING DAYS IN RHYL**

The Town Clerk advised that as yet the town council had only made use of one of its annual five free parking days, leaving four remaining for the usual use during December to encourage shoppers into the town.

Councillors A. R. James, K. R. Jones and Mrs D. L. King volunteered to attach and remove signs to and from the ticket machines throughout December. Councillor A. J. Rutherford offered to act as a standby should the three councillors be unable to get to the machines at any point.

**RESOLVED** that the remaining four days be applied to Saturday 8<sup>th</sup>, Saturday 15<sup>th</sup>, Saturday 22<sup>nd</sup> and Saturday 29<sup>th</sup> at Kinmel Street and Morley Road, the Skytower, the disabled bays at the library and Queen Street car parks.

#### **86. 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.

#### **87. PROVISION OF EVENTS AND PUBLICITY SERVICE**

The Town Clerk submitted his confidential report (circulated with agenda) summarising the three quotes received for the above contract for 2019/20 with an option to extend for a further 12 months beyond that period.

**RESOLVED** that the officers recommendation to award the contract to Gunsmoke Communications was accepted and approved.

#### **88. I.T. ISSUES / PROPOSED EQUIPMENT REPLACEMENT**

The Town Clerk presented his confidential report (circulated with agenda) advising that the town council's four computers were starting to fail. The Town Clerk's own computer having been out of use for some weeks.

The advice from the town council's IT specialist was to replace all four machines with the latest software packages to ensure compatibility both internally and externally, whilst securing a reduced unit price from £790 to £766, total price £3,064.

It was reported that the Council's main server would also need to be replaced in the future.

**RESOLVED** that the recommended upgrade of all four computers was approved.

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

**89. ANNUAL BUDGET / FIVE YEAR FINANCIAL PLAN**

The Town Clerk referred to the Strategic and Operational Planning (SOP) Committee's report (circulated with agenda) and its recommendations therein for consideration, amendment and approval for the budget and level of precept for 2019/20.

The Town Clerk was pleased to report that due to an increase in recent population figures in Rhyl the planned increase to the precept of 4.5% would now be reduced to 3.9% per household.

Thanks were conveyed to the various Chairs and to the SOP Committee for their work on the budget and five year financial plan.

**RESOLVED** that the draft 2019/20 budget and the five year financial plan were approved for recommendation to Council.

**90. CLOSURE OF MEETING**

There being no further business the Chair closed the meeting.

Chair: .....

Date: .....