

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 1<sup>st</sup> June 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, A. R. James, Ms J. McAlpine, Mrs W. M. Mullen-James, S. H. Ratcliffe, A. J. Rutherford, D. Simmons, W. N. Tasker and Rev. S. F. Walker.

Mr G. J. Nickels – Town Clerk  
Miss H. J. Windus – Deputy Town Clerk  
Mr A. O. Williams – Finance Officer

**1. APOLOGIES**

Apologies were submitted from Councillors I. Armstrong (indisposed), Ms J. Hughes (indisposed), Mrs P. M. Jones (family commitment), B. Mellor (on holiday), B. F. Moylan (indisposed), Miss S. L. Roberts (indisposed), Miss R. Siddall (family commitment) and T. Thomas (on holiday).

**2. PAYMENTS AND RECEIPTS REPORT – APRIL 2016**

The Chair referred to the Town Clerk's report (circulated with agenda) and to the schedule of payments made in April 2016.

<b>Vou. No.</b>	<b>Supplier name</b>	<b>Amount</b>	<b>Description of Goods &amp; Services</b>
001	Shire Leasing	337.33	Quarterly Leasing payment for AVAYA telephone system
002	Blachere	1,711.20	6 x new Illuminations
003	Rhyl Community Association	4,500.00	Rent for 1st Floor Wellington Rd Community Centre
004	Benefits Advice Shop	1,442.00	Trainee Welfare Advisor Contribution 11 of 12
005	HSBC	11.95	Bank Charges 17/02/16 to 16/03/16
006	Sage & Co	30.00	Payroll Fees for April 2016
007	Denbighshire County Council	14.00	2 x Tickets for Mayor's Gala (Chq 203374)
008	Denbighshire County Council	769.50	Illuminations Repairs 2015/16
009	Sioned Graham-Cameron	119.96	Translation Fees March 2016
010	Conrad Office & Art	376.29	Stationary Order March 2016
011	BJS Solutions	175.20	Replacement USB Tape Drive (TANBERG)
012	Neopost	108.04	IJ25 Card for Franking Machine
013	Gunsmoke Communications	1,440.00	Events Management Fees March 2016
014	Denbighshire County Council	513.00	Council Tax for 2016/17 Instalment 1 of 10
015	HMRC	2,229.21	PAYE Deductions March 2016
016	Flintshire County Council	3,538.70	Pension Contributions March 2016
017	RTC Staff	6,765.61	Staff Salaries April 2016

018	Neopost	200.00	Top-Up for Franking Machine
019	T2Green	922.00	Mayors Charity Dinner 15/04/16 @ Rhyl Golf Club
020	Barry Hamilton Photography	110.00	AGM 2014 Photographs
021	Barry Hamilton Photography	110.00	AGM 2015 Photographs
022	Denbighshire County Council	5,000.00	Contribution : Rhyl Perceptions Year 2 of 3
023	Denbighshire County Council	1,946.40	Contribution : Rhydwen Drive Improvements
024	Scottish Power	278.96	Electric Supply for Illuminations 2015/16
	<b>Total Payments</b>	<b>32,649.35</b>	
	Mayor's Dinner	2,217.00	Tickets, Raffle & Donations
	Mayor's Gala Bucket Collections	86.50	Collections in buckets by Sea Cadets
	HSBC	34.18	Interest on Money Market Deposits
	Santander	1.70	Interest on Investment Account April 2016
	HMRC	5,192.25	VAT Refunded for January to March 2016
	Denbighshire CC	164,400.00	Precept 2016/17 - 1 of 3
	<b>Total Receipts</b>	<b>171,931.63</b>	

**RESOLVED** that the report was approved.

### 3. **INTERNAL AUDIT FINAL**

The Town Clerk referred to the Internal Auditor's report (circulated with agenda) for Members' approval and drew their attention to the three areas requiring action:

- Minor error in the cash book amounting to 11p due to the actual amount of interest received being lower than estimated.
- The number of times budgetary reports were submitted in 2015/16 was twice, when it should have happened four times. An explanatory note (approved by the Risk Assessment Sub-Committee) will be provided to the External Auditor.
- Petty Cash not being reconciled until 27<sup>th</sup> April at year end, again the result of a staffing issue. Also, the future reporting of Petty Cash to Council will be considered further by the Council's Risk Assessment Sub-Committee.

**RESOLVED** that:

- i) the Internal Auditor's report be received.
- ii) the identified issues and recommendations be noted and the approved.

### 4. **ANNUAL GOVERNANCE STATEMENT**

The Town Clerk submitted the Town Council's Annual Governance Statement (circulated with agenda) for inclusion in its Financial Statements 2015/16.

The Town Clerk drew Members' attention to Part 2 of the Statement where a tick had been entered into the 'No' box as mentioned as part of the previous item, and reiterated that an explanatory note would be provided to the External Auditor.

**RESOLVED** that the Statement be approved.

## 5. **LOCAL COUNCILS IN WALES ANNUAL RETURN**

The Town Clerk presented the Annual Return for submission to the External Auditor (circulated with agenda) for Members' approval.

**RESOLVED** that:

- i) the Accounting Statements and the Annual Governance Statement for inclusion with the Annual Return for 2015/16 be approved.
- ii) the Chairman of the Finance and General Purposes Committee be authorised to sign the Annual Return.

## 6. **FINANCIAL STATEMENTS 2015/16**

The Town Clerk submitted the 2015/16 Financial Statements which included the Annual Governance Statement, Risk Management, Internal Controls, Income and Expenditure Statement, Balance Sheet and Supporting Notes to the Accounts (Final Accounts) (circulated with agenda) for Members' approval.

**RESOLVED** that the Financial Statements be approved.

## 7. **INVESTMENT STRATEGY 2016/17 UPDATE**

Further to minute no.102 of the meeting of Council held on 20<sup>th</sup> January 2016, the Town Clerk submitted his and the Finance Officer's joint report (circulated with agenda) advising of the performance of the 2016/17 investment strategy to date and seeking confirmation for future proposed investments.

**RESOLVED** that the report be received and the proposed investments be approved

## 8. **INFORMATION ITEM: INVESTMENTS PERFORMANCE REPORT 2015/16**

The Town Clerk submitted his and the Finance Officer's joint report (circulated with agenda) advising of the performance of investments over the 2015/16 year.

**RESOLVED** that the report be received

[At the conclusion of the items 2 – 8 the Chair on behalf of the Committee expressed the Council's appreciation to the Finance Officer for his work on the reports and the documents referred to therein.

In response to a question from a Member, the Finance Officer Mr A. O. Williams responded that he had been welcomed by a good team, had now reviewed all the finances and was enjoying the work having completed six months employment]

9. **APPOINTMENT OF COMMITTEES / SUB-COMMITTEES FOR THE 2016/17 MUNICIPAL YEAR**

The schedule of committees (circulated with agenda) was submitted for amendment and approval for the 2016/17 municipal year.

**RESOLVED** that the schedule be approved subject to the following amendments:

- (i) Councillor B. Blakeley being removed from the Planning Committee
- (ii) Councillor Mrs W. M. Mullen-James be included on the Planning Committee
- (iii) Councillors P. Prendergast and A. J. Rutherford being removed from the Grounds Maintenance Sub-Committee.

10. **APPOINTMENT OF CHAIR AND VICE-CHAIR OF THE STAFFING COMMITTEE**

Further to minute no.12 of the Annual Meeting of Council it was **RESOLVED** that Councillors A. J. Rutherford and P. Prendergast be reappointed as Chair and Vice-Chair respectively of the Staffing Committee.

11. **NOMINATIONS FOR THE APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE ORGANISATIONS FOR THE 2016/17 MUNICIPAL YEAR**

The schedule of committees (circulated with agenda) was submitted for amendment and approval for the 2016/17 municipal year was submitted.

**RESOLVED** that the schedule be approved subject to the following amendments:

- (i) In consideration of Councillor B. F. Moylan's ill health Councillor A. J. Rutherford to become the formal representative on the Benefit Advice Shop and Councillor Moylan to become the substitute.
- (ii) In respect of the representatives to the Betsi Cadwaladr University North Denbighshire Project Board in view of the representatives advising that they were currently not being invited to meetings, the Town Clerk to write to Nicola Stubbins of Denbighshire County Council and County Councillor Bobby Feely to request any information they may have on progress by the Group.
- (iii) Representation on the Connect 2 Steering Group be discontinued.
- (iv) Councillor B. Blakely be appointed to the Hafan Deg Stakeholders Group. The appointment to begin once the current consultations have been completed.
- (v) In respect of the Foryd Harbour Forum the Town Clerk to make enquiries of Councillor Miss S. L. Roberts as to whether she is able to continue as substitute and if not Councillor Rev. S. Walker to be appointed.
- (vi) Representation on the Foryd Harbour Project Board to be discontinued.
- (vii) Representation on the British Heart Foundation to be discontinued.
- (viii) The representative on the Marine Lake Users Forum be Councillor Mrs E. M. Chard and the substitute be Councillor S. H. Ratcliffe.
- (ix) Representation on the North East Veterans Group to be discontinued.
- (x) In respect of the Rhyl City Strategy Consortium Group the Town Clerk to make enquiries as to whether the Group is still active and if not discontinue representation.
- (xi) In respect of the Rhyl Community Partnership Steering Group Councillor Ms J. McAlpine be added as a substitute.

- (xii) Representation on the Rhyl Going Forward Neighbourhoods and Places Programme Board to be discontinued.*
- (xiii) Representation on the Rhyl Town & Area Plan Steering Group to be discontinued.*
- (xiv) Representation on the Rhyl Town Centre Management Group to be discontinued and to note that the previous Council decision to meet VAT costs incurred by the Group in respect of the purchase of decorative lighting was no longer required.*

**12. SCHOOL GOVERNORS 2016/17**

The schedule of School Governors was submitted for information (circulated with agenda) but was amended to reflect that Councillor B. Blakeley had previously resigned as the appointed Governor and been replaced by Councillor Ms J. McAlpine.

Councillor Mrs W. M. Mullen-James advised that she would like to resign as Governor for Ysgol Christchurch.

**RESOLVED** *that the previously approved appointment of Councillor Ms J. McAlpine as Additional Community Governor to Ysgol Llewellyn be noted and that Councillor W. N. Tasker be appointed as the Council's Additional Community Governor for Ysgol Christchurch.*

**13. MEMBER'S ITEM: TRAFFIC SPEED ON A525**

Councillor S. H. Ratcliffe advised on representations he had received relating to the speed of traffic approaching the Sainsburys roundabout and then switching lanes to enter Rhyl, and sought support for monitoring and action to be taken by the County Highways Officers.

**RESOLVED** *that the Town Clerk be instructed to arrange a site meeting with Denbighshire County Council's Mr Peter Lea and a representative of North Wales Police and available Members.*

**14. MEMBER'S ITEM: CONDITION OF STREET NAME PLATES IN PLASTIRION WARD**

Councillor S. H. Ratcliffe advised that he had been approached in respect of a number of street name plates in his ward which had faded to a point where the road names could not be read.

Other Members agreed that similar situations were occurring in their wards.

**RESOLVED** *that the Town Clerk to write to Denbighshire County Council to alert them to the issue and ask what action was intended.*

**15. MEMBER'S ITEM: TOWN COUNCIL TIES AND SCARVES**

Councillor Mrs J. Butterfield JP MBE sought support for Members to consider providing past Mayor's with either a Town Council tie or scarf, as appropriate.

Members felt that the proposal might be expanded to all Members to enable them to be clearly identifiable when representing the Council at promotional events,

particularly given the number of events currently being undertaken by the Council.

**RESOLVED** that the Town Clerk to prepare a report including costs and submit to a future meeting.

**16. GARDEN OF REMEMBRANCE**

The Town Clerk advised of a request he had received in relation to the installation of a plaque at the Garden of Remembrance.

**RESOLVED** that the Town Clerk be authorised to spend up to £1,000 for the provision of a suitable bench to accommodate such requests.

**17. 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.

**18. BENEFITS ADVICE SHOP**

Further to minute no.124 of the meeting of Council held on 17<sup>th</sup> February 2016, the Town Clerk submitted the confidential report and recommendations of the SOP Committee (circulated with Agenda).

**RESOLVED** that the recommendations of the SOP Committee be approved.

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

**19. APPLICATION FOR JOINT WORKING – CITIZENS ADVICE BUREAU (CAB)**

The Town Clerk submitted his confidential report relating to an approach received from the above organisation in respect of the potential joint funding of a post to advise on fuel poverty.

**RESOLVED** that the request be submitted to the SOP Committee for detailed consideration.

**20. STANDING ITEM: POLICE CLOSURE ORDERS**

Further to minute no.79 of the meeting held on 3<sup>rd</sup> February 2016, the Town Clerk advised that no applications had been received from North Wales Police.

**21. CLOSURE OF MEETING**

The Chair to close the meeting.

Chair: .....

Date: .....