

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 5th June 2019 at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor A. J. Rutherford (Chair)

Councillors B. Blakeley, Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, A. R. James, A. S. Johnson, K. R. Jones, Mrs P. M. Jones, Mrs D. L. King, B. Mellor, Mrs W. M. Mullen-James, P. Prendergast, Ms V. Roberts, T. Thomas, R. J. Turner and Miss C. L. Williams.

Mr G. J. Nickels – Town Clerk

1. APOLOGIES

Apologies were submitted from Councillors J. Ball, B. Jones, Ms J. L. McAlpine, Miss S. L. Roberts and Miss H. J. Windus – Deputy Town Clerk.

2. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) – MAY 2019

The Chair referred to the Town Clerk’s report (circulated with agenda) detailing the schedule of payments made.

Voucher No.	Supplier name	Amount £	Description of Goods & Services
723	Benefits Advice Shop	916.67	Part Time Appeals Officer 19/20 Payment 1 of 12
731	Citizen's Advice Bureau	2,000.00	Energy Efficiency Officer 19/20 Payment 1 of 4
735	Rhyl Community Association	2,550.00	Tynweydd CC Management Fee 19/20 Payment 1 of 4
734	HSBC	10.40	Bank Charges 17/03/19 to 16/04/19
716	Denbighshire CC	723.00	NNDR for Wellington Road Offices - Payment 2 of 10
738	Flints CC (Clwyd Pension Fund)	4,290.48	Pension Contributions & Deficit Funding April 2019
737	HMRC	2,742.71	PAYE Deductions April 2019
741	Gunsmoke Communications	1,600.00	Events Management Fees for April 2019
736	RTC Staff	7,154.67	Staff Salaries May 2019
739	Canda Copying	318.56	Copier Rental and B&W Copies
740	Canda Copying	73.96	Colour Copies
723	Benefits Advice Shop	916.67	Part Time Appeals Officer 19/20 Payment 2 of 12
750	Neopost	200.00	Top-Up Franking Machine
	Total payments	£23,497.12	

RESOLVED that the report was approved.

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

Further to minute no.143 of the meeting of Council held on 15th March 2017 and in accordance with the council's adopted financial regulations, the Chair referred to the Town Clerk's 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 £
751	Institute for Crazy Dancing	Lifeboat ride for Mayor's May Day 4 th May 2019	1,560.00
752	St John Cymru	First aid for Mayor's May Day 4 th May 2019	72.00
753	Ysgol Tir Morfa	Flowers for table arrangements for Mayor Making Evening 15 th May 2019	35.00
754	North Wales Women's Centre	Distribution of Mayor's fundraising 2018/19	816.50
755	Glan Clwyd Branch of British Heart Foundation Wales	Distribution of Mayor's fundraising 2018/19	1,231.46
756	Denbighshire County Council	SC2 loan repayment 2019/20 – Payment 1 of 3	32,622.00
757	TAPE	Ghostbusters performance at Mayor Making Evening 15 th May 2019	100.00
758	TAPE	Ghostbusters performance at Mayor's May Day 4 th May 2019	125.00
759	Rhyl Rugby Club Ltd	Catering for Mayor Making Evening on 15 th May 2019	1,029.00
760	Denbighshire County Council	CCTV Agreement 19/20	15,000.00
761	JDH Business Services Ltd	Internal Audit Fee 18/19	693.60
Total Schedule B			£53,284.56

RESOLVED that the schedule was approved for payment and signed by two councillors and the following additions to the approved supplier list were approved:

- Institute for Crazy Dancing – “Lifeboat” ride for Mayor's May Day Event
- Rhyl Rugby Club Ltd – Venue and Catering for Mayor Inauguration Event

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

4. INVESTMENTS PERFORMANCE 2018/19

Further to min.no.94 of the meeting held on 6th February 2019, the Town Clerk presented his and the Finance Officer's report (circulated with agenda) on the interest accrued across the town council's accounts from 1st April 2018 to 31st March 2019.

RESOLVED that the report was received.

5. **CHAIR OF THE RISK ASSESSMENT SUB-COMMITTEE'S ASSURANCE REPORT**

Further to min.no.131 of the meeting held on 1st May 2019, the Town Clerk referred to the chair's report (circulated with agenda) as required by the council's financial regulations.

RESOLVED *that the report was received.*

6. **INTERNAL AUDIT**

The Town Clerk made reference to the Internal Auditor's report for 2018/19 (circulated with agenda).

The Town Clerk drew members' attention to areas highlighted within the interim report which were still being addressed specifically in relation to the General Data Protection Regulations (GDPR).

The Town Clerk also highlighted the Internal Auditor's comment that he had "*not identified any further internal control issues arising and that the working papers to support year end accounts were of high quality*". The Town Clerk expressed his appreciation to the Finance Officer for his work on preparing the year end accounts.

RESOLVED *that the report was received and the committee's appreciation be expressed to the Finance Officer.*

7. **TERMS OF REFERENCE FOR COMMITTEES AND SUB-COMMITTEES**

The Town Clerk presented his report (circulated with agenda)

RESOLVED *that the report was received and the terms of reference approved for the 2019/20 municipal year.*

8. **MEMBERS' INFORMATION ITEM:**

The Town Clerk advised members that a Beach Clean had been organised by Community Heart Productions on 8th June 2019.

RESOLVED *that the information be received.*

9. **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.*

10. **RHYL TOWN COUNCIL INSURANCE**

Further to min.no.134 of the meeting held on 1st May 2019, the Town Clerk reported that following a review of the council's insurance provision by the Risk Assessment Sub-Committee, the council had entered into a one year agreement

with Royal & Sun Alliance and that this had generated a saving to the Council of £400 on the previous agreement.

RESOLVED that the report was received and the Risk Assessment Sub-Committee thanked for their work.

11. **GENERAL DATA PROTECTION REGULATIONS / DATA PROTECTION ACTS**

Further to min.no.124 of the meeting of council held on 16th January 2019, the Town Clerk submitted a number of draft documents which the Risk Assessment Sub-Committee had approved for interim adoption by council and for subsequent publication.

The Town Clerk advised that an audit had been undertaken of the data held by the council and the legal power to hold it.

The documents for approval being:

- 11.1 Delivery Plan
- 11.2 Revised Data Protection Policy
- 11.3 Internal Privacy Notice
- 11.4 External Privacy Notice
- 11.5 Information Security Policy
- 11.7 GDPR compliant procedures to be followed in the event of a Data/SAR breach
- 11.8 Councillor Privacy Form
- 11.9 Email privacy Notice
- 11.10 Consent to hold information

The Chair further advised that a Communications and Social Media Policy (document 11.6) would also need to be prepared in due course.

RESOLVED that the above documents were approved and adopted by the Town Council.

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

12. **CLOSURE OF MEETING**

There being no further business the Chair closed the meeting.

Chair:

Date: