

At the **MEETING of COUNCIL**, held via video conference, on Wednesday 21<sup>st</sup> October 2020 commencing at 6.00pm.

## **PRESENT**

Councillor Mrs E. M. Chard (Mayor)

Councillors B. Blakeley, Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones,  
A. R. James, B. Jones, K. R. Jones, Mrs P. M. Jones, Mrs D. L. King,  
Ms J. L. McAlpine, Mrs W. M. Mullen-James, P. Prendergast, Ms V. Roberts,  
A. J. Rutherford, R. Turner and Miss C. L. Williams.

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

### **1. APOLOGIES & ANNOUNCEMENTS**

Apologies received from B. Mellor and T. Thomas.

The Mayor informed the meeting that Councillor McAlpine had recently become a grandmother and congratulations were offered from all present.

### **2. RE-APPOINTMENT OF MAYOR AND DEPUTY MAYOR 2020/21**

The Town Clerk advised that Welsh Government had passed emergency legislation enabling councils to postpone their annual meetings due to the coronavirus pandemic.

The legislation also permitted the extension of the tenure of office holders until May 2021, if desired.

The town council had previously agreed that the 2019/20 Mayor, Councillor Mrs E. M. Chard and the Deputy Mayor, Mrs D. L. King, shall be re-appointed to office until the Annual Meeting of Council to be held in May 2021, when it is hoped the meeting will be able to be held with the appropriate level of ceremony. This would allow Councillors Chard and King their full year in office.

**RESOLVED** that Councillor Mrs E. M. Chard was formally re-appointed as Chair of the Council and to the office of Mayor for the 2020/21 municipal year; and Councillor Mrs D. L. King was formally re-appointed as Vice-Chair of the Council and to the office of Deputy Mayor for the 2020/21 municipal year.

### **3. MINUTES**

The minutes of the following meetings of Council and committees were submitted for approval as a correct record:

Meeting of Council                    -            16<sup>th</sup> September 2020                    - Min.Nos. 152-163

Proposed by Councillor Mrs E. M. Chard and seconded by Councillor Mrs D. L. King and **RESOLVED** as a correct record.

Special Meeting of                    -            30<sup>th</sup> September 2020                    - Min.Nos. 164-167

Council

Proposed by Councillor Mrs E. M. Chard and seconded by Councillor Mrs D. L. King and **RESOLVED** as a correct record.

Planning Committee - 30<sup>th</sup> September 2020 - Min.Nos. 51-53

Proposed by Councillor Mrs W. M. Mullen-James and seconded by Councillor Ms J. L. McAlpine and **RESOLVED** that the decisions were approved.

#### **4. ANNUAL APPOINTMENTS FOR THE 2020/21 MUNICIPAL YEAR**

The Town Clerk asked members to formally confirm the decisions taken at the Informal Meeting of Council held on 4<sup>th</sup> March 2020 relating to:

##### 4.1 Appointment of Committees/Sub-Committees/School Governors (schedule circulated with agenda)

The Town Clerk advised that Councillor Mrs W. M. Mullen-James had been omitted from the Civic and Social Events membership in error and would be added.

##### 4.2 Election of Chairs and Vice-Chairs of Committees as follows:

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Finance & General Purposes	Cllr A. J. Rutherford	Cllr B. Mellor
Planning	Cllr Mrs W. M. Mullen-James	Cllr Ms J. L. McAlpine
Strategic & Operational Planning	Cllr A. J. Rutherford	Cllr Mrs W. M. Mullen-James

##### 4.3 Appointment of Representatives on Outside Organisations/Partnerships (schedule circulated with agenda)

##### 4.4 Designation of Approved Duties as follows:

North & Mid Wales Association of Local Councils  
Sustainable Denbighshire  
Training events for chairs of committees  
Betsi Cadwaladr University North Denbighshire Project Reference Group

##### 4.5 Schedule of Meetings (circulated with agenda)

##### 4.6 Signatories for the council's current account and investment accounts for the municipal year 2020/21, as follows:

The Chair and Vice-Chair of the Finance and General Purposes Committee

The Mayor and Deputy Mayor as Chair and Vice-Chair of the Council

The Chair and Vice-Chair of the Planning Committee

The Chair and Vice-Chair of the Strategic and Operational Planning Committee

Together with one of the following officers:

Town Clerk  
Deputy Clerk  
Finance Officer

**RESOLVED** that all of the above were approved.

**FURTHER RESOLVED** that the Town Clerk to contact the Betsi Cadwaladr University North Denbighshire Project Reference Group to request better engagement with the town council, i.e. to send its representatives agendas for all future meetings; and to contact Denbighshire County Council Services Review Stakeholders Group (Hafan Deg), to ask if they are continuing to meet and if so, to ensure the town council's representatives are sent all future agendas.

## 5. **PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) SEPTEMBER 2020**

The Town Clerk referred to his report (circulated with agenda) detailing the schedule of payments made and income received.

September 2020

Voucher No.	Supplier Name	Amount £	Description of Goods & Services
1035	HSBC	6.50	Bank charges 17 <sup>th</sup> July to 16 <sup>th</sup> August
1040	BT	128.16	Internet services
1036	Gunsmoke Communications	1,120.00	Management Fee for August 2020
985	Benefit Advice Shop	916.67	Appeals Officer 20/21 Payment 6 of 12
984	Denbighshire County Council	736.00	NNDR 20/21 for Wellington Road office – payment 6 of 10
1037	HMRC	2,702.79	PAYE deductions for August 2020
1038	Clwyd Pension Fund	4,224.77	Pensions deductions & Deficit Funding for August 2020
1039	RTC Staff	7,176.08	Staff salaries for Sept 2020
1042	Denbighshire County Council	32,622.00	SC2 loan 20/21 – payment 2 of 3
1041	BT	182.10	Line rental
1044	Rhyl Community Association	5,250.00	TNCC Management Fees 20/21 Q1 & Q2
<b>Total Schedule A Payments</b>		<b>£55,065.07</b>	

<b>Income – Income received in September 2020</b>			
From:	Detail:	Date:	Amount £
Santander	Interest on 31 Day Notice Account	02/09/2020	23.57
HSBC	Interest on 7 Day Deposit	03/09/2020	0.46

HSBC	Interest on Money Market Account	04/09/2020	3.58
HSBC	Interest on 7 Day Deposit	11/09/2020	0.46
HSBC	Interest on 7 Day Deposit	18/09/2020	0.46
HSBC	Interest on 7 Day Deposit	25/09/2020	0.67
<b>Total Income received</b>			<b>29.20</b>

**RESOLVED** that all reports were approved.

**6. AUTHORISATION OF PAYMENTS/ADDITIONS TO APPROVED SUPPLIERS LIST**

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) and details of one additional supplier to be added to the suppliers list after members' approval.

**RESOLVED** that the following was approved for payment and would be signed by two councillors in due course.

*Schedule B payments for approval (September 2020)*

Supplier	Details of Supply	Voucher Number	Amount £
Conrad Office & Art	Stationary	1043	37.97
<b>Total Schedule B</b>			<b>£37.97</b>

**7. INVESTMENTS PERFORMANCE REPORT FROM APRIL – SEPTEMBER 2020**

The Town Clerk presented his report (circulated with agenda) advising on the small amount of investment returns for the above period.

**RESOLVED** that the report was received.

**8. MEMBER'S ITEM: CLIMATE EMERGENCY**

Councillor K. Jones sought members' support for the town council to formally declare a 'climate emergency'.

**RESOLVED** that the declaration was supported and Councillor Jones to record a short video with the assistance of Gunsmoke Communications to be uploaded to the town council's website and social media.

**9. MEMBER'S ITEM: CCTV AT BOTANICAL GARDENS**

Councillor P. Prendergast sought members' support for two new CCTV cameras installed at the Botanical Gardens to be added to the town council's cameras under the CCTV Partnership scheme, at no cost to the town council.

**RESOLVED** that the additions were supported, with Councillor Prendergast asked to inform the Botanical Gardens.

**10. REMEMBRANCE SUNDAY 2020**

The Town Clerk reported that in line with all relevant Covid advice and guidelines, and with great regret, this year's services would be drastically reduced to a simple gathering of just 30 key representatives/individuals at Remembrance Gardens in Rhyl, and that this was only permitted because of the physical make-up of our Remembrance Gardens, being an enclosed space. All other towns across North Wales had had to cancel all planned services.

The Mayor would be one of the key representatives in attendance.

**RESOLVED** that the national and local restrictions to be clearly communicated by the town council via its website and social media.

**11. 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.

**12. RHYL BUSINESS IMPROVEMENT DISTRICT (BID)**

The Town Clerk explained that the BID had withdrawn the item.

**13. ESTABLISHMENT: HOME-WORKING**

The Town Clerk referred to the Deputy Clerk's confidential report (circulated separately from the agenda), explaining the problems being encountered by staff using their own personal equipment and without the necessary software to remotely access files from the drives on the town council's server, whilst adhering to Welsh Government guidelines on working from home during the Covid pandemic.

The Town Clerk sought members' approval for the purchase of four video enabled laptops complete with 'GoToMyPC' and Microsoft Office software for each member of staff up to the value of a £3,000 total spend.

A member suggested consideration be given to the purchase of additional screens and headsets for each staff member, which would further assist them in their work.

Members agreed that all necessary steps to fully equip the staff and support and promote their whole well-being was paramount.

**RESOLVED** that:

- (i) The purchase of the laptops, screens and headsets was approved.
- (ii) The Town Clerk is authorised to purchase any additional associated equipment like work mobile phones.

- (iii) 'Out of office messages' to be used by staff members to establish clear work boundaries.
- (iv) The Town Clerk to call an urgent Staffing Committee meeting to look at all areas of risk during the pandemic to ensure staff safety.

**14. ESTABLISHMENT: IMPLEMENTATION OF COST OF LIVING PAY AWARD**

The Town Clerk advised that following consultation with the Chair of the Finance and General Purposes Committee, the National Joint Council pay award for cost of living increase had been implemented for staff from 1<sup>st</sup> April 2020.

**RESOLVED** *that the implementation was noted.*

**15. CLOSURE OF MEETING**

There being no further items of business the Mayor declared the meeting closed.

Mayor: .....

Date: .....