

At the **MEETING of COUNCIL**, held via video conference, on Wednesday 22nd July 2020 commencing at 6.00pm.

PRESENT

Councillor Mrs E. M. Chard (Mayor)

Councillors J. Ball, 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, B. Mellor, Mrs W. M. Mullen-James, P. Prendergast, Miss S. L. Roberts, Ms V. Roberts, A. J. Rutherford, T. Thomas, R. Turner and Miss C. L. Williams.

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

143. OPENING OF MEETING – APOLOGIES & ANNOUNCEMENTS

Apologies received from Ms J. L. McAlpine and noted for Councillors Ms. J. Hughes, A.J. Johnson.

A period of silence was observed to remember past councillor Mr Bill Tasker, Councillor Mrs E. M. Chard's mother, Mrs Glenys Owen Begley, and the finance officer's father-in-law, Mr Lam who had all sadly passed away since the last meeting of Council in February.

The Town Clerk advised that a motion to assume technical difficulties as the reason for those not present at tonight's meeting and for their apologies to be accepted and extended that for a three-month period. This was necessary as all members not in attendance tonight would be disqualified under the six-month absence rule.

RESOLVED *that the motion was approved.*

144. MINUTES

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

Meeting of Council - 19th February 2020 - Min.Nos. 126-142

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

With regard to minute no.137 (Information Item: Changes to North Wales train timetables), Councillor Mrs J. Butterfield advised of an All Wales Transport Strategy Conference taking place on Wednesday 16th September, from 8.30am until 1.30pm, and suggested that the town council send a delegate along to it.

Councillor Butterfield asked if Councillor B. Jones had written to Ken Skates AM as indicated in the minute.

Councillor B. Jones reported that he had written to the AM, and although he had not received an official reply, he had attended meetings with him present and confirmed that a new rail and bus strategy was being progressed.

RESOLVED that Councillor B. Mellor to attend the conference on the town council's behalf at a cost of £80 with the Town Clerk being authorised to incur expenditure amounting to up to £100 if required

FURTHER RESOLVED that the Town Clerk to inform all North and Mid-Wales Town Clerks of the conference and encourage them to attend.

With regard to minute no.133 (Correspondence: Conwy and Denbighshire Public Service Board), Councillor Mrs W. M. Mullen-James asked for an update on who would be representing Denbighshire's City, Town and Community Councils.

The Town Clerk reported that he had expressed an interest in attending, but as yet, had not received confirmation of who had been successful in applying.

In relation to minute no.141 (SOP Committee – Commissioned Services Expenditure), Councillor Mrs J. Butterfield reported that she had been very impressed by the service her residents had received from the Benefits Advice Shop during the lockdown period, and suggested that the Town Clerk write to them to convey the town council's appreciation for going the extra mile in these very unique and challenging times.

[Councillor J. Ball declared a prejudicial interest in the Benefits Advice Shop matter, due to his position as a volunteer advisor and took no further part in discussions or voting thereon]

RESOLVED that the Town Clerk to write to the Benefits Advice Shop .

Planning Committee - 19th February 2020 - Min.Nos. 44-47

Proposed by Councillor Mrs W. M. Mullen-James and seconded by Councillor B. Blakeley and **RESOLVED** as a correct record.

With regard to minute no.45.1 (Kynsal House, Vale Road), Councillor Mrs J. Butterfield asked for an update on the application.

The Town Clerk reported that the application had been withdrawn.

Councillor A. J. Rutherford expressed his thanks to the town and county ward members for their support in the application.

Planning Committee - 4th March 2020 - Min.Nos. 48-50

Proposed by Councillor Mrs W. M. Mullen-James and seconded by Councillor K. R. Jones and **RESOLVED** as a correct record.

Planning decisions taken during lockdown – March to June 2020 – Schedules 1-12

RESOLVED that the decisions were approved.

To Confirm or otherwise:

Finance & General - 4th March 2020 - Min.Nos. 74-83
Purposes Committee

Proposed by Councillor A. J. Rutherford and seconded by Councillor A. R. James and **RESOLVED** as a correct record and confirmed for action.

With regard to minute no.76 (Authorisation of Payments/Additions to Approved Suppliers List (Schedule B)), a member enquired as to what voucher no.955 referred to?

The Town Clerk advised that BJS Solutions were the company the town council used for IT services and that the renewal of anti-virus software applied to the four desktops computers and the laptop.

With regard to minute no.79 (Member's Information Item: Arbed 3 Energy Efficiency Scheme), a member asked for an update on the scheme?

The Town Clerk advised that he did not have any follow-up information to share. It was **RESOLVED** that he would contact Arbed am Byth for an update and report back.

145. **DECISIONS TAKEN DURING LOCKDOWN**

The Mayor proposed that the decisions be taken 'on-block'.

RESOLVED that the decision contained within the report were noted and approved.

146. **PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) MARCH-JUNE 2020**

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

1st – 31st March 2020

Voucher No.	Supplier Name	Amount £	Description of Goods & Services
956	HSBC	8.30	Bank Charges
957	Quadiant (Formerly Neopost)	200.00	Franking Machine Top-up
658	BT	132.96	Internet Services
961	Gunsmoke Communications	1,440.00	Events Management Fees for February 2020
962	RTC Staff	7,142.52	RTC Staff Salaries March 2020
963	HMRC	2,743.11	PAYE Deductions February 2020
964	Flintshire CC	4,290.48	Pension Contributions & Deficit Funding February 2020
723	Benefits Advice Shop	916.67	Part Time Appeals Officer 19/20 Payment 12 of 12
965	Sioned Graham Cameron	1,311.18	Translation Services September 2019 to February 2020

966	BT	166.22	Line Rental
Total Schedule A Payments		£18,351.44	

Category	Description	Amount
Interest	Santander on 31 Day Notice Account	38.73
Interest	HSBC on 7 Day Deposit	33.97
Interest	HSBC on 7 Day Deposit	23.30
Interest	HSBC on 7 Day Deposit	5.70
Interest	HSBC on 7 Day Deposit	5.06
Interest	HSBC on Money Maker Account (Quarterly)	38.07
Mayor's Fundraising	Fish & Chip Supper	719.79
Total Income		£864.62

1st – 30th April 2020

Voucher No.	Supplier Name	Amount £	Description of Goods & Services
976	Shire Leasing	337.33	Avaya Telephone System Q1 for 2020/21
977	BT	372.87	Line Rental and Call Charges
978	Neopost	108.04	Rate Card for Franking Machine
979	BT	108.28	Line Rental
983	HSBC	20.00	Bank Charges 17th February to 16 March 2020
986	Gunsmoke Communications	1,440.00	Management Fee March 2020
985	Benefit Advice Service	916.67	Appeals Officer 20/21 Payment 1 of 12
984	Denbighshire County Council	732.25	NNDR 20/21 for Wellington Road Office – Payment 1 of 10
987	HMRC	2,743.11	PAYE Deductions March 2020
988	Clwyd Pension Fund	4,290.48	Pensions Deductions & Deficit Funding March 2020
989	RTC Staff	7,176.28	Staff Salaries April 2020
990	CAB	2,000.00	Fuel Poverty Officer 20/21 Payment 1 of 4
Total Schedule A Payments		£20,245.31	

Category	Description	Amount
Interest	HSBC on 7 Day Deposit	2.30
Interest	Santander on 31 Day Notice Account	41.40
VAT	HMRC Claim Q4 2019/20	3,854.48
Interest	HSBC on 7 Day Deposit	0.92
Interest	HSBC on 7 Day Deposit	0.92
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Precept	Denbighshire County Council 1 of 3 for 2020/21	184,537.00
Total Income		£188,437.94

1st – 31st May 2020

Voucher No.	Supplier Name	Amount £	Description of Goods & Services
995	HSBC	6.50	Bank Charges 17th March to 16th April 2020
998	Gunsmoke Communications	1,440.00	Management Fee April 2020
985	Benefit Advice Service	916.67	Appeals Officer 20/21 Payment 2 of 12
984	Denbighshire County Council	736.00	NNDR 20/21 for Wellington Road Office – Payment 2 of 10
1002	Denbighshire County Council	32,622.00	SC2 Waterpark Loan 20/21 Payment 1 of 3
999	HMRC	2,702.19	PAYE Deductions April 2020
1000	Clwyd Pension Fund	4,224.77	Pensions Deductions & Deficit Funding April 2020
1001	RTC Staff	7,175.88	Staff Salaries May 2020
Total Schedule A Payments		£49,824.01	

Category	Description	Amount
Interest	Santander on 31 Day Notice Account	40.07
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Total Income		£41.91

1st – 30th June 2020

Voucher No.	Supplier Name	Amount £	Description of Goods & Services
1007	HSBC	6.50	Bank Charges 17 April to 16 May 2020
1008	BT	132.96	Internet Services
1009	Gunsmoke Communications	1,440.00	Management Fee May 2020
985	Benefit Advice Service	916.67	Appeals Officer 20/21 Payment 3 of 12
984	Denbighshire County Council	736.00	NNDR 20/21 for Wellington Road Office – Payment 3 of 10
1010	HMRC	2,702.59	PAYE Deductions May 2020
1011	Clwyd Pension Fund	4,224.77	Pensions Deductions & Deficit Funding May 2020
1012	RTC Staff	7,175.68	Staff Salaries June 2020
Total Schedule A Payments		£17,527.90	

Category	Description	Amount
Interest	Santander on 31 Day Notice Account	41.40
Interest	HSBC on Money Maker Account	42.21
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Interest	HSBC on 7 Day Deposit	0.46
Total Income		£85.45

RESOLVED that all reports were approved.

147. AUTHORISATION OF PAYMENTS / ADDITIONS TO THE 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 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 (25th February to 30th June 2020)

February - March 2020 payments

Supplier	Details of Supply	Voucher Number	Amount £
Information Commissioners Office (ICO)	Annual subscription	960	35.00
Theatre Colwyn	2xtickets to Mayor of Colwyn Bay's charity film night	967	10.00
Denbighshire CC	Repairs at Remembrance Gardens	968	59.45
Gunsmoke Communications	Miscellaneous expenses for St. David's Day event	969	34.00
Mayor of St. Asaph Charity A/C	2xtickets for Charity Ball cancelled	970	0.00
Mayor of Holywell Charity A/C	2xtickets for Charity Ball - cancelled	971	0.00
Cllr E. M. Chard	Mayoral expenses – Feb 2020	972	75.65
Delwedd Ltd	Increase size of mailboxes for four email accounts	973	51.84
Conrad Office & Art	Stationary	974	205.66
Conrad Office & Art	Stationary	975	7.19
Total Schedule B			£478.79

April 2020 payments

Supplier	Details of Supply	Voucher Number	Amount £
Sunshine Events	Stalls for event on 5 th & 6 th Sept 2020	980	1,248.00
Sunshine Events	Stalls for event on 5 th & 6 th Sept 2020	981	1,504.80
Dozy Dave	Entertainer for children's Christmas party 2020	982	270.00
JDH Business Servies Ltd	Interim Internal Audit fee 2019/20	991	360.00
BJS Solutions	New server	992	2,374.80
Sage & Co	Payroll services Jan – Mar 2020	993	93.00
Delwedd Ltd	Domain registration	994	21.59
Total Schedule B			£5,872.19

May 2020 payments

Supplier	Details of Supply	Voucher Number	Amount £
Canda Copying	Rental of copier and b&w copies	996	290.98
Canda Copying	Colour copies	997	45.91
WPS	Insurance renewal 2020	1004	4,468.00
WPS	Engineering insurance renewal 2020	1005	415.22
Scottish Power	Electricity for illuminations – Dec 2019 to Jan 2020	1003	371.83
JDH Business Services	Internal audit 2019/20 final payment	1006	360.00
Total Schedule B			£5,951.94

June 2020 payments

Supplier	Details of Supply	Voucher Number	Amount £
Cllr J. Ball	Expenses allowance 2020/21	1014	150.00
Total Schedule B			£150.00

148. INTERNAL AUDIT FINAL

The Town Clerk referred to his report (circulated with agenda) outlining seven issues as identified by the auditor, all of which having now been addressed, for members' approval.

A member asked what the town council's current reserves figure was?

The Town Clerk said that he could not answer off the top of his head, but he would email all members with the figure.

The Town Clerk added that council was ahead of its 'five-year financial plan'. So much so that it might become a four-year plan?

RESOLVED that the report was approved.

149. ANNUAL GOVERNANCE STATEMENT

The Town Clerk presented the above document (circulated with agenda) for members to confirm and authorise the signing of by the Mayor as Chair of Council.

RESOLVED that the statement was approved and authorisation given to the Mayor to sign it on the Council's behalf.

150. LOCAL COUNCILS IN WALES ANNUAL RETURN

The Town Clerk presented his report (circulated with agenda) for members to approve and authorise the signing of by the Mayor as Chair of Council.

In response to a member's question, the Town Clerk explained how the figures reported in the accounting statements were reached.

RESOLVED that the Annual Return was approved and authorisation given to the Mayor to sign it on the Council's behalf.

151. CLOSURE OF MEETING

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

Mayor:

Date: