

At the **MEETING of COUNCIL**, held via video conference, on Wednesday 17<sup>th</sup> March 2021 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, A. S. Johnson, B. Jones, K. R. Jones, Mrs P. M. Jones, Mrs D. L. King, Ms J. L. McAlpine, B. Mellor, Mrs W. M. Mullen-James, P. Prendergast, Ms V. Roberts, A. J. Rutherford, T. Thomas and Miss C. L. Williams.

Mr G. J. Nickels – Town Clerk

Miss H. J. Windus – Deputy Town Clerk

Mr T. Booty – DCC, Lead Officer for Strategic Asset Management

Mr M. Dixon – DCC, Housing Development Manager for Finance & Property Services

### **62. APOLOGIES**

Apologies had been received from Councillors B. Ball and Ms J. Hughes.

### **63. 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.

### **64. PRESENTATION: DENBIGHSHIRE COUNTY COUNCIL**

Before welcoming Mr Tom Booty to the meeting, the Town Clerk reported that the town council fully supported the Flying Start initiative and understood the desire for them to be located within the west of Rhyl, its main catchment area. Mr Booty was in attendance at the meeting to discuss Denbighshire County Council's offer of temporary office accommodation for the town council to vacate the Wellington Community Centre.

Mr Booty advised that the offer was three offices within Russell House on Churton Road until 26 Wellington Road was ready for the town council to move into.

The town council could use the council chamber for its formal meetings and share a kitchen with the other building users.

The county council would also assist the town council with the physical move.

In response to members' questions and comments, Mr Booty said that:

- It was hoped that 26 Wellington Road would be ready for the town council to move into at the end of August 2022.



**68. MAYOR'S REPORT**

The Mayor referred to an interview she had done with Sound Radio to promote the town council's 'Rhyl Read' publication, which she felt had gone well and had had enjoyed.

**69. PAYMENTS REPORT (SCHEDULE A) FOR 2020/21 FINANCIAL YEAR**

The Town Clerk referred to his report (circulated with agenda) detailing the schedule of payments to be made and to the updated list of approved suppliers (circulated with agenda) for approval.

Supplier & Description	Amount £	Frequency
RTC staff net salaries	7,700	Monthly
HMRC salary deductions	3,100	Monthly
Flintshire CC Clwyd Pension Scheme	4,500	Monthly
Denbighshire CC – Council Tax (10 months)	750.00	Monthly
HSBC bank charges	20.00	Monthly
BT telephones – general	1,110	Quarterly
BT telephones – internet	150.00	Quarterly
Shire Leasing – Avaya phone system	337.00	Quarterly
Gunsmoke Communications – PR & Events	1,600	Monthly
Benefits Advice – Appeals Officer	917.00	Monthly
Citizens Advice – Fuel Poverty Officer	2,000	Quarterly
Denbighshire County Council SC2 loan	32,622	3 per annum
Denbighshire County Council CCTV Partnership	15,000	Annually

**RESOLVED** that the schedule (Appendix A) and the updated list of approved suppliers (Appendix B) was approved.

**70. 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) 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 (10<sup>th</sup> February and 10<sup>th</sup> March 2021)*

Voucher No.	Supplier name	Amount £	Description of Goods & Services
1122	Information Commissioners Office (ICO)	35.00	Annual fee 2021
1123	Denbighshire County Council	3,823.00	Wellington Road Civic Offices – service charge Q4
1124	Sioned Graham-Cameron	196.37	Welsh language translations
<b>1125</b>	Post Office	36.18	Postage for Council papers 17/2/21
1126	Denbighshire County Council	1,000.00	CCTV Phase 2 camera replacements contribution
1132	Denbighshire County Council	100,000.00	Additional payment off SC2 loan
1133	JDH Business Services Ltd	<b>365.40</b>	Interim Audit 20/21 fee
	<b>Total payments</b>	<b>£105,455.95</b>	

Emergency Payment – **Voucher No. 1125** - payment for postage paid using the town council credit card, as franking machine is faulty.

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

#### **71. INTERNAL AUDIT INTERIM REPORT 2021**

The Town Clerk presented his and the Finance Officer's joint report and Internal Auditor's report (circulated with agenda) and made reference to four issues raised by the Internal Auditor, as follows:

Issue one – the completion of a Cyber Security Checklist.

Issue two – to correct administrative errors in two sets of minutes (actioned at the February meeting of Council).

Issue three – to update the town council's Contract Register.

Issue four – to implement checks on VAT numbers of major suppliers prior to entering into any contracts.

A member advised that he had recently received a Denbighshire County Council paper on cyber security that he was happy to share with the Town Clerk if this would be of assistance?

***RESOLVED*** that the report was received, the issues noted and referred to the Risk Assessment Sub-Committee for consideration.

#### **72. ADDITIONAL ITEM: APPOINTMENT OF INTERNAL & EXTERNAL AUDITORS**

The Town Clerk referred to his and the Finance Officer's joint report (circulated separately from the agenda) on the appointment of both the Internal and External Auditors, JDH Business Services (Internal) and the Wales Audit Office (External), and reminded members of the need for them to declare any personal or business interests they might have with both.

**RESOLVED** that the appointments of JDH Business Services was approved and the Welsh Audit Office was noted.

**[Councillor Mrs J. Chamberlain-Jones left the meeting to attend to a private matter]**

**73. INFORMAL MEETING OF COUNCIL**

The Town Clerk asked members if they felt it would be beneficial for an informal meeting to be held to determine the necessary appointments for 2021/22, or would they be happy to roll all appointments over for the next municipal year?

**RESOLVED** that all appointments to be rolled-over for 2021/22.

**74. REPRESENTATION ON OUTSIDE ORGANISATIONS: RHYL COLLEGE COUNCIL**

The Town Clerk advised that the town council's representative on the college council, Councillor Mrs J. Chamberlain-Jones (absent), sought members support in inviting the college to a future meeting of the town council to give a presentation on the development of the college.

**RESOLVED** that the Town Clerk to invite the college to attend a future meeting of Council.

**75. MEMBER'S ITEM: LETTER OF CONGRATULATIONS TO RHUDDLAN TOWN COUNCIL**

Councillor Mrs J. Butterfield JP MBE sought members' support for a letter to go to Rhuddlan Town Council to congratulate them, and Councillor Ann Davies in particular, on their involvement in securing an archaeological examination at a site in Rhuddlan.

**RESOLVED** that the Town Clerk to write to Rhuddlan Town Council accordingly.

**76. INFORMATION ITEM: INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT**

The Mayor referred to the document (covering letter circulated with agenda) and advised that no changes are to be introduced to the current arrangements, but that the Panel would be undertaking a review of the Community Council sector in 2021/22.

**RESOLVED** that the information was noted.

**77. INFORMATION ITEM: VANDALISM AT RHYL REMEMBRANCE GARDENS**

The Town Clerk reported on the recent graffiti on the war memorial which had been swiftly removed by Denbighshire County Council officers, for which he had thanked them.

Due to the nature of the graffiti the police had classed it as a hate crime and an arrest had been made.

The Town Clerk advised that the town council might incur costs for the graffiti removal and that he would advise of them in due course.

**RESOLVED** *that the information was noted.*

**78. INFORMATION ITEM: DAMAGE TO BUS SHELTER**

The Town Clerk reported damage to a town council owned bus shelter on the Coast Road following it being hit and demolished by a delivery truck on 23<sup>rd</sup> February. The driver of the vehicle failed to report it and drove away.

The Police are investigating the incident.

Denbighshire County Council officers have arranged for the shelter to be made safe whilst replacement costs are determined, which will be reported back to members once they are received.

**RESOLVED** *that the information was noted.*

**79. 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.*

**80. PROPOSED TEMPORARY RELOCATION OF THE TOWN COUNCIL**

Further to agenda item no.3, the Town Clerk referred to the reconvened meeting of the Risk Assessment Sub-Committee held on 15<sup>th</sup> March 2021 following a visit to Russell House made by Councillors A. R. James and P. Prendergast along with himself on 11<sup>th</sup> March 2021.

Members reiterated that they felt the relocation of the Flying Start initiative to West Rhyl was a good idea as they discussed the pros and cons of a temporary move for the town council.

After much consideration it was **RESOLVED** *that the offer would be rejected due to:*

- (i) the move further compounding the common misunderstanding that the town and county councils are one and the same for Rhyl residents. Something that town councillors are constantly trying to set straight. The move would contribute to the loss of the town council's identity.*
- (ii) the offices not being big enough to accommodate staff and all of the equipment and IT.*
- (iii) the additional inconvenience of two moves and associated costs.*
- (iv) there being no reserved parking for staff and visitors at a building were parking is already a daily problem for both office users and for residents living in the surrounding streets.*

**81. RECOMMENDATIONS OF THE SOP COMMITTEE**

The Mayor referred to the confidential minutes (circulated separately to the agenda) of the meeting of the committee held on 8<sup>th</sup> March 2021, containing recommendations to continue to part fund the CAB Energy Efficiency Officer post and fund the Benefits Advice Shop Appeals Officer post; to confirm payments to the Homestart project and the British Finals of One Act Plays subject to it being able to proceed later this year.

**RESOLVED** *that the payments were approved.*

**82. RECOMMENDATIONS OF THE RISK ASSESSMENT SUB-COMMITTEE**

The Town Clerk referred to the minutes of the sub-committee meeting held on 9<sup>th</sup> March 2021 (circulated separately to the agenda) containing recommendations for Council approval, and to the revised plans for 26 Wellington Road (circulated with agenda) for members' consideration.

Denbighshire County Council's Mr Mark Dixon was welcomed to the meeting to talk members through the amended plans.

Mr Dixon explained that the proposed build to the rear of the building to house the lift shaft and toilets was too expensive, so the architect had gone back to the drawing board and was now presenting new plans making better use of the space.

The two main areas of concern / change are that a small lift had been incorporated in the centre of the building and the meeting room / council chamber would now be on the ground floor, with better access and offering more space.

Mr Dixon answered members questions before being thanked for his attendance and leaving the meeting.

**RESOLVED** *that the revised plans were accepted as a better offer that would come in within budget.*

**83. CLOSURE OF MEETING**

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

Mayor: .....

Date: .....