

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held via video conference on Wednesday 2nd March 2022 commencing at 6.00pm.

PRESENT

Councillor A. J. Rutherford (Chair)

Councillors J. Ball, B. Blakeley, Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, A. R. James, K. R. Jones, Mrs D. L. King, Ms J. L. McAlpine, B. Mellor, Mrs W. M. Mullen-James, T. Thomas, Mrs M. Walker and Miss C. L. Williams.

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

79. APOLOGIES

Apologies were received from Councillors P. Prendergast and Ms V. Roberts.

80. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) FEBRUARY 2022

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

Voucher No.	Supplier name	Amount	Description of Goods & Services
1324	Denbighshire CC	32,037.00	SC2 loan – payment 3 of 3 2021/22
1331	HSBC	13.56	Bank charges 16 th Dec 2021 to 16 th Jan 2022
1168	Benefits Advice Shop	916.66	Appeals Officer payments 11 of 12 2021/2022
1332	Gunsmoke Communications	1,440.00	Management fee for Jan 2022
1333	HMRC	2,794.89	PAYE deductions Jan 2022
1334	Flintshire CC (Clwyd Pension Fund)	4,294.23	Pension contributions & deficit funding Jan 2022
1335	Staff salaries	7,362.97	Staff salaries for Feb 2022
	Total payments	48,859.31	

Category	Description	Amount
Santander	Interest on 31 Day Notice Account	26.75
HSBC	Interest on 7 Day Deposit	0.61
HSBC	Interest on 7 Day Deposit	3.58
HSBC	Interest on 7 Day Deposit	3.07
HSBC	Interest on 7 Day Deposit	3.07
HMRC	VAT refund for Q3 Oct to Dec 2021	1,146.52
	Total income	1,183.60

RESOLVED that the report was approved.

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

Further to min.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).

The Town Clerk referred to the amended schedule he had circulated via email to members yesterday.

Voucher No.	Supplier Name	Description of Service	Amount £
1353	Bay of Colwyn Town Council	2 x tickets for charity quiz night on 5 th March 2022	20.00
1354	Denbighshire CC	Grounds Maintenance SLA 2021/22	37,486.28
1355	Denbighshire CC	Remembrance Gardens SLA 2021/22	6,778.08
1356	Cllr D. L. King	Mayoral expenses Jan 2022	55.00
1357	Fool's Paradise Ltd	Artistes for Mayor's March Day 2022	3,618.00
Total			£47,957.36

Emergency & card payments: There was one emergency payment made (Voucher No.1353) and no payments made using the RTC card.

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

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

82. ANNUAL RETURN 2020/2021 – CONCLUSION OF AUDIT

The Chair made reference to the External Auditor's report (circulated with agenda) reporting no matters and no recommendations for Council.

RESOLVED that the audited Annual Return for 2020/21 was approved.

83. FINANCIAL STATEMENTS 2020/2021

The Chair referred to the Financial Statements (Final Accounts) (circulated with agenda) for members' approval.

RESOLVED that the Financial Statements for 2020/21 were approved.

84. INTERNAL AUDIT INTERIM REPORT 2021

The Town Clerk presented his and the Finance Officer's joint report (circulated with agenda) following receipt of the Internal Auditor's Interim Audit, identifying two issues for consideration, as follows:

Receipt for larger donations – having made a payment of £5,000 to the Rhyl Fire Brigade Welfare Committee after a signed agreement letter, the recommendation is that the town council obtains a signed receipt for such.

Missing invoices – two invoices out of four are missing for the GoToMyPC software that enables home working for the four members of staff. The invoices are being chased.

RESOLVED that:

- (i) *the Internal Auditor's report was received and the two issues noted.*
- (ii) *the issues were referred to the Risk Assessment Sub-Committee to monitor the actions taken to resolve them.*

85. 2022 ELECTIONS – ADMINISTRATIVE ARRANGEMENTS

The Town Clerk submitted his report (circulated with agenda) relating to a number of arrangements the town council had to consider with regard to the forthcoming elections.

RESOLVED that:

- (i) *formal delegation of powers for the periods 20th April – 9th May and 9th May – 18th May to the Town Clerk in consultation with the Mayor and Chairs and the Town Clerk and the Mayor respectively were approved.*
- (ii) *arrangements for the Mayor Making event be delegated to the Town Clerk and Civic & Admin Support Officer and the incoming Mayor, if appropriate and depending on the outcome of the elections. Also, for the Deputy Mayor to be confirmed at the Annual Meeting of Council.*
- (iii) *membership of the Finance and General Purposes Committee will be all members of the Council and that all members will also serve on the Planning Committee until individual members advise that they do not wish to. All other committee membership will be deferred until the Finance and General Purposes Committee on 1st June 2022.*
- (iv) *the Chair of the Finance and General Purposes Committee to be appointed at the Annual Meeting of Council with all other Chairs to be deferred until the Finance and General Purposes Committee on 1st June 2022.*
- (v) *consideration of appointments to outside organisations and school governors will be deferred to the Finance and General Purposes Committee on 1st June 2022.*

86. ADDITIONAL ITEM: 2021/22 COST OF LIVING PAY AWARD

The Chair reported a pay settlement of 1.75%, with new pay grades awaited from Denbighshire County Council.

RESOLVED that the pay award was approved for implementation for members of staff's March pay and back dated from April 2021.

87. CLOSURE OF MEETING

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

Chair:

Date: