

At a hybrid meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 1<sup>st</sup> May 2024 commencing at 6.00pm.

**PRESENT**

Councillor A. J. Rutherford (Chair)

Councillors Mrs M. Blackwell, J. Butterfield JB MBE, Mrs E. M. Chard, Mrs J. M. Evans, S. Feeney, Mrs D. L. King, A. Walker and Miss C. L. Williams.

Miss H. J. Windus – Deputy Clerk

**84. APOLOGIES**

Apologies were received from Councillors Mrs M. A. Blakeley-Walker, Mrs J. Chamberlain-Jones, Ms S. Fleming, A. R. James, K. R. Jones, Ms J. L. McAlpine, B. Mellor, Mrs W. M. Mullen-James, Ms R. Roberts, Ms V. Roberts, D. Simmons and from the Town Clerk, G. J. Nickels.

**85. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A)**

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
1803	BT	500.59	Telephone calls & Line rentals
	Tesco	3.00	Mobile phone insurance
1804	HSBC	8.00	Bank charges
	Tesco	12.99	Mobile phone charges
1807	RTC Staff	8,426.53	Net Salaries for April 2024
1805	HMRC	3,084.38	PAYE deductions for March 2024
1806	Flints CC – Clwyd Pension Fund	4,881.43	Pensions deductions & Deficit funding for March 2024
1808	Denbighshire CC	808.60	NNDR for Civic Offices, Wellington Rd, Rhyl – payment 1 of 10
	Tesco	3.00	Mobile phone insurance
	Tesco	12.99	Monile phone charges
	<b>Total payments</b>	<b>17,741.51</b>	

Category	Description	Amount
Santander	Interest on 31 Day Notice Account	295.99
HSBC	Interest on 7 Day Deposit	21.49
HMRC	VAT Claim for Q4 2023/24	3,324.46
HSBC	Interest on 7 Day Deposit	21.49
HSBC	Interest on 7 Day Deposit	21.49
HSBC	Interest on 7 Day Deposit	21.50
Denbighshire CC	Precept 2024/25 – tranche 1 of 3	190,698.00
	<b>Total income</b>	<b>194,404.42</b>

**RESOLVED** that the report was received and approved.

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

Further to min.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 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).

<b>Voucher Number</b>	<b>Supplier</b>	<b>Details of Supply</b>	<b>Amount £</b>
1814	Bay of Colwyn Mayor	2xTickets for charity event on 19 <sup>th</sup> April 2024	20.00
1815	CCLL Helping Hand for Ukraine	2xTickets for Hot Pot Supper fundraiser on 18 <sup>th</sup> June 2024	20.00
1816	Denbighshire CC	Repairs to pealights in High Street	2,184.00
1817	Newton Newton Flag & Banner Makers Ltd	Peace Flags for Remembrance Gardens	54.60
1818	Sandra Williams	Translation services	160.96
1819	Cllr C. L. Williams	Deputy Mayoral expenses for March 2024	36.20
	<b>Total Schedule B</b>		<b>£2,475.76</b>

**RESOLVED** that the schedule was approved for payment and signed by two councillors.

**87. FINANCIAL ACCOUNTS 2023/24 – PROVISIONAL OUT-TURN & RESERVES 2023/24**

The Deputy Clerk referred to the Town Clerk and Finance Officer's joint report (circulated with agenda) and asked members to note and approve the following:

- The key forecasted variances
- The forecasted £21,898 surplus (before transfers to / from specific reserves) for the year
- The transfers of £7,000 to the Elections Reserve and £5,000 to a new specific reserve for Civic Regalia
- That General Reserves have increased by £9,898 to £209,555 representing 38% of Precept, in preparation for the transfer of any non-statutory services from Denbighshire County Council over the coming months.

**RESOLVED** that the report was noted and approved.

**88. RESERVES POLICY**

Further to min.no.150 of the meeting held on 2<sup>nd</sup> May 2018, the Deputy Clerk made reference to the Town Clerk's report (circulated with agenda) seeking approval of an amended Reserves Policy.

The Deputy Clerk advised that the previous policy supported the 2018-2023 Five-Year Financial Plan, and had been extended to this financial year.

The policy had been reviewed and was attached as an appendix to the report and reflected the higher level of Reserves, as mentioned in the previous item.

The new approved target for the next five years was to reduce the level of Reserves from 38% back down to the required 33%.

**RESOLVED** that the new policy was approved.

#### **89. 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.

#### **90. INSURANCE EXTENSION 2024**

The Deputy Clerk referred to the Town Clerk and Finance Officer's joint confidential report (circulated with agenda) seeking authority to approve an extension of the existing insurances and a new annual renewal date of 1<sup>st</sup> November 2024.

The Deputy Clerk advised that the Town Clerk had previously reported that the renewal date of 1<sup>st</sup> June was problematic in terms of approval timescales as it was so close to the Annual Meeting of Council each year in May.

The new date of 1<sup>st</sup> November had been agreed by both of the Town Council's insurance companies, Aviva and British Engineering Services Ltd, which would extend its policies by five months.

The Deputy Clerk added that the policies would be reviewed later on in the year as the Town Council's relocation progressed and also taking the new Christmas illuminations scheme into account.

**RESOLVED** that the extension of the policies until 31<sup>st</sup> October this year, was approved.

#### **91. CCTV AGREEMENT**

Further to min.no.126 of the meeting of Council held on 21<sup>st</sup> February 2024, the Deputy Clerk referred to the joint report of Councillor A. R. James (the Town Council's representative on the Partnership Board) and the Town Clerk (circulated with agenda).

The Deputy Clerk advised that, as previously reported by the Town Clerk, the Board had asked the Town Council for an increased annual contribution, from £15,000 to £30,698 this April, and that the Town Clerk had responded that the budget for 2024/25 had already been set so this was not possible. The Town Clerk had suggested that the increase be applied throughout the life of the next contract, and the Board had accepted this approach.

For members' assurance, the Town Council's contribution for the 2024/25 financial year, would remain at £15,000.

The Deputy Clerk added that the review of cameras is underway, with usage data now being recorded to enable meaningful comparisons to be made, as members had requested to ensure value for money.

The Partnership Board were currently considering two tenders for the future contract.

A member asked for a date to be applied to the data collection so that the Town Council could consider the effectiveness of each unit.

**RESOLVED** that:

- (i) *the revised agreement including the Town Council's new financial contribution beyond 2025 was approved.*
- (ii) *the Mayor and Town Clerk were authorised to sign the agreement.*
- (iii) *the Town Council's representative to ask for the results of the data collection from each camera to be shared with the Town Council in six months' time.*

## 92. **CEMETERY WORKING GROUP MEETING**

The Chair reported that unfortunately both appointed representatives, the Mayor and the Town Clerk, were unwell on the day of the meeting, which was 30<sup>th</sup> April 2024, and therefore unable to attend on the Town Council's behalf.

**RESOLVED** that the Town Clerk to contact Rhuddlan Town Council to ask when the next meeting was due to be held.

## 93. **CONFIDENTIAL MINUTES**

The Chair referred to the following confidential minutes for members' information and approval of the recommendations contained therein:

Risk Assessment Sub-Committee	-	4 <sup>th</sup> March 2024	-	Min.Nos.27-36
Risk Assessment Sub-Committee	-	18 <sup>th</sup> March 2024	-	Min.Nos.37-40
SOP Committee	-	8 <sup>th</sup> April 2024	-	Min.Nos.31-37

**RESOLVED** that the minutes were noted and approved.

## 94. **PROPOSED RELOCATION OF TOWN COUNCIL**

The Deputy Clerk confidentially reported that negotiations with Denbighshire County Council were progressing well, with meetings being held every two weeks, and that a new location had now been proposed.

The appointed negotiators had visited the proposed offices and were satisfied with the size of the space and their town centre location.

Members were satisfied with the new location and raised points around Town Council branding within the room that F&GP and Council meetings would be held, and also the need for well lit parking spaces to be made available to staff and members for use during attendance at evening meetings especially during the winter months.

***RESOLVED*** that members approved the new proposed location and authorised the negotiators, Councillors A. R. James and Mrs D. L. King, to proceed with discussions to get the best outcome for the Town Council.

**95. CLOSURE OF MEETING**

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

Chair: .....

Date: .....