

At a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 6th July 2011, at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor D. A. J. Thomas (Chair)

Councillors B. Blakeley, J. Butterfield, Mrs J. Butterfield, Mrs J. Chamberlain-Jones, Mrs L. M. Edwards, Ms G. A. Jones, Miss M. A. Jones, Mrs M. McCarroll, Mrs W. M. Mullen-James, G. J. Pickering, A. J. Rutherford, W. N. Tasker, T. Thomas and G. Williams.

Mr G. J. Nickels	-	Town Clerk
Mr P. M. Thomas	-	Finance Officer
Miss H. J. Windus	-	Personal Assistant & Secretary

17. APOLOGIES

Apologies for non-attendance were received on behalf of Councillors J. B. Bellis (bereavement), I. A. Gunning (DCC commitment), Ms D. Hannam (indisposed), Mrs P. M. Jones (indisposed) and D. W. Lee (on holiday).

18. ELECTION – TYNEWYDD WARD

The Town Clerk reported that the Notice of Election would be published on 27th July 2011 and that nomination papers would be available from Denbighshire County Council's Returning Officer from then. The closing date for nominations would be 4th August 2011. If contested the Election would be held on Thursday 1st September 2011.

RESOLVED that the information be received.

19. ONE VOICE WALES

Further to Minute No.5 of the meeting held on 1st June 2011, Councillor Mrs J. Butterfield requested that the item be deferred to September's Finance and General Purposes Committee, as there was much happening with the North Wales Association of Town and Larger Community Councils over the next month and she would be able to provide Members with much more information after this time.

RESOLVED that the item be deferred until the Finance and General Purposes Committee to be held on 7th September 2011.

20. COASTAL HAWKS PROJECT

Further to Minute No.7 of the meeting held on 1st June 2011, the Town Clerk confirmed that he had written to the Project on 16th June 2011 (circulated with Agenda) asking for a report to be submitted by the Project to this meeting, and advised that he had not received the report.

RESOLVED that the information be received with no further action.

21. INCOME AND EXPENDITURE REPORT

The Finance Officer submitted his Income and Expenditure Report for the period 30th March to 28th June 2011 (circulated with Agenda).

Paid by	Date	Payee	Details	Amount
BACS	31/03/2011	Neopost	Postage meter chip VN 250	84.00
BACS	31/03/2011	JDH Business Services Ltd	Internal Audit - interim audit fee 10/11 VN 252	240.00
DD	31/03/2011	AdEPT Telecom	Telephone call charges Mar VN 249	79.55
BACS	04/04/2011	Sage UK Limited	Payroll support contract VN 004	120.00
SO	05/04/2011	Wellington Community Centre	Quarterly office rent VN 001	4500.00
DD	07/04/2011	HSBC	Charges to 16 March VN 007	5.86
BACS	12/04/2011	Neopost	Postage meter top up VN 008	300.00
BACS	12/04/2011	Denbighshire County Council	Grounds Maintenance Civic Offices VN 009	718.96
BACS	12/04/2011	Denbighshire County Council	Grounds Maintenance Remembrance Gardens VN 010	8359.92
BACS	12/04/2011	Canda Copying Limited	Photocopier rental and copies VN 016 017	1045.15
BACS	12/04/2011	Conrad Office and Art	Stationery VN 018	77.40
BACS	12/04/2011	Webber Office Solutions	Stationery VN 019	109.98
BACS	15/04/2011	Inland Revenue	Payroll Mar VN 002	3073.35
BACS	15/04/2011	Flintshire County Council	Payroll Mar VN 003	2765.01
BACS	15/04/2011	NW Assoc of Town Councils	Delegates fees for meeting VN 015	37.50
DD	15/04/2011	Denbighshire County Council	NNDR instalment VN 005	453.00
BACS	15/04/2011	Bacs payroll	Payroll April 2011 VN 012	7464.59
BACS	18/04/2011	Wellington Community Centre	Various maintenance recharges re Civic Offices 2010/11 VN 011	1571.28
203311	20/04/2011	DVSC	Membership VN 021	15.00
BACS	28/04/2011	Denbighshire County Council	Shelter cleaning March VN 020	441.00
DD	28/04/2011	AdEPT Telecom	Telephone call charges Mar VN 027	82.22
BACS	03/05/2011	Benefits Advice Shop	Grant - FGP min no 205 VN 022	5000.00
BACS	03/05/2011	Rhyl Community Association	Grant - FGP min no 205 VN 022	10910.00
BACS	03/05/2011	Llangollen International Eistedd	Grant - FGP min no 205 VN 022	100.00
BACS	03/05/2011	Rhyl Harbour Forum	Grant - FGP min no 205 VN 022	500.00
BACS	03/05/2011	Eisteddfod Genedlaethol 2011	Grant - FGP min no 205 VN 022	100.00
BACS	03/05/2011	North Wales Deaf Association	Grant - FGP min no 205 VN 022	1000.00
BACS	03/05/2011	Grove Park bowling Club	Grant - FGP min no 205 VN 022	500.00
BACS	03/05/2011	Rhyl Com Furniture Recycling Ltd	Grant - FGP min no 205 VN 022	1500.00
BACS	03/05/2011	SPAN	Grant - FGP min no 205 VN 022	1000.00
BACS	03/05/2011	NWASBAH	Grant - FGP min no 205 VN 022	250.00
BACS	03/05/2011	Rhyl in Bloom	Grant - FGP min no 205 VN 022	4000.00

Paid by	Date	Payee	Details	Amount
BACS	04/05/2011	St Vincent De Paul	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	Kids Fun Club	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	N Wales Chrysalis Trust	Grant - FGP min no 205 VN 023	300.00
BACS	04/05/2011	Rhyl Townswomens Guild	Grant - FGP min no 205 VN 023	200.00
BACS	04/05/2011	St Kentigern Hospice	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	Park View Residents Assoc	Grant - FGP min no 205 VN 023	250.00
BACS	04/05/2011	Prestatyn and Rhyl Lions Club	Grant - FGP min no 205 VN 023	500.00
BACS	04/05/2011	Bedford St Community Co Ltd	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	Vale Residents Association	Grant - FGP min no 205 VN 023	500.00
BACS	04/05/2011	Playdays Playgroup	Grant - FGP min no 205 VN 023	500.00
BACS	04/05/2011	Rhyl Chess Club	Grant - FGP min no 205 VN 023	150.00
BACS	04/05/2011	Normandy Veterans Ass Branch 94	Grant - FGP min no 205 VN 023	250.00
BACS	04/05/2011	1st Rhyl Scout Group	Grant - FGP min no 205 VN 023	350.00
BACS	04/05/2011	Rhyl Silver Band	Grant - FGP min no 205 VN 023	600.00
BACS	04/05/2011	Marsh Community Association	Grant - FGP min no 205 VN 023	750.00
BACS	04/05/2011	Assoc of WRNS Rhyl Branch	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	Rhyl May Day Association	Grant - FGP min no 205 VN 023	500.00
BACS	04/05/2011	N Denbighshire Domestic Abuse	Grant - FGP min no 205 VN 023	1500.00
BACS	04/05/2011	NEWCIS	Grant - FGP min no 205 VN 023	1000.00
BACS	04/05/2011	St Thomas Organ Fund Appeal	Grant - FGP min no 205 VN 023	2000.00
BACS	04/05/2011	Rhylcreate Ltd	Grant - FGP min no 205 VN 023	2400.00
BACS	04/05/2011	Rhyl SW Communities First	Grant - FGP min no 205 VN 023	2000.00
BACS	04/05/2011	Rhyl Music Club	Grant - FGP min no 205 VN 023	500.00
BACS	04/05/2011	Rhyl Steam Preservation Trust	Grant - FGP min no 205 VN 023	2000.00
BACS	04/05/2011	Friends of Rhyl High School	Grant - FGP min no 205 VN 023	2500.00
BACS	05/05/2011	Rhyl Youth Marching Band	Grant - FGP min no 205 VN 024	500.00
BACS	05/05/2011	John Davies Community Facility	Grant - FGP min no 205 VN 024	500.00
BACS	05/05/2011	Marine Lake Users Forum	Grant - FGP min no 205 VN 024	3000.00
BACS	05/05/2011	Look Hear Social Group	Grant - FGP min no 205 VN 024	2000.00
BACS	05/05/2011	Alzheimers Society Denbs Branch	Grant - FGP min no 205 VN 024	350.00
BACS	05/05/2011	Denb'shire Friends of Childline	Grant - FGP min no 205 VN 024	350.00
BACS	05/05/2011	Soroptomist International	Grant - FGP min no 205 VN 024	500.00
BACS	05/05/2011	Rhyl & Dist Musical Theatre Co	Grant - FGP min no 205 VN 024	1000.00
BACS	05/05/2011	Rhyl Football in the Community	Grant - FGP min no 205 VN 024	1000.00

Paid by	Date	Payee	Details	Amount
BACS	05/05/2011	Glan Morfa Cycling Association	Grant - FGP min no 205 VN 024	1000.00
BACS	05/05/2011	Bruton Park Residents Assoc	Grant - FGP 02.03.11 min no 200 VN 025	1000.00
SO	05/05/2011	Wellington Community Centre	Quarterly cleaning and utility charges VN 011	5980.00
BACS	06/05/2011	Victim Support	Grant - FGP min no 205 VN 024	500.00
BACS	06/05/2011	Rhyl Wheelchair Basketball Club	Grant - FGP min no 205 VN 024	1750.00
BACS	06/05/2011	4th Rhyl Rainbows	Grant - FGP min no 205 VN 024	1000.00
BACS	06/05/2011	Sunny Rhyl Bowling Club	Grant - FGP min no 205 VN 024	2000.00
DD	09/05/2011	HSBC	Charges to 16 April VN 029	9.82
203312	11/05/2011	Trinity Mirror NW & N Wales Ltd	Rhyl week support advert VN 037	120.02
BACS	13/05/2011	Inland Revenue	Payroll Apr VN 013	3107.38
BACS	13/05/2011	Flintshire County Council	Payroll Apr VN 014	3789.25
BACS	13/05/2011	Bacs payroll	Payroll May 2011 VN 031	7463.78
Credit Card	13/05/2011	Misco co uk	IT maintenance items VN 039	114.36
DD	15/05/2011	Denbighshire County Council	NNDR instalment VN 005	449.00
BACS	16/05/2011	J Chamberlain Jones	NWATC 15.04.11 travelling expenses VN 036	10.02
203313	23/05/2011	Petty Cash	Petty Cash for postage, papers etc VN 043	400.00
BACS	23/05/2011	Denbighshire County Council	Pendyffryn by election costs VN 041	2264.94
BACS	23/05/2011	Rhyl Silver Band	Donation re playing at inauguration VN 042	100.00
DD	31/05/2011	AdEPT Telecom	Telephone call charges Apr VN 038	77.42
BACS	01/06/2011	Cllr W Mullen James	First instalment Mayor's allowance VN 036	1243.00
Credit Card	03/06/2011	Ivy's Florist	Floral arrangements VN 046	75.00
Credit Card	03/06/2011	Interflora	Best wishes flowers VN 047	31.98
Credit Card	03/06/2011	NWN Media Ltd	Election advert VN 045	180.00
Credit Card	03/06/2011	Denbighshire County Council	Shelter cleaning May VN 049	441.00
Credit Card	03/06/2011	Denbighshire County Council	Shelter cleaning April VN 050	441.00
203314	06/06/2011	Alpha Tec	PAT testing Civic Offices VN 058	155.40
DD	07/06/2011	HSBC	Charges to 16 May 2011 VN 044	18.76
BACS	08/06/2011	WPS Insurance Brokers	Insurance premium VN 051	4997.64
BACS	08/06/2011	Denbighshire County Council	Contribution to DCC re Mayor's Gala VN 052	1600.00
BACS	10/06/2011	Denbighshire County Council	Contribution to DCC re events VN 053	14000.00
BACS	13/06/2011	Inland Revenue	Payroll May VN 032	3108.19
BACS	13/06/2011	Flintshire County Council	Payroll May VN 033	3789.25
Credit Card	14/06/2011	NWN Media Ltd	Election advert VN 062	220.80
BACS	15/06/2011	Bacs payroll	Payroll June 2011 VN 055	7464.18
DD	15/06/2011	Denbighshire County Council	NNDR instalment VN 005	449.00

Paid by	Date	Payee	Details	Amount
BACS	17/06/2011	Denbighshire County Council	Hire of Town Hall re Mayoral inauguration VN 060	150.00
BACS	17/06/2011	Denbighshire County Council	Data link line - annual charge VN 061	1747.06
BACS	20/06/2011	MM Catering	Mayor's inauguration catering 18.05.11 VN 063	1292.00
DD	20/06/2011	British Telecom	Main line mce VN 059	80.41
203315	23/06/2011	Prestatyn Running Club	Contribution to 5K event VN 065	300.00
Credit Card	23/06/2011	Nuance	Software upgrade VN 069	79.99
203316	28/06/2011	Clwyd Vol Initiative C Chest	Membership 2011/12 VN 067	50.00
BACS	28/06/2011	JDH Business Services Ltd	Internal Audit fees 10/11 VN 068	534.00
				162938.42

List of Income received for the period 30th March 2011 to 28th June 2011

01/04/2011	Santander	Interest Mar 2011 VN 006	7.35
02/05/2011	Santander	Interest Apr 2011 VN 030	7.11
01/06/2011	Santander	Interest May 2011 VN 045	7.35
05/04/2011	Money Market	BS 295 VN 034	4.80
12/04/2011	Money Market	BS 295 VN 034	4.80
28/04/2011	Denbighshire County Council	Instalment of Precept VN 028	133667.00
05/05/2011	Money Market	BS 297 VN 054	4.79
12/05/2011	Money Market	BS 297 VN 054	4.79
16/05/2011	HM Revenue and Customs	VAT reimbursement VN 040	2016.73
19/05/2011	Money Market	BS 298 VN 054	4.79
26/05/2011	Money Market	BS 298 VN 054	4.80
02/06/2011	Money Market	BS 299 VN 070	4.80
09/06/2011	Money Market	BS 299 VN 070	4.80
16/06/2011	Money Market	BS 299 VN 070	3.60
23/06/2011	Money Market	BS 299 VN 070	3.60
			135751.11

Analysis of petty cash for the period 30th March 2011 to 28th June 2011

79.54	Postage
0.00	Newspapers
0.00	Admin
221.24	Civic
43.64	Refreshments
£344.42	Total

RESOLVED that the report be received.

22. FINAL ACCOUNTS 2010/2011 INTERNAL AUDIT PRE-EXTERNAL AUDIT

The Finance Officer presented his report (circulated with Agenda) which identified the Audit process and sought approval of the Internal Auditor's Report, the Supplementary Assurances Report, the Annual Governance Statement, and the Annual Return sections 1, 2 and 4.

With regard to the Internal Auditor's report the Finance Officer had included his own comments, reference to action taken and recommendations as appropriate.

RESOLVED that the Internal Auditor's report with recommended actions indicated by the Finance Officer, the supplementary assurances report, the Annual Governance Statement and the Annual Report sections 1, 2 and 4 be approved and signed by the Chairman as appropriate. Also that the Risk Assessment Sub-Committee be advised that it should conclude the work within the report of the Internal Auditor in relation to Contract Standing Orders as soon as possible.

23. CONSULTATION: FIELDS IN TRUST – PROPOSED OUTDOOR GYM, EAST PARADE, RHYL.

The Chair reported receipt of the above proposal from Denbighshire County Council (circulated with Agenda).

RESOLVED that the proposal be approved.

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

24. PROVISION OF COMMUNAL BINS – BRUTON PARK, RHYL.

Further to Minute No.200 of the meeting held on 2nd March 2011, the Chair reported receipt of correspondence from Denbighshire County Council in response to representations made by the Town Council (circulated with Agenda).

RESOLVED that the correspondence be received.

25. NOTIFICATION OF ROAD CLOSURE – B5119, WEST PARADE, RHYL.

The Chair reported receipt of the above Notice from Denbighshire County Council (circulated with Agenda).

Members spoke of receiving numerous complaints from residents about the delays being caused by the road closures whilst the major coastal defence construction works are underway, and particularly by the temporary traffic lights in operation on the Foryd Bridge, introduced just this week, which were adding to the problem.

RESOLVED that the Notice be received.

26. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS – CONNECT 2 STEERING GROUP

The Chair reported the resignation of Councillor Mrs J. Chamberlain-Jones as the Town Council's appointed representative on the above group, and requested that Members consider appointing an alternative representative.

The Town Clerk advised that the Steering Group acted as liaison between the community and Denbighshire County Council on the proposed new footbridge in the vicinity of the Foryd Harbour.

RESOLVED that the current substitute, Councillor M. C. Espley, becomes the representative and Councillor Ms G. A. Jones be appointed as the new substitute.

27. MEMBERS ITEM: BUS SHELTER, KINGSLEY AVENUE, RHYL.

Councillor D. A. J. Thomas sought Members' 'in principle' financial and other support in providing a bus shelter on Kingsley Avenue, subject to consultation with Denbighshire County Council and local residents and the envisaged cost implications.

RESOLVED that the Town Clerk consults with Denbighshire County Council and residents on Kingsley Avenue on the possible introduction of a bus shelter and the costs this would incur.

28. MEMBERS ITEM: RHYL SKYTOWER

The Mayor, Councillor Mrs W. M. Mullen-James, sought Members' support for a letter to be sent to Denbighshire County Council to ask what was to become of Rhyl's landmark Skytower, now it was in their ownership.

RESOLVED that the Town Clerk to write to the County Council to make the request and to also ask that the matter is brought to the Rhyl Members Group meeting for further consideration.

29. ADDITIONAL ITEM: STRATEGIC REGENERATION FRAMEWORK

The Town Clerk informed the meeting that Mr Tom Booty had requested permission to return to the Town Council following his meeting with a delegation from the Town Council in June to provide an update on the document.

RESOLVED that Mr Booty be invited to the meeting of Council to be held on 20th July 2011.

30. 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.

31. CODE OF CONDUCT COMPLAINT

The Chair reported receipt of correspondence from the Public Services Ombudsman (circulated with Agenda) advising that he does not intend to investigate a complaint made against a Member of the Council.

RESOLVED *that the correspondence be received.*

32. CONSULTATION: WEST KINMEL STREET CAR PARK, RHYL.

The Chair reported receipt of the above confidential correspondence (circulated with Agenda) from Denbighshire County Council advising of a proposal they have received that would affect the car park on West Kinmel Street.

The Town Clerk advised that at this stage the County Council would like to know the Town Council's initial thoughts on the proposal, and that the a formal application would follow via the Town Council's Planning Committee, should the plans be progressed.

RESOLVED *that:*

- a) *the correspondence be received.*
- b) *the Town Clerk conveys to Denbighshire County Council that Members are unhappy with the potential loss of 25 parking spaces in an area where parking is already at a premium, and the possible impact the proposal might have on residents' parking permits.*

33. RISK ASSESSMENT SUB-COMMITTEE REPORT

The Chair referred to the confidential report of the Town Council's Risk Assessment Sub-Committee (circulated with Agenda). He advised that the members of the Sub-Committee had met with the Town Council's Internal Auditor, who had stressed the Town Council's responsibility to manage some areas of identified risk more robustly and within a defined time period.

For clarity, the Chair read aloud the Sub-Committee's three specific recommendations.

A Member of the Town Council's former RCA Working Group which had been disbanded by the Council, expressed their frustration that the recommendations before them now were very similar to those determined some time ago by the Working Group.

RESOLVED *that the report be received, with all of the Sub-Committee's recommendations approved.*

34. RHYL COMMUNITY ASSOCIATION

Further to Minute No.15 of the meeting held on 1st June 2011, the Chair referred to the confidential paper previously circulated to Members at their request, which outlined the issues still outstanding between the Town Council and the Rhyl Community Association.

Members stated that the previous item would now hopefully tackle the outstanding issues to the satisfaction of the Town Council.

RESOLVED that the correspondence be received.

35. CLOSURE OF MEETING

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

Chair:

Date: