

At a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 2<sup>nd</sup> January 2013, at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

**PRESENT**

Councillor P. J. Williams (Chair)

Councillors Mrs J. Butterfield MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, Ms J. Hughes, A. R. James, Mrs P. M. Jones, J. May, Mrs M. McCarroll, B. Mellor, B. F. Moylan, Mrs W. M. Mullen-James, P. Prendergast, S. H. Ratcliffe, Miss S. L. Roberts, A. J. Rutherford, Miss R. Siddall, D. Simmons and Miss C. L. Williams.

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

**134. APOLOGIES**

Apologies for non-attendance were received on behalf of Councillors I. W. Armstrong (indisposed), B. Blakeley (indisposed) and W. N. Tasker (work commitment).

**135. RHYL FEST – USE OF COUNCIL CHAMBER**

Further to Minute No.109 of the meeting held on 5<sup>th</sup> December 2012 (extract circulated with Agenda) and on behalf of the Rhyl Fest organising committee, the Chair sought Members' permission for the Council Chamber to be used by the committee for meetings.

**RESOLVED** that permission be granted.

**[Councillors Mrs J. Butterfield MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, A. R. James, Mrs W. M. Mullen-James, P. Prendergast, Miss S. L. Roberts, A. J. Rutherford, D. Simmons and Miss C. L. Williams declared a prejudicial interest in the above item due to having attended one or more of the Organising Committee's meetings and vacated the Chamber, taking no further part in discussions or voting thereon]**

**136. INCOME AND EXPENDITURE REPORT**

The Finance Officer presented his report for the period of 30<sup>th</sup> October to 18<sup>th</sup> December 2012 (circulated with Agenda).

**Expenditure**

<b><u>Paid by</u></b>	<b><u>Date</u></b>	<b><u>Payee</u></b>	<b><u>Details</u></b>	<b><u>Amount</u></b>
BACS	30/10/2012	E M Chard	Planning training travelling VN 143	11.02

<b><u>Paid by</u></b>	<b><u>Date</u></b>	<b><u>Payee</u></b>	<b><u>Details</u></b>	<b><u>Amount</u></b>
BACS	31/10/2012	I Jones-Evans	Welsh translation VN 144	350.90
DD	31/10/2012	AdEPT Telecom	Telephone call charges Oct VN 131	87.97
BACS	01/11/2012	Elfrys Jones	Welsh translation VN 145	220.05
BACS	01/11/2012	Elfrys Jones	Welsh translation VN 146	115.85
BACS	05/11/2012	Denbighshire County Council	Bus shelter cleaning September VN 147	441.00
BACS	05/11/2012	Cyfieithu Cymunedol Conwy	Welsh translation VN 148	215.49
DD	05/11/2012	Sage UK Limited	Accounts software support VN 142	180.00
DD	07/11/2012	HSBC	Charges to 16 Oct 2012 VN 137	13.37
SO	07/11/2012	Wellington Community Centre	Quarterly cleaning and utility charges VN 019	5890.00
BACS	15/11/2012	Inland Revenue	Payroll Oct VN 121	3114.71
BACS	15/11/2012	Flintshire County Council	Payroll Oct VN 122	3806.41
BACS	15/11/2012	Bacs payroll	Payroll Nov 2012 VN 150	7567.00
BACS	15/11/2012	Neopost	Postage meter top up VN 153	400.00
DD	15/11/2012	Denbighshire County Council	NNDR instalment VN 004	475.00
203330	21/11/2012	Refurbit Computers Ltd	Web site maintenance VN 158	206.00
BACS	23/11/2012	Denbighshire County Council	Bus shelter cleaning October VN 159	441.00
BACS	29/11/2012	NWN Media Ltd	Remembrance sunday advert VN 160	120.00
BACS	29/11/2012	Society of Local Council Clerks	Town Clerk subscription VN 161	300.00
DD	30/11/2012	AdEPT Telecom	Telephone call charges Nov VN 156	90.10
BACS	04/12/2012	BJs Solutions	IT network upgrade VN 165	8295.60
203331	05/12/2012	Pavilion Theatre	Remembrance Sunday hire of room VN 162	223.02
203332	05/12/2012	Denbighshire County Council	Rents bus shelter/ Remembrance Garden VN 164 163	14.50
203333	06/12/2012	WCVA	Subscription VN 171	30.00
DD	08/12/2012	HSBC	Charges to 16 Nov 2012 VN 157	11.45
BACS	11/12/2012	Denbighshire County Council	Plastirion Ward election VN 172	1994.05
BACS	11/12/2012	Conrad Office and Art	Christmas cards VN 173	252.00
BACS	11/12/2012	Cyfieithu Cymunedol Conwy	Welsh translation VN 174	259.62
BACS	14/12/2012	Inland Revenue	Payroll Nov VN 151	3108.32
BACS	14/12/2012	Flintshire County Council	Payroll Nov VN 152	3806.41
BACS	14/12/2012	Bacs payroll	Payroll Dec 2012 VN 168	7561.40
DD	15/12/2012	Denbighshire County Council	NNDR instalment VN 004	475.00

50077.24

## Income

<u>Date</u>	<u>Source</u>	<u>Reference</u>	<u>Amount</u>
02/11/2012	Money Market	BS 330 VN 170	5.56
09/11/2012	Money Market	BS 330 VN 170	5.56
13/11/2012	Denbighshire County Council	BRAND Contribution to Christmas lighting lease scheme 2012 VN 154	2,098.86
16/11/2012	Money Market	BS 331 VN 170	4.61
23/11/2012	Money Market	BS 331 VN 170	4.61
30/11/2012	Money Market	BS 331 VN 170	4.61
07/12/2012	Money Market	BS 332 VN 175	4.61
14/12/2012	Money Market	BS 332 VN 175	3.84
01/11/2012	Santander	Interest Oct 2012 VN 155	3.57
03/12/2012	Santander	Interest Nov 2012 VN 169	3.69

2139.52

## Petty Cash Summary

<u>Amount</u>	<u>Details</u>
0.00	Postage
7.74	Admin
3.16	Civic
49.90	Refreshments
£60.80	Total

**RESOLVED** that the report be received.

## 137. **CONSULTATION: WELSH GOVERNMENT – LOCAL GOVERNMENT (DEMOCRACY) (WALES) BILL**

The Town Clerk reported receipt of the above (circulated with Agenda) which required all Councillors contact details, agendas and reports to be made available on all Town and Community Council websites.

The Town Clerk confirmed that the Town Council's website already provided this information in both English and Welsh, and was now very close to being fully bi-lingual, with the exception of reports, as the Town Council's Welsh Language Scheme did not require reports to be available in this way or to be translated into Welsh.

**RESOLVED** that:

- i) *the Town Clerk to respond advising of the Council's concerns relating to the publication of background reports online particularly where those documents would require translation.*
- ii) *the Town Clerk to ask if the Welsh Government were able to provide any financial assistance towards translation costs.*

**138. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL – CASE FOR CHANGE / JOINT FAITH PROVISION FOR NORTH DENBIGHSHIRE**

The Town Clerk reported receipt of the above (circulated with Agenda) and explained that although the document was aimed at parents at this stage, the Town Council had the opportunity to comment at a later time.

**RESOLVED** that the document be received.

**139. CONSULTATION: DENBIGHSHIRE COUNTY COUNCIL – COUNCIL TAX REDUCTION SCHEME 2013/14**

The Town Clerk reported receipt of the above (circulated with Agenda) outlining the changes to the current Council Tax Benefit, which will come into effect in April 2013.

**RESOLVED** that the following views be submitted linked to the appropriate question numbers, but with particular focus on numbers 1 - 5:

- that consideration be given to the under 25s and over 60s being exempt from the proposed contributions
- that areas of deprivation be treated differently.

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

**140. DENBIGHSHIRE COUNTY COUNCIL: WELSH LANGUAGE AWARENESS SESSIONS**

The Town Clerk reported receipt of the above via e-mail (circulated with Agenda) inviting Town Councillors to attend an awareness session at County Hall in Ruthin on 29<sup>th</sup> and 30<sup>th</sup> January 2013.

**RESOLVED** that the information be received and the Town Clerk to ask for a copy of any handouts distributed as part of the Public Policy and Legislation in Wales session.

**141. 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.

**142. DRAFT BUDGET 2013/14**

The Town Clerk and the Finance Officer presented their joint report (circulated with Agenda) for Members to consider and determine the budget and precept for the 2013/14 financial year.

The Finance Officer introduced the report and referred initially to the budget position twelve months previously which had resulted in the establishment of a Members Task Group (subsequently becoming the SMART Group) which had recommended a short term financial strategy whilst developing work on medium to long-term objectives against which budgets could be measured. This work was currently scheduled to be reported to the February 2013 meeting of the Finance and General Purposes Committee after which budget review work could commence before the start of the financial year on 1<sup>st</sup> April 2013.

The Finance Officer advised specifically on budget figures within the report which required particular note or were otherwise subject to future policy decisions and therefore might change. He advised that based upon the figures presented the budget was in balance and that approximately £42,000 was available within balances for additional spending if required. He outlined the various precept options within the report. Finally he responded to a number of questions from Members.

A proposal to increase the precept by 3.6% to £415,000 (the Council Tax equivalent of 90p per household per week) to raise an extra £8,000 to help to fund the Town Council's objectives for the year was made and seconded.

An amendment not to increase the precept from its current level of £407,000 (and keep the current Council Tax equivalent cost of 87p per week per household) and make more focused decisions via the SMART process was made and seconded.

A Member requested a recorded vote and the outcome was as follows:

Councillors in favour of the amendment not to increase the precept were:

Mrs J. Butterfield MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, Ms J. Hughes, Mrs P. M. Jones, Mrs M. McCarroll, J. May, B. F. Moylan, Miss S. L. Roberts, A. J. Rutherford, Miss R. Siddall, Miss C. L. Williams and P. J. Williams.

Councillors against the amendments were:

A R. James, B. Mellor, Mrs W. M. Mullen-James, P. Prendergast, S. H. Ratcliffe and D. Simmons

The Amendment, having been carried, became the substantive motion and it was

**RESOLVED** *that the motion be carried and that:*

- a) *the probable figures for 2012/13 and the Budget figures for 2013/14 be approved as set out in Appendix A.*
- b) *the expenditure from balances be approved as set out in Appendix B.*
- c) *The names of grant aided organisations be removed from the budget with the sums being added to the general grant application budget.*
- d) *The Balances Policy Statement be approved as stated "Since April 2012 the Council has marginally increased its revenue balances. It is*

*currently reviewing its objectives for the next four years and this exercise will determine its financial requirements for effective delivery of its detailed plans and its balances will be managed accordingly over that period.”*

- e) *the Town Council’s Investment Strategy as set out in Appendix E of the report be approved*
- f) *authority for the Town Clerk to act with regard to the Budget and expenditure from balances to spend such sums as approved without further reference back, be confirmed.*
- g) *the Council levies a precept of £407,000 (Four Hundred and Seven Thousand Pounds) upon Denbighshire County Council for the financial year commencing on 1<sup>st</sup> April 2013, Denbighshire County Council to be advised accordingly.*

**143. PHOTOCOPIER LEASE**

The Finance Officer presented his report (circulated with Agenda) outlining the background and reasoning for recommending an extension to the current lease arrangement for the photocopier which was due to terminate in March 2013. A small financial saving on the rental would be made and it was thought that a twelve month extension might be necessary before new tenders were sought.

**RESOLVED** *that the current lease agreement for the photocopier be extended on a six month rolling contract with a report back within twelve months on further action.*

**144. RISK ASSESSMENT SUB-COMMITTEE – TYNEWYDD COMMUNITY CENTRE**

Further to Minute No.58 of the meeting of Council held on 19<sup>th</sup> December 2012, the Chair of the Risk Assessment Sub-Committee advised that following the decision taken by the Finance and General Purposes Committee on 5<sup>th</sup> December 2012, the Sub-Committee had identified a potential risk to the Town Council.

**RESOLVED** *that the item be referred back to the Finance and General Purposes Committee for reconsideration and further debate, with the Town Clerk instructed to put an idea to the Rhyl Community Association in the meantime and report back on their views.*

**145. CLOSURE OF MEETING**

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

Chair: .....

Date: .....