

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 2nd May 2018 at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor A. R. James (Chair)

Councillors B. Blakeley, Mrs E. M. Chard, Ms J. Hughes, A. S. Johnson, B. Jones, K. R. Jones, Mrs D. L. King, Ms J. McAlpine, Mrs W. M. Mullen-James, P. Prendergast, Ms V. Roberts, T. Thomas and Miss C. L. Williams.

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

[In the absence of both the Chair, Councillor Rutherford, and Vice-Chair, Councillor Mellor, the Mayor, Councillor James, took the Chair]

147. APOLOGIES

Apologies were submitted from Councillors J. Ball, Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs P. M. Jones, B. Mellor and A. J. Rutherford.

148. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) – APRIL 2018

The Town Clerk presented his report (circulated with agenda) detailing the schedule of payments made.

Voucher No.	Supplier name	Amount £	Description of Goods & Services
465	Shire Leasing	337.33	Quarterly Lease Payment for Avaya Telephone System
466	BT	89.05	Line Rental
467	BT	340.03	Line Rental and Calls
468	Sage & Co	31.00	Payroll Services April 2018
470	HSBC	6.30	Bank Charges 17th February to 16th March 2018
469	Neopost Limited	108.04	IJ25 Rate Card for Franking Machine
471	Flintshire CC	4,141.80	Pension Contributions & Deficit Funding March 2018
472	HMRC	2,557.82	Pay Deductions March 2018
473	RTC Staff	6,775.80	Staff Salaries April 2018
474	Gunsmoke Communications	1,440.00	Event Management Fees March 2018
475	Denbighshire CC	704.50	NNDR for Wellington Road - Payment 1 of 10
476	Benefits Advice Shop	916.66	Part-Time Appeals Officer - Payment 1 of 12
477	Citizens Advice Bureau	2,000.00	Energy Efficiency Officer 17/18 Payment 1 of 4
	Total payments	19,448.33	

RESOLVED that the report was approved.

149. AUTHORISATION OF PAYMENTS (SCHEDULE B)

Further to minute no.143 of the meeting of Council held on 15th 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) (circulated with agenda).

Voucher No.	Supplier Name	Description of Service	Amount £
478	Conrad Office & Art	Stationary	333.60
479	Gunsmoke Communications	Events Planning Fee Mayors May Day	160.00
480	Samba Bangor – Batala	Performances at Mayor's May Day Event 5 th May 2018	425.00
481	Gwasg Helygain	Flyers and Posters for Mayors Day and Seafest Events in May 2018	277.00
482	NMWATC	Lunch for 2 delegates for meeting on 20 th April	32.00
483	Amazon	2 x Vacuum Jugs	50.14
484	Flying Colours Entertainment	Giant Lobster for Seafest Event 28/05/18	828.00
485	Gunsmoke Communications	Picnic Table & Chairs for use at Events	33.94
486	Wrexham County Borough Council	2 x Tickets for Charity Event 18 May 2018	44.00
487	A Little Magic	Facepainter for Mayors Fun Day	100.00
Total payments			£2,283.68

[Payments 478 to 482 and 487 were authorised for Emergency Payment due to the cancellation of Full Council that was due to be held on 18th April 2018. Payments needed to be made before next available meeting (F&GP on 2nd May) to comply with terms of trade / conditions of booking.]

RESOLVED that the schedule was approved for payment and signed by the Chair and Councillor P. Prendergast.

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

150. RESERVES POLICY

Further to minute no.106 of the meeting held on 7th February 2018, the Town Clerk presented his report (circulated with agenda) illustrating the town council's earmarked reserves.

RESOLVED that the policy was approved.

151. INVESTMENTS REPORT 2017/18

The Chair referred to the Town Clerk and the Finance Officer's report (circulated with agenda) updating members on the town council's investment activity and performance from 1st April 2017 to 31st March 2018.

RESOLVED that the report was received.

152. CHAIR OF THE FINANCE AND GENERAL PURPOSES COMMITTEE'S ASSURANCE REPORT 2017/18

In the absence of Councillor Rutherford, the Town Clerk referred to Councillor Rutherford's report (circulated with agenda) advising that he had called into the office recently and carried out spot checks on the town council's financial processes to his satisfaction.

RESOLVED that the report was received.

153. APPOINTMENT OF REPRESENTATIVE TO AN OUTSIDE ORGANISATION – RHYL & PRESTATYN BID STEERING AND ACTION GROUP – REQUEST TO ADDRESS COUNCIL

The Town Clerk reported receipt of the above inviting the town council to consider appointing a representative (circulated with agenda).

The Town Clerk added that Councillor T. Thomas had attended the first of their meetings on 1st May with a listening brief as a temporary measure, and thanked him for that.

Councillor Thomas reported that there were seven or eight businesses in attendance as just a small selection had been engaged with at this stage. It was the BID's intention to speak to all 548 local businesses in time. The BID's lifespan was five years and they had a budget of £250,000 to create additional benefit/services for the area. It was hoped that 30% of local businesses would become involved and take part in a planned vote in November.

Councillor Ms J. L. McAlpine advised that some businesses felt excluded as they were not town centre based.

Councillor Thomas said that all businesses paying over £5,000 in business rates would be contacted and that smaller businesses paying 2% of their rateable value (on average £250 per year) could also opt in.

The Town Clerk suggested that the committee accepts the BID's request to present to a future meeting of Council before considering appointing a representative.

RESOLVED that the BID was approved to attend a future meeting of Council, after which the town council would consider appointing a representative to the Steering and Action Group.

154. RHYL TOWN COUNCIL'S DOCUMENT RETENTION POLICY

The Town Clerk presented his report (circulated with agenda) and draft policy following a recommendation from the Risk Assessment Sub-Committee, in response to the town council's internal auditor's recommendation.

RESOLVED that the policy was approved and adopted.

155. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Town Clerk reported that the new regulations would come into force in late May, and although they were daunting, with significant fines for non-compliance, he had received welcome advice that in the case of Town and Community Councils, it was satisfactory to be able to show preparatory work towards full compliance beyond late May.

The Town Clerk asked that he be permitted to take all necessary steps to prepare a draft revised Data Protection Policy after gaining a comprehensive understanding of what was required. This may include appointing an external Data Protection Officer at a cost.

RESOLVED that the Town Clerk was approved to progress the new regulations with a maximum permitted spend of £1,000.

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

156. INSURANCE OF FLOOD WARDENS

The Town Clerk submitted his report (circulated with agenda) following an enquiry made to him by Councillor B. Blakeley on whether Flood Wardens were covered by the Town Council's insurance.

The Town Clerk confirmed that the Town Council's insurance did not extend to the work of the wardens and after making further enquiries of Natural Resources Wales (NRW), as the lead organisation, they too confirmed that neither did they.

In view of this, the Town Clerk advised the seven councillors who were appointed as Flood Wardens in their own personal capacity, to consider whether they wished to continue in their roles given that they did so at their own risk and they should advise NRW accordingly.

RESOLVED that the report be received and the Town Council formally clarifies that it does not appoint or insure flood wardens and that those who volunteer for that role do so at their own personal risk.

157. MEMBERS' INFORMATION ITEMS

Annual Meeting of Council & Mayor Making Evening

On behalf of the Civic and Admin Support Officer, the Town Clerk reminded members to respond promptly to the Mayor Elect's invitation to allow arrangements to be made in good time.

Visit to the Citizens Advice Bureau

The Town Clerk advised that only Councillor J. Ball and himself had attended the specially arranged visit for town councillors on 30th April, despite a number of councillors committing to do so.

The Town Clerk appealed to councillors to please attend where they have said that they would, or at least let him know if they were unable to so as to avoid future embarrassment.

Mayor's May Day

The Town Clerk reported that one or two extra volunteers were required for the event this Saturday due to two councillors now being unable to help out.

Councillor Ms J. L. McAlpine said she would be available to help from 12pm onwards.

158. 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.

159. ESTABLISHMENT – COST OF LIVING PAY AWARD

The Town Clerk advised of the new 2018 pay settlement of a 2% increase in pay for town council staff, for formal approval for implementation which had been planned for and allocated in the budget.

RESOLVED that the pay award was formally approved.

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

160. STANDING ITEM: POLICE CLOSURE ORDERS

Further to minute no.79 of the meeting held on 3rd February 2016, the Town Clerk advised that no applications had been received from North Wales Police.

161. CLOSURE OF MEETING

There being no further business the Chair closed the meeting.

Chair:

Date: