

At a hybrid meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 5th April 2023 commencing at 6.00pm.

PRESENT

Councillor A. J. Rutherford (Chair)

Councillors Mrs M. A. Blakeley-Walker, Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, Mrs J. M. Evans, K. R. Jones, Mrs P. M. Jones, Mrs D. L. King, B. Mellor, Ms V. Roberts, D. Simmons, A. Walker and Miss C. L. Williams.

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

51. APOLOGIES

Apologies were received from Councillors M. Blackwell, S. Feeney, Ms J. Hughes, A. R. James, Ms J. L. McAlpine, Mrs W. M. Mullen-James and P. Prendergast.

52. PAYMENTS AND RECEIPTS REPORT (SCHEDULE A) - MARCH 2023

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
1526	Tesco Mobile	3.00	Monthly insurance payment
1601	BT	269.17	Telephone & Broadband Line
1602	HSBC	15.30	Bank charges 17 th Jan – 16 th Feb 2023
1539	Tesco Mobile	3.00	Monthly insurance payment
1603	HMRC	2,983.51	PAYE deductions for Feb 2023
1604	Clwyd Pension Fund	4,464.11	Pension deductions & Deficit funding for Feb 2023
1605	RTC Staff	7,861.70	Net Pay for RTC staff for March 2023
1419	Benefits Advice Shop	916.66	Part-Time Appeals Officer – payment 12 of 12
1435	Citizens Advice Denbighshire	2,000.00	Energy Efficiency Officer 22/23 – payment 4 of 4
	Total payments	18,516.45	

Category	Description	Amount
Santander	Interest on 31 Day Notice Account	198.88
HSBC	Interest on 7 Day Deposit	23.03
HSBC	Interest on 7 Day Deposit	23.03
HSBC	Interest on 7 Day Deposit	23.03
HSBC	Interest on 7 Day Deposit	23.03
HSBC	Interest on 7 Day Deposit	26.85
Various	Tickets for Mayor’s Charity Event	1,925.00
Royal Sun	Insurance claim for bus shelter on Coast Rd	6,657.28

Alliance		
	Total income	£8,900.13

RESOLVED that the report was received.

53. AUTHORISATION OF PAYMENTS/ADDITIONS TO APPROVED SUPPLIERS LIST

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).

Voucher Number	Supplier	Details of Supply	Amount £
1609	Denbighshire CC	2 x tickets for Chairman's Chairty Dinner on 27 th April 2023	50.00
1610	Denbighshire CC	By-Election Recharges – Tynewydd Ward	3,287.35
1611	JDH Business Services Ltd	Interim Internal Audit 2022/23 Fee	432.00
	Total Schedule B		£3,769.35

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

54. STATEMENT OF PETTY CASH PAYMENTS: APRIL 2022 – MARCH 2023

The Chair made reference to the Town Clerk's report (circulated with agenda) which included a breakdown of what had been purchased in the last 12 months from Petty Cash, totalling £76.34 for members' approval.

RESOLVED that the report was received and approved.

55. CHAIR OF RISK ASSESSMENT SUB-COMMITTEE ASSURANCE REPORT 2022/23

The Chair referred to the Chair of the Risk Assessment Sub-Committee's report (circulated with agenda).

RESOLVED that the report was received and noted.

56. INTERNAL AUDIT INTERIM REPORT 2022

The Town Clerk made reference to his and the Finance Officer's joint report (circulated with agenda) informing that the Internal Auditor had identified two issues in need of addressing.

The first related to officer pay rises in that currently the payroll agent (Sage) receives an e-mail from an officer to notify them. The Auditor advises that the e-mail should be sent by the Chair of the Finance and General Purposes Committee. Also, that the payroll agreement should be updated to reflect the

latest Data Protection legislation from the Data Protection Act 1998 to the Data Protection Act 2018.

The second is that current procedures for gifts and hospitality requirements as laid out in the adopted Code of Conduct, relates only to members. The Auditor advises that the policy should cover officers as well.

The Town Clerk suggested that the matter be referred to the Risk Assessment Sub-Committee for the areas to be actioned.

RESOLVED that the above identified issues be referred to the Risk Assessment Sub-Committee for full consideration and action.

57. REVIEW OF TOWN PLAN – YOUTH CHAMPION

Further to min.no.152 of the meeting of Council held on 15th March 2023, the Chair referred to the draft Role Description for the position of Youth Champion (circulated with agenda) for members' consideration.

RESOLVED that the Role Description was approved and an appointment to be made at or following the Annual Meeting of Council in May.

58. RHYL TOWN COUNCIL PROTOCOL FOR TOWN COUNCILLORS REPORTING COUNTY COUNCIL MATTERS

The Town Clerk made reference to his report (circulated with agenda) asking members to re-confirm the current protocol relating to the reporting of Denbighshire County Council issues.

The Town Clerk advised that this was the first of a number of policy documents he would be bringing back to members for reviewing and for re-approval.

The Town Clerk briefly summarised that matters relating to the responsibility of Denbighshire County Council as raised by residents should initially be reported to Denbighshire County Council's Customer Services, and escalated to the County Councillor for the relevant Ward if the resident is not satisfied by the response received by Customer Services.

RESOLVED that the protocol was approved and noted.

59. 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.

60. ROYAL ALEXANDRA HOSPITAL – PROPOSED MEETING WITH MINISTER FOR HEALTH AND SOCIAL SERVICES

Further to min.no.149 of the meeting of Council held on 15th March 2023, the Town Clerk presented his draft invitation to Eluned Morgan MS (circulated with agenda) to attend a special meeting of the Council at a date and time convenient

for her to provide clarification as to the future of the promised re-development of the Royal Alexandra Hospital and particularly when work will begin on-site.

RESOLVED that the invitation was approved for sending as soon as possible.

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

61. CONFIDENTIAL MINUTES

The following minutes were submitted (circulated with agenda) for members' information and approval of the recommendations contained therein:

Grounds Maintenance - 9th December 2022 - Min. Nos. 18 - 26
Sub-Committee

Grounds Maintenance - 27th January 2023 - Min. Nos. 27 - 30
Sub-Committee

RESOLVED that the minutes were received and approved.

62. ADDITIONAL ITEM: SPECIAL SOP COMMITTEE

The Town Clerk reported that further to min.no.49 of the meeting held on 7th December 2022, a Special meeting of the SOP Committee had been called early that day to meet with Denbighshire Leisure Limited (DLL) to discuss the level of financial contributions being requested by the company towards the Christmas Switch-On and Christmas Pops events and the summer Arena Fest.

The SOP Committee had been satisfied by Mr Jamie Groves and Mr Gwyn Hughes explanations and recommended that the additional £5,000 (which would be taken from the Contingency Budget) towards the events, be approved.

In addition, the Town Clerk reported that DLL had agreed to organise a jointly themed Mayor's May Day / HM the King's Coronation event on the additional May Bank Holiday weekend on the Town Council's behalf.

RESOLVED that:

- (i) The £5,000 towards the Christmas and Summer Events was approved.
- (ii) Members approved DLL to organise this year's Mayor May Day / HM the King's Coronation event with a budget of £6,000.

63. ADDITIONAL ITEM: COUNCILLOR MRS P. M. JONES

Councillor Mrs P. M. Jones advised that she had taken the difficult decision to retire as a Town Councillor, as of the Annual Meeting of Council in May this year.

64. CLOSURE OF MEETING

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

Chair:

Date: