

At the hybrid **MEETING of COUNCIL** held on Wednesday 19th March 2025, commencing at 6.00pm.

PRESENT

Councillor Miss C. L. Williams (Mayor)

Councillors M. Blackwell, Mrs J. Butterfield JP MBE, Mrs E. M. Chard, Mrs J. M. Evans, S. Feeney, A. R. James, K. R. Jones, Mrs D. L. King, B. Mellor, Ms R. S. Roberts, Ms V. Roberts, A. J. Rutherford, D. Simmons and A. Walker.

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

136. OPENING OF MEETING & APOLOGIES

The Mayor's Chaplain, Father Anthony Nnamah MSP, led all those who wanted to take part, in prayer.

Apologies for absence were submitted by Councillors Mrs M. A. Blakeley-Walker, Mrs J. Chamberlain-Jones, Ms J. L. McAlpine and W. Price.

137. DECLARATIONS OF INTEREST

The Mayor asked if members had any personal and/or prejudicial interests to declare with regard to any of the business to be considered on the agenda?

No declarations were made.

138. DECLARATION IN THE OFFICE OF COMMUNITY COUNCILLOR

The Town Clerk formally declared a vacancy in the office of Community Councillor for the Rhyl Bodfor Ward, and advised that a notice would be published tomorrow morning (Thursday 20th March) requiring ten electors to request an election be held by 12.00pm on 9th April 2025.

If this requirement is not met, then the vacancy could be filled by way of co-option.

RESOLVED *that the information was noted.*

139. MINUTES

The minutes of the following meeting of council and committee were submitted for approval as a correct record:

Meeting of Council - 19th February 2025 - Min. Nos. 115-135

Proposed by Councillor Miss C. L. Williams and seconded by Councillor A. Walker and **RESOLVED** *as a correct record.*

Planning Committee - 19th February 2025 - Min. Nos. 46-49

Proposed by Councillor D. Simmons and seconded by Councillor A. Walker and **RESOLVED** as a correct record.

Planning Committee - 5th March 2025 - Min. Nos. 50-53

Proposed by Councillor D. Simmons and seconded by Councillor A. Walker and **RESOLVED** as a correct record.

To Confirm or otherwise:

Finance & General - 5th March 2025 - Min. Nos. 73-81
Purposes Committee

Proposed by Councillor A. J. Rutherford and seconded by Councillor A. R. James and **RESOLVED** as a correct record and confirmed for action.

140. **MAYOR'S REPORT**

The Mayor submitted details of events she and the Deputy Mayor had attended over the past month, and mentioned her own charity evening at the rugby club, that had been a successful night and also the Marine Conservation Society's One Ocean Symposium and Award ceremony at 1891 that she had really enjoyed.

The Deputy Mayor referred to Denbighshire County Council's Flag Raising ceremony to celebrate Commonwealth Day, that he was pleased to attend.

RESOLVED that the report was received.

141. **PAYMENTS REPORT (SCHEDULE A)**

The Town Clerk referred to his report (circulated with agenda) detailing the schedule of regular payments to be made from 1st April 2025 to 31st March 2026 for members' approval and authority to spend.

Supplier & Description	Frequency	Estimated Cost for Year excluding VAT
RTC staff net salaries	Monthly	110,400
HMRC salary deductions	Monthly	44,700
Flintshire CC Clwyd Pension Scheme	Monthly	44,700
Total staff costs		199,800
Denbighshire CC – NNDR (10 months)	Monthly	8,400
HSBC – bank charges	Monthly	180
Tesco Mobile – phones	Monthly	768
BT telephones & internet services	Quarterly	6,500
Benefits Advice – Appeals Officer	Monthly	15,000
Citizens Advice – Fuel Poverty Officer	Quarterly	9,000
Denbighshire County Council SC2 loan	3 Per Annum	96,111

Denbighshire County Council CCTV Partnership	Annually	15,000
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RESOLVED that the report was approved and signed by the Town Clerk and two councillors.

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

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 £
1990	Sandra Williams	Translation services	134.52
1991	Pottles Premier Plants Ltd	Winter Plants 2024/25	1,291.68
1992	Denbighshire CC	Grounds Maintenance 2024/25 (including floral displays & Remembrance Gardens)	48,452.67
1993	Rhyl Rugby Club	Catering for Mayor's event on 6 th March 2025	537.50
	Total Schedule B		£50,416.37

RESOLVED that the schedule was approved for payment and signed by the Town Clerk and two Councillors.

143. ANNUAL INVESTMENT STRATEGY 2025/26

The Town Clerk referred to his and the Finance Officer's joint report (circulated with agenda) for members' approval of the strategy, which was expected to generate around £10,000 of interest for the council.

The Town Clerk added that quarterly reports would follow.

RESOLVED that the strategy was approved with thanks to the Finance Officer.

144. STATEMENT OF PETTY CASH PAYMENTS: APRIL 2024 – MARCH 2025

The Town Clerk made reference to his report (circulated with agenda) showing petty cash payments made throughout the year to the value of £17.15p.

RESOLVED that the report was received.

145. ANNUAL RISK REVIEW 2024/25 AND FORWARD PLAN 2025/26

The Town Clerk referred to the Risk Assessment Sub-Committee's report (circulated with agenda) outlining the work it has undertaken over the past year and putting forward its proposed work plan for the next 12 months for members' approval.

The Town Clerk advised that the approval of these documents was a requirement of the audit process.

RESOLVED *that both the Risk Management Annual Review 2024/25 and forward Work Plan 2025/26 be approved.*

146. ANNUAL INTERNAL CONTROLS REVIEW

The Town Clerk made reference to the Risk Assessment Sub-Committee's report (circulated with agenda) following advice from the council's internal auditor, for a review to be undertaken each year by 31st March, for members' approval.

RESOLVED *that the Internal Controls Annual Review for 2024/25 be approved.*

147. INFORMATION ITEM: INDEPENDENT REMUNERATION PANEL FOR WALES

The Town Clerk reported that the above panel had now ceased to exist and would be replaced by the Democratic Boundary Commission Cymru.

148. QUESTION TIME

No members of the public were present.

149. 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.*

150. RELOCATION – ITC COSTS

The Town Clerk confidentially advised on the need to purchase IT equipment like an additional wi-fi dish, a TP link, a new router, a second camera and updated computers/laptops to facilitate the move of the council offices to the Town Hall.

Members instructed that all new equipment be the best that the town council can reasonably afford to future proof the business of the council and to offer a more inclusive experience during its hybrid meetings than is currently the case.

Councillor Blackwell offered his professional support to the Town Clerk in deciding upon the most efficient way forward for the council.

RESOLVED *that the Town Clerk was authorised to spend up to £5,000.*

151. TOWN COUNCIL ESTABLISHMENT

The Town Clerk advised that the Staffing Committee were now in a position to recommend to members that the current Deputy Town Clerk, Mrs Helen Mead, be offered the position of Town Clerk when Mr Nickels retires on 31st May 2025.

The Chair of the Staffing Committee, Councillor A. J. Rutherford, reported that he had met with the staff and that they were happy with the proposed appointment, and provided good input into the future of the staffing structure. The comments and suggestions would be shared with the Staffing Committee at its next meeting tomorrow, for it to consider.

RESOLVED *that the position of Town Clerk be offered to Mrs Mead by the Staffing Committee at its meeting tomorrow and for discussions to progress around the Deputy Clerk vacancy, should Mrs Mead accept the offer.*

152. CLOSURE OF MEETING

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

Mayor:

Date: