

At a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on Wednesday 5th April 2017 at the Civic Offices, Wellington Road Community Centre, Rhyl commencing at 6.00pm.

PRESENT

Councillor P. Prendergast (Chair)

Councillors Mrs J. Butterfield JP MBE, Mrs J. Chamberlain-Jones, Mrs E. M. Chard, Ms J. Hughes, A. R. James, Mrs P. M. Jones, Ms J. McAlpine, Mrs W. M. Mullen-James, S. H. Ratcliffe, Miss S. L. Roberts, Miss R. Siddall, D. Simmons, W. N. Tasker and T. Thomas.

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

124. APOLOGIES & ANNOUNCEMENT

Apologies were submitted from Councillors I. Armstrong (indisposed), B. Blakeley (other commitment), B. Mellor (family commitment), A. J. Rutherford (work commitment) and Miss C. L. Williams (other commitment).

The Chair referred to the recent passing of Rhyl's first Honorary Freeman, Mr Roy Turner. After the meeting stood for a minute's silence the Chair advised that details of Mr Turner's memorial service would be passed on to them once the Town Clerk had received them.

125. PAYMENTS AND RECEIPTS REPORT – FEBRUARY 2017

The Town Clerk presented his report (circulated with agenda) detailing the schedule of payments made in February 2017.

Voucher No.	Supplier name	Amount	Description of Goods & Services
056	Cllr S Roberts (Mayor)	997.50	Mayoral Allowance 2016/17 3 of 3
057	Cllr A James (Deputy Mayor)	332.50	Mayoral Allowance 2016/17 3 of 3
216	Denbighshire County Council	302.40	Erection and Dismantling of Christmas Tree stand and rails
217	Proarb	1,488.00	Supply & Erect Christmas Tree
100	Rhyl Community Association	6,650.00	Wellington Road Service Charges Quarter 4 2016/17
218	Sage & Co	30.00	Monthly Payroll fees for February 2017
219	HSBC	5.50	Bank Charges 17 December 2016 to 16 January 2017
220	Gunsmoke Communications	1,555.82	Events Management Fees & Misc Exps January 2017
221	Delwedd	671.28	Annual Hosting and Maintenance for Website
222	Canda Copying	275.46	Copier Rental and Black & White Copies
223	Canda Copying	42.80	Copier Colour Copies
224	Scottish Power	442.26	Electricity for Illuminations 2016
225	RTC Staff	6,694.28	RTC Staff Salaries February 2017
226	Flintshire CC	3,651.27	Pension Deductions January 2017 plus deficit funding
227	HMRC	2,573.90	PAYE deductions January 2017
085	Benefits Advice Shop	1,833.33	Appeal Worker February 2017
228	Sioned Graham-Cameron	517.39	Translation Services

229	Denbighshire County Council	5,000.00	Rhyl Perceptions - Contribution - Year 3 of 3
230	Information Commissioner	35.00	Registration Fee 2017/18
231	HSBC	200.00	Petty Cash Top-up
232	Neopost	200.00	Top-Up franking machine
233	Grassroots	35.00	Football Shirt RTC Sponsored
234	Sage & Co	30.00	Monthly Payroll fees for March 2017
235	BT	113.04	Line Rental
236	Denbighshire CC	11,964.00	Illuminations Maintenance Contract
237	HSBC	5.50	Bank Charges 17 January 2017 to 16 February 2017
085	Benefits Advice Shop	1,833.33	Appeal Worker March 2017
238	Flintshire CC	3,651.27	Pension Deductions February 2017 plus deficit funding
239	HMRC	2,573.51	PAYE deductions February 2017
240	Gunsmoke Communications	1,440.00	Events Management Fees February 2017
241	RTC Staff	6,668.18	RTC Staff Salaries March 2017
242	Denbighshire County Council	243.00	Lift Maintenance
	Total Payments	62,055.52	
	HSBC	28.40	Interest on 7 Day Investments
	Santander	19.11	Interest on 31 Day Notice Account
	Total Receipts	47.51	

RESOLVED that the report was approved.

126. **AUTHORISATION OF PAYMENTS / ADDITIONS TO APPROVED SUPPLIERS LIST – APRIL 2017**

Further to minute no.143 of the meeting of Council held on 15th March, the Town Clerk and in accordance with the Council's adopted financial regulations, submitted.

- Schedule B being a list of non-regular payments to be released over the coming month

The report also identified additions to the Approved Supplier List of:

- Welsh Audit Office - to pay the 2015/16 External Audit Fee, and
- Citizens Advice Bureau – to pay the Fuel Poverty Advisor contribution

RESOLVED that the following schedules be approved for payment and signed by the Chair and the Mayor.

(a) *Schedule A – Regular Payments (1st April 2017 – 31st March 2018)*

Supplier & Description	Frequency	Method	Estimated For Year
			£
RTC Staff Net Salaries	Monthly	Bank Transfer	84,000
HMRC Salary Deductions	Monthly	Bank Transfer	36,000
Flintshire CC Clwyd Pension Scheme	Monthly	Bank Transfer	44,400
Total for Staff Costs			164,400

Sage & Company Payroll Services	Monthly	Standing Order	360
Denbighshire CC - Council Tax (10 months)	Monthly	Standing Order	7,000
HSBC - Bank Charges	Monthly	Direct Debit	240
Gunsmoke Communications - PR & Events	Monthly	Bank Transfer	19,200
Sioned-Graham Cameron - Translation Services	Monthly	Bank Transfer	1,920
Benefits Advice - Appeals Officer	Monthly	Bank Transfer	11,000
Rhyl Community Association - Rent	Quarterly	Standing Order	18,000
Rhyl Community Association - Service Charges	Quarterly	Standing Order	26,600
BT Telephones - General Lines and Calls	Quarterly	Direct Debit	3,360
BT Telephones - Broadband	Quarterly	Direct Debit	480
Shire Leasing - Avaya Phone system	Quarterly	Direct Debit	1,360
Neopost - Franking Machine	Quarterly	Bank Transfer	720
Citizens Advice - Fuel Poverty Worker	Quarterly	Bank Transfer	8,000
Canda Copying - Copier Rental & Charges	Quarterly	Bank Transfer	2,160

(b) *Schedule B Payments for Approval (April 2017)*

Supplier Name	Description of Services Provided	Voucher No.	Payment Method	Amount £
BT	Rental Charges 1 March 2017 to 31 May 2017	243	Direct Debit	126.48
TAPE	Ghostbusters Performance St Davids Day	244	Bank Transfer	122.00
Denbighshire CC	Job Evaluation Work March 2017	245	Bank Transfer	115.37
Neopost	IJ25 Card for Franking Machine	246	Bank Transfer	108.04
Wales Audit Office	External Audit Fee 2015/16	247	Bank Transfer	273.30
BJS Solutions	Laptop, Office Software and VGA Adaptor	248	Bank Transfer	636.60
Total for Schedule B				£1,381.79

(c) *the additions to the Approved Supplier List of Welsh Audit Office and Citizens Advice Bureau be approved.*

127. STATEMENT OF PETTY CASH PAYMENTS (OCTOBER 2016 – MARCH 2017)

The Chair referred to the Town Clerk's report (circulated with agenda) requiring Members' approval of expenditure from petty cash during the above six month period, payment schedule attached as appendix A.

RESOLVED *that the following payments made from petty cash be approved.*

Description of Goods & Services	Amount
Milk & Coffee from ALDI	£7.28

Aldi - Orange Juice, Water and Washing Up Liquid	£8.87
Unibond Tape x 5 and Diary	£26.50
Diaries x 2	£2.00
Diaries x 2	£2.00
Table Cloth and Plates for Xmas Council Meeting	£2.07
Refreshments for Christmas Full Council Meeting	£68.57
Stamps 100 x 64p	£64.00
Picture Frames x 4	£12.00
Water and Washing Up Liquid	£2.97
Car Parking (GN) Meeting in Conwy	£2.50
Water, Juice and Milk for Meetings	£4.55
Hazard Tape from G E Tools	£3.54
5 x Traffic Cones from Screwfix	£29.99
Car Parking HJW - St Davids Day Event	£1.30
Milk - Council Meeting	£1.00
Aldi - Water, OJ and Cleaning Products	£9.40
Sainsbury's Drinks for Mayor Reception at Gala	£105.00
Powells - Clean Mayoral Chain	£15.00
Total	£368.54

128. MEMBERS' ALLOWANCES SCHEME 2017

The Chair referred to the Town Clerk's report (circulated with agenda) on the determinations of the Remuneration Panel for Wales.

RESOLVED that the changes be noted and the Town Council Members Allowances Policy be amended accordingly.

129. APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

The Town Clerk presented his and the Finance Officer's joint report (circulated with agenda) relating to the appointment of the Town Councils' auditors.

The Town Councils' chosen internal auditor for 2016/17 is JDH Business Services and The Wales Audit Office has appointed the external auditor BDO LLP for 2015-2018.

The Town Clerk advised that the external auditor's focus for 2016/17 are:

- Council websites
- Payroll
- Code of Conduct / Members' Declarations

The Town Clerk added that Members needed to declare any personal or business interests that they might have in either auditors.

RESOLVED that:

- (i) The appointment of JDH Business Services was approved.
- (ii) The ongoing appointment of BDO LLP was noted.
- (iii) No declarations of interest were declared.

130. INSURANCE RENEWAL 2017

The Town Clerk submitted his and the Finance Officer's joint report (circulated with agenda) advising that the Town Council's broker was in the process of requesting quotations from four companies with a deadline of the end of April.

The Town Clerk recommended calling a meeting of the Risk Assessment Sub-Committee to select a preferred company in light of the May Finance and General Purposes Committee being cancelled.

RESOLVED that selection of a company, with new provision beginning on 1st June 2017, be referred to the Risk Assessment Sub-Committee for determination.

131. DAMAGE AT TYNEWYDD COMMUNITY CENTRE

The Town Clerk reported significant damage to the boundary wall which might have been caused by a vehicle hitting it?

Attempts have been made to obtain quotes from two local contractors for the rebuilding of the wall, but none have been received, so in consultation with the Chair of this committee and due to the wall presenting a danger to the public, Denbighshire County Council will be carrying out the work w/c 10th April 2017 at an approximate cost of £700.

The Town Clerk recommended that on this occasion, and due to the relatively low cost, £250 Excess and loss of no claims advantage, the Town Council should absorb the cost rather than making a claim on its insurance.

RESOLVED that the Town Council to pay for the rebuilding of the wall and not claim on its insurance.

132. CONSULTATION: DENBIGHSHIRE'S LEARNER TRANSPORT POLICY

The Town Clerk reported receipt of the above (summary document circulated with agenda) (full document provided via a link) for Members' consideration.

RESOLVED that the document was received.

133. INFORMATION ITEM: RATING AND VALUATION PAPER

Further to the meeting of Council held on 15th March 2017 the Town Clerk presented the North and Mid Wales Association of Local Councils' Rating and Valuation Paper (circulated with agenda) for Members' information.

RESOLVED that advice on how to appeal the rates be provided on the Town Council's website to assist local businesses.

134. MEMBERS' INFORMATION ITEMS

The Chair advised that there were no urgent matters to raise.

135. 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.

136. STAFFING COMMITTEE – STAFF HANDBOOK

The Town Clerk referred to the Staffing Committee's recommendations in respect of the proposed handbook (due to the size of the document a digital copy was circulated with the agenda) for Members' approval.

RESOLVED that the handbook was approved with thanks to be conveyed in particular to the Chair of the Staffing Committee who had gone through the handbook in fine detail to make sure both the interests of the Council and Council staff were protected.

137. PURCHASE OF FESTIVE ILLUMINATIONS

The Town Clerk submitted his confidential report (circulated with agenda) advising that the Council's two lease agreements (whole scheme and additional High Street lights) had come to an end with an option to now purchase.

RESOLVED that all previously leased illuminations be purchased at a total cost of £4,959.32 and subsequent future savings be transferred to the Council's Major Projects budget.

138. PROPOSED PROMENADE DEVELOPMENT

The Town Clerk advised that there was nothing new to report.

139. 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.

140. CLOSURE OF MEETING

There being no further business the Chair closed the meeting.

Chair:

Date: