

Abergele Town Council

MINUTES

A meeting of the Policy & Finance Committee, held on Thursday 19th July 2007 in the Town Hall, Llanddulas Road, Abergele

373/07 Attendance Register

The Mayor, Cllr. G.P. Davies
Cllr. J.D. Mortimer (Chairman)
Cllrs: M. Bird (see Min. 378/07(d)); D.A. Byrne; D.A. MacRae; R. MacRae;
R.M. Medlicott; R.D. Peacock; B.C. Roberts; R.G. Waters
Mrs C.J. Earley (Clerk)

374/07 Apologies for Absence

Cllrs: C.A. Billington; G.R.K. Brown; J.A. MacLennan; J. Stubbs; K.J. Sudlow

375/07 Disclosure of Interest

Cllrs: G.P. Davies; R.M. Medlicott and R.G. Waters – see Min. 378/07(a)

376/07 Minutes

It was RESOLVED to APPROVE and SIGN the Minutes of the Policy and Finance Committee, held on Thursday 21st June, 2007.

377/07 Matters Arising on Those Minutes:

a) Min. 325/07(a) –Repair / Renewal of Benches

(i) An updated copy of the inventory of benches, sorted by ward, was RECEIVED.

It was NOTED that the Parks Department had no immediate plans to replace the damaged benches in the childrens' play area and could only do so as and when benches become available.

(ii) It was NOTED that repair work to the three benches by Henry Edwards is imminent.

(iii) It was NOTED that over £4,000 was still available in the budget for 2007/08 towards benches and several requests were put forward by members for new benches.

It was RESOLVED that Members review the list for their wards and inform the Clerk of any requests for new benches as soon as possible. These will then be reviewed and prioritised by the Council.

b) Min. 325/07(b)(iii) – Re-instatement of Sea Road Flower Bed

It was RESOLVED to DEFER the consideration of quotations received until the end of the meeting.

c) Min. 325/07(d)– Building Maintenance

(i) It was NOTED that the gutter re-lining work for the Main Chamber has been provisionally rescheduled for week commencing 20th August and that the window replacements were expected to be carried out after this work has been completed.

(ii) **It was RESOLVED to DEFER the consideration of a quotation for the re-lining of a shared section of the lower roof guttering to the end of the meeting.**

d) Min. 326/07(b) – Grant Applications

It was NOTED that thanks have been received from the following grant recipients:

(i) Denise Eglinton, on behalf of Ysgol Emrys ap Iwan Jazz Band (£500)

(ii) 2008 International Sheep Dog Trials (£5,000)

(iii) Aelwyd yr Urdd Abergele (2006/07 - £1,000)

(iv) CCBC – Summer Shout Out!!! 2007 (£1,000)

(v) Shirley Griffiths – support for the ‘All over the World’ event (£120 plus signs)

(vi) Ysgol Glan Morfa – annual grant (£1,890)

(vii) Tramway & Light Railway Society – exhibition (£100)

e) Min. 326/07(e) – Staff Overtime

(i) It was NOTED that the Administrative assistant had worked several additional hours last month, following an urgent request for assistance by Towyn & Kinmel Bay Town Council. The full cost of these extra hours, to include pension and National Insurance contributions, would be re-charged to Towyn & Kinmel Bay.

(ii) It was NOTED that the salary payment for July, as detailed on Schedule ‘A’ attached, also includes overtime for archiving / filing and for additional cleaning during the recent inquest, as previously authorised by the Council.

378/07 **Correspondence:**

a) Requests for Financial Assistance:

(i) Ysgol Glan Gele

A request for funding towards play equipment for the school, estimated to cost £20,000, was received and considered.

It was NOTED that a grant of £2,960 had been given to the school in the last month and that no further funding was available in the budget for 2007/08.

It was RESOLVED to write to state that no further funding was available at the current time.

- (ii) A copy of a request sent to The Mayor, Cllr. G.P. Davies, requesting support in purchasing materials for a multi-agency project was RECEIVED.

It was NOTED that the Mayor is awaiting further information on the cost of the materials required.

- (iii) Ysgol Glan Morfa

A request from Ysgol Glan Morfa for support towards the production of a book to celebrate the school's 50th anniversary was RECEIVED and considered.

It was RESOLVED to write to request that part of the grant recently given to the school (£1,890) be used towards this publication and that the Town Council's logo is included in the book to show the support of this Council.

- b) Budget Monitoring

The quarterly budget monitoring report, as at 30th June 2007, was RECEIVED.

Although it was still very early in the year, the Clerk advised Members that there had been a few under spends on budget headings and these funds, together with the contingency of £5,000, had been used to off-set the additional grants recently approved.

It was NOTED that the Internal Auditor had advised the Clerk that expenditure such as the heating and lighting recharge and audit costs and income from the VAT reclaimed should only be included in the budget for the year in which they fall due to be paid / received. These figures had therefore now been amended in the 'projected' column.

- c) Banking Arrangements

- (i) Following a letter received from the Council's bankers, Members considered whether part of the funds in the 'General Reserve' account should be transferred into a High Interest Deposit Bond. It was NOTED that these funds would earn a higher rate of interest and would still be accessible, if required urgently, on payment of a £100 fee.

It was RESOLVED to authorise the Clerk to transfer £30,000 from the General Reserve account into a 3 month High Interest Deposit Bond at a rate of 4.5% gross.

- (ii) Changes to Bank Mandate

It was NOTED that the bank signatories required amendment, following the resignation of Cllr. C.J. MacRae.

It was RESOLVED to add Cllr. J.D. Mortimer to the list of authorised signatories for the Bank accounts and the following resolutions, as detailed in the Bank Mandate, were passed:

It was RESOLVED that the bank accounts be continued with HSBC Bank and the Bank is authorised to:

- 1. Pay all cheques and other instructions for payment signed on behalf of the Council by any two of the following Members: D.A. Bryne; G.P. Davies; J.A. MacLennan; J.D. Mortimer; B.C. Roberts and R.G. Waters, whether any account of the Council is in debit or credit.**
- 2. Deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of Mrs Christina J. Earley, Town Clerk & Responsible Financial Officer; and**
- 3. Accept Mrs Christina J Earley as fully empowered to act on behalf of the Council in any other transaction with the Bank.**

That the Council agrees that any debt incurred to the Bank under this authority shall in the absence of written agreement with the Bank to the contrary, be repayable on demand.

That the Town Clerk (the 'Proper Officer') is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the Bank may rely upon such lists.

That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chairman and the Proper Officer, is received by the Bank.

d) Training & Development

- (i) It was NOTED that the Clerk is currently working on the last two modules of the "Working with Your Council" training course, developed by the Society of Local Council Clerks, and hopes to complete these this summer.
- (ii) Details of the Certificate of Higher Education in Local Policy, provided by the University of Gloucestershire were RECEIVED.

It was RESOLVED to DEFER consideration of the Clerk's training requirements to the end of the meeting, to be discussed under Confidential Business.

- Cllr. M. Bird retired from the meeting at this juncture.

- (iii) S.L.C.C. Welsh Conference 'Change and Opportunity'

Details of the one day conference, to be held on Wednesday 12th September 2007 in Cwmbran, were RECEIVED.

It was RESOLVED to support the Clerk to attend this event (to include travel plus possible overnight accommodation costs).

e) North Wales Police – Utilities Recharge 2006/07

It was NOTED that, following enquiries by the Clerk, it had been confirmed that the re-charge for the regular water monitoring of the premises, required under section L8 of the H.S.E.'s Code of Practice, had been incorrectly calculated and should only be £219.42, not £901.45(G.E. Infrastructure)

It was FURTHER NOTED that the utilities (gas, electric and water) element of the invoice had risen from £4,114.86 in 2005/06 to £4,576.71 in 2006/07, which was in line with general increases in energy costs.

It was RESOLVED to authorise payment of the revised invoice of £5,060.88 for the Town Hall utility recharge for 2006/07.

379/07 **Internal Audit**

It was RESOLVED to re-appoint Mr David Shore as Internal Auditor for 2007/08.

380/07 **The Financial Situation, as at Today, was NOTED :-**

	£
Current Account	5,240.29
Monthly Interest Account	<u>86,180.78</u>
TOTAL:	91,421.07

Hall & Development Account	452.93
Hall & Development Reserve	<u>64,513.25</u>
TOTAL:	64,966.18

381/07 **Payment of Accounts**

It was RESOLVED to authorise payment of the accounts, as detailed on Schedule 'A' attached.

382/07 **Confidential Business**

In accordance with the Local Government Act 1972 s.100a, Schedule 12A, and with Standing Order no.68, it was RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

Members of the public and press retired from the meeting and the items detailed in the confidential minutes attached were then discussed.

The Meeting Closed at 9.25 p.m.

..... Chairman

CONFIDENTIAL MINUTES

From a meeting of the Policy and Finance Committee, held on 19th July 2007:

383/07 **Quotations for the Re-instatement of Sea Road / Market Street Flower Bed**

A file containing three quotations received for the re-instatement and ongoing annual planting and maintenance of the flower bed was received and considered.

It was RESOLVED to write back to the provider of quote 1 to request details of the cost of a raised bed, as detailed in quotes 2 and 3.

384/07 **Quotation for the Re-lining of a Shared Section of Guttering**

It was NOTED that the contractor appointed by North Wales Police had now provided his quotation for the re-lining of the section of lower roof guttering, shared with the neighbouring Police Station.

It was RESOLVED to accept the quotation from the contractor appointed by North Wales Police and to liaise with the Buildings Maintenance Officer to schedule the work.

385/07 **Training for the Clerk**

It was NOTED that the Society of Local Council Clerks recommended that Clerks completing the Working with your Council course and wanting to undertake additional training and development should consider the Certificate of Higher Education in Local Policy, operated by the University of Gloucestershire.

The Course consists of ten modules, which can be undertaken either part-time over a two year period, at a cost of £2,490, or one module at a time at £310 each. The single modules available next academic year are Law for Local Councils (commencing September 2007) and Town and Country Planning (commencing January 2008).

It was RESOLVED to support the Clerk in undertaking this additional training, providing a similar course, recognised by the profession, is not operated by a Welsh University.

..... Chairman

Abergele Town Council

SCHEDULE 'A'

Payments authorised on Thursday 19th July, 2007:

	Chq No:	Total £	Incl. VAT £	Statutory Powers (new or unusual payments)
a) Salary payments	BACS	2638.05		
b) Inland Revenue (Salaries)	919	877.99		
c) Gwynedd Pensions	920	572.29		
d) Conwy County Borough Council National Non-Domestic Rates	DD	549.00		
dd) Tiscali (Broadband)	DD	18.79	2.80	
e) Petty Cash Imprest Account:	921	104.78		
f) Pennine Tea & Coffee Ltd (Fairtrade supplier)	900	60.85		
g) N.W. Assoc of Town & Larger Community Councils Annual subscription	901	57.50		
1/4ly and annual meeting 13/7	902	20.00		
h) David Shore - Internal Audit	903	300.00		
i) WNW - stationery & supplies	904	101.97	15.19	
j) J T & M Signs - sigange for flower festival	905	317.25	47.25	
k) Cllr G P Davies - Mayor's allowance Re: Annual mtg	906	260.03		
l) Cllr G P Davies - Mayor's Allowance re: Civic Service	907	611.00		
l) Garden Pride - grounds maintenance (June)	908	122.00		
m) Canon UK Ltd - photocopier rental	909	168.85	25.15	
- service charge	910	195.46	29.11	
n) B.T. - main line	911	207.34	30.21	
o) Merlin Lighting - removal of old catenary wires	912	487.63	72.63	
p) Thomas Fattorini - replacement ribbons	913	17.23	2.57	
q) Travel Claim(s): Mrs C J Earley - training & NWATC mtg	914	29.55		
r) S J Ward Electrical - annual installation inspection	915	447.68	66.68	
s) Mike Mainstone - Photos for Mayor's gallery	916	20.00		
t) D H Window Cleaning	917	22.00		
u) CCBC - Pest control treatment	918	32.50	4.84	

** Under the Local Government Act 1972, Sect. 137 & 139, the Council can incur expenditure which, in the opinion of the Council, is in the interest of the area or it's inhabitants and will benefit them in a manner commensurate with the expenditure.