

Abergele Town Council

MINUTES

A meeting of the Policy & Finance Committee, held on Thursday 20th March 2008 in the Town Hall, Llanddulas Road, Abergele.

758/07 Attendance Register

The Mayor, Cllr. G.P. Davies
Cllr. J.D. Mortimer (Chairman)
Cllrs: C.A. Billington; A. Lloyd-Roberts; R.M. Medlicott; B.C. Roberts; R.G. Waters
Mrs C.J. Earley (Clerk)

759/07 Apologies for Absence

Cllrs: M. Bird; G.R.K. Brown; D.A. Byrne; J.A. MacLennan; R. MacRae; J.E.H. Pitt; J. Stubbs; K.J. Sudlow

760/07 Disclosure of Interest

Members were reminded that they must declare the **existence** and **nature** of their declared interests (using the form provided for this purpose).

761/07 Minutes

It was RESOLVED to APPROVE and SIGN the Minutes of the Policy and Finance Committee, held on Thursday 21st February 2008.

762/07 Matters Arising on Previous Minutes:

a) Min. 572/07(b) – Bench Replacement and Maintenance

(i) It was NOTED that maintenance of the following benches has now been completed:

1. Junction of Peel Street / Water Street
2. Nr. bus stop at Bodtegwel
3. Nr. Secret garden, Pentre Mawr Park
4. By war memorial at St. George (2 benches) and planters treated free of charge.

(ii) It was NOTED that three of the four new benches have now been installed, with the fourth to be installed by the Parks department staff overlooking the cricket field in Pentre Mawr Park.

It was FURTHER NOTED that the new bench near Nant y Corn had now been turned around to face the view, at the request of the local ward member.

b) Min. 714/07 – Draft Information technology Policy

The revised Information Technology Policy, drafted by the Clerk and Cllr. G.R.K. Brown and including the relevant sections of the separate Internet and E-mail policies operated by C.C.B.C., was considered.

It was RESOLVED to approve and adopt this policy, with immediate effect, following some minor amendments.

763/07 **Correspondence:**

a) New Bin Compound

It was NOTED that a quotation for in excess of £100 has been received for the staining of the new compound, to match the boundary fence.

It was RESOLVED not to proceed with this, as the wooden panels have already been treated.

b) Requests for Financial Assistance

The following urgent request(s) for financial assistance were considered:

(i) Abergele Youth Action Ltd Summer Activity Programme

It was RESOLVED, by a majority of 4 in favour and 2 against (1 abstention) to provide a grant of £3,000 towards these activities, in accordance with the approved annual estimates, and to request a full report at the end of the summer.

(ii) CCBC Playschemes 2008

It was RESOLVED to approve funding of £1,448 towards the planned summer play schemes for 2008, operated by CCBC Leisure and Community Services Department, which is within the budget approved in the annual estimates.

c) Rate Change Notification

It was NOTED that the interest payable on the Hall & Development 10 day Notice account has reduced to 4.00% with effect from 14/2/2008, following a decrease in the Bank of England base rate in February.

764/07 **Amendment to Standing Orders**

A proposal by Cllr. J.D. Mortimer that the following paragraph should be added to the Council's Standing Orders was considered:

"If an item has been placed on an agenda by a Member who is not present at the meeting, the matter will be adjourned without further discussion until the next meeting of the Council / Committee."

The proposal was seconded and, in accordance with Standing Order No. 80, it was RESOLVED that this proposal should now stand adjourned without discussion to the next Ordinary meeting of the Council.

765/07 **Minutes**

The Minutes of the following Sub-Committees were RECEIVED:

- a) The Staffing Sub-Committee, held on 25th February 2008
- b) The Christmas Decorations Sub-Committee, held on 17th March 2008

766/07 **Matters Arising on Those Minutes:**

- a) Min. 719/07(b) – Staff Development Reviews
 - (i) The arrangements agreed by the Sub-committee for undertaking staff development reviews were NOTED.
- b) Staff Training
 - (i) **It was RESOLVED to authorise the purchase of the Working with Your Council training package for the Administrative Assistant, at a cost of £195**
 - (ii) **It was RESOLVED to authorise the Clerk and Caretaker to attend the following Health & Safety courses, being run by CCBC in 2008/09 (cost = approx. £30 per session):**
 - Fire Safety Co-ordinators – 16th May 2007 (Clerk)
 - Principles of COSHH – 15th April 2007 (Caretaker)
- c) Min. 720/07 – Abergele Joint Burial Committee
 - (i) **It was RESOLVED to endorse the recommendation of the sub-committee that the Joint Burial Committee should employ any additional administrative support directly, but that office space and the use of IT equipment and other resources could be supplied by this Council in kind.**
 - (ii) **It was RESOLVED to endorse the recommendation that this Council's representatives on the Joint Burial Board should seek to ensure that adequate, secure fire-proof storage is provided for the burial registers and maps, which cannot be replaced if they are stolen or damaged.**

It was NOTED that Cllrs B.C. Roberts and R.G. Waters would bring this matter up at the next meeting of the Joint Burial Committee.

- d) Min. 742/07 – Christmas Decorations Sub-Committee

It was NOTED that, due to the low attendance at the recent meeting, the sub-committee had requested that all decisions recommended should be referred to this Committee for endorsement.

- e) Min. 745/07(c)(i) – Christmas Tree Lights

It was RESOLVED to ENDORSE the recommendation to purchase 24 sets of low voltage (24v) LED tree lights (6 sets per tree), along with four transformers and four stars, at a total cost of £1,197.60 plus VAT, from the funds remaining unspent in the Christmas Decorations budget for 2007/08.

- f) Min/ 745/07(d) – Lamp Column Replacement Programme

It was NOTED that CCBC will be commencing a major programme of column replacement in 2008, which will include some of the columns on the main roads through the town. However, due to the need for this Council to budget for the additional infrastructure work and extra cost of reinforced columns for those supporting Christmas lighting, Mr Adderley had suggested that these columns be left until 2009/10.

- g) Min. 746/07 – Design a Light Competition

It was RESOLVED to ENDORSE the choice of three finalists from each school, to be submitted to Blachere for assistance in deciding the overall winner.

767/07 **The Financial Situation, as at yesterday, was NOTED :-**

	£
Current Account	2,899.34
Monthly Interest Account	72,275.95
High Interest Bond	<u>30,000.00</u>
TOTAL:	105,175.29
Hall & Development Account	464.09
Hall & Development Reserve	<u>66,729.09</u>
TOTAL:	67,193.18

768/07 **Payment of Accounts**

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

769/07 **Congratulations**

The Mayor offered congratulations, on behalf of the Council, to Cllr. Alison Lloyd-Roberts, on her recent engagement.

The meeting closed at 8.30 pm

..... Chairman

Abergele Town Council

SCHEDULE 'A'

Payments authorised on Thursday 20th March 2008:

	Chq No:	Total	Incl. VAT	Statutory Powers
		£	£	(new or unusual payments)
a) Salary payments	BACS	2,545.73		
b) Inland Revenue (Salaries)	103090	860.76		
c) Gwynedd Pensions	103091	585.10		
d) Tiscali (Broadband)	DD	18.79	2.80	
e) University of Gloucestershire - Clerk's Training	DD	132.00		
f) Petty Cash Imprest Account	103092	82.09		
g) B.T. combined bill to 25/2/08	103075	301.56	44.91	
h) Hywel Evans - newsletter printing	103076	600.00		
i) WNW - stationery and supplies	103077	36.82	5.48	
	103078	14.03	2.09	
j) Travel Claims:				
Mrs C J Earley - 18/2 Llanwrst & 5/3 Wrexham	103079	40.80		
Cllr. B.C. Roberts 25/1 - Llandudno	103080	12.00		
k) MSI Alarms - annual service contract	103081	289.05	43.05	
l) John Ffrancon Griffiths - translation of newsletter	103082	172.11		
m) Staples - ink cartridges and stationery	103083	102.97	15.34	
n) NWN Media - newsletter deliveries	103084	98.70	14.70	
	103085	88.77	13.22	
o) J&K Property Services - bench maintenance & installation of 3 benches and hardstanding	103086	595.00		
	103094	90.00		
p) Banner Business Supplies Ltd - stationery	103087	37.03	5.51	
q) S J Ward Electrical - fit outside lamp and photocell	103088	68.15	10.15	
r) Eurotel - website hosting to December 07	103089	82.02	12.22	
s) SLCC Bookshop	103093	22.95		

** 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.