

# Abergele Town Council

## MINUTES

A meeting of the Policy & Finance Committee, held on Thursday 20<sup>th</sup> September 2007 in the Town Hall, Llanddulas Road, Abergele

441/07 **Attendance Register**

The Mayor, Cllr. G.P. Davies  
Cllr. J.D. Mortimer (Chairman)  
Cllrs: C.A. Billington; G.R.K. Brown; J.A. MacLennan; D.A. MacRae; R. MacRae;  
R.M. Medicott; K.J. Sudlow; R.G. Waters  
Mrs C.J. Earley (Clerk)

442/07 **Apologies for Absence**

Cllrs: J.M.D. Bird; D.A. Byrne; R.D. Peacock; B.C. Roberts; J. Stubbs

443/07 **Disclosure of Interest**

None received.

444/07 **Minutes**

**It was RESOLVED to APPROVE and SIGN the Minutes of the Policy and Finance Committee, held on Thursday 19<sup>th</sup> July, 2007.**

445/07 **Matters Arising on Previous Minutes:**

a) Min. 267/07(f) and 384/07– Building Maintenance Work

(i) Gutter Re-lining

It was NOTED that the gutter re-lining work for both the main chamber and lower level roof has been completed during August / September and that the invoices for payment have now been received.

(ii) Replacement Windows

It was NOTED that the replacement windows for the main chamber had been fitted this week.

(iii) Re-plastering

It was NOTED that three quotations will now be required for the re-plastering and painting of the internal wall in the Main Chamber, following completion of the gutter re-lining and replacement windows.

b) Min. 377/07(a) – Repair / Renewal of Benches

(i) It was NOTED that Members had been asked to pass on any details of suitable locations for new benches to the Clerk and that these would need

the approval of CCBC (if on a Highway or in a public open space).

- (ii) Concern was expressed about the location of the Berthtopic bench, due to planning permission being recently granted at the site.

**It was RESOLVED to find out whether it would be possible / cost effective to repair the bench and relocate it to a more suitable position (possibly across the road).**

- (iii) It was NOTED with disappointment that the repairs previously approved for the benches on Llanddulas Road, Rhuddlan Road and in Pentre Mawr Park had not yet been completed, the Clerk had been unable to contact the appointed contractor and the damaged bench on Llanddulas Road has now been removed, probably by CCBC.

- (iv) A quotation received from a new contractor for the general maintenance of benches was RECEIVED and considered.

**It was RESOLVED to accept the quotation for minor repairs and maintenance of benches and to request a further quotation for the repair and re-siting of the Berthtopic bench, as detailed above, and the repair of the damaged bench in Pentre Mawr Park.**

**Members were requested to contact the Clerk with details of any benches in their wards needing minor repairs or maintenance.**

- c) Min. 378/07(d)(iii) – Society of Local Council Clerks Annual Welsh Conference

The Clerk gave a brief verbal report on main presentations from the one day S.L.C.C. conference, held in Cwmbran on 12<sup>th</sup> September 2007.

It was NOTED that the conference is to be held in Mid Wales in 2008.

**It was RESOLVED to write to the Chief Executive to suggest that the Society considers alternating the venue for the Annual Welsh conference between North and South Wales.**

- d) Min. 383/07 – Quotations for the Re-instatement of Sea Road Flower Bed

Three detailed quotations received for the re-instatement of a raised flower bed at the corner of Sea Road were considered.

**It was RESOLVED to accept quotation 2, from Meirion Jones Landscapes, for the construction of a raised bed, annual planting (twice per year) and maintenance (twenty visits per year).**

- e) Min. 385/07 – Training for the Clerk

- (i) It was NOTED that the Clerk had completed the final two modules of the 'Working with your Council' course during the summer and has now submitted these for assessment.

- (ii) It was FURTHER NOTED that the University of Aberystwyth no longer provides courses specifically for Local Council Clerks and that the only

further qualifications currently recognised and recommended by the Society of Local Council Clerks as being specifically relevant to local Council Clerks are the Local Policy courses operated by the University of Gloucester, as outlined by the Clerk at the last meeting. The first level is the Certificate in Local Policy, which includes ten modules (currently £310 each) and is expected to take a minimum of two years part-time study to complete. It is studied by distance learning, but students are advised to attend a weekend session in Cheltenham each Semester (twice per year).

**It was RESOLVED to support the Clerk in her Continuing Professional Development through this recommended Course, but to write to One Voice Wales regarding the deficiency in provision in Wales.**

446/07 **Correspondence:**

a) Annual Grants

(i) Abergele Harriers

Members received and considered a grant application from Abergele Harriers towards the Abergele Harriers Slaters 5 mile road race, which is due to take place in early November.

**It was RESOLVED to DEFER this for consideration at the October grants meeting.**

(ii) A copy of the draft bi-lingual grant guidelines and application form, to be completed for all grant applications to be considered from October onwards, was RECEIVED and considered.

It was NOTED that some application forms had already been distributed, due to the fast approaching deadline for submission of applications for consideration in October.

Some members stated concerns about the request for information on other grants applied for and queried the need for bank details.

**It was RESOLVED to endorse the use of the form, but with the sections on other grants applied for and bank details removed.**

b) Abergele Youth Action

A copy of the completed Annual Accounts for the year end January 2007 and a brief update on activities was RECEIVED.

c) Local Councils Update

**It was RESOLVED to renew the subscription for 2007/08 at a cost of £100, to include the web library service.**

d) Annual Grants

It was NOTED that a letter of thanks has been received from the Governors of

St. George Controlled School.

e) Gwynedd Pension Fund

Information regarding the valuation of the fund, the results of which are expected to be available in late November, was RECEIVED.

447/07 **Risk Management 2007'08**

a) A copy of the updated list of Action Points for 2007/08 was RECEIVED.

It was NOTED that Action Points 2, 5, 11, 13, 18 and 19 were ongoing and would be reported on again in due course.

b) Action point 14:

It was NOTED that the Clerk had discussed the requirements for a fire resistant letter box with the Council's handyman/joiner and detailed measurements had been taken.

**It was RESOLVED to order a made-to-measure aluminium mailbox from The Safety Letterbox Company Ltd, at a cost of £215.60, plus carriage.**

448/07 **Council's Inventory:**

Following an annual Inventory check by Cllr. J.A. MacLennan and the Clerk at the Council's external storeroom on 12<sup>th</sup> June, Members considered the ongoing storage or disposal of the following items of furniture and equipment, which are no longer used:

- a) Formica desk (4.0' x 2'6") – in need of maintenance
- b) High kitchen stools (2)
- c) Old plastic moulded Christmas Decorations (Father Christmas etc)
- d) Old Christmas bulb motifs (some broken)
- e) Boxes of old 240v and 110v coloured bulbs
- f) Old Numatic Floor Polisher and pads
- g) Flymo garden vac
- h) Old Maytag vacuum cleaner (unable to obtain spare parts)
- i) Assorted low back arm chairs (14?)

**It was RESOLVED to retain six of the best low back chairs and to dispose of the remaining items by hiring a skip, after first offering the remaining items of furniture to Conwy Furniture Reclaim.**

449/07 **The Financial Situation, as at Today, was NOTED :-**

	£
Current Account	7,299.08
General Reserve Account	94,346.42
Deposit Bond	<u>30,000.00</u>
TOTAL:	131,645.50
Hall & Development Account	456.74
Hall & Development Reserve	<u>65,054.24</u>
TOTAL:	65,510.98

450/07 **Payment of Accounts**

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

The Meeting Closed at 9.10 p.m.

..... Chairman

## Abergele Town Council

### SCHEDULE 'A'

Payments authorised on Thursday 20th September, 2007:

	Chq No:	Total £	Incl. VAT £	Statutory Powers (new or unusual payments)
a) Salary payments	BACS	2403.74		
b) Inland Revenue (Salaries)	948	636.14		
c) Gwynedd Pensions	949	546.12		
d) Conwy County Borough Council National Non-Domestic Rates	DD	549.00		
d) Tiscali (Broadband)	DD	18.79	2.80	
e) Petty Cash Imprest Account:	946	141.72		
f) Travel Claims - August: Cllr. R Peacock - Deputy Mayor's engagements in Rhos on Sea, Conwy and Denbigh	932	26.80		
Mrs C Earley - WWYC training 15.8.07	933	27.50		
g) C.C.B.C (Abergele Graphics) July Newsletter	934	625.00		
h) Racecraft Signs - Honours Board	935	75.20	11.20	
i) W.N.W - Stationery	936	36.80	5.48	
	937	51.18	7.62	
j) Formby Cladding & Maintenance	938	7,022.98	1,045.98	
k) B.T. - combined bill (3 lines)	939	224.04	33.36	
l) Colwyn Link - Tape Magazine (Newsletter)	940	50.00		
l) Garden Pride - grass cutting	941	122.00		
m) Direct 2 Door - newsletter distribution	942	88.61	13.20	
	943	99.77	14.86	
n) Colorado Corrosion Engineering	944	1,105.93	164.71	
o) S.L.C.C. Welsh Annual Conference: Hotel (B&B)	950	95.00		
Travel - contribution to cost (shared - 3 councils)	951	40.00		
Hotel evening meal (re-imburse Clerk)	952	18.95		
p) Discount Building Plastics	947	4,195.97	624.93	

\*\* 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.