

Abergele Town Council

DRAFT MINUTES

A meeting of the Policy & Finance Committee, held on Thursday 22nd November 2007 in the Town Hall, Llanddulas Road, Abergele.

568/07 Attendance Register

The Mayor, Cllr. G.P. Davies
Cllr. J.D. Mortimer (Chairman)
Cllrs: C.A. Billington; D.A. Byrne; A Lloyd-Roberts; J.A. MacLennan; R.M. Medicott (see Min. 575/07); R.D. Peacock; K.J. Sudlow; R.G. Waters
Mrs C.J. Earley (Clerk)
Member of the Press

569/07 Apologies for Absence

Cllrs: M. Bird; G.R.K. Brown; D.A. MacRae; J.E.H. Pitt; B.C. Roberts; J. Stubbs

570/07 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).

None were declared.

571/07 Minutes

It was RESOLVED to APPROVE and SIGN the Minutes of the Policy and Finance Committee, held on Thursday 18th October and Thursday 25th October, 2007.

572/07 Matters Arising on Previous Minutes:

- a) Min. 445/07(a) – Re-plastering and painting

It was RESOLVED to DEFER this item until the end of the meeting.

- b) Min. 377/07(a) & 445/07(b) – Repair / Renewal of Benches

Members received and ENDORSED the recommendations made by the Executive Committee regarding the maintenance and replacement of existing benches and the provision of new benches, as detailed in Schedule 'B' attached.

It was RESOLVED to request the Clerk to progress the action points agreed and to purchase the new benches from Meifod Wood, Denbigh (to match those previously supplied by Welsh Water) at a cost of up to £115 each.

c) Min. 445/07(c) – S.L.C.C. Regional Conference (Wales)

(i) A reply from the Society of Local Council Clerks to the request made by this Council that the Regional Conference should alternate between the North and South was RECEIVED.

(ii) It was NOTED that the second Practitioners Conference is to be held in Stoke on Trent on Friday 29th February to Saturday 1st March 2008.

d) Min. 503/07(c) – Training

(i) **It was RESOLVED to ENDORSE the recommendation of the Executive Sub-Committee that a flat rate of 40 pence per mile should apply to all travel claims, irrespective of the purpose of the journey.**

(ii) **It was RESOLVED to approve payment of travel expenses and reimbursement of accommodation and meal costs for the Clerk for attendance at a training weekend in Cheltenham in October.**

e) Min. 448/07 – Cemetery Storeroom

It was NOTED that Mochdre Community Council had now collected all the old plastic moulded Christmas decorations, which are no longer used by this Council, and that they were very grateful to the Council for these.

It was FURTHER NOTED that the Clerk would arrange for a skip in the Spring of next year to clear out the remaining unwanted items from the storeroom.

f) Min. 504/07(d) – Digital Mapping Software

It was NOTED that the Clerk had been in contact with a local company, based in Colwyn Bay, who provide mapping solutions and that she had arranged to visit them next week to discuss the Council's requirements in more detail.

g) Min. 504/07(h) – North Wales Veterans' Day

It was NOTED that the Abergele branch of the Royal British Legion are not directly involved in the organisation of this event, which is to be held in Rhyl, but that members will be attending.

h) Min. 523/07 – Annual Grants

(i) It was NOTED that annual grants had been distributed on Monday 12th November and that letters of thanks have now been received from the following recipients:

Friends of Awel y Mor
Abergele Harriers (including three race T-Shirts)
Benefits Advice Shop
Alzheimers Society
Colwyn Link
Abergele Handicapped Club
Wales Air Ambulance

Llanfairfechan & North Wales Croquet Club
Gele Singers
St Vincent de Paul Society
Royal British Legion Abergele Branch (Poppy Appeal)
Abergele Appeal Committee – Urdd National Eisteddfod 2008
Abergele Old People's Club
St. Kentigern Hospice
Samaritans
National Eisteddfod 2008
St. George Village Hall Trust
2nd Abergele Brownies
St. Michael's P.C.C. – Clock Maintenance
Hope House

(ii) Late Grant Applications Received

It was RESOLVED to respond to the late letters of application for grants received as detailed below:

| | |
|-------------------------------------|--|
| Theatr Bara Caws | - No |
| North Wales Deaf Association | - Send out application form – to be considered at future meeting. |

573/07 **Correspondence:**

- a) Members received and considered a quotation received from B.T. for the upgrade of the office telephone system, following a marketing approach by B.T.

It was NOTED that the present system is still fit for purpose and that BT will give the Council adequate notice if it intends to withdraw the current maintenance support.

- b) One Voice Wales (see separate file)

(i) **Members received and approved the NJC National Salary Award for 2007-08, to be backdated to April 2007.**

(ii) Papers from the 2007 Annual Conference were RECEIVED.

- c) Gwynedd Pension Fund 2007 Valuation Seminar

It was RESOLVED that the Clerk attend the valuation seminar on Thursday 29th November in Caernarfon to find out details of the triennial valuation results and any impact this may have on employers' contributions.

574/07 **Information Technology**

The Clerk informed Members of the need to upgrade the Administrative Assistant's desktop P.C., which is over 5 years old, due to the processor speed being inadequate to cope well with the newer XP applications.

It was RESOLVED to authorise the Clerk to purchase a new desktop P.C., complete with keyboard, mouse and Windows XP Professional, for £349, along with a new flat screen monitor (price not known) from the Computer Shop in

Colwyn Bay, who will also install this on the network and assist with the transfer over of data.

It was FURTHER RESOLVED to authorise the purchase of a projector for use with the Clerk's laptop computer from Misco at a price of £360.

575/07 **Traffic Calming**

Members considered a proposal by Cllr. J.D. Mortimer that this Council should provide funding for speed ramps in Pentre Mawr Park, following concerns raised by residents at a recent Neighbourhood Policing Meeting.

It was RESOLVED to write to C.C.B.C. to request details of the cost of providing suitable speed ramps in the park.

- Cllr. R.M. Medicott arrived at this juncture.

576/07 **Minutes**

The Minutes of the following Sub-Committees were received and NOTED:-

- a) The Newsletter Sub-Committee, held on 23rd October 2007
- b) The Christmas Decorations Sub-Committee, held on 12th November 2007
- c) The Local Government Sub-Committee, held on 15th November 2007

577/07 **Matters Arising on Those Minutes:**

- a) Newsletter Sub-Committee: Min. 516/07 (a) – Printing

It was NOTED that the sub-committee will be continuing to seek alternative quotations for consideration for the printing of future editions of the newsletter, although it was acknowledged that the printing of the last issue (September) had improved.

- b) Min. 517/07 – December Edition

Members RECEIVED a draft copy of the December edition, due to be delivered to households on Wednesday 5th December.

- c) Min. 518/07 – Town Council Website

(i) It was NOTED that a new hosting company for the website had been found. Live Solutions, based in Colwyn Bay, had been recommended by a nearby Town Council and would host the site for £120 p.a. This would give the advantage of local support if any problems were experienced or the Council wished to further develop the site.

It was RESOLVED to authorise Huw Waters to proceed with the transfer of the site to the new host and to take out a contract with Live Solutions for hosting the site for the next 12 months.

(ii) It was NOTED that an invoice has been received for the renewal of hosting by the current company (Advance Group).

It was RESOLVED to write to say that the Council will not be renewing its subscription, due to the problems experienced since the change of server several months ago.

d) Min. 519/07 – Town Guide

Members considered the recommendation of the sub-committee that a new notice board should be purchased for the A1 colour Town Centre map, now received from Plus Publishing, and considered possible sites for its display.

It was RESOLVED to proceed with the purchase of a new notice board to display the map, similar to that purchased for Bodtegwel in 2005 for £407, and to erect this at the corner of Water Street / Bridge Street, where a previous notice board had been displayed.

It was FURTHER RESOLVED to ask Plus Publishing for a price for supplying a second map, to be displayed in a suitable position in Pensarn (possibly near the Post Office).

e) Christmas Decorations Sub-Committee:

Min. 543/07(a)(iii) – Design a Light Competition

It was RESOLVED to ENDORSE the resolution to provide a suitable ‘artistic’ prize for a winner from each of the three schools for the recently launched Christmas ‘Design a Light’ competition.

f) Min. 543/07(a)(iv) – Christmas Trees

It was NOTED that the provision of a tree for the Llanfair Road entrance into town has been deferred this year, due to the cost of providing an electricity supply for the lights.

g) Min. 543/07(b) – Switch-on Arrangements

(i) It was NOTED that the lights are due to be switched on tomorrow at 4 p.m.

(ii) It was NOTED that a celebration event to mark the switching-on of the Christmas lights is to be held in St. Paul’s Chapel Schoolroom on Friday 23rd November from 6.30 p.m. Father Christmas and Gele Singers will be present and coffee and mince pies will be available.

The Mayor requested Members to support this event.

h) Min. 543/07(b)(iv) – Lighting Budget

It was RESOLVED to ENDORSE the purchase of a ‘Merry Christmas’ and ‘Nadolig Llawen’ rope light motif, for display in the Town Hall windows and to reimburse the Clerk for the purchase of these (£26.98), plus two timer plugs.

- i) Min. 543/07(b)(v) – Christmas Window Competition

It was NOTED that flyers have now been distributed to businesses in the town centre about the window competition and that the Association of Traders have been informed.

- j) Min. 544/07 – Terms of Reference

It was RESOLVED to receive and approve the Draft Terms of Reference for the Christmas Decorations Sub-Committee.

- k) Local Government Sub-Committee

It was RESOLVED to receive and endorse the draft responses of the Local Government Sub-Committee to the following consultation documents:

- (i) **W.A.G. ‘A Shared Community’: Relationship Building and Charters for Unitary Authorities and Community and Town Councils**
- (ii) **W.A.G. ‘Preparing Community Strategies’**
- (iii) **Fire and Rescue Authorities – Performance Measurement Framework and Performance Indicators**

578/07 **The Financial Situation, as at Today, was NOTED :-**

| | £ |
|--------------------------|-------------|
| Current Account | 7,999.10 |
| Monthly Interest Account | 79,686.69 |
| High Interest Bond | <u>0.00</u> |
| TOTAL: | 87,685.79 |

| | |
|----------------------------|------------------|
| Hall & Development Account | 456.74 |
| Hall & Development Reserve | <u>65,618.14</u> |
| TOTAL: | 66,074.88 |

579/07 **Payment of Accounts**

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

580/07 **Quotations Received**

In accordance with the Public Bodies (Admission to Meetings Act) 1960 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 then considered three quotations received for the re-plastering and painting of a section of the main chamber walls.

It was RESOLVED to accept quotation 2. – E.N. Roberts, as, although this was not the cheapest of the three quotations, it included the sealing of the wall prior to painting.

The Meeting Closed at 8.55 p.m.

..... Chairman

Abergele Town Council

SCHEDULE 'A'

Payments authorised on Thursday 22nd November, 2007:

| | Chq No: | Total £ | Incl. VAT £ | Statutory Powers (new or unusual payments) |
|--|-----------------------------|------------|----------------|---|
| a) Salary payments | BACS | 2927.37 | | |
| b) Inland Revenue (Salaries) | 103015 | 1,049.80 | | |
| c) Gwynedd Pensions | 103016 | 679.66 | | |
| 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: | 103017 | 101.58 | | |
| f) The Safety Letterbox Co Ltd | 966 | 274.48 | 40.88 | |
| g) Hyde's of Old Colwyn | 967 | 270.00 | | |
| Annual Grants approved 25.10.07 (see Schedule to those Minutes) | CHQS: 968-998 103000-006 | | | |
| h) CCBC Licensing Dept (TEN) | 999 | 21.00 | | |
| i) NWP - Christmas Lighting (timers etc) | 103007 | 357.20 | 53.20 | |
| j) Depositit - On-line back up of data - Annual renewal | BACS | 175.08 | 26.08 | |
| k) Blachere - new Xmas lights | 3008 | 739.08 | 110.08 | |
| l) Pennine Tea & Coffee - supplies | 3009 | 29.47 | 1.23 | |
| m) Travel Claim: Mrs C.J. Earley - Meetings in Flint & Caernarfon | 3010 | 46.05 | | |
| n) WNW - stationery & supplies | 3011 | 156.94 | 23.37 | |
| o) Garden Pride - grounds maintenance | 3012 | 122.00 | | |
| p) Reimburse Clerk re: purchase of Xmas lights | 3013 | 26.98 | | |
| q) Staples re: ink cartridges | 3014 | 152.85 | 22.77 | |
| r) Year High Ltd - compliments slips | 3018 | 16.36 | | |
| s) Walls & Fences - xmas trees | 3019 | 1,151.50 | 171.50 | |
| t) Mrs C J Earley - expenses | 3020 | 223.00 | | |

** 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.