

Abergele Town Council

MINUTES

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

083/08 Address by the New Chairman

The Chairman, Cllr. K.J. Sudlow, opened the meeting and thanked his fellow members for the confidence placed in him.

He commented on the vast amount of knowledge, skills and experience present in the chamber and requested the support of Members in adhering to the Council's Standing Orders.

084/08 Attendance Register

The Mayor, Cllr. R.D. Peacock
Cllr. K.J. Sudlow (Chairman)
Cllrs: M. Bird; M. Bond; J.A. MacLennan; R.M. Medicott; J.D. Mortimer;
S. Rowlands; T. Rowlands; R.G. Waters
Mrs C.J. Earley (Clerk)
Members of the Public

085/08 Apologies for Absence

Cllrs: G.R.K. Brown; G.P. Davies; D.A. MacRae; D. Meredith; J.E.H. Pitt; B.C. Roberts; J. Stubbs

086/08 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).

087/08 Minutes

It was RESOLVED to APPROVE and SIGN the Minutes of the Policy and Finance Committee, held on Thursday 22nd May 2008.

088/08 Visitor to The Council

The Chairman welcomed Mr David Shore, Internal Auditor, to the meeting.

It was RESOLVED to consider agenda items 6(a), (b) and (c) at this juncture.

a) Draft Statement of Accounts

(i) A copy of the Draft Statement of Accounts for 2007/08 was RECEIVED and APPROVED, after the Clerk informed Members of a few minor amendments.

It was NOTED that a copy of the Approved Statement of Accounts would be circulated to all Members in due course.

b) Internal Audit Report

A brief verbal report was given by Mr David Shore, Internal Auditor for 2007/08, to accompany his written report in Section 4 of the Annual Return.

He informed Members that the books were kept well and that all questions submitted to the Clerk had been swiftly and expediently answered. He considered the internal control measures adopted to be adequate and effective. He also reassured members that he did not feel the cash balance being held was excessive.

A short question and answer session followed, with Members asking questions relating to the valuation of assets, the Council's investment policy and the Hall and Development Reserve.

The Clerk and Internal Auditor were thanked for their work.

c) Annual Return

(i) **A copy of the Draft Annual Return 2007/08 and supplementary statement was RECEIVED and APPROVED.**

(ii) Members considered and completed the Annual Governance Statement on page 3 of the Annual Report.

Mr Shore was thanked for attending and retired from the meeting at this juncture.

089/08 **Matters Arising on Previous Minutes:**

a) Possible Traffic Calming Measures for Pentre Mawr Park – Min. 802/07(b)

It was NOTED that a site meeting had been held in the park with the local police and an Officer from CCBC on 10th June 2008 to consider a suitable traffic calming scheme, possibly to include a chicane and speed ramps.

Detailed proposals will be submitted to the Council in due course, to include an estimate of the costs involved.

b) New Model Code of Conduct

(i) It was NOTED that a copy of the new Code of Conduct, adopted by CCBC on 25th March 2008, has now been received and that training is due to be provided to Town and Community Councils shortly.

It was FURTHER NOTED that some amendments will be required to those paragraphs not applicable to Town & Community Councils.

It was RESOLVED to REFER the Model Code and the Code adopted by CCBC to the Executive Sub-Committee for consideration.

(ii) It was NOTED that this Council must pass a resolution adopting a Code of Conduct based on the new model Code before 20 September 2008.

c) Conwy Draft Rights of Way Improvement Plan

A response to the comments submitted by this Council was RECEIVED and NOTED.

d) Flowers for Town Hall, Churches & Chapels – Min. 048/08(f)

(i) It was NOTED that the Town Hall planters have now been replanted with summer bedding by Meirion Jones and that the baskets have been replaced.

(ii) **It was RESOLVED to DEFER consideration of an estimate received for a raised flower bed until the end of the meeting, as exempt business.**

(iii) It was NOTED that Cllr. D.A. MacRae had kindly assisted the Clerk in finding out which Churches and Chapels would be interested in receiving flowers for display and a list of requests was RECEIVED.

(iv) **It was RESOLVED to DEFER the consideration of any quotations received for the supply and delivery of the requested baskets and planters until the end of the meeting, as exempt business.**

e) Emrys ap Iwan 6th Form Choir

(i) A letter of thanks for the financial support given by this Council was RECEIVED from Denise Eglington.

It was RESOLVED to write to congratulate the pupils on their achievement.

(ii) Information on plans for a youth band and choir was RECEIVED.

f) Newsletter Sub-Committee, held on 29th April 2008 (DEFERRED MATTER)

Terms of Reference – Min. 820/07(d)

It was RESOLVED to APPROVE the amended Terms of Reference for the Newsletter Sub-Committee, as detailed in Schedule 'A' to those Minutes.

090/08 **Correspondence:**

a) Dignity at Work / Bullying and Harassment Policy

It was RESOLVED to adopt a policy on dignity at work, bullying and harassment, on the advice of the H.R. Advisor from the Society of Local Clerks.

b) Clerks & Councils Direct

It was RESOLVED to proceed with the renewal of subscriptions for 2008/09, at a cost of £171.00.

c) Probation Team

Members considered a request for suggestions for work which could be carried out by the probation team in Autumn/Winter. It was NOTED that these could not include working at height or in water.

It was RESOLVED that Members contact the Clerk with any suggestions.

d) Wheelie Bin Compound

A revised quotation received for the painting/treatment of the new compound was considered.

It was RESOLVED that further treatment was not necessary, as pre-treated timber had been used for construction of the compound.

091/08 **Minutes**

The Minutes of the following Sub-Committees were RECEIVED:-

- a) The Local Government Sub-Committee, held on 12th June 2008

092/08 **Matters Arising on Those Minutes:**

- a) Proposals to Change the Structure of the NHS in Wales – Min. 069/08

The draft response of the sub-committee was NOTED.

It was RESOLVED to ENDORSE the decision that authority be delegated to the Clerk to add further comments, if necessary, following the consultation event being attended by Cllrs. B.C. Roberts and R.G. Waters tomorrow and receipt of a copy of the response by the C.H.C from Cllr. J.A. MacLennan.

- b) Draft Fire & Rescue Service National Framework

It was RESOLVED to ENDORSE the recommendation that the document be RECEIVED and NOTED.

- c) Denbighshire Local Development Plan

It was RESOLVED to ENDORSE the Draft Response, as detailed in Schedule 'B' to the Minutes.

093/08 **The Financial Situation, as at Today, was NOTED :-**

	£
Current Account	3,939.82
Monthly Interest Account	87,619.77
High Interest Bond	<u>30,000.00</u>
TOTAL:	121,559.59

Hall & Development Account	467.24
Hall & Development Reserve	<u>67,484.81</u>
TOTAL:	67,952.05

094/08 **Payment of Accounts**

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

095/08 **Confidential Business**

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.

- a) Consideration of Estimate for Flower Bed(s) at Town Hall
- b) Consideration of quotations for hanging baskets and planters
- c) Results of Clerk's Certificate in Local Policy, year one studies.

The meeting closed at 8.45 p.m.

..... Chairman

Abergele Town Council

SCHEDULE 'A'

Payments authorised on Thursday 19th June 2008:

	Chq No:	Total	Incl. VAT	Statutory Powers
		£	£	(new or unusual payments)
a) Salary payments	BACS	2,659.11		
b) Inland Revenue (Salaries)	103153	883.83		
c) Gwynedd Pensions	103154	852.15		
d) Tiscali (Broadband)	DD	18.79	2.80	
e) University of Gloucestershire - Clerk's Training	DD	132.00		
f) CCBC - National Non-Domestic Rates	DD	571.00		
g) Petty Cash Imprest Account	103136	130.94		
h) Travel Claim: Cllr. G.P. Davies (Ruthin - Clwyd Community Chest)	103137	17.60		
i) Canon UK - copier rental	103138	168.85	25.15	
j) Banner Business Supplies Ltd - paper	103139	99.47	14.81	
k) BT - combined phone bill	103140	313.86	46.74	
l) Hywel Evans - June newsletter	103141	600.00		
m) Garden Pride - Grounds maintenance (May)	103142	208.00		
n) Firemaster - annual service	103143	50.76	7.56	
o) Pennine Tea & Coffee - supplies	103144	28.41	1.23	
p) Direct 2 Door - newsletter distribution	103145	88.77	13.22	
	103146	98.70	14.70	
q) Colwyn Link - June newsletter	103147	55.25		
r) Staples - printer cartridges	103148	112.17	16.71	
s) One Voice Wales - AGM	103149	120.00		
t) Meirion Jones Landscapes - Sea Road bed	103150	940.00	140.00	
- hanging baskets	103151	94.00	14.00	
u) John Ffrancon Griffiths - translation	103152	173.33		

** 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 its inhabitants and will benefit them in a manner commensurate with the expenditure.