

## Abergele Town Council

### MINUTES

A meeting of the Executive Committee was held on Tuesday 7<sup>th</sup> November 2017 at 6:30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

400/17 **Attendance Register**

The Mayor, D A MacRae;  
Cllrs: M.D. Bird (retired at 8:30pm); A. Hunter; B. C. Roberts; R.G. Waters (retired at 7pm);  
Mrs M. J. Evans (Clerk)

401/17 **Apologies for Absence**

None

402/17 **Absence without Apologies**

Cllrs: S Rowlands;

403/17 **Declaration of Interests**

- Members were reminded that they must declare any personal and/or prejudicial interests using the form provided for this purpose.  
None were declared

404/17 **Minutes**

**- It was RESOLVED to Approve and Sign the Minutes of the Executive Sub-Committee Meeting held on 28<sup>th</sup> September 2017**

405/17 **Risk Assessment**

- a) A review of the current risk assessment and management report were RECEIVED and updated as follows:
- 1.3 amended from Quarterly to Monthly.
  - 2.7 Policy under review
  - 3.3 Honesty/Integrity - it was recommended to remind members quarterly of their duties
  - 3.5 Public Events - was increased from Low to medium risk for public events to organisers requiring chapter 8 training. It was RECOMMENDED to include £350 in the budget for Training
  - 3.6 Risk to third party - Land at the mount increased from low to medium due to dens being built in the area as a project for 2018. It was RECOMMENDED that £500 funding is added to the budget for a clear up and £500 for signage. It was FURTHER RECOMMENDED that the dog fouling is then monitored.
  - 3.7 Hirer's Liability - review the terms and conditions of users
  - 3.8 Libel and slander - check if members are covered from slander from the public
  - A13 Check for free First Aid Courses for the Deputy Clerk such as Red Cross.
  - A14 Remove recommendation for a smoke alarm in the disabled toilet as the hirers have decreased.
  - A15 Request funding in budget for an Independent Asbestos report of £250
  - A21 Request an updated report from NWP

*Cllr Waters retired at this juncture*

3.

- b) The annual inventory report was RECEIVED, CONSIDERED and the contents were NOTED.

406/17 **Internal Controls and Audit**

The Council's internal controls and consider the appointment of an internal auditor for 2017/18 were RECEIVED, CONSIDERED and APPROVED. It was RECOMMENDED to remain with JDH for 2018/19 and to include £400 in the budget. Members NOTED that the Audit Policy is still to be completed and the Clerk is seeking guidance on the content.

407/17 **Correspondence**

The following items of correspondence were RECEIVED and CONSIDERED:

- (a) The revised observations for the 2017-22 Priority list from the Community of Abergele were RECEIVED and CONSIDERED. It was PROPOSED that from the priority lists for 2018/19 that funding is included for the following projects:

(i)	Benches	£1500
(ii)	Cleaning	£1500
(iii)	Bus Shelters	£10000
(iv)	Footpaths	£2000
(v)	Car parking	£25000

*Cllr Bird retired at this juncture*

- (b) A letter from the Future Generations Commissioner was RECEIVED.  
(c) A copy of the Draft Town Council's Annual report in conjunction with the Future Generations Act 2015 deferred in order to discuss a forward plan and to continue with the preparing the report was DEFERRED to the next meeting together with the documents below

Documents for information & 4 x Welsh Government WFG documents in dropbox/Executive folder)

- o Details of the Council's projects

Meeting closed at 8:45pm

Signed.....  
(Chairman)