

Abergele Town Council

MINUTES

Cynhelwyd cyfarfod y PWYLLGOR POLISI A CHYLLID am 6.45yh ar Dydd Iau 21 Chwefror 2019, yn Neuadd y Dref, Ffordd Llanddulas, Abergele.

A meeting of the POLICY & FINANCE COMMITTEE was held at 6.45pm on Thursday 21st February 2019 in the Town Hall, Llanddulas Road, Abergele.

646/18 **Cofrestr Presenoldeb - Attendance Register**

The Mayor, Cllr. M D Bird,

Cllrs: D M Armstrong; M. Bond; G. Frost; P Heap-Williams (arrived at 7:05pm); A. Hunter; S. Jones-Roberts; C. McCoubrey; D A MacRae; R.M. Medicott; M. Richards; B. C. Roberts; S Rowlands; R.G. Waters;
Mrs. M. J. Evans (Clerk)

647/18 **Ymddiheuriadau am Absenoldeb - Apologies for Absence**

Apologies were received from:

Cllrs: Dr. M. Baker; A. Wood;

648/18 **Yn absennol heb ymddiheuriad - Absence without Apologies**

None

649/18 **Datganiad o Ddiddordeb- Disclosure of Interest**

Atgoffwyd aelodau eu bod yn rhaid iddynt ddatgan bodolaeth a natur unrhyw fantais personol (gan ddefnyddio'r ffurflen a ddarperir ar gyfer y pwrpas hwnnw).

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

Cllr. M Bond	Min No:	660/18
Cllr. C. McCoubrey	Min No:	660/18
Cllr. Heap-Williams	Min No:	656/18 (b)
Cllr. B C Roberts	Min No:	660/18 (29)

650/18 **Cofnodion – Minutes**

It was RESOLVED to RECEIVE, APPROVE and SIGN the Minutes of the Policy & Finance Committee, held on Thursday 17 Ionawr/January 2019

651/18 **Matters arising on those and previous minutes**

a) A copy of the agreement for the transfer of the bus shelters to ATC and to confirm details of the maintenance, cleaning and risk assessments required was RECEIVED. The Clerk provided members with an overview of the options. Emergency out of hours repair work will be carried by CCBC and recharged to the Council.

The signing of the AGREEMENT was APPROVED.

It was RESOLVED to APPROVE the company that is currently used by CCBC to refurbish the bus shelters for maintenance, cleaning and risk management for the first year and review thereafter.

If was FURTHER RESOLVED that additional cleaning by a third party on an ad-hoc basis was APPROVED.

652/18 **Correspondence**

- a) An email from Gwynedd Pension Fund with regard to a Consultation on a New Fair Deal was RECEIVED and CONSIDERED. It was RECOMMENDED to review the matter if the staff situation changes.
- b) An email from Wales Audit Office with regard to internal audit arrangements for Town & Community Councils was RECEIVED and CONSIDERED. The Clerk provided members with an overview of the document stating that the 2018/19 Audit will be considering Standing Orders and Terms of Reference for Committees. Members wished for a note of thanks to be recorded to the Staff for all their hard work ensuring that the Council has received a good audit in recent years.
- c) A copy of the HMRC 2019/20 payment submission dates was NOTED
- d) A copy of the year end accounts preparation papers from RBS in advance of the 2018/19 closedown was RECEIVED and the Council CONFIRMED the acceptance of the terms of the agreement.

Cllr P Heap-Williams arrived at this juncture

- e) A letter from One Voice Wales with the subscription for 2019/20 was RECEIVED and CONSIDERED. **It was RESOLVED not to renew the subscription and to review the situation, if membership is required for a short period of time in the future.**
- f) A letter from Wales Air Ambulance Charity with a request for a donation was RECEIVED.
- g) An email to Cllr McCoubrey from a member of the Dundonald Avenue Residents Group was NOTED. Cllr McCoubrey informed members that the next meeting is taking place tomorrow evening at 6pm.
- h) An email from CCBC with regard to the request for ATC to fund the Abergele Play areas was RECEIVED. It was RECOMMENDED to DEFER the matter until the recommendations from the CCBC Task & Finish Group are formulated.

653/18 **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.**

654/18 **Annual Grants**

A grant from a local organisation from the 2019/20 budget was RECEIVED and CONSIDERED. Item was DEFERRED pending further information.
It was RESOLVED to approve the sum of £500 subject to the organisation providing confirmation of its status or that it has joined another organisation is received.

655/18 **Draft Minutes**

The Unconfirmed Draft Minutes and Recommendations from the following Committees were RECEIVED, CONSIDERED and APPROVED:
 Special Grants Meeting held on the 11th February 2019 – recommend to approve the 2018/19 grants for schools

656/18 **Quotes**

The following quotations for planned maintenance for 2019/20 were RECEIVED, CONSIDERED and NOTED as follows:

- (a) Confirmation and cost from CCBC of the watering of the Hanging basket columns for Market Street for summer 2019 was APPROVED.
- (b) Maintenance of open spaces for 2019/20 was APPROVED as follows:
 - i) The maintenance treatment of the Mount was APPROVED to contractor number 1 on the schedule having the specialist certificates
 - ii) The Town Hall grass cutting and all the Town, Pensarn and St George planters were APPROVED to contractor number 4 on the schedule as the lowest cost received.
 - iii) The maintenance of the public footpaths was DEFERRED pending information from Cllr Frost, that he and Cllr Medicott in their capacity as members of the community, are in discussion for a volunteer group to carry out the work.

657/18 **Finance Software**

An item deferred from the Policy & Finance Committee meeting for members consideration for the financial year 2020/21

- a) A table of companies used by other Town Councils for finance software was RECEIVED.
- b) An email from the Town Council's Internal Auditor was NOTED
- c) Details of an alternative company that offers Local Council finance software for consideration was RECEIVED and CONSIDERED.

It was RESOLVED to remain with RBS for the foreseeable future.

658/18 **Building issues**

A report from the clerk with regard to ongoing and current issues with the building were RECEIVED. The Clerk informed members that she had been struggling to obtain contractors and quotes to get the maintenance issues addressed. Members requested an update with regard to the damp on the wall in the chamber. The Clerk informed members that she was awaiting a report from NWP. **It was RESOLVED to write to the Chief Constable to request support.**

659/18 **The Financial Situation as at today was NOTED:-**

Current Account	28064.49
Monthly Interest Account	104000.00
General Reserve	<u>52544.88</u>
	<u>£184609.37</u>

TOTAL:

Hall & Development Account	<u>£49388.03</u>
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660/18 **Payment of Accounts**

The payment of accounts falling due, as detailed on Schedule 'A' attached were AUTHORISED as £25,870.25.

661/18 **Monthly Report**

A copy of the Monthly Report as at 31st Rhagfyr/December 2018 & Ionawr/January 2019 were RECEIVED.

662/18 **Minutes**

The Minutes from the following meetings were RECEIVED:

- a) Marketing & Promotion Sub Committee meeting held on the 5th November 2018
- b) Events Sub Committee held on the 17th September 2018

663/18 **Documents for Information**

The following documents for information were NOTED:

- a) Internal Audit Arrangements at Town & Community Councils in Wales
- b) Financial Management and Governance – Town & Community Councils 2018/18
- c) OVW Guide to our Services

Meeting Closed at 7:55pm

Signed
(Chairman)

Abergele Town Council

SCHEDULE 'A'

Payments to be authorised as at 21 March 2019

	Chq No:	Total £	Incl. VAT £	Notes / Statutory Powers (new or unusual payments)
1	Salaries	FP	£5,242.84	monthly salaries
2	HMRC	FP	£1,077.32	monthly payment
3	Gwynedd Pensions	FP	£1,635.33	monthly payment
4	Clerical Medical	FP	£50.00	monthly charges
5	Bank Charges	DD	£8.45	monthly charge
6	CCBC	DD	£0.00	monthly charges
7	BT	DD	£272.10	£45.35 quarterly charges
8	DCK (x2)	FP	£161.40	£26.90 Monthly Charge
9	Cathedral Hygiene	DD	£13.00	£2.17 Hygiene Service
10	Npower	DD	£94.73	£4.51 Pentre Mawr Park
11	Pictorial History of Llanddulas, Rhyd y Foel & Abergele	FP	£450.00	donation to project 2018/19
12	BNP Paribas	DD	£0.00	£0.00
13	Apogee	FP	£87.59	£14.60 Utax copier
14	Pitney Bowes (x2)	FP	£101.11	£16.85 Franking Machine
15	Waterloo Hire	FP	£384.00	£64.00 Hire of Disabled Toilet x 4 weeks and collection for off hire
16	A P Systems (NW) Ltd	FP	£2,739.48	£456.58 IT
17	Shire Leasing	DD	£206.18	£34.36 Telephone System
18	Delwedd	FP	726.47	£121.08 Website Hosting and annual maintenance and support.
19	OVW (x2)	FP	£240.00	Understanding the Law training and Local Govt Finance (Cllr PHW & SJ)
20	KeysPlease	FP	£13.26	£5.38 New keys and lock for 2 desks
21	Meirion Jones	FP	£1,584.00	£264.00 Flowerbeds maintenance
22	Planning Aid Wales	FP	£70.00	Training ME & LW
23	Cllr Brian Roberts	FP	£8.10	Travel Claim
24	Mrs Lorraine Whalley	FP	£15.30	Travel Claim
25	Mrs Susan James	FP	£42.30	Travel Claim
26	Mrs Tina Heath	FP	£5.85	Travel Claim
27	MSI	FP	£388.80	£64.80 Annual contract for intruder alarm
28	D Hargreaves	FP	£24.00	Window Cleaning Services
29	CCBC (x2)	FP	£11,035.63	£1,829.28 Supply 4 lighting columns, Llanddulas Rd, Abergele.
30	Mrs Mandy Evans	FP	£15.30	Travel Claim
31	E N Roberts	000793	£440.66	£73.44 Investigation of damp wall, roof leak, skylight, fix sliding shutter
32	Luigi Rovea-Franco	000794	£105.00	Mount and frame two Christmas cards and one light
33	Petty Cash Claim	000795	£36.73	Petty Cash
34	Mr John Ffrancon Griffith	000796	£176.53	Translation Service
35	Breast Cancer Unit YGC	000797	£178.82	Mayor's fundraising donation
36	Multiple Sclerosis Society (Wales)	000798	£178.82	Mayor's fundraising donation
37				
38				
39				
Total Payments		32	£27,809.10	£3,023.30

** 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.