

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL** held in the Town Hall, Wynnstey Road, Rhuthun on Monday, 22 May 2017 at 7:00p.m.

PRESENT: Councillors Jim Bryan (Mayor), Ian Lewney (Deputy Mayor).
Councillors Keiran Allsopp-Robson, Stephen Beach, Gavin Harris, Ken Hawkins, Rosie Hughes, Menna Jones, Robert Owen-Ellis, Anne Roberts, Dave Snape, Geraint Woolford, Ifan Wyn and Emrys Wynne.

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Heather Williams.

14. MR MURRAY BRAGG

The Mayor referred to the death of Mr Murray Bragg, former Councillor, Town Mayor and Town Clerk of Ruthin Town Council and asked the members to observe a minute's silence. He invited Councillor Emrys Wynne to say a few words. He expressed that Mr Bragg's passing had been a shock to everyone. He had been a dedicated former Councillor and served as Town Mayor for two consecutive terms, from 1989 to 1991, and had made a major contribution in establishing the Ruthin Twinning Association, that founded the Twinning Festival now known as Ruthin Festival. He became Town Clerk after Vernon Hughes resigned from the role, and served from 1998 to 2004. He expressed condolences to his family.

15. DECLARATIONS OF INTERESTS

Declarations of interest were received regarding item 16 Applications for Financial Assistance:
Item 16iii Ruthin Festival Committee - Councillors Jim Bryan, Rosie Hughes and Ifan Wyn
Item 16iv Menter Iaith Sir Ddinbych – Councillor Emrys Wynne
Item 16v Ruthin & District Civic Association – Councillors Menna Jones and Anne Roberts.

16. MAYOR'S REPORT

The Mayor reported that he had attended the following events.

- 28.04 Mayor's charity evening at Lifestyle Garment Spa
- 02.05 Ruthin Festival Committee
- 08.05 Presentation of the public access defibrillator to the Town Council
- 11.05 Twinning Association Committee meeting
- 15.05 Ruthin Festival Committee
- 17.05 Vale of Clwyd Scouts AGM
- 19.05 Presentation of cheque to Hope House from the Pancake Races at St. Peter's Church.

17. MEMBERS' REPORTS

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| Cllr. Ian Lewney | Town Team meeting |
| Cllr. Stephen Beach | Ruthin Castle fundraiser for the Conservation Trust, Over 50's Forum, Rhos Street School Governors meeting and official opening of the Gallery |
| Cllr. Rosie Hughes | Official opening of the Gallery |
| Cllr. Robert Owen-Ellis | Food bank x 4, Ysgol Pen Barras Health & Safety Committee meeting, Governors Conference, Ysgol Pen Barras Governors meeting and meeting with Menter Iaith Sir Ddinbych |
| Cllr. Menna Jones | Food bank and Mayor's charity evening at Lifestyle Garment Spa |
| Cllr. Anne Roberts | Mayor's charity evening at Lifestyle Garment Spa, Ruthin Castle fundraiser for the Conservation Trust, Over 50's Forum, Ruthin Forward meeting, official opening of the Gallery, meeting with Councillor Heather Williams re. coach friendly status, Town Team meeting, Open Doors meeting and Ruthin & District Civic Association meeting |
| Cllr. Geraint Woolford | Mayor's charity evening at Lifestyle Garment Spa |

18. MINUTES OF THE PREVIOUS ORDINARY MEETING

RESOLVED: that the minutes of the meeting held on 22 May 2017 be confirmed as a correct record.

19. MATTERS ARISING

There were no matters arising.

20. AMENITIES COMMITTEE

The Chair of the Committee presented the minutes of the meeting held on 2 May 2017.

RESOLVED: that the minutes of the meeting be received.

21. PLANNING AND DEVELOPMENT COMMITTEE

The Chair of the Committee presented the minutes of the meeting held on 2 May 2017.

RESOLVED: that the minutes of the meeting be received.

22. BANK MANDATE – BARCLAYS BANK

Members were requested to confirm adding a new signatory, the Deputy Mayor, on the bank mandate and to change the signing arrangement to two out of three signatories.

RESOLVED: to confirm adding Councillor Ian Lewney as a signatory on the Ruthin Town Council bank mandate.

23. MEMBERS OF RHUTHUN TOWN COUNCIL

Members were asked to confirm that their details on the pink sheet were correct.

RESOLVED: that the Clerk make the required corrections and distribute the updated information at the next meeting.

24. MEMBERSHIP OF COMMITTEES 2017/18

Members were asked to indicate their preference with regards to being a member of the Planning and Development Committee or the Amenities Committee and to volunteer their names for the sub-committees. It was suggested that the current members of the Town Clerk Appointment Group be members of the Staffing Sub-committee, with all other members on the Appeal Committee.

RESOLVED: that the membership details of the Committees and Sub-committees be updated as follows: Amenities Committee – Councillors Keiran Allsopp-Robson, Gavin Harris, Menna Jones, Anne Roberts, Dave Snape and Emrys Wynne. Planning and Development Committee – Councillors Stephen Beach, Ken Hawkins, Rosie Hughes, Robert Owen-Ellis, Heather Williams, Geraint Woolford and Ifan Wyn. Financial Assistance Sub-committee: Councillors Keiran Allsopp-Robson, Gavin Harris, Menna Jones and Geraint Woolford. Welsh Language Scheme Sub-committee: Councillors Stephen Beach, Robert Owen-Ellis, Ifan Wyn and Emrys Wynne. Financial Scrutiny Sub-committee: Councillors Rosie Hughes, Robert Owen-Ellis, Anne Roberts and Dave Snape. Documents Scrutiny Group: Councillors Ken Hawkins, Rosie Hughes and Robert Owen-Ellis. The Mayor and Deputy Mayor are ex-officio members of all the above committees and sub-committees.

Staffing Sub-committee: The Mayor and Councillors Stephen Beach, Robert Owen-Ellis, Anne Roberts, Geraint Woolford and Emrys Wynne. Appeal Sub-committee: The Deputy Mayor and Councillors Keiran Allsopp-Robson, Gavin Harris, Ken Hawkins, Rosie Hughes, Menna Jones, Dave Snape, Heather Williams and Ifan Wyn.

25. TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2017/18

Members considered member representation on external bodies.

RESOLVED: to update the list and circulate the details at the next meeting.

26. MEMBERSHIP RENEWAL – DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL

Members considered renewal of DVSC membership at a cost of £30.00 under the new membership fee structure.

RESOLVED: *to renew Ruthin Town Council's membership of DVSC.*

27. REQUESTS FOR FINANCIAL ASSISTANCE

Members considered requests for financial assistance from the following organisations:

- i. Ruthin Show Society – request for £500.00
- ii. Ruthin & Denbigh Gymnastics Club – request for contribution towards safety landing mats
- iii. Ruthin Festival Committee – request for financial support
- iv. Menter Iaith Sir Ddinbych – request for £1,200.00
- v. Ruthin & District Civic Association – Open Doors – request for £1,500.00

RESOLVED: *as follows:*

- i. *Ruthin Show Society – to grant the request for £500.00*
- ii. *Ruthin and Denbigh Gymnastics Club – to request further information regarding the number of disabled members from Ruthin who would benefit from the funding for the mats, and the location of the new gymnastics centre.*
- iii. *Ruthin Festival Committee – to provide £1,000.00 of financial assistance*
- iv. *Menter Iaith Sir Ddinbych – to give £1,000.00 to the organisation*
- v. *Ruthin and District Civic Association – to grant the request for £1,500.00 towards hosting the Open Doors event in Ruthin in September 2017.*

28. COACH FRIENDLY STATUS – PROPOSED LETTER TO BUSINESSES

Members were requested consider a proposed letter to businesses to encourage businesses to become involved in the drive for Ruthin to become the first in Denbighshire to achieve Coach Friendly Status.

RESOLVED: *to accept the letter and distribute to businesses in Ruthin.*

29. IDENTIFICATION BADGES FOR COUNCILLORS

Members were asked whether they were in favour of the suggestion of having ID badges with lanyards for Ruthin Town Council members.

RESOLVED: *that members were in favour and for the Clerk to get further information regarding costs.*

30. ONE VOICE WALES / SLCC JOINT EVENT – EWLOE, FLINTSHIRE, 12.07.17

Members were informed about the forthcoming joint event in Ewloe, Flintshire.

RESOLVED: *that the Mayor and Clerk attend the event at a cost of £69.00 + VAT per delegate.*

31. CORRESPONDENCE

Members were requested to note the following items of correspondence:

- i. Code of Practice on Workforce Matters (Two Tier Code) – Annual Monitoring Form
- ii. Marie Curie Blooming Great Tea Party, 23-25 June
- iii. One Voice Wales' Larger Councils and Innovative Practice Awards Conference - 5 July 2017 - Hafod a Hendre, Royal Welsh Showground
- iv. NatWest Community Bankers
- v. Invitation to a public meeting to invite the Urdd National Eisteddfod to Denbighshire in 2020, Denbigh Town Hall, 14 June 2017 at 7pm – translation service available

RESOLVED: *to note the correspondence and that the Mayor and Deputy Mayor represent the Town Council at the public meeting to invite the Urdd National Eisteddfod to Denbighshire.*

32. INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2016

Members were requested to receive the Internal Audit report from JDH Business Solutions. The Clerk drew members attention to the three recommendations raised.

RESOLVED: *to receive the report and implement the recommendations.*

33. FINANCIAL STATEMENT

Members were asked to approve the Financial Statement for the period ending 30 April 2017.

RESOLVED: to receive and approve the Financial Statement for the period ending 30 April 2017.

34. ACCOUNTS FOR PAYMENT

RESOLVED: that payment of the following accounts be approved.

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| 5032 | Information Commissioner's Office | Renewal of data protection registration | £35.00 |
| 5033 | St. Peter's Church – bells restoration fund | Good Citizen of the Year's chosen cause | £100.00 |
| 5034 | J & C Brimble | Basket watering and algaecide at Tom Pryce memorial | £140.00 |
| 5035 | Llanfwrog CIC | Grass cutting x 3 May 2017 and removal of fallen tree | £633.00 |
| 5036 | HMRC | Income tax and National Insurance | £274.90 |
| 5037 | Reebee's Florist | Two bouquets for AGM | £40.00 |
| 5038 | Scottish Power | Electricity for Christmas tree lights | £89.46 |
| D.D. | BT Business | Broadband services | * £82.92 |
| 5039 | Fineline | 500 copies RTC A4 letterheads | * £138.78 |
| 5040 | Glasdon UK Limited | Stanford Seat | * £1,073.85 |
| 5041 | Humphreys Signs & Print | Defibrillator sign | * £30.00 |
| 5042 | Marian Rees | Simultaneous translation at AGM and 22 May ordinary meeting | * £180.00 |
| 5043 | Cllr. Jim Bryan | Mayor's allowance (first instalment) | £600.00 |
| 5044 | Don Jackson-Wyatt | Photography at Annual General Meeting | £100.00 |

35. DATE OF NEXT MEETING

RESOLVED: to confirm the date of the next meeting as Monday, **19 June 2017** at 7.00pm.