

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL** held in the Council Chamber, County Hall, Wynnstay Road, Rhuthun on Monday, 21 May 2018, at 7:00pm.

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

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor John Wynne Hughes.

15. PRESENTATION REGARDING TIDY TOWNS INITIATIVE IN RUTHIN

The Mayor welcomed Gareth Jones from Keep Wales Tidy who discussed the options regarding establishing a Tidy Towns group in Ruthin, giving examples of how the scheme worked in Llangollen. He said it was vital to keep members interested and have a planned programme of work. Councillor Gavin Harris said that he was happy to liaise and co-ordinate this.

RESOLVED: *to refer this back to the Amenities Committee to discuss the fine details of setting up the initiative in Ruthin.*

16. PRESENTATION REGARDING KINGDOM

The Mayor welcomed Mr Tim Wynne-Evans, Senior Public Protection Officer (Community Safety) with Denbighshire County Council. He outlined the staffing of Kingdom Security, namely four officers out and about on patrol, a team leader and an administration officer. He monitored their activities regularly and stated that they visit all the towns in Denbighshire at least once a week. Members were given the opportunity to ask questions, and a member explained that the impression was that the officers concentrated on the more populated areas, and focused on people dropping cigarette ends. Mr Wynne-Evans said that smoking related litter was the most prolific type of litter in the county, and that the officers had to witness the act of dropping litter. He encouraged members to provide any intelligence regarding dog fouling or dropping of other litter to his department.

RESOLVED: *to note the presentation.*

17. DECLARATIONS OF INTERESTS

Declarations of personal interest were received from the following: Councillor Stephen Beach in relation to agenda items 20 i and ii – Requests for financial assistance from Ruthin Festival Committee and Ruthin Forward; Councillor Menna Jones regarding item 20 iv – Request for financial assistance from Ruthin and District Civic Association; Councillor Dave Snape in relation to item 20 ii – Request for financial assistance from Ruthin Forward; Councillor Anne Roberts regarding item 20 ii and iv – Requests for financial assistance from Ruthin Forward and Ruthin and District Civic Association; Councillor Heather Williams in relation to item 20 iii and iv – Requests for financial assistance from Ruthin CAB and Ruthin and District Civic Association and Councillor Emrys Wynne in relation to item 20 iii – Request for financial assistance from Ruthin CAB and a declaration of personal and pecuniary interest from Councillor Ifan Wyn as Treasurer of Ruthin Festival Committee in relation to item 20 i – Request for financial assistance from Ruthin Festival Committee.

18. MAYOR'S REPORT

The Mayor reported that he had attended the following events.

- 24.04 Meeting with Ruthin Police Inspector
- 25.04 Ruthin Future Event Summit, Craft Centre
Twinning Association Committee meeting
- 26.04 John Ellis Roberts, Awelon's 100th birthday
Ruthin Future evening event
- 27.04 Mayor of Rhuddlan's 50s-60s evening

- 28.04 Mayor's Charity concert at Theatr John Ambrose
- 29.04 Ruthin Future Photomathon event
- 30.04 Ruthin Festival Committee meeting
- 04.05 Ruthin Hospital League of Friends afternoon tea
- 08.05 Welsh Language Scheme sub-committee meeting
- 09.05 Bay of Colwyn Mayor's Charity Concert, Theatre Colwyn
- 11.05 Coffee morning held by the Antediluvian Order of Buffaloes at Llys Goodman
- 14.05 Ruthin Town Council AGM

19. MEMBERS' REPORTS

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| Cllr. Ian Lewney | Financial Scrutiny sub-committee meeting, Welsh Language Scheme sub-committee meeting, Mayor's Charity Concert, Denbigh Town Council's Annual Meeting and Ruthin Town Council Annual Meeting. |
| Cllr. Keiran Allsopp-Robson | Mayor's Charity Concert, Ruthin Future Exhibition, Ruthin Future Business Forum and Ruthin Town Council's Annual Meeting. |
| Cllr. Stephen Beach | Ruthin Future Exhibition, Ruthin Future Business Forum, North Wales Neighbourhood Watch, Llys Erw League of Friends Afternoon Tea and Ruthin Town Council's Annual Meeting. |
| Cllr. Gavin Harris | Ruthin Future Week events and Ruthin Town Council's Annual Meeting. |
| Cllr. Ken Hawkins | Mayor's Charity Concert and Ruthin Town Council's Annual Meeting. |
| Cllr. John Wynne Hughes | Ruthin Town Council's Annual Meeting. |
| Cllr. Rosie Hughes | Mayor's Charity Concert. |
| Cllr. Menna Jones | Ruthin Future Exhibition, Ruthin Future Summit, Fundraising dinner for Ruthin future, Mayor's Charity Concert, meeting with an Education Department representative from Denbighshire County Council to discuss health and safety aspects of the new Ysgol Pen Barras and Rhos Street School site and Ruthin Town Council's Annual Meeting. |
| Cllr. Robert Owen-Ellis | Ruthin Future Summit, Ruthin Future business meeting, Ruthin and District Civic Association meeting regarding Open Doors, Ruthin Forward meeting, Financial Scrutiny sub-committee meeting, Royal Antediluvian Order of Buffaloes coffee morning and Ruthin Town Council's Annual Meeting. |
| Cllr. Anne Roberts | Ruthin Town Council's Annual Meeting. |
| Cllr. Dave Snape | Lead Guided Walking tour as part of the Ruthin Future Week and visited the exhibition, took part in Ruthin Mini-Photomathon as part of Ruthin Future Week, Awelon Management Committee meeting and Ruthin Town Council's Annual Meeting. |
| Cllr. Heather Williams | Mayor's Charity Concert and Ruthin Town Council's Annual Meeting. |
| Cllr. Ifan Wyn | Mayor's Charity Concert and Ruthin Town Council's Annual Meeting. |
| Cllr. Emrys Wynne | Mayor's Charity Concert and Ruthin Town Council's Annual Meeting. |

20. MINUTES OF THE PREVIOUS ORDINARY MEETING

RESOLVED: that the minutes of the meeting held on 23 April 2018 be confirmed as a correct record, subject to amending the minute numbering.

21. MATTERS ARISING

A member requested that Mr Gary Williams, Head of Legal Services with Denbighshire County Council, be invited to address members regarding their obligations under the new General Data Protection Regulations.

22. MINUTES OF THE ANNUAL MEETING

RESOLVED: that the minutes of the Annual General Meeting held on 14 May 2018 be

confirmed as a correct record.

23. MINUTES OF THE FINANCIAL SCRUTINY SUB-COMMITTEE

Members were requested to receive the minutes of the meeting held on 8 May, and to endorse the recommendation that the balance in the Cambrian Credit Union account be reduced to £30,000.00, with the remainder transferred to the CCLA Deposit Fund account.

RESOLVED: *that the minutes of the Financial Scrutiny Sub-committee held on 14 May 2018 be confirmed as a correct record, and the recommendation that the balance in the Cambrian Credit Union account be reduced to £30,000.00, with the remainder transferred to the CCLA Deposit Fund account be endorsed and implemented.*

24. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

The Chair of the meeting highlighted items from the minutes of the meeting held on 8 May 2018.

RESOLVED: *to receive the minutes of the meeting held on 8 May 2018.*

25. MINUTES OF THE AMENITIES COMMITTEE

The Chair of the Committee highlighted items from the minutes of the meeting held on 8 May 2018.

RESOLVED: *to receive the minutes of the meeting held on 8 May 2018.*

26. MINUTES OF THE JOINT PLANNING AND DEVELOPMENT AND AMENITIES COMMITTEE MEETING

RESOLVED: *to receive the minutes of the meeting held on 8 May 2018.*

27. MINUTES OF THE WELSH LANGUAGE SCHEME SUB-COMMITTEE

RESOLVED: *to receive the minutes of the meeting held on 8 May 2018, including that it be known as the Welsh Language Committee from now on.*

28. MEMBERS OF RHUTHUN TOWN COUNCIL

Members were requested to confirm that their contact details were correct.

RESOLVED: *that the details be updated and an updated copy be given to members at the next meeting.*

29. MEMBERSHIP OF COMMITTEES 2018/19

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.

RESOLVED: *that the membership details of the Committees and Sub-committees be updated as follows: Amenities Committee – Councillors Keiran Allsopp-Robson, Jim Bryan, Menna Jones, Anne Roberts, Dave Snape and Emrys Wynne. Planning and Development Committee – Councillors Stephen Beach, Ken Hawkins, John Wynne Hughes, Rosie Hughes, Robert Owen-Ellis, Heather Williams and Ifan Wyn. Financial Assistance Sub-committee: Councillors Keiran Allsopp-Robson, Jim Bryan, John Wynne Hughes and Menna Jones. Welsh Language 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 Stephen Beach, 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, Jim Bryan, Robert Owen-Ellis, Anne Roberts and Emrys Wynne. Appeal Sub-committee: The Deputy Mayor and Councillors Keiran Allsopp-Robson, Ken Hawkins, John Wynne Hughes, Rosie Hughes, Menna Jones, Dave Snape, Heather Williams and Ifan Wyn.

30. TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES 2018/19

Members considered member representation on external bodies. Councillors requested that the three Ruthin Town Council members of the Town Team call a meeting of that body, and that enquiries be made regarding Ruthin Chamber of Trade to ascertain whether it was active again now.

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

31. MEMBERSHIP RENEWAL – DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL

Members were requested to consider renewal of DVSC membership at a cost of £30.00

RESOLVED: *to renew membership of DVSC at a cost of £30.00*

32. COMMEMORATING THE CENTENARY OF THE END OF THE FIRST WORLD WAR

Councillor Rosie Hughes stated that she would make further enquiries and report back at the next meeting.

RESOLVED: *to receive an update at the next meeting.*

33. REQUESTS FOR FINANCIAL ASSISTANCE

Members were requested to consider requests for financial assistance from:

- i. Ruthin Festival Committee – a member asked that a form be submitted from this organisation to be consistent for all, and the item be deferred. It was proposed that this be discussed by all members between the next Amenities Committee and Planning and Development Committee meetings.
- ii. Ruthin Forward – request for £500.00 towards costs of hosting Ruthin Carnival – this amount was proposed and seconded and approved by all members.
- iii. Ruthin CAB – request for £500.00 towards an Uniform Exchange scheme in Ruthin – members referred to the contribution already provided to Ruthin CAB and it was proposed and seconded that this request be declined.
- iv. Ruthin and District Civic Association – Open Doors – request for £1,500.00 towards the cost of staging the Open Doors events in Ruthin – this amount was proposed and seconded and duly carried.

RESOLVED: *that financial assistance of £500.00 be provided to Ruthin Forward as requested, and £1,500 to Ruthin and District Civic Association, as requested, and that the Ruthin Festival Committee request be deferred to 11 June and the Ruthin CAB request be declined.*

34. BANK MANDATE - HSBC

Members were requested to confirm adding a new signatory, the Deputy Mayor, once the transfer of the accounts from Barclays to HSBC had been completed.

RESOLVED: *to confirm adding the Deputy Mayor as signatory.*

35. INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2018

Members were requested to receive the Internal Audit report from JDH Business Solutions for the year ending 31 March 2018, which included three issues and one guidance note. The first issue was incorrect balances on the annual return. The Clerk apologised for this and said it would be amended before being sent to the external auditor. The second issue was that there was no signed confirmation of receipt for the £2,000.00 donation to Ruthin CAB. The Clerk has explained that a letter of thanks had been received and JDH Business Solutions advised that a copy should be kept with the letter confirming awarding the donation in future. The third issue was that the Council has a large amount of General Reserves and the recommendation was the the Council should review the level of reserves and ear mark any reserves being retained for specific projects. The guidance note was regarding the changes to data protection law and the introduction of GDPR and that the council should review this.

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

36. FINANCIAL STATEMENT

Members were asked to approve the Financial Statement for the period ending 30 April 2018.

RESOLVED: to receive and approve the Financial Statement for the period ending 30 April 2018.

37. ACCOUNTS FOR PAYMENT

RESOLVED: that payment of the following items be approved.

5169	Information Commissioner's Office	Data protection registration renewal		£35.00
5170	Ruthin Rugby Club	Young Person of the Year's chosen cause		£100.00
5171	Ruthin Panto Group	Community Group of the Year's chosen cause		£100.00
5172	Royal British Legion	Charity donation		£100.00
5173	Councillor Jim Bryan	Travelling expenses – NMWALC meeting, Welshpool		£47.00
5174	SLCC Enterprises Ltd	SLCC/One Voice Wales joint conference, Llandrindod Wells	*	£90.00
5175	JDH Business Services Ltd	2017/18 Internal audit fee	*	£330.00
5176	Councillor Ian Lewney	Mayor's allowance – first instalment		£600.00
5177	HMRC	Income tax and National Insurance		
5178	Marian Rees	Simultaneous translation services	*	£270.00
5179	Llanfwrog CIC	Grass cutting - May		£528.39
5180	The Don Photography	Photography at 2018 AGM		£100.00

38. DATE OF NEXT MEETING

RESOLVED: to confirm the date of the next ordinary meeting as Monday, 18 June 2018 at 7.00pm.