

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL** held in the Old Courthouse, St. Peter's Square, Rhuthun, on Monday, 17 February 2020, at 7:00pm.

**PRESENT:** Councillors Gavin Harris (Mayor), Heather Williams (Deputy Mayor)  
Councillors Keiran Allsopp-Robson, Stephen Beach, Jim Bryan, Ken Hawkins,  
John Wynne Hughes, Menna Jones, Robert Owen-Ellis, Anne Roberts and  
Dave Snape.  
County Councillor Emrys Wynne and two members of the public.

**190. WELCOME AND APOLOGIES**

Apologies for absence were received from Councillors Jabez Oakes and Ifan Wyn.

**191. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**192. MAYOR'S REPORT**

The Mayor had attended the following meetings and events.

- 05.12 Meeting with Ruth Astbury  
Christmas celebration event, Ruthin and District Civic Association, at the Old Courthouse
- 07.12 RWAS Clwyd 2020 Winter Fair at Ruthin Auction
- 09.12 Snagging meeting at the Old Courthouse
- 10.12 Dementia Aware meeting organised by Denbighshire Voluntary Services Council  
Ruthin Festival Committee AGM
- 12.12 Ruthin Hospital Festive Coffee Morning  
Ruthin School Carol Concerts at St. Peter's Church
- 14.12 Meeting with Kate Harcus and Ruth Astbury to discuss North Wales Velodrome
- 18.12 Meeting regarding North Wales Velodrome
- 22.12 Nine Lessons and Carols Services at St. Peter's Church
- 23.12 Carol Service at Tabernacl Chapel
- 24.12 Visits to nine care settings and Ruthin Hospital to distribute the Mayor's Christmas Comforts
- 06.01 The Old Courthouse working group meeting
- 07.01 Meeting with Kate Harcus and Fiona Gale regarding the heritage displays at the Old Courthouse
- 09.01 Meeting regarding North Wales Velodrome
- 14.01 Meeting with Ruth Astbury and Llyr Williams regarding North Wales Velodrome
- 20.01 The Old Courthouse working group meeting
- 03.02 Meeting with Cadwyn Clwyd  
The Old Courthouse working group meeting
- 07.02 Mock trial at the Old Courthouse
- 11.02 Dementia Aware meeting

**193. MEMBERS' REPORTS**

Cllr. Heather Williams  
(Deputy Mayor) Planning Inspectorate and Planning Aid Wales Event (see attached report), Welcome to Sustainable Denbighshire meeting at the Old Courthouse, Ruthin Festival Cheese and Wine at the Old Courthouse, Open Doors Ruthin and Denbigh event at the Old Courthouse, the Old Courthouse working group meeting, Dementia Friendly meeting at the Old Courthouse and Canolfan Awelon Management Committee

Cllr. Keiran Allsopp-Robson	meeting. Nothing to report
Cllr. Stephen Beach	
Cllr. Jim Bryan	The Old Courthouse working group meeting and Ruthin Festival Cheese and Wine at the Old Courthouse
Cllr. Ken Hawkins	Nothing to report
Cllr. John Wynne Hughes	
Cllr. Menna Jones	Many hours preparing the Food Bank's Christmas hampers, Ruthin Festival Cheese and Wine evening at the Old Courthouse and Ysgol Pen Barras Governors meeting
Cllr. Ian Lewney	
Cllr. Jabez Oakes	Financial Scrutiny Sub-committee meeting
Cllr. Robert Owen-Ellis	4 Food Banc sessions, Ruthin Festival's Cheese and Wine evening at the Old Courthouse, Denbighshire Association of Governors meeting, meeting at County Hall and Town Hall to discuss a new home for the Food Bank and a meeting with DVSC to discuss a new home for the Food Bank
Cllr. Anne Roberts	The Old Courthouse working group meeting, Financial Scrutiny Sub-committee meeting, Ruthin and District Civic Association meeting, Ruthin Forward meeting and RADCA Open Doors meeting.
Cllr. Dave Snape	Financial Scrutiny Sub-committee meeting
Cllr. Ifan Wyn	

#### **194. RUTHIN COUNTY COUNCILLOR REPORTS**

Councillor Emrys Wynne explained that he had sent a written report on behalf of the three County Councillors for the Ruthin ward to the Clerk that evening. He expressed his thanks to Denbighshire County Council staff for their hard work in response to storms causing flooding problems, and this was reiterated by the Town Councillors.

#### **195. MINUTES OF THE PREVIOUS ORDINARY MEETING**

**RESOLVED:** *that the minutes of the meeting held on 20 January 2020 be confirmed as a correct record.*

#### **196. MATTERS ARISING**

There were no matters arising.

#### **197. MINUTES OF THE FINANCIAL SCRUTINY SUB-COMMITTEE**

Members considered the minutes of the meeting held on 6 January 2020 and reconvened on 20 January 2020.

**RESOLVED:** *to receive the minutes of the meeting held on 6 January 2020 and reconvened on 20 January 2020.*

#### **198. MINUTES OF THE AMENITIES MEETING**

Members considered the minutes of the meeting held on 3 February 2020.

**RESOLVED:** *to receive the minutes of the meeting held on 3 February 2020.*

#### **199. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

Members considered the minutes of the meeting held on 3 February 2020.

**RESOLVED:** *to receive the minutes of the meeting held on 3 February 2020.*

**200. UPDATE ON THE OLD COURTHOUSE**

The Mayor reported that test events had been held and a report would be presented at the next meeting. Quotations were expected from local carpenters to conclude the refurbishment works. He stated that the working group would need to become a management committee, to oversee the running of the Old Courthouse as a venue. Members discussed the proposed hire charges, and it was explained that the space was not intended for regular daytime hire with the focus on evening hire.

**RESOLVED:** *to note the update.*

**201. UPDATE REGARDING NORTH WALES VELODROME**

The Mayor explained that Cadwyn Clwyd had secured a £7,000 grant towards a feasibility study, the next step in the process. A contribution of £3,333.00 was requested from Rhuthun Town Council to proceed with the procurement of consultants to undertake the feasibility study. It was stated, if the study confirms that the proposal is feasible, then a committee would be required, including Town Council representatives.

**RESOLVED:** *to note the update and approve the contribution of £3,333.00 to Cadwyn Clwyd towards the feasibility study.*

**202. RUTHIN FUTURE WEEK 2020**

The Mayor outlined the different events organised as part of Ruthin Future Week 2020, details available online. He also referred to the proposal to update the Ruthin Future document with a section on Sports and Recreation specifically. Matthew Jones from CoombsJones, who produced the original report and addendum report, were willing to undertake this at a cost of £650.00. All members were in favour of this.

**RESOLVED:** *to note the Ruthin Future Week events and to approve commissioning CoombsJones to produce a chapter on Sports and Recreation for the Ruthin Future place plan, to be received in two months' time at a cost of £650.00.*

**203. VACANT SEAT ON TOWN COUNCIL**

Members were notified that no request had been received from Ruthin electors to hold an election to elect a new member to the vacant seat. Members agreed that the seat should be filled via co-option, and requested that the Clerk publish the necessary notice. Expressions of interest would be considered at the next Town Council meeting.

**RESOLVED:** *to fill the vacant seat via co-option and to publish the notice of co-option.*

**204. RHUTHUN TOWN COUNCIL REPRESENTATIVES ON EXTERNAL BODIES**

Members received notification that Councillor Keiran Allsopp-Robson had tendered his resignation from the Governing Body of Rhos Street School. He was thanked for his contribution to the school's Governing Body. Councillor Stephen Beach said that he was willing to return to the Governing Body as Ruthin Town Council representative. Following his resignation as a Town Council member Councillor Emrys Wynne could no longer be the Town Council representative on Ysgol Borthyn's Governing Body. Councillor John Wynne Hughes expressed an interest in representing the Town Council and members accepted his offer. Members were also asked to consider a request from Conwy and Denbighshire Public Services Board for a nomination to represent Denbighshire's City, Town and Community Councils on the PSB Board.

**RESOLVED:** *to notify Rhos Street School that Councillor Stephen Beach had been nominated as the Town Council representative following Councillor Keiran Allsopp-Robson's resignation*

*from the governing body and to notify Ysgol Borthyn that Councillor John Wynne Hughes had been nominated as the Town Council representative following Councillor Emrys Wynne's resignation from the Town Council. Members resolved to leave the request from Conwy and Denbighshire Public Services Board on the table.*

#### **205. CHARTER BETWEEN DENBIGHSHIRE CITY, TOWN AND COMMUNITY COUNCILS AND DENBIGHSHIRE COUNTY COUNCIL**

Members were requested to review the content of the Charter between Denbighshire City Town and Community Councils and Denbighshire County Council and respond to the consultation by 27 March 2020. Councillor Stephen Beach proposed that this be considered in detail by the Documents Scrutiny Group, and members agreed to this approach.

**RESOLVED:** *to refer reviewing the Charter to the Documents Scrutiny Group and to arrange a meeting prior to the feedback deadline date of 27 March 2020.*

#### **206. REVIEW AND UPDATE RHUTHUN TOWN COUNCIL'S STANDING ORDERS**

Members were requested to review and update Rhuthun Town Council's Standing Orders to reflect the change to the Town Council's meeting place and the Financial Regulations document.

**RESOLVED:** *to change the Town Council's meeting place to the Old Courthouse, to state that the meetings would be held on dates agreed by the Town Council and make amendments to that the Standing Orders and Financial Regulations document correspond to each other.*

#### **207. RHUTHUN TOWN COUNCIL DOMAIN NAMES**

Members were requested to consider further information regarding acquiring the .cymru / .wales domains for Rhuthun Town Council. Councillor Dave Snape reported that the desired domain names were available at a cost of £325.00 + VAT, which would need to be paid for by credit card. Members thanked Councillor Snape for his research and findings.

**RESOLVED:** *to proceed with purchasing the desired domain names at a cost of £325.00 + VAT.*

#### **208. GOOD CITIZEN'S GROUP**

Members of the Group were requested to agree a date for a meeting. Members asked the Clerk to suggest a suitable date.

**RESOLVED:** *to circulate a date for the meeting to members.*

#### **209. TOWN CLEAN-UP CAMPAIGN 2020**

Members agreed that they wanted to hold the event again this year. Keep Wales Tidy had suggested three dates. The Clerk was asked to circulate the dates to members.

**RESOLVED:** *to circulate the suggested dates to members.*

#### **210. COMMUTED SUMS APPLICATION FOR RHUTHUN**

Members considered their response to the application from Star Park Residents Association for the available commuted sums for Ruthin towards upgrading the Memorial Playing Fields Play Area. Members had no objection to the sums available being awarded to Star Park Residents Association. They requested that a letter be sent to the Association indicating that the safety inspection report would be paid for by the Town Council this year, and the insurance cover had been renewed, but this would become the responsibility of the Association once the lease agreement was in place.

**RESOLVED:** *to provide feedback to Denbighshire County Council's Community Development Officer that the Town Council had no objection regarding Star Park Residents Association's*

application for the Ruthin commuted sums funding toward upgrading the Memorial Playing Fields play area and to send a letter indicating the Town Council's intentions once the lease agreement is in place.

#### **211. VE DAY 75 CELEBRATIONS**

Members considered a request for information about any events/services to celebrate the anniversary of VE Day, 8 – 10 May 2020. Members were not aware of any events/services being organised in Rhuthun.

**RESOLVED:** to provide a reply noting that members were not aware of any events/services being organised in Rhuthun.

#### **212. REQUEST FOR FINANCIAL ASSISTANCE**

Members were requested to consider a request for financial assistance of £750.00 from Rotary Club of Ruthin towards the Donkey Derby event to be held on 5 September 2020.

**RESOLVED:** to decline the request for financial assistance.

#### **213. REQUEST FOR DONATION**

Members were requested to consider a request from Clwyd RWAS 2020 for a donation towards Clwyd's fundraising efforts as Feature County for the Royal Welsh Agricultural Society this year. It was proposed and seconded that a donation of £100.00 be made to the fundraising efforts.

**RESOLVED:** to provide a donation of £100.00 to Clwyd RWAS 2020.

#### **214. ANNUAL RISK ASSESSMENT**

Members were requested to receive and confirm the Annual Risk Assessment, which had been updated to reflect taking possession of the Old Courthouse and appointment of the Old Courthouse Manager.

**RESOLVED:** to confirm the Risk Assessment for 2019-20.

#### **215. ANNUAL INVESTMENT STRATEGY**

Members were requested to receive and confirm the Annual Investment Strategy.

**RESOLVED:** to confirm the Investment Strategy for 2019-20.

#### **216. FINANCIAL STATEMENT**

Members were requested to receive and approve the financial statement for the period ending 31 January 2020.

**RESOLVED:** to receive and approve the financial statement for the period ending 31 January 2020.

#### **217. ACCOUNTS FOR PAYMENT**

**RESOLVED:** that payment of the following items be approved.

From Ruthin Town Council current account:

100276	Zurich Municipal	Insurance renewal premium for 2020-21		£4,038.65
100277	HCI Data Ltd	Renewal of cyngortrefrhuthun.gov.uk and ruthintowncouncil.gov.uk domain names for two years	*	£172.80
100278	Cambrian Woodland Services	Supply, erect, remove and dispose of Christmas tree	*	£584.40
100279	KMT Electrical	Place LED lights and remove from Christmas tree – visits 1 and 4	*	£1,308.00
100280	KMT Electrical	Place LED lights and remove from	*	£1,100.83

100281	Cllr. Heather Williams	Christmas tree – visits 2 and 3 Travel expenses for attending NMWALC quarterly meeting in Rhyl and Planning Inspectorate event in Llandudno		£47.80
100282	Hill & Roberts	Accountancy and payroll services – Feb 2020	*	£84.00
100283	HMRC	Income tax and National Insurance		£701.62
100284	Marian Rees	Simultaneous translation service – Feb 2020	*	£180.00
From Ruthin Town Council Old Courthouse account:				
100027	Cllr. Gavin Harris	Repayment for purchase blinds the Old Courthouse	*	£597.67
100028	Oakwood Property	Agreed extras at the Old Courthouse, less retainer fee	*	£2,169.88
100029	Scottish Power	Electricity charges at the Old Courthouse, 18.01.19 – 13.12.19		£875.21

**218. DATE OF NEXT MEETING**

**RESOLVED:** to confirm the date of the next ordinary meeting as Monday, 16 March 2020 at 7.00pm at the Old Courthouse, St. Peter's Square, Ruthin.