

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL** held in the Old Courthouse, St. Peter's Square, Rhuthun, on Monday, 16 March 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, Ian Lewney, Jabez Oakes,
Robert Owen-Ellis, Anne Roberts, Dave Snape and Ifan Wyn.
County Councillors Bobby Feeley, Huw Hilditch Roberts and Emrys Wynne and
one member of the public.

219. WELCOME AND APOLOGIES

There were no apologies for absence.

220. DECLARATIONS OF INTEREST

There were no declarations of interest.

221. MAYOR'S REPORT

The Mayor stated that he would provide a report next month.

222. MEMBERS' REPORTS

Cllr. Heather Williams (Deputy Mayor)	Pancake Day races on the Square St David's Day window dressing competition and presentations to winners Ruthin Future Exhibition opening at TOC Ruthin Sports and Recreation Forum at TOC TOC Coffee morning for community groups Good Citizens Award Group meeting TOC Working group Denbighshire Tourism Partnership meeting at Craft Centre Ruthin Tidy Town meeting at TOC Mayor's Charity Dinner at Ruthin Castle
Cllr. Keiran Allsopp-Robson	Pancake Day races on the Square
Cllr. Stephen Beach	Documents Scrutiny Group meeting
Cllr. Jim Bryan	Ruthin Festival Committee meetings, the Old Courthouse working group meeting and Mayor's Charity Dinner at Ruthin Castle
Cllr. Ken Hawkins	Pancake Day races on the Square and Mayor's Charity Dinner at Ruthin Castle
Cllr. John Wynne Hughes	
Cllr. Menna Jones	Ruthin Show AGM, Eisteddfod yr Urdd Rhuthun Area, Good Citizen's Group meeting, Ruthin Show coffee morning and soup and a cuppa with Ruthin Tidy Town Team in the Old Courthouse
Cllr. Ian Lewney	
Cllr. Jabez Oakes	
Cllr. Robert Owen-Ellis	Three Food Bank sessions, Documents Scrutiny Group meeting, meeting with the Food Bank Committee in Denbigh to discuss the costs of moving the food bank from Canolfan Awelon and refurbishing rooms at Ruthin Town Hall
Cllr. Anne Roberts	Old Courthouse working group meeting, Ruthin and District Civic

Cllr. Dave Snape

Association meeting, Ruthin Future event at the Old Courthouse, Good Citizen's Group meeting, Mayor's Charity Dinner at Ruthin Castle and Ruthin Forward event to select Carnival Queen etc at Ruthin Castle
Good Citizen's Group meeting, the Old Courthouse working group meeting and the Mayor's Charity Dinner at Ruthin Castle

Cllr. Ifan Wyn

223. 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 and members but had received feedback that recipients had been unable to see the content of the document. He said that he would resend as a pdf document in the morning. Councillor Feeley referred to Denbighshire County Council's Planning Committee refusal to grant planning permission for the 77 affordable homes on land at Glasdir.

224. MINUTES OF THE PREVIOUS ORDINARY MEETING

RESOLVED: *that the minutes of the meeting held on 17 February 2020 be confirmed as a correct record.*

225. MATTERS ARISING

There were no matters arising.

226. MINUTES OF THE AMENITIES MEETING

Members considered the minutes of the meeting held on 2 March 2020.

RESOLVED: *to receive the minutes of the meeting held on 2 March 2020.*

227. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

Members considered the minutes of the meeting held on 2 March 2020.

RESOLVED: *to receive the minutes of the meeting held on 2 March 2020.*

228. MINUTES OF THE GOOD CITIZEN GROUP

Members considered the minutes of the meeting held on 2 March 2020. Members of the Group requested that Councillors promote the awards.

RESOLVED: *to receive the minutes of the meeting held on 2 March 2020.*

229. FEEDBACK FROM THE DOCUMENTS SCRUTINY GROUP

Members were requested to consider that comments of the Documents Scrutiny Group regarding Denbighshire City, Town and Community Councils Charter with Denbighshire County Council. The Chair of the meeting, Councillor Robert Owen-Ellis, outlined the thoughts of the Group with regards to each section of the document.

RESOLVED: *to approve the comments and their submission to Denbighshire County Council.*

230. CO-OPTION OF A TOWN COUNCILLOR

Members requested that the co-option process be undertaken through a confidential paper ballot. Three individuals had expressed an interest in the vacant seat. The voting slips were counted by the Clerk and verified by the simultaneous translator and the Mayor confirmed that Mr Mike Van Der Eijk be co-opted as the new member of the Town Council

RESOLVED: *that Mr Mike Van Der Eijk be co-opted onto the Town Council and that the Clerk makes the necessary arrangements for the declaration of acceptance of office be signed.*

231. NOMINATION FOR MAYOR AND DEPUTY MAYOR

The Mayor asked for nominations for Mayor for the 2020-21 civic year first. Councillor Ifan Wyn proposed the Deputy Mayor, Councillor Heather Williams, for the role of Mayor and was seconded by Councillor Jim Bryan. There were no further nominations and members voted unanimously in favour of the nomination. The Mayor requested nominations for Deputy Mayor. Councillor Dave Snape proposed Councillor Menna Jones for the role of Deputy Mayor, seconded by Councillor Anne Roberts. There were no further nominations and members voted unanimously in favour.

RESOLVED: *that Councillor Heather Williams be nominated as Mayor and Councillor Menna Jones be nominated as Deputy Mayor for the 2020-21 civic year.*

232. UPDATE ON THE OLD COURTHOUSE

Members were provided with an update regarding the Old Courthouse. The Clerk and Old Courthouse Manager had been based there for the past two weeks. Joiners had been in to complete tasks and a deep clean following the completion of the refurbishment works would be carried out on Tuesday and Wednesday. Consideration would be given to the membership of the Old Courthouse Management Sub-committee to oversee the running of the facility moving forward.

RESOLVED: *to note the update.*

233. UPDATE REGARDING NORTH WALES VELODROME

The Mayor briefly showed the presentation slides shown to the cycling club representatives and Ruthin sports and leisure representatives during the Ruthin Future Week consultations regarding the proposed Velodrome. He stated that a Project Co-ordinator would be appointed for a 12 week period tomorrow and the applications by consultants to undertake a feasibility study and develop a business case following advertising on Sell2Wales would be scored during a meeting with Cadwyn Clwyd on Wednesday. Councillor Emrys Wynne congratulated the Town Council on the work so far but did not agree with the favoured site and suggested Lôn Fawr. Councillor Huw Hilditch-Roberts was in favour of the concept, whilst wanting further details about the practicalities of running the facility. The Mayor emphasised that the feasibility study would look at all four sites and would also consider the best options for ensuring use of the velodrome track and 3G pitch by cyclists and the community. He and Councillor Bobby Feeley suggested that an open meeting be held near the proposed location and appealed for clear communication moving forward.

RESOLVED: *to note the update and await the consultations and results of the feasibility study.*

234. SLCC AND ONE VOICE WALES JOINT CONFERENCE

Members were asked to consider a request from the Town Clerk to attend the SLCC and One Voice Wales Joint Conference at St. David's Village Hotel, Ewloe, on Wednesday, 20 May 2020 at a cost of £80 plus VAT.

RESOLVED: *to approve the request to attend the joint conference.*

235. SOFTWARE FOR RUTHIN TOWN COUNCIL

A paper produced by Councillor Dave Snape was shared with members, outlining the cost of purchasing Microsoft Office 365 and other software for the Town Clerk and the Old Courthouse Manager's computer and laptop.

RESOLVED: *to approve purchase of the software and install on the devices as soon as possible.*

236. REQUEST FOR DONATION

Members were requested to consider a request from Llangollen International Musical Eisteddfod for a donation towards the 2020 Eisteddfod to be held on 7-12 July. A donation of £200, as provided last year, was proposed and seconded.

RESOLVED: to donate £200 to Llangollen International Musical Eisteddfod 2020.

237. INTERNAL AUDIT PLAN FOR 2019/20

Members received notification of the Internal Audit Plan for 2019-20 from JDH Business Services, at a fee of £300.00 + VAT.

RESOLVED: to accept the notification and cost of the 2019-20 internal audit.

238. APPROVAL OF DIRECT DEBIT PAYMENTS

The Clerk explained that the list had not been printed and would be circulated to members in the morning. It included the Clerk and Old Courthouse Manager's salaries, utility companies, accountant and the repayment to the Public Works Loan Board.

RESOLVED: that members agreed in principle to payment by direct debit to the organisations outlined, subject to confirmation via email after circulating the list.

239. FINANCIAL STATEMENT

Members were requested to receive and approve the financial statement for the period ending 29 February 2020.

RESOLVED: to receive and approve the financial statement for the period ending 29 February 2020.

240. ACCOUNTS FOR PAYMENT

RESOLVED: that payment of the following items be approved.

From Ruthin Town Council current account:

100285	Cadwyn Clwyd	Contribution towards North Wales Velodrome feasibility study	£3,333.00
100286	RWAS Clwyd 2020	Donation to RWAS Clwyd 2020 feature county Royal Welsh Agricultural Show 2020	£100.00
100287	St. Peter's Church	Floodlighting costs 01.01.19 – 31.12.19	£1,017.79
100288	RA Digital	Velodrome Project Co-ordination	£1,225.00
100289	Denbighshire County Council	Service Level Agreement for dog bins 2019-20	* £468.00
100290	Marian Rees	Simultaneous translation service – March 2020	* £180.00
100291	Hill & Roberts	Accountancy and payroll fee – March 2020	* £84.00
100292	HMRC	Income tax and National Insurance	£701.62
100293	Clwyd Pension Fund	Pension contributions Nov 2019 – March 20	£1,281.65
From Ruthin Town Council Old Courthouse account:			
100032	Cllr. Gavin Harris	Repayment for purchase of mugs, glasses and plates, hot water urn and Android tablet relating the historical exhibition at the Old Courthouse	* £539.99
100033	Cllr. Gavin Harris	Repayment for purchase of IKEA items for the Old Courthouse	* £322.50
100034	Fran Smyth t/a Hideaway	Leather handles for kitchen units at the Old Courthouse	£44.00
100035	Ruthin Décor Ltd	Paint for the Old Courthouse	* £32.83

241. CORONAVIRUS COVID-19

Members were requested to consider the Town Council's response to the coronavirus outbreak, based on guidance from SLCC and NALC, and Government directives. Members suggested that it was best not to hold face to face meetings following the current meeting, and to implement the Emergency Powers process usually used during the summer recess for any payment or urgent decisions required until meetings could be resumed. The Clerk requested that arrangements be made for her and the Old Courthouse Manager to be able to work from home if schools were to close, and members agreed.

RESOLVED: *not to hold further meetings until the COVID-19 coronavirus crisis was over, and to implement the Emergency Powers Committee to make any urgent decision and approve payments required until meetings were able to resume. Also agreed to make arrangements for the Clerk and Old Courthouse Manager to work from home if schools were closed.*

242. QR CODE AT TOM PRYCE MEMORIAL LOCATION

Members were requested to consider a request from Rhodri Clark, History Points project, to locate QR codes on a bollard by the Tom Pryce memorial to feature information about the memorial on the History Project website.

RESOLVED: *to agree to the request.*

PART TWO

It was proposed and seconded that the following item be considered in private.

243. RHUTHUN TOWN COUNCIL STAFF SALARIES

Details of the Town Clerk and Old Courthouse Manager's salaries were shared with members, and their expenses claims.

RESOLVED: *to receive the salary details and approve payment of the expenses claims.*

244. DATE OF NEXT MEETING

RESOLVED: *to confirm the date of the next ordinary meeting should be Monday, 20 April, but would not now be held. The next meeting would be held when Government advice deemed that social contact could be resumed.*