

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL**  
held via Zoom video conferencing on Monday, 25 January 2021 at 7:00pm.

**PRESENT:** Councillors Gavin Harris (Mayor), Heather Williams (Deputy Mayor)  
Councillors Stephen Beach, Jim Bryan, Ken Hawkins, John Wynne Hughes,  
Menna Jones, Ian Lewney, Jabez Oakes, Robert Owen-Ellis, Anne Roberts,  
Mike van der Eijk and Ifan Wyn.  
County Councillors Bobby Feeley, Huw Hilditch-Roberts and Emrys Wynne.

**26. WELCOME AND APOLOGIES**

There were no apologies for absence.

**27. DECLARATIONS OF INTEREST**

Councillors Jim Bryan and Anne Roberts declared a personal interest in Item 3 – Proposed Town Clock Restoration Project as they had been involved in initial discussion and Councillor Gavin Harris declared an interest in Item 25 – Code of Conduct.

**28. PROPOSED TOWN CLOCK RESTORATION PROJECT**

The Mayor welcomed Robert Price and Fiona Gale to the meeting and thanked them for the briefing paper and photographs circulated prior to the meeting. Mr Price explained that a group had been formed, drawing on a variety of skills and expertise, with the intention of restoring the Joseph Peers monument to preserve the landmark for future generations. Mrs Gale confirmed that the intention was to ensure that the clock tower was in a suitable condition to withstand the next 145 years and requested that the Town Council support the project. County Councillor Emrys Wynne stated that he supported the proposed project.

**RESOLVED:** *that the Town Council supports the proposed project to proceed to consultation.*

**29. MAYOR'S REPORT**

The Mayor reported that he had attended the following meetings:

11.01 Velodrome Meeting with Denbighshire Leisure

18.01 Velodrome meeting with Welsh Cycling

Various meetings / investigations to prepare RTC Town Centre Covid grant application to be submitted to Denbighshire County Council by 22 January, following approval by the Amenities Committee

**30. MEMBERS' REPORTS**

Cllr. Heather Williams (Deputy Mayor) Judging the best decorated Christmas house, the Old Courthouse Working Group meetings via Zoom, Ruthin Gift Card scheme meeting via Zoom and further research meeting regarding gift card scheme via Zoom.

Cllr. Stephen Beach North and Mid Wales Association of Local Councils meeting via Zoom.

Cllr. Jim Bryan The Old Courthouse Working Group meetings and meeting with Denbighshire County Council regarding the Town Clock via Zoom.

Cllr. Ken Hawkins Read the electricity meters of St Peter's Church to calculate the cost of floodlighting the spire during 2020.

Cllr. John Wynne Hughes Nothing to report.

Cllr. Menna Jones Helping to prepare the food packs at the Food Bank in December and Ysgol Pen Barras Staffing and Appointment Committee.

Cllr. Ian Lewney Nothing to report.

Cllr. Jabez Oakes	Nothing to report.
Cllr. Robert Owen-Ellis	5 sessions with the Food Bank. Over the Christmas period Christmas hampers were distributed to 142 families in the area – to more than 400 adults and children.
Cllr. Anne Roberts	The Old Courthouse Working Group meetings via Zoom, Ruthin Gift Card scheme meeting via Zoom, Amser Stori arranged by the Old Courthouse via Zoom and meeting with Denbighshire County Council regarding the Town Clock via Zoom.
Cllr. Mike van der Ejik	Nothing to report.
Cllr. Ifan Wyn	Nothing to report.

### **31. RUTHIN COUNTY COUNCILLORS REPORT**

The County Councillors reports referred to investigations into the emissions from industrial sites at Brickfield Lane and the possibility that the one-way system introduced in response to Covid-19 social distancing and promotion of active travel would not remain in place.

### **32. MINUTES OF THE ANNUAL GENERAL MEETING**

**RESOLVED:** *that the minutes of the meeting held on 14 December 2020 be received and confirmed as a correct record, subject to changing the proposer and seconder nominating the Deputy Mayor.*

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

**RESOLVED:** *that the minutes of the meeting held on 14 December 2020 be received and confirmed as a correct record.*

### **34. MATTERS ARISING**

There were no matters arising.

### **35. MINUTES OF THE AMENITIES COMMITTEE**

Members considered the minutes of the meeting held on 11 January 2021, and the recommendation to apply for the Covid-19 Town Centre Grant offered by Denbighshire County Council.

**RESOLVED:** *to receive the minutes of the meeting held on 11 January 2021 and to submit the application for grant funding towards benches, fingerpost signs and water bottle filler.*

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

Members considered the minutes of the meeting held on 11 January 2021.

**RESOLVED:** *to receive the minutes of the meeting held on 11 January 2021.*

### **37. UPDATE REGARDING THE OLD COURTHOUSE**

Members were informed that the application to the Heritage Lottery had been successful and Stori Rhuthun online events were being held. A request had been received to use the Old Courthouse as a polling station in May 2021. Also Ruthin Festival Committee had offered to pay for an electric point with external hatch below where the cashpoint had been, at a cost of £380.00. The working group had agreed to the Old Courthouse Manager's request to continue to work reduced hours due to the extension to Covid-19 restrictions, to be reviewed in three months time.

**RESOLVED:** *to note the update and to approve the Old Courthouse Manager continuing to work 15 hours a week for a further three months, to be reviewed at the end of March.*

### **38. UPDATE REGARDING THE NORTH WALES VELODROME**

Members were informed about a potential change of location from Glasdir to Ruthin Leisure Centre's site at Ysgol Brynhyfryd. This would be of benefit to the school and the leisure centre. Further works to determine the costs is being undertaken and will be consulted on if approved by Welsh Cycling.

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

### **39. BWS BENTHYG PROJECT**

Members were informed that Llangollen Town Council had resolved to withdraw from the project and asked whether Ruthin Town Council wished to lead on the project, subject to the funders being willing to transfer the funding. Members felt that they were involved with progressing other projects currently and did not have the appetite to lead on this one at this time. They hoped they may be able to consider a similar scheme in the future.

**RESOLVED:** *to note Llangollen Town Council's resolution and that Ruthin Town Council did not wish to take on the lead role in the project.*

### **40. PROPOSED TERMS OF REFERENCE FOR OLD COURTHOUSE MANAGEMENT COMMITTEE**

Members were asked for their comments regarding the proposed terms of reference. It was suggested that the wording be amended so that the meeting must be attended by Town Council members to be quorate and to include the spending thresholds in line with the Standing Orders and Financial Regulations.

**RESOLVED:** *to agree the Terms of Reference for the Old Courthouse Management Committee.*

### **41. MEMBERSHIP OF COMMITTEES**

Members were happy to remain on the Planning and Amenities Committee as they stand. Councillor Jabez Oakes offered to be a member of the Financial Assistance Sub-committee, Councillor Mike van der Eijk agreed to continue on the Welsh Language Committee, Councillor Ian Lewney offered to join the Financial Scrutiny Sub-committee and the Old Courthouse Management Committee, with Councillor John Wynne Hughes also joining the latter.

**RESOLVED:** *to agree the membership of Committees and Sub-committees as above and to circulate the revised details to members by the next Council meeting.*

### **42. TOWN COUNCIL REPRESENTATIVES ON EXTERNAL BODIES**

Members were asked to consider and confirm the Town Council's representatives on external bodies. Councillor Jim Bryan offered to be a representative at North and Mid Wales Association of Local Councils alongside Councillor Stephen Beach, Councillor Heather Williams offered to join the Ruthin Show Committee and it was suggested that one of the new councillors attend Theatr John Ambrose Management Committee meetings with Councillor Ifan Wyn. Councillor Anne Roberts was confirmed as the Town Council's representative on Ruthin Hospital League of Friends and also a member of the Town Clock Restoration Group with Councillor Jim Bryan.

**RESOLVED:** *to make the above changes to Town Council representatives on external bodies and to inform the relevant bodies accordingly.*

### **43. TOWN COUNCIL VACANCIES**

The Clerk informed members that there were two vacancies on the Town Council, following Councillor Dave Snape's resignation and Ruth Astbury's decision not to join the Council due to work commitments. Denbighshire County Council's Electoral Services would be informed and a notice would be placed on the website and noticeboard inviting Ruthin electors to contact the

county's Returning Officer is they wished for the seats to be filled via an election. The closing date for this would be Friday, 12 February and members would be informed about the result at the next Town Council meeting. Members suggested, if there was no request for an election and the seats be filled via co-option, that there was a standard form for applicants to submit. **RESOLVED:** *to receive the information regarding two vacancies on the Town Council and to use a co-option application form if the seats were to be filled by co-option.*

#### **44. REQUEST FOR FINANCIAL ASSISTANCE**

Members were requested to consider a request for £900 of financial assistance from Menter Iaith Sir Ddinbych to support online activities promoting the use of the Welsh language for Ruthin residents. It was proposed and seconded that the application be supported.

**RESOLVED:** *unanimously to provide financial assistance of £900 to Menter Iaith Sir Ddinbych.*

#### **45. REQUESTS FOR LETTERS OF SUPPORT**

Members were asked to consider requests for letters of support from Ruthin Artisan Markets Community Interest Company for its application to Clocaenog Wind Farm fund and Star Park Residents Association Committee for its application for commuted sums funding from Denbighshire County Council. There was a request to clarify the structure and constitution of Ruthin Artisan Markets CIC.

**RESOLVED:** *to provide a letter of support to Star Park Residents Association and to clarify the structure and constitution of Ruthin Artisan Markets CIC.*

#### **46. RENEWAL OF INSURANCE COVER**

Members were asked to consider the insurance renewal cost with Zurich for the second year of a five year agreement at £4,119.81.

**RESOLVED:** *to approve the renewal of insurance cover for a further year at a cost of £4,119.81.*

#### **47. INFORMATION TECHNOLOGY SUPPORT**

Members were asked to consider setting up a task and finish group to draw up a specification for the Town Council's IT needs – hardware, software, maintenance and an ongoing support package and also the website requirements, domain names and e-mail addresses. It was suggested that Councillors who were members of the Communications Working Group undertake this, and they agreed.

**RESOLVED:** *to arrange a meeting of the IT Task and Finish Group to consider a detailed specification for a comprehensive IT package for the Town Council.*

#### **48. BUDGET FOR 2021-22 FINANCIAL YEAR**

Members were requested to consider Rhuthun Town Council's budget and precept for the forthcoming financial year. It was suggested that £2,000 be added for IT provision, following discussion of the previous item, which would bring the total required to £153,260 and a Band D council tax contribution of £61.96 in 2021-22 compared to £61.09 in 2020-21.

**RESOLVED:** *to agree to include an additional amount of £2,000 for IT provision and to inform Denbighshire County Council that the precept request for 2021-22 would be £153,260.*

#### **49. FINANCIAL STATEMENT**

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

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

## 50. ACCOUNTS FOR PAYMENT

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

From Ruthin Town Council's current account:

OB	Marian Rees	Simultaneous translation – November & December 2020	*	£180.00
OB	Canda Copying Ltd	Printer rental and minimum copies	*	£41.90
OB	Canda Copying Ltd	Additional colour copies	*	£11.03
OB	Canda Copying Ltd	Additional black and white copies	*	£1.28
OB	HMRC	Income tax and National Insurance – January		£560.03
OB	Hill & Roberts	Accountancy and payroll services and Sage subscription – January	*	£92.40
OB	KMT Electrical	Installation of LED lights on Christmas tree	*	£576.00
OB	KMT Electrical	Removal of LED lights from Christmas tree	*	£582.00
OB	IT Williams Ltd	Hire of Hiab wagon and driver to erect Christmas tree – hire of Hiab wagon and driver to remove and dispose of Christmas tree – free of charge	*	£312.00
OB	Dave Snape	Microsoft Office 365 subscription – October, November & December 2020	*	£56.88
OB	SLCC	Membership renewal 2021		£185.00
OB	Denbighshire County Council	Installing Christmas light motifs on street lighting columns	*	£5,422.25
OB	Clwyd Pension Fund	Pension contributions		£3,723.87
From Ruthin Town Council Old Courthouse account:				
OB	BT Business	Cloud phone and broadband service	*	£67.19
OB	Scottish Power	Electricity charges at the Old Courthouse, 07.09.20 – 18.12.20	*	£148.81
OB	Ruthin Decor	Items for the Old Courthouse	*	£12.14
OB	Richard Williams	Timber for the Old Courthouse	*	£12.29

## 51. CLWYD STREET FLOODING

Members were invited to discuss Ruthin Town Council's response to the flooding that occurred on Wednesday, 21 January. Members expressed their thanks to Town Councillors and County Councillors who had assisted at the scene, to IT Williams Ltd for providing sandbags and skips and to the public who had offered accommodation, furniture and other items to those affected.

It was proposed that a fund be established to provide direct support to those affected.

Councillors Menna Jones, Anne Roberts and Heather Williams offered to be members of the group to undertake this, along with County Councillor Emrys Wynne and it was suggested that Reverend Stuart Evans be invited to chair the group as he had done when flooding affected homes at Glasdir.

**RESOLVED:** to establish a Flood Relief Group to provide direct support to those affected.

### **PART TWO**

It was proposed and seconded that the following item be considered in private and to exclude the Press and public from the meeting during discussions consideration of the following item of business because it was likely that exempt information as defined in Part 4 of Schedule 12A of the Local Government Act 1972 would be disclosed.

**RESOLVED:** to exclude the Press and public during discussion of the following item.

**52. CODE OF CONDUCT**

Members were informed about advice received from Denbighshire County Council's Monitoring Officer regarding recent correspondence regarding the Councillors Code of Conduct.

**RESOLVED:** *to note the advice and to contact the senders of the correspondence to convey the advice received.*

**53. DATE OF NEXT MEETING**

**RESOLVED:** *to confirm the date of the next ordinary meeting will be Monday, 22 February 2021 at 7pm.*