

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL**  
held via Zoom video conferencing on Monday, 22 February 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, Robert Owen-Ellis, Anne Roberts and Mike van der  
Eijk.  
County Councillors Huw Hilditch-Roberts and Emrys Wynne.

**54. WELCOME AND APOLOGIES**

Apologies for absence were received from Councillor Ifan Wyn and County Councillor Bobby Feeley.

**55. DECLARATIONS OF INTEREST**

Councillors Jim Bryan and Anne Roberts declared a personal interest in Item 14 – Request for Financial Assistance - Town Clock Restoration Committee.

**56. MAYOR'S REPORT**

The Mayor reported that he had attended the following meetings:

- 15.01 Meeting with Welsh Cycling via Zoom regarding the Velodrome
- 18.01 Plumber at the Old Courthouse
- 27.01 Meeting with the Old Courthouse Manager regarding the retail showcase
- 02.02 The Old Courthouse Management Committee meeting
- 04.02 Meeting with Jamie Groves, Denbighshire Leisure Ltd, regarding the Velodrome
- 09.02 Denbighshire Destination Partnership meeting
- 11.02 Meeting with the Clerk, Deputy Mayor and Deputy Mayor elect regarding social media  
Construction of retail showcase fittings at the Old Courthouse with Councillor Jim Bryan  
and Rob Price
- 13.02 Construction of retail showcase fittings at the Old Courthouse with Councillor Jim Bryan  
and Rob Price
- 15.02 IT Working Group meeting via Zoom.

**57. MEMBERS' REPORTS**

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| Cllr. Heather Williams<br>(Deputy Mayor) | Flood Support Group meetings, the Old Courthouse Management<br>Committee meeting, Destination Denbighshire Partnership meeting,<br>meeting regarding social media with the Clerk, Mayor and Deputy<br>Mayor elect and IT Working Group meeting.         |
| Cllr. Stephen Beach                      | Nothing to report.  |
| Cllr. Jim Bryan                          | Old Courthouse Management Committee meeting and Ruthin Festival<br>Committee meeting.   |
| Cllr. Ken Hawkins                        | Nothing to report.  |
| Cllr. John Wynne<br>Hughes               | Nothing to report.  |
| Cllr. Menna Jones                        | Member of the Governors appointment panel conducting interviews<br>over two days to appoint a new Deputy Head at Ysgol Pen Barras,<br>meeting regarding social media with the Clerk, Mayor and Deputy<br>Mayor and Flood Relief Group meetings via Zoom |
| Cllr. Ian Lewney                         | IT Working Group meeting.   |
| Cllr. Jabez Oakes                        | Nothing to report.  |
| Cllr. Robert                             | Four Food Bank sessions.  |

Owen-Ellis

Cllr. Anne Roberts Ruthin Hospital League of Friends AGM, Stori Rhuthun sessions – Ysgol Borthyn, Flood Relief Group meetings, Ruthin and District Civic Association meeting and the Old Courthouse Management Committee meeting.

Cllr. Mike van der Eijk Nothing to report.

Cllr. Ifan Wyn IT Working Group meeting.

#### **58. RUTHIN COUNTY COUNCILLORS REPORT**

County Councillors Huw Hilditch-Roberts and Emrys Wynne provided verbal reports, referring to the temporary flood defence measure National Resources Wales had put in place in Cae Ddôl and that the investigations into the emissions from industrial sites at Brickfield Lane was ongoing and anyone with concerns about possible pollution should report it to Natural Resources Wales.

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

**RESOLVED:** *that the minutes of the meeting held on 25 January 2021 be received and confirmed as a correct record.*

#### **60. MATTERS ARISING**

The Clerk confirmed that a Flood Relief Fund bank account had been opened as a separate account linked to the Town Council's existing accounts and had already received over £1,000.00 in donations. Details of the sort code and bank account number were available on the home page of the Town Council's website.

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

Members considered the minutes of the meeting held on 8 February 2021.

**RESOLVED:** *to receive the minutes of the meeting held on 8 February 2021.*

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

Members considered the minutes of the meeting held on 8 February 2021.

**RESOLVED:** *to receive the minutes of the meeting held on 8 February 2021.*

#### **63. MINUTES OF THE OLD COURTHOUSE MANAGEMENT COMMITTEE**

Members considered the minutes of the meeting held on 2 February 2021.

**RESOLVED:** *to receive the minutes of the meeting held on 2 February 2021.*

#### **64. TOWN COUNCIL VACANCIES**

Members were informed that more than 10 electors in Ruthin had requested an election be held to fill the two vacancies on the Town Council. The Notice of Election would be published on 1 March and candidates would have until 17 March to submit nominations. If only two nominations are received they would be elected unopposed, if there were more than two candidates the intention would be to hold the election on 15 April. The minimum cost would be £6,704.03 which could increase if there were many candidates. A member asked that if it proceeded to election that members have sight of the risk assessment prepared for using the Old Courthouse as a polling station well in advance.

**RESOLVED:** *to note the information and request a copy of the risk assessment if holding and election was confirmed following the closing date for nominations.*

#### **65. MEMBERSHIP OF ONE VOICE WALES 2021-22**

Members were asked to consider that Ruthin Town Council become a member of One Voice Wales, which offered training modules, being included in all Welsh Government consultations and legal advice for the Clerk and Chair of the council. A 50% reduction was offered for the first year of membership, making the cost £467.00.

**RESOLVED:** *to join One Voice Wales at a cost £467.00 and review the membership status in 12 months' time.*

#### **66. REQUEST FOR FINANCIAL ASSISTANCE**

Members were requested to consider a request from the Town Clock Restoration Committee for £500.00 towards the first phase of the project, to include public consultations regarding the proposed plans for conservation of the Peers Memorial clock. It was proposed and seconded that the financial assistance be granted and supported by all members.

**RESOLVED:** *to provide financial assistance of £500.00 to the Ruthin Town Clock Restoration Committee.*

#### **67. COVID-19 TOWN CENTRE GRANT FUNDING**

Members had received information regarding the proposed benches and signage at several locations in the town. Members asked whether business owners near the proposed locations had been consulted and it was confirmed that they had been approached to express their opinion. Some members expressed concerns about the proposed location of a bench near Ocean Pearl restaurant and suggested it may be better near the Old Gaol. Members considered the prices from various companies for the benches and signage.

**RESOLVED:** *to accept the prices for benches from Broxap and signage from Standard Signs.*

#### **68. ANNUAL INVESTMENT STRATEGY**

Members were asked to consider and confirm the Town Council Annual Investment Strategy.

**RESOLVED:** *to confirm the Annual Investment Strategy for 2021.*

#### **69. ANNUAL RISK ASSESSMENT**

Members were asked to consider and confirm the Annual Risk Assessment. The Clerk stated that the Peers Memorial Clock Tower had been removed from the list of assets with unknown ownership as confirmation had been received that Denbighshire County Council owned the structure. A member referred to the Skate Park and suggested the risk level be amended from medium to high due to the recent flooding at Cae Ddôl.

**RESOLVED:** *to confirm the annual Risk Assessment, subject to amending the risk level of the Skate Park to High.*

#### **70. SPECIALIST ADVICE REGARDING VALUE ADDED TAX**

The Clerk reported that specialist advice regarding VAT would cost £1,500 + VAT, which is the expected price for such a service, to consider the VAT position with regards to the Old Courthouse. Seeking advice had been recommended by the internal auditor. Members suggested asking One Voice Wales first whether it could provide this advice before engaging an external specialist. All agreed with the principle of receiving this advice to ensure that the Old Courthouse offerings and charges were correct from the outset.

**RESOLVED:** *to approach One Voice Wales regarding provision of specialist advice about VAT in connection with the Old Courthouse prior to the community facility being opened.*

#### **71. INTERNAL AUDIT PLAN**

Members were asked to consider the Internal Audit Plan from JDH Business Services Ltd for

2020-21.

**RESOLVED:** to accept the Internal Audit Plan from JDH Business Services Ltd for 2020-21.

## 72. WALES AUDIT OFFICE

The Clerk informed members that Wales Audit Office had contacted the Town Council to request further information regarding the purchase of the Old Courthouse.

**RESOLVED:** to note the information and provide all the details requested.

## 73. FINANCIAL STATEMENT

Members were requested to receive and approve the financial statement for the period ending 30 January 2021.

**RESOLVED:** to receive and approve the financial statement for the period ending 30 January 2021.

## 74. ACCOUNTS FOR PAYMENT

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

From Ruthin Town Council's current account:

OB	Marian Rees	Simultaneous translation – Jan & Feb 2021	*	£180.00
OB	HMRC	Income tax and National Insurance – February		£560.03
OB	Hill & Roberts	Accountancy and payroll services and Sage subscription – February	*	£92.40
OB	IT Williams Co Ltd	Hire of four 5 ton skips for mixed household waste – Clwyd Street / Mill Street	*	£1,632.00

From Ruthin Town Council Old Courthouse account:

OB	BT Business	Cloud phone and broadband service	*	£67.19
OB	Snowdonia Fire & Security	Routine maintenance of fire alarm system	*	£66.00
OB	Book of You CIC	Facilitated reminiscence activities		£2,000.00

## 75. DATE OF NEXT MEETING

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