

Minutes of the Ordinary Meeting of **RHUTHUN TOWN COUNCIL**  
held via Zoom video conferencing on Monday, 22 March 2021 at 7:00pm.

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

**76. WELCOME AND APOLOGIES**

Apologies for absence were received from Councillor Jim Bryan.

**77. DECLARATIONS OF INTEREST**

Councillor Robert Owen-Ellis declared an interest in Item 12 – Update regarding North Wales Velodrome as Ysgol Brynhyfryd Chair of Governors.

**78. MAYOR'S REPORT**

The Mayor reported that he had attended the following meetings:

- 21.02 The Old Courthouse retail showcase fittings
- 22.02 Velodrome meeting with Matt Cosgrove, Welsh Cycling, via Zoom
- 23.02 Meeting with Chris Evans, Denbighshire County Council's Conservation Officer, at the Old Courthouse
- 27.02 The Old Courthouse retail showcase fittings
- 01.03 Velodrome meeting with Denbighshire Leisure Ltd
- 02.03 The Old Courthouse Management Committee meeting
- 04.03 Meeting with Sara Green regarding North Wales Velodrome
- 08.03 The Old Courthouse Women's Day digital promotion
- 09.03 Destination Denbighshire Partnership meeting
- 10.03 Meeting regarding the Old Courthouse business showcase / digital town centre
- 11.03 Meeting with Record Street residents regarding some speeding/traffic concerns
- 12.03 Digital Town Centre 'Near me now' Welsh Government initiative meeting via Zoom  
Meeting with Right Honourable David Jones MP at the Old Courthouse
- 16.03 The Old Courthouse Management Committee meeting

**79. MEMBERS' REPORTS**

- Cllr. Heather Williams (Deputy Mayor) Documents Scrutiny Group meeting, the Old Courthouse Management Committee meeting, Flood Support Group meeting, discussion with Ruthin Show Committee members – decision not to hold Ruthin Show in 2021.
- Cllr. Stephen Beach Documents Scrutiny Group meeting and Rhos Street School Buildings and Finance Committee meeting and Governing Body meeting.
- Cllr. Jim Bryan Old Courthouse Management Committee meetings and Ruthin Festival Committee meeting.
- Cllr. Ken Hawkins Documents Scrutiny Group meeting.
- Cllr. John Wynne Hughes The Old Courthouse Management Committee meetings.
- Cllr. Menna Jones Member of the Governors appointment panel conducting interviews over two days to appoint a new Deputy Head at Ysgol Pen Barras, meeting regarding social media with the Clerk, Mayor and Deputy

Cllr. Ian Lewney	Mayor and Flood Relief Group meetings via Zoom
Cllr. Jabez Oakes	Nothing to report.
Cllr. Robert Owen-Ellis	Documents Scrutiny Group meeting.
Cllr. Anne Roberts	Four Food Bank sessions and Documents Scrutiny Group meeting.
	Stori Rhuthun sessions – Ysgol Borthyn, Flood Relief Group meeting, the Old Courthouse Management Committee meetings and meeting by the War Memorial with Robert Price and John Pugh.
Cllr. Mike van der Eijk	Code of Conduct training delivered by One Voice Wales.
Cllr. Ifan Wyn	Nothing to report.

## **80. RUTHIN COUNTY COUNCILLORS REPORT**

County Councillors Bobby Feeley, Huw Hilditch-Roberts and Emrys Wynne provided verbal reports, stating that the investigations into the emissions from industrial sites at Brickfield Lane were ongoing and a calibrated air quality measuring device was being sought to gather air quality readings. It was also mentioned that dog fouling has returned to the top of the list of complaints to County Councillors, with a request for people to respond to Denbighshire County Council's consultation regarding the Protection of Public Open Spaces Order – links available on Denbighshire County Council's website.

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

**RESOLVED:** *that the minutes of the meeting held on 22 February 2021 be received and confirmed as a correct record.*

## **82. MATTERS ARISING**

The Clerk said that the Flood Relief Fund bank account remained open, with details of the sort code and bank account number on the home page of the Town Council's website, if anyone wished to make a donation.

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

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

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

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

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

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

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

Members considered the minutes of the meeting held on 2 March and 16 March 2021.

**RESOLVED:** *to receive the minutes of the meeting held on 2 March and 16 March 2021.*

## **86. FEEDBACK FROM THE DOCUMENTS SCRUTINY GROUP**

Members were asked to consider comments from the Documents Scrutiny Group regarding Ruthin Town Council's Communication Strategy and Guidance for Councillors.

**RESOLVED:** *to adopt the documents and the Clerk to ensure receiving confirmation from the members that they had read and noted the content of the documents.*

## **87. UPDATE REGARDING NORTH WALES VELODROME**

Members were provided with an update regarding the North Wales Velodrome. The location

is likely to be at the Ruthin Leisure Centre/Ysgol Brynhyfryd site, with Denbighshire Leisure Limited a potential partner who would be able to manage bookings etc. It would be an open air velodrome with an unobtrusive design, at 1.8 metres at the highest point. It was suggested that a small group of five councillors be set up and for a meeting to be arranged with all stakeholders including representatives from Denbighshire Leisure Limited, Denbighshire County Council Education Department, Ysgol Brynhyfryd Senior Leadership Team and Governing body to move the project forward. It was suggested that representatives of the cycling community be invited also. It was suggested that the meeting be facilitated by consultants Just Solutions, funded by Welsh Cycling.

**RESOLVED:** *to hold a meeting with stakeholders to discuss the next steps for the North Wales Velodrome project.*

#### **88. TOWN COUNCIL VACANCIES**

It was confirmed that the vacancies would be filled via a by-election to be held on 15 April as six candidates had put their names forward. Contacting the candidates to request a photograph and some information about themselves to be posted on the Town Council's website and Old Courthouse Facebook page was suggested, in order to ensure a good voting turnout. Members were in favour of highlighting the forthcoming election and listing the names of the candidates on the Town Council's website.

**RESOLVED:** *to note the information and highlight the date of the election and names of the candidates on the Town Council's website.*

#### **89. NOMINATIONS FOR MAYOR AND DEPUTY MAYOR**

Members were asked to nominate a Mayor and Deputy Mayor for the 2021-22 civic year. Councillor Anne Roberts proposed Councillor Heather Williams as Mayor, seconded by Councillor Robert Owen-Ellis. There were no further nominations and all present voted in favour. Nominations were requested for Deputy Chair and Councillor Steve Beach proposed Councillor Menna Jones and this was seconded by Councillor Ifan Wyn. There were no further nominations and all members voted in favour.

**RESOLVED:** *that Councillor Heather Williams be proposed as Mayor and Councillor Menna Jones as Deputy Mayor for the civic year 2021-22.*

#### **90. LAND AND PAVEMENT AT REAR OF OLD COURTHOUSE**

Members were asked to consider the area at the rear of the Old Courthouse. It was suggested that a discussion was required with Denbighshire County Council about the whole area, with the possibility of having at least one marked disabled parking bay and electric charging points to make the best use of the space. Using the space in this way would increase the number of parking spaces and it was suggested that the parking spaces at the front of the building could become a designated coach drop-off point during daytime hours and could be used by taxis dropping off and picking up passengers.

**RESOLVED:** *to hold discussions with Denbighshire County Council representatives to make best use of the space behind the Old Courthouse and to have a designated coach drop-off point.*

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

The Clerk that One Voice Wales could offer specialist VAT advice at £199.00 for half a day and £399.00 for a full day.

**RESOLVED:** *to accept the prices and receive specialist VAT advice from One Voice Wales' consultant.*

## 92. ACCOUNTANCY AND PAYROLL SERVICES BY HILL AND ROBERTS

Members were asked a letter from Hill & Roberts Chartered Accountants to revise their fees to £200 + VAT per month with separate fees for preparing the annual accounts and assistance with reports for the external auditors.

**RESOLVED:** to accept the revised charging structure, to be implemented from 1 April 2021.

## 93. FINANCIAL STATEMENT

Members were requested to receive and approve the financial statement for the period ending 28 February 2021.

**RESOLVED:** to receive and approve the financial statement for the period ending 28 February 2021.

## 94. ACCOUNTS FOR PAYMENT

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

From Ruthin Town Council's current account:

OB	One Voice Wales	Membership fee 2021-22		£467.00
OB	Ruthin Town Clock Restoration Committee	Financial assistance towards consultation phase of the Town Clock Restoration project		£500.00
OB	HMRC	Income tax and National Insurance – March		£558.03
OB	Hill & Roberts	Accountancy and payroll services and Sage subscription – March	*	£92.40
OB	The Play Inspection Company Ltd	Annual safety inspection reports for the skatepark and Memorial Playing Fields play area	*	£156.00
OB	Broxap Ltd	5 benches and fixing bolts etc.	*	£3,055.20
OB	GJ Teeson Ltd	Installation of benches	*	£786.60
OB	Standard Signs & Traffic Systems Ltd	9 fingerposts	*	£12,628.80
OB	Standard Signs & Traffic Systems Ltd	Round signs for Yr Hen Lys	*	£837.60
OB	Washware Essentials	Outdoor water bottle filler	*	£1,418.40
OB	Denbighshire County Council	Planning application fee for external signage at the Old Courthouse		£60.00
From Ruthin Town Council Old Courthouse account:				
OB	BT Business	Cloud phone and broadband service	*	£67.19
OB	Victoria Collins	Creation and delivery of Stori Rhuthun craft session		£200.00
OB	Fiona Collins	Two Stori Rhuthun sessions		£200.00
OB	Fran Smyth Hideaway	Red leather handles and black leather handles for the Old Courthouse		£89.50
OB	Ruthin Décor Ltd	Paint brushes and dust sheet	*	£4.93
OB	Richard Williams (Deganwy) Ltd	Plywood and screws for retail showcase fittings	*	£362.40

## PART TWO

It was proposed and seconded that the discussion of the following item be held in private, due to the likely disclosure of sensitive information. This was resolved and webcasting was terminated at this point.

**95. RHUTHUN TOWN COUNCIL STAFF SALARIES**

The Clerk had circulated details of the Town Clerk and Old Courthouse Managers salary payment, including income tax, National Insurance and pension contributions by the employee and employer prior to the meeting.

**RESOLVED:** *to note the salary payment information and to pay the salary owing amount to the Town Clerk.*

**96. DATE OF NEXT MEETING**

**RESOLVED:** *to confirm the date of the next ordinary meeting will be Monday, 26 April 2021 at 7pm.*