

**CYNGOR TREF RHUTHUN
RUTHIN TOWN COUNCIL**



(DRAFT) Minutes of the Ordinary Meeting of **RUTHIN TOWN COUNCIL**
held in a hybrid format on Monday, 20 June 2022 at 7:00pm.

- PRESENT:** Councillors Menna Jones (Mayor),
Councillors Stephen Beach, Oliver Bradley-Hughes, Christine Ellis, Gavin Harris, Ian Lewney, Jabez Redfern Oakes, Anne Roberts and Rachel Ryland
County Councillors Bobby Feeley, Huw Hilditch-Roberts and Emrys Wynne.
- IN ATTENDANCE:** Siân Clark – Ruthin Town Clerk
Kate Harcus – Ruthin Deputy Town Clerk
Marian Rees – Translator

WELCOME

All attendees were warmly welcomed by the Mayor. The Mayor congratulated all the area's children and young people who had taken part in, and volunteered at, the recent Urdd Eisteddfod held in Denbigh. Councillors who had attended, representing the Town Council were also thanked. The Ruthin Festival would be returning to the town after a two year hiatus and support, in the form of volunteers and stewards was encouraged. A cheese and wine evening, to be held during the festival week on Tuesday, 28 June, would be the first event of the year raising fund for the Mayor's charities; tickets were now available.

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Heather Williams.

36. DECLARATIONS OF INTEREST

None.

37. MAYOR'S REPORT

The Mayor Report had been circulated in advance. In addition to the events listed in the report, the Mayor informed Members that, at the Twinning Association AGM, it had been agreed to continue for a further 12 months. A visit from a representative from Derwen College, the supplier of the hanging basket flowers, had taken place on 16 June; a further visit with students from the college would take place prior to the end of the summer term.

RESOLVED: *to note the content of the Mayor's Report.*

38. MEMBERS' REPORT

The Members' Report had been circulated in advance. Members were encouraged to formally respond to the Clerk's request either with content for the Members' Report or advising of nothing to report.

RESOLVED: *to note the Members' Reports.*

39. RUTHIN COUNTY COUNCILLORS REPORT

The County Councillors report had been circulated in advance. Councillor Emrys Wynne stated that the report on this occasion captured factual information given that the County Council was under new administration as opposed to a report on activities per se.

RESOLVED: to note the report of the local County Councillors.

40. MINUTES OF THE PREVIOUS ORDINARY MEETING

RESOLVED: that the minutes of the meeting held on 23 May 2022 be confirmed as a correct record.

41. MATTERS ARISING

Minute 27: Membership of Committees and Minute 28: Membership of Outside Bodies

The Clerk reported that work was progressing on proposals in relation to the structure of Town Council committees, taking into account the new statutory guidance and was planned to be considered by the Town Council on 11 July 2022.

42. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

Members considered the minutes of the meeting held on 13 June 2022.

RESOLVED: to receive the minutes of the Planning and Development Committee held on 13 June 2022.

43. MINUTES OF THE AMENITIES COMMITTEE

Members considered the minutes of the meeting held on 13 June 2022.

RESOLVED: to receive the minutes of the Amenities Committee held on 13 June 2022.

44. MINUTES OF THE OLD COURTHOUSE MANAGEMENT COMMITTEE

Members considered the minutes of The Old Courthouse Management Committee held on 6 June 2022. An outline of the works undertaken in The Old Courthouse since the meeting was provided, this include the installation of the digital screen, electrical upgrade to support external events capability, works to the main internal door to ensure accessibility and energy conservation, the re-siting of some slipped slates and general maintenance.

RESOLVED: to receive the minutes of the Old Courthouse held on 6 June 2022.

45. RUTHIN TOWN COUNCIL CO-OPTION PROCESS

Town Councillors were reminded that there were currently four vacancies on the Town Council. The Clerk provided an overview of the co-option process undertaken to date which included the publication of a formal notice of co-option on the website, public locations and on social media, together with an article in the Free Press. The closing date for receipt of expressions of interest from eligible individuals was noon on Tuesday, 28 June 2022. A proposal from the Mayor, which was seconded, to convene a meeting of the Town Council at 7.00p.m on Monday, 4 July, to determine up to four members from those individuals who had expressed an interest in the vacancies, was agreed.

RESOLVED: to convene a meeting of the Town Council at 7.00p.m on Monday, 4 July, to determine up to four members from those individuals who had expressed an interest in the vacancies.

46. THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021: STATUTORY GUIDANCE FOR COMMUNITY AND TOWN COUNCILS

Members received the statutory guidance relating to the establishment of new and reformed legislative framework for local government elections, democracy, governance and performance. The Town Councillors acknowledged that the Council must have regard to the guidance in

relation to the exercise of its functions in the 2021 Act, as outlined in the document. Town Councillors had received the document electronically and those at the Meeting had received a hard copy and were encouraged to digest the document and raise any queries or points of details with the Clerk. Town Councillors committed support the Town Clerk and Deputy in furtherance of ensuring the embedding of the new obligations within the standing orders and appropriate documentation.

RESOLVED: *to note the content of the statutory guidance and to provide support to the Town Clerk and Deputy in embedding the new obligations within the standing orders and appropriate documentation.*

47. RUTHIN TOWN COUNCIL TRAINING PLAN

Members acknowledged the requirement to comply with Section 67 of the 2021 Act (as above in minute 46) to make and publish a training plan for Town Council Members and staff by 5 November 2022. A skills audit was determined by Members to be an appropriate method by which information on training requirements could be initially sourced, followed by a one to one discussion with the Town Clerk. It was proposed and supported that the HR Committee be tasked with progressing the Ruthin Town Council Training Plan, in a proportionate way, to enable consideration by the Full Council meeting in October 2022.

RESOLVED: *that a skills audit be undertaken followed by individual discussion with the Town Clerk, as appropriate, and that the HR Committee progress the Ruthin Town Council Training Plan, in a proportionate way, for discussion by the Full Council in October 2022.*

48. THE GOOD COUNCILLOR'S GUIDE 2022 FOR COMMUNITY AND TOWN COUNCILLORS

Town Councillors acknowledged receipt of the newly released edition of 'The Good Councillor's Guide for Community and Town Councillors' published in June 2022 which had been circulated in advance.

RESOLVED: *to note the publication and receipt of The Good Councillor's Guide 2022 for Community and Town Councillors.*

49. PROPOSED RUTHIN VELODROME

Members noted the short written update circulated in advance of the meeting. Denbighshire Leisure Ltd, was now the lead body and had received a grant from Sports Wales which secured funding for the Velodrome development. A Strategic Project Management Board, consisting of representatives from various stakeholders, had been established with its inaugural meeting held on 7 June 2022. Ruthin Town Council had been represented at the first Board meeting by Councillor Gavin Harris, at the request of the Mayor and Deputy Mayor. The remit of the Board was to deliver the detailed business case and to take the project to RIBA stage 4 – cost certainty affordability/viability. Regular briefings would be issued by the Board as the project progressed. Councillor Gavin Harris was proposed and seconded to serve as Ruthin Town Council's representative on the Strategic Project Management Board for 2022/23 and agreed by Members.

RESOLVED: *to note the written update and agree that Councillor Gavin Harris serve as Ruthin Town Council's representative on the Strategic Project Management Board for 2022/23.*

50. RUTHIN FUTURE

Town Councillor Gavin Harris provided a brief update to Ruthin Future. The shared output from students of Birmingham City University Co-Lab project had been circulated. Maintaining the positive momentum of Ruthin Future was key and it had been agreed that meeting of the Ruthin Future Working Group would be held in advance of 4 July to which all Town Councillors

would be invited. The Deputy Mayor reported that, following a meeting with Mr Phil Smith of the Coach Friendly Awarding Body, Ruthin had successfully extended its status as a Coach Friendly town for a further three years, currently the only town in North Wales to achieve this award. A coach drop off point, in front of The Old Courthouse, proposed as part of Ruthin Future initiative, would be of significant benefit to encouraging coach operators. Ruthin would feature in an upcoming newsletter to the awarding body's coach operator members.

RESOLVED: to note the update provided on Ruthin Future and acknowledge the extension of Ruthin's Coach Friendly status for a further three years to June 2025.

51. REQUEST FOR FINANCIAL ASSISTANCE

Members considered a submission from Ruthin Town Football Club for financial assistance of £2,500 as a contribution to supply, apply and brushing of sand on the football pitch. Ruthin Town Football Club was commended for its commitment to local young players and participation and for activities within the community as well as its success in the league. In discussing the application, Members acknowledged that all eligible bodies had the opportunity to submit a request for financial assistance and this needed to be promoted more widely. Whilst the application from Ruthin Town Football Club had merit, the sum was significant. It was proposed and seconded to accept the submission from Ruthin Town Football Club as received for financial assistance of £2,500, this was not supported by the Council. It was proposed and seconded that financial support of £1,000 be provided to Ruthin Town Football Club in support of their application, with the possibility of a further sum later in the financial year (subject to a further request); this was agreed. Members requested that a review of the financial assistance scheme be undertaken to ensure that determination of submissions received was consistent and timely.

RESOLVED: to provide financial assistance of £1,000 to Ruthin Town Football Club, and to review the Town Council financial assistance scheme.

52. FINANCIAL STATEMENT

The Clerk apologised to Members that the financial statement for the period ending 31 May 2022 was an outstanding task due to time constraints and would be reported at the next meeting.

53. ACCOUNTS FOR PAYMENT

RESOLVED: that payment of the following items be approved.

OB	Hill & Roberts	Payroll and Accountancy Services – 07/2022	*	£240.00
OB	IT Williams	Travel to Gobowen re: planters (25/05/2022) and works re: flower planters (26/05/2022)	*	£1,131.00
OB	Derwen College	Supply and planning of flowers for planters	*	£2,070.00
OB	The Don Photography	Photographing of the AGM and individual Councillors headshots		£150.00
OB	JB Platform Hire	Hire of cherry picker re: planter maintenance	*	£768.00
		Hire of cherry picker re: placement of planters		
OB	JB Platform Hire	Hire of cherry picker re: placement of planters	*	£192.00
OB	Fineline	x2 Roller Banners for the Urdd	*	£167.04
OB	Fineline	Laminating items and commemoration book fo the Platinum Jubilee	*	£24.00
OB	BT	Phone and website – June 2022	*	£99.68
OB	Llanfwrog CIC	Grass cutting services – June 2022		£638.01
OB	Sian Clark	Reimbursement: Microsoft 365 June 2022	*	£18.96

		From The Old Courthouse account	
OB	Denbighshire CC	Non Domestic Rates (4 rd / 10 payments)	£524.00
OB	IT Williams	Hire of 4 ton skip	* £294.00
OB	Oakwood Property	General Maintenance Work (09/06 a 13/06)	* £1,368.00
OB	Oakwood Property	Alternations and adjustments to the hall door	* £912.00
OB	Oakwood Property	Supply, build and install window to the front of The Old Courthouse	* £1,368.00
OB	MKM	Items relating to maintenance / works in TOC	* 57.18
OB	MKM	Items relating to maintenance / works in TOC	* 13.22
OB	MKM	Items relating to maintenance / works in TOC	* 100.99
OB	MKM	Items relating to maintenance / works in TOC	* 4.34
OB	MKM	Items relating to maintenance / works in TOC	* 39.78
OB	MKM	Items relating to maintenance / works in TOC	* 69.79
OB	MKM	Items relating to maintenance / works in TOC	* 3.24
OB	MKM	Items relating to maintenance / works in TOC	* 22.81

(The items marked with an * above include recoverable V.A.T.)

54. DATE OF NEXT MEETING

RESOLVED: To confirm the date of the next meeting of the Town Council on 4 July 2022 at 7.00pm to consider and determine the co-option expressions of interest and that the next ordinary meeting of the Town Council be held on 11 July 2022 at 7.00p.m.