



Rhuddlan Town Council Meeting

Dear Councillor

Your attendance is requested at a meeting of Rhuddlan Town Council at the Community Centre, Rhuddlan on Thursday, 14th June 2018 at 6.30p.m. Any planning applications can be viewed at 6.00 p.m. Members of the public are welcome to attend.

AGENDA

1. Apologies
2. Declaration of Interest
3. Peter Robinson – to present an award to Mr Robinson
4. "There but not there" – to receive a presentation from Reverend Ian Day.
5. Police matters
 - a. Chief Inspector to give overview of policing in Rhuddlan and CCTV
 - b. To receive a report from local Police
6. Minutes – to approve minutes of AGM and Town Council meetings on the 11/05/2018
7. Correspondence from:
 - a. The Mayor
 - b. The Town Clerk
 - c. Chris Ruane M.P. – Nest Programme
 - d. Natural Resources Wales - Pont Robin Tidal Sluice
 - e. Member of public - Admiral's Playing Fields
 - f. Welsh Government / Cadw – E.O.I Parliament Street
 - g. Ann Jones A.M. – A547 Rhuddlan to Abergele Road
 - h. Welsh Government – Head of Transport
 - i. Member of Public – Entrance to Rhuddlan Library Car Park
8. County Council Members Report
9. Blodeuo
 - a. To receive a verbal update.
 - b. Britain in Bloom Invitation.
10. Information & Website matters – to receive a verbal update
11. Aelwyn Morgan Award 2018 – to receive a verbal update
12. Access for People with Disabilities - Report attached
13. Fresh Air Gym – Report attached
14. Budget/Finance matters
 - a. To approve accounts due.
 - b. To approve End of Year Accounts from Internal Audit

- c. Rialtas Financial Software – verbal report.
 - d. Authorisation for on-line banking.
 - e. Authorisation to change mandate
- 15. CCTV – to receive a verbal report
- 16. Urgent Community matters – having been advised to the Mayor 24 hrs in advance.
- 17. Part 2. Exclusion of press and public.

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

 - a. Request for Financial Assistance – Ysgol y Castell
- 18. Date of next meeting

Sian Mai Jones – Town Clerk 07775 673706



Rhuddlan Town Council - Annual General Meeting

Minutes of the Annual General Meeting of Rhuddlan Town Council on 10th May 2018 at 6.30 p.m.

Present: Cllrs Jackie Burnham, Heather Ellis, Andy Smith, Arwel Roberts, Gareth Rowlands, Gareth Smith, Mike Kermode, Reg Davies, Syd Gaskin, Mike Elgin, Town Clerk.

3 members of the public were present

1. Apologies

Cllr. Ann Davies

2. 2017/18 Mayor's Farewell Speech

The retiring Mayor, Cllr Andy Smith welcomed everyone to the meeting and stated that he felt honoured to be part of a team that have worked hard to improve services in Rhuddlan and highlighted key areas of achievements over the last 12 months:

- Winning a second consecutive gold in the Wales in Bloom
- Installation of two new defibrillators in the community
- The near completion of the Fresh Air Gym in Admirals Fields
- The near completion of installing lights for the Castle
- Working towards Rhuddlan being a Plastic Free Town
- Working towards an award Rhuddlan being a Dementia Friendly Town.
- Fundraising Events.

The following were thanked for their contribution towards fundraising: Cor Meibion Colwyn, Cor Alaw, the Llandudno Swing Band, Rhuddlan Golf Club, Church of St Mary's, Cor Clwyd and Mrs Angela Durkin, Ysgol y Castell Choir, Rhyl Marching Band, Brenda Taylor, Reverend Mr Brian Jones and Ebenezer Chapel.

The retiring Mayor thanked his deputy, Cllr Gareth Rowlands for his support over the last 12 months.

3. Appointment of Mayor 2018/19

Nominations were requested for 2018/19 Mayor. Cllr Gareth Rowlands was nominated and was elected. The incoming Mayor accepted the Chain of Office and took Chair of the meeting.

4. 2018/19 Mayor's Welcome Speech

The Mayor, Cllr Gareth Rowlands congratulated the previous Mayor, Cllr Andy Smith on his dedication and commitment to improving the Town of Rhuddlan for its residents. The Mayor said that he was honoured to represent Rhuddlan Town Council and is looking forward to his role over the next 12 months. He emphasised that it was very important that all members continue to work as a team which, in turn, will bring great dividends to Rhuddlan. Cllr Gareth Rowlands welcomed his wife Nerys as his mayoress.

5. Appointment of Deputy Mayor 2018/19

Nominations were requested for the role of Deputy Mayor 2018/19. Cllr Arwel Roberts was nominated and elected. Cllr Arwel Roberts took the chain of office.

6. Appointments:

a. Internal Committees/Working Groups:

Information/Web-site Committee: Cllrs Gareth Rowlands, Mike Kermode, Gareth Smith and Andy Smith.

Personnel Committee

Mayor (Cllr Gareth Rowlands) who has the casting vote, Ex-Mayor (Cllr Andy Smith), Deputy Mayor (Cllr Arwel Roberts) and Cllr Mike Kermode (as adviser).

Blodeuo Working Group

All members will attend as and when they can.

Dementia Friendly Rhuddlan

Cllrs: Arwel Roberts, Gareth Smith, Ann Davies, Andy Smith, Reg Davies, Mike Elgin, Mike Kermode.

b. Representation on External Bodies:

North Wales and Mid Wales Association of Local Councils – Cllr Mike Kermode.

Denbighshire CCTV Partnership – Cllrs Gareth Rowlands and Syd Gaskin.

Rhuddlan Community Association – Mayor

Governor Ysgol y Castell – Cllr Mike Elgin

Rhuddlan Local Nature Reserve – Cllr Gareth Rowlands

8. Cheque Signatories

Cllrs: Andrew Smith, Reg Davies, Gareth Rowlands & Arwel Roberts.

SignedCllr Gareth Rowlands – Mayor.

Date



RHUDDLAN TOWN COUNCIL – DRAFT MINUTES OF MEETING ON THE 10th MAY 2018

PRESENT

Cllrs: Gareth Rowlands (Mayor in the Chair), Arwel Roberts (Deputy Mayor), Jackie Burnham, Mike Elgin, Reg Davies, Heather Ellis, Syd Gaskin, Mike Kermode, Arwel Roberts, Gareth Smith, Town Clerk.

3 members of the public were present

1. APOLOGIES

Cllr Ann Davies

2. DECLARATION OF INTEREST

Cllr Mike Elgin – Item 17a: Grant Application - Guides and Brownies

Cllr Andy Smith - Item 17a: Grant Application - Guides and Brownies

Cllr Gareth Smith – Item 17c: Grant Application – Rhuddlan Community Group

3 POLICE MATTERS

PCSO Barry Williams attended the meeting and read out the following incidents:

- | | |
|----------|--|
| 13/04/18 | Theft HTM – Caravan entered. All lines of enquiry completed but no suspect identified |
| 18/04/18 | Vehicle failed to make payment Coop Rhuddlan – Investigation ongoing |
| 23/04/18 | Burglary other than dwelling Highlands Road – Garage entered and items taken from within |
| 25/04/18 | Burglary other than dwelling Bodrhyddan Hall - Investigation ongoing |
| 26/04/18 | Theft of radiator left outside property on Seymour Drive – No further lines of enquiry |

PCSO Rebecca Evans has been made aware of a female seen in the area of St. Mary's Church over the last week or so who could have been taking shelter in the doorway. PCSO Evans and colleagues have visited and there have been no further sightings of her at this time. Should any members of the public see this lady, to contact the police straight away as she may be vulnerable.

Police have been keeping an eye outside Pudding and Pie for vehicles parking on the zig zags but none have been observed doing so.

Concern was expressed by a member about difficulty contacting the police through dialling the non-urgent line 101.

4. MINUTES

The minutes of 12th of April were approved subject to a minor amendment.

Matters Arising:

Fly banners

The banners which were on the fence in Marsh Road have been taken down. The Town Clerk secured permission from the owners to have the banners taken down as no one had ever sought permission to place banners on the fence. **It was resolved** that the Town Clerk write to owners of the banners to see if they want their banners back. The fence needs to be monitored for 12 months to ensure that no banners are placed on the fence without the owner's permission.

a. Slipway.

The Town Clerk contacted solicitors who are custodians of this land near Marsh Road. The solicitor stated that no one is taking responsibility for the site as it is a flood risk area. **It was resolved** that the Town Clerk write to the scouts to state the situation and explain that Rhyl Harbour is available to use for free.

b. KFC

The Town Clerk has had difficulty in making contact with the manager of the KFC to arrange a meeting to discuss the litter problem. **It was resolved** to continue to make contact.

c. Plastic Free Rhuddlan

The Town Clerk to arrange a photo call on the 23rd May. Time to be confirmed. All Councillors to be invited.

d. Dementia Friendly Communities

The meeting on the 19th of April was very well attended. A follow up meeting is to be held on the 15th of May to set up a steering group.

e. Potholes

Following the reply from the Head of Highways stating that current funding does not allow Denbighshire County Council to address the problems in a meaningful way in terms of resurfacing, the Town Clerk had written to the two Assembly Members and the Member of Parliament to raise concern.

Llyr Gruffydd A.M. is aware of the good work that Cllr Arwel Roberts has done to raise this issue with Denbighshire County Council. Llyr Gruffydd is to contact the Cabinet Secretary of the Welsh Government to ask what plans the Welsh Government has to improve the road will communicate the response to the Town Council.

Ann Jones A.M. has written to the Traffic, Parking and Road Safety Manager at Denbighshire County Council to get an update on the dialogue between Denbighshire County Council and the Welsh Assembly and also Conwy County Borough Council in relation to funding.

Chris Ruane M.P. is to raise the issue with Denbighshire County Council and add his support to any application which goes to the Welsh Government.

It was resolved that the Town Clerk write to the Welsh Government to highlight the issue.

f. Cenotaph – Removal of wreaths

Following the decision in the last town council that the wreaths remain outside the community centre until 31st December, it was resolved that the Town Clerk write to the Rhuddlan Community group to inform them of this decision.

g. Silent Soldier

Following the decision in a recent meeting to locate a Silent Soldier on the roundabout near the golf course, it was resolved that this to be a permanent fixture.

h. Special Award

It was resolved to invite Peter Robinson to the next meeting so that the Town Council can acknowledge the excellent long service work he has done with the R.N.L.I.

i. Dog Signs in Admirals Playing Fields

It was resolved that Cllrs Jackie Burnham, Cllr Gareth Roberts and Town Clerk meet in Admirals Fields to rationalize the signage.

Cllr Arwel Roberts left the meeting as he had another engagement

5. CORRESPONDENCE FROM:

The Town Clerk

Meeting with Library Management Staff

This to take place on the 12th June at 10.30 a.m. in Rhuddlan Library.

Fresh Air Gym

The installation of the Fresh Air Gym will go ahead on the 14th of May and hopefully completed by Wednesday 16th, weather permitting.

Press releases

The Big Riverside Clean up – 5th May.

6. THE INDEPENDENT REMUNERATION PANEL FOR WALES

Following the Independent Remuneration Panel for Wales Report 2018, payment to members of community and town council was discussed as this will have financial implications to the Town Council's budget.

- a) The Council must make available a payment to each of its members a sum of £150 to cover general costs incurred in their work as a Councillor.
- b) The Council must make available an annual payment of £500 to at least one and no more than 5 Councillors for carrying out of extra duties.
- c) The Council is authorised to pay up to £34 (up to 4 hours) and £68 (for each period beyond 4 hours but not exceeded 24 hours) to Councillors to allow them to perform their duties.
- d) All Town and Community Councils must make allowance for reimbursement of costs for care of dependent children or adults (provided by formal carer) to allow Councillors to perform their duties. Such sums must be made available up to a maximum of £403 per month.
- e) The Council is authorised to provide a mayoral allowance of up to £1500 per annum for civic duties which is in addition to any sums noted above.
- f) The Council is authorised to provide a Deputy Mayor allowance up to £500 per annum for civic duties which is in additional to any sums noted above.
- g) There is a requirement to public expenses claimed by Councillor with such information being posted on the website. Members may each year waive their rights to any allowances by stating such to the Town Clerk in writing.

It was resolved:

That the Town Clerk write to members to inform them that an allowance of £150 each will be made available to them for the 2018-19 year. The Town Clerk to ask each member if they have caring duties i.e. care of dependent children or adults which may have reimbursement implications to the Town Council.

The Mayors allowance to be decrease from £2000 to £1500

The Deputy Mayors allowance to be increased from £250 to £500

The annual payment of £500 to be made to one member only and that to be the Mayor.

Cllr Arwel Roberts

a. Cwrt y Gwindy Developments

Attached (Appendix1) are pictures of work which has been done in Cwrt Y Gwindy and developments in the future. Denbighshire Housing are to be congratulated. It was also a pleasure to be of assistance to the residents who live in the Cwrt. In the past there was a large bin under the alcove which attracted rats and insects.

b. The Rhuddlan lach Surgery.

The social media have mentioned my name regarding the surgery. I made enquiries with the management of the service. One of the doctors has moved on to pastures new. Only one doctor is left at present. He has annual leave during the first week of June and therefore residents will have to travel to Prestatyn lach during that week.

c. Station Road Bund. (Flood Relief Work)

Have been in discussions with Street Scene and Natural Resources Wales. I agreed it would be difficult to find enough room to plant trees at the rear of the bund as space is very restricted. No possibility to plant in front of the bund due to numerous services running through this area. One tree could be planted by the small stile. Natural Resources Wales will plant bulbs and wildflowers in the area in October. Dawnus are still working there at present and the area needs re- instatement. In the future this area will be a flower rich verge.

d. Rubbish clearing.

During the past month I have been involved with clearing one side of the river towards Rhyl. This was a request from residents within Rhuddlan. Therefore, I have met them in the Nature Reserve firstly and a tremendous amount of litter was cleared from there including plastic. Secondly two days of removing rubbish occurred along the river. Eight of us the first time including Cllr Kermode. Second day I liaised with the Blodeuo Chairman and the Town Clerk and now the Town Council is leading this initiative. Thanks to Cllr Andy Smith (Mayor) Cllr Syd Gaskin, Cllr Gareth Smith and Cllr Gareth Rowlands who worked so hard to make the day such a success. Also, the assistance we had from Keep Wales Tidy and Denbighshire Street Scene.

e. Planter by the A5151

The large planter which was removed from outside Harvey's is now by Dyserth Road and the A5151. Street Scene will empty it in time of present plants and then the Community Group will look after it as they requested in the Blodeuo Meeting.

8. BLODEUO

The Mayor (also Chairman of Blodeuo) reported that the judging day for Britain in Bloom is on the 1st of August. There is no news on a judging date for the Wales in Bloom although the Town Clerk has put in a request for it to be in the second week in July. The Community is now working together and gearing up for the judging days.

Denbighshire County Council are now in a position to move ahead with the supplementary signs which will have the words "Wales in Bloom – Gold Winners". **It was resolved** that the Town Clerk sign the paperwork which confirms the go ahead from the Town Council.

9. INFORMATION & WEBSITE MATTERS

There was no update on this item.

10. BUS SHELTER CLEANING & MAINTENANCE

A report from the Transport Officer, Denbighshire County Council was discussed. **It was resolved** to accept the recommendations in the report that the bus shelters are to be cleaned twice a year; once in June and once in November at a cost of £25 per shelter. Also, **it was resolved** that the Town Clerk to contact Queensbury Shelter Ltd. to carry out a shelter maintenance and improvement survey on Rhuddlan's bus shelters.

11. PLAY AREAS REPAIRS

Following the latest inspection carried out by Morral Play Services, The Town Clerk invited tenders from 5 companies to carry out repairs and maintenance of the two play areas. Three companies submitted quotes:

Playsafe Playgrounds Ltd.	£12,166 + VAT
AMG Sport Play Ltd.	£11,931.50 + VAT
Groundworks North West Ltd	£6,200 + VAT

It was resolved to give the tender to Groundworks North West Ltd.

12. CCTV

The Mayor reported that the **Cheshire West and Chester CCTV Agreement** is still in progress and should be ready soon for partners to sign. The Partnership has recently been audited by Denbighshire County Council Audit Section and there are no untoward problems. The next meeting of the partnership is 30th May. The Mayor is unable to make this meeting but Cllr Syd Gaskin will be attending to represent the Town Council.

13. NEIGHBOURHOOD WATCH SCHEME

The signs around the town are faded and in a dreadful mess. The Mayor has spoken to Beverley Parry, the lead for Neighbourhood Watch in Rhuddlan who is struggling to get support in the community. It was resolved that the Town Council call a public meeting and invite key people such as the Co-ordinator in North Wales Police to give an overview of Neighbourhood Watch so that residents are aware of this initiative and have an opportunity to get involved. The Town Council can ask the Chief Inspector (who will be attending the Town Council meeting in June) if North Wales Police can contribute money towards this initiative. It was resolved to replace the faded signs with new stickers.

14. BUDGET/FINANCE MATTERS

Members approved the list of accounts due for May 2018

The Town Clerk confirmed that the Rhuddlan Charity Account has been set up. This account will be used for fundraising activities.

The usual auditor that audits the Town Councils account is no longer working as an auditor and had recommended that the Town Clerk contact the audit section of Denbighshire County Council to see if staff are willing to audit the Town Council's 2017/18 accounts. It was resolved that the Town Clerk contact Denbighshire County Council Audit Section.

15. PLANNING MATTERS FOR COMMENT

Cllr Mike Kermode abstained

It is common practice that the Deputy Mayor to take on the role of Head of Planning for the Town Council. The Deputy Mayor appointed for 2018 – 19 is Cllr Arwel Roberts who is also a County Councillor. **It was resolved** that Councillor Arwel Roberts to contact Denbighshire County Council to see if there is any conflict of interest in taking up this role. If there are any problems then this role to go to Cllr Gareth Smith.

- a. **Planning application 44/2018/0325.** Erection of extensions to dwelling – 4 Ffordd Morris, Rhuddlan. **No objections**
- b. **Planning application 44/2018/0320.** Change of use and alterations of first floor of stable block and clock tower to form bridal suite and guest accommodation, and associated works (Listed Building application) Bodrhyddan Hall, Rhuddlan. **No objections.**

16. URGENT COMMUNITY MATTERS

- a. **Litter in Admirals Fields** - Members expressed concern over the amount of litter that is being left behind after football training night. Two weeks ago, one member of the Town Council picked up 16 drinks bottles (2 bottles still full in their 4-pack wrapper) an empty pack of apple pies plus the individual foil trays and empty pasty wrapper. All this litter was within a few yards of the bins at the bottom of the field and by the M.U.G.A.

A letter was sent to Football Club in May 2017 with the same concerns. **It was resolved** that the Town Clerk write again to the Football Club stating that if this problem persists the Council will impose a ban on the Club not being able to use the pitch for two weeks which will include training and matches.

The Town Clerk needs to emphasise to the football club that the Town Council are currently working towards Rhuddlan becoming plastic free and recommend that the football club encourage members to use re-usable bottles which would also help alleviate the litter problem.

- b. **Parking in Gwindy Street** – A complaint has been received from resident from Gwindy Street stating that there is no room for parking on the street and asked the question if there is a possibility if the yellow lines can be removed. Members felt that this may cause more problems rather than alleviate the situation. **It was resolved** that the Town Clerk raise this issue with Denbighshire County Council.

- c. **Fresh Air Gym** - The installation of the Fresh Air Gym will go ahead on the 14th of May and hopefully completed by Wednesday 16th, weather permitting. **It was resolved** that the previous Mayor, Sara King to be invited to the official opening as it was Sara King who instigated this initiative.

17. Part 2. Exclusion of press and public.

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

a. Request for Financial Assistance - 1st Rhuddlan Rainbows, 1st Rhuddlan Brownies, 3rd Rhuddlan Guides.

Cllr Andy Smith declared an interest.

It was resolved to contribute £600 to help with the cost of hiring facilities. It was emphasised that The Town Council do not usually give grants to cover running costs but this was seen as a new cost to the organisation since the school has very recently introduced hiring charges. The organisation need to look at fundraising to meet future facility hire costs. The Town Clerk to write to Ysgol y Castell asking if it would consider reducing their hire charges by 50% for 12 months to help such organisations.

b. Request for Financial Assistance – Dial a Ride.

This was submitted to the last meeting but the organisation had not completed an official application form. This has now been completed and submitted to the Town Council along with all relevant paper work. **It was resolved** to contribute £500 towards the Dial a Ride service. The Town Clerk to ask Dial a Ride to include Rhuddlan Town Council's logo in all future promotional material.

c. Rhuddlan Community Group.

Cllr Gareth Smith declared an interest and left the room

It was resolved to contribute £960.00 towards listed items in the application form.

18. Date of next meeting: June 14th at 6.45 p.m.

Signed..... Cllr Gareth Rowlands – Mayor

Date

DRAFT

Appendix 1

Cwrt y Gwindy Developments



Tai Sir Ddinbych
Denbighshire Housing

taisirddinbych@gmail.com
housing@denbighshire.gov.uk
01824 706873

Dear Resident,

Following on from the consultation held on 13th March, and the responses we received, we have come up with this exciting communal garden plan which is attached.

To ensure that we build a communal garden that all residents of Cwrt Y Gwindy can enjoy, I would be really grateful if you could complete a couple of questions below.

3. Which of the Communal seating examples below would you prefer to see:



Example A ☐



Example B ☐

4. Which of the Communal planting examples below would you prefer to see:



Example A ☐



Example B ☐

Name: _____

Address: _____

Contact Phone Number: _____

Please return your completed the survey to: Sarah Jones, Denbighshire Housing,
Caledfryn, Smithfield Road, Denbigh, LL16 3RJ or phone on 01824 706873

taisirddinbych
denbighshire



Tai Sir Ddinbych
Bwlch Fawr T2, Bwlch, LL75 8NZ

www.danbighshire.gov.uk

Denbighshire Housing
PO Box 62, Ruweli, LL16 3RJ

housing@denbighshire.gov.uk

Item 7b

Town Clerk's Report – June 2018

Cadw have given consent to install lights at the Castle. The Town Clerk has issued an official order to the contractor.

Attended Dementia Friendly Rhuddlan meeting on 15th May. Town Clerk has taken on the secretarial role for the Steering Committee

Received a day's course on the above on Rialtas Financial Software on 31st May. Further training will be required.

Had meetings (22nd & 29th May) with DCC Auditor in Denbigh with regards to End of Year Accounts.

Attended an iBeacon meeting on the 23rd May

Received confirmation from Cllr Syd Gaskin on 31st May that the two defibrillators are in working order.

Press releases:

On appointment of new Mayor sent to Rhyl Journal, Daily Post & Rhuddlan Magazine.

Plastic Free Rhuddlan Initiative sent to Rhyl Journal, Daily Post & Rhuddlan Magazine.



CHRIS RUANE M.P. / A.S.

Item 7c

House of Commons, London, SW1A 0AA

Constituency Office: Morfa Hall, Bath Street, Rhyl, Denbighshire, LL18 3EB

Siân Mai Jones

Rhuddlan Town Council

Llain Bach

Segurinside

Llandudno Junction

Conwy

LL31 9JB

01/06/18

Dear Ms Jones

I am writing having recently met with Rick Ward Partnership Development Manager (North Wales & Powys) for the Welsh Governments Nest Programme which aims to tackle fuel poverty with home energy efficiency improvements. They offer a range of free, impartial advice and, if you are eligible, a package of free home energy efficiency improvements such as a new boiler, central heating or insulation.

My constituents, your residents could potentially benefit from this scheme and I would recommend that the council invites the partnership manager to a council meeting to tell councillors about the scheme and how your residents may be able to benefit.

Rick can be contacted on:

Email: rick.ward@est.org.uk

Mobile: 07903 443 655

Should you require further information about the scheme please visit
<https://www.nestwales.org.uk/>

Yours sincerely

Chris Ruane

MP for the Vale of Clwyd

Rhuddlan Town Council

From: Basford, Andrew <Andrew.Basford@cyfoethnaturiolcymru.gov.uk>
Sent: 30 April 2018 09:00
To: clerk@rhuddlantowncouncil.gov.uk
Subject: Works at Pont Robin Tidal Sluice later this year
Attachments: Pont Robin Tidal Sluice Location Plan.pdf

Dear Sir/Madam,

I am writing to inform you of planned works required at Pont Robin Tidal Sluice (SJ 01612 78246) between late August 2018 and November 2018. The tidal sluice is located on the Clwyd West Embankment and is located in the plan attached.

This tidal sluice drains the Pont Robin Cut and provides protection from the Clwyd Estuary however our operatives are finding that they can no longer safely maintain the screens or the outfall flap which is a confined space. To address these issues, we are proposing to replace the outfall flap with a new side-hung tidal door, remove the existing unsafe screens to allow debris to pass through, and to install a new contingency penstock. We shall also be installing river level telemetry and cameras pointing at the watercourse to help with our out of hours emergency response.

The works will be local but we will endeavour to avoid any inconvenience. The plan is to carry out a letter drop to local properties in the vicinity this week and previously our Operations Team have been in liaison with Councillor Arwel Roberts and Councillor Ann Davies.

If you have any questions about the work or wish to meet in person to discuss please contact myself Andrew Basford, directly on 03000 65 3846 or email me directly on andrew.basford@naturalresourceswales.gov.uk. Thank you.

Regards,

Andrew Basford BSc (Hons) IEng MICE

Rheolwr Prosiect (Cyflawni Prosiectau) / Project Manager (Projects Delivery)
Cyfoeth Naturiol Cymru / Natural Resources Wales

Ffôn/Tel: 0300 065 3846

Ffôn symudol/Mobile: 07468 742450

E-bost/E-mail: andrew.basford@cyfoethnaturiolcymru.gov.uk

Gwefan/Website: www.cyfoethnaturiolcymru.gov.uk / www.naturalresourceswales.gov.uk

Yn falch o arwain y ffordd at ddyfodol gwell i Gymru trwy reoli'r amgylchedd ac adnoddau naturiol yn gynaliadwy.

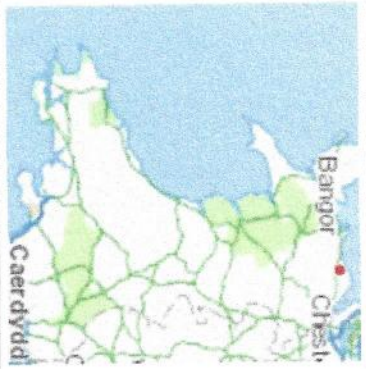
Proud to be leading the way to a better future for Wales by managing the environment and natural resources sustainably.

Twitter: twitter.com/NatResWales

Facebook: facebook.com/NatResWales

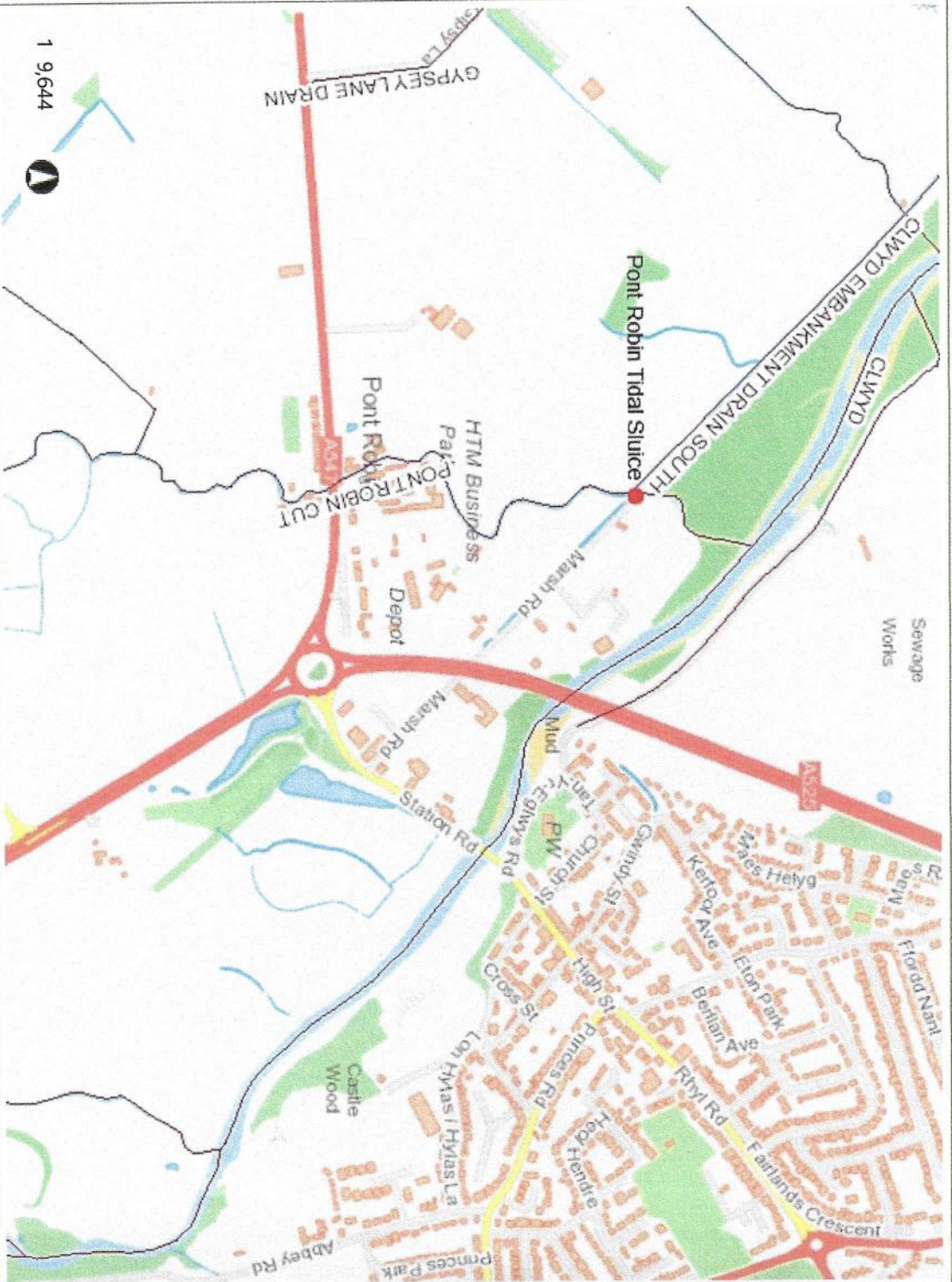
Flickr: Flickr.com/NatResWales

Youtube: youtube.com/NatResWales



Legend
— Sealed Main Rivers

Notes



0.5
0
0.24
0.5 Kilometers
British National Grid

© Crown Copyright and database rights Ordnance Survey/Natural Resources Wales, 100019741, 2015. © Hawlfartny Gorn a hawl corff ddata Arddangos Ordnans Cyfoeth Naturiol Cymru, 100019741, 2015. This map is a user generated data output from an internet mapping site and is for reference only. Data layers that appear on the map may or may not be accurate, current, or otherwise reliable.

Good afternoon. To those who dont know me , i am Chairman of Rhuddlan Town Football Club. On Thursday we won the REM cup. Not a bad result for our first season playing in the Saturday league. Yesterday we narrowly missed out on promotion which would have been a massive triumph for a team 1 season in. **Wayne E Hughes** the manager has done a amazing job along with **Nicky Scooby Jones** . They have both worked so hard with the lads. The lads who play for the team play with their hearts on their sleeves and we are are so proud of the effort they have put in. I have put this post up to let people now that we have to play our home matches at Pengwern College as we are not permitted to use Admirals field even those the Dragons use it. When i played for Rhuddlan 30 years ago we used Admirals field and we used to get tremendous support from the locals, then it was back to the Kings Head for chip butties and a few pints. I want to go back to playing in the town, it will bring in people from outside the area and money into the local shops. I have offered to upgrade the pitch with my own money , build new changing rooms etc etc but ive been told NO. WHY ? It wouldn`t be just for our team, it would be for the use of everyone. I would like to start a number of new teams under 10`s ladies and so on. There would be training given, charity matches fun days and a whole host of things. Things that us as people of the village could all go and unite as a community and engage with visitors. All this surely must be to the benefit of the village. I will even buy the field and pay for everything myself. I just think its a wasted area that could be transformed for the benefit of all. Any comments appreciated.



Llywodraeth Cymru
Welsh Government

Plas Carew, Uned 5/7 Cefn Coed
Parc Nantgarw, Caerdydd CF15 7QQ
Ffôn 03000 256000
E-bost cadw@llyw.cymru
Gwefan www.cadw@llyw.cymru

Plas Carew, Unit 5/7 Cefn Coed
Parc Nantgarw, Cardiff CF15 7QQ
Tel 03000 256000
Email cadw@gov.wales
Web www.cadw.gov.wales

Ms S Jones
Clerk Rhuddlan Town Council
clerk@rhuddlantowncouncil.gov.uk

Eich cyfeirnod
Your reference
Ein cyfeirnod
Our reference
Dyddiad
Date
Llinell uniongyrchol
Direct line
E-bost
Email:

EOI 5
18 May 2018
03000 259061
Anne.thomas@gov.wales

Dear Ms Jones,

1 PARLIAMENT STREET, RUDDLAN, DENBIGHSHIRE

I am writing about your Expression of Interest (EOI) for historic buildings grant in respect of repairs to the above building.

In considering EOIs, Cadw considers all the information it has available about the building and the proposed works including the historic details held by us.

Cadw is focussing its historic building grant funding on the repair and restoration of historic community assets, giving priority to assets that are at risk. This is in line with Ministerial aims and priorities. Cadw has concluded that your EOI does not demonstrate this and is therefore unable to offer grant assistance in this instance.

I am sorry that it has not been possible to give you a more positive response on this occasion.

Yours sincerely

A. Thomas.

Rheolwr Grantiau / Grants Manager
Diogelu a Pholisi / Protection and Policy

Mae'r Gwasanaeth Amgylchedd Hanesyddol Llywodraeth Cymru (Cadw) yn hyrwyddo gwaith cadwraeth ar gyfer amgylchedd hanesyddol Cymru a gwerthfawrogiad ohono.

The Welsh Government Historic Environment Service (Cadw) promotes the conservation and appreciation of Wales's historic environment.

Rydym yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg.
We welcome correspondence in both English and Welsh.



BUDDSODDWR MEWN POBL
INVESTOR IN PEOPLE



Reply from Traffic, Parking and Road Safety Manager DCC to Ann Jones A.M.

Subject: RE: A547 Rhuddlan to Abergele Road

Dear Ann,

Thank you for your email.

Our maintenance team will be carrying out some repair work to this section of road on some evenings during June. I've copied in Tim Towers who will be able to provide more details about the exact dates and times.

We undertook a feasibility study 2-3 years ago which looked at options both to improve safety and provide an active travel route (cycle/walking route) along this length of road. Unfortunately, any schemes that would both widen the road and provide an active travel route are estimated to cost several millions of pounds. At present, there is no obvious way for us to raise this level of funding from either our existing Council revenue or capital budgets, or from the usual WG grants that we apply for in relation to active travel and road safety.

From speaking to the local members, Cllrs Jones and Roberts, it is clear that the local community continue to be very concerned about this length of road. Recent (past 5 year) accident figures do, however, show the accident record has improved compared with previous years, which suggests that the 40 mph "buffer" speed limit has been beneficial.

Kind regards,

Mike

Mike Jones

Rheolwr Traffig, Parcio a Diogelwch Ffyrdd / Traffic, Parking and Road Safety Manager
Gwasanaethau Cynllunio a Gwarchod y Cyhoedd / Planning & Public Protection Services
Ffôn / Tel: 01824 706959

Ffôn Symudol / Mobile: 07766 785812

e-bost: m.jones@sirddinbych.gov.uk

e-mail: m.jones@denbighshire.gov.uk

Adran yr Economi a Thrafnidiaeth
Department for Economy and Transport

Ein cyf/Our ref: TO/KS/01529/18



Llywodraeth Cymru
Welsh Government

Sian Mai Jones
Town Clerk
Rhuddlan Town Council

clerk@rhuddlantowncouncil.gov.uk

06 June 2018

Dear Ms Jones,

Thank you for your letter of 16 May on behalf of Rhuddlan Town Council to the Cabinet Secretary for Economy and Transport regarding the A547 Rhuddlan to Abergele Road. I have been asked to respond.

Whilst we are responsible for the motorway and trunk road network in Wales, local authorities have responsibility for local roads. In this instance, Denbighshire County Council has responsibility for the A547 Rhuddlan to Abergele Road.

You may wish to be aware that the Cabinet Secretary for Local Government and Public Services allocated an additional £30m in 2017/18 towards the refurbishment of local roads and a further £2.5m was allocated by the Cabinet Secretary for Economy and Transport to support local authorities with their costs incurred due to heavy snow in March this year.

We provided Road Safety Grant funding to the Council in 2016/17 for a feasibility study of options to improve road safety and carriageway condition on the A547 between Rhuddlan and Abergele. At that time the Council indicated a potential scheme construction cost in excess of £12 million which would be unaffordable from within anticipated Road Safety Grant budgets. The Council has subsequently not applied for funding to deliver the scheme.

Yours sincerely,

Dewi Rowlands
Head of Transport Planning Team

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

Parc Cathays • Cathays Park
Caerdydd • Cardiff
CF10 3NQ

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400
ETGovernmentBusiness@llyw.cymru
ETGovernmentBusiness@gov.wales

Item 7 i

E-mail received by member of public 06/06/2018

To Rhuddlan Town Council,

I am writing as a resident of Rhuddlan about the entrance to the Rhuddlan Library Car Park.

The area on the left of the entrance as you enter the car park looks much tidier now and a nice job has been done of the structure using sleepers.

But I am alarmed and saddened at how the tree in the same area has been butchered.

There was no need for such drastic measures to be taken. The tree was a beautiful and unusual shape. All the character of the tree has now been lost.

The tree as it was enhanced the entrance to the car park.

I was told that the branches were removed because children were climbing on the branches. I am regularly at that area and I have never seen any children on the tree.

In fact what the children do climb on is the 'clothing bank'.

I ask the Council to be more sympathetic when pruning and reshaping trees.

Rhuddlan Town Council

From: Meredith Arthur <MeredithArthur@rhs.org.uk>
Sent: 18 May 2018 10:26
To: Meredith Arthur
Subject: Invitation to Britain in Bloom Awards 2018
Attachments: BIB 2018 Ulsterbus Tours.pdf; Waterfront pre-order drinks form.pdf; Bloom Awards 2018 FAQs.pdf



**Britain in Bloom Awards Ceremony
 Evening of Friday 19 October 2018
 Belfast Waterfront, 2 Lanyon Pl, Belfast**

Dear Britain in Bloom Finalist,

Congratulations once again for being one of this year's Britain in Bloom finalists!

We are delighted to invite five guests from your group to join us for the **Britain in Bloom with the RHS Awards Presentation on Friday 19 October in Belfast**. This is the opportunity for you and your team to celebrate all your achievements over the past 12 months.

Please RSVP by completing [this online form](#) with all details of those attending from your group.
The deadline for RSVPs is 9 July.

You will receive your official tickets from August onwards, and will need to bring these tickets with you on the night. Seats are strictly limited to **five guests per group**, and due to venue capacity we will not be running a waiting list this year.

Accommodation

Visit Belfast have arranged for a number of discounted hotel rates for the event, which can be booked online via portal here: <https://book.passkey.com/go/britaininbloom>

Local activities

Belfast City Council are kindly offering free tours of Belfast City Hall and Belfast Botanic Gardens and Tropical Room to all attendees. For more information or to book a tour, please contact Sara Barkley on 02890 320202 ext 3368 or email barkleys@belfastcity.gov.uk

Additionally, UlsterBus Tours have arranged for discounted day tours of the area for Britain in Bloom delegates, which can be found attached to this email. For further information on this, please contact enda.sheridan@translinorthernireland.com

Drink orders

The venue has agreed to run a pre-order service for your drinks for the awards evening. Please complete the attached form and send to catering.support.belfast@amadeusfood.co.uk. Please state your group name where it asks for Number.

There will still be the opportunity to buy your drinks on the night – pre-ordering just helps to avoid the queues.

Transport

Belfast is quite a compact city and The Waterfront is a maximum 20 minute walk from most of the main hotels in the city centre. We have therefore decided not to organise travel to the venue for guests, but the details of two local taxi firms below should you need them. Do get in touch if you have any other mobility issues that we need to take into account. Value Cabs (also for airport transfers): 028 9080 9080
Belfast Cabs: 07446 014761

Judges' Surgeries

Each entry has the opportunity to meet with their judges on the morning of 20 October at the Hilton Belfast for a 20 minute one-to-one consultation to discuss their achievements and to receive advice and guidance for future projects. Please state your preference for this on the form, and we will contact you to follow up and arrange this.

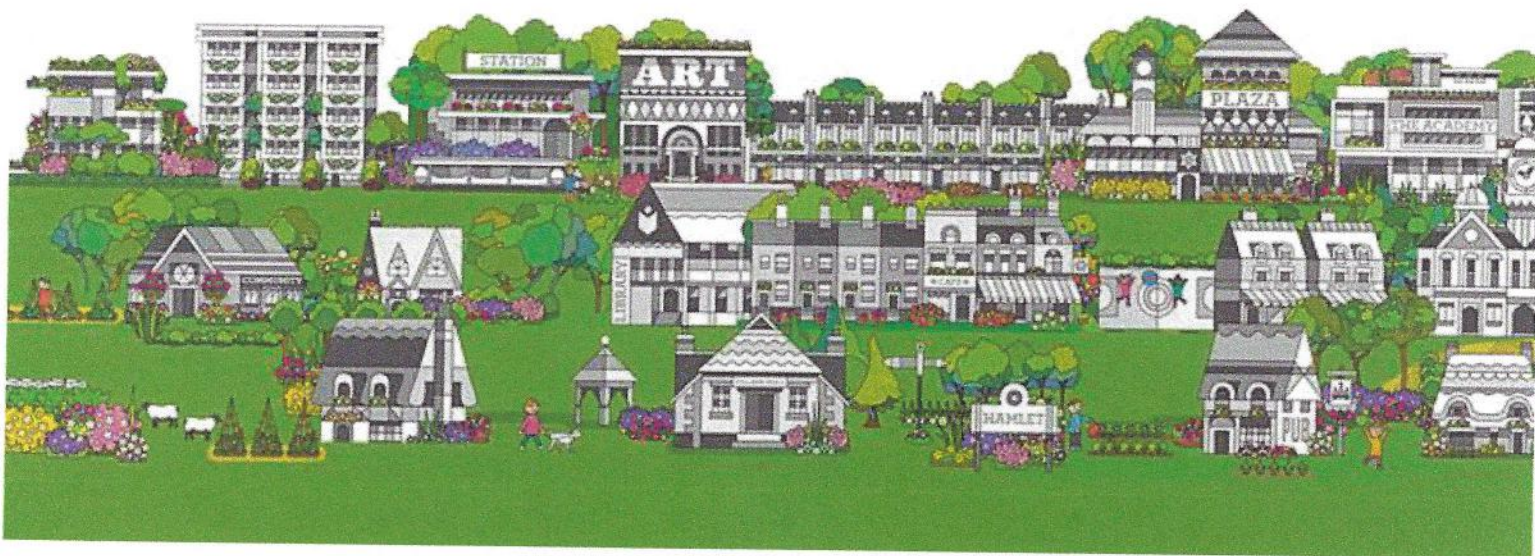
Please also find some FAQs attached to this email, with further information about the event, and all relevant documents about the awards can also be found on our [Bloom Finalists' hub](#).

Please do not hesitate to contact us should you have any queries. We look forward to seeing you in Belfast!

In the meantime, remember you can connect with your fellow finalists and share your tips and troubles on [the closed Facebook group](#) set up just for you. And if it's something that can be shared more widely, make sure to mention us on [Facebook](#) and on [Twitter](#), using the #ourbloom hashtag.

With very best wishes and happy gardening,

Meredith Arthur
Community Operations Manager



[Inspire someone special with RHS Gift membership](#). They'll enjoy a year of great days out across the UK and so much more.

Get involved: [Sign up for our e-newsletter](#), [Facebook](#), [Twitter](#), [Instagram](#), [Pinterest](#)

[The Royal Horticultural Society \(RHS\)](#) is the UK's leading gardening charity dedicated to advancing horticulture and promoting good gardening. Anyone with an interest in gardening can enjoy the benefits of RHS Membership and help us to secure a healthy future for gardening. For more information call: 020 3176 5800, or visit www.rhs.org.uk.

The contents of this email and any files transmitted with it are confidential, proprietary and may be legally privileged. They are intended solely



Aelwyn Morgan Award 2018

The Aelwyn Morgan Award is given annually by Rhuddlan Town Council in memory of a former Head Teacher of Ysgol y Castell.

Mr Aelwyn Morgan was held in high esteem by all who knew him and his personality commanded great respect and admiration in many spheres. His commitment to the community included supporting many societies and charities.

The award comprises an engraved silver salver to be held for one year. The award is given in recognition of voluntary work and services undertaken by anyone living in the community of Rhuddlan.

Member of the public are asked to nominate suitable candidates via the Town Clerk, giving reasons for their choice and details of work undertaken by the nominees.

Closing date for applications is 7thnd of July.

Please send applications to: clerk@rhuddlantowncouncil.gov.uk
Address: PO Box 224, Maesdu Road, Llandudno LL30 1QX
Phone 07775 673706

Access for People with Disabilities

The above matter was discussed at the Town Council meeting on the 11th of January 2018.

An e-mail had been received from a member of public who recently visited the picnic area in Vicarage Lane library to find that her friend who used a wheelchair could not access the area because there was no ramp. The e-mail requested that the Town Council could give consideration for a ramp/dropped kerb be installed and to lower extension for one of the tables for wheelchair users. Also, to execute the work of yellow boxes (parking for people with disabilities) next to the ramps.

It was resolved to agree to the request for a dropped kerb/ ramp. Also, the Town Clerk needs to notify Denbighshire County Council about the ramp/dropped kerb as this will need to be included in the lease and will need to be maintained. With regards to the lower extension for the picnic table, this is a matter for Rhuddlan Community Group who may, if need be, submit a grant to the Town Council for funding.

The following quote was received from Glascoed Timber:

Remove 3 kerbs, refit 2 to form drop kerb 1.2mtr wide. Break concrete in Planter area, and lay new concrete to form ramp, re-locating one planter.

Paint with yellow road marking paint, a cross hatched area 2.4 x 3.6 metres, on the car park in line with the drop kerb.

£930. plus VAT.

However, the Town Clerk did not include painting of two disabled bays on either side of the thatched area which would incur an additional £210 plus VAT.

The Town Council need to make a decision if the two additional parking bays are necessary?



Item 13.

Fresh Air Gym

The Fresh Air Gym has now been installed at Admiral's Fields.

- (i) The Town Council need to agree on a date for official opening.
- (ii) The Town Council need to decide on future maintenance of the Fresh Air Gym – see attached documents.

Dear Valued Customer w

Re: Maintenance of your outdoor gym

Congratulations on your new Fresh-Air Fitness Outdoor Gym!

We trust you are happy with the installation of your new gym units and wish you many years of fun-filled exercise.

Although our product has a very low maintenance requirement, regular maintenance checks are essential to keeping the equipment safe for use and in good working order. The equipment warranty requires you to perform weekly maintenance checks and also to complete the monthly written logbook (attached below). When you complete each monthly entry you will need to file it safely as it will be required for warranty claims in the future. (Please photo copy the pages below to allow you to record each month's inspection.)

You will receive, by post, a maintenance pack that contains tool fixing bits and touch up paint for upkeep of the units.

All replacement parts can be purchased from us directly. You can purchase new parts, touch-up paint or signage by emailing Fresh-Air Fitness on service@fresh-airfitness.co.uk

Yours Sincerely



Paul Martin

Managing Director

fresh-air fitness 
The outdoor gym specialists

Maintenance Obligations as required by our warranty terms

Weekly Checks

- General sweep up of site and litter clearing.
- Clean down surfaces. Wipe off any graffiti with anti graffiti wipes.
- Check for any damage and if there is any, **report this to Fresh-Air Fitness** with an accompanying digital photo. Ensure the equipment and outdoor-gym area is left safe for use.

Every Calendar Month

- Use the logbook to check over each and every piece of equipment.
- Look out for trip hazards or waste deposits, broken glass etc at the site area and if necessary close down site if the hazard makes the area unsafe for public use.
- Touch-up any scuffs, or marks showing on the equipment paint surface.
- Lubricate all moving parts – check for damage due to normal wear and tear.
- Look in detail at each item of equipment in turn working from the top down & checking that all of the components are present, secure and functional.
- Check also that all plastic caps are in place, if not, replace them from tool pack items.
- Limiters are incorporated in the bearing housings on many units. Check they are functioning correctly.
- Check that base covers are in place & check for any free play to the ground mounting or foundations.
- Tighten bolts and nuts – use key from tool pack as required.
- Ensure equipment is left safe for use.
- Record all details in logbook and file logbook safely for future reference and to comply with safety requirements.
- **Notify Fresh-air Fitness of any product defects.** with an accompanying digital photo. Ensure the equipment and outdoor-gym area is left safe for use.

Annual Inspection

- It is recommended that an RPII Inspector should undertake an independent annual inspection. Please contact Fresh-Air Fitness to arrange this.



FreshairFitness

The outdoor gym specialists

CERTIFICATE OF COMPLETION

Job Reference: 2250

Date: 11/5/2018

Client: Rhuddlan Town Council

Site: Admirals Rec Ground
Clos Dawid Owen
off Ryll Road
LL18 2TP

PLEASE TICK TO CONFIRM:

- ☐ The required work has been completed in accordance with the Tender/Contract/Order and the installation has been completed to a satisfactory standard.
- ☐ The site has been left in a suitably clean and tidy condition.
- ☐ It is understood that regular inspection and ongoing routine maintenance of the equipment is required, and that this is a condition of the warranty.

Signed:

Print name: _____

Position/Authorisation: _____

Contact No: _____

Notes (if required): _____

Date: 09/06/2018

Rhuddlan Town Council

Page 1

Time: 15:02

Current Bank A/c

List of Payments made between 09/06/2018 and 14/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2018	Gwledd Rhuddlan	102170	800.00		Grant - Gwledd / Festival
14/06/2018	P. Riley	102171	49.00		P. Riley
14/06/2018	HMRC	102172	233.28		HMRC
14/06/2018	Denbighshire County Council	102173	240.00		Internal Audit
14/06/2018	N Rowlands	102174	55.87		N Rowlands
14/06/2018	Rialtas	102175	1,005.48		Alpha Financial Software
14/06/2018	Rhuddlan Rainbows	102176	600.00		Rhuddlan Rainbows
14/06/2018	Dial a Ride	102177	500.00		Dial a Ride
14/06/2018	Rhuddlan Community Group	102178	960.00		Rhuddlan Community Group
14/06/2018	Hugh Harris Ltd	102179	9,151.20		Hugh Harris Ltd
14/06/2018	Dafydd Timothy	102180	10.00		Translation
14/06/2018	S M Jones	102181	358.07		S M Jones
14/06/2018	Vodafone	DD	23.49		Vodafone
14/06/2018	Staples UK Ltd	DD	162.62		Staples UK Ltd
14/06/2018	Staples UK Ltd	DD	91.44		Staples UK Ltd
14/06/2018	NEST Pension	DD	113.16		NEST Pension
14/06/2018	Town Clerk	DD	960.00		Town Clerk
Total Payments			15,313.61		

Accounting statements 2017-18 for:

Name of body:

Insert name of body

Rhuddlan Town Council

	Year ending		Notes and guidance for compilers
	31 March 2017 (£)	31 March 2018 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	93,057	82,287	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	46,850	70,610	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	18,371	13,009	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	11,529	15,233	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	9,151	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	67,537	66,390	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	79,212 * +3,075	75,132	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	79,212	75,132	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	79,212	75,132	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	255,008	265,008	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	☐	☒	☐	☐	☐	☐	

* Unpresented cheques of £3,075 not included in the balances carried forward.

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	☒	☐	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	☒	☐	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	☒	☐	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	☒	☐	Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	☒	☐	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	☒	☐	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit. <i>Risk Assessment</i> <i>Website</i> <i>Register</i> <i>Fixed Asset</i>	☒	☒	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	☒	☐	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/ Committee:
	Yes	No*	
1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.	☒	☐	Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.
2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	☒	☐	Has kept and appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.
3. The council has ensured that it has a lawful obligation to pay a service gratuity to employees* or The council has no obligation or intention to pay a gratuity to employees.*	☒	☐	Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity.

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature:  Name: name required SIÂN MAI JONES Date: dd/mm/yyyy 29:05:2018	Chair signature: Name: name required Cllr Gareth Rowlands Date: dd/mm/yyyy 14:06:2018

Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: Name: name required Date: dd/mm/yyyy	Chair signature: Name: name required Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2018 of:

--

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

To be submitted.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body:

Insert name of body

Rhuddlan Town Council

a

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2018.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓	✓	✓	✓	Evidence of supporting paperwork and spreadsheets.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓	✓	✓	✓	Sampled invoices, which confirmed correct accounting.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓	✓	✓	✓	Risk assessment in place
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓	✓	✓	✓	Evidence of regular monitoring.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓	✓	✓	✓	Evidence of income received and banked promptly.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓	✓	✓	✓	No petty cash
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓	✓	✓	✓	Evidence of pay slips and payments to HMRC.
8. Asset and investment registers were complete, accurate, and properly maintained.	✓	✓	✓	✓	Basic asset register. Could be more comprehensive

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	☒	☐	☐	☐	
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	☒	☐	☐	☐	
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	☐	☐	☒	☐	

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	☐	☐	☐	☐	
13. Insert risk area	☐	☐	☐	☐	
14. Insert risk area	☐	☐	☐	☐	

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 29/5/2018.] * Delete if no report prepared.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

SJ DAVIES

Signature of person who carried out the internal audit:

SJ DAVIES

Date:

29/5/2018