



Rhuddlan Town Council Meeting

Dear Councillor

11th March 2019

Your attendance is requested at a meeting of Rhuddlan Town Council at the Community Centre, Rhuddlan on Thursday, 14th March 2019 at 7.00 p.m. Any planning applications can be viewed at 6.30 p.m. Members of the public are welcome to attend.

AGENDA

1. Apologies.
2. Declaration of Interest.
3. Police matters – to receive a report.
4. Minutes – to approve minutes of the 13th February 2019– pre-circulated.
5. Correspondence from:
 - a. The Mayor.
 - b. The Deputy Mayor.
 - c. The Town Clerk.
 - d. Helen Furneaux
 - e. Rhuddlan Community Group
 - f. Brenda Taylor
 - g. Dave Rayner
 - h. Keith Smith
6. County Council Members Report.
7. Xmas Lights 2019 – to consider attached report.
8. New Policy – to consider the attached Equality and Diversity Policy.
9. Disabled Grant – to consider the attached draft application form.
10. Asset Register
 - a. To approve the updated register. To follow.
 - b. To consider purchasing a software package.
11. Budget/Finance matters
 - a. To approve the accounts due. To follow.
 - b. To review the attached Financial Regulations.
12. Planning Applications for comment:

Application 44/2019/0117 – Rose Cottage, Church Street, Rhuddlan.

Felling of 2no. Macrocarpa trees within Rhuddlan Conservation Area.
13. Rhuddlan Town Council Risk Assessment – to review the attached.
14. Urgent Community Matters – having been advised to the Mayor 24 hrs in advance.

15. 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** – To consider the attached Rhuddlan Food & Crafts Festival Grant Application.
- b. **Personnel Matters** - to receive minutes of the Personnel Committee of 13^h March and to consider its recommendations. To follow.

16. Date of next meeting

Next meeting scheduled for April 11th 2019.

Sian Mai Jones

Town Clerk -07775 673 706



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Rhuddlan Town Council – Draft Minutes of the meeting held on the 13th February 2019

Present:

Cllr Gareth Rowlands (Mayor in the Chair)
 Cllr Arwel Roberts
 Cllr Andy Smith
 Cllr Gareth Smith
 Cllr Jackie Burnham
 Cllr Mike Elgin
 Cllr Mike Kermode
 Cllr Syd Gaskin
 Town Clerk.

1. Apologies.

Cllr Ann Davies
 Cllr Heather Ellis
 Cllr Reg Davies

One member of the public was present

2. To receive a presentation from Chris Southern: MIND - Vale of Clwyd.

Chris Southern thanked the Town Council for giving her the opportunity to speak to Members about mental health issues.

One in four individuals suffer with mental health problems and it is a particular problem in Denbighshire which has the highest rate of suicide amongst men in Wales. Conwy has the highest rate of suicide amongst women in Wales. These counties have huge rural areas and people are at risk of getting isolated. Essential services such as libraries and banks have been closed; bus services have ceased in certain areas which exacerbates the problem.

This year marks the 40th anniversary of MIND.

MIND – Vale of Clwyd is based in Marsh Road, Rhyl which is high on the multiple deprivation scale. Services provided are:

- Drop in centre
- Accommodation for people who need 24 hours care
- Flats
- Counselling services

- Allotments - in Rhyl, St Asaph, Rhuthun, Denbigh.

MIND – Vale of Clwyd are involved with two of the most forward-thinking projects:

1. Active Monitoring

The GP Active Monitoring project have specially trained practitioners (not counsellors) who are based in GP surgeries. They provide the 'talk time' and techniques to help people with mild to moderate mental health problems to get back on track and avoid the 'revolving door' of return visits to the GP. This new mental health service is being offered in Rhyl and GP's and Local Health Boards are looking to roll out the scheme as it has an 80% success rate.

2. Social prescribing project

This is a project to help individuals to deal with the things in life that can make them unhappy or anxious. Rather than giving a prescription for a medicine, social prescribing can help individuals access a wide range of activities and support in the local community.

This is a pilot project that MIND Vale of Clwyd is part of. A GP or another health professional can signpost an individual to a local MIND social prescribing service which help the individual access a range of support and advice services to suit their needs, from housing and benefits support or advice to a local walking group.

The Mayor thanked Chris Southern for an excellent presentation which was welcomed by all members. It **was resolved** that the Town Clerk write to Chris Southern to thank her for taking the time to come to the Town Council and deliver a very informative presentation.

3. Declaration of Interest.

Cllr Arwel Roberts: Item 7f – Member of Menter Iaith Board – Sir Ddinbych.

Cllr Gareth Rowlands: Item 7h – Vice Chairman of the Allotments Society.

Cllr Gareth Smith: Item 7g – Secretary of the Rhuddlan Community Group.

4. Police matters

PCSO Phil Roberts introduced himself and gave some background. He has worked for North Wales Police for 11 years and has been transferred over to Rhuddlan, where he is also a resident.

There have been 86 phone calls to Rhuddlan Police Station over the last month. These calls are not generally about crime. There have been the following incidents:

Anti-Social Behaviour Incidents:

- Noisy Party. Parents came home. No further action taken.
- Children throwing snowballs on property just off Parliament Street. No damage.
- Altercation in KFC car park. Police issued a personal ASB.

Criminal Damage.

- 2 silhouettes on high Street damaged. This was reported to the police.
- Window at The End hairdressers is damaged. The individual has been arrested.

Further to receiving complaints about dog fouling, PCSO Phil Roberts and PCSO Aled Hughes have been patrolling in Admirals Playing Fields. They have powers to issue tickets and fines. Cllr Gareth Rowland said that "No dogs on Marked Sports Area" signs had been put up at the four entrances to Admirals. The Town Clerk has been in contact with Denbighshire County Council to scorch lines around the Fresh Air Gym which will mark the area that dogs should not access.

Further to receiving complaints about the parking issues in Hylas Lane, PCSO Phil Roberts said that he had not seen any cars parked on the yellow zigzags. The number of cars parked around this area actually acts as traffic calming measures.

PCSO Phil Roberts is hoping to purchase a bike to be able to patrol Rhuddlan. Cllr Gareth Rowlands said that the Town Council purchased two bikes about 10 years ago and that they may still be stored in the garage of the Police Station.

2 CCTV cameras on the High Street have not been working and these have been reported to Cheshire West & Chester Police.

One member asked if the police have the power to fine people parked on yellow double lines. PCSO Phil Roberts said that this is Denbighshire County Council's responsibility.

5. Minutes

Minutes of meeting, 10th January 2019 were accepted.

Matters arising:

a. Complaint

Cllr Ann Davies who had given her apologies for the meeting had sent an e-mail to the Town Clerk stating that the minutes of January 10th 2019 (Item 4) were not accurate. The minutes do not contain a statement made by Cllr Mike Elgin about a resident who made a complaint about the Mayor a few months ago in which the complaint was resolved at a local level. Cllr Mike Elgin asked a question to Cllr Mike Kermode "Why then are you saying this complaint cannot be dealt with the same way? ". No explanation was given by Cllr Mike Kermode.

Cllr Mike Kermode responded to this by saying that he did not realise that it was a question specifically directed to him.

After a brief discussion members agreed that the minutes be altered to:

Cllr Mike Kermode responded by saying that if Cllr Ann Davies believes that a breach of the Code of Conduct has occurred, this needs to be reported to the Monitoring Officer of the County Council. This is clearly stipulated in the Ombudsman Code of Conduct.

Cllr Mike Elgin stated that a Local Resolution Policy is one of the gaps in the Town Council and this needs to be looked at.

Cllr Andy Smith stated that he hoped that this matter was now resolved and that the Town Council can now move on and work together as a team for the benefit of the community.

b. Woodland Bench

The Mayor and the Town Clerk had met with the Custodian of the Castle and agreed on a location and type of bench to be installed near Twtil. The Town Clerk has had confirmation from Mr McKormick (who originally requested the bench) that he is happy with the proposed style of bench and location. The Town Clerk needs to check with Lord Langford that he is also happy with these proposals.

c. Memorial Bench

The Town Clerk has submitted an application form to Denbighshire County Council with regards to locating the memorial bench outside the Odyn.

d. CCTV

The Manager of the Denbighshire CCTV Partnership project, Dave Lennon is happy to attend a future meeting of the Town Council. Members also need to consider the invitation to visit the CCTV base in Chester.

e. Precept Meeting

This item which was scheduled under Item 12b was brought forward for discussion. It was resolved to accept this report and that the Town Clerk forward a press release to the Rhyl Journal highlighting the new community projects for a slight increase per household in the precept.

6. Personnel Matters

The minutes of the Personnel Committee of 11th February were considered. Cllr Arwel Roberts chaired this meeting in the absence of Cllr Andy Smith. He thanked Cllr Syd Gaskin for attending the meeting as an observer.

Cllr Mike Kermode to give an overview of the Clerical Assistant / Minute Clerk post along with Terms and Conditions, Job Description, person specification and Job advert. It was resolved to accept the proposals subject to a minor correction with regards to the qualifications.

Cllr Gareth Smith proposed that members of the Town Council should be part of the interviewing process for the Clerical Assistant/Minute Clerk. Cllr Mike Kermode explained

that this was a junior post; if this job was in County Council then the people interviewing would be limited to the manager and Personnel representative. Cllr Mike Kermode put forward an amendment that the interview and appointment should be delegated to the Town Clerk and Cllr Mike Kermode (Adviser to the Personnel Committee) and the shortlisting to be carried out by the personnel Committee.

Voting took place on the amendment – 5 votes.

Vote against the amendment – 3 votes

The amendment was carried.

7. Correspondence from:

7a. The Mayor.

This report was accepted.

The Mayor added that Neighbourhood Watch stickers are now available. Cllr Gareth Rowlands gave the Town Clerk a plan of location of the lamp posts. **It was resolved** that the Town Clerk to make enquires with Denbighshire County Council / local contractors to place the stickers on existing signs.

Cllr Gareth Rowlands was commended on his efforts of producing this map as it was quite a task.

7b. Deputy Mayor.

This report was accepted.

The Deputy Mayor added that the Rhuddlan Dementia Friendly Steering Group had received an excellent presentation from Lorna Kernahan and Sarah Pevely from Keystone Heritage (keystoneheritage.org.uk) on how artefacts can help people with dementia by bringing history to life through hands on, interactive sessions.

7c. The Town Clerk.

This report was accepted.

The Town Clerk added that both Town Council defibrillators have been checked by Cllr Syd Gaskin and are in working order. A training course on how to use a Defibrillator has been arranged for the 22nd October at 7 p.m. This will be the third course since the installation of the defibrillators.

An invitation from the Air Cadets has been extended to the Mayor to attend their annual dinner. Unfortunately, the Mayor and the Deputy Mayor are unable to attend. The Town Clerk suggested that the invitation be passed onto Cllr Andy Smith as immediate past Mayor and of his close links to the Air Cadets. It was **resolved** to agree to this

7d. North Wales Police- Revision to Police & Crime Plan Priorities.

The Police and Crime Plan has been updated to reflect the challenges that North Wales Police need to tackle. The revised policies and area of priorities are as follows:

- Reducing Criminal Exploitation of Vulnerable People
- Domestic Abuse and Sexual Violence
- Modern Slavery
- Organised Crime
- Safer Neighbourhoods

7e. Rhuddlan Town Community Association

Correspondence received from the above requesting the Town Council to consider promoting the town as a place to visit through tourist boards. **It was resolved** to invite a representative from North Wales Tourism to a meeting when the initiative to set up a business/shops group gets under way.

7f. Menter Iaith Sir Ddinbych

Correspondence received from the above with regards to working with Rhuddlan Town Council and arranging a window decoration competition as part of St David's Day celebrations. Menter Iaith Sir Ddinbych requested a donation of £100 and to ask the Mayor to be available to judge the windows.

Members wanted clarification on the £100 donation. If it's for prizes then this will be refused. However, if it is a donation towards running the events then members **resolved** to agree to this on the proviso that future requests to be submitted via an application form.

Cllr Arwel Roberts to contact Menter Iaith to clarify.

7g. Rhuddlan Community Group

Correspondence received from the above expressing sadness and disappointment at the resignation of the Chairman of Blodeuo, Cllr Gareth Rowlands. The letter commended Cllr Gareth Rowlands and that he had chaired Blodeuo excellently and united the community to work together to win 3 Golds in Wales in Bloom and 1 Gold in Britain in Bloom which is a remarkable achievement.

7g. Allotments society

Correspondence received from the above stating that the Society want to improve the infrastructure of the allotments which will make the allotments accessible to everyone. The Society are looking for a letter of support from the Town Council so that it can apply for grants. **It was resolved** that the Town Clerk send a letter of support.

8. County Council Members Report.

Cllr Arwel Roberts:

- a. *The County is initiating the campaign warning motorists not to overload their vehicles. Working closely with North Wales Police and the Driver and Vehicle Standards Agency.*
- b. *You have received a report from Tim Evans - Prif Swyddog Gwarchod y Cyhoedd - Principal Public Protection Officer. With regard to the Public Fines in the carpark and on the street. Car Park 89 issued Street 60 issued. These were given during 2017 and 2018 and the first part of this year. The changes to the road structure i.e. yellow lines are now in place in Vicarage Lane and the High Street. Marsh Road next.*
- c. *Tomorrow (12/02/2019) I will be in a meeting with Jeni Andrews the County's Commissioning and Planning Officer for Community Support Services to discuss a joint statement regarding a Learning Disabilities Forum. By mutual agreement the grant funding to DVSC for the LD forum will end 31/03/2019. The county is looking to develop an alternative service.*
- d. *It was a pleasure to be one of the scrutineers in the Performance Scrutiny where an excellent report was presented by the Library service which included a glowing report with regard to Rhuddlan Library. I pressed the officers with regard to the fact that the library hasn't as yet placed a tourist information panel in the building. I also distributed the Rhuddlan/ North East Wales Beacon Leaflet.*
- e. *During Wednesday (13/02/2019) I'll will be in a meeting on site - Pont Robin with Andrew Basford - Natural Resources Wales - the contractor Forkers are there this week to make further improvements to the structure to make it even easier and safer for NRW staff to access and maintain. I will send a picture of the structure to the clerk.
I'm still in contact with NRW with regard to the Bund in Station Road. You are aware that there was a promise that NRW would replace the trees. This is the answer I had from the officer. The contract for planting trees and shrubs was given to Lawson's, this company promised that the work would be done before Christmas. I am assured that the work will be done in February. She also noted that the wildflower and bulb planting will be carried out in August/September 2019. SHE APOLOGIES FOR THE DELAY.*

9. Blodeuo

9a. Resignation of Blodeuo Chair.

A letter of resignation had been received from the Chairman of Blodeuo, Cllr Gareth Rowlands who felt that after securing 3 Wales in Bloom Gold and 1 Britain in Bloom Awards it was time to stand down and let someone else take Blodeuo to another level.

Members congratulated Cllr Gareth Rowlands and Mrs Nerys Rowlands on the remarkable success. **It was unanimously resolved** that Blodeuo be put on hold. Blodeuo will still exist but will not be driven. The Town Council will support local organisation and groups who will submit applications to work towards Blodeuo aims.

9b. Invitation to Wales in Bloom 2019

An invitation from "In Bloom with the RHS" had been received for the Wales in Bloom 2019 Launch Event in North Wales on 22nd March 2019. **It was resolved** to decline this invitation as the Town Council will not be entering. The Town Clerk to write to Peter Barton Price, Wales in Bloom Judge for his help with mentoring over the last few years while preparing for Wales in Bloom/Britain in Bloom.

9c. The corner, by the library.

Brenda Taylor has kindly offered lavender to plant on the corner, near the library. **It was resolved** to take up this offer.

10. Planning Applications for comment:

Cllr Mike Kermode abstained.

a. Application 44/2018/0855 – Land East of Tirionfa, Rhuddlan

The Town Council appreciate that substantial changes have been made to the plans, there are still concerns that the infrastructure is not there to support this development.

- The sewage works need major upgrading.
- The G.P. Surgery is already oversubscribed.
- The school is at full capacity and Denbighshire County Council have predicted that 24 pupils are likely to be generated which will create the need for additional space.
- There are continued concerns about the increased traffic.

The overall opinion is that this development will be detrimental to the town.

b. Application 44/2018/1198 – 1 Tirionfa, Rhuddlan. Felling of Tree. No objection

c. Application 44/2018/1035 – 12 Bryn Hafod, Rhuddlan. Erection of single storey extension and first floor roof extension to existing dwelling. No objection. However, one member had concerns about the roof being too high.

11. i beacon project

The Mayor gave a comprehensive presentation on the ibeacon project. Cllr Arwel Roberts thanked Cllr Gareth Rowlands and Cllr Syd Gaskin for their help on the ibeacon project.

12. Budget/Finance matters

Members approved the list due for February 2019.

The Town Clerk reported that £16 had been paid into the Town Council Account from Denbighshire County Council as payment for the Mayor's Winter Charity Concert in St Mary's Church on the 9th February. This £16 needs to be transferred to the Rhuddlan Charity account for which it was intended.

The Youth Service should have contacted the Town Clerk with a plan and costs for youth projects in Rhuddlan but this has not happened. Cllr Arwel Roberts to contact the appropriate Officer.

13. Local Resolution Procedure for Rhuddlan Town Council

The Town Clerk submitted a draft policy for the use of a local resolution for complaints. **It was resolved** to accept the report.

14. Urgent Community matters

a. Promoting Rhuddlan

The Town Clerk to send a letter to Denbighshire County Council complaining that the Tourism Section and the library are not working together to promote Rhuddlan.

b. Litter Problem

Cllr Arwel Roberts complained about litter around KFC and Aldi area. Cllr Arwel Roberts to organise a litter picking day with the Town Clerk and to contact Gareth Jones, Tidy Towns, to get the appropriate equipment.

c. Water Leak

Cllr Gareth Smith has received a complaint from a resident with regards to a water leak in Vicarage Lane. Denbighshire County Council and Welsh Water have investigated this a number of times and the matter cannot be resolved as it is a natural spring. Nothing further can be done about this matter.

d. Rhuddlan Food Festival

This to be held on the 18th May 4th. Denbighshire County Council have already given approval for the use of the car park. Cllr Mike Kermode is in the process of applying for grants. **It was resolved** that the Town Clerk to write a letter of support to accompany grant applications.

e. Disabled Parking Bays

Complaints had been received from residents with regards to the new disabled parking spaces in Vicarage Lane and High Street. The Mayor explained that a public consultation process was carried out and notices were put up informing the public of

the proposed plans. Members asked if Denbighshire County Council stipulated the specific locations of the bays in the consultation. Cllr Arwel Roberts is meeting with Peter Lea from Highways in the County Council and will make enquiries.

The disabled bay which has been put on the High Street does not have a ramp to the pavement which may pose a problem for a disabled person to get on/off the pavement.

f. Castle lights

Members have noticed that the lights of the castle have not been on. The Town Clerk to contact Jane Colclough to see what has happened.

g. Civic Events

Dates for the diary:

7th April - Civic Sunday in Ebeneser at 10.30 a.m. This will be a dementia friendly service. Proceeds of the Civic Sunday will be donated to the Dementia Friendly Rhuddlan Steering Group.

26th April – Civic Event in the Community Centre. Fish, Chips & Quiz on Rhuddlan. Proceeds will be going towards the Raptors Wheelchair Basketball Club.

15. Date of next meeting – March 14th

Signed..... Cllr Gareth Rowlands (Mayor)

Date

February 2019

- 15th Denbighshire Civic Ball
- 19th Music Memories Singing Sessions in Library
- 20th ibeacon meeting
- 26th St David's Day Window Dressing Competition - Menter laith

March

- 2nd Cawl a Chan in Community Centre
- 3rd Remembrance Service in Marble Church for The Canadian Citizens who lost their lives in the Flu Epidemic and Riots in Kinmel Camp.
- 4th Meet Town Clerk regarding Asset Management
- 8th Planning Site Visit at Tirionfa
- 10th Open Bug Hotel at Library site
- 13th Personnel Meeting
- 14th Town Council

Dates for the diary

- 7th April Civic Sunday 10.30 Ebeneser Chapel
- 26th April Fish and Chips and Quiz Community Centre 7.00pm
cost £10

Town Clerk's Report – February 2019

Meetings attended:

February 19 th	Music Memories Singing Session at the library
March 4 th	Meet with Mayor regarding Asset Register
March 5 th	Music Memories Singing Session at the library
March 11 th	Distribute agendas - notice board, library, Cllr Reg Davies
March 13 th	Personnel Committee.
March 14 th	Rhuddlan Town Council meeting.

Press releases sent:

- Clerical Assistant / Minute Clerk Post
- 2019/20 Precept
- Money raised at Mayor's Charity Event in St Mary's Church

Item 5d

Hi Sian,

For The Attention of the Next Council Meeting - please include in the documents

I am quite concerned about the position of the new path on the field by Vicarage Lane.

At one of the council meetings it was agreed to plant a hedge along the new path to attract wild life and screen the unsightly fence.

The path has been positioned right by the footings of the fence.

For hedge planting there has to be a boarder of 3 feet wide in order to give the hedge the width it needs to grow and to stop it growing over the path.

Hedges only require cutting twice a year but with limited space it will need cutting more often.

Has the contractor not followed instructions?

If so, then they should pay for the path to be re positioned.

In future, a member of the council should be present when the contractor starts a project e.g. tree cutting; disabled parking - the contractor had to be called back to re position the disabled parking space which was totally inadequate - all at a cost to the Town.

Yours,

Helen Furneaux

cc Councillor A Davies and Councillor Gareth Smith

Item 5e

Hi Sian,

Will you please pass on our thanks to Rhuddlan Council for the new Disabled Parking Space by the picnic area at Vicarage Lane.

This is much more usable and safer to use than the previous one.

Many thanks from Rhuddlan Community Group,

Helen Furneaux,

Chair

bcc Rhuddlan Community Group

Lavender Donation

Hi Sian, and dear friends

I do hope the council are going to put some soil on the top, the water will just run off and they will die.

It took a lot of work to cut and care and pot so I don't want them being just stuck in too die off. I am not being funny, just with them being a donation I would not like the offer to be abused through a bit of soil. Reg Davies has loads and I am sure he would deliver at a small cost.

Best wishes from Brenda

Dear All,

Recently I made a kind offer to the town mayor and councillors Kermode, Roberts and Smith. The offer is to help cover the area at the library in the corner to save work/weeding. I call it Ground cover, plus lavender is little to low maintenance and needs very little water once it's established.

However, following our recent visit to the area we noted the ground being so dry and hard nothing would survive here. We are in for a very dry summer and water needs to be on hand. The area needs two more sleepers and infill with soil before anything is planted.

Best wishes from Brenda

Item 5g

A very good afternoon to you Rhuddlan Town Council.

I thought I would get in touch with a really quick email, to see if you might be able to help or steer me in the right direction?

I'm currently working in association with the Charity Scope, helping to find new locations for, and to further expand their network of textile recycling banks and I thought I would get in touch with you to explore the opportunity of possibly finding new locations in Rhuddlan for the public to donate their old clothes, to help support and raise funds for Scope.

The Textile Banks help to raise awareness and to provide a much needed source of income towards ongoing projects which help to make this country a place where disabled people have the same opportunities as everyone else, whilst also helping to reduce landfill and increase the availability of textile recycling facilities for the local residents.

I wondered if you may have any ideas or suggestions on possible suitable locations in Rhuddlan. Hoping that you may be able to help??

I look forward to hearing from you.

With kindest regards and best wishes,

Dave Rayner

My new website is currently under construction but open to view at

www.daverayner.co.uk

Hi

I live in Rhuddlan and use the Admiral Park daily, I suggested more seating on the park some time ago and was assured this was in hand, I understand you have recently fitted the outdoor gym and that took precedent over the benches, the outdoor gym is an excellent addition and I can only commend you for making the park more user friendly for a wider section of the community.

I am writing to ask if the council would consider a narrow running track around the very perimeter of the field to accommodate local residents who currently jog around the village in the evenings of which there are many, timed solar lighting would make this a superb local amenity but I understand that funds are limited, I'm sure local people would endorse such a useful addition,

Thank you

Keith Smith

Christmas Lights 2019

The contract with The Festive Lighting Company has come to an end and the Town Council need to look to securing a new agreement.

Councillors need to consider if they want to stick to the same format as previous years or look at a new format.

The current format is lights on 30 lamp posts.

In 2017, the Town Council decided to extend the lights to include the lamp posts outside Harvey's and Christmas Trees motifs were put on these that were very well received.

Sticking to the same format may mean keeping the price down. Although the same format would be adopted, it could mean totally different lights and impact for the community.

Cost of hiring Christmas Tree Lights:

Year	Net	VAT	Total
2017/18	5308.74	1061.75	6370.49
2018/19	4613.96	922.79	5536.75

- A discount was given in 2018/19 for extending the contract for another 12 months.
- The above costs do not include installation and removal which costs approximately £3K.
- The budget set aside in 2019/20 budget is £11K.

The Town Clerk will need to invite tenders from companies but a format needs to be agreed before going out to tender.

Rhuddlan Town Council
Equality & Diversity Policy

1. Purpose of the report

To provide Rhuddlan Town Council with an Equality and Diversity Policy. Town and Community Councils are subject to the Equality Act 2010 and councils have must advance the equality of opportunity while carrying out its functions. This draft policy is taken from information the Town Clerk has gathered from other Town Councils, Welsh Government and Equality Act 2010 Legislation.

2. Policy Statement

The aim of this policy is to communicate the commitment of Rhuddlan Town Council, its members and Clerk to meeting the Equality Act 2010 which protects people from discrimination, harassment and victimization on the basis of their 'protected characteristics', which are:

- Age
- Gender reassignment
- Marital or civil partnership status
- Sex
- Race (including ethnic or national origin, colour or nationality)
- Disability
- Pregnancy and maternity
- Sexual Orientation
- Religion or belief (including lack of belief)

Commitment to the Act by Rhuddlan Town Council will support good decision making by considering how different people will be affected by their services. It will also help Rhuddlan Town Council help deliver activities and services which are efficient and effective and accessible to all and which meet different people's needs. It imposes a duty on the Council to have due regard to the need to:

- Eliminate discrimination, harassment, victimization
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Equality Act explains that the second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimize disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

3. Implementation

The Mayor has specific responsibility for the effective implementation of this policy. In order to implement this policy, the Town Council shall:

- Communicate the policy to members, the clerk and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council.

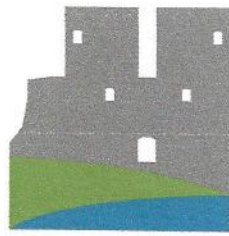
Monitoring & Review

Rhuddlan Town Council will establish appropriate information and monitoring systems to assist the effective implementation of the Council's equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

Recommendation

It is recommended that Rhuddlan Town Council adopt this policy.



Cyngor Tref
Rhuddlan
Town Council

Item 9

Disabled Access Grant

Disabled Access Grants is available for shops and businesses in Rhuddlan to help towards the costs of making changes to your premises so you can provide access to people with disabilities, for example to:

- Widen doors and install ramps
- Improve access to rooms and facilities.

Before the grant is considered Rhuddlan Town Council need to be happy that the work is:

- Necessary and appropriate to meet the disabled person's needs.
- Reasonable and can be done - depending on the age and condition of the property.

The applicant will need to provide an element of match funding towards the project.

Please complete the attached application form and return to the Town Clerk.

Application for Grant Funding 2019/20

1. Name of business / shop

2. Address

.....

3. Post Code Tel

4. Email.....

5. Name of Owner/Manager

.

6. For what purpose are you applying for funding?

.....

.....

.....

.....

.....

7. Please state the amount you are asking for with a breakdown of the estimated total costs:

.....

.....

.....

.....

.....

8. How much are you contributing towards this project?

.....

.....

.....

.....

9. Please provide any other information that you would wish the Council to take into account when considering this application:

.....

.....

.....
.....
10. I confirm that all the information on this form is true and correct and that any grant received will be used for the specified purpose(s) only. Yes ☐ No ☐

Name

Position

Signature Date

Please return this form to:

Town Clerk
Rhuddlan Town Council
PO Box 224
Royal Mail
Maesdu Road
Llandudno
LL31 1QX

07775 673706 clerk@rhuddlantowncouncil.gov.uk

QUOTATION

Prepared for Rhuddlan Town Council

Dated 07/03/2019

1a. Purchase of Rialtas Suite Asset Inventory

Purchase Installation of the following:

Asset Inventory Management Software	£ 295
50% Discount Available until 31 st March 2019	- £147.50

Purchase of Software	£ 147.50
-----------------------------	-----------------

1 st Year Annual Support and Maintenance Single User Licence*	£119
--	------

Total Costs 1st Year for Purchase of Software	£ 266.50
---	-----------------

1b. Ongoing costs

Annual Support and Maintenance Single User Licence*	£119 per annum
---	----------------

Annual Support and Maintenance 5 User Licence*	£165 per annum
--	----------------

2. Training

We recommend 2 hours on line training for the above module:

Online Training per hour	£ 35 per hour
--------------------------	---------------

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



Asset Inventory

Ensures that councils keep track of all their assets however small.

Key Features

This information is relevant for all assets no matter the size of the organisation. It supplies all the information to satisfy both internal and external auditors and enable the creation of an inventory to keep records of all your assets.

- Unique identification number
- Asset description
- Asset serial number
- Original cost
- Current Value
- Insurance Value
- Details of who supplied the asset
- Where the asset is located
- Photo of asset
- The date the asset was acquired /disposed of
- Asset Grouping-identifying the type of asset, eg: vehicles, land, street furniture

Reporting Features

- Assets by group
- Assets by location
- Assets by supplier
- Original Cost
- Current Value
- Insurance Value
- Acquired / disposed of report

Demonstrations, Training and Support

At RBS, we are happy to provide on-line demonstrations of our products on a no-obligation, no-cost basis. Post-sales, we are able to provide full installation and support for any of the software packages we provide. For further information or to arrange a product demonstration please contact us.

Rialtas Business Solutions

Unit 5 Uffcott Enterprise Park, Uffcott, Swindon, SN4 9NB
Tel: 01793 731296, Fax: 01793 731938, E-mail: info@rbssoftware.co.uk

Item 11b

RHUDDLAN TOWN COUNCIL FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Rhuddlan Town Council and may only be amended or varied by resolution of the Council.
- 1.2 The Town Clerk (TC) is the Responsible Financial Officer (RFO). The TC/RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices.
- 1.3 The TC/RFO shall produce financial management information as required by the Council.
- 1.4 Prior to approving the annual return the Council shall conduct a review of the effectiveness of its system of internal control and of these financial regulations which shall be in accordance with proper practices. The TC/RFO shall monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations. The review will take annually.

2. ANNUAL BUDGET

- 2.1 The TC/RFO shall prepare an annual budget not later than the end of January each year.
- 2.2 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The TC/RFO shall issue the precept to the County Council and shall supply each member with a copy of the approved budget.
- 2.3 The annual budget shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure.
- 3.3 The TC/RFO shall provide the Council with a statement of receipts and payments to date at each monthly meeting.
- 3.4 The TC/RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The TC/RFO shall report the action to the Council within 28 days.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the TC/RFO in accordance with the relevant Accounts and Audit Regulations or other associated statutory regulations.
- 4.2 The TC/RFO shall complete the annual financial statements of the Council, including the Council's annual return by the statutory date of the 30th June and shall submit them for approval to the Council no later than the June meeting. The annual return will comprise in four sections:
 - The accounts
 - The statement of assurance
 - The internal audit's report
 - The external auditor's report and opinion
- 4.3 The TC/RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.

- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, shall be competent and independent of the operations of the Council, and shall report to Council in writing, or in person, on a regular basis, with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.5 The Council shall consider and act on any items appearing in the internal audit report for the financial year just ended.
- 4.6 The Council shall consider and act on any items appearing in the external audit report for the financial year just ended.
- 4.7 The statement of assurance shall be completed and approved by the Council and signed and dated by the Chairman and the Clerk and the minute reference recorded.
- 4.8 The TC/RFO shall make arrangements for the opportunity for public inspection of the accounts, books, and vouchers and for the display or publication of any required notices and statements of account.
- 4.9 The TC/RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
- 5. BANKING ARRANGEMENTS AND CHEQUES**
- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the TC/RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A monthly schedule of the payments required, together with the relevant invoices, forming part of the agenda for the meeting, shall be prepared and presented by the TC/RFO to Council for authorisation and payment by a resolution of the Council; which shall be initialled by the Mayor/Chairman of the Meeting.
- 5.3 Cheques drawn on the bank account shall be signed by three named members of Council. The signatories shall each also initial the cheque counterfoil.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or direct debit drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the TC/RFO. Before certification, the TC/RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The TC/RFO shall present for approval all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the TC/RFO certify that there is no dispute or other reason to delay payment, the Clerk may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council for ratification.
- 6.5 Payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. Hours of payment shall be agreed by the Council and payment made by the Clerk and audited checked by a Councillor. Any changes to agreed hours will be approved by the Council.

8. LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated by the TC/RFO in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings and application for borrowing approval shall be approved and be effected in the name of the Council. The terms and conditions of borrowings shall be reviewed at least annually.

- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the TC/RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the TC/RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the TC/RFO and the TC/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the TC/RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council at the next meeting for consideration and appropriate action.
- 9.5 All sums received on behalf of the Council shall be banked intact within 1 week of receipt by the TC/RFO.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The TC/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 It is important for the Council to obtain value for money at all times. The TC/RFO shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and TC/RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £300 in value for the supply of goods or materials or for the execution of works or specialist services other than those set out in paragraph (a) the TC/RFO shall invite quotations/tenders from at least three firms.
 - (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - (d) An invitation to tender shall state the general nature of the work or service and the TC/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. Each tendering firm shall be supplied with a specifically marked envelope addressed to the TC/RFO, in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time by such persons as the Council may direct in the presence of the TC/RFO.
 - (e) If less than three tenders are received for contracts above £500 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - (f) When it is to enter into a contract less than £500 in value for the supply of goods or materials or works or specialist services other than set out in paragraph (a) the TC/RFO shall obtain at least two quotations.
 - (g) If less than two quotations are received for contracts less than £500 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- 11.2 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. ASSETS, PROPERTIES AND ESTATES

- 12.1 The TC/RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The TC/RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 12.3 The TC/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE

- 13.1 Following the annual risk assessment (as per Financial Regulation 14), the TC/RFO shall, in consultation with the Chairman, effect all insurances and negotiate all claims on the Council's insurers and shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 13.2 The TC/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

14. RISK MANAGEMENT

- 14.1 The Council is responsible for putting in place arrangements for the management of risk. The TC/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 14.2 When considering any new activity, the TC/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

Financial Regulations adopted on the 11th January 2018.

Eich cyf / Your ref

Ein cyf / Our ref : 44/2019/0117

Dyddiad / Date : 08/03/19

Rhif union / Direct dial : 01824 706727

Item 12
Cyngor
sir ddinbych
denbighshire
County Council



Rhuddlan Town Council
Mrs Sian Mai Jones Clerk
PO Box 224
Royal Mail
Maesdu Road
Llandudno
LL30 1QX

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2019/0117

CYNNIG / PROPOSAL: Torri 2 coed Macrocarpa o fewn ardal gadwraeth Rhuddlan / Felling of 2 no. Macrocarpa trees within Rhuddlan Conservation Area

LLEOLIAD / LOCATION: Rose Cottage Church Street, Rhuddlan, Rhyl

Amgaeaf gopi o'r cais a ddisgrifir uchod sydd wedi'i dderbyn gan y Cyngor Sir.

I enclose a copy of the above-described application which has been received by the County Council.

Os oes gennych unrhyw sylwadau yr hoffech i'r Cyngor eu hystyried pan fyddant yn ymdrin â'r cais, anfonwch nhw ar bapur o fewn 21 diwrnod o ddyddiad y llythyr hwn.

If you have any observations which you would like the Council to consider when they deal with the application, I would ask you to forward them in writing within 21 days of the date of this letter.

Byddwn yn gwerthfawrogi'n fawr iawn pe gallech nodi ein cyfeirnod a chynnwys disgrifiad byr o'r cynnig ar eich ymateb os yw hynny'n bosibl.

It would be very much appreciated if you could quote our reference number and include a brief description of the proposal in your response if at all possible.

Byddaf yn cymryd nad oes gennych unrhyw sylwadau os na chlywaf gennych o fewn y cyfnod o 21 diwrnod. Mae'n bosibl y gwneir penderfyniad ar y cais ar ddiwedd y cyfnod ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

I will assume that you have no observations if I do not hear from you within the 21-day period. The application may be determined at the end of this consultation period, hence any representations received after the expiry date may not be taken into account by the Council.

Yn y fan hyn dylwn ddweud na all y Cyngor Sir ond pendefynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth

I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view, objections on moral grounds, unfair competition



annheg ac anghydfod cyfreithiol preifat, er enghraifft, yn berthnasol i deilyngdod cais cynllunio, a dylech wybod na all y Cyngor Sir roi unrhyw bwys arwyddocaol ar faterion o'r fath wrth wneud penderfyniad.

Sylwch os gwelwch yn dda bod raid i'r Cyngor Sir, o dan Ddeddf Llywodraeth Leol (Hawl i Wybodaeth) 1985, sicrhau bod unrhyw lythyr a dderbyniwyd fel papurau cefndir i'r cynnig ar gael i'w archwilio gan y cyhoedd.

Fe all y cais uchod gael ei ystyried gan aelodau'r Pwyllgor Cynllunio, ac os felly bydd eich ymateb yn cael ei gyhoeddi yn adroddiad y pwyllgor, a fydd ar gael i'w archwilio gan y cyhoedd yn Swyddfeydd y Cyngor ac ar y rhyngwyd.

Sylwch y gallwch weld manylion am y cais cynllunio ar-lein:

www.sirddinbych.gov.uk/cynllunio

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio a Gwarchod y Cyhoedd

and private legal disputes, for example, are not normally accepted as material to the planning merits of an application, and you should be aware that the County Council would not be able to attach any significant weight to such matters in making a decision.

Please note that under the provisions of the Local Government (Access to Information) Act 1985, the County Council is obliged to make available for public inspection any letter received as background papers on the proposal.

The above application may be considered by members of the Planning Committee, in which case your response will be published in the committee report which will be available for inspection by the public at the Council Offices and on the internet.

Please note that application details can be viewed on-line: www.denbighshire.gov.uk/planning

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning and Public Protection



Rhuddlan Town Council Risk Assessment 2019

Item 13

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets, furniture, equipment owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up to date register of assets. Adequate insurance of assets.	Additional assets notified to Insurance co.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	L	An up to date register of assets. Public liability insurance. Quarterly Inspections of Play Areas.	
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	L	L	Quarterly bank reconciliations to be carried out. Internal audit to be carried out annually.	Rialtas Financial Software was implement in April 2018 and is working well.

Rhuddlan Town Council Risk Assessment 2019

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Banking arrangements.	Loss of income through being overdrawn and incurring charges.	L	L	Quarterly bank reconciliations to be carried out. The budget is monitored each month and balances are transferred between the deposit account and current account when required.	Quarterly reconciliation and control of banking.
Keeping proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	L	L	Monthly invoices due are approved by Town Council.	Audit trail kept.
Ensuring all business activities are within legal powers applicable to local councils.	Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	H	L	All payments are authorised by the Council at Council meetings and payments are signed by three approved signatories.	Payments reviewed and authorized by Town Council each month.

Rhuddlan Town Council Risk Assessment 2019

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Ensuring that all requirements are met under employment law and Inland Revenue regulations.	Fines for not meeting requirements. Liability for unpaid tax.	H	L	Payroll records are maintained monthly. Employee has contract for employment which is reviewed annually. VAT invoices are retained.	Complying with HMRC requirements.
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT.	L	L		VAT to be analysed separately in the cash book. VAT returns are to be submitted annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council	This is carried out in the Precept Meeting in January
Income from Charity fund raising events is paid into the current account.	The Charity Income distorts figures of the Town Council.	M	M		A separate account for fund raising events was set up in April 2019.
Too much money in reserves.	This may detract from future funding /grants	M	M	CIPFA advises between 10/15% in balances.	To consider medium/long term plans to benefit the community and reduce reserves.

Rhuddlan Town Council Risk Assessment 2019

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Ensuring the proper use of funds granted to local community bodies under specific powers or under s137.	Improper use of public funds.	H	L	Grants are considered and approved at a Town Council meeting. A copy of the most recent accounts is requested.	To consider grant applications on a quarterly basis rather than once annually.
Proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	M	H	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting.	Minutes, once approved to be made available to the public.
Responding to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection of accounts.	L	L	A notice is put up on Council notice boards notifying electors of their right to inspection of the accounts during the relevant inspection period.	
Proper document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail to support documentation.	
Register of members'	Possible complaint by	L	L	All members have	

Rhuddlan Town Council Risk Assessment 2019

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
interests and gifts and hospitality in place, complete, accurate and up to date.	elector.			adopted the code of conduct.	