

Rhuddlan Town Council Meeting

Dear Councillor

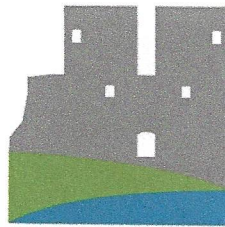
10th February 2020

Your attendance is requested at a meeting of Rhuddlan Town Council at Rhuddlan Community Centre on Thursday, 13th February 2020 at 7 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. **Urgent Items** - having been advised to the Mayor 24 hrs in advance.
4. **Police matters** —to receive a report.
5. **Environmental Enforcement Agreement** – Tim Evans DCC to give an overview.
6. **Town Plan** – Amy Selby DCC to give an overview.
7. **Minutes** – approve minutes of the 16th January 2020. Pre-circulated.
8. **Correspondence from:**
 - a. The Mayor.
 - b. The Deputy Mayor.
 - c. The Town Clerk.
 - d. D.C.C. – Conwy & Denbighshire Public Services Board
 - e. Ingrid Unsworth – Unadopted Road
9. **County Council Members Report.**
10. **Budget/Finance matters**
 - a. To approve the payments listing due.
 - b. Town Clerks Financial Responsibilities & Annual Timetable of Actions
11. **Planning Applications for comment**
 - a. **44/2020/0017** – Crown Reduction on 1no. Eucalyptus Tree within Rhuddlan Conservation Area. 7 Tan yr Eglwys Road, Rhuddlan.
 - b. **44/2020/0033** – Crown Reduction of a Maple tree to approximately 7 metres which is covered by the Tree Preservation Order. Abbey Court, Rhuddlan.
12. **Declarations of Interest** – members to review forms.
13. **Community Matters**

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.
14. **Grant Applications:**
 - a. Positive Action for Strokes
 - b. Grwp Gwledd – Rhuddlan – Fest Group
 - c. Ysgol y Castell PTA
15. **Date of next meeting** - 12th March 2020
Sian Mai Jones - Town Clerk - 07775 673706



Cyngor Tref
Rhuddlan
Town Council

ITEM 7

Rhuddlan Town Council – DRAFT Minutes of the meeting on the 16th January 2020

Present:

Cllr Arwel Roberts (Mayor in the Chair)
Cllr Gareth Smith (Deputy Mayor)
Cllr Reg Davies
Cllr Syd Gaskin
Cllr Mike Kermode
Cllr Andrew Smith
Cllr Bleddyn Williams
Cllr Mike Elgin
Cllr Ann Davies
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

Cllr Gareth Rowlands
1 member of the public was present along with PCSO Philip Roberts

2. Declaration of Interest

None

3. Urgent Items – having been advised to the Mayor 24hrs in advance

None

4. Police Matters

PCSO Roberts had forwarded his report

There were 158 calls received from 1/11/19 – 31/12/19 for Rhuddlan area. Although high, a very small portion were actually crime related.

November 2019

- *Criminal damage to vehicle Hylas lane*
- *2 shoplifting Co-op*
- *Criminal damage to vehicle Clos Y Berllan*
- *Criminal damage to vacant property Rhyl Rd*
- *Anti-Social Behaviour Parliament St*
- *Theft from vehicle Vicarage Lane.*
- *Theft from vehicle Cross St*

December 2019

- ASB egg throwing Grenville Ave
- 3 x ASB KFC reports.
- Theft from vehicle Marsh Rd
- 1 Shoplifting CO OP
- Fraud Spar.

He commented that although there was a high volume of reports there was a small proportion of actual crimes, and that the Anti-Social Behaviour at KFC were perpetrated by the same youths.

Cllr Bleddyn Williams added that Table Table had experienced Anti-Social Behaviour too but had not reported this to police. PCSO Roberts said to inform them to report such Anti-Social Behaviour in the future or it will not be recorded and acted upon.

It was mentioned that Anti-Social Behaviour had occurred at or near the library recently but again it was not reported.

Cllr Arwel Roberts adding that the library staff would not be there on some occasions so each group using the library should be informed to report such activity to the police

Cllr Arwel Roberts reported that a recent meeting with Inspector James Keene and the Police Crime Commissioner had gone very well He thanked PCSO Roberts for his attendance tonight and his continued good work in Rhuddlan. Cllr Roberts also invited PCSO Roberts to attend a meeting at Divisional HQ, St Asaph with the PCC.

5. Minutes – 12th December 2019.

Cllr Mike Kermode wished that the second line on the top of page 80 should read “people living with dementia” instead of the word “sufferers”.

Cllr Ann Davies wished to amend on page 85 her remark about potholes in Bryn Hafod. She was being specific about Bryn Hafod and not in general around Rhuddlan.

Cllr Mike Elgin stated that he too had declared an interest in Item13a, on page 89 “Request for Financial Assistance” for the Dementia Group and had left the Chamber with the other Councillors.

A typo was pointed out on the same Item 13a in that “id” should read “if”

Subject to these amendments the minutes were proposed by Cllr Andrew Smith seconded by Cllr Mike Kermode as a true record and signed.

Matters Arising

- Website Studio** – the Town Clerk had met with the company and the date for the completion of the modernisation work is late March and they had agreed to a Notice clause of 2 months within the maintenance contract if not proving successful.
- Police Matters** – Cllr Arwel Roberts reminded Councillors of a member of the public being present at the December meeting enquiring about an alleged body under the golf club floor. Cllr Roberts had approached the golf club and informed them of this happening who were upset by the man’s action and that the police have been informed.

- Cllr Roberts added his thanks to the Town Clerk for organising the Audience with the Police & Crime Commissioner meeting.
- c. **Tourist Video** - The Town Clerk had forwarded the Members ideas for inclusion in the video to DCC's tourist department and asked if any Members had clips of the Re-enactment or food festival events. Cllr Elgin suggested CADW for the re-enactment and suggested that perhaps a montage of still photos could be created for the food festival. Members also suggested that the Town Clerk contact Tracey Kerfoot for Castell Beats and Pete Kenway for the Rhuddfest for some clips for inclusion too.
 - d. **Dog Waste Bag Dispensers** – The Town Clerk has discovered that Rhuddlan TC logo can be printed on the dog waste bags and is awaiting a quote for this.
Cllr Arwel Roberts reported that he had given 1 x wooden dispenser to Ms Furneaux, 2 to Gary Davies of DCC for the nature reserve, and 1 to the allotment society.
 - e. **Repeat Prescriptions** – Cllr Andrew Smith reported that the surgery has a notice informing patients that the repeat prescription service takes 2 days and the Prestatyn surgery says 5 days. So, Town Council needs to write and formally point this out.
Cllr Syd Gaskin added that there is an on line system too and has had no problem with it. Cllr Smith responded that is what he uses, but the notice is confusing.
The Town Clerk had written to Darren Thomas from BCHUB to attend our next meeting but he is on holiday so will be invited to our February meeting.
 - f. **Deputy Mayors Chain** – Cllr Arwel Roberts, Mayor presented the chain to the Deputy Mayor Cllr Gareth Smith who was reminded that he only wears it when representing the Town Council in place of the Mayor. If the Mayor is present then the Mayor wears his official chain and the Deputy does not.
 - g. **Welcome Sign** – The Town Clerk had written to Mike Jones who had still not responded with a date for a meeting.
 - h. **Power Washing** – Cllr Syd Gaskin had noticed that the original contractor had removed all the pointing from the pavement slabs where they had worked between the entrance and exit to Tree Tops.
Cllr Mike Elgin said that the pavement is the responsibility of DCC and they should be informed.
Cllr Ann Davies had noticed a new jet washer that DCC had been using in Rhyl recently.
Cllr Arwel Roberts will ask Tony Ward to inspect the issue and ask about the new jet washer. **Resolved.**
 - i. **Fresh Air Gym** – almost finished.
 - j. **Christmas Tree** – Cllr Arwel Roberts again thanked Cllr Reg Davies for his help on this item.
 - k. **Business Breakfast** – Cllr Mike Kermode will send an e-mail to all with the details and date.
 - l. **Town Plan** – Cllr Arwel Roberts asked the Members to be prepared with some ideas for the town plan meeting with Amy Selby from DCC.
 - m. **Christmas Carols around the tree** – Cllr Arwel Roberts thanked Cllr Andrew Smith for his organising Rhyl Marching Band.
 - n. **Youth Club** – Cllr Ann Davies reported that DCC have still not been to investigate the flooring issue.

- Cllr Mike Kermode stated that the Sit & Fit group will be using Ebenezer hall on Monday 20th January between 1pm-2.30pm so it will be open if DCC want to visit then and see the issues.
- o. **Electric Car Charger** – the Town Clerk had been in discussion with a supplier and this is still ongoing at present.
Cllr Andrew Smith noted that anyone purchasing a new electric car can apply for a grant towards a charger form the UK Government.
- p. **New Cemetery** – the Town Clerk had been given a contact by DCC for the Flintshire Cemetery office and a cemetery development booklet. Adding that Members consider asking Just Solutions to assist with the feasibility study.
Cllr Mike Kermode noted that Just Solutions are more skilled in consultation survey work and not site feasibility studies so depending on what the Town Council wants we should consider alternatives.
Cllr Arwel Roberts added that he had met with Rhyl Town Clerk recently on another matter and asked that the Town Clerk forward Tony Ward's e-mail to him as Rhyl will be needing more cemetery room in the future too.
Cllr Reg Davies stated that he had planning permission for a cemetery site 11 years ago and that ground investigations are required down to 30 feet to understand the water table issues.
- q. **Prosperity Building** – Cllr Syd Gaskin had seen a for sale or rent sign in the window along with a telephone number for enquiries. Cllr Mike Kermode proposed and Cllr Reg Davies seconded that the Council make enquiries about a potential sale.
Resolved.
- r. **VE Day Celebrations** – Cllr Mike Kermode gave an update on progress thus far. This included the choir being booked, a session of role playing, involvement of the History Society, the Town Women's Guild, and Rhyl Marching Band. The price on entrance to be £6 for adults and £3 for children, with any proceeds being shared between the Mayors Charity and the choir's charity
- s. **Hearing aid clinic** - poster has been placed in the library window.
- t. **Community Matters**
- The Town Clerk reported that the lights had now been removed but Cllr Mike Kermode has seen one remaining by the carpet shop. Town Clerk will investigate.
 - Cllr Ann Davies reported that the flickering bridge light had been fixed.
 - Cllr Arwel Roberts reported that there is a meeting soon to examine the bund area tree planting.
 - The Town Clerk has sent a letter to Natural Resources Wales office in Buckley, Flintshire requesting a key to the river bank gate for canoe access.
 - The Town Clerk has written to Aldi asking for a free taxi phone to be installed in the shop.
 - Cllr Arwel Roberts has taken a picture of the burnt out shed and sent it to DCC Public Protection. He also thanked Cllr Reg Davies for removing the debris from the shed which had been blown onto the church car park.

6. Correspondence from:

6a. The Mayor.

Cllr Arwel Roberts presented his report

Rhagfyr/December 2019.

<i>13ddeg o Rhagfyr</i>	<i>Carol Service in Treffynnon / Holywell</i>
<i>14ddeg o Rhagfyr</i>	<i>Concert to raise finances for Vale of Clwyd Mind - Rhyl Town Hall.</i>
<i>Excellent night.</i>	
<i>17eg o Rhagfyr</i>	<i>Singing around the Christmas tree, good to see more people this year.</i>
<i>18fed o Rhagfyr</i>	<i>Special dinner organised by the Stroke Club in the Community Centre.</i>
<i>19eg o Rhagfyr</i>	<i>Special dinner organised by the luncheon club, again in the Community Centre</i>

Ionawr/January 2020

Ionawr 14ddeg *Library - the Crime & Police Commissioner for North Wales.*

The report was accepted

6b. The Deputy Mayor

None given

6c. The Town Clerk

The report was accepted

The Town Clerk reminded members of forthcoming events:

- February 2nd Mayor's Charity Evening – Rhuddlan Golf Club
- March 14th Mayor's Fish & Chips Charity Evening
- April 5th Mayor's Civic Sunday – Ebeneser @ 10.30 a.m.
- May 8th Victory in Europe (V.E.) Day – Rhuddlan Community Centre

6d. DCC Rhuddlan Library – A review of the Service Level Agreement is due to take place shortly and Cllrs Ann Davies, Arwel Roberts, and Mike Kermode all offered to assist with the review. The correspondence also discussed the libraries concern about the number of key holders. Cllr Kermode was happy to help with the situation by being a key holder occasionally but wanted to discuss the role with Mathew Baker from the library. The Town Clerk offered to return her key.

6e. Crime Prevention Charity OWL - The Town Clerk had received correspondence asking for a £350 donation towards their work by January 28th 2020. They are based in Flintshire and their website says they operate in Flintshire and Wrexham. **Resolved to invite OWL to a future meeting to inform Members of their activities.**

7. County Council Members Report

County Councillor Report - Cllr Arwel Roberts

- a. Still waiting from the Youth Department regarding the opening of a youth centre in the town -Ebenezer Chapel Hall on Friday nights.*
- b. Reported that gullies and grids are really full of general rubbish areas such as Princes Road, Vicarage Lane to name a few.*
- c. County are in the process of moving vulnerable persons from their places of work such as the Bont and Popty. Have been involved as the Denbighshire Disabilities Champion.*
- d. Represented businesses in town regarding the bridge was closed over the weekend the 10th to the 12th. Some businesses have perishable goods and they were not warned by the subcontractor for Scottish Power beforehand. They placed signs in the town informing the public was closed but didn't inform them that businesses were open as usual. I will send the answer given to me by Head of Highways to the clerk and the response from one of the businesses.*

The report was accepted

County Councillor Report – Cllr Ann Davies

- a. Bed blocking issues
Information has been requested on the number of beds being blocked by people who would otherwise have been discharged, if better support was available in the community.*
- b. Pentre Lane
Works which involved road closure in Pentre Lane was due to be completed this week, unfortunately this has been delayed and the road will remain closed whilst further work takes place. Pentre Lane will then be resurfaced.*
- c. Maes Y Bryn
Due to the amount of pot holes identified, I have highlighted the urgent need to resurface Maes y Bryn.*
- d. Housing Needs
As Rhuddlan has a high percentage of residents over 80, at the Housing Workshop this week, I have reiterated the need for bungalows to be built, extra care housing facilities and sheltered housing.*
- e. Bridge closure
Due to emergency electrical work, the bridge in Rhuddlan had to be closed last weekend. While we understand the concerns of local businesses, some of whom I visited on Saturday, we have to think of the importance of resolving this issue for all the residents.
Scottish Power have been asked to give some more background to this, particularly the late communications.*
- f. St Kentigern
As a trustee I was delighted to attend the launch of the new facilities at St Kentigern Hospice in St Asaph. This new facility will now provide 15 in-patient beds. As you are*

all aware, this facility would not be possible without the fundraising and donations in the community and the work of the volunteers. Public open days are being arranged to showcase this much needed facility.

g. Bryn Hafod

I have raised concerns regarding the unsatisfactory standard of the road following the recent roadworks on Bryn Hafod. I am now waiting for a response from Highways Officers.

The report was accepted

8. Budget/Finance Matters

a. The Town Clerk presented the due payment list for Members approval.

The payments were approved

b. The Town Clerk informed the Members that £30,717 precept had arrived in the account.

9. Planning Applications for comment:

None received

10. Standing Orders

The Town Clerk had presented the Council's Standing Orders for renewal by the Council and for the information of the new Councillors.

11. Bus Shelter Cleaning

The Town Clerk presented a quote from the bus shelter cleaners for the 11 shelters in Rhuddlan. There were 3 options of the work that could be carried out involving cleaning and different levels of refurbishment. There is a budget of £1500 for such cleaning and Members discussed the options. Cllr Mike Kermode remarked that although we have £1500 allocated this can be increased if Members agreed. Cllr Kermode proposed setting a budget of £3500 for all the refurbishments and cleaning in this financial year and then have a reduced sum to pay next year. Cllr Mike Elgin seconded the proposal. **Resolved.**

12. Precept Meeting January 9th 2020

The minutes had been circulated and the Members had no corrections to make. Cllr Andrew Smith proposed their acceptance as a true record, and Cllr Mike Kermode seconded. **The Minutes were accepted**

Cllr Kermode reminded the Town Clerk that a press release is required to inform Rhuddlan residents of the good community work and projects that the Council had managed to deliver this year alongside the precept information.

13. Community Matters

Cllr Syd Gaskin had spoken to the CCTV Partnership and was hopeful that all cameras would be updated soon and be operating correctly. This was for the Partnership in

general, not just Rhuddlan. Cllr Gaskin also explained the new reporting system that the police use for review of CCTV footage by the Partnership

14. Part 2 Exclusion of the Press & Public

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & 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 – Coed y Brain Community Facility.

The Town Clerk informed the Members of the current situation and asked “What Next?”. We are still waiting for a letter of support from DCC for the Public Works Loan Board, and some indication from Prys, Jones, and Booth as to the shelf life of the building once purchased. Would Members like to appoint an architect to look at any building refurbishment we might want and/or restructuring of the inside space.

Cllr Mike Kermode commented that we now need to understand how we want to adopt the building for community use. Council is aware of Dragons FC needs but what of the wider community needs?

Perhaps public toilets entered only from the building for users, or open for public use, requiring secure shuttering of some type. There are still road issues, catering & cleaning, and we already aware of the remedial works required from the survey undertaken.

Cllr Mike Elgin agreed that there is a lot to be decided.

Cllr Arwel Roberts asked Cllr Ann Davies to enquire with Paul Mead, Planning, if approval for change of use is required and if so, how this is facilitated.

Cllr Ann Davies will speak with Paul Mead.

Cllr Syd Gaskin was wondering what we would change the use to. Would it be a community facility, public toilet, changing rooms, kitchen, and meeting room?

The Town Clerk pointed out that there were complications when considering catering for teas & coffees for those inside using the centre, or for sale to all in general outside of the building.

Resolved to buy the property first then plan the details of use afterwards.

15. Date of Next Meeting – Thursday February 13th at 7pm.

Signed..... Cllr Arwel Roberts (Mayor)

Date.....

Town Clerk's Report – February 2020

Meetings / events attended:

January

- 6th Distribute Agendas
- 7th Meeting in Admirals with North Wales Fencing
- 9th Precept Meeting
- 10th Meet with Mayor
- 14st An Audience with Police & Crime Commissioner
- 16th Town Council Meeting.
- 22nd Meeting with Paul Smith

Forthcoming Events:

- February 15th Mayor's Charity Evening – Rhuddlan Golf Club
- March 14th Mayor's Fish & Chips Charity Evening
- April 5th Mayor's Civic Sunday – Ebeneser @ 10.30 a.m.
- May 8th Victory in Europe (V.E.) Day – Rhuddlan Community Centre

Item 8d

Dear City, Town & Community Councils,

The Conwy & Denbighshire Public Services Board has recently reviewed its membership and agreed that it would like to invite a City, Town or Community Council representative from each county to join the Board. The PSB believes that doing so will bring a valued community perspective to its meetings and its work.

I am writing to you on behalf of the Conwy & Denbighshire Public Services Board to seek one nomination to represent Denbighshire's CT&C Councils on the PSB Board. The same request is being made of Conwy's Town and Community Councils.

We're asking for a nominee from each county to attend the meetings, representing the interests of the community council 'sector' in their respective county. The decision as to who this should be is at the discretion of each county's City, Town & Community Councils. We'd be happy to brief whoever the nominee is of the work of the board in more detail, prior to their participation starting.

I've attached a link to the PSB Website which includes details of the membership, minutes of meetings and the PSB's Wellbeing Plan for information <https://conwyanddenbighshirelsb.org.uk/about-us/>, we would be grateful if you could consider the most appropriate rep to attend future PSB meetings. The next meeting will be held on Monday 16th March at 2pm in Coed Pella, Colwyn Bay.

Diolch

Judith Greenhalgh

Prif Weithredwr Cyngor Sir Ddinbych / Chief Executive of Denbighshire County Council

Unadopted Road condition between Princes Road and Hylas Lane / Castle Street

1. This matter was discussed at the Town Council meeting on the 12th November 2019. The following correspondence had been received from a member of public – Ingrid Unsworth:

Good evening,

The Mayor Arwel has suggested I write to you regarding my concerns about the above area behind the houses on these three streets, so that the matter can be added to the agenda and considered fully and practically by the council at their next meeting.

My concern is regarding the exceptionally poor state of the access roads, this is a high pedestrian area for both young children and parents walking to and from the primary school. With the impending darker evenings/mornings it becomes more of a concern for safety when walking through, with some potholes measuring well over a metre and filling up easily with rainwater turning in no time to mud. Vehicles and pedestrians can be using the paths at the same time, increasing safety concerns for all as pedestrians are often forced to squeeze up tight against walls to allow vehicles to pass. The poor state also causes resistance from some residents in using the paths to access the backs of their properties to park vehicles due to concerns around causing around gaining safe access but also around risking damage to cars by traversing over the very uneven terrain.

I realise it is an unadopted road and I'm sure the council have no resources or intention to adopt, and the cost of tarmacing the paths would be very expensive. I wondered if any Rhuddlan residents working within the construction industry would be able to pull together and perhaps use any excess left over materials to help alleviate the pot holes and even out the paths (I've heard of a self-filling solution effective with pot holes but I'm no expert in this area!). My other idea was asking if the council could consider approaching Macbride Construction whom I believe are building the new estate by the roundabout, to see if they would be willing to use any left over materials to help out the town of Rhuddlan and its residents?

My final thought was looking to see if there were any funding streams around increasing safety for children accessing school in the darker months (such as the Be Safe Be Seen campaign) where Rhuddlan could possibly submit a bid?

I would be very interested to hear the thoughts of the council and am happy to help out in whatever capacity I can in a bid to increase safety and access for our Rhuddlan residents and visitors.

Thank you,

Kindest regards,

Ingrid Unsworth - Resident

2. Minutes of the 12th November meeting related to this issue:

The Council had received from a member of the public an email regarding the above. Cllr Ann Davies had lived in the area and the residents had previously collectively paid to tarmac the area. They had tried to get DCC to rectify it but they will not as it is not their responsibility as it's unadopted. Cllr Davies stated that a builder once donated some tarmac to the area.

Cllr Mike Kermode noted that the area is a problem and that some of the ideas put forward by the email were interesting as a way forward. He proposed that the Council should refer to DCC supporting the ideas suggested. Cllr Arwel Roberts agreed and wanted the ideas being put in the correspondence to DCC. Cllr Andrew Smith seconded the proposal and **all voted in favour**.

Cllr Ann Davies wished to record her abstaining from the vote.

3. The issue was forwarded to Denbighshire County Council who responded as follows:

Dear Customer

Your Enquiry Request ID 183560 has now been completed and closed.

Notes for customer: I'm afraid the council will not be in a position to offer assistance here and maybe a direct approach to local companies by the residents themselves would be a better option?

- 4. Current situation:** Ingrid Unsworth is disappointed with the response received from Denbighshire County Council and wishes for this matter to be referred back to the Town Council to consider on how to progress.

Date: 08/02/2020

Rhuddlan Town Council

Page 1

Time: 13:02

Current Bank A/c

List of Payments made between 01/02/2020 and 14/02/2020

Item 10a

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/02/2020	North Wales Fencing Co.	102367	6,609.60		Fencing at Admirals
13/02/2020	Glascoed Timber	102368	450.00		Grasscutting Aug, Sept, Oct
13/02/2020	Glascoed Timber	102369	532.80		Servicing Litterbins
13/02/2020	HMRC	102370	244.78		HMRC - March 2020
13/02/2020	Town Clerk	102371	241.62		Expenses
13/02/2020	Town Clerk	SO	1,150.00		Salary
13/02/2020	Clerical Assist / Minute Clerk	SO	175.00		Salary
13/02/2020	Staples UK Ltd	DD	32.27		Stationery
13/02/2020	NEST Pension	DD	112.28		Period 18 Jan - 17 Feb
13/02/2020	Scottish Power	DD	90.00		Electricity
Total Payments			<u>9,638.35</u>		

Rhuddlan Town Council
Payment Request for Town Clerk
To be submitted to February meeting

102371
£241.62

Travel Claim	£97.65
Postage	£30.96
30 Poop Bag Dispenser	£73.01
Civic Event - Prestatyn T.C. 14/02/20	£20.00
Civic Event - Rhyl T.C. 07/02/20	£20.00
TOTAL	£241.62

Authorised by the Mayor: (Signature)

Cheque No: 102371

Town Clerks Financial Responsibilities & Annual Time table of Actions

The 2018/19 Internal report from Denbighshire County Council recommended that the Town Council have written procedures in place for the financial tasks that the Town Clerk carries out. This would be beneficial for service continuity to ensure the key tasks can continuity to be performed should the Town Clerk be unavailable for a prolonged period e.g. sickness absence.

The Town Clerk has provided a list of responsibilities and a table of actions.

It is recommended that the Town Council adopt these and that they are placed on the Council's website.

Town Clerks Financial Responsibilities

1. Preparation of annual financial budgets
2. Maintain accurate records of all income and expenditure
3. Submit reports to Town Council:
 - a. Monthly payment listing for authorisation
 - b. Quarterly reconciliation
4. Prepare the statutory annual audit report, and work with the internal and external auditor.
5. Prepare salaries, pension, PAYE payments in co-operation with payroll Sage
6. Maintain the Rhuddlan Charity Account
7. Prepare and send Annual VAT report
8. Prepare and pay Councillors Allowance
9. Prepare statutory return to Charity Commission.
10. Ensure sound financial processes

ANNUAL FINANCIAL TIMETABLE OF ACTIONS

Action	Timescale
Preparation of Draft Budget for consideration and approval by the Council to include an assessment of reserves.	Meet early in January but may be worth considering meeting in December as DCC want this information mid Jan for submission of the precept.
To notify DCC of the precept requirement.	This will vary depending on the submission date notified DCC. Usually middle of January.
To prepare budget monitoring reports to ensure that the Council is informed about income and expenditure levels linked to approved budget headings.	Reports be submitted for September meeting and in January when looking at budgets.
To prepare quarterly bank reconciliations during the year to ensure that the Council is aware of the up to date financial position accounting for income and expenditure not yet accounted for in monthly bank statements.	To be undertaken on a quarterly basis.
To receive the annual return form from the External Auditors.	The form is usually sent by External Auditors in early April.
To close, balance and reconcile the cash book, update the schedule of assets and liabilities and file all supporting documentation in a logical order (e.g. invoices, quotations received, payroll records).	This is a financial requirement and all records will need to be made available for the Internal Auditor.
Arrange for the Internal Auditor to receive the accounting records and to complete the audit in enough time so that the Council can respond to. Complete the Governance section of the Annual Return and approve the accounts by no later than 30 June.	The Internal Auditor should be independent and objective and have the necessary experience to undertake the audit. The auditor should also be issued with a letter of engagement when first appointed by the Council. The auditor will provide a report for consideration by the Council.

Action	Timescale
The RFO to certify the accounting statements and the Council to approve the annual return by no later than 30 June and the completed return with the requested supporting information to be sent to the External Auditors by no later than 10 July or as required by the External Auditors.	As stated under Action column.
Display notice of public inspection rights based on the requirements specified by the External Auditors.	The timescale will be set by the External Auditors.
When the External Auditors have completed the audit, they will send the annual return with their completed audit certificate which will be an unqualified or qualified audit. They may also make recommendations for the Council's attention. The RFO must ensure that the response of the External Auditors is submitted to the Council for its consideration. The External Auditor will provide guidance on the publication of the completed audit report. A copy of the Annual Return should be uploaded on to the Council's website.	The Town Council to consider the report of the External Auditors and a timescale to implement recommendations.

Eich cyf / Your ref

Ein cyf / Our ref : 44/2020/0017

Dyddiad / Date : 17/01/20

Rhif union / Direct dial : 01824 706727

Cyngor
sir ddinbych
denbighshire
County Council



Item 11a

Rhuddlan Town Council
Mrs Sian Mai Jones Clerk
c/o Rhuddlan Library
Vicarage Lane
Rhuddlan
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2020/0017

CYNNIG / PROPOSAL: Lleihad y goron o 1 coeden Eucalyptus yn Ardal Gadwraeth Rhuddlan /
Crown reduction of 1no. Eucalyptus tree within Rhuddlan Conservation Area

LLEOLIAD / LOCATION: 7 Tan Yr Eglwys Road, 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 annheg ac anghydfod cyfreithiol preifat, er

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 and private legal disputes, for example, are not

Gwasanaethau Cynllunio, Caledfryn, Ffordd y Ffair, Dinbych, Sir Ddinbych LL16 3RJ Ffôn: 01824 706727
e-bost: cynllunio@sirddinbych.gov.uk Gwefan: www.sirddinbych.gov.uk

Planning and Public Protection, Caledfryn, Smithfield Road, Denbigh, Denbighshire, LL16 3RJ Phone: 01824 706727
e-mail: planning@denbighshire.gov.uk Website: www.denbighshire.gov.uk

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 rhyngrwyd.

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

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

Eich cyf / Your ref

Ein cyf / Our ref : 44/2020/0033

Dyddiad / Date : 28/01/20

Rhif union / Direct dial : 01824 706727



Item 11b

Rhuddlan Town Council
Mrs Sian Mai Jones Clerk
c/o Rhuddlan Library
Vicarage Lane
Rhuddlan
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2020/0033

CYNNIG / PROPOSAL: Lleihau coron coeden Masarn i tua 7mdr sydd wedi ei orchuddio gan Orchymyn Cadw Coed / Crown reduction of a Maple tree to approx 7mtrs which is covered by Tree Preservation Order

LLEOLIAD / LOCATION: Abbey Court Rhyl Road, Rhuddlan, Rhyl

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

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.

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www.sirddinbych.gov.uk/cynllunio

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio a Gwarchod y Cyhoedd

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Yours faithfully

EMLYN JONES

Head of Planning and Public Protection