



Cyngor Tref  
**Rhuddlan**  
Town Council

## **Minutes of Budget & Precept meeting on the 9<sup>th</sup> January 2020**

### **Present:**

Cllr Arwel Roberts (Mayor in the Chair)  
Cllr Gareth Smith (Deputy Mayor)  
Cllr Mike Kermode  
Cllr Mike Elgin  
Cllr Andrew Smith  
Cllr Gareth Rowlands  
Cllr Bleddyn Williams  
Cllr Charlotte Frobisher  
Town Clerk  
Clerical Assistant/Minute Clerk

### **1. Apologies**

Cllr Ann Davies, Cllr Reg Davies

1 member of the public was present

### **2. Declaration of Interest**

Cllr Gareth Rowlands Item 4, Coed Y Brain purchase, and Item 6, Rhuddlan Allotment Society.

### **3. Urgent Matters**

**Burnt out shed at the back of Pen y Bont** – Cllr Charlotte Frobisher had provided land registry details of the Tittle to properties in the area, adding that these are public documents. Cllr Gareth Rowlands is to visit the site and report back as to which site the burnt-out shed is on.

Cllr Mike Kermode wondered why this was an urgent matter and the Mayor answered that this was due to the weather warnings in operation which may cause further damage if not dealt with.

Cllr Gareth Rowlands stated that dealing with the issue was not in the Town Council's powers and so once the site owner has been decided it must be reported to the relevant authority. Cllr Rowlands so proposed and Cllr Andrew Smith seconded. **Resolved**

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#### 4. Coed Y Brain

The Town Clerk required Member's agreement for the Business Case prepared for the Welsh Government, and the preferred repayment method for the Public Works Loan Board (PWLb) for the purchase of the property. The owner had contacted the Town Clerk and explained that he is not currently in a position to sell the extra parcel of land as it is part of Marl, the property next door on which there is a small mortgage. The owner confirmed that when selling, the Town Council will have the option/first refusal to purchase the land at a fixed price of £2,500; is intended that this sale proceeds to a legal completion.

As a consequence, what amount of loan do we apply for £125k or £127.5k? **Members resolved to apply for £125k using reserves for the garden element purchase.**

As the Council had agreed to purchase the property, Cllr Rowlands no longer had to declare an interest and could contribute to the discussion.

Cllr Mike Kermode proposed, and Cllr Andrew Smith seconded that the Fixed Rate loan was preferable as the Equal Instalments loan demonstrated a changing interest scenario. **Resolved.**

#### 5. Setting the Precept for 2020/21

The Town Clerk had distributed a spreadsheet to each Member and went through the various budget lines one by one asking Members for their comments and/or agreement to each line. The Town Clerk then amended the details were necessary immediately on the original document as discussions progressed.

**General Administration** – Cllr Gareth Rowlands wanted the line "Staff" Expenses replaced with "Office" Expenses. Cllr Andrew Smith queried the reason for Councillors Expenses of £27. This was for travel to the CCTV office in Chester so needs to be re-coded. The Town Clerk explained that the £10 bank charge was due to a cheque being cancelled as it had got lost in the post and not received by the recipient. Cllr Mike Kermode stated that although he had attended the North & Mid Wales Association of Local Councils (NMWALC) on Council's behalf, he thought our membership now seemed unwarranted and proposed to cease membership. Cllr Andrew Smith seconded and all agreed. Members asked the Town Clerk to investigate alternative insurance providers for 2020/21. The website budget line would need to be amended to reflect the costs of the new website supplier and the regular maintenance fee. Denbighshire CC now has a new bus shelter contractor and Members resolved to discuss at full council meeting how this will affect this budget line but for now keep at £1500.

**Community Projects** – Cllr Gareth Rowlands asked if we should term community grant as community grant Section 137.

The Town Clerk explained the reason for Sundries appearing three times under the General Administration, Community Projects, and Playing Fields sections. Members agreed to keep the Remembrance Day budget of £1k and to increase the community grants budget to £13.5k to meet increased demand. Members agreed that Blodeuo should remain the same so as to take Council through the Wales in Bloom competition and any other environmental projects such as the corner of the library car park. Cllr Mike Kermode wanted to increase the library running cost budget line to £14k and Members agreed. DDA Act 2005 should remain

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the same at £1k. The cemetery budget line should remain at £5k. Members agreed to reduce Business Group amount to £1k. DVSC and the Dementia Group are running a workshop on 17<sup>th</sup> March in the library at 8.30am. Events calendar budget can be removed as this will now appear on the new website. Pressure washing budget line to remain at £2.5k and the Town Clerk is meeting an alternative contractor next week. Members agreed to keep the contingency fund budget line and reduce the PWLB loan to £8k. Repairs & maintenance remains the same but increase the MUGA electricity costs to £1.1k. The litter collection budget should remain.

**Precept** - The Town Clerk had now amended the total expenditure line to £187,430 and asked Members to now discuss and agree the precept for 2020/21.

Cllr Mike Kermode noted the healthy reserves of the Town Council and the Auditor General's general concerns that Councils are holding large reserves. Rhuddlan TC are completing a lot of good community work and should be proud of this. Cllr Kermode proposed that Council takes £40k from the reserve account and set the precept at £86.26. This was seconded by Cllr Gareth Smith and Members all voted in favour.

#### **6. 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. Proposed by Cllr Andrew Smith, seconded by Cllr Gareth Rowlands. **Resolved.**

**Request for Financial Assistance** – Rhuddlan Allotment Society had sent a request by letter for a grant of £4.5k. The Town Clerk read the letter to Members. Members wanted to know why this was before them for discussion tonight and not at full Council on 16<sup>th</sup> January. Cllr Gareth Rowlands had declared an interest as a member of the society but explained why the application was in the form of a letter and not the agreed application form. **Members resolved not to discuss further without a completed application form.**

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| BUDGET NAME                        | 2019/20<br>Budget | Actual Year<br>to date | Projected<br>Outturn | 2020/21 Proposed budget |
|------------------------------------|-------------------|------------------------|----------------------|-------------------------|
|                                    |                   |                        | 2019/2020            |                         |
| General administration             |                   |                        |                      |                         |
| Salary                             | £19,600.00        | £12,257.00             | £17,500.00           | £19,600.00              |
| PAYE & NI                          | £4,000.00         | £2,552.00              | £3,700.00            | £4,000.00               |
| Pension                            | £1,500.00         | £1,141.00              | £1,500.00            | £1,700.00               |
| Payroll Admin                      | £350.00           | £225.00                | £320.00              | £350.00                 |
| Office Expenses                    | £500.00           | £345.00                | £500.00              | £550.00                 |
| Training                           | £350.00           | £0.00                  | £350.00              | £350.00                 |
| Mayors Allowance                   | £1,500.00         | £1,500.00              | £1,500.00            | £1,500.00               |
| Deputy Mayors Allowance            | £500.00           | £500.00                | £500.00              | £500.00                 |
| Councillors Allowance              | £1,650.00         | £27.00                 | £1,650.00            | £1,650.00               |
| Extra Responsibility Allowance     | £500.00           | £500.00                | £500.00              | £500.00                 |
| Bank Charges                       | £0.00             | £10.00                 | £10.00               | £0.00                   |
| Audit Fees                         | £650.00           | £482.00                | £482.00              | £650.00                 |
| Professional Fees                  | £250.00           | £0.00                  | £250.00              | £250.00                 |
| Subscription & Membership          | £170.00           | £274.00                | £274.00              | £300.00                 |
| Insurance                          | £4,500.00         | £202.00                | £4,500.00            | £5,000.00               |
| Stationery & Postage               | £1,500.00         | £921.00                | £1,500.00            | £1,500.00               |
| Civic Duties                       | £1,000.00         | £250.00                | £400.00              | £1,000.00               |
| Telephone & Broadband              | £430.00           | £234.00                | £430.00              | £430.00                 |
| Website & Photography              | £350.00           | £253.00                | £350.00              | £2,000.00               |
| Financial Software                 | £1,000.00         | £1,030.00              | £1,030.00            | £1,100.00               |
| Hire of Facilities                 | £300.00           | £36.00                 | £100.00              | £300.00                 |
| Section 137 - Other Expenditure    | £0.00             | £105.00                | £105.00              | £200.00                 |
| Bus Shelters                       | £1,500.00         | £26.00                 | £1,000.00            | £1,500.00               |
| Elections                          | £4,500.00         | £3,740.00              | £3,740.00            | £4,500.00               |
| Travel Expenses                    | £1,500.00         | £913.00                | £1,200.00            | £1,500.00               |
| Sundries                           | £2,500.00         | £1,753.00              | £2,500.00            | £2,500.00               |
|                                    |                   |                        |                      |                         |
|                                    |                   |                        |                      |                         |
| Community Projects                 |                   |                        |                      |                         |
| Sundries                           | £2,500.00         | £3,105.00              | £3,105.00            | £2,500.00               |
| Christmas Street Lights            | £11,000.00        | £6,464.00              | £11,000.00           | £11,000.00              |
| Remembrance Day                    | £1,000.00         | £0.00                  | £1,000.00            | £1,000.00               |
| CCTV - Crime & Disorder            | £3,500.00         | £3,500.00              | £3,500.00            | £3,500.00               |
| Section 137 Grants - Community     | £9,000.00         | £6,750.00              | £9,000.00            | £13,500.00              |
| Section 137 Grant - Youth Projects | £3,000.00         | £500.00                | £1,000.00            | £5,000.00               |
| Blodeuo                            | £3,000.00         | £114.00                | £114.00              | £3,000.00               |
| Library Running Costs              | £12,000.00        | £12,000.00             | £12,000.00           | £14,000.00              |
| DDA Act 2005                       | £1,000.00         | £0.00                  | £1,000.00            | £1,000.00               |
| Vicarage Lane Tarmac Path          | £3,750.00         | £3,840.00              | £3,840.00            | £0.00                   |
| Renovate Plaque                    | £3,000.00         | £0.00                  | £3,000.00            | £0.00                   |
| Fresh Air Gym Sessions             | £400.00           | £0.00                  | £400.00              | £400.00                 |
| Cemetery                           | £5,000.00         | £0.00                  | £0.00                | £5,000.00               |

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|-----------------------------------------|--------------------|-------------------|--------------------|--------------------|
| Business Group                          | £2,000.00          | £121.00           | £250.00            | £1,000.00          |
| Events Calendar on website              | £2,000.00          | £0.00             | £0.00              | £0.00              |
| Pressure wash High Street               | £2,000.00          | £0.00             | £2,500.00          | £2,500.00          |
| Contingency fund - Community Facility   |                    |                   |                    | £50,000.00         |
| Annual re- payments of PWLB Loan        |                    |                   |                    | £8,000.00          |
| <b>Playing Fields</b>                   |                    |                   |                    |                    |
| Sundries                                | £2,500.00          | £557.00           | £2,500.00          | £2,500.00          |
| Repairs and maintenance                 | £5,000.00          | £1,020.00         | £5,000.00          | £5,000.00          |
| Electricity MUGA                        | £600.00            | £716.00           | £1,000.00          | £1,100.00          |
| Grass cutting                           | £2,000.00          | £750.00           | £2,000.00          | £2,000.00          |
| Vicarage Lane Boundary Planting         | £300.00            | £0.00             | £0.00              | £0.00              |
| Litter Collection                       | £2,000.00          | £456.00           | £2,000.00          | £2,000.00          |
|                                         |                    |                   |                    |                    |
| <b>VAT DATA</b>                         | £0.00              | £4,161.00         |                    |                    |
| <b>TOTAL EXPENDITURE</b>                | <b>£127,150.00</b> | <b>£73,330.00</b> | <b>£110,100.00</b> | <b>£187,430.00</b> |
|                                         |                    |                   |                    |                    |
| <b>Credits received</b>                 |                    |                   |                    |                    |
| Denbighshire CC - Precept               | £84,370.00         |                   |                    |                    |
| Interest received                       | £114.00            |                   |                    |                    |
| Grants received                         | £18,982.00         |                   |                    |                    |
| Total Income                            | £103,466.00        |                   |                    |                    |
|                                         |                    |                   |                    |                    |
| <b>BANK RECONCILIATION FOR 31/12/29</b> |                    |                   |                    |                    |
| Balance - Deposit Act 31st Dec 2019     | £62,637.00         |                   |                    |                    |
| Balance - Community Act 31st Dec 2019   | £41,165.00         |                   |                    |                    |
|                                         |                    |                   |                    |                    |
| Minus amount committed                  | -£6,951.00         |                   |                    |                    |

Balance per cash book 31/12/19 £96,852.00

Option A - Based on £187,430 budget required, cost per household is £109.67

Option B - If 20K is taken out of balances, cost per household is £97.96

Option C - If 40K is taken out of balances, cost per household is £86.26

Option D - If 50K is taken out of balances, cost per household is £80.41

Members resolved to go for option C = £86.26 per household.

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