

Cyngor Tref
Rhuddlan
Town Council

Cyfarfod Cyngor Tref Rhuddlan

Annwyl Gyngorydd

6 Ebrill 2023

Estynnir gwahoddiad i chi trwy hyn i gyfarfod Hybrid* Cyngor Tref Rhuddlan a gynhelir nos Iau, 13 Ebrill 2023 am 7pm. Gall aelodau'r cyhoedd sy'n dymuno mynychu drwy Zoom wneud hynny drwy gysylltu â Chlerc y Dref erbyn 6pm ar 12 Ebrill 2023 fel bod modd gwneud y trefniadau angenrheidiol. Mae croeso i aelodau'r cyhoedd fynychu'r cyfarfod wyneb yn wyneb hefyd. **Gallwch ymuno trwy Zoom neu ddod i **Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ.***

1. **Ymddiheuriadau**
2. **Datgan Buddiant**
3. **Materion Brys fel y'u cytunwyd gan y Cadeirydd** – Rhybudd am faterion a ddylai, ym marn y Cadeirydd, gael eu hystyried fel mater brys yn unol â'r Rheolau Sefydlog
4. **Materion yr Heddlu** – derbyn adroddiadau trosedd
5. **Cofnodion** – Cymeradwyo cofnodion cyfarfod Cyngor y Dref a gynhaliwyd ar 9 Mawrth, 2023. Dosbarthwyd ymlaen llaw
6. **Adroddiad cynnydd yn seiliedig ar y cofnodion**
7. **Ethol Maer ac ethol Dirprwy Faer**
8. **Gohebiaeth gan:**
 - a. Y maer
 - b. Clerc y dref gan gynnwys adroddiad ar brosiectau
9. **Adroddiadau'r Cynghorwyr Sir** – derbyn adroddiadau
10. **Cynllun Bioamrywiaeth** – adolygu'r cynllun a phenodi gweithgor
11. **Adolygu Polisiâu:**
 - a. Diogelu
 - b. Cadw Dogfennau
12. **Hysbysfyrddau - trafodaeth**
13. **Bryn Castell** – derbyn diweddariad a chytuno ar y camau nesaf
14. **Cynllunio** – ystyried ceisiadau
15. **Y Gyllideb a Materion Ariannol**
 - a. Ceisiadau am grantiau
 - Eisteddfod Gerddorol Ryngwladol Llangollen
 - b. Cymeradwyo'r rhestr o daliadau sy'n ddyledus a gorwariant ar gyfer taliadau o gyllideb 2022/2023 a wnaed o gyllideb 2023/2024

- c. Cytuno ar ddatganiadau cyfrifo diwedd y flwyddyn cyn eu cyflwyno i'r archwilydd mewnol
- d. Cytuno i ddefnyddio Cyngor Sir Ddinbych fel Archwilydd Mewnol
- e. Cytuno y gall y Clerc asesu'r tendrau torri gwair a ddisgwylir erbyn 14 Ebrill a gwneud argymhellion i'r maer a'r dirprwy faer

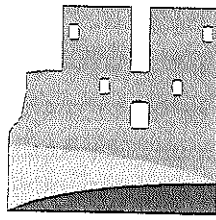
16. **Materion Cymunedol** - dim

Rhan 2. Cau allan y wasg a'r cyhoedd. Yn rhinwedd Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd) 1960, mae'r wasg a'r cyhoedd yn cael eu cau allan o drafodaethau ar y materion canlynol ar y sail y byddai eu datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.

17. **Dyddiad y cyfarfod nesaf:** 11 Mai 2023

Steve Wilson – Clerc y Dref

07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Dear Councillor

6th April 2023

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 13th April 2023 at 7pm. Members of the public wishing to attend by Zoom should inform the Town Clerk by 6pm on 12th April 2023 so that necessary arrangements can be made. Members of the public are welcome to attend in person. **Can join by Zoom or attend in person at **Hwb Rhuddlan, Clos David Own, Rhuddlan LL18 2UJ.***

1. **Apologies**
2. **Declarations of Interest**
3. **Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered as a matter of urgency in accordance with Standing Orders
4. **Police matters** – to receive crime report
5. **Minutes** – Approve minutes of Town Council meeting held on 9th March, 2023. Pre-circulated
6. **Progress report from minutes**
7. **Election of Mayor and Deputy Mayor elect**
8. **Correspondence from:**
 - a. The mayor
 - b. The town clerk including project report
9. **County Councillors' Reports** – to receive reports
10. **Bio-Diversity Plan** – to review plan and appoint working group
11. **Review of Policies:**
 - a. Safeguarding
 - b. Retention of Documents
12. **Notice Boards** - discuss
13. **Bryn Castell** – to receive an update and agree next steps
14. **Planning** - to consider applications
15. **Budget & Finance Matters**
 - a. Grant requests
 - Llangollen International Musical Eisteddfod
 - b. Approve the payments listing due and budget overspends for 2022/2023 payments made out of 2023/2024 budget

- c. Agree end of year accounting statements prior to internal audit submission
- d. Agree to use Denbighshire County Council as Internal Auditor
- e. Agree that the Clerk can assess and make recommendation to mayor and deputy mayor regarding grass cutting tenders due in by April 14th

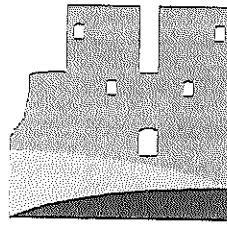
16. **Community Matters** - none

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

17. **Date of next meeting:** 11th May 2023

Steve Wilson - Town Clerk

07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 9th March 2023

Hybrid Meeting

Present:

Cllr Mike Elgin (Mayor)
Cllr Mike Kermode (Deputy Mayor)
Cllr Ivor Beech
Cllr Jackie Burnham
Cllr Reg Davies
Cllr Arwel Roberts
Cllr Gareth Rowlands
Cllr Bleddyn Williams
Cllr Rob Williams
Town Clerk
Clerical Assistant/Minute Clerk

Members were informed that the meeting was being recorded, audio only.

There was 1 member of the public present along with PCSO Phil Roberts and Claire Cunnah, DCC Community Youth Worker.

1. Apologies

Cllr Ann Davies, Cllr Val Simmons

2. Declaration of Interest

None offered

3. Urgent Matters

None

4. Police Matters

PCSO Roberts read through his February report highlighting a Public Order situation on Admirals Field. He also reported on the recent vehicle speed recordings taken on the A5151 towards Dyserth, adding checks will be made on other roads in and around Rhuddlan. The repositioning of two SIDs in Rhuddlan and the potential of new SID's along New Road was discussed.

PCSO Roberts informed Members that he was hoping to organise a community safety watch group if he can recruit enough volunteers to undertake the training. This is not enforceable in

law but NWP can send out letters to recorded speeders warning them of their excessive speed. Any volunteers that come forward please pass on to him.

Cllr Reg Davies asked why the February report did not include the caravan incident which was previously reported. PCSO Roberts apologised that it wasn't and provided an update on action taken with a youth and adult found at the caravan.

5. DCC Youth Service

Cllr Mike Elgin welcomed Claire Cunnah to the meeting. Claire is a DCC Community Youth Worker who has put together a proposal and associated costs of introducing youth provision at Hwb Rhuddlan. Claire took Members through the pre-circulated proposal. This included the Town Council funding a youth worker in conjunction with DCC funding two, as three are required to run the sessions which will last 3hrs and take place 42wks/year. All youth workers will be recruited and employed by DCC if the funding proposal was approved. First year costs to RTC are £3,700 as it covers the set up costs and will be £2,700 a year to fund in future years. PCSO Roberts informed the meeting that the NWP has a community trust fund that could support this project financially and following a short discussion as to how this could be applied for and the confirmation that DCC would be happy to work with NWP on this. Cllr Arwel Roberts congratulated Claire for her work, and PCSO Robert's funding suggestion and proposed that the proposal and costs be approved and further funding streams be investigated, seconded by Cllr Mike Kermode. **Resolved.**

6. Minutes

Town Council Meeting 9th February 2023

The Minutes were proposed as a true record by Cllr Gareth Rowlands, seconded by Cllr Mike Kermode. **Resolved.**

The minutes were duly signed

7. Matters Arising

- a. **Code of Conduct Training** – There are three councillors who have still not attended this training. The Clerk had received a response from Gary Williams Monitoring Officer stating the training is not a legal requirement which was read out to Members. Following a discussion on the implications of not doing this training it was decided to include the requirement to complete this training within six months of an election in the council's code of conduct prior to the next election.
- b. **Vicarage Lane hedge works** – complete.
- c. **The Urdd** had attended the successful Hwb opening and had confirmed further Urdd activities so Members agreed the grant uplift to £500. **Resolved.**
- d. **Rhuddlan Bowling Club** – Letter sent regarding unauthorised tree planting.
- e. **St Mary's car park** – Cllr Ivor Beech had noted the successful work done here and asked if Members would support a letter of congratulation going to the organisers on their work. **Resolved.**
- f. **Mayor's Newsletter** – a lot of positive feedback had been received on this initiative and Members agreed to prepare a one sheet document next time it is done. One side Welsh and the other English. **Resolved.**

- g. **Kings Coronation** – The Clerk has received permission from DCC for bunting to be placed on the street light columns but not crossing the highway from the nature reserve area through to the golf club roundabout. He then asked Members for comment on the provision of water bottles quotes sent by e-mail. Cllr Mike Kermode proposed approval for the cheaper plastic bottle, seconded by Cllr Jackie Burnham. **Resolved.**
- h. **MUGA Lighting** – The Clerk reported that there could be a “dark spot” when LED lighting is installed which was being investigated by DCC. Sufficient budget in place.
- i. **Community Matters** – Cllr Reg Davies had received another complaint about the Castle opening hours and not accepting cash to pay for entry. The Clerk asked that Members ask for more detail on any other complaints received so he can inform Cadw of this when it occurs. Cllr Jackie Burnham highlighted the Cadw website which states that Rhuddlan Castle opening hours, days and seasonal openings. Being from April 1st to 6th November 2023 and the entry prices.
- j. **Community Market Raffle** - Cllr Arwel Roberts asked again for volunteers to assist with this on March 18th.
- k. **Parliament Street car park** – The Clerk reported that DCC will deal with the ticket machine issues when resources allow.

8. Correspondence from:

a. The Mayor

The mayor added to his circulated report that he had witnessed the Rhuddlan Beavers promise ceremony at St Mary's Church.

The report was accepted.

b. The Town Clerk & Town Plan update.

The Clerk had circulated his report in advance of the meeting and read through the various items of correspondence and project updates from the town plan.

Elements of the report were discussed - in particular:-

- Letter from Hedgehogsareus asking for financial support for hedgehog highway kits. Members agreed to take no action. **Resolved.**
- One Voice Wales letter reminding Council of a statutory duty to embed biodiversity & ecosystems into our work, policies, and plans as well as day to day activities. Following a meaningful debate on such methods of thinking and working by the Council, it was noted that Town Council already has a Biodiversity policy and is creating a working group next month at the Full Council meeting.
- Advertising opportunity from Kingfisher Visiting Guides had been looked at by Cllr Mike Elgin who concluded that it did not appear beneficial to Rhuddlan Town Council and therefore not to be supported. Proposed by Cllr Mike Elgin, seconded by Cllr Arwel Roberts. **Resolved**
- Annual membership to One Voice Wales payment of £739 for approval. The Clerk reminded Members how useful their advice had been on a couple of

items and that the next year's payment is already in the budget for 2023/4.

Resolved

- Thank you letter received for the hearing loop installation at the community centre. The Clerk suggested that Members might like to install a similar system in the Hwb. There is £1,168 remaining in the grant fund and any further costs could be spent from the remaining Hwb project budget. Cllr Mike Kermode so proposed, seconded by Cllr Ivor Beech. **Resolved.**
- Members asked the Clerk to make sure that advisory signage of the system be included at both the centre and Hwb. **Resolved.**
- Ten companies had been suggested by DCC for the tender process for the Admiral's Field path construction in preparation for the tender going out next week.
- Hwb Wi-Fi installation next week.
- Cadw correspondence received following the site meeting on the subject of the placement of trees and benches on the Rhuddlan Town Banks contravening the Ancient Monuments & Archaeological Act 1979. Members were keen to accept the advice and guidance for the remediation works probably in the autumn now due to the season guidance for planting. As regards the benches it was noted that Town Council only owns one which can be relocated to several sites. One near Highlands close and Ffordd Ganol looking towards Rhyl was favoured. After some discussion on the matter Cllr Gareth Rowlands proposed this favoured site, seconded by Cllr Bleddyn Williams. **Resolved.**

The Clerk to meet with Rhuddlan Community Group to discuss their benches and tree locations in line with the Cadw e-mail. **Resolved.**

The report and project update were accepted

9. County Councillor Reports

- a. Cllr Arwel Roberts had circulated his written report.

The report was accepted

10. Wildflower Meadow Feedback

The Clerk had circulated the DCC response on the 2023 site proposals for comments. Cllr Mike Elgin reminded Members of the public consultation undertaken by Town Council and the few responses received. Members noted this and decided our comment should be that no meaningful responses had been received through this process. Although requests for a two metre gap at Bodrhyddan Avenue instead of a 1m gap should be included. Cllr Mike Kermode so proposed, seconded by Cllr Mike Elgin. **Resolved.**

11. Events Committee Minutes 2nd March 2023

The Deputy Mayor asked those who were present if the minutes were a true record of the meeting. **Resolved**

Coronation Events – the current events highlighted will so far require around £2,800 support which is within the budget set by the Council for this event.

There was a request from the Rhuddlan Friendship Group for free parking in Parliament Steet Car Park for Sunday May 7th. The Town Council has five days free usage permitted by DCC, but this requires a Full Council approval before speaking to DCC. Cllr Jackie Burnham so proposed, seconded by Cllr Gareth Rowlands. **Resolved.**

Gwledd Fest – Cllr Kermode reported that the organisers were reporting a good take up for stall and exhibitors but if Members were aware of any other organisations or businesses that might like to be included they should direct them to the organisers. Cllr Arwel Roberts enquired if Meifod Timber could be included.

The Clerk will be putting together an all-encompassing leaflet for marketing purposes.

The report was accepted

12. Road Safety Working Group held on March 7th 2023

Cllr Mike Elgin informed Members of the meeting outcomes which included several recommendations for Members approval. Particular mention was made for a request by the group to reposition two of the SID's.

- The SID positioned on the A547 when travelling from the Meliden direction towards Rhuddlan appears to be sited too close to the golf club and Members asked if it could be repositioned closer to the 30mph sign?
- The SID positioned on the A5151 or Rhyl Road travelling from Rhuddlan towards Sainsbury's appears to be too close to the Highlands Road junction and Members asked if it could be repositioned closer to The Rise property? This is the original SID which has now been turned around.

Cllr Elgin said that another site meeting to discuss the above and the potential to provide another SID on New Road travelling out of Rhuddlan towards Dyserth is to be arranged soon and sought Members approval to action this meeting.

Members agreed to approve the recommendations which included a speed safety poster competition, and the consideration to hold quarterly meeting of the working group. Proposed by Cllr Arwel Roberts and seconded Mike Elgin. **Resolved.**

13. Sound Radio

Cllr Mike Kermode had visited the radio station which had highlighted two types of sponsorship opportunities that Town Council might like to consider. Cllr Kermode informed members of these and some information on the stations work. It was clear that there was no meaningful data available on listening numbers and seemed hard to justify supporting any sponsorship at this time. Cllr Gareth Rowlands proposed that no sponsorship be approved, seconded by Cllr Jackie Burnham. **Resolved.**

Members were asked to note that the station is seeking volunteer presenters for Welsh and English programmes.

14. Welsh Language and Cultural events

Cllrs Arwel Roberts and Bleddyn Williams presented a short paper on the above subject highlighting several factors that have kept the language alive in Rhuddlan and data on residents speaking and understanding Welsh in the town.

Members were asked to comment and suggest any ideas of how the Town Council could contribute to the support of the language through events.

The discussion which followed recognised the importance of the Welsh Language and culture noting that Council already has a Welsh Language policy, subcommittee, and champion. It was incumbent on that committee to recommend any support or events to Full Council for approval.

Some examples of how the Council has supported the language & culture in the past were given e.g. Menter Iaith visits, financial support for Urdd activities, and the continuing hope to attract future eisteddfodau.

15. Review of Policies

a. Financial Regulations – the two changes discussed previously have been included and need approval. Cllr Mike Kermode so proposed, seconded by Cllr Arwel Roberts. **Resolved.**

b. Code of Conduct – no changes to the policy had been recommended but Members asked the Clerk to make a note that before the next election this policy will need a review of our local policy requirements in terms of the training. Cllr Mike Kermode proposed policy approval as is with a review to take place before the next election, seconded by Cllr Mike Elgin. **Resolved.**

c. Local Resolution Protocol – there has been no response yet from DCC as to the suitability of our policy so, in the meantime, Members agreed to approve the policy. Cllr Gareth Rowlands proposed the policy be approved, seconded by Mike Kermode. **Resolved.**

16. Planning

Cllr Mike Kermode as Deputy Mayor took Members through the applications and asked for any objections.

- a. 44/2023/0097 – Home Farm, Rhuddlan. Change of use of agricultural buildings to an indoor storage facility, with parking. No objections. Cllr Ivor Beech declared an interest in this item and left the room while it was being discussed.
- b. 44/2023/0005 – Starbucks sign on land adjoining 1 Castle View, Rhuddlan. Reduction in height of sign in response to DCC previous rejection of application. Town Council had previously objected that original height was too high. No objections
- c. 44/2023/0001 – 59 Highlands Rd, Rhuddlan. A loft conversion, installation of dormer windows, and erection of an extension for an attached garage with accommodation above. No objections.

17. Budget & Finance

- a. Insurance for 2023/4 – The Clerk circulated a short paper on the item which had investigated using the existing broker and another for comparison. The later

demonstrating a saving of £819.04 which was recommended for approval. Cllr Arwel Roberts so proposed, seconded by Cllr Jackie Burnham. **Resolved.**

b. Grant request from MacMillan Cancer Support – Previously circulated, the Clerk read out the application for a donation.

Cllr Mike Kermode proposed that £700 be approved, seconded by Cllr Arwel Roberts. **Resolved.**

c. Payments List – This had been previously circulated and the Clerk read through the various payments. Member's attention was drawn to three outstanding cheques not yet presented for over a year and asking Members approval to cancel them. **Resolved.**

d. A member wondered if a sign could be discussed to direct people to the Hwb off the main road. The Clerk answered that such a sign cannot be installed to an unadopted road. Cllr Mike Kermode proposed that the Clerk investigate an alternative access sign to the Hwb, seconded by Cllr Arwel Roberts. **Resolved.**

e. The Clerk informed Members of the current account situation highlighting that the invoice for the SID's had not been received in time for inclusion in this year's budget so will now have to be in next year's budget. Members acknowledged that if another SID for New Road is forthcoming then this too will need to be included in next year's budget.

18. Community Matters

a. Cllr Mike Kermode informed Members of a Dementia Group family bingo event on March 25th and asked the Clerk to post on the council's website

b. Cllr Arwel Roberts informed Members that a litter collection will take place on March 25th at 9am along the river bank towards Rhyd. He added a further invitation to an event as Chair of DCC at the Fei Von restaurant on 27th April with the DCC CEO Graham Boase as guest speaker. Tickets are £25pp, details of how to book will be circulated.

c. Cllr Mike Elgin informed the Members that the SPAR shop had given him a £40 voucher for groceries which he had then passed on to the "Love North Wales" food bank in Rhuddlan. He noted that the SPAR shop has several food bank donation boxes should any Member want to contribute.

d. Cllr Elgin also mentioned complaints about bird droppings by the chemist on the high street, but noted that this had now been removed by DCC in a very timely fashion.

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.

The recording of the meeting was switched off.

19. Personnel Committee Minutes of March 7th 2023 for approval.

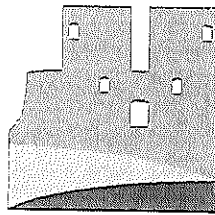
The committee's chairman, Cllr. Arwel Roberts, gave a summary of the minutes of the meeting and of the various recommendations made by the committee. He highlighted the committee's very positive views about the excellent work of the Town Clerk, especially in

connection with the development of the Hwb building. The mayor also commented on this and said that because of this, the committee was recommending an honorarium payment to the Town Clerk. The council agreed to support the recommendations put forward by the committee, which were:

- To confirm the updated contract of employment for the Town Clerk.
- To include a section in Standing Orders which provides for cover to deal with urgent matters when the Town Clerk and/or the mayor are absent.
- To make an honorarium payment of £1,500 to the Town Clerk, in respect of the additional and detailed work undertaken in the development of the Hwb.

20. Date of next meeting – 13/4/2023 Full Council Hybrid Meeting 7pm

Signed.....Cllr Mike Elgin (Mayor)



Cyngor Tref
Rhuddlan
Town Council

Mayor Mike Elgin's Report for April 2023 Meeting

Civic events.

During the past month Marianne and I have attended 2 Civic events.

On Thursday 30th March we attended The Mayor of Rhyl's charity event and on Saturday 1st April the Mayor of Hollywell's charity event.

On Saturday 25th March I joined Cllr Arwel Roberts and other members of the public plus Gareth Jones from Keep Wales Tidy along the banks of The River Clwyd. In total we collect 15 large bags of litter from the banks.

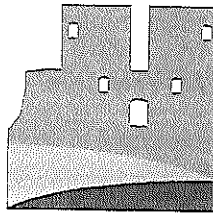
Other Meetings

On 21st of March Cllr Mike Kermode and I met Mark Ellis the community Engagement Manager with Bryson Recycling who operate the household waste recycling centres in Conwy and Denbighshire.

His role is to support local communities, including community groups, charities & social enterprises etc - as well as work in conjunction with public sector partners including town and community councils like ours (plus county councils). In terms of Rhuddlan itself, he has recently connected with the new Rhuddlan Men's Shed group based at 'I Love North Wales's building; and also met with representatives of Rhuddlan allotments.

During the past month I have had various meetings with the Clerk and Cllrs Kermode and Rowlands at The Hwb in relation to ongoing delegated issues which the clerk updates the full Council on.

On 21st March I joined the Deputy Mayor Cllr Mike Kermode, Denbighshire County Council's Chairman, Cllr Arwel Roberts and Bradley Shackleton from Denbighshire County Council's Countryside Service Team. We enjoyed a sunny morning planting wildflower plugs at the Dementia Friendly Sensory area at Rhuddlan's Nature Reserve



Cyngor Tref
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Clerk's Report and Correspondence March 2023 Meeting

Correspondence

The following has been received:

1. Letter off Deryck Evans Audit Wales highlighting the requirements for the upcoming 2022/2023 financial audits. It states they are still completing the 2021/2022 audits which are way behind schedule (Rhuddlan TC not received theirs yet). No timings given for issues of notices and the exercise of electors' rights under the 2004 act. (Letter attached)
2. Letter from resident (name given) with concerns regarding the deterioration of the floor surface at the playground at Admiral's field stating that 3 people have fallen in wet slippery conditions.
3. Anonymous letter by post complaining about a badly parked mobile home at the junction of Ffordd Dewi and Clos-Y-Berllan that is causing visibility problems, an overgrown garden at a Bungalow, issues with 'Anedd' residents feeding seagulls, cat poo and rats.
4. Letter from Gareth Davies MS expressing appreciation for plans for Youth activities in Rhuddlan.
5. Letter off St Mary's Church thanking the council for its sponsorship of its Coronation Events.
6. Letter from resident asking about planning permission for a gypsy travellers site at the bottom of Tan Yr Eglwys.
7. Update from Awel Y Mor Offshore Wind Farm regarding notification of completion of the Examining Authority's Examination
8. Letter from resident (name given) complaining about community policing and the service given by a Prestatyn Surgery.
9. Letter from resident (name given) asking on what the council's money is spent on and concern that "an awful lot" of money is being spent on Admiral's Field. Also asked how this is communicated to residents.
10. Email from Community Development regarding Burbo-bank Extension Community Fund.

Project Update

Community Market – the next market is scheduled on 15th April. Full house of stalls.

Improvements to Vicarage Lane Car Park – No change but update requested

The Community Centre Road sign has been installed

Admirals Field path has gone out to tender with tenders requested by 14/4.

Hwb

- Wi-Fi installation on 24th March was not completed at BT Open Reach could not get a cable installed externally from Rhyl Road. Need a trench and waiting for an update.
- Central Heating Wi-Fi thermostat and blue toilet seats installed
- Cleaning – request for interested parties has been communicated and they will be asked to quote on a contractual basis post 14th April.
- Minimum booking of 2hrs introduced to cover cleaning costs.
- Order placed to automate doors on external disabled toilet and main entrance.
- Electronic key safe installed.
- Notice board ordered and awaiting delivery.

MUGA lights – 2nd tender expected and waiting DCC for third, optimistic the work can be done within budget.

Clerk

From: Deryck Evans <Deryck.Evans@audit.wales>
Sent: 29 March 2023 16:57
Subject: Annual return 2022-23
Attachments: CTCs_Annual_Return_2023_Electronic_Cy.docx; CTCs_Annual_Return_2023_Electronic_Eng.docx; CTCs_Annual_Return_2023_Print_Cy.docx; CTCs_Annual_Return_2023_Print_Cy.pdf; CTCs_Annual_Return_2023_Print_Eng.docx; CTCs_Annual_Return_2023_Print_Eng.pdf

Please see attached the proforma annual return for 2022-23. We have provided copies in both 'Word (docx) and Acrobat (pdf) formats. Please do not amend the page breaks.

We are continuing to clear the 2021-22 audits as quickly as we can. Once we have issued the audit opinions, we pass a schedule of completed audits to our finance team, who will then issue invoices.

We are not yet in a position to issue the audit notices for the 2022-23 audits. Given the issues we have had with resourcing in the last year or two and an ongoing backlog of older audits that we are still clearing, we have decided not to issue the notices until we have confirmed the date from which our audit team will be in place. The community and town council audit programme is being slotted into our wider work programme. We will write to you again as soon as the timing is confirmed.

In the meantime, we recommend that you prepare and approve the annual returns as soon as you are able to. We will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice.

The format of the annual return is much like previous years. Some additional narrative has been included in the Accounting Statement related to staff costs and the Trust Funds disclosures have been consolidated into one item in the annual governance statement.

Gweler ynghlwm y ffurflen flynyddol proforma ar gyfer 2022-23. Rydym wedi darparu copïau ar fformatau 'Word (docx) ac Acrobat (pdf). Peidiwch â diwygio'r seibiannau tudalen os gwelwch yn dda.

Rydym yn parhau i glirio archwiliadau 2021-22 mor gyflym ag y gallwn. Ar ôl i ni gyhoeddi barn yr archwiliad, rydym yn pasio amserlen o archwiliadau wedi'u cwblhau i'n tîm cyllid, a fydd wedyn yn cyhoeddi anfonebau.

Nid ydym eto mewn sefyllfa i gyhoeddi'r hysbysiadau archwilio ar gyfer archwiliadau 2022-23. O ystyried y materion yr ydym wedi'u cael gyda rhoi adnoddau yn ystod y flwyddyn neu ddwy ddiwethaf ac ôl-groniad parhaus o archwiliadau hŷn yr ydym yn dal i'w clirio, rydym wedi penderfynu peidio â chyhoeddi'r hysbysiadau nes ein bod wedi cadarnhau'r dyddiad y bydd ein tîm archwilio ar waith. Mae rhaglen archwilio cyngor cymuned a thref yn cael ei slotio i'n rhaglen waith ehangach. Byddwn yn ysgrifennu atoch eto cyn gynted ag y bydd yr amseru'n cael ei gadarnhau.

Yn y cyfamser, rydym yn argymhell eich bod yn paratoi ac yn cymeradwyo'r ffurflenni blynyddol cyn gynted ag y gallwch chi. Byddwn yn rhoi'r dyddiadau ar gyfer arfer hawliau etholwyr o dan Ddeddf 2004 gyda'r hysbysiad archwilio.

Mae fformat y dychweliad blynyddol yn debyg iawn i'r blynyddoedd blaenorol. Mae rhywfaint o naratif ychwanegol wedi'i gynnwys yn y Datganiad Cyfrifeg sy'n gysylltiedig â chostau staff ac mae datgeliadau Cronfeydd yr Ymddiriedolaeth wedi cael eu cyfnerthu i un eitem yn y datganiad llywodraethu blynyddol.

Cofion

Deryck Evans

Rheolwr Archwilio - Datblygiad a Chanllawiau Archwilio || Audit Manager – Audit Development and Guidance Ffôn ||

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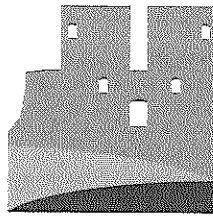


Am y newyddion diweddaraf, cofrestrwch i'n cylchlythyr [yma](#)

For the latest news, sign up to our newsletter [here](#)

Ysgrifennwch atom yn Gymraeg neu'n Saesneg

Please write to us in Welsh or English



Cyngor Tref
Rhuddlan
Town Council

County Councillor Arwel Roberts - Report for 2023 Meeting

Adroddiad i'r Cyngor Tref Ebrill 2023

Yn y gymuned – in the community

Cŵn peryglus – dangerous dogs.

Had reports of dogs attacking other dogs, one dog owner was bitten by another dog and his dog was attacked also. In Marsh Rd a dog jumped over the fence under the flyover and attacked a dog on a lead. I believe the police have been involved regarding this incident. I tried to have the County to improve the height of the fence. The county doesn't own the fence, and the County Solicitor is trying to find out who does. Could this be highlighted by the police if they are attending the meeting please.

Complaints are being reported to me about dog muck – how we can find a solution to this that is the continuing problem? Residents have plenty of chances to have dog poo bags from dispensers in the Nature Reserve and in three other areas in the town, Admirals Field, Vicarage Lane and on the riverside and they are also available in the library.

Casglu Sbwriel – collecting litter.

Eight of us under the guidance of the Keep Wales Tidy Officer Gareth Jones collected 16 bags of litter one Saturday morning in an hour. Very impressive and many residents were very grateful. The Town mayor stood tall amongst the debris and congratulated the two young boys who were with us and they fully deserve their treat from their father in the McDonalds restaurant later.

On our travel we noted that rubbish had been left on the roadside where new owners are clearing a patch of land fly tipping and I'm very grateful to the Denbighshire Street Team for removing the litter. Could I request that the police could keep a strict eye on this piece of land being cleared. Very worried about this area since it borders the Tan yr Eglwys bungalows. I called a site meeting with the housing officers and they have promised to make the border far more secure fencing etc.

Fly tipping has always been problematic and it's a growing problem in the rural areas, I have been involved in areas where it occurs regularly – Gypsy Lane towards the river Elwy for instance and I believe Nant y Faenol has the same problem. Urban areas such as Rhyl has the same problem – very grateful to the Street Scene again for collecting such rubbish.

Bryn Castell – the county has informed me of the decision that it will be on the market and the Town Council has first refusal. Remember that if Rhuddlan needs to highlight it's varied culture and history this is an ideal place for such an interesting project.

Rhuddlan wildflower meadow proposals.

Abergele roundabout – large border to be cut for maintenance and visibility not included in the proposals.

Bodrhyddan Avenue – centre to be wildflower around trees with 1m border on each side. Woodland verge – along A551 with 1 m border cut.

Fairlands Crescent – small section at the top to be monitored as a trial in this area (rare bee orchid found on site visit and a species rich area already)

Plas Lorna extension/ Highlands Close dip – recommended by ward members . Will also replace perished tree here.

Maes y Castell – requested by resident . Border proposed. Land not owned by DCC.

Ffordd Ffynnon – grass area with 1m border and path mown along existing desire line to maintain footpath (rare tree sparrows spotted here during site visit)

Maes Rhosyn – grass verge to be included with mown border.

For your information Nant Close is now not part of their regime because they have found that they don't own the land.

I attended the bingo event in the Community Centre on 25th of March as Chair of the Rhuddlan Dementia Group

Chairman of Denbighshire – Cadeirydd y Sir.

22nd of March – face to face discussion with Nicola Stubbins – member of the Senior Leadership Team within DCC regarding how she could assist with dementia in the county. Also how the County is dealing with Betsi Cadwaladr Health Board and also how residents can be assisted with loneliness and residents whom are causing others to be afraid of them.

24th of March – a charity dinner in the Beaufort Hotel organised for the Flintshire Chair.

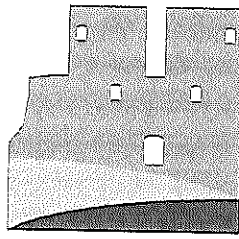
25th of March – enjoyed my afternoon in the Nant Clwyd Town House where the High Sheriff of Clwyd Ms Zoe J Henderson presented her winners of the good awards – three of them within Denbighshire.

28th of March – listened to the cabinet in County Hall.

30th of March – Mayor of Rhyl night in the 1891 restaurant – good fun amongst fellow councillors

31st of March – concert in Llanellwyrn organised by Meched y Wawr Branch.

3rd of April – judged the efforts of many schools within Denbighshire regarding the coming coronation of King Charles 111. Poetry competition, Flag design competition, biscuit decoration competition, king making kit for coronation . Design your own orb, sceptre and crown. Assisted by Ms Sarah Dixon and Eleri Woolford.



Cyngor Tref
Rhuddlan
Town Council

ENVIRONMENT (WALES) ACT 2016

SECTION 6 BIODIVERSITY and RESILIENCE OF ECOSYSTEMS DUTY

POLICY STATEMENT & ACTION PLAN

1. Background

Rhuddlan Town Council covers an area which includes the River Clwyd, Rhuddlan Castle, farmland and a nature reserve. The council is responsible for two playing fields. The council is committed to improving biodiversity in Rhuddlan and the surrounding area.

This Plan recognises its responsibilities under the Environment Act (Wales) 2016 which stipulates: authorities "must seek to maintain and enhance biodiversity in the proper exercise of their functions and in doing so promote the resilience of ecosystems".

Any actions form part of a wider goal which acknowledges that under the Well-being of Future Generations (Wales) Act 2015, the Community Council should provide for "a prosperous economy, a healthy and resilient environment and vibrant cohesive communities".

2. Completed actions from 2022

- 2.1 Support given to Rhuddlan Bowling Club to introduce new plants to encourage insects and wildlife.
- 2.2 Support provided to Ysgol Y Castell that provided training for a teacher and teaching assistant in woodland skills. This will enable more effective teaching of biodiversity to children in the infant and primary school age groups.
- 2.3 Grants obtained to purchase and install two bee hives at the Nature Reserve.
- 2.4 Support given to the Rhuddlan Dementia Group to develop a sensory area at the Nature Reserve.
- 2.5 Three councillors are members of the Rhuddlan Nature Reserve to help support the development and running of the reserve.
- 2.6 Support given to Denbighshire County Council wilding project in various locations within Rhuddlan.
- 2.7 Planting of trees at Vicarage Lane Playing Field and on Admiral's Field.
- 2.8 Support given to the Rhuddlan Community Group to enable them to purchase a variety of plants in containers throughout the town that encourage insects.
- 2.9 Identification of further sites on council owned land to create wildflower areas.

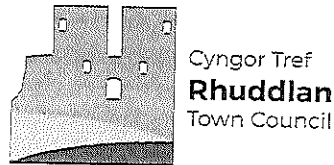
As a statutory consultee the council considers the impact to biodiversity on all planning applications. This action is in line with the Planning Policy (Wales) Act 2016 which states: "planning authorities must seek to maintain and enhance biodiversity in the exercise of their functions. This means that development should not cause any significant loss of habitats or population of species, locally or nationally and must provide a net benefit for biodiversity".

The council will further enhance its plan for 2023 using the section 6 template.

Objective	Action	Proposed date	Reporting/Monitoring in 2023
Engage and support participation and understanding to embed biodiversity throughout decision making at all levels	Whole Council introduction workshop with use of WG produced slides	By end Q1/2023	
	Set up council Biodiversity committee and review plan and publish 2024 plan	End Q1/2023 End Q4/2023	
	Consider embedding biodiversity in processes considering planning applications/ procurement/reports to council	Ongoing	
	Deliver carbon and nature literacy training to councillors	End Q4/2023	
	Support wider community understanding – articles in local publications, social media posts	End Q2/2023	
Safeguard species and habitats of principal importance and improve their management	Develop and agree a strategy to manage landholdings for the benefit of nature	End Q3/2023	
	Promote species recording	End Q2/2023	
	Promote links with local conservation projects	End of Q3/2023	
Increase the resilience of our natural environment by restoring degraded habitats and habitat creation	Manage landholdings for the benefit of nature	Ongoing	
	Promote links with local conservation projects	End Q3/2023	
	Apply for bee friendly status	End Q4/2023	
	Promote private residential biodiversity enhancement (E.g. planting for pollinators, bird and bat boxes) and uptake of schemes like	End Q2/2023	

	hedgehog street		
	Consider community consultation for biodiversity enhancement opportunities	TBD	
Tackle key pressures on species and habitats	Save energy, reduce waste, sustainable procurement	Plan end Q4/2023	
<i>Action towards mitigating impact of Climate change, Invasive Non-native species, Habitat Loss</i>	Support community climate action	TBD	
	Support action on key biodiversity threats, this can include, control of invasive non-native species, prevention of habitat loss and/or degradation	TBD	
	Link with DCC and other Town/Community Councils	Q4/2023	
	Share information and evidence with local conservation groups and charities	Q1/2024	
Improve our evidence, understanding and monitoring	Promote national environmental recording schemes like Big garden birdwatch, big butterfly count	Ongoing	
	Publish a Section 6 Biodiversity Plan	31/12/2022	
	Appoint a lead Officer or Champion	End Q1/2023	
	Create an Environment/Biodiversity Committee to progress actions	End Q1/2023	
	Schedule progress updates	End Q2/2023	
Put in place a framework of governance and support for delivery.	Schedule annual review of the plan	End Q3/2023	

Approved by full council on 8/12/2022 – Review in Dec 2023 meeting.



Rhuddlan Town Council – Safeguarding Policy (Adopted on the 10th June 2021)

Context for the policy.

Rhuddlan Town Council's duties and activities often mean that councillors and/or officers may have meetings with or gain information about vulnerable adults that need care and/or support.

Therefore, it is important that councillors and officers know how to respond if they see a potential safeguarding issue.

The main aims of the policy are:

- To prevent harm and reduce the risk of abuse or neglect to vulnerable adults with care and support needs.
- To stop abuse and neglect wherever possible.
- To address the causes of abuse or neglect.

The basics of adult safeguarding

The Care Act 2014 sets out 6 principles underpinning all safeguarding action:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

It also refers to 10 types of abuse:

- Physical,
- Sexual,
- Financial,
- Discriminatory,
- Psychological,
- Organisational,
- Domestic,
- Modern slavery,
- Neglect
- Self-neglect.

It must be remembered that adults are not the same as children. They have complex lives and being safe is only one of the things they want for themselves. Any safeguarding action needs to keep the person at the centre in their best interests – it should be not a process imposed on them.

Rhuddlan Town Council's Procedure

This is based on what is usually referred to as the "4 Rs":

Respond:

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services. The Safeguarding lead should be informed about any emergency situations after they have been resolved – there should be no delay in persons taking emergency action.
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

Report:

- Reports about potential safeguarding issues should be made to the Town Clerk, who will normally be the "safeguarding lead". However, if the area of concern relates to actions of the Town Clerk, then the Council's Mayor will act in this role.

Record:

- The "safeguarding lead" will record appropriate information regarding the potential safeguarding issue.
- Any records and associated information will be confidential and will be held and shared in ways where the alleged abuser will not have access to the records.

Refer:

- The designated "safeguarding lead" will make a decision (subject to the provisions outlined above regarding emergency action) about referring the concern to either Denbighshire County Council's Social Services team or the Police if a crime has been committed.
- The designated "safeguarding lead" should keep a record of the reasons for referring the concern or reasons for not referring.
- In making a decision whether to refer or not, the designated safeguarding lead should take into account the adult's wishes and preferred outcome; whether the adult has mental capacity to make an informed decision about their own and others' safety and the safety or wellbeing of children or other adults with care and support needs

Roles and responsibilities

- A copy of this policy will be issued to all councillors, officers, any volunteers and appropriate contractors.
- It is expected that all councillors, officers, any volunteers and appropriate contractors will report their safeguarding concerns.
- The aim is that all councillors, officers, any volunteers and appropriate contractors will 'make safeguarding personal', that is, adopt a person-centred approach to safeguarding.
- It is not the responsibility of Rhuddlan Town Council to conduct its own safeguarding investigation, this will be undertaken by either Denbighshire County Council or the Police
- If the person who identifies and reports a potential safeguarding issue is not satisfied by the actions taken by Rhuddlan Town Council, they have the right to refer their concerns directly to Denbighshire County Council or the Police.
- It is important to keep the vulnerable adult at the centre, by involving them and keeping them informed at all stages.

Contacts

The main contacts are:

- **Town Clerk – Steve Wilson**
clerk@rhuddlantowncouncil.gov.uk
07775 673706
- **Mayor – contacted via Clerk as above**

Rhuddlan Town Council Document retention and disposal policy

In the course of carrying out its various functions and activities, the Town Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can be retained as hard paper records or in electronic form take many different forms.

Letter received from third parties:

- Invoices
- Completed application forms
- Planning Applications
- Financial Records
- Registers
- Contract / Deeds
- e-mail communications
- Photographs

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirement
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The permanent retention of all documents is undesirable, and the appropriate disposal is to be encouraged for the following reasons:

- There is shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk – in the case of paper records

It is important that the Town Council has a system in place for the timely disposal of documents / records that are no longer required. Additionally the GDPR will make it important that the Town Council has clearly defined policy in place for disposing of records, and that these are documented. The purpose of this policy is to provide a framework to govern management decision on whether a particular document (or set of documents) should either be:

- Retained – and if so, in what format and for what period?
- Disposed of – and if so, when and by what method?

Disposal can be achieved by a range of processes:

- Most of the Town Councils documents are public documents and can be disposed of in a recycling bin.
- Confidential information can be done on site by shredding
- Deletion – where computer files are concerned
- Migration of documents to an external body e.g. archives of the County Council.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL RECORDS		
List of payments made	6 Years	Reference
Paid Invoices	6 years	Reference
Bank Reconciliation	Quarterly statement	Filed within minutes
Bank Statements	Last completed audit year	Audit
Bank paying – in books	Last completed audit year	Audit
Cheque book Stubs	Last completed audit year	Audit
VAT records	6 years	VAT
Budget	6 years	Reference Filed within minutes
Quotations and Tenders	6 years	Reference
Audited Annual return	Indefinitely	Archive with County Council
INSURANCE RECORDS		
Certificate of Employers Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers / legal advisers say 40 years is still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance as per insurers.
Insurance Claims	6 years	Recorded Information

PAYROLL RECORDS		
Payslips / expenses	6 years	Tax
Tax and NI Records	4 years	Tax claims
PERSONNEL ADMINISTRATION		
Employee Letter of appointment	6 years after departure from employment	Consistency
Employee Contract	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual / interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
PLANNING DOCUMENTS		
Planning Applications	After the County Council decision made	Reference
Planning Decisions	Indefinitely	Included in minutes
LEGAL DOCUMENTS		
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases	Indefinitely	Audit, Management
Contracts not executed as a Deed	6 years	Audit, Management
ADMINISTRATION RECORDS		
Approved Minutes	Indefinitely	Archive
Asset Register	Current and last completed audit version	Audit and managements
e-mails	Delete routine / trivial e-mails	Management
Historical Records	Indefinitely	Public Records Act 1958 Archive
Personal data	Kept for no longer than is necessary for the purpose for which it is held	Data Protection Act
Register of Members	Whilst a Member	Publication Scheme

Interest		
Complaints	3 years	Reference
Freedom of Information Disclosure Log	Destroy each record 5 years after record is opened	Management

Retention & Disposal Policy adopted 13th December 2018

Agenda item 12
Rhuddlan Town Council

13th April 2023

Notice Boards

The council will soon have 3 notice boards – 2 in the High Street and 1 at the Hwb. This is an opportune time to review the arrangements for the display of materials on them.

In the High Street one board is for council and other public sector information and the other notice board is for information from local groups and organisations. The notice board at the Hwb is intended to be for the display of council and other public sector information.

Keys for the High Street notice boards are kept by the town clerk, Cllr. Mike Kermode and Cllr Jackie Burnham (via the Rejuva Salon).

The notice boards in the High Street are at time very cluttered with materials, some of which may have been there for some time.

The following arrangements for the notice boards would free-up space for new information material on a regular basis.

Council/Public Sector Notice Boards:

- Council agendas etc to be in English and Welsh formats on A4
- Other information (such as posters from M.P. and M.S.) to be condensed by the Town Clerk to bilingual A4 pages which show the key contact information.

Community Notice Board

- All materials to be on one A4 page – this can be in English, Welsh or bilingual as decided by the various organisations/groups.
- Materials to be kept on the notice board for 1 month only – this then allows space for other information on a rolling process.
- All materials must be from local groups/organisations and be non-commercial.

Ref. MEK/RTC – 13/04/23

Llangollen 2023

Llangollen International Musical Eisteddfod

Preparations are well underway for the 2023 Llangollen International Musical Eisteddfod and I am writing to you as part of our annual fundraising appeal to Local Authorities, Town and Community Councils across Wales.

We are immensely appreciative of the support we have received in the past and I am writing to ask if you would consider supporting us again in 2023.

Llangollen Eisteddfod's rich heritage extends back to the unique innovation of the founders in 1947, who saw the festival as a means of using the arts to bring different peoples together in a spirit of peace and friendship. The Eisteddfod has always been a community led initiative and continues on this basis with the support of some 600 volunteers. Bringing significant community benefits, the event attracts around 4000 competitors each year and audiences of around 20,000 throughout the week. This brings an estimated £1.6 million in economic benefits to the area while the festival is taking place, and is an important part of the region's cultural and heritage offering, enhancing the tourism profile of NE Wales throughout the year.

2023 will see our first full-length Eisteddfod since the pandemic, with the return of the town Parade, a set of vibrant new designs inspired by the colourful costumes of our international performers and competitors, a reinvigorated Eisteddfod Maes with plenty of family entertainment, as well as three stages, workshops, celebrations of our Welsh heritage and daily showcases of cultures from around the world. We continue our strand of talks dedicated to understanding peace in the 21st century, and bring themes of internationalism and peace together in our concert, The White Flower: Into the Light. This event brings together massed professional and community performers from across Wales, Ukraine and Bosnia in a concert which reflects on conflict, loss and the power of music to restore faith in humanity.

As well as a number of collaborations with arts organisations and charities across NE Wales, we'll also be partnering once again with Llangollen Fringe Festival, and working with Llangollen Town Council to ensure that both events, and the town's wider festival offering are bringing increased benefits to local community members, businesses and visitors.

We hope that you can continue to support us both financially and ideologically in any way that you can, to help us with this event which showcases the best of Welsh culture both at home and across the globe.

I look forward to hearing from you.

Kind regards



Camilla King | Executive Producer

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Abbey Road
Llangollen
LL20 8SW
Tel: 01978 862000
Email: info@llangollen.net

Y Pafiliwn Rhyngwladol Brenhinol
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Registered Charity No 504620. The Llangollen International Musical Eisteddfod is a Company Limited by Guarantee. Registered in England and Wales 1165311

Llangollen 2023

Eisteddfod Gerddorol Ryngwladol Llangollen

Mae paratodau ar droed ar gyfer Eisteddfod Gerddorol Ryngwladol Llangollen 2023 ac rwy'n ysgrifennu atoch fel rhan o'n hapêl codi arian blynyddol i Awdurdodau Lleol a Chynghorau Tref a Chymuned ar draws Cymru.

Rydym yn ddiolchgar iawn am y gefnogaeth rydym wedi'i chael yn y gorffennol ac rwy'n ysgrifennu atoch i ofyn yn garedig a fydddech chi'n ystyried ein cefnogi unwaith eto yn 2023.

Mae treftadaeth gyfoethog Eisteddfod Llangollen yn ymestyn yn ôl i arloesedd unigryw'r sylfaenwyr yn 1947, a welodd yr ŵyl fel modd o ddefnyddio'r celfyddydau i ddod â gwahanol bobloedd ynghyd mewn ysbryd o heddwch a chyfeillgarwch. Mae'r Eisteddfod wedi bod yn fenter a arweinir gan y gymuned o'r cychwyn cyntaf ac mae'n parhau i fod felly gyda chefnogaeth tua 600 o wirfoddolwyr. Mae'r digwyddiad yn denu tua 4000 o gystadleuwyr bob blwyddyn a chynulleidfaoedd o tua 20,000 ar hyd yr wythnos. Amcangyfrifir bod hyn yn dod â £1.6 miliwn o fuddion economaidd i'r ardal tra bod yr ŵyl yn cael ei chynnal, ac mae'n rhan bwysig o arlwy diwylliannol a threftadaeth y rhanbarth, gan wella proffil twristiaeth gogledd-ddwyrain Cymru ar hyd y flwyddyn.

Bydd 2023 yn gweld ein heisteddfod lawn gyntaf ers y pandemig, gyda Gorymdaith y dref yn dychwelyd, cyfres o ddyluniadau bywiog newydd wedi'u hysbrydoli gan wisgoedd lliwgar ein perfformwyr a'n cystadleuwyr rhyngwladol, Maes yr Eisteddfod ar ei newydd wedd gyda digonedd o adloniant i'r teulu, yn ogystal â thri llwyfan, gweithdai, dathliadau o'n treftadaeth Gymreig ac arddangosiadau dyddiol o ddiwylliannau o bob rhan o'r byd. Rydym yn parhau â'n cyfres o sgysiau sy'n ymroddedig i ddeall heddwch yn yr 21ain ganrif, ac yn dod â themâu rhyngwladoldeb a heddwch at ei gilydd yn ein cyngerdd, Y Blodyn Gwyn: I Mewn i'r Goleuni. Mae'r digwyddiad hwn yn dod â pherfformwyr proffesiynol a chymunedol o bob rhan o Gymru, Wcráin a Bosnia ynghyd mewn cyngerdd sy'n myfyrio ar wrthdaro, colled a grym cerddoriaeth i adfer ffydd yn y ddynoliaeth.

Yn ogystal â chydweithio gyda nifer o sefydliadau celfyddydol ac elusennau ar draws gogledd ddwyrain Cymru, byddwn hefyd yn gweithio mewn partneriaeth gyda Gŵyl Ymylol Llangollen unwaith eto, ac yn gweithio gyda Chyngor Tref Llangollen i sicrhau bod y ddau ddigwyddiad, ac arlwy ehangach y dref yn dod â manteision cynyddol i aelodau'r gymuned leol, busnesau ac ymwelwyr.

Gobeithiwn y gallwch barhau i'n cefnogi yn ariannol ac yn syniadol mewn unrhyw ffordd y gallwch er mwyn ein helpu i barhau â'r digwyddiad hwn sy'n arddangos y gorau o ddiwylliant Cymru gartref ac ar draws y byd.

Edrychaf ymlaen at glywed gennych.

Cofion cynnes



Camilla King | Cynhyrchydd Gweithredol

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Registered Charity No 504620. The Llangollen International Musical Eisteddfod is a Company Limited by Guarantee. Registered in England and Wales 1165311

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2023	Denbighshire County Council	PABT0107	5,884.09	801909229	Free parking 1/9/22 to 1/9/23
13/04/2023	Denbighshire County Council	PABT0108	12,774.00	801909193	SIDS and installation
13/04/2023	Denbighshire County Council	PABT0109	1,974.00	801909180	SID installation and maintenanc
13/04/2023	Mcmillan Cancer Research	PABT0110	700.00	03/23 minutes i 17B	Grant
13/04/2023	Blachere Illuminations UK Ltd	PABT0111	3,603.18	S155891	Xmas lights 2023 hire
13/04/2023	RHUDDLAN TOWN COMMUNITY	PABT0112	150.00	Inv 51 1/3/23	March Community Market
13/04/2023	Renewable Green Energy Limited	PABT0113	774.18	INV 619	Hive and Hwb plumb extras
13/04/2023	Hotline Group Limited	PABT0114	663.12	AGN56427	350 Coronation bottles
13/04/2023	British Gas	DD	143.69	4427036	Electricity MUGA 1/3-27/3
13/04/2023	British Gas	DD	31.11	4427047	Electricity Hwb 1/3-27/3
13/04/2023	Paul Smith	SO	223.87		Salary
13/04/2023	Paul Smith	PABT0119	4.00		Salary Difference Increm
13/04/2023	Steve Wilson	SO	1,736.63		Salary
13/04/2023	Steve Wilson	PABT0120	1,003.48		Salary Adjustment
13/04/2023	HMRC	PABT0121	1,668.43	120PP01122176	PAYE & NI
13/04/2023	HSBC UK	DD	8.00	March statement	Bank Charges
13/04/2023	Welsh Water	PABT01222	51.24	5238824501	Hwb Water 7/11/22-27/3/23
13/04/2023	UK Debt Management	DD	3,438.40		Bi-annual loan payment CYB
13/04/2023	Glascoed Timber	PABT0123	3,090.00	Invoice A33 30/03/23	Orders 020, 022, 023 & 24
13/04/2023	Contacta Systems Limited	PABT0105	114.00	R216/40456	Survey for Hearing Loop Hwb
13/04/2023	Ffion White	PABT0116	21.00		TEN's Gwledd
13/04/2023	Web Studio North Wales	SO	240.00	Inv 6649	Website and FB management
13/04/2023	Tracy Morris	PABT0117	13.00		Cleaing Hwb 1hr
13/04/2023	Mari A Williams Translations	PABT0124	749.70	Invoice 1290	Translation March 2023
13/04/2023	NEST Pension	DD	273.80		Pension
13/04/2023	Steve Wilson Starling Expense	PABT0125	500.00	ME MK GR	Top up expense card
Total Payments			39,832.92		

Rhuddlan Town Council

Bank - Cash and Investment Reconciliation as at 3 April 2023

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/03/2023	HSBC Current	42,489.27	
31/03/2023	HSBC Deposit	83,093.39	
			125,582.66
<u>Unpresented Payments</u>			
			0.00
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c		125,582.66
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		125,582.66

Closing balance £ 125,582

Less 2022-2023 items

SIDS and installation	-£	14,748
Free car parking pro-rata	-£	3,432
Community Centre Road Sign	-£	2,340
Tourism website	-£	7,164
Hwb works	-£	774
Xmas Lights electricity estimate	-£	500

Actual reserve net of 2022-2023 items £ 96,624

Reason for Delta to £85k prediction

Grants not paid	-£	7,000
Youth activities not held	-£	1,000

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	115,542	130,584	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	166,000	169,280	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	5,471	20,582	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	35,828	38,956	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	6,877	6,877	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	113,724	149,031	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	130,584	125,583	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.

Statement of balances

8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	130,584	125,583	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	0	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	362,008	364,474	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	121,262	117,429	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

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

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

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £20,140* under section 137. These payments are included within 'Other payments' in the Accounting Statement. *Codes 4430, 4440, 4441 & 4450

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair of meeting signature:

Name: Steve Wilson

Date:

Name: Mike Elgin

Date:

Annual internal audit report to:

Name of body: Denbighshire County Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

9. Periodic and year-end bank account reconciliations were properly carried out.

☐ ☐ ☐ ☐

Insert text

10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

☐ ☐ ☐ ☐

Insert text

11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.

☐ ☐ ☐ ☐

Insert text

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

12. Insert risk area

☐ ☐ ☐ ☐

Insert text

13. Insert risk area

☐ ☐ ☐ ☐

Insert text

14. Insert risk area

☐ ☐ ☐ ☐

Insert text

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

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

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

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

Rhuddlan Town Council

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March
	Receipts	
166,000.00	Precept	169,280.00
	Sub Total	
	Operating Income	
10.40	Income	3,354.91
5,460.47	VAT Data	17,227.01
<u>171,470.87</u>	Total Receipts	<u>189,861.92</u>
	Running Costs	
57,113.48	Administration	63,031.47
73,660.90	Community Projects	101,610.32
8,451.83	Playing Fields	11,870.68
17,203.02	VAT Data	18,350.66
<u>156,429.23</u>	Total Payments	<u>194,863.13</u>
	Receipts and Payments Summary	
115,542.23	Opening Balance	130,583.87
171,470.87	Add Total Receipts(As Above)	189,861.92
287,013.10		320,445.79
156,429.23	Less Total Payments(As Above)	194,863.13
<u>130,583.87</u>	Closing Balance	<u>125,582.66</u>
	These cumulative funds are represented by:	
130,583.87	Current Bank A/c	125,582.66
<u>130,583.87</u>		<u>125,582.66</u>
	Reserve Balances are represented by:	
15,041.64	Current Year Fund	-5,001.21
52,292.23	General Reserves	110,218.59
6,750.00	EMR Road Safety Devices	6,750.00
30,000.00	EMR Coed Y Brain Com Facility	-4,736.52
20,000.00	EMR Town Plan Initiatives	13,821.80
3,500.00	EMR Defib Devices	1,530.00
3,000.00	EMR Green COmmunity Projects	3,000.00
<u>130,583.87</u>		<u>125,582.66</u>

Signed : _____ (Chairman) _____ (RFO)

Working Detail for ANNUAL RETURN

Page 1

FOR THE YEAR ENDED 3 April 2023

Rhuddlan Town Council

	Last Year £	This Year £	Code	and Centre	Code Description
1	0	0	300	0	Current Year Fund
1	115,542	67,334	310	0	General Reserves
1	0	6,750	320	0	EMR Road Safety Devices
1	0	30,000	321	0	EMR Coed Y Brain Com Facility
1	0	20,000	322	0	EMR Town Plan Initiatives
1	0	3,500	323	0	EMR Defib Devices
1	0	3,000	324	0	EMR Green Community Projects
1	Balances brought forward	115,542	130,584		Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2	166,000	169,280	1076	100	Precept
2	(+) Income from local taxation/levy	166,000	169,280		Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3	5,460	17,227	115	999	VAT on Receipts
3	10	389	1090	100	Interest Received
3	0	0	1100	100	Grants & Donation Received
3	0	2,966	1200	100	Other Income
3	(+) Total other receipts	5,471	20,582		Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4	25,756	23,724	4000	110	Staff Salary
4	7,413	11,942	4010	110	PAYE & NI
4	2,660	3,290	4030	110	Pension
4	(-) Staff costs	35,828	38,956		Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5	0	0	4632	130	Annual repayment PWLB Loan
5	6,877	6,877	4650	120	CYB PWLB Loan
5	(-) Loan interest/Capital repayments	6,877	6,877		Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6	17,203	18,351	515	999	VAT on Payments
6	312	361	4060	110	Payroll Admin
6	234	124	4070	110	Staff Expenses
6	0	245	4080	110	Training
6	1,500	1,500	4090	110	Mayors Allowance
6	500	500	4100	110	Deputy Mayors Allowance
6	1,500	1,500	4110	110	Councillors Allowance
6	500	500	4120	110	Extra Responsibility Allowance
6	85	354	4130	110	Bank Charges
6	250	250	4140	110	Audit Fees
6	180	0	4150	110	Professional Fees
6	989	973	4160	110	Subscriptions & Memberships
6	2,252	1,983	4170	110	Insurance
6	1,191	1,167	4180	110	Stationery & Postage
6	216	344	4185	110	Photo Copier related
6	185	1,129	4190	110	Civic Duties
6	632	656	4200	110	Telephone & Broadband
6	2,546	3,349	4210	110	Website & Photography
6	0	96	4215	110	ISrelated
6	605	622	4220	110	Financial Software
6	12	300	4230	110	Hire Of Facilities
6	350	0	4240	110	Grants Paid

Continued over page

Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 3 April 2023

Rhuddlan Town Council

	Last Year £	This Year £	Code	and Centre	Code Description
6	2,550	0	4245	110	Grants Wellbeing LG (Wales)
6	0	0	4250	110	Section 137 Other Expenditure
6	275	0	4260	110	Bus Shelters
6	668	4,304	4270	110	Elections
6	1,490	928	4275	110	Travel Expenses
6	0	0	4290	100	Sundries
6	1,923	684	4290	110	Sundries
6	5,420	2,791	4290	120	Sundries
6	3,169	4,967	4290	130	Sundries
6	340	2,207	4300	110	Translation Services
6	5,842	7,641	4400	120	Christmas Street Lights
6	225	50	4410	120	Remembrance Day
6	3,500	3,400	4420	120	CCTV - Crime & Disorder
6	1,800	6,300	4430	120	Grant - Town Council
6	0	5,525	4440	120	Grant - Community Events
6	1,350	400	4441	120	Grant - Youth Project Fund
6	0	1,615	4450	120	Green Community Projects
6	12,000	12,000	4460	120	Library - Running Costs
6	2,711	3,988	4600	130	Repairs & Maintenance
6	526	1,374	4610	130	Electricity MUGA
6	1,190	1,165	4620	130	Grass Cutting
6	0	0	4621	130	Vicarage Lane Boundary
6	100	0	4627	120	Events Calendar
6	1,390	0	4628	120	Pressure Wash High Street
6	6,330	300	4629	120	Anti Speed Campaign
6	855	377	4630	130	Litter Collection
6	0	0	4633	130	Coed Y Brain
6	12,425	635	4634	120	Town Plan Initiatives
6	0	1,970	4635	120	Defib Devices
6	0	330	4637	120	Dog Waste initiatives
6	16,278	49,058	4651	120	CYB Adaptations
6	124	2,719	4652	120	CYB Running Costs
6	(-) Total other payments	113,724	149,031	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	130,584	125,583	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
9		130,584	125,583	200 0	Current Bank A/c
9	(+) Total cash and investments	130,584	125,583	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.	
12		0	0	12 0	Total Fixed Assets
12	Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.	
13		0	0	13 0	Total Borrowings
13	Total borrowing	0	0	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB)	

Continued over page

Working Detail for ANNUAL RETURN
FOR THE YEAR ENDED 3 April 2023
Rhuddlan Town Council

Page 3

Last Year £	This Year £	Code and Centre	Code Description
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Rhuddlan Town Council

Bank - Cash and Investment Reconciliation as at 3 April 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2023	HSBC Current	42,489.27
31/03/2023	HSBC Deposit	83,093.39

125,582.66

Unpresented Payments

0.00

Closing Balance

All Cash & Bank Accounts

125,582.66

1

Current Bank A/c

125,582.66

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

125,582.66

Detailed Receipts & Payments by Budget Heading 03/04/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100 Income						
1076 Precept	169,280	169,280	0			100.0%
1090 Interest Received	389	10	(379)			3885.5%
1200 Other Income	2,966	500	(2,466)			593.3%
Income :- Receipts	172,635	169,790	(2,845)			101.7%
Net Receipts	172,635	169,790	(2,845)			
110 Administration						
4000 Staff Salary	23,724	31,000	7,276		7,276	76.5%
4010 PAYE & NI	11,942	4,500	(7,442)		(7,442)	265.4%
4030 Pension	3,290	2,300	(990)		(990)	143.0%
4060 Payroll Admin	361	350	(11)		(11)	103.0%
4070 Staff Expenses	124	300	176		176	41.3%
4080 Training	245	500	255		255	49.0%
4090 Mayors Allowance	1,500	1,500	0		0	100.0%
4100 Deputy Mayors Allowance	500	500	0		0	100.0%
4110 Councillors Allowance	1,500	1,650	150		150	90.9%
4120 Extra Responsibility Allowance	500	500	0		0	100.0%
4130 Bank Charges	354	300	(54)		(54)	118.0%
4140 Audit Fees	250	600	350		350	41.7%
4150 Professional Fees	0	250	250		250	0.0%
4160 Subscriptions & Memberships	973	800	(173)		(173)	121.6%
4170 Insurance	1,983	2,000	17		17	99.1%
4180 Stationery & Postage	1,167	1,200	33		33	97.2%
4185 Photo Copier related	344	750	406		406	45.8%
4190 Civic Duties	1,129	1,000	(129)		(129)	112.9%
4200 Telephone & Broadband	656	600	(56)		(56)	109.4%
4210 Website & Photography	3,349	2,500	(849)		(849)	134.0%
4215 ISrelated	96	0	(96)		(96)	0.0%
4220 Financial Software	622	700	78		78	88.9%
4230 Hire Of Facilities	300	100	(200)		(200)	300.0%
4260 Bus Shelters	0	1,500	1,500		1,500	0.0%
4270 Elections	4,304	6,200	1,896		1,896	69.4%
4275 Travel Expenses	928	1,200	272		272	77.3%
4290 Sundries	684	2,500	1,816		1,816	27.4%
4300 Translation Services	2,207	5,000	2,793		2,793	44.1%
Administration :- Indirect Payments	63,031	70,300	7,269	0	7,269	89.7%
Net Payments	(63,031)	(70,300)	(7,269)			
6000 plus Transfer from EMR	(480)					
Movement to/(from) Gen Reserve	(63,511)					

Detailed Receipts & Payments by Budget Heading 03/04/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
120 Community Projects						
4290 Sundries	2,791	4,000	1,209		1,209	69.8%
4400 Christmas Street Lights	7,641	11,000	3,359		3,359	69.5%
4410 Remembrance Day	50	1,000	950		950	5.0%
4420 CCTV - Crime & Disorder	3,400	3,500	100		100	97.1%
4430 Grant - Town Council	6,300	6,750	451		451	93.3%
4440 Grant - Community Events	5,525	6,750	1,225		1,225	81.8%
4441 Grant - Youth Project Fund	400	5,000	4,600		4,600	8.0%
4450 Green Community Projects	1,615	3,000	1,385		1,385	53.8%
4460 Library - Running Costs	12,000	12,000	0		0	100.0%
4624 Fresh Air Gym Session	0	500	500		500	0.0%
4625 Cemetery	0	2,500	2,500		2,500	0.0%
4628 Pressure Wash High Street	0	2,000	2,000		2,000	0.0%
4629 Anti Speed Campaign	300	6,750	6,450		6,450	4.4%
4634 Town Plan Initiatives	635	20,000	19,365		19,365	3.2%
4635 Defib Devices	1,970	3,500	1,530		1,530	56.3%
4636 Free Car Parking initiative	0	10,500	10,500		10,500	0.0%
4637 Dog Waste initiatives	330	1,200	870		870	27.5%
4650 CYB PWLB Loan	6,877	6,877	0		0	100.0%
4651 CYB Adaptations	49,058	30,000	(19,058)		(19,058)	163.5%
4652 CYB Running Costs	2,719	10,000	7,281		7,281	27.2%
Community Projects :- Indirect Payments	101,610	146,827	45,217	0	45,217	69.2%
Net Payments	(101,610)	(146,827)	(45,217)			
6000 plus Transfer from EMR	63,257					
6001 less Transfer to EMR	19,923					
Movement to/(from) Gen Reserve	(58,276)					
130 Playing Fields						
4290 Sundries	4,967	4,000	(967)		(967)	124.2%
4600 Repairs & Maintenance	3,988	5,000	1,012		1,012	79.8%
4610 Electricity MUGA	1,374	1,100	(274)		(274)	124.9%
4620 Grass Cutting	1,165	1,500	335		335	77.7%
4630 Litter Collection	377	1,313	936		936	28.7%
Playing Fields :- Indirect Payments	11,871	12,913	1,042	0	1,042	91.9%
Net Payments	(11,871)	(12,913)	(1,042)			
6000 plus Transfer from EMR	30					
Movement to/(from) Gen Reserve	(11,841)					

Detailed Receipts & Payments by Budget Heading 03/04/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
999 VAT Data						
115 VAT on Receipts	17,227	0	(17,227)			0.0%
VAT Data :- Receipts	<u>17,227</u>	<u>0</u>	<u>(17,227)</u>			
515 VAT on Payments	18,351	0	(18,351)		(18,351)	0.0%
VAT Data :- Indirect Payments	<u>18,351</u>	<u>0</u>	<u>(18,351)</u>	<u>0</u>	<u>(18,351)</u>	
Net Receipts over Payments	<u>(1,124)</u>	<u>0</u>	<u>1,124</u>			
Grand Totals:- Receipts	189,862	169,790	(20,072)			111.8%
Payments	194,863	230,040	35,177	0	35,177	84.7%
Net Receipts over Payments	<u>(5,001)</u>	<u>(60,250)</u>	<u>(55,249)</u>			
plus Transfer from EMR	62,807					
less Transfer to EMR	19,923					
Movement to/(from) Gen Reserve	<u>37,884</u>					

