

Minutes of the meeting of Rhuddlan Town Council held at Community Centre, Parliament Street, Rhuddlan, on Thursday 18th January 2018.

Present: Cllrs: Andy Smith (Mayor in the Chair), Mike Kermode, Jackie Burnham, Ann Davies, Arwel Roberts, Gareth Smith, Heather Ellis, Reg Davies, Gareth Rowlands, Town Clerk.

- 1 APOLOGIES:** Cllr Syd Gaskin
- 2 DECLARATION OF INTERESTS:** None
- 3 URGENT MATTERS:** None

4 PERSONNEL COMMITTEE 16th JANUARY

The Town Clerk was asked to leave the room while Councillors discussed the Personnel Committee's recommendations regarding an increase in working hours.

The Mayor said that the discussions at the appraisal meeting showed that extra hours were needed and these were evidenced in the timesheets maintained by the Town Clerk. Cllr. A. Davies asked if these additional hours had been generated because of the Town Clerk's work in connection with Blodeuo. Cllr. G. Rowlands said that the Blodeuo work had not been significant and that the majority of the additional hours had been in connection with the Town Clerk's work in helping to modernise the Town Council's operations and procedures. After a short discussion it was agreed unanimously that the Town Clerk's hours be increased by 10 hours per month; thus taking the present 72 hours to 82 hours and that this increase be backdated to 1st November 2017.

The Town Clerk was then asked to re-join the meeting.

5 SETTING OF PRECEPT FOR RHUDDLAN 2018/19

Councillors discussed a report from the Town Clerk that set out the information required for setting of the budget and precept for 2018-19. A number of changes were agreed:

- To increase the Salary and travelling from £12,650 to £15,600 to cover increased hours, increment and national pay award.
- To increase HMRC budget from £350 to £1,300. Last year's budget was overspent partly due to unpaid Tax and NI from 2015 – 16.
- To decrease the training budget from £500 to £350.
- To increase the Mayor's allowance from £2000 to £2500 to reflect demand on this budget by attending a range of civic duties.
- To include a Deputy Mayors budget of £250 which will need accounting for e.g. receipts.

- To decrease subscriptions to organisations from £670 to £170. It was agreed to cancel annual subscription to One Voice Wales. It was felt that the North and Mid Wales Association meetings was more informative.
- To increase Miscellaneous budget for £500 to £1500 due to demand on the budget.
- To include a budget of £350 for Website & photography.
- To include a budget of £750 to purchase financial software and pay for annual licence.
- To agree on the £4000 for CCTV. However, questions were raised over the effectiveness of the CCTV in Rhuddlan and that Emlyn Jones from the Partnership and a representative from North Wales Police be invited to a future Town Council meeting.
- To set a budget of £3000 for Blodeuo.
- To include a budget for Dementia Project £5000.
- To include a budget of £1000 for the Urdd National Eisteddfod in 2020.
- To set a budget of £2000 for a grant to enable local shop owners and businesses to be more Disability Discrimination Act (DDA) compliant.
- To include a budget for Castle Lights for £6,000.
- To increase the electricity from £300 to £1000 due to anticipated demand and increased costs.
- To increase the contingency budget from £4000 to £5000.

The 2018-19 Precept is attached – Appendix A

The outcome of the discussion was to give a net Revenue Budget for 2018 – 19 of £104,370 and this was agreed by the Council.

Members then discussed the precept for 2018-19 and the Town Clerks' report showed three options regarding use of balances:

- Option A utilises £20K of balances, giving a precept of £47.05 per household.
- Option B utilises £10K of balances, giving a precept of £52.63 per household.
- Option C is not to draw from balances, giving a precept of £58.20 per household.

Members discussed the use of balances and were made aware that CIPFA (The Chartered Institute of Public Finance and Accountancy) advises that a Council generally should have no more than 10/15% in balances. Some members voiced concerns about the continued use of reserves in the future which may slowly deplete the town Councils Reserves. The Town Council needs to look forward and plan for the future and to ensure that adequate funding is in place for new projects.

It was resolved to accept Option A, to use £20k from balances which will result in 6.2% increase on last year's precept from £44.29 per household to £47.05.

6. **Part 2.** Exclusion of press and 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.

INTERVIEW OF CANDIDATES FOR TOWN COUNCIL VACANCY.

Two candidates were shortlisted on the 14th of December 2017 to come and deliver a brief presentation in support of their application to be co-opted. Voting took place by the process of secret ballot. The successful candidate was Mr Mike Elgin. The Town Clerk to inform both candidates of the outcome.

Appendix A

Rhuddlan Town Council Budget 2018 - 19

	2017/18 Budget	Current net spend	Projected remaining spend	Projected Outturn 2017-18	2018/19 Proposed budget
General administration					
Salary & travelling	£12,650.00	£9,972.40	£2,100.00	£12,072.40	£15,600.00
Postage printing and stationary	£850.00	£710.99	£100.00	£810.99	£850.00
Payroll admin.	£450.00	£218.14	£100.00	£318.14	£350.00
Town Clerks Pension	£1,200.00	£391.95	£200.00	£591.95	£1,200.00
HMRC – National Insurance	£350.00	£1,233.05	£211.00	£1,444.05	£1,300.00
				£0.00	
Training	£500.00	£50.00	£0.00	£50.00	£350.00
Telephone and broadband	£400.00	£209.24	£50.00	£259.24	£400.00
Mayor's allowance	£2,000.00	£2,000.00	£0.00	£2,000.00	£2,500.00
Deputy Mayors allowance					£250.00
Civic Duties	£1,000.00	£1,155.64	£0.00	£1,155.64	£1,000.00
Subscriptions to organizations	£660.00	£121.00	£550.00	£671.00	£170.00
Hire of Rooms for meetings	£500.00	£199.00	£50.00	£249.00	£300.00
Audit fees	£750.00	£331.30	£0.00	£331.30	£500.00
Miscellaneous	£500.00	£1,544.98	£0.00	£1,544.98	£1,500.00
Bus Shelters	£1,500.00	£480.00	£0.00	£480.00	£1,500.00
Combined Insurances	£6,000.00	£0.00	£4,000.00	£4,000.00	£4,000.00
Municipal Elections	£4,500.00	£3,299.27	£0.00	£3,299.27	£4,500.00
Website/Photography	£0.00	£368.00	£0.00	£368.00	£350.00
Financial Software					£750.00
Community Projects					
Christmas Street Lights etc.	£11,000.00	£6,826.73	£3,700.00	£10,526.73	£11,000.00
Remembrance Day	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
CCTV – Crime and Disorder	£3,500.00	£3,500.00	£0.00	£3,500.00	£4,000.00
Grant - Section 137	£4,000.00	£4,049.12	£1,500.00	£5,549.12	£6,000.00
Grant - Community Events	£6,000.00	£800.00	£0.00	£800.00	£3,000.00
Blodeuo		£1,377.35	£300.00	£1,677.35	£3,000.00
Library - running costs	£12,000.00	£12,000.00	£0.00	£12,000.00	£12,000.00
Dementia Project					£5,000.00
Eisteddfod 2020 in Denbigh					£1,000.00
DDA Compliance					£2,000.00
2016/17 Mayors Charity Fundraising				£4,832.00	
Castle Lights					£6,000.00
Playing Fields					
Repairs and maintenance	£3,500.00	£1,765.21	£1,200.00	£2,965.21	£3,500.00
Electricity MUGA	£300.00	£420.97	£250.00	£670.97	£1,000.00
Grass cutting and litter	£3,500.00		£3,500.00	£3,500.00	£3,500.00

collection						
Contingency	£4,000.00		£5,969.90	£500.00	£6,469.90	£5,000.00
Fresh Air Gym	£8,000.00			£8,000.00	£8,000.00	£0.00
TOTAL	£90,610.00		£63,826.24	£26,311.00	£90,137.24	£104,370.00
Credits received						
Denbs CC - Precept			-£70,610.94		-£70,610.94	
2017/18 Mayors Charity Fundraising					-£1,300.00	
HMRC VAT Rebate			-£4,241.07		-£4,241.07	
Fresh Air Gym			-£6,000.00		-£6,000.00	
TOTAL CREDIT 2017/18 to date			-£82,152.01		-£82,152.01	
Contribution from Balances	-£20,000.00				-£7,985.23	-£20,000.00
NET BUDGET FOR PRECEPT	£70,610.00				£0.00	£84,370.00
Balances in Deposit Account in December						£47.05 per household
		-£82,209.64			-£62,324.04	£42,324.04
Balances in Community Account in December					-£38,340.70	

- Option A utilises £20K of balances, giving a precept of £47.05 per household.
- Option B utilises £10K of balances, giving a precept of £52.63 per household.
- Option C is not to draw from balances, giving a precept of £58.20 per household.