

FINANCE & GENERAL PURPOSES COMMITTEE

Llandudno Town Council

Minutes of a meeting of Llandudno Town Council - Finance & General Purposes Committee

Held on Friday 6th March 2020, 7.00pm

Council Chamber, Town Hall, Lloyd Street, Llandudno

Those Present:

Cllr Frank Bradfield - Chairman

Cllr D J Hawkins - Vice Chairman

Cllr Miss A O'Grady - The Mayor

Cllr Mrs J Jones

Cllr Mrs C Beard

Cllr Miss C Marubbi

Cllr A W Bertola

Cllr M J Pavey

Cllr B B Bertola

Cllr I Turner

Cllr P C Evans, JP

Cllr Mrs M Wigzell

Cllr S R Hillman

38. APOLOGIES FOR ABSENCE

Cllr F Davies

Cllr M A Pearce

Cllr Mrs L G Emery

Cllr G J T Robbins

Cllr M Hold, JP

Cllr H T M Saville

Cllr Mrs M Lyon

39. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT CODE OF CONDUCT.

There were no interests declared.

40. MINUTES

Minutes of a meeting of the Finance & General Purposes Committee held on Friday 22nd November 2019 were received and signed by the Chairman.

Minutes of a Special meeting of the Finance & General Purposes Committee held on Friday 10th January 2020 were received and signed by the Chairman.

41. URGENT ITEMS RELATING TO FINANCE & GENERAL PURPOSES

41.1 A report was received from the Town Clerk, and also on behalf of the Chairman of the Twinning Committee that, in view of the three pending Town Twinning exchanges with France (April - July), a monitor was being kept on the potential impact of the Covid 19 coronavirus and any potential restrictions or cancellations. A cancellation plan had been developed, in case needed, and the financial implications of any cancellations were also being monitored to minimise any financial loss. Any implications in terms of participants, hosts, and travel were also being monitored. Members of the Twinning Committee were to meet next week to discuss further the April exchange and discussions with France were ongoing.

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A monitor was also being kept on any potential implications to the Town Council's other events, meetings, and office arrangements. An item would be included on the Council Agenda for 20th March, by which time more might be known, but should circumstances change a Special meeting of the Council might need to be called at any time.

41.2 A request from Conwy seeking assistance with repairs to play equipment on the Great Orme in time for Easter, had been received at short notice. In view of the next meeting being some weeks away, it was brought to the attention of members. Members expressed concern that this play equipment had not been dealt with earlier by Conwy CBC and that there were several play areas in a similar position in terms of work required. The request was, therefore, not supported.

42. CLERKS FINANCIAL REPORTS FOR JANUARY 2020

The reports included updates on the Ad-hoc grants budget, Community Fund, General Development Fund, and which the Chairman drew members attention to.

IT WAS RESOLVED that the financial statements for January 2020 be approved.

43. INTERNAL AUDIT 2019/20

43.1 Copies of the annual Internal Audit Plan 2019/20 for Llandudno from JDH Business Services and the Interim Audit one, were received. There were no issues arising in the Auditor's interim report one.

IT WAS RESOLVED to thank the staff for the excellent work for the Town Council's audits.

43.2 Paperwork to undertake an annual review of the effectiveness of internal audit arrangements was received. A review was undertaken by the Committee and the internal audit arrangements were approved as more than satisfactory.

44. EXTERNAL AUDIT

44.1 A copy of the Wales Audit Office Financial Management and Governance: Town & Community Councils 2018-19 was received. The Chairman commended the report to members and ran through the key points and the range of scope of Town & Community Council audits.

44.2 A Wales Audit Office: Consultation on Future Audit Arrangements for Community Councils in Wales was received.

45. TO CONSIDER THE PUBLIC SECTOR BODIES (WEBSITE) ACCESSIBILITY REGULATIONS 2018

45.1 Website Accessibility Regulations.
Information on the new legal obligations for the public sector, including Town & Community Councils, were received. These included having a website that was as accessible as possible, as well as the publication of an accessibility statement. For existing websites, the deadline is September 2020. The information outlined the standards for websites, potential barriers and

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timelines for fixing. Several steps would be involved including the undertaking of an audit of the website to identify the work to be undertaken.

45.2 Options for the Town Council's current website

Following discussion with the Town Council's current website provider it had been identified, as the website was several years old, that the costs to upgrade the site to meet website accessibility requirements would be largely similar to the cost for implementing a new website. Information and quotes pertaining to both had been received and circulated. It was noted that the Town Council had allocated a budget for 2020/21 for website accessibility work. Members discussed that a new website would also allow opportunity to review the structure and design of the site and to check GDPR compliance. It was noted that the current provider was also offering a substantial existing customer discount of approximately 50%. In view of the costs being not dissimilar, **IT WAS RESOLVED** to accept the quote from Delwedd for the design, set up and build of a new responsive and accessibility compliant bilingual website, including registration, licence and security fees at a cost of £1,507.79 for year one and an onward maintenance, hosting, and support cost of £733.42 p.a.

46. INDEPENDENT REMUNERATION PANEL (IRP) FOR WALES

46.1 The IRP Annual Report, dated February 2020, was received.

46.2 To consider the IRP Determinations for 2020/21.

Members had been previously circulated with the Independent Remuneration for Wales Annual report and Payments to Members of Community and Town Councils 2019/20. Members noted that a decision was required by the Council in respect of Determinations 42-51, unless mandatory, and noted the requirements for payments to be annually published.

- Determination 42: £150 payment to members unless they advised in writing to the contrary. **This was a mandatory determination.** The Council had budgeted accordingly for 2020/21.
- Determination 43 (optional): Must make available an annual payment of £500 each to a minimum of one and maximum of five members in recognition of specific responsibilities. **IT WAS RESOLVED** to adopt determination 43 for the Chairmen of the three Standing Committees, but that this would be reviewed should the number of Standing Committees change in the future.
- Determination 44: only applicable to small councils.
- Determination 45 (optional): Can make payments to members in respect of travel costs for attending approved duties. **IT WAS RESOLVED** to adopt determination 45, at the rates specified by the Panel.
- Determination 46 (optional): Payment of overnights subsistence expenses. **IT WAS RESOLVED** to adopt determination 46, at the rates specified by the Panel.
- Determination 47 (optional): the payment of financial loss allowance. **IT WAS RESOLVED** to adopt determination 47.

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- Determination 48: provision for the reimbursement of necessary costs for the care of dependent children and adults and personal assistance needs up to £403 per month, subject to receipts. **This was a mandatory determination.** Members noted the Panel's definition of 'Approved duties. The Council had budgeted accordingly for 2020/21.
- Determinations 49 and 50 (optional): Payment to a Civic and Deputy Civic Head of £1,500 and £500 respectively. **IT WAS RESOLVED to adopt determinations 49 and 50.** The Council had budgeted accordingly for 2020/21.
- Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim and wish to do so, *was noted*.

46.3 A Draft Supplementary IRP Report: Principles relating to the reimbursement of Costs of Care *was received*.

47. REQUESTS RECEIVED FOR FUNDING

Members noted that there was little funding available for financial requests outside of the annual grants process. The remaining funds available in the contingency grants budget and Community Fund were noted.

- 47.1 Welsh National Tractor Road Run 2020, Llandudno to Rhos on Sea. £275 sought.
IT WAS RESOLVED that the Town Council regretted that it was unable to support this request.
- 47.2 Clwyd2020/Royal Welsh Agriculture Society: any funding sought towards events.
IT WAS RESOLVED that the Town Council regretted that it was unable to support this request.
- 47.3 Menter Iaith Conwy: request for sponsorship for 'Ras yr Iaith' on Llandudno Promenade.
IT WAS RESOLVED that the Town Council regretted that it was unable to support this request.
- 47.4 Great Orme Coast watch station: request for £250 funding support for equipment.
IT WAS RESOLVED to support this request with £250 from the contingency grants budget.
- 47.5 Llandudno Football Club in the Community Young Leaders Scheme. £600 sought.
(referred from Council 31.03.20)
IT WAS RESOLVED to support this request with £300 from the contingency grants budget.
- 47.6 Ormes Scout Group: request for further support, up to £15,000, with repairs to the Scout Hut. **IT WAS RESOLVED to support this request with £2,000 from the Community Fund.**
- 47.7 Teenage Cancer Trust Cymru: request for funding support.
IT WAS RESOLVED that the Town Council regretted that it was unable to support this request.

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48. TO RECEIVE AND APPROVE RECOMMENDATIONS MADE BY FINANCE SUB COMMITTEES

48.1 Civic Sub Committee held 11th February 2020.

IT WAS RESOLVED *that the recommendations of the Civic Sub Committee, held 11th February 2020, be approved and accepted.*

49. CORRESPONDENCE RECEIVED

There was none.

50. TO CONSIDER A DATE FOR A SPECIAL MEETING OF THE COMMITTEE TO REVIEW GRANTS, POLICIES AND PROCEDURES

Members noted that due to a busy timetable of meetings and events, there was no capacity to hold the Special meeting on a Friday prior to June.

IT WAS RESOLVED *to hold the Special meeting of the Committee to review Grant processes on another day of the week, on a day to be advised by the Chairman and the Office.*

51. DATE OF THE NEXT MEETING

The date and time of the next meeting was confirmed as **Friday 24th April 2020 at 7.00pm.**



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Appendix A

SCHEDULE OF ACCOUNTS JAN 2020

Llandudno Town Council

All payments are made in accordance with the Governance and Accountability in Local Councils (England and Wales) Practitioners Guide

Payments:

Date	Item	Chq No	A/C No.	Total	Vat	Ledger
02/01/2020	HMRC	13736		£ 2,195.08	£ -	Salaries/Paye/NI
02/01/2020	Gwynedd Council	13737		£ 1,093.54	£ -	Salaries/Paye/NI
02/01/2020	City Illuminations	13738		£ 3,900.00	£ 650.00	Dec Lighting
02/01/2020	Conwy CBC	13740		£ 1,617.92	£ 269.65	Civic TM
02/01/2020	NAMWALC	13741		£ 17.00	£ -	NAMWALC
10/01/2020	Employees	13742		£ 5,767.74	£ -	Salaries/Paye/NI
10/01/2020	Mrs Buffet	13746		£ 285.00	£ -	Civic
10/01/2020	Business Supplies NW	13747		£ 30.58	£ 5.10	Office Supplies
10/01/2020	St John Cymru	13748		£ 228.00	£ 38.00	Christmas Parade
10/01/2020	Conwy CBC	13749		£ 4,486.37	£ 747.73	Fireworks/Christmas Parade
10/01/2020	Y Castell	13750		£ 275.00	£ -	Town Twinning
10/01/2020	City Illuminations Ltd	13751		£ 1,560.00	£ 260.00	Dec Lighting
10/01/2020	The Habit Tea Rooms	13752		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	Tribells Restaurant	13753		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Albert	13754		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Town House Cafe Bar	13755		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Nevill	13756		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Queen Victoria	13757		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Hambone Brasserie	13758		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	Cais Social Enterprises	13759		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	J P Mann Ltd	13760		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	Mostyn Gallery Ltd	13761		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	The Carlton	13762		£ 100.00	£ -	Community Toilet Scheme
10/01/2020	Coffee V	13763		£ 100.00	£ -	Community Toilet Scheme
15/01/2020	Wales in Bloom	13764		£ 225.00	£ -	Bloom 2020
16/01/2020	Bone & Payne LLP	13765		£ 789.60	£ 131.60	Town Hall lease
16/01/2020	City Illuminations	13766		£ 1,560.00	£ 260.00	Dec Lighting
16/01/2020	Conwy CBC	13767		£ 4,770.90	£ 795.15	Bloom
16/01/2020	Conwy CBC	13768		£ 95.69	£ 15.95	Grounds maint
20/01/2020	Cllr B Bertola	13769		£ 17.30	£ -	Members Travel

£ 30,326.75 £3,202.79

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Date:	Item	13770	13771	CHG	£	138.00	£	39.66	£	34.37	£	23.00	6.61	IT Telephone/Broadband Bank Chgs
20/01/2020	82 Business				£	138.00	£	39.66	£	34.37	£	23.00	6.61	IT Telephone/Broadband Bank Chgs
20/01/2020	TalkTalk Business	13771			£	39.66	£	34.37	£		£			
31/01/2020	Natwest Bank	CHG			£		£		£		£			
Receipts:	Jan 2020				£	211.95	£		£		£			

Total

£ 180.00
£ 31.95

02/01/2020 Mostyn Estates Ltd (Xmas Parade)
31/01/2020 Nat West Bank

Llandudno Town Council
Bank - Cash and Investment Reconciliation as at 31 January 2020

Confirmed Bank & Investment Balances
Bank Statement Balances

31/01/2020	Current A/C 03630676	250.00
31/01/2020	Reserve A/C 76618765	169,548.79
31/01/2020	Fixed Rate Deposit A/c	45,587.04
31/01/2020	Community Fund A/c	7,332.03
31/01/2020	General Development Fund A/c	16,005.14
31/01/2020	Petty Cash	4.42
31/01/2018	Bloom A/C	0.00

238,727.42

Unpresented Payments

10,092.50

228,634.92

Receipts not on Bank Statement

0.00

228,634.92

Closing Balance
All Cash & Bank Accounts

1	Current/Business Reserve A/c	159,706.29
2	Fixed Rate Deposit A/c	45,587.04
3	Community Fund A/c	7,332.03
4	General Development Fund	16,005.14
5	Petty Cash	4.42
6	Bloom A/C	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	228,634.92



Llandudno Town Council 2019/20

Misc Funds 2019/20

<u>Ad Hoc Grants 2019/20</u>	
Budget	£ 5,000.00
c/o 01.04.19	£ 795.00
<u>Expenditure to date:</u>	
Cyfeillion y Ffolt (F&GP 11.01.19)	-£ 2,000.00
Tudno Playschool annual grant (F&GP 01.03.19)	-£ 1,000.00
Llandudno C&G ACF (F&GP 01.03.19)	-£ 400.00
Waies Rally Town Dressing (F&GP 26.04.19)	-£ 1,000.00
Craig y Don Croquet Club (F&GP 26.04.19)	-£ 250.00
RBL 'D Day' Service & Parade (F&GP 26.04.19)	-£ 500.00
A/c as of 31.01.20	£ 645.00

<u>Community Fund 2019/20</u>	
A/c as of 31/01/20	£ 7,332.03
c/o 01.04.19	£ 1,150.00
<u>Expenditure to date:</u>	
Cyfeillion y Ffolt (F&GP 11.01.19)	-£ 3,382.00
Funds available as of 31.01.20	£ 5,100.03

<u>Gen Development Fund 2019/20</u> <i>(Capital projects & CCBC partnerships)</i>	
A/c as of 31/01/20	£ 16,005.14
Top up from 2019 budget	£ 10,000.00
<u>Pending commitments:</u>	
None	
Funds available as of 31.01.20	£ 26,005.14