

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Llandudno Town Council

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

Held on Friday 24th April 2015

Council Chamber, Town Hall, Lloyd Street, Llandudno

At the start of the meeting, the Chairman reminded members of fire procedures, to switch off mobile phones, and to use the microphones when speaking. It was further asked that any issues arising be indicated to the Chairman.

Tribute was also paid to former acting Deputy Town Clerk, Mr Ken Sudlow, and a minutes silence was held.

Those Present:

Cllr T R Davies – Chairman

Cllr G D Burchett – Vice Chairman

Cllr Mrs J Audus-Williams

Cllr P C Evans, JP

Cllr B B Bertola

Cllr Mrs I L Groom

Cllr F Bradfield

Cllr D J Hawkins

Cllr Mrs P Burchett

Cllr Mrs M Lyon

Cllr F Davies

Cllr Miss C A Marubbi

Cllr G Davies

Cllr G J T Robbins

Cllr G I Davies

Cllr G O Roberts

Cllr T Dewar

Cllr Mrs A M Yates

87. APOLOGIES FOR ABSENCE

Cllr M Bullock, JP, The Mayor (*Civic engagement*)

Cllr M A Pearce

Cllr Billy Evans

Cllr D Sutcliffe

Cllr J D Hold

Cllr Mrs M Wigzell

Cllr Mrs J Jones

Cllr M Williams

Cllr Miss A O'Grady

Absent:

Cllr J E Ridler

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

Name:	Item:	Personal or Prejudicial
Cllr B B Bertola	93.2 Llandudno Rugby Club: request for financial assistance.	Personal: Life member of Llandudno Rugby Club.
Cllr P C Evans, JP	93.2 Llandudno Rugby Club: request for financial assistance.	Personal: submitted letter of support as local member of Conwy CBC.

89. MINUTES.

Minutes of a meeting of the Finance & General Purposes Committee held on Friday 6th March 2015 were received and signed by the Chairman.

FINANCE & GENERAL PURPOSES COMMITTEE

90. URGENT ITEMS RELATING TO FINANCE & GENERAL PURPOSES

There were none.

91. CLERKS FINANCIAL REPORTS FOR FEBRUARY AND MARCH 2015

The reports included a breakdown of monthly income received at North Western Gardens Public conveniences from 2006 – 2015.

IT WAS RESOLVED that the financial statements for February and March 2015, including breakdown of monthly income received at North Western Gardens Public Conveniences 2006-2015, be received.

92. ANNUAL REVIEW OF THE TOWN COUNCILS FINANCIAL CONTROLS

- 92.1 Internal Financial Regulations 2015/16.
- 92.2 Financial Risk Assessment 2015/16.
- 92.3 Annual Investment Strategy 2015/16.
- 92.4 Re-appointment of Internal Auditor, JDH Business Services, 2015/16.

The Clerk also reported that it would be beneficial to review the financial regulations during 2015 due to increased financial and audit requirements, and that this would be presented to a future committee.

IT WAS RESOLVED that Llandudno Town Council approve the Internal Financial Regulations, the Financial Risk Assessment, and the Annual Investment Strategy for 2015/16.

IT WAS FURTHER RESOLVED that JDH Business Services be re-appointed as the Town Council's Internal Auditors for 2015/16, in view of their excellent services.

93. REQUESTS FOR FUNDING

93.1 Referred from Finance & General Purposes Committee, 06.03.2015: Request from Alice Liddell Innovative Community Enterprise for financial assistance with the Alice Day Tea Party, 1st May 2015. Further details and financial statements had been received.

Members repeated their previous concerns about the late submission of the request ahead of the event, and despite advising about the annual grants process, but there was general support expressed for the Tea Party. The number of schools and children attending were noted, as were the benefits to the Town and young people, and the historical connections. Mixed views were expressed on the relocation of the party from the promenade to Venue Cymru, but the reasons for doing so, at the request of the schools and due to changeable weather, were noted. Proposals to either refer the request to the annual grants process or to grant £500 were not seconded.

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IT WAS RESOLVED that Llandudno Town Council support the Alice Day Tea Party for schools, in Venue Cymru on 1st May 2015, with £1,000 from the ad hoc grants budget and to request that the Town Council armorial bearings be incorporated into promotional material.

There was discussion around how best to deal with financial requests received outside of the annual grants process for events or projects planned well in advance by the organisers. Removing the small annual 'ad-hoc grants' budget was discussed, but it was noted that this budget had been effectively used in previous years for organisations that required assistance at short notice.

IT WAS RESOLVED to refer to the next meeting of the Grants Sub Committee that consideration be given to including in the Town Council's Grants Policy that 'requests and applications for financial assistance received by the Town Council for anything that could be reasonably foreseen, be referred to the annual grants process'

93.2 Llandudno Rugby Club: request for financial assistance with the installation of a larger catering provision at the club to enable the provision of a wider range of beverages and food and to enable other local groups to use the facility. Accounts and letters of support had been supplied. It was noted that a grant application from the Club to Wren and Conwy CBC was in process and that the shortfall between the project costs and the grant, if successful, was £9,862. The Club was committing nearly £2,862 from their funds and the Welsh Rugby Union Club £4,894, leaving around £2,100 to find.

IT WAS RESOLVED that Llandudno Town Council contribute £2,100 from the Community Fund to Llandudno Rugby Club for a larger catering provision at the club, subject to the success of the outcome of the club's application to Wren and that if not successful that the Town Council would review the situation.

94. NORTH WESTERN GARDENS PUBLIC CONVENIENCES

(Item requested by Cllr B Bertola)

A report was received from the Finance Chairman that Conwy CBC was in the process of surveying and reporting on maintenance requirements for North Western Gardens Public Conveniences, as the owners of the facility, and that the report would be discussed with the Town Council in due course. Meetings and a site visit had also been held by the Finance Chairman and the Town Clerk with Conwy CBC and the relevant Cabinet member to discuss maintenance requirements and an annual inspection.

Cllr B. Bertola raised his ongoing concerns regarding the financial liability of the public convenience to the Town Council, times when the facility had been closed due to water ingress or electrical faults, and the condition of the facility, and expressed that it would be best closed. He had hoped the Community Toilet Scheme in the Town would provide an alternative, but expressed concerns that Conwy CBC appeared to be struggling to advertise, promote, and monitor the scheme effectively. He thanked the Finance Chairman and Town Clerk for assisting him with six monthly site visits to premises in view of the Town Council's own signage and financial contribution to the scheme, and for their ongoing discussions with Conwy CBC.

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In contrast, whilst members acknowledged that work was required by Conwy CBC, there was strong support to retain and improve the North Western Gardens Public Convenience. It was noted that both Destination Conwy and the public feedback to the North Shore Beach consultation, strongly expressed that the public want more toilets and that the Town Council should not close a facility that the town was already short of. It was further noted that, as well as residents and visitors, the facility was much used by coach and school parties coming into Llandudno and concern expressed over where these parties would go. The recent awards to the facility and to the attendant were also recollected. It was concluded that the report by Conwy CBC be awaited.

95. ADDITIONAL OFFICE SPACE, LLANDUDNO TOWN HALL

An opportunity had arisen for the Town Council to take on an additional room in the Town Hall. The Clerk reported that whilst additional office space would be welcomed, the cost of the room at £2,000 p.a. and its distance from the office made it unfeasible, but members' views were welcomed. Members considered that additional space would be useful, but that preference would be for the rooms adjacent to the Office, currently occupied by an outside body, should they become available or vacated. The Clerk was asked to discuss with Conwy CBC.

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

None to date.

97. CORRESPONDENCE RECEIVED

97.1 A Thank You letter from Conwy CBC in respect of the Town Council's continued contribution to local CCTV for 2015/16 was received.

97.2 A letter from the Royal Mail regarding changes to local collection times was received.

97.3 A letter from BT payphones regarding 'Adopt a Kiosk' was received.

97.4 Information received regarding VE Day, 8th May 2015, was discussed. The Office was in receipt of a flag and a tribute to be read out and

IT WAS RESOLVED that for VE Day on the 8th May 2015, the Town Council would erect the VE Day flag on the flagpole by the War Memorial and hold a short ceremony at 10am. The event would also be advertised locally and to Service Associations.

97.5 The Independent Remuneration Panel Annual report for Wales, 2015/16, was received.

97.6 An email from Conwy CBC regarding 'The Diversity in Democracy' programme was received.

97.7 Information from Hearing Loss Cymru was received.

97.8 An email and press release from the newly opened Cat Café, Llandudno, was received.

98. DATE OF THE NEXT MEETING

The date and time of the next meeting was confirmed as Friday 12th June 2015 at 7.00pm.

Appendix A

SCHEDULE OF ACCOUNTS FEB 2015

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	Total	Vat	Ledger
03/02/2015	B2 Business	11141	£ 156.39	£ 26.06	Postage
03/02/2015	RJD Grounds Maintenance	11142	£ 192.00	£ -	Grounds maint
03/02/2015	Cllr M Bullock JP	11143	£ 500.00	£ -	Civic Allowance Qtr 4
03/02/2015	Cllr TR Davies	11144	£ 34.65	£ -	Members Travel
03/02/2015	Conwy CBC	11145	£ 402.90	£ 67.15	Dec Lighting
03/02/2015	B2 Business	11146	£ 439.20	£ 73.20	IT (emails)
03/02/2015	Conwy CBC	11147	£ 55.78	£ 9.30	Playgd Insps
04/02/2015	AHGTC	11149	£ 40.00	£ -	Town Crier Subs
04/02/2015	L Morris	11150	£ 25.40	£ -	Bloom
04/02/2015	Lite Ltd	11151	£ 5,221.20	£ 870.20	Dec Lighting
04/02/2015	FP Mailing	11152	£ 200.00	£ -	Postage
06/02/2015	T Mottram Photography	11153	£ 95.00	£ -	Bloom
06/02/2015	Axis Cleaning Ltd	11154	£ 3,460.12	£ 576.69	NWG
04/02/2015	K Mason	11155	£ 20.00	£ -	Bloom
09/02/2015	Talk Talk	11156	£ 49.67	£ 8.28	Phone/Broadband
10/02/2015	Cllr Mrs J Audus-Williams	11157	£ 165.20	£ -	Bloom
12/02/2015	Employees	11158-60	£ 4,430.43	£ -	Salaries/Paye/NI
12/02/2015	B2 Office Supplies	11161	£ 297.06	£ 49.51	Office Stationery
12/02/2015	British Gas	11162	£ 133.35	£ 6.35	NWG
23/02/2015	Conwy CBC	11163	£ 2,400.00	£ 400.00	Civic - Traffic Mgmt
23/02/2015	Cllr Mrs J Jones	11164	£ 52.20	£ -	Alice
23/02/2015	Amberol Ltd	11165	£ 1,236.00	£ 206.00	Bloom
23/02/2015	Thomas Fattorini	11166	£ 310.62	£ 51.77	Civic
23/02/2015	HMRC	11167	£ 1,424.61	£ -	Salaries/Paye/NI
23/02/2015	Gwynedd Council	11168	£ 748.11	£ -	Salaries/Paye/NI
23/02/2015	SLCC	11169	£ 235.00	£ -	Subs
27/02/2015	NAMWALC	11124	£ 15.00	£ -	Subs
28/02/2015	Nat West	DD	£ 36.58	£ -	Bank charges
			£ 22,376.47	£ 2,344.51	

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Receipts: Feb 2015		£	24,230.56	£	102.24
Date:	Item	£	Total	vat	val
09/02/2015	Hanging Baskets	£	102.24	£	17.04
08/02/2015	NWG	£	8.00	£	-
09/02/2015	NWG	£	5.00	£	-
10/02/2015	Hanging Baskets	£	119.28	£	19.88
10/02/2015	Town Twinning	£	300.00	£	-
10/02/2015	NWG	£	5.60	£	-
11/02/2015	NWG	£	8.20	£	-
12/02/2015	NWG	£	4.00	£	-
13/02/2015	Capita Symonds (Christmas Parade)	£	160.00	£	-
18/02/2015	Hanging Baskets	£	34.08	£	5.68
13/02/2015	NWG	£	4.40	£	-
14/02/2015	NWG	£	19.20	£	-
15/02/2015	NWG	£	15.80	£	-
16/02/2015	NWG	£	5.60	£	-
17/02/2015	NWG	£	13.00	£	-
18/02/2015	NWG	£	10.00	£	-
19/02/2015	NWG	£	9.60	£	-
20/02/2015	Hanging Baskets	£	51.12	£	8.52
20/02/2015	HMRC Vat reclaim Qtr 3	£	14,448.50	£	-
20/02/2015	NWG	£	11.00	£	-
21/02/2015	NWG	£	15.00	£	-
22/02/2015	NWG	£	9.40	£	-
24/02/2015	Hanging Baskets	£	170.40	£	28.40
23/02/2015	NWG	£	4.00	£	-
24/02/2015	Hanging Baskets	£	136.32	£	22.72
24/02/2015	NWG	£	4.20	£	-
25/02/2015	NWG	£	5.40	£	-
27/02/2015	Community Fund transfer	£	8,540.00	£	-
26/02/2015	NWG	£	5.80	£	-
27/02/2015	Interest	£	5.42	£	-



LLANDUDNO TOWN COUNCIL
BANK RECONCILIATION AS AT 28.02.15

Current Account	£	550.00
Bus Res Account	£	88,172.22
Capital Res Account	£	44,368.22
Community Fund	£	10,953.81
pc	£	10.91
Gen Dev Fund	£	81,505.49
Less UPC's	-£	11,175.01
Opening Balances as at 01/04/14	£	214,385.64
Add Income	£	<u>494,191.88</u>
Add Inc Cty Funds	£	405.06
Less Expenditure	-£	437,987.21
Less Ex Cty Funds	-£	8,550.91
p/c	£	27.71
Balance figure	£	<u>262,472.17</u>

Current Account	£	250.00
Bus Res Account	£	140,270.00
Capital Res Account	£	44,752.34
Community Fund	£	2,461.80
Gen Dev Fund	£	81,862.56
p/c	£	27.71
Less UPC	-£	7,152.24
	£	<u>262,472.17</u>

-£ 7,152.24

Checksum £ -

11026	-£	500.00
11027	-£	110.70
11136	-£	40.00
11153	-£	95.00
11163	-£	2,400.00
11164	-£	52.20
11165	-£	1,236.00
11166	-£	310.62
11167	-£	1,424.61
11168	-£	748.11
11169	-£	235.00

Community Fund (unallocated)	£	2,461.80
	£	<u>2,461.80</u>

General Development Fund (allocated as below	£	42,000.00
(unallocated)	£	39,862.56
Total:	£	<u>81,862.56</u>

General Development Fund commitments:

Dolphin Pier end	Completed Apr 2013	
Slipway adj Venue Cy		£5,000.00
Bandstand		£3,000.00
Tram shelter/Colonna		£20,000.00
Prom shelters		£14,000.00
		<u>£42,000.00</u>

Appendix A

SCHEDULE OF ACCOUNTS MAR 2015

Llandudno Town Council

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



Payments:		£ 30,752.86		£2,852.98		
Date	Item	Chq No	A/C No.	Total	Vat	Ledger
04/03/2015	RJD Grounds Maintenance	011170		£ 315.00	£ -	
04/03/2015	FP Mailing	011171		£ 371.90	£ 61.98	
04/03/2015	Clir Mrs J Audus-Williams	011172		£ 74.99	£ -	
04/03/2015	SLCC	011173		£ 23.00	£ -	
04/03/2015	The Flag Shop	011174		£ 25.97	£ 4.33	
04/03/2015	Mrs D Smith	011175		£ 41.47	£ -	
06/03/2015	TalkTalk Business	011176		£ 50.35	£ 8.39	
06/03/2015	T. Wildermoth	011177		£ 199.00	£ -	
11/03/2015	Battys Nurseries	011178		£ 79.80	£ 13.30	
11/03/2015	Sound Design PA	011179		£ 100.00	£ -	
11/03/2015	Thomas Fattorini	011181		£ 913.45	£ 152.24	
11/03/2015	Axis Cleaning Services	011182		£ 3,460.12	£ 576.69	
11/03/2015	Employees	011183-5		£ 5,193.98	£ -	
11/03/2015	RJD Grounds Maintenance	011186		£ 148.00	£ -	
12/03/2015	Petty Cash	011187		£ 50.00	£ -	
16/03/2015	Scottish Power	011188		£ 568.92	£ 94.82	
16/03/2015	Design 2 Print	011191		£ 174.00	£ 29.00	
16/03/2015	Alice in Wonderland Ltd	011192		£ 168.00	£ 28.00	
16/03/2015	Design2Print	011189		£ 237.60	£ 39.60	
17/03/2015	B Mortlock	011193		£ 65.00	£ -	
17/03/2015	Starfish Design	011194		£ 285.00	£ -	
17/03/2015	Conwy CBC	011195		£ 8,014.55	£ 1,335.76	
17/03/2015	Zurich Ins	011196		£ 3,419.56	£ -	
17/03/2015	British Gas	011197		£ 289.78	£ 13.80	
20/03/2015	Conwy CBC	011198		£ 2,831.81	£ 471.97	
20/03/2015	RJD Grounds Maintenance	011199		£ 162.00	£ -	

20/03/2015	Gwynedd Council	011200	£	895.21	£	-
20/03/2015	HMRC	011201	£	1,915.79	£	-
25/03/2015	FP Mailing	011202	£	200.00	£	-
25/03/2015	CYD Printers	011203	£	35.00	£	-
25/03/2015	British Gas	011204	£	289.78	£	13.80
25/03/2015	Conwy CBC	011205	£	55.79	£	9.30
30/03/2015	NWATLCC	011206	£	30.00	£	-
30/03/2015	Clir T R Davies	011207	£	18.00	£	-
31/03/2015	Nat West	DD	£	50.04	£	-

Receipts: March 2015

		£2,096.90	£ 107.92
Date:	Item	Total	Vat
27/02/2015	NWG	£ 6.20	£ -
28/02/2015	NWG	£ 17.00	£ -
01/03/2015	NWG	£ 6.40	£ -
02/03/2015	NWG	£ 5.00	£ -
03/03/2015	NWG	£ 5.00	£ -
04/03/2015	Hanging Baskets	£ 68.16	£ 11.36
04/03/2015	NWG	£ 7.60	£ -
05/03/2015	NWG	£ 6.60	£ -
06/03/2015	NWG	£ 6.80	£ -
07/03/2015	NWG	£ 29.60	£ -
08/03/2015	NWG	£ 9.40	£ -
09/03/2015	Hanging Baskets	£ 51.12	£ 8.52
09/03/2015	NWG	£ 6.40	£ -
10/03/2015	Hanging Baskets	£ 68.16	£ 11.36
10/03/2015	NWG	£ 10.60	£ -
11/03/2015	NWG	£ 5.60	£ -
12/03/2015	NWG	£ 8.20	£ -
13/03/2015	NWG	£ 6.20	£ -
14/03/2015	NWG	£ 14.80	£ -
15/03/2015	NWG	£ 21.80	£ -
16/03/2015	NWG	£ 7.40	£ -
17/03/2015	NWG	£ 8.60	£ -
18/03/2015	NWG	£ 10.80	£ -
19/03/2015	Natural Resources Wales	£ 240.00	£ -
19/03/2015	NWG	£ 14.00	£ -
24/03/2015	Hanging Baskets	£ 153.36	£ 25.56
20/03/2015	NWG	£ 7.20	£ -
21/03/2015	NWG	£ 31.60	£ -
22/03/2015	NWG	£ 20.20	£ -
23/03/2015	NWG	£ 7.60	£ -
25/03/2015	Town Twinning	£ 380.00	£ -
24/03/2015	NWG	£ 8.80	£ -
26/03/2015	Town Twinning	£ 170.00	£ -
25/03/2015	NWG	£ 13.80	£ -
26/03/2015	Town Twinning	£ 300.00	£ -
27/03/2015	Hanging Baskets	£ 51.12	£ 8.52
26/03/2015	NWG	£ 10.00	£ -
27/03/2015	Hanging Baskets	£ 255.60	£ 42.60
27/03/2015	NWG	£ 7.00	£ -
28/03/2015	NWG	£ 15.60	£ -
29/03/2015	NWG	£ 8.00	£ -
30/03/2015	NWG	£ 9.80	£ -
31/03/2015	Interest	£ 5.78	£ -



LLANDUDNO TOWN COUNCIL

BANK RECONCILIATION AS AT 31.03.15

Current Account	£	550.00
Bus Res Account	£	88,172.22
Capital Res Account	£	44,368.22
Community Fund	£	10,953.81
pc	£	10.91
Gen Dev Fund	£	81,505.49
Less UPC's	-£	11,175.01
Opening Balances as at 01/04/14	£	214,385.64
Add Income	£	496,288.78
Add Inc Cty Funds	£	409.98
Less Expenditure	-£	468,128.67
Less Ex Cty Funds	-£	8,550.91
p/c	£	47.32
Balance figure	£	234,452.14

Current Account	£	250.00
Bus Res Account	£	120,192.88
Capital Res Account	£	44,754.30
Community Fund	£	2,461.89
Gen Dev Fund	£	81,865.43
p/c	£	47.32
Less UPC	-£	15,119.68
	£	234,452.14

-£ 15,119.68

Checksum £ -

11174	-£	25.97
11192	-£	168.00
11193	-£	65.00
11194	-£	285.00
11195	-£	8,014.55
11197	-£	289.78
11198	-£	2,831.81
11200	-£	895.21
11201	-£	1,915.79
11202	-£	200.00
11203	-£	35.00
11204	-£	289.78
11205	-£	55.79
11206	-£	30.00
11207	-£	18.00

Community Fund (unallocated)	£	2,461.89
	£	2,461.89

General Development Fund (allocated as b	£	42,000.00
(unallocated)	£	39,865.43
Total:	£	81,865.43

General Development Fund commitments:

Dolphin Pier end	Completed Apr 2013
Slipway adj Venue Cymr	£5,000.00
Bandstand	£3,000.00
Tram shelter/Colonnade:	£20,000.00
Prom shelters	£14,000.00
	£42,000.00