

**Towyn and Kinmel Bay Town Council.**  
**Meeting of the Policy, Finance and Resources Committee.**  
**held at the Community Resource Centre.**  
**at 7.00p.m. on Wednesday 18<sup>th</sup> June 2014.**  
**All Meetings Are Recorded**

**MINUTES**

Due to the Chair of P.F.R., the Deputy Chair of P.F.R. and the Chair of the Council not being at the meeting it was;

Proposed by Cllr. Stone and seconded by Cllr. Anderson that the Deputy Chair of the Council, Cllr. Darwin, chair the meeting and this was agreed by all.

**17.14 Attendance.**

Cllr. Anderson, Cllr. Corry, Cllr. Stone, Cllr. McLoughlin and Cllr. Darwin

**18.14 Apologies for Absence.**

Cllr. Richmond, Cllr. Knightly, Cllr. Roberts, Cllr. Bateman, Cllr. Smith and Cllr. Johnson. No word received from Cllr. Sadler.

**19.14 Declaration of Interest.**

Members are reminded that they must declare the existence and nature of their declared interest. (Using the form provided for this purpose)

Cllr. Stone declared an interest in item number 8a due to being a Governor at Ysgol Y Foryd  
Cllr. Darwin declared an interest in item number 8a due to being a Governor at Ysgol Y Foryd.  
Cllr. Anderson declared an interest in item number 8a due to being a Governor at Ysgol Y Foryd.  
Cllr. McLoughlin declared an interest in item number 8b regarding the church's request for financial assistance.

**20.14 Urgent Matters.**

Notice of items which, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

NONE

## **21.14 To receive the minutes of the Policy, Finance and Resources Committee held on the 12<sup>th</sup> March 2014**

It was proposed by Cllr. McLoughlin and seconded by Cllr. Corry that the minutes of the meeting of the 12<sup>th</sup> March 2014, with the amendment of adding Cllr. Corry's name to the attendance, being accepted and this was agreed by all.

## **22.14 Health and Safety**

Cllr. Corry stated that a flood evaluation plan should be in place at the Community Resource Centre if it is going to be used as an evacuation point during any potential flood. The matter was to be raised at the next health and safety audit.

## **23.14 Reports for consideration**

### **A) Financial Regulations**

It was proposed by Cllr. McLoughlin and seconded by Cllr. Stone that the financial regulations are adopted by the Council and this was agreed by all.

### **B) Internal Audit and Annual Return for 2013/2014**

#### **Internal Audit.**

The Clerk confirmed that the internal audit had been completed and it had come back as a clean audit and the internal auditor, David shore, had signed the paperwork off to this effect. The only recommendation was that the Council looked to install accounting software to assist with the audit changes to take place next year. The clerk stated she would be attending Llandudno Town Council to see how their software worked and to obtain quotes.

#### **Annual Return.**

It was proposed by Cllr. McLoughlin and seconded by Cllr. Stone that the Accounting statements and Annual Governance Statement were accepted and this was agreed by all.

The Clerk confirmed that the paperwork would now be sent off to the external auditor and the clerk would report back to Council in due course.

### **C) Car park bay markings**

The clerk presented members with a quote of £500.00 from the CCBC approved contractor for the remarking of the car park bays in the car park jointly used by the community centre, library, Town Council and clinic. This stemmed from a previous meeting where the clerk had confirmed that although a CCBC owned car park, they did not have the budget for the work to be done, however, they were happy for the Town Council to do the work. After some discussion it was;

Proposed by Cllr. Anderson and seconded by Cllr. McLoughlin that the quote of £500 is accepted and that on approval from full council the work is carried out. This was agreed by all.

### **D) The 4 Squares and planters**

Cllr. McLoughlin addressed members with regard to the above explaining that since the last meeting K & C builders had agreed to provide a digger and a man to do some work in the square

for free and that Silver Birch Garden Centre had agreed to a 20% discount on the plants purchased from there. The clerk also confirmed that CCBC had some plants they were also willing to donate to the project. Cllr. McLoughlin sought to secure funding of £3000-£4000 for the project, however, after some discussion members asked that more accurate plans were drawn up of the planting and more precise figures obtained for plants and labour costs.

#### **E) Playing out sessions**

Further to a previous meeting where members expressed a want to increase the number of playing out sessions in the area it was;

Proposed by Cllr. Corry and seconded by Cllr. Stone to add a further two playing out sessions in Tir Prince Park and Kendal Road Park at a cost of £778 each. This was agreed by all.

#### **F) River Clwyd Railway Bridge**

Cllr Anderson addressed members with regard to the disused railway bridge crossing the river Clwyd which connects Kinmel Bay and Rhyl, and the want for it to be utilised again as an active travel link for walking and biking for both commuting and recreational purposes. It was suggested that the Town Council used some money from its environment and footpath budget towards the 'pre-works phase' in the hope that it will encourage other agencies to get involved with the project. After some discussion it was proposed by Cllr. Corry and seconded by Cllr. Stone that £5000 is ring-fenced towards this project and this was agreed by all.

Cllr. McLoughlin left the meeting at this point.

### **24.14 Requests for financial assistance**

#### **A) Ysgol Y Foryd**

A request had been received from Ysgol Y Foryd with regard to financial assistance towards paying the transport costs for the children to attend swimming lessons. However, as all members present bar one had declared an interest in this item the matter was deferred to the Full Council Meeting on the 2<sup>nd</sup> July 2014.

#### **B) St. Mary's Church**

A request was received from St. Mary's Church, Towyn for a contribution towards the installation of a new concrete path to the memorial garden. After some discussion it was proposed by Cllr. Corry and seconded by Cllr. Stone that £500 should be given to the church towards the new path and this was agreed by all.

#### **C) War Memorial**

At the request of a member of St Mary's Church, Towyn, Cllr. Anderson raised with members the possibility of an inscription on the War Memorial housed in the gardens of the church. There was some discussion on the matter, however, it was felt that the Royal British Legion should be involved in any decision and the item was adjourned to the next meeting.

**25.14. Accounts for April & May for Approval including Bank Reconciliations.**

Towyn and Kinmel Bay Town Council                      2014    2015

Date	Details	Payment Cleared	Minute Number	Cheque Number	Total
	<b>Brought Forward</b>				
	<b>Monthly Total</b>				<b>8607.75</b>
<b>April</b>	<b>Overall Total</b>				<b>8607.75</b>

	Manweb	Y	9190	DD	77.00
	Chris Jones	Y	9190	SO	132.00
	Computer Troubleshooters	Y	9190	BP	282.44
	Salaries	Y	014/11	BP	3072.27
	HMRC (tax/NI)	Y	014/11	BP	650.99
	Nine telecom	Y	9190	DD	4.16
	Plusnet Plc	Y	9190	DD	32.39
	Total GP	Y	9190	DD	194.63
	Conwy County BC Rates	Y	7.11	DD	193.30
	Angel Springs	Y		DD	44.28
	Pension	Y		BP	778.56
	AJAC Office Solutions	Y		BP	99.78
	NAMWALC (lunch)	Y		102911	29.00
	Paul Murray (Woodlands - grant)	Y		BP	1000.00
	Amazon (toilet light bulbs x4)	Y		WPC	11.00
	Barry Griffiths (flood warden course)	Y		BP	68.25
	Paul Murray Quarry Line Path	Y		BP	750.00
	o2 (Caretaker top-up)	Y		WPC	10.00
	02 (Clerk top-up)	Y		WPC	10.00
	Asda	Y		WPC	13.40
	Paul Murray (T.W.E.)	Y		BP	356.50
	Asda	Y		WPC	23.80
	VOID			102912	
	CCBC (bin collection)	Y		102913	145.00
	Nick Perrin (woodlands strimming)	Y		102914	559.00
	Rhyl Town Council (Mayoral dinner)	Y		102915	50.00

Dave Hutton (window cleaner)	Y	BP	20.00
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<b><u>Bank Reconcilliations.</u></b> <b><u>2014 - 2015</u></b>			April	
<b><u>BMM ACCOUNT</u></b>		<b>Debits</b>	<b>Credits</b>	<b>TOTALS</b>
Balance as at 31st March 2014				<b>£ 33,496.47</b>
Transfers to Community A/c		£6,000.00		
Community Centre payments			£ 491.11	
Room hire			£ 545.00	
Precept			£ 39,917.00	
Balance as at 30th April				<b>£ 68,449.58</b>
<b><u>COMMUNITY ACCOUNT</u></b>		<b>Debits</b>	<b>Credits</b>	
Bank Balance as at 31st March 2014				<b>£ 3,352.71</b>
Payments out as Minuted		£8,111.91		
Transfers in From BMM A/c			£ 6,000.00	
WPC rebate			£ 12.56	
Bank Balance as at 30th April 2014				<b>£ 1,253.36</b>
<b>WPC/Cheques written but not presented</b>			<b>ACTUAL BALANCE</b>	<b>£334.01</b>
cheque	102886	25.00		
cheque	102911	29.00		
cheque	102912	43.15		
cheque	102913	145.00		
cheque	102914	559.00		
cheque	102915	50.00		
WPC		68.20		
				<b>£919.35</b>

<b>C.R. BUILDING FUND</b>		<b>Debits</b>		<b>Credits</b>		
<b>Balance at 31st March 2014</b>						<b>£ 15,023.68</b>
Interest				£ 0.89		
<b>Balance at 30 April 2014</b>						<b>£ 15,024.57</b>
<b>PUBLIC SECTOR DEPOSIT FUND</b>						
<b>Balance at 31st December 2013</b>						<b>£ 50,412.24</b>
Interest				£ 43.08		
<b>Balance at 31st March 2014</b>						<b>£ 50,455.32</b>

Towyn and Kinmel Bay Town Council      2014    2015

Date	Details	Payment Cleared	Minute Number	Cheque Number	Total	VAT
	<b>Brought Forward</b>				<b>8607.75</b>	<b>95.97</b>
	<b>Monthly Total</b>				<b>11586.83</b>	<b>116.73</b>
<b>May</b>	<b>Overall Total</b>				<b>20194.58</b>	<b>212.70</b>

	Manweb	Y	9190	DD	77.00	3.66
	Chris Jones	Y	9190	SO	132.00	
	Computer Troubleshooters	Y	9190	BP	282.44	47.07
	Salaries	Y	014/11	BP	3016.59	
	HMRC (tax/NI)	Y	014/11	BP	662.43	
	Nine telecom		9190	DD	9.65	1.61
	Plusnet Plc	Y	9190	DD	32.39	5.40
	Total GP	Y	9190	DD	120.68	5.75
	Conwy County BC Rates	Y	7.11	DD	194.00	
	Angel Springs			DD		
	Pension	Y		BP	783.03	
	PWLB - loan repayment	Y		DD	4245.71	
	SLCC conference	Y		102916	70.80	

	Cannon hygiene	Y		DD	139.75	23.29
	O2 Top up (caretaker)	Y		WPC	10.00	
	O2 Top up (Clerk)	Y		WPC	10.00	
	Asda (cleaning)	Y		WPC	12.60	2.10
	Dave Hutton (window clean)	Y		BP	20.00	
	Weldon's newsagent	Y		102917	49.20	
	Tennyson Insurance (library)	Y		WPC	75.53	
	Otis (annual lift maintenance)	Y		102918	414.75	
	H Samuel (consort gift)	Y		WPC	20.04	
	Boots (consort gift)	Y		WPC	22.50	
	Amazon (Mayor's diary)	Y		WPC	2.50	
	Daisy Chain (flowers)	Y		WPC	55.00	
	Asda (Mayor Making)	Y		WPC	59.82	5.23
	Asda (cleaning, tea, etc)	Y		WPC	22.00	1.66
	Rosie Farey (willow tunnel)			102919	120.00	
	Amazon (fridge/tap thermom)	Y		WPC	3.59	
	Paul Murray (mowing)	Y		BP	616.50	
	SLCC (book)			102920	19.00	
	Kon-x Wales (photocopier)			102921	120.78	20.13
	Amazon (key fobs)	Y		WPC	1.55	
	Amazon (hoover bags)	Y		WPC	5.00	0.83
	Paul Murray (baskets/garden)	Y		BP	160.00	

<b><u>Bank Reconciliations.</u></b>							
<b><u>2014 - 2015</u></b>				<b>May</b>			
<b><u>BMM ACCOUNT</u></b>		<b>Debits</b>		<b>Credits</b>		<b>TOTALS</b>	
<b>Balance as at 30th April 2014</b>						<b>£</b>	<b>68,449.58</b>
Transfers to Community A/c		£13,200.00					
Community Centre payments				£	412.55		
VAT return				£	799.64		
<b>Balance as at 31st May 2014</b>						<b>£</b>	<b>56,461.77</b>
<b><u>COMMUNITY ACCOUNT</u></b>		<b>Debits</b>		<b>Credits</b>			
<b>Bank Balance as at 30th April 2014</b>						<b>£</b>	<b>1,253.36</b>

Payments out as Minuted		£11,922.40				
Transfers in From BMM A/c				£ 13,200.00		
						-
<b>Bank Balance as at 31st May 2014</b>						<b>£ 2,530.96</b>
<b>WPC/Cheques written but not presented</b>				<b>ACTUAL BALANCE</b>		<b>£1,946.05</b>
cheque	102886	25.00				
cheque	102919	120.00				
cheque	102920	19.00				
cheque	102921	120.78				
WPC		300.13				
						<b>£584.91</b>
<b>C.R. BUILDING FUND</b>		<b>Debits</b>		<b>Credits</b>		
<b>Balance at 30th April 2014</b>						<b>£ 15,024.57</b>
Interest				£ 0.86		
<b>Balance at 31st May 2014</b>						<b>£ 15,025.43</b>
<b>PUBLIC SECTOR DEPOSIT FUND</b>						
<b>Balance at 31st December 2013</b>						<b>£ 50,412.24</b>
Interest				£ 43.08		
<b>Balance at 31st March 2014</b>						<b>£ 50,455.32</b>

It was proposed by Cllr. Stone and seconded by Cllr. Corry that the accounts are accepted and this was agreed by all.

Further to the above it was proposed by Cllr. Corry and seconded by Cllr. Anderson that as of the 1<sup>st</sup> July 2014 the delivery of the Daily Post is cancelled and just the North Wales Weekly News is delivered on a Thursday. This was agreed by all.