



**CYNGOR TREF PRESTATYN
PRESTATYN TOWN COUNCIL 2019/20**

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**CYNGOR A'R
PWYLLGORAU**

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CYFARFOD O'R CYNGOR

24ain Mehefin 2020

MINUTES

of the proceedings of the

**COUNCIL AND
COMMITTEES**

to be considered at a

MEETING OF THE COUNCIL

24th June 2020

PRESTATYNTOWNCOUNCIL/CYNGOR TREF PRESTATYN

MINUTES OF FULL COUNCIL FOLLOWING CANCELLATION OF COUNCIL'S ANNUAL GENERAL MEETING 13.05.2020 DUE TO COVID 19 PANDEMIC AND RESTRICTIONS ON PUBLIC MEETINGS. ELECTRONIC COUNCILLOR CONSULTATION PROCESS UNDERTAKEN. Cllr T. FLYNN MAYOR, Cllr S. FROBISHER, DEPUTY MAYOR, Cllr J. THOMPSON HILL, CHAIR OF FINANCE AND MANAGEMENT COMMITTEE. MR N ACOTT, TOWN CLERK/FINANCIAL OFFICER.

1. ANNUAL GENERAL MEETING

Due to ongoing Covid 19 crisis Council's AGM has been suspended. Welsh Government recently passed legislation to allow the postponement. It has also been confirmed that Council's Proper Officer is responsible for determining date and time of Council's AGM 2020 providing it is no later than December 2020. However, confirmation of timescale is being sought due to conflict between regulations and guidance notes that have been issued, possibly due to differing civic year arrangements operated by Local Council's.

In effect public meetings are suspended until further notice although Council's emergency protocols will allow some decisions and actions to be taken pending resumption of services. Electronic Councillor consultation is being undertaken and web site publication of formal notices will continue as soon as possible. Councillor consultations, emergency decisions and/or actions will need to be recorded and published.

2. MAYOR/DEPUTY MAYOR 2020/21

Welsh Government has confirmed that existing Mayor's /Deputy Mayor may remain in post until Council's next Annual General Meeting. Such meetings must be open to all Councillors and Public. Following consultation with Cllr T Flynn, Mayor and Cllr S Frobisher, Deputy Mayor both have indicated they are willing to continue in post until next year. However, in light of government guidance about date of Council's AGM the situation may need to be reviewed by no later than December 2020 pending any changes to restrictions on public meetings.

RESOLVED

That Cllr T Flynn and Cllr S Frobisher, Deputy Mayor remain in post pending Council's Annual General Meeting 2020

(Mrs Y Flynn, Mayoress and Miss Harriet Frobisher, Deputy Mayor's Consort)

3. COUNCIL/COMMITTEE STRUCTURES AND TERMS OF REFERENCE 2020/21

There are no proposed changes to present structures pending Council's Annual General Meeting (AGM). In view of Welsh Government advice regarding continuing appointment of existing Chairman/Vice Chairman there are no proposed changes, subject to individuals' consent, to those positions pending Council's AGM.

RESOLVED

That present Chairman and Vice Chairman remain in post pending Council's AGM 2020:-

Finance and Management Committee – Cllr J Thompson Hill, Chairman and Cllr G Davies, Vice Chairman

Community Development and Town Regeneration Committee – Cllr A Sampson, Chairman and Cllr A Tomlin, Vice Chairman

Town Planning Committee – Cllr G Frobisher, Chairman and Cllr T Jones, Vice Chairman

4. SCHEDULE OF COUNCIL MEETINGS 2020/21

Schedule of meetings circulated to all Councillors. Town Clerk/Financial Officer had advised that schedule would provide a structure upon which Council and Staff can operate during emergency pending resumption of Council meetings. It will also help the process of 'start up' once movement restrictions are lifted.

5. REPRESENTATIVES ON OUTSIDE BODIES 2020/21

There are no proposed changes to Representatives on Outside Bodies, subject to individuals consent, to positions pending Council's Annual General Meeting.

RESOLVED

That Representatives on Outside Bodies remain in post pending Council's AGM

6. ATTENDANCE LIST 2020

The attendance list will be prepared and published at a future date.

For Councillors information the six month attendance rule will not apply during the current Covid 19 crisis. It can be reactivated once Council has held its first proper meeting with public notice and attendance.

7. CHRISTMAS WORKING

To be considered at a future date

8. MINUTES

Full Council- 08.04.2020 - cancelled. See delegated decisions following Councillor consultation process. Copy attached

Town Planning Committee 08.04.2020. See delegated decisions following Councillor consultation process. Copy attached

9 FINANCIAL ASSISTANCE APPLICATION

Details of a financial grant application had been received from 'Love of Scrubs' new local group and copy circulated to all Councillors. The grant related to a local group of people who were making Personal Protection Equipment for NHS and Care workers and they required funds to purchase materials. Following Councillor consultation an emergency decision to award a grant to 'Love of Scrubs' voluntary group had been supported by Mayor/Chairman Finance and Management Committee/Chair of Community Development and Regeneration Committee.

RESOLVED

That Love of Scrubs be awarded £1,000

Financial/Legal Implications: £1000 contained within Mental Health and Well Being budget provisions 2020.21. Local Government Act 1972 S.137

10 COUNCIL INSURANCE

Council insurance is due for renewal on 1st June 2020 and following discussions with existing company a new three year term had been offered at a lower competitive rate than present. Both Chairman and Vice Chairman of Finance and Management Committee had been consulted and both felt that in present circumstances, and with limited specialist market options, they were recommending that renewal should be accepted. The Town Clerk/Financial Officer concurred with recommendation.

RESOLVED

That Zurich Insurance be appointed Council's Insurer on terms offered.

Financial/Legal Implications: £5,659 within budget provision 2020/21. Standing Order 11(c) to be waived due to reasons stated. There is a legal requirement for Council to maintain Councillor/Public/Volunteers/Buildings and Fidelity insurance cover.

Mayor _____

PRESTATYNTOWNCOUNCIL/CYNGOR TREF PRESTATYN

FULL COUNCIL CONSULTATION PAPERS FOR 24.06.2020 FOLLOWING CANCELLATION OF MEETING DUE TO COVID 19 PANDEMIC AND RESTRICTIONS ON PUBLIC MEETINGS. ELECTRONIC COUNCILLOR CONSULTATION PROCESS TO BE UNDERTAKEN. NOTICE PUBLISHED BY MR N ACOTT, TOWN CLERK/FINANCIAL OFFICER 18.06.2020.

1 MAYORAL COMMUNICATIONS

i) Welsh Hearts have very kindly donated a new defibrillator for community use to replace the old unit at Scala Cinema.

'ii) Thanks have been received from NHS North Wales For the Love of Scrubs following Council's financial support towards personal protective equipment.

'iii) Mayoral Engagements and Very Special Persons

Mayor has also posted regular messages and/or video of his discussions with those very special people who have volunteered and/or kept vital town and community services running for townspeople during lockdown due to Covid 19 Pandemic. The compassion of workers and volunteers at this most difficult time is of huge credit to the town and very much appreciated.

March 28th - Message of Encouragement

4th April - Rachael (Nurse)

12th April - Easter Message

29th April - PHS (1) Headteacher

5th May - PHS (2) VE Activities

9th May - We Will Remember

10th May - VE Day Civic Service

12th May - Prestatyn Food Bank

18th May - NW Police (Community Policing)

30th May - Pritchard's Chemist

9th June - Bodnant Community School

2. MINUTES 13.05.2020

Copy attached. Councillors should contact Mayor and/or Town Clerk/Financial Officer with any queries or comments.

To accept record

For	Against	Abstain	Name of Councillor

3 MINUTES OF COMMITTEES

Copy attached. Councillors should contact Chairman of relevant committee and/or Town Clerk/Financial Officer with any queries or comments.

Town Planning 13.05.2020

For	Against	Abstain	Name of Councillor

Town Planning 03.06.2020

For	Against	Abstain	Name of Councillor

Finance and Management Committee 03.06.2020

For	Against	Abstain	Name of Councillor

4 ANNUAL RETURN 2019/2020

To give notice that due to coronavirus pandemic and government restrictions on public gatherings and movements it is not possible to complete Council's Annual Return, Annual Governance Statement, or provide for public inspection of accounts at this time. Public notice of the revised public inspection timetable will be provided once government restrictions are lifted and both public and staff safety measures are implemented as required.

Council will continue to regularly publish details of scheduled payments and budget statements on line.

5 TOWN EVENTS PM 118/19

Notice has been received from Mrs C Evans that due to personal circumstances she will no longer be able to undertake the additional duties of this role as previously envisaged. Following cancellation of all public events due to coronavirus pandemic it will be sometime before such activities can be resumed and Council will need to consider its approach to supporting future town events.

PRESTATYN TOWN COUNCIL

FINANCIAL STATEMENTS - 2019/2020

- 1 BUDGET STATEMENTS - EXPENDITURE**
- 2 BUDGET STATEMENTS - INCOME**
- 3 END OF YEAR CASH BOOK SUMMARY**
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**PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN**

**EXPENDITURE
BUDGET STATEMENT @ 31.03.20**

EXPENDITURE CODE	ESTIMATE 2019/20	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL	BUDGET REMAINING
	£	£	£	£	£	£	£
A General Services	4,650	940.13	3,719.14	242.92	335.20	5,237.39	-587
B Service Organisations / Grants s.137	29,350	7,970.77	1,002.50	15,058.46	1,551.08	25,582.81	3,767
C Community / Environmental Services	12,200	1,578.26	887.31	2,645.33	818.39	5,929.29	6,271
D General Administration	33,500	9,868.90	2,350.28	4,511.51	4,418.73	21,149.42	12,351
E Democracy	9,350	852.31	1,540.64	89.48	2,590.07	5,072.50	4,278
F Personnel	216,360	38,410.46	54,635.44	54,949.35	70,936.74	218,931.99	-2,572
G Office Accommodation	12,850	5,776.64	2,390.35	1,116.04	1,475.22	10,758.25	2,092
H Other Expenses	3,000	0.00	0.00	0.00	0.00	0.00	3,000
I Town Regeneration (Services)	98,800	40,438.29	20,308.27	22,740.51	20,435.98	103,923.05	-5,123
J Town Regeneration (Development)	248,145	20,324.06	2,297.89	40,349.28	120,959.56	183,930.79	64,214
VAT	35,000	11,142.37	3,416.13	13,578.80	15,805.92	43,943.22	-8,943
	703,205	137,302.19	92,547.95	155,281.68	239,326.89	624,458.71	78,746

EXTERNALLY FUNDED

A Grant aid works	0.00	0.00	0.00	0.00	0.00
B Grant aid works	0.00	0.00	0.00	0.00	0.00
C Grant aid works	414.00	267.00	386.00	463.20	1,530.20
D Grant aid works	0.00	0.00	0.00	0.00	0.00
E Grant aid works	0.00	0.00	0.00	0.00	0.00
F Grant aid works	0.00	0.00	0.00	0.00	0.00
G Grant aid works	0.00	0.00	0.00	0.00	0.00
H Grant aid works	0.00	0.00	0.00	0.00	0.00
I Grant aid works	0.00	0.00	0.00	0.00	0.00
J Grant aid works	0.00	0.00	0.00	0.00	0.00
Total Grants	414.00	267.00	386.00	463.20	1,530.20
TOTAL CASH BOOK	137,716.19	92,814.95	155,667.68	239,790.09	625,988.91

COMMITMENTS 2019/20

Minute No	£
156/18 Prestatyn Youth Service	4,831
105/19 Public Seat - Ffordd Penrhwyli	1,000
56/19 Office Extension	16,391
	<u>22,222</u>

CREDITORS

	£
Denbighshire County Council - Jubilee C.C. Fencing	2,383.50
Jackson Fire & Security	434.75
Neuadd-y-Brenin/Kings Hall	126.00
JTJ Cleaning Services	75.00
Sian Jones Translation Ltd	31.35
Corrine Parry - Musical Theatre	25.50
Clwyd Heating	75.00
Danny Lethem - Mind Music Volunteer	7.65
	3,158.75

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

INCOME
BUDGET STATEMENT @ 31.03.20

	ESTIMATE	APRIL	JULY	OCTOBER	JANUARY	
	2019/20	JUNE	SEPTEMBER	DECEMBER	MARCH	TOTAL
		£	£	£	£	£
A-C <u>General Purposes</u>						
Donations/Grants	22,900	4,009.02	1,463.52	2,455.53	4,058.88	11,986.95
 D-H <u>Finance and Management</u>						
Bank Interest	600	332.45	308.00	357.39	313.55	1,311.39
HM Customs (VAT)	35,000	7,118.67	11,811.78	3,416.13	13,578.00	35,924.58
Other income	52,000	70.00	810.00	0.00	0.00	880.00
Precept	485,515	161,838.00	161,838.00	161,839.00	0.00	485,515.00
 I-J <u>Town Development</u>						
Grants/Other	7,000	2,967.50	469.19	390.00	2,569.22	6,395.91
Ty Pendre - Phase Radio		250.00	125.00	125.00	875.00	1,375.00
Community Centre Rentals	1,850	0.00	0.00	0.00	429.00	429.00
Total Income	604,865	176,585.64	176,825.49	168,583.05	21,823.65	543,817.83

DEBTORS

	£
VAT Outstanding 2019/20	15,805.92
Phase Radio - March Rental	125.00
Jubilee Community Centre - Fenci	2,100.00
BCUHB - Cardiac Rehab Phase IV	2,991.00
	<u>21,021.92</u>

RECEIPTS IN ADVANCE

	£
Hanging Baskets	226.00
Big Lottery Grant - Mind Music Transport	2,500.00
DVSC - Special Needs Programme - HLAP	1,000.00
	<u>3,726.00</u>

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

CASH BOOK SUMMARY - 31.03.20

	£
Balance b/fwd - Revenue	355,754.72
Add Income	543,817.83
Less Expenditure	<u>625,988.91</u>
	273,583.64
Cash Holdings at 31.03.20	<u>202.64</u>
Total Holdings	<u><u>273,786.28</u></u>

Chairman

Financial Officer

PRESTATYN TOWN COUNCIL

CASH SUMMARY @ 31.03.20

		£
01.04.19	Opening Till Float	70.52
	HLAP float	25.00
	PTC Cash Advances	750.00
	Mayoral Reimbursement	127.85
	Less Petty Cash Expenditure	<u>895.23</u>
	Petty Cash	78.14
	Mind Music	<u>124.50</u>
31.03.20		<u><u>202.64</u></u>

Chairman _____

Financial Officer _____

PRESTATYN TOWN COUNCIL

BANK RECONCILIATION @ 31.03.20

	<u>£</u>
Revenue Account - 603....	0.00
Business Premium Account - 836....	273,583.64
	<u>273,583.64</u>
Less Unpresented Cheques	0.00
Total	<u><u>273,583.64</u></u>

Chairman

Financial Officer

PRESTATYN TOWN COUNCIL

GENERAL FINANCIAL STATEMENT @31.03.20

<u>2018/19</u>		<u>2019/20</u>
£		£
355,754	Cash Summary	273,584
71	Cash Holdings	203
2,932	Add Debtors	5,216
<u>7,788</u>	VAT Debtor	<u>15,806</u>
366,545		294,808
2,205	Less Creditors	3,159
<u>1,693</u>	Less Receipts in Advance	<u>3,726</u>
<u>362,647</u>	Total Funds	<u>287,923</u>

STATEMENT OF RESERVES 2019/20

BALANCES AND RESERVES

	£
Committed Expenditure*	22,222
Property Maintenance Holding Fund	30,000
Elections Holding Fund	13,000
Operational Funds	<u>222,701</u>
	<u>287,923</u>

LONG TERM LOANS

	£
Scala Cinema & Arts Facility	
Service Agreement - 13yrs remaining	<u>66,493</u>

COMMITMENTS

<u>Minute No</u>		£
156/18	Prestatyn Youth Service	4,831
105/19	Public Seat - Ffordd Penrhwyfa	1,000
56/19	Town Council - Community room extension	<u>16,391</u>
		<u>22,222</u>

FUTURE PLANS

Town Council is in the process of relocating its Council Chamber as Denbighshire County Council (landlord) are disposing of Municipal Offices, Prestatyn to a third party in near future. Council has begun work building a community room extension at Prestatyn Town Council Office hence reduction in financial holdings.

Council is also involved in various community based projects including "I Can" a Prestatyn health and well being project. Also ongoing discussion with Network Rail about a community asset transfer to community group of former Prestatyn Railway Signal Box.