

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 27th March 2013 at 6.20pm — 7.40pm

PRESENT

Councillors: S. Edwards (Vice Chair), D. Turner, C. Guy-Davies, P. Penlington, J. McLellan, J. Szabo, G. Frobisher, B. Paterson, B. Murray, G. Sandilands, P. Duffy, G. Percival, L. Muraca, J. Thompson-Hill, T. Jones.

IN ATTENDANCE

Mr N. Acott — Town Clerk/Financial Officer, Mrs L. Hewitt - Committee Support Assistant, Mr T. Brown — Internal Auditor.

APOLOGIES

Councillors: R. Cooper, J. Davies, A. Sampson.

165 PAID ACCOUNTS

Details of paid accounts had been circulated with agenda. Committee queried payment for pruning of trees outside Scala Cinema and Arts Centre and Town Clerk/Financial Officer advised this was part of approved joint project with Denbighshire County Council to improve tree lighting in High Street, Prestatyn.

Committee discussed contracts review and was informed they can be awarded for up to three years subject to annual reporting and financial provision. In response to questions about local purchases it was confirmed that Council would buy from local suppliers providing they were competitive and available.

RESOLVED That Paid Accounts for January and February 2013 be accepted.

(Cllr J. Thompson-Hill arrived 6.25pm).

166 INDEPENDENT REMUNERATION PANEL FOR WALES PM 132

Town Clerk/Financial Officer provided Committee with brief history of this item that had been debated nationally for several years. Welsh Assembly Government had recently amended legislation in line with Independent Remuneration Panel for Wales recommendations (copy circulated with agenda) that allows Town/Community Councils to provide an allowance of up to one hundred pounds each year per Councillor. The payment was designed to compensate volunteer Councillors for out of pocket expenses such as paper, ink cartridges, telephone calls etc.

Councillors discussed merits of such payments and several spoke about the privilege of serving townspeople and being recognised as community volunteers who did not receive any financial incentive or payment for their voluntary efforts.

The Mayor's Personal Allowance and Public Participation Fund were also discussed and it was reported that level of both funds had remained static for a number of years. Mr T Brown, Internal Auditor informed Committee that the later fund was operated on imprest system and formed part of his independent audit report to Council . Town Clerk/Financial Officer advised that the fund had satisfactorily recently met needs of Office for last few years and had recently shown a slight underspend at end of municipal year. Any expenditure for Mayoral duties outside of budget provision would require further Committee approval.

RESOLVED UNANIMOUSLY

- 1) That no Town Councillor annual allowance be introduced.
- 2) That Mayor's Personal Allowance be £800 as per budget provision 2013/14.
- 3) That Mayor's Public Participation Fund remain as imprest system up to maximum of £2,500 as per budget provision 2013/14.

(Cllr G. Percival arrived during debate and abstained from voting on all items.)

167 CRIMINAL RECORDS BUREAU

The Vice Chairman informed Committee that in line with current operational review there were plans to increase number of volunteers to help with community based events and projects. Town Clerk/Financial Officer explained that on occasion it would be necessary for volunteers to undergo CRB checks especially when regularly working with children. Wales Council for Voluntary Services had confirmed they were prepared to carry out such checks but member organisations were required to have certain policies in place before they would qualify for assistance.

Details of example policies had been circulated with agenda. The proposed policy reflected existing good practise and government guidelines already in place. Committee was reminded that all staff had undertaken CRB checks but it was not a legal requirement for elected Town Councillors unless they met set criteria. Recent changes to CRB legislation had also resulted in fewer circumstances when full enhanced C R B checks were required.

RESOLVED UNANIMOUSLY

- 1) That Committee adopt CRB Disclosure and Barring Services and Safe Storage and Retentions Policy as circulated.
- 2) That clarifications be sought upon six month confidential disposal requirement for CRB disclosures.

Financial/legal Implications: Dependent upon number of volunteers. Limited costs (max £60 per person) arising for CRB checks. Costs to be contained within Community Projects provision 2013/14. Rehabilitation of Offenders Act 1974

168 RISK ASSESSMENT 2013

Details of draft risk assessment had been circulated at meeting.

RESOLVED UNANIMOUSLY

- 1) That Councillors be invited to review document and inform Town Clerk of any queries or comments.
- 2) That this item be furthered considered at next Full Council.

169 EXCLUSION OF PUBLIC AND PRESS

The Chairman explained that exclusion was being sought as next item would involve discussion of individual staff contracts of employment and ongoing discussions with third parties about future provision of services.

RESOLVED UNANIMOUSLY That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12A Parts 1 & 2 during Operational Review.

170 OPERATIONAL REVIEW 2013

Committee received progress report, existing and proposed organisational structures, job description and associated castings. The Vice Chairman explained that all staff had been interviewed and it had been encouraging to see the willingness of all parties to embrace proposed changes. A tremendous amount of groundwork had been undertaken by Councillors and Staff in order to help move organisation forward and Council was presently entering implementation stage.

a) TOWN SUPPORT OFFICER

Town Clerk/Financial Officer thanked Council for recent steer concerning Town Centre Manager role and reported upon his recent successful meetings with Denbighshire County Council Officers and Prestatyn Business Forum (AGM) to explain the current town approach. Consequently the proposed part time complimentary post of Community Events and Town Support Officer had been updated and post included as part of Town Council staffing structure.

Discussions were ongoing with Denbighshire County Council and the Denbighshire County Member Area Group about its ongoing economic restructure and proposed Town Team Leaders to be appointed later.

RESOLVED That post and job description Community Events and Town Support Officer as circulated be approved.

Financial/Other implications: SCP Scale 24-31 pro rata 30 hours. Costs as reported and contained within budget provisions 2013/14. National Joint Councils Terms and Conditions.

b) MODERN APPRENTICE

Committee was informed of arrangements being made with Denbighshire County Council for approved joint appointment and posts inclusion within County scheme. The County Council had shortlisted applicants and interviews were scheduled for next week.

RESOLVED That collaborative arrangements with Denbighshire County Council for provision of Modern Apprentice Scheme be approved.

Financial/Other Implications: Minimum wage dependent upon age. Costs as reported and contained within budget provisions 2013/14. Service level agreement. Local Government Act 1972.

c) STEPS TO EMPLOYMENT

The programme provided work experience for up to 26 weeks and was linked to educational/vocational training provided by Llandrillo College. Participants received a government training allowance that is paid directly to individuals concerned.

RESOLVED That Committee progress 'Steps to Employment' programme.

Financial/Other Implications: No direct payment to individual. Council provides workplace experience linked to training provided by college. All candidates subject to interview by Mayor and/or Chairman and Town Clerk/Financial Officer. Local Government Act 1972

d) EXISTING AND NEW POSTS

All present employees had been interviewed by Chairman Nice Chairman and staff had recently received updated job descriptions reflecting both current and proposed work and responsibilities. Most job descriptions involved slight changes to present role and/or additional duties. Draft payscales for each post had been prepared and circulated at meeting. All costs arising would need to be met from approved budget provisions.

It was explained that any change to existing contracts of employment would require a high level of mutual consent and agreement. If this could not be achieved then it would be necessary to bring matters back to Council for instruction.

RESOLVED

- 1) That information be received and outcome of present negotiations be reported back prior to implementation.
(Town Clerk/Financial Officer left Chambers during discussion of his post)
- 2) That update on proposed joint provision of front desk and information services to be based within new library/community complex be received.
- 3) That new post of Community Events and Town Support Officer be subject to internal advertisement and if no suitable candidate forthcoming then advertised externally.
- 4) The post of PA/Committee Clerk be deferred pending outcome of operational review.

Financial/Other Implications: Costs to be contained within budget provisions 2013/14. Local Government Act 1972. Employment Law

e) SECONDMENTS

Committee was reminded that one member of staff was currently seconded to WINNERS Exercise Referral for seven hours per week and also to Cardiac Rehabilitation Phase III for three hours per week. Both schemes would continue during 2013/14 but were subject to confirmation of funding settlements from Welsh Assembly Government, Denbighshire County Council and Betsi Cadwaladr University Health Board respectively

RESOLVED That present Staff secondment arrangements continue subject to confirmation of funding programmes.

Chairman

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 16th January 2013 at 6.35pm — 8.30pm

PRESENT

Councillors: S. Edwards(Vice Chair), A. Sampson, D. Turner, C. Guy-Davies, P. Penlington, J. Szabo, G. Frobisher, B. Paterson, B. Murray, G. Sandilands, P. Duffy, G. Percival, T. Jones, J. Thompson-Hill, L. Muraca, J. McLellan.

IN ATTENDANCE

Mr N. Acott — Town Clerk/Financial Officer, Miss R Seaman - Committee Support Assistant, Mr T. Brown — Internal Auditor, Prestatyn Business Forum Representatives, Public and Press.

APOLOGIES

Councillors: R. Cooper, J. Davies.

129 PAID ACCOUNTS

Details of paid accounts had been circulated with agenda and Committee was reminded of Councillor opportunity to inspect payments prior to meeting. The Committee then reviewed monthly paid accounts and discussed outstanding commitments. In response to questions it was explained that commitments were periodically reviewed but especially when preparing year end accounts.

RESOLVED UNANIMOUSLY That Schedule of Paid Accounts for September, October, November, December and Quarterly Budget Statements be accepted.

130 OPERATIONAL REVIEW 2013

Gift S. Edwards explained background and introduced item referring to the discussion paper circulated with agenda. Councillors acknowledged the tremendous changes taking place within town and highlighted need to address challenges and seize opportunities arising from town centre retail park development opening March 2013.

Committee was informed that Town Council staff had been engaged at this early stage and Vice Chairman wished to acknowledge their help and support. The Operational Review discussion paper had covered all aspects of operations and had been broken down into work review areas.

There was a general consensus that Town Council, Denbighshire County Council, Business Community and Residents all needed to embrace change. It was explained that proposals within review document had been costed and sum included within financial estimates 2013/14.

A) Council and Committee Meetings

Committee reviewed existing structures and indicated a desire to combine General Purposes and Town Development Committee to provide efficiency savings and avoid overlapping responsibility.

RESOLVED UNANIMOUSLY

- 1) That proposed amalgamation of General Purposes and Town Development Committee plus appointment of Sub Committees (task and finish groups) be accepted.
- 2) That Sub Committees (7 Members) be appointed for i) Grants ii) Social, Civic Events iii) Staffing iv) Other as necessary. Further discussion to clarify political balance and need to ensure **'fair' approach**)

B Grants

General discussion about present and proposed grant system, criteria and use of application deadlines. It was felt that there was a requirement to improve publicity, advertising and focus on those areas that do not currently attract other means of grant aid e.g. revenue support for running costs. Recently Council had chosen to help and support new voluntary groups based in town to become established.

The proposal that there should be a well advertised announcement of Prestatyn Town Council grant funding, with a cut-off date for applications was agreed in principle. There was also agreement that a sum of money should be set aside for emergency applications.

There were other significant avenues for supporting local groups e.g. North Hoyle Community Fund and Denbighshire Voluntary Services Council. It was necessary to further consider and improve relationships with such bodies to improve match-funding opportunities for groups.

RESOLVED UNANIMOUSLY That Committee support full review of Council grants system which should include review of annual service awards and events.

C) Staffing

The Operational Review had highlighted a general desire to develop Council and its Staff, explore new methods of working, adopt a flexible working approach and ensure efficient delivery.

Committee was informed of early discussion -with present Staff and Chairman Nice Chairman had been encouraged by their willingness to embrace change.

RESOLVED That present Staff functions be reviewed and further dialogue be undertaken with individuals concerned and report brought back to Committee.

i) Apprenticeships

Members expressed a desire to look forward and provide opportunities for young people. In response to Councillors questions it was explained that the proposal was to introduce a modern apprentice scheme to Council as well as supporting general concept of apprenticeship schemes.

The Town Clerk/Financial Officer referred to his findings to date that included an opportunity to work with Denbighshire County Council on joint modern apprenticeship approach. Such an approach would also open up longer term career and employment opportunities for young people taking part in apprenticeship programme. It was understood the apprenticeship scheme covers a wide range of age groups from school leavers onwards and would also provide training links to local colleges.

RESOLVED UNANIMOUSLY That Committee support plans to introduce modern apprenticeship programme to Council.

ii) External Grants

Committee discussed issue of grants and external funding to enable Council to broaden scope of its activity. Members were informed that seeking external grant aid was another means used to help Council achieve its objectives that included minimising impact upon Council tax payers. All employees were aware of this requirement and in recent years had been encouraged to seek funding for various projects although not formally part of their duties.

The Vice Chairman confirmed that the current proposal did not necessarily mean another employee but clearly it would benefit Council to maximise any external funding opportunity.

RESOLVED That Committee recommends developing an aggressive external grant aid policy and this be incorporated into the Operational Review.

iii) Town Centre Manager

Cllr S. Edwards, Vice Chairman reported that there had recently been a well supported petition from High Street businesses in favour of such an appointment (copy to be provided). Reference had been made to S. 106 Planning Agreement that involved funding of £75,000 provided to Denbighshire County Council by Stadium Developers Ltd in respect of the retail park opening in March 2013. It was hoped some of this funding could be used for Town Centre manager post and/or regeneration initiatives.

There was a lot of discussion on whether S.106 funds could be used for Town Centre Manager and/or regeneration initiatives. Cllr J. Thompson-Hill, Denbighshire County Council reported that Denbighshire Legal Officers had recently advised such expenditure was for capital projects only with final decision being made by Denbighshire Member Area Group. It was generally felt that a review of current position and terms of agreement was required as agreement had been made many years ago without consultation of Town Council and others.

Town Clerk/Financial Officer reported that significant funds had been included within Town Council's financial estimates for this post. He also hoped, if supported, Council would seek additional external funds and development of a joint Town/Prestatyn Business Forum/County Council approach to such an initiative.

Councillors reported upon different types of Town Centre Manager operations and current research that showed Town Centre Managers had boosted town's economy. It was also important to develop activities that increased footfall into towns e.g. town events.

RESOLVED UNANIMOUSLY

That Committee supports appointment of Town Centre Manager post subject to budgetary provision and confirmation of funding.

D) Legal Officer

The Vice Chairman apologised for wording of this item as should be read as legal support'. It was considered necessary to make provision for professional specialist legal support services following a barrage of on-going Freedom of Information Requests, Audit Challenge, Public Service Ombudsman for Wales, Welsh language Board and general complaints etc. The bulk of complaints were primarily being generated by one disaffected local resident. Unfortunately such matters had a detrimental and disproportionate effect on Council's operations and resulted in lost opportunity to develop community services.

Committee was reminded that it owed a Duty of Care to protect elected Councillors and Staff many of whom had suffered ill health arising from unwarranted complaints, allegations and disgusting personal attacks upon their reputations. Some legal costs had already been incurred as reported and it was prudent to make further provision.

RESOLVED UNANIMOUSLY That Committee supports funding for specialist legal support services.

E) RELOCATION OF TOWN COUNCIL OFFICES

It was explained Committee approval was being sought for plans to explore opportunities for shared office accommodation as part of efficiency savings and protecting town based services and buildings e.g. Municipal Buildings, Ty Nant and , Library.

RESOLVED UNANIMOUSLY that further investigation into potential of sharing of office accommodation be pursued.

7) WEBSITE

Committee had previously discussed website developments and it was clear that an open and transparent site was required to help disseminate information and undertake online surveys in modern age. Cllr B. Paterson praised staff in their efforts to develop Town Council pages of www.visitprestatyn.co.uk in recent months, and emphasised the need for the site to be updated regularly. Cllr G. Percival felt that historically Council had always been open and transparent and the website development would be logical extension to this approach.

RESOLVED UNANIMOUSLY That Committee support further development of multi user Visit Prestatyn - Town Council pages.

131 COMFORT BREAK — Five Minutes

132 FINANCIAL ESTIMATES 2013/14

Details of financial estimates had been circulated with agenda. The Vice Chairman invited comment on proposals and Committee reviewed each section together with summary pages and Council Tax precept options.

Council's Internal Auditor confirmed he had looked at proposals and highlighted the proposed use of some capital reserves spending which he felt was appropriate at this time. He reminded Committee of earlier concerns raised about lack of professional support cover for Town Clerk/Financial Officer.

RESOLVED UNANIMOUSLY

- 1) That Financial Estimates 2013/14 be accepted.
- 2) That Council Tax precept be £349,285 (Band D £46.84 no change).
- 3) That Committee review levels of Mayor's Allowance and possible introduction of Deputy Mayor and Town Councillor Allowances at future meeting following recent changes in government legislation.
- 4) That Town Clerk/Financial Officer and Staff be thanked for presentation of financial estimates and explanations on proposed options.

133 DENBIGHSHIRE CITIZENS ADVICE BUREAU — PRESTATYN PM 124

Committee was reminded of previous discussions and Town Clerk/Financial Officer reported upon clarification received from Bureau Manager confirming grant application related to 2012/13 period. He also outlined possible changes to Prestatyn CAB that included increasing hours and on-going discussions about use of new library/community information point for shared services. A copy of grant application had been circulated with agenda.

RESOLVED That Denbighshire Citizens Advice Bureau be awarded £4,250.

134 UNACCEPTABLE ACTIONS BY COMPLAINANTS POLICY PM 87

Summary details of responses received to above policy had been circulated with agenda. Many of the comments received from wide range of public regulatory bodies had been positive recognising the occasional problems that can be caused by unacceptable actions arising from individuals and inappropriately persistent complainants.

RESOLVED That a letter be sent to Carl Sergeant AM, Minister for Local Government and Communities highlighting lack of written response from Information Commissioner's Office in this matter.

135 MELIDEN COMMUNITY CENTRE

Town Clerk/Financial Officer informed Committee that the concurrent renewable twenty one year lease to Meliden Community Centre (June 2011) had recently been amended to include names of the three current lessees. The changes followed notification from Meliden Community Association who were responsible for day to day operations at the centre.

RESOLVED That Meliden Community Centre lease be renewed and amended accordingly.

Financial/Legal Implications: 21 year lease terms include three yearly rental review. Annual Rental £140 per annum to be reviewed 2014.

136 EXCLUSION OF PUBLIC AND PRESS

RESOLVED That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12A Part 1 during the next item.

137 COMMUNITY SUPPORT ASSISTANT

Committee was informed that the above temporary part-time post expired in March 2013. Members appreciated impact of proposed operational review and changes in staffing requirements as a consequence of new and changing community based services.

RESOLVED UNANIMOUSLY That Miss R Seaman's contract be extended for twelve months. Postholder to be thanked for exemplary performance and congratulated on attaining degree qualifications in Events Management.

Financial/Legal Implications: Contained within financial estimates 2013/14. Local Government Act 1972

(Miss R Seaman left Council Chambers during discussion and voting on this item).

Chairman_____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 26th September 2012 at 6.45pm — 7.15pm

PRESENT

Councillors: R. Cooper (Chairman), A. Sampson, G. Frobisher, B. Paterson, B. Murray, P. Duffy, G. Sandilands, G. Percival, S. Edwards, T. Jones, J. Davies, J. Thompson-Hill, L. Muraca, D. Turner.

IN ATTENDANCE

Mr **N.** Acott —Town Clerk/Financial Officer, Mrs L. Hewitt - Committee Support Assistant, Mr T. Brown — Internal Auditor.

APOLOGIES

Councillors: P. Penlington, C. Guy-Davies, J. McLellan, J. Szabo.

84 PAID ACCOUNTS

Details of paid accounts had been circulated with agenda. Committee queried Mayoral payments and it was explained that each Mayor receives an individual personal annual allowance of eight hundred pounds. There is also Mayoral Public Participation imprest fund of two thousand five hundred pounds to assist in meeting costs of office. The Mayoral accounts are subject to independent financial audit and end of year reports are submitted to Council.

RESOLVED That Schedule of Paid Accounts for June, July and August 2012 and Quarterly Budget Statements be accepted.

85 ANNUAL AUDIT 2011/12

The Town Clerk/Financial Officer reported upon communication received from external auditors UHY Hacker Young advising they were unable to complete above audit due to ongoing Public Service Ombudsman for Wales work. It was not known at this stage when this activity would be completed.

86 TY CARADOC COMMUNITY CENTRE — RENTAL RENEWAL

Details of three yearly peppercorn rental agreement had been circulated with agenda. It was explained that Council owned three community centres, Ty Caradoc CC, Seabank Drive CC and Meliden C C. Each centre was subject of twenty-one year lease arrangement granted to relevant management associations that expired at different times. All leases made reference to three yearly renewable rental agreement.

In response to Members queries it was reported that lease terms were very similar with landlord (Town Council) being responsible for structural repairs and tenants (Management Association) being responsible for day to day management operations and decoration. It was estimated that total sum for Town Council expenditure for structural repairs since March 2009 was in region of twenty thousand pounds. Committee was reminded of recent works to update centres to comply with disability discrimination legislation, joint funded approach for some major repairs and general desire by all parties to maintain properties in good order subject to funds available.

Reference was made to the good work of the voluntary management associations in running each centre and need for improving communications, marketing and closer working relationships. Council's Risk Assessment work was currently being progressed and this would include a review of each community centre, structural survey and property values.

RESOLVED

- 1) That in recognition of community benefits Ty Caradoc CC peppercorn three yearly rental agreement be increased in line with annual national inflation rate.

Financial/Other Implications: £140 peppercorn rental agreement will increase in line with inflation. Formal notice of rental change will need to be provided to each centre prior to increase in line with lease.

- 2) That Committee recommends similar inflation rate rental increases for Seabank Drive CC and Meliden CC upon rental renewal subject to agreement.
- 3) That representatives from each Management Association be invited to attend a future Council meeting to discuss their operations following respective Annual General Meeting.

(CIrs J Davies, J Thompson Hill, L Muraca, S Edwards declared interest and retired from Council Chambers during this item)

87 UNACCEPTABLE ACTIONS BY COMPLAINANTS POLICY

The above draft policy document had been circulated with agenda and had been drawn up following consultation with Council's solicitors. The policy was designed to help manage unreasonable actions and demands by small number of individuals that prevented Council from delivering services to general public and/or disadvantaged others seeking Council services. There was also a need to protect Staff and Councillors from unacceptable actions or harassment that caused distress and suffering.

RESOLVED

- 1) That Committee approve adoption of 'Unacceptable Action by Complainants Policy' subject to minor amendments as suggested by Council solicitor.
- 2) That policy document be forwarded to Council Regulators, Statutory Agencies and Welsh Assembly Government.

Financial//Other Implications: Future management costs associated with policy. Local Government Act 1972

88 PRESTATYN TOWN WEB SITE PM42

Committee was informed of three quotations received from local businesses specialising in web site design. A basic specification had been provided to each company and Cllr B. Paterson had was thanked for offering benefit of his experience to identify future requirements for stand alone site.

Members also referred to current www.visitprestatyn.co.uk website and continuing uncertainty about its future maintenance. This site was previously commissioned by Denbighshire County Council and had multiple maintenance strands including Town Council pages currently updated by Town Council staff. Discussions were ongoing between several interested parties regarding future of this site.

RESOLVED That each company be invited to provide links to similar sized town web sites they may have constructed and invited to give a presentation at future meeting.

89 FINANCIAL ESTIMATES 2013/14

Committee was invited to identify any significant plans or changes to service that would require consideration when preparing financial estimates. Members were reminded of ongoing work activity on committee structures, council accommodation, risk assessment and staffing that may impact upon estimates.

Chairman _____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 4th July 2012 at 6.15pm — 7.25pm

PRESENT

Councillors: B. Cooper (Chairman), A. Sampson, D. Turner, C. Guy-Davies, J. McLellan, J. Szabo, G. Frobisher, B. Paterson, B. Murray, G. Sandilands, R. Cooper, P. Duffy, T. Jones, G. Percival, S. Edwards, J. Davies, L. Muraca.

IN ATTENDANCE

Mr N. Acott —Town Clerk/Financial Officer, Mrs L. Hewitt - Committee Support Assistant, Mr T. Brown — Internal Auditor, Mr H. Thomas — Historian.

APOLOGIES

Councillors: P. Penlington, J. Thompson-Hill.

35 HARRY THOMAS — COMMUNITY HISTORIAN PM22

The Chairman welcomed Mr Harry Thomas and invited him to address Committee upon his activities as Town Council's recognised Community Historian. Mr Thomas spoke about his great passion and love of local history through old photographs. He had written eleven books and recently obtained commission to write 'Prestatyn through Time'.

Harry provided details of historical talks at local venues throughout summer months, ghost tours and talks to local schools and organisations. Harry also maintained that he held the largest collection of historical postcards in locality. The Town Council had previously assisted him with purchase of a digital projector and transfer of photographs onto slides for which he was very grateful. His current plan is to purchase a laptop computer to enable digital reproductions.

Harry referred to his good friend and fellow town historian Mr Fred Hobbs who also assisted in researching local history and shared his passion. His latest philosophical quote was that 'Past is always Present'.

Reference was made to the lack of tourism/information signage for 10th century Prestatyn Castle site located just off A548 Prestatyn Road and also Roman Bath House site. In response to a question from air S. Edwards about possibility of developing a living history project for town Mr Thomas explained this would be an interesting project. Unfortunately he could not commit a great deal of time at present but would be happy to support. Cllr P Duffy proposed vote of thanks and Council concurred.

RESOLVED That Mr H. Thomas, Community Historian honorarium be increased to four hundred pounds in recognition of his community historical talks and involvement with local schools.

Financial/Legal Implications: 2012/13 Budget Provision for Community Historian £250. Other Activities £150. Local Government Act 1972 Section 144/145.

(An earlier proposal to provide honorarium plus additional grant for laptop computer was LOST).

36 URGENT ITEMS

The Chairman gave notice of three urgent items for consideration at tonight's meeting: Fern Avenue Car Park/Prestatyn Carnival/Ty Caradoc Community Centre.

37 FERN AVENUE — FREE SHOPPERS CAR PARK

The Town Clerk/Financial Officer reported that last year Town Council had agreed to fund Denbighshire County Council (landowners) to enable free parking to be introduced at above car park. The County Council had agreed to allow shoppers four hours free parking providing Town Council reimbursed lost income.

Councillors debated merits of free parking for town and recognised the important role such provision has in terms of promoting business community. The disruption caused by high street works had also had a negative impact upon local shopkeepers and there was a need to promote town's economy.

RESOLVED That Committee support continuation of Fern Avenue Free Shoppers Car Park agreement for twelve months from 1st August 2012.

Financial Implications: £7,000 Other Services.

Legal Implications: Denbighshire County Council own car park and are responsible for maintenance etc. Road Traffic Regulations Act 1984. Highways Act 1980.

38 PRESTATYN CARNIVAL

Details of financial assistance grant application and accounts were circulated at meeting. Committee was informed this was annual application and Town Council has supported the prestigious and successful town event for a number of years..

RESOLVED That Prestatyn Carnival Association be awarded grant of £1,650.

Financial/Legal Implications: As per budget provisions. Local Government Act 1972 S.137

39 TY CARADOC COMMUNITY CENTRE

The Chairman reported upon notification of leaking roof and a quotation in sum of £825 received for repair from local roofing company. In response to Member's **question it was** confirmed that Town Council owned property and was responsible for structural repair. The day to day operations of centre were responsibility of Ty Caradoc Management Association.

RESOLVED That further quotations be obtained from local companies and that Mayor, Chairman and Town Clerk/Financial Officer be authorised to action.

40 PAID ACCOUNTS

Details of paid accounts had been circulated with agenda.

RESOLVED That Schedule of Paid Accounts for April and May 2012 be accepted.

41 DENBIGHSHIRE AND DISTRICT NATIONAL EISTEDDFOD 2013 — PRESTATYN APPEALS COMMITTEE

Details of this special cultural appeal fund had been circulated with agenda. Committee was informed that the town had a long tradition of supporting Eisteddfod and other similar cultural events. Town Council had recognised importance of Denbighshire County Council hosting the National Eisteddfod, Denbigh 2013 and made provision during preparation of financial estimates earlier this year.

RESOLVED That Committee award initial grant of £3,000 towards Prestatyn Appeals Committee — National Eisteddfod 2013 and review situation at end of financial year.

Financial/Legal Implications: £3,000 contained within Cultural Grants 2012/13. Local Government Act 1972 Section 137.

42 WEB SITE, PRESTATYN

The Town Clerk/Financial Officer's report had been circulated with agenda and Members invited to express their views on future direction. The merits of current multi-user website www.visitprestatyn.com and of a dedicated stand alone Town Council website such as www.abergele-towncouncil.co.uk were debated with several differing views and opinions.

Committee was informed there was an increasing requirement for Council to publish details of its services and operations using modern technology. It was envisaged that agenda, minutes, reports, accounts etc should all be made electronically available. It was important that any website allowed system administrator easy access to update material on a regular basis.

RESOLVED That costing and feasibility of operating dedicated Town Council web site be investigated.

43 TOWN COUNCIL OFFICES

The Town Clerk/Financial Officer was invited to update Committee upon actions taken following recent office break in and measures to improve office security. He explained that following consultation with Mayor, Chairman and Vice Chairman the rear door had been replaced and it was proposed to fit new ground floor windows at rear, change alarm system, update computer security and introduce CCTV system.

In response to Member's question it was confirmed that an insurance claim was pending although not all costs had been identified to date.

RESOLVED That emergency actions of Town Clerk/Financial Officer, Mayor, Chairman and Vice Chairman be approved.

Financial/Legal Implications: £4,876 as per quotations to be funded by contingency and unallocated reserves 2012/13. Insurance claim subject to approval for part of works. Local Government Act 1972 Section 133.

44 RISK ASSESSMENT 2012

Outline proposals for Council risk assessment identifying topic headings was circulated at meeting. Committee was invited to consider approach and highlight any new areas requiring additional consideration. The Town Clerk/Financial Officer explained the last full review was undertaken in 2009. Council's Internal Auditor also confirmed that risk assessment was a feature of annual audit process that involved monitoring of progress on actions.

RESOLVED That Chairman and Town Clerk/Financial Officer prepare draft Risk Assessment for further consideration. Council's Internal Auditor to be informed of progress.

Chairman _____