CYNGOR TREF RHUTHUN
RUTHIN TOWN COUNCIL

(DRAFT) Minutes of the Ordinary Meeting of **RUTHIN TOWN COUNCIL**
held in a hybrid format on Monday, 28 November 2022 at 7:00pm
at The Old Courthouse and online via Zoom.

PRESENT: Councillors Menna Jones (Mayor),
Councillors Stephen Beach, Oliver Bradley-Hughes, Mike van der Eijk, Christine Ellis, Gavin Harris, Dafydd Hughes, Ian Lewney, Jabez Redfern Oakes, Lisa Thomas, Anne Roberts, Rachel Ryland, and Heather Williams
County Councillors Bobby Feeley, Huw Hilditch-Roberts and Emrys Wynne.

IN ATTENDANCE: Siân Clark – Ruthin Town Clerk
Kate Harcus – Ruthin Deputy Town Clerk
Sandra Williams – Translator

(NOTE: Due to technical difficulties, the broadcast of the meeting and interaction with attendees by Zoom was impaired with connection lost by item 12 (minute 137).

WELCOME
The Mayor warmly welcomed all attendees to the meeting following a busy weekend in Ruthin with the unveiling of Santa's Grotto in The Old Courthouse, and the Christmas Artisan Market. It was also the Rev Canon Stuart Evans' final service at St Peter's Church prior to his retirement after 12 years of ministry in Ruthin, and a reception was held to thank him for his dedication and support to Ruthin and its residents.

126. APOLOGIES FOR ABSENCE
Apologies were received from Councillor Peter Daniels.

127. DECLARATIONS OF INTEREST
Cllr Menna Jones declared interests in the following items:
'item 19 Request for a Donation from Yr Urdd' (minute 143) as she was a Committee Member of the Denbighshire Branch of the Urdd; and
'*item 20 Release of Second Instalment of the Mayor's Allowance'* (*minute 144*) as a direct pecuniary interest.
Cllr Gavin Harris declared an interest in *'item 11 – Minutes of the Old Courthouse Committee' (minute 135) as a hospitality business owner.*
Cllr Jabez Redfern Oakes declared an interest in *'item 11 – Minutes of the Old Courthouse Committee' (minute 135) as a hospitality business Director.*
Cllr Dafydd Hughes declared an interest in *'item 16 – Ruthin Flood Partnership Group' (minute 141)* as an employee of Natural Resources Wales.

128. DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL
Tom Barham, Chief Officer of DVSC thanked the Town Council for the invitation and during his presentation highlighted the following points:

- That DVSC was keen to further engage and work with City, Town and Community Councils to consider and further develop what both sectors could do together
- The scale of the third sector in Denbighshire: 2450 active groups/enterprises; 4,700,000 volunteer hours annually; 10% of jobs in the county; third highest volunteering county in Wales.
- DVSC was the county's only third sector independent support and advice provision
- Achieved £250k of grants during 2021/22 and supported funding strategies
- On-line portal 'Volunteer Wales' supported by the other 19 welsh county VSCs
- Digital buddies – supported 18 community interest companies e.g community broadband
- Special projects included: health and wellbeing; dementia aware Denbighshire; Market Hall project (to be a flexible space for a variety of events and social opportunities).

Members thanked Mr Barham for his informative presentation and commended the work of DVSC. The following points, raised in discussion, would be considered and addressed by DVSC:

- work to consider opportunities to develop and co-ordinate volunteers more locally in Ruthin
- To relocate the noticeboard of local interests in the Market Hall to an eyelevel position
- That the Scott House plaque that had been removed be restored to the Market Hall and displayed appropriately
- To continue to review the accessibility and attractiveness of the Market Hall access (whilst recognising that some adjustments to the access had been undertaken to date).
- It was noted that work to develop use of information to advise and determine impactful actions and priorities (including informing policy development and campaigns) would be progressed during the year.

129. MAYOR'S REPORT

The Mayor's report had been circulated in advance. In addition, the Mayor stated that she had attended a meeting of the Ruthin Pancake Race.

RESOLVED: *to note the content of the Mayor's Report.*

130. MEMBERS' REPORT

The Members' Report had been circulated in advance and were thanked for their activities since the last meeting. All were encouraged to promote the availability of the fflecsibus service.

RESOLVED: *to note the Members' Reports.*

131. RUTHIN COUNTY COUNCILLORS REPORT

Technical difficulties precluded receipt of a verbal report from Ruthin County Councillors.

RESOLVED: *to address any pertinent issues via email.*

132. MINUTES OF THE PREVIOUS MEETINGS

Members considered the minutes of the meeting held on 24 October 2022 for accuracy.

RESOLVED*: that the minutes of the ordinary meeting held on 24 October 2022 be confirmed as a correct record.*

133. MATTERS ARISING

Minute 118: 2023 Parliamentary Review – Revised Proposals: Members were advised that contact had been made with Efenechtyd Community Council, whose boundary had been

allocated to the proposed Bangor Aberconwy constituency, with the Community Council's preference to be included in the proposed Clwyd East constituency. This position had been captured and included in Ruthin Town Council's response back to the Local Democracy and Boundary Commission for Wales.
Minute 119: Remembrance Sunday: the Mayor thanked all who attended.

134. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
Members considered the minutes of the meeting held on 14 November 2022.
RESOLVED*: to receive the minutes of the Planning and Development Committee held on 14 November 2022.*

135. MINUTES OF THE AMENITIES COMMITTEE
Members considered the minutes of the meeting held on 14 November 2022.
RESOLVED*: to receive the minutes of the Amenities Committee held on 14 November 2022.*

136. MINUTES OF THE OLD COURTHOUSE MANAGEMENT COMMITTEE
Members considered the minutes of the meeting held on 1 November 2022. As recommended by the Old Courthouse Management Committee, Members were asked to consider a proposal for the Town Council to apply for an alcohol licence for The Old Courthouse in order that the same provision was available to hirers as hirers of other community venues. Members requested that a report on a proposed application for an alcohol licence for The Old Courthouse be presented and considered at the December 2022 Town Council meeting.
RESOLVED*: that a report on a proposed application for an alcohol licence for The Old Courthouse be presented and considered at the December 2022 Town Council meeting.*

137. WELSH GOVERNMENT 20MPH ROLL OUT PROGRAMME
Correspondence from Welsh Government to County Councillors on the 20mph roll out programme had been circulated to Town Councillors in advance. Welsh Government had agreed that the default national speed limit on residential roads and busy pedestrian streets would be lowered from 30mph to 20mph and introduced from September 2023 unless there was a good case in a specific situation to retain the 30mph. Denbighshire county Council as the Local Highway Authority was responsible for setting speed limits and would be identifying 'exceptions' to the default 20mph speed limit. Members noted that there would be a tailored approach to best suit any specific situation and whilst supportive in principle to the 20mph initiative requested that the County Council consult with the Town Council and local community in inputting into on proposed or suggested 'exemptions' within Ruthin.
RESOLVED*: that the Town Council support the 20mph initiative in principle, with the caveat that it and the local community had the opportunity to input into proposed or suggested 'exemptions' within Ruthin.*

138. RUTHIN WAR MEMORIAL PROJECT UPDATE AND PROPOSAL
On behalf of the War Memorial Working Group, Rob Price provided and update on the war memorial project. Whilst a brief to inform a proposal for the Town Council to underwrite some funds had been written, recent correspondence from Cadw had rendered such a proposal too premature at this stage. Following the commissioning of a Conservation professional to draw up plans and develop a schedule of works, quotes from contractors had been received and a suitably qualified contractor retained pending confirmation of funding. The total cost of the project was £38,000 and grant funding from various organisations was being sourced. An application had been made to Cadw's Historic Building Grant by its closing date of 31 August 2022 and a response received at the end of October that Cadw would provide grant funding of

£25,000 subject to certain conditions, which included completing the works by the end of February 2023. Given that works to the War Memorial included the use of lime mortar, advice was given that it would not be possible to undertake the works over the winter period. Consequently the Town Clerk sent a response to Cadw outlining the position, emphasising the need to maintain the integrity of any works, and suggestion options to overcome the funding restrictions. In response, Cadw had stated its willingness to grant fund the project, subject to the availability of funds in the next financial year. Such a position was as positive a message as could be given by Cadw at this stage. Other funding currently being progressed included: War Memorials Trust; Heritage Lottery and Clocaenog Wind Farm. A further report outlining progress on the grant funding and associated financial considerations would be provided in the spring, once a firm positon from Cadw had been received. In parallel to the funding applications, certain other tasks such as confirmation of land ownership and permissions for use of Denbighshire County Council land for part of the works, were being progressed.

Members thanked the War Memorial Working Group and Rob Price specifically for the diligent work undertaken on the project to date.
RESOLVED*: to note the update report including a progress report submitted to the Town Council in Spring 2023 on grant funding and associated financial considerations.*

139. CUNNING GREEN
County Councillor Emrys Wynne advised Members that a topographical survey had been carried out on the Nant Clwyd y Dre wall which bordered the Cunning Green; the outcome of the survey would help establish the nature of the works required and assess the potential costs. It was not possible at this stage to advise whether the costs would be subject to an insurance process. It was confirmed that the works to wall which had collapsed on the other side had been repaired. Town Councillors thanked Cllr Wynne for his update and requested to be kept informed of progress in relation to the Cunning Green, which was a well-used Ruthin amenity.

RESOLVED*: to note the update provided on the Cunning Green closure.*

140. CLIMATE AND ECOLOGICAL EMERGENCY TASK GROUP
Cllrs van der Eijk and Williams, the Town Council's representatives on climate and ecological emergency task group, provided Members with an update including a draft response to the Welsh Government's 'Draft Strategy for Engaging the General Public in Action on Climate Change' and a list outlining potential ideas and tasks, within the responsibility of the Town Council and/or other groups in Ruthin, that had a possible effect/impact on the climate and ecology. The main principle being that informed decisions were made having taken climate/ecology matters into consideration. Such a list was not exhaustive and additional suggestions were welcomed. Members agreed to progress the ideas as listed and ensure that appropriate consideration was given by the relevant Committee in light of climate and ecological matters. Additionally, it was agreed that the Town Council develop and agree a mission statement defining its commitment to the climate and ecological emergency and publicise it.
RESOLVED*: (i) to accept the draft response to the Welsh Government's 'Draft Strategy for Engaging the General Public in Action on Climate Change' and submit as a formal response from Ruthin Town Council; (ii) to progress the ideas as listed and ensure that appropriate consideration was given by the relevant Committee in light of climate and ecological matters; and (iii) that the Town Council develop and agree a mission statement defining its commitment to the climate and ecological emergency and publicise it.*

141. RUTHIN FLOOD PARTNERSHIP

An update was provided on matters relating to the Ruthin Flood Partnership primarily the requirement to develop, with the support of residents, a community flood plan for some areas in the town potentially susceptible to flooding. In recognising the requirement for community engagement, members emphasised the key role statutory bodies, including Denbighshire County Council and Natural Resources Wales, had in ensuring that flood prevention measures were appropriately carried out and residences kept safe. Members were advised that sandbags were perishable and had a limited lifespan. The view was expressed that the County Council's policy of not distributing sandbags was unacceptable. County Councillors were requested to ensure that the gullies in Ruthin were cleared as a matter of urgency.
RESOLVED*: the update was noted and County councillors requested to ensure that the gullies in Ruthin were cleared as a matter of urgency.*

142. MEMBERSHIP OF RUTHIN TOWN COUNCIL SUB COMMITTEES
Members were asked to consider the membership of the Town Council's Sub-Committee and agreed that the list of sub committees be circulated and for Members to notify the Town Clerk of their membership preferences.
RESOLVED*: to circulate the list of sub committees and for Members to notify the Town Clerk of their membership preferences.*

143. CHRISTMAS PREPARATIONS
The Town Clerk provided an update to Members on Christmas preparations, including the siting of the Christmas Tree and lights later in the week. As previously agreed, a temporary CCTV system would be placed, focussing on the Christmas tree and lights on St Peter's Square, to mitigate against any damage or vandalism. The Town Council was already registered with the Information Commissioner's Office and paid an annual fee; in addition to this, agreement was given to the introduction of a CCTV policy and accompanying Data Protection Impact Assessment, to focus specifically on the temporary CCTV. The local Policing Team were supportive of the use of the temporary CCTV over the Christmas and New Year period to deter any potential criminal damage.
RESOLVED*: agree to the introduction of a CCTV policy and accompanying Data Protection Impact Assessment focussing on the Christmas Tree and lights over the Christmas and New Year period.*

144. REQUEST FOR A DONATION FROM YR URDD
Members considered a request for a donation from the Regional Committee of Urdd Gobaith Cymru in Denbighshire.
RESOLVED*: to respond to The Urdd expressing support for the organisation and outlining the recent financial sponsorship provided to host the Urdd Eisteddfod in 2022 and the additional £500 donation provided in the current financial year.*

145. RELEASE OF SECOND INSTALMENT OF THE MAYOR'S ALLOWANCE
Members agreed to release the second instalment of the Mayor's Allowance.
RESOLVED: *To agree to the payment of £700, which was the second tranche of the Mayor's allowance.*

146. FINANCIAL STATEMENTS
Members considered the financial statement for the period ending 31 October 2022.
RESOLVED: *to receive and approve the financial statement for the period ending 31 October 2022.*

147. ACCOUNTS FOR PAYMENT

***RESOLVED**: that payment of the following items be approved.*

OB	Hill & Roberts	Payroll and Accountancy Services November 22	*	£240.00
OB	Marian Rees	Translation services for Meetings in October 22	*	£180.00
OB	Snowdon Ventures – Haydn Peers	Provision of PA equipment for Remembrance Sunday Service		£40.00
OB	Fineline	Order of Service – Remembrance Sunday		£67.25
OB	Viking	Office suppliers and refreshments	*	£254.46
OB	Lleol.cymru	Advert for Town Clerk role	*	£180.00
OB	IT Williams	Provision of service to collect and dispose of waste from planters	*	£672.00
OB	St Peter's Church, Ruthin	Electricity for the spire's floodlights between 1.1.2021 and 31.12.2021		£1673.89
OB	BT	Costs of phone and internet – November 2022	*	£99.68
OB	Sian Clark	Re-imbursement: Microsoft 365 November 2022	*	£18.96
OB	Llanfwrog CIC	Grass Cutting Services - November		£212.67
OB	Birchall Reality	Onsite IT service support and memory for laptop		£80.00
	From the Old Courthouse account			
OB	Denbighshire CC	Non-domestic rates (9 of 10 payment)		£524.00
OB	Kelletrics	Call out, supply and install a new double socket outlet	*	£156.00
DD	TV Licensing	TV License to 31/10/2023		£159.00
OB	MKM Supplies	Items for the Old Courthouse re: office move	*	£40.98

(The items marked with an * above include recoverable V.A.T.)

148. DATE OF NEXT MEETING

***RESOLVED**: To confirm the date of the next meeting of the Town Council on Monday, 19 December 2022 at 7.00pm.*

149. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman proposed, and it was seconded, that the press and public be excluded from the meeting during the discussion on the following item as it was likely that exempt information would be disclosed, as defined in Part 4, Schedule 12A, Local Government Act 1972 (as outlined in paragraph 1: Information relating to any individual) and [as outlined in paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information].

150. MINUTES OF THE HR SUB COMMITTEE

The minutes of the HR Sub Committee held on 16 November 2022 were received.

***RESOLVED:** to receive the minutes of the HR Sub Committee held on 16 November 2022 and agreed the following recommendations:*

(i) *That the cost of the increased weekly hours (to 30 hours per week) be met through current budgetary provision and factored into the 2023/24 budget considerations; and*

(ii) *Having sought the consent of the Deputy Town Clerk, the Town Council formally authorise the Deputy Town Clerk to become an additional signatory to Town Council's bank accounts and for online banking transactions.*

151. PROPOSED RUTHIN VELODROME

Members received an update from Cllr Gavin Harris on the proposed Ruthin Velodrome.
RESOLVED: *to note the update provided on the proposed Ruthin Velodrome.*