

Minutes of a Special Denbigh Town Council meeting held on Wednesday 29th April 2020 at 5.00pm via Zoom.

Present: Councillors Gaynor Wood-Tickle (Chair), Rhys Thomas (Deputy), Roy Tickle, Catherine Jones, Alyn Ashworth, Dyfrig Berry, Glenn Swingler, Irene Williams & Sylvia Jennings; Jenny Barlow (Town Clerk); & Carys Jones (Civic and Events Assistant)

Apologies: Cllr Gaynor Morgan-Rees & Rob Parkes

The chair welcomed all to the April Special Council Meeting.

159. Declaration of Personal Interest: None

160. The minutes of the Full Council meeting held on Monday 24th February 2020 were agreed and noted. (Mayor to sign once face to face meetings resume)

161. Coronavirus.

a) Updates received from the government, OVW, SLCC, NALC and DCC with regards to their proposed contingency arrangements/update and recommendations were noted. (already circulated via email)

Cllr Wood-Tickle advised everyone had received the contingency arrangements. The Town Clerk advised that an Emergency Planning document was received by DCC which has been forwarded to Dave Phillips (H & S advisor for updating). This will need to be adopted by the Town Council. The Town Clerk will circulate when received.

OVW recommendation has changed, advise against using Zoom however NALC say its fine to use. This will be discussed later in the meeting.

b) The town councillors received notification from the town clerk that the new Welsh Government legislation superseded the current standing orders.

Some updates need to be made including discretionary powers. The Town Clerk advised that making payments is not an issue at the moment however Planning needs to be discussed. The Town Clerk can be given the power to circulate and collate all the information and respond back to DCC directly rather than all the Town Councillors replying individually. Cllr Berry advised that as long as the information is circulated to view he is happy with this. The town councillors resolved to amend the current standing orders to reflect this change. The Town Clerk will contact the Planning department to advise however those circulated before this meeting will need to proceed the old way. The Town Clerk advised that if a meeting is coming up they will be added to the agenda as long as its within the relevant timescale.

162. Accounts:

1) a) Payments made 16.03.2020 - 31.03.2020 (In the budget and or already agreed at previous meetings)

1) Cllr Gaynor Wood-Tickle, Mayoral expenses Jan – April (Chq no 007005)	-	£177.50
2) Cllr G Wood-Tickle determination 47 19/20 refund N/I (Chq no 007006)	-	£81.96
3) Cllr G Wood-Tickle determination 43 19/20 (Chq no 007007)	-	£400.00

4) Cllr Catherine Jones determination 42 19/20 (Chq no 007008)	-	£150.00
5) Cllr Roy Tickle determination 42 19/20 (Chq no 007009)	-	£120.00
6) Cllr Philip Stevens determination 42 19/20 (Chq no 007010)	-	£120.00
7) Cllr Rob Parkes determination 42 19/20 (Chq no 007011)	-	£120.00
8) Cllr Colin L Hughes determination 42 19/20 (Chq no 007012)	-	£120.00
9) Cllr Gaynor Morgan Rees determination 42 19/20 (Chq no 007013)	-	£120.00
10) Cllr Sylvia Jennings determination 42 19/20 (Chq no 007014)	-	£120.00
11) Cllr Dyfrig Berry determination 42 19/20 (Chq no 007015)	-	£120.00
12) Bodfari Env, Dr EP Garden Oct – Dec (Chq no 006993)	-	£855.00
13) Bodfari Env, Dr EP Garden Jan – March (Chq no 006994)	-	£855.00
14) Cambrian Woodland Services, garden inspection (Chq no 006995)	-	£75.90
15) Scribe, Setting up fee for electronic financial package (Chq no 006996)	-	£94.80
16) DCC, barriers & cones fireworks display (Chq no 006997)	-	£500.00
17) Catalyst, security software (2 yrs) (Chq no 006998)	-	£145.32
18) Catalyst, Feb backup (Chq no 007000)	-	£4.68
19) Catalyst, March broadband (Chq no 007001)	-	£38.00
20) EON, electricity Christmas lights 2019 (Chq no 007002)	-	£245.47
21) OVW, Module 3 training Cllr Catherine Jones 18.02.20 (Chq no 007004)	-	£40.00
22) DCC – skate park maintenance (Chq no 007019) (£2,000.00 paid by DTC, grant from Grwp Cynefin)	-	£5,290.42
23) ASL – photocopies (Chq no 007020)	-	£43.09
24) Cyfieithu Cymunedol – translation (Chq no 007021)	-	£82.20
25) Idiom – Translation (Chq no 007023)	-	£162.36
26) Scottish Power – Dr EP Garden (Chq no 007024)	-	£69.44
27) DCC – Town Hall 4 th contribution (Chq no 007025)	-	£9,250.00
28) Catalyst – Laptop (Chq no 007030)	-	£424.80
Total for March 2020 = £19,825.94 (Chq no 007030)		

Total £19,825.94

b) April Payments – the below invoices were agreed by the town councillors.

1) Eon – CCTV Electricity (Chq no 007032)	-	£91.79
2) Grenke – Photocopier annual lease (Chq no 007033)	-	£189.86
3) Catalyst – Annual maintenance 2020/21 (Chq no 007034)	-	£420.00
4) OVW – Annual membership 2020/21 (Chq no 007035)	-	£1342.00
5) Catalyst – Feb telephony (Chq no 007036)	-	£29.98
6) Denbigh Twinning association – Annual membership (Chq no 007037)	-	£10.00
7) MAC3 – Email hosting annual fee 2020/21 (Chq no 007038)	-	£36.00
8) ASL – Photocopy charge (Chq no 007039)	-	£18.06
9) Catalyst – April Broadband (Chq no 007040)	-	£38.00
10) Catalyst – March back-up (Chq no 007041)	-	£4.68
11) Jones & Graham – Salary admin 01/01/20-31/03/20 (Chq no 007042)	-	£115.50
12) Catalyst – March telephony (Chq no 007043)	-	£29.98
13) Green Fingers – Balcony flowers 2019 (Chq no 007044)	-	£354.00
14) Catalyst – Remote working admin (Chq no 007045)	-	£28.80
15) Scribe – Starboard Systems Ltd – Finance system (Chq no 007046)	-	£876.00
16) PWLB – Loan repayment (Chq no 007047)	-	£7,070.40
17) Zurich Insurance – Annual insurance (Denbigh museum £1,202.32) (Chq no 007048)	-	£5,084.52

Total £15,739.57

2. Any other financial matters:

Audit arrangements for 2019/2020 financial year – noted.

The Town Clerk advised that it had been confirmed the audit can be agreed at an electronic meeting. The Internal audit is due 2nd week of June. The documents would need to be signed.

3. Quotations – The following were discussed

a) Bodfari Environmental – Dr Evan Pierce Memorial Garden maintenance. Agreed

b) P Liversidge – grounds maintenance. Agreed

c) Catenary wire/bolt testing.(inc Crown Hotel update)

The Town clerk advised that we are legally bound and they need to be tested bi-annually so this year a full test and next year a drive by. 2 Quotations have been received and another is due. The Town Clerk asked for this to be deferred pending the outstanding quote. This was agreed by the Town Councillors.

An update was given regarding the structure of the Crown Hotel, DCC don't know when the work can commence and will take approx. 8 weeks. Denbigh Town Council need to send letters to all the owners of the buildings that have the catenary wires/bolts to advise of the testing but is not currently classed as necessary work.

d) Fireworks display. The first payment is due Mid May and the Town Clerk has been in contact with Emma from UPROAR due to the ongoing situation. There is a strong probability that the Fireworks event will have to be cancelled and the Event cancellation insurance will not cover for COVID 19. UPROAR need to start making provisions but can wait until August for a payment. This would be one payment to cover their insurance however this could be retained for a future display if we needed to cancel. The Town Councillors agreed to accept the quotation on this basis. Cllr Wood-Tickle asked if the Town Clerk would send a note of thanks to Emma for this kind offer.

e) New Christmas Tree Lights. Agreed

f) Bunting – It was decided that it is not appropriate to have the bunting erected at the moment. All events have been cancelled and the bunting is locked in the Museum which is closed. Cllr Thomas suggested the Town Council should have a plan for when restrictions are lifted however as there is no timescale on this it was decided the Town Council was not in a position to make a decision on this at the moment. Cllr Williams asked if we could put a notice on the website to explain why there was no bunting.

4) HMRC and Clwyd Pension payments – Jones and Graham to action electronically. This was agreed by the Town Councillors.

163. Vacant seat update. The Town Clerk confirmed that no application had been received following the circulation and advertising of the Co-Option vacancy. Will re advertise again once lockdown is over and circumstance allow.

164. Remuneration payments

Cllr Berry was nominated to receive the allowance of £500.00 (43) for the work that he has done and continues to do on the website and IT. No other nominations.

Determination 42 – accepted.

Determination 45 – accepted

Determination 46 – accepted

Determination 47 – accepted

Determination 48 – accepted (£4,836 retained in reserves)

Determination 49&50 – It was resolved to keep the amount the same as last year (The Mayors allowance (49) was set at £1,400 & Deputy Mayor's allowance (50) at £300.00) The decision was made for the amounts to be Pro-rata due to the current situation and the amounts will be discussed at a later meeting.

165. Clwyd Pension – signatories update for 2020/2021.

Councillors Rhys Thomas and Alyn Ashworth are both happy to remain signatories and will email the Town Clerk to confirm.

166. Zoom Meetings

As previously mentioned, the SLCC no longer recommend the use of Zoom for Council meetings, they would suggest 'Go to meetings' Dave Philips has advised he can do a Risk Assessment on the use of Zoom. Cllr Berry advised Zoom is more secure than other options. They have recently released a new version and have employed an individual company. Cllr Berry proposes the council continue and it was agreed by the town councillors.

The town clerk asked the Town councillors how often they wanted to have the meetings, it was decided to have the next one in a fortnight and then when needed. Cllr Swingler

advised it was necessary to have COVID as a standing agenda item. This was agreed by the town councillors.

The chairman closed the meeting at 5.50 pm.

Signed:.....(chairman)

Date:.....