



## Cyngor Tref Llangollen Town Council

01.12.2020

Annwyl Aelodau'r Pwyllgor,

Dear Committee Members,

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Pwyllgor Rheoli Asedau ar **Ddydd Mawrth 8<sup>fed</sup> Rhagfyr 2020** am **6.00 yh**, at ddibenion trafod y busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of the Asset Management Committee on **Tuesday 8<sup>th</sup> December 2020** at **6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys ac mae ar gael yn swyddfa'r Cyngor y Dref i ddarllen yn llawn os oes angen.

A summary of correspondence items and miscellaneous publications received since the last meetings are included and are available in the Town Council office to read in full if required.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -

The meeting link is: -

<https://meet.starleaf.com/4718431248/app> <https://meet.starleaf.com/4718431248/app>

Yn gywir,  
Yours faithfully,

Gareth Thomas  
Clerc y Dref a'r Swyddog Ariannol Cyfrifol.  
Town Clerk and Responsible Financial Officer.

## Pwyllgor Rheoli Asedau

## Asset Management Committee

### Agenda 08.12.2020

- |   |   |
|---|---|
| <b>1. Ethol Cadeirydd y Pwyllgor.</b><br>I benodi Cadeirydd am y flwyddyn i ddod.   | <b>Election of Committee Chair.</b><br>To appoint a Chair for the ensuing year.   |
| <b>2. Ymddiheuriadau am absenoldeb.</b><br>I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.                       | <b>Apologies for absence.</b><br>To receive, consider and accept apologies for absence.                                     |
| <b>3. Ethol Is-Gadeirydd Pwyllgor.</b><br>I benodi Is-Gadeirydd am y flwyddyn i ddod.                                       | <b>Election of Committee Vice Chair.</b><br>To appoint a Chair for the ensuing year.  |
| <b>4. Datganiadau o Fuddiant.</b><br>I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.                      | <b>Declaration of Interest.</b><br>To receive any known declarations of interest in items on the agenda.                    |
| <b>5. Cofnodion.</b><br>I awdurdodi'r Cadeirydd i arwyddo cofnodion yr cyfarfod blaenorol y Pwyllgor fel cofnod cywir.      | <b>Minutes.</b><br>To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record. |
| <b>6. Adroddiadau Clerc y Dref.</b><br>(a) Yswiriant.<br>(b) Rhestr Cymeradwy Contractwyr.                                  | <b>Town Clerk Reports.</b><br>Insurance cover.<br>Approved Contractors list.  |
| <b>7. Gohebiaeth.</b><br>I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.           | <b>Correspondence.</b><br>To consider correspondence received and to make any necessary decisions.                          |
| <b>8. Adroddiadau.</b><br>I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd. | <b>Reports.</b><br>To receive reports submitted to the Town Council and determine what action, if any, to be taken.         |

**Adroddiadau**  
***Reports***

Mae adroddiadau yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.  
*Reports are working documents and are therefore not translated.*

**Asset Management Committee**  
**08.12.2020**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Insurance cover.  
**REPORT FOR:** Decision.

**1. Summary**

1.1 To consider the appointment of a chartered surveyor to undertake a valuation of the Town Hall to provide a building reinstatement cost assessment.

**2. Background.**

2.1 The issue of adequate insurance was raised by Cllr Mile at a meeting of the Town Council who had a concern that the level of cover was inadequate.

2.2 From information provided by the Denbigh Town Clerk relating to their Town Hall, which was recently transferred to them from Denbighshire County Council, the building reinstatement cost assessment for the Town Hall provided by an independent consultant, in 2019, for insurance purposes was £5,927,000.

2.3 In comparison the cover on Llangollen Town Hall is £390,000 and therefore provision must be made to provide adequate cover for building reinstatement costs. To facilitate this a valuation of the Town Hall for insurance purposes is required to allow our insurers to provide appropriate cover. Inevitably this will result in an increased annual premium.

**3. Recommendation**

3.1 It is recommended that the Committee instructs the Town Clerk to appoint a suitable chartered surveyor to undertake the valuation of the Town Hall to provide a building reinstatement cost assessment.

**4. Reasons for recommendation**

4.1 To maintain and safeguard Town Council assets.

**Asset Management Committee**  
**08.12.2020**

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Approved Contractors list.  
**REPORT FOR:** Decision.

**1. Summary**

1.1 To reaffirm the contractors on the Town Councils approved contractors list.

**2. Background.**

2.1 The Public Contracts Regulations 2015, gives Councils the power to exempt contracts below £25,000 from a tendering exercise. However, Councils must have access to pre-approved contractors to supply routine services or who can be called upon to provide emergency services.

2.2 The use of approved contractors lists also allows the Town Council take significant steps to support not only to local businesses but it will also contribute towards the Town Council's commitment to carbon neutrality by 2030 as buying goods and services locally is both good for the economy and good for the environment. Initially contractors were invited for inclusion on the approved contractors list by way of local advertisement and the current contractors are detailed in appendix 1.

2.3 However, following comments from the internal auditors, in future, contractors should be asked to complete the registration form, as detailed in appendix 2, to ensure that regular checks of standing data with suppliers can be undertaken.

2.4 This new registration form will now include the bank details of companies and, for existing businesses on the current list, checks have been undertaken by the Town Clerk and the bank details of each company are now included.

**3. Recommendation.**

**3.1** It is recommended that the Committee reaffirm the contractors standing data on the Town Council's approved contractors list and sanctions the use of the new form with immediate effect.

**4. Reasons for recommendation**

4.1 To maintain and safeguard Town Council assets.

## Appendix 1.

Commodity area.	Approved Contractor.	Address.	Bank details.			Expiry Date.
			Bank	Sort code	Account No.	
AV Products and Services.	ORB Sound and lighting.	Greenheys, Geraint, Llangollen.	STARLING	60-83-71	20577809	31/03/22
Cleaning services.	J Devlin.	97 Cae Gwilym Lane, Cefn Mawr, Wrexham.	HALIFAX	11-08-76	11749562	31/03/22
Decorating supplies.	Morgans Decorators Merchants.	Unit 6, Trade Centre, 8NN, Maes-Y-Clawdd, Oswestry.	LLOYDS	30-00-02	04088706	31/03/22
Electrical services.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Emergency glazing boarding up.	G Roberts.	15 Maes Pengwern.	HSBC	40-30-15	71402811	31/03/22
Fixed wiring inspections.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Gas boiler maintenance.	AW Renewables Ltd.	21 Maesmawr Road, Llangollen.	NAT WEST	55-81-42	90744659	31/03/22
General building maintenance.	Galione Property Solutions.	Penybryn, Oswestry.	SANTANDER	09-01-20	89029494	31/03/22
General building maintenance.	G Roberts.	15 Maes Pengwern.	HSBC	40-30-15	71402811	31/03/22
General building maintenance.	Against The Grain Carpentry.	2 Acerddu, Rhewl, Llangollen.	NATIONWIDE	07-01-16	41077072	31/03/22
Ground works.	H Edwards.	Tyn Llan, Llantysilio, Llangollen.	TSB	30-96-33	14964868	31/03/22
Ground works.	P.W. Dallimore Limited.	53 Pendre Ave, Prestatyn.	SANTANDER	09-01-50	04419235	31/03/22
Ground works.	Derwen College.	Whittington Rd, Gobowen, Oswestry.	LLOYDS	30-99-95	28839168	31/03/22
Ironmongery.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
IT computer maintenance.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Ironmongery.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
Janitorial supplies.	Border supplies.	Unit 44, Mile Oak Industrial Estate, Maesbury Rd, Morda.	HSBC	40-30-16	01378007	31/03/22
Legal Services.	GHP Legal.	The Old Bank, Berwyn Street, Llangollen.	BARCLAYS	20-25-77	80074292	31/03/22
Lightning Protection Maintenance.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Locks, Keys and Associated.	Paul Ashby Locksmith.	Cae Llwyn, Meifod, Powys.	COOP	08-92-50	68617749	31/03/22
Locks, Keys and Associated.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
PAT Testing.	Ian Ball Electrical Contracting.	6 Church St, Llangollen, LL20 8HY	HSBC	40-30-15	31404733	31/03/22
Photocopying.	Rawsons digital.	Unit 4 The Bridge Business Centre, Wrexham.	BARCLAYS	20-37-63	33889483	31/03/22
Plumbing, Sanitary & Associated.	AW Renewables Ltd.	21 Maesmawr Road, Llangollen.	NAT WEST	55-81-42	90744659	31/03/22
Skip hire.	Lelo skip hire.	Graig Lelo Works, Bryn Saith Marchog, Corwen.	NAT WEST	52-21-51	28007840	31/03/22
Software.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Stationery and office supplies	Bates Office.	Rhos Ddu Industrial Estate, Gwersyllt, Wrexham	HSBC	40-6-30	00182867	31/03/22
Street illuminations.	Mega Electrical NW Ltd.	The Rising Sun, Denbigh Road, Nannerch, Mold.	SANTANDER	09-01-28	36390260	31/03/22
Storage Backup Licences.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Tools and Consumables.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
Tool hire.	Griffiths Hire Shops.	Maes Y Clawdd Ind Est, Shrewsbury Rd, Oswestry.	NAT WEST	60-16-04	74117548	31/03/22
Traffic Management.	J T & M Signs Ltd.	20, H T M Business Park, Abergele Rd, Rhuddlan, Rhyl.	HSBC	40-11-60	31042696	31/03/22
Window Cleaning.	Bedazzled.	16 Aston Grove, Wrexham.	RBS	16-34-44	1008735	31/03/22

Appendix 2.



## Cyngor Tref Llangollen Town Council

### APPLICATION FOR INCLUSION ON SELECT LIST OF CONTRACTORS

<b>Business Sector:</b>	
<b>Description of services offered:</b>	
<b>Name of Business:</b>	
Registered Address:	
Person dealing with this application:	
Position:	
Tel No:	
E-mail address:	
<b>Financial details.</b>	
Bank:	
Sort Code	
Account number:	
<b>Insurance.</b>	
Insurance extent of cover:	
Policy Number:	
VAT registered?	YES / NO (Delete as applicable)
If Yes, VAT registration No:	