

**Agenda.
16.06.2020.**

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| <p>1. Cyhoeddiadau Faer y Dref.
I derbyn cyhoeddiadau gan Faer y Dref.</p> | <p>Mayors Announcements.
To receive announcements from the Town Mayor.</p> |
| <p>2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> |
| <p>3. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd.</p> | <p>Statements from the public.
To receive statements from the public.</p> |
| <p>4. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol.
a) Heddlu Gogledd Cymru.</p> | <p>Presentations.
To receive presentations from outside bodies.
a) North Wales Police.</p> |
| <p>5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda.</p> |
| <p>6. Cofnodion Cyfarfod.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol Cyngor y Dref a gynhaliwyd ar 26/05/2020, fel cofnod cywir.</p> | <p>Minutes Meeting.
To authorise the Chairman to sign the minutes of the previous meeting of the Town Council held on the 26/05/20, as a correct record.</p> |
| <p>7. Adroddiadau Ariannol.
I ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arno.
a) Datganiadau ariannol.
b) Daliadau awdurdodedig.</p> | <p>Financial Reports.
To consider financial matters and make any necessary decisions thereon.
a) Financial Statements.
b) Authorised Payments.</p> |
| <p>8. Ceisiadau Cynllunio.
I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.</p> | <p>Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon.</p> |
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| <p>03/2020/0357 Bryn Goleu, Geufron.
Newidiadau i adeilad garej i ffurfio uned wyliau, gosod gwaith trin pecyn a gwaith cysylltiedig.</p> | <p>03/2020/0357 Bryn Goleu, Geufron.
Alterations to garage building to form a holiday unit, installation of a package treatment plant and associated works.</p> |
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03/2020/0364 Green Villa, Green Lane.
Paentio waliau allanol a gwaith coed allanol (cais Adeilad Rhestredig)

03/2020/0379 Ty Brethyn , Fron Bache.
Gosod panel solar ar raddfa ddomestig wedi'i osod ar y ddaear.

03/2020/0340 Tir oddi ar Vicarage Road.
Cais am Weithred Amrywio i ganiatáu trosglwyddo unedau fforddiadwy o leiniau 31 a 32 i leiniau 28 a 29 mewn cysylltiad a chaniatad cynllunio 003/2016/0300.

9. Gohebiaeth Cynllunio.

I ystyried gohebiaeth chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

10. Tystysgrifau Penderfyniad.

I nodi tystysgrifau o'r penderfyniad a dderbyniwyd gan Adran Gynllunio Cyngor Sir Ddinbych a dderbyniwyd ers y cyfarfod diwethaf.

11. Adroddiadau Clerc y Dref.

- a) Datganiadau hygyrchedd gwefan y sector cyhoeddus
- b) Is-ddeddfau.
- c) Cynllun adfer COVID-19

12. Gohebiaeth.

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

Cadwch Curiadau.

Cais am gefnogaeth i'n helpu i godi'r £ 10,000 o bunnoedd sydd eu hangen arnom i greu clinig Cardiolog Covid-19 symudol i helpu i adfer clinigau cardiolog yn ystod y pandemig covid-19.

Gweithredoedd.

Cynghori bod sefyllfa ariannol Cyngorau Tref yn atal unrhyw gyfraniad.

Gofal Canser Tenovus - Helpu Cynnal Gobaith.

03/2020/0364 Green Villa, Green Lane.
Painting of exterior walls and exterior wood work (Listed Building application).

03/2020/0379 Ty Brethyn , Fron Bache.
Installation of a domestic-scale ground mounted solar panel array.

03/2020/0340 Land Off Vicarage Road.
Application for Deed of Variation to allow for the transfer of affordable units from plots 31 and 32 to plots 28 and 29 in connection with planning permission 03/2016/0300.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

Town Clerk's Reports.

- a) Public sector website accessibility statements.
- b) Byelaws.
- c) COVID-19 recovery plan

Correspondence.

To consider correspondence received and to make any necessary decisions thereon.

Keep the Beats

Request of support to help us raise the £10,000 pounds we need to create a mobile Covid-19 Cardiology clinic to help reinstate cardiology clinics during the covid-19 pandemic.

Actions.

Advise that Town Councils financial position prevents any contribution.

Tenovus Cancer Care - Help Give Hope /

Request of support to fund its free Support

Gofyn am gefnogaeth i ariannu ei Linell Gymorth am ddim (0808 808 1010) yn ystod y pandemig covid-19.

Line (0808 808 1010) during the covid-19 pandemic.

Gweithredoedd.

Cynghori bod sefyllfa ariannol Cyngorau Tref yn atal unrhyw gyfraniad.

Actions.

Advise that Town Councils financial position prevents any contribution.

13. Adroddiadau.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

Reports.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

Adroddiadau a anylion ariannol

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.

Reports and financial details

Reports and financial details are working documents and are therefore not translated.

Financial statement.

Period 3

Expenditure

Function	Cost Centre	Annual Budget	Budget to date	Spend to Date	Variance	Balance
Human Resources	LTC 1	£23,000.00	£5,750.00	£3,373.92	£2,376.08	£19,626.08
	LTC02	£10,500.00	£2,625.00	£1,718.60	£906.40	£8,781.40
	HMRC	£14,500.00	£3,625.00	£4,918.07	-£1,293.07	£9,581.93
	Pension	£1,750.00	£437.50	£0.00	£437.50	£1,750.00
	Payroll	£440.00	£110.00	£230.21	-£120.21	£209.79
	Staff Training	£1,500.00	£375.00	£0.00	£375.00	£1,500.00
	Subscriptions	£1,000.00	£250.00	£0.00	£250.00	£1,000.00
Administration	Audit	£1,000.00	£250.00	£0.00	£250.00	£1,000.00
	Fees & Charges	£1,030.00	£257.50	£938.20	-£680.70	£91.80
	Health & Safety	£1,500.00	£375.00	£0.00	£375.00	£1,500.00
	Insurance	£2,300.00	£575.00	£1,759.85	-£1,184.85	£540.15
	Licensing	£550.00	£137.50	£180.00	-£42.50	£370.00
	NNDR	£11,500.00	£2,875.00	£1,094.50	£1,780.50	£10,405.50
Cost of Democracy	Civic Costs	£2,340.00	£585.00	£0.00	£585.00	£33.00
	Civic Events	£1,500.00	£375.00	£0.00	£375.00	£33.00
	Election Expenses	£500.00	£125.00	£0.00	£125.00	£500.00
	Mayors Allowance	£500.00	£125.00	£0.00	£125.00	£500.00
	Members Payments	£2,000.00	£500.00	£0.00	£500.00	£2,000.00
	Member Training	£815.00	£203.75	£0.00	£203.75	£815.00
	Translation costs	£1,700.00	£425.00	£90.00	£335.00	£1,610.00
Office costs	Computer hardware	£1,500.00	£375.00	£0.00	£375.00	£1,500.00
	Cloud survives	£1,470.00	£367.50	£322.80	£44.70	£1,147.20
	Office supplies	£1,000.00	£250.00	£159.28	£90.72	£840.72
	Photocopier Rental	£1,200.00	£300.00	£259.92	£40.08	£940.08
	Photocopying Usage	£2,000.00	£500.00	£98.01	£401.99	£1,901.99
	Telephone	£950.00	£237.50	£149.01	£88.49	£800.99
Community Support	Cittaslow	£3,550.00	£887.50	£0.00	£887.50	£3,550.00
	Community Grants	£4,000.00	£1,000.00	£0.00	£1,000.00	£4,000.00
	Donations	£3,000.00	£750.00	£0.00	£750.00	£3,000.00
Asset Management	CCTV	£1,700.00	£425.00	£0.00	£425.00	£1,700.00
	Christmas Lighting	£9,000.00	£2,250.00	£0.00	£2,250.00	£9,000.00
	Cleaning	£2,600.00	£650.00	£197.86	£452.14	£2,402.14
	Electric	£6,000.00	£1,500.00	£448.06	£1,051.94	£5,551.94
	Equipment	£2,000.00	£500.00	£0.00	£500.00	£2,000.00
	Gas	£5,500.00	£1,375.00	£0.00	£1,375.00	£5,500.00
	Grounds Maintenance	£12,500.00	£3,125.00	£1,079.50	£2,045.50	£11,420.50
	Projects	£56,420.00	£14,105.00	£33,066.15	-£18,961.15	£23,353.85
	Waste Management	£1,700.00	£425.00	£624.00	-£199.00	£1,076.00
	Water Charges	£2,000.00	£500.00	£0.00	£500.00	£2,000.00
	Capital financing	Loan Repayments	£2,950.00	£737.50	£0.00	£737.50

Repairs and Renewals	£11,000.00	£2,750.00	£300.00	£2,450.00	£10,700.00
Reserves	£550.00	£137.50	£0.00	£137.50	£550.00
Covid 19	£0.00	£0.00	£3,055.32	-£3,055.32	-£3,055.32
Total Expenditure	£212,515.00	£53,128.75	£51,007.94	£2,120.81	£157,733.06

Income	Cost Centre	Annual Budget	Budget to date	Income to Date	Variance	Balance
	Precept	£143,600.00	£35,900.00	£47,866.00	-£11,966.00	£95,734.00
	Interest	£105.00	£26.25	£0.00	£26.25	£105.00
	Photocopying	£50.00	£12.50	£0.00	£12.50	£50.00
	Grants	£200.00	£50.00	£0.00	£50.00	£200.00
	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	Hire of Hall	£15,250.00	£3,812.50	£920.00	£2,892.50	£14,330.00
	Rents	£23,040.00	£5,760.00	£1,150.00	£4,610.00	£21,890.00
	Recharges	£1,550.00	£387.50	£1,184.25	-£796.75	£365.75
	Covid 19 recharges	£0.00	£0.00	£3,094.07	-£3,094.07	-£3,094.07
	Total Income	£184,295.00	£45,561.25	£49,936.00	-£4,374.75	£132,809.00

VAT Charged	£12,000.00	£3,000.00	£7,300.06	-£4,300.06	£4,699.94
VAT Refunded	£12,000.00	£3,000.00	£1,821.39	£1,178.61	£10,178.61

Bank reconciliation

Closing Balances March 2020

Llangollen Town Council General Account	£40,305.24
Llangollen Town Council Business Money Manager Accounts	£61,798.03
Total Cash and Short Term Investments	£102,103.27

Closing Balances May 2020

Llangollen Town Council General Account	£28,751.42
Llangollen Town Council Business Money Manager Accounts	£61,798.03
Total Cash and Short Term Investments	£90,549.45

Cashbook	
Balance b/f	£102,103.27
Receipts	£56,117.84
Payments	-£67,671.66
	£90,549.45

Reserves (Deposit Account)

Comprising	
General Reserve	£46,798.03
Assets Reserve	£15,000.00
Total	£61,798.03

Authorised Payments June 2020

Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP M2.1	£1,654.97	£0.00	£1,654.97
Staff CTL02/LTC02	Salary	TB/BP M2.2	£859.30	£0.00	£859.30
CThEM/HMRC	PAYE	TB/BP M2.3	£4,049.07	£0.00	£4,049.07
Cllr Haddy	Member payments	TB/BP 27	£120.00	£0.00	£120.00
Cllr Grindley	Member payments	TB/BP 28	£120.00	£0.00	£120.00
Cllr Lovelock	Member payments	TB/BP 29	£120.00	£0.00	£120.00
Blue Bay Laundry	Key Worker Laundry COVID 19 costs	TB/BP 30	£559.00	£0.00	£559.00
C J Chard	Reimbursement COVID 19 costs	TB/BP 31	£131.52	£0.00	£131.52
PW Dallimore	Fencing	TB/BP 32	£1,020.00	£170.00	£850.00
H Edwards	Contract payment	TB/BP 33	£756.00	£0.00	£756.00
B Jones	Translation costs	TB/BP 34	£50.00	£0.00	£50.00
K Manton	Reimbursement COVID 19 costs	TB/BP 35	£77.40	£0.00	£77.40
Parish Protect	Insurance Premium	TB/BP 36	£1,759.85	£0.00	£1,759.85
Rawsons Digital	Photocopying COVID 19 costs	TB/BP 37	£564.46	£94.07	£470.39
G Thomas	PPE COVID 19 costs	TB/BP 38	£549.00	£0.00	£549.00
Gloves	PPE COVID 19 costs	Visa 7	£89.00	£0.00	£89.00
LogMeIn	Videoconferencing software	Visa 8	£18.00	£3.00	£15.00
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
ACS Technology	Hardware	DU/DD	£311.00	£0.00	£311.00
ACS Technology	Laptop repair	DU/DD	£90.00	£0.00	£90.00
British Telecom	Telephone and internet charges	DU/DD	£0.00	£0.00	£0.00
CS Ddinbych / Denbighshire CC	Premises licence	DU/DD	£180.00	£0.00	£180.00
CS Ddinbych / Denbighshire CC	NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
Hafren Dyfrdwy	Water and waste charges	DU/DD	£454.93	£0.00	£454.93
NEST	Pension	DU/DD	£234.30	£0.00	£234.30
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£54.68	£2.60	£52.08
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£9.93	£0.47	£9.46
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£204.02	£34.00	£170.02
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£20.14	£0.95	£19.19
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£5,647.53	£941.25	£4,706.28
PWLB	Loan repayment	DU/DD	£1,444.43	£0.00	£1,444.43
S Johnston	Storage hire contract	TS/SO	£70.00	£0.00	£70.00
		Total	£22,448.53	£1,246.34	£21,202.19

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Cyngor Tref Llangollen Town Council
16.06.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Public sector website accessibility statements.
REPORT FOR: Decision.

1. Summary.

1.1 To endorse the actions undertaken in respect of the Town Council's website accessibility statements.

2. Background.

2.1 The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018, require that all new public sector websites will need to meet accessibility standards and publish an accessibility statement. This will make clear the level of accessibility across a website or an app. Where there are barriers, the statement will inform users of alternative routes to access. The statement will also enable users to contact the website owner if they identify issues.

2.2 Any websites published since September 2018 would need a statement by September 2019, while older websites have until September 2020 to comply. Whilst many public sector bodies already publish accessibility information on their websites, the new regulations mean this information will have to be presented in a consistent way and based on a model statement.

2.3 An accessibility statement should:

- list any inaccessible parts of the website or app
- show how people with access needs can get alternatives to content that's not accessible
- provide details on who to contact to report accessibility issues
- provide information on the enforcement procedure if people are not happy with the response
- be published in a fully accessible form
- follow a consistent format
- The statement will also need to be updated annually.

3. Town Council website.

3.1 As the Town Council website predated the regulations it will need to meet accessibility standards and publish an accessibility by September 2020 in order to be compliant.

3.2 Members may recall that the website has been designed by Mr Warren Davies on a volunteer basis and therefore the Town Clerk made enquiries with Mr Davies to see if he could look at the website in the light of the new regulations.

3.3 Mr Davies has undertaken an analysis using the WAVE accessibility assessment tool to generate an initial report on some of the website pages, the results from this has then been fed into the and accessibility statement (see appendix) which is now posted on

the website. In respect of issues identified he is confident that he is able to easily fix some of the issues identified. However, some of the issues are more systematic, but they can be added as exceptions in the accessibility statement.

- 3.4 Whilst the WAVE tool is fine, it has been agreed that it would be useful to have more feedback from genuine users with additional accessibility needs. If nothing else it would also show that the Town Council has done its best to adhere to the legislation. This action will be pursued by the town Clerk prior to the annual review of the accessibility statement.

4. Recommendation.

- 4.1 It is recommended that the Town Council: -
- a) endorses the action undertaken on the accessibility statement and
 - b) formally acknowledge the contribution made by Mr Warren Davies, who is still undertaking work on the website without any payment.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and compliance with regulations..

Appendix.

Accessibility statement

This accessibility statement relates to all content on llangollentowncouncil.gov.uk, and is referred to as 'this website'.

This website is administered by ACS technology on behalf of Llangollen Town Council. All content is provided by the Town Clerk on behalf of the Town Council.

We want as many people as possible to be able to use this website.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

Some image links missing alternative text

The search box is missing a label

Some Links contain no text

Some low contrast content is present in the site by-line.

PDF documents are used to contain documents.

What to do if you cannot access parts of this website

Get content in other formats

You can access our documents in different formats, including:

Physical print offs

Large print

To do this, or to request a different format get in contact with the Town Council via this website, email, phone or in person.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that are not listed on this page or think we're not meeting accessibility requirements, please get in contact.

You can get in contact via this website, email, phone or in person.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Llangollen Town Council is committed to making its website accessible, in accordance with

the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

Non-accessible content

We are not aware that any of our content is directly inaccessible.

Content that's not within the scope of the accessibility regulations

Some documents are contained in uploaded PDF or Word formats. Some older PDFs and Word documents do not meet accessibility standards.

Any new PDFs or Word documents we publish will meet accessibility standards.

How we tested this website

This website was last tested in May 2020. The test was carried out by technical volunteer from the local community. The test was carried out using WAVE – Web Accessibility Evaluation Tool.

We used this approach to decide on a sample of pages to test:

We looked at pages updated since January 2020.

Plans for improvement in our testing.

We hope to receive accessibility feedback from the public via consultation and we also hope to engage with groups representing users who may find accessibility to be problematic.

This statement was prepared on 4th May 2020. It is the first edition and has not yet been updated.

Cyngor Tref Llangollen Town Council
16.06.2020

REPORT AUTHOR: Town Clerk.
SUBJECT: Byelaws.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the preparation of a Byelaw for Centenary Square.

2. Background

2.1 Members will be aware of issue regarding the parking of motorcycles on Centenary Square. Whilst this is a relatively infrequent occurrence, and to date either the staff or Members of the Town Council have through persuasion being able to get the owners to remove their vehicles from the square, there is no legal backing to these requests. Clearly the situation would be improved if an appropriate bylaw were in place this including, but not limited to, parking of any vehicles on the square.

3. Byelaws.

3.1 The procedure for making such byelaws is set out in section 6 of the Local Government Byelaws (Wales) Act 2012. The Welsh Government have developed Model byelaws which act as a template for Councils when drafting byelaws and set out appropriate wording for byelaws on a number of different subjects. However, the models should not be adopted en bloc, but as genuinely required to address an existing problem.

3.2 Once a Council has established that the problem to be addressed is covered by a particular model byelaw, the Council should adapt it according to their needs. It is recommended that Councils follow the model byelaws in order to reduce the risk of drafting problems or avoid the implementation of byelaws which are not fit for purpose..

3.3 To establish a byelaw there must also be an enabling power and as the Council holds a legal interest in the land, on Centenary Square, then Section 164 of the Public Health Act 1875 and section 15 of the Open Spaces Act 1906 enables the Town Council to make a byelaw for the regulation of open spaces.

3.4 Whilst the Town Council has legal interest in a significant proportion of the land, the site of the former War Memorial has yet to be transferred to the ownership of the Town Council from Denbighshire County Council. Where there is a joint interest in any ground, it is advisable to seek the permission of all the interested parties before the byelaws are made.

4.0 Legal process

4.1 The 2012 Act prescribes that prior to making a byelaw under the provisions of either section 6 (byelaws not requiring confirmation) or section 7 (byelaws requiring confirmation) of the 2012 Act, an authority must:

a) publish on the authority's website an initial written statement which describes

- the issue which the authority thinks may be addressed by making a byelaw; and
- b) consult any person (including, where applicable, a community council) who the authority thinks is likely to be interested in, or affected by, the issue.
- 4.2 Following the consultation, the authority must consider the responses and decide whether making a byelaw is the most appropriate way of addressing the issue.
- 4.3 The authority must then publish on its website a second written statement which contains:
- a) the initial written statement.
 - b) a summary of the consultation and the responses; and
 - c) its decision – either to introduce byelaws or to address the problem through other means - and the reasons for that decision.
- 4.4 Where, following consultation, the authority decides to make a byelaw, the 2012 Act requires that at least six weeks before the byelaw is made or submitted for confirmation, the authority must publish notice of their intention to do so:
- a) in one or more local newspapers circulating in the area to which the byelaw is to apply; and
 - b) on the authority's website.
- 4.5 In addition, the 2012 Act requires that for at least six weeks before the byelaw is made or submitted for confirmation, the authority must ensure that:
- a) a draft of the byelaw is published on the authority's website (in the case of byelaws not requiring confirmation);
 - b) the byelaw is published on the authority's website (in the case of byelaws requiring confirmation);
 - c) a copy is deposited at a place within the authority's area;
 - d) in the case of byelaws made by Natural Resources Wales, a copy is deposited in the area of each county or county borough to whose area the byelaw applies;
 - e) a copy is open to public inspection at all reasonable hours without payment; and
 - f) where applicable, a copy is sent to all community councils whose areas the authority thinks are likely to be affected by the byelaw.
- 4.6 Finally, the authority must give a copy to any person who applies for a copy. The authority may require that person to pay a reasonable fee.
- 4.7 Once a byelaw is made, or where applicable confirmed, the authority must:
- a) publish the byelaw on the authority's website.
 - b) deposit a copy of the byelaw at a place in the authority's area.
 - c) ensure that the copy is open to public inspection at all reasonable hours without payment.
 - d) give a copy of the byelaw to a person who requests it (the authority may charge the person a reasonable fee).
- 4.8 The proper officer of the community council must ensure that a copy of a byelaw once

made, or where applicable confirmed, is:

- a) deposited with the public documents of the community; and
- b) open to public inspection.

5.0 Enforcement.

- 5.1 There are two principal enforcement routes available to legislating authorities: enforcing fines through the Magistrates' Courts or issuing fixed penalty notices (FPN's). The latter may achieve the desired results on its own but may need to be backed up by the former
- 5.2 The use of FPN's has been offered as an alternative method of enforcement in the 2012 Act. The benefits of FPN's include cost savings compared to enforcement through the Magistrates' Courts. Fixed penalty notices can provide authorities with an effective and visible way of responding to low-level offences. This also ensures that the enforcement of specified byelaws is in line with other similar level nuisance offences which are currently enforced by way of fixed penalty notices in Wales.
- 5.3 Byelaws made by an authority may provide that anyone contravening the byelaw is liable, on summary conviction, to a fine. The 2012 Act prescribes that such a fine must not exceed the amount fixed by the relevant enactment or, if no sum is fixed, level 2 on the standard scale (currently £500) is the current default position. Similarly, the fine for conviction of a continuing offence is the amount fixed in the relevant enactment or £5 for each day during which the offence continues.
- 5.4 Section 12 of the 2012 Act enables an authority to use fixed penalties as an alternative means of enforcing byelaws. Fixed penalties can provide enforcement agencies with an effective and visible way of responding to offences against byelaws. Experience of issuing FPN's for low level environmental offences has shown that the public generally welcomes the use of fixed penalties, provided that they are issued sensibly, enforced fairly, are set at an amount proportionate to the seriousness of the offence and are seen as a response to genuine problems
- 5.5 In respect to which persons are authorised to issue FPN's. "Authorised officers" will be restricted to those authorised in writing by the legislating authority to carry out the function. This may be a direct employee of the legislating authority, or a person, or an employee of a person, with whom the legislating authority has a contract for the enforcement of byelaws. By prior agreement with the chief police officer for the area under the terms of provisions in Schedules 4 and 5 of the Police Reform Act 2002, the power of an authorised officer may also be exercised by a Police Community Support Officer or another accredited person.
- 5.5 The statutory guidance recommends the legislating authority should consult with any other agency, such as private contractors or the police, dealing with enforcement in the area and seek to agree working protocols. In particular local authorities must give consideration to their capacity to process any fixed penalties issued on their behalf by Police Community Support Officers or an accredited person under the Police Reform Act 2002, including prosecuting unpaid fixed penalties.

6. Conclusions

- 6.1 The process of making bylaws whilst regulated by the Local Government Byelaws (Wales) Act 2012, it is a relatively simple matter if the model byelaw as suggested by Welsh Government appertaining to open spaces is used. Clearly such a bylaw would be amended to reflect local conditions and the nuisance being encountered on centenary square.
- 6.2 There is merit in progressing with the process of making a bylaw however, in order to ensure that the process is and undertaken within the statutory guidance it would be prudent to clarify with Denbighshire County Council that the land still currently in their ownership is either transferred as a matter of urgency to the Town Council, given the time it is already taken since the initial request was made, or in the short term seek an agreement in writing as a part owner of the site until such time as it is in transferred to the Town Council.
- 6.3 Given the limited staff resources, and the relatively sporadic nature of the incidents that occur, it would also be more appropriate if enforcement action were undertaken by Police Community Support Officers or an accredited person under the Police Reform Act 2002 . To enable this consultation will be required with the Chief Constable for North Wales Police. Finally, in pursuant to the statutory guidance consultation should also be undertaken with other enforcement agencies issuing FPN's in the area and seek to agree working protocols.

7. Recommendation.

- 7.1 It is recommended that the Town Council: -
- a) makes a bylaw for the Centenary Square
 - b) confirms the transfer of the former War Memorial from Denbighshire County Council to the Town Council, or in the short term seek an agreement in writing as a part owner of the site until such time as it is in transferred to the town council before the process of notification begins.
 - c) uses fixed penalty notices as the method of enforcement with the prior agreement with Chief Constable for North Wales Police, so that the power of an authorised officer may also be exercised by a Police Community Support Officer or another accredited person.
 - d) consults with other agencies dealing with enforcement in the area and seek to agree working protocols.

8. Reason for Recommendation.

- 8.1 To ensure the efficient and effective management of Town Council assets.

Cyngor Tref Llangollen Town Council
16.06.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: COVID-19 recovery plan.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the financial and operational impact on the Town Council and the response to Covid 19 pandemic.

2.0 Background.

- 2.1 It has become increasingly clear that the impact of the Covid 19 pandemic will affect the operation of the Town Council in both the short and the medium term and that business as usual from a financial perspective is not possible if the Town Council is to respond to the crisis.
- 2.2 This is probably one of the most challenging financial periods facing the Town Council and this may well impact on capacity of the Council to achieve its priorities

3. Financial considerations.

- 3.1 The closure of the Town Hall under Section 52 of the Coronavirus Act 2020 has resulted in a loss of income through room hire. In addition, the Town Hall tenants have had to close their shops and offices and are facing financial hardship. Consequentially this has had a short term effect on rentals. The projected income on the hire of rooms for 20/21 is £15,250.00 and for rentals £23,040.00.
- 3.2 It is clear that the income from room hire will not be achieved as it is unlikely that full use of the Town Hall will become a reality during this financial year. Some income is expected in the region of £2,500 and therefore there could be an anticipated shortfall in income of £12,750
- 3.3 In respect of rentals some of the shop units have been able to cover their workload through home working but clearly the retail units have faced closure. Clearly there are moves to bring the economy back to life and the retail units may in the near future be able to reopen albeit with significantly lower footfall for some period of time.
- 3.4 The Town Clerk has made arrangements back in March to assist tenants during this difficult period, in consultation with the Chair and Vice Chair of the Asset Management Committee, and tenants have been made aware of their obligations under the lease in terms of the payment of rent. Deferred payment schemes are, or will be, put into place to ensure that all payment due are recovered within the 20/21 financial year. However, given the uncertainty of the trading conditions it is advised that a potential loss of £6,000 should be provided for. This will result in projected total losses in Town Hall income of £18,750
- 3.5 Fortunately, the Council has relatively healthy financial reserves and balances and can be assured of the continued payment of the precept which is a statutory requirement

placed on the County Council. However, the Town Council must act prudently during this financial year and must minimise expenditure and maintain adequate levels of reserves.

- 3.6 Therefore the Town Clerk recommends that, in the short term, expenditure should be limited to those items identified in the Town Council risk assessment, contractual commitments and cost and supplies directed at recovery measures required in response to the easing of COVID-19 restrictions.

4. Operational considerations.

- 4.1 As from Saturday 21st March 2020 the Town Hall, Chamber and Town Council Offices were closed initially for a period of twelve weeks until Monday 15th June 2020 as was prescribed by the UK Government and the staff have been able to provide operational cover by working from home, some or all of the time.
- 4.2 The Welsh Government has prepared a document : Unlocking our society and economy: Wales' roadmap, which uses a traffic light system. The traffic light categories will apply across Welsh life, including reopening schools and childcare facilities, seeing family and friends, getting around playing sport games and relaxing, working or running a business, going shopping using public services practicing faith and special occasions.
- 4.3 Therefore at present the Town Hall, Chamber and Town Council Offices will remain closed until confirmation is received that Wales has moved into the green phase when all sports, leisure and cultural activities, as well as socialising with friends permitted, with physical distancing.
- 4.2 Following the UK Government directives, all Town Council and Committee meetings were suspended indefinitely but all statutory requirements, policies and orders remain in force. However, the Town Clerk had delegate authority to make decisions on its behalf of the Town Council , especially in an urgent situation in line with provisions in Standing Orders and Financial Regulations.
- 4.3 The Asset Management Committee held on the 17th March 2020, resolved to provide delegated authority to the Town Clerk in consultation with the Town Mayor and Deputy Town Mayor to make payments on all aspect of the Town Council's operations, as defined in the Committees terms of reference.
- 4.3 Therefore, during April governance was limited to the operational aspects of the Town Council to routine matters associated with governance such as the authorisation of payments, implementation of contractual obligations and the circulation of information on planning consultations.
- 4.4 When the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations came into force on the 22nd April 2020 this allowed provision to be made to enable meetings of local authorities held before 1 May 2021 to be held by means of remote attendance.

4.5 This will allow for more effective governance of the Town Council's affairs and is likely to continue until restrictions are lifted and the Town Hall is reopened to public gatherings.

5. Recovery plans

5.1 As stated in the preceding section the Welsh Government's Wales' roadmap will guide the how restrictions on different areas of Welsh life can begin to be eased and the details of the traffic light approach and the effect it has on restrictions are detailed in the table in the appendix to this report. It must be remembered that COVID-19 is still out there, and all precautions must be undertaken to minimise spread.

5.2 During these phases of the recovery, health and safety implications will be paramount and the general principles of the Coronavirus Regulations are to take all reasonable measures to ensure that a distance of 2 metres is maintained between people on premises and to provide adequate facilities and supplies for personal hygiene.

5.3 The Town Council has a duty of care in respect of its staff and to users of the Town Councils facilities. This important principle is magnified during the current pandemic and therefore an assessment of what reasonable measures can be undertaken is important and must be subject to periodic review.

5.2 In order to plan for the recovery of Town Council services and facilities recovery actions are detailed in table in the appendix 1 together with a COVID-19 risk assessment (appendix 2).

6. Recommendation.





6.1 It is recommended that the Town Council: -

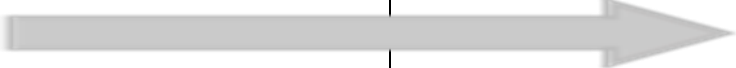
- a) acknowledges the financial impact of the COVID-19 pandemic on Town Council finances detailed in the report,
- b) in the short term, restricts expenditure to those items identified in the Town Council risk assessment, contractual commitments and cost and supplies directed at recovery measures required in response to the easing of COVID-19 restrictions.
- c) approves the recovery action plan and risk assessment and,
- d) instructs the Town Clerk to implement the actions immediately.

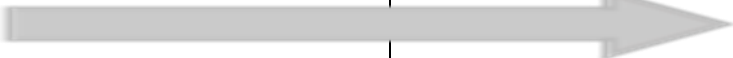



7. Reason for Recommendation.




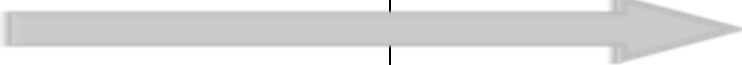

7.1 To ensure effective governance and fiscal probity.

Appendix 1.

Timeline	Lockdown.	Red.	Amber.	Green.
<p>Recovery Steps. </p> <p>Recovery Measure. </p>	<p>Schools are only open to vulnerable pupils and children of key workers. People are advised to stay at home, only leaving home for essential travel to work from home if possible.</p>	<p>Schools enabled to manage increase in demand from more key workers and vulnerable pupils returning. Local travel, including for click-and-collect retail allowed. People allowed to provide or receive care and support to/from one family member or friend from outside the household.</p>	<p>Priority groups of pupils to return to school in a phased approach. Travel for leisure allowed together with meeting with small groups of family or friends for exercise. People able to access non-essential retail and services. More people travelling to work.</p>	<p>All children and students able to access education. Unrestricted travel subject to ongoing precautions. All sports, leisure and cultural activities, as well as socialising with friends permitted, with physical distancing.</p>
<p>Finance.</p>	<p>Closure of facilities resulting in a loss of income.</p>		<p>Potential open of retail units in the Town Hall.</p>	<p>Possible limited income received from hire of Town Hall.</p>
<p>Countermeasure.</p>	<p>Minimise expenditure to those items identified in the town Council risk assessment and contractual commitment</p>		<p>Early consideration of budget proposals for 2021/22</p> <p>Review of reserves and balances.</p>	<p>Finalisation of budget for 21/22 in November</p>

	<p>Maintain adequate levels of reserves.</p> <p>Any re-allocation of reserves is likely to impact on future budget decisions as they will either need repaying or base budget pressures will need to be included due to the reduction in financial resilience.</p> <p>Financial outturn for 19/20 is better than had been projected which will allow some flexibility going forward cover boiler replacement.</p> <p>Identify current underspends or cost centre that can be frozen.</p>		Possible relaxation of short term spending priorities.	
Corporate governance.	Formal meetings of the Town Council suspended.			<p>Resumption of formal meetings.</p> <p>First meeting to be the Annual Meeting.</p>

Countermeasure.	Use of videoconferencing to undertake meetings in line with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.			Probable use of Town Hall auditorium to facilitate adequate social distancing measures to be put in place. Minimising the level of interaction in line with the COVID-19 Risk assessment.
Staff.	Staff to be advised to limit work in the office or work from home.		Procurement of adequate PPE, screens and hygiene sundries to reinforcing the need for social distancing.	Staff to return to work with adequate social distancing measures put in place.
Countermeasure.				Reducing the number of people on the premises at any one time. Minimising the level of interaction in line with the COVID-19 Risk assessment.
Town Hall.	Closure of the Town Hall under Section 52 of the Coronavirus Act 2020			Possible opening of premises by groups that are able to operate with the social distancing measure applicable at this stage.

Countermeasure.			Procurement of adequate signage and hygiene sundries to reinforcing the need for social distancing.	Minimising the level of interaction in line with the COVID-19 Risk assessment.
Council Offices.	Closure of the Town Hall under Section 52 of the Coronavirus Act 2020			Potential reopening of office with social distancing measure.
Countermeasure.				Minimising the level of interaction in line with the COVID-19 Risk assessment.
Public spaces				More use of public spaces as restrictions are eased.
Countermeasure.			Procurement of adequate signage to reinforcing the need for social distancing.	Signing and communications to remind pedestrians of social distance requirements on site.

Appendix 2.

LLANGOLLEN TOWN COUNCIL COVID-19 RISK ASSESSMENT

Site :- Town Hall and Offices

Assessor: Town Clerk

Date :- 1st June 2020

L I K E L I H O O D	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	IMPACT				

Likelihood:- 3	Impact:- 4	Score:- 12
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Hazard type.	Risk Identified.	Consequence.	Likelihood.	Impact.	Severity.	Countermeasure.	Review date.
Opening of office premises.	All persons using the premises.	Potential infection of staff.	3	5	15	Maintain a locked door policy. One person allowed in the office at any one time.	Aug. 2020.

						<p>Display clear signage for entering, exiting and getting around (including for visitors) the working and other areas.</p> <p>ALL meetings must pre booked before any person would be allowed to come into the offices to ensure sufficient space for social distancing is in place.</p> <p>Provision of PPE and screens for Staff.</p> <p>A hygiene station to be established in the office area.</p> <p>All incoming visitors to be required to use the station prior to any meeting.</p>	
Resumption of Council Meetings.	Staff/ Councillors/ members of the Public.	Potential infection Staff/ Councillors/ members of the Public.	2	4	8	<p>Councillors and public to meet in the Town Hall auditorium to accommodate social distancing measures.</p> <p>Display clear signage for entering, exiting and getting</p>	Aug. 2020.

		Spread of virus in the community.				<p>around (including for visitors) the working and other areas.</p> <p>Floor markings, / direction arrows to be used.</p> <p>A hygiene station to be established in foyer area and ALL user will be required to use it before entering the auditorium.</p> <p>All incoming visitors to be invited to use the station prior to any meeting.</p>	
Town Hall Events.	All persons using the Town Hall.	<p>Potential infection of all users and members of the Public.</p> <p>Spread of virus in the community.</p>	3	5	15	<p>ALL users to be advised of revised capacity levels of all areas prior to booking an event.</p> <p>ALL organisers to be briefed on use of the venue by staff using video conferencing.</p> <p>Users must supply the Town Council with their own COVID-19 specific risk assessment.</p>	Aug. 2020.

						<p>Display clear signage for entering, exiting and getting around the Town Hall for all visitors.</p> <p>Establish one way pedestrian flow system.</p> <p>Floor markings, / direction arrows to be used.</p> <p>A hygiene station to be established in foyer area and ALL user will be required to use it before entering the auditorium.</p> <p>Users encouraged to wash or sanitise hands regularly.</p> <p>Seating to observe social distancing measure.</p> <p>Use of lift limited to one person or household groups only.</p>	
Office hygiene.	Staff / Councillors.	Potential infection of staff/ Councillors.	4	5	20	Staff and Members to be diligent.	Aug. 2020.

						<p>Identify key routes, designated entry and exit points and high-risk areas.</p> <p>Carry out a survey of office/equipment to establish areas of significant hand contact.</p> <p>Prioritise heavy use areas for regular cleaning.</p> <p>Provide adequate wipes to clean surfaces.</p> <p>Personnel Protective Equipment gloves and masks should be worn when cleaning areas within the building.</p>	
Use of Toilet and Kitchen.	Staff / Councillors / Town Hall users.	<p>Potential infection of all users and members of the Public.</p> <p>Spread of virus in the community.</p>	4	5	20	<p>Carry out a survey of door furniture and surfaces to establish areas of significant hand contact.</p> <p>Provide adequate soap in toilets and wipes to clean surfaces.</p>	Aug. 2020.

						<p>User to clean the areas used before they leave the area.</p> <p>ALL users should avoid touching bins.</p> <p>Pedal bins to be provided.</p> <p>Prevent access to Town Hall first floor kitchen area by maintaining a lock door policy and display notice on the entrance to the area.</p>	
Waste Materials.		Potential infection of staff.	4	5	20	<p>Daily waste disposal for office waste.</p> <p>Gloves to be worn when emptying bins and hands washed thoroughly after handling waste.</p> <p>Employees should avoid touching bins.</p> <p>Pedal bins to be provided.</p>	Aug. 2020.
Handling Materials / Deliveries /		Potential infection of staff.	4	2	8	<p>Likelihood of contaminated delivered goods is low.</p>	Aug. 2020.

Equipment.						<p>Wipe down goods received.</p> <p>When staff are using equipment that can be operated by other staff members they should clean the equipment after use.</p> <p>Provide adequate wipes to clean surfaces.</p> <p>Wash or sanitise hands regularly</p>	
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