



Cyngor Tref Llangollen Town Council

05.08.2020

Annwyl Gynghorwyr.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Cyngor Tref, a gynhelir **Dydd Mawrth 11^{fed} Awst 2020 am 6.00 pm**, er mwyn trosi'r busnes a nodir yn yr agenda isod.

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

Mae'r cyfarfodydd ar agor i'r wasg a'r cyhoedd ac os ydych am gael y ddolen i gael mynediad i'r cyfarfod ar-lein, cysylltwch â Chlerc y Dref trwy e-bostio townclerk@llangollentowncouncil.gov.uk

Dear Councillors.

Notice is hereby given of a video conference meeting of Town Council, which will be held on **Tuesday 11th August 2020 at 6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Members of the Town Council are hereby summoned to attend.

The meeting is open to the press and public and if you wish to be provided with the link to access the meeting online please contact the Town Clerk by emailing townclerk@llangollentowncouncil.gov.uk

Yn gywir,
Yours faithfully,

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

Cyngor Tref Llangollen.

Llangollen Town Council.

**Agenda.
11.08.2020.**

- | | |
|---|---|
| <p>1. 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>2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y
cyhoedd.</p> | <p>Statements from the public.
To receive statements from the public.</p> |
| <p>3. 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>4. Cofnodion y cyfarfod blaenorol.
Awdurdodi'r Cadeirydd i lofnodi
cofnodion cyfarfod blaenorol Cyngor y
Dref a gynhaliwyd ar 26/05/2020, fel
cofnod cywir.</p> | <p>Minutes of previous 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>5. 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>6. 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> |
| <p>03/2020/0406
The Old Vicarage Nursing Home Vicarage
Road
Codi 3 anheddau teras dau lawr a gwaith
cysylltiedig.</p> | <p>03/2020/0406
The Old Vicarage Nursing Home Vicarage
Road
Erection of three two-storey terraced
dwellings and associated works</p> |
| <p>03/2020/0505
18 Castle Street.
Newid defnydd y llawr gwaelod a cyntaf i
fwyty pysgod a sglodion.</p> | <p>03/2020/0505
18 Castle Street.
Change of use of ground and first floors to a
fish and chip restaurant.</p> |
| <p>03/2020/0548
Outbuilding at Bryn Oerog.</p> | <p>03/2020/0548
Outbuilding at Bryn Oerog</p> |

Addasu adeilad allanol i ffurfio uned llety gwyliau a gwaith cysylltiedig.

Conversion of outbuilding to form holiday let accommodation unit and associated works.

7. Tystysgrifau Penderfyniad.

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

03/2020/0379

Ty Brethyn Fron Bache
Gosod arae panel solar ar raddfa ddomestig wedi'i osod ar y Ddaear.

Penderfyniad: Caniatáu.

03/2020/0468

Tir yn (Rhan o ardd) The Grange, Grange Road.
Codi 2 annedd ar wahân a gwaith cysylltiedig.

Wedi'i dynnu'n ôl.

8. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.

a) Cyfethol i'r Cyngor Tref.

Certificates of Decision.

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

03/2020/0379

Ty Brethyn Fron Bache.
Installation of a domestic-scale ground mounted solar panel array

Decision: Approve.

03/2020/0468

Land at (Part garden of) The Grange, Grange Road.
Erection of 2no. detached dwellings and associated works.

Withdrawn.

Town Clerk's Reports.

To receive reports submitted to the Town Clerk and considered the recommendations therein.

a) Co-option to the Town Council.

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 5

Expenditure

Function	Cost Centre	Annual Budget	Budget to date	Spend to Date	Variance	Balance
Human Resources	LTC 1	£23,000.00	£9,583.33	£6,683.60	£2,899.73	£16,316.40
	LTC02	£10,500.00	£4,375.00	£3,455.87	£919.13	£7,044.13
	HMRC	£14,500.00	£6,041.67	£9,901.65	-£3,859.98	£4,598.35
	Pension	£1,750.00	£729.17	£464.51	£264.66	£1,285.49
	Payroll	£440.00	£183.33	£0.00	£183.33	£440.00
	Staff Training	£1,500.00	£625.00	£0.00	£625.00	£1,500.00
	Subscriptions	£1,000.00	£416.67	£204.00	£212.67	£796.00
Administration	Audit	£1,000.00	£416.67	£580.00	-£163.33	£420.00
	Fees & Charges	£1,030.00	£429.17	£973.20	-£544.03	£56.80
	Health & Safety	£1,500.00	£625.00	£1,075.60	-£450.60	£424.40
	Insurance	£2,300.00	£958.33	£1,759.85	-£801.52	£540.15
	Licensing	£550.00	£229.17	£180.00	£49.17	£370.00
	NNDR	£11,500.00	£4,791.67	£4,385.50	£406.17	£7,114.50
Cost of Democracy	Civic Costs	£2,340.00	£975.00	£19.15	£955.85	£33.00
	Civic Events	£1,500.00	£625.00	£100.00	£525.00	£33.00
	Election Expenses	£500.00	£208.33	£0.00	£208.33	£500.00
	Mayors Allowance	£500.00	£208.33	£0.00	£208.33	£500.00
	Members Payments	£2,000.00	£833.33	£360.00	£473.33	£1,640.00
	Member Training	£815.00	£339.58	£0.00	£339.58	£815.00
	Translation costs	£1,700.00	£708.33	£230.00	£478.33	£1,470.00
Office costs	Computer hardware	£1,500.00	£625.00	£1,535.98	-£910.98	-£35.98
	Cloud services	£1,470.00	£612.50	£618.80	-£6.30	£851.20
	Office supplies	£1,000.00	£416.67	£250.21	£166.46	£749.79
	Photocopier Rental	£1,200.00	£500.00	£519.84	-£19.84	£680.16
	Photocopying Usage	£2,000.00	£833.33	£204.32	£629.01	£1,795.68
	Telephone	£950.00	£395.83	£224.32	£171.51	£725.68
Community	Cittaslow	£3,550.00	£1,479.17	£0.00	£1,479.17	£3,550.00
	Community Grants	£4,000.00	£1,666.67	£0.00	£1,666.67	£4,000.00
	Donations	£8,000.00	£3,333.33	£5,000.00	-£1,666.67	£3,000.00
Asset Man.	CCTV	£1,700.00	£708.33	£0.00	£708.33	£1,700.00
	Christmas Lighting	£9,000.00	£3,750.00	£0.00	£3,750.00	£9,000.00
	Cleaning	£2,600.00	£1,083.33	£197.86	£885.47	£2,402.14
	Electric	£6,000.00	£2,500.00	£911.47	£1,588.53	£5,088.53
	Equipment	£2,000.00	£833.33	£0.00	£833.33	£2,000.00
	Gas	£5,500.00	£2,291.67	£4,716.08	-£2,424.41	£783.92
	Grounds Mnt.	£12,500.00	£5,208.33	£3,581.50	£1,626.83	£8,918.50
	Projects	£56,420.00	£23,508.33	£33,066.15	-£9,557.82	£23,353.85

	Waste Man.	£1,700.00	£708.33	£624.00	£84.33	£1,076.00
	Water Charges	£2,000.00	£833.33	£624.00	£209.33	£1,376.00
Capital financing	Loan Repayments	£2,950.00	£1,229.17	£1,444.43	-£215.26	£1,505.57
	Repairs/Renewals	£11,000.00	£4,583.33	£690.30	£3,893.03	£10,309.70
	Cont. to reserves	£550.00	£229.17	£0.00	£229.17	£550.00
	Covid 19	£0.00	£0.00	£5,966.88	-£5,966.88	-£5,966.88
	Total Expenditure	£217,515.00	£90,631.25	£84,582.19	£6,049.06	£129,277.96

Income	Cost Centre	Annual Budget	Budget to date	Income to Date	Variance	Balance
	Precept	£143,600.00	£59,833.33	£47,866.00	£11,967.33	£95,734.00
	Interest	£105.00	£43.75	£28.89	£14.86	£76.11
	Photocopying	£50.00	£20.83	£0.00	£20.83	£50.00
	Grants	£200.00	£83.33	£0.00	£83.33	£200.00
	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	Hire of Hall	£15,250.00	£6,354.17	£920.00	£5,434.17	£14,330.00
	Rents	£23,040.00	£9,600.00	£2,508.00	£7,092.00	£20,532.00
	Recharges	£1,550.00	£645.83	£1,281.38	-£635.55	£268.62
	Covid 19 recharges	£0.00	£0.00	£5,966.88	-£5,966.88	-£5,966.88
	Total Income	£184,295.00	£75,935.42	£51,322.89	£24,612.53	£131,422.11

VAT Charged	£12,000.00	£5,000.00	£9,222.48	-£4,222.48	£2,777.52
VAT Refunded	£12,000.00	£5,000.00	£1,821.39	£3,178.61	£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 July 2020

Llangollen Town Council General Account	£7,093.52
Llangollen Town Council Business Money Manager Accounts	£58,672.92
Total Cash and Short Term Investments	£65,766.44

Cashbook

Balance b/f	£102,103.27
Receipts	£60,474.67
Payments	-£96,811.50
	£65,766.44

Authorised Payments August 2020					
Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP M4.1	£1,654.97	£0.00	£1,654.97
Staff CTL02/LTC02	Salary	TB/BP M4.2	£859.30	£0.00	£859.30
CThem/HMRC	PAYE	TB/BP M4.3	£959.27	£0.00	£959.27
ASAP Signs	Covid-19 signage	TB/BP 48	£793.39	£132.23	£661.16
Border Janitorial	PPE Covid-19	TB/BP 49	£211.57	£35.26	£176.31
Discount Displays	Covid-19 equipment	TB/BP 50	£238.74	£39.79	£198.95
H Edwards	Contract payment	TB/BP 51	£756.00	£0.00	£756.00
Griffiths Tool Hire	Tower Scaffolding	TB/BP 52	£268.32	£44.72	£223.60
C Harries	Volunteer costs	TB/BP 53	£131.81	£0.00	£131.81
B Jones	Translation costs	TB/BP 54	£90.00	£0.00	£90.00
Lelo Skip Hire	Skip	TB/BP 55	£150.00	£20.00	£130.00
Paul Ashby Locksmiths	Replacement locks	TB/BP 56	£258.00	£43.00	£215.00
Star Leaf	Videoconferencing software	TB/BP 57	£120.00	£20.00	£100.00
Watkins and Williams	Paint	TB/BP 58	£164.78	£27.46	£137.32
Partyrama	Covid-19 equipment	Visa	£215.49	£35.92	£179.57
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
Nwy Prydain / British Gas - Gas 7288	Electricity charges	DU/DD	£250.24	£41.70	£208.54
Grenke Leasing	Copier lease hire	DU/DD	£311.90	£51.98	£259.92
CS Ddinbych / Denbighshire CC	CAC/NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
NEST	Pension	DU/DD	£234.30	£0.00	£234.30
S Johnston	Storage hire contract	TS/SO	£70.00	£0.00	£70.00
		Total	£8,968.08	£492.06	£8,476.02

Cyngor Tref Llangollen Town Council
11.08.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Casual vacancy.
REPORT FOR: Decision.

1. Summary.

1.1 To consider co-option to the Town Council.

2. Background.

2.1 Following the resignation of Cllr Beech on the 10th March 2020, on the 11th March a notice of the casual vacancy was prepared for displayed and copied to the Returning Officer. On the same day Llanblogger ran a feature on the resignation. Once accepted by the Returning Officer on Mon 16th March 2020, it was displayed for a period of 14 days until the 2nd April 2020 in which time 10 constituents could have requested a by-election. At the same time the vacancy was listed on the Members page of the Town Council.

2.2 Unfortunately, the period of lockdown across the UK started on 23rd March 2020, and therefore, on the day of the deadline, the 2nd April 2020, the Town Clerk emailed the Electoral Services officer to enquire that as the notice had been posted, prior to the 23rd March 2020, did this mean that the process was still valid despite the lockdown situation. The Electoral Services Officer confirmed that nobody had come forward during the 14 day period and therefore instructed the Town Council to proceed with appointment by co-option subject to advice from the Monitoring Officer and Head of Legal Services who suggest that any meetings held under any new regulations should be kept to a minimum and deal only with urgent matters given the lack of public access and that the Town Council should defer the formal co-option process until they were meeting in person again.

2.3 Therefore, a co-option notice, under S.116, Local Government (Wales) Measure 2011 was posted, and as with the notice of vacancy, at the same time was posted on the Town Council website. As the country was still in lockdown, the closing date for applications was a six week period well beyond the normal timescale of 14 days. The formal notice, and the notice on the website, remained posted up to the deadline date of the 1st June 2020.

2.4 As was reported by the Town Mayor by the Town Council held in June two applications had been received by the closing date and he reiterated the advice of the Returning Officer that no formal decision should be made until the Town Council could meet without restrictions. However, at the meeting in July, Members were advised that one applicant had withdrawn.

2.5 The Statutory Guidance made under Section 76 of the Local Government (Wales) Measure 2011 state that If the number of candidates equals the number of vacancies, the vacancy may be filled by a single composite resolution. Given the withdrawal of

one candidate for the vacant seat caused by the resignation of Cllr Beech the Town Council are now in a position to consider co-option without the need to defer the formal co-option process until Members are able to meet again in person.

- 2.6 Existing Councillors must still ensure that the candidate meets the qualifications identified in the Local Government (Wales) Measure 2011, Section 116 Notice of Co-option and as a general rule Members should ensure that co-opted members are able to represent the interests of the local population and be able to contribute expert knowledge or skills that will lead to a rigorous and objective scrutiny of the Town Council matters.
- 2.7 The Town Clerk can confirm that the candidate meets the qualifications Local Government (Wales) Measure 2011, Section 116 Notice of Co-option.

4. Recommendation.

- 4.1 It is recommended that the Town Council, after due consideration of the of the application submitted, decides to appoint, or not appoint, the candidate as a Town Councilor to fill the vacant seat caused by the resignation of Cllr Beech on the 11th March 2020.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and compliance with regulations.