



Cyngor Tref Llangollen Town Council

21.10.2020

Annwyl Gynghorwyr.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Cyngor Tref, a gynhelir **Dydd Mawrth 27^{fed} Hydref 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 crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys.

Mae'r cyfarfodydd ar agor i'r wasg a'r cyhoedd

Dear Councillors.

Notice is hereby given of a video conference meeting of Town Council, which will be held on **Tuesday 27^h October 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.

A summary of correspondence items and miscellaneous publications received since the last meetings are included.

The meeting is open to the press and public.

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. 27.10.2020.

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| <p>1. Cyhoeddiadau Faer y Dref.
I derbyn cyhoeddiadau gan Faer y Dref.</p> <p>2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.</p> <p>3. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd.</p> <p>4. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol.</p> <p>a) Heddlu Gogledd Cymru.
a) Mr Phil Robinson, Llundain fy Llangollen.</p> <p>5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. Atgoffir aelodau o'u cyfrifoldeb i ddatgan unrhyw fuddiant personol neu fuddiant rhagfarnllyd sydd ganddynt mewn unrhyw eitem o fusnes ar yr agenda erbyn hwyrach na phan gyrhaeddir yr eitem honno.</p> <p>6. Cofnodion Cyfarfod.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol Cyngor y Dref a gynhaliwyd ar 15.09.2020 a 22.09.20 fel cofnod cywir.</p> <p>8. Adroddiadau Ariannol.
I ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arno.</p> <p>a) Datganiadau ariannol.
b) Daliadau awdurdodedig.</p> <p>9. Ceisiadau Cynllunio.
I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.</p> | <p>Mayors Announcements.
To receive announcements from the Town Mayor.</p> <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> <p>Statements from the public.
To receive statements from the public.</p> <p>Presentations.
To receive presentations from outside bodies.</p> <p>a) North Wales Police.
b) Mr Phil Robinson, Shape my Llangollen.</p> <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda. Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda no later than when that item is reached.</p> <p>Minutes Meeting.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on the 15.09.2020 and the 22.09.20 as a correct record.</p> <p>Financial Reports.
To consider financial matters and make any necessary decisions thereon.</p> <p>b) Financial Statements.
c) Authorised Payments.</p> <p>Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon.</p> |
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03/2019/0548

Gwesty Tyn Y Wern, Ffordd Maesmawr.
Dymchwel gwesty presennol a chodi 14
annedd.

03/2020/0699

14/16 Regent Street.
Torri 1 coeden boplar o fewn Ardal
Gadwraeth Llangollen.

10. 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.

03/2020/018

3 Land adjoining Waterloo House Amrywio
amod rhif 2 o caniatâd cynllunio amlinellol
rhif 03/2014/1434 i ganiatáu tair blynedd
arall i gyflwyno cais am gymeradwyo
materion a gadwyd yn ôl
Penderfyniad: Caniatáu.

03/2020/0505

18 Castle Street Llangollen LL20
Newid defnydd y llawr gwaelod a cyntaf i
fwyty pysgod a sglodion
Penderfyniad: Wrthod.

03/2019/1075

**Maes Parcio Pafiliwn Llangollen, Ffordd
Abaty**
Codi 7 annedd, creu mynediadau, tirlunio a
gwaith cysylltiedig.
Cais wedi'i dynnu'n ôl.

03/2020/0357 Bryn Goleu Geufron

Newidiadau i adeilad garej i ffurfio uned
wyliau, gosod gwaith trin pecyn a gwaith
cysylltiedig

03/03/2018/1141

Tyn Y Wern, Hotel Maesmawr Road.
Demolition of existing hotel and erection of
14 dwellings.

03/2020/0699

14/16 Regent Street.
Felling of 1 no. poplar tree within Llangollen
Conservation Area.

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.

03/2020/018

3 Land adjoining Waterloo House
Variation of condition no. 2 of outline
planning permission code no.03/2014/1434
to allow a further three years to submit an
application for approval of reserved matters
Decision: Grant.

03/2020/0505

18 Castle Street Llangollen LL20
Change of use of ground and first floors to a
fish and chip restaurant
Decision: Refuse

03/2019/1075

Car Park Llangollen Pavilion, Abbey Road
Erection of 7 dwellings, creation of accesses,
landscaping and associated works

Withdrawn.**03/2020/0357 Bryn Goleu Geufron**

Alterations to garage
building to form a holiday unit, installation of
a package treatment plant and associated
works.

Penderfyniad: Caniatáu.

03/2020/0284 Land at Llandyn Hall Farm

Manylion y datganiad o'r dull sy'n gysylltiedig â chynllun I osgoi, mesurau lliniaru ac iawndal ac asesiad risg bioddiogelwch sy'n cael eu cyflwyno yn unol ag amodau 12 a 17 o caniatâd cynllunio ar gyfer parc teithio gwyliau a roddwyd o dan gais rhif 03/2018/028.

Penderfyniad: Gymeradwyo.

11. Adroddiadau Clerc y Dref.

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

- a) Polisi e-bost Cyngor y Dref.
- b) Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol: adroddiad blynyddol drafft 2021/22.

12. Gohebiaeth.

Ystyried gohebiaeth a dderbyniwyd a gwneud unrhyw benderfyniadau angenrheidiol arni.

Trafnidiaeth Gynaliadwy Leol mewn ymateb i Cofid-19: Cynigion ar gyfer Llangollen.

E-bost gan Brif Weithredwr Cyngor Sir Dinbych. Penderfynodd Cyngor Sir Ddinbych ymgynghori ar y pedwar cynllun y cynigiwyd eu hariannu gan Grant Cludiant Cynaliadwy Cofid-19 Llywodraeth Cymru. Gwnaethom y penderfyniad hwn oherwydd lefel y pryder a godwyd gan rai aelodau o'r gymuned ynghylch effaith bosibl y pedwar cynllun ar ddiogelwch ar y ffyrdd, ac yn benodol ar golli parcio ar y stryd.

Trafodwyd adborth yr ymgynghoriad ar gyfer pob cynllun mewn cyfarfod o bob Grŵp Ardal Aelod Lleol perthnasol. Roedd yr Aelod Arweiniol dros Wastraff, Trafnidiaeth a'r Amgylchedd yn bresennol. Yna cyfarfu'r Aelod Arweiniol â swyddogion

Decision: Grant

03/2020/0284 Land at Llandyn Hall Farm

Details of method statement relating to a scheme of reptile avoidance, mitigation and compensation measures and Biosecurity Risk Assessment submitted in accordance with conditions 12 and 17 of planning permission for holiday touring park granted under code no. 03/2018/0284.

Decision: Approve.

Town Clerk's Reports.

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

- a) Town Council email policy.
- b) Independent Remuneration Panel for Wales: Draft Annual Report 2021/22 .

Correspondence.

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

Local Sustainable Transport response to Covid-19: Proposals for Llangollen

Email from Chief Executive of Denbighshire County Council. Denbighshire County Council took the decision to consult on the four schemes proposed to be funded by the Welsh Government Covid-19 Sustainable Transport Grant. We took this decision because of the level of concern being raised by some members of the community about the potential impact of the four schemes on road safety and loss of on-street parking in particular.

For each scheme, the consultation feedback was discussed at a meeting of each relevant local Member Area Group with the Lead Member for Waste, Transport and the Environment in attendance. The Leader Member then met with officers on the 25th

ar 25 Awst ac yn y cyfarfod penderfynwyd a ddylid bwrw ymlaen â phob cynllun ai peidio.

Gallwn eich sicrhau ein bod yn awyddus i weithredu cynigion Llangollen cyn gynted â phosibl. Fel y byddwch yn deall, nid oeddem yn gallu cynnig contractau ar gyfer y gwaith adeiladu nes bod y penderfyniad i fwrw ymlaen â'r cynllun wedi'i wneud. Problem arall yw bod y contractwyr yn brysur iawn ar hyn o bryd yn gwneud gwaith tebyg. Yn ogystal, bu llawer o chwareli ynghau yn ystod y cyfnod clo, felly roedd rhaid gohirio llawer o waith cynnal a chadw priffyrdd. O'r herwydd, mae gan y contractwyr ormod o lawer o waith wrth i awdurdodau geisio gweithredu eu rhaglenni gwaith mewn llai o amser nag arfer.

Mae'r swyddogion sy'n cyflwyno cynllun Cofid Llangollen wedi fy nghynghori eu bod yn rhagweld dyddiad cychwyn yr 2il o Dachwedd, sef yn syth ar ôl hanner tymor ysgol mis Hydref. Fodd bynnag, mae'r swyddogion yn ceisio dod â hyn ymlaen i 19 Hydref fel ein bod yn cael budd o'r prosiect yn ystod yr hanner tymor, ond mae hyn yn dibynnu ar argaeledd contractwyr. Rhagwelir y bydd y gwaith adeiladu yn cymryd wythnos i'w gwblhau. Hoffwn eich sicrhau na fydd unrhyw waith yn cael ei wneud yn ystod wythnos hanner tymor.

Rwyf wedi gofyn i'r swyddog perthnasol anfon e-bost fersiwn PDF o'r cynllun diweddaraf atoch.
(Wedi'i gylchredeg gyda'r agenda)

Gweithredoedd.
Sylwch ar yr ymateb.

Partneriaethau Llywodraeth Leol, Y Grwp Addysg a Gwasanaethau Cyhoeddus, Llywodraeth Cymru.

Cadarnhad bod hawliad wedi'i gymeradwyo

August and at the meeting made a decision whether or not to proceed with each scheme.

Please be assured that we are keen to implement the Llangollen proposals as soon as possible. As you will appreciate, we were unable to let contracts for the construction work until the decision to proceed with the scheme had been taken. Another problem is that contractors are currently very busy carrying out similar work and because the closure of many quarries during lockdown meant that much highway maintenance work had to stop. This now means that contractors are inundated with work as authorities try and implement their programmes of work within a condensed period of time.

Officers delivering the Llangollen Covid-scheme have advised me that they anticipate a start date of the 2nd November which is immediately after the October school half-term. However, officers are trying to bring this forward to the 19th October so that the benefits of the project are in place for the half-term, but this is dependent upon contractor availability. It is anticipated that the construction will take one week to complete. Please be assured that work will not be undertaken during the half-term week itself.

I have asked the relevant officer to email you a PDF version of the latest plan.
(Circulated with agenda)

Actions.
Note the response.

Local Government Partnerships, Education and Public Services Group, Welsh Government.

Confirmation that claim has been approved

a bod y swm o £ 7,095.50 wedi'i awdurdodi a bydd yn cael ei dalu i Gyngor Sir Dinbych a fydd yn trosglwyddo'r arian i gyfrif eich cyngor.

Gweithredoedd.
Nodyn.

Cyngor ar Bopeth.

Cais am gymorth ariannol.

Gweithredoedd.
Cynghori bod sefyllfa ariannol Cyngorau Tref yn atal unrhyw gyfraniad.

Cyhoeddiad Nawdd Symiau Cymudol Mannau Agored 2020

Hysbysiad gan y Tîm Datblygu Cymunedol, Cyngor Sir Ddinbych o'r rownd nesaf o Arian Symiau Cymudo Mannau Agored sydd yn agor ar gyfer ceisiadau ddydd Gwener 30 Hydref 2020 ac yn cau ddydd Gwener 29 Ionawr 2021. Swm sydd ar gael i Llangollen, £16,673.

Gweithredoedd.
Nodi prosiectau addas.

Relate Cymru.

Cais am gefnogaeth i ariannu ei gefnogaeth yn ystod y pandemig covid-19.

Camau gweithredu.
Cynghori bod sefyllfa ariannol Cyngorau Tref yn atal unrhyw gyfraniad.

13. Adroddiadau.

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

- a) Cyngorwyr Sir.
- b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol

14. Rhybudd o Gynnig.

I ystyried Rhybudd o Gynnig o dan enw'r

and the amount of £7,095.50 has been authorised and will be paid to Denbighshire County Council who will transfer the funds to your council's account.

Actions.
Note.

Citizens Advice Bureau.

Request for financial support

Actions.
Advise that Town Councils financial position prevents any contribution.

2020 Open Space Commuted Sums Funding

Notification from the Community Development Team, Denbighshire County of the next round of Open Space Commuted Sums Funding will open for applications on Friday 30th October 2020 and close on Friday 29th January 2021. Amount available to Llangollen, £16,673.

Actions.
Identify suitable projects.

Relate Cymru.

Request of support to fund its support during the covid-19 pandemic.

Actions.
Advise that Town Councils financial position prevents any contribution.

Reports.

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

- a) County Councillors.
- b) Members on outside bodies or organisations.

Notice of Motion.

To consider a Notice of Motion standing in

Cynghorydd Peter Carol, bod Cyngor Tref Llangollen yn datgan argyfwng hinsawdd ac ecolegol, ac yn addo gweithio tuag at wneud Llangollen yn dref garbon-niwtral erbyn 2030. Yn unol â hyn, bydd Cyngor y Dref yn cyd-weithio gyda'r gymuned leol i sefydlu Pwyllgor Newid Hinsawdd i ddatblygu cynllun gweithredu, a hynny ar frys, yn seiliedig ar asesiad risg hinsawdd ac ecolegol parhaus. Byddent yn adrodd yn ôl yn rheolaidd i'r Cyngor Llawn, a bydd y Cyngor yn cyflawni cynllun gweithredu brys ar yr hinsawdd.

the name of Councillor Peter Carol, that Llangollen Town Council declares a climate and ecological emergency pledging to work towards making Llangollen carbon neutral by 2030. In pursuant to this the Town Council will establish a Climate Change Committee to work with the local community to develop an action plan, as a matter of urgency, based on an ongoing climate and ecological risk assessment and regularly reports back to Full Council who will deliver a climate and emergency action plan.

Adroddiadau a manylion 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 7

Expenditure

Function	Delgation	Cost Centre	Annual Budget	Budget to date	Spend to	Variance	Balance
Human Resources	TC	LTC 1	£23,000.00	£13,416.67	£8,689.32	£4,727.35	£14,310.68
	TC	LTC02	£10,500.00	£6,125.00	£4,315.17	£1,809.83	£6,184.83
	TC	HMRC	£14,500.00	£8,458.33	£10,885.28	-£2,426.95	£3,614.72
	TC	Pension	£1,750.00	£1,020.83	£464.51	£556.32	£1,285.49
	TC	Payroll	£440.00	£256.67	£0.00	£256.67	£440.00
	TC	Subscriptions	£1,000.00	£583.33	£204.00	£379.33	£796.00
	HRC	Staff Training	£1,500.00	£875.00	£0.00	£875.00	£1,500.00
	HRC	Member Training	£815.00	£475.42	£0.00	£475.42	£815.00
Administration	TC	Audit	£1,000.00	£583.33	£580.00	£3.33	£420.00
	TC	Fees & Charges	£1,030.00	£600.83	£973.20	-£372.37	£56.80
	TC	Health & Safety	£1,500.00	£875.00	£1,075.60	-£200.60	£424.40
	TC	Insurance	£2,300.00	£1,341.67	£1,759.85	-£418.18	£540.15
	TC	Licensing	£550.00	£320.83	£180.00	£140.83	£370.00
	TC	NNDR	£11,500.00	£6,708.33	£4,385.50	£2,322.83	£7,114.50
Cost of Democracy	TC	Civic Costs	£2,340.00	£1,365.00	£19.15	£1,345.85	£33.00
	TC	Civic Events	£1,500.00	£875.00	£100.00	£775.00	£33.00
	TC	Election Expenses	£500.00	£291.67	£0.00	£291.67	£500.00
	TC	Mayors Allowance	£500.00	£291.67	£0.00	£291.67	£500.00
	TC	Members Payments	£660.00	£385.00	£360.00	£25.00	£300.00
	TC	Translation costs	£1,700.00	£991.67	£320.00	£671.67	£1,380.00
Office costs	AMC	Computer hardware	£1,500.00	£875.00	£1,535.98	-£660.98	-£35.98
	AMC	Cloud services	£1,470.00	£857.50	£871.80	-£14.30	£598.20
	AMC	Office supplies	£1,000.00	£583.33	£250.21	£333.12	£749.79
	AMC	Photocopier Rental	£1,200.00	£700.00	£519.84	£180.16	£680.16
	AMC	Photocopying Usage	£2,000.00	£1,166.67	£204.32	£962.35	£1,795.68
	AMC	Telephone	£950.00	£554.17	£224.32	£329.85	£725.68
Community	CC	Cittaslow	£3,550.00	£2,070.83	£0.00	£2,070.83	£3,550.00
	TC	Community Grants	£0.00	£0.00	£0.00	£0.00	£0.00
	TC	Donations	£5,000.00	£2,916.67	£5,000.00	-£2,083.33	£0.00
Asset Man.	AMC	CCTV	£0.00	£0.00	£0.00	£0.00	£0.00
	AMC	Christmas Lighting	£5,000.00	£2,916.67	£0.00	£2,916.67	£5,000.00
	AMC	Cleaning	£2,600.00	£1,516.67	£197.86	£1,318.81	£2,402.14
	AMC	Electric	£6,000.00	£3,500.00	£911.47	£2,588.53	£5,088.53
	AMC	Equipment	£2,000.00	£1,166.67	£0.00	£1,166.67	£2,000.00
	AMC	Gas	£5,500.00	£3,208.33	£4,716.08	-£1,507.75	£783.92
	AMC	Grounds Maintenance	£12,500.00	£7,291.67	£4,557.50	£2,734.17	£7,942.50
	AMC	Projects	£78,510.00	£45,797.50	£33,066.15	£12,731.35	£45,443.85
	AMC	Waste Management	£1,700.00	£991.67	£624.00	£367.67	£1,076.00
	AMC	Water Charges	£2,000.00	£1,166.67	£624.00	£542.67	£1,376.00
	AMC	Repairs and Renewals	£3,500.00	£2,041.67	£1,316.10	£725.57	£2,183.90
Capital financing	TC	Loan Repayments	£2,950.00	£1,720.83	£1,444.43	£276.40	£1,505.57
	TC	Cont.to reserves	£0.00	£0.00	£0.00	£0.00	£0.00
	TC	Covid 19	£0.00	£0.00	£7,966.88	-£7,966.88	-£7,966.88
Total Expenditure			£217,515.00	£126,883.75	£98,342.52	£28,541.23	£115,517.63
Income	Cost Centre	Annual Budget	Budget to date	Income to	Variance	Balance	
	TC	Precept	£143,600.00	£83,766.67	£95,733.00	-£11,966.33	£47,867.00
	TC	Interest	£105.00	£61.25	£30.39	£30.86	£74.61
	TC	Photocopying	£50.00	£29.17	£0.00	£29.17	£50.00
	TC	Grants	£200.00	£116.67	£0.00	£116.67	£200.00
	TC	Recharges	£1,550.00	£904.17	£1,425.26	-£521.09	£124.74
	TC	Covid 19 recharges	£0.00	£0.00	£7,966.88	-£7,966.88	-£7,966.88
	AMC	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	AMC	Hire of Hall	£15,250.00	£8,895.83	£920.00	£7,975.83	£14,330.00
	AMC	Rents	£23,040.00	£13,440.00	£8,502.34	£4,937.66	£14,537.66
Total Income			£184,295.00	£107,213.75	£114,577.87	-£7,364.12	£69,717.13
	TC	VAT Charged	£12,000.00	£7,000.00	£9,348.62	-£2,348.62	£2,651.38
	TC	VAT Refunded	£12,000.00	£7,000.00	£1,821.39	£5,178.61	£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 September 2020

Llangollen Town Council General Account	£45,052.39
Llangollen Town Council Business Money Manager Accounts	£58,674.42
Total Cash and Short Term Investments	£103,726.81

Cashbook	
Balance b/f	£102,103.27
Receipts	£116,481.39
Payments	-£114,857.85
	£103,726.81

Reserves

Llangollen Town Council Business Money Manager Accounts	£58,674.42
General Reserves	£48,674.42
Assets reserve	£10,000.00

Authorised Payments October2020					
Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP M6.1	£1,654.97	£0.00	£1,654.97
Staff CTL02/LTC02	Salary	TB/BP M6.2	£859.30	£0.00	£859.30
CThem/HMRC	PAYE	TB/BP M6.3	£983.63	£0.00	£983.63
Borer Janitorial Supplies	Janitorial Supplies	TB/BP 68	£90.65	£15.11	£75.54
Cittaslow UK	Membership fee	TB/BP 69	£750.00	£0.00	£750.00
H Edwards	Contract payment	TB/BP 70	£756.00	£0.00	£756.00
C Harries	Volunteer costs	TB/BP 71	£198.30	£0.00	£178.47
C Harries	Volunteer costs	TB/BP 72	£178.47	£0.00	£198.30
B Jones	Translation costs	TB/BP 73	£47.00	£0.00	£47.00
B Jones	Translation costs	TB/BP 74	£32.00	£0.00	£32.00
Midshire Business Systems	Collection fee	TB/BP 75	£240.00	£40.00	£200.00
Watkins and Williams	Painting sundries	TB/BP 76	£62.96	£10.49	£52.47
Awaited	Contract Cleaning	TB/BP 77			
Premier paints	Floor paint	TB/BP 78	£64.95	£10.83	£54.13
Colour Supplies Ltd.	Paint	Visa 16	£158.98	£26.50	£132.48
The Range	Picture fixings	Visa 17	£27.90	£4.65	£23.25
Display wizard	Display cabinet	Visa 18	£116.00	£19.33	£96.67
Screwfix	Sanding materials	Visa 19	£19.98	£3.33	£16.65
Amazon	Account check fee	Visa 20	£0.99	£0.00	£0.99
Amazon	PPE	Visa 21	£199.93	£33.32	£166.61
1000 Flags	Remembrance Flag	Visa 22	£70.00	£11.67	£58.33
Chalkboards UK	Chalkboards	Visa 23	£172.58	£28.76	£143.82
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
British Telecom	Telephone and internet charges	DU/DD	£95.62	£15.93	£79.69
British Telecom	Telephone and internet charges	DU/DD	£102.12	£17.02	£85.10
Nwy Prydain / British Gas 602996667 (Wingetts)	Electricity	DU/DD	£50.44	£2.40	£48.04
Nwy Prydain / British Gas602996668 (Town Hall)	Electricity	DU/DD	£9.40	£0.44	£8.96
Nwy Prydain / British Gas 602996669 (Town Hall)	Electricity	DU/DD	£259.08	£43.18	£215.90
Nwy Prydain / British Gas Cent Sq.	Electricity	DU/DD	£21.08	£1.00	£20.08
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	£8,756.63	£283.95	£8,472.68

Cyngor Tref Llangollen Town Council.
27.10.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Town Council email policy.
REPORT FOR: Decision.

1. Summary.

1.1 To adopt a Town Council email policy.

2. Background.

2.1 Recent discussions relating to the Town Council Councillor email addresses highlighted the need to comply with approved data security requirements.

2.2 Members were reminded of their responsibilities in terms of only using personal data for the purposes which the council obtained it and not to send emails relating to Town Council business by private email accounts. The use of personal email accounts makes compliance more complicated. The purpose of establishing Town Council specific emails was therefore to mitigate this risk by the remove of the need to use personal email accounts.

2.3 However it was recognised that some Members may save emails or contact on their own devices and this alerted the Town Clerk to the fact that we do not have a policy to cover such an eventuality and therefore the attached policy is aimed at addressing this shortcoming.

2.4 The policy applies to all email users of Town Council email addresses both Members and Staff.

3. Recommendation.

3.1 That the Town Council email policy is adopted as Town Council policy.

4. Reasons for recommendation.

4.1 To ensure effective corporate governance and compliance with legislation.

Town Council email policy.

Owner:	Town Clerk.
Approved by:	Town Council.
Date:	October 2020
Version Number:	1.0
Status:	Draft
Review Frequency:	Every 2 years
Next review date:	2022

1.0 Purpose and Scope.

- 1.1 The Town Council considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. The Town Council will ensure that it treats personal information lawfully and correctly collected by any means.
- 1.2 This policy is subject to the Council's statutory obligations set out in the Data Protection Act 1998, the General Data Protection Regulations 2018. Town Council's Standing Orders, Document retention and disposals, Data Protection & Privacy Policy and Communications Policies.

2. Statement of policy

- 2.1 Councillors and staff are designated as "Email users" of the Town Councils email accounts and all emails that are used to conduct or support official Llangollen Town Council business must be sent using a "@llangollentowncouncil.gov.uk" address. Non-work email accounts must not be used to conduct or support official Town Council business.
- 2.2 The following disclaimer should be added to each outgoing email:

Mae'r e bost hwn ac unrhyw atodiad iddo yn gyfrinachol ac fe'i bwriedir ar gyfer y sawl a enwir arno yn unig. Gall gynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd trwy gamgymeriad ni ellwch ei gopio, ei ddsbarthu na'i ddangos i unrhyw un arall a dylech gysylltu gyda Cyngor Tref Llangollen ar unwaith. Mae unrhyw gynnwys nad yw'n ymwneud gyda busnes swyddogol Cyngor Tref Llangollen yn bersonol i'r awdur ac nid yw'n awdurdodedig gan y Cyngor.

This email and any attachments are confidential and intended for the named recipient only. The content may contain privileged information. If it has reached you by mistake, you should not copy, distribute or show the content to anyone but should contact Llangollen Town Council at once. Any content that is not pertinent to Llangollen Town Council business is personal to the author and is not necessarily the view of the Council.

Mae Cyngor Dref Llangollen yn diogelu eich data o ddifrif. Os ydych chi'n ymweld â gwefan Cyngor y Dref mae ein hysbysiad preifatrwydd esbonio sut rydym yn defnyddio eich gwybodaeth a ffyrdd yr ydym yn diogelu eich preifatrwydd.

Llangollen Town Council takes the protection of your data seriously. If you visit the Town Councils website our Privacy Notice explains how we use your information and the ways in which we protect your privacy.

- 2.3 Email must not be considered to be any less formal than memos or letters that are sent out from a particular service of the authority. When sending external email, particular care should be taken to ensure that the communication does not contain any material which would reflect poorly on the council's reputation or its relationship with customers, clients or business partners.
- 2.4 Under no circumstances should email users communicate material (either internally or externally), which is, for example, defamatory, obscene, or does not comply with the council's Equal Opportunities Policy or which could reasonably be considered inappropriate.
- 2.5 Email is designed to be an open and transparent method of communicating. However, it cannot be guaranteed that the message will be received or read, nor that the content will be understood in the way that the sender of the email intended. It is therefore the responsibility of email users sending an email to decide whether email is the most appropriate method for conveying time critical information or of communicating in the circumstances.
- 2.6 Emails may be accessible even when apparently deleted and are therefore as permanent as memoranda or letters; emails carry the same legal and, increasingly, contractual implications and may be used in a court of law as admissible evidence. Accordingly, they must be treated in the same way, with the same care, as any other written material; the confidentiality of email cannot be assured. email users should exercise extreme caution in using email to communicate confidential or sensitive matters. If email users are in doubt about what constitutes sensitive or confidential communication, please refer to the Town Clerk.
- 2.7 Email users are provided with a limited mailbox size to reduce problems associated with server capacity. Email users must manage their email accounts to remain within the limit, ensuring that items are filed or deleted as appropriate to avoid any deterioration in systems. Email messages can be used to carry other files or messages either embedded in the message or attached to the message. If it is necessary to provide a file to another person, then a reference to where the file exists should be sent rather than a copy of the file. This is to avoid excessive use of the system and avoids filling to capacity another person's mailbox.
- 2.8 Email users must be vigilant against phishing attacks, a spoofed message often contains subtle mistakes that expose its true identity. These can include spelling mistakes or changes to domain names.
- 2.9 Filters may keep many phishing emails out of your inbox, but scammers are always trying to outsmart spam filters, so it is a good idea to add extra layers of protection such as security software, on personal devices, set to update automatically so it can

deal with any new security threats. This also applies to mobile phone by setting software to update automatically. Identified threats should be marked as junk and added to the email user's block senders list.

- 2.10 Email users must keep personal / sensitive information in emails to the minimum necessary for the task. If email users are using a remote, mobile or portable device, they must only carry the minimum amount of information. This reduces the amount of information held and minimises the threat if the device is lost.
- 2.11 It is the duty of email users to immediately report any actual or suspected breaches in information security to the Town Clerk and labelled 'Data Security Incident.'
- 2.12 Email users must only use email when there is not an alternative. Email is not the best medium to use for communicating personal / sensitive information. Over the years email has become pervasive. Some email systems provide flags, markers or categories. These should be used to clearly identify those emails which contain personal / sensitive information. This makes it easier to manage and delete these emails as soon as possible.
- 2.13 Email users must not store personal / sensitive information in emails for longer than necessary. Only keep emails containing personal information for the minimum time necessary to complete the task. This is especially important for portable and mobile devices. Email users must always consider the environment they are in, when accessing personal / sensitive information. Email users must be aware of the surroundings, especially if in public places, in the home of clients, on public transport etc. Can unauthorised people see the information being read or typed?
- 2.14 Email users must always check with the owner of the information before forwarding it to a third party. It is very important to "think before click" especially when entering email addresses and forwarding personal / sensitive information to a third party. Do email users have permission to send the information? Is it theirs to send? Do not forward work related emails with personal / sensitive information to personal email accounts.
- 2.15 Email users must avoid storing and accessing personal / sensitive information on untrusted devices. If email users use their own device, they must think very carefully about what they access and store on it. Email users do not own that data and if the device is lost or stolen there could be real issues.
- 2.16 If email users are not sure about anything relating to personal / sensitive data, seek advice from the Town Clerk. It is better to get advice and training than make a mistake that could lead to a data breach, loss or theft. Email users must ensure any devices accessing personal / sensitive information are regularly updated and secure. Always ensure devices are kept up to date with security patches and regularly scanned. Ensure all security settings are switched on. Regularly delete unnecessary personal information stored.

- 2.17 It is accepted, that in certain circumstances, it may be necessary and unavoidable to use private email for public authority business. The Information Commissioner therefore advises there should be a policy which clearly states that in such cases copy the email to the email users official email account, so that it appears within Town Council's email system. In this way, records management policies will make it easier for public authorities to determine whether information is held and to locate and retrieve it in response to requests. If the information is contained within the public authority's systems, it can also be subject to consistently applied retention and destruction policies.
- 2.18 Email users will be personally responsible for ensuring the appropriate management of private email accounts including the legal obligations related to the retention, disclosure and destruction of any items held in respect of public authority business.
- 2.19 As email users do not own data obtained pursuant to their term as a Councillor or employment, when they cease to be a member of Llangollen Town Council or an employee email users must delete all information of authority-related business including email addresses from their own devices.

3. Breaches of this policy.

- 3.1 Violations of this policy, such as breaching the Data Protection Act 1998, the General Data Protection Regulations 2018. Town Council's Standing Orders, Document retention and disposals, Data Protection & Privacy and Communications Policies could lead to criminal or civil action being taken against the individual(s) involved.
3. Failure of Members to comply with this policy would be regarded as a breach under the Local Authorities (Model Code of Conduct) (Wales) Order 2008 as Members must when reaching decisions regarding the business of the authority, do so on the basis as to whether the action proposed lies within the policy framework agreed by the authority.
- 3.3 Failure of staff members to comply with this policy would be regarded as a disciplinary matter.

Cyngor Tref Llangollen Town Council.
27.10.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Independent Remuneration for Wales – Draft Annual Report
2021/22
REPORT FOR: Decision.

1. Summary.

1.1 To consider the Independent Remuneration for Wales –Draft Annual Report 2021/22.

2. Draft Report

2.1 The Independent Remuneration Panel draft Annual Report 2021/22 has now been published for consultation and the panel would appreciate and welcome comments during the consultation period which ends on 23 November 2020. Representations received after this date may not be considered.

2.3 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales and as a consequence the draft report contains proposed changes to the remuneration framework including an update to Determination 47 for Community Councils as detailed below; all other determinations remain unchanged.

19/20	20/21
Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

3. Recommendation.

3.1 It is recommended that the given the limited changes to the determinations for 2021/22 the Town Council notes the update to Determination 47 and advises the Independent Remuneration Panel accordingly.

4. Reasons for recommendation.

4.1 To respond to statutory consultations to ensure good governance of Town Council affairs.