

Cyngor Tref Llangollen Town Council.

Agenda. 19.03.2024.

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|---|---|
| 1. Croesawriad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Datganiadau gan Cyngorwyr y Sir.
I dderbyn datganiadau gan Cyngorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion.
a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 20.02.2024, fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 20.02.2024, as a correct record. |
| 7. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau ariannol yn ddogfennau gwaith ac felly nid ydynt yn cael eu cyfieithu

a) Adroddiad Blynnyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024.
b) Taliadau Awdurdodedig.
c) Datganiadau Ariannol
d) Cymodi banc. | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated.

Independent Remuneration Panel for Wales's Annual Report, February 2024
Financial Statements.
Authorised Payments.
Bank reconciliation. |
| 8. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu. | Town Clerk's Reports.
To receive reports submitted by the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated. |

a) Elusennau Lles Cyngor Trefol Llangollen, Cyngor Gwledig Llangollen a Glyntraian Llangollen Urban, Llangollen Rural and Glyntraian Welfare Charities

b) Penodi Llywodraethwr Cymunedol Ysgol Bryn Collen. Appointment of Community Governor Ysgol Bryn Collen.

9. Ceisiadau Cynllunio.

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

03/2023/0688

Trosi tafarndy presennol i ffurfio 3 annedd a gwaith cysylltiedig Star Inn Queen Street.

<https://tinyurl.com/yemfk7dc>

03/2024/0080

Newid defnydd annedd (Defnydd Dosbarth C3) i ffurfio cartref amlfeddiannaeth (Defnydd Dosbarth C4) Bryn Aber 10 Hill Street.

<https://tinyurl.com/54d9xnsb>

03/2021/0801

Cynlluniau/dogfennau diwygiedig/ychwanegol, codi 1 annedd ar wahân, adeiladu mynediad newydd i gerbydau a gwaith cysylltiedig / Tir yn (Gardd rhannol) Ffordd Vicarage Gorllewin.

<https://tinyurl.com/mr2kshpp>

10. Tystysgrifau Penderfyniad

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Gwrthwynebiad

03/2023/0822 Min Nant Butlers Hill Llangollen

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon.

03/2023/0688

Conversion of existing public house to form 3 dwellings and associated works Star Inn Queen Street.

<https://tinyurl.com/yemfk7dc>

03/2024/0080

Change of use of dwelling (Use Class C3) to form home of multiple occupation (Use Class C4) Bryn Aber 10 Hill Street.

<https://tinyurl.com/54d9xnsb>

03/2021/0801

Amended/additional plans/documents, erection of 1 no. detached dwelling, construction of a new vehicular access and associated works Land at (Part garden of) Fronhyfryd Vicarage Road West.

<https://tinyurl.com/mr2kshpp>

Certificates of Decision.

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

Objection

03/2023/0822 Min Nant Butlers Hill Llangollen

REPORT AUTHOR: Town Clerk
SUBJECT: Independent Remuneration Panel for Wales's Annual Report, February 2024.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Independent Remuneration for Wales, Annual Report and the implications for payment of Member allowances.

2. Background.

- 2.1 The Independent Remuneration Panel for Wales's (the Panel) goal continues to be to ensure that levels of remuneration are fair and reasonable. In line with their commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Councils. Currently each Community and Town Council must report annually to the Panel, and publish on its the Panel's site, the details, and names of each councillor in receipt of any expenses. In previous years, the Panel agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors, and that it would be sufficient to simply list the total amounts paid and the total number of recipients.
- 2.2 The Panel feels that it would be appropriate to extend this to the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims. This will give the right balance between public accountability and individual privacy, and the Panel hope will encourage all to accept the payments to which they are entitled. This was positively received during their consultation and engagement.
- 2.3 Therefore, the Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. This brings these in line with the reporting of the costs of care and personal assistance allowances. The Panel will provide a new template report for use from September 2024 and will continue to monitor the level of payments made.
- 2.4 The Panel are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. The Panel strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst performing their duties or receive a contribution to help defray these costs. The Panel reiterate that the basic payments are mandatory and should be

made available to all councillors who are entitled to receive them. Any decision to forego these payments must be a personal and individual choice.

3. Community and Town Councils

- 3.1 The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the determination made last year. Therefore, all councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.
- 3.2 In addition Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.
- 3.3 Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.

4. Payments to Community and Town Councils

- 4.1 Where a decision is required by a council, this should be done at the first meeting following receipt of the Annual Report. Llangollen Town Council continues to be classed as a Group 4 council having an electorate between 1,000 to 4,999 and income or expenditure not exceeding £200,000 a year. Therefore, the following determinations are applicable.

Determination	Is a decision required by council?	Recommendation
Extra Costs Payments	No - Mandatory for all members	
Cost of Care or Personal Assistance.	No - Mandatory for all members	
Senior Role.	Yes - Optional up to 3 members.	Do not pay.
Mayor or Chair	Yes - Optional - Up to a maximum of £1,500	Do not pay
Deputy Mayor or Deputy.	Yes - Optional - Up to a maximum of £1,500	Do not pay
Committee Chair.	Yes - Optional - Up to a maximum of £500	Do not pay
Attendance Allowance.	Yes - Optional	Pay
Financial Loss	Yes - Optional	Pay

5. Member payments 2023/24.

- 5.1 Payments for each Member (pro rata for co-opted Members) for are detailed below:

Member	Service (months)	Mandatory Payment
Cllr Edwards	8	£104
Cllr Felton	12	£156
Cllr Haddy	12	£156
Cllr Heath	8	£104
Cllr Hyde	5	£65
Cllr Keddie	12	£156
Cllr Morris	12	£156
Cllr Richards-Gwilliam	8	£104
Cllr Ryan	12	£156
Cllr Susanthan	12	£156

5.2 In terms of the cost of office consumables the Council allows Members to claim full reimbursement of cost on completion of a claim form.

5.3 The Panel continue to receive queries regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. The Panel are updating their guidance on this issue which should help give clarity to local clerks.

5.4 In the interim, as the Town Council has resolved that payment will be made at the end of the financial year by bank transfer, Membrs will be required to complete the attached form in order to comply with the current requirements of HMRC in respect of "homeworking "arrangements

6. Recommendations.

6.1 It is recommended that the Town Council: -

- a) notes the mandatory payments.
- b) enables members to claim full reimbursement for the cost of their office consumables.
- c) as in previous years does not pay any optional payment save for financial loss and travel and subsistence payments.
- d) publishes the total sum paid by it in the previous financial year no later than 30 September the following year
- e) the requirements of HMRC in respect of "homeworking "arrangements
- f) authorises the mandatory payments detailed in this report.

7. Reasons for recommendations.

7.1 To ensure probity in financial matters.

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	8 Fees and charges				2,050.00	2,757.50	-707.50	
	9 Cloud services				3,500.00	4,291.90	-791.90	
	10 Health and safety				2,500.00	8,748.73	-6,248.73	
	11 Insurance				6,000.00	5,550.33	449.67	
	12 Licenses				550.00	383.12	166.88	
	13 NNDR				13,000.00	11,364.74	1,635.26	
	14 Payroll				750.00	796.60	-46.60	
	15 Subscriptions				1,500.00	1,089.00	411.00	
	48 Expenses					197.10	-197.10	
					29,850.00	£35,179.02	-5,329.02	
<u>Asset Management</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	16 Equipment				22,000.00	19,694.55	2,305.45	
	17 Projects							
	18 Cleaning				3,000.00	4,583.08	-1,583.08	
	19 Grounds maintenance				12,000.00	16,102.82	-4,102.82	
	20 Christmas illuminations				9,800.00	10,808.21	-1,008.21	
	21 Repairs and renewals		-250.00		20,000.00	7,542.57	12,207.43	
	22 Waste collection				1,700.00	633.97	1,066.03	
	23 Water charges				2,000.00	732.04	1,267.96	
					£-250.00	70,500.00	£60,097.24	10,152.76
<u>Capital Financing</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	33 Loan repayments							
<u>Community</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	34 Community grants				3,000.00	2,050.00	950.00	
	35 Donations				3,000.00	1,000.00	2,000.00	
	36 Cittaslow				2,000.00		2,000.00	
					8,000.00	£3,050.00	4,950.00	
<u>Cost of Democracy</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	24 Election expenses							
	25 Civic costs				2,300.00	1,214.51	1,085.49	
	26 Civic events				3,600.00	1,737.47	1,862.53	
	27 Mayor's allowance							
	28 Remuneration				2,000.00	400.00	1,600.00	
	29 Member Training				2,000.00		2,000.00	
	30 Member allowances					100.00	-100.00	
					9,900.00	£3,451.98	6,448.02	
<u>Energy Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
	31 Electricity				12,000.00	6,762.41	5,237.59	
	32 Gas				16,000.00	4,650.48	11,349.52	
					28,000.00	£11,412.89	16,587.11	

Llangollen Town Council
Net Position by Cost Centre and Code

Cost Centre Name

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept		155,677.00	156,695.50			1,018.50
2	Interest		200.00	3,072.99			2,872.99
3	Room hire		13,750.00	13,102.91			-647.09
4	Rents		23,100.00	23,430.87			330.87
5	Grants			3,266.69			3,266.69
6	Tenants recharges		3,000.00	972.83			-2,027.17
7	VAT refund		11,000.00	8,197.01	11,000.00		8,197.01
49	Donation			150.00			150.00
			206,727.00	£208,888.80	11,000.00		13,161.80
Office Costs							
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget
37	Office supplies				1,000.00	746.43	253.57
38	Telephone and broadband				1,800.00	646.43	1,153.57
39	Photocopier rental				1,100.00	1,436.40	-336.40
40	Photocopying				1,000.00	103.90	896.10
41	Translation				1,700.00	288.01	1,411.99
47	Computer hardware					190.08	-190.08
					6,600.00	£3,411.25	3,188.75
Staff Costs							
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget
42	Salaries				38,150.00	35,987.05	2,162.95
43	HR fees and charges						
44	Pension				4,500.00	3,251.58	1,248.42
45	Staff Training				1,600.00	173.00	1,427.00
46	HMRC				13,500.00	10,563.34	2,936.66
					57,750.00	£49,974.97	7,775.03
NET TOTAL			206,727.00	£208,638.80	221,600.00	£166,577.35	56,934.45

Authorised Payments March 2024

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Net	TAW/VAT	Gros/Gross	
Taliad Bil/Bill Payments						
Staff	Salary	M12	TBC	£0.00	TBC	
CThEM/HMRC	PAYE	M12	TBC	£0.00	TBC	
Border Janitorial	Janitorial supplies	158	£0.00	£0.00	£0.00	
Cheshire floor sanding Ltd	Floor sanding	159	£3,450.00	£690.00	£4,140.00	
Cllr Edwards	Member payment	160	£104.00	£0.00	£104.00	
Cllr Felton	Member payment	161	£156.00	£0.00	£156.00	
Cllr Haddy	Member payment	162	£156.00	£0.00	£156.00	
Cllr Heath	Member payment	163	£104.00	£0.00	£104.00	
Cllr Hyde	Member payment	164	£65.00	£0.00	£65.00	
Cllr Keddie	Member payment	165	£156.00	£0.00	£156.00	
Cllr Morris	Member payment	166	£156.00	£0.00	£156.00	
Cllr Richards-Gwilliam	Member payment	167	£104.00	£0.00	£104.00	
Cllr Ryan	Member payment	168	£156.00	£0.00	£156.00	
Cllr Susanthan	Member payment	169	£156.00	£0.00	£156.00	
Good Energy	Electricity 7389	170	£46.62	£2.33	£48.95	
Good Energy	Electricity 7390	171	£294.45	£14.72	£309.17	
Good Energy	Electricity 7392	172	£202.52	£10.13	£212.65	
Good Energy	Gas 7393	173	£416.80	£20.83	£437.63	
J Barber	Fees	174	£850.00	£0.00	£850.00	
Prolight Concepts (UK) Ltd	Lighting	175	£9,418.84	£1,883.77	£11,302.61	
The Rowan Organisation	Payroll charges	176	£384.80	£0.00	£384.80	
Ultra Clean	Cleaning services	177	£0.00	£0.00	£0.00	
Watkin and Williams	Plumbing	178	£0.00	£0.00	£0.00	
J Williams	Memorial cleaning	179	£0.00	£0.00	£0.00	
Dyledion Uniongyrchol / Direct Debits						
Orchymyn Sefydlog/Standing Order						
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30	
British Telecom	Broadband	DU/DD	£48.95	£9.79	£58.74	
NEST	Pension	DU/DD	£246.52	£0.00	£246.52	
S Johnston	Storage hire	OS/SO	£80.00	£0.00	£80.00	
			Totals	£16,942.80	£2,631.57	£19,574.37

REPORT AUTHOR: Town Clerk.
SUBJECT: Llangollen Urban, Llangollen Rural and Glyntraian Welfare Charities: Trustee Appointment.
REPORT FOR: Decision.

1. Summary.
 - 1.1 To consider a proposition from the Llangollen Urban, Llangollen Rural and Glyntraian Welfare Charities (the Charity).
2. Background.
 - 2.1 The Charity provides financial assistance to those in need or sickness who live in the areas of Llangollen Urban, Llangollen Rural and Glyntraian Community Councils either directly or through other organisations and Members may recall that the Charity contacted the Town Council last autumn with regard to nominating three trustees of the Charity
 - 2.2 The Town Council, at that time, resolved to appointed George Hughes and Sheena Grindley together with Austin Cheminais if he wished to accept a place. The Charity has advised that Mr Cheminais has confirmed that he does not wish to act, in this capacity and this means that the Town Council could nominate someone else in his place.
 - 2.3 The Charity are aware that Mrs Angela Williams, the Community Liaison Officer at Llangollen Health Centre, is willing to be a Trustee and are enquiring ad to whether the Town Council would endorse her appointment.
3. Recommendation.
 - 3.1 It is recommended that in the absence of a Member nomination to acts as representatives on the Charity that the Town Council endorse the appointment Mrs Angela Williams, the Community Liaison Officer at Llangollen Health Centre.
4. Reasons for recommendation.
 - 4.1 To support local initiatives in line with Town Council priorities.

REPORT AUTHOR: Town Clerk.
SUBJECT: Appointment of Community Governor Ysgol Bryn Collen.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the appointment of a Member to acts as a community governor on Ysgol Bryn Collen's governing body.

2. Background.

- 2.1 Section 36 of the School Standards and Framework Act 1998S states that each maintained school shall have a governing body, which include community governors appointed by the governing body to represent the wider community interests of the school.
- 2.2 In addition if the governing body is of a maintained primary or nursery school serving an area for which there are one or more community councils, must provide for the governing body to include one additional community governor to be nominated by the community council
- 2.3 Ysgol Bryn Collen have notified the Town Clerk that they therefore have a vacancy for a member of the Town Council to acts as a community governor on their governing body.

3. Recommendation.

- 3.1 It is recommended that the Town Council appoints a Member to be a community governor on Ysgol Bryn Collen's governing body.

4. Reasons for recommendation.

- 4.1 To support statutory requirements in line with Town Council priorities.