

Correspondence File 1

Annual Meeting

17th May 2021

Abergele Town Council

Representation on Outside Bodies 2020/21

Abergele Royal British Legion (Branch)	A Wood
Abergele Carnival Committee	A Wood
Abergele Dementia Friends	A Hunter, S Jones-Roberts
Abergele Fairtrade Coalition	T Brennan
Canolfan Dewi Sant	A Hunter; vacancy; T Brennan
Conwy County Access Group	A Wood
Community Council Forum	The Mayor; A Wood
Charity of Robert Roberts	D A MacRae; R G Waters; S Jones-Roberts
East Promenade Consultative Group	A Hunter; A Wood; Vacancy
Joint Burial Committee	G Frost; Vacancy; B C Roberts; R G Waters
Llandrillo College Council	M Bond
Morfa Rhuddlan West Flood Partnership Group	A Hunter
Natural Resources Wales Wardens	
North Wales Mid Wales Association of Town & Larger Community Councils	B C Roberts; R G Waters; S Jones-Roberts
North Wales Association – Rail Liaison Committee	A Wood
One Voice Wales	D MacRae; R Waters
<u>SCHOOL GOVERNING BODIES</u>	
St George	<i>D A MacRae</i>
Glan Gele	<i>A Hunter</i>
Glan Morfa	<i>Tbc</i>
St Elfod	<i>S Jones-Roberts</i>
St George Quarry Liaison	A Hunter
St George Village Hall Trust	D A MacRae



DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Town Clerk & RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk & RFO
Documents	To sign documents on behalf of the Council.	Town Clerk & RFO
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk & RFO
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy County Borough Council.	Town Clerk & RFO
Finance	To administer the Council's bank balances.	Town Clerk & RFO
	To maintain adequate insurance cover for the Council's activities and property.	Town Clerk & RFO/ Deputy Clerk
	To act as the Responsible Financial Officer.	Town Clerk & RFO
	To authorise the payment of accounts	Town Clerk & RFO
	To write off outstanding debts in accordance with Financial Regulations.	Town Clerk & RFO
	Authorisation of routine expenditure within the agreed budget.	Town Clerk & RFO

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Service Area	Function	Officer
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk & RFO
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk & RFO
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk & RFO
Governance	To receive declarations of acceptance of office.	Town Clerk & RFO / Deputy Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk & RFO / Deputy Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Deputy Town Clerk
	To certify any bye-laws approved by the Council.	Town Clerk & RFO
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk & RFO
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk & RFO
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk & RFO
Land and Property	To purchase necessary goods and supplies.	Town Clerk & RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk & RFO
	To arrange for grass cutting frequencies in relation to the maintenance of open areas within the town for which the Council is responsible.	Town Clerk & RFO / Deputy Town Clerk

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Service Area	Function	Officer
	To devise planting schemes for the various open areas for which the Council is responsible.	Town Clerk & RFO
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboriculture practice.	Town Clerk & RFO/ Deputy Town Clerk
Lettings	To authorise hire/lettings of the Town Hall subject to payment in accordance with the approved scale of charges.	Town Clerk & RFO / Deputy Town Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Deputy Town Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk & RFO
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk & RFO
	To implement national pay awards and conditions of service.	Town Clerk & RFO
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Town Clerk & RFO
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk & RFO
	To arrange courses and training needs for staff within the approved budget.	Town Clerk & RFO

CRIP4

Abergele Town Council

Terms of Reference of Committees January 2020

General Note:

This document sets out the powers and duties delegated to committees by Abergele Town Council and those further delegated by committees to sub-committees. The functions and duties are supplementary to and do not override any duties imposed by the Council's Standing Orders.

A committee and sub-committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council or parent committee (in the case of a sub-committee) on the recommendation of that committee or sub-committee.

All meetings of committees and sub-committees are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public.

Membership of committees is decided each year at the Council's Annual Meeting in May. The Council's Mayor and Deputy Mayor are ex-officio members of every committee and sub-committee. Councillors who are not members of a committee or sub-committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

Policy & Finance Committee

(Approved)

Membership: All Members of the Council

Quorum: One third of Members (six)

Reporting: The Policy and Finance Committee reports to the Full Council

Delegated Responsibilities:

1. To authorise all expenditure, keep under regular review the Council's income and expenditure and advise the Council and any relevant Committees on any major variations from approved programmes.
2. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; to secure the audit of the Council's accounts.
3. To examine new legislation and advise the appropriate committees in its implementation.

Approved Min No: 604/19
Date: 06/02/20

CFIPS

4. To provide and maintain any office accommodation and services and the arrangements for records and archives.
5. To determine Councillor's travelling and subsistence allowances for attending events outside the Council area and the payment of expenses of official and courtesy visits.
6. To manage and maintain land and properties owned by the Council.
7. To consider and respond to any applications to the Council by Voluntary Bodies for financial assistance.
8. To maintain and keep under review methods of providing public information and of public consultation and participation and promoting public relations.

General Purposes and Planning Committee

(APPROVED)

Membership: All Members of the Council

Quorum: One third of Members (six)

Reporting: The General Purposes and Planning Committee reports to the Full Council

Delegated Responsibilities:

1. To consider and take appropriate action on any matter not specifically delegated to any other committee.
2. To make recommendations to the Council in respect of any alterations in the boundaries of the communities or their wards and in polling arrangements.
3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation on local planning and licensing applications and in responding to consultations on all other planning matters.
4. Any matter relating to recreation, parks, play areas and other open spaces in the Abergele Town Council area under the Local Government Rating Act 1997, s.31 play areas, recreation.
5. Any matter relating to CCTV under the Local Government Rating Act 1997, s.31 play areas, recreation and in relation to Section 17 of the Crime and Disorder Act 1998.
6. Matters relating to the enhancement, maintenance, promotion and protection of historic and cultural heritage within the Abergele own Council area under the War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by the Local Government Act 1948, s.133, the Parish Councils Act 1957, s. 2 and the National Heritage Act 1980, s 3.

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Date: 06/02/20

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Executive / Estimates Committee

(APPROVED)

Membership: The Mayor, Deputy Mayor, Immediate Past Mayor, Chair and Vice-Chair of the General Purposes and Planning and Policy and Finance Committees

Quorum: Three members of the Committee

Reporting: The Executive / Estimates Committee reports to the Full Council, or to the General Purposes and Planning Committee or the Policy and Finance Committee, on specific matters delegated by those committees.

Delegated Responsibilities:

1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the community and the overall resources of the Council.
2. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee structure or in the distribution of functions, powers and duties of Committees, in the light of changing circumstances).
3. Having regard to the Council's resources, to advise the Council on the following matters:
 - (a) The Council's Annual Estimates for income and expenditure, including the priority to be accorded to the development of the Council's services and the timing of the introduction of new services.
 - (b) The annual precept to be levied by the Council.
4. To undertake an annual assessment of risks, to include: financial; administrative and organisational; employers; members; public; assets; health and safety; and fire safety and report to the Council on the management of identified risks.
5. To consider and respond, where required, to any urgent items of business arising during the summer recess (August), to include authorising payment of any accounts falling due and submitting observations on planning and licensing applications to the Local Authority.
6. To keep under review the Council's Standing Orders, Code of Conduct and Financial Regulations.
9. To respond to consultation and other documents, as referred to it from time to time by the Council or its Committees.
10. To consider other such matters, as delegated from time to time by the Council, the General Purposes and Planning Committee or the Policy and Finance Committee.

Approved Min No: 604/19

Date: 06/02/20

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Terms of Reference

Events Sub-Committee

Membership (2020/21): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee
(unless they signify, they do not wish to serve)

Cllrs B Roberts; S Jones-Roberts; A Hunter; M Bond; G Frost;
A Wood; D MacRae.

Chairman (2020/21):

Quorum: One third of the Members of the Sub-Committee (three members)

Reporting: The Events Sub-Committee reports to the Policy & Finance Committee.

It has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Christmas Lighting and Events.

The Sub-Committee advises the Council and oversees and arranges Events that the Town Council is involved with or wishes to organise, with a delegated budget for this purpose under the Local Government Act 1972, s.142.

The sub-Committee advises the Council on all matters in connection with the provision of Christmas Lighting, which uses the power given in S.144 of the Local Government Act 1972 to attract visitors to the town.

The sub-Committee reports to the Policy & Finance Committee

Approved Min No 604/19
Date 06/02/20

CP1P8

Terms of Reference

Marketing & Promotion Sub-Committee

Membership (2020/21): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee (unless they signify that they do not wish to serve)

Cllrs B Roberts; D MAcRae; S Jones-Roberts; G Frost; A Wood; T Brennan; M Bond.

Chairman (2020/21):

Quorum: One Third of the Members of the Sub-Committee or three members whichever is the greater

Reporting: The Sub-Committee reports to the Policy & Finance Committee

The Marketing & Promotion Sub-Committee has delegated responsibility to consider and approve the content (articles and photographs), layout, printing and delivery arrangements for the Town Council's biennial Town Guide and Newsletter, within the budget approved by the Council. Any expenditure over and above the approved budget must be approved beforehand by the Policy & Finance Committee.

In carrying out these duties, the Sub-Committee will adhere to the current policy of the Council regarding the use of the Welsh language and any statutory requirements of the Welsh Language Wales Measure Act 2011 which apply to Town and Community Councils and the power to provide information relating to matters affecting Local Government under the Local Government Act 1972, s. 142.

The Committee is also responsible for overseeing the Town Council's website, Twitter, E-mail host, and any other tool that the Town Council may use in the marketing and promotion of the Town and the Council in line with legislation as set out by the Wales Measures Act 2012.

Abergele Town Council

Terms of Reference of the Place Plan Committee January 2020

General Note:

This document sets out the powers and duties delegated to the Place Plan Committee by Abergele Town Council. The functions and duties are supplementary to and do not override any practice or procedural matters imposed by the Council's Standing Orders.

The committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council on the recommendation to the committee.

All meetings of the committee are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public i.e. Advisory Groups.

Membership of committees is decided each year at the Council's Annual Meeting in May. Councillors who are not members of the committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

Membership: All Town Council members
non-voting members from the Community approved by the Council:
Mrs Linda Tavernor (ITACA); Business Manager (ITACA); Paul Robarts (Abergele Traders Association); Mr Will Arrowsmith (local businessman), Tracey Brennan (Traders Association); County Councillors who are not members of ATC.

Invited Officers: Mr Peter Brown (CCBC); Mr James Harland (CCBC); Mr Shane Wetton; Mr Chris Jones (Chris Jones Regeneration)

Quorum: One third of Voting Members

Reporting: The Full Council

Delegated Responsibilities:

1. To authorise expenditure within the budget allocated by the Council, keep under regular review the Committee's income and expenditure and advise the Council on any major variations from approved programmes.
2. To ensure that the financial procedures and controls of the Council are adhered to and to ensure that all audit procedures are observed.
3. To ensure that legislation relating to the powers that the Committee is able to rely upon is adhered to and to liaise with the Town Clerk to ensure that the Council does not act Ultra Vires.

(Min.no 604/19)
Last updated 06/02/2020

CFIP10

4. To advise the Council with regard to the Place Plan objectives and priorities, having regard to the needs of the community and the overall resources of the Council.
5. To ensure that the voice of the Community is incorporated into the decisions approved by the Committee in line with the Power of Wellbeing principles and the Local Government Wales Measure Act 2011
6. Having regard to the Council's resources, to advise the Council on Place Plan objectives feeding into the Council's Annual Estimates for income and expenditure, including the priority of the work and projects required.
7. To undertake an annual assessment of risks, to include: financial; administrative and health and safety to the Council relating to the Place Plan.
8. To consider other such matters, as delegated from time to time by the Council to the Place Plan Committee.

Terms of Reference
Staffing Sub-Committee

Membership: The Mayor
Cllrs. D A MacRae; S Jones-Roberts; C McCoubrey;
A Wood; M Bond; M Baker.

Chairman (2020/21): Cllr C McCoubrey

Quorum: One Third of the Members of the Sub-Committee (three members)

Reporting: The Staffing Sub-Committee reports to the Estimates Committee and the full Council

The Staffing Sub-Committee advises the Council on all areas of employment matters, including current and projected staffing needs, recruitment, development reviews, annual pay reviews, grievance and disciplinary hearings under the Employment Relations Act 2004, Employment Act 2008, Small Business, Enterprise and Employment Act 2015, Work and Families Act 2006.

The Mayor/Deputy Mayor and/or Chairman of the Committee will be responsible for undertaking the annual personal development review for the Clerk (no more than two members at any one time)

Reviewed at Ordinary 06/06/19
Deferred to future date
(Min. 110/19)
Last Updated 19/08/19

CFIP 12

Detailed Income & Expenditure by Budget Heading 05/05/2021

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Subscriptions</u>								
4060 SLCC	491	0	650	650		650	0.0%	
4061 OVW	1,878	0	1,950	1,950	1,961	(11)	100.6%	
4062 NWATC	65	0	75	75		75	0.0%	
4063 CVSC	0	0	15	15		15	0.0%	
4064 Clerks & Councils Direct	48	0	60	60	12	48	20.0%	
4066 Data Protection	35	0	40	40		40	0.0%	
4068 Parish Online	203	0	250	250		250	0.0%	
4069 Fields In Trust	65	0	65	65		65	0.0%	
4070 North Wales Play Assoc	0	0	50	50		50	0.0%	
Subscriptions :- Indirect Expenditure	<u>2,785</u>	<u>0</u>	<u>3,155</u>	<u>3,155</u>	<u>1,973</u>	<u>1,182</u>	<u>62.5%</u>	<u>0</u>
Net Expenditure	<u>(2,785)</u>	<u>0</u>	<u>(3,155)</u>	<u>(3,155)</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	2,785	0	3,155	3,155	1,973	1,182	62.5%	
Net Income over Expenditure	<u>(2,785)</u>	<u>0</u>	<u>(3,155)</u>	<u>(3,155)</u>				
Movement to/(from) Gen Reserve	<u>(2,784)</u>	<u>0</u>						

CFUP13



Abergele Town Council

Local Resolution Protocol

Approved Min No: 228/20

CA14

Adopted (17/05/21)

Background

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. However to date there has not been a common process for Community and Town Councils to follow in dealing with such matters.

This protocol is a starting point for Community and Town councils. The Council should determine the framework through which this document is operated which may require the establishment of a Committee or Panel or an extension of the terms of reference of an existing Panel or Committee such as a Complaints Panel or Committee. In the case of establishment of a new Panel it is important that terms of reference are prepared and approved by the Council. In either case it will be important for Councils to document in the terms of reference as to what will happen if there is a lack of co-operation shown by the member concerned or a breakdown occurring during the operation of the process. For example, in such cases the default position might be that the matter is referred to the Public Ombudsman for Wales.

The Local Resolution Process

Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing

Issues which should not be considered under this process

Complaints which must be directed to the Public Services Ombudsman for Wales, including:

- Complaints instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- Complaints made by the Clerk/Proper Officer
- Vexatious, malicious or frivolous complaints
- Members' complaints about officers which should be dealt with using the Council's internal complaints process
- Repetitive low level complaints

The Process

The complaint

The complaint would need to be sent to the Clerk/Proper Officer of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk/Proper Officer should firstly seek an early resolution of any such dispute by

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Adopted (17/05/21)

C1715

liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the 'accused' member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

Resolution Process

The involvement of the Chair/Vice Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk/Proper Officer will act as a facilitator for the resolution process below.

If the complaint is between Members other than the Chair of the Council, the Clerk/Proper Officer and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Clerk/Proper Officer and the Vice Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against a Member other than the Chair of Council, the Clerk/Proper Officer and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against the Chair of Council, the Clerk/Proper Officer and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.

If the complaint has been made by the Clerk/Proper Officer, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.

Possible results of the process

If an agreement is reached by Members and/or officers during this Stage then no further action is required.

If agreement cannot be reached the aggrieved Member/officer would always have the opportunity of referring the matter to the Ombudsman.

Examples of agreements might include issue of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

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CA P 16

Adopted (17/05/21)

As soon as may be after the decision has been made, it and the nature of any action to be taken shall be communicated in writing to the complainant, subject to complying with the requirements of any relevant legislation (such as the Human Rights Act). Transferred from the 2012 ATC doc

Important Points to Note in preparing a process for use by the Council

The Clerk/Proper officer, Chair and Vice Chairs of Councils should consider receiving appropriate training in facilitation and mediation to be in a position to maximise the benefit of this process. Councils wishing to pursue this route should contact One Voice Wales for guidance. – Available from April 2018

Councils might want to include some guidance where complaints which are most appropriately dealt with under this process are referred back to the Council by PSOW. The PSOW could actively do this if the Council has an approved process.

It is suggested that any meetings held with a view to discussing the issues of complaints and/or resolving matters are at the very least minuted, if not recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the PSOW. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Councils need to be clear on their powers in respect of code of conduct matters. The Ombudsman has seen examples of councils who have deemed it appropriate to fully investigate a code complaint, decide that there has been a breach and some have even thought it appropriate to consider the issue of a sanction. Investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.

1. Members of the public will be informed about their right to complain to the Local Government Ombudsman in any responses sent to complaints. This will include the following contact details:

Public Services Ombudsman for Wales
1 Ffordd yr Hen Gae
Pencoed
CARDIFF
CF35 5LJ

Telephone enquiries: 0845 6010987 (charged at local rate)
Website: www.ombudsman-wales.org.uk
e-mail: ask@ombudsman-wales.org.uk

Signed _____ Chairman / Mayor
_____ Clerk to the Council

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Adopted (17/05/21)

CF17

Section 137 Spend for Abergele Town Council for 2020/21

** Section 137 of the Local Government Act 1972 gives Town & Community Councils the power to spend upto £8.32 per head of the electorate to benefit the area or it's inhabitants where no other specific powers are held.				
Total electorate as at December 2019=			8545	£71,094.40
<u>Donations and Grants made under Section 137, Local Government Act 1972: **</u>				£
Ysgol Glan Gele - annual grant				2,168.16
Ysgol Glan Morfa - annual grant				2,116.42
Ysgol St Elfod - annual grant				2,607.96
St George Primary school - annual grant				£1,107.46
Help for Heroes				500.00
Round Table - Annual Fireworks				600.00
Incredible Edible				300.00
Natures Way- Business grant				300.00
Abergele Blinds- Business grant				250.00
Pensarn Tackle & Bait- Business grant				300.00
Gwallia House- Business grant				300.00
The Veg Shop- Business grant				300.00
Prys Jones & Booth- Business grant				180.00
Aladin's Cave- Business grant				293.93
Peculiar Gallery- Business grant				236.74
The Sugar Den- Business grant				300.00
Locked in- Business grant				300.00
DPL- Business grant				277.40
Rainbows & Dragons- Business grant				300.00
North Clwyd Animal Rescue- Business grant				300.00
Hairaholic- Business grant				300.00
Paws 2 Water- Business grant				255.00
Abergele Insurance- Business grant				300.00
AJ Fish & Kebab House- Business grant				300.00
sub-total				14,193.07
<u>Other Section 137 Expenditure:</u>				
Advertising / Publicity				2,109.00
<u>Total Section 137 Payments:</u>				£16,302.07

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