



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

25th April 2023

Dear Councillor

You are **SUMMONED** to attend Prestatyn Town Council's **ANNUAL GENERAL MEETING** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, on Wednesday 3rd May 2023 at 6:15pm.

If remote access is required, please contact the office.

Yours sincerely

Town Clerk

PRAYERS will be held prior to commencement.

- 1 **WELCOME AND HOUSEKEEPING**
- 2 **APOLOGIES**
- 3 **PUBLIC PARTICIPATION**
- 4 **DECLARATIONS OF INTEREST**
To receive notice of Councillors personal and/or prejudicial interests in tonight's proceedings as required by Code of Conduct legislation.
- 5 **MAYOR 2022/23 / MAYOR ELECT 2023/24**
Mayor's Years Report 22/23
Appendix i - Declaration of Acceptance
- 6 **DEPUTY MAYOR ELECT 2023/24**
Appendix ii - Declaration of Acceptance
- 7 **MAYOR'S CHAPLAIN 2023/24**



CYNGOR
TREF PRESTATYN

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

25^{ain} Ebrill 2023

Annwyl Gynghorydd

Fe'ch **GELWIR** i **GYFARFOD CYFFREDINOL BLYNYDDOL** Cyngor Tref Prestatyn yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 3^{ydd} Mai 2023 am 6.15y.h.

Os byddwch eisiau mynychu ar-lein, cysylltwch â'r swyddfa os gwelwch yn dda.

Yn gywir iawn

Clerc y Dref

Bydd **GWEDDIAU** cyn cychwyn

- 1 **CROESO A CHYMHENNU**
- 2 **YMDDIHEURIADAU**
- 3 **CYFRANOGAETH Y CYHOEDD**
- 4 **DATGANIADAU O DDIDDORDEB**
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cynghorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad.
- 5 **MAER 2022/23 / MAER ETHOLEDIG 2023/24**
Adroddiad Blwyddyn y Maer 22/23
Atodiad i – Datganiad Derbyn
- 6 **Y DIRPRWY FAER ETHOLEDIG 2023/24**
Atodiad ii – Datganiad Derbyn
- 7 **CAPLAN Y MAER 2023/24**

- | | |
|---|---|
| <p>8 COMMITTEE STRUCTURE
 Appendix iii Organisation Chart 2023/2024
 Appendix iv Committees Table 2023/24
 Appendix v Standard Terms of Reference 2023/24</p> <p>9 ELECT COMMITTEE MEMBERS 2023/24
 Appendix vi</p> <p>10 SCHEDULE OF MEETINGS 2023/24
 Appendix vii</p> <p>11 ATTENDANCE LIST 2022/23
 Appendix viii</p> <p>12 CODE OF CONDUCT POLICY 2023/24
 Appendix ix</p> <p>13 STANDING ORDERS 2023/24
 Appendix x</p> <p>14 FINANCIAL REGULATIONS 2023/24
 Appendix xi</p> <p>15 RISK ASSESSMENT 2023/24
 Appendix xii</p> <p>16 TRAINING POLICY 2023/24
 Appendix xiii
 Appendix xiv</p> <p>17 BIO-DIVERSITY POLICY 2023/24
 Appendix xv</p> <p>18 WELL BEING POLICY 2023/24
 Appendix xvi</p> <p>19 COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES 2023/24
 Appendix xvii</p> <p>20 INSURANCE COVER 2023/24
 Appendix xviii</p> <p>21 BUDGET 2023/24
 Appendix xix</p> <p>22 END OF YEAR ACCOUNTS 2022/23
 Appendix xx Income and Expenditure
 Appendix xxi Summary Income and Expenditure
 Appendix xxii Trial Balance
 Appendix xxiii Balance Sheet</p> <p>23 FIXED ASSETS 2022/23
 Appendix xxiv</p> | <p>8 STRWYTHUR Y PWYLLGORAU
 Atodiad iii Siart O Drefniant Strwythur Y Pyllgorau 2023 - 2024
 Atodiad iv Tabl Pwyllgorau 2023/24
 Atodiad v Clych Gwaith Safonl 2023/24</p> <p>9 AELODAU PWYLLGORAU ETHOLEDIG 2023/24
 Atodiad vi</p> <p>10 AMSERLEN CYFARFODYDD 2023/24
 Atodiad vii</p> <p>11 RHESTR PRESENOLDEB 2022/23
 Atodiad viii</p> <p>12 POLISI COD YMDDYGIAD 2023/24
 Atodiad ix</p> <p>13 RHEOLAU SEFYDLOG 2023/24
 Atodiad x</p> <p>14 RHEOLIADAU ARIANNOL 2023/24
 Atodiad xi</p> <p>15 ASESIAID RISG 2023/24
 Atodiad xii</p> <p>16 POLISI HYFFORDDI 2023/24
 Atodiad xiii
 Atodiad xiv</p> <p>17 POLISI BIOAMRYWIAETH 2023/24
 Atodiad xv</p> <p>18 POLISI LLES 2023/24
 Atodiad xvi</p> <p>19 CYNRYCHIOLWYR Y CYNGHORWYR AR GYRFF ALLANOL 2023/24
 Atodiad xvii</p> <p>20 DIOGELWCH YSWIRIANT 2023/24
 Atodiad xviii</p> <p>21 CYLLIDEB 2023/24
 Atodiad xix</p> <p>22 CYFRIFON DIWEDD BLWYDDYN 2022/23
 Atodiad xx Incwm a Gwariant
 Atodiad xxi Crynodeb o Incwm a Gwariant
 Atodiad xxii Balans Prawf
 Atodiad xxiii Mantolen</p> <p>23 ASEDAU SEFYDLOG 2022/23
 Atodiad xxiv</p> |
|---|---|

- 24 GRANT AWARDED UNDER POWERS
S137, S142, S144 2022/23**
Appendix xxv
- 25 IRPW RETURN 2022/23**
Appendix xxvi
- 26 SCALA LOAN STATEMENT 2022/2023**
Appendix xxvii
- 27 INVESTMENT STRATEGY 2022/23**
Appendix xxviii
- 28 ANNUAL RETURN 2022/23**
Appendix xxix AGAR
- 29 ANNUAL REPORT 2022/23**
Appendix xxx
- 30 CHRISTMAS WORKING HOURS 2023/24**
Appendix xxxi
- 31 MINUTES PREVIOUS MEETINGS**
Appendix xxxii Full Council 05.04.23
Appendix xxxiii Town Planning 05.04.23
Appendix xxxiv CDRC 05.04.23
Appendix xxxv F&M 08.03.23
- 32 URGENT MATTERS ARISING**
- 33 PLANNING APPLICATIONS**
Appendix xxxvi DCC Planning Consultations

To: All Town Councillors
County Councillors
Mayor's Chaplain
Press

- 24 GRANT A DDYFERNIR O DAN BWERAU
A137, A142, A144 2022/23**
Atodiad xxv
- 25 IRPW YN DYCHWELYD 2022/23**
Atodiad xxvi
- 26 DATGANIAD BENTHYCIAD SGALA 2022/2023**
Atodiad xxvii
- 27 STRATEGAETH BUDDSODDI 2022/23**
Atodiad xxviii
- 28 DATGANIAD BLYNYDDOL 2022/23**
Atodiad xxix AGAR
- 29 ADRODDIAD BLYNYDDOL 2022/23**
Atodiad xxx I Ddilyn
- 30 ORIAU GWAITH Y NADOLIG 2023/24**
Atodiad xxxi
- 31 COFNODION Y CYFARFODYDD BLAENOROL**
Atodiad xxxii Cyngor Llawn 05.04.23
Atodiad xxxiii Cynllunio Tref 05.04.23
Atodiad xxxiv PDAC 05.04.23
Atodiad xxxv Cyllid a Rheolaeth 08.03.23
- 32 MATERION BRYN YN CODI**
- 33 CEISIADAU CYNLLUNIO**
Atodiad xxxvi Ymgynghoriadau Cynllunio CSDd

I: Y Cynghorwyr Tref i gyd
Cynghorwyr Sir
Caplan y Maer
Y Wasg



PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

Section 83, Local Government Act 1972 / Adran 83, Ddeddf Llywodraeth Leol 1972

Declaration of Acceptance of Office / Datganiad Derbyn Swydd

Ihaving been elected to the office of Mayor of Prestatyn Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code for the time being as to the conduct which is expected of members of Prestatyn Town Council and which may be revised from time to time.

Yr wyf Ia minnau wedi fy ethol I swydd Aeled Cyngor Tref Prestatyn yn datgan fy mod yn cymryd arnaf fy hun y swydd honno, ac y byddaf yn cyflawni dyletswyddau'r swydd yn briodol ac yn ffyddlon hyd eithaf fy marn a'm gallau.

Yr wyf yn ymrwymo I barchu'r cod ymddygiad a ddisgwylir oddi wrth aelodau ac sy'n bodoli am y tro ac a allay gael ei adolygu o dro I dro Cyngor Tref Prestatyn

Signed / Llofnodwyd..... Date / Dyddiad: 3/05/2023.

This declaration was made and signed before me.

Cafodd y datganiad hwn ei wneud a'l lofnodi ger fy mron,

Signed / Llofnodwyd

Mrs Lisa Fearn
Town Clerk/Financial Officer
Clerc y Dref/Swyddog Cyllid



PRESTATYN TOWN COUNCIL / CYNGOR TREF PRESTATYN
COUNCILLOR DECLARATION

I agree to the best of my ability and endeavour to work with fellow Town Councillors and Staff. In cases of disagreement or concern not involving criminal activity or gross misconduct, I will seek first guidance of Town Clerk / Financial Officer or Chairman of Committee to try and resolve matters locally.

I will at all times promote good behaviour, show respect for others and acknowledge importance of corporate responsibility.

Signed:

Date: 3/05/2023.

Witness: Mrs Lisa Fearn

Position: Town Clerk/Financial Officer

Clerc y Dref/Swyddog Cyllid



PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

Section 83, Local Government Act 1972 / Adran 83, Ddeddf Llywodraeth Leol 1972

Declaration of Acceptance of Office / Datganiad Derbyn Swydd

Ihaving been elected to the office of Deputy Mayor of Prestatyn Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code for the time being as to the conduct which is expected of members of Prestatyn Town Council, and which may be revised from time to time.

Yr wyf Ia minnau wedi fy ethol I swydd Aeleod Cyngor Tref Prestatyn yn datgan fy mod yn cymryd arnaf fy hun y swydd honno, ac y byddaf yn cyflawni dyletswyddau'r swydd yn briodol ac yn ffyddlon hyd eithaf fy marn a'm gallau.

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Mrs Lisa Fearn
Town Clerk/Financial Officer
Clerc y Dref/Swyddog Cyllid



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I will at all times promote good behaviour, show respect for others and acknowledge importance of corporate responsibility.

Signed

Date: 3/05/2023.

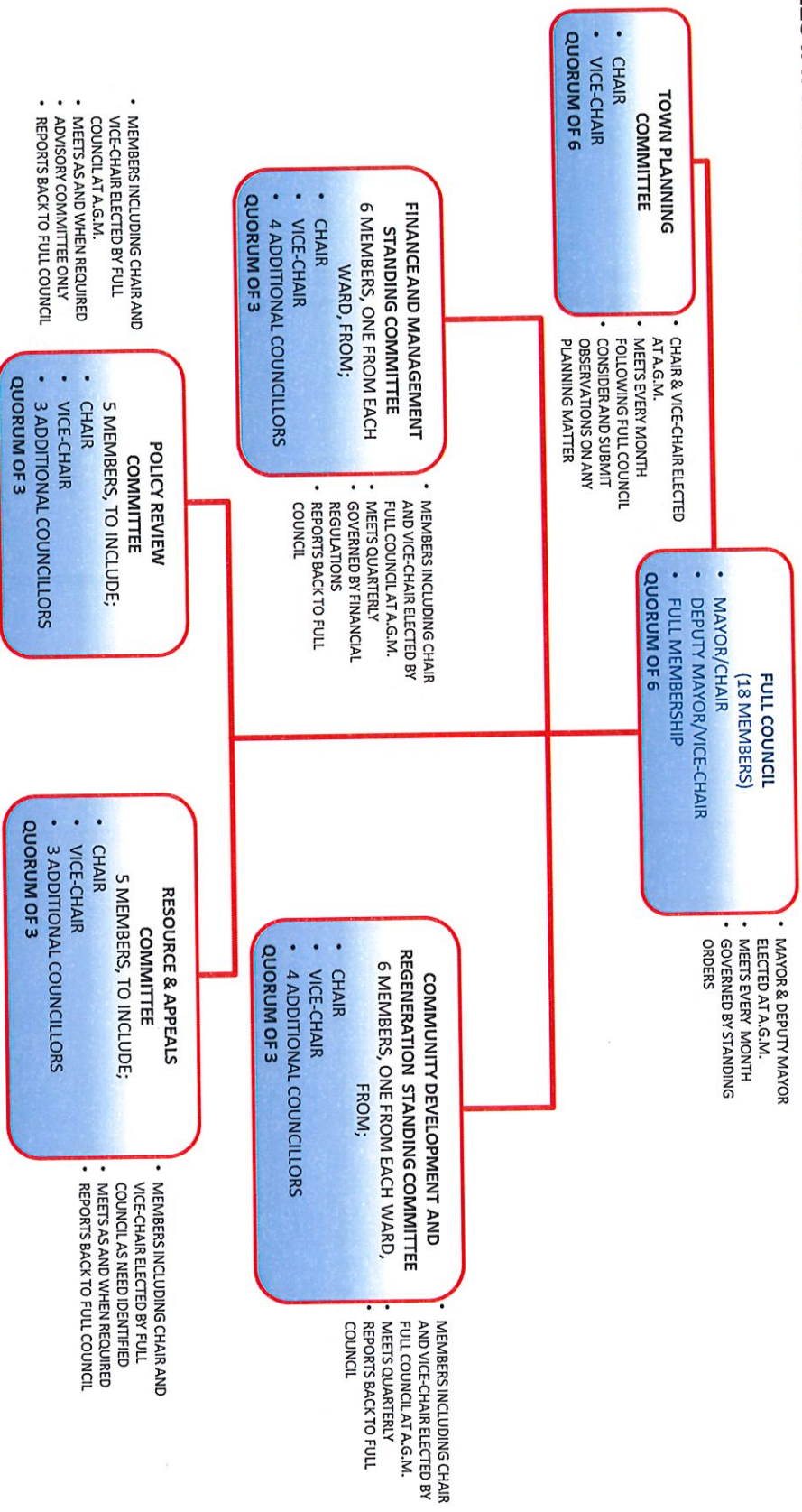
Mrs Lisa Fearn

Position: Town Clerk/Financial Officer

Clerc y Dref/Swyddog Cyllid



PRESTATYN TOWN COUNCIL - ORGANISATION CHART OF FULL COUNCIL, COMMITTEES AND SUB-COMMITTEES



- ALL COMMITTEES RECEIVE PROPOSALS AND CORRESPONDENCE, AND MAKE RECOMMENDATIONS WHICH ARE THEN TO BE APPROVED AND RATIFIED BY FULL COUNCIL
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
- ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

AGM 3/05/2023

Item 8 APPENDIX iv

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Full Council (FC)	18	6	Full delegation	➤ Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p). ➤ The Mayor and Deputy Mayor shall be elected at the Annual General Meeting. ➤ Meets every month ➤ Specific responsibility areas covered. ○ Standing Orders approval ○ To oversee the corporate workings of the Council ○ Appointment of committees and members ○ FC will elect membership and ensure a Chair and Vice-Chair are elected for the following committees at the A.G.M.; ▪ Town Planning Committee (TP) ▪ Finance & Management Committee (F&M) ▪ Community Development and Regeneration Committee (CDRC) ▪ Policy Review Committee (PR) ○ Membership and Chair of the Resource and Appeals Committee (R&A) shall be elected by the FC on an as-and-when required basis. ○ In addition to all responsibilities in absence of Committee and Committee responsibilities as listed below ○ To receive reports from other Committees regarding items affecting whole of the Council ○ To determine any item not specifically covered by other Committees ○ To authorise expenditure more than delegated Committee budget ○ Approval of recommendations and documentation as presented by Finance and Management Committee ○ Approval of proposals as presented by the Community, Development and Regeneration Committee ○ Approval of policies and documentation as presented by the Policy Review Committee ○ Approval of proposals and recommendations as presented by the Resource and Appeals Committee ○ Approval of policies and documentation as presented by any committee not listed but created through standing orders ○ Budget / Precept Approvals ○ Audit Reports and Signing of Accounts ○ Appointment of Internal Auditor ○ Signing Annual Governance Statement ○ IRPV Annual Return Approval ○ Annual Reports ○ Council Strategy ○ Town/Place Plan approval ○ Risk Assessments ○ Well-Being statement

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

AGM 3/05/2023 Item 8 APPENDIX iv

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Town Planning Committee (TP)	18	6	Advisory	○ Training Policy ○ Bio-diversity policy ○ Approval of Office HR Organisation Chart ○ Appointment of Town Clerk/Responsible Financial Officer ➤ Consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor) ➤ Specific responsibility areas covered. ○ Responses to planning applications ○ Tree preservation Orders ○ Responses to planning policy consultations ○ Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices ○ Proposals for street naming ○ Highway and traffic regulation consultations ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer ➤ Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council ➤ Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year ➤ Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year ➤ Direct the keeping of the accounts of the Council ➤ Direct and have control of all insurance of the Council ➤ Direct control of all Council's IT policy ➤ Direct control of all Council's GDPR policy ➤ Review from time-to-time Financial Regulations ➤ Deal with establishment/building matters ➤ Consider and report from time to time upon management and administration of local government in the region and county areas ➤ Have charge of any surplus lands and properties ➤ To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures reviewing staff salaries, training and staff terms and conditions ➤ To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer ➤ Specific responsibility areas covered. ○ Review of Financial Regulations ○ Draft budget and draft precept figures for FC approval ○ Draft of IRPW Annual Return ○ Review of Audit paperwork for FC approval ○ Receiving regular financial reports
Finance & Management Committee (R&M)	6	3	Advisory	➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer ➤ Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council ➤ Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year ➤ Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year ➤ Direct the keeping of the accounts of the Council ➤ Direct and have control of all insurance of the Council ➤ Direct control of all Council's IT policy ➤ Direct control of all Council's GDPR policy ➤ Review from time-to-time Financial Regulations ➤ Deal with establishment/building matters ➤ Consider and report from time to time upon management and administration of local government in the region and county areas ➤ Have charge of any surplus lands and properties ➤ To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures reviewing staff salaries, training and staff terms and conditions ➤ To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer ➤ Specific responsibility areas covered. ○ Review of Financial Regulations ○ Draft budget and draft precept figures for FC approval ○ Draft of IRPW Annual Return ○ Review of Audit paperwork for FC approval ○ Receiving regular financial reports

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

AGM 3/05/2023 Item 8 APPENDIX iv

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Community, Development and Regeneration Committee (CDRC)	6	3	Advisory	- o BACS approvals for Suppliers and Payroll expenditure - o Financing of projects - o Power in Joint Committees under LGA s.101 and s.102 - o Income and expenditure authorisations as per Standing Orders - o Management of financial requirements - o Monitor capital and reserves - o Virement of funds, subject to Financial Regulations - o Funds, investments, and banking arrangements - o Awarding contracts up to £25000 - o Reviewing overspent of budget - o Overseeing procurement and tender procedures - o Review of financial policies and procedures - o Financial Risk management - o Responsible for Fixed Asset Register - o Responsible to review adequacy of insurance - o Use and upkeep of leases, licences, rents, and fees - o Probity and effective financial practice - o Debt monitoring and recovery - o Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144 - o Consider and agree Grant applications ➤ Consider matters of industrial and other development in the Town ➤ Consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn ➤ Consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn ➤ To use initiative in proposing new projects and proposals which should be of benefit to the Town ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer - o Consider matters relating to improvements of: - o Town Car Parks (RTA 1984) - o Road and rail transport - o Byelaws - o Crime Prevention / CCTV/Radio link (C&D ACT 1998) - o Public footpaths (LGA1972 s.133/s.123) - o Entertainment - o Attractions - o Publicity – Public Relations - o Liaison with local organisations - o Licensing - o Business Support (LGMP1976) - o Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133) - o Health/Sports/Leisure Activities (LGMP1976s.19) - o Cultural activities - o Scala Cinema (RTA 1984/LGMP 1976)

03/05/2023

Item 8 APPENDIX iv PTC Committees Table Dec 22 FINAL

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

AGM 3/05/2023

Item 8 APPENDIX iv

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
				- o Town Place/Town Plan implementation - o Town regeneration projects - o Town marketing projects - o Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19) - o Town benches (LGMP ACT 1953/Highways) - o Town bus shelters (LGMPACT 1953) - o Town planting scheme (LGMP1976) - o Hanging Baskets/troughs (LGA1972 s.133/s.123) - o Town festive lights scheme and other illuminations (LGA1972 s144.5) - o Town tourism projects - o Town public transport - o Town twinning - o Town partnerships (LGMP1976s.19) - o Town environment projects – (eg Coastal and High Street) LGMP ACT 1976 - o Play Areas (LGMP1976s.19) - o Public Gardens (LGA1984) - o Identification of projects of benefit to the town - o Identifying and delivery of events - o Community engagement / Meetings / Forums - o Community Partnership Room (LGA1972s.133/s.123) - o Local Community Services (LGA1976) - o Volunteering opportunities - o Engagement with third party organisations - o Public consultations - o Meet objectives contained in Well-Being Plan
Policy Review Committee (PR)	5	3	Advisory	➤ The Committee shall be administered by the Town Clerk/Responsible Financial Officer ➤ The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions ➤ The Committee will be responsible for assessing and reviewing all Town Policies and Procedures and making any appropriate recommendations to FC or F&M where appropriate. ➤ The Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation ➤ Specific responsibility areas covered. - o Review Standing Orders for FC approval - o Review committee structure and committees terms of reference for FC approval - o Review all council policies within terms of reference of committees - o Review Finance Regulations for F&M for FC approval - o Review Risk Management for FC approval - o Oversee compliance with all legislation - o Review training policy for FC approval - o Review Biodiversity policy for FC approval - o Wellbeing and future generations policy for FC approval

03/05/2023

Item 8 APPENDIX iv PTC Committees Table Dec 22 FINAL

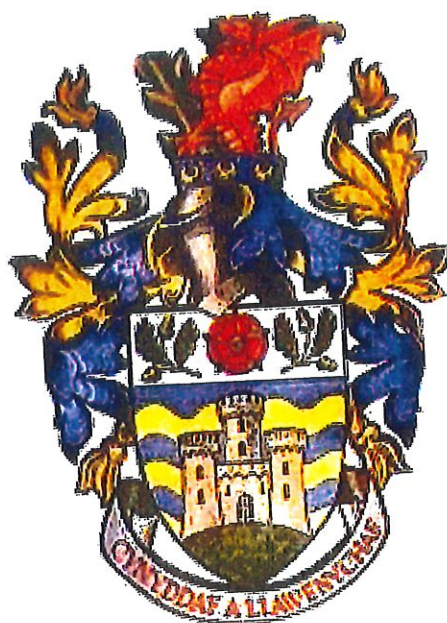
PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

AGM 3/05/2023 Item 8 APPENDIX iv

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Resource & Appeals Committee (R&A)	5	3	Advisory and Part delegation	○ Produce Council's annual report for FC approval ➤ The Committee shall meet at times as are deemed necessary to fulfil its functions. ➤ The Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand. ➤ The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the R&A when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance. ➤ Specific responsibility areas covered: ○ Appeals ○ Grievance and Discipline matters ○ Freedom of Interest requests ○ Town Clerk/Responsible Financial Officer matters ○ Appointment of the Town Clerk/Responsible Financial Officer ○ Named Councillor to support Town Clerk/RFO in second interview of senior management roles ○ Deal with litigation in which the Council may be engaged

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members



Prestatyn Town Council – Committees – Terms of Reference 2022/23

Contents

FULL COUNCIL (18)	2
MEMBERSHIP	2
RESPONSIBILITIES	2
GOVERNANCE.....	3
Committees	3
TOWN PLANNING COMMITTEE (TP) (18)	3
MEMBERSHIP	3
RESPONSIBILITIES	3
GOVERNANCE.....	3
FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)	3
MEMBERSHIP	4
RESPONSIBILITIES	4
GOVERNANCE.....	5
COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)	5
MEMBERSHIP	5
RESPONSIBILITIES	5
GOVERNANCE.....	6
POLICY REVIEW COMMITTEE (PR) (5)	6
MEMBERSHIP	6
RESPONSIBILITIES	6
GOVERNANCE.....	7
RESOURCE AND APPEALS COMMITTEE (R&A) (5)	7
MEMBERSHIP	7
RESPONSIBILITIES	7
GOVERNANCE.....	7

FULL COUNCIL (18)

MEMBERSHIP

1. The Full Council (FC) shall consist of eighteen members.
2. The Mayor and Deputy Mayor shall be elected at the Annual General Meeting.
3. Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p).
4. Minimum quorum of six at each meeting.

RESPONSIBILITIES

1. FC will appoint membership and ensure Chair and Vice-Chair are elected to the following committees at the A.G.M.;
 - a. Town Planning Committee (TP)
 - b. Finance & Management Committee (F&M)
 - c. Community Development and Regeneration Committee (CDRC)
 - d. Policy Review Committee (PR)
2. Membership and Chair of the Resource and Appeals Committee (R&A) shall be elected by the FC on an as-and-when required basis.

GOVERNANCE

1. FC is governed by Standing Orders.
2. FC shall meet every month and at other times as are deemed necessary to fulfil its functions.

Specific responsibility areas covered.

- a. Standing Orders approval
- b. To oversee the corporate workings of the Council
- c. Appointment of committees and members
- d. In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below
- e. To receive reports from other Committees regarding items affecting whole of the Council
- f. To determine any item not specifically covered by other Committees
- g. To authorise expenditure more than delegated Committee budget
- h. Approval of recommendations and documentation as presented by Finance and Management Committee
- i. Approval of proposals as presented by the Community, Development and Regeneration Committee
- j. Approval of policies and documentation as presented by the Policy Review Committee
- k. Approval of proposals and recommendations as presented by the Resource and Appeals Committee
- l. Approval of policies and documentation as presented by any committee not listed but created through standing orders
- m. Budget / Precept Approvals
- n. Audit Reports and Signing of Accounts
- o. Appointment of Internal Auditor
- p. Signing Annual Governance Statement
- q. IRPW Annual Return Approval
- r. Annual Reports
- s. Council Strategy

- t. Town/Place Plan approval
- u. Risk Assessments
- v. Well-Being statement
- w. Training Policy
- x. Bio-diversity policy
- y. Approval of Office HR Organisation Chart
- z. Appointment of Town Clerk/Responsible Financial Officer

Committees

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

1. The Town Planning Committee (TP) shall consist of all council members.
2. The quorum shall be six members.
3. The TP shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The TP will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor).
2. The TP may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The TP shall meet every month immediately following the FC meeting, and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of FC.

Specific responsibility areas covered.

- a. Responses to planning applications
- b. Tree preservation Orders
- c. Responses to planning policy consultations
- d. Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices
- e. Proposals for street naming
- f. Highway and traffic regulation consultations

FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)

MEMBERSHIP

1. The Finance & Management Committee (F&M) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The F&M shall elect a Chair and Vice-Chair at its first meeting at each A.G.M.

RESPONSIBILITIES

1. Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
2. Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
3. Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
4. Direct the keeping of the accounts of the Council.
5. Direct and have control of all insurance of the Council.
6. Direct control of all Council's IT policy.
7. Direct control of all Council's GDPR policy.
8. Review from time-to-time Financial Regulations.
9. Deal with establishment/building matters.
10. Consider and report from time to time upon management and administration of local government in the region and county areas.
11. Have charge of any surplus lands and properties.
12. To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures, reviewing staff salaries, training and staff terms and conditions.
13. To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision.
14. The F&M may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The F&M is governed by Financial Regulations.
2. The F&M shall meet every three months and at other times as are deemed necessary to fulfil its functions.
3. Minutes of meetings will be taken for accuracy and motions/resolutions presented for approval at the next meeting of Full Council.

Specific responsibility areas covered.

- a. Review of Financial Regulations
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure
- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Monitor capital and reserves
- l. Virement of funds, subject to Financial Regulations
- m. Funds, investments, and banking arrangements
- n. Awarding contracts up to £25000
- o. Reviewing overspent of budget
- p. Overseeing procurement and tender procedures
- q. Review of financial policies and procedures
- r. Financial Risk management

- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The CDRC shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity as detailed in Standing Orders.
2. The CDRC will consider matters of industrial and other development in the Town.
3. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn.
4. The CDRC will consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.
5. To use initiative in proposing new projects and proposals which should be of benefit to the Town.

GOVERNANCE

1. The CDRC shall meet at least once every three months and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of Full Council.
3. The CDRC may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

Specific responsibility areas covered:

- a. Town Car Parks (RTA 1984)
- b. Road and rail transport
- c. Byelaws
- d. Crime Prevention / CCTV/Radio link (C&D ACT 1998)
- e. Public footpaths (LGA1972 s.133/s.123)
- f. Entertainment
- g. Attractions
- h. Publicity – Public Relations
- i. Liaison with local organisations
- j. Licensing
- k. Business Support (LGMP1976)
- l. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- m. Health/Sports/Leisure Activities (LGMP1976s.19)
- n. Cultural activities

- o. Scala Cinema (RTA 1984/LGMP 1976)
- p. Town Place/Town Plan implementation
- q. Town regeneration projects
- r. Town marketing projects
- s. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- t. Town benches (LGMP ACT 1953/Highways)
- u. Town bus shelters (LGMPACT 1953)
- v. Town planting scheme (LGMP1976)
- w. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- x. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- y. Town tourism projects
- z. Town public transport
- aa. Town twinning
- bb. Town partnerships (LGMP1976s.19)
- cc. Town environment projects – (eg Coastal and High Street) LGMP ACT 1976
- dd. Play Areas (LGMP1976s.19)
- ee. Public Gardens (LGA1984)
- ff. Identification of projects of benefit to the town
- gg. Identifying and delivery of events
- hh. Community engagement / Meetings / Forums
- ii. Community Partnership Room (LGA1972s.133/s.123)
- jj. Local Community Services (LGA1976)
- kk. Volunteering opportunities
- ll. Engagement with third party organisations
- mm. Public consultations
- nn. Meet objectives contained in Well-Being Plan

POLICY REVIEW COMMITTEE (PR) (5)

MEMBERSHIP

1. The Policy Review Committee shall consist of five members.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. A Chair and Vice-Chair shall be elected at the FC A.G.M.

RESPONSIBILITIES

1. The PR Committee operates in an Advisory capacity.
2. The PR Committee will be responsible for assessing and reviewing all Town Council Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate.
3. The PR Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation.
4. To carry out any other such duties in accordance with a resolution from Finance and Management Committee.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.

3. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Review training policy for Full Council approval
- h. Review Biodiversity policy for Full Council approval
- i. Wellbeing and future generations policy for Full Council approval
- j. Produce council's annual report for Full Council approval

RESOURCE AND APPEALS COMMITTEE (R&A) (5)

MEMBERSHIP

1. The Resource and Appeals Committee shall consist of five members.
2. Members will be elected by Full Council as the need is identified.
3. The quorum shall be three members.
4. FC shall elect a Chair for each R&A.

RESPONSIBILITIES

1. The R&A Committee operates in an Advisory capacity, with any delegated powers as detailed in Standing Orders.

GOVERNANCE

1. The R&A Committee shall meet at times as are deemed necessary to fulfil its functions.
2. The R&A Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand.
3. The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the Resource and Appeals Committee when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance.
4. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Appeals
 - b. Grievance and Discipline matters
 - c. Freedom of Interest requests
 - d. Town Clerk/Responsible Financial Officer matters
 - e. Appointment of the Town Clerk/Responsible Financial Officer
 - f. Deal with litigation in which the Council may be engaged
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
 - ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members

Prestatyn Town Councillors 2023/2024 - Committees

AGM 3/05/2023 Item 9 APPENDIX vi

Full Council		Finance and Management		Town Planning		Community Development and Regeneration	
Chair - Mayor		Chair -		Chair -		Chair -	
Deputy Mayor -		Deputy Chair-		Deputy Chair-		Deputy Chair-	
Councillors		Councillors		Councillors		Councillors	
Cllr K Clewett							
Cllr C Evans							
Cllr S Frobisher							
Cllr G German							
Cllr E Heaton							
Cllr C Holliday							
Cllr T Jones MBE							
Cllr H Irving							
Cllr I Lifford							
Cllr J Matthews							
Cllr J McLellan							
Cllr B Murray							
Cllr A Sampson							
Cllr G Sandilands							
Cllr J Thompson-Hill							
Cllr A Tomlin							
Cllr A West							
Cllr B Williams							



SCHEDULE OF MEETINGS 2023/24

Wednesday	3 rd May 2023	Annual General Meeting (AGM)
"	28 th June 2023	Full Council (F/C) Committees; Town Planning (T/P) & Finance & Management (F&M)
"	26 th July 2023	Full Council (F/C) Committees; Town Planning (T/P) & Community Development & Regeneration (CDRC)
AUGUST RECESS		
Wednesday	13 th September 2023	Full Council (F/C) Committees; Town Planning (T/P) & Finance & Management (F&M)
Wednesday	11 th October 2023	Full Council (F/C) Committees; Town Planning (T/P) & Community Development & Regeneration (CDRC)
"	22 nd November 2023	Full Council (F/C) Committees; Town Planning (T/P) & Finance & Management (F&M)
CHRISTMAS RECESS		
Wednesday	17 th January 2024	Full Council (F/C) Committees; Town Planning (T/P) & Finance & Management (F&M)
"	28 th February 2024	Full Council (F/C) Committees; Town Planning (T/P) & Community Development & Regeneration (CDRC)
"	13 th March 2024	Full Council (F/C) Committees; Town Planning Committee (T/P)
"	24 th April 2024	Full Council (F/C) Committees; Town Planning & (T/P) & Finance & Management (F&M)
"	15 th May 2024	Annual General Meeting (AGM) Committee; Town Planning (T/P)

**Council meetings are normally held on Wednesday commencing at 6.15pm.
Please note there may be additional meetings called.**



COUNCILLOR ATTENDANCE 2022/23

Possible number of meetings all Town Councillors could attend is 32 to date 05/04/2023.

AGM	FULL COUNCIL	COMMUNITY DEVELOPMENT & REGENERATION	FINANCE AND MANAGEMENT	TOWN PLANNING
1	10	4	6	11

ATTENDANCE RECORD Possible 32 to date 05/04/2023	
Cllr Kelly Clewett	29
Cllr Carol Evans	32
Cllr Sharon Frobisher	18
Cllr Gill German	26
Cllr Elen Heaton	25
Cllr Carol Holliday	32
Cllr Hugh Irving	27
Cllr Tina Jones MBE	28
Cllr Ian Lifford	Elected 6 th October 2022 - 13
Cllr Julie Matthews	32
Cllr Jason McLellan	24
Cllr Bob Murray	24
Cllr Paul Penlington	Resigned 4 th July 2023 - 0
Cllr Anton Sampson	15
Cllr Gareth Sandilands	29
Cllr Julian Thompson-Hill	12
Cllr Andrea Tomlin	32
Cllr Adrian West	29
Cllr Ben Williams	27



**CODE OF CONDUCT;
The Local Authorities (Model Code of
Conduct) (Wales) (Amendment) Order
2022**

**REVIEWED AND APPROVED BY
PRESTATYN TOWN COUNCIL
ON 08 March 2023**

Preface

This document has been drawn from the Welsh Government website ([The Local Authorities \(Model Code of Conduct\) \(Wales\) Order 2008 \(legislation.gov.uk\)](https://legislation.gov.uk)).

The title of this Order is **The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2022** and complies with the Order that came into force on 5 August 2022, incorporating Amendments of the Schedule to the original 2008 Order made in 2016 and 2022.

This Code of Conduct document replaces all previously adopted Code of Conduct documentation by Prestatyn Town Council.

Contents

THE MODEL CODE OF CONDUCT	2
PART 1 INTERPRETATION	2
PART 2 GENERAL PROVISIONS	3
PART 3 INTERESTS	6
Personal Interests	6
Disclosure of Personal Interests	7
Prejudicial Interests	8
Overview and Scrutiny Committees	10
Participation in Relation to Disclosed Interests	10
PART 4 THE REGISTER OF MEMBERS' INTERESTS	12
Registration of Personal Interests	12
Sensitive information	12
Registration of Gifts and Hospitality	13
Appendix.....	14

THE MODEL CODE OF CONDUCT

PART 1 INTERPRETATION

1.

(1) In this code —

“co-opted member” (*“aelod cyfetholedig”*), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” (*“cyfarfod”*) means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises function of an authority;

“member” (*“aelod”*) includes, unless the context requires otherwise, a co-opted member;

“register of members’ interests” (*“cofrestr o fuddiannau’r aelodau”*) means the register established and maintained under section 81 of the Local Government Act 2000;”

“relevant authority” (*“awdurdod perthnasol”*) means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (ca) a corporate joint committee established by regulations made under Part 5 of the Local Government and Elections (Wales) Act 2021 (asc 1),
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (*“chi”*) means you as a member or co-opted member of a relevant authority; and

“your authority” (*“eich awdurdod”*) means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council,

- (a) “proper officer” (*“swyddog priodol”*) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and
- (b) “standards committee” (*“pwyllgor safonau”*) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.”

PART 2 GENERAL PROVISIONS

2.

(1) Save where paragraph 3(a) applies, you must observe this code of conduct —
(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3.

Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4.

You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5.

You must not —

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6.

(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7.

You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes.

8.

You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the

circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

- (i) the authority's head of paid service;
 - (ii) the authority's chief finance officer;
 - (iii) the authority's monitoring officer;
 - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9.

You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10.—

(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, industrial and provident society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

~~(b) [deleted 2016]~~

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management, to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11.—

(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it

becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

- (a) details of the personal interest;
- (b) details of the business to which the personal interest relates; and
- (c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12.—

(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
 - (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
 - (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;
- (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13.

You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.—

(1) Subject to sub-paragraphs (2), (2a), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

- (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
- (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

- (b) not exercise executive or board functions in relation to that business;
- (c) not seek to influence a decision about that business;
- (d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
- (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also

allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted;

and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15.—

- (1) Subject to sub-paragraph (4), you must, within 28 days of—
 - (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
 - (b) your election or appointment to office (if that is later),register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.
- (2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.
- (3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.
- (4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).
- (5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is community council when you act in your capacity as a member of such an authority.
- (6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16.—

- (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" (*"gwybodaeth sensitif"*) means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17.

You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Appendix

This document was first drawn on 08 March 2023. The next review is AGM 2023.

Version Adopted	Date Adopted	Meeting	Minute Number	All Members
1	8 th March 2023	Full Council	274	15 Cllrs



STANDING ORDERS

**REVIEWED AND APPROVED BY
PRESTATYN TOWN COUNCIL
ON XX/XX/XXXX**

**BASED ON THE NALC MODEL FORMAT
AS PROVIDED BY ONE VOICE WALES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders

will generally be suitable for councils.

List of Standing Orders

1. Rules of debate at meetings	2
2. Disorderly conducts at meetings.....	4
3. Meetings generally.....	5
4. Committees and sub-committees	8
5. Ordinary council meetings	10
6. Extraordinary meetings of the council.....	12
7. Previous resolutions	13
8. Voting on appointments.....	13
9. Appointments	13
10. Motions for a meeting that require written notice to be given to the Proper Officer	14
11. Motions at a meeting that do not require written notice	15
12. Questions.....	16
13. Management of Information	16
14. Draft Minutes.....	17
15. Code of conduct and dispensations.....	18
16. Code of conduct complaints	18
17. Proper Officer	19
18. Responsible Financial Officer	20
19. Accounts and accounting statements.....	20
20. Financial controls and procurement.....	21
21. Handling staff matters.....	22
22. Responsibilities to provide Information	23
23. Responsibilities under Data Protection Legislation.....	23
24. Relations with the press/media	24
25. Execution and sealing of legal deeds.....	24
26. Communicating with County Councillors.....	24
27. Restrictions on councillor activities.....	24
28. Standing orders generally.....	25
Annual Document Review Table.....	25

Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Mayor/Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Mayor/Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Mayor/Chair of the meeting, is expressed in writing to the Mayor/Chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Mayor/Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor/Chair of the meeting.
- k One or more amendments may be discussed together if the Mayor/Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Mayor/Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor.
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the Mayor/Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Mayor/Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or

speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Mayor/Chair of the meeting.

u Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and Management Committee as determined by AGM) and which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

v At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put". If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

2. Disorderly conducts at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Mayor/Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the Mayor/Chair of the meeting to moderate or improve their conduct, any councillor or the Mayor/Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Mayor/Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- d If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).
- e If a member of the public interrupts the proceedings at any meeting the Chair shall warn them. If he/she continues the interruption the Chair shall order his removal from the Council Chamber. In the case of a general disturbance in any part of the Chamber open to the public the Chair shall order that part be cleared.

3. Meetings generally

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion. The resolution shall state;" That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"
- e Members of the public may make representations, answer questions, and give evidence at at a meeting which they are entitled to attend in respect of the business on the agenda. The public enquiry item which will be the second on the agenda after Apologies for Absence of every Ordinary Council meeting, but not the Annual or Special meetings.
- f The period designated for public participation shall last for 5 minutes, with the Mayor/Chair having discretion to extend it to 10 minutes and after the Public Question Time has been dealt with no member of the public may speak again unless invited to do so by the Mayor/Chair for a particular item to enable clarification.
- g Subject to standing order 3(e) above, a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Mayor/Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Mayor/Chair of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct their comments to the Mayor/Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Mayor/Chair of the meeting shall direct the order of speaking by inviting members addressed as "Councillor ()". Whenever the Chair speaks during a debate all other members shall be silent and should Chair rise during debate a Member then standing shall resume his seat and the Council shall be silent.
- l The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- m **Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor/Chair of the Council may in their absence be done by, to or before the Vice-Mayor/Chair of the Council (if any).**
- p **The Mayor/Chair, if present, shall preside at a meeting. If the Mayor/Chair is absent from a meeting, the Vice-Mayor/Chair if present, shall preside. If both the Mayor/Chair and the Vice-Mayor/Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting**
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- s **The Mayor/Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether they gave an original vote.**
See standing orders 5(h) and (i) below for the different rules that apply in the election of the Mayor/Chair of the Council at the annual meeting of the council.
- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or, if at least two members so request, by signed ballot. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting.
 - ii. the names of councillors present and submitted apologies.
 - iii. interests that have been declared by councillors and non-councillors with voting rights.
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council. If a member who has declared a personal interest, then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on XX.XX.2023 (DATE TO BE CONFIRMED) then that interest must be declared and a decision made by the member whether to stay or withdraw.**
- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than six.**
See standing order 4d(viii) below for the quorum of a Standing Committee or sub-committee meeting.
- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 2 hours 45 minutes.
- z Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct and provisional schedule submitted to Council's AGM.
- aa Should it be known by a councillor of their inability to be present at a meeting they are expected to attend, they should forward their apologies to the Proper Officer at least three working days in advance of the scheduled date to ensure that the appropriate minimum quorum will be in attendance
- bb Any other business shall not be included as an agenda item in meetings; a summons must include the agenda for the business to be transacted at the meeting. The agenda

should set out the order in which the items will be transacted. A council cannot lawfully transact any business which is not included on the agenda. As such, the item 'any other business' should not appear at all, or should simply be used as a peg on which to hang the exchange of urgent information. Additionally, the item could be used to allow genuinely urgent issues to be raised but no decisions should be taken in respect of issues so raised (other than to ensure that they are dealt with properly at a forthcoming meeting, with due notice having been given) and no expenditure should be approved as a result of issues raised under 'any other business'. Any urgent matters arising will be included at the top of the agenda.

- cc Dress code at all meetings – smart casual
- dd All mobile phones/laptops/tablets should be switched off unless being used to read documents / information relevant to the matter in hand
- ee Smoking is not permitted at any meeting of the Council.

4. Committees and sub-committees

- a **Unless the Full Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the Full Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Full Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend.

- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee.
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three.
 - ix. shall determine if the public may participate at a meeting of a committee.
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.
- e. **Members appointed for the Resource and Appeals sub-committee shall be determined by Full Council on an as-and-when basis to ensure that no conflict of interest arises through the subject matter to be addressed, and this sub-committee will dissolve once all appropriate matters have been resolved and recommendations reported back to Full Council.**
- f. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual General Meeting of Council.
 - g. The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than six members. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
 - h. Every committee may appoint sub-committees for purposes to be specified by the committee.
 - i. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
 - j. Members of committees and sub-committees entitled to vote, shall vote by show of hands or, if at least two members so request, by signed ballot.
 - k. **Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**
 - l. A member who has proposed a resolution which has been referred to any committee or sub-committee of which he/she is not a member, may explain his resolution to the

committee but shall not vote.

- m. Prestatyn Town Council shall appoint a Town Planning Committee which will meet monthly and follow the Full Council meeting under the same agenda.
- n. Prestatyn Town Council shall appoint a Finance and Management standing committee, which will meet quarterly.
- o. Prestatyn Town Council shall appoint a Community Development and Regeneration standing committee, which will meet quarterly.
- p. Prestatyn Town Council shall appoint a Policy Review Committee, which will meet at least once annually and at other times as are deemed necessary to fulfil its functions
- q. Prestatyn Town Council shall appoint a Resources and Appeals Committee, the members of which will be elected by Full Council as the need is identified.
- r. Details and operations of the committees pertaining to Standing Orders 4(n) to 4(r) are more fully explained with direct reference to the current version of Prestatyn Town Council Committees Standard Terms of Reference document, current version of Prestatyn Town Council Committee Table and the current version of Prestatyn Town Council Committees Organisation Chart.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on a Wednesday in May.**
- c **The annual meeting of Prestatyn Town Council shall take place at 6.15pm.**
- d **In addition to the annual meeting of the council, other ordinary meetings will be normally held on a Wednesday in the month at 6.15pm apart from August and December when there will be a recess.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Mayor/Chair and Vice-Chair (if any) of the Council.**
- f **The Mayor/Chair of the Council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Vice-Chair of the Council, if any, unless they resign or become disqualified,**

shall hold office until immediately after the election of the Mayor/Chair of the Council at the next annual meeting of the council.

- h. In an election year, if the current Mayor/Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Mayor/Chair of the Council has been elected. The current Mayor/Chair of the Council shall not have an original vote in respect of the election of the new Mayor/Chair of the Council but must give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Mayor/Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Mayor/Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor/Chair of the Council and must give a casting vote in the case of an equality of votes.
- j. Following the election of the Mayor/Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall be as follows:
 - i. **In an election year, delivery by the Mayor/Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done later. In a year which is not an election year, delivery by the Mayor/Chair of the Council of their acceptance of office form unless the Council resolves for this to be done later.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements), if deemed necessary, with other local authorities, not-for-profit bodies and businesses;
 - xi. Review, if deemed necessary, of representation on or work with external bodies and arrangements for reporting back;
 - xii. Review of inventory of land and other assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;
 - xv. Review, if deemed necessary, of the Council's complaints procedure;
 - xvi. Review, if deemed necessary, of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 22 and 23*);
 - xvii. Review, if deemed necessary, of the Council's policy for dealing with the

- press/media;
 - xviii. Review of the Council's employment policies and procedures;
 - xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
 - xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
 - xxi. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- k The Annual General meeting and other meetings of the Council for the transaction of general business shall not commence before six o'clock in the evening unless determined otherwise. All meetings shall conclude by 9.00pm unless determined otherwise
- l **At every meeting other than the Annual General Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- m After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- i. **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - ii. **To deal with business expressly required by statute to be done.**
 - iii. To receive such communications as the person presiding may wish to lay before the Council.
 - iv. To answer questions from Councillors provided notice given in accordance with Standing Order 10.
 - v. To receive and consider reports and minutes of committees.
 - vi. To receive and consider resolutions or recommendations in the order in which they have been notified.
 - vii. To authorise the sealing of documents.
 - viii. If necessary to authorise the signing of orders for payment.
- n A motion to vary the order of business on the ground of urgency:
- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - b) Shall be put to the vote without discussion.

6. Extraordinary meetings of the council

- a The Mayor/Chair of the Council may convene an extraordinary meeting of the council at any time.
- b If the Mayor/Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for

such a meeting must be signed by the two councillors.

- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 6 weekdays of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Mayor/Chair of the meeting.

9. Appointments

- a. **Relatives of Members or Officials.** If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply. **The Town Clerk shall make known the purpose of this Standing Order to every candidate.**
- b. All vacancies to be filled unless filled by promotion or transfer, shall be publicly advertised except where Council otherwise determine. Provided that where, within six

months of filling the vacancy a similar vacancy arises, the Establishment Committee (as determined by AGM) may appoint one of the former applicants.

- c. 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.
- d. Interviews for the appointment of Town Clerk shall be undertaken by the Mayor and at least one other councillor as agreed.
- e. The second interview to be undertaken for the posting of Office Manager is to include at least one councillor in conjunction with the Town Clerk/Responsible Financial Officer.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear weekdays before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Mayor/Chair of the forthcoming meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Chair as to whether to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- j If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- k Any expenditure requests by individual councillors must also be requested in advance through the relevant meetings for all members to approve and not advocate such requests through the Town Clerk

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer.
 - i. to correct an inaccuracy in the minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.
 - iv. To refer a motion to a particular committee or sub-committee
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business on the agenda.
 - vii. to proceed to the next business on the agenda.
 - viii. to require a written report.
 - ix. to appoint a committee or sub-committee and their members.
 - x. to extend the time limits for speaking.
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
 - xii. to not hear further from a councillor or a member of the public.
 - xiii. to exclude a councillor or member of the public for disorderly conduct.
 - xiv. to temporarily suspend the meeting.
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

- xviii. to approve the Minutes.
- xix. to close or adjourn the debate.
- xx. to adopt a report.
- xxi. to authorise the sealing of documents.
- xxii. to amend a motion.
- xxiii. to give leave to withdraw a resolution or amendment.
- xxiv. to extend the time limit for presentations
- xxv. to give the consent of the Council where such consent is required by these Standing Orders

12. Questions

- a. A Member may ask the Chair of the Council/Committee or Town Clerk any written question concerning the business of Council provided 10 clear weekdays' notice of the question has been given to the person to whom it is addressed.
- b. A Member of the Council may ask the Chair of a Committee any question upon an item of the report of a Committee when that item is under consideration by the Council. With permission of the Chair, put to the Chair of any Committee any question relating to urgent business, of which no such notice has been given; but a copy of such question shall, if possible be delivered to the Town Clerk not later than twelve o'clock in the morning of the day of the meeting
- c. Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- d. An answer may take the form of: -
 - i. direct oral answer
 - ii. where the desired information is contained in a publication of the Council, a reference to that publication
 - iii. where the reply to the question cannot conveniently be given orally, written answer to be circulated to the Member/Members of the Council prior to the next meeting or such other time as agreed.

13. Management of Information

See also standing order 23.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**
- e
 - 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, or the sub-committee as the case may be.
 - 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.
- f From XX/XX/2023 (DATE TO BE CONFIRMED) Prestatyn Town Council will provide email addresses to all town Councillors for council business matters only.

14. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Draft minutes from any committee meeting will be circulated to the Chair of that committee within 5 working days of the meeting. Once approved by the Chair, they will be circulated to the members of such committee and published as "Draft Minutes" on the Prestatyn Town Council website within 5 weekdays, followed by being added to the next relevant committee agenda.
- b There shall be no discussion about the minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the Mayor/Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Mayor/Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Mayor/Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

15. Code of conduct and dispensations

See also standing order 3(t) above.

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. All members must observe the Code of Conduct which was adopted by the Council on XX/XX/2023 (DATE TO BE CONFIRMED)**
- b Newly Elected and Co-opted Councillors should endeavour to undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
 - i. Any Councillors required to fulfil the position of Chair must undertake and complete the appropriate course for this post
 - ii. All councillors must undertake and complete the Code of Conduct course
- c **Dispensation requests shall be in writing and submitted to the standards committee of Denbighshire County Council** as soon as possible before the meeting that the dispensation is required for.

16. Code of conduct complaints

- a Upon notification by Denbighshire County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor/Chair of Council of this fact, and the Mayor/Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.
- d The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in Circular 2/86 issued by National Association of Local Councils except for those complaints which should be properly directed to the Standards Commission (Wales) for consideration.

17. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear weekdays before a meeting of the council, a committee, or a sub-committee:**
 - **serve on councillors by electronic delivery or post at their residences a signed summons confirming the time, place, and the agenda; and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee.
 - ii. **subject to standing order 10 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it.**
 - iii. **convene a meeting of full council for the election of a new Mayor/Chair of the Council, occasioned by a casual vacancy in their office.**
 - iv. **facilitate inspection of the minutes of Meetings by local government electors.**
 - v. **receive and retain copies of byelaws made by other local authorities.**
 - vi. **retain acceptance of office forms from councillors.**
 - vii. **retain a copy of every councillor's register of interests.**
 - viii. **assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;**
 - ix. **liaise, as appropriate, with the Council's Data Protection Officer**
 - x. **receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.**
 - xi. **assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);**
 - xii. **arrange for legal deeds to be signed by two Councillors and witnessed.**
See also standing order 25 below.
 - xiii. **arrange or manage the prompt authorisation, approval, and instruction regarding**

- any payments to be made by the council in accordance with the council's financial regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the [Mayor/Chair or in their absence the Deputy Mayor/Vice-Chair (if there is one) of the Council] OR [Mayor/Chair or in their absence the Deputy Mayor/Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
- See also standing order 25 below*
- xviii. receive declarations of acceptance of office.
 - xix. receive and record notices disclosing interests at meetings.
 - xx. receive and retain plans and documents.
 - xxi. sign notices or other documents on behalf of the Council.
 - xxii. receive copies of bylaws made by another local authority.
 - xxiii. certify copies of bylaws made by the Council
 - xxiv. sign and issue the summons to attend meetings of the Council.
 - xxv. keep proper records for all Council meetings.

18. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- b All payments by the council shall be authorised, approved, and paid in accordance with the law, proper practices and the council's financial regulations with the details included in the minutes of the meeting including voucher number.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September, and 31 December in each year a:
 - i. Trial Balance Sheet
 - ii. Balance Sheet
 - iii. Quarterly Income/Expenditure Report
 - iv. A copy of the quarterly budget monitoring report which summarises the receipts

- and payments
 - v. the balances held at the end of the quarter being reported
- d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 or due to special circumstances are exempt from a tendering process or procurement exercise .
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 20(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of

works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and/or in any other manner that is appropriate such as website and noticeboards;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Town Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- g In emergency situations the Town Clerk may with approval of Mayor and Chair of Finance and Management Committee take such actions and incur expenditure commensurate to deal with the situation. Any expenditure shall be reported to the next Finance and Management Committee (as determined by AM) and may form the subject of a supplementary estimate.

21. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 13 above.
- b Subject to the council's policy regarding absences from work, the Town Clerk shall notify the Mayor/Chair or, if they are not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the Mayor/Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter.

- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Mayor/Chair or Vice-Chair, this shall be communicated to another member of Council.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- f In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(e)
- g. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees unless such conditions are subject of National Joint Councils pay and conditions of service. Standing Order 19(h) must be read in conjunction with this requirement.
- h. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether the press and public shall be excluded.
- i. The Town Clerk oversees and is responsible for all day-to-day operational staff matters. Prestatyn Town Council have an existing contract until 2024 with a HR company who provides the Town Clerk with support, all guidelines, policies and procedures, which are required to meet the legal requirements, thus ensuring matters are dealt with correctly.
- j. The Town Clerk will recruit all staff with the assistance of the Office Manager. However, the Town Clerk will invite one councillor to sit in on second interviews for the Office Manager's appointment to offer support.
- k. All recruitment and matters relating to the Town Clerk will be dealt with through the Resource and Appeals Committee.

22. Responsibilities to provide Information

See also standing order 23.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

23. Responsibilities under Data Protection Legislation

See also standing order 13.

- a The Council shall appoint a Data Protection Officer.

- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

24. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

See also standing orders 19(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 25(a) above, any two councillors may sign on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

26. Communicating with County Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

27. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect;

- or
- ii. issue orders, instructions, or directions. unless authorised to do so by the Council or the relevant committee or sub-committee.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds' councillors to be given to the Proper Officer in accordance with standing order 10 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Mayor/Chair of a meeting as to the application of standing orders at the meeting shall be final.

END OF DOCUMENT

Annual Document Review Table

Review Date	Committee Name	Approved/Amended	Minute Number