



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 Gyngorydd

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 Cyngorwyr yn nhrefodion 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**

- 8 **COMMITTEE STRUCTURE**
Appendix iii Organisation Chart 2023/2024
Appendix iv Committees Table 2023/24
Appendix v Standard Terms of Reference 2023/24
- 9 **ELECT COMMITTEE MEMBERS 2023/24**
Appendix vi
- 10 **SCHEDULE OF MEETINGS 2023/24**
Appendix vii
- 11 **ATTENDANCE LIST 2022/23**
Appendix viii
- 12 **CODE OF CONDUCT POLICY 2023/24**
Appendix ix
- 13 **STANDING ORDERS 2023/24**
Appendix x
- 14 **FINANCIAL REGULATIONS 2023/24**
Appendix xi
- 15 **RISK ASSESSMENT 2023/24**
Appendix xii
- 16 **TRAINING POLICY 2023/24**
Appendix xiii
Appendix xiv
- 17 **BIO-DIVERSITY POLICY 2023/24**
Appendix xv
- 18 **WELL BEING POLICY 2023/24**
Appendix xvi
- 19 **COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES 2023/24**
Appendix xvii
- 20 **INSURANCE COVER 2023/24**
Appendix xviii
- 21 **BUDGET 2023/24**
Appendix xix
- 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
- 23 **FIXED ASSETS 2022/23**
Appendix xxiv

- 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
- 9 **AELODAU PWYLLGORAU ETHOLEDIG 2023/24**
Atodiad vi
- 10 **AMSERLEN CYFARFODYDD 2023/24**
Atodiad vii
- 11 **RHESTR PRESENOLDEB 2022/23**
Atodiad viii
- 12 **POLISI COD YMDDYGIAD 2023/24**
Atodiad ix
- 13 **RHEOLAU SEFYDLOG 2023/24**
Atodiad x
- 14 **RHEOLIADAU ARIANNOL 2023/24**
Atodiad xi
- 15 **ASESIAD RISG 2023/24**
Atodiad xii
- 16 **POLISI HYFFORDDI 2023/24**
Atodiad xiii
Atodiad xiv
- 17 **POLISI BIOAMRYWIAETH 2023/24**
Atodiad xv
- 18 **POLISI LLES 2023/24**
Atodiad xvi
- 19 **CYNRYCHIOLWYR Y CYNGHORWYR AR GYRFF ALLANOL 2023/24**
Atodiad xvii
- 20 **DIOGELWCH YSWIRIANT 2023/24**
Atodiad xviii
- 21 **CYLLIDEB 2023/24**
Atodiad xix
- 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
- 23 **ASEDAU SEFYDLOG 2022/23**
Atodiad xxiv

- 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 To Follow
- 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 RETURN 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 Cyngorwyr Tref i gyd
Cyngorwyr 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 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.

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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.

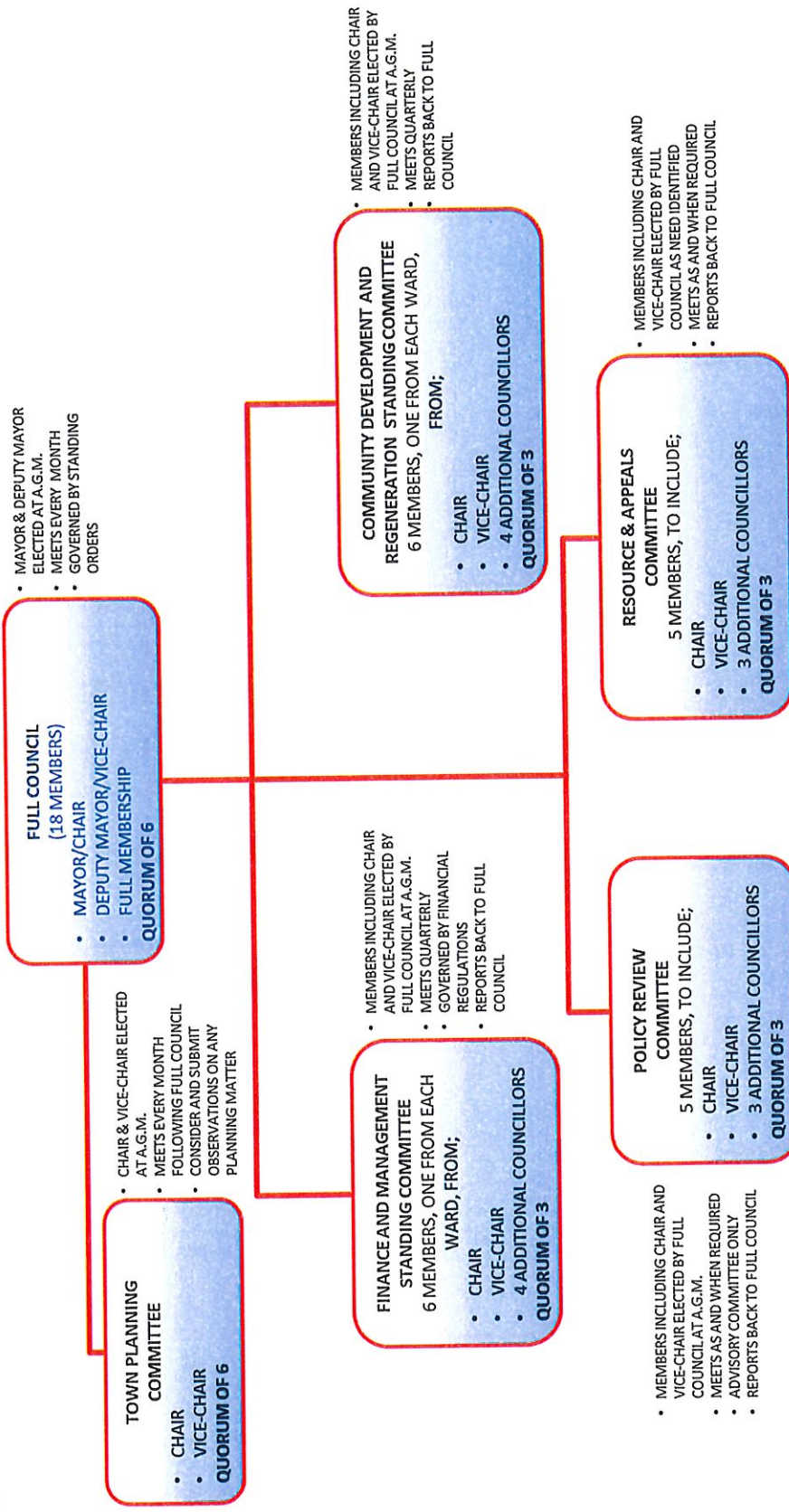
Mrs Lisa Fearn

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

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 ○ IRPW Annual Return Approval ○ Annual Reports ○ Council Strategy ○ Town/Place Plan approval ○ Risk Assessments ○ Well-Being statement

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Town Planning Committee (TP)	18	6	Advisory	- o Training Policy - o Bio-diversity policy - o Approval of Office HR Organisation Chart - o 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. - o Responses to planning applications - o Tree preservation Orders - o Responses to planning policy consultations - o Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices - o Proposals for street naming - o Highway and traffic regulation consultations ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer
Finance & Management Committee (R&M)	6	3	Advisory	➤ 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. - o Review of Financial Regulations - o Draft budget and draft precept figures for FC approval - o Draft of IRPW Annual Return - o Review of Audit paperwork for FC approval - o 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 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)

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
Policy Review Committee (PR)	5	3	Advisory	- 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 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

Summary of Terms of Reference							
COMMITTEES	Membership	Quorum	Level of Delegation				
Resource & Appeals Committee (R&A)	5	3	<table><tr><td>Advisory delegation</td><td>Part</td></tr><tr><td colspan="2"> ○ 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 </td></tr></table>	Advisory delegation	Part	○ 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	
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○ 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.....	2
Committees	3
TOWN PLANNING COMMITTEE (TP) (18)	3
MEMBERSHIP	3
RESPONSIBILITIES	3
GOVERNANCE.....	3
FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)	3
MEMBERSHIP	3
RESPONSIBILITIES	4
GOVERNANCE.....	4
COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)	5
MEMBERSHIP	5
RESPONSIBILITIES	5
GOVERNANCE.....	5
POLICY REVIEW COMMITTEE (PR) (5)	6
MEMBERSHIP	6
RESPONSIBILITIES	6
GOVERNANCE.....	6
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) Town Planning Committee (T/P)
"	28 th June 2023	Full Council(F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	26 th July 2023	Full Council (F/C) Community Development & Regeneration Committee, (CDRC)Town Planning Committee (T/P)
AUGUST RECESS		
Wednesday	13 th September 2023	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
Wednesday	11 th October 2023	Full Council (F/C) Community Development & Regeneration Committee (CDRC)Town Planning Committee (T/P)
"	22 nd November 2023	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
CHRISTMAS RECESS		
Wednesday	17 th January 2024	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	28 th February 2024	Full Council (F/C) Community Development & Regeneration Committee (CDRC) Town Planning Committee (T/P)
"	13 th March 2024	Full Council (F/C) Town Planning Committee (T/P)
"	24 th April 2024	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	15 th May 2024	Annual General Meeting (AGM)Town Planning Committee (T/P)

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