



Prestatyn Town Council

Training and Development Policy

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Introduction

The Local Government and Elections Act ("the 2021 Act") requires community councils to make and publish a plan about the training provisions for its members of staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Wording under the 2021 Act (hyperlink attached) is as follows;

PART 4 LOCAL AUTHORITY EXECUTIVES, MEMBERS, OFFICERS AND COMMITTEES

Training of members and staff of community councils

7 Community council training plans

- (1) A community council must make and publish a plan (a "training plan") setting out its proposals in relation to the provision of training for—
 - (a) the councillors of the community council, and
 - (b) the community council's staff.
- (2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.
- (3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.
- (4) A community council must review its training plan from time to time.
- (5) If a community council revises or replaces its training plan, it must publish the revised or new plan.
- (6) Section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) does not apply to a community council's functions of—
 - (a) determining the content of a training plan or any revised plan, and
 - (b) reviewing the training plan.
- (7) A community council must have regard to any guidance issued by the Welsh Ministers about the exercise of functions under this section.

The following is a resume of draft guidance and provisions associated with these instructions.

Training Plans

Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address any these gaps needs.

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. **The first training plan must be ready and published by 5 November 2022**, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

Purpose of the training plan

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support a move towards councillors with the relevant training to carry out their role - as well as professional clerks and other employees.

Training needs analysis

In order to determine the training priorities for the community council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, a council intending to exercise the general power of competence may find it essential that councillors are familiar with preparing a business case or setting up a business.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

The first step in the process of developing the training plan is to undertake a training needs analysis of councillors, the Clerk/RFO and Deputy and/or Assistant Clerk, as well as other officers and staff such as caretakers, cleaners, grounds staff, catering staff and those managing facilities such as leisure facilities, cemeteries or street markets. To make certain that this process is meaningful and effective, it will be necessary to have regard to the competencies required for each role.

The next stage is to determine what steps it will take to address relevant skills gaps and prioritise accordingly.

Agreeing and publishing the training plan

The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and

- The overall cost of the training.

The plan will need to include details of the courses that will be considered for each of the roles. It is anticipated that the training needs of the Council will mostly be met by One Voice Wales and the Society of Local Council Clerks. However, for certain training needs specifically those with a high technical component or courses needed to address training needs that relate specifically to roles such as caretakers and grounds staff it may be necessary to source courses from local providers such as colleges of further education or local training companies that may specialise in what might be described as technical training or specific elements relating to health and safety. In the case of training in planning related matters the first port of call should be Planning Aid Wales who have a successful track record of providing training to community councils.

Training costs must be met by councils themselves, though bursary schemes for councillors and clerks may be available to subsidise these costs. Part of the costs of running an effective council includes ensuring that the members and staff have sufficient capability to carry out their functions effectively. Councils should take account of the training costs when setting their budgets. Smaller councils in particular may wish to share training plans with neighbouring councils to identify any common training requirements that could be negotiated on a larger group basis and potentially reduce the training costs for all.

The published training plan should not seek to name individuals without their consent. Where this is impossible, e.g., there is one member of staff, the training plan should focus on what the training priorities are rather than who they are for.

Training for employees of more than one community council

A single clerk may act in this capacity for more than one community councils. Other staff may also work across multiple community councils. It is recommended that community councils take a pragmatic approach to meeting the training needs. For instance, councils could agree collectively what training such staff are to receive and how the costs may be shared between the councils. This could be recorded in the training plans of all councils affected, although care would need to be taken to prevent the information identifying a particular individual.

Review of training plans

Under section 67(4) of the 2021 Act there is duty on councils to review their training plan from time to time. As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

Publication

The expectation is that the publication of the council's training plan should be consistent with the wider approach to publication in the 2021 Act; that the report is published electronically.

Identification of Training Needs

Initially an analysis needs to be undertaken of the core competencies required of councillors and employees. To assist Councils undertake this analysis there is a schedule of core competencies associated with some of the roles common to most councils described in Appendix One. These roles relate to that of Councillor, Clerk/RFO, Deputy and Assistant. Appendix Two provides details of those core competencies that would apply to other roles such as Caretaker of a Community Centre and Grounds staff which are employed in many community councils.

The next step, having determined the competencies that are required for each of the roles, is to determine what training and development is required, the estimated cost involved and programming of the training over the period of the training plan. It should be acknowledged that training and development is not just about sending individuals on training courses or webinars, but it may include membership of professional bodies, provision of relevant information and internally organised team development events.

For those employees who are annually appraised there is an opportunity here to consider how training and development needs identified as part of the process can be linked to the requirements specified in the training plan. Likewise, any new initiatives planned by the Council might require consideration of new and emerging training and development needs. For example, a Council that decides to organise an event for the community for the first time might identify that health and safety training is needed together with guidance on risk assessment preparation.

The next step is to assess the training requirements for each role within the Council. Appendix Three provides a template for recording the assessments made and identifying the training requirements needed. It will be important to prioritise the implementation of the training plan and programme the investment over the next five years.

Appendix Four provides a template for programming the training and including estimated costs in each of the years that can feed into the budget making process.

Appendix Five provides a schedule of One Voice Wales's courses together with a summary of the content. These are normally held as 1.5-hour webinars.

Appendix Six provides a schedule of courses available from the Society of Local Council Clerks with the associated web-links.

Putting it all together in a Training Plan

Having made the relevant assessment and determined the training and development needs of roles within the Council it is now necessary to pull this information together to prepare the training plan that will require approval by the Council and following that publication on the Council's website.

Appendix Seven provides Councils with a template that can be used to prepare the training plan.

It is important to note that the plan will need to be reviewed at set intervals and used as a 'living' document to support the enhancement of the knowledge and skills of Councillors and their employees.

Statement

Prestatyn Town Council ("The Council") is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources.

Training Objectives

To provide suitably trained, qualified and motivated employees for the Council at the right time and level.

To provide facilities for training and retraining to meet the changing needs of the Council.

To provide employees with a greater understanding of the purpose and working of the Council and their part in it and to foster the development of job satisfaction and positive attitude towards personal development.

Identification of Training Needs

Members and employees should have regard to the following when considering training needs:

- a. Workload implication of training.
- b. The capabilities of the applicant to benefit from the training.
- c. The employees past attainments if the application is for continued academic sponsorship.
- d. The most economic and effective means of training.
- e. The provision and availability of training budget.
- f. Priority of each individual employee's need with regard to budget.

Prestatyn Town Council will hold a schedule of training requirements (See Appendix section).

This schedule will be reviewed annually for staff in line with training and development reviews and appraisals

With reference to Councillors the schedule will be reviewed when new members are elected.

Training Schemes

Training courses to be financed from the Town Council staff training budget.

It is expected that employees undertaking qualification training will attend the nearest college offering the required course at the appropriate level.

Financial Assistance Scheme

Where training is approved the Council will pay and /or assist with expenses incurred which may cover such items as tuition and examination fees. The Council will sponsor employees for one examination resit only i.e. two attempts at any one examination.

Travelling costs will be reimbursed.

Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the officer shall be required to undertake to remain in the service of the Town Council for a period of two years from the date on which the qualification is obtained. If an officer leaves within this two year period all costs are reclaimed in full except in the most exceptional circumstances.

Where an officer without good reason fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme and will require the refunding of the financial assistance granted in accordance with the undertaking signed by the employee.

The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

Officers attending assisted courses are required to inform the Town Clerk immediately of any absences giving reasons. Failure to do so may result in action being taken under the Disciplinary Procedure.

Staff are required to complete and sign a declaration of undertaking before embarking on a post-entry qualification training course agreeing to the above conditions. This undertaking is authorised by the Town Clerk and Town Mayor.

The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

APPENDIX ONE

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.

Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need	Maintains professional relationships with employees recognising appropriate boundaries and

	to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is

	debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions. Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

CLERKS (Deputies and Assistant Clerks)

(These are taken from the CICA portfolio guide)

Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council

Is able to carry out research so that the council is well-informed for making decisions

Can manage the implementing of decisions for which the council is responsible

Can organise and maintain effective administrative systems, processes, policies and records

Can employ a variety of written and oral communication skills including the use of information and communications technology

Can advise the council on its duties and powers

Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality

Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees

Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council

Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications

Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement

Can support the council in the planning, management, funding and review of projects, services, assets and facilities

Can manage the employment, performance and development of council staff

Can manage effective relationships with contractors and service users

Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

Can advise and support the council as it identifies and implements plans for the future of the community it represents

Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion

Can help provide all members of the community with opportunities for influencing decisions that affect their lives

Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions

Can manage effective partnership working

Can advise and support the council as it facilitates community activity

APPENDIX TWO

Grounds Staff/Park Keepers/Cemetery Staff

The core competencies for these roles can be accessed from the following web-link: <https://qualifications.pearson.com/content/dam/pdf/NVQ-and-competence-based-qualifications/Work-based-Horticulture/2010/Specification/N029587-Edexcel-Level-2-Diploma-in-Work-based-Horticulture-QCF-221211.pdf>

In the case of cemetery staff, training is available from ICCM (<https://www.iccm-uk.com/iccm/training/>) and NAMM (https://www.namm.org.uk/nammArticle.eb?id=76&ebd=0&ebp=10&ebz=3_1661350768001)

Caretakers and Cleaners

The core competencies for such roles can be found on the Ofqual website: <https://register.ofqual.gov.uk/>

You may also find that the Ofqual website will identify competencies linked to NVQ qualification for the wide range of other staff employed by community and town councils.

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					

Information Management					
Using ICT and social media					
Working with Clerk/Other Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee.....

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient.

Priority should be given to competency levels assessed as 1 or 2

PROGRAMMING AND ESTIMATED COST OF TRAINING

20

Appendix Five

One Voice Wales Courses

National Training Programme for Community and Town Councils in Wales

Module 1 - The Council

- The Council as a Corporate Body
- The "Team" of Members and Staff
- The Council's Role
- Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover the council as a corporate body, the 'team' of members and staff, the council's role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.

Module 2 - The Councillor

- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the Councillor and their commitment to the office of Councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a Councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to "build bridges" between yourself, the council and other interested parties.

Module 3 - The Council as an Employer

- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person

specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding the Law

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers

- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.

The module specifically covers the following:

- The Nolan Principles
- What Councillors must do and must not do
- Personal/Prejudicial interests
- Predetermination & Predisposition
- How the Code is Policed

The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.

Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 - Community Emergency Planning

What does emergency planning mean to you?

This course will give an overview of emergency planning and how it relates to communities. It will inform on the role of the main responding agencies and give an insight into what a community can do before, during and after an incident.

It will give you the opportunity to deal with a scenario real councils could face.

So...

- What is a resilient community?
- What should a community emergency plan look like?
- How would you interact with the responding agencies?

This course will give the who, why, what and when of emergency planning!

Module 12 – Creating a Community Plan

To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

Module 14 - Equality & Diversity

Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management

To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & social media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications

To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

Module 18 – Managing Your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer

Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.

The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers
- Models for and approaches to Service Devolution
- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability

This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced

This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities

- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions
- Investments

Module 22 - Understanding Mediation

To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low-level Code of Conduct complaints and in relation to employment matters.

Module 23 Successfully taking on a Community Asset Transfer

To provide an understanding of the most effective ways of ensuring a successful community asset transfer.

APPENDIX SIX

TOPIC COURSES AVAILABLE FROM THE SOCIETY OF LOCAL COUNCIL CLERKS AS WELL AS QUALIFICATIONS

Webinars

The SLCC offer over 100 sector specific webinars for your officers to attend from VAT to Health & Safety, Planning to Carbon Literacy <https://www.slcc.co.uk/events/webinar/>

Themed Summits

A one day dedicated event on topical matters <https://www.slcc.co.uk/events/themed-summits/>

Practitioners' Conference

A two day in person event covering a variety of workshop topics for small / medium sized councils. A chance to network with likeminded clerks and share similar experiences

<https://www.slcc.co.uk/event/practitioners-conference-2023/>

Joint SLCC & OVW Conference

An annual event currently delivered virtually offering training and guidance on a variety of topics

<https://www.slcc.co.uk/event/ovw/>

Management in Action

An interactive event featuring sessions around connecting people, developing strategy and preparing the sector for the future <https://www.slcc.co.uk/event/mia>

National Conference

Hear from a range of distinguished sector speakers providing training focused on the conference theme (changes annually) <https://www.slcc.co.uk/event/national/>

Qualifications

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and expand your skill set, broaden your career opportunities & progression and feel empowered.

ILCA <https://www.slcc.co.uk/qualification/ilca/>

FILCA <https://www.slcc.co.uk/qualification/filca/>

ILCA to CiLCA <https://www.slcc.co.uk/qualification/ilca-to-cilca/>

CiLCA <https://www.slcc.co.uk/qualification/cilca/>

ILM (L5) Diploma in Leadership & Management <https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-leadership-management/>

ILM (L5) Certificate in Coaching & Mentoring <https://www.slcc.co.uk/qualification/ilm-level-5-certificate-in-coaching-mentoring/>

ILM (L5) Diploma in Coaching & Mentoring <https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-coaching-mentoring/>

Community Governance <https://www.slcc.co.uk/qualification/community-governance/>

APPENDIX SEVEN

TRAINING PLAN TEMPLATE

Name of Council.....

TRAINING PLAN

Date approved by Council....., 2022

Date of First Planned Review....., 20..

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

Role	Training to be arranged in 2022/23	Training to be arranged in 2023/24	Training to be arranged in 2024/25	Training to be arranged in 2025/26	Training to be arranged in 2026/27

Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods e.g., attendance at conferences of events

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years):

(This table to include the amount in the current 2022/23 budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23		
2023/24		
2024/25		
2025/26		
2026/27		

Version Updates

Version	Date	Section	Details of change
Draft 1	12/Sep/22	Whole of Document	Whole of Document
V1D2	11/Oct/22	Whole of Document	Inclusion of One Voice Wales Guidance

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members
1	5 th October 2022	FC	138	10 Cllrs
1	2 nd November	FC	182	14 Cllrs

PRESTATYN TOWN COUNCIL -
COUNCILLOR TRAINING SCHEDULE 2022/23

2022-2023

Title	Self-Assessment	P.T.C. Standing Orders 2023	P.T.C. Financial Regulations 2023	Code Of Conduct	Basic Induction for Councillors	The Councillor	The Council Meeting	Chairing Skills**	Local Government Finance	Advanced Local Government Finance*	Understanding the Law	Dementia Friends	The Council as an Employer	Use of IT and Social Media
Mayor Cllr T Jones MBE	E 15/12/22			A 28/03/23				E 15/12/22				31/01/23		
Dep Mayor / CDRC Chair Cllr B Murray	E 15/12/22			E 15/12/22								E 15/12/22		
T/P Chair Cllr AR West	E 15/12/22			E 15/12/22								A 01/01/22		
T/P Vice-Chair Cllr C Holliday	E 15/12/22			TBC		A 24/12/22			A 12/09/22			31/01/23	A 26/10/22	
F&M Chair Cllr K Clewett	E 15/12/22			DCC June22								E 15/12/22		
F&M Vice-Chair Cllr J Matthews	R 21/12/22			DCC June22								E 15/12/22		
CDRC Vice-Chair Cllr G German	E 15/12/22			DCC June22								E 15/12/22		
Member Cllr B Williams	E 15/12/22			E 15/12/22								E 15/12/22		
Member Cllr G Sandilands	E 15/12/22			E 15/12/22								31/01/23		
Member Cllr A Heaton	E 15/12/22			DCC June22								E 15/12/22		
Member Cllr A Myatt Tomlin	E 15/12/22			DCC June22								31/01/23		
Member Cllr A Sampson	E 15/12/22			E 15/12/22								E 15/12/22		
Member Cllr J Thompson-Hill	E 15/12/22			E 15/12/22								E 15/12/22		
Member Cllr C Evans	R 15/12/22			E 15/12/23								31/01/23		
Member Cllr S Frobisher	E 15/12/22			E 15/12/22								E 15/12/22		
Member Cllr J M McLellan	E 15/12/22			DCC June22								E 15/12/22		
Member Cllr H Irving	E 15/12/22			DCC June22								E 15/12/22		
Member Cllr I Lifford	E 15/12/22			A 28/03/23	A 19/10/22	10/01/23	12/01/23		A 24/01/23		A 12/12/22	31/01/23	A 15/12/22	A 08/12/22

Key:-

Required

Recommended

Due date to complete

Completed

E = Email date requested for information

A = Attended session

N = Training not required in present role

R = Replied

*Advanced Finance - particularly for those involved in F&M Committee

**Chairing Skills - for those appointed as Chair, Deputy chair, or would like to be considered in future



**Environment (Wales) Act 2016 Part 1 – Section 6
The Biodiversity and Resilience of Ecosystems Duty**

Prestatyn Town Council

Reporting on Section 6

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What will you change?	6
How and when will the s6 duty be monitored and the s6 plan reviewed?	6
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Introduction

This document reports the actions that have been undertaken, together with ongoing projects that Prestatyn and Meliden Town Council and its residents have been involved in to meet the Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty.

Part 1 Sustainable management of natural resources

Part 1 of the Act lays out the approach to be taken by Wales in planning for and managing its [natural capital](#) assets and its resources at both a national and a local level in line with the statutory 'principles of sustainable management of natural resources', as defined within the Act.

Section 6 of this Part puts a duty onto public bodies and local authorities to 'maintain and enhance biodiversity' in a manner consistent with the exercising of their normal roles and functions. Whilst doing this, public authorities are also obliged to 'promote the resilience of ecosystems'. This legal duty supersedes the [biodiversity duty](#) outlined in Section 40 of the [Natural Environment and Rural Communities Act 2006](#) which was relevant to both England and Wales. However, the obligation still applies to those public authorities in Wales to which the NERC Act duty applied. It also requires those bodies to have regard to the lists of habitats and species of 'principal importance' published as a result of Section 7 of the Environment (Wales) Act. Each public body must report at least every three years on how it is complying with the biodiversity duty.

Prestatyn and Meliden Town Council serve approximately 18,000 residents. The precept figures for 2022-2023 is £494,622.

Background

Prestatyn and Meliden Town Council ("the Council") provide a range of services to its local community which have an impact on biodiversity.

Direct schemes

Direct biodiversity schemes which the Council are responsible for are the following:

- Pendre Gardens
- The Boulevard
- Bench planters
- 21 flower beds throughout the town
- Annual planting scheme which includes tier planters, troughs, and hanging baskets

Indirect schemes

The Council also has an indirect impact on other biodiversity schemes by supporting local organisations with their own schemes;

- Friends of Prestatyn Coronation Gardens
- Wales in Bloom
- Men's Sheds
- Friends of the Ffrith Community Park
- Friends of Prestatyn Railway Station
- Hedgehog Help Prestatyn
- Plastic Free Prestatyn Strategic Group ("PFPSS")

Additionally, in early 2022 tree-planting was undertaken in Bastion Fields to commemorate the Queen's Canopy project.

The Council have also set up allotment sites and support the running of them in partnership with Denbighshire County Council.

The Council also provides funding by awarding grants for projects in the area that improve the biodiversity and bring benefits to the environment. This impacts on biodiversity through cascading funding to deliver worthy causes.

- Friends of Prestatyn Coronation Gardens – supporting the purchase of compost, plants, trees and equipment
- Friends of Prestatyn Railway Station – enhancement of the verge with the planting of new wildflowers and general tidying of area
- Friends of the Ffrith Community Park – assistance in purchasing troughs to be planted with bulbs, and general area maintenance

Litter picking equipment has also been purchased to assist in various cleaning projects throughout the town, including the clean-up of Barkby Beach.

The Council promote sustainability and biodiversity by pursuing sustainability goals and sustainable practices whenever possible.

Future plans

The Council are presently working with Denbighshire County Council to improve the environment through a variety of projects. One in particular is the development of land at Marine Road East, which will hopefully include;

- a new pond
- a nature reserve, to encourage wildlife and natural species through the planting of native species trees
- a new allotment area, and
- community growing including a community orchard

The Council is investigating becoming a Sustainable Palm Oil status town.

Actions

The following table breaks down specific target areas addressed in meeting with the Council's commitment to enhancing the biodiversity and resilience of the area. Evaluations are made once actions undertaken.

Target	Action	Evaluation to be taken
Embed biodiversity into decision making and procurement	- Reflect the commitment to biodiversity and natural areas in the Council's 2022/3 Annual Report - Take into account biodiversity considerations when considering planning applications and other associated matters, such as footpath diversion orders and neighbourhood services matters. - Develop adaptation & mitigation responses to the impacts of climate change	- Commitments made in relevant Council documents - Consideration of biodiversity demonstrated in decisions on planning applications
Raise awareness of biodiversity & its importance	Revisit the PFPSS group to engage community forum leaders	Through feedback from Council members attending meetings
Safeguard principal species and habitats	- Contribute to the management of protected sites and species, including Local Wildlife Sites/Sites of Importance for Nature Conservation (SINCs) - Manage land around them to buffer and join them up as part of resilient ecological networks - Ensure no negative impacts on protected species	Records of any sites or species safeguarded
Restore & create habitats and resilience	- Plant hanging baskets and planters with native pollinator friendly flowers throughout Prestatyn and Meliden High Streets - Encourage planting schemes that increase the habitat - Supporting native [planting schemes - Ensure that gardeners employed only use non-chemical pesticides that may affect the environment	Habitat development
	Arrange and Undertake Beach Clean exercises across coastline	Success of results can be monitored

	several times during the year which reduces negative impact of pollution along the coast and further afield through tidal flow, using PFPSS as the conduit	
Tackle negative factors: e.g. reduce pollution, use nature based solutions, address invasive species	- Arrange and support town litter pick events to encourage a reduction in the attraction of vermin - Reduce use of plastic materials by encouraging local businesses utilising the local Business Forum to move plastic-free; Publish a local directory detailing the names of businesses signed up to this voluntary incentive which can be accessed by locals and visitors through social media	- Assists in general cleanliness of town - Results of an increase in business names already participating in scheme
Use improve and share evidence	- Work with the Biodiversity Officer at Denbighshire County Council to ensure use of best practice and to increase knowledge of local issues - Take advice from the Local Environmental Record Centres (LERCs) on local sites and species of interest - Provide any data collected through local surveys to the LERCs	- Records submitted to LERC - Use of expert advice
Support capacity and/or other organisations	- Launch an annual award scheme to recognise the achievements of either a resident or local organisation who is championing environmental issues. - Require any organisations receiving grant from us to demonstrate how this will contribute to supporting biodiversity as part of their project - Work in partnership with Local Wildlife Trust to provide extra volunteers to improve local wildlife area	- Amount of money spent which will provide positive biodiversity benefits - Partnerships formed to deliver biodiversity benefit

Review of s6 duty

What has worked well?

The creation of wildflower and plant areas has been a success, especially as it has proved attractive to residents in addition to helping biodiversity.

What have the barriers been?

Lack of expertise to identify changes needed or best practice.

What will you change?

Work with the Local Environmental Records Centre and the Local Biodiversity Officer to seek advice.

How and when will the s6 duty be monitored and the s6 plan reviewed?

This is a 3-year report.

At the time of this publication, there is no specific time or date set for the plan to be reviewed, but it is intended to be an annual review.

The duty will be monitored through the Community, Development and Regeneration Committee and individual officers reporting back to the council on the success or otherwise of the actions through inspections.

The s6 plan will be reviewed in light of these reports and any other evidence or information that is made available to the Council.

Appendix

This document was first drawn on 28 November 2022. The next review is due in November 2025.

Version Adopted	Date Adopted	Meeting	Minute Number	All Members
Nov 22	30 th November 2022	Full Council	214	16 Cllrs



Prestatyn Town Council

Health and Well Being Policy

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Introduction

Prestatyn Town Council Well-being statement.

Prestatyn Town Council members and staff recognise that well-being is about being healthy and happy in all areas of our lives, including physical and mental health, good relationships and being part of resilient communities.

Supporting the [Well-Being of future Generations \(Wales\) Act 2015](#) Prestatyn Town Council has been proactive in providing several projects to complement and enhance the delivery of the strategy.

This includes striving to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs and taking what action we consider reasonable towards our local Public Service Board's priority areas.

Prestatyn Town Council's Annual Report will provide information about the actions taken by the Council during the year, which contribute to the wellbeing of our local community.

Prestatyn Town Council's Town Plan sets out what the council intend to do during the year to assist towards meeting the following objectives.

Key Objectives

We agreed to focus on the following priority areas:

- People are educated and skilled.
- People are safe and feel safe.
- People have good quality homes they can afford.
- People are healthy and active, with good mental wellbeing for all ages.
- People live in a town which has a prosperous economy.
- People value and look after the environment and support community resilience.
- People live in a town where heritage, culture and the Welsh language thrive.
- People are informed, included, listened to, and can add to their community, thus supporting Community Empowerment.

These reflect the priorities of Prestatyn Town Council and incorporate the key objectives of the [Conwy and Denbighshire Public Service Board](#), as detailed in the [Local Area Well-being Plan](#).

Appendix 1 – Further Points of Reference

[Well-Being of future Generations \(Wales\) Act 2015](#)

[Conwy and Denbighshire Public Services Board](#)

[Local Area Well-being Plan](#)

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members
V1	13 th July 2022	F&M	68	15 Cllrs

Outside Bodies 2023/24

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ORGANISATION	2022/23 Nominated	FREQUE NCY	Proposed	Seconded	2023/24 Nomination
ATC – Prestatyn Air training Corps 2193 Squadron	Cllr G. Sandilands	Bi-monthly			
Community Association Meliden	Cllr C. Evans Cllr J. Matthews	As called			
Community Association North West	Cllr G. German Cllr K. Clewett	Quarterly			
Community Association Ty Caradoc	Cllr E. Heaton Cllr J. Thompson-Hill Cllr A. Sampson	4/5 per annum			
Community Building Ty Pendre	T/C requested DCC to provide a surveyor's report deferred (Cllrs J. Thompson-Hill and G. Sandilands)	As called			
CYTUN (Churches Together)	Cllr A. West	Every 6 weeks			
Denbighshire CCTV	Cllr B. Murray Cllr C. Evans (back up)	As called			
Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	Cllr J. Mathews Town Clerk/RFO to assist	1 or 2 per annum			
Friends of the Ffrith Association	Cllr G. German Cllr J. McLellan	Monthly			
Meliden Residents Action Group	Cllr J. Matthews	Quarterly			
NWATC North Wales Assoc of Town Councils	Cllr T. Jones Cllr B. Murray Town Clerk/RFO	Quarterly			
Offa's Dyke Society	Cllr G. German	Quarterly			
Prestatyn Business Forum	Cllr G. Sandilands (Cllr T. Jones and Cllr A. Sampson Business members)	6 weekly (approx.)			
Prestatyn Carnival Association Committee	Cllr T. Jones Cllr B. Murray	Monthly			
Prestatyn and District Environment Association	Cllr G. Sandilands Cllr A. West Town Clerk to write to confirm representative are required.	As called			
Prestatyn and District Festival of Walking	Cllr A. Sampson Cllr G. Sandilands Cllr G. German	Monthly			
Prestatyn "You'll Never walk Alone" Volunteer Walk Leaders group	Cllr G. Sandilands Town Clerk to write to confirm meetings	Monthly			
Prestatyn Youth Club	Cllr E. Heaton Cllr B. Williams Town Clerk to write to confirm representative is required	Every 4-6 weeks			

Outside Bodies 2023/24

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King's Hall Management Committee	Cllr C. Holliday	6 weekly			
Ysgol Bodnant	Cllr E. Heaton	Per term			
Ysgol Melyd	Cllr J. Matthews	Every half term			
Ysgol Penmorfa	Cllr B. Murray	Per term			
Ysgol y Llys	Cllr I. Lifford (30/11/22)	Every 2 months			
Ysgol Clawdd Offa <i>Cllr A. Tomlin sitting representative not Cllr. G Davies</i>	Cllr C. Holliday	As called			
North and Mid Wales Association and Coastal Transport Committee	Cllr C. Holliday	Quarterly			
North and Mid Wales Association of Local Councils	Cllr B. Murray	Quarterly			
Plastic Free Community	Cllr G. Sandilands	As Called			
One Voice Wales	Town Clerk/RFO (10/22 Policy & Resource) Cllr S. Frobisher (10/22 Policy & Resource)	Larger Council Meeting Quarterly (1 rep + TC) One Vice Wales meeting Quarterly (2 reps + TC)			
Clwydian Range and Dee Valley AONB	Cllr G. Sandilands (09/22)	As Called			
Policy Sub-Committee	Cllr B. Murray (02/23)	As required			
Prestatyn Classic Car Show	Cllr C. Evans (09/22)	Annual	Cllr G. Sandilands	Cllr E. Heaton	Cllr B. Murray
Prestatyn Youth Stakeholder					



Mrs Lisa Fearne
 Prestatyn Town Council
 7 Nant Hall Road
 Prestatyn
 Denbghshire
 LL19 9LR

Select for Local Councils Policy Schedule

This Insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272006-7783
Insured	Prestatyn Town Council
Business	Parish / Town Council

Period of Insurance	
From	01 st June 2022
To	31 st May 2023

and any other period for which cover has been agreed.

Renewal Premium	£ 5,827.96
-----------------	------------

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	98153676
Long term agreement active until	01 st June 2023
Preparation Date	28 th April 2022
Prepared by	Mr Jonathan Melseles
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is Important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.



**PRESTATYN TOWN COUNCIL
FINANCIAL ESTIMATES 2023/2024**

PTC Full Council Mtg 301122 Ratified 110123

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2	PRECEPT OPTIONS
2	EARMARKED RESERVES
2	GRANTS RECEIVED

						2021/22	2021/22	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	20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Section 137(4)(a) of the Local Government Act 1972 - Expenditure Limit for 2023-2024 is £9.93 per elector

Electors	15164	£9.93	£150,578.52	Capped Expenditure
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Title

EXPENDITURE

Council

Administration

Personnel

Office

Towns

Projects

Grants

Assets

TOTAL

VAT

INCOME

COMMUNITY CENTRE RENTAL INCOME

BANK INTEREST

OTHER/GRANTS

DONATIONS

SUB-TOTAL

PRECEPT

TOTAL

BALANCE

VAT

Bank Bal 17/11/22 £487,267.00

2021/22 Budget	2021/22 Actual	2022/23 Budget	2022/23 Actual YTD	2022/23 Committed	2021/23 Additional Predicted	2022/23 Total
£12,350	£2,717	£12,050	£33,537			£33,537
£34,900	£25,094	£31,950	£15,698			£15,698
£220,190	£210,129	£220,190	£199,974			£199,974
£22,550	£25,840	£18,433	£17,057			£17,057
£188,845	£184,792	£187,795	£180,717			£180,717
£43,500	£10,884	£43,500	£31,648			£31,648
£20,300	£11,583	£20,500	£8,450			£8,450
£11,000	£34,995	£9,217	£3,963			£3,963
£553,635	£506,025	£553,635	£490,542	£0	£0	£490,542
£25,000		£25,000				
£6,200	£3,903	£6,200	£4,985			£4,985
£450	£48	£450	£1,166			£1,166
£10,000	£52,897	£10,000	£10,179			£10,179
£2,500	£970	£2,500	£100			£100
£19,150	£57,818	£19,150	£16,430	£0	£0	£16,430
£495,961	£495,960	£494,622	£494,622			£494,622
£515,111	£553,778	£513,772	£511,052			£511,052
£18,524	£47,749	£12,823	£20,510	£0	£0	£20,510
£25,000		£25,000	£27,022			

2022/23 Actual Diff +/-	2023/24 Proposed Budget	22/23 & 23/24 Budget Variance +/-	2022/23 Comments	Expt 22/23 Budget 23/24
£21,487	£12,300	£250		£31,237
£16,252	£20,050	£11,900		£4,352
£20,216	£238,500	£18,110		£38,526
£11,376	£35,000	£6,567		£17,943
£7,578	£187,345	£450		£7,128
£11,852	£47,500	£4,000		£15,852
£12,050	£18,000	£2,500		£9,550
£5,254	£15,000	£5,783		£11,037
£63,091	£373,695	£20,080		£83,153
	£25,000			
£1,215	£4,985	£1,215		£0
£716	£450	£0		£716
£179	£10,000	£0		£179
£3,400	£0	£2,500		£100
£7,770	£15,430	£3,715		£995
£0	£497,299	£2,677		£2,677
£2,720	£512,724	£1,038		£1,682
£65,811	£80,881	£21,070		£81,471
	£25,000	£0		

Deed of Surrender

Option 1

No increase in Council tax precept 0%

AGREED AT PTC FULL COUNCIL 30/11/22 RATIFIED FULL COUNCIL 1/10/23

Option 2

Council tax increase by 2%

Option 3

Council tax increase by 12.26%

Expenses less guaranteed income

Option 4

Council tax reduced by 2%

Council Tax Base

2016/17

2017/18

2018/19

2019/20

2020/21

2021/22

2022/23

2023/24

7,577

7,677

7,676

7,740

7,732

7,781

7,760

7,802

60.48

60.48

61.33

62.88

63.74

63.74

63.74

63.74

£458,257

£464,305

£470,769

£485,519

£492,838

£495,961

£494,622

£497,299

Earmarked Reserves Balances at 31 March 2023

2022/2023

Associated

Nominal

Opening

Balance

Net

Transfers

Committed

Closing

Balance

322 EMR - Elections Holding Fund

323 EMR - Tesco Grant Bags 4 Help

325 EMR - Mind Music

326 EMR - GYM Enabling Virt Comms

327 EMR - GYM CC

328 EMR - Well Being

329 EMR - Meliden CC Roof Repairs

330 EMR - Warm Hub 2

331 EMR - Warm Hub 3

Date

Amount

EMR

10/04/2023

Pretetyn Town Council

Page 1

10:21

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Feb	Actual Year To Date	Current Actual Bud	Variance Actual Total	Capitalised Expenditure	Funds Available	% Spent	Transfer In/Out
100 Council								
1076 Premises	0	404,622	404,022	0			100.0%	
1100 Rental Income	0	4,905	6,200	1,215			60.4%	
1200 Grants Received	0	0,481	10,000	510			0.0%	0,460
1300 Acquisitions / Charges	12	104	0	(104)			0.0%	
1400 Donations	0	100	2,500	2,400			4.0%	
1500 Bank Interest	711	1,166	450	(710)			259.2%	
1700 Other Income	0	591	0	(591)			0.0%	
4100 Mayor - Public Participation	0	(2,500)	(2,500)	0		0	100.0%	
4110 Mayor's Allowance	0	(800)	(800)	0		0	100.0%	
4120 IRPW & Councilor Allowance	0	(2,100)	(2,700)	600		600	77.8%	
4130 Councillor Training	0	(220)	(300)	80		80	73.3%	
4140 Travelling - Councillors	(19)	(16)	(260)	231		231	7.7%	
4150 Elections / Democracy	0	(27,038)	(5,600)	(22,398)		(22,398)	507.2%	10,000
150 Administration								
4200 Audit	(2,250)	(2,300)	(1,074)	(426)		(426)	122.7%	
4210 Legal / Professional Expenses	(63)	(670)	(670)	0		0	100.0%	
4215 Bank Charges	(10)	(134)	0	(134)		(134)	0.0%	
4220 Subscriptions/Publications etc	0	(1,540)	(1,400)	(140)		(140)	110.0%	
4240 Insurance	0	(5,234)	(6,000)	766		766	87.2%	
4300 Advertising / Marketing	0	(172)	(1,500)	1,328		1,328	11.4%	
4310 Website	0	(360)	(2,500)	2,114		2,114	15.4%	
4320 Social Media/Events	0	0	(7,250)	7,250		7,250	0.0%	
4330 Printing & Stationery	(810)	(3,650)	(3,957)	(1)		(1)	100.0%	
4340 Postage	(196)	(852)	(1,000)	148		148	65.2%	
4350 Waste Franchising	(6)	(263)	(650)	381		381	41.5%	
4500 Petty Cash	0	0	(1,243)	1,243		1,243	0.0%	
4510 Miscellaneous	(42)	(177)	(900)	723		723	18.6%	
4520 Contingency	0	0	(3,000)	3,000		3,000	0.0%	
250 Personnel								
4000 Net Salaries	(10,267)	(144,210)	(125,500)	11,290		11,290	91.0%	
4010 PAYE	(3,173)	(45,330)	(49,310)	3,972		3,972	91.0%	
4020 Superannuation	(3,698)	(40,024)	(42,500)	2,056		2,056	93.1%	
4030 Staff Contingency e.g. Agency	0	(248)	(1,200)	953		953	20.6%	
4040 Travelling - Office	(23)	(30)	(600)	464		464	7.2%	
4050 Training & Development	0	(118)	(700)	582		582	16.9%	
300 Office								
4400 Telephones / Broadband	(320)	(1,750)	(5,000)	3,210		3,210	35.6%	
4440 Business / Water Rates	0	(6,052)	(8,000)	1,948		1,948	75.6%	
4450 Electricity / Gas	(4,314)	(1,797)	(7,500)	6,703		6,703	24.0%	

Continued over page

19/04/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to Gen FMR
4005 Business Support	0	0	(6,000)	6,000		6,000	0.0%	
<u>000 Assets</u>						264	74.6%	
4000 Office Furnishings/Equipment	0	(746)	(1,000)	254		0	100.0%	
4010 IT Equipment	(13)	(2,167)	(2,167)	0		0	100.0%	
4030 Community Centres Improvements	(990)	(1,050)	(1,050)	0		0	100.0%	
4040 Health/Sports/Leisure	0	0	(5,000)	5,000		5,000	0.0%	
Grand Totals:- Income	723	511,052	513,772	2,720			00.5%	
Expenditure	142,639	490,542	553,635	63,093	0	63,693	69.6%	
Not Income over Expenditure	(142,216)	20,510	(39,863)	(60,373)				
plus Transfer from FMR	4,654	26,655						
less Transfer to FMR	480	14,310						
Movement to/(from) Gen Reserve	(138,042)	32,827						

Prestatyn Town Council		
Income and Expenditure Account for Year Ended 31st March 2023		
31st March 2022		31st March 2023
	Operating Income	
554,168	Council	511,052
61,558	Office	0
<u>615,726</u>	Total Income	<u>511,052</u>
	Running Costs	
2,717	Council	33,538
25,095	Administration	15,696
210,124	Personnel	199,974
25,841	Office	17,057
184,792	Town	180,217
10,884	Projects	31,648
11,583	Grants	8,450
34,996	Assets	3,963
<u>506,031</u>	Total Expenditure	<u>490,542</u>
	General Fund Analysis	
245,169	Opening Balance	327,634
615,726	Plus : Income for Year	511,052
860,895		838,686
506,031	Less : Expenditure for Year	490,542
354,864		348,144
27,230	Transfers TO / FROM Reserves	(73,545)
<u>327,634</u>	Closing Balance	<u>421,689</u>

Date : 19/04/2023

Prestatyn Town Council

Page 1

Time: 16:19

Trial Balance for Month No: 12

User : MARK

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			10,798.94	
110	Prepayments			141.61	
200	Barclays Premium / Current			436,633.77	
210	Mayoral Account			1,059.41	
220	Petty Cash Account			7.51	
310	General Reserves				327,634.03
325	EMR - Mind Music				1,684.08
326	EMR - GYM Enabling Virt Comms				2,026.11
328	EMR - Well Being				26.41
329	EMR - Meliden CC Roof Repairs				4,378.19
331	EMR - Warm Hubs 3				2,430.00
502	Mayoral Account				1,059.41
510	Accruals				10,969.53
520	Receipts in Advance				4,378.19
1076	Precept	100	Council		494,622.00
1100	Rental Income	100	Council		4,985.00
1200	Grants Received	100	Council		9,480.77
1300	Activities / Charges	100	Council		104.00
1400	Donations	100	Council		100.00
1500	Bank Interest	100	Council		1,166.32
1700	Other Income	100	Council		594.00
4000	Net Salaries	250	Personnel	114,209.90	
4010	PAYE	250	Personnel	45,338.43	
4020	Superannuation	250	Personnel	40,023.94	
4030	Staff Contingency e.g. Agency	250	Personnel	247.50	
4040	Travelling - Officers	250	Personnel	35.79	
4050	Training & Development	250	Personnel	118.00	
4100	Mayor - Public Participation	100	Council	2,500.00	
4110	Mayor's Allowance	100	Council	800.00	
4120	IRPW & Councillor Allowance	100	Council	2,100.00	
4130	Councillor Training	100	Council	220.00	
4140	Travelling - Councillors	100	Council	19.35	
4150	Elections / Democracy	100	Council	27,898.48	
4200	Audit	150	Administration	2,300.00	
4210	Legal / Professional Expenses	150	Administration	675.94	
4215	Bank Charges	150	Administration	133.50	
4220	Subscriptions/Publications/Lic	150	Administration	1,540.30	
4240	Insurance	150	Administration	5,233.54	
4300	Advertising / Marketing	150	Administration	171.50	
4310	Website	150	Administration	386.00	
4330	Printing & Stationery	150	Administration	3,957.51	
4340	Postage	150	Administration	851.62	

Continued over page

Date : 19/04/2023

Prestatyn Town Council

Page 3

Time: 16:19

Trial Balance for Month No: 12

User : MARK

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6001	Transfer to EMR	700	Projects	480.00	
Trial Balance Totals :				953,621.24	953,521.24
Difference				0.00	

19/04/2023

Prestatyn Town Council

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Balance Sheet as at 31st March 2022

31st March 2022

31st March 2023

Current Assets

66,260	Debtors	0
12,004	VAT Control A/c	10,799
0	Prepayments	142
366,979	Barclays Premium / Current	436,634
0	Mayoral Account	1,059
0	Petty Cash Account	8
22	Petty Cash 20-21	0
25	PTC Cash from Activities	0
<u>445,289</u>		<u>448,641</u>

445,289 Total Assets**448,641**

Current Liabilities

33,566	Other Creditors	0
0	Mayoral Account	1,059
0	Accruals	10,970
0	Receipts in Advance	4,378
<u>33,566</u>		<u>16,407</u>

411,724 Total Assets Less Current Liabilities**432,234**

Represented By

327,634	General Reserves	421,689
8,860	EMR - Committed Expenditure	0
30,000	EMR - Property Maintenance Fund	0
18,000	EMR - Elections Holding Fund	0
1,016	EMR - TESCO GRANT BAGS 4 HELP	0
1,709	EMR - Mind Music	1,684
2,136	EMR - GYM Enabling Virt Comms	2,026
22,369	EMR - GYM CC	0
0	EMR - Well Being	26
0	EMR - Meliden CC Roof Repairs	4,378
0	EMR - Warm Hubs 3	2,430
<u>411,724</u>		<u>432,234</u>

Baseline figures 31.03.2015)

PRESTATYN TOWN COUNCIL - SUMMARY OF FIXED ASSETS - 2022/23 @ 31.03.23 (*Baseline figures 31.03.2015)					
INDEX	DESCRIPTION	LOCATION	NO. ITEMS	BASELINE VALUE 2015 (Insurance)	DATE OF DISPOSAL / OTHER
1	Notice Boards	Prestatyn / Meliden	15	11,345	2021/22 - Disposal of x3 notice boards & replaced with new boards at (Aldi) The Boulevard / Meliden CC - £3,445)) Audited Mar23; disposal and replacement board Meliden Ward cost £1140 Audited Mar23 2020 New seat Fordd Penrhiwlla/Fordd Pant y Celyn £1,000 Located at PTC Chambers, 7 Nant Hall Road
2	Seats	Prestatyn / Meliden	106	16,548	
3	Prestatyn Railway Historic Seat	Former library/artisans	1	500	DCC adopted and insure 21. PTC.2 PTC 5 setof tree lights
4	Boundary Signs (Welcome) - V.I.B.	Prestatyn / Meliden	5	7,422	
5	Street Lamps x23/tree Lights x5	Prestatyn/Meliden	28	1,140	Merry Xmas, Santa Sleigh, 3 trees
6	Vistor/Tourism Information Boads	Prestatyn/Meliden	14	6,525	Audited Mar23 32 insured. DCC insure others located at Bus Station (x8) & x2 at Oeg y Ffordd (PTC contribution 3,780)
7	Festive Illuminations	Stored with MEGA	5	5,000	PTC led restoration project 2015
8	Bus Shelters	Various Locations	45	79,555	
9	War Memorial and headstone	Prestatyn Church	1	31,898	
10	Cenenary Year Clock	High Street, Prestatyn	1	7,604	Audited Mar23 Replaced by DCC 2013
11	Finger Posts	Prestatyn	5	1,011	DCC adopted and insure 13 PTC 3
12	Litter Bins	Various Locations	16	1,489	Social Riders adopted
13	Cycle Trailer	Storage container	1	820	Social Riders adopted
14	Cycles and equipment	Storage Container	10	4,215	DCC adopted and Insure
15	Tean Shelter	Pant y Celyn Playground	1	0	DCC adopted and Insure
16	Coronation Gardens play equipment	Coronation Gardens	5	0	DCC maintain
17	Exercise Trail	Y Morfa	9	15,000	PTO funded DCC electrical supply box
18	Precinct Area	Events box	1	0	Polytunnel only. DCC insure beds
19	Polytunnel and raised beds	Y Morfa Community Allotments	1	6,235	
20	Town Trail Board	Nova	1	1,730	2020 Disposal as worn and beyond repair - 04. 2020
21	Lampost Banners	High St/Nant Hall Rd, Prestatyn	13	0	2022 new purchase from Potlites
22	Hanging Baskets x10 @ £37.50 each	Prestatyn	10	375	
		Total		198,210	
	CIVIC REGALIA				
C1	Mayor's Chain of Office & Insignia	Mayor	1	13,823	
C2	Mayoress Chain of Office & Insignia	Mayoress	1	5,025	
C3	Deputy Mayor Chains of Office & Insignia	Deputy Mayor	1	13,193	
C4	Deputy Mayoress ribbons & Insignia	Deputy Mayoress	1	2,512	
C5	Chairman Prestatyn UDC Badge	Mayor's Parlour	1	1,225	
		Total Civic Regalia		35,778	
O1	OFFICE				2021 GYM Enabling Virtual Communities project (DH)
O1	Note pads - Samsung 10 Inch	Nant Hall Road plus other locations	10	3,618	
O2	Photocopier - Candia	Nant Hall Road	1	5,700	2020 Two new laptops and docking stations for home working £1,793
O3	Computers / Laptop/iPrinters / Server	Nant Hall Road	9 + Server	6,810	
		Total Office		16,128	

SUMMARY OF FIXED ASSETS - CONTINUED

INDEX	DESCRIPTION	LOCATION	NO. ITEMS	INSURANCE* £	DATE OF DISPOSAL / OTHER
	MISCELLANEOUS EQUIPMENT				
M1	Bookcases	Nant Hall Road	2	(i)	
M2	Metal Filing Cabinets	Nant Hall Road	12	(i)	
M3	Portable Electric Fires	Nant Hall Road	3	(i)	
M4	Staff Lockers	Nant Hall Road	1	(i)	
M5	Double Steel Stationery Cabinets	Nant Hall Road	3	(i)	2020 new extension fit out 15 tables £1395 Cabinet X1 @£168
M6	26 Desks / 2 Tables / 9 Side Cabinets / 2 Computer Desks	Nant Hall Road	38	(i)	2020 overhead projector screen £54
M7	Laminator / Ring Binder / Shredder / Mega Punch / Guillotine/projector screen	Nant Hall Road	5	(i)	2020 Disposal various obsolete and broken chairs during building works
M8	Office Swivel Chairs	Nant Hall Road	9	(i)	2020 new extension fit out - 16 chairs £760
M9	Seats	Nant Hall Road	11	(i)	
M10	Office Stationery - Various	Nant Hall Road	1	(i)	
M11	Kitchen Furnishings - 2 Kettles / 2 Fridges / Microwave	Nant Hall Road	7	(i)	
M12	Easyfold Tables	Nant Hall Road	4	(i)	2020 Disposal x2 as damaged - replaced by insurance
M13	PA Systems/Event	Nant Hall Road	2	(i)	
M14	Brass Acorns	Street lamps	2	(i)	
M15	2 Exercise Steps / 2 Weighing Scales / Height Measure	Nant Hall Road	72	(i)	
	Total Miscellaneous			11,827	
	OTHER ITEMS				Sales Valuation £13,130 @1996. DCC insured - Negotiations re DCC heritage services 20/21
S1	Historical / Roman Coin Collection (DCC Insurance)	County Council Archivist	Sales Valuation	13,130	
S2	Framed PTEC European/Para Olympian signed shirts	PTC Office	2	0	
S3	Roman Collection (from Roman Bath House)	County Council Archivist / National - Museum, Cardiff		See DCC	DCC County Heritage Services
S4	Silver Plates	Mayor's Parlour	2	3,800	Stored Ty Twyn 2019
S5	Pictures	Mayor's Parlour / Council Chamber	2	6,337	DCC County Heritage Services - Prestatyn collection - work in progress
S6	Mayoral Chair	Former PUDC Chair - County Archive, Ruthin	1	2,532	DCC County Heritage Services - Prestatyn collection - work in progress
S7	Mayor's Parlour Furniture	Mayor's Parlour, Nant Hall Road	8 seats / 3 tables 2 cabinets / 1 settee	5,646	Stored Ty Twyn 2019
S8	Roman Bible	Nant Hall Road	1		
S9	Penisadre Farm Painting (Mr R Brookes/J Patterson)	PTC Offices	1	944	Stored Ty Twyn 2019
S10	Decanter (Mr BS Taylor)	Mayor's Parlour	1		
S11	History of Prestatyn Books & Photo Albums	Nant Hall Road	10		Stored Ty Twyn 2019
S12	Investiture Album & Visitors Book	Mayor's Parlour	1	1,500	Boiler replacement 2017. See buildings insurance
S13	New heating boiler	Meliden CC	1	33,889	
	Total Other Items				

Page Total £45,716

SUMMARY OF FIXED ASSETS - CONTINUED

INDEX	DESCRIPTION	LOCATION	NO. ITEMS	INSURANCE* £	DATE OF DISPOSAL / OTHER
	NEW COUNCIL CHAMBER				
	Coat of Arms Letter Patent in Cabinet and also				
OC1	Official Transfer to Town Council & Mayoral Boards	Total Council Chamber	2	916	
	PROPERTY				
P1	Seabank Community Centre		1	427,406	SCC Management Association insure
P2	Meliden Community Centre		1	277,418	MCC Management Association insure
P3	Ty Caradoc Community Centre		1	157,250	TCCC Management Association insure
P4	Council Offices - 7 Nant Hall Road, Prestatyn		1	167,919	Zurich - Policy YLL 272006-7783. Valuation needs checking 2021
P5	Pendre Memorial Gardens		1	83,959	Zurich - Policy YLL 272006-7783
P6	Prestatyn Artwork at Central Beach (Beginning & End of Offa's Dyke Path (ODP))		1	40,181	Zurich - Policy YLL 272006-7783
P7	Prestatyn Artwork at Hillside (Roman Helmet)		1	26,404	Zurich - Policy YLL 272006-7783
P8	Railway Station Art Work		2	53,104	Zurich - Policy YLL 272006-7783
		Total Property		1,233,641	

Page Total 1,234,557

Page 1 Total	250,116
Page 2 Total	45,716
Page 3 Total	1,234,557
Totals	1,530,389

File Ref: Summary Fixed Assets as at 31Mar23



Prestatyn Town Council – Grants & Donations Awarded

Under Powers S137, S142, and S144 – 2022/2023

Section 137 of the Local Government Act 1972 enables the Council to spend up to the product of £8.82 (2022/23) per head of the DCC Prestatyn & Meliden electorate of 15,164 @ 31.03.2022 for the benefit of the people in the area on activities or projects not specifically authorised by other powers.

The limit for spending under Section 137 for this Council in the year of account was £133,746 and the following payments were made: -

MONTH	Details	£	LGA S137/142/144 Legislation
APR 22	BAS - Benefits Advice Shop	£2,000	S142/S137
APR 22	Classic Car Show	£600	S144
OCT 22	Prestatyn & Rhyl Community First Responders	£250	S142/S137
NOV 22	Friends Prestatyn Coronation Gardens	£1000	S144
MAR 23	Prestatyn Carnival Association	£1650	S144
MAY 22	PBF - Prestatyn Business Forum	£3000	S142/S137
MAR 23	Prestatyn & District Walking Festival	£1000	S144/S137
MAR 23	URDD - Eisteddfod 2023	£200	S144
MAR 23	Welsh Air Ambulance	£875	S142
MAR 23	MacMillan Cancer Charity	£875	S137
MAR 23	Ffrith Bowls Club	£400	S144
MAR 23	Prestatyn and Meliden Play Scheme	£535.50	S144
	TOTAL	£12,385.50	
	TOTAL S137	£8,125	

Dated 3rd May 2023

Signed;

.....
Town Clerk/Responsible Financial Officer

.....
Chair, Prestatyn Town Council

AGM Item 25 APPENDIX xxvi

Statement of Payments made to Members of Prestatyn Town Council for the period April 2022 to March 2023

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to Annex 4 of the Panel's annual report for details.

Councillor Name	Basic Payment (max £150 per member) To recognise councillors incur costs to do their role	Responsibility Payment (As G1 group - up to £500 to a maximum of 7 members) To recognise extra work	Chair/Mayor's Allowance Optional £800 - £1500 - Excludes any Civic Budget Refers to extra work	Deputy Chair/Mayor's Allowance Up to £500 - Excludes any Civic Budget Refers to extra work	Financial Loss Allowance	Travel & Subsistence expenses	Contribution to Costs of Care and Personal Assistance (CPA) Total reimbursed in the year and NOT payment to each member.	Other	Total
Mayor Cllr Tina Jones MBE	£150		£800						£950
Deputy Mayor Cllr Bob Murray	£150								£150
Cllr Hugh Irving	£150								£150
Cllr Ben Williams	£150								£150
Cllr Carol Holliday	£150								£150
Cllr Gareth Sandilands	£150								£150
Cllr Adrian West	£150								£0
Cllr Elen Heaton	£0								£150
Cllr Andrea Wyatt Tomlin	£150								£150
Cllr Anton Sampson	£150								£150
Cllr Julian Thomps-Hill	£150								£150
Cllr Kelly Clewitt	£150								£150
Cllr Sharon Frobisher	£150								£169.35
Cllr Carol Evans	£150					£19.35			£0
Cllr Jason McLeilan	£0								£0
Cllr Gill German	£0								£150
Cllr Ian Lifford	£150								£0
Cllr Julie Matthews	£0								£0
TOTAL	£2,100	£0	£800	£0	£0	£19.35	£0	£0	£2,919.35

£150 basic given to Mayor's charity
27/5/22

refunded 16/8/22

travel - tourism Partnership Kurnan
8/5/23

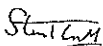
refunded 6/7/22

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to Annex 4 of the Panel's annual report for details.

Statement as at 31st March 2023

Loan to Prestatyn Town Council of £1,080,000 at an interest rate of 4.45% for 26 years. Payment of £66,493 per annum to be paid 31st March.

	Repayment £	Principal £	Interest £
Payments made			
1 2007/08	66,493	41,538	24,955
2 2008/09	66,493	41,538	24,955
3 2009/10	66,493	41,538	24,955
4 2010/11	66,493	41,538	24,955
5 2011/12	66,493	41,538	24,955
6 2012/13	66,493	41,538	24,955
7 2013/14	66,493	41,538	24,955
8 2014/15	66,493	41,538	24,955
9 2015/16	66,493	41,538	24,955
10 2016/17	66,493	41,538	24,955
11 2017/18	66,493	41,538	24,955
12 2018/19	66,493	41,538	24,955
13 2019/20	66,493	41,538	24,955
14 2020/21	66,493	41,538	24,955
15 2021/22	66,493	41,538	24,955
16 2022/23	66,493	41,538	24,955
Total Payments made to date	1,063,888	664,608	399,280
Payments Outstanding			
17 2023/24	66,493	41,538	24,955
18 2024/25	66,493	41,538	24,955
19 2025/26	66,493	41,538	24,955
20 2026/27	66,493	41,540	24,953
21 2027/28	66,493	41,540	24,953
22 2028/29	66,493	41,540	24,953
23 2029/30	66,493	41,540	24,953
24 2030/31	66,493	41,540	24,953
25 2031/32	66,493	41,540	24,953
26 2032/33	664,930	415,392	249,538
Total Payments Outstanding			
	<u>1,728,818</u>	<u>1,080,000</u>	<u>648,818</u>
Total Payments			

Signed: 

DATE: 24/04/2023

Name: Steve Gadd
Position: Head of Finance

Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
LL15 1YN



Investment Strategy Statement

Prestatyn Town Council does not hold sufficient funds to invest.

To maximise credit interest opportunity, any cleared funds held in the Barclays Bank business current account are automatically swept at the end of each day and retained in an interest-bearing deposit account.

Dated 3rd May 2023

Signed;

.....

Town Clerk/Responsible Financial Officer

.....

Chair, Prestatyn Town Council