

ANNUAL GENERAL MEETING

Minutes of Annual General Meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn on 14th May 2025 6:15pm to 7.45pm.

PRESENT

Councillors: A. West (Mayor), C. Holliday (Deputy Mayor), G. Sandilands, J. Matthews, K. Clewett, Cllr J. McLellan, I. Lifford, A. Tomlin, S. Frobisher, A. Sampson, B. Williams, T. Jones MBE, E. Heaton, P. Duffy, R. Flynn, J. Thompson-Hill (r).

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer,
Miss B. Shaw – Finance and Administration Officer, Miss S. Rinaldo – Administration and Support Officer (Agency), Miss M. Sinclair – Community Liaison Officer (Agency), Ms D Butters – Administration Support Officer (Agency), Rev. Gregor Lachlann-Waddell – Mayor's Chaplain
Mayoral Community Achievement Award Winners, Members of the Public.

APOLOGIES

Cllr C. Evans, Father Terence Carr – Mayor's Chaplain 2024/5 and Ms K. Skeffington (PHS)

1 WELCOME AND HOUSEKEEPING

Cllr A. West, Mayor and Locum Town Clerk welcomed all those in attendance and provided details of housekeeping and emergency procedures.

2 MAYORAL COMMUNITY ACHIEVEMENT AWARDS 2024/2025

Cllr A West, Mayor expressed his great pleasure on hearing about the significant contributions being made to the Town and local community by many volunteers and nominated persons this year. The Mayoral Community Achievement Award Winners 2025/26: -

Veronica Wells - Working Poverty and Isolation Group (Pop In) tackling the issue of access to children's school clothing by repair and recycling, collecting and providing food for homeless, and also helping low-income families.

Natalie Lewis (Lead Student-PHS) - Eco Club Students, Prestatyn High School have created a Community Eco Garden encouraging young people and students to get involved with the project. Natalie also helps the Marine Conservation Society to protect sea and shorelines.

3 MAYORAL PRESENTATIONS

Cllr A West, Mayor informed Council that during his year in office he had raised funds for three of his chosen charities and had invited representatives to tonight's meeting to receive their cheques.

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On behalf of Parkinsons, Kim and Pam were presented with a cheque. For Hedgehog Help, Prestatyn, Tracy was presented with a cheque. The Mayor also presented Mr and Mrs Evans, Ukraine Charity a cheque.

On behalf of former Mayor, Bob Murray a further cheque was also presented to Parkinsons.

4 PUBLIC PARTICIPATION

Mr M. Trainer offered his thanks to Mayor, Deputy and Council for all its work developing local communities during the past year.

5 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interest in tonight's proceedings in accordance with code of conduct legislation.

None received.

6 MAYOR 2025/2026

Cllr A. West, Mayor thanked fellow Councillors and Staff for their support throughout his year in office and spoke about the privilege and honour of being Mayor for second time in this role. He also thanked Cllr Carol Holliday, Deputy Mayor for their assistance.

Mayor spoke about the range of successful town events and activities that had been held during his year in office with highlights of Christmas Light Switch on, D Day and VE Day celebrations etc. However, all events had been very enjoyable, widely supported, and well attended by local residents and visitors.

Nominations were then invited for position of Mayor of Prestatyn and Meliden 2025/26.

RESOLVED

That Cllr C. Holliday, Deputy Mayor be appointed Mayor of Prestatyn and Meliden 2025/2026.

Proposed: Cllr A. West Seconded: Cllr I. Lifford

7 DECLARATION OF ACCEPTANCE 2025/26

Cllr C. Holliday, Mayor thanked fellow Councillors for their support and trust and was looking forward to continuing her work for local community. Cllr C. Holliday then signed her Declaration of Acceptance. It was announced that her consort would be Mr B Murray.

The Mayor thanked Retiring Mayor, Cllr A West for all his hard work. Small gifts were then presented to retiring Mayor and Consort, and also newly appointed Lady Mayor and her Consort.

Q.A.H.

8 MAYOR'S CHAPLAIN 2025/2026

Cllr C. Holliday, Mayor announced that her Chaplain for the year would be Reverend Gregor Lachlann-Waddell who was invited to address Council. Reverend Gregor thanked Mayor for her faith and offered prayers/words of hope, wisdom, joyfulness, keeping the peace, and doing the little things that can help others.

9 DEPUTY MAYOR OF PRESTATYN 2025/2026

Cllr C. Holliday, Mayor invited nominations for position of Deputy Mayor of Prestatyn and Meliden 2025/2026. Cllr A. Sampson was nominated.

RESOLVED UNANIMOUSLY

That Cllr A. Sampson be appointed Deputy Mayor of Prestatyn and Meliden 2025/2026.

Proposed: Cllr B. Williams Seconded: Cllr J. Matthews

10 COMMITTEE STRUCTURE 2025/26

Cllr C. Holliday, Mayor presented the Town Council's Organisational Chart and Committee Structures for 2025//2026 (copy included within the agenda).

RESOLVED

The Town Council Organisational Chart and Committee Structures 2025/2026 be accepted.

11 TERMS OF REFERENCE 2025/2026

Cllr C. Holliday, Mayor presented the Council's Terms of Reference for Full Council, Standing Committees, and Sub Committees (copy circulated with agenda).

RESOLVED

i) That Town Council Terms of Reference 2025/26 be accepted.

ii) That recently appointed Staff Council (5 members - two councillors, two staff, and town clerk) also be included within organisational structure and terms of reference.

Proposer: Cllr A West Seconded: Cllr I. Lifford

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12 ELECTION OF COMMITTEE MEMBERS 2025/26

Details of Committee Membership had been circulated with agenda.

RESOLVED

That Committee Memberships 2025/26 be approved as follows: -

Committee members – Chair and Vice appointments be determined by relevant committee unless specified otherwise.

Full Council; (18) Mayor Cllr C. Holliday, Deputy Mayor Cllr A. Sampson plus all sixteen members. (Quorum 6)

Town Planning Committee; (18) (Quorum 6)

Finance and Management Committee; (6) Cllrs: C. Holliday (Chair), I. Lifford (Deputy), G. Sandilands, A. West, J. Matthews, C. Evans (Quorum 3)

Community Development and Regeneration Committee; Cllrs: G. Sandilands (Chair), K. Clewett (Deputy), C. Holliday, B. Williams, A. Sampson, E. Heaton (Quorum 3)

Policy Review Sub-Committee; (5) Cllrs: A. West (Chair), I. Lifford (Deputy), E. Heaton, C. Evans, A. Tomlin (Quorum 3)

Resources and Appeals Sub-Committee; (5) Cllrs: I. Lifford (Chair), B. Williams (Deputy) A. Sampson, G. Sandilands, T. Jones MBE (Quorum 3)

(Council was reminded that the sub-committee is called on as and when basis and deals with single issues only. Membership is determined by Full Council for each issue)

Staff Council; (5) Two Councillors, Two Staff, Town Clerk (Quorum 3)
Cllrs I Lifford, B Williams 2024/5. Councillors to be appointed by Full Council 2025/26.

13 SCHEDULE OF MEETINGS 2025/26

Mayor Cllr C. Holliday presented the Schedule of Town Council Meetings 2025/2026 (copy included within agenda)

RESOLVED

The Council accept the Schedule of Town Council Meetings 2025/2026.

14 COUNCILLOR ATTENDANCE LIST 2024/25

Details circulated with agenda. Council discussed the need to include possible/actual attendances, and to account for councillors who did not serve a full term in office e.g. those elected during year. The need to remove and update details on website was also important to ensure public are kept informed.

CAH

SCHEDULE OF MEETINGS 2025/26

Wednesday	14 th May 2025	Annual General Meeting (AGM) Town Planning (T/P)
Wednesday	11 th June 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	16 th July 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
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Wednesday	10 th September 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	8 th October 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	12 th November 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	10 th December 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	14 th January 2026	Finance & Management (F&M) Full Council (F/C) Town Planning (T/P)
Wednesday	11 th February 2026	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	11 th March 2026	Full Council (F/C) Town Planning (T/P)
Wednesday	8 th April 2026	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	22 nd April 2026	Full Council (F/C) Town Planning (T/P)
Wednesday	13 th May 2026	Annual General Meeting (AGM) Town Planning (T/P)

15 PRESTATYN TOWN COUNCIL POLICIES 2025/26

A list of Council Policies had been circulated with agenda papers. Reference was made to other policies held but not shown on list and a review was necessary to determine present status. The last policy considered some time ago by sub-committee was a draft Time off in Lieu policy (TOIL) although this needed ratification by council.

- Code of Conduct Policy
- Standing Orders Policy
- Financial Regulations Policy
- Risk Assessment Policy
- Training Policy
- Biodiversity Policy
- Well Being Policy
- Investment Strategy Policy
- Volunteer Policy

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- General Data Protection Regulation Policy
- Freedom of Information Policy
- Room Hire Policy
- Publication Scheme Policy

16 COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES 2025/26

Details of Representatives on Outside Bodies had been circulated with agenda papers.

ORGANISATION	FREQUENCY	2025/26 Nomination
ATC – Prestatyn Air training Corps 2193 Squadron	Bi-monthly	Cllr G. Sandilands
Community Association Meliden	As called	Cllr J. Matthews Adjourned - Cllr C. Evans
Community Association North West	Quarterly	Cllr J. Mclellan Cllr K. Clewett
Community Association Ty Caradoc	4/5 per annum	Cllr A. Sampson Mayor Cllr C. Holliday
Community Building Ty Pendre	As called	Cllr E. Heaton Cllr A. Tomlin Cllr A. Sampson Cllr J. Thompson-Hill
CYTUN (Churches Together)	Every 6 weeks	Cllr A. West
Denbighshire CCTV	As called	Mayor Cllr C. Holliday Cllr A. West
Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	1 or 2 per annum	Cllr J. Matthews (year three of four- year term)
Friends of the Ffrith Association	Monthly	Cllr J. Mclellan Cllr K. Clewett
Meliden Residents Action Group	Quarterly	Cllr J. Matthews VACANCY
Prestatyn Business Forum	6 weekly (approx.)	Mayor Cllr C. Holliday
Prestatyn Carnival Association Committee	Monthly	Mayor Cllr C. Holliday
Prestatyn and District Environment Association	As called	Cllr G. Sandilands Cllr A. West
Prestatyn and District Festival of Walking	Monthly	Cllr A. Sampson Cllr G. Sandilands Cllr I. Lifford
Prestatyn "You'll Never walk Alone" Volunteer Walk Leaders group	Monthly	Cllr G. Sandilands
Prestatyn Youth Club	Every 4-6 weeks	Cllr B. Williams Request made for 2 nd body Cllr P. Duffy

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King's Hall Management Committee	6 weekly	Mayor Cllr C. Holliday
Ysgol Bodnant	Per term	Cllr E. Heaton
Ysgol Melyd	Every half term	Cllr J. Matthews
Ysgol Penmorfa	Per term	Mayor Cllr C. Holliday
Ysgol y Llys	Every 2 months	Cllr P. Duffy
Ysgol Clawdd Offa	As called	Cllr R. Flynn
North and Mid Wales Association and Coastal Transport Committee	Quarterly	Cllr I. Lifford
North and Mid Wales Association of Local Councils	Quarterly	Mayor Cllr C. Holliday Deputy Mayor Cllr A. Sampson
Plastic Free Community	As called	Cllr G. Sandilands (confirmation of outside bodies post required)
One Voice Wales	Larger Council Meeting Quarterly (1 rep + TC) One Voice Wales meeting Quarterly (2 reps + TC)	Mayor Cllr C. Holliday Cllr I. Lifford Town Clerk/RFO
Clwydian Range and Dee Valley AONB	As called	Cllr G. Sandilands
Tourism Partnership Board	As required	Cllr G. Sandilands
Prestatyn Classic Car Show	Annual	Mayor Cllr C. Holiday
Prestatyn Youth Stakeholder		Cllr B. Williams

It was agreed to add a section detailing how many meetings each group had held in the previous year to add context to the commitment required.

17 ANNUAL REPORT

A draft copy of Prestatyn Town Council - Annual Report 2024/5 had been circulated with agenda papers. The report included foreword by Cllr A. West, Mayor 2024/5 and provided information about Town Council, local services, events and activities, governance and staff.

Locum Town Clerk advised that a section on council finance was also being developed, and this would be included in final copy.

RESOLVED

That Staff be thanked for their efforts in preparing Annual Report 2024/25.

CAT

18 MINUTES**RESOLVED**

That Minutes of Full Council 23.04.2025 be approved.

Proposer: Cllr G Sandilands Seconded: Cllr I Lifford

Pursuant to Minute 202 Independent Remuneration Panel for Wales - Cllr P. Duffy requested that his view that no mandatory payment should be made to any Town Councillors be recorded. For clarity the mandatory sum is £156.00 per annum to help meet costs of being a councillor.

That Minutes of Town Planning Committee 23.04.2025 be approved.

19 PLANNING APPLICATIONS

Details of Denbighshire County Council (DCC) Planning applications circulated with agenda.

DENBIGHSHIRE COUNTY COUNCIL PLANNING APPLICATIONS – 14.05.25

<u>APPLICATION</u>	<u>COMMENT</u>
43/2025/0182/HH Demolition of existing garage and conservatory. Erection of a single storey rear extension, new pitched roof to existing flat roof, and erection of a detached garage with solar panels. 9 Oak Hill Drive, Prestatyn, Denbighshire, LL19 9PU. (C)	NO OBJECTIONS
43/2024/1134/AD Display of signage for the proposed new police station including police lantern and outside phone. Llys Llen Nant Hall Road, Prestatyn, Denbighshire, LL19 9LH. (E)	NO OBJECTIONS
43/2025/0203/TP Felling, pruning and remedial works to various trees subject to Former Prestatyn Urban District Council Tree Preservation Order No. 2/13/1950 Woodlands Ffordd Bryniau, Prestatyn, Denbighshire, LL19 8RD (M)	DEFER DCC planning consultation received after agenda papers.

Mayor/Chair C. A. Holliday