



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

6th May 2024

Dear Councillor

You are **SUMMONED** to attend Prestatyn Town Council's **ANNUAL GENERAL MEETING** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, on Wednesday 15th May 2024 at 18:15.

If remote access is required, please contact the office.

Yours sincerely

Locum Town Clerk

PRAYERS will be held prior to commencement.

- 1 **WELCOME AND HOUSEKEEPING**
- 2 **APOLOGIES**
- 3 **PUBLIC PARTICIPATION**
- 4 **DECLARATIONS OF INTEREST**
To receive notice of Councillors personal and/or prejudicial interests in tonight's proceedings as required by Code of Conduct legislation.
- 5 **MAYOR 2023/24 / MAYOR ELECT 2024/25**
Mayor's Years Report 23/24
- 6 **DEPUTY MAYOR ELECT 2024/25**
- 7 **MAYOR'S CHAPLAIN 2024/25**
- 8 **COMMITTEE STRUCTURE**
Appendix i Organisation Chart 2024/25
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Appendix iv



CYNGOR
TREF PRESTATYN

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

6^{ain} Mai 2024

Annwyl Gynghorydd

Fe'ch **GELWIR** i **GYFARFOD CYFFREDINOL BLYNYDDOL** Cyngor Tref Prestatyn yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 15^{ain} Mai 2024 am 18:15.

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

Yn gywir iawn

Locwm Clerc y Dref Dros Dro

Bydd **GWEDDIAU** cyn cychwyn

- 1 **CROESO A CHYMHENNU**
- 2 **YMDDIHEURIADAU**
- 3 **CYFRANOGAETH Y CYHOEDD**
- 4 **DATGANIADAU O DDIDDORDEB**
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cynghorwyr yn nhrefodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad.
- 5 **MAER 2023/24 / MAER ETHOLEDIG 2024/25**
Adroddiad Blwyddyn y Maer 23/24
- 6 **Y DIRPRWY FAER ETHOLEDIG 2024/25**
- 7 **CAPLAN Y MAER 2024/25**
- 8 **STRWYTHUR Y PWYLLGORAU**
Atodiad i Siart O Drefniant Strwythur Y Pyllgorau 2024/25
Atodiad ii Tabl Pwyllgorau Gwaith Safonl 2024/25
Atodiad iii Clych Gwaith Safonl 2024/25
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Atodiad iv

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Mayor's Chaplain
Press

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Atodiad xi Cyfarfod y Cyngor Llawn ar 13.03.24
Atodiad xii Cyfarfod Cynllunio Tref 24.04.24
Atodiad xiii Cyfarfod Cyllid a Rheolaeth 24.04.24
Atodiad xiv Cyfarfod y Pwllgor Datblygu ac Adfwyio Cymuned 24.04.24
- 16 **MATERION BRYN YN CODI**
- 17 **CEISIADAU CYNLLUNIO**
Atodiad xv Ymgynghoriadau Cynllunio CSDd

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



Prestatyn Town Council – Organisation Chart of Full Council, Committees, and Sub-Committees

Full Council (18 Members, Quorum of 6) –

- Mayor Chair
- Deputy Mayor/Vice-Chair
- Full Membership

Town Planning Committee (18 Members, Quorum of 6) –

- Chair
- Vice-Chair
- Full Membership

Finance and Management Standing Committee (6 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 4 Additional Councillors

Community Development and Regeneration Standing Committee (6 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 4 Additional Councillors

Policy Review Sub-Committee (5 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 3 Additional Councillors

Resource and Appeals Sub-Committee (5 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 3 Additional Councillors

- All Committees receive proposals and correspondence and make recommendations which are then to be approved and ratified by Full Council.
- Town Clerk/Responsible Financial Officer/ Proper Officer, or whom the Town Clerk/Responsible Financial Officer/ Proper Officer may delegate, to be present at all meetings.
- All delivery will take place by staff following Council approvals/decisions.

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

PRESTATYN TOWN COUNCIL COMMITTEE TABLE TERMS OF REFERENCE 2024/25

Item 8 Appendix ii

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

PRESTATYN TOWN COUNCIL COMMITTEE TABLE TERMS OF REFERENCE 2024/25

Item 8 Appendix ii

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

PRESTATYN TOWN COUNCIL COMMITTEE TABLE TERMS OF REFERENCE 2024/25

Item 8 Appendix ii

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
				- Business Support (LGMP1976) - Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133) - Health/Sports/Leisure Activities (LGMP1976s.19) - Cultural activities - Scala Cinema (RTA 1984/LGMP 1976) - Town Place/Town Plan implementation - Town regeneration projects - Town marketing projects - Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19) - Town benches (LGMP ACT 1953/Highways) - Town bus shelters (LGMPACT 1953) - Town planting scheme (LGMP1976) - Hanging Baskets/troughs (LGA1972 s.133/s.123) - Town festive lights scheme and other Illuminations (LGA1972 s144.5) - Town tourism projects - Town public transport - Town twinning - Town partnerships (LGMP1976s.19) - Town environment projects – (eg Coastal and High Street) LGMP ACT 1976 - Play Areas (LGMP1976s.19) - Public Gardens (LGA1984) - Identification of projects of benefit to the town - Identifying and delivery of events - Community engagement / Meetings / Forums - Community Partnership Room (LGA1972s.133/s.123) - Local Community Services (LGA1976) - Volunteering opportunities - Engagement with third party organisations - Public consultations - Meet objectives contained in Well-Being Plan
Policy Review Committee (PR)	5	3	Advisory	➤ The Committee shall be administered by the Town Clerk/Responsible Financial Officer ➤ The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions ➤ The Committee will be responsible for assessing and reviewing all Town Policies and Procedures and making any appropriate recommendations to FC or F&M where appropriate. ➤ The Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation ➤ Specific responsibility areas covered. - Review Standing Orders for FC approval - Review committee structure and committees terms of reference for FC approval

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Item 8 Appendix ii PTC Committees Table 2024-25.docx

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COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
				- Review all council policies within terms of reference of committees - Review Finance Regulations for F&M for FC approval - Review Risk Management for FC approval - Oversee compliance with all legislation - Review training policy for FC approval - Review Biodiversity policy for FC approval - Wellbeing and future generations policy for FC approval - Produce Council's annual report for FC approval
Resource & Appeals Committee (R&A)	5	3	Advisory and Part delegation	- The Committee shall meet at times as are deemed necessary to fulfil its functions. - The Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand. - The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the R&A when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance. - Specific responsibility areas covered: - Appeals - Grievance and Discipline matters - Freedom of Interest requests - Town Clerk/Responsible Financial Officer matters - Appointment of the Town Clerk/Responsible Financial Officer - Named Councillor to support Town Clerk/RFO in second interview of senior management roles - Deal with litigation in which the Council may be engaged

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members



Prestatyn Town Council – Committees – Standard Terms of Reference 2024/25

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FULL COUNCIL (18)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered.

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

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

Committees

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered.

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

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

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered.

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

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

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered:

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

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

POLICY REVIEW COMMITTEE (PR) (5)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

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

Specific responsibility areas covered:

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

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

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered:

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

Approvals and Distribution

Version Adopted	Date Adopted	Meeting	Minute Number	All Members

Prestatyn Town Councillors 2024/25 - Committees

Item 9 Appendix iv

Full Council - 18 Members		Town Planning - 18 Members		Finance and Management - 6 Members		Community Development and Regeneration - 6 Members	
Chair - Mayor -		Chair -		Chair -		Chair -	
Deputy Chair -		Deputy Chair-		Deputy Chair-		Deputy Chair-	
Councillors		Councillors		Councillors		Councillors	
Cllr K Clewett							
Cllr C Evans							
Cllr S Frobisher							
Cllr G German							
Cllr E Heaton							
Cllr C Holliday							
Cllr T Jones MBE							
Cllr H Irving							
Cllr I Lifford							
Cllr J Matthews							
Cllr J McLellan							
Cllr B Murray							
Cllr A Sampson							
Cllr G Sandilands							
Cllr J Thompson-Hill							
Cllr A Tomlin							
Cllr A West							
Cllr B Williams							



SCHEDULE OF MEETINGS 2024/25

Wednesday	15 th May 2024	Annual General Meeting (AGM) Town Planning (T/P)
Wednesday	12 th June 2024	Full Council (F/C) Town Planning (T/P)
Wednesday	10 th July 2024	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
AUGUST RECESS		
Wednesday	11 th September 2024	Full Council (F/C) Town Planning (T/P)
Wednesday	9 th October 2024	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	13 th November 2024	Full Council (F/C) Town Planning (T/P)
Wednesday	11 th December 2024	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	8 th January 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	12 th February 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	12 th March 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	9 th April 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	14 th May 2025	Annual General Meeting (AGM) Town Planning (T/P)

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



Attendance Explanations of Workings 2023/24

AGM	FULL COUNCIL	TOWN PLANNING	COMMUNITY DEVELOPMENT & REGENERATION	FINANCE AND MANAGEMENT	POLICY REVIEW	RESOURCE & APPEALS
1	5	9	4	4	4	0

COUNCILLOR	No. Attended
Cllr Kelly Clewett	17/26
Cllr Carol Evans	22/26
Cllr Sharon Frobisher	10/26
Cllr Gill German	5/26
Cllr Elen Heaton	10/26
Cllr Carol Holliday	22/26
Cllr Hugh Irving	12/26
Cllr Tina Jones MBE	17/26
Cllr Ian Lifford	23/26
Cllr Julie Matthews	22/26
Cllr Jason McLellan	10/26
Mayor Cllr Bob Murray	22/26
Cllr Anton Sampson	12/26
Cllr Gareth Sandilands	22/26
Cllr Julian Thompson-Hill	10/26
Cllr Andrea Tomlin	21/26
Deputy Mayor Cllr Adrian West	26/26
Cllr Ben Williams	10/26



Prestatyn Town Council Policies 2024/25

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

General Data Protection Regulation Policy

Freedom of Information Policy

Room Hire Policy

Publication Scheme Policy

If you would like a copy of any of the above policies, please contact
info@prestatyntc.co.uk or call 01745 857185
with request.

ORGANISATION	2023/24 Nominated	FREQUENCY	Proposed	Seconded	2024/25 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 A. Sampson Cllr C. Holliday Cllr E. Heaton	4/5 per annum			
Community Building Ty Pendre	WARD MEMBERS: Cllr E. Heaton Cllr A. Tomlin Cllr A. Sampson Cllr J. Thompson Hill	As called			
CYTUN (Churches Together)	Deputy Mayor Cllr A. West	Every 6 weeks			
Denbighshire CCTV	Mayor Cllr B. Murray Cllr C. Evans	As called			
Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	Cllr J. Matthews	1 or 2 per annum			
Friends of the Ffrith Association	Cllr G. German Cllr J. McLellan	Monthly			
Meliden Residents Action Group	Cllr J. Matthews Cllr C. Evans	Quarterly			
NWATC North Wales Assoc of Town Councils	Deputy Mayor Cllr A. West Mayor Cllr B. Murray	Quarterly			
Prestatyn Business Forum	Cllr G. Sandilands	6 weekly (approx.)			
Prestatyn Carnival Association Committee	Deputy Mayor Cllr A. West Mayor Cllr B. Murray	Monthly			
Prestatyn and District Environment Association	Cllr G. Sandilands Deputy Mayor Cllr A. West	As called			
Prestatyn and District Festival of Walking	Cllr A. Sampson Cllr G. Sandilands Cllr I. Lifford	Monthly			
Prestatyn "You'll Never walk Alone" Volunteer Walk Leaders group	Cllr G. Sandilands	Monthly			
Prestatyn Youth Club	Cllr E. Heaton	Every 4-6 weeks			
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 C. Holliday	Per term			
Ysgol y Lllys	Cllr I. Lifford	Every 2 months			
Ysgol Clawdd Offa	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	Mayor Cllr Bob Murray Deputy Mayor Cllr Adrian West	Quarterly			
Plastic Free Community	Cllr G. Sandilands	As called			
One Voice Wales	Cllr I. Lifford Deputy Mayor Cllr A. West Town Clerk/RFO	Larger Council Meeting Quarterly (1 rep + TC) One Voice Wales meeting Quarterly (2 reps + TC)			
Clwydian Range and Dee Valley AONB	Cllr G. Sandilands	As called			
Tourism Partnership Board	Cllr G. Sandilands	As required			
Prestatyn Classic Car Show	Mayor Cllr B. Murray	Annual			
Prestatyn Youth Stakeholder	Cllr G. German				

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Item 14 Appendix ix

Accounting statements 2023-24 for:

Name of body: Prestatyn Town Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	411,724	432,234	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	494,622	497,299	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	16,430	25,123	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	199,572	241,631	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	66,493	66,493	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	224,477	256,864	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	432,234	389,668	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	10,941	15,122	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	437,701	374,880	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	16,407	334	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	432,234	389,668	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,635,929	1,667,155	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	415,392	373,854	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.			Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.			Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		N/A		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual internal audit report to:

Name of body: **Prestatyn Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.					
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.					
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.					
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.					
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.					
8. Asset and investment registers were complete, accurate, and properly maintained.					

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
Name:	Chair signature:
Date:	Name:
	Date:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.					
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.					

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE MEETING

**Minutes of Community Development and Regeneration Committee Meeting on 28th
February 2024 20:15 to 20:53**

PRESENT

Councillors: Cllr G. Sandilands (Chair), Cllr C. Evans, and Cllr B. Murray (Mayor)

IN ATTENDANCE

Cllr C. Holliday, Cllr A. West (Deputy Mayor), Cllr I. Lifford,
Mr M. LeDoux-Deakin – Office Manager/Responsible Financial Officer/Acting Town Clerk,
and Miss J. Owens – Administration Officer

APOLOGIES

Cllr K. Clewett (Deputy Chair), Cllr A. Sampson, and Cllr G. German

The Chair of Community Development and Regeneration allowed members from outside the Community Development and Regeneration committee to make comments.

248 DECLARATIONS OF INTEREST

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

NONE RECEIVED

249 PUBLIC PARTICIPATION

NONE

**250 MINUTES OF COMMUNITY DEVELOPMENT AND REGENERATION
11th OCTOBER 2023**

Minutes recorded as a true record of the meeting.

PROPOSED: Mayor Cllr B. Murray

SECONDED: Cllr C. Evans

ALL (3) AGREED UNANIMOUSLY

251 PRESTATYN TOWN COUNCIL VOLUNTEER FAIR

Cllr G. Sandilands presented the report for the overview of the Prestatyn Town Council Volunteer Fair on 7th February 2024. Mayor Cllr B. Murray, stated how successful the event was and praised the team at Prestatyn Town Council for their hard work in arranging the event. Mr M. LeDoux said many organisations got in touch with the Council after the Fair asking to take part proving how desperate local organisations are for this type of event. Cllr G. Sandilands suggested contacting the volunteering department at Denbighshire Voluntary Services Council to see if they would be able to hold an annual Volunteer Fair at

Prestatyn in 2024 to attract more attention. Mayor Cllr B. Murray proposed to organise volunteer fairs on a more regular basis. Mr M. LeDoux-Deakin said that the next Volunteer Fair is hoping to be held at a larger venue like the function room at Prestatyn SCALA Cinema, also working with the Denbighshire Voluntary Service Council to reach the events full potential. Cllr G. Sandilands said that the Council would like to see a full complement of staff in place to manage any increase in workload with volunteer recruitment events in place before confirming any further Volunteer Fairs.

252 EASTER SCAVENGER HUNT PROPOSAL 2024

Cllr G. Sandilands presented the documents for the Prestatyn Town Council Easter Scavenger Hunt 2024 proposal. Cllr C. Evans said that the plans for the event look great. Cllr C. Holliday informed members that the Easter balloon decorations will be arranged free of cost in return for business promotion. Cllr G. Sandilands suggested to provide a positive commendation for the balloon provider since they are doing it for free, and Mayor Cllr B. Murray suggested to arrange for a bouquet of flowers to be sent to them too. Mr M LeDoux-Deakin will write a commendation from the Council.

253 D-DAY 80TH ANNIVERSARY GUIDE AND D-DAY 2024 EVENTS PROPOSAL

Cllr B. Murray requested all members of the Community Development and Regeneration Committee have a copy of the D-Day 80th Anniversary Guide to keep, Mr. M LeDoux-Deakin provided copies. Mr M. LeDoux-Deakin informed all members that the proposed Prestatyn Town Council D-Day 2024 event will be the biggest of the year with a window display competition, vintage street games and fair rides, concerts with vintage artists etc., hoping to replicate the celebrations of the 1940's. The Prestatyn Business Forum, Royal British Legion, Army Cadets, Air Force, and multiple other organisations have already been contacted to arrange the celebrations on the day. Cllr C. Evans suggested that crafted poppies made by the children of Ysgol Melyd can be used to decorate the village and town. Cllr G. Sandilands asked whether there is a budget for the event, Mr M. LeDoux-Deakin advised that he does not currently have the figure, but all costs will be spent within the events budget.

254 BUCKINGHAM PALACE GARDEN PARTY 2024

Mr M. LeDoux-Deakin informed all members that Cllr C. Holliday has been invited to attend the Buckingham Palace Garden Party on 21st May 2024, having had 90% votes from all other Councillors to attend. All members congratulated Cllr C. Holliday for her very well-deserved invitation.

255 SOCIAL MEDIA UPDATE

Mr M. LeDoux-Deakin presented the Social Media update report to all members and read through the statistics. Mayor Cllr B. Murray informed members that after visiting a local hospice during the past week, the team at the hospice expressed how easy they found it to use the Prestatyn Town Council website with so much information available to view. Cllr G. Sandilands suggested that Public Participation is promoted more on the Prestatyn Town Council website and Social Media platforms that the public are welcome to attend the monthly Council meetings, in hopes for more interaction.

256 EVENTS REPORT

Mr M. LeDoux-Deakin presented the Events report to members, explaining that the content entails information about past and upcoming events. Cllr C. Evans said that she had noticed the new Welsh flags flying outside the Prestatyn Town Council Offices, and how eye-catching they look. Mr M. LeDoux-Deakin told members about the new staff lanyards that have been created, and how approachable they make staff. Cllr G. Sandilands spoke about the former reception service that was once in the Prestatyn Town Council Offices and what an important role it played with communication between the Council and residents. Mayor Cllr B. Murray agreed and said that a new reception service could be discussed for the next new council year 2024/25.

257 EVENTS SCHEDULE

Mr M. LeDoux-Deakin presented the Events report to members, explaining that the content entails the schedule for past and upcoming events. Mr M. LeDoux-Deakin stated that One Voice Wales have been using the Prestatyn Town Council Warm Hubs Initiative as example for other Councils and have also been interviewing the Community Liaison Officer for more information about Prestatyn Town Council events. Cllr G. Sandilands said that this attention is great as funders will be attracted.

258 MAKATON FRIENDLY TRAINING

Mr M. LeDoux-Deakin explained to members that Makaton is a language programme that uses signs and symbols to help people communicate with those around them. A Makaton tutor has reached out to Mr M. LeDoux-Deakin offering to provide staff and Councillors with a two-hour free training session, where sign language and symbols can be taught. Cllr C. Evans said that the training for business's in Prestatyn would benefit them and give them a chance to display Makaton in their shop windows.

Members agreed for Mr M. LeDoux-Deakin to email the provider Makaton accepting the free two-hour training session with a date, also querying how many people are allowed to attend the session.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (3) AGREED UNANIMOUSLY

259 DESTINATION PARTNERSHIP UPDATE

Cllr G. Sandilands updated members of the Destination Partnership Update meeting he attended, alongside Mr M. LeDoux-Deakin, on Tuesday 20th February 2024. Cllr G. Sandilands informed members that whilst in the meeting, he was made aware of the Considerable grant given by Welsh Government towards the new extension at the Beaches Hotel in Prestatyn. Cllr C. Evans suggested Mr M. LeDoux-Deakin contact the Destination Partnership Board to make them aware of the urgent need for hotels in Prestatyn. Mayor Cllr B. Murray mentioned the poor state of the flower troughs throughout Prestatyn, particularly the one at the bottom of the Highstreet by the clock tower. Mr M. LeDoux-Deakin agreed to contact My Tidy Garden to report this.

Mayor/Chair _____

FULL COUNCIL MEETING

Minutes of Full Council Meeting held on 13th March 2024 18:15 to 20:04

PRESENT

Councillors: Cllr B. Murray (Chair & Mayor), Cllr A. West (Deputy Mayor & Deputy Chair),
Cllr K. Clewett, Cllr C. Holliday, Cllr I. Lifford, Cllr A. Tomlin, Cllr C. Evans, Cllr E. Heaton,
Cllr J. Matthews and Cllr A. Sampson
Remote Councillors: Cllr H. Irving, Cllr G. Sandilands, Cllr T. Jones MBE,
and Cllr S. Frobisher

IN ATTENDANCE

Mr M. LeDoux-Deakin – Office Manager, Miss J. Owens – Administration Officer,
Rev D. Ash, Mr M. Trainer, Sherratt Group, Ms V. Wells and her sister, Cllr J. Harland, Ms L.
Ward-Hughes, and members of friends of the Prestatyn Railway.

WELCOME AND HOUSEKEEPING

Mayor Cllr B. Murray welcomed all Councillors.

APOLOGIES

Cllr J. Thompson-Hill, Cllr G. German, Cllr J. McLellan, and Cllr B. Williams

PRAYERS

Rev D. Ash said prayers.

260 DECLARATIONS OF INTEREST

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

Cllr I. Lifford declared a declaration of interest on item 6 Appendix v Minute number 279.

Cllr C. Holliday declared a declaration of interest on item 6 Appendix v Minute number 277.

Cllr C. Holliday declared a declaration of interest on item 6 Appendix v Minute number 281.

Cllr G. Sandilands declared a declaration of interest on item 6 Appendix v Minute number 281.

Rev D. Ash left the meeting at 18:22.

Mr M. LeDoux-Deakin reminded Councillors of the need to send their meeting apologies correctly by reporting to the proper Officer with notice.

261 PUBLIC PARTICIPATION

Public present, participation received; Cllr A. Tomlin proposed Mr M. Trainer participate in the meeting to discuss the 20mph speed limit on Meliden Road A457.

PROPOSED: Cllr A. Tomlin

SECONDED: Cllr A. Sampson

ALL (14) AGREED UNANIMOUSLY

Mr M. Trainer expressed how the 20mph speed limit on Meliden Road between Tiny Tots Nursery and Saint Melyd Church is too slow. Mr M. LeDoux-Deakin informed all that the Town Council is not responsible for setting speed limit restrictions. Cllr J. Matthews said that as a Denbighshire County Council representative of Meliden, she appreciates all feedback and will report it back to the Community Scrutiny meeting held in June 2024 that public can also attend. Cllr C. Evans said that the turning into and from Tiny Tots' Nursery is very narrow, and if the speed limit were to increase above 20mph, it would increase danger levels. Cllr G. Sandilands said that public can attend the Community Scrutiny meeting held in June 2024 and encouraged public to attend more community meetings in general. Mr M. Trainer acknowledged the fact that he is welcome to attend the Community Scrutiny meeting, and thanked Councillors for this information.

262 PRESENTATION FROM VERONICA WELLS ABOUT WORKING POOR, ISOLATION, AND POVERTY

Deputy Mayor Cllr A. West proposed that the presentation from Veronica Wells commence.

PROPOSED: Deputy Mayor Cllr A. West

SECONDED: Cllr C. Holliday

ALL (14) AGREED UNANIMOUSLY

Ms V. Wells introduced herself to all as a volunteer within Prestatyn Town for the past 27 years helping deal with poverty within the community. Ms V. Wells and five other volunteers run a community FoodShare at the Prestatyn Festival Church every Saturday for residents within Prestatyn and Meliden, also attending to residents requiring emergency food out of hours, and voluntarily work alongside the social services too. Additionally, Ms V. Wells runs a School Uniform exchange for children in Prestatyn and Meliden, where school uniforms are provided free of charge. The current space being used is being sold by auction and she may have to vacate the premises with weeks' notice. And fifteen months ago, she started to ask if Ty Pendre could be used. Since then, Ms V. Wells said she has constantly contacted Prestatyn Town Councillors, Prestatyn Town Clerk, County Councillors, and James Davies MP about the possibility of using Ty Pendre with unlimited access for such space, after no availability at other Community Centres, Churches etc in the area.

Ms V. Wells expressed that if she is unable to find a stationary location to hold the FoodShare and school uniform exchange, it will affect the community terribly as a lot of residents struggling with the cost-of-living rely solely on these outlets. It will also mean that the volunteers will lose access to food donations from Marks & Spencer's. Mayor Cllr B. Murray thanked Ms V. Wells for all of her hard and dedicated volunteer work throughout the years. Cllr G. Sandilands said that Ms V. Wells should be publicly recognised for her 27 years of voluntary work by commemorating her with a plaque. Mr M. LeDoux-Deakin said that he has been in contact with Denbighshire County Council Officer Becky Williams weekly, and she has confirmed that a signature is awaiting from the Denbighshire County Council legal team then the transfer can be made to Prestatyn Town Council as soon as

possible. Cllr C. Evans expressed how damp Ty Pendre is and whether it is suitable for the FoodShare and school uniform exchange to be held there without renovation first. Ms V. Wells said that she has already visited Ty Pendre with the Town Clerk, and its state is perfectly fine for what they need. Cllr J. Matthews assured Ms V. Wells that she will chase Denbighshire County Council for updates on the Community Asset Transfer, then asked whether the Prestatyn Town Council Chambers or Committee Room could be used for the FoodShare with food storage, and school uniform storage with access to her own personal key. Ms V. Wells said she needs a location central and private to residents, so the Prestatyn Town Council Chambers or Committee Room is not suitable. Mr M. LeDoux-Deakin said that he is happy to contact Denbighshire County Council to see if Ty Pendre could be used in interim by the volunteers whilst the transfer is pending; Mayor Cllr B. Murray said insurance is needed. Mr M. LeDoux-Deakin suggested he could contact insurance companies to quote insurance for Ty Pendre and there is money in the budget to bring Ty Pendre back to acceptable standards. Cllr K. Clewett asked why the lease for Ty Pendre was lost, Cllr C. Evans said that it was lost a few years ago. Cllr C. Evans said that Ty Pendre was used by the Royal British Legion to store their poppies, then asked why they were allowed to with no lease or insurance. Mr M. LeDoux-Deakin said that he is unaware as to why this is. Cllr C. Evans confirmed that Cllr J. Matthews has agreed to chase Denbighshire County Council, then proposed that Ms V. Wells and volunteers can use Ty Pendre as an interim location after the Community Transfer Asset is completed. Mr M. LeDoux-Deakin proposed to work with Cllr J. Matthews regarding the status of Ty Pendre and he will arrange for a de-humidifier to be used in Ty Pendre during the interim stage.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr A. Tomlin

ALL (14) AGREED UNANIMOUSLY

Ms V. Wells and her sister left the meeting at 18:59.

263 OPPORTUNITY FOR COUNCILLORS TO ASK SHERRATT GROUP QUESTIONS

The Sherratt Group introduced themselves as the environmental contractors for Prestatyn Town Council, who will be planting and maintaining flowers, floral baskets, and floral tubs throughout Prestatyn in 2024/2025. Cllr G. Sandilands asked the Sherratt Group how their work has improved from their last contract with Prestatyn Town Council. A member from the Sherratt Group said that they are now pro-active opposed to being reactive and are committed to providing their service the best they can. Cllr C. Evans explained to members that unfortunately the floral troughs were not included within the budget.

Cllr H. Irving acknowledged this and suggested sponsorship for floral troughs from local Graden Centres. Cllr A. Sampson alternatively suggested that twenty floral troughs are used in Prestatyn rather than fifty-six. Mr M. LeDoux-Deakin suggested he liaise with the Sherratt Group for quotation of twenty extra floral troughs and refer any possible sponsorships.

AGREED

264 MEETING OF FULL COUNCIL 17TH JANUARY 2024

Minutes recorded as a true record of the meeting.

PROPOSED: Deputy Mayor Cllr A. West

SECONDED: Cllr C. Holliday

ALL (14) AGREED UNANIMOUSLY

265 MEETING OF FINANCE AND MANAGEMENT 28TH FEBRUARY 2024

Cllr A. Tomlin highlighted that SODD04, CC04, BACS 11, M8, P10, Accounts January 2024 M10 Inc & Exp, Bal Sheet, and Trial Bal have not been recorded although they were discussed. Cllr C. Evans referred to item 233 and highlighted that she 'pointed out that the contact details on the Prestatyn Town Council grant application forms need to be updated' not Cllr G. Sandilands. Cllr C. Evans referred to item 240 and specified that she questioned 'Kings Avenue Car Park status as short-stay' not 'Kings Avenue Car Park hours'. Cllr C. Evans referred to item 245 and highlighted that 'bus shelter in Meliden' should state 'bus shelter on Meliden Road'. Cllr G. Sandilands referred to item 242 and requested to add that the Local Environment Group would like to be a part of the Local Places for Nature bid application as he quoted in the meeting. Mr M. LeDoux-Deakin agreed to amend the minutes with Miss J. Owens as soon as possible.

PROPOSED: Cllr C. Evans

SECONDED: Cllr A. Sampson

ALL (14) AGREED UNANIMOUSLY

266 MEETING OF COMMUNITY DEVELOPMENT AND REGENERATION 28TH FEBRUARY 2024

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Evans

ALL (14) AGREED UNANIMOUSLY

267 TENOVOUS CANCER CARE LETTER

Tenovous Cancer letter to be received.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr E. Heaton

RECEIVED

268 PRESTATYN AND MELIDEN FOODBANK LETTER

Prestatyn and Meliden foodbank letter to be received.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr E. Heaton

RECEIVED

268 EMAIL FROM RUDDLAN TOWN CLERK STEVE WILSON

Mr M. LeDoux-Deakin informed that the letter discussed the removal of the bus stop at the Tweedmill Centre affecting residents with mobility issues. Cllr A. West agreed this was a problem. Mr M. LeDoux-Deakin informed the Council that other Town and Community Council's were debating this and were following the request from Steve Wilson to write to Arriva to add Prestatyn Town Council to those calling for the old bus route, with a stop in the Tweedmill to be reinstated.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr E. Heaton

ALL (14) AGREED UNANIMOUSLY

269 MAKATON FRIENDLY TRAINING

Mr M. LeDoux-Deakin informed all Councillors that he has contacted Makaton for free Makaton training for both Councillors and Staff, he is just waiting a date confirmation.

RECEIVED

270 EMAIL FROM PRESTATYN LIBRARY INTERIM MANAGER MATTHEW BAKER ABOUT EASTER EGG HUNT

Mr M. LeDoux-Deakin suggested to contact Matthew Baker to inform him that Prestatyn Town Council are already holding an Easter Egg Hunt and suggest working together to intertwine both easter egg hunts.

PROPOSED: Deputy Mayor Cllr A. West

SECONDED: Cllr J. Matthews

ALL (14) AGREED UNANIMOUSLY

271 HIS MAJESTY KING CHARLES III NEW YEARS HONOURS LIST

Mr M. LeDoux presented the documents for His Majesty King Charles III New Years Honours List to all members and informed all that the nomination closing date is on 22nd March 2024.

RECEIVED

.272 LETTER FROM MALCOLM TRAINER

Mr M. LeDoux-Deakin suggested to send all the people stated on Malcolm Trainer's letter a thank you letter, on behalf of the Mayor, for their contribution to the Warm Hubs Initiative.

PROPOSED: Cllr C. Holliday

SECONDED: Mayor Cllr B. Murray

ALL (14) AGREED UNANIMOUSLY

273 FFRITH BOWLS CLUB GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award the Ffrith Bowls Club £400 from the 2023/2024 grant fund.

RATIFIED

274 WALES AIR AMBULANCE GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award the Wales Air Ambulance £600 from the 2023/2024 grant fund.

RATIFIED

275 CITIZENS ADVICE DENBIGHSHIRE GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award the Citizens Advice Denbighshire £2500 from the 2023/2024 grant fund.

RATIFIED

Cllr S. Frobisher left the meeting at 19:25.

276 URDD GOBAITH CYMRU GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award Urdd Gobaith Cymru £180 from the 2023/2024 grant fund.

RATIFIED

Cllr I. Lifford and Cllr G. Sandilands left the meeting at 19:28.

277 BENEFITS ADVICE SHOP GRANT APPLICATION

Mr M. LeDoux-Deakin reminded members that as both the Benefits Advice Shop and Citizens Advice Shop sign post one another it was agreed at the meeting of Finance and Management 28th February 2024, the Benefits Advice Shop are awarded £2500 from the 2024/2025 grant fund.

PROPOSED: Cllr C. Evans

SECONDED: Mayor Cllr B. Murray

ALL (11) AGREED UNANIMOUSLY

278 PRESTATYN WALKING FESTIVAL GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award the Prestatyn Walking Festival £1000 from the 2023/2024 grant fund.

RATIFIED

279 FRIENDS OF THE FFRITH GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award Friends of the Ffrith £1000 from the 2024/2025 grant fund.

RATIFIED

280 VALE OF CLWYD MIND GRANT APPLICATION

At the meeting of Finance and Management 28th February 2024, committee members agreed to award the Vale of Clwyd Mind £228 from the 2023/2024 grant fund.

PROPOSED: Cllr C. Evans

SECONDED: Mayor Cllr B. Murray

ALL (11) AGREED UNANIMOUSLY

281 FRIENDS OF PRESTATYN RAILWAY STATION GRANT APPLICATION

Cllr E. Heaton proposed to award the Friends of Prestatyn Railway Station £1000 from the 2024/2025 grant fund.

PROPOSED: Cllr E. Heaton

SECONDED: Cllr A. Tomlin

ALL (11) AGREED UNANIMOUSLY

Cllr I. Lifford and Cllr G. Sandilands returned to the meeting at 19:36.

Members of friends of the Prestatyn Railway left the meeting at 19:36.

282 FINANCIAL EXPENDITURES

Financial expenditures SSDD05 and CC05 to be ratified.

PROPOSED: Cllr C. Evans

SECONDED: Cllr I. Lifford

ALL (13) AGREED UNANIMOUSLY

RATIFIED

283 ACCOUNTS FEBRUARY 2024

Accounts February 2024 M11 Income and Expenditure, Balance Sheet, and Trial Balance to be ratified.

PROPOSED: Cllr C. Evans

SECONDED: Cllr I. Lifford

ALL (13) AGREED UNANIMOUSLY

RATIFIED

284 VIREMENTS

Virement 16 to be ratified.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

ALL (13) AGREED UNANIMOUSLY

RATIFIED

285 UPDATE OF SPEED INDICATOR DISPLAYS

Comments made from members at the meeting of Finance and Management 28th February 2024 about the speed indicator displays to be ratified.

PROPOSED: Deputy Mayor Cllr A. West

SECONDED: Cllr C. Evans

ALL (13) AGREED UNANIMOUSLY

RATIFIED

Cllr A. Tomlin updated members that after meeting up with Denbighshire County Council Officer Rebecca Musgraves, it is confirmed the speed indicator display on Nant Hall Road will stay in position towards the end of the road to prevent trees obscuring the view of the solar panel. After six months its affect will be reviewed and requests to re-position it can be applied for.

286 GENERAL DATA PROTECTION POLICY

Mr M. LeDoux-Deakin informed all members that after sending the General Data Protection Policy to One Voice Wales, under request of the members in the Policy Review Committee, One Voice Wales said the Policy is exemplary and will be used as a template for other Councils. Mr M. LeDoux-Deakin requested that the policy be accepted as Council Policy.

PROPOSED: Cllr A. West

SECONDED: Cllr C. Holliday

ALL (13) AGREED UNANIMOUSLY

287 REVIEW OF WORKING PRACTICES

Deputy Mayor Cllr A. West highlighted the 2023/2024 schedule of meetings and how he feels there has been no pattern of consistency within this year's meeting schedule. He suggested to members that the meeting schedule for 2024/2025 performs as follows: Month one – meeting of Finance & Management, Community Development & Regeneration, and Town Planning; Month Two - meeting of Full Council and Town Planning - this pattern will follow throughout the rest of the year. Cllr A. Tomlin said this year's schedule of meetings has worked well for her and cannot understand why others felt the meeting dates have fallen inconsistent, when all have copies of the meeting dates since agreed in May 2023's Annual General Meeting. Cllr A. Tomlin proposed that the discussion of the 2024/2025 meeting schedule is held at the Annual General Meeting 15th May 2024. Mayor, Cllr B. Murray moved that Mr M. LeDoux-Deakin prepare an options paper for discussion.

PROPOSED: Cllr A. Tomlin

SECONDED: Cllr C. Holliday

ALL (13) AGREED UNANIMOUSLY

288 TOWN COUNCIL NAME UPDATE

Cllr C. Evans proposed that the official 'Prestatyn Town Council' title is amended to 'Prestatyn and Meliden Town Council'. Mr M. LeDoux-Deakin said that the title could be amended with the additional wording, however, this would require a statutory process to be followed and would incur costs. Cllr C. Evans proposed that Mr M. Ledoux-Deakin make further enquiries.

PROPOSED: Cllr C. Evans

SECONDED: Cllr J. Matthews

ALL (13) AGREED UNANIMOUSLY

Mayor/Chair_____

TOWN PLANNING

**Minutes of Town Planning Meeting held in The Chambers, Prestatyn Town Council,
7 Nant Hall Road, Prestatyn on 24th April 2024 from 18:15 to 18:30**

PRESENT

Councillors: Cllr A. West (Deputy Mayor & Chair), Cllr K. Clewett (Deputy Chair),
Cllr B. Murray (Mayor), Cllr C. Holliday, Cllr A. Tomlin, Cllr C. Evans,
Cllr J. Matthews, and Cllr G. Sandilands
Remote Councillors: Cllr B. Williams, and Cllr T. Jones MBE

IN ATTENDANCE

Reverend D. Ash, Cllr J. Harland, Miss J. Owens – Administration Officer,
Miss S. Clarke – Community Liaison Officer, and Miss G. Macauley – Community Liaison
Officer

APOLOGIES

Cllr I. Lifford, Cllr J. Thompson-Hill, Cllr G. German, Cllr J. McLellan, Cllr A. Sampson,
Cllr S. Frobisher, Cllr E. Heaton, and Cllr H. Irving

PRAYERS

Reverend D. Ash said prayers, and prayed for the family, friends, and community of those
who suffered the tragedy that recently occurred in Ammanford.

Reverend D. Ash left the meeting at 18:20

296 DECLARATIONS OF INTEREST

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

NONE RECEIVED

297 PUBLIC PARTICIPATION

Public present, participation not received.

298 MEETING OF TOWN PLANNING 13th MARCH 2024

Minutes recorded as a true record of the meeting.

PROPOSED: Mayor Cllr B. Murray

SECONDED: Cllr C. Holliday

ALL (10) AGREED UNANIMOUSLY

299 DENBIGHSHIRE COUNTY COUNCIL – PLANNING APPLICATIONS

Cllr A. Tomlin informed the Committee that applications 43/2024/0135, 43/2024/0128, and 43/2024/0159 had already been decided on by Denbighshire County Council Planning Committee.

As such no discussions were held on these planning applications and no observations could be shared by Prestatyn Town Council to Denbighshire County Council Planning Officers.

<u>APPLICATION</u>	<u>COMMENT</u>
43/2024/0152 Change of use of existing ground floor unit to form Police Station and associated works. Unit 1 - Llys Llen, Nant Hall Road, Prestatyn (E)	OBSERVATIONS: The Committee wholeheartedly support the works to form Police Station and associated works.

Cllr G. Sandilands requested a thank you letter is written from Prestatyn Town Council to the Office of the Police and Crime Commissioner North Wales, to thank them for their diligent work in providing Prestatyn with a new Police Station. Cllr C. Evans also requested a thank letter is sent to James Davies MP to thank him for his contribution in pushing for a Police Station in Prestatyn.

300 DENBIGHSHIRE COUNTY COUNCIL – SUPPLEMENTARY PLANNING APPLICATIONS

<u>APPLICATION</u>	<u>COMMENT</u>
43/2024/0029 Raising of roof height to form second floor extension to existing first floor flat, erection of first floor rear extension, formation of first floor balcony to front elevation, alteration to fenestrations and associated works. 7 Ffrith Corner, Victoria Road West, Prestatyn (N)	NO OBSERVATIONS

Mayor/Chair_____

FINANCE AND MANAGEMENT

Minutes of Finance and Management Meeting held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on 24th April 2024 from 18:30 18:57

PRESENT

Councillors: Cllr C. Holliday (Chair) Cllr J. Matthews (Deputy Chair), Cllr C. Evans, and Cllr G. Sandilands

Remote Councillors: Cllr T. Jones MBE

IN ATTENDANCE

Cllr B. Murray (Mayor), Cllr A. West (Deputy Mayor), Cllr K. Clewett, Cllr A. Tomlin, Cllr J. Harland, Miss J. Owens – Administration Officer, Miss S. Clarke – Community Liaison Officer, and Miss G. Macauley – Community Liaison Officer

APOLOGIES

Cllr I. Lifford

The Chair of Finance and Management allowed members from outside the Finance and Management committee to make comments.

301 DECLARATIONS OF INTEREST

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

NONE RECEIVED

302 PUBLIC PARTICIPATION

Public present, participation not received.

303 PRESTATYN CLASSIC CAR SHOW GRANT APPLICATION

Cllr G. Sandilands asked what fund the requested £1200 grant from the Prestatyn Classic Car Show would be coming out of, Cllr C. Holliday suggested that the grant comes from the Prestatyn Classic Car Show fund, which currently holds £1500, and will hold £300 spare if the grant is awarded. Cllr C. Evans proposed to award the Prestatyn Classic Car Show £1200 from the 2024-2025 budget.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (5) AGREED UNANIMOUSLY

304 THE BENEFIT ADVICE SHOP GRANT FEEDBACK

The Benefit Advice Shop grant feedback to be received.

RECEIVED

305 FRIENDS OF THE FFRITH GRANT FEEDBACK

Friends of the Ffrith grant feedback to be received.

RECEIVED

306 FRIENDS OF PRESTATYN RAILWAY GRANT FEEDBACK

Friends of Prestatyn Railway grant feedback to be received.

RECEIVED

307 VALE OF CLWYD MIND GRANT FEEDBACK

Vale of Clwyd Mind grant feedback to be received.

RECEIVED

308 WALES AIR AMBULANCE GRANT FEEDBACK

Wales Air Ambulance grant feedback to be received.

RECEIVED

309 FINANCIAL EXPENDITURES SODD06, AND CC06

Financial expenditures for SODD06, and CC06 to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

APPROVED

310 FINANCIAL EXPENDITURES BACS 13, BACS 14, BACS 15, M10, M11, AND P12

Financial expenditures for BACS 13, BACS 14, BACS 15, M10, M11, and P12 to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

APPROVED

Cllr G. Sandilands asked whether the Canva twelve-month pro contract, an online design and publishing tool used by Prestatyn Town Council, has a set account administrator. Miss G. Macauley informed him that the account is used by all staff members and does not have a set administrator.

311 ACCOUNTS MARCH 2024 M10 INCOME AND EXPENDITURE, BALANCE SHEET, AND TRIAL BALANCE

Accounts March 2024 M10 Income and Expenditure, Balance sheet, and trial balance to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

APPROVED

312 TY CARADOC COMMUNITY CENTRE REPLACEMENT LIGHTING

Cllr C. Evans informed the Committee that Ty Caradoc Community Centre has reported to Prestatyn Town Council on 23rd April 2024 that all internal lights within the Community Centre are faulty. It was found that Treasurer, Mr D. Crowther, reported this issue on 17th October 2023 to the Town Clerk and Financial Officer. The Town Clerk collated a quote from an electrical company on 12th November 2023, who quoted £2549 for the replacement of the existing lighting for a low energy alternative controlled by existing 'manual' switches. Cllr C. Evans stressed that the next Council meeting is the Annual General Meeting where outside Council matters cannot be discussed, so the issue will be pushed back for discussion to June/July 2024. Mayor Cllr B. Murray has attempted to contact Mr D. Crowther, but he was unavailable. Miss J. Owens agreed to gather more quotes from other electricians to take to the first Council meeting of 2024-2025, and Mayor Cllr B. Murray agreed to contact Mr D. Crowther in the meantime.

Cllr K. Clewett requested the staff have a general email address rather than separate email addresses. Miss S. Clarke agreed to investigate this.

Cllr T. Jones MBE left the meeting at 18:45.

313 KINGS AVENUE NOTICE BOARD

Miss J. Owens explained that the appendix for this item was incorrect and apologised. Miss S. Clarke explained that Denbighshire County Council has confirmed that the Notice Board on Kings Avenue in Prestatyn can now be used by Prestatyn Town Council. Miss S. Clarke said that the Notice Board is in good condition and does not propose any safety issues. Cllr C. Evans said that there are two Notice Boards in Parc Prestatyn Retail Park that are not currently being used; Miss S. Clarke agreed to investigate whether Prestatyn Town Council can take responsibility for them.

314 ONE VOICE WALES APRIL, MAY, AND JUNE 2024 TRAINING DATES

Cllr C. Holliday presented the documents provided by One Voice Wales introducing the April, May, and June 2024 training dates, then encouraged all Councillors to contact One Voice Wales for training they are interested in.

315 UPDATE OF SPEED INDICATOR DISPLAYS

Cllr A. Tomlin referred to her email informing all about the current situation regarding the Speed Indicator Displays. Cllr A. Tomlin queried whether Prestatyn Town Council staff have replied to Denbighshire County Council to submit observations that were given in the meeting of Finance and Management 28th February 2024, minute number 245.

Miss J. Owens confirmed that she will reply to Denbighshire County Council Officer Rebecca Musgraves and submit Council observations. Cllr A. Tomlin informed all that Denbighshire County Council Officer Rebecca Musgraves said a temporary Speed Indicator Display can be installed on the upper Gronant Road for £300 to trial the location.

Cllr G. Sandilands proposed to commence the Finance and Management Part Two meeting.

PROPOSED: Cllr G. Sandilands

SECONDED: Mayor Cllr B. Murray

ALL (4) AGREED UNANIMOUSLY

Mayor/Chair_____

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE

**Minutes of Community Development and Regeneration Committee Meeting on 24th
April 2024 19:45 to 20:11**

PRESENT

Councillors: Cllr G. Sandilands (Chair), Cllr K. Clewett (Deputy Chair), Cllr C. Evans,
and Cllr B. Murray (Mayor)

IN ATTENDANCE

Cllr A. West (Deputy Mayor), Cllr J. Matthews, Miss J. Owens – Administration Officer, Miss
S. Clarke – Community Liaison Officer, and Miss G. Macauley – Community Liaison Officer

APOLOGIES

Cllr A. Sampson, and Cllr G. German

*The Chair of Community Development and Regeneration allowed members from outside the
Community Development and Regeneration committee to make comments.*

316 DECLARATIONS OF INTEREST

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

NONE RECEIVED

317 PUBLIC PARTICIPATION

Public not present at this point, participation was later made.

**318 MINUTES OF COMMUNITY DEVELOPMENT AND REGENERATION
28th FEBRUARY 2024**

Cllr G. Sandilands referred to minute number 250 'Prestatyn Town Council Volunteer Fair',
and stated that he said 'Cllr G. Sandilands suggested contacting the volunteering
department at Denbighshire Voluntary Services Council to see if they would be able to hold
an annual Volunteer Fair at 01/03/2024 13:16 Community Development and Regeneration
Committee 28.02.24 Minutes - Draft 2/3 81 Prestatyn in 2024 to attract more attention', not
'their annual Volunteer Fair'. Miss J. Owens agreed to amend this.

Cllr G. Sandilands also referred to minute number 257 'Makaton Friendly Training', and
asked staff whether a date has been organised for the Makaton Training. Miss J. Owens
informed members that there is not yet an update but will contact Makaton to organise a
date for the training.

319 SOCIAL MEDIA UPDATE

Miss G. Macauley presented the Social Media update and statistics, informing members that after uploading different forms of advertisement for events and news on social media like videos, posters etc, public interaction has increased. Cllr G. Sandilands suggested that Prestatyn Town Council begin to broadcast the monthly Council meetings on YouTube. Cllr K. Clewett queried whether Prestatyn Town Council could begin a platform on TikTok to reach further interaction.

Miss G. Macauley appreciated this suggestion, but said after already looking into a TikTok account, licensing for music would be too much of a risk for the Council.

320 EVENTS REPORT

Cllr C. Holliday said that the recent Sketch and Draw sessions in Meliden and Prestatyn were very successful, having 30 children attending the session at Meliden Community Centre and 60 children attending the Prestatyn session.

Miss G. Macauley agreed to share with Councillors copies of the event proposal D-Day 80th Anniversary Commemoration event on June 8th 2024. Cllr J. Matthews asked for Welsh flags to be decorated throughout the Town on the day of the event; Miss G. Macauley and Miss S. Clarke agreed to arrange this. Cllr G. Sandilands asked if more plans on the event could be shared on social media to feed more interaction and advertisement.

321 PRESTATYN HIGH SCHOOL NEW CAMPUS

Cllr G. Sandilands presented the email from Jo Wynne-Eyton about the new Campus at Prestatyn High School. Miss J. Owens informed members that the Acting Town Clerk was planning to meet with Jo Wynne-Eyton to discuss the plans for the Campus, however he is now absent due to sickness. Cllr G. Sandilands offered to step in and meet with Jo Wynne-Eyton. Miss G. Macauley informed members that she will be meeting with Jo Wynne-Eyton soon to discuss Initiatives that Prestatyn Town Council can provide for the Youth within Prestatyn and Meliden, then proposed that Cllr G. Sandilands attend the meeting also to discuss the new Campus. Cllr G. Sandilands agreed.

Denbighshire County Council Prestatyn Community Youth Worker Tudur Parry arrived at the meeting at 20:04.

322 GWYNT Y MOR FUNDED PROJECT FOR PRESTATYN IN BLOOM

Cllr C. Evans presented her email and photographs to update members on the current situation with the Gwynt Y Mor funded project for Prestatyn in Bloom. Cllr C. Evans said that Gwynt Y Mor have plans for further projects until the grant period ends in August 2024. Cllr G. Sandilands stated that he has had reports that the planters in the Prestatyn Bus Station are in a bad condition. Cllr C. Evans said that she is reluctant to ask volunteers to tidy these planters but will look into it. Cllr J. Matthews said that the planters decorated outside the border of Northop look lovely, and queried if this is something Prestatyn Town Council could have. Cllr C. Evans informed her that herself and volunteers have recently begun to decorate planters on the border of Prestatyn into Rhyl. Cllr C. Evans stated that the planter on Nant Hall is in bad state, however this planter is under the responsibility of the Sherratt Group who have been made aware of its state.

323 KINGS AVENUE NOTICE BOARD

Miss S. Clarke explained that Denbighshire County Council has confirmed that the Notice Board on Kings Avenue in Prestatyn can now be used by Prestatyn Town Council.

Miss S. Clarke said that the Notice Board is in good condition and does not propose any safety issues. Cllr C. Evans said that there are two Notice Boards in Parc Prestatyn Retail Park that are not currently being used; Miss S. Clarke agreed to investigate whether Prestatyn Town Council can take responsibility for them.

324 UPDATE OF SPEED INDICATOR DISPLAYS

Miss J. Owens confirmed that she will reply to Denbighshire County Council Officer Rebecca Musgraves and submit Council observations.

325 DENBIGHSHIRE COUNTY COUNCIL PRESTATYN COMMUNITY YOUTH WORKER TUDUR PARRY

Denbighshire County Council Prestatyn Community Youth Worker Mr T. Parry introduced himself and informed members that he currently works at the Prestatyn Youth Centre every Wednesday and Thursday to support the Youth in the area. He would later like to present at a Prestatyn Town Council meeting as he is particularly keen to offer and facilitate young people's opinions on any decisions you deem fit to consult with them on within the Prestatyn area. Miss J. Owens agreed to email Mr T. Parry the 2024-2025 Prestatyn Town Council meeting schedule once it has been agreed at the Annual General Meeting 15th May 2024.

Mayor/Chair _____

DENBIGHSHIRE COUNTY COUNCIL**PLANNING APPLICATIONS****Town Planning Annual General Meeting 15th**
May 2024

<u>APPLICATION</u>	<u>COMMENT</u>
43/2024/1005 Crown reduction and pruning works to one scots pine within Prestatyn Conservation Area. 17 Fforddlas, Prestatyn (E)	
43/2024/1025 Change of use from a bank to a dental surgery. 155 High Street, Prestatyn (E)	
Pre-Application Consultation from Cassidy & Ashton Proposed change of use / conversion / part extension / part demolition to create mixed use development, comprising 18no apartments, (Use Class C3), 5no holiday lets (Use Class C6), Commercial, Office Hub, car parking, landscaping and all associated works. 6-8 Nant Hall Road, Prestatyn (E)	

