

ANNUAL GENERAL MEETING

Minutes of Annual General Meeting held on 15th May 2024 18:15 to 19:43

PRESENT

Councillors: Cllr B. Murray (Mayor & Chair), Cllr A. West (Deputy Mayor & Vice Chair), Cllr C. Holliday, Cllr G. Sandilands, Cllr J. Matthews, Cllr K. Clewett, Cllr J. McLellan, Cllr I. Lifford, Cllr A. Tomlin, Cllr S. Frobisher, Cllr A. Sampson, Cllr B. Williams, and Cllr T. Jones MBE.

Remote: Cllr C. Evans, Cllr H Irving, and Cllr J. Thompson-Hill.

IN ATTENDANCE

Mr N. Acott- Locum Town Clerk and Responsible Financial Officer,
Miss J. Owens- Administration Officer, Mrs C. Ashworth- Administration Officer,
Miss S. Clarke- Community Liaison Officer, Miss B. Shaw-Financial Officer,
Reverend D. Ash- Chaplin, and County Cllr J. Harland. Members of the Public (5)

APOLOGIES

Cllr E. Heaton and Cllr G. German

1 WELCOME AND HOUSEKEEPING

Mayor Cllr B. Murray welcomed Councillors and guests and referred to housekeeping procedures.

2 PRAYERS

Rev D. Ash said Prayers.

3 PUBLIC PARTICIPATION

None Received

4 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 conduct legislation.

NONE RECEIVED

5 MAYOR OF PRESTATYN 2024/2025

Mayor Cllr B. Murray thanked all Councillors, Staff, and People of Prestatyn and Meliden for their support and kindness throughout his Term in Office. The Mayor also thanked his Consort Cllr C. Holliday and Deputy Mayor Cllr A. West for their support throughout the past year.

Mayor Cllr B. Murray then presented his Chaplain, Reverend D. Ash, with a small gift and thanked him for his services throughout the year.

Mayor Cllr B. Murray invited nominations for the office of Mayor of Prestatyn and Meliden for 2024/2025. Cllr G. Sandilands spoke about Deputy Mayor Cllr A. West's good work in his community, his busy public life and engagement, previous Mayor, and role as School governor since 1980, just some reasons why he should be Mayor, then proposed he be appointed Mayor of Prestatyn and Mayor 2024/2025. No other nominations received.

RESOLVED UNANIMOUSLY

That Cllr A. West be appointed Mayor of Prestatyn and Meliden 2024/2025.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr B. Murray

6 DEPUTY MAYOR OF PRESTATYN 2024/2025

Mayor invited nominations for position of Deputy Mayor of Prestatyn and Meliden 2024/2025. Cllr B. Murray proposed Cllr C. Holliday be appointed Deputy Mayor of Prestatyn and Meliden 2024/2025. No other nominations received.

RESOLVED UNANIMOUSLY

That Cllr C. Holliday be appointed Deputy Mayor of Prestatyn and Meliden 2024/2025.

PROPOSED: Cllr B. Murray

SECONDED: Cllr T. Jones MBE

7 MAYORS CHAPLAIN 2024/2025

Mayor Cllr A. West informed all that his appointed Chaplain, Reverend Terence Carr of St Peter and St Frances Catholic Church is currently on holiday, but he has kindly agreed to be his Chaplain.

8 ORGANISATION CHART 2024/2025

Mayor Cllr A. West presented the Town Council Organisation Chart for 2024/2025 (copy included within the agenda).

RESOLVED

The Town Council Organisation Chart 2024/2025 be accepted.

9 COMMITTEES TABLE TERMS OF REFERENCE 2024/2025

Mayor Cllr A. West presented the Town Council Committees Table Terms of Reference for 2024/2025 (copy included within the agenda).

RESOLVED

The Town Council Committees table terms of reference 2024/2025 be accepted.

10 STANDARD TERMS OF REFERENCE 2024/2025

Mayor Cllr A. West presented the Town Council Standard Terms of Reference 2024/2025 (copy included within agenda).

RESOLVED

The Town Council Standard Terms of Reference 2024/2025 be accepted.

11 ELECTION OF COMMITTEE MEMBERS 2024/2025

Details of Committee Membership had been circulated with agenda. Cllr S. Frobisher proposed that eighteen members sit under the Finance and Management Committee not six. Following this discussion, Cllr G. Sandilands proposed deferral of the next meeting of Full Council, and this was accepted.

RESOLVED

The Council agreed that the committee members 2024/2025 be approved as below subject to review of Finance and Management committee members at the next Full Council meeting.

Full Council (18): Mayor/Chair Cllr A. West, Deputy Mayor/ Vice Chair Cllr C Holliday and all other sixteen members.

Finance and Management Committee (6): Deputy Mayor/Chair Cllr C. Holliday, and Vice Chair Cllr I. Lifford. The following members of the Committee are to be reviewed.

Town Planning (18): Mayor/ Chair Cllr A West, Deputy Mayor/ Vice Chair Cllr K. Clewett, and all other sixteen members.

Community Development and Regeneration Committee (6): Chair Cllr B. Murray, Vice Chair Cllr K. Clewett, Deputy Mayor Cllr C. Holliday, Cllr E. Heaton, Cllr B. Williams, and Cllr A. Sampson.

Policy Review Committee (5): Mayor/Chair Cllr A. West, and Vice Chair Cllr I. Lifford. Three remaining members of this committee will be elected as of when necessary.

Resource and Appeals Committee: The members of the Committee will be elected as of when necessary.

12 **SCHEDULE OF MEETINGS 2024/2025.**

Mayor Cllr A. West Presented the Schedule of Town Council Meetings 2024/2025 (Copy included within agenda)

RESOLVED

The Council accept the Schedule of Town Council Meetings 2024/2025 with an additional meeting of Full Council and Town Planning to be held on 23rd April 2025.

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	23 rd April 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	14 th May 2025	Annual General Meeting (AGM) Town Planning (T/P)

13 ATTENDANCE LIST 2023/2024

Mayor Cllr A. West presented the Councillor Attendance List for 2023/2024 (copy included within agenda). Councillors requested the attendance list include separate columns for each Committee showing which Councillor attended as a committee member or observer to reflect actual attendance.

Councillors were reminded of Standing Order 3 (i) "A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)."

RESOLVED

The Council agreed that the Councillor Attendance List 2023/24 is to be updated to include separate columns for each Committee showing which Councillor attended as a Committee Member or Observer.

14 PRESTATYN TOWN COUNCIL POLICIES 2024/2025

Mayor Cllr A. West presented the list of Prestatyn Town Council Policies 2024/2025 (copy included within agenda).

RESOLVED

The Council accept the following Prestatyn Town Council Policies for 2024/2025: Code of Conduct Policy/ Standing Orders Policy/ Financial Regulations Policy/ Risk Assessment Policy/ Training Policy/ Biodiversity Policy/ Well Being Policy/ Investment Policy/ Volunteer Policy/ General Data Protection Regulation Policy/ Freedom of Information Policy/ Room Hire Policy/ Publication Scheme Policy.

15 COUNCILLOR REPRESENTATIVE ON OUTSIDE BODIES 2024/2025

ORGANISATION	FREQUENCY	2024/25 Nomination
ATC – Prestatyn Air training Corps 2193 Squadron	Bi-monthly	Cllr G.Sandilands
Community Association Meliden	As called	Cllr C. Evans Cllr J. Matthews
Community Association North West	Quarterly	Cllr J. Mclellan Cllr K. Clewett
Community Association Ty Caradoc	4/5 per annum	Cllr A. Sampson
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	Cllr B. Murray Cllr C. Holliday

Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	1 or 2 per annum	Cllr J. Matthews
Friends of the Ffrith Association	Monthly	Cllr J. Mclellan Cllr K. Clewett
Meliden Residents Action Group	Quarterly	Cllr J. Matthews Cllr C. Evans
NWATC North Wales Assoc of Town Councils	Quarterly	Mayor Cllr A. West Deputy Mayor Cllr C. Holliday
Prestatyn Business Forum	6 weekly (approx.)	Deputy Mayor Cllr C. Holliday
Prestatyn Carnival Association Committee	Monthly	Mayor Cllr A. West Cllr B. Murray
Prestatyn and District Environment Association	As called	Cllr G. Sandilands Mayor 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
King's Hall Management Committee	6 weekly	Deputy Mayor Cllr C. Holliday
Ysgol Bodnant	Per term	Cllr E. Heaton
Ysgol Melyd	Every half term	Cllr J. Matthews
Ysgol Penmorfa	Per term	Deputy Mayor Cllr C. Holliday
Ysgol y Llys	Every 2 months	Cllr I. Lifford withdrew, to be discussed in another meeting.
Ysgol Clawdd Offa	As called	Deputy Mayor Cllr C. Holliday
North and Mid Wales Association and Coastal Transport Committee	Quarterly	Cllr I. Lifford
North and Mid Wales Association of Local Councils	Quarterly	Mayor Cllr A. West Cllr B. Murray
Plastic Free Community	As called	Cllr G. Sandilands
One Voice Wales	Larger Council Meeting Quarterly (1 rep + TC) One Voice Wales meeting Quarterly (2 reps + TC)	Mayor Cllr A. West 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 A. West
Prestatyn Youth Stakeholder		Cllr B. Williams

Reverend D. Ash left the meeting at 19:23

16 ANNUAL GOVERNANCE STATEMENT 2023/2024

The Locum Town Clerk and Responsible Financial Officer reminded the Council that the financial year end finances and balances had been approved by the Finance and Management Committee on 24th April 2024. As part of the audit process, it was necessary for Council to complete the Annual Governance Statement. He also introduced Miss B. Shaw, recently appointed Financial Officer, who thanked the Council and looks forward to working with the Council and Staff.

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	N/A	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.

17 MINUTES OF MEETINGS

All copies of the below minutes have been circulated with the agenda.

RESOLVED

The following minutes of Council Meetings have been approved.

- i) Community Development and Regeneration Committee 28th February 2024 (proposed by Cllr B. Murray, seconded by Deputy Mayor Cllr C. Holliday)
- ii) Full Council 13th March 2024 (proposed by Cllr B. Murray, Seconded by Deputy Mayor Cllr C. Holliday)
- iii) Town Planning 24th April 2024 (proposed by Cllr B. Murray, Seconded by Deputy Mayor Cllr C. Holliday)
- iv) Finance and Management Committee 24th April 2024 (proposed by Cllr B. Murray, Seconded by Deputy Mayor Cllr C. Holliday)
- v) Community Development and Regeneration Committee 28th April 2024 (proposed by Cllr B. Murray, seconded by Deputy Mayor Cllr C. Holliday)

18 MATTERS ARISING- TY PENDRE MINUTE NUMBER 262

The Locum Town Clerk and Responsible Financial Officer referred to minute number 262 'Working Poor, Isolation, and Poverty Group' arising from the meeting of Full Council March 2024. He reported that Ms V. Wells had advised that the group needed to vacate existing premises in the next few weeks, and if no alternative the group's services would be stopped. Discussion then ensued regarding the plans to lease Ty Pendre to the group. Concern was also expressed about proposed long term lease arrangement and impact upon services and local community.

RESOLVED

The Working Poor, Isolation, and Poverty Group will be offered short time rent agreement for a three-month period for a section of Ty Pendre building upon agreed terms.

Financial Implications: As reported.

Legal Implications: Rental Hire agreed for three-month term.

Other Implications: Long term lease agreement to be determined.

Mayor/Chair _____