



**May 2022-
April 2023**

Prestatyn Town Council Annual Report





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Foreword by the Mayor, Cllr. Tina Jones MBE



It has been a tremendous honour to represent Prestatyn and Meliden as Mayor over the past year. I have been extremely grateful for the support from my family, fellow councillors, and to the many people I have met along the way; thank you.

Over the year I have attended many memorial events with my consort and partner David. On the odd occasion I have not been able to attend, my good friend and Deputy Mayor Cllr Bob Murray has stood in for me.

We had a wonderful Charity Dinner in February and raised over £1700 for our local Breast Cancer Charity; this was inspired by the many friends that have rung the bell at Ysbyty Glan Clwyd over the past few years.

Looking forward to the new Mayor taking over from me and wish them all the very best.

Best wishes,

Tina



Introduction

The Prestatyn Town Council annual report aims to give the communities of Prestatyn and Meliden clarity and explain the priorities of the Town Council, along with the Council's focus over the previous year.

This plan has been guided by the key objectives and mission statement along with our annual budgeting processes to keep supporting the community. The plan provides the Council with a structure to work within, giving members and staff direction and enabling things to be consistent and conducted in a coordinated way. This is a benchmark for performance monitoring and review, demonstrating that decisions made are consistent and transparent. We also want to give the local community a clearer understanding as to the responsibilities of their Councillors within their wards and the responsibility of other partnering bodies, such as Denbighshire County Council.

Prestatyn Town Council can trace its democratic history back to 1896, following the establishment of Prestatyn Urban District Council. In those early days, the town saw rapid development following the opening of a railway station on the new rail network in 1848 (which itself grew from a single platform to a new 4-platform station that opened in 1897), leading to a boom in tourism and economic growth. Community infrastructure was introduced to the town including new roads, drainage, gas, water, electric, and housing developments. Many of these town services were a combination of public and private enterprise. Philanthropic gestures were made including gifts or sale of land below market value for public good (e.g., Ffrith Beach, Coronation Gardens and Pendre Memorial Gardens) were acquired by the local authority for purposes of fresh air, well-being, and exercise.

Overview of the Town Council

In 1974 local government reorganisation occurred and all local town assets were transferred to Rhuddlan Borough Council, at which time Prestatyn Urban District Council became known as Prestatyn Town Council. Subsequently in 1996 a further transfer took place from Rhuddlan Borough Council to Denbighshire County Council. Prestatyn Town Council is a corporate body and local authority. It is part of the first tier of local government with the important role of shaping and supporting the communities of Prestatyn and Meliden which it represents. Whilst recognising it has a wide and varied role, the Town Council can only do those things that it is permitted by law to do – these are known as the Powers of the Council. It has the power to engage with community groups, represent local views, develop community-based partnership, and undertake most non statutory activities that can be of benefit to towns' residents, businesses, and visitors.

Today Prestatyn Town Council focuses on representation and delivery of non-statutory town services e.g., floral displays, holiday leisure activity program and business development (- not education, highways, or social services as these are delivered by Denbighshire County Council). The Council also is responsible for the provision and maintenance of street furniture (signs, notice boards, benches, bus shelters, streetlights etc.), and contributes on behalf of the residents towards parks and open spaces and the organisation of various events throughout the year.

As a town we support our businesses with a Business Partnership Forum. The Town Council regularly provides financial support through grant applications to local organisations whether it be for an event or for funding to support improvements.



Prestatyn Coat of Arms



The shield combines the history and topography of Prestatyn. Blue and gold waves represent the sea and sands, and the grassy mound represents the local uplands. The castle is a heraldically stylized one, referring to the strongholds that have indicated the strategic position of Prestatyn from pre-Norman days until the late thirteenth century, under the lordship of the Banastres and Crèvecoeurs. For many generations Prestatyn and Meliden were held by the Conwy family (now represented by Lord and Lady Langford). A principal emblem in the Conwy arms is a red rose, and this appears at the head of the shield to commemorate the long association of the Conwy family with the town. The rose is also an obvious allusion to the fame of Prestatyn as the 'Rose Town of North Wales' and, with two sprigs of oak referring to the abundant woodlands, especially Coed-yr-Esgob and Coed Bell, suggests the natural amenities which are so characteristic of Prestatyn.

Above the shield is the closed helm proper to civic arms, with its decorative mantling. Upon the helm is the crest; at the base a blue circlet with three gold crescents alludes to the rapid growth of this seaside town, and from it rises a derivative of the device formerly used in the Council's seal—a tree-trunk supported by the Welsh dragon, shown as he appears in the crest of Clwyd.

Motto: 'CYNYYDDAF A LLAWENYCHAF' – 'I GROW AND I REJOICE' (from Seneca's "Epistulae")

The Arms were designed by H. Ellis Tomlinson, M.A., F.H.S., granted to the Urban District Council on September 2nd, 1964, and transferred to the Town Council on December 10th, 1975, under the provisions of the local Government Act 1972.

Council Vision

Our vision is to be a vibrant, inclusive, and caring coastal community.

Mission Statement

We as a Town Council commit to represent, listen and be accountable to the whole community, to value our Welsh heritage, culture, language, nurture the wellbeing of all, and to promote a thriving and vibrant environment for our current and future generations. Our mission is to serve the communities of Prestatyn and Meliden, continue to improve the quality of life of residents and to enhance the attractiveness of the town as a place to live, work, visit or invest. Both Members and Staff promote closer working relationship with stakeholders to enhance the local environment and engender greater community pride

Our Core Values:

Underpinning our vision and mission are several core values, which will be reflected in what we do and what we say. We aim to be ...

- Ethical
- Empowering
- Honest & Trustworthy
- Respectful
- Inclusive
- Caring & Responsible

Key Objectives

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

People are educated and skilled.

Appointment of Community Governors to each of the primary schools and High School. Supporting local organisations to help people to learn and/or develop new skills. Providing low-cost meeting/training rooms in the Council Chambers. Working in partnership with Denbighshire County Council and working Denbighshire to seek opportunities to increase local employment opportunities.

People are safe and feel safe.

Working closely with the Neighborhood Policing Team on local issues and having Police engagement sessions at Parc Prestatyn. Helping those most in need, in our communities. Our relationships with Local Authorities ensure resident safety. The Town Council would also like to record, in this report, its gratitude to all those in our community who have stepped up to help friends, relatives and neighbours e.g., by collecting shopping and prescriptions, or simply checking-in on those living alone.

People have good quality and affordable homes.

Responding to consultations relating to a review of the Local Development Plan. Having a well-informed and proactive Planning Committee that supports good quality development in suitable and sustainable locations. Supporting other organisations tackling homelessness and poverty.

People are healthy and active, with good mental well-being for all ages.

Supporting local organisations which provide social and recreational activities. Providing funding for youth activities, with funding being allocated by young people using a participatory budgeting approach. Thus, including regular 'Sketch and Draw' sessions for children, 'Let's Play Out' encouraging children to play outdoors as well as a Halloween Treasure Hunt, Easter Egg Hunt, and Festive Market with Father Christmas. Funding renovation of play equipment and supporting our local parks, gardens, waterfront, and woodlands. Supporting projects and activities that promote health and mental wellbeing, e.g., Dementia Friendly Prestatyn and our regular MIND Music Sessions which are held on Thursdays in the Chambers.

People live in a town which has a prosperous economy.

Supporting and working with the local business community, including the funding of the festive lights and the many floral arrangements throughout the town.

People value and look after the environment and support community resilience.

Funding the core activities of the Prestatyn in Bloom Committee, which works hard throughout the year to champion the local environment, making Prestatyn an attractive place to live, visit or do business. Supporting Friends of The Ffrith and Friends of Prestatyn Railway. Providing litter pickers, with equipment for local litter picking events on loan free of charge from the Council offices. Conducting environmental audits (with partner organisations) and supporting local beach / environmental clean-ups. Providing funding for new street furniture and other environmental enhancements. Supporting community-led activities, such as the town centre planting undertaken by volunteers from the Friends of Coronation Gardens, Friends of the Railway, and help make our town a more attractive place for visitors and residents.

People live in a town where heritage culture and Welsh language thrive.

A society that promotes and protects culture, heritage, and the Welsh language, and which encourages people to participate in arts, sports, and recreation.

The Cultural assets includes SCALA Prestatyn, which has a long history as a theatre, performing arts and cinema venue and benefits from a recent redevelopment. Prestatyn library was also recently developed as a modern paper based and digital information resource and point of contact for the public and the public service providers.

The area boast a rich heritage including a Roman Bath site, the masterwork of dark-age engineering which is Offa's dyke and its modern beginning / end statue and a range of Victorian and Edwardian listed buildings including several churches, chapels and other structures and the iconic Hillside Gardens Shelter.

People are informed, included, listened to, and can add to their community, thus supporting Community Empowerment

Members of the Council regularly engage with residents, informally as part of their day-to-day activities, or more formally when the need arises, e.g., for specific projects. Supporting and attending local events. Championing local democracy. Giving residents a voice in local matters which affect them on a day-to-day basis, throughout their lives. Continued working with stakeholders from the business and community sector from Prestatyn and Meliden. Many Councillors also represent Prestatyn Town Council on many external local bodies to offer support.

Services

The Town Council are accountable for the following services in the town.



Bus Shelters

Street furniture (e.g., benches, noticeboards, signs)

Children Holiday Play Schemes

Pendre Memorial Gardens

Boulevard Gardens

Free Car Parking

Community Centres

Environmental Projects

Joint Health Initiatives

Christmas Trees and Festive Lighting

Contact Point for Prestatyn Town Councillors and Mayor

Town Events conduit and assistance for Local Businesses

Liaison with Denbighshire County Council

Tourism Information



Governance and Accountability

The Council aims to be transparent and accountable in all that it does, whilst ensuring sound and rigorous management of its assets and resources. It does this by having Standing Orders, Financial Regulations, Biodiversity, Publication, Committee, Training and Code of Conduct management policies. Prestatyn Town Council is subject to annual internal and external audits and reports the outcomes of these on its website and noticeboard.

Standing Orders represent the core principals of the Council's operation, to which all members and staff are strictly required to adhere to whilst in office. Content of the Standing Orders policy is drafted initially from a template dictated by the NALC model as provided by One Voice Wales*, to whom Prestatyn Town Council subscribe for direction of governance paperwork, and additional clauses added in that are relevant to the specific operations pertinent to the local council. The model was being re-written in 2022/23 and a new version presented to the Council in April 2023. The Standing Orders are reviewed annually and approved by Full Council at the AGM.

The Financial Regulations Policy is key to ensuring tight regulation is adhered to in respect of financial matters; like the Standing Orders Policy, these are based on a model drawn by One Voice Wales* and include additional elements relevant to Prestatyn Town Council. Again, the existing model was being re-written during 2022/23 and a new version was due for acceptance at the start of the financial year 2023/24, and this policy will be reviewed by Full Council at the AGM annually.

The committee structures and procedures are a vital part of Prestatyn Town Council's governance, and a new set of rules and regulations were drawn and approved by Full Council in November 2022 to assist in the restructure of the council. The policy documentation explains the structure and formation of each committee, the principal roles and powers of the committees and their line of reporting. This documentation is split into three separate pieces; the Organisation Chart, The Committee Table, and the Standard Terms of Reference, all of which were built from templates as offered from One Voice Wales*. Members of each committee are elected at the AGM each year, at which time these documents are also to be reviewed.

A new Training and Development Policy was drawn during 2022/23 to assist primarily with addressing the requirements of new members that represented Prestatyn Town Council following the elections that were completed in May 2022. Again, a model was obtained from One Voice Wales*, and re-structured to suit the Council's needs; the Training Policy was approved by Full Council in November 2022 and is to be reviewed annually.

Subject to the Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty Act it is a requirement that a Biodiversity report is made and maintained; this report was refreshed and approved by Full Council in November 2022, and is based on a 3-year cycle.

Prestatyn Town Council members and staff recognise that well-being is about being healthy and happy in all areas of our lives, including physical, mental health, good relationships and being part of resilient communities. Supporting the Well-Being of future Generations (Wales) Act 2015. Prestatyn Town Council has been proactive in providing several projects to complement and enhance the delivery of the strategy. This includes striving to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs and taking what action we consider reasonable towards our local Public Service Board's priority areas.

These reflect the priorities of Prestatyn Town Council and incorporate the key objectives of the Prestatyn Town Council and Denbighshire Public Service Board as detailed in the Well Being Plan, which was presented to Full Council and approved in July 2022.

A revised Publication Scheme Policy was drawn in line with the Information Commissioner's Office and approved by Full Council in March 2023, which details how and where to contact in respect of freedom of information, together with any associated costs that may be payable; this document will be updated throughout the following year as other documents listed therein are completed.

The Code of Conduct documentation was updated and approved by Full Council in March 2023 following alterations required from the Welsh Government website in August 2022, and is a legal requirement under the Local Authorities (Model Code of Conduct) (Wales) Order 2008. This is a set document that is not altered by the Council but is reviewed annually at the AGM.

The Council is presently working on a new Community Plan. The plan will be developed in consultation with the residents, businesses, local groups, visitors, etc. It will identify the needs of the town and community. During this exercise an action plan will be created thus provide a framework of tasks to bring improvements and enhancements for the local area.

The Council is creating a new Award Scheme, covering many areas; Health and Social Care, Environmental, Leadership, etc. to recognise the tireless hard work of many volunteers within our community that work hard delivering many enhancements within Prestatyn and Meliden communities.

*One Voice Wales is the principal organisation used by many Welsh community and Town Councils, and recognised by the Welsh Government, to offer invaluable planning and training services, and guidance for policy matters; membership of this organisation is not compulsory, however in 2022 Prestatyn Town Council subscribed to their services to assist in the aspirations of updating policies and procedures within its structure.

Civility and Respect Pledge

At the Full Council meeting on Wednesday 8 February 2023, Prestatyn Town Council signed up to the Civility and Respect Pledge set out by The National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales.

The Pledge.

Prestatyn Town Council has registered and agreed to the following statements:

- By signing this Pledge, Prestatyn Town Council is agreeing that the Council will treat Councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.
- Prestatyn Town Council has put in place a training program for Councillors and staff.
- Prestatyn Town Council has signed the Code of Conduct for Councillors.
- Prestatyn Town Council has good governance arrangements in place including staff contracts and a dignity at work policy.
- Prestatyn Town Council will seek professional help at the early stages should civility and respect issues arise.

- Prestatyn Town Council will commit to calling out bullying and harassment when it happens.
- Prestatyn Town Council will continue to learn from best practices in the sector and aspire to be a role model/champion council through, for example, the 'Local Council Award Scheme.'
- Prestatyn Town Council supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Local Councillors

There are 18 Prestatyn Town Councillors that are elected, of whom 9 are also County Councillors (there is one further County Councillor representation who is not a Town Councillor) who are volunteers and elected on a 5-year term to represent 6 Wards; Central, South West, East, North, North West within Prestatyn and separately Meliden. Also, Prestatyn and Meliden have 10 Denbighshire County Councillors who are paid. Contact details for our Councillors can be found on our website, noticeboards, and DCC website. Every year the Councillors at the AGM select a Mayor and Deputy Mayor. Their function is to represent the council at both community and civic events. Prestatyn Town Council meets in line with a published schedule of meetings (refer to the Appendix at the end of this document) which consists of the following committees.

- Monthly; Full Council
- Monthly; Town Planning
- Quarterly, Finance and Management
- Quarterly, Community Development and Regeneration Committee

The Full Council meetings are chaired by the Mayor, and the committees have their Chairs and Vice Chairs; all presiding roles are selected by the Town Councillors on an annual basis at the AGM. Council members also have a role in representing the Council to other local bodies, such as environmental groups, business groups, community centers, schools governing bodies and other local interest groups. This helps the Council to stay connected with things that are happening in the local area. All Councillors must sign a Declaration of Acceptance by law when elected and abide by the Code of Conduct. This is a legal document that helps to ensure promotion of equality and respect of others, accountability and openness, duty to uphold the law, selflessness and stewardship, objectivity and propriety, honesty, and integrity.

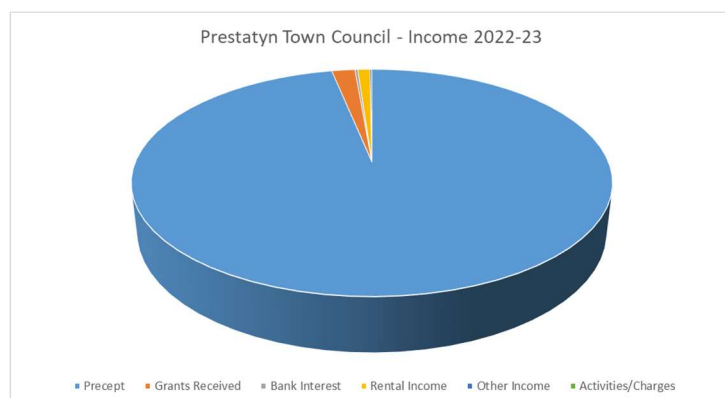
The three standing committees (Community Development and Regeneration Committee, Town Planning Committee, Finance and Management Committee) have defined terms of reference but can also appoint working groups or sub-committees for topics or issues.

The agenda for each Council or Committee meeting is posted on the noticeboard outside our office on Nant Hall Road as well as on the Council's website. Future meeting dates can also be found at all locations. Members of the public are welcome to attend the regular meetings and can feedback on agenda items.

Budget Overview

The core funding for the Town Council is sourced from the residents of Prestatyn and Meliden, through what is known as the 'precept'. This is a local tax set by the Town Council annually and it is collected on our behalf by Denbighshire County Council, as part of the annual Council tax bill. In 2022/23, an average Council tax bill (for a Band D property) included £63.74 for the Town Council

(which has now remained static for a period of three years). This provided a total precept income of £494,622. Other income came from the leasing of three community centres (Ty Caradoc, Meliden and Jubilee) to other organisations, several one-off grants and interest held in bank deposits. The total income received for the year was £511,052. This figure compares favourably with that received in the previous year (£553,778) which was inflated through a surrender fee received from Denbighshire County Council relating to the old Council offices on Nant Hall Road.



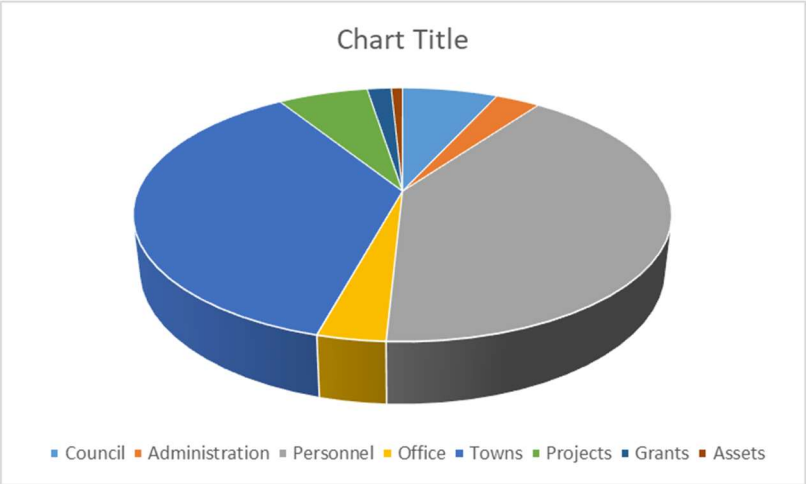
Representation;

Precept	£494,622
Grants Received	£9,481
Bank Interest	£1,166
Rental Income	£4,985
Other Income	£694
Activities / Charges	£104
TOTAL INCOME	£511,052

The Town Council meets to agree its annual expenditure budget in December each year and uses this to determine the amount of precept it needs to collect from its local taxpayers. The Council's expenditure for 2022/23 is summarised below and has been itemised under the following broad headings:

- Council costs, including Mayoral expenditure, civic expenses and members' travel expenses, allowances, training and cost of any election or by-election occurring during the year.
- Administration costs, including audit and legal fees, subscriptions, insurance, printing and stationery, bank fees, insurance, advertising, and website fees.
- Personnel costs, including staff, travel, and training.
- Office costs, including telephones and broadband, rates and utility bills, IT support and software, cleaning, and repairs/maintenance.
- Town costs, including purchase of and upkeep to floral displays, benches, noticeboards, signage, car parks, bus shelters, play areas, community centres, CCTV, Scala Cinema loan payments and local community services.
- Project costs, including events and activities undertaken for the benefit of residents and visitors.
- Grants and Donations, including grants to local organisations (walking programmes, festivals, and carnivals), culture and Benefits Advice Shop
- Assets, including the purchase of and improvements to assets owned and community centre improvements.

The total expenditure for 2022/23 was £490,542, a slight reduction from the previous year. Of note, £9,000 in grants were received during the year to benefit the highly popular and well-attended Warm Hubs initiative projects. The key expenditure headings for 2022/23 can be broken down as follows.



Representation;

Council	£33,537
Administration	£15,699
Personnel	£199,974
Office	£17,057
Town	£180,217
Projects	£31,648
Grants	£8,450
Assets	£3,963
TOTAL EXPENDITURE	£490,542

Summary of Events May 2022- April 2023

This section aims to give you an overview of what the Council has been doing during the year 2022 – 2023.

- Play Bus
- Warm Hub Initiative
- Halloween Window Competition
- Halloween Creepy Crawlies
- Scarecrow Competition
- Festive Market
- Festive Lights Switch On
- St Dwynwen’s Day Coffee Morning
- Mind Music
- Welsh Love Poem Competition
- Valentines Poem Competition
- St David Day Coffee Morning Flower Display
- St David Day Window Competition
- St David Sketch and Draw
- Let us Play out Parc Bodnant/Meliden
- Virtual Dementia Tour Bus
- Ffrith Bowling



Easter Egg Hunt
Easter Egg Sketch and Draw
Routemaster free bus rides

Aspirations for the year ahead

Having undertaken a full review of all activities during 2022/2023, to ensure they continue to contribute towards one or more of our key objectives, the Council was intending to build upon this solid foundation and make further progress towards improving the wellbeing of our local community 2022/2023. We have several actions planned for the year ahead including:

- Community Asset Transfer of Ty Pendre meeting room.
- Floral tributes and enhancements to floral beds.
- Renovation to play areas, benches, bus shelters.
- Continue working with our communities and create a Community Plan to identify the top priorities for residents, businesses, and visitors.
- Continue working with our local businesses.
- Develop further the Wellbeing plan.
- Continuing to review and improve our website to ensure it is accessible and adaptable and that the content is relevant and up to date.
- Continuing to support those most vulnerable in our local community.
- Support our communities' projects and events.
- Continue with support Scala Cinema with the investment.
- Prestatyn and Meliden Awards Scheme for our amazing volunteers.

Staff Team

Prestatyn Town Council has a team of six office staff: a Town Clerk/Responsible Financial Officer, Office Manager, Finance and Administration Officer, Administration and Support Officer and Community Liaison Officer.

The Town Council is usually open daily Monday – Thursday 9.00am to 5.00pm and Friday 9.00am to 4.30pm. We are always interested to hear the views of residents, local businesses, and visitors to the area.

Contact Us:

For more information about the Town Council and updates on local news and events etc., please visit our website at <http://www.atprestatyn.co.uk>

You can also find us on Facebook/twitter/Instagram – search Prestatyn Town Council, alternatively please email us at info@prestatyntc.co.uk call us on 01745 875185, or visit us at Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, LL19 9LR.





SCHEDULE OF MEETINGS 2023/24

Wednesday	3 rd May 2023	Annual General Meeting (AGM)
Wednesday	28 th June 2023	Full Council (FC) Committee Town Planning (T/P)
Wednesday	26 th July 2023	Committee Town Planning (T/P) Committee Finance & Management (F&M) Committee Community Development & Regeneration (CDRC)
AUGUST RECESS		
Wednesday	13 th September 2023	Full Council (FC) Committee Town Planning (T/P)
Wednesday	11 th October 2023	Committee Town Planning (T/P) Committee Finance & Management (F&M) Committee Community Development & Regeneration (CDRC)
Wednesday	22 nd November 2023	Full Council (FC) Committee Town Planning (T/P)
CHRISTMAS RECESS		
Wednesday	17 th January 2024	Full Council (FC) Committee Town Planning (T/P)
Wednesday	28 th February 2024	Committee Town Planning (T/P) Committee Finance & Management (F&M) Committee Community Development & Regeneration (CDRC)
Wednesday	13 th March 2024	Full Council (FC) Committee Town Planning (T/P)
Wednesday	24 th April 2024	Committee Town Planning (T/P) Committee Finance & Management (F&M) Committee Community Development & Regeneration (CDRC)
Wednesday	15 th May 2024	Annual General Meeting (AGM) Committee Town Planning (T/P)

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

Appendix (ii)

Attendance Record 2022/2023 (for the period 18/05/22 to 05/04/2023)

Possible number of meetings all Town Councillors could attend is 32 to date 05/04/2023.

AGM	FULL COUNCIL	COMMUNITY DEVELOPMENT & REGENERATION	FINANCE AND MANAGEMENT	TOWN PLANNING
1	10	4	6	11

ATTENDANCE RECORD Possible thirty-two to date 05/04/2023	
Cllr Kelly Clewett	29
Cllr Carol Evans	32
Cllr Sharon Frobisher	18
Cllr Gill German	26
Cllr Elen Heaton	25
Cllr Carol Holliday	32
Cllr Hugh Irving	27
Cllr Tina Jones MBE	28
Cllr Ian Lifford	Elected 6 th October 2022 - 13
Cllr Julie Matthews	32
Cllr Jason McLellan	24
Cllr Bob Murray	24
Cllr Paul Penlington	Resigned 4 th July 2023 - 0
Cllr Anton Sampson	15
Cllr Gareth Sandilands	29
Cllr Julian Thompson-Hill	12
Cllr Andrea Tomlin	32
Cllr Adrian West	29
Cllr Ben Williams	27