



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

18th July 2023

Dear Councillor

You are **SUMMONED** to attend a meeting of **COMMUNITY DEVELOPMENT REGENERATION COMMITTEE** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Wednesday 26th July 2023 Prestatyn on Upon Rise of **FINANCE AND MANAGEMENT COMMITTEE**.

If remote access is required, please contact the office.

Yours sincerely

Town Clerk

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST**
To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings.
- 3 **PUBLIC PARTICIPATION**
- 4 **ASSOCIATION UPDATE**
- 5 **COMMUNITY ASSET TRANSFER BUSINESS PLAN**
Appendix i Business Plan
- 6 **EVENTS UPDATE**
Appendix ii Events Report
- 7 **SOCIAL MEDIA UPDATE**
Appendix iii Social Media Report

To: All Town Councillors
All County Councillors
Public Notices

CYNGOR
TREF PRESTATYN



7 Ffordd Llys Nant
Prestatyn
LL19 9LR

18^{fed} Gorffennaf 2023

Annwyl Gyngorydd

Fe'ch **GELWIR** i gyfarfod y **PWYLLGOR DATBLYGU AC ADFYWIO CYMUNED** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, ar Ddydd Mercher 26ain Gorffennaf 2023 pan ddaw cyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** i ben.

Os byddwch angen mynychu o bell, cysylltwch â'r swyddfa os gwelwch yn dda

Yn gywir iawn

Clerc y Dref

- 1 **YMDDIHEURIADAU**
- 2 **DATGANIADAU O DDIDDORDEB**
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y cyngorwyr yn nhrafodion y cyfarfod heno.
- 3 **CYFRANOGAETH Y CYHOEDD**
- 4 **Y DIWEDDARAF AM GYMDEITHASAU**
- 5 **CYNLLUN BUSNES TROSGLWYDDO ASEDAU CYMUNEDOL**
Atodiad i Cynllun Busnes
- 6 **Y DIWEDDARAF AM DDIGWYDDIADAU**
Atodiad ii Adroddiad Digwyddiadau
- 7 **CYFRYNGAU CYMDEITHASOL - Y DIWEDDARAF**
Atodiad iii Adroddiad Cyfryngau Cymdeithasol

I'r: Cyngorwyr Tref i Gyd
Y Cyngorwyr Sir i Gyd
Hysbysiadau Cyhoeddus



Prestatyn Town Council

Ty Pendre and Pendre Memorial Gardens

Community Asset Transfer **Business Case**

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1 – Introduction and Background

Pendre Memorial Gardens were originally gifted in trust to the Urban District Council of Prestatyn under a Conveyance dated 11 November 1949, with a caveat that they were for “the perpetual use by the Public for public walks and pleasure gardens”.

After this time, public toilets were erected to enhance facilities on-site, and eventually was converted into a small meeting room, the building now known as Ty Pendre.

Legal ownership of the land and buildings was transferred over to the County Council (now known as Denbighshire County Council (DCC)) during the second half of the 20th century, and more recently, in July 2000 Prestatyn Town Council (PTC) entered into a 21 year lease of the building and gardens with a peppercorn rental of £5 per annum, which has since expired but an agreed continuation (roll over) of the terms exists at this moment in time with DCC.

A report was produced and presented to PTC’s Community Development and Regeneration Committee (CDRC) in February 2021 regarding the situation, following vacancy of the building by a radio station that had utilised the site for a number of years.

2 – Current Position

The garden and building area are maintained at cost by PTC. The gardens are cared for under an existing landscaping contract.

The property has not been rented out for over 3 years and has been used as a storage area during this time generating no income. However, all costs are still being paid for by PTC.

Reports have been made as to the present state of the building. A copy of the Condition Survey Report undertaken by DCC in October 2022 is appended to the end of this document. Condition survey CS000206 (see appendix i) with indicative costs.

The utilities (water supplied for by Dwr Cymru and electricity by SSE which received an upgraded Smart meter in 2023).

3 – Proposal

A local radio station (Phoenix Radio) has approached PTC and have expressed an interest in leasing the building. To facilitate this, PTC would require undertaking a Community Asset Transfer.

It is suggested that consideration of a 10-year lease be offered to Phoenix Radio for a nominal sum, with the caveat that a free sub-letting arrangement be agreed by them to other charitable causes when the radio station is not operating, such as.

- Prestatyn's Pop In Centre, who require to re-locate from their existing premises on Meliden Road urgently. See attached letter.
- [KIM](#) who use Ty Caradoc Community Centre but are also looking for another small meeting place in the town,
- The Royal British Legion, who presently utilise a dedicated garden area within the grounds, and use the building for Remembrance Service activities,
- others who may require occasional use.

4 – Benefits to Prestatyn

The building is an asset which is not presently being used to its full potential; there are many charitable organisations that could make use of a small building such as this in the local area, due to it's prime location, but they do not have the funds to rent under commercial terms properties suitable for their needs and maintain.

PTC presently facilitate the use of its council chambers to such organisations, however the privacy that the building in Pendre Gardens can offer has been identified of beneficial to those organisations that really need more privacy, and additionally the solace of the surrounding garden can benefit them in delivering their services to the local people.

Offering use of the premises to Phoenix Radio would not only open the door to such small local community charities looking for the privacy required at no additional cost, but also reduce utility costs presently being met by PTC e.g., electricity, water.

Any renovation work required to ensure the suitability of the building for lease would be undertaken through grants and PTC balances. To apply for this work to be funded by a grant PTC would work in partnership with Phoenix Radio.

Sub-letting the building when not in use by Phoenix Radio means that accessibility will be available to more members of the local community, and any associated administration duties would fall under the responsibility of Phoenix Radio. Advertising of existing usage and future availability would be undertaken through appropriate channels (including social media platforms) if this is deemed necessary by PTC.

Maintenance costs for the garden area would continue to be met by PTC as normal, however the increase in usage of the building within the gardens will help promote the solace and beauty offered by the garden to the general public.

5 – Prestatyn Town Council

Prestatyn Town Council (PTC) is the grassroots level of local government and is accountable and directly represent the residents of Prestatyn and Meliden.

PTC's mission is to serve the community 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 Council Members and Staff promote close working relationships with stakeholders to enhance the local environment and engender greater community pride.

PTC's Annual Report for 2022/23 is published on the PTC [website](#) and available upon request from the PTC office.

Funds required to undertake any necessary remedial work to the property will be met initially from grants to be sourced by PTC and Phoenix Radio jointly, which will be fully guaranteed by existing assets held by PTC.

6 – Comments from interested parties

The following written support has been received from small local organisations that feel they would benefit from the use of Ty Pendre meeting room.

From: colin clews
Sent: Tuesday, May 2, 2023 11:39 AM
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>
Subject: Re: Ty Pendre

Good Morning

Thank you for meeting with us on Thursday evening, as we said we started the station up just over 2 years ago after the station we were doing our show on closed down. Our aim for the station is to get community groups involved in the station i.e. youth and disabled groups showing them how to produce and broadcast shows. We have already been out supporting the community by doing live broadcasts from community events, in the building we are looking at having 2 studios; one will be a live studio while the second one will be for production of shows and training, our aim is to gain a FM or DAB licence for the area.

If you need any more information please don't hesitate to get in touch

Many Thanks
Colin Clews

Phoenix Radio - information on intended primary use of premises.

From: Annie Donovan
Sent: 09 June 2023 12:36 PM
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>
Subject: Re: KIM groups

We would be so grateful to have a base in Prestatyn.

We deliver lots of activities and groups that benefit the local community and receive more and more demand for mental health support every day. We will use the building to hold women's groups, community sessions possibly even accredited courses in, for example, Welsh Language and Culture.

Our men's service, KIM4Him, would particularly be happy to have somewhere to hold their 'Brew and Do' sessions, they have a lot of equipment and nowhere to keep it. The men are struggling to complete the projects they want to do because there is nowhere to allow their work to dry or be stored in between meetings in the different community centres we are currently using.

We would be based in the lovely memorial gardens which all our clients would be so happy to be involved in maintaining

and being out in fresh air, nurturing the plants and giving back to the Prestatyn community, in turn would improve their mental health and self-esteem.

The building will offer a confidential space for one-to-one support and signposting sessions and an office space for our staff to make private support calls and admin work and meet other services in the locality building strong networks and increasing options for local people to obtain the support and advice they need, when they need it.

many thanks

Annie Donovan MSc, BA (Hons), DIPSW.
Chief Executive Officer
for and on behalf of KIM Inspire

Copy correspondence received from KIM Inspire Chief Executive

7 June 2023

Hi, my name is Veronica Wells and 27 years ago with two friends we set up the Pop In Centre charity in Prestatyn.

A safe haven for young people in the town, it went on to supply pensioner's lunches, provide benefits advice, sexual health advice and became a base for many groups in the town for their meetings.

As with all charities, a lack of funding, staff cost etc. meant that we will have to join with Rhyl Young Peoples project to become a new venture for the benefit of both towns. The current building on Meliden Road, which is dire need of modernisation and repair, will be sold and hopefully these funds will enable us to continue to support the young people of the town.

For many years we have run a lightly used Prestatyn High School uniform donation program, supported by the high school which is the largest in the county. New blazers cost £47 and this year the need for children to use this has been greater than ever. For the last few years I have also run a food share each weekend from the property, which in these difficult times has been well used.

My problem is that when the Pop In is sold I will have nowhere to store the uniforms or continue the food share distribution. It could be some time before the new charity can find alternative premises and then they may not be able to accommodate the uniforms and food.

For the past 8 years I have also run a group for parents of children with Autism and or Additional Needs which of late has been held in Prestatyn Town Council offices, for which I am very grateful.

I am desperately in need of a venue to continue the uniform program and the food share. Ty Pendre would be ideal. Would you consider allowing Prestatyn

residents, both young and old, to benefit from its use. It has been empty now for some time and could provide a much needed service for the town.

Thank you so much for reading this letter.

Regards,

Veronica Wells.

Copy of letter received from Pop-In

Appendix i

(i) – Condition Survey Report from Denbighshire County Council, undertaken 5 October 2022



Condition Survey CS000206
Denbighshire Live

CS000206 CONDITION SURVEY REPORT

Survey Description: 2022 Condition Survey

Site: 1344-001 - Prestatyn Ty Pendre
Address: Florddlas
Prestatyn
LL19 9SG

Number of Buildings:

Number of Rooms:

Surveyor:

Survey Date:

Survey Status:

Weather:

Score:

Score Comments:

General Summary:

B - Satisfactory Satisfactory
The building is in satisfactory condition overall. No major defects to report to the main elements of construction. Areas of the building do require remedial treatment and attention to upgrade/improve going forward although they are not considered to be urgent.
The building is in satisfactory order overall. All the main elements of construction are performing as intended. Externally, the exterior woodwork including doors and render will require a redecoration although this is not considered to be urgent. The galvanised sheets to the pitched roof are currently performing as intended. Cleaning of the guttering is recommended in the short term. Internally, the majority of observations relate to floor and wall finishes although again the items highlighted are not considered a priority. It is advised to undertake a Fire Risk Assessment on the property and consider installation of emergency lighting/signage and smoke detection.

Mechanical Summary:

Electrical Summary:

There is a single fan unit to the accessible WC and unvented hot water cylinder to the Kitchen. A visual inspection only did not reveal any issues.
Visual inspection revealed electrical fixed wiring in satisfactory condition overall.



Identified Work Summary

Identified Work Element	Identified Work Element Total By Priority						Totals
	Not Selected	1	2	3	4	5	
01 - Roofs	0.00	0.00	580.00	0.00	0.00	0.00	580.00
02 - Floors And Stairs	0.00	0.00	0.00	2,142.17	0.00	0.00	2,142.17
03 - Ceilings	0.00	0.00	0.00	0.00	250.00	0.00	250.00
04 - External Walls Windows & Doors	0.00	0.00	0.00	501.15	0.00	0.00	501.15
05 - Internal Walls & Doors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 - Sanitary Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 - Mechanical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 - Electrical	0.00	0.00	250.00	0.00	1,400.00	0.00	1,650.00
09 - Redecorations	0.00	0.00	0.00	1,006.95	0.00	0.00	1,006.95
10 - Fixed Furniture	0.00	0.00	1,000.00	400.00	0.00	0.00	1,400.00
11 - External Areas	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12 - Playing Fields	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13 - Compartmentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14 - Means of Escape	0.00	0.00	250.00	0.00	0.00	0.00	250.00
15 - Fire Doors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16 - Alarms & Detection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17 - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	2,080.00	4,050.27	1,650.00	0.00	7,780.27

Identified Work Details

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
01 - Roofs							
01.07 - Pitched Coverings And Insulation							
IM00092942	1344-001	0/000	01.07.07 - P/R Cover Mtl Sheet	Existing galvanised metal sheets in acceptable condition at present. Isolated areas of rusting noted. Fixings appear to be intact. Timber structure in satisfactory condition as observed from loft hatch. No leaks noted internally. Loft insulation adequate.	B4	0.00	
	001			Monitor condition of roof sheets going forward.			
IM00092938	1344-001	0/000	01.07.14 - P/R Fascia-Barge	Woodwork deteriorated due to weathering. Decoration flaking. Minor damage noted	B2	480.00	
	001			Consider redecoration to external woodwork. Approx linear metres provided			

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
01.08 - Pitched Drainage							
MW00092939	1344-001	0/000	01.08.03 - P/R Gutters Pvc	Guttering observed to be blocked and holding water	B2	100.00	
001				Consider cleaning out guttering. Approx linear metres provided. Provisional sum provided for contractor to attend site			

01 - Roofs Total Cost (£):

580.00

02 - Floors And Stairs

02.01 - Floor Screed & Finish						
MW00092924	1344-001- 0/001	02.01.03 - Flooring Carpet	Carpet finish suffering with general wear and tear. In acceptable condition at present	B3	868.98	
001			Consider renewal. Approx sqm provided			
MW00092930	1344-001- 0/002	02.01.03 - Flooring Carpet	Carpet finish suffering with general wear and tear. In acceptable condition at present	B3	1,055.19	
001			Consider renewal. Approx sqm provided			

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
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W00092936	1344-001	0/005	02.01.07 - Flooring Pvc Sheet 001	Vinyl floor finish suffering with general wear and tear. Minor lifting noted. Poor sealing at perimeter. In acceptable condition at present	B3	218.00	
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Consider renewal. Approx sqm provided

02 - Floors And Stairs Total Cost (£):

2,142.17

03 - Ceilings

03.01 - Ceilings

W00092926	1344-001	0/001	03.01.07 - Ceiling Plastered 001	Textured coating noted to ceiling. Possible ACM	B4	250.00	
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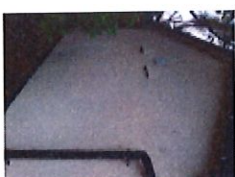
Further investigations required. Approx sqm provided. Provisional cost for contractor to attend site.

03 - Ceilings Total Cost (£):

250.00

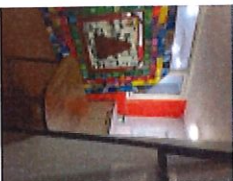
04 - External Walls Windows & Doors

04.01 - Walls External Linings/Finishes

W00092940	1344-001	0/000	04.01.12 - Walls Rendered 001	Decoration to render suffering with minor weathering. Overall in acceptable condition at present	B3	416.35	
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Consider redecoration treatment to masonry/ render. Approx sqm of wall area provided

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
04.04 - Windows And Doors Framing							
W00092941	1344-001 - 0/000	001	04.04.05 - Doors-Steel	Decoration to steel doors (2no.) suffering with minor weathering. Overall in acceptable condition at present	B3	84.80	
Consider redecoration treatment in order to maintain							
04 - External Walls Windows & Doors Total Cost (£):							501.15
08 - Electrical							
08.01 - Communication Systems							
W00092933	1344-001 - 0/005	001	08.01.01 - Systems Audio/Visual	No emergency pull chord alarm observed to accessible WC.	B2	250.00	
Consider installation of alarm. Provisional sum provided							
08.03 - Fire Alarms							
W00092927	1344-001 - 0/001	001	08.03.02 - Fire Alarm	No smoke detection observed to property.	B4	1,000.00	
Consider installation of smoke detection on next Fire Risk Assessment review. Provisional sum provided to install small system							

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
08.06 - Lighting Fittings							
W000092928	1344-001	0/001	08.06.04 - Lighting Emergency	No emergency lighting detection observed to property	B4	400.00	
							Consider installation of emergency lighting on next Fire Risk Assessment review. Provisional sum provided to install 1no. internal & 2no. external light fittings
							08 - Electrical Total Cost (£):
							1,650.00
09 - Redecorations							
09.03 - Internal							
W000092925	1344-001	0/001	09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present	B3	402.78	
							Consider redecoration. Approx sqm provided
W000092929	1344-001	0/002	09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present	B3	489.09	
							Consider redecoration. Approx sqm provided

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
W00092935	1344-001	0/005	09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present	B3	115.08	
	001			Consider redecoration. Approx sqm provided			

09 - Redecorations Total Cost (£): **1,006.95**

10 - Fixed Furniture

10.01 - Non Teaching Kitchen							
W00092932	1344-001	0/001	10.01.01 - Kitchen Fixed Furn	Kitchen fixtures and fittings looking aged and tired. Mirror damage noted	B2	1,000.00	
	001			Consider renewal of kitchen fittings as part of an overall scheme of improvement			
				Provisional sum provided			

10.02 - Non Teaching Other							
W00092931	1344-001	0/002	10.02.01 - Fixed Furn Non Teach	Damage noted to counter / workstation	B3	250.00	
	001			Consider renewal of counter / workstation			
				Provisional sum provided			

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
MW00092934	1344-001-0/005	10.02.01 - Fixed Furn Non Teach	No contrasting handrails to accessible WC i.e. rails are different colour to walls. As per BS8300	B3	150.00		
			Consider renewal of fittings to include constraining fittings. Provisional sum provided				
10 - Fixed Furniture Total Cost (£):							1,400.00

14 - Means of Escape

14.04 - Signs and Signals							
MW00092937	1344-001-0/001	14.04.01 - Signage	No emergency signs noted. Also 1no. Powder C2 extinguisher observed (no inspection/test date affixed to cylinder)	C2	250.00		
			Consider Undertaking an FRA on the property. Provisional sum provided for contractor to attend site.				

14 - Means of Escape Total Cost (£):

250.00

Phoenix Radio Wales Constitution

A. Name

The name of the organisation is ; Phoenix Radio Wales Its Radio Name is : Phoenix Radio Wales

B. Administration

Subject to the matters set out below should be administered and managed in accordance with this Constitution by the members of the Executive Committee, constituted by clause G of this Constitution.

C. Objects

object is:

A). Provide regular programmes of local interest to Rhyl and Prestatyn Area

B). Provide information and cooperation to other organisation providing a similar service.

D. Powers

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the following powers.

1. Power to raise funds, At events outside the Studio, and to invite and receive contributions, provided that in raising funds, the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Power to buy, take on lease or exchange and property necessary for the achievement of the objects and to maintain and equip it for use.
3. Power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the charity.
4. Power subject to any consent required by law to borrow money and to charge all or any part of the property of repayment of the money so borrowed.
5. Power to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
6. Power to establish or support any charitable trust, associations or institutions formed for all or any of the objects.
7. Power to appoint and constitute such advisory committees as the Executive Committee may think fit.
8. Power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership

1. Membership of Phoenix Radio Wales shall be open to any person over the age of 18 years who has paid the annual subscription laid down from time to time by the Executive Committee and is willing

to give their services and talents in any way to further the objects of the organisation. All members, except honorary members must pay the annual subscription at a date no later the Annual General Meeting.

Membership applications must be in writing on the official forms and approved by the committee.

2. The Executive Committee reserves the right to refuse memberships for good reason and by two thirds majority vote of the committee.
3. It is the responsibility of individual members to inform the studio coordinator or member of the Executive Committee as soon as possible if unable to present his/her programme. Failure to report for programme duties for 3 consecutive programmes without informing the studio coordinator or Executive Committee will result in removal from programming until the member has provided the Executive Committee with satisfactory reasons for the absence.
4. Members will be expected to assist in raising funds in any way organised and authorised by the Executive Committee.
5. Any member wishing to leave the organisation shall inform the Executive Committee of their intention in writing.
6. The Executive Committee may suspend any individual membership by a two-thirds majority vote, and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Executive Committee, at a mutually agreed date and time, accompanied by a friend, before a final decision is made. However, should the individual concerned fail to attend such a hearing without good reason, within 4 weeks of the agreed date, the Executive Committee reserve the right to take such action as is considered necessary?

7. Junior Membership

Membership shall be open to persons between the ages of 17 and 18 who shall not have the power to vote and will be supervised at all times, the last 3 months of which can be inclusive of a three-month probationary period to becoming a full member on the agreement of the Executive Committee as provided in sections E1 and E2.

F. Honorary Officers

At the annual general meeting of Phoenix Radio Wales, the members shall elect a Chairman, Secretary and Treasurer for a term of 1 year. They shall be eligible for re-election.

G. Executive Committee

1. The Executive Committee shall consist of not less than five and no more than nine being a) the honorary officers specified in Clause F and b) six further committee members. They shall all be elected annually, and all post holders will be eligible for re-election.
2. The Executive Committee may appoint co-opted members onto the committee, or sub-committee at any time.
3. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointments or qualification of a member.
4. No person shall be entitled to act as a member of the Executive Committee until they have signed in the minute's book of the committee a declaration or acceptance of willingness to act in the trust of ...

5. The committee may offer an honorary membership to any person it considers to be worthy.
6. All executive committee members will have named roles that will mean all members of the committee have an allocated role or specific area of responsibility. This will ensure that the committee works (continues to work) in an effective and efficient manner, playing to the strengths of the committee members and ensuring that all tasks and aspects of the work of hospital radio are monitored and overseen by a specific person. At committee meetings, each person will give a report on the progress made in their area.

The number of committee members will reflect the amount of work/number of roles that are required in order to work in an effective and efficient way.

Altering the lengths of service will possibly be more attractive for future potential committee members and will allow a 'trial' period of undertaking a specific role.

No member will be able to be nominated by the Executive Committee unless he/she has been a member for a minimum of three months.

Chairman
Vice-Chairman
Treasurer
Secretary
Membership Secretary
Committee member - Press/PR Officer
Committee member - Fundraising Officer
Committee member - Studio/Technical Co-coordinator
Committee member - Ward Co-coordinator

7. Membership of the Executive Committee

A member of the Executive Committee shall cease to hold office if he/she:

1. Notifies the Executive Committee, in writing, prior to the next Executive Committee;
2. Is absent without permission of the Executive Committee for 3 consecutive meetings.

8. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee of the charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

9. Meetings and Proceedings of Executive Committee

1. The Executive Committee shall hold at least 9 meetings a year.
2. The chairman of the Executive Committee shall conduct all meetings in accordance with the rules of the procedure.
3. There should be a quorum when at least a third of the numbers of members of the Executive Committee are present at a meeting.
4. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
5. Every matter shall be determined by the majority of votes of the members of the Executive Committee. In the case of equality of voting, the chairman shall have the casting vote.

6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

10. Receipts and Expenditures

1. The funds shall be paid into an account operated by the Executive Committee in the name of at such bank as the Executive Committee shall decide.
2. All cheques drawn on account must be signed by two members of the Executive Committee.
3. The financial year of the organisation shall be from May 1st to April 30th.
4. The funds, raised mainly by voluntary donations, shall be applied only in furthering the objects or

11. Accounts

1. The keeping of accounting records for Radio Ysbyty Glan Clwyd.
2. The preparation of annual statement of account for
3. The auditing or independent examination of the statements of accounts ofThe transmission of statements of account of Radio Ysbyty Glan Clwyd to the commissioners.

12. Annual Report

13. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that act) with regard to the preparation of an annual return and its transmission to the commissioners.

14. Annual General Meeting

1. An Annual General Meeting shall be held in the month of May each year or as soon as practicable thereafter.
2. Every Annual General Meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the meeting to all members.
3. All members should be entitled to attend and vote at the meeting provided their membership subscription has been paid for the following year. Any paid-up member unable to attend may give their proxy vote, in writing, to the chairman.
4. The Executive Committee shall present to each ANNUAL GENERAL MEETING the report and accounts for the preceding year.
5. Nominations for election to the Executive Committee must be made by members, in writing, and must be in the hands of the secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, elections shall be by ballot.

15. Special General Meetings

Extra-ordinary general meetings may be called at any time by the Executive Committee. If 3 or more member requests such a meeting in writing stating the precise business to be considered, the chairman shall call such a meeting within 3 weeks. The notice of the meeting must state the business to be discussed.

16. Procedure at General Meetings

1. The secretary, or person appointed by the Executive Committee shall keep a full record of proceedings.
2. There should be a quorum when at least 10 members are present at any general meeting.

17. Alterations to Constitution

1. Subject to the following provisions of this clause, the constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A. (the name clause), clause C (the objects clause), clause I (the Executive Committee members not to be personally interested clause), clause S (the dissolution clause) or this clause without the prior consent in writing of the commissioners.
3. No amendment of addition to or deletion from the constitution may be made which would have the effect of causing the organisation to cease to be a charity at law.
4. The Executive Committee shall promptly send the commissioners a copy of the amendment made under this clause.

18. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the station it shall call a meeting of all members of the station, or which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise assets held by or on behalf of the station. Any assets remaining, after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the station, as the members of the station may determine, or failing that shall be applied for some other charitable purpose.

Signed Colin Clews Date____05\01\2021_____

Signed Ian Herd Date____05\01\2021_____

Rules and Code of Practice 2021

1. To comply fully with insurance requirements. Members should sign the studio attendance book and ensure that guests visiting the studio sign the Visitors book.
2. Programme Presenters / Producers may invite visitors into the studio complex and ensure that they sign the visitor's book.
3. No unauthorised persons other than full members are to be allowed in the studio complex unattended.
4. No persons other than programme staff should enter the studio during programming, with three persons being the advised maximum in the on-air area.
5. Studio/Station Property should be treated with care at all times and used only for Radio purposes.
6. Maintenance of studio equipment is the responsibility of the studio engineering team. Any malfunction should be recorded on the whiteboard for their attention.
7. Members should leave the studio as clean and tidy as they would wish to find it. All CD's/records should be returned to their proper place, any paper request sheets or programme materials not for reuse should be removed,
8. No Food or Drink is to be taken into the "On Air" or Production area. Records, Cassettes, Tapes Cd's or other equipment is not to be removed from the studio complex without the Knowledge of the studio co coordinator or Manager.
9. Disputes or complaints regarding programmes, Presenters, equipment or any other matter not satisfactorily resolved between members should be reported to the studio co coordinator if the dispute is still not resolved, it should be put in writing for the executive committee to consider.
10. Presenters who fail to attend successive programmes without notifying the studio coordinator or any other Committee member will automatically be removed from the programming schedules.
11. Programme schedules will be reviewed periodically.
12. Subscriptions are payable yearly, at / before the Annual General meeting failure to pay by this date causes membership to lapse.
13. Full members are responsible when in attendance at studio.
14. All members are expected to participate in promotional and fund-raising events, members wishing to participate in programming can only expect to do so if fully active in all aspects of the organisation and its work.
15. Any person who commits a criminal offence or bringsinto dispute during their membership of...., must report this straight away to a Committee member. This person will be expected to stand down and stay away from the Studio and Hospital grounds until their case can be discussed at a committee meeting. It will be the duty of the committee to notify the management team in writing of the events and action taken.

Appendix iv

Links

Link to Prestatyn Town Council Annual Report 2022-23;

<https://atprestatyn.co.uk/wp-content/uploads/Annual-Report-2022-2023-Approved-1.pdf>



EVENTS UPDATE JULY 2023

Introduction

Prestatyn Town Council is a local government organisation at 'grass roots' level and prides itself to be in the heart of the community to serve the residents of Prestatyn and Meliden. The Town Council believe in maintaining the communities' unique attributes and strong community pride. It organises frequent events to serve the residents, visitors, people who work in the towns, businesses, etc. Focusing on various aspects to ensure that there is something for all generations. Events play a key role in bringing the community together and engaging with everyone. Prestatyn and Meliden are unique and are recognisable by their community spirit and strong neighbourhood connections. People are proud to live and work in the towns.

At present Prestatyn Town Council host a variety of different events. Many of the activities focus on different elements of support and as well as helping to reduce loneliness and isolation, including events for children during school holidays. Appendix 1 shows the events scheduled over the coming months that are either already planned or being organised. Some are subject to grant funding.

Future Events

The proposed events include children's music classes, with a similar format to the adult sessions of 'MIND Music.' Financial advice for young people and teens, as well as nutrition support classes/ seminars and basic cooking classes. For some the events to be delivered grants are being applied for.

Dementia

PTC is waiting for confirmation of the success of Dementia grant which was applied for 29/06/2023 to conduct 6 Dementia days across each ward over a 6-week period. Organisations who specialise in dementia will attend to offer advice and support to people living with Dementia and people/carers who are wanting to learn more about the condition. The days will include the Dementia Bus and Pet Therapy Sessions.

Live AT Prestatyn 2023

A further grant to repeat the recent Coronation Event, to be held in September 2023, was made in May 2023 through the National Lottery Community Fund Grant. We are currently awaiting a response.

Youth Sessions

Grants are being applied for to conduct children's youth activities, such as Children's Music, Youth Finance Sessions, and Youth Nutrition. All events will be conducted in Prestatyn Town Council Chambers and if successful the events will be held regularly in each ward.

NEWCIS

NEWCIS is the largest provider of carer services in Wales and in partnership with PTC was successful in being awarded a grant to deliver a variety of sessions throughout the year.

Appendix 1

JULY

Plenty AT Prestatyn	Prestatyn High Street	2-8 th
MIND MUSIC	PTC Chambers	6 th
Warm Wales	PTC Chambers	7 TH
MIND MUSIC	PTC Chambers	13 th
BAS (Benefits Advice Shop)	PTC Chambers	14 th
MIND MUSIC	PTC Chambers	20 th
Warm Wales	PTC Chambers	21 st
Prestatyn Carnival	Prestatyn High Street	22 nd
DCC Gain Confidence Session	PTC Chambers	25 th
Wheely Play Bus North Wales Bowls	North Wales Bowls	26 th
MIND MUSIC	PTC Chambers	27 th
Benefit Advice Shop	PTC Chambers	28 th
Wheely PlayBus Lower High Street	Lower Prestatyn High Street (by M&S)	31 st

AUGUST

Sketch and Draw PTC	PTC Chambers	1 st
Childrens MUSIC	PTC Chambers	2 ND (TBC)
MIND MUSIC	PTC Chambers	3 rd
Warm Wales	PTC Chambers	4 th
Wheely PlayBus Prestatyn Leisure Centre	Prestatyn High School Leisure Centre	7 th
Childrens MUSIC	PTC Chambers	7 th (TBC)
Sketch and Draw PTC	PTC Chambers	8 th
SP Energy	PTC Chambers	9 th
MIND MUSIC	PTC Chambers	10 th
BAS (Benefits Advice Shop)	PTC Chambers	11 th
MORE AT MELIDEN CAMPAIGN	Meliden Village	12 th -19 th
Childrens Music	PTC Chambers	14 TH (TBC)
Sketch and Draw	PTC Chambers	15 th
Wheely Play Bus DEVA		16 th
MIND MUSIC	PTC Chambers	17 th
NEWCIS	TBC	17 th
Warm Wales	PTC Chambers	18 TH
Sketch and Draw Meliden	Meliden Community Centre	18 th

Youth Nutrition	PTC Chambers	18 th (TBC) AM
Youth Cost of Living	PTC Chambers	18 th (TBC) PM
Ffrith Family Fun Day	Ffrith Park	19 th
Childrens Music	PTC Chambers	21 st (TBC)
Sketch and Draw PTC	PTC Chambers	22 nd
Wheely PlayBus Jubilee CC	Jubilee Community Centre	23 rd
MIND MUSIC	PTC Chambers	24 th
Sketch and Draw Meliden CC	Meliden Community Centre	25 th
BAS (Benefits Advice Shop)	PTC Chambers	25 th
DCC Wellbeing	PTC Chambers	25 th
Prestatyn Classic Car Show	Prestatyn High Street	28 th
Wheely Play Bus Meliden Masonic Hall	Meliden Masonic Hall	30 th
MIND MUSIC	PTC Chambers	31 st

SEPTEMBER

Warm Wales	PTC Chambers	1 st
BAS (Benefits Advice Shop)	PTC Chambers	8 th
Live AT Prestatyn	Prestatyn High Street	17 th (TBC)
DCC Wellbeing	PTC Chambers	18 th
BAS (Benefits Advice Shop)	PTC Chambers	22 nd
Dementia Awareness Day Sessions	Meliden Community Centre	TBC
Dementia Awareness Day Sessions	Jubilee	TBC
Dementia Awareness Day Sessions	Deva	TBC
Dementia Awareness Day Sessions	Festival	TBC

OCTOBER

Halloween Shop Window Display	Prestatyn High Street	4 th (TBC)
BAS (Benefits Advice Shop)	PTC Chambers	6 th
DCC Wellbeing	PTC Chambers	16 th
Dementia Awareness Day Sessions	PTC Chambers	TBC
Dementia Awareness Day Sessions	Kings Hall	TBC
BAS (Benefits Advice Shop)	PTC Chambers	20 th
Witches Scavenger Hunt	Prestatyn High Street	30 th (TBC)
Shops Trick or Treating	Prestatyn High Street	31 st (TBC)

NOVEMBER

BAS (Benefits Advice Shop)	PTC Chambers	3 rd
Christmas Shop Window Display	Prestatyn High Street	1 st (TBC)
Christmas light switch on	Prestatyn High Street	TBC
BAS (Benefits Advice Shop)	PTC Chambers	17 th
DCC Wellbeing	PTC Chambers	20 th

DECEMBER

Christmas Market	Prestatyn High Street	2 nd (TBC)
Santa's Grotto	Prestatyn High Street	2 nd (TBC)
Santa Fun Run	Nova to the Beaches Hotel and Back	9 th (TBC)

Table Key

Summer Play Bus – Children's Play Bus with activities.
Warm Wales – drop-in session for advice and support.
DCC Wellbeing Sessions – drop-in sessions for advice and support.
BAS – drop-in session to received advice and support from Benefits Advice Shop.
MIND Music - Vale of Clwyd MIND music sessions.
Sketch and Draw - children's art sessions over the holidays.
Partnerships Events.
NEWCIS – largest provider of carer services in Wales to offer support and advice for carers and people cared for.
SP Energy- Drop - in sessions for advice.
Plenty AT Prestatyn- Campaign to engage with the community and support the local businesses.
LIVE AT PRESTATYN - Live Music event on High Street with local artists.
Children's Music – Sessions for young children to play music and meet new people.
Youth Cost of Living- Sessions for young people on finance and cost of living.
Youth Nutrition- Sessions for young people on health and nutrition.
Dementia Awareness – Dementia days including Dementia Bus, Book of You, and Pet therapy.
Witches Shops Trick or Treat - Trick or treat for children on High Street shops to participate.
Halloween Window Display- Shops to participate and decorate their windows prizes to be awarded.
Children's Halloween Hunt - Scavenger Hunt on High Street.
Christmas Window Display – Shops to participate and decorate their windows prizes to be awarded.
Christmas Lights Switch On - Community Christmas Light Switch on with special guest.
Santa's Grotto- Santas Grotto with Santa and gifts for children.
Santa Fun Run- Community dressed up as Santa to run from the Nova to the Beaches Hotel and back for Charity.
Christmas Market- Festive market, with stalls.



SOCIAL MEDIA UPDATE JULY 2023

BACKGROUND

Prestatyn Town Council uses three primary social media platforms; Facebook (Prestatynandmelidentowncouncil), Instagram (@prestatynandmelidentowncouncil) and Twitter (@prestatynC).

The graphs below highlight who the audience is and who needs to be targeted. There is a balance between keeping existing followers and ensuring extending the content of posts to encourage new followers that may not have been previously interested.

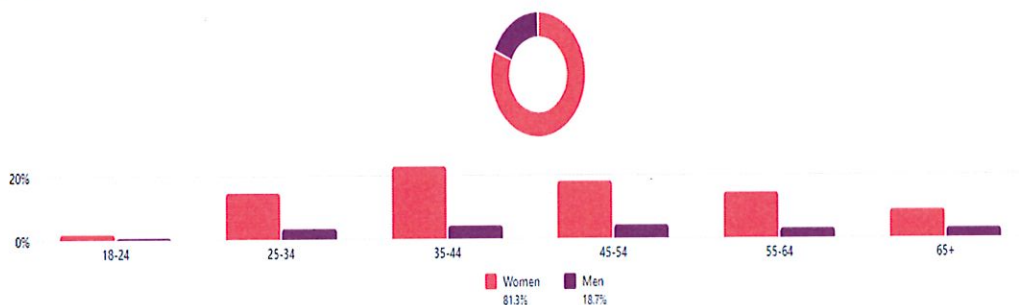
One point of interest is that the audience results, in terms of followers, is similar between the platforms being used, which underpins the need to broaden the scope of the items that are being promoted. From the graphs below the most interaction on our social media platforms comes from women.

PTC Facebook Followers Demographic:

Facebook followers ⓘ

1,134

Age & gender ⓘ

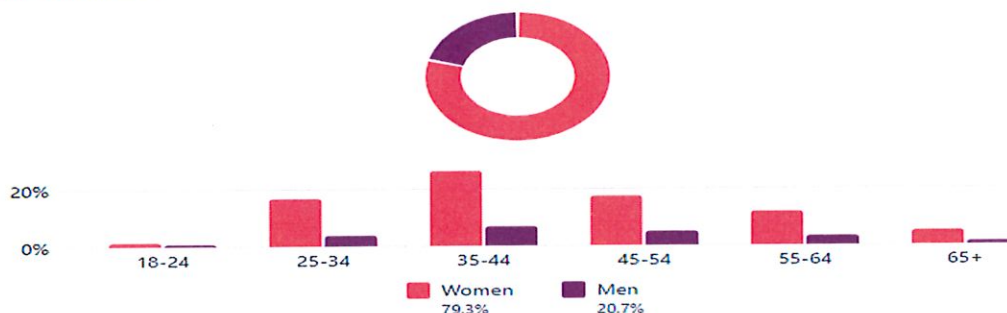


Instagram Followers Demographic:

Instagram followers ⓘ

1,089

Age & gender ⓘ





REACH

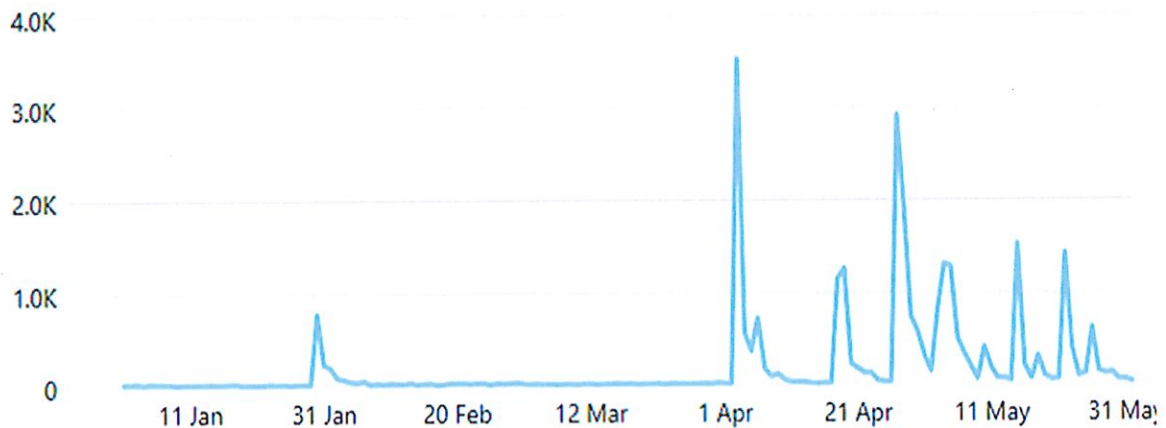
When social media refers to 'Reach' it is looking at the number of people who have seen the posts. The audience may be a follower or someone who has not engaged with in anyway before. Additionally, these figures exclude duplicates, ensuring that if a person views the post several times, the figures only record it as one entry.

PTC Facebook Reach:

Reach

Facebook reach ⓘ

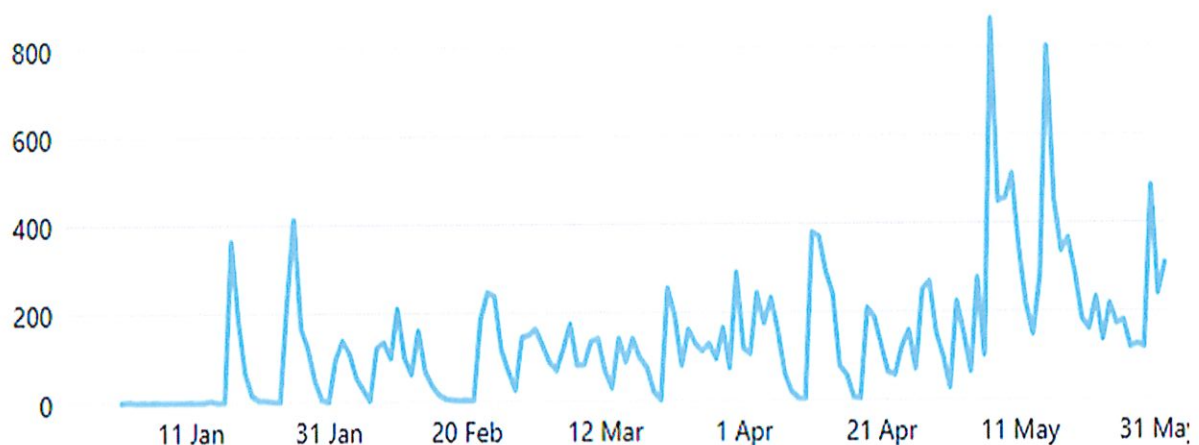
10,175 ↓ 33.3%



PTC Instagram Reach:

Instagram reach ⓘ

5,283 ↑ 6.6K%





ENGAGEMENT STRATEGIES

To increase the people that connect, using social media, consideration needs to be given to how people want to connect and encourage that connection on a more regular basis.

After considering the current position and the statistics provided by the social media platforms used, it was determined that when posting online the most interaction evolves from posts that people can relate to; videos, posts when asking residents for their thoughts, photographs of people rather than a poster. A clear indicator of this is during the Coronation Celebrations which attracted 3.6K views for one of the videos posted and 1.2K views for another posting celebrating the event.

Top-performing organic posts

Here are posts that have performed well over the last 90 days. Understanding what's working can help you decide what to create and share next, so you can keep up the great work.

Highest reach on a post ⓘ



This post's reach (8,128) is 2,103% higher than your median post reach (369) on Facebook.

Highest reactions on a post ⓘ



This post received 9,600% more reactions (291 reactions) than your median post (3 reactions) on Facebook.

Highest comments on a post ⓘ



This post received 56 comments compared to your median post (0 comments) on Facebook.

SOCIAL MEDIA CALENDAR

A Social Media Calendar (see Appendix 1) is created for the following 3 months. This shows the campaigns that Prestatyn Town Council will be supporting and the days that these will be posted. Campaigns that are over a weekend will have their posts scheduled. Post scheduling can be done a month in advance.

MOVING FORWARD

The current strategies being considered include:

1. More people on the posts scheduled, including the Mayor, Deputy Mayor, Councillors, and people attending PTC events.
2. More videos of the events to encourage a different form of engagement. To promote the community spirit and demonstrate continued and increased participation.
3. Activities for resident engagement through encouraging the community to post their own experiences of Prestatyn and Meliden; promotion of events shown in the calendar at Appendix 1, asking for photos of favourite aspects of Prestatyn etc.

The engagements promotions would be posted by the Community Liaison Officer, under the direction of the Town Clerk and would be monitored each week to identify areas of success for replication.

The aim is to increase our following and the engagement with posts, which will lead to the followers sharing posts and increasing the following in that way.



The targets aimed for in terms of improvements are as follows:

- Increase our Facebook followers by 10% or 1220 by the end of September 2023
- Increase our Instagram followers by 10% or 1200 by the end of September 2023

The Instagram figure takes account of our reduced starting point, with an anticipation building more strongly as we move forward.

Appendix 1



PRESTATYN TOWN COUNCIL

PROUDLY SUPPORTS

International
Friendship Day

Sunday, 30th July 2023



7 NANT HALL ROAD, LL19 9LR
01745 857185
✉ **events@prestatyntc.co.uk**
f i t **@prestatynandmelidentowncouncil**



Prestatyn Town Council

Events

Jul-23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1st
Plastic Free July MONTH National Picnic MONTH National Independent Retailer MONTH						International Day of Co- operatives
2nd	3rd	4th	5th	6th	7th	8th
PLENTY AT PRESTATYN CAMPAIGN- BEAUTY	International Plastic Bag Free Day PLENTY AT PRESTATYN CAMPAIGN SHOPS	Alice in Wonderland Day PLENTY AT PRESTATYN CAMPAIGN SERVICES	PLENTY AT PRESTATYN CAMPAIGN EATERIES/T AKEAWAYS	PLENTY AT PRESTATYN CAMPAIGN PETS& BARRY AND JUNE	PLENTY AT PRESTATYN ATTRACTIONS	PLENTY AT PRESTATYN CAMPAIGN ENDS CHARITIES
9th	10th	11th	12th	13th	14th	
Promote the interviews about beauty	International Town Criers Day promote the interviews about services	World Population Day and promote the intrviews about attractions	promote the interviews about charities	International Rock Day & Promote the interviews about shops	Matariki (Maori New Year) & Promote the interviews about eateries/takeaw ays	National Pet Fire Safety Day & World Youth Skills Day & Promote the interviews on Pets
16th	17th	18th	19th	20th	21st	22nd
Promote the interviews about beauty	promote the interviews about services	Nelson Mandela Day & promote the intrviews about attractions	promote the interviews about charities	Promote the interviews about shops	Promote the interviews about eateries/takeaw ays	Promote the interviews on Pets
23rd	24th	25th	26th	27th	28th	29th
Promote the interviews about beauty	promote the interviews about services	promote the intrviews about attractions	promote the interviews about charities	Promote the interviews about shops/ promote national independent retailer month	Promote the interviews about eateries/takeaw ays / Promote July national picnic month	Promote the interviews on Pets
30th	31st					
International Day of Friendship						



Prestatyn Town Council

Events

Aug-23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1st	2nd	3rd	4th	5th
	National Fishing Month 2023 National Immunization Awareness Month		Playday		Cycle To Work Day 2023 Coast Guard Day 2023	
6th	7th	8th	9th	10th	11th	12th
National Sisters Day	Afternoon Tea Week 2023	Afternoon Tea Week 2023 & National Allotments Week 2023	Afternoon Tea Week 2023 & National Allotments Week 2023	Afternoon Tea Week 2023 & National Allotments Week 2023	Afternoon Tea Week 2023 & National Allotments Week 2023	MORE AT MELIDEN CAMPAIGN PETS Afternoon Tea Week 2023 International Youth Day 2023
13th	14th	15th	16th	17th	18th	19th
MORE AT MELIDEN CAMPAIGN BEAUTY Afternoon Tea Week 2023	MORE AT MELIDEN CAMPAIGN SERVICES National Allotments Week 2023	MORE AT MELIDEN CAMPAIGN EATERIES/TAKE AWAYS	MORE AT MELIDEN CAMPAIGN SHOPS	MORE AT MELIDEN CAMPAIGN ATTRACTIONS	MORE AT MELIDEN CAMPAIGN CHARITIES Never Give Up Day 2023	World Honey Bee Day & World Humanitarian Day & MORE AT MELIDEN CAMPAIGN World Humanitarian Day 2023
20th	21st	22nd	23rd	24th	25th	26th
27th	28th	29th	30th	31st		
	Makaton International Awareness Day 2023	International Day Against Nuclear Tests				



Prestatyn Town Council

Events

Sep-23

Sunday	Monday	Tuesday	Wednesday	Thursday		Saturday
					1st	2nd
Festival of Learning Have a Go Month 2023/Organic September 2023/World Alzheimer's Month 2023					Childhood Cancer Awareness Month / A Month of Movement 2023	
3rd	4th	5th	6th	7th	8th	9th
		International Day of Charity	National Read A Book Day		International Literacy Day	World First Aid Day
10th	11th	12th	13th	14th	15th	16th
World Suicide Prevention Day			World Sepsis Day 2023 & Roald Dahl Story Day 2023			Ozone Day & Great British Beach Clean 2023
17th	18th	19th	20th	21st	22nd	23rd
Great British Beach Clean 2023		Great British Beach Clean 2023 & Youth Mental Health Day 2023 & Organ Donation Week 2023 & Recycle Week 2023- 25th	Great British Beach Clean 2023 & Organ Donation Week 2023	International Day of Peace & Great British Beach Clean 2023 & Organ Donation Week 2023	World Car Free Day & Great British Beach Clean 2023 & Organ Donation Week 2023	(Mayor Charity) World Alzheimer's Day Organ Donation Week
24th	25th	26th	27th	28th	29th	30th
Great British Beach Clean	Organ Donation Week 2023 & International Ataxia Awareness Day 2023	European Day of Languages	World Tourism Day	National Good Neighbor Day 2023	National Teaching Assistants Day 2023	World's Biggest Coffee Morning 2023 & National NonSpeaking/Nonverbal Awareness