



Prestatyn Town Council – Committees – Terms of Reference 2026/27

DRAFT

FULL COUNCIL (18)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

COMMITTEES

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

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

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered:

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

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

GOVERNANCE

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

Specific responsibility areas covered:

- a. Review of Financial Regulations and of financial policies and procedures
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure
- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- l. Monitor capital and reserves
- m. Virement of funds, subject to Financial Regulations
- n. Funds, investments, and banking arrangements
- o. Awarding contracts up to £25000
- p. Reviewing overspent of budget
- q. Overseeing procurement and tender procedures
- r. Financial Risk management
- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications
- z. Staffing requirement and recruitment

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

GOVERNANCE (CONTINUED)

Specific responsibility areas covered:

- a. Town Car Parks (RTA 1984)
- b. Road and rail transport
- c. Byelaws
- d. Crime Prevention / CCTV/Radio link (C&D ACT 1998)
- e. Public footpaths (LGA1972 s.133/s.123)
- f. Entertainment & Attractions
- g. Publicity – Public Relations
- h. Liaison with local organisations and report back to council regarding representation on outside bodies
- i. Licensing
- j. Business Support (LGMP1976)
- k. Health/Sports/Leisure Activities (LGMP1976s.19)
- l. Cultural activities
- m. Scala Cinema (RTA 1984/LGMP 1976)
- n. Town Place/Town Plan implementation
- o. Town regeneration projects
- p. Town marketing projects
- q. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- r. Town benches (LGMP ACT 1953/Highways)
- s. Town bus shelters (LGMPACT 1953)
- t. Town planting scheme (LGMP1976)
- u. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- v. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- w. Town tourism projects
- x. Town public transport
- y. Town twinning & Town partnerships (LGMP1976s.19)
- z. Town environment projects – (e.g. Coastal and High Street) LGMP ACT 1976
- aa. Play Areas (LGMP1976s.19)
- bb. Public Gardens (LGA1984)
- cc. Identification of projects of benefit to the town
- dd. Identifying and delivery of events
- ee. Community engagement / Meetings / Forums
- ff. Community Partnership Room (LGA1972s.133/s.123)
- gg. Local Community Services (LGA1976)
- hh. Volunteering opportunities
- ii. Engagement with third party organisations
- jj. Public consultations
- kk. Meet objectives contained in Well-Being Plan

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

MEMBERSHIP

1. The Resource and Appeals Committee shall consist of five members
2. Members will be elected by Full Council at each A.G.M, and membership will remain consistent until the following A.G.M. This will allow the committee to be called to address serious or urgent matters without the need to await the next Full Counting meeting.
3. The quorum shall be three members
4. FC shall elect a Chair for each R&A

RESPONSIBILITIES

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

GOVERNANCE

1. The R&A Committee shall meet at times as are deemed necessary to fulfil its functions and may not be required to meet at all during the year.
2. The R&A Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand.
3. The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the Resource and Appeals Committee when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance.
4. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Appeals
- b. Grievance and Discipline matters
- c. Freedom of Interest requests
- d. Town Clerk/Responsible Financial Officer matters
- e. Deal with litigation in which the Council may be engaged

VERSION UPDATE				
VERSION	DATE	CHANGES	REVIEWED BY / ON	APPROVAL
V2	28.11.2025	Policy Review Committee Resources & Appeals Committee Staffing Sub-Committee	Legal & HR Support Officer	-
V3	09.12.2025	Policy Review Committee Resources & Appeals Committee Staffing Sub-Committee Additional minor changes – <i>community centres moved from CDRC to F&M responsibility</i>	Policy Review Committee 09.12.2025	Version awaiting final approval
V4	12/06/2026	All 3 committees to have all councillors. Document updated with the changes to reflect this.	Clerk	Awaiting Approval at next FC meeting