



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

21st September 2022

21^{ain} Medi 2022

Dear Councillor

Annwyl Gyngorydd

You are **SUMMONED** to attend a meeting of **FULL COUNCIL** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on Wednesday 5th October 2022 at 6:15pm.

Fe'ch **GELWIR** i gyfarfod y **CYNGOR LLAWN** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 5^{ed} Hydref 2022 am 6:15pm.

If remote access is required, please contact the office.

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

Yours Sincerely

Yn gywir iawn

Town Clerk

Clerc y Dref

Prayers will be held prior to commencement

Bydd gweddïau cyn cychwyn

- 1 **TWO MINUTE SILENCE FOR QUEEN ELIZABETH II**
- 2 **APOLOGIES**
- 3 **DECLARATIONS OF INTEREST**
To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings as required by Code of Conduct legislation.
- 4 **ONE VOICE WALES PRESENTATION**
- 5 **PUBLIC PARTICIPATION**
- 6 **MINUTES**
Full Council meeting of 7th September copy attached
- 7 **KING CHARLES III**
- 8 **MAYORAL COMMUNICATIONS**
A) Wales in Bloom Gold Award
B) Thank you to Bebbington & Wilson
C) Denbighshire Proclamation Ceremony

- 1 **DAU FUNUD O DAWELWCH I'R FRENHINES ELIZABETH II**
- 2 **YMDDIHEURIADAU**
- 3 **DATGANIADAU O DDIDDORDEB**
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad
- 4 **CYFLWYNIAD UN LLAIS CYMRU**
- 5 **CYFRANOGAETH Y CYHOEDD**
- 6 **COFNODION**
Mae copi wedi'i atodi o gofnodion cyfarfod y Cyngor Llawn 7^{fed} Medi 2022
- 7 **BRENIN CHARLES III**
- 8 **CYFATHREBIADAU'R MAER**
A) Gwobr Aur Cymru yn ei Blodau
B) Diolch i Bebbington & Wilson
C) Seremoni Gyhoeddi Sir Ddinbych

9 TRAINING
Appendix i Training Policy
Appendix ii Training Dates

10 FLAG & BEACON
Town Clerk to Update

11 POLICY SUB-COMMITTEE REPORT
Town Clerk to Update

12 GOVERNOR REPRESENTATIVE- YSGOL Y LLYS

13 WARM HUBS
Town Clerk to Update

14 CHAMPIONS FOR THE CLWYDIAN RANGE & DEE VALLEY AONB

15 ANY OTHER BUSINESS

16 EXCLUSION OF PUBLIC AND PRESS
To exclude public and press in accordance with Local Government Act 1972 during following items.

17 STAFF- HANDYMAN

To: All Town Councillors
All County Councillors
Public Notice

9 HYFFORDDIANT
Atodiad i Polisi Hyfforddi
Atodiad ii Dyddiadau Hyfforddi

10 BANER A BEGWN
Y Clerc y Dref i roi'r Diweddaraf

11 ADRODDIAD YR IS-BWYLLGOR POLISI'AU
Clerc y Dref i roi'r Diweddaraf

12 CYNRYCHIOLYDD LLYWODAETHWYR – YSGOL Y LLYS

13 CANOLFANNAU CYNNES
Clerc y Dref i roi'r Diweddaraf

14 HYRWYDDWYR I AHNE BRYNIAU CLWYD A DYFFRYN DYFRDWY

15 UNRHYW FATER ARALL

16 EITHRIO'R CYHOEDD A'R WASG
Eithrio'r cyhoedd a'r wasg yn unol â Deddf Llywodraeth Leol 1972 yn ystod yr eitemau dilynol

17 STAFF-TASGMON

I'r: Cynghorwyr Tref i gyd
Cynghorwyr Sir i gyd
Hysbysiad Cyhoeddus

FULL COUNCIL

Minutes of Full Council meeting held on Wednesday 7th September 2022 at 6:15pm- 7.25pm.

PRESENT

Councillors: B. Murray (Deputy Mayor, Chair) C. Holliday, E. Heaton, A. Tomlin, C. Evans, J. Matthews, S. Frobisher, K. Clewett, G. German, G. Sandilands, B. Williams, and A. West.
Remote: J. Thompson-Hill and J. McLellan.

IN ATTENDANCE

Mrs. L. Fearn – Town Clerk / Responsible Financial Officer, Mrs. C. Ashworth- Administration Officer, Mr H. Sutcliffe, and Rev. J. Harvey (Remote).

APOLOGIES

Councillors: Tina Jones MBE, H. Irving, and A. Sampson

87 PRAYERS

Rev. J. Harvey said prayers. Deputy Mayor Cllr B. Murray Thanked Rev. J. Harvey for his many years of services. All Councillors and staff applauded.

Rev. J. Harvey Left the meeting 6:18pm.

Town Clerk to write to a note of thanks to Rev. J. Harvey.

AGREED

88 DECLARATIONS OF INTEREST.

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

NONE RECEIVED

89 PRESENTATION OF PRESTATYN SIGNAL BOX FROM HOWARD SUTCLIFFE

Mr H. Sutcliffe from Denbighshire County Council introduced himself and explained the proposal of the signal box, which is to cost approximately £500,000 and will take roughly two years to build.

Mr H. Sutcliffe recommended a Town Councillor and County Councillor to be representatives at future project meetings.

All councillors thanked Mr Sutcliffe for his informative presentation and acknowledged their support. Councillors agreed to nominate a Town Council representative at October's meeting. Future project meeting dates will be emailed to the Town Clerk.

H. Sutcliffe left the meeting at 6:45pm.

RECEIVED

90 MINUTES - FULL COUNCIL 13TH JULY 2022

Amendment to minute number 49 to state that it was Cllr A. Tomlin who acknowledged Cllr P. Penlington's many years of contribution as a town councillor and wished him all the best for the future.

Amendment to minute number 51 to State that Cllr G. German had handed in her resign due to conflict of interest since becoming a Lead Member.

Amendment to minute number 55 Barkby Beach is to be added to the title to state where the Green Flag was awarded.

Town Clerk agreed to make these amendments. Minutes received.

APPROVED

91 MAYORAL COMMUNICATIONS - LETTER FROM THE MP DR JAMES DAVIES

Deputy Mayor Cllr B. Murray read a letter received from the MP Dr James Davies congratulating Mayor Cllr T. Jones MBE on her election as Prestatyn and Meliden Mayor.
RECEIVED

92 ELECTION - PRESTATYN TOWN COUNCIL NORTHWEST WARD VACANCY

Town Clerk informed members that in excess of ten electorates had called for an election. Councillors were informed the election will be held on Thursday 6th October 2022.
RECEIVED

93 DESTINATION MANAGEMENT PARTNERSHIP MINUTES AND REPRESENTATION REQUEST

Members held a brief discussion to continue at the CDRC meeting.
RESOLVED

94 DENBIGHSHIRE WELLBEING PLAN 2023

Members discussed and offered their support for the well thought out plan.
RECEIVED

95 DENBIGHSHIRE CORPORATE PLAN 2023

Members had a discussion regarding Denbighshire County Council's Corporate Plan. It was unanimously decided by all Councillors that the Town Clerk was to send an email of support to Denbighshire County Council.
RESOLVED

96 ONE VOICE WALES TRAINING DATES

Members were provided with the latest course dates.
RECEIVED

97 NEW TAX RULES FOR SECOND HOMES

Members had a discussion regarding the new tax rules. Cllr J. McLellan to send over the original document to the Town Clerk who can then circulate to anyone who requests a copy to read.
RESOLVED

98 PUBLIC PARTICIPATION

Members suggested that we move public participation to the beginning of the meeting. One member of the public attended no comments received. Town Clerk to change on future Agenda.

RESOLVED

Councillor S. Frobisher left the meeting at 7:20pm.

99 COST OF LIVING CRISIS

Members held a discussion regarding concerns of the cost-of-living crisis. Councillors are considering ways on how to support the local community. Town Clerk is meeting with Tom Barnham from Denbighshire Voluntary Services Council, to discuss possible ways to help the community.

RESOLVED

100 PRESTATYN WARM HUBS

Members held a brief discussion to continue at F&M meeting.

RESOLVED

101 PRESTATYN TOWN COUNCIL HANDYMAN

Members held a brief discussion to continue at F&M meeting.

RESOLVED

Mayor_____



Prestatyn Town Council

Training and Development Policy

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Introduction

The Local Government and Elections Act ("the 2021 Act") requires community councils to make and publish a plan about the training provisions for its members of staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Wording under the 2021 Act (hyperlink attached) is as follows;

PART 4 LOCAL AUTHORITY EXECUTIVES, MEMBERS, OFFICERS AND COMMITTEES

Training of members and staff of community councils

7 Community council training plans

- (1) A community council must make and publish a plan (a "training plan") setting out its proposals in relation to the provision of training for—
 - (a) the councillors of the community council, and
 - (b) the community council's staff.
- (2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.
- (3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.
- (4) A community council must review its training plan from time to time.
- (5) If a community council revises or replaces its training plan, it must publish the revised or new plan.
- (6) Section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) does not apply to a community council's functions of—
 - (a) determining the content of a training plan or any revised plan, and
 - (b) reviewing the training plan.
- (7) A community council must have regard to any guidance issued by the Welsh Ministers about the exercise of functions under this section.

The following is a resume of draft guidance and provisions associated with these instructions.

Training Plans

Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to

perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address any these gaps needs.

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. **The first training plan must be ready and published by 5 November 2022**, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

Purpose of the training plan

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support a move towards councillors with the relevant training to carry out their role - as well as professional clerks and other employees.

Training needs analysis In order to determine the training priorities for the community council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, a council intending to exercise the general power of competence may find it essential that councillors are familiar with preparing a business case or setting up a business.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain. A number of training analysis templates are available online to help councils determine their own approach to analysing training needs. The most basic approach would list those essential skills identified above and by the council and ask individual councillors and staff to self-appraise a level of competence e.g., between one and four (where four is fully proficient). The council can use that information to determine its training needs and then its collective training priorities.

The next stage is to determine what steps it will take to address relevant skills gaps and prioritise accordingly.

Agreeing and publishing the training plan

The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating

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https://prestatyntc-my.sharepoint.com/personal/mark_turner_prestatyntc_co_uk/Documents/Training Policy Document - V1.docx

- The timeframe over which the training is expected to be completed; and
- The overall cost of the training.

The National Training Advisory Group (NTAG) for the community and town council sector publishes a strategy for securing sufficient and relevant training provision for councils. It details the courses available and support materials. The council is likely to find this information helpful in determining opportunities to address training needs. *As of publication of this document, the NTAG Wales Training Strategy is due to be updated.*

Councils may want to consider the broader range of opportunities to build expertise e.g. shadowing other councillors or staff within their council or other councils.

Training costs must be met by councils themselves, though bursary schemes for councillors and clerks may be available to subsidise these costs. Part of the costs of running an effective council includes ensuring that the members and staff have sufficient capability to carry out their functions effectively. Councils should take account of the training costs when setting their budgets. Smaller councils in particular may wish to share training plans with neighbouring councils to identify any common training requirements that could be negotiated on a larger group basis and potentially reduce the training costs for all.

The published training plan should not seek to name individuals without their consent. Where this is impossible, e.g., there is one member of staff, the training plan should focus on what the training priorities are rather than who they are for.

Training for employees of more than one community council

A single clerk may act in this capacity for more than one community councils. Other staff may also work across multiple community councils. It is recommended that community councils take a pragmatic approach to meeting the training needs. For instance, councils could agree collectively what training such staff are to receive and how the costs may be shared between the councils. This could be recorded in the training plans of all councils affected, although care would need to be taken to prevent the information identifying a particular individual.

Review of training plans

Under section 67(4) of the 2021 Act there is duty on councils to review their training plan from time to time. As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

Publication

The expectation is that the publication of the council's training plan should be consistent with the wider approach to publication in the 2021 Act; that the report is published electronically.

Statement

Prestatyn Town Council ("The Council") is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources.

Training Objectives

To provide suitably trained, qualified and motivated employees for the Council at the right time and level.

To provide facilities for training and retraining to meet the changing needs of the Council.

To provide employees with a greater understanding of the purpose and working of the Council and their part in it and to foster the development of job satisfaction and positive attitude towards personal development.

Identification of Training Needs

Members and employees should have regard to the following when considering training needs:

- a. Workload implication of training.
- b. The capabilities of the applicant to benefit from the training.
- c. The employees past attainments if the application is for continued academic sponsorship.
- d. The most economic and effective means of training.
- e. The provision and availability of training budget.
- f. Priority of each individual employee's need with regard to budget.

Prestatyn Town Council will hold a schedule of training requirements (See Appendix 1).

This schedule will be reviewed annually for staff in line with training and development reviews during appraisals.

With reference to Councillors the schedule will be reviewed regularly and updated when new members are elected.

Training Schemes

Training courses to be financed from the Town Council staff training budget.

It is expected that employees undertaking qualification training will attend the nearest college offering the required course at the appropriate level.

Financial Assistance Scheme

Where training is approved the Council will pay and /or assist with expenses incurred which may cover such items as tuition and examination fees. The Council will sponsor employees for one examination resit only i.e. two attempts at any one examination.

Travelling costs to be paid at the discretion of the Council.

In the case of officers attending courses during their normal working hours, the employee will, at the discretion of the Council, be required to make up working time lost.

Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the officer shall be required to undertake to remain in the service of the Town Council for a period of two years from the date on which the qualification is obtained. If an officer leaves within this two year period all costs are reclaimed in full except in the most exceptional circumstances.

Where an officer without good reason fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme and will require the refunding of the financial assistance granted in accordance with the undertaking signed by the employee.

The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

Officers attending assisted courses are required to inform the Town Clerk immediately of any absences giving reasons. Failure to do so may result in action being taken under the Disciplinary Procedure.

Staff are required to complete and sign a declaration of undertaking before embarking on a post-entry qualification training course agreeing to the above conditions. This undertaking is authorised by the Town Clerk and Town Mayor.

The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

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1 - Councillors

2 - Staff

12/09/22

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Appendix 2

Links to associated documentation referred to in this paper.

Version Updates

Version	Date	Section	Details of change
Draft 1	22/Sep/22	Whole of Document	Whole of Document

Approvals and Distribution

Version	Date	Name	Position

Appendix ii

Date	Day	Module	Time
22/09/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8pm
22/09/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
22/09/2022	Thursday	Introduction to community Engagement Module 8	2.00-3.30pm
22/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	Local Government Finance - Module 6	6.30-8pm
26/09/2022	Monday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
27/09/2022	Tuesday	New Councillor Induction	2.00-3.30pm
27/09/2022	Tuesday	Health & Safety Module 7	6.30-8pm
27/09/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
28/09/2022	Wednesday	The Councillor - Module 2	6.30-8pm
28/09/2022	Wednesday	Code of Conduct - Module 9 - WELSH	2.00-3.30pm
28/09/2022	Wednesday	Chairing Skills Module 10	6.30-8pm
28/09/2022	Wednesday	The Council - Module 1	6.30-8pm
29/09/2022	Thursday	The Council Meeting Module 5	6.30-8pm
29/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm
03/10/2022	Monday	The Council - Module 1	6.30-8pm
03/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
04/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
05/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
05/10/2022	Wednesday	New Councillor Induction	6.30-8pm
05/10/2022	Wednesday	Local Government Finance Advanced - Module 21	6.30-8pm
05/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
06/10/2022	Thursday	The Council as an Employer - Module 3	6.30-8pm
06/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm

06/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
10/10/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
10/10/2022	Monday	The Council Meeting - Module 5	6.30-8pm
11/10/2022	Tuesday	Understanding the Law - Module 4	6.30-8pm
11/10/2022	Tuesday	New Councillor Induction	2.00-3.30pm
11/10/2022	Tuesday	The Council - Module 1	6.30-8pm
11/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
12/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
12/10/2022	Wednesday	Equality and Diversity - Module 14	6.30-8pm
12/10/2022	Wednesday	Chairing Skills - Module 10	6.30-8pm
12/10/2022	Wednesday	Information Management - Module 15	6.30-8pm
13/10/2022	Thursday	The Council Meeting - Module 5 IN WELSH	6.30-8pm
13/10/2022	Thursday	Local Government Finance - Module 6	6.30-8pm
13/10/2022	Thursday	Local Government Finance Advanced - Module 21	6.30-8pm
13/10/2022	Thursday	Creating a Community Place - Module 12	2.00-3.30pm
17/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
17/10/2022	Monday	Code of Conduct - Module 9	6.30-8pm
18/10/2022	Tuesday	Health & Safety - Module 7	6.30-8pm
18/10/2022	Tuesday	The Council as an Employer - Module 3	6.30-8pm
18/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
19/10/2022	Wednesday	New Councillor Induction	6.30-8pm
19/10/2022	Wednesday	The Council - Module 1	6.30-8pm
19/10/2022	Wednesday	Effective Staff Management - Module 18	6.30-8pm
20/10/2022	Thursday	Understanding the Law - Module 4	6.30-8pm
20/10/2022	Thursday	Local Government Finance - Module 6 - In Welsh	6.30-8pm
24/10/2022	Monday	New Councillor Induction	6.30-8pm

24/10/2022	Monday	Tha Councillor - Module 2	6.30-8pm
25/10/2022	Tuesday	Advanced Local Government Finance - Module 21	6.30-8pm
25/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
26/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
26/10/2022	Wednesday	Local Government Finance - Module 6	6.30-8pm
26/10/2022	Wednesday	The Council as an Employer - Module 3	6.30-8pm
27/10/2022	Thursday	Use of IT, Social Media and Websites - Module 16	6.30-8pm
27/10/2022	Thursday	Introduction to Community Engagement - Module 8	2.00-3.30pm
27/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
27/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm