



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

21st November 2022

21^{ain} Tachwedd 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 30th November 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 30^{ain} Tachwedd 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 **APOLOGIES**

1 **YMDDIHEURIADAU**

2 **DECLARATIONS OF INTEREST**

To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings as required by Code of Conduct legislation.

2 **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

3 **PRESENTATION FROM CONSERVATION PROJECT SURVEYOR CHRIS EVANS**

3 **CYFLWYNIAD GAN SYRFEWR Y PROSIECT CADWRAETH CHRIS EVANS**

4 **PUBLIC PARTICIPATION**

4 **CYFRANOGAETH Y CYHOEDD**

5 **MINUTES**

Full Council meeting of 2nd November copy attached

5 **COFNODION**

Mae copi wedi'i atodi o gofnodion y Cyngor Llawn ar 2^{il} Tachwedd 2022

6 **WELCOME CLLR LIFFORD**

6 **CROESAWU'R CYNGH LIFFORDD**

7 **MAYORAL COMMUNICATIONS**

7 **CYFATHREBIADAU'R MAER**

8 **PRESTATYN TOWN COUNCIL BUDGET 2023**

8 **CYLLIDEB CYNGOR TREF PRESTATYN 2023**

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To: All Town Councillors
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14 ENWI PARC PRESTATYN
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I'r: Cynghorwyr Tref i gyd
Cynghorwyr Sir i gyd
Hysbysiad Cyhoeddus

FULL COUNCIL

Minutes of Full Council meeting held on Wednesday 2nd November 2022 at 6:15pm- 8:19pm.

PRESENT

Councillors: T. Jones MBE (Mayor & Chair), G. Sandilands, K. Clewett, B. Williams, A. West, A. Sampson, S. Frobisher, C. Holliday, A. Tomlin, J. Matthews, C. Evans, and G. German.
Remote: J. Mclellan and H. Irving

IN ATTENDANCE

Mrs. L. Fearn – Town Clerk / Responsible Financial Officer, Mrs. C. Ashworth- Administration Officer and Rev D. Ash

APOLOGIES

Councillors: B. Murray, I. Lifford, E. Heaton, and J. Thompson-Hill

175 PRAYERS AND MINUTE SILENCE FOR CLLR BRIAN BLAKELEY

Rev D. Ash carried out prayers.

Members had a minute silence to remember former colleague and Councillor Brian Blakeley, who sadly passed away recently. Mayor Cllr T. Jones MBE said she had a lot of respect for Cllr Blakeley. Cllr J. Mclellan was grateful to members for showing their appreciation.

Rev. D. Ash left the meeting 6.20pm

176 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

177 PUBLIC PARTICIPATION

No member of the public attended

RECEIVED

178 MINUTES FOR 05TH OCTOBER 2022

Amendment to minute number 140 to say "Cllr G. Sandilands informed the members of Prestatyn Town Council **there is** a flagpole in the Christ Church"

It was agreed this was to be amended.

Cllr S. Frobisher proposed to put a flagpole outside Prestatyn Town Council Offices.

Mayor Cllr T. Jones MBE Seconded the proposal

The Town Clerk is to speak to Denbighshire County Council regarding the flagpoles outside the old Denbighshire County Council Office building to be removed and installed on Prestatyn Town Council Office building.

RESOLVED

179 THANK YOU LETTER FROM THE ROYAL BRITISH LEGION

Mayor Cllr T. Jones MBE received a thank you letter from the Royal British Legion regarding the donation given to the Poppy Appeal from Prestatyn Town Council.

RECEIVED

180 LETTER RECEIVED FROM RESIDENT

Mayor Cllr T. Jones MBE received a letter from a resident complimenting how clean and attractive Prestatyn seafront and town is. The Mayor past on the thanks to Denbighshire County Council Officers.

RECEIVED

181 DEPUTY MAYOR

Mayor Cllr T. Jones MBE informed members that Deputy Mayor Cllr B. Murray is still unwell and therefore may not be able to attend events on behalf of the Mayor. It was agreed that if the Mayor or Deputy Mayor is unable to attend an event, the invite would be passed down to the previous Mayor Cllr S. Frobisher.

RESOLVED

Cllr J. Matthews suggested sending Cllr B. Murray well wishes.

182 TRAINING POLICY

A discussion was held regarding the training policy including amendments made from the previous meeting and how the self-assessment would be done by Councillors themselves. Cllr G. German informed members that they should be able to self-evaluate themselves and is something that she has done in schools for several years.

Cllr A. Tomlin Proposed to adopt the training policy.

Cllr G. German seconded the proposal.

ALL MEMBERS AGREED UNANIMOUSLY TO ADOPT THE POLICY

APPROVED

183 ENERGY REPORT

A brief discussion was held regarding the energy report they had received for the Prestatyn Town Council Offices.

Cllr G. Sandilands was keen to set targets for Prestatyn and Meliden Town Council to become 'greener'.

The Town Clerk suggested this could be included in Prestatyn Town Council's Annual Report.

RECEIVED

184 TY PENDRE SURVEYORS REPORT

Members received a copy of the surveyor's report for Ty Pendre Community Centre.

Cllr G. German said it was good news that the building was in a satisfactory condition.

Members agreed that the building is a great asset to the Community.

Cllr G. Sandilands proposed the Council go for a Community Asset transfer

Cllr C. Evans Seconded

Town Clerk to pursue and feedback.

ALL MEMBERS AGREED UNANIMOUSLY

APPROVED

185 WARM HUBS

The Town Clerk updated members on the Warm Hubs initiative. Cllr G. German enquired about why the Jubilee Community Centre was not used, the Town Clerk will investigate. Members praised the Town Clerk and staff on the hard work put into the Warm hubs and how quickly they are up and running.

Cllr G. German also praised Cllr J. Matthews for the initial idea and said "from little acorns, oak trees grow."

The Town Clerk said the predicted cost had exceeded the initial £2,000 budget.

Members agreed to allow the Town Clerk to spend what is reasonably necessary to enable the 6-week programme to run successfully.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

186 EVENTS

Members praised the Town Clerk and staff on the success of the Halloween Event and commented on the great atmosphere in the Town.

RECEIVED

187 UPDATE FROM THE POLICY SUB-COMMITTEE.

Cllr G. German requested an update from the Policy Sub-Committee.

The Town Clerk informed members that the Policy Sub-Committee have met twice already and will meet a third time on the 8th November at 2pm, when a draft structure will be agreed and then brought to Full Council on the 30th November for approval.

The members expressed concerns over when the standing orders would be updated and adopted. The Town Clerk reported that draft standing orders will be brought to council in the January Meeting, it was discussed the new policies would be implemented from the new year May 2023.

Cllr K. Clewett suggested that a Councillor would go to the Policy Sub-Committee meetings on behalf of Cllr B. Murray.

Cllr G. German volunteered to go.

**ALL MEMBERS AGREED UNANIMOUSLY
RESOLVED**

188 NEXT PRESTATYN TOWN COUNCIL MEETING

It was agreed the next meeting on the 30th November would be a short Full Council meetings only, Finance and Management and Town Planning.

**ALL MEMBERS AGREED UNANIMOUSLY
RESOLVED**

Cllr S. Frobisher Proposed the members move on to part 2.

189 EXCLUSION OF PUBLIC AND PRESS

No public or press attended the meeting.

RECEIVED

Mayor _____

Part 2 46a Full Council

Minutes of Part 2 Full Council held on Wednesday 02nd November 2022

PRESENT

Councillors: T. Jones MBE (Mayor & Chair), G. Sandilands, K. Clewett, B. Williams, A. West, A. Sampson, S. Frobisher, C. Holliday, A. Tomlin, J. Matthews, C. Evans, and G. German.
Remote: J. Mclellan and H. Irving

IN ATTENDANCE

Mrs L. Fearn – Town Clerk / Responsible Financial Officer and Mrs C. Ashworth-Administration Officer

APOLOGIES

Councillors: B. Murray, I. Lifford, E. Heaton, J. Thompson-Hill, Rev D. Ash

190 STAFFING STRUCTURE

Members received an amended staffing structure.

Cllr G. Sandilands proposed adopting the new staffing structure; Cllr C. Evans seconded the proposal.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

191 TEMPORARY COVER

The Town Clerk informed members that she will need to advertise for Temporary Cover due to a member of staff going on Maternity Leave.

Cllr G. Sandilands proposed advertising for temporary cover; Cllr S. Frobisher seconded the proposal.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

192 ANNUAL PAY INCREASE

The Town Clerk informed members of the Government Annual Pay Increase.

Cllr S. Frobisher proposed approving the Government Annual Pay Increase; Cllr A. Tomlin seconded the proposal.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

193 MAINTENANCE OPERATIVE

A discussion was held regarding the job description for the maintenance operative. Cllr K. Clewett proposed creating a Sub-Committee made up of 2/3 Councillors and the Town Clerk, who will be tasked to discuss the role of the new position and produce a Job Description for Full Council to approve.

Cllr C. Evans Seconded the proposal.

Cllr A. West proposed to move to a vote.

Cllr C. Evans proposed Cllr K. Clewett to be chair of the Sub-Committee, Cllr J. Matthews seconded, Cllr K. Clewett then proposed Cllr C. Evans to be part of the Sub Committee which was Seconded by Cllr J. Matthews. Cllr C. Evans Proposed Cllr A. Sampson to be the third member of the Sub-Committee, which was Seconded by Cllr C. Holliday.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

It was agreed that the tenders would continue, and the maintenance operative would be used to enhance the community.

The Town Clerk was thanked for putting this comprehensive report together.

The Town Clerk would continue with the tender process.

**ALL MEMBERS AGREED UNANIMOUSLY
APPROVED**

Mayor_____

DRAFT

			2021/22	2021/22	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23
			Budget	Actual	Budget	Actual YTD	Committed	Additional	Predicted	Comments	Predicted	Proposed	Variance	Comments	Exps 22/23	Budget 23/24	2022/23	
											+/-		+/-					
CENTRE NOMINAL Title																		
COUNCIL																		
GA 1972 - s.12	100	4100 Mayor - Public Participation	£2,500	£867	£2,500	£2,500		£0	£2,500		£0	£1,500	£1,000				£1,000	
GA 1972 - s.15	100	4110 Mayor's Allowance	£800	£0	£800	£800		£0	£800		£0	£800	£0				£0	
GA 1972 s.133	100	4120 IRPV & Councillor Allowance	£3,500	£1,800	£2,700	£2,100		£0	£2,100		£600	£3,500	£400				£400	
GA 1972 s.129	100	4130 Councillor Training	£100	£50	£100	£45	£215	£0	£260		£40	£750	£450				£450	
GA 1972 s.142	100	4140 Travelling - Councillors	£250	£0	£250	£0		£0	£0		£250	£250	£0				£0	
GA 1972 s.42	100	4150 Elections / Democracy	£5,000	£0	£5,000	£0	£400	£5,000	£5,400	Election £18k EMR	£100	£5,500	£0				£100	
			£12,350	£2,717	£12,050	£5,445	£615	£5,000	£11,660		£990	£12,300	£250				£1,240	
ADMINISTRATION																		
GA 1972 s.107	150	4200 Audit	£2,000	£2,000	£1,050	£50		£1,000	£1,050	Wales Audit 2 yrs	£0	£2,000	£950				£950	
GA 1972 s.133	150	4210 Legal / Professional Expenses	£1,500	£2,149	£1,500	£516		£150	£666		£834	£750	£750				£64	
GA 1972 s.133	150	4215 Bank Charges	£0	£35	£0	£94		£60	£154		£154	£500	£500				£346	
GA 1972 s.133	150	4220 Subscriptions/Publications/Lit	£1,600	£674	£1,400	£1,137		£403	£1,540		£766	£6,000	£0				£1,668	
GA 1972 s.133	150	4240 Insurance	£6,000	£5,878	£6,000	£5,234		£0	£5,234		£1,500	£1,000	£500				£1,000	
GA 1972 s.142	150	4300 Advertising / Marketing	£1,500	£1,828	£1,500	£0		£0	£0		£2,750	£1,000	£1,500				£750	
GA 1972 s.142	150	4310 Website	£2,500	£4,607	£2,500	£210		£0	£210		£7,750	£1,000	£6,250				£1,000	
GA 1972 s.142	150	4320 Social Media/Events	£10,500	£2,332	£7,250	£0		£0	£0		£10	£2,800	£0				£10	
GA 1972 s.142	150	4330 Printing & Stationery	£2,800	£1,603	£2,800	£2,317	£17	£450	£2,784		£200	£750	£250				£250	
GA 1972 s.133	150	4340 Postage	£350	£1,029	£1,000	£550		£50	£95		£555	£250	£400				£155	
GA 1972 s.142	150	4350 Welsh Translation	£650	£245	£650	£45		£50	£95		£1,000	£500	£1,000				£0	
GA 1972 s.133	150	4500 Petty Cash	£1,500	£0	£1,500	£0		£500	£500		£320	£500	£400				£100	
GA 1972 s.133	150	4510 Miscellaneous	£600	£734	£600	£74		£500	£574		£2,000	£1,000	£2,000				£0	
GA 1972 / LGMP 1976	150	4520 Contingency	£3,000	£2,000	£3,000	£0		£1,000	£1,000		£2,000	£1,000	£2,000				£0	
			£34,900	£25,094	£31,050	£10,227	£17	£4,363	£14,607		£16,443	£20,050	£11,000				£5,443	
PERSONNEL																		
GA 1972 s.112	250	4000 Net Salaries	£169,000	£157,702	£144,000	£76,337		£40,000	£116,337	4 mths	£27,663	£173,000	£29,000				£56,663	
GA 1972 s.112	250	4010 PAYE	£115,810	£14,588	£40,810	£30,918		£20,000	£50,918	4 mths	£10,108	£37,000	£3,810				£13,918	
GA 1972 s.112	250	4020 Superannuation	£32,280	£31,683	£32,980	£26,631		£15,000	£41,633	4 mths/£5.1K refund	£8,653	£26,000	£6,980				£15,633	
GA 1972 s.112	250	4030 Staff Contingency e.g. Agency	£1,200	£3,401	£1,200	£248		£900	£1,148		£52	£1,000	£200				£148	
GA 1972 s.112	250	4040 Travelling - Officers	£500	£1,500	£500	£13		£300	£313		£187	£500	£0				£187	
GA 1972 s.112	250	4050 Training & Development	£700	£1,249	£700	£118		£500	£618		£82	£1,000	£300				£382	
			£220,190	£210,123	£220,190	£134,267	£0	£76,700	£210,967		£9,223	£238,500	£18,310				£27,533	
OFFICE																		
GA 1972 s.133	300	4400 Telephones / Broadband	£1,800	£4,484	£5,000	£1,132	£100	£1,300	£2,532		£2,466	£2,000	£3,000				£532	
GA 1972 s.133 / s.123	300	4410 Business / Water Rates	£8,000	£6,626	£8,000	£5,977		£150	£6,127		£1,873	£7,000	£1,000				£873	
GA 1972 s.133 / s.123	300	4450 Electricity / Gas	£3,750	£9,311	£7,500	£1,494		£6,000	£4,506	6m ext rebate £7k	£2,994	£12,000	£4,500				£7,494	
GA 1972 s.133	300	4460 IT Support and IT Software	£5,500	£3,48	£4,000	£3,300		£461	£100	£3,861	£39	£5,000	£1,000				£1,039	
GA 1972 s.133	300	4470 Photocopying	£0	£1,699	£1,500	£480		£110	£600	£1,190	£310	£1,500	£0				£110	
GA 1972 s.133 / s.123	300	4480 Repairs & Maintenance	£1,500	£1,036	£1,500	£787		£305	£500	£1,592	£492	£3,000	£1,500				£1,408	
GA 1972 s.133 / s.123	300	4490 Cleaning Services	£2,000	£2,336	£2,000	£1,210		£62	£700	£1,982	£18	£2,000	£0				£18	
			£22,550	£25,840	£29,500	£11,402	£1,018	£9,450	£21,890		£7,610	£32,500	£3,000				£10,610	
TOWNS																		
LGMP 1976	550	4600 Envir Flowers/Beds/Planters Maintenance	£26,650	£27,210	£26,650	£16,469	£1,911	£3,000	£21,380		£5,270	£26,650	£0				£5,270	
GA 1972 s.133/s.123	550	4605 Hanging Baskets/Troughs/Tiers/Maintenance	£10,000	£10,538	£10,000	£9,558		£0	£9,558		£447	£10,000	£0				£447	
GA 1972 s.144.5	550	4610 Festive Lighting Installation	£28,000	£28,389	£25,000	£246	£23,470	£1,150	£24,566	lights maintenance	£34	£25,000	£0				£34	
LGMP ACT 1953/Highways	550	4615 Public Seats - Maintenance	£3,500	£3,322	£3,500	£217		£2,600	£2,817	benches repair	£683	£3,500	£0				£683	
GA 1984	550	4620 Public Gardens	£0	£4,050	£0	£0		£0	£0		£0	£2,500	£2,500				£0	
GA 1976 s.19	550	4625 Notice Boards (15)	£5,000	£5,645	£5,000	£391		£2,500	£2,891	based on 2021	£2,109	£1,000	£4,000				£1,000	
GA 1984 / LGMP 1976	550	4630 Tourism Signage	£2,000	£1,129	£2,000	£0		£0	£0		£2,000	£500	£1,500				£500	
GA 1972 s.133/s.123	550	4635 Footway Improvements	£1,000	£180	£1,000	£0		£1,000	£1,000	based on 2021	£0	£1,000	£0				£0	
GA 1984	550	4640 Car Parks	£13,700	£12,179	£13,700	£0	£12,700	£0	£12,700		£1,000	£12,700	£1,000				£0	
LGMP ACT 1953	550	4645 Bus Shelters - Maintenance	£2,500	£0	£2,500	£0		£2,500	£2,500	Cleaning/rep	£0	£10,000	£2,000				£2,500	
GA 1976 s.19	550	4650 Crime Prevention CCTV / Radio	£12,000	£22,000	£12,000	£0	£10,000	£0	£10,000		£2,000	£10,000	£2,000				£0	
GA 1976 s.19	550	4655 Play Areas	£5,000	£0	£5,000	£0		£0	£0		£5,000	£5,000	£0				£0	
GA 1976 s.19	550	4660 Community Centre Expenditure	£6,000	£4,429	£6,000	£7,737	£445	£0	£8,182	Fire + doors	£2,182	£6,000	£0				£0	
GA 1976 s.19	550	4665 Scala Cinema & Art Centre Loan	£66,495	£66,493	£66,495	£0	£66,493	£0	£66,493		£0	£66,495	£0				£0	
GA 1976 s.19	550	4670 Local community services	£7,000	£228	£7,000	£0		£7,000	£7,000	Warm Hubs 2	£0	£7,000	£0				£0	
			£188,445	£184,792	£185,845	£34,618	£115,019	£19,850	£169,487		£16,358	£187,345	£1,500				£1,500	
PROJECTS																		
GA 1972 s.144.5	700	4700 Holiday Leisure Activity	£5,000	£2,749	£5,000	£1,356		£500	£1,856	Art Xmas/Feb23	£3,144	£5,000	£0				£0	
GA 1972 s.144	700	4710 Festival / Youth Activities	£1,000	£0	£1,000	£69		£931	£0		£0	£1,000	£0				£0	
GA 1972 s.144	700	4720 PTC Events/Activities / Promo	£22,000	£3,534	£22,000	£10,420	£911	£5,000	£16,331	Xmas	£5,669	£15,000	£7,000				£7,000	
GA 2000 s.2	700	4730 Environmental / Community	£4,000	£3,555	£4,000	£2,357	£280	£1,300	£3,937		£63	£2,500	£1,500				£1,000	
GA 1972 s.144	700	4740 Mind Music	£2,500	£903	£2,500	£0		£2,500	£2,500		£0	£2,500	£0				£0	
GA 1972 s.144	700	4750 Mental Health Well Being	£2,500	£140	£2,500	£186	£3,323	£2,500	£5,909	Warm hubs 1	£13,409	£2,500	£0				£13,409	
GA 2000 s.2	700	4760 Community Volunteers	£500	£0	£500	£0		£500	£500		£0	£500	£0				£0	
GA 1972 s.144	700	4770 Countryside Project	£1,000	£0	£1,000	£0		£0	£0		£1,000	£1,000	£0				£0	
GA 1972 s.144	700	4775 Coastal Project	£5,000	£0	£5,000	£0		£0	£0		£5,000	£1,000	£4,000				£0	
			£43,500	£10,884	£43,500	£14,288	£4,514	£12,300	£31,102		£12,398	£30,000	£13,500				£13,500	
GRANTS																		
GA 1972 s.137 / s.144	800	4800 Grants- New Local Organisation	£500	£0	£500	£0		£500	£500		£0	£1,000	£500				£500	
GA 1972 s.137 / s.144	800	4810 Grants- Existing Organisation	£2,500	£1,240	£2,500	£250		£2,250	£2,500		£0	£3,000	£500				£500	
GA 1972 s.144	800	4820 Cultural Grants / Extendeddof	£750	£200	£750	£0		£750	£750		£0	£500	£250				£250	
GA 1972 s.144	800	4830 Carnival Committee	£1,650	£0	£1,650	£0		£1,650	£1,650		£0	£2,000	£350				£350	
GA 1972 s.144	800	4840 Flower show	£1,000	£0	£1,000	£0		£1,000	£1,000		£0	£1,000	£0				£0	
GA 1972 s.144	800	4850 Car show	£600	£600	£600	£600		£0	£600		£0	£1,000	£400				£400	
GA 1972 s.144	800	4860 Wales / Britain In Bloom	£1,000	£1,000	£1,000	£0		£1,000	£1,000		£0	£1,000	£0				£0	
GA 1972 s.142	800	4870 Benefits Advice Shop/ Other	£1,800	£1,800	£2,000	£2,000		£0</										

Section 137(4)(a) of the Local Government Act 1972 - Expenditure Limit for 2023-2024 is £9.93 per elector

Title	2021/22 Budget	2021/22 Actual	2022/23 Budget	2022/23 Actual YTD	2022/23 Committed	2022/23 Additional Predicted	2022/23 Predicted Total	2022/23 Predicted +/-	2023/24 Proposed Budget	Budget 23/24 Variance +/-
EXPENDITURE										
Council	£12,350	£2,717	£12,050	£5,445	£615	£5,000	£11,060	£990	£12,300	£150
Administration	£34,900	£25,094	£31,050	£10,227	£17	£4,363	£14,607	£16,443	£20,050	£11,000
Personnel	£220,190	£210,123	£220,190	£194,267	£0	£76,700	£210,967	£9,223	£238,500	£18,310
Office	£22,550	£25,840	£19,500	£11,402	£1,038	£9,450	£21,890	£7,610	£32,500	£13,000
Towns	£188,845	£184,792	£185,845	£34,618	£115,019	£19,850	£169,487	£16,358	£187,345	£1,500
Projects	£43,500	£10,884	£43,500	£14,288	£4,514	£12,300	£31,102	£12,398	£30,000	£13,500
Grants	£20,300	£11,583	£20,500	£7,850	£0	£17,650	£20,500	£0	£18,000	£2,500
Assets	£11,000	£34,996	£11,000	£7,463	£990	£2,600	£6,053	£4,947	£15,000	£4,000
TOTAL	£553,635	£506,029	£553,635	£215,560	£122,193	£147,913	£485,666	£67,969	£553,695	£60
VAT	£25,000		£25,000						£25,000	
INCOME										
COMMUNITY CENTRE RENTAL INCOME	£6,200	£3,903	£6,200	£4,985	£0	£0	£4,985	£1,215	£4,985	£1,215
BANK INTEREST	£450	£48	£450	£170	£0	£340	£510	£60	£450	£0
OTHER/GRANTS	£10,000	£52,897	£10,000	£481	£50,000	£0	£50,481	£40,481	£10,000	£0
DONATIONS	£2,500	£970	£1,500	£100	£0	£0	£100	£2,400	£0	£2,500
SUB-TOTAL	£19,150	£57,818	£19,150	£5,236	£50,000	£340	£56,076	£36,926	£15,435	£3,715
PRECEPT	£495,961	£495,960	£494,622	£329,748	£0	£164,874	£494,622	£0	£497,299	£2,677
TOTAL	£515,111	£553,778	£513,772	£335,484	£50,000	£165,214	£550,898	£36,926	£512,734	£1,038
BALANCE	£18,524	£47,749	£19,861	£119,924	£22,193	£17,301	£65,032	£104,895	£40,961	£1,098
VAT	£25,000		£25,000						£25,000	£0

Bank Bal 17/11/22 £487,267.00

*predicted bank balance at 31/03/23 = £432,375
Remaining Bank balance;

	£	Using predicted reserves of;	£
Option 1	£0.00	£497,299	£40,961
No Increase in Council tax precept 0%	£0.00	£63.74 Band D property	£391,414
Option 2	£9,845.99	£507,245	£31,015
Council tax increase by 2%	£1.27	£65.01 Band D property	£401,360
Option 3	£40,960.52	£538,260	£0
Council tax increase by 7 8.24%	£5.25	£68.99 Band D property	£432,376
Expenses less guaranteed income	£518,210		
Option 4	£9,845.99	£487,353	£50,907
Council tax reduced by 2%	£1.27	£62.47 Band D property	£381,468

Council Tax Base

2016/17	7,677	60.48	£458,257
2017/18	7,677	60.48	£484,305
2018/19	7,676	61.33	£470,769
2019/20	7,746	62.88	£485,519
2020/21	7,732	63.74	£492,838
2021/22	7,781	63.74	£495,961
2022/23	7,760	63.74	£494,622
2023/24	7,802	63.74	£497,299

Farmarked Reserves

	Opening Balance	Net Transfers	Committed	Closing Balance
322 EMR - Elections Holding Fund	£18,000		£18,000	£0
325 EMR - Mind Music	£1,709			£1,709
326 EMR - GYM Enabling Virt Comms	£2,136	£70	£100	£2,066
328 EMR - Well Being	£0	£411	£411	£0
329 EMR - Meliden CC Roof Repairs	£0	£4,378	£4,378	£0
	£21,845	£4,859	£22,889	£3,776

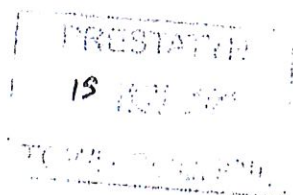
SCHEDULE OF MEETINGS 2022/23

Wednesday	18 th May 2022	Annual General Meeting (AGM) Town Planning Committee (T/P)
"	22 nd June 2022	Full Council(F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	13 th July 2022	Full Council (F/C) Finance & Management Committee (F&M) Community Development & Regeneration Committee, (CDRC) Town Planning Committee (T/P)
AUGUST RECESS		
Wednesday	7 th September 2022	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
Wednesday	5 th October 2022	Full Council (F/C) Finance & Management Committee (F&M) Community Development & Regeneration Committee (CDRC) Town Planning Committee (T/P)
"	2 nd November 2022	Full Council (F/C) Town Planning Committee (T/P)
"	30 th November 2022	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
CHRISTMAS RECESS		
Wednesday	11 th January 2023	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	8 th February 2023	Full Council (F/C) Town Planning Committee (T/P)
"	8 th March 2023	Full Council (F/C) Finance & Management Committee (F&M) Town Planning Committee (T/P)
"	5 th April 2023	Full Council (F/C) Community Development & Regeneration Committee (CDRC) Town Planning Committee (T/P)
"	3 rd May 2023	Annual General Meeting (AGM) Town Planning Committee (T/P)

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



Lisa Fearn,
Town Clerk/Responsible/Financial Officer,
Prestatyn Town Council,
Nant Hall Road,
Prestatyn
LL19 9LR



97 Fforddisa.
Prestatyn,
Denbighshire,
LL19 8DY

15th November 2022

Dear Lisa,

Health and Wellbeing of Residents

Re the above, although essentially we are an environmental group, at our meetings we do discuss issues that we feel are of a related nature.

Prestatyn Town Council's commitment to Community Health & Wellbeing has been an important part of Council's activities since 2006; with the responsibility for this activity being undertaken by the Council's, "Healthy Communities & Inequalities in Health Co-ordinator". This responsibility, covered both Prestatyn & Meliden.

Until recently, this important role was undertaken in a shared capacity, by both Sue Edwards and Debbie Hughes. Unfortunately, as you are aware, both Sue and Debbie have now left the Town Council's employment.

Part of their responsibilities included co-ordinating referrals, from both local GP's and Betsi Cadwaladr Health Board; and for over twenty years, numerous residents took advantage of this service. Such referrals could include:

1. controlled programmes of exercise at a local gym or leisure centre.
2. referrals to the local "You'll Never Walk Alone", programme.
3. the provision of general advice and leaflets regarding healthy living and wellbeing.

Since both Covid and the loss of Sue and Debbie, such referrals have virtually disappeared.

During Covid, many people suffered with their mental health as a result of the various lockdowns and had no access to any help. Here, we were lucky, residents were able to walk on the beach and open spaces, without breaking the rules. At Coed y Morfa Community Woodlands, there was a 10% increase in the number of visitors, who enjoyed the fresh air and nature.

In Wales there appears to be a steady decline in the number of Covid case, nonetheless; it is our believe, that to help with residents' health and wellbeing, the Town Council should consider appointing a suitable person to the role of Healthy Communities & Inequalities in Health Co-ordinator.



Could I therefore ask that you place this request as an agenda item for consideration, at the next meeting of the Full Council.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Ian Scott". The signature is written in a cursive style with a large, prominent "I" and "S".

Ian Scott
Secretary - Environmentally Prestatyn



POLICY SUB-COMMITTEE

Minutes of Policy Sub-Committee meeting held on Tuesday 20th September 2022 at 2pm-15:10pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), Cllr S. Frobisher - Quorum 3.
Mrs L. Fearn - Town Clerk/RFO and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr J. Thompson-Hill and Cllr B. Murray

1. APPOINTMENT OF CHAIR AND VICE CHAIR

RESOLVED: Cllr S. Frobisher proposed Cllr A. Tomlin for Chair and seconded by Cllr A. West. Cllr S. Frobisher proposed Cllr A. West for Vice Chair and seconded by Cllr A. Tomlin.

2. MEMBERSHIP OF COMMITTEE

Cllr Julian Thompson - Hill is unable to attend due to work commitments. He has suggested offering his place on the committee to Mayor Cllr Tina Jones.

RESOLVED: Agreed to take to next Full Council meeting on 5th October for members to discuss and decide a replacement.

3. STRUCTURE COMMITTEES

A brief discussion was had regarding the structure committees, and it identified the importance of being a member of One Voice Wales.

RESOLVED: It was agreed that the Town Clerk will speak to One Voice Wales for guidance for the future structure and a draft structure will then be produced and put as an agenda item in the Full Council Meeting in December.

4. STANDING ORDERS

A brief Discussion was had regarding the Standing Orders.

RESOLVED: Standing order to be updated once the structure of the committees has been approved and a draft put as an agenda item for the Full Council meeting in December.

The next Policy Sub-Committee meeting is to be held on Tuesday 11th October 2022 at 2pm.



POLICY SUB-COMMITTEE

Minutes of Policy Sub-Committee meeting held on Tuesday 11th October 2022 at 2pm-3:15pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), Cllr S. Frobisher, Cllr C. Evans - Quorum 3.
Mrs L. Fearn - Town Clerk/RFO and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr B. Murray

5. TWO REPRESENTATIVES FOR ONE VOICE WALES

RESOLVED: Cllr A. Tomlin proposed that the Town Clerk L. Fearn was to be one of the Representatives, Cllr C. Evans Seconded this.
Cllr A. Tomlin Proposed Cllr S. Frobisher be the second representative, Cllr C. Evans Seconded.

6. STRUCTURE OF COMMITTEE

A discussion was held regarding the draft structure of committee presented by the Town Clerk.

RESOLVED: It was decided that the members would take the document away to analyse and come back to the town clerk with their thoughts or ideas.
Cllr C. Evans shared her own committee structure with the Town Clerk to cross reference.

7. STANDARD REFERENCE OF COMMITTEE

RESOLVED: It was decided that the members would take the document away to analyse and come back to the town clerk with their thoughts or ideas.
Cllr C. Evans shared her own committee structure with the Town Clerk to cross reference.

8. STANDING ORDERS

RESOLVED: A draft of the standing orders are to be circulated to the sub-committee members during the next meeting.

The Next Policy Sub-Committee meeting will be held on Tuesday 8th November at 2:00pm.



POLICY REVIEW SUB-COMMITTEE

Minutes of Policy Review Sub-Committee meeting held on Tuesday 8th November 2022 at 2pm - 3:25pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), Cllr S. Frobisher, Cllr C. Evans, Cllr G. German (Cllr Bob Murray's replacement whilst he is unwell) - Quorum 3.

Mrs L. Fearn - Town Clerk/RFO and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr B. Murray

7. MINUTES FOR 11TH OCTOBER 2022

The minutes from the Policy Sub-Committee meeting held on 11th November 2022 taken as a true record.

RECEIVED

8. STRUCTURE OF COMMITTEES

Town Clerk explained One Voice Wales had provided several examples of committee structures in other councils, which the Town Clerk used to create the proposed new **Structure of Committees** shared with members. A discussion was held regarding the organisation chart.

Cllr A. Tomlin has proposed to remove the Mayor and Deputy Mayor as obligatory members of the committees. Cllr S. Frobisher Seconded the proposal.

ALL MEMBERS AGREED UNANIMOUSLY

Cllr G. German asked when the committees would meet.

It was decided that Town Planning would be a committee under Full Council monthly agenda. Town Planning Chair would chair the Town Planning committee and sit at the top table during the agenda items for that committee.

Finance and Management and Community Development and Regeneration Committees would meet quarterly and would occur in the day. Minutes would then be presented at Full Council for approval.

Dates of all meetings will be agreed at the AGM May 2023.

ALL MEMBERS AGREED UNANIMOUSLY

Cllr C. Evans asked about a staffing committee. Town Clerk explained that Town Clerk oversees and is responsible for all day-to-day operational staff matters. Prestatyn Town Council have an existing contract until 2024 with a HR company who provides the Town Clerk with support, all guidelines, policies, and procedures, which are required to meet the legal requirements, thus ensure matters are dealt with correctly. Town Clerk would involve and request assistance from the Resource and Appeals Committee when deemed appropriate.

Members discussed recruitment. Town Clerk would recruit all staff with the assistance of the Office Manager. However, the Town Clerk will invite one councillor to sit in on second interviews for the Office Manager's appointment to offer support. All recruitment and matters relating to the Town Clerk would be dealt with through the Resource and Appeals Committee. It was agreed that members would be elected for the Resource and Appeals sub-committee that deemed appropriate and would meet when required.

Town Clerk to include 'Standing' committee for Finance & Management and Community Development Regeneration Committees.

Proposed Committee Organisation Chart be amended as above and then add to Full Council agenda scheduled for 30th November 2022.

ALL MEMBERS AGREED UNANIMOUSLY

9. TERMS OF REFERENCE TABLE AND DOCUMENT

A discussion was held regarding the **Terms of Reference Table and Document**. Amendments to be made regarding Community Development and Regeneration Committee listing items under '**Consider matters**' and remove the *Consider matters affecting the inhabitants of Prestatyn concerning public health, drainage, and flooding, refuse collection, shops, factories, food and drugs, noise abatement, consumer protection, scrap metal dealers and pest control.*

Remove *Consider management, superintendence and control of recreation and pleasure grounds, gardens, and open spaces in Prestatyn and take such steps as they may think desirable for acquiring, laying out and maintaining land for such purposes.* Amend to '**Consider matters**' of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.

Add the word '**Consider Matters**' as a title and then list below all other sections.

Proposed Terms of Reference Table and Document to be amended to reflect above amendments as above and then add to Full Council agenda scheduled for 30th November 2022.

RESOLVED

10. STANDING ORDERS.

Members received a draft copy of the **Standing Orders** for them to take away and read. A brief discussion was had on what should also be included in Standing Orders.

- All Members must undertake Code of Conduct training within 3 months of taking office.

- All Mayor/Chairs and Deputy Mayor/Vice Chairs must undertake Chairing training within 3 months of taking position.
- When speaking in Chambers members should stand.
- All members to address other members as 'Councillor.'
- Apologies for meetings should be submitted to Town Clerk.
- Public Participation is limited to speak for 5 minutes.
- Presentations restricted to 10 minutes.
- Tenders over £25,000 should be opened by Town Clerk and one Councillor.
- Members restricted to speak once on a motion for maximum 5 minutes.

The Standing orders will be discussed at the next Policy Review sub-committee meeting being held in January so they can then be approved at Full Council Meeting in February ready to be implemented from May 23.

ALL MEMBERS AGREED UNANIMOUSLY

11. ANY OTHER BUSINESS AGENDA ITEM

Members discussed the need for Any Other Business on the agenda. A request received by a Councillor at the last AGM. Town Clerk to check if legally AOB should be an agenda item on all council meetings' agendas.

Agenda items should be sent to the Town Clerk 10 days before meeting is due not including the day or notice or the day of the meeting.

RECEIVED

12. CLLR JON HARLAND

Town Clerk agreed that County Councillor Jon Harland, who is not a Town Councillor, is to also receive a copy of the agenda.

RECEIVED

13. POLICY DOCUMENTS UPDATE

Town Clerk informed members that the **Financial Regulations** will be drafted to discuss in February Policy Review sub-committee meeting so they can then be approved at Full Council Meeting in March ready to be implemented from May 23.

Town Clerk stated the **Code of Conduct** policy needs reviewing.

Town Clerk confirmed that the policies that needed to be reviewed annually are **Risk Assessment, Training Policy, and Wellbeing Plan.**

Town Clerk said that Prestatyn Town Council should produce an **Annual Report.**

Town Clerk stated that a **Biodiversity Policy** needs to be created and added to Full Council agenda for 30th November 2022 as deadline for adopting one is 31st December 2022.

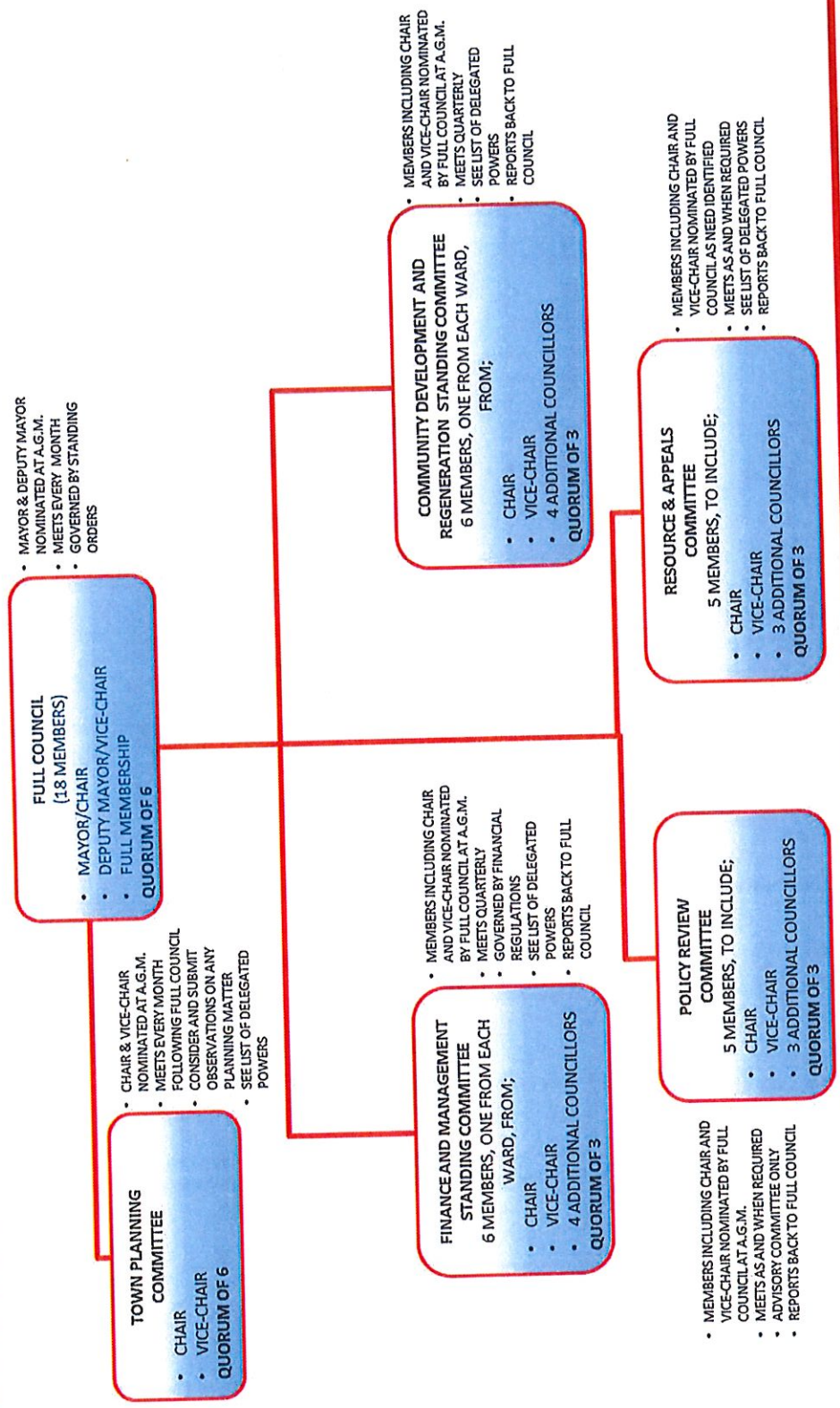
Town Clerk confirmed Councillors **Attendance Register** and **Declarations of Interest** can be viewed on Prestatyn Town Council website.

RECEIVED

The next Policy Sub-Committee meeting date in January to be confirmed



PRESTATYN TOWN COUNCIL - ORGANISATION CHART OF COUNCIL COMMITTEES AND SUB-COMMITTEES



- ALL COMMITTEES RECEIVE PROPOSALS AND CORRESPONDENCE, AND MAKE DECISIONS WHICH THEN ARE TO BE APPROVED AND RATIFIED AT THE FULL COUNCIL
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
- ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Full Council (FC)	18	6	Full delegation	Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p). The Mayor and Deputy Mayor shall be elected at the Annual General Meeting. Meets every month Specific responsibility areas covered. - o Standing Orders approval - o To oversee the corporate workings of the Council - o Appointment of committees and members - o FC will appoint membership and ensure a Chair and Vice-Chair are appointed for the following committees at the A.G.M.; ▪ Town Planning Committee (TP) ▪ Finance & Management Committee (F&M) ▪ Community Development and Regeneration Committee (CDRC) ▪ Policy Review Committee (PR) - o Membership and Chair of the Resource and Appeals Committee (R&A) shall be appointed by the FC on an as-and-when required basis. - o In addition to all responsibilities in absence of Committee and Committee responsibilities as listed below - o To receive reports from other Committees regarding items affecting whole of the Council - o To determine any item not specifically covered by other Committees - o To authorise expenditure more than delegated Committee budget - o Approval of recommendations and documentation as presented by Finance and Management Committee - o Approval of proposals as presented by the Community, Development and Regeneration Committee - o Approval of policies and documentation as presented by the Policy Review Committee - o Approval of proposals and recommendations as presented by the Resource and Appeals Committee - o Approval of policies and documentation as presented by any committee not listed but created through standing orders - o Budget / Precept Approvals - o Audit Reports and Signing of Accounts - o Appointment of Internal Auditor - o Signing Annual Governance Statement - o IRPW Annual Return Approval - o Annual Reports - o Council Strategy - o Town/Place Plan approval - o Risk Assessments - o Well-Being statement

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Town Planning Committee (TP)	18	6	Full delegation	- o Training Policy - o Bio-diversity policy - o Approval of Office HR Organisation Chart - o Appointment of Town Clerk/Responsible Financial Officer 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) Specific responsibility areas covered. - o Responses to planning applications - o Tree preservation Orders - o Responses to planning policy consultations - o Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices - o Proposals for street naming - o Highway and traffic regulation consultations Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer
Finance & Management Committee (R&M)	6	3	Full delegation except for matters that must be considered by the Council namely approval of the budget and setting the precept; borrowing; approving the annual accounts, considering the auditor's report, and adopting/revising the Code of Conduct	Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year Direct the keeping of the accounts of the Council Direct and have control of all insurance of the Council Direct control of all Council's IT policy Direct control of all Council's GDPR policy Review from time-to-time Financial Regulations Deal with establishment/building matters Consider and report from time to time upon management and administration of local government in the region and county areas Have charge of any surplus lands and properties To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures reviewing staff salaries, training and staff terms and conditions To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer Specific responsibility areas covered. - o Review of Financial Regulations - o Draft budget and draft precept figures for FC approval - o Draft of IRPW Annual Return - o Review of Audit paperwork for FC approval - o Receiving regular financial reports

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Community, Development and Regeneration Committee (CDRC)	6	3	Advisory and Part	- o BACS approvals for Suppliers and Payroll expenditure - o Financing of projects - o Power in Joint Committees under LGA s.101 and s.102 - o Income and expenditure authorisations as per Standing Orders - o Management of financial requirements - o Monitor capital and reserves - o Virement of funds, subject to Financial Regulations - o Funds, investments, and banking arrangements - o Awarding contracts up to £25000 - o Reviewing overspent of budget - o Overseeing procurement and tender procedures - o Review of financial policies and procedures - o Financial Risk management - o Responsible for Fixed Asset Register - o Responsible to review adequacy of insurance - o Use and upkeep of leases, licences, rents, and fees - o Probity and effective financial practice - o Debt monitoring and recovery - o Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144 - o Consider and agree Grant applications
				➤ Consider matters of industrial and other development in the Town ➤ Consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn ➤ Consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn ➤ To use initiative in proposing new projects and proposals which should be of benefit to the Town ➤ Delegate areas of responsibility to a sub-committee or Town Clerk / Responsible Financial Officer ➤ Consider matters relating to improvements of; - o Town Car Parks (RTA 1984) - o Road and rail transport - o Byelaws - o Crime Prevention / CCTV/Radio link (C&D ACT 1998) - o Public footpaths (LGA1972 s.133/s.123) - o Entertainment - o Attractions - o Publicity – Public Relations - o Liaison with local organisations - o Licensing - o Business Support (LGMP1976) - o Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133) - o Health/Sports/Leisure Activities (LGMP1976s.19) - o Cultural activities - o Scala Cinema (RTA 1984/LGMP 1976)

PTC Committees Table Nov 22 FINAL

22/11/2022

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Policy Review Committee (PR)	5	3	Advisory	- o Town Place/Town Plan implementation - o Town regeneration projects - o Town marketing projects - o Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19) - o Town benches (LGMP ACT 1953/Highways) - o Town bus shelters (LGMPACT 1953) - o Town planting scheme (LGMP1976) - o Hanging Baskets/troughs (LGA1972 s.133/s.123) - o Town festive lights scheme and other illuminations (LGA1972 s144.5) - o Town tourism projects - o Town public transport - o Town twinning - o Town partnerships (LGMP1976s.19) - o Town environment projects – (eg Coastal and High Street) LGMP ACT 1976 - o Play Areas (LGMP1976s.19) - o Public Gardens (LGA1984) - o Identification of projects of benefit to the town - o Identifying and delivery of events - o Community engagement / Meetings / Forums - o Community Partnership Room (LGA1972s.133/s.123) - o Local Community Services (LGA1976) - o Volunteering opportunities - o Engagement with third party organisations - o Public consultations - o Meet objectives contained in Well-Being Plan The Committee shall be administered by the Town Clerk/Responsible Financial Officer The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions The Committee will be responsible for assessing and reviewing all Town Policies and Procedures and making any appropriate recommendations to FC or F&M where appropriate. The Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation Specific responsibility areas covered. - o Review Standing Orders for FC approval - o Review committee structure and committees terms of reference for FC approval - o Review all council policies within terms of reference of committees - o Review Finance Regulations for F&M for FC approval - o Review Risk Management for FC approval - o Oversee compliance with all legislation - o Review training policy for FC approval - o Review Biodiversity policy for FC approval - o Wellbeing and future generations policy for FC approval

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Resource & Appeals Committee (R&A)	5	3	Advisory and Part delegation	- o Produce Council's annual report for FC approval ➤ The Committee shall meet at times as are deemed necessary to fulfil its functions. ➤ The 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.. ➤ The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the R&A when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance. ➤ Specific responsibility areas covered: - o Appeals - o Grievance and Discipline matters - o Freedom of Interest requests - o Town Clerk/Responsible Financial Officer matters - o Appointment of the Town Clerk/Responsible Financial Officer - o Deal with litigation in which the Council may be engaged



Prestatyn Town Council – Committees – Terms of Reference 2022/23

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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.
3. Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p).
4. Minimum quorum of six at each meeting.

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered.

- a. Standing Orders approval
- b. To oversee the corporate workings of the Council
- c. Appointment of committees and members
- d. In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below
- e. To receive reports from other Committees regarding items affecting whole of the Council
- f. To determine any item not specifically covered by other Committees
- g. To authorise expenditure more than delegated Committee budget
- h. Approval of recommendations and documentation as presented by Finance and Management Committee
- i. Approval of proposals as presented by the Community, Development and Regeneration Committee
- j. Approval of policies and documentation as presented by the Policy Review Committee
- k. Approval of proposals and recommendations as presented by the Resource and Appeals Committee
- l. Approval of policies and documentation as presented by any committee not listed but created through standing orders
- m. Budget / Precept Approvals
- n. Audit Reports and Signing of Accounts
- o. Appointment of Internal Auditor
- p. Signing Annual Governance Statement
- q. IRPW Annual Return Approval
- r. Annual Reports
- s. Council Strategy

- t. Town/Place Plan approval
- u. Risk Assessments
- v. Well-Being statement
- w. Training Policy
- x. Bio-diversity policy
- y. Approval of Office HR Organisation Chart
- z. Appointment of Town Clerk/Responsible Financial Officer

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 appoint a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The TP operates with Full Delegation rights as detailed in Standing Orders.
2. 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).
3. 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)

MEMBERSHIP

1. The Finance & Management Committee (F&M) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The F&M shall appoint a Chair and Vice-Chair at its first meeting at each A.G.M.

RESPONSIBILITIES

1. The F&M operates with Full Delegation rights as detailed in Standing Orders.
2. Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
3. Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
4. Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
5. Direct the keeping of the accounts of the Council.
6. Direct and have control of all insurance of the Council.
7. Direct control of all Council's IT policy.
8. Direct control of all Council's GDPR policy.
9. Review from time-to-time Financial Regulations.
10. Deal with establishment/building matters.
11. Consider and report from time to time upon management and administration of local government in the region and county areas.
12. Have charge of any surplus lands and properties.
13. To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures, reviewing staff salaries, training and staff terms and conditions.
14. To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision.
15. The F&M may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

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
- 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. Monitor capital and reserves
- l. Virement of funds, subject to Financial Regulations
- m. Funds, investments, and banking arrangements
- n. Awarding contracts up to £25000
- o. Reviewing overspent of budget
- p. Overseeing procurement and tender procedures
- q. Review of financial policies and 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

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The CDRC shall appoint a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity with Part Delegation rights as detailed in Standing Orders.
2. The CDRC will consider matters of industrial and other development in the Town.
3. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn.
4. The CDRC will consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.
5. To use initiative in proposing new projects and proposals which should be of benefit to the Town.

GOVERNANCE

1. The CDRC shall meet at least once every three months 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 Full Council.

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
- g. Attractions
- h. Publicity – Public Relations
- i. Liaison with local organisations
- j. Licensing
- k. Business Support (LGMP1976)
- l. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- m. Health/Sports/Leisure Activities (LGMP1976s.19)
- n. Cultural activities

- o. Scala Cinema (RTA 1984/LGMP 1976)
- p. Town Place/Town Plan implementation
- q. Town regeneration projects
- r. Town marketing projects
- s. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- t. Town benches (LGMP ACT 1953/Highways)
- u. Town bus shelters (LGMPACT 1953)
- v. Town planting scheme (LGMP1976)
- w. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- x. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- y. Town tourism projects
- z. Town public transport
- aa. Town twinning
- bb. Town partnerships (LGMP1976s.19)
- cc. Town environment projects – (eg Coastal and High Street) LGMP ACT 1976
- dd. Play Areas (LGMP1976s.19)
- ee. Public Gardens (LGA1984)
- ff. Identification of projects of benefit to the town
- gg. Identifying and delivery of events
- hh. Community engagement / Meetings / Forums
- ii. Community Partnership Room (LGA1972s.133/s.123)
- jj. Local Community Services (LGA1976)
- kk. Volunteering opportunities
- ll. Engagement with third party organisations
- mm. Public consultations
- nn. Meet objectives contained in Well-Being Plan

POLICY REVIEW COMMITTEE (PR) (5)

MEMBERSHIP

1. The Policy Review Committee shall consist of five members.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. A Chair and Vice-Chair shall be appointed at the FC A.G.M.

RESPONSIBILITIES

1. The Committee operates in an Advisory capacity.
2. The Committee will be responsible for assessing and reviewing all Town Council Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate.
3. The Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation.
4. To carry out any other such duties in accordance with a resolution from Finance and Management Committee.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.
3. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Review training policy for Full Council approval
- h. Review Biodiversity policy for Full Council approval
- i. Wellbeing and future generations policy for Full Council approval
- j. Produce council's annual report for Full Council approval

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 as the need is identified.
3. The quorum shall be three members.
4. FC shall appoint a Chair for each R&A.

RESPONSIBILITIES

1. The Committee operates in an Advisory capacity, with Part Delegation rights as detailed in Standing Orders.

GOVERNANCE

1. The Committee shall meet at times as are deemed necessary to fulfil its functions.
2. The 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. Appointment of the Town Clerk/Responsible Financial Officer
 - f. Deal with litigation in which the Council may be engaged
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
 - ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.



**Environment (Wales) Act 2016 Part 1 – Section 6
The Biodiversity and Resilience of Ecosystems Duty**

Prestatyn Town Council

Reporting on Section 6

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Introduction

This document reports the actions that have been undertaken, together with ongoing projects that Prestatyn and Meliden Town Council and its residents have been involved in to meet the Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty.

Part 1 Sustainable management of natural resources

Part 1 of the Act lays out the approach to be taken by Wales in planning for and managing its [natural capital](#) assets and its resources at both a national and a local level in line with the statutory 'principles of sustainable management of natural resources', as defined within the Act.

Section 6 of this Part puts a duty onto public bodies and local authorities to 'maintain and enhance biodiversity' in a manner consistent with the exercising of their normal roles and functions. Whilst doing this, public authorities are also obliged to 'promote the resilience of ecosystems'. This legal duty supersedes the [biodiversity duty](#) outlined in Section 40 of the [Natural Environment and Rural Communities Act 2006](#) which was relevant to both England and Wales. However, the obligation still applies to those public authorities in Wales to which the NERC Act duty applied. It also requires those bodies to have regard to the lists of habitats and species of 'principal importance' published as a result of Section 7 of the Environment (Wales) Act. Each public body must report at least every three years on how it is complying with the biodiversity duty.

Prestatyn and Meliden Town Council serve approximately 18,000 residents. The precept figures for 2022-2023 is £494,622.

Background

Prestatyn and Meliden Town Council ("the Council") provide a range of services to its local community which have an impact on biodiversity.

Direct schemes

Direct biodiversity schemes which the Council are responsible for are the following:

- Pendre Gardens
- The Boulevard
- Bench planters
- 21 flower beds throughout the town
- Annual planting scheme which includes tier planters, troughs, and hanging baskets

Indirect schemes

The Council also has an indirect impact on other biodiversity schemes by supporting local organisations with their own schemes;

- Friends of Prestatyn Coronation Gardens
- Wales in Bloom
- Men's Sheds
- Friends of the Ffrith Community Park
- Friends of Prestatyn Railway Station
- Hedgehog Help Prestatyn
- Plastic Free Prestatyn Strategic Group ("PFPSS")

Additionally, in early 2022 tree-planting was undertaken in Bastion Fields to commemorate the Queen's Canopy project.

The Council have also set up allotment sites and support the running of them in partnership with Denbighshire County Council.

The Council also provides funding by awarding grants for projects in the area that improve the biodiversity and bring benefits to the environment. This impacts on biodiversity through cascading funding to deliver worthy causes.

- Friends of Prestatyn Coronation Gardens – supporting the purchase of compost, plants, trees and equipment
- Friends of Prestatyn Railway Station – enhancement of the verge with the planting of new wildflowers and general tidying of area
- Friends of the Ffrith Community Park – assistance in purchasing troughs to be planted with bulbs, and general area maintenance

Litter picking equipment has also been purchased to assist in various cleaning projects throughout the town, including the clean-up of Barkby Beach.

The Council promote sustainability and biodiversity by pursuing sustainability goals and sustainable practices whenever possible.

Future plans

The Council are presently working with Denbighshire County Council to improve the environment through a variety of projects. One in particular is the development of land at Marine Road East, which will hopefully include;

- a new pond
- a nature reserve, to encourage wildlife and natural species through the planting of native species trees
- a new allotment area, and
- community growing including a community orchard

The Council is investigating becoming a Sustainable Palm Oil status town.

Actions

The following table breaks down specific target areas addressed in meeting with the Council's commitment to enhancing the biodiversity and resilience of the area. Evaluations are made once actions undertaken.

Target	Action	Evaluation to be taken
Embed biodiversity into decision making and procurement	- Reflect the commitment to biodiversity and natural areas in the Council's 2022/3 Annual Report - Take into account biodiversity considerations when considering planning applications and other associated matters, such as footpath diversion orders and neighbourhood services matters. - Develop adaptation & mitigation responses to the impacts of climate change	- Commitments made in relevant Council documents - Consideration of biodiversity demonstrated in decisions on planning applications
Raise awareness of biodiversity & its importance	Revisit the PFPSS group to engage community forum leaders	Through feedback from Council members attending meetings
Safeguard principal species and habitats	- Contribute to the management of protected sites and species, including Local Wildlife Sites/Sites of Importance for Nature Conservation (SINCs) - Manage land around them to buffer and join them up as part of resilient ecological networks - Ensure no negative impacts on protected species	Records of any sites or species safeguarded
Restore & create habitats and resilience	- Plant hanging baskets and planters with native pollinator friendly flowers throughout Prestatyn and Meliden High Streets - Encourage planting schemes that increase the habitat - Supporting native [planting schemes - Ensure that gardeners employed only use non-chemical pesticides that may affect the environment	Habitat development
	Arrange and Undertake Beach Clean exercises across coastline	Success of results can be monitored

	several times during the year which reduces negative impact of pollution along the coast and further afield through tidal flow, using PFPSS as the conduit	through Green Flag certification
Tackle negative factors: e.g. reduce pollution, use nature based solutions, address invasive species	- Arrange and support town litter pick events to encourage a reduction in the attraction of vermin - Reduce use of plastic materials by encouraging local businesses utilising the local Business Forum to move plastic-free; Publish a local directory detailing the names of businesses signed up to this voluntary incentive which can be accessed by locals and visitors through social media	- Assists in general cleanliness of town - Results of an increase in business names already participating in scheme
Use improve and share evidence	- Work with the Biodiversity Officer at Denbighshire County Council to ensure use of best practice and to increase knowledge of local issues - Take advice from the Local Environmental Record Centres (LERCs) on local sites and species of interest - Provide any data collected through local surveys to the LERCs	- Records submitted to LERC - Use of expert advice
Support capacity and/or other organisations	- Launch an annual award scheme to recognise the achievements of either a resident or local organisation who is championing environmental issues. - Require any organisations receiving grant from us to demonstrate how this will contribute to supporting biodiversity as part of their project - Work in partnership with Local Wildlife Trust to provide extra volunteers to improve local wildlife area	- Amount of money spent which will provide positive biodiversity benefits - Partnerships formed to deliver biodiversity benefit

Review of s6 duty

What has worked well?

The creation of wildflower and plant areas has been a success, especially as it has proved attractive to residents in addition to helping biodiversity.

What have the barriers been?

Lack of expertise to identify changes needed or best practice.

What will you change?

Work with the Local Environmental Records Centre and the Local Biodiversity Officer to seek advice.

How and when will the s6 duty be monitored and the s6 plan reviewed?

This is a 3-year report.

At the time of this publication, there is no specific time or date set for the plan to be reviewed, but it is intended to be an annual review.

The duty will be monitored through the Community, Development and Regeneration Committee and individual officers reporting back to the council on the success or otherwise of the actions through inspections.

The s6 plan will be reviewed in light of these reports and any other evidence or information that is made available to the Council.

Appendix

This document was first drawn on 28 November 2022. The next review is due in November 2025.

Ratified at;	Date;	Version Ref;	Minute Ref;

ORGANISATION	FREQUENCY	Proposed	Seconded	2022/23 Nomination
ATC – Prestatyn Air training Corps 2193 Squadron	Bi-monthly	Cllr. C Holliday	Cllr. J. Mclellan	<i>Town Clerk to write to confirm representative is required</i> Cllr. G. Sandilands
Community Association Meliden	As called	Cllr. A. Sampson Cllr. C. Holliday	Cllr. T. Jones Cllr. G. Sandilands	Cllr. C. Evans Cllr. J. Matthews
Community Association North West	Quarterly	Cllr. J. Mclellan Cllr. J. Matthews	Cllr. J. Matthews Cllr. C. Holliday	Cllr. G. German Cllr. K. Clewett
Community Association Ty Caradoc	4/5 per annum	Cllr. G. German Cllr. H. Irving Cllr. H. Irving	Cllr. C. Holliday Cllr. T. Jones Cllr. T. Jones	Cllr. E. Heaton Cllr. J. Thompson-Hill Cllr. A. Sampson
Community Building Ty Pendre	As called	Deferred	Deferred	<i>T/C requested DCC to provide a surveyor's report deferred (Cllrs. J. Thompson-Hill and G. Sandilands)</i>
CYTUN (Churches Together)	Every 6 weeks	Cllr. G. German	Cllr. G. Sandilands	Cllr. A. West
Denbighshire CCTV	As called	Cllr. H. Irving Cllr. H. Irving	Cllr. T. Jones Cllr. J. Thompson-Hill	Cllr. B. Murray Cllr. C. Evans
Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	1 or 2 per annum	Cllr. G. Sandilands	Cllr. A. West	Cllr. J. Matthews Town Clerk/RFO to assist
Friends of the Ffrith Association	Monthly	Cllr. C. Holliday	Cllr. J. Matthews	Cllr. G. German
Meliden Residents Action Group	Quarterly	Cllr. G. German	Cllr. B. Murray	Cllr. J. Matthews
NWATC North Wales Assoc of Town Councils	Quarterly	Cllr. H. Irving Cllr. E. Heaton	Cllr. C. Holliday Cllr. G. Sandilands	Cllr. T. Jones Cllr. B. Murray Town Clerk/RFO
Offa's Dyke Society	Quarterly	Cllr. J. Thompson-Hill Cllr. J. Mclellan	Cllr. B. Murray Cllr. A. West	Cllr. A. Sampson Cllr. G. Sandilands <i>Town Clerk to write to confirm representative is required</i>
Prestatyn Business Forum	6 weekly (approx.)	Cllr. C. Holliday	Cllr. B. Murray	Cllr. G. Sandilands <i>(Cllr. T. Jones and Cllr. A. Sampson Business Members)</i>
Prestatyn Carnival Association Committee	Monthly	Cllr. J. Thompson-Hill Cllr. G. German	Cllr. S. Frobisher Cllr. G. Sandilands	Cllr. T. Jones Cllr. B. Murray
Prestatyn and District Environment Association	As called	Cllr. B. Murray Cllr. G. Sandilands	Cllr. E. Heaton Cllr. T. Jones	Cllr. G. Sandilands Cllr. A. West <i>Town Clerk to write to confirm representative are required</i>
Prestatyn and District Festival of Walking	Monthly	Cllr. J. Mclellan Cllr. C. Evans	Cllr. J. Matthews Cllr. J. Thompson-Hill	Cllr. A. Sampson Cllr. G. Sandilands
Prestatyn "You'll Never walk Alone" Volunteer Walk Leaders group	Monthly	Cllr. A. West	Cllr. C. Holliday	Cllr. G. Sandilands <i>Town Clerk to write to confirm meetings</i>
Prestatyn Youth Club	Every 4-6 weeks	Cllr. K. Clewett Cllr. A. Sampson	Cllr. B. Murray Cllr. A. Tomlin	Cllr. E. Heaton Cllr. B. Williams <i>Town Clerk to write to confirm representative is required</i>
RVS – King's Hall Newydd y Brenin Management Committee	6 weekly	Cllr. G. German	Cllr. B. Murray	Cllr. C. Holliday
Ysgol Bodnant	Per term	Cllr. C. Holliday	Cllr. K. Clewett	Cllr. E. Heaton
Ysgol Melyd	Every half term	Cllr. G. German	Cllr. K. Clewett	* Cllr. J. Matthews
Ysgol Penmorfa	Per term	Cllr. K. Clewett	Cllr. E. Heaton	Cllr. G. German
Ysgol y Llys	Every 2 months	(vacant)	(vacant)	(vacant)

Ysgol Clawdd Offa <i>Cllr.A.Tomlin sitting representative not Cllr. G Davies</i>	As called	Cllr. G Sandilands	Cllr A. West	* Cllr. C. Holliday
North and Mid Wales Association and Coastal Transport Committee	Quarterly	Members unanimously agreed	Members unanimously agreed	Cllr C. Holliday
North and Mid Wales Association of Local Councils	Quarterly	Members unanimously agreed	Members unanimously agreed	Cllr B. Murray
Plastic Free Community	As Called			Cllr G. Sandilands
One Voice Wales	Larger Councils Quarterly (1 rep + TC) OVW Quarterly (2 reps + TC)	Cllr A. Tomlin	Cllr C. Evans	Cllr S. Frobisher Cllr A. Tomlin Town Clerk/RFO
Policy Sub Committee	Monthly			Cllr A. Tomlin Cllr B. Murray Cllr A. West Cllr S. Frobisher Cllr C. Evans replaced <i>Cllr J. Thompson-Hill</i>
Clwydian Range and Dee Valley AONB	As Called	Cllr C. Holliday	Cllr J. Matthews	Cllr G. Sandilands

Naming of Prestatyn Park

Dear Lisa,

Attached, is an e mail from Catherine Jones-Black at DCC confirming our request to name the Common/DCC retained land the **FFRITH COMMUNITY PARK**.

The park has never had an official name so many residents and visitors assume it is part of the adjoining leaseholder land which has caused a lot of confusion over the years. A copy of the layout is also attached showing the boundaries.

The **Friends of the Ffrith** is a community led group of volunteers established in 2006 that has transformed the park to what is now a welcoming public space.

The park has received the Green Flag Community Award for 13 consecutive years and was featured in Wales in Bloom and Britain in Bloom.

As suggested by Catherine can you include this information at the next meeting of the Town Council?

Our Ward Councillors are aware of the request as we have spent several years trying to get the park named.

We look forward to receiving your acknowledgment.

Kind regards,

Malcolm Wilkinson

Friends of the Ffrith

Group Secretary.

From: Catherine Jones Black <catherine.jonesblack@denbighshire.gov.uk>
Sent: 09 November 2022 19:23
To: 'Malcolm Wilkinson' <malcolmray@supanet.com>
Cc: Gerald Thomas <gerald.thomas@denbighshire.gov.uk>; Ian Lifford <yonny1602@gmail.com>
Subject: RE: Ffrith Community Park - Urgent

Dear Malcom,

Apologies for the delay, the Local Land Charges Register Officer retired last December and the day to day mapping queries are being covered by a staff member within the Planning Section, however as this wasn't a standard request the officer has sought advice from an external land charges officer who has a greater experience of the Land Charges Register.

The result of this is there is no process to allow us to formally change the name of the common on the register. The corrective regulations would allow for the correction of a mistake however in this circumstance the change would not be classed as a mistake.

It has been confirmed that other Local Authorities have quite a few property names in the register that have changed name locally over the years but the original name is still current in the register. In their view it would be fine for the community to know the land as something different to the registered name as the site can still be identified by means of the register unit number and map.

Leading on from this I have consulted with the Client department who also have no objection to the name change and signage in principal. The final step is to inform the Prestatyn Ward Local Members and also the Town Council of your intentions to change the name and signage around the Park.

Any permissions required for the signage would be for the Friends of the Ffrith to arrange.

I will update you shortly after the final consultation.

Kind regards,

Cath

Catherine Jones Black MRICS
**Prif Brisiwr Siartredig a Syrfëwr
Stadau**
Cyllid ac Eiddo
01824 706814
[catherine.jonesblack@sirddinb
ych.gov.uk](mailto:catherine.jonesblack@sirddinb
ych.gov.uk)
www.sirddinbych.gov.uk

sir ddinbych
denbighshire
County Council

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Rydym yn croesawu gohebiaeth yn Gymraeg. Ni fydd unrhyw oedi wrth ymateb i ohebiaeth a dderbyniwyd yn Gymraeg.

CYNGOR
Sir Ddinbych
Denbighshire
COUNTY COUNCIL

