



PRESTATYN  
TOWN COUNCIL

CYNGOR  
TREF PRESTATYN



7 Nant Hall Road  
Prestatyn  
LL19 9LR

7 Ffordd Llys Nant  
Prestatyn  
LL19 9LR

28<sup>th</sup> March 2023

28<sup>ain</sup> Mawrth 2023

Dear Councillor

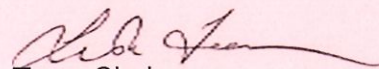
Annwyl Gynghorydd

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 5<sup>th</sup> April 2023 at 18.15pm.**  
If remote access is required, please contact the office.

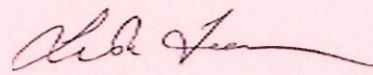
Fe'ch **GELWIR** i gyfarfod y **CYNGOR LLAWN** yn **Y Siambrau**, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 5<sup>ed</sup> Ebrill 2023 am 18:15pm.**  
Os byddwch angen mynychu ar-lein, cysylltwch â'r swyddfa os gwelwch yn dda

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 PUBLIC PARTICIPATION**

**3 CYFRANOGAETH Y CYHOEDD**

**4 ROD KING MBE, 20'S PLENTY FOR US PRESENTATION**

**4 ROD KING MBE, 20'S PLENTY FOR US CYFLWYNIAD**

**5 MINUTES**

Full Council meeting of 8<sup>th</sup> March 2023  
Appendix i

**5 COFNODION**

Cyfarfod y Cyngor Llawn ar 8<sup>fed</sup> Mawrth 2023  
Atodiad i

**6 URGENT MATTERS ARISING**

**6 MATERION BRYD YN CODI**

**7 MAYORAL COMMUNICATIONS AWARD PRESENTATION**

**7 CYFATHREBIADAU'R MAER CYFLWYNO GWOBRAU**

**8 GRANT APPLICATIONS**

Appendix ii Friends of Prestatyn Railway Station  
Appendix iii Friends of the Ffrith  
Appendix iv Jubilee Community Centre  
Appendix v Grant Funding 23-24

**8 CEISIADAU GRANT**

Atodiad ii Cyfeillion Gorsaf Drenau Prestatyn  
Atodiad iii Cyfeillion y Ffrith  
Atodiad iv Canolfon Gymunedol y Jiwbilf  
Atodiad v Cyllido Grant 23-24



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| <p><b>9 PRESTATYN HIGH SCHOOL</b><br/>Appendix vi</p> <p><b>10 TENDERS ENVIRONMENTAL LANDSCAPING AND STREET FURNITURE</b><br/>Appendix vii</p> <p><b>11 SPEED INDICATOR DISPLAY</b><br/>Appendix viii</p> <p><b>12 QUOTE HEALTH &amp; SAFETY</b><br/>Appendix ix</p> <p><b>13 QUOTE STREET FURNITURE PAINTING</b><br/>Appendix x</p> <p><b>14 QUOTE BENCH REPAIRS</b><br/>Appendix xi</p> <p><b>15 ACCOUNTS</b><br/>Appendix xii MONTH 12<br/>Appendix xiii 4<sup>TH</sup> QUARTER<br/>Trial Balance/Balance Sheet</p> <p><b>16 VIREMENTS</b><br/>Appendix xiv LANDSCAPING AND STREET FURNITURE MAINTENANCE<br/>Appendix xv Virement 7, Mar 23, 22/23</p> <p><b>17 BACS APPROVAL</b><br/>Appendix xvi BACS 16<br/>Appendix xvii MAYORAL 7<br/>Appendix xviii PAYROLL 12</p> | <p><b>9 YSGOL UWCHRADD PRESTATYN</b><br/>Atodiad vi</p> <p><b>10 TENDRAU AM DIRLUNIO AMGYLCHEDDOL A CHELFI STRYD</b><br/>Atodiad vii</p> <p><b>11 SGRIN DANGOS CYFLYMDER</b><br/>Atodiad viii</p> <p><b>12 DYFYNBRIS IECHYD A DIOGELWCH</b><br/>Atodiad ix</p> <p><b>13 DYFYNBRIS AM CHELFI STRYD BEINTIO</b><br/>Atodiad x</p> <p><b>14 DYFYNBRIS AM ATGYWEIRIO MEINCIAU</b><br/>Atodiad xi</p> <p><b>15 CYFRIFON</b><br/>Atodiad xii MIS 2 I Ddilyn<br/>Atodiad xiii 4<sup>YDD</sup> CHWARTER I Ddilyn</p> <p><b>16 TROSGLWYDDIADAU</b><br/>Atodiad xiv <b>AMGYLCHEDDOL A CHELFI STRYD</b><br/>Atodiad xv I Ddilyn</p> <p><b>17 CYMERADWYO BACS</b><br/>Atodiad xvi BACS 16<br/>Atodiad vi Y MAER 7<br/>Atodiad vii CYFLOGRES 12</p> |
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To: All Town Councillors  
All County Councillors  
Public Notice

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



**FULL COUNCIL**

Minutes of Full Council Meeting held on Wednesday 8<sup>th</sup> March 2023 at 18.15pm – 19.25pm.

**PRESENT**

Councillors: T. Jones MBE (Mayor & Chair), B. Murray (Deputy Mayor & Vice Chair), B. Williams, C. Holliday, A. West, A. Tomlin, A. Sampson, I. Lifford, C. Evans, J. Matthews, and K. Clewett.

Remote: H. Irving, E. Heaton, J. Thompson-Hill, and S. Frobisher.

**IN ATTENDANCE**

Mrs. L. Fearn – Town Clerk / Responsible Financial Officer, Mrs S. Hembrough – Office Manager, Miss S. Clarke – Community Liaison Officer, Rev. D. Ash – Chaplain, Sergeant Peter Griffiths – North Wales Police, and Mr S. Fenner - Member of the Public.

**APOLOGIES**

Councillors: G. Sandilands, J. McLellan, and G. German.  
J Wynne-Eyton – Community Focus Manager.

**266 PRAYERS**

Rev D. Ash announced 2023 is the 160<sup>th</sup> Anniversary of Christ Church Prestatyn. Celebrations will be held from Friday 26<sup>th</sup> to Monday 29<sup>th</sup> May.  
A poem was read "Outcome of Mr McCloud's Gratitude" and then prayers.

Cllr K. Clewett Arrived 18.18pm.

Rev D. Ash left the meeting at 18.30pm.

**267 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**

**268 PUBLIC PARTICIPATION**

No member of the public contribution.

**NONE RECEIVED**



**269     PRESENTATION NORTH WALES POLICE**

Sgt P. Griffiths is keen to improve communication, recently they had an event at Parc Prestatyn. Sgt P. Griffiths will inform Town Clerk about any further events to communicate to the Councillors.

Cllr B. Williams left 18.25pm.

Cllr B. Williams returned 18.27pm.

Cllr B. Williams left 18.28pm.

Cllr B. Williams returned 18.29pm.

Cllr A. Tomlin: The Retail Park is the wrong location for the Police to distribute information and suggested the precinct along the High Street is used for future location as it is more central in the town.

Cllr A. Tomlin: The police presence in town is lacking especially at a night-time.

Sgt P. Griffiths: Agreed. There should be foot presence, limited resources do not allow.

Cllr A. Tomlin: Feeding back to the community on the outcome of reports/crime would be appreciated.

Sgt P. Griffiths: Communication has been poor going forward he will communicate with Town Clerk to distribute.

Cllr B. Murray: Are there a lot of County Lines?

Sgt P. Griffiths: We are looking to target drugs. It is not a huge problem in Prestatyn. Recently carried out an operation which was successful.

Cllr S. Frobisher: As a Governor of Prestatyn High School I know of a lot of criminal behaviour is coming from the pupils who attend the school, how are NWP working with the teachers and pupils.

Sgt P. Griffiths: Talks will be held with J. Wynne-Eyton, Community Focus Manager to engage early with youth activities. If a low-level crime is to be committed like graffiti, or flowers pulled up for example, the offenders will be set to clean graffiti and replace flowers destroyed, giving them an opportunity to meet members of the public and realise how the crime affects people.

Cllr B. Williams left 18.40pm.

Cllr J. Matthews: What is the trigger to investigate anti-social behaviour, how many times does it need to be reported?

Sgt P. Griffiths: Once. When it hits the screen, it is investigated, house to house and CCTV checked.

Cllr B. Williams returned 18.45pm.

Cllr C. Evans: Enquired about the recruitment.

Sgt P. Griffiths: New intake of officers does not replace the numbers lost.

Cllr C. Evans: Does the Pub Watch in Prestatyn still exist?



Sgt P. Griffiths: The Pub Watch still exists and will investigate how frequent.

Cllr C. Holliday: With the increase in tourism, will there be extra police cover during the summer months?

Sgt P. Griffiths: No extra cover is planned.

Town Clerk: The Crime Commissioner will be attending a council meeting in July, should the Councillors lobby for more resource?

Sgt P. Griffiths: Worth a try.

Cllr A. Tomlin: Requested Sgt P. Griffiths' contact details to be shared.

Sgt P. Griffiths: To pass to Town Clerk to circulate.

Mayor Cllr Tina Jones MBE recommended all members signed up to North Wales Police alerts as they are informative and useful. Continued to thank Sgt Peter Griffiths for his attendance.

Sgt P. Griffiths left 18.45pm.

## **270 MINUTES FOR FULL COUNCIL 8<sup>TH</sup> FEBRUARY 2023**

The minutes from the Full Council meeting held on 8<sup>th</sup> February 2023 were accepted and signed.

**PROPOSED:** Cllr J. Matthews

**SECONDED:** Cllr C. Evans

**APPROVED**

## **271 URGENT MATTERS ARISING**

Cllr C. Evans: Have Castle Green Homes replied regarding house prices?

Town Clerk: Nothing received, Town Clerk to follow up.

**RESOVLED**

Cllr C. Evans: Requested a copy of the letter sent to Rt. Hon Mr M. Gove MP.

Action - Town Clerk to circulate to all members.

**RESOVLED**

## **272 MAYAROL COMMUNICATIONS**

Mayor paid tribute to all women as celebrating International Women's Day.

Mayor T. Jones read out a letter received from Mr. M. Trainer regarding the Warm Hub. Mayor thanked all involved, especially Town Clerk, staff, and Julia from Offa's Catering.

Cllr B. Murray: Congratulated the Mayor on the success of raising £1,400 from the raffle and auction at the Charity Dinner and thanked the Town Clerk and staff.

**RECEIVED**



**273 MINUTES POLICY AND RESOURCE SUBCOMMITTEE**

Cllr C. Holliday: Asked for accuracy as Holliday name spelt incorrectly.

**PROPOSED:** Cllr A. West

**SECONDED:** Cllr C. Evans

**APPROVED**

**274 CODE OF CONDUCT**

The Code of Conduct policy was adopted.

**PROPOSED:** Cllr J. Matthews

**SECONDED:** Cllr A. West

**ALL MEMBERS AGREED UNANIMOUSLY  
RESOLVED**

**275 PUBLICATION POLICY**

The Publication Policy was accepted.

**PROPOSED:** Cllr A. Tomlin

**SECONDED:** Cllr A. West

**ALL MEMBERS AGREED UNANIMOUSLY  
RESOLVED**

**276 CLLR J. MATTHEWS EMAIL**

Cllr J. Matthews: Requested a notice template with Town Council Crest for use by councillors.

Action - Town Clerk to create and circulate to all members.

**PROPOSED:** Cllr J. Matthews

**SECONDED:** Cllr A. Tomlin

**ALL MEMBERS AGREED UNANIMOUSLY  
RESOLVED**

**277 OUTSIDE BODIES REPORT**

CCTV update on agreement and tenders.

Town Clerk had spoken to Ian Millington regarding following points; Quorate number (NWP didn't attend meetings), level of insurance cover, and regular contractor's reports submitted to committee.

Cllr B. Murray to check if the insurance covers fire damage and to report back.

Cllr B. Murray will attend future meetings with Cllr C. Evans.

Cllr A. Tomlin: Requested an up-to-date map with the locations of the CCTVs.

Action - Town Clerk to request map and circulate to all members.

Other outside body reports will be received at the CDRC meeting in April.

**PROPOSED:** Cllr C. Holliday

**SECONDED:** Cllr. J. Matthews

**ALL MEMBERS AGREED UNANIMOUSLY  
RESOLVED**



**278    MEMBERSHIP OF ONE VOICE WALES 2023-2024**

Once Voice Wales membership renewal.

**PROPOSED:** Cllr J. Matthews

**SECONDED:** Cllr A. Tomlin

**ALL MEMBERS AGREED UNANIMOUSLY**

**RESOLVED**

**279    REQUESTS FOR NOMINATIONS FOR THE KING'S NEW YEAR 2024 HONOURS**

A discussion regarding nominations. Members needed to nominate individuals by completing the form.

Town Clerk to recirculate the document.

Town Clerk suggested this should be an agenda item in the Community Plan Meeting.

**RESOLVED**

**280    AWARDS**

Agreed to present certificates at April's meeting to two young girls who have on several occasions litter picked along the beach.

Discussed Prestatyn Town Council awards – '**Prestatyn and Meliden Community Endeavour Awards**' to be held later in the year, possibly July. Presentations by Mayor 2022/23 and Mayor 2023/24. Nominations to be sent to Mayor.

Suggested categories:

Meliden Individual, Groups, and Under 18's.

Prestatyn Individual, Groups, and Under 18's.

Health & Social Care.

Criteria, categories, and event to be discussed at Community Plan meeting scheduled for 16<sup>th</sup> March.

**RESOLVED**

**281    FORWARD PLANNING OF PRESENTATIONS FOR FUTURE MEETINGS**

Cllr J. Matthews: Requested a list of guest speakers for the future.

Town Clerk to create and circulate.

**RESOLVED**

Mayor/Chair\_\_\_\_\_



**PRESTATYN TOWN COUNCIL**  
**CYNGOR TREF PRESTATYN**

**COMMUNITY GRANTS**

**GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS**  
**LOCAL GOVERNMENT ACTS 1972 AND 1989**

**1. Applicant's Details**

Name: Sherry Edwards

Address: 11 West Avenue, Prestatyn. LL19 9EY

Telephone No: 01745 857530, mn 07813406625

**2. Details of Organisation**

Name of Organisation: Friends of Prestatyn Railway Station

Registered Address: 11 West Avenue, Prestatyn

Charity Registration No. (If Applicable): n/a

Date when formed: 11 February 2013

Geographical area covered: Prestatyn Railway Station, exits and entrances

**3. Name and address of Secretary:**

Sherry Edwards, 11 West Avenue, Prestatyn LL19 9EY

Name and address of Treasurer:

Neil Whitmore-Potts, 51 Alexandra Drive, Prestatyn. LL19 8BW

**4. Brief Statement on Objects/Purpose of the Organisation:**

To improve the natural environment of Prestatyn Railway Station and surrounding area for the benefit and well being of the local community.

**5. Criminal Records Bureau Checks**

If your organisation provides direct services to young children or vulnerable persons are staff/workers subject to CRB checks?      Yes / No      Comments: N/A

**6. State purpose for which finance is being sought and how this will benefit Prestatyn**

This year Prestatyn Railway Station celebrates its 175<sup>th</sup> anniversary and we are producing a book to celebrate this fact and the important role the station has played in the growth of our town and the impact on our tourism offer. Proceeds of the book will be used to enable us to continue our work at the station. We see the station as the town's shop window and hope that our displays, signage and sculpture of a rambler further publicise Prestatyn as a centre for walking tourism.



(i) **Estimated Total Cost of Project:** £826 for the book and a further £700 to purchase plants, etc.

(ii) **Amount being Sought:** £1500

**7. Please provide:**

**Details of any other financial assistance being obtained or applied for from other sources**

Prestatyn Business Forum have expressed an interest in part sponsoring the book.

**Please describe the main voluntary fund raising events which have taken place during the last twelve months and state how much has been raised by any such activity?**

Covid restrictions have had a severe impact on our ability to undertake fund-raising activities, but volunteers have devoted endless hours to working at the station – every Sunday morning we litter pick at the station throughout the year, and last year we started watering and weeding twice a week from March through to November. In addition we have received the following grants in the past 12 months: -

Prestatyn Town Council - £1000.  
Prestatyn and Meliden Community Partnership £1750  
Paanshee Restaurant - £100  
Welsh Church Fund - £450  
Donation from widow of previous chairman £1000  
Prestatyn Parish Church ladies Fellowship £50  
In addition we have collected £140 in membership subs.

**8. PLEASE ENCLOSE A PHOTOCOPY OF YOUR LAST AUDITED AND/OR CURRENT BALANCE SHEET.**

(No application will be considered unless this information has been supplied except in the case of a new organisation).

**9. Who should be contacted in case of queries regarding your application?**

Sherry Edwards

**10. If your group is successful in receiving a financial donation to whom should the cheque be made payable?**

Friends of Prestatyn Railway Station

Signature of Applicant *S. Edwards*

Date 9 March 2023

To: Lisa Fearn  
Town Clerk and RFO  
Prestatyn Town Council  
7 Nant Hall Road  
Prestatyn  
Denbighshire  
LL19 9LR  
Tel 01745 857185  
Email [llisa.fearn@prestatyntc.co.uk](mailto:llisa.fearn@prestatyntc.co.uk)



PRESTATYN TOWN COUNCIL

TOWN EVENTS

GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS

LOCAL GOVERNMENT ACTS 1972 AND 1989

1. APPLICANT'S DETAILS

Name: Janet Knight

Address: 7 Rhodfa Cowlyd, Prestatyn, LL19 7UZ

Telephone Number: 07595 168492

Email Address: janethknight@gmail.com

2. DETAILS OF ORGANISATION

Name of Organisation: Friends of the Ffrith

Registered Address: n/a

Charity Registration Number (if Applicable): n/a

Date when formed: 19<sup>th</sup> July 2007

Geographical area covered: Ffrith and surrounding area

3. DETAILS OF SECRETARY

Name: Malcolm Wilkinson

Contact Details: 14 Cherry Close, Prestatyn LL19 7DQ

Email Address: malcolmray@supanet.com

4. DETAILS OF TREASURER

Name: Liz Ward-Hughes

Contact Details: 18 Aberconwy Road, Prestatyn

Email Address: wardhughes@aol.com

5. BRIEF STATEMENT ON THE OBJECTIVES / PURPOSE OF THE ORGANISATION

- The group helps to maintain and protect the Award Winning Ffrith Community Park in Prestatyn.



- Provide opportunities for volunteers to learn new skills and knowledge on how to maintain an eco-friendly public green space.
- To promote and encourage the use of the park for all ages and abilities as a safe place to exercise, walk, cycle, play recreational games etc benefitting community health and wellbeing.
- Provision of timber bench seats, picnic tables, boules court & outdoor gym equipment freely available to the public.
- Protect and enhance the park's natural bio-diversity and wildlife by maintaining wild flower/grass areas, copse, hedgerow, bushes, trees and plants.
- Promoting the area as a place for children, families and schools to visit as part of their education in the great outdoors.
- Undertaking regular litter picks of the area involving local groups and members of the community.
- Monitoring of the site and reporting issues to the relevant agencies.

## 6. CRIMINAL RECORDS BUREAU CHECKS/DBS CHECK

If your organisation provides direct services to young children or vulnerable persons, are the staff/workers subject to CRB/DBS checks?    N/A

## 7. STATE PURPOSE FOR WHICH FINANCE IS BEING SOUGHT AND HOW WILL THIS BENEFIT PRESTATYN?

(a) Purpose & Benefit to Prestatyn:

We are requesting funding to assist with our organisation of a Family Fun Day on 19<sup>th</sup> August 2023. This event will include a wide range of activities including dog show, Creepy Crawly Creature show, fun bus, musical entertainment by local residents, bee-keeping demonstration, games and craft activities for children, boules, walking, etc.

We also hope to have representatives from local emergency services in attendance (Fire Service, Police, Coastguards), dependant on their availability.

Finance is required to meet costs associated with banners and signs, prizes, rosettes for dog show, van hire for transport of equipment, and sundry costs for erection of games/stalls.

We believe that the key benefits are:

- To help bring our community together following the Covid pandemic and lockdown.
- To provide a free event open to all.
- To promote the Community Park area as a safe and welcoming place to walk, play and enjoy nature.
- To engage and educate on key environmental matters with invited attendees such as Environmentally Prestatyn, Help the Hedgehogs, Plastic Free Prestatyn, Denbighshire Countryside/Coastal Rangers.
- To engage with Denbighshire Youth Service and Duke of Edinburgh Scheme.
- To encourage more local residents to become volunteers helping to maintain and enhance the park for the benefit of residents and visitors.
- To help raise awareness of community led support for Mental Health and Dementia issues.

(b) Estimated total cost of project: £1000

(c) Amount being looked for: £500

## 8. PLEASE PROVIDE

Details of any other financial assistance being obtained or applied for from other sources:



Wales Church Act -- application for £500 to provide First Aid cover and a Creepy Crawly Creature Show.

Please describe the main voluntary fund-raising events which have taken place during the last twelve months and state how much has been raised by any such activity:

The Group has organised Fun quizzes, sale of plaques for benches and a Christmas meal with raffle in partnership with Prestatyn and District Environment Association. These events raised about £350, to financial year ending December 2022.

**9. PLEASE ENCLOSE A PHOTOCOPY OF YOUR LAST AUDITED AND/OR CURRENT BALANCE SHEET**

(No application will be considered unless this information has been supplied, except in the case of a new organisation).

**10. SHOULD YOUR GROUP BE SUCCESSFUL IN RECEIVING A FINANCIAL DONATION PLEASE PROVIDE BANK DETAILS TO ALLOW US TO MAKE PAYMENT DIRECT TO THE APPROPRIATE ACCOUNT**

Account Name: Friends of the Ffrith Sort Code: 60-17-30 Account Number: 90572726

*DATA PROTECTION ACT 2018: Any information the Council holds about you will be used solely for the purpose of the Town Council communicating with you, we will not share this information with anyone else without your consent. If at any point you want us to remove your details, please let us know.*

Send Application to:

Mrs Lisa Fearn

Town Clerk / Responsible Financial Officer

Prestatyn Town Council

7 Nant Hall Road

Prestatyn

LL19 9LR

Tel: 01745 857185

Email: [lisa.fearn@prestatyntc.co.uk](mailto:lisa.fearn@prestatyntc.co.uk)

## **GRANT AID TO LOCAL ORGANISATIONS**

1. Grant to be made only to those voluntary/non-profit making organisations based in the Town Council's area and/or having a direct link with the town.

**In accordance with s.137 Local Government Act 1972 private individuals cannot be considered for financial assistance.**

24 MAR 2023

PRESTATYN TOWN COUNCIL

APPENDIX IV

COMMUNITY GRANTS

GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS

LOCAL GOVERNMENT ACTS 1972 AND 1989

1. APPLICANT'S DETAILS

Name: FK TODD  
Address: 96 VICTORIA ROAD WEST  
PRESTATYN LL19 7AL  
Telephone Number: 07748054454 Email Address: ktoddy51@sky.com

2. DETAILS OF ORGANISATION

Name of Organisation: PRESTATYN NORTH WEST COMMUNITY ASSOCIATION  
JUBILEE COMMUNITY CENTRE  
Registered Address: 45 SEABANK DRIVE, PRESTATYN, LL19 7PP  
Charity Registration Number (If Applicable): 506195  
Date when formed: ~ 1975  
Geographical area covered: PRESTATYN + MELIDEN

3. DETAILS OF SECRETARY

Name: FK TODD  
Contact Details: 07748054454  
Email Address: ktoddy51@sky.com

4. DETAILS OF TREASURER

Name: J. L. TODD  
Contact Details: 07901 622312  
Email Address: jant22@hotmail.co.uk

5. BRIEF STATEMENT ON THE OBJECTIVES / PURPOSE OF THE ORGANISATION

TO MAINTAIN + MANAGE THE COMMUNITY CENTRE

6. CRIMINAL RECORDS BUREAU CHECKS/DBS CHECK

If your organisation provides direct services to young children or vulnerable persons, are the staff/workers subject to CRB/DBS checks? YES ☒ NO (PLEASE CIRCLE AS APPROPRIATE)

23/01/2023

PTC COMMUNITY GRANT AID APPLIC - TEMPLATE Sept 2022

Page



Comments:

**7. STATE PURPOSE FOR WHICH FINANCE IS BEING SOUGHT AND HOW WILL THIS BENEFIT PRESTATYN?**

(a) Purpose & Benefit to Prestatyn:

LANDSCAPING OF REAR GARDEN AND IMPROVEMENT TO  
EXISTING FIRE ESCAPE ROUTE  
PROVISION OF AN AREA FOR ALL AGE GROUPS FOR WELLBEING  
AND MINDFULNESS

(b) Estimated total cost of project:

£14,700

(c) Amount being looked for:

£7,700

**8. PLEASE PROVIDE**

Details of any other financial assistance being obtained or applied for from other sources:

WIND FARM GRANT RECEIVED £5000

CO-OP COMMUNITY SCHEME POSSIBLY ~ £2000

Please describe the main voluntary fund-raising events which have taken place during the last twelve months

and state how much has been raised by any such activity:

CHRISTMAS FAIR £350 2023

CLOTHES SALE £120 2023

DUE TO COVID RESTRICTIONS NO OTHER EVENTS  
TOOK PLACE

**9. PLEASE ENCLOSE A PHOTOCOPY OF YOUR LAST AUDITED AND/OR CURRENT BALANCE SHEET**

(No application will be considered unless this information has been supplied, except in the case of a new organisation).

**10. SHOULD YOUR GROUP BE SUCCESSFUL IN RECEIVING A FINANCIAL DONATION PLEASE PROVIDE BANK DETAILS TO ALLOW US TO MAKE PAYMENT DIRECT TO THE APPROPRIATE ACCOUNT**

PRESTATYN NORTH WEST  
COMMUNITY ASSOCIATION  
Account Name: \_\_\_\_\_ Sort Code: 40-37-22 Account Number: 61020544

**DATA PROTECTION ACT 2018:** Any information the Council holds about you will be used solely for the purpose of the Town Council communicating with you, we will not share this information with anyone else without your consent. If at any point you want us to remove your details, please let us know.

Send Application to:

Mrs Lisa Fearn

Town Clerk/Responsible Finance Officer

Prestatyn Town Council

7 Nant Hall Road

Prestatyn

LL19 9LR

Tel: 01745 857185

Email: [lisa.fearn@prestatyntc.co.uk](mailto:lisa.fearn@prestatyntc.co.uk)

**GRANT AID TO LOCAL ORGANISATIONS**

FILE REF: 27(1) 2022

| Prestatyn Town Council           |                                |                |               |                                     |
|----------------------------------|--------------------------------|----------------|---------------|-------------------------------------|
| Grant funding for Year 2023-2024 |                                |                |               |                                     |
| Nominal                          | Grant name                     | 23/24 Budget   | New Requests  | Requested by;                       |
| 4810                             | Grants - Existing Local        | £3,000         | £500          | Friends of The Ffrith               |
|                                  |                                |                | £1,500        | Friends of Prestatyn Railway        |
| 4930                             | Community Centres Improvements | £12,000        | £7,700        | Prestatyn North West Community Assn |
|                                  | <b>TOTAL</b>                   | <b>£15,000</b> | <b>£9,700</b> |                                     |



Nutritious Start for Success**Project Outline**

The Year 11 cohort are about to enter the exam season, this cohort has had the most interrupted school experience of any cohort due to the impact of Covid. The Year 11 team are working hard to provide additional support for students, develop healthy routines to support learning; as part of this practice they want to provide a universal healthy breakfast club to mitigate stigma for students living in financial inequality and provide a hub for student led revision.

It is envisaged that the morning revision session will run from 8am, staff will be on hand to support and encourage students, to support students structure peer led learning activity, ultimately developing students' skills as independent learners. The school Wellbeing Hub are supporting the initiative and will be able to provide wellbeing support for students, including informal learning opportunities for techniques such as meditation and breathing. If successful, the club will run from the 18<sup>th</sup> April 2023 until 23<sup>rd</sup> June 2023.

We hope to have 40 students attending the activity, any food that we have remaining will be passed to the year teams and support areas in the school to provide additionality for their free school meals young people.

**Background Information**

The current Year 11 cohort have been significantly impacted in their school career by the school closures due to Covid, this is evidenced by the data gathered from recent mock GCSE exams.

Prestatyn High is unable to access usual funding streams for school breakfast as currently 33% of our students are in receipt of free school, the threshold for the usual breakfast club funding is 35%. Across a large cohort of students this amounts to a significant number at high risk of food poverty.

**Make up of Year 11**

- 216 students in the year
- 51 students on free school meals
- 41 students in the year with additional learning needs

**Why we are seeking your support to help us to achieve our vision**

- Nationally, school budgets are severely pressured by budget cuts (Britton, Farquharson and Sibbets, 2019)
- Hunger and food insecurity for children is a significant and ongoing problem in the U.K. and the system for dealing with this is a patchwork across food banks, schools providing free school meals, and other forms of state support (Forsey, 2019).
- Universal Credit, which began to be introduced in 2013 in a phased rollout, introduced a waiting period for claiming benefits.
- While the percentage of children living in households in poverty the absolute number of children is increasing (DWP, 2020 and Butler, 2020). National School Breakfast Programme Evaluation Report 9
- Stigma to accessing free school meals is strong. Evidence of this stigma is both qualitative and quantitative; qualitative findings—see for example Farthing and Child Poverty Action Group (2012)—

emphasise the shame and embarrassment associated with being considered poor by peers and quantitative findings, for instance the work of Holdford (2015), suggest that peer-group take-up is strongly related to individual non-participation in free school meal provision. We intend to mitigate this by making this a universal programme that has value all students; academic and wellbeing support in addition to ensuring everyone has adequate nutrition to maximise their potential.

### **What's on the Menu**

**Opportunity to engage is student led learning revision activities**

**Access to Wellbeing support including yoga and meditation techniques**

### **Healthy breakfast menu:**

- Fresh fruit
- Nuts
- Seeds
- Porridge
- Toast
- Cereal
- Milk
- Oat milk
- Fruit juice
- Tea
- Cereal bars

Cost per week - £80

Cost until the end of exams food (11 weeks) - £880

2 x toasters - £50

Total cost: £930



## Prestatyn and Meliden Landscaping and

### Street Furniture Maintenance

### Tendering Report – March 2023



#### **Background**

Existing contracts for landscaping and street furniture maintenance within the Prestatyn and Meliden district areas are due to expire on 31 March 2023.

Based on the financial values that required addressing, new contracts could not be drawn without undertaking the formal re-tendering process required by Prestatyn Town Council under existing Standing Order and Financial Regulations.

#### **Areas requiring redress: -**

The following maintenance areas required tendering: -

- Supply of bedding plants for flowerbeds, planters, and troughs (Summer and Winter) in the identified areas of Prestatyn and Meliden.
- Supply of seasonal hanging baskets, troughs, and tiered displays Prestatyn High Street.
- Maintenance of bedding areas and box-planters throughout Prestatyn and Meliden.
- Maintenance of The Boulevard Central Garden area.
- Maintenance of Pendre Gardens.
- Maintenance and clearance of Ginger's Alley, Adecco guttering at Prestatyn Town Council offices ("Streetscene")\*
- Maintenance of 104 benches throughout Prestatyn and Meliden.
- Maintenance and cleaning of 15 noticeboards and 10 signs throughout Prestatyn and Meliden\*\*
- Maintenance of 45 bus shelters throughout Prestatyn and Meliden\*\*\*

Historically, the following suppliers had been engaged for several years in the above areas; -

- Bedding plants – Pottles.
- Hanging baskets, tiered planters, and troughs – Plantscape.
- Maintenance of bedding areas – My Tidy Garden.
- Maintenance of benches, streetscene, noticeboards – Greengrass Services Ltd (GSL).

\*Streetscene maintenance previously also included the cleaning of an additional alleyway next to the Jubilee Community Centre. ***This will need to be confirmed included in the latest quote received.***

\*\* Signage had not been included in recent contractual agreements or noted in previous tendering, so was to be included in this round of tendering subject to confirmation of locations and numbers.

\*\*\* Bus shelters have not recently been maintained over the latter couple of years by Prestatyn Town Council.

Utilising the existing Prestatyn Town Council's fixed asset register, an audit on all benches, floral areas, noticeboards, signage, and bus shelters was undertaken with the assistance of representatives from Denbigh County Council, to re-draw the lists presently held and draft location planning of assets. This information was then utilised in building the tender documentation.

## Findings

Clarity was given with the assistance of Denbigh County Council as to who had responsibility over which bedding areas; this was reflected in the tendering documentation as certain areas had been neglected (e.g. large planters situated at The Boulevard).

The location of assets, notably benches, required checking, which was verified with the assistance of Denbighshire County Council; this resulted in a full mapping of locations to refer to should the need arise, and also a correction as to the total number of Prestatyn Town Council benches in situation around Prestatyn and Meliden. Again, this helped in the compilation of assets used in the tendering documentation.

Mapping of bus shelters was also undertaken, following a report previously obtained from Denbigh County Council, which only included certain sites within Prestatyn; this was extended to include additional shelters situated within Prestatyn together with those shelters situated within Meliden, again to be used in the tendering paperwork. It has been noted that 3 bus shelter installed in Ffordd Penrhwyflla, that there is no bus route and yet a bus route operates in Ffordd Isa. Consequently, the bus shelters will need to be considered to be moved.

A timetable was then drawn to formally progress the tendering process.

## Timetable of events

- 1 – Tendering Notice for Expressions of Interest; issued and publicised 22 February 2023, with an expiration date of 3 March 2023 to advise of interest.
- 2 – Invitations to Tender prepared and issued out to all existing contractors from 1 March 2023, together with other prospective contractors as identified through local searches for businesses, and any one whom had submitted an Expression of Interest. Interested parties were subsequently supplied with hardcopy documentation if interest was raised.
- 3 – Forms of Tender and hardcopy Invitations issued out to prospective applicants, with notice of final submission date 17 March 2023.
- 4 – Receipt of tenders from six parties, covering all areas requiring service, registered on 17 March 2023.
- 5 – Envelopes opened 12 noon on 20 March 2023, by Lisa Fearn, Town Clerk in presence of Cllr Andrea Tomlin and Cllr Carol Holliday.

## Results of Tenders received.

| Tenders Received March 2023 |                       |                       |                         |                   |                        |                |                 |                   |                                            |                      |
|-----------------------------|-----------------------|-----------------------|-------------------------|-------------------|------------------------|----------------|-----------------|-------------------|--------------------------------------------|----------------------|
| Name                        | Summer Plants<br>4600 | Winter Plants<br>4600 | Hanging Baskets<br>4605 | Boulevard<br>4620 | Pendre Gardens<br>4620 | Floral<br>4600 | Benches<br>4615 | Alleyways<br>4635 | Noticeboards<br>and Signage<br>4625 / 4630 | Bus Shelters<br>4645 |
|                             |                       |                       |                         |                   |                        |                |                 |                   |                                            | £5,270               |
| Pottles                     | £3,023                | £2,247                |                         |                   |                        |                |                 |                   |                                            | £21,003              |
| Genesis                     |                       |                       | £21,003                 |                   |                        |                |                 |                   |                                            | £19,260              |
| My Tidy Garden              |                       |                       |                         | £3,270            | £2,470                 | £13,520        |                 |                   |                                            | £10,412              |
| Plantscape                  |                       |                       | £10,412                 |                   |                        |                | £2,850          | £1,725            | £2,530                                     | £11,913              |
| GSL                         |                       |                       |                         | £2,465            | £2,343                 |                |                 |                   | £2,000                                     | £7,600               |
| DCC                         |                       |                       |                         |                   |                        |                | £2,900          |                   |                                            | £12,500              |

Table 1 – Tenders Received March 2023

## Decision

This report was compiled for presentation to and discussion at the next Full Council meeting on Wednesday 5<sup>th</sup> April, to agree and approve individual contractors for the specified works required.

## Recommendation

Suppliers, as highlighted in Table 1, are recommended for each service as follows;

|                               | Nominal   | Budget<br>23/24 | Tenders<br>Received | Recommended Suppliers                           |
|-------------------------------|-----------|-----------------|---------------------|-------------------------------------------------|
| Environ flowers/beds/planters | 4600      | £26,650         | £18,790             | Pottles (supplier) My Tidy Garden (maintenance) |
| Hanging baskets/troughs/tiers | 4605      | £10,000         | £10,412             | Plantscape                                      |
| Public Seats - Maintenance    | 4615      | £3,500          | £2,850              | Greengrass Services Ltd                         |
| Public Gardens                | 4620      | £2,500          | £5,740              | My Tidy Garden                                  |
| Noticeboards and Signage      | 4625/4630 | £1,500          | £2,530              | Greengrass Services Ltd                         |
| Footway improvements          | 4635      | £1,000          | £1,725              | Greengrass Services Ltd                         |
| Bus shelters                  | 4645      | £10,000         | £7,600              | Denbighshire County Council                     |
|                               |           | £55,150         | £49,647             |                                                 |

Table 2 – Recommended Suppliers





## Speed Indication Devices – Proposal for consideration March 2023

### Background

Speed Indication Devices (SID) are presently in situation within Prestatyn and Meliden, notably two are sited on the main routes into the area (one on the A547 upon entering Meliden (from Dyserth and another on the A548 upon entering Prestatyn from Gronant). Not been confirmed as in the ownership of Prestatyn Town Council

A SID is an electronic sign that alerts road users to the speed at which they are travelling along a given stretch of the highway. They can be used to address speeding on an isolated section of road. They are informative devices to advise drivers and assist in developing a more conservative attitude and behaviour towards their vehicle speed.

SIDs are not to be considered as a first phase of traffic calming or road safety measure (Traffic Signs manual Chapter 4). Their use should be evidence led and they should only be used once all other 'standard measures' have been exhausted and are therefore limited to key site.

A community funded SID may be considered at sites meeting either of the following criteria:

- History of personal injury collisions at the site where speeding has been identified as a contributory factor.
- 85th percentile speed exceeds the speed limit by 10% or more.

It is normal practice that an official survey has been undertaken within the last 2 years to meet these requirements, and Denbighshire County Council reserve the right to refuse any applications.

### Legalities

These are the legal rules as dictated by Denbighshire County Council regarding the placement of SIDs.

**4.0.1** A SID placed on the highway is considered an asset of the highway authority, DCC, and will remain under DCC control.

**4.0.2** The City, Town or Community Council must have public liability insurance for the SID and must provide DCC of evidence thereof.

**4.0.3** The City, Town or Community Council should consider including the SID on their property insurance schedules in order to recover the cost of replacing or repairing damage caused when an unidentified person damages the signs. Should the sign become defective or damaged for any reason it will be removed from site until in full operational order.

**4.0.4** A Community Champion must be nominated by the City, Town or Community Council prior to the SID being installed. The Champion will be responsible for reporting to designated DCC contacts if the sign has been moved, tampered with or appears to have malfunctioned.

**4.0.5** SIDs are classed as supplementary signs to the existing signs designated within the TSRGD and therefore they cannot replace existing warning or speed limit signs.

**4.0.6** Only DCC officers can under any circumstances, attempt to re-position, move or fix the sign. DCC reserves the right to remove the sign with immediate effect if it is interfered with in any way by a non-approved person.

4.0.7 The effect of this policy on road safety and speed management through the implementation of SIDs on the road network shall be monitored and where necessary changes will be made accordingly.

## Costings

*The cost of the works and associated fees to DCC are to be paid in full by the applying Town Council.*

A costing exercise has been undertaken to identify the costs and benefits of implementing more of these units throughout the townships to increase driver awareness of their speed. Any installations must meet with approval from DCC.

The following example prices have been gleaned to estimate individual costs, based on Solar-powered units, no ongoing maintenance for consideration of the Council.

|                                                                                        |                        |
|----------------------------------------------------------------------------------------|------------------------|
| Installation                                                                           | £822.50                |
| (DCC may need to install a permanent post of which an additional charge may be levied) |                        |
| Purchase                                                                               | £5,322.50              |
| <b>Total</b>                                                                           | <b>£6,145 per unit</b> |

Above prices to be confirmed with Denbighshire County Council Office Ben Wilcox-Jones.

## Main Benefits of these units

- Solar so no running costs.
- No maintenance.
- Includes 'Thank you.' (DCC rules require this to be bi-lingual).
- Data collected (this is a requirement to DCC).
- Moveable at a later date (meaning re-usable).
- Historical evidence that they have had an impact on vehicles slowing down.

## Recommendation

Due to the speed limit being changed in September it would be advisable to postpone installation until this change has been implemented.

In the meantime, data and consultation can take place to identify the roads in most need of reducing speed especially if danger to life, safety of children and elderly residents.

## Appendix a

### Denbighshire County Council Policy for Community Funded Speed Indicator Devices.



## Policy for Community Funded Speed Indicator Devices

The following document outlines the policy for community funded speed indicator devices (SID) in Denbighshire. The document includes information on obtaining and using a community funded SID for City, Town or Community Councils within Denbighshire, as well as design, funding and procurement, and ownership and conditions.

A SID is an electronic sign that alerts road users to the speed at which they are travelling along a given stretch of the highway. They can be used to address speeding on an isolated section of road. They are informative devices to advise drivers and assist in developing a more conservative attitude and behaviour towards their vehicle speed.

Traffic Signs Manual Chapter 4 makes reference to SIDs not being considered as a first phase of traffic calming or road safety measure. Their use should be evidence led and they should only be used once all other 'standard measures' e.g. signing and road markings have been exhausted and are therefore limited to key sites.

This document acts as the formal agreement between Denbighshire Country Council (DCC) and the applying City, Town or Community Council.

### 1.0 Criteria for Implementation

The below criteria ensure that speed indicator devices can be provided at sites where speeding is a significant problem, and that their use is restricted such that the signs maintain the desired effect on drivers, i.e. drivers do not start ignoring the signs. Speed indicator devices can be used as part of the toolkit to reduce speeding and speed related collisions on the network.

A community funded SID may be considered at sites meeting either of the following criteria:

- History of personal injury collisions at the site where speeding has been identified as a contributory factor
- 85<sup>th</sup> percentile speed exceeds the speed limit by 10% or more

DCC reserves the right to decline any application.

### 2.0 Design

The chosen SID design and provider must be approved by DCC. DCC reserve the right to reject the proposed design and/or manufacturer at their sole discretion.

#### 2.1 Activation

2.1.1 A SID measures and displays the approaching vehicles speed. If they are travelling above the given speed an 'ARAFWCH' 'SLOW DOWN' message shall flash. All text must be bilingual and the Welsh language text displayed above the English language text. The sign plate, legend and LED colours forming the sign must comply with the Traffic Signs Regulations and General Directions (TSRGD).

2.1.2 An upper threshold speed limit shall be set for the SID by DCC to minimise individuals using the device to see how fast they can travel. The threshold will be set in accordance with the speed limit and surveyed 85<sup>th</sup> percentile speed.



2.1.3 The DCC officer may use discretion for the site to set the SID to only activate for a proportion of drivers; targeting drivers travelling in excess of the speed limit. Or the sign may only activate at a speed slightly below that at which enforcement would be carried out; the speed limit +10%.

## 2.2 Sign Location

2.2.1 The SID location will be chosen by dialogue with the City, Town or Community Councils and DCC. DCC reserves the right to choose or dismiss any suggested locations. The location is subject to a risk assessment and/or road safety audit and installed by persons approved by DCC.

2.2.2 The SID will be mounted on a permanent post paid for by the City, Town or Community Council. DCC can aid in procurement process of the post supply and install. Following TSRGD regulations the bottom of the sign shall be a minimum 2.1m from ground height.

2.2.3 SIDs must be located within 400m of a pre-scheme traffic survey. The traffic survey should be undertaken within the past two years to determine pre-scheme vehicle speeds.

2.2.4 The visibility must be checked to establish that the sign will be activated over an adequate distance and that there is optimum visibility to the sign. Vehicle activated signs in advance of isolated highway features shall be located at a distance from the feature specified in Appendix A, Chapter 4 Traffic Signs Manual. The sign must not interfere with visibility to existing warning signs.

## 2.3 Data Tracking and Monitoring

Data tracking is a useful tool in measuring the effectiveness of the sign and gathering general traffic information which has multiple uses for managing the road network, speed limit review, informing future policy and decisions to retain this type of asset.

2.3.1 A traffic survey must be undertaken within 400m of the proposed site within the past two years and after any major alterations to the local highway to determine pre-scheme vehicle speeds. This will be undertaken by DCC at their own cost.

2.3.2 The implemented SID must record traffic speeds. The monitoring of vehicle speeds through the duration of the sign being on site will enable analysis for the effectiveness of the sign at the site over time.

2.3.3 The data can be extracted exclusively by DCC officers. The data will be shared with the City, Town or Community Council at the discretion of DCC.

2.3.4 Sites shall be part of a SID programme for at least 3 years. Pre-scheme data and 3 years post-scheme data shall be compared to establish the effect of the SID. If there is a reduction in 85<sup>th</sup> percentile vehicle speed the site shall remain active. If the 85th percentile vehicle speeds have increased the site will be discussed with the GoSafe and the Police with a view to introducing enforcement.

## 3.0 Procurement and Funding

3.0.1 The cost of works (3.0.2) and associated fees to DCC (3.0.3) are to be paid in full by the applying City, Town or Community Council.

3.0.2 The cost of the works includes the sign with power source, post with foundation and installation.

3.0.3 The associated fees to DCC include potential procurement fees, site supervision, data monitoring and other time costs to DCC. The price will be advised by means of a fixed price quotation.

3.0.4 The City, Town or Community Council is responsible for public liability insurance for the SID and must provide DCC of evidence thereof.

3.0.5 The City, Town or Community Council is responsible for the cost of repairing or replacing the signs should they become damaged beyond simple repair or require renewal due to normal wear and tear.

3.0.6 Signs on the highway must remain fully operational, if not then they will be removed at the cost of the City, Town or Community Council.

#### 4.0 Legal

4.0.1 A SID placed on the highway is considered an asset of the highway authority, DCC, and will remain under DCC control.

4.0.2 The City, Town or Community Council must have public liability insurance for the SID and must provide DCC of evidence thereof.

4.0.3 The City, Town or Community Council should consider including the SID on their property insurance schedules in order to recover the cost of replacing or repairing damage caused when an unidentified person damages the signs. Should the sign become defective or damaged for any reason it will be removed from site until in full operational order.

4.0.4 A Community Champion must be nominated by the City, Town or Community Council prior to the SID being installed. The Champion will be responsible for reporting to designated DCC contacts if the sign has been moved, tampered with or appears to have malfunctioned.

4.0.5 SIDs are classed as supplementary signs to the existing signs designated within the TSRGD and therefore they cannot replace existing warning or speed limit signs.

4.0.6 Only DCC officers can under any circumstances, attempt to re-position, move or fix the sign. DCC reserves the right to remove the sign with immediate effect if it is interfered with in any way by a non-approved person.

4.0.7 The effect of this policy on road safety and speed management through the implementation of SIDs on the road network shall be monitored and where necessary changes will be made accordingly.

Mai 2020

**Denbighshire County Council Contacts**

Ben Wilcox-Jones  
Senior Engineer Road Safety and Sustainable Transport  
ben.wilcox-jones@denbighshire.gov.uk  
01824 706 922

Rhys Pitson  
Engineer Road Safety and Sustainable Transport  
rhys.pitson@denbighshire.gov.uk  
01824 706 907

Agreed SID provider and specification: \_\_\_\_\_

Agreed SID location: \_\_\_\_\_  
(Include photo if relevant)

City, Town or Community Council: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Lisa Fearn**

---

**From:** Gareth Sandilands <cllrgarethsandilands@hotmail.co.uk>  
**Sent:** 21 March 2023 11:51  
**To:** Lisa Fearn  
**Subject:** Traffic Calming Measures Funding needed

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Lisa,

South West ward has some major issues with residents safety along Fforddisa, Ffordd Fynnon & Ffordd Penrhwyfya.

Both myself and Carol have spent a lot of time addressing the issue with Traffic officer at Denbighshire. One suggestion is the installation of traffic speed monitors which has recently been install on roadways into Rhuddlan. These devices called (SID's) have been funded by Rhuddlan Town Council at a price of £4K each and they have 5 installed. Can I ask that we consider in our budget some funding for similar.

I am sure there might be external pots via Welsh Government we can also use toward allocation.

Regards

Gareth

**Prestatyn Town Council****Office Health and Safety****Proposal of services****Background**

Historically, Health and Safety operation and record-keeping for Prestatyn Town Council offices have been undertaken manually and in-house, and updates to all associated procedures and manuals are recognised as now being in need of review; many changes to the operations of the Town Council and requirements in law have taken place over recent years and this has exacerbated matters.

**Action**

An investigation into services offered by outside organisations was instigated to remedy the situation, and two independent parties were engaged in offering quotes for the services they offer.

**1 – Ian Garner (Local Consultancy Service)**

Ian Garner offers a consultancy service and would undertake a review of the Health and Safety records held. This includes preparing a health and safety policy and importantly, a statement of 'arrangements' which detail specific responsibilities and are tailored to the organisation. This is a wide ranging document which he states would be more helpful than an off the shelf policy with additional sections on specific safety areas.

The health and safety audit would probably take 5-6 days and would cost around £1800 via SLCC. For reference, Chirk Town Council engaged his services in this respect.

His services are marketed to local Town and Community Councils at £350 per day plus VAT and expenses. His general consultancy and Interim Management fees for Housing Associations and Principal Councils are £500 per day plus expenses, so the rate he charges to Local Councils is quite heavily discounted.

**2 – Croner**

Prestatyn Town Council already utilise services of an outside company, Croner, for advise relating to staffing matters and we are presently entering the third year of an existing contract that commenced early in 2021 with this company; Health and Safety is not included within the existing contract as they treat this element as a stand-alone service.

A presentation was arranged with Croner for them to introduce their product to the Town Clerk and officers. Chard Haesler, Business Development Manager, undertook the presentation on Tuesday 21 March and explained the benefits and basic function of Health and Safety. Croner have a dedicated team of professionals working for them, and they are able to offer up-to-date documentation that could be utilised to replace the need of updating internal paperwork, and also have a 24 hour support line available in case of need. Their services are comprehensive and would provide all relevant documentation tailored for Prestatyn Town Council legal requirements for staff, and all premises owned by the Town Council.

A site visit would be arranged to undertake a survey of all the premises to ensure that the site meets with all H&S requirements; additionally visits to the community centres could be undertaken to cover Prestatyn Town Council's responsibilities as landlords; a cost of £445 per site in total, with an overall discounted cost of £990 was quoted.

A quotation was requested from Mr Haesler for Prestatyn Town Council to consider; we were advised that, as this is a stand-alone product from our existing contract, they would not impede on each other; in addition, no discount is available in us having both products, however the costs reduce significantly should we enter into a longer-term agreement. Figure 1 at the end of this document details the options that have been offered to Prestatyn Town Council.

## Benefits

- Immediate refresh of Health and Safety documentation, including risk assessments, policy and procedures, etc.
- Transfer of responsibility of duties associated with Health and Safety to Croner.
- Improvement of services available to the Council management team.
- Training facilities for all staff.
- 365 day / 24 hour dedicated helpline.

A more comprehensive list of the facilities available is included within the quotation received. See Appendices.

| Service Term                                                                                                                              | Monthly Fee     |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>12 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site) | <b>£ 274.50</b> |
| <b>36 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S Consultancy Additional 1/2 Day (On Site) / H&S A5 Handbook | <b>£ 182.54</b> |
| <b>60 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site) | <b>£ 153.30</b> |

Our fee, including the optional insurance, is based on your current size and will be fixed for the duration of the initial agreement term with no provision for Croner to increase the fee due to inflation, tribunal claims, service usage or organic growth in your employee numbers etc.

\*Fees quoted are valid for 30 days from the date of issue and are subject to VAT & IPT

Figure 1 - Quotation received from Croner 21 March 2023

## Recommendation

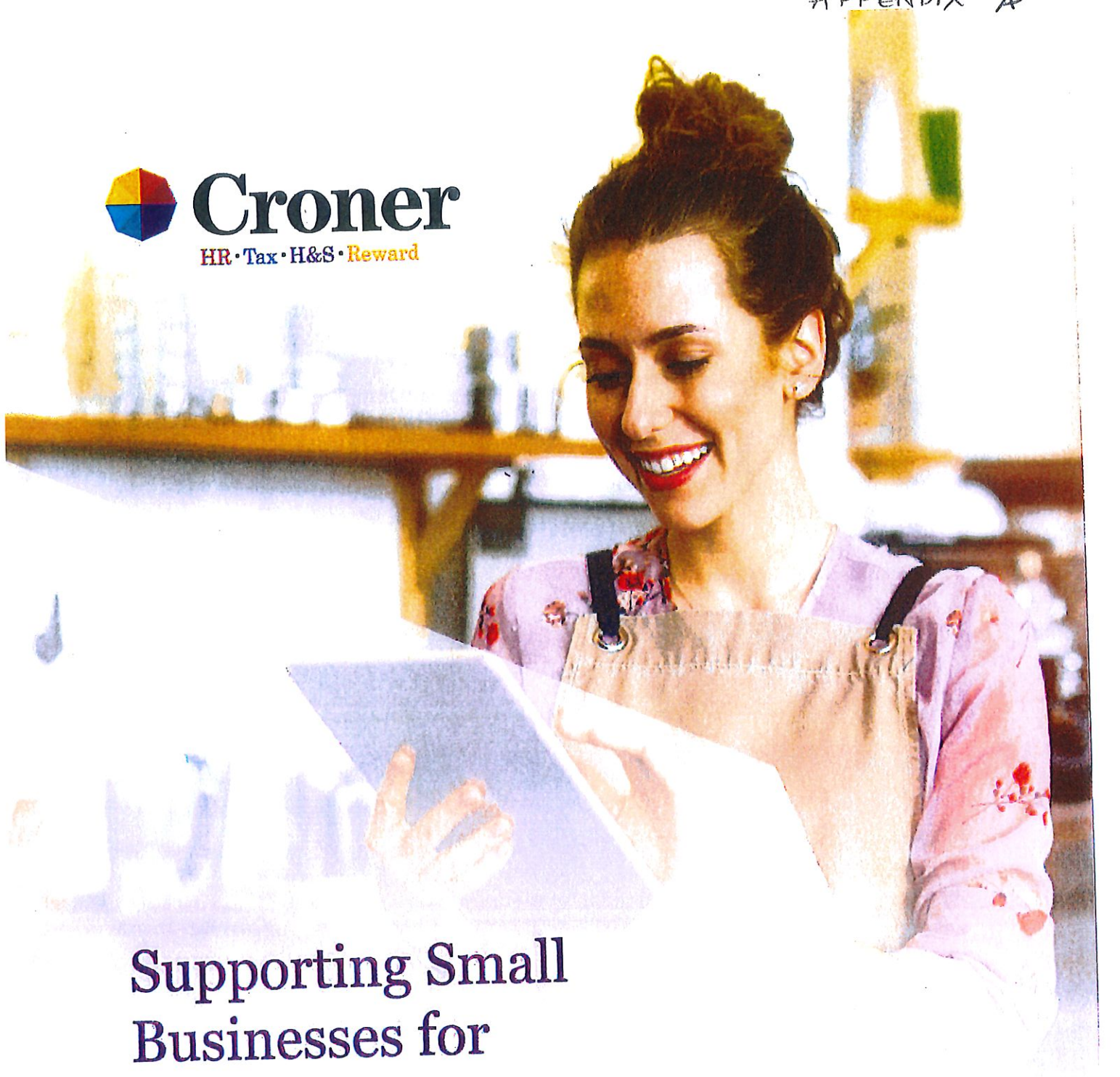
- To ensure that all legal requirements are met and adhered to, with regular annual reviews and updates, Croner is engaged on a 5 year contract at an annual cost of £1,839.60 plus a



one of charge of £990 to audit all 5 premises. This cost is calculate on 5 staff, however, numbers ae increasing and there will be no additional costs to this over the 5 year period. It will be useful to assist when organising different types of events, as access to their library of documentation especially risk assessments and their designate 24/7 advice line to ensure all regulations are met.

## **Appendices**

- A. Prestatyn Town Council Quotation.**
- B. Croner's Services.**
- C. The Complete Croner Service.**
- D. Commercial Legal Protection insurance.**

A photograph of a young woman with dark hair tied in a bun, smiling and looking down at a tablet computer she is holding. She is wearing a pink floral long-sleeved shirt and a tan apron. The background is a blurred interior of a shop or cafe with wooden shelves.

## Supporting Small Businesses for Over 75 Years

PREPARED FOR:

**PRESTATYN TOWN  
COUNCIL**

PREPARED BY:

Chard Haesler  
Business Development Manager

## Welcome to Croner

---

**The modern workforce throws up big HR challenges. Not to mention health & safety demands. Free up your time and focus on what you do best...**

In the ever-changing world of employment law, keeping on top of it all can feel like an endless battle. That is not what you started your business for.

Luckily, that is exactly why Croner started theirs.

You don't have to worry about being an expert in employment law, or a fully qualified health & safety practitioner. We are on the other end of the phone 24/7, 365 days a year, ready with expert advice from qualified professionals and on-site based support when required.

Whether you are facing an imminent challenge, or just want to remain compliant, Croner is your go-to for support.

And the best part? You can start receiving this advice today. Get access to our helplines the moment you sign up with Croner, and start focusing on what you do best, immediately.



## Proposal Summary

---

We are delighted to submit our proposal based upon our recent meeting.

The purpose of this proposal is to deliver detailed information relating to the proposed Croner products and services, and the wider solution benefits. It should also give you continued confidence that Croner has understood your key organisational drivers/requirements and has demonstrated a solution which can deliver on the overall business needs.

Croner is committed to delivering a valuable solution to meet all of the current requirements detailed in this document, however Croner is also aware that as companies grow and change, so do their requirements. This is why we have a comprehensive review and account management process designed to make sure we continue to meet your changing needs.

## Health & Safety Service

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### Health & Safety

H&S is a comprehensive framework, which allows you to manage health & safety in your workplace and keep your business, your employees and the general public protected.

#### **This Health & Safety service includes:**

- A principal site appointment for the preparation and installation of a bespoke health & safety management system. The system is developed specifically for your business, and includes the organisation, safety arrangements and monitoring procedures required for its effective implementation followed by a second appointment.
- A compliance review conducted by a qualified Health & Safety Consultant. This review will identify areas of non-compliance within your industry specific legal requirements. A written report will be provided along with an executive summary and an action plan with pragmatic advice on how to achieve legal compliance and best practice standards.
- An optional insurance policy that protects against legal expenses in the event of enforcement action by the health & safety authorities. We will provide a solicitor to attend interviews with you under caution or to defend any safety prosecutions or enforcement action.
- You will be registered to our online health & safety management tool. This will allow you the flexibility to manage all of your health & safety records and provide full access to our comprehensive technical reference library and stationery store.
- You and your staff will receive training on the use of our online health & safety management tool. You will receive on-going access to online videos, which will help walk you through the step by step process of creating new risk assessments and how to manage your records. You will also have access to a dedicated online service desk, to help with any queries you may have.
- One appointment per annum by a qualified Health & Safety Consultant to service your management system. They will also provide advice and support on maintaining legal compliance.

- Access to a 24-hour telephone advice service supported by qualified Health & Safety Consultants, 365 day a year.
- The management system, made available online will be inclusive of the following (if applicable to your business):

- Workplace Risk Assessment
- Machinery Risk Assessment
- Organisation and Responsibilities
- Risk Management Pack
- Safety Policy
- Safety Records
- Specific Arrangements
- Technical Guidance Notes
- Visitors Safety Record

- Employee Responsibilities, Rules & Procedures
- Employers Health & Safety Responsibilities
- Fire Risk Assessment Software
- Health & Safety at Work
- Health & Safety Guidance
- Health & Safety Policy & Procedures
- Health & Safety Risk Assessment

### **BrightSafe Software**

Fully hosted, secure and smart digital service that makes it easier for you to meet your health & safety compliance requirements. Includes:

- Ability to create general risk assessments
- Ability to tailor risk assessments from our library of templates
- Bespoke online health & safety documentation along with access to reference documentation
- Role based log-in, so you can restrict or grant access
- Provision of training for you and your staff on all features
- Access to our dedicated online service desk

### **Health & Safety Insurance**

The inclusion of an optional insurance policy, which covers legal expenses up to £200,000 per insured event. There is a maximum of £2 million in any one-policy year, for incidents that may occur following you becoming a client.

This cover includes legal support in responding, defending and appealing against formal health & safety notices, as well as interviews under caution and representation in court, should the need arise. As with any insurance cover, the policy conditions must be followed.

### **Health & Safety Consultancy Days**

We will make additional appointments to your other identified premises as agreed based on the number of Health & Safety Consultancy Days chosen, to carry out a review to support your organisational needs.



## Service Fee

Our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee is:

| Service Term                                                                                                                              | Monthly Fee     |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>12 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site) | <b>£ 274.50</b> |
| <b>36 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S Consultancy Additional 1/2 Day (On Site) / H&S A5 Handbook | <b>£ 182.54</b> |
| <b>60 Months</b><br>Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site) | <b>£ 153.30</b> |

Our fee, including the optional insurance, is based on your current size and will be fixed for the duration of the initial agreement term with no provision for Croner to increase the fee due to inflation, tribunal claims, service usage or organic growth in your employee numbers etc.

\*Fees quoted are valid for 30 days from the date of issue and are subject to VAT & IPT

"Excellent service from all aspects of the Croner service. Consultants are on hand to answer or help with any concerns or questions you may have. They talk you through the process step by step and help with wording of letters etc."

- Lynn Hurst | Director | Reach for the Stars Nursery Ltd



## Your Proposal

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Now that you have seen what Croner can do, we would be delighted to become your trusted advisor. This proposal is a basic outline of the services we discussed at our recent meeting and along with the details of the service fees.

If you have any questions, please do not hesitate to contact me.

### Chard Haesler

Business Development Manager

**Tel:**

**Email:** [chard.haesler@croner.co.uk](mailto:chard.haesler@croner.co.uk)

## What our clients say...

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Gold  
Trusted  
Service  
Award



2019

feefo<sup>co</sup>



Feedback is a vital element to learning and development, but sometimes it's just nice to hear the experience our clients are having when it comes to the Croner service.

**croner.co.uk**

Croner House, Wheatfield Way, Hinckley  
Leicestershire, LE10 1YG







# Our Services

Your guide to our HR, employment law  
and health & safety services

[croner.co.uk](http://croner.co.uk)



**Croner**  
HR • Tax • H&S • Reward



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# HR & Employment Law

Whether you have a full in-house HR team, dedicated HR Manager, or if HR is just one of your many responsibilities, Croner has a range of options to help you fulfil your employment law obligations.

## We provide

- ✓ **24/7 Advice Line** - For HR and employment law issues, available **365 days a year**
- ✓ **Online Document Library** - Including documentation & procedural reviews and updates to ensure compliance
- ✓ **Crisis Support** - Including on-site support and action plans
- ✓ **Annual Formal Review** - A formal review every 12 months to maintain compliance
- ✓ **BrightHR** - Our online management system to centralise documentation, policies, and manage holidays, absences & rotas
- ✓ **Tribunal Support** - When required, with optional advice-dependent insurance
- ✓ **Commercial Legal, Tax, VAT & PAYE Advice** - Available 9-5, Monday to Friday
- ✓ **Bespoke Documentation** - Reviewed and/or created from scratch

## About HR & employment law

From sick pay to holiday pay to bonus pay. Maternity leave to paternity leave. Supplier disputes to parking disputes. Occupational health to mental health. And from your first day to your retirement party... Our service is designed to protect you and your business.

## What our clients say about us

*"Always a positive experience when dealing with HR issues - feel confident in their advice and will help guide you through the toughest of HR problems."*

**Emma Agnew, Dignity Action Group**

---

**Speak to an expert**

We're here to support you

 **0800 015 4937**



# Health & Safety

No matter the size of your organisation, the industry you operate in, or the nature of your business, you'll have health & safety obligations. Stay safe and compliant with Croner's support.

## We provide

- ✓ **24/7 Advice Line** - For health & safety issues, available **365 days a year**
- ✓ **Document Templates** - Including documentation & procedural reviews and updates to ensure compliance
- ✓ **Crisis Support** - Including on-site support and action plans
- ✓ **SafeCheck Review Service** - Two on-site visits and a user-friendly report
- ✓ **BrightSafe** - Our online management system to create risk assessments, policies, and guides on workplace hazards
- ✓ **Health & Safety Training** - Including IOSH Working Safely & COSHH Assessments
- ✓ **Optional Health & Safety Insurance** - Legal fees, representation & crisis management

## About health & safety

We know exactly what the law demands of your organisation. Our comprehensive mix of services gives you the flexibility to choose the right combination of software & support to keep you compliant and meet the ongoing and changing needs of your business.

Cut out the paperwork, free up your time, and get the reassurance you need with Croner's team of experts today ☎ **0800 015 4937**.

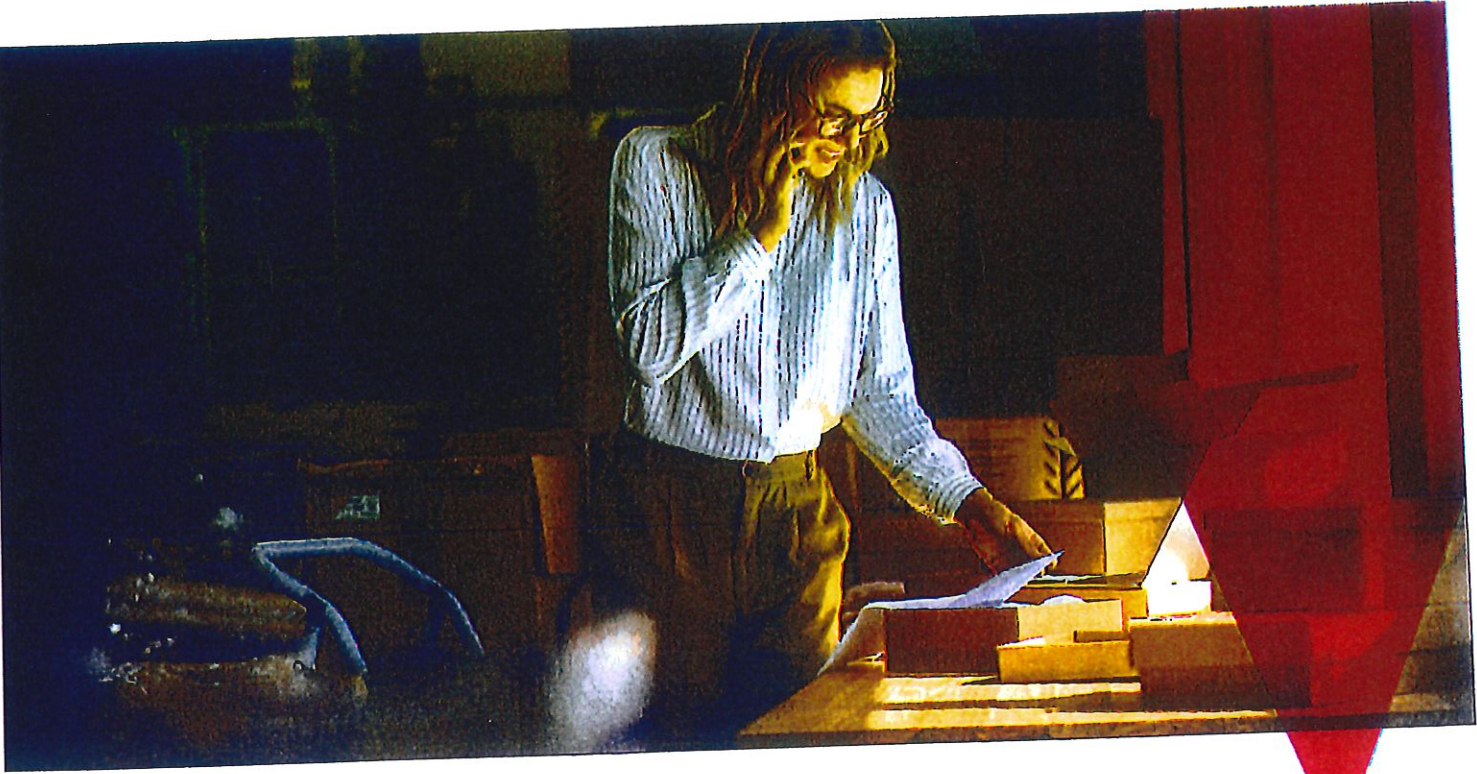
## What our clients say about us

*"Very professional and informative, with plenty of key information provided to assist with the day to day H&S matters within our business and advice where needed to develop our systems further."*

**Adrian Laishley, Building Technology Systems**







# Partnership Opportunities

Croner work in partnership with over 100 trade associations, including the CIPD, REC and the British Safety Council.

## Partnership benefits

- ✓ Instant increase in range of services
- ✓ Adds value to membership
- ✓ Professional marketing support
- ✓ Co-host events
- ✓ Can create a new revenue stream
- ✓ 24/7 employment law advice
- ✓ Health & safety assistance
- ✓ Commercial legal support
- ✓ Tax, VAT & PAYE guidance
- ✓ Free business seminars
- ✓ Free monthly webinars
- ✓ Monthly partner & members newsletter
- ✓ Exclusive discounts for members
- ✓ Relevant, regular industry insight
- ✓ Alignment with a reputable brand

## About our partnerships

Partnering with Croner provides benefits that make a real difference, helping you to retain your members and attract new ones.

## What our partners say about us

*"We're delighted to be able to offer such an exciting further service for our members, in partnership with Croner. As UK employment law continues to evolve to meet the changing context of work and the wider political environment, staying up to date with employment law and ensuring businesses are compliant is more important than ever."*

**Peter Cheese, CEO, CIPD**

**Speak to an expert**  
We're here to support you

**0800 015 4937**



# Software

## BrightHR

BrightHR's secure, cloud-based system lets you cut back on your most time-consuming HR processes.

- + **Need to book leave?** Receive and approve holiday requests in seconds with the BrightHR staff holiday planner
- + **Staff working shifts?** Create rotas with BrightHR's shift planning software and instantly share them with your employees using the app
- + **Employees sick or turning up late?** Staff can use the BrightHR app to call in sick, and you can record their absences in a click. Use BrightHR to track when employees start work, and spot the ones who are never on time
- + You can also use BrightHR's **clocking-in and clocking-out app**, Blip, to automatically record when your staff arrive and leave
- + **Manage staff expenses** with ease and approve them on the go with PoP, our expense tracker app

## BrightSafe

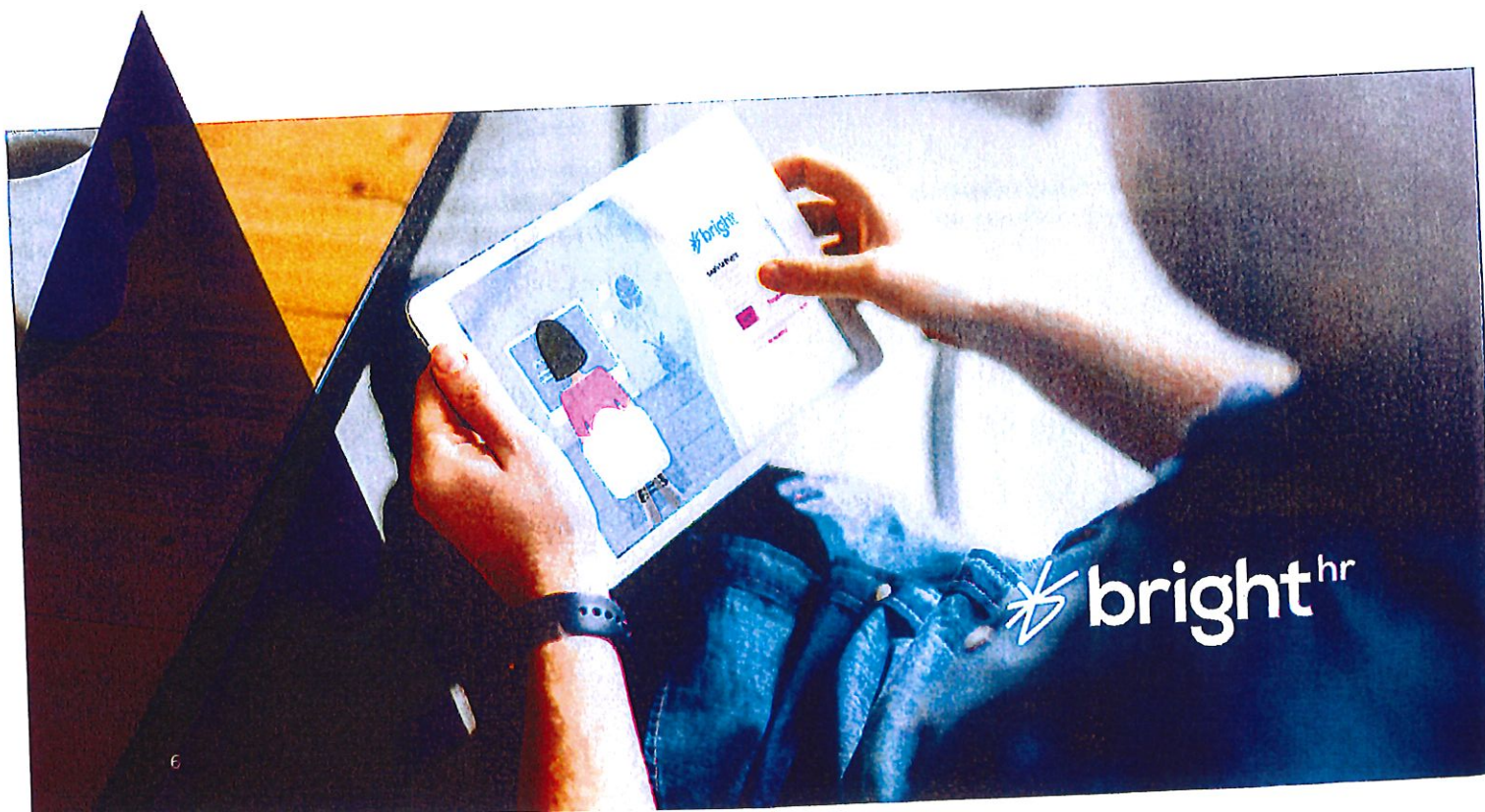
BrightSafe online software makes your everyday health & safety tasks easy. Simply login to BrightSafe to:

- + Create and manage your risk assessments to the standards set by the HSE in a few clicks of your mouse
- + Access all your documents in BrightSafe's secure cloud-based storage, including policies written just for you by Croner health & safety experts
- + Get an online library of checklists and guides to tackle any workplace hazard

## What our clients say about us

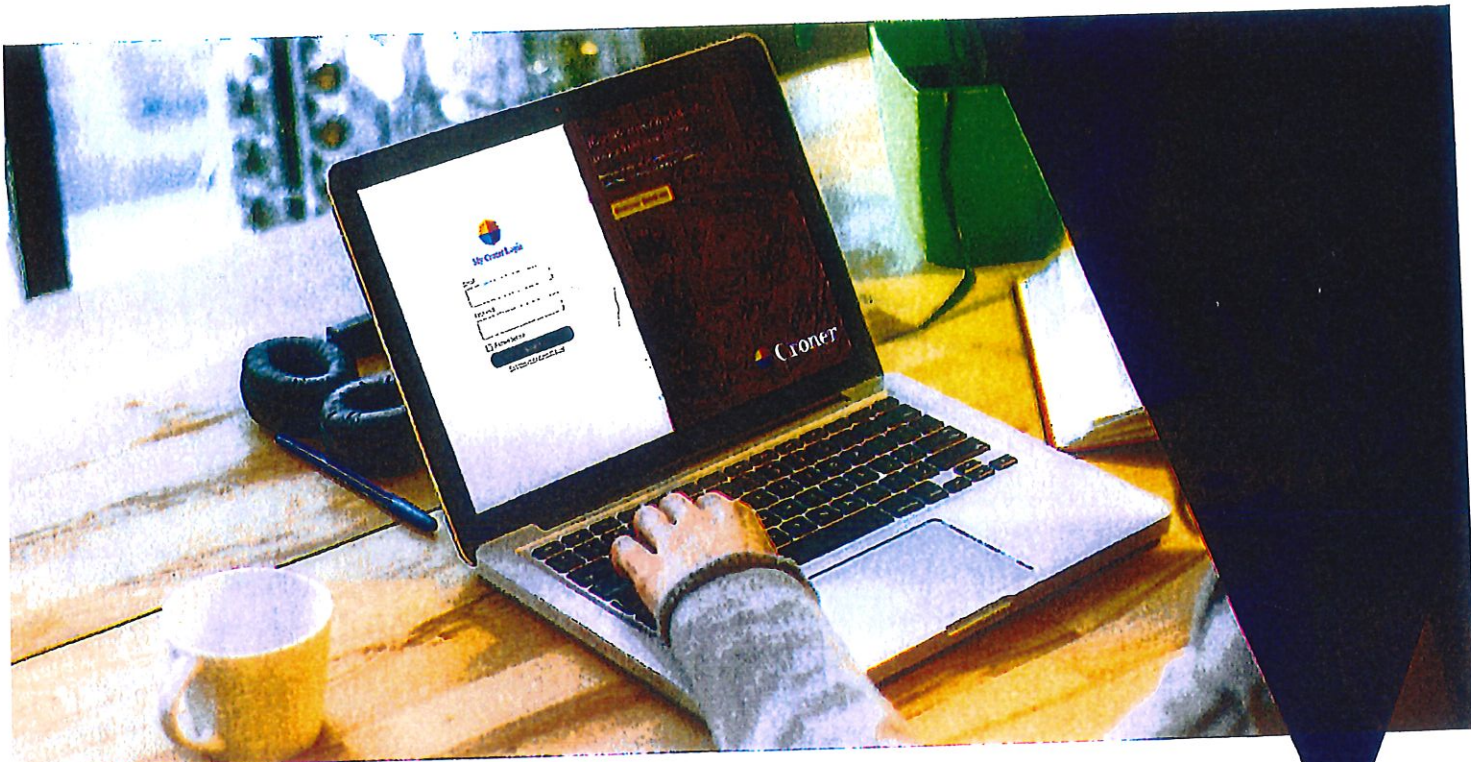
*"Using BrightHR makes us much more organised and centralises our processes, making it quicker for us to manage sickness and holidays."*

**Ella Ferris**, Nottingham Credit Union



 **bright<sup>hr</sup>**





## Croner Professional

Croner Professional can help you to support your HR or Line Managers through our expert HR advice service.

Whether you have one site or one hundred, you'll be able to see, at-a-glance, important details of each case and use version control to record the sequence of events. Plus you'll receive all of these benefits:

- + 24/7 telephone advice service staffed by industry professionals
- + Life-time tracking of employment-related issues
- + Full visibility of advice given, next steps and documents associated with each issue
- + Call & issue management reporting
- + Croner-i Human Resources portal
- + Croner document library – access to over 250 template letters, precedents & forms
- + Client document hosting
- + Training library

## What our clients say about us

*"It's a great comfort for ourselves that we've got a specialist to go to, to double check and to seek clarification, so that legally we know we're making the right decisions."*

**Dana Humphries, KFC**

*"First class service, knowledgeable staff that always provide the answers required to enable me to deal with all situations. I would without a doubt recommend Croner Professional."*

**Natalie Hendricks, Service Innovation Group (SIG) Europe**

## Request a demo

Speak to an expert today

**0800 015 4937**



# Additional Services

## EAP & Employee Wellbeing

Happier, healthier employees are more motivated and productive. So when your people do better, your business does better.

Employee assistance programmes (EAPs) are benefit programmes designed to help employees deal with personal problems that might adversely impact their work performance and health & wellbeing.

If you think your workforce could benefit from an EAP, please get in contact today 📞 **0800 015 4937**.

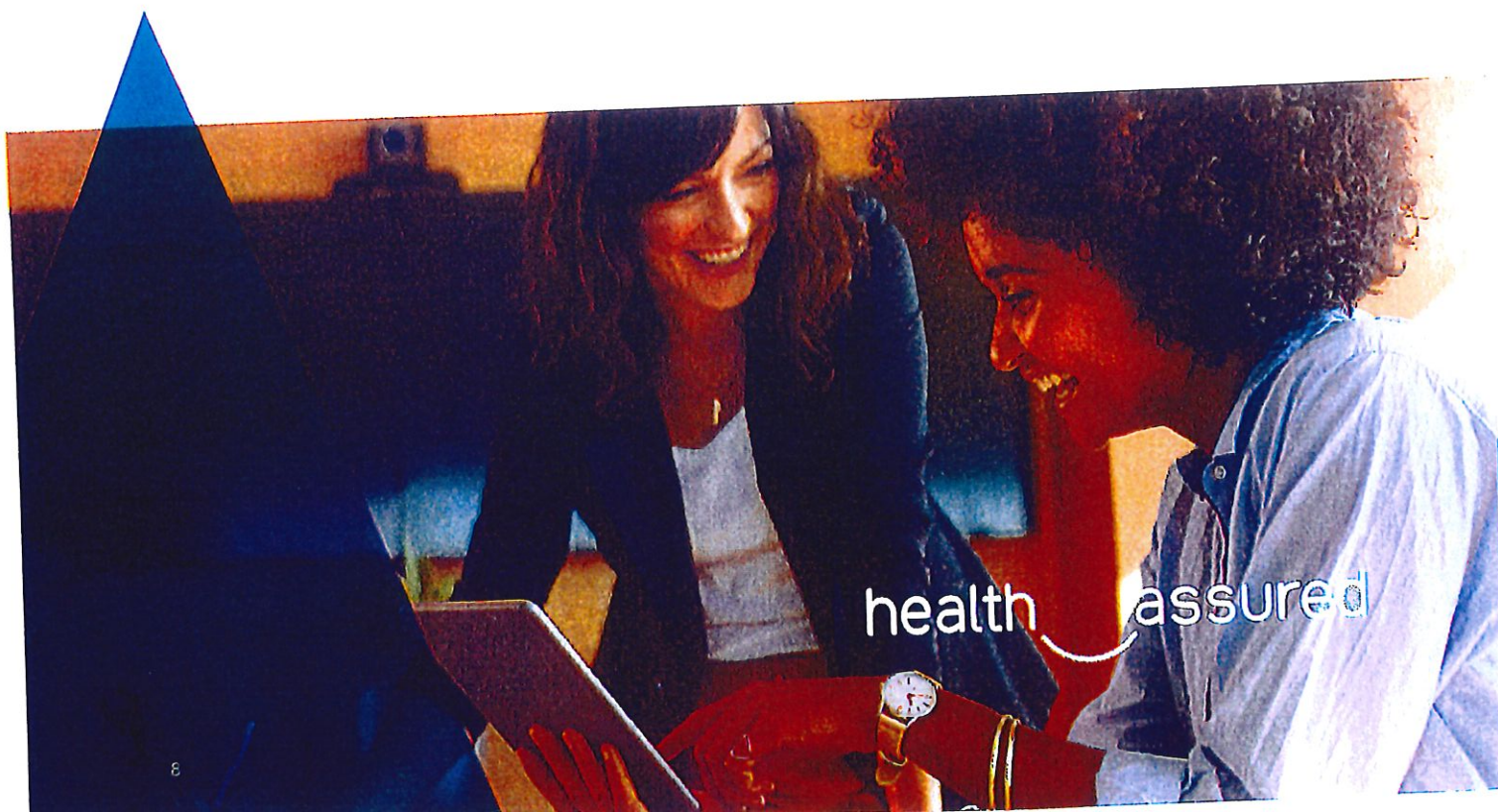
EAPs generally include assessments, short-term counselling and referral services for employees and their immediate family. Our partner company, Health Assured, offers an EAP with the following features:

### What our clients say about us

*"A large number of our staff benefit from the phone and face-to-face counselling."*

**De Montfort University**

- + Up to 6 sessions of face to face, telephone or online counselling, including telephone and face to face CBT counselling, per employee, per issue, per year
- + Full case management protocols for all structured counselling cases
- + Unlimited access to 24/7, confidential telephone helpline
- + Self, manager, HR, physiotherapy, trade union and OH referrals
- + Coverage for dependants and retirees (up to three months) within HMRC guidelines
- + Legal information services
- + Debt & financial information
- + 24/7 critical incident telephone support
- + Family advice line on topics such as childcare and eldercare
- + Manager consultancy and support



health assured



## Croner-i

Tax planning, audit compliance and everything in between. With the Croner-i digital library, you get all the information you need to do business safely.

Croner-i is the world's leading online library of guides, factsheets and articles on the laws that affect your business.

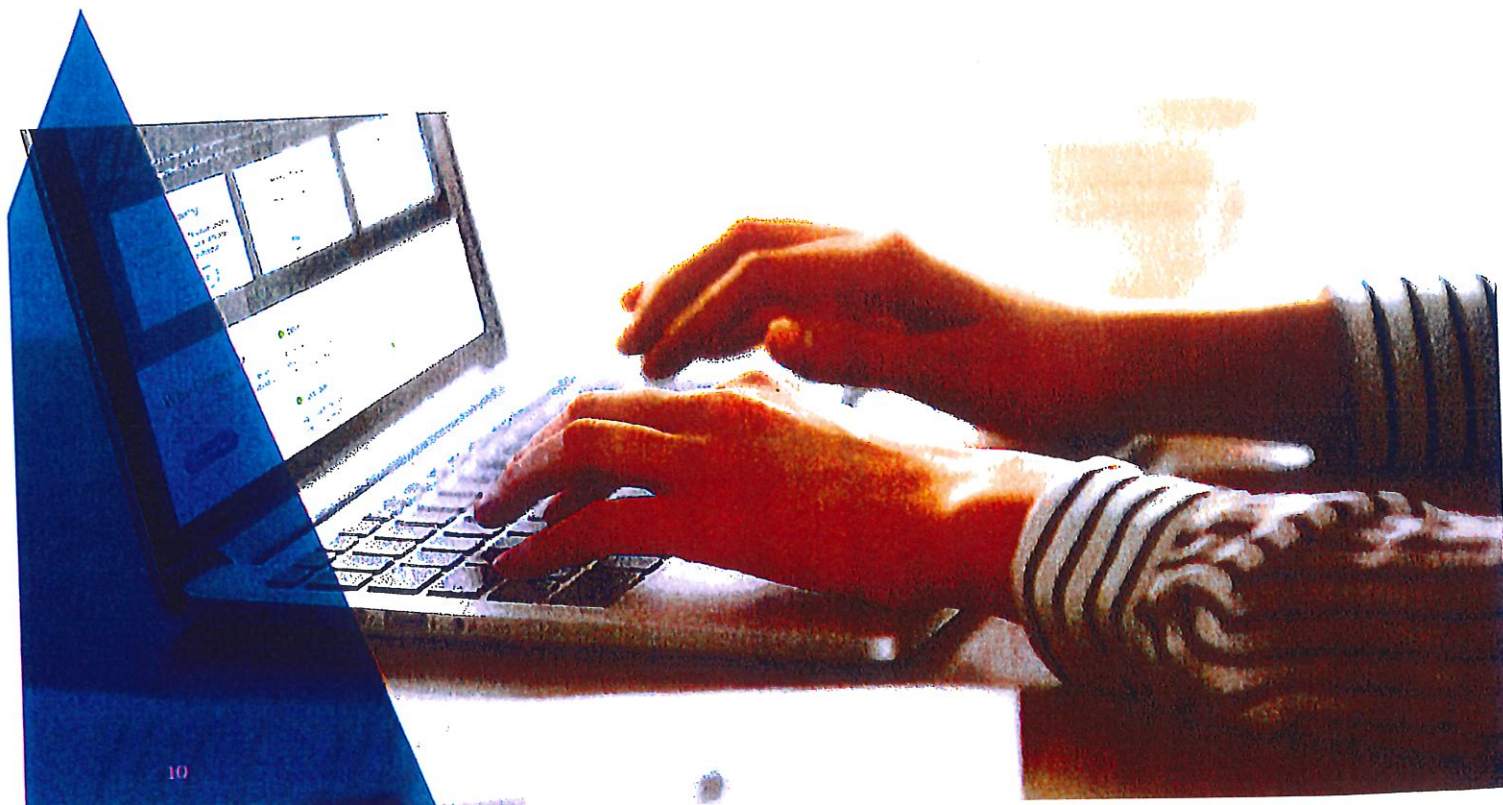
Whether you're filing VAT returns, transporting hazardous goods, or looking for the latest rules on workers' rights, simply login and get the answers you need in minutes. ☎ 0800 015 4937.

### What our clients say about us

*"Having Croner-i saves us a lot of time and money, as we do not have to use credits from our external legal provider."*

**Neil Wilkinson, Bemrose School Derby**

- + **Human Resources:** A comprehensive service providing instant access to the latest legislation and HR best practice
- + **Health & Safety:** A complete view of UK health & safety law organised by keyword or topic
- + **Hazardous Substances:** Online information service providing instant access to UK chemical legislation and best practice advice
- + **International Trade:** Manage, import and export operations effectively and efficiently
- + **Care:** Updated to contain the latest information on complying with the Health and Social Care Act 2008 and the CQC standards
- + **Environment & Sustainability:** The ultimate information service to help you understand your firm's environmental responsibilities
- + **Education:** Designed to support the work of those in the education sector, covering primary, secondary, and independent schools
- + **Construction:** Providing your business with access to all the legal requirements, expert guidance, and documents you need
- + **Road Haulage:** Designed especially to meet the needs of companies that trade or transport on the road







## Croner Face2Face

No one said HR was easy...

Grievances. Disputes. Dismissals. Redundancies. Some of your meetings will end in tears. Others may end in court. But with Croner Face2Face, you never have to handle a difficult HR issue alone again.

Rely on us to reduce the time, stress and legal risks that come from handling any difficult HR issue. Get a FREE consultation and express HR support today.

Thousands of businesses trust Croner to handle their most challenging workplace issues. Here are just some of the ways you can use our support:

- + Investigating grievances
- + Dealing with fraud, theft or abuse at work
- + Resolving disputes through workplace mediation
- + Training, coaching and mentoring for difficult HR processes, such as redundancy
- + Holding disciplinary meetings
- + TUPE consultations

## What our clients say about us

*"We, as a business, required some urgent HR advice. We phoned the Croner helpdesk and received immediate advice with on-site attendance arranged the same day."*

*"The professionalism of both the phone assistance and the on-site support is excellent."*

**Phil Bodycote, Robert Stuart Ltd**

*"I'd definitely recommend the Croner Face2Face service and I have done already... When I hear people complaining about their HR problems, I always point them in Croner's direction."*

**Alan Cooper, WMTR**

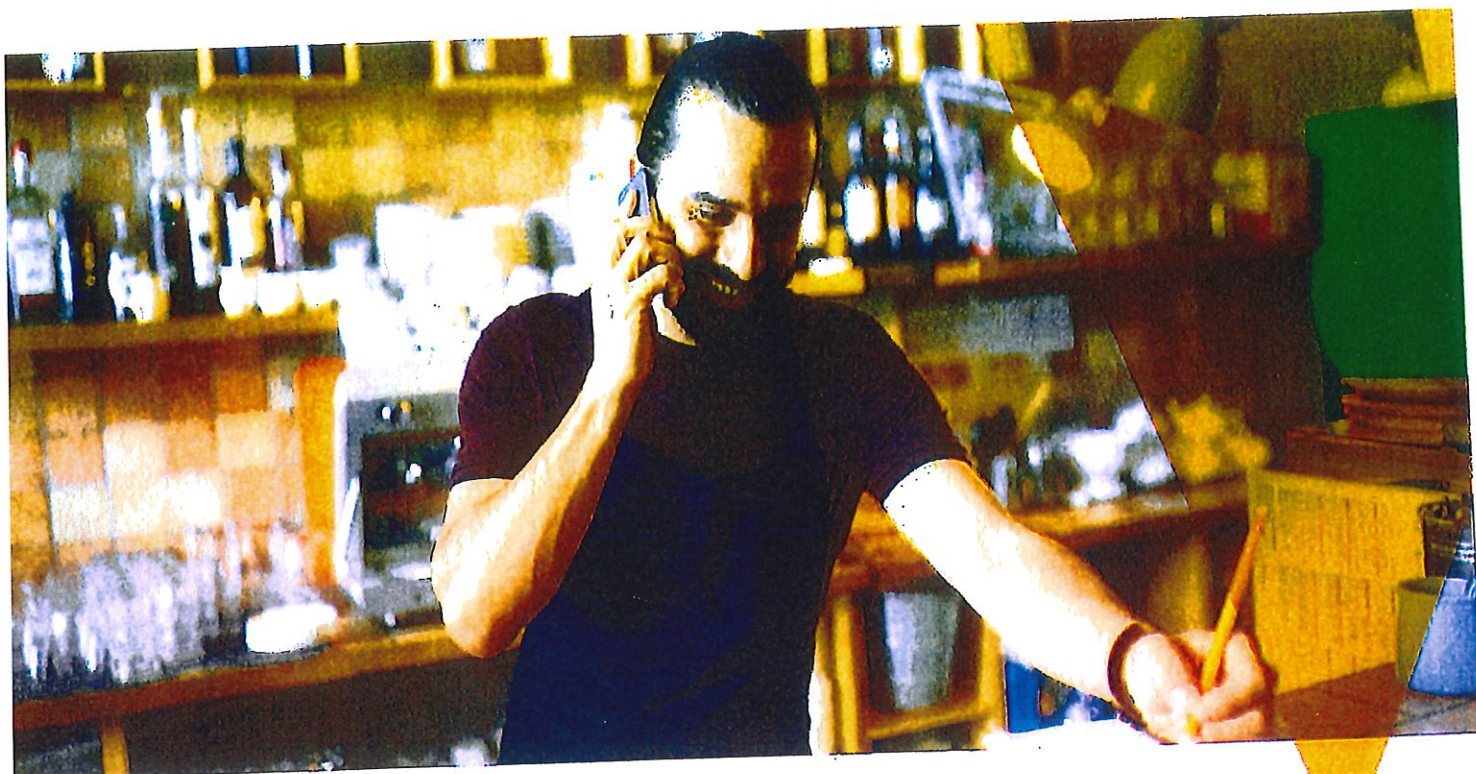
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**Speak to an expert**

We're here to support you

 **0800 015 4937**





## Pay & Reward

An employee's financial reward is one of the primary motivations for them to come to work; it's also one of the organisation's highest costs. Croner can help keep expenses to a minimum.

### We Provide

- ✓ **24/7 Advice Line** - For pay & reward issues, available **365 days a year**
- ✓ **SalarySearch** - Our SalarySearch tool gives you instant salary benchmarking data for job roles across the UK
- ✓ **Salary Surveys & Benchmarking** - To ensure your salaries are competitive, our reports are broken down into quartile & decile salary ranges for your region, job, or industry
- ✓ **Job Evaluation & Grading Tool** - Assesses job roles objectively and analytically so you can develop successful pay policies
- ✓ **Market Rate Report** - Tailored to individual jobs, departments, or full organisations. Can be produced as needed, or annually
- ✓ **Pay Gap Reporting** - We can provide a second pair of eyes to look over your report, or produce the report for you

### About pay & reward

Achieving the balance that suits staff members and benefits your development goals is one of the most difficult challenges you may face.

If you've got a remuneration issue, and aren't sure where to start, let one of our Pay & Benefit Specialists provide you with the support and guidance you need.

### What our clients say about us

*"We have been working with Croner Reward for the past 11 years... It's really important that we have a sense of sector-wide salaries to ensure competitiveness and fairness in our salary framework, and Croner data provides us with this."*

**Carolyn Nutkins, Parkinsons UK**

### Speak to an expert

We're here to support you

**0800 015 4937**



## Let's talk

PHONE 0800 015 4937

ONLINE [croner.co.uk](http://croner.co.uk)

Croner Group Limited registered  
in England & Wales,  
No. 8654528.

Registered Office:  
Croner House,  
Wheatfield Way,  
Hinckley, LE10 1YG.

Croner Group Limited is authorised and  
regulated by the Financial Conduct Authority.



# Croner

HR • Tax • H&S • Reward





# The COMPLETE Croner Service

## Employment Services

- ✓ Bespoke policies
- ✓ Bespoke employee handbooks
- ✓ Bespoke Contracts of Employment
- ✓ Key stationery forms
- ✓ Annual updates
- ✓ Compliance

## Employment Services

- ✓ Cloud storage
- ✓ Personnel files
- ✓ BrightHR
- ✓ Absence / holiday / lateness management
- ✓ Reporting suite
- ✓ Blip by BrightHR
- ✓ PoP by BrightHR

## Employment Services

- ✓ Market leading SLAs
- ✓ Up to Level 7 CIPD
- ✓ 24/7 365 unlimited advice
- ✓ Commercial legal advice
- ✓ Face2Face
- ✓ Commercially focused employment advice
- ✓ Employee Assistance Programme

## Employment Services

- ✓ Legal representation
- ✓ Settlements & awards cover
- ✓ £200k / £2 million

## Consultancy



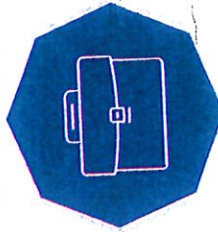
## Software



## Advice



## Insurance



## Health & Safety Services

- ✓ Bespoke action plan
- ✓ Management system
- ✓ Employee safety handbooks
- ✓ Annual reviews
- ✓ Responsibility planner
- ✓ Compliance visits / Gap Analysis
- ✓ Up to CIOSH Practitioner support

## Health & Safety Services

- ✓ Risk assessment wizard
- ✓ Tasks and reminders
- ✓ BrightSafe
- ✓ Accident reporting
- ✓ Posters & documentation
- ✓ Health & safety e-learning modules

## Health & Safety Services

- ✓ Market leading SLAs
- ✓ Risk assessment support
- ✓ 24/7 365 unlimited advice
- ✓ Employee assistance programme
- ✓ Accident management
- ✓ Minimum diploma in H&S management

## Health & Safety Services

- ✓ Legal representation
- ✓ Crisis management
- ✓ £200k / £2 million



# Commercial Legal Protection Insurance

## INSURANCE PRODUCT INFORMATION DOCUMENT

**Company:** Irwell Insurance Company Limited ("Irwell")  
**Product:** Commercial Legal Protection Policy



**Irwell**

INSURANCE COMPANY LIMITED

Irwell Insurance Company Ltd. Company Registration Number 02857406. Registered Office: 2 Cheetham Hill Road, Manchester M4 4FB. Irwell is authorised by the Prudential Regulation Authority (PRA) and is regulated by the Financial Conduct Authority (FCA) and the PRA to conduct general insurance business. PRA Registration No. 202897

This document provides a summary of the key information relating to this Commercial Legal Protection Insurance Policy. Complete pre-contractual and contractual information is provided in the full policy documentation.

This insurance policy is sold and administered by Croner Group Limited ("Croner").

### What is this type of insurance?

This insurance policy pays for your legal costs and certain awards of compensation associated with employment tribunal claims and/or your legal costs associated with Health & Safety prosecutions



#### What is insured?

##### Employment Disputes

- ✓ Professional Fees and Expenses incurred in employment litigation disputes with employees.
- ✓ Compensation and damages awarded at tribunal for unfair dismissal and/or indirect discrimination.

##### Health & Safety Prosecutions

- ✓ Professional Fees and Expenses incurred as part of a prosecution under Health & Safety legislation.

The extent and level of your cover is dependent on the type of Service Contract you have with Croner.



#### What is not insured?

- ✗ Any claim or event that occurs outside of the period of insurance listed on your schedule.
- ✗ Any employment claim arising from an event where you have not obtained the advice of Croner's Advisory Service.
- ✗ Any employment claim where you have obtained advice from Croner but failed to act on that advice with due diligence.
- ✗ Payment of awards for findings of automatic unfair dismissal, fundamental breaches of contract by the employer, direct discrimination, harassment and victimisation.
- ✗ Any awards for arrears of payments owed by virtue of contractual entitlements or statutory rights, such as wages or redundancy payments.
- ✗ Any claim for personal injury or for loss of or damage to any property.
- ✗ Any Fines or Penalties imposed by a Court.
- ✗ Any deliberate or intentional criminal offence.
- ✗ Protective awards under the Trade Union and Labour Relations (Consolidation) Act 1992 and protective awards under the Transfer of Undertaking (Protection of Employment) Regulations 2006 or such equivalent legislation in force in the Channel Islands.

Please refer to your policy wording for the full list of exclusions and limitations.



#### Are there any restrictions on cover?

- ! The Policy Limit is **£200,000** per insured claim or prosecution; and
- ! **£2,000,000** for all claims and prosecutions brought against you in any one policy year.
- ! Cover for employment litigation disputes is Advice-Dependent, meaning the policy will only respond if you have taken and followed the advice of Croner's Advisory Service on the matter which gives rise to the claim.



### Where am I covered?

- ✓ In the United Kingdom of Great Britain & Northern Ireland.



### What are my obligations?

- To supply honest, accurate and complete answers to all questions you are asked as part of your application for cover under the policy.
- Observe the terms, conditions and exclusions of this policy.
- Follow our claims procedure as advised and provide all relevant documentation as requested.



### When and how do I pay?

Monthly Direct Debit payable by BACS as part of your overall Service Fee with Croner.



### When does the cover start and end?

This policy will run for a period of one year from the start date listed on your insurance schedule, terminating on the end date listed on your schedule.



### How do I cancel the Insurance Policy?

Your insurance policy is an annual policy that will renew automatically unless insurance is refused by Irwell or your Service Contract with Croner ends. You can cancel this policy within 14 days from inception. If you contact Croner within this time no charge will be made and we will refund any premium already paid. If you wish to cancel your insurance after this period, we will refund a proportionate part of the premium corresponding to the unexpired period of insurance.

#### Contact Us:

Telephone: 0808 145 3374

Email: [client.experience@croner.co.uk](mailto:client.experience@croner.co.uk)

### Additional Information

#### Policy Documents

On receipt of any policy documents or insurance schedules issued to you, we strongly advise that you read the documents carefully as these documents form the basis of the insurance contract that has been purchased. You will be provided with full information on our products - a copy of the full Policy Wording is displayed on Croner's website (link below). Conditions and Exclusions apply.

<https://croner.co.uk/services/insurance/policy-wording-2021>



## Prestatyn and Meliden Street Furniture

### Condition Report and Quotations

**– March 2023**

**Paint Specification:** - Town Council adopted a colour for street furniture in the town – namely “Prestatyn Green”:  
RAL 6005 Moss Green/Alambra Green Macgloss 14 C 39; BS4800; Base 458.

### Background

Painted street furniture around Prestatyn have been highlighted as in need of refurbishment and a review was made by Prestatyn Town Council to ascertain the present situation, before requesting quotations for addressing any findings for consideration by the Council.

### Vents

Five Vent pipes, which are under the jurisdiction of Dwr Cymru/Welsh Water, are sited at the following locations;

| Ref | Photo | Asset | Location                               |
|-----|-------|-------|----------------------------------------|
| 1   | 2658  | Vent  | Junction Fforddlas / Pendre Avenue     |
| 2   | 2659  | Vent  | Junction Fforddlas / Gronant Road      |
| 3   | 2689  | Vent  | Junction Marine Road / Bastion Road    |
| 4   | 2704  | Vent  | Junction Marine Road / Barkby Avenue   |
| 5   | 2767  | Vent  | Bishopswood Road leading onto Hillside |



1 – 2658

2 – 2659

3 – 2689

4 – 2704

5 - 2767

### **Condition;**

All vents require painting; only the one by Ty Pendre Gardens (2689) has been painted previously and all others appear to be bare metal; the one based at the old T.A. site (2689) is covered in dead ivy, and the short stack (1 metre high, 2767) is rusted.

### Fingerposts

Five fingerposts sited along the High Street (the lowest on other side of railway station);

| Ref | Photo | Asset      | Location                                      |
|-----|-------|------------|-----------------------------------------------|
| 6   | 2823  | Fingerpost | Junction Bastion Road B5120 / Ffordd Yr Orsaf |
| 7   | 2828  | Fingerpost | Junction High Street / Bridge Road            |
| 8   | 2895  | Fingerpost | Junction High Street / opposite No.116        |
| 9   | 2896  | Fingerpost | Junction High Street / Kings Avenue           |
| 10  | 2907  | Fingerpost | Junction High Street / Fern Avenue            |





5 – 2823

6 – 2828

7 – 2895

8 – 2896

9 - 2907

### Condition;

Painting on all fingerposts appears dull and weathered; the actual signs (in gold paint) are starting to show signs of corrosion on their lower edge and one fingerpost (2896) has evidence of rusting towards the bottom of the post.

### Railings and Clock

Railings are situated through the High Street;

| Ref | Photo | Asset    | Location                               |
|-----|-------|----------|----------------------------------------|
| 11  | 2921  | Railings | Junction High Street / Gronant Road    |
| 12  | 2922  | Railings | Junction High Street / Kings Avenue    |
| 13  | 2923  | Railings | Junction High Street / Nant Hall Road  |
| 14  | 2925  | Railings | Junction High Street / Penisardre Road |
| 15  | 2926  | Railings | Junction High Street / Penisardre Road |
| 16  | 2920  | Clock    | Junction High Street / Penisardre Road |



10 – 2921



11 – 2922



12 - 2923



13 – 2925



14 – 2926



15 – 2920

### Condition;

Railings all require repainting; those at the junction with Kings Avenue and Nant Hall Road are not in Prestatyn Green, and also there is significant evidence of collision damage / vandalism at Kings Avenue, Nant Hall Road and Penisardre Road.

Paint on the clock is now looking weathered and dull.



## Quotations

Several local companies were approached with details of all areas as described within this document, for an assessment of costing to bring the street furniture back up to an acceptable level.

Reports/costings have been received from two companies as shown in the following table;

| Company                 | Vents  | Fingerposts | Railings/Clock | Total   |
|-------------------------|--------|-------------|----------------|---------|
| Greengrass Services Ltd | £2,740 | £4,760      | £14,370        | £21,870 |
| James Sumner            | £1,170 | £950        | £2,270         | £4,390  |

James Sumner does not include gold painting of lettering albeit Greengrass does.

These charges do not include other elements such as sanction from Denbighshire County Council should public areas require temporary closure.

As no allowance for this extensive work is included in the 2023/24 budgeting, funding would have to be taken from balances/reserves.

## Recommendation

Wales in Bloom have commented on some of the work that has been identified.

To instruct James Sumner to carry out the work as the quote seems reasonable and will make an impact on the aesthetics along the High Street.

## **Prestatyn and Meliden Benches**

### **Condition Report and Quotations – March 2023**



#### **Background**

It had been highlighted through an initial report received from existing contractors Greengrass Services Ltd ("GSL") that numerous benches throughout Prestatyn and Meliden required attention. Upon cross-referring the listing received, it was also noticed that the number of benches presently being monitored did not match the Fixed Assets register, and clarity was needed as to reflect the true number of benches in Prestatyn Town Council's charge to undertake a more accurate assessment of the state of repair.

#### **Action**

A survey of the number of benches in the townships of Prestatyn and Meliden was undertaken at the end of February and Early March; the existing listings as supplied by GSL was utilised, and any benches that were detailed in historical information held by Prestatyn Town Council was also referred to.

As there was no mapping recorded for the benches, this was undertaken as part of the exercise to ensure all bench locations could be identified, together with photographs for cross-referring. In addition to this, assistance was given by Denbighshire County Council as to identify remote locations of some benches that were the property of Prestatyn Town Council, as not all benches have a branded ownership on them (historically, original wooden benches had "Prestatyn Town Council," or "PTC" on the top back bar to identify them. However following repairs, some of these had disappeared, and replacement benches made of composite materials had also negated these markings). Some benches held at certain sites remain the property of Denbighshire County Council and these needed to be negated from the counting exercise.

#### **Result**

Mapping of benches and locations, together with photographs, were completed in order to assist primarily in the tendering process due to be undertaken at the end of the financial year, and also for referencing in future queries. The total number of benches identified was corrected, from an initial figure of 72, up to a total of 106 following re-identification of some locations that had previously been missed. Of the total, there were two benches that required removal (one now placed in storage) during March 2023.

#### **Subsequent Investigation for consideration**

A fresh request was made to GSL having given them details of all benches to report on. A copy of this report has now been received and is added to the end of this report.

The total cost of repairs deemed necessary to bring all 106 benches back up to a suitable standard, based on an initial quote from GSL, is now £10,275 as detailed, excluding one bench that requires a full replacement.

#### **Recommendation**

Wales in Bloom judges commented on poor condition of benches. Maintenance of benches has been neglected over the past years. Council considers this programme of works to enhance and improve the aesthetics of Prestatyn and Meliden.



PTC List of Benches 2023

| Item | Photo Ref | Category | Location                                 | Date of comment | Count | GSL Report                              | Costing |
|------|-----------|----------|------------------------------------------|-----------------|-------|-----------------------------------------|---------|
| 1    | 2802      | Bench    | Aldi                                     | March 23        | 1     | Wood needs Painting Metal OK            | 85      |
| 2    | 2803      | Bench    | Aldi                                     | March 23        | 1     | Wood needs Painting Metal OK            | 85      |
| 3    | 2804      | Bench    | Aldi                                     | March 23        | 1     | Wood needs Painting Metal OK            | 85      |
| 4    | 2805      | Bench    | Aldi                                     | March 23        | 1     | Wood needs Painting Metal OK            | 85      |
| 5    | 2703      | Bench    | Barkby Avenue, Nr Prestatyn Gutter       | March 23        | 1     | plastic bench ok                        | 0       |
| 6    | 2813      | Bench    | Barkby Avenue, off-road old pitch & Putt | March 23        | 1     | Metal and plastic ok                    | 0       |
| 7    | 2692      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 8    | 2693      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 9    | 2694      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 10   | 2696      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 11   | 2697      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 12   | 2698      | Bench    | Bastion Road                             | March 23        | 1     | Wood and metal needs painting           | 115     |
| 13   | 2695      | Bench    | Bastion Road (opposite field)            | March 23        | 1     | Wooden slats need refixing and painting | 105     |
| 14   | 2812      | Bench    | Bastion Road / Bastion Gardens           | March 23        | 1     | wood need painting                      | 85      |
| 15   | 2688      | Bench    | Bastion Road, Junction Victoria Road     | March 23        | 1     | Metal and wood needs painting and brash | 135     |
| 16   | 2806      | Bench    | Bishopswood Road, far end                | March 23        | 1     | Bench returned to GSL YARD, Needs to be | 210     |
| 17   | 2801      | Bench    | Coed Bell Cemetery                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 18   | 2750      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 19   | 2751      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 20   | 2752      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 21   | 2754      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 22   | 2755      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 23   | 2756      | Bench    | Coronation Gardens                       | March 23        | 1     | Wood and metal needs painting           | 115     |
| 24   | 2757      | Bench    | Coronation Gardens                       | March 23        | 1     | wood need painting                      | 85      |
| 25   | 2749      | Bench    | Ffordd Pendyffryn / Penisardre           | March 23        | 1     | wood need painting                      | 85      |
| 26   | 2773      | Bench    | Ffordd Pendyffryn, AllPets Vets          | March 23        | 1     | wood need painting                      | 85      |
| 27   | 2677      | Bench    | Ffordd Penrhwyfya (62)                   | March 23        | 1     | wood need painting                      | 85      |
| 28   | 2678      | Bench    | Ffordd Penrhwyfya / Llandaff Drive       | March 23        | 1     | Metal needs painting                    | 85      |

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PTC List of Benches 2023

|    |      |          |                                                |          |                                            |     |
|----|------|----------|------------------------------------------------|----------|--------------------------------------------|-----|
| 29 | 2811 | Bench    | Ffordd Penrhwyfya / The Broadway               | March 23 | 1 Plastic bench ok metal and wood on the o | 115 |
| 30 | 2676 | Bench    | Ffordd Penrhwyfya, outside Coop                | March 23 | 1 ok                                       | 0   |
| 31 | 2774 | Bench    | Fforddilas, opposite 17                        | March 23 | 1 Needs old section remove and replace wi  | 75  |
| 32 | 2869 | Bench    | Gronant Road (outside Ty Pendre Gardens)       | March 23 | 1 NO 32                                    | 0   |
| 33 | 2775 | Bench    | Gronant Road / Linden Walk                     | March 23 | 1 Wood and metal needs painting            | 115 |
| 34 | 2713 | Bench    | Gronant Road / Nant Hall Road                  | March 23 | 1 Wood needs painting                      | 95  |
| 35 | 2776 | Bench    | Gronant Road / The Avenue                      | March 23 | 1 Wood needs painting                      | 85  |
| 36 | 2777 | Bench    | Gronant Road / The Avenue                      | March 23 | 1 Wood and metal needs painting            | 115 |
| 37 | 2712 | Bench    | Gronant Road Nr Millpond                       | March 23 | 1 Wood needs painting                      | 85  |
| 38 | 2636 | Bench    | High Street (church entrance gate)             | March 23 | 1 Metal needs painting                     | 85  |
| 39 | 2734 | Box Seat | High Street (Domino's)                         | March 23 | 1 ok                                       | 0   |
| 40 | 2635 | Bench    | High Street (opposite Chymna Gardens)          | March 23 | 2 Wooden bench needs wood and metal pa     | 115 |
| 41 | 2729 | Bench    | High Street / Penisardre                       | March 23 | 1 Metal needs painting                     | 85  |
| 42 | 2732 | Bench    | High Street down from Penisardre               | March 23 | 1 Metal needs painting                     | 85  |
| 43 | 2733 | Bench    | High Street down from Penisardre               | March 23 | 1 Metal needs painting                     | 85  |
| 44 | 2736 | Bench    | High Street nr Bridge Road                     | March 23 | 1 Metal needs painting                     | 85  |
| 45 | 2737 | Bench    | High Street nr Bridge Road                     | March 23 | 1 Metal needs painting                     | 85  |
| 46 | 2738 | Bench    | High Street nr Bridge Road                     | March 23 | 1 Metal needs painting                     | 85  |
| 47 | 2782 | Bench    | High Street TSB                                | March 23 | 1 Metal needs painting                     | 0   |
| 48 | 2647 | Bench    | High Street, Morris Evans Opticians            | March 23 | 1 Slat broken have done repair temp        | 85  |
| 49 | 2638 | Bench    | High Street, top left                          | March 23 | 1 Wood needs painting                      | 85  |
| 50 | 2644 | Bench    | High Street, top left                          | March 23 | 1 Metal needs painting                     | 0   |
| 51 | 2645 | Box Seat | High Street, top left                          | March 23 | 1 ok                                       | 85  |
| 52 | 2646 | Bench    | High Street, top left                          | March 23 | 1 Metal needs painting                     | 0   |
| 53 | 2764 | Bench    | Hillside Gardens                               | March 23 | 2 plastic burnt on seat                    | 0   |
| 54 | 2765 | Bench    | Hillside Gardens                               | March 23 | 1 Plastic ok                               | 85  |
| 55 | 2819 | Bench    | Marine Road / Pennant Grove                    | March 23 | 1 Wood needs painting                      | 85  |
| 56 | 2705 | Bench    | Marine Road/Barkby Avenue                      | March 23 | 1 Wood needs painting                      | 115 |
| 57 | 2706 | Bench    | Marine Road/Barkby Avenue                      | March 23 | 1 Wood and metal needs painting            | 180 |
| 58 | 2816 | Bench    | Meliden A547 Ffordd Talargoch / The Grove      | March 23 | 1 Wood and metal needs painting Needs re   | 0   |
| 59 | 2671 | Bench    | Meliden A547 Opposite Meliden Community Centre | March 23 | 1 ok                                       | 115 |
| 60 | 2670 | Bench    | Meliden Community Centre                       | March 23 | 1 Wood and metal needs painting            | 115 |
| 61 | 2786 | Bench    | Meliden St Melyd Church Gate                   | March 23 | 1 Wood and metal needs painting            | 115 |

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PTC List of Benches 2023

|    |      |          |                                          |          |                                                     |     |
|----|------|----------|------------------------------------------|----------|-----------------------------------------------------|-----|
| 62 | 2787 | Bench    | Meliden St Melyd Church Gate             | March 23 | 1 Wood and metal needs painting                     | 115 |
| 63 | 2673 | Bench    | Meliden, Gallt Melyd Memorial Gardens    | March 23 | 2 x ptc benches that need wood painting             | 170 |
| 65 | 2675 | Bench    | Meliden, Gallt Melyd Memorial Gardens    | March 23 | 1 Touching up and revarnish                         | 95  |
| 66 | 2809 | Bench    | Meliden, Manod Road / Brynlllys junction | March 23 | 1 Could do with the bench replaced, needs New Bench |     |
| 67 | 2789 | Bench    | Melyd Avenue, Roman Bath House           | March 23 | 1 Wood need painting and varnishing                 | 115 |
| 68 | 2790 | Bench    | Melyd Avenue, Roman Bath House           | March 23 | 1 Wood need painting and varnishing                 | 115 |
| 69 | 2817 | Bench    | Morfa Playing Fields                     | March 23 | 1 wood and metal need painting                      | 115 |
| 70 | 2818 | Bench    | Morfa Playing Fields                     | March 23 | 1 metal needs painting                              | 85  |
| 72 | 2768 | Bench    | Mount Ida Road, Roman Helmet statue      | March 23 | 1 Plastic bench ok                                  | 0   |
| 73 | 2778 | Bench    | Nant Hall Road                           | March 23 | 1 all wood and metal needs repainting x 2           | 230 |
| 74 | 2715 | Bench    | Nant Hall Road / Glyn Ave                | March 23 | 1 Wood needs repainting                             | 85  |
| 75 | 2714 | Bench    | Nant Hall Road / Queensway               | March 23 | 1 wood and metal need painting                      | 115 |
| 76 | 2784 | Bench    | Nant Hall Road, PTC office               | March 23 | 1 Wood need painting                                | 85  |
| 77 | 2722 | Bench    | Pendyffryn Gardens                       | March 23 | 1 Wood need painting                                | 85  |
| 78 | 2723 | Bench    | Pendyffryn Gardens                       | March 23 | 1 Wood need painting                                | 85  |
| 79 | 2720 | Bench    | Pendyffryn Road / Eden Avenue            | March 23 | 1 Wood need painting                                | 85  |
| 80 | 2730 | Box Seat | Penicardre Ave                           | March 23 | 1 Wood need painting                                | 85  |
| 81 | 2731 | Seating  | Penicardre Ave (clock / wishing well)    | March 23 | 1 Remove and replace with new timber, all           | 950 |
| 82 | 2800 | Bench    | Sandy Lane                               | March 23 | 1 Wood and metal need painting                      | 115 |
| 83 | 2799 | Bench    | Sandy Lane/Glan-Y-Gors                   | March 23 | 1 Wood needs painting concrete ok                   | 85  |
| 84 | 2814 | Bench    | Station Road                             | March 23 | 1 wood need painting                                | 85  |
| 85 | 2758 | Bench    | Station Road, opposite Paanshee          | March 23 | 1 Wood and metal needs painting                     | 115 |
| 86 | 2759 | Bench    | Station Road, opposite Paanshee          | March 23 | 1 Wood and metal needs painting                     | 115 |
| 87 | 2760 | Bench    | Station Road, opposite Paanshee          | March 23 | 1 Wood and metal needs painting                     | 115 |
| 88 | 2808 | Bench    | The Avenue                               | March 23 | 1 Wood and metal needs painting                     | 115 |
| 89 | 2807 | Bench    | The Avenue / Coed Mor Drive              | March 23 | 1 Wood and metal needs painting                     | 115 |
| 90 | 2793 | Bench    | The Boulevard                            | March 23 | 1 Wood and metal needs painting                     | 115 |
| 91 | 2794 | Bench    | The Boulevard                            | March 23 | 1 ok                                                | 0   |
| 92 | 2795 | Bench    | The Boulevard                            | March 23 | 1 Wood and metal needs painting                     | 115 |
| 93 | 2653 | Bench    | Ty Pendre Gardens                        | March 23 | 1 wood needs painting metal ok                      | 85  |
| 94 | 2654 | Bench    | Ty Pendre Gardens                        | March 23 | 1 wood needs painting metal ok                      | 85  |
| 95 | 2655 | Bench    | Ty Pendre Gardens                        | March 23 | 3 wood needs painting metal ok                      | 255 |
| 96 | 2656 | Bench    | Ty Pendre Gardens                        | March 23 | 1 wood needs painting metal ok                      | 85  |

PTC List of Benches 2023

|     |      |       |                                                   |          |   |                              |                |
|-----|------|-------|---------------------------------------------------|----------|---|------------------------------|----------------|
| 97  | 2796 | Bench | Victoria Road West                                | March 23 | 1 | wood and metal need painting | 115            |
| 98  | 2797 | Bench | Victoria Road West                                | March 23 | 1 | wood and metal need painting | 115            |
| 99  | 2798 | Bench | Victoria Road West                                | March 23 | 1 | wood and metal need painting | 115            |
| 100 | 2686 | Bench | Victoria Road West, leaving Prestatyn by bus stop | March 23 | 1 | wood and metal need painting | 115            |
| 101 | 2769 | Bench | Victoria Road/Sea Road gardens                    | March 23 | 1 | wood and metal need painting | 115            |
| 102 | 2770 | Bench | Victoria Road/Sea Road gardens                    | March 23 | 1 | wood and metal need painting | 115            |
| 103 | 2771 | Bench | Victoria Road/Sea Road gardens                    | March 23 | 1 | wood and metal need painting | 115            |
|     |      |       |                                                   |          |   |                              | <b>£10,275</b> |

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04/04/2023

## Prestatyn Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 12

## PTC Income &amp; Expenditure Month 12

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <u>100 Council</u>                  |                       |                        |                       |                          |                          |                    |         |
| 1076 Precept                        | 0                     | 494,622                | 494,622               | 0                        |                          |                    | 100.0%  |
| 1100 Rental Income                  | 0                     | 4,985                  | 6,200                 | 1,215                    |                          |                    | 80.4%   |
| 1200 Grants Received                | 0                     | 9,481                  | 10,000                | 519                      |                          |                    | 94.8%   |
| 1300 Activities / Charges           | 12                    | 104                    | 0                     | (104)                    |                          |                    | 0.0%    |
| 1400 Donations                      | 0                     | 100                    | 2,500                 | 2,400                    |                          |                    | 4.0%    |
| 1500 Bank Interest                  | 711                   | 1,166                  | 450                   | (716)                    |                          |                    | 259.2%  |
| 1700 Other Income                   | 0                     | 594                    | 0                     | (594)                    |                          |                    | 0.0%    |
| 4100 Mayor - Public Participation   | 0                     | (2,500)                | (2,500)               | 0                        |                          | 0                  | 100.0%  |
| 4110 Mayor's Allowance              | 0                     | (800)                  | (800)                 | 0                        |                          | 0                  | 100.0%  |
| 4120 IRPW & Councillor Allowance    | 0                     | (2,100)                | (2,700)               | 600                      |                          | 600                | 77.8%   |
| 4130 Councillor Training            | 0                     | (220)                  | (300)                 | 80                       |                          | 80                 | 73.3%   |
| 4140 Travelling - Councillors       | (19)                  | (19)                   | (250)                 | 231                      |                          | 231                | 7.7%    |
| 4150 Elections / Democracy          | 0                     | (27,898)               | (5,500)               | (22,398)                 |                          | (22,398)           | 507.2%  |
| <u>150 Administration</u>           |                       |                        |                       |                          |                          |                    |         |
| 4200 Audit                          | (200)                 | (250)                  | (1,874)               | 1,624                    | (2,050)                  | (426)              | 122.7%  |
| 4210 Legal / Professional Expenses  | (53)                  | (676)                  | (676)                 | 0                        |                          | 0                  | 100.0%  |
| 4215 Bank Charges                   | (10)                  | (134)                  | 0                     | (134)                    |                          | (134)              | 0.0%    |
| 4220 Subscriptions/Publications/Lic | 0                     | (1,540)                | (1,400)               | (140)                    |                          | (140)              | 110.0%  |
| 4240 Insurance                      | 0                     | (5,234)                | (6,000)               | 766                      |                          | 766                | 87.2%   |
| 4300 Advertising / Marketing        | 0                     | (172)                  | (1,500)               | 1,329                    |                          | 1,329              | 11.4%   |
| 4310 Website                        | 0                     | (386)                  | (2,500)               | 2,114                    |                          | 2,114              | 15.4%   |
| 4320 Social Media/Events            | 0                     | 0                      | (7,250)               | 7,250                    |                          | 7,250              | 0.0%    |
| 4330 Printing & Stationery          | (117)                 | (3,264)                | (3,957)               | 693                      | (693)                    | 0                  | 100.0%  |
| 4340 Postage                        | (196)                 | (852)                  | (1,000)               | 148                      |                          | 148                | 85.2%   |
| 4350 Welsh Translation              | (6)                   | (269)                  | (650)                 | 381                      |                          | 381                | 41.5%   |
| 4500 Petty Cash                     | 0                     | 0                      | (1,243)               | 1,243                    |                          | 1,243              | 0.0%    |
| 4510 Miscellaneous                  | (42)                  | (177)                  | (900)                 | 723                      |                          | 723                | 19.6%   |
| 4520 Contingency                    | 0                     | 0                      | (3,000)               | 3,000                    |                          | 3,000              | 0.0%    |
| <u>250 Personnel</u>                |                       |                        |                       |                          |                          |                    |         |
| 4000 Net Salaries                   | (10,257)              | (114,210)              | (125,500)             | 11,290                   |                          | 11,290             | 91.0%   |
| 4010 PAYE                           | (3,173)               | (45,338)               | (49,310)              | 3,972                    |                          | 3,972              | 91.9%   |
| 4020 Superannuation                 | (3,698)               | (40,024)               | (42,980)              | 2,956                    |                          | 2,956              | 93.1%   |
| 4030 Staff Contingency e.g. Agency  | 0                     | (248)                  | (1,200)               | 953                      |                          | 953                | 20.6%   |
| 4040 Travelling - Officers          | (23)                  | (36)                   | (500)                 | 464                      |                          | 464                | 7.2%    |
| 4050 Training & Development         | 0                     | (118)                  | (700)                 | 582                      |                          | 582                | 16.9%   |
| <u>300 Office</u>                   |                       |                        |                       |                          |                          |                    |         |
| 4400 Telephones / Broadband         | (320)                 | (1,790)                | (5,000)               | 3,210                    |                          | 3,210              | 35.8%   |
| 4440 Business / Water Rates         | 0                     | (6,052)                | (8,000)               | 1,948                    |                          | 1,948              | 75.6%   |
| 4450 Electricity / Gas              | (814)                 | 1,703                  | (7,500)               | 9,203                    | (3,500)                  | 5,703              | 24.0%   |

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17:13 Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 12

PTC Income &amp; Expenditure Month 12

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 4460 IT Support and IT Software     | (227)                 | (3,858)                | (4,000)               | 142                      |                          | 142                | 96.4%   |
| 4470 Photocopying                   | 0                     | (590)                  | (600)                 | 10                       |                          | 10                 | 98.3%   |
| 4480 Repairs & Maintenance          | (235)                 | (1,022)                | (1,333)               | 311                      |                          | 311                | 76.6%   |
| 4490 Cleaning Services              | (236)                 | (1,948)                | (2,000)               | 52                       |                          | 52                 | 97.4%   |
| <u>550 Town</u>                     |                       |                        |                       |                          |                          |                    |         |
| 4600 Envir Flowers/Amenity/Watering | (4,937)               | (25,416)               | (26,650)              | 1,234                    |                          | 1,234              | 95.4%   |
| 4605 Hanging Baskets / Troughs      | 0                     | (9,558)                | (10,000)              | 442                      |                          | 442                | 95.6%   |
| 4610 Festive Lighting Installation  | 0                     | (23,916)               | (25,000)              | 1,084                    |                          | 1,084              | 95.7%   |
| 4615 Public Seats - Maintenance     | (2,200)               | (2,417)                | (3,500)               | 1,083                    |                          | 1,083              | 69.1%   |
| 4625 Notice Boards                  | (3,870)               | (4,361)                | (5,000)               | 639                      |                          | 639                | 87.2%   |
| 4630 Tourism Signage                | 0                     | 0                      | (2,000)               | 2,000                    |                          | 2,000              | 0.0%    |
| 4635 Footway Improvements           | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |
| 4640 Car Parks                      | (12,700)              | (12,700)               | (13,700)              | 1,000                    |                          | 1,000              | 92.7%   |
| 4645 Bus Shelters - Maintenance     | 0                     | 0                      | (2,500)               | 2,500                    |                          | 2,500              | 0.0%    |
| 4650 Crime Prevention CCTV / Radio  | 0                     | (10,000)               | (12,000)              | 2,000                    |                          | 2,000              | 83.3%   |
| 4655 Play Areas                     | (5,000)               | (5,000)                | (5,000)               | 0                        |                          | 0                  | 100.0%  |
| 4660 Community Centre Expenditure   | (593)                 | (8,330)                | (7,950)               | (380)                    | (240)                    | (620)              | 107.8%  |
| 4665 Scala Cinema & Art Centre Loan | (66,493)              | (66,493)               | (66,495)              | 2                        |                          | 2                  | 100.0%  |
| 4670 Local community services       | (2,420)               | (7,390)                | (7,000)               | (390)                    | (4,336)                  | (4,726)            | 167.5%  |
| <u>700 Projects</u>                 |                       |                        |                       |                          |                          |                    |         |
| 4700 Holiday Leisure Activity       | (1,566)               | (2,940)                | (5,000)               | 2,060                    |                          | 2,060              | 58.8%   |
| 4710 Festival / Youth Activities    | (173)                 | (454)                  | (1,000)               | 546                      |                          | 546                | 45.4%   |
| 4720 PTC Events /Activities / Promo | (2,352)               | (18,408)               | (22,000)              | 3,592                    |                          | 3,592              | 83.7%   |
| 4730 Environmental / Community      | (75)                  | (2,672)                | (4,000)               | 1,328                    |                          | 1,328              | 66.8%   |
| 4740 Mind Music                     | (196)                 | (196)                  | (2,500)               | 2,304                    |                          | 2,304              | 7.8%    |
| 4750 Mental Health Well Being       | (4,308)               | (7,020)                | (2,500)               | (4,520)                  |                          | (4,520)            | 280.8%  |
| 4760 Community Volunteers           | 0                     | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |
| 4770 Countryside Project            | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |
| 4775 Coastal Project                | 0                     | 0                      | (5,000)               | 5,000                    |                          | 5,000              | 0.0%    |
| <u>800 Grants</u>                   |                       |                        |                       |                          |                          |                    |         |
| 4800 Grants- New Local Organisation | 0                     | (1,000)                | (1,000)               | 0                        |                          | 0                  | 100.0%  |
| 4810 Grants- Existing Organisation  | (1,750)               | (2,000)                | (2,000)               | 0                        |                          | 0                  | 100.0%  |
| 4820 Cultural Grants / Eisteddfod   | (200)                 | (200)                  | (750)                 | 550                      |                          | 550                | 26.7%   |
| 4830 Carnival Committee             | (1,650)               | (1,650)                | (1,650)               | 0                        |                          | 0                  | 100.0%  |
| 4840 Flower show                    | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |
| 4850 Car show                       | 0                     | (600)                  | (600)                 | 0                        |                          | 0                  | 100.0%  |
| 4860 Wales / Britain in Bloom       | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |
| 4870 Benefits Advice Shop/ Other    | 0                     | (2,000)                | (2,000)               | 0                        |                          | 0                  | 100.0%  |
| 4880 Citizens Advice Bureau         | 0                     | 0                      | (2,500)               | 2,500                    |                          | 2,500              | 0.0%    |
| 4890 Walks Programme / Festival     | (1,000)               | (1,000)                | (2,000)               | 1,000                    |                          | 1,000              | 50.0%   |



17:13 Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 12

PTC Income &amp; Expenditure Month 12

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 4895 Business Support                 | 0                     | 0                      | (6,000)               | 6,000                    |                          | 6,000              | 0.0%    |
| <u>900 Assets</u>                     |                       |                        |                       |                          |                          |                    |         |
| 4900 Office Furnishings/Equipment     | 0                     | (746)                  | (1,000)               | 254                      |                          | 254                | 74.6%   |
| 4910 IT Equipment                     | (13)                  | (2,167)                | (2,167)               | 0                        |                          | 0                  | 100.0%  |
| 4930 Community Centres Improvements   | (990)                 | (1,050)                | (1,050)               | 0                        |                          | 0                  | 100.0%  |
| 4940 Health/Sport/Leisure             | 0                     | 0                      | (5,000)               | 5,000                    |                          | 5,000              | 0.0%    |
| Grand Totals:- Income                 | 723                   | 511,052                | 513,772               | 2,720                    |                          |                    | 99.5%   |
| Expenditure                           | 132,111               | 479,704                | 553,635               | 73,931                   | 10,819                   | 63,113             | 88.6%   |
| <b>Net Income over Expenditure</b>    | <b>(131,388)</b>      | <b>31,348</b>          | <b>(39,863)</b>       | <b>(71,211)</b>          |                          |                    |         |
| plus Transfer from EMR                | 4,174                 | 48,533                 |                       |                          |                          |                    |         |
| less Transfer to EMR                  | 0                     | 13,858                 |                       |                          |                          |                    |         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(127,214)</b>      | <b>66,023</b>          |                       |                          |                          |                    |         |

Date : 05/04/2023

Prestatyn Town Council

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Time: 08:36

Trial Balance for Month No: 12

User : MARK

Account Number Order

| A/c Code | Account Name                   | Centre | Centre Name    | Debit      | Credit     |
|----------|--------------------------------|--------|----------------|------------|------------|
| 105      | VAT Control A/c                |        |                | 10,798.94  |            |
| 200      | Barclays Premium / Current     |        |                | 436,633.77 |            |
| 210      | Mayoral Account                |        |                | 1,059.41   |            |
| 220      | Petty Cash Account             |        |                | 7.51       |            |
| 310      | General Reserves               |        |                |            | 327,634.03 |
| 325      | EMR - Mind Music               |        |                |            | 1,684.08   |
| 326      | EMR - GYM Enabling Virt Comms  |        |                |            | 2,026.11   |
| 328      | EMR - Well Being               |        |                |            | 26.41      |
| 329      | EMR - Meliden CC Roof Repairs  |        |                |            | 4,378.19   |
| 331      | EMR - Warm Hubs 3              |        |                |            | 2,430.00   |
| 502      | Mayoral Account                |        |                |            | 1,059.41   |
| 520      | Receipts in Advance            |        |                |            | 4,378.19   |
| 1076     | Precept                        | 100    | Council        |            | 494,622.00 |
| 1100     | Rental Income                  | 100    | Council        |            | 4,985.00   |
| 1200     | Grants Received                | 100    | Council        |            | 9,480.77   |
| 1300     | Activities / Charges           | 100    | Council        |            | 104.00     |
| 1400     | Donations                      | 100    | Council        |            | 100.00     |
| 1500     | Bank Interest                  | 100    | Council        |            | 1,166.32   |
| 1700     | Other Income                   | 100    | Council        |            | 594.00     |
| 4000     | Net Salaries                   | 250    | Personnel      | 114,209.90 |            |
| 4010     | PAYE                           | 250    | Personnel      | 45,338.43  |            |
| 4020     | Superannuation                 | 250    | Personnel      | 40,023.94  |            |
| 4030     | Staff Contingency e.g. Agency  | 250    | Personnel      | 247.50     |            |
| 4040     | Travelling - Officers          | 250    | Personnel      | 35.79      |            |
| 4050     | Training & Development         | 250    | Personnel      | 118.00     |            |
| 4100     | Mayor - Public Participation   | 100    | Council        | 2,500.00   |            |
| 4110     | Mayor's Allowance              | 100    | Council        | 800.00     |            |
| 4120     | IRPW & Councillor Allowance    | 100    | Council        | 2,100.00   |            |
| 4130     | Councillor Training            | 100    | Council        | 220.00     |            |
| 4140     | Travelling - Councillors       | 100    | Council        | 19.35      |            |
| 4150     | Elections / Democracy          | 100    | Council        | 27,898.48  |            |
| 4200     | Audit                          | 150    | Administration | 250.00     |            |
| 4210     | Legal / Professional Expenses  | 150    | Administration | 675.94     |            |
| 4215     | Bank Charges                   | 150    | Administration | 133.50     |            |
| 4220     | Subscriptions/Publications/Lic | 150    | Administration | 1,540.30   |            |
| 4240     | Insurance                      | 150    | Administration | 5,233.54   |            |
| 4300     | Advertising / Marketing        | 150    | Administration | 171.50     |            |
| 4310     | Website                        | 150    | Administration | 386.00     |            |
| 4330     | Printing & Stationery          | 150    | Administration | 3,263.98   |            |
| 4340     | Postage                        | 150    | Administration | 851.62     |            |
| 4350     | Welsh Translation              | 150    | Administration | 269.43     |            |
| 4400     | Telephones / Broadband         | 300    | Office         | 1,789.84   |            |

Continued over page



## Account Number Order

| A/c Code | Account Name                   | Centre | Centre Name    | Debit     | Credit    |
|----------|--------------------------------|--------|----------------|-----------|-----------|
| 4440     | Business / Water Rates         | 300    | Office         | 6,051.98  |           |
| 4450     | Electricity / Gas              | 300    | Office         |           | 1,702.83  |
| 4460     | IT Support and IT Software     | 300    | Office         | 3,857.75  |           |
| 4470     | Photocopying                   | 300    | Office         | 590.00    |           |
| 4480     | Repairs & Maintenance          | 300    | Office         | 1,021.67  |           |
| 4490     | Cleaning Services              | 300    | Office         | 1,948.28  |           |
| 4510     | Miscellaneous                  | 150    | Administration | 176.78    |           |
| 4600     | Envir Flowers/Amenity/Watering | 550    | Town           | 25,416.30 |           |
| 4605     | Hanging Baskets / Troughs      | 550    | Town           | 9,558.00  |           |
| 4610     | Festive Lighting Installation  | 550    | Town           | 23,916.00 |           |
| 4615     | Public Seats - Maintenance     | 550    | Town           | 2,417.15  |           |
| 4625     | Notice Boards                  | 550    | Town           | 4,360.69  |           |
| 4640     | Car Parks                      | 550    | Town           | 12,700.00 |           |
| 4650     | Crime Prevention CCTV / Radio  | 550    | Town           | 10,000.00 |           |
| 4655     | Play Areas                     | 550    | Town           | 5,000.00  |           |
| 4660     | Community Centre Expenditure   | 550    | Town           | 8,330.11  |           |
| 4665     | Scala Cinema & Art Centre Loan | 550    | Town           | 66,493.00 |           |
| 4670     | Local community services       | 550    | Town           | 7,389.50  |           |
| 4700     | Holiday Leisure Activity       | 700    | Projects       | 2,939.77  |           |
| 4710     | Festival / Youth Activities    | 700    | Projects       | 453.59    |           |
| 4720     | PTC Events /Activities / Promo | 700    | Projects       | 18,408.11 |           |
| 4730     | Environmental / Community      | 700    | Projects       | 2,672.00  |           |
| 4740     | Mind Music                     | 700    | Projects       | 196.00    |           |
| 4750     | Mental Health Well Being       | 700    | Projects       | 7,020.05  |           |
| 4800     | Grants- New Local Organisation | 800    | Grants         | 1,000.00  |           |
| 4810     | Grants- Existing Organisation  | 800    | Grants         | 2,000.00  |           |
| 4820     | Cultural Grants / Eisteddfod   | 800    | Grants         | 200.00    |           |
| 4830     | Carnival Committee             | 800    | Grants         | 1,650.00  |           |
| 4850     | Car show                       | 800    | Grants         | 600.00    |           |
| 4870     | Benefits Advice Shop/ Other    | 800    | Grants         | 2,000.00  |           |
| 4890     | Walks Programme / Festival     | 800    | Grants         | 1,000.00  |           |
| 4900     | Office Furnishings/Equipment   | 900    | Assets         | 746.23    |           |
| 4910     | IT Equipment                   | 900    | Assets         | 2,166.72  |           |
| 4930     | Community Centres Improvements | 900    | Assets         | 1,050.00  |           |
| 5998     | Transfer from EMR              |        |                |           | 38,860.00 |
| 6000     | Transfer from EMR              | 100    | Council        |           | 18,000.00 |
| 6000     | Transfer from EMR              | 550    | Town           |           | 2,570.00  |
| 6000     | Transfer from EMR              | 700    | Projects       |           | 5,594.59  |
| 6000     | Transfer from EMR              | 900    | Assets         |           | 22,368.61 |
| 6001     | Transfer to EMR                | 100    | Council        | 9,000.00  |           |
| 6001     | Transfer to EMR                | 550    | Town           | 4,378.19  |           |
| 6001     | Transfer to EMR                | 700    | Projects       | 480.00    |           |

Date : 05/04/2023

**Prestatyn Town Council**

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Time: 08:36

Trial Balance for Month No: 12

User : MARK

Account Number Order

| <u>A/c Code</u>        | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|------------------------|---------------------|---------------|--------------------|--------------|---------------|
| Trial Balance Totals : |                     |               |                    | 943,764.54   | 943,764.54    |
| Difference             |                     |               |                    | 0.00         |               |



## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

| <u>A/c</u>                 | <u>Description</u>                           | <u>Actual</u> |                |
|----------------------------|----------------------------------------------|---------------|----------------|
| <u>Current Assets</u>      |                                              |               |                |
| 105                        | VAT Control A/c                              | 10,799        |                |
| 200                        | Barclays Premium / Current                   | 436,634       |                |
| 210                        | Mayoral Account                              | 1,059         |                |
| 220                        | Petty Cash Account                           | 8             |                |
|                            | <b>Total Current Assets</b>                  |               | <b>448,500</b> |
| <u>Current Liabilities</u> |                                              |               |                |
| 502                        | Mayoral Account                              | 1,059         |                |
| 520                        | Receipts in Advance                          | 4,378         |                |
|                            | <b>Total Current Liabilities</b>             |               | <b>5,438</b>   |
|                            | <b>Net Current Assets</b>                    |               | <b>443,062</b> |
|                            | <b>Total Assets less Current Liabilities</b> |               | <b>443,062</b> |
| <u>Represented by :-</u>   |                                              |               |                |
| 300                        | Current Year Fund                            | 70,208        |                |
| 310                        | General Reserves                             | 362,309       |                |
| 325                        | EMR - Mind Music                             | 1,684         |                |
| 326                        | EMR - GYM Enabling Virt Comms                | 2,026         |                |
| 328                        | EMR - Well Being                             | 26            |                |
| 329                        | EMR - Meliden CC Roof Repairs                | 4,378         |                |
| 331                        | EMR - Warm Hubs 3                            | 2,430         |                |
|                            | <b>Total Equity</b>                          |               | <b>443,062</b> |



## APPENDIX xiv

### Prestatyn and Meliden Landscaping and Street Furniture maintenance Tendering Virements Report – April 2023

#### Background

The following table represents results from tendering bids to be approved by Council on Wednesday 5<sup>th</sup> April 2023.

| Tenders Received March 2023 |                       |                       |                         |                   |                        |                |                 |                   |                                            |                      |              |
|-----------------------------|-----------------------|-----------------------|-------------------------|-------------------|------------------------|----------------|-----------------|-------------------|--------------------------------------------|----------------------|--------------|
| Name                        | Summer Plants<br>4600 | Winter Plants<br>4600 | Hanging Baskets<br>4605 | Boulevard<br>4620 | Pendre Gardens<br>4620 | Floral<br>4600 | Benches<br>4615 | Alleyways<br>4635 | Noticeboards<br>and Signage<br>4625 / 4630 | Bus Shelters<br>4645 | Total Figure |
| Pottles                     | £3,023                | £2,247                |                         |                   |                        |                |                 |                   |                                            |                      | £5,270       |
| Genesis                     |                       |                       | £21,003                 |                   |                        |                |                 |                   |                                            |                      | £21,003      |
| My Tidy Garden              |                       |                       |                         | £3,270            | £2,470                 | £13,520        |                 |                   |                                            |                      | £19,260      |
| Plantscape                  |                       |                       | £10,412                 |                   |                        |                |                 |                   |                                            |                      | £10,412      |
| GSL                         |                       |                       |                         | £2,465            | £2,343                 |                | £2,850          | £1,725            | £2,530                                     |                      | £11,913      |
| DCC                         |                       |                       |                         |                   |                        |                | £2,900          |                   | £2,000                                     | £7,600               | £12,500      |

Table 1 - tenders submitted March 2023.

The figures highlighted in yellow represent those bids recommended for acceptance.

Based on the figures highlighted, these have been matched to the Nominal codes and values attributed to them in the Budget for 2023-24 to ascertain costings.

|                               | Nominal   | Budget<br>23/24 | Tenders<br>Received | Difference | Virement<br>Required |
|-------------------------------|-----------|-----------------|---------------------|------------|----------------------|
| Environ flowers/beds/planters | 4600      | £26,650         | £18,790             | £7,860     | No                   |
| Hanging baskets/troughs/tiers | 4605      | £10,000         | £10,412             | -£412      | Yes                  |
| Public Seats - Maintenance    | 4615      | £3,500          | £2,850              | £650       | No                   |
| Public Gardens                | 4620      | £2,500          | £5,740              | -£3,240    | Yes                  |
| Noticeboards and Signage      | 4625/4630 | £1,500          | £2,530              | -£1,030    | Yes                  |
| Footway improvements          | 4635      | £1,000          | £1,725              | -£725      | Yes                  |
| Bus shelters                  | 4645      | £10,000         | £7,600              | £2,400     | No                   |
| Total                         |           | £55,150         | £49,647             | £5,503     |                      |

Table 2 – Nominal codes for 2023-24 and associated costings

#### Virements

The original budget costings were calculated on historical data utilising contracts which were based on a dated asset register; following re-assessment of assets, and invitations to tender on this re-



assessment, figures have been submitted from contractors which now mis-align with the original budgeted figures.

Virements are therefore requested to re-align budget costings at the start of the fiscal year 2023-24, which can be covered between the stated nominal codes detailed in table 2.

## Proposal

### Virement 1 – Nominal code 4605 Hanging baskets/troughs/tiers

A transfer to 4605 from 4600 of £1000, to clear the committed overspend of £412 and allow a small contingency for the year.

### Virement 2 – Nominal code 4620 Public Gardens

A transfer to 4620 from 4600 of £4000, to clear the committed overspend of £3240 and allow a small contingency for the year.

### Virement 3 – Nominal code 4625 Noticeboards

A transfer to 4625 from 4645 of £2000, to clear the committed overspend of £1530 and allow a small contingency for the year.

### Virement 4 – Nominal code 4635 Footway improvements

A transfer to 4635 from 4600 of £1000, to clear the committed overspend of £725 and allow a small contingency for the year.

### Virement 5 – Nominal code 4630 Signage

A transfer from 4630 to 4625 of £500, as costings for signage is to be incorporated with noticeboards moving forward, to aid in billing and administration.

|                               | Nominal | Budget 23/24 | Tenders Received | Difference | Virement Required | Transfer from | Value Transferred | Revised Budget | Tenders Received | Revised Difference |
|-------------------------------|---------|--------------|------------------|------------|-------------------|---------------|-------------------|----------------|------------------|--------------------|
| Environ flowers/beds/planters | 4600    | £26,650      | £18,790          | £7,860     | No                |               | £6,000            | £20,650        | £18,790          | £1,860             |
| Hanging baskets/troughs/tiers | 4605    | £10,000      | £10,412          | £412       | Yes               | 4600          | £1,000            | £11,000        | £10,412          | £588               |
| Public Seats - Maintenance    | 4615    | £3,500       | £2,850           | £650       | No                | -             | n/a               | £3,500         | £2,850           | £650               |
| Public Gardens                | 4620    | £2,500       | £5,740           | £3,240     | Yes               | 4600          | £4,000            | £6,500         | £5,740           | £760               |
| Noticeboards                  | 4625    | £1,000       | £2,530           | £1,530     | Yes               | 4645/4630     | £2,500            | £3,500         | £2,530           | £970               |
| Signage                       | 4630    | £500         | £0               | £500       | No                |               | £500              | £0             | £0               | £0                 |
| Footway improvements          | 4635    | £1,000       | £1,725           | £725       | Yes               | 4600          | £1,000            | £2,000         | £1,725           | £275               |
| Bus shelters                  | 4645    | £10,000      | £7,600           | £2,400     | No                |               | £2,000            | £8,000         | £7,600           | £400               |
|                               |         | £55,150      | £49,647          | £5,503     |                   |               | £0                | £55,150        | £49,647          | £5,503             |

Table 3 - Adjustments following Virements

04/04/2023

## Prestatyn Town Council

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Virement Date: 31/03/2023

Virement Ref No: 7

| A/c Code | Description           | Centre | Description    | Virement Description      | Amount Decreased | Amount Increased |
|----------|-----------------------|--------|----------------|---------------------------|------------------|------------------|
| 4200     | Audit                 | 150    | Administration | Audit fees outstanding    |                  | 824              |
| 4210     | Legal / Professional  | 150    | Administration | To Audit                  | 824              |                  |
| 4330     | Printing & Stationery | 150    | Administration | General overspend         |                  | 257              |
| 4500     | Petty Cash            | 150    | Administration | To Printing/stationery    | 257              |                  |
| 4660     | Community Centre      | 550    | Town           | Firedoors Jubilee CC      |                  | 1,950            |
| 4930     | Community Centres     | 900    | Assets         | Community Ctr Expenditure | 1,950            |                  |
| 4910     | IT Equipment          | 900    | Assets         | Replacement Router cost   |                  | 167              |
| 4480     | Repairs & Maintenance | 300    | Office         | IT Equipment              | 167              |                  |

**Narrative:** Virement adjustments - 4200 short due to audit fees outstanding not invoiced - paid 2019/2020 Audit Wales this year; 4330 short due to general overspend as some 21/22 expenses were incurred at start of year; 4660 short due to firedoor expenditure at Jubilee CC; 4910 overspend due to cost of replacing router because old one not adequate MT/LR

**Virement Totals** 3,198 3,198

PRESTATYN TOWN COUNCIL - MAYOR ACT

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2022 - BACS 7 MAYOR

| BACS REF       | DATE   | PAYEE                             | DETAILS / INVOICE NOS. ETC                                                                         | TOTAL PAID / | EXP CODE (FOR OFFICE USE ONLY) |
|----------------|--------|-----------------------------------|----------------------------------------------------------------------------------------------------|--------------|--------------------------------|
| M31            | 28-Feb | The Beaches Hotel                 | Room 8015 - Mayor's Charity Dinner room hire and food / beverage                                   | £2,603.00    | 502                            |
| M32            | 28-Feb | Mayor's Charity account           | Donation from G German                                                                             | £10.00       | 502                            |
| M33            | 28-Feb | Mayor's Charity account           | Donation from AL Tomlin                                                                            | £23.00       | 502                            |
| M34            | 01-Mar | Deil-on-the-Hill                  | St Davids Day Hamper                                                                               | £20.00       | 502                            |
| M35            | 09-Mar | The Little Cheesemonger           | St Davids Day Window Comp Prize                                                                    | £30.00       | 502                            |
| M36            | 13-Mar | Prestatyn Town Council            | Gift Tokens for Valentines Prizes                                                                  | £23.00       | 502                            |
| M37            | 13-Mar | 2193 (Prestatyn) Squadron RAFAC   | Annual Dining-In Night - Cllr T Jones & Consort                                                    | £40.00       | 502                            |
| M38            | 13-Mar | 2193 (Prestatyn) Squadron RAFAC   | Annual Dining-In Night - Cllr B Murray                                                             | £20.00       | 502                            |
| M39            | 14-Mar | Blooming Gorgeous                 | St David's Day Window Competition - 3rd prize                                                      | £10.00       | 502                            |
| M40            | 14-Mar | DCC                               | Chairman's Charity Dinner - Fei Von Restaurant, Rhuddlan - Cllr T Jones & Consort                  | £50.00       | 502                            |
| M41            | 15-Mar | Prestatyn Town Council            | Reimbursement of material costings for Mayors Charity Dinner - £22.54, printing and £18.87 postage | £41.41       | 502                            |
| M42            | 17-Mar | Rhyl Town Council                 | Cllr Tina Jones and Consort, Rhyl Mayors Charity 1920's evening                                    | £70.00       | 502                            |
| M43            | 24-Mar | Chernobyl Children Lifeline Links | Ref: 070 sixties 2 x tickets for charity evening; Mayor Cllr T Jones and Consort                   | £24.00       | 502                            |
| M44            | 28-Mar | Mark Turner                       | 2 x £10 Thank You Amazon reward cards - Young achievers                                            | £20.00       | 502                            |
| PAYMENT TOTALS |        |                                   |                                                                                                    | £2,986.41    |                                |

BANKING PREPARED BY Mark Turner Date: 28 March 23

BANKING AUTHORISED BY Email from Cllr Froisher, Cllr Holliday, and Cllr Jones Date: 29 March 23

PAYMENT BY Liso Fearn Date: 30 March 23



PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

P12

| P12                   |            |                                |                                         |            |                                |       |        |                                      |  |
|-----------------------|------------|--------------------------------|-----------------------------------------|------------|--------------------------------|-------|--------|--------------------------------------|--|
| BACS REF              | DATE       | PAYEE                          | DETAILS / INVOICE Nos. ETC              | TOTAL PAID | AUTHORISED BY (as per mandate) |       |        | EXP CODE<br>(FOR OFFICE<br>USE ONLY) |  |
|                       |            |                                |                                         |            | Payroll                        | Clfrs | TC/RFO |                                      |  |
| P33                   | 15/03/2023 | NET SALARY LE/SC/CA/MT/SH      | SALARY MTH 12 MAR23                     | £10,257.18 | C Ross                         |       | LF     | 4000                                 |  |
| P34                   | 15/03/2023 | CLWYD PENSION FUND             | <del>SUPER ANN -£500 MTH 12 MAR23</del> | £3,698.13  | C Ross                         |       | LF     | 4020                                 |  |
| P35                   | 15/03/2023 | HMRC                           | PAYE MTH 12 MAR23                       | £3,173.47  | C Ross                         |       |        | 4010                                 |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
|                       |            |                                |                                         |            |                                |       |        |                                      |  |
| PAYMENT TOTALS        |            |                                |                                         | £17,128.78 |                                |       |        |                                      |  |
| BANKING PREPARED BY   |            | The Pay Role Ltd               |                                         | 15/03/2023 |                                |       |        |                                      |  |
|                       |            | C Ross                         |                                         |            |                                |       |        |                                      |  |
| BANKING AUTHORISED BY |            | Clfrs                          |                                         | 15/03/2023 |                                |       |        |                                      |  |
|                       |            | Tomlin, Frobisher and Holliday |                                         |            |                                |       |        |                                      |  |
| PAYMENT BY            |            | Lisa Fearn                     |                                         | 15/03/2023 |                                |       |        |                                      |  |

PRESTATYN TOWN COUNCIL  
INVOICES FOR PAYMENT BY ONLINE BANKING METHODS  
2022 - BACS16

APPENDIX XVI

| BACS REF | DATE     | PAYEE                                 | DETAILS / INVOICE Nos. ETC                                                                                                         | NON-VAT    | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) |                               |
|----------|----------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|--------------------------------|-------------------------------|
|          |          |                                       |                                                                                                                                    |            |           |            | Nominal                        | Additional Processing Notes   |
| 308      | 15/02/23 | Charterhouse                          | Account 8785, Invoice S1137248, Microsoft licences X 7 - February                                                                  | £65.80     | £13.16    | £78.96     | 4460                           | CON10122022                   |
| 309      | 15/02/23 | Hampshire Flag Co                     | Invoice INV13160 - Knitted triangular bunting for town - 30 x 10m                                                                  | £419.20    | £83.84    | £503.04    | 4720                           | PO2582022                     |
| 310      | 16/02/23 | The Pay Role                          | Invoice 2022464 February Payroll Service                                                                                           | £26.25     | £0.00     | £26.25     | 4210                           | PO2632022                     |
| 311      | 17/02/23 | Deva Church                           | Invoice 0019 - WarmHub2 14 Feb                                                                                                     | £122.50    | £0.00     | £122.50    | 4750                           | PO2432022 EMR330              |
| 312      | 17/02/23 | Hampshire Flag Co                     | Invoice INV13182 - Welsh Dragon sewn flag 5x3'                                                                                     | £122.98    | £24.60    | £147.58    | 4720                           | PO2622022                     |
| 313      | 17/02/23 | G-Force                               | Account 1003220 230200083892 Monthly Invoice Feb23 8 extensions and phone charges - FTTP 330/50, Horizon Hosted Licence 1/02-28/02 | £139.00    | £27.80    | £166.80    | 4400                           | CON10192022                   |
| 314      | 27/02/23 | Deva Church                           | Invoice 0020 - WarmHub2 21 Feb                                                                                                     | £112.00    | £0.00     | £112.00    | 4750                           | PO2432022 EMR330              |
| 315      | 01/03/23 | My Tidy Garden                        | Invoice 4315 Winter Maintenance Jan - Feb                                                                                          | £480.00    | £96.00    | £576.00    | 4600                           | CON10172022                   |
| 316      | 01/03/23 | Amazon                                | Account A3HLIDGIPZYQH, Invoice INV-GB-152344341-2023-42572 (3 Boxes x 5 reams A4 paper)                                            | £73.23     | £14.67    | £87.90     | 4330                           | PO2672022                     |
| 317      | 01/03/23 | DCC                                   | Customer 103004 Invoice 801886106 Trade waste - period 1/10/22-31/12/22 Gas Invoice Account 9365099313                             | £88.60     | £0.00     | £88.60     | 4490                           | CON10212022                   |
| 318      | 01/03/23 | SSE                                   | - 7 Nant Hall Road, 0116022-31Jan23 WarmHub2 Invoice for 1/2, 8/2, 15/2, 22/2                                                      | £239.44    | £11.97    | £251.41    | 4450                           | n/a (5% VAT)                  |
| 319      | 01/03/23 | Prestatyn North West Community Centre |                                                                                                                                    | £318.00    | £0.00     | £318.00    | 4750                           | PO2182022 EMR330              |
| 320      | 03/03/23 | SSE                                   |                                                                                                                                    | £127.99    | £5.86     | £133.85    | 4660                           | n/a (5% VAT)                  |
| 321      | 03/03/23 | Helen Taylor                          | Invoice for Sketch Draw Paint sessions; 23/2 x 2, 24/2 x 1, costs for materials 23 and 24 Feb, and 14 April                        | £545.26    | £0.00     | £545.26    | 4700                           | PO2292022 / 2392022 / 2772022 |
| 322      | 03/03/23 | JTJ Cleaning Services                 | Invoice PTC0054 - February office cleaning                                                                                         | £48.00     | £0.00     | £48.00     | 4490                           | n/a                           |
| 323      | 03/03/23 | DCC                                   | Invoice 801891230 - Scala Cinema - Annual Grant contribution                                                                       | £66.493.00 | £0.00     | £66.493.00 | 4665                           | CON10162022                   |
| 324      | 09/03/23 | Mega                                  | Invoice INV-9062 - Installation of burning and flags, Prestatyn High Street                                                        | £1,160.00  | £232.00   | £1,392.00  | 4720                           | PO2682022                     |
| 325      | 09/03/23 | Vodafone                              | Account 670226812000001 Invoice 103382001 - February mobile phone charges                                                          | £20.00     | £4.00     | £24.00     | 4400                           | CON10032022                   |
| 326      | 10/03/23 | Air Ambulance                         | Grant monies - S144, approval F&M Minutes 08Mar23 ref:295, pg81                                                                    | £875.00    | £0.00     | £875.00    | 4810                           | n/a                           |
| 327      | 17/03/23 | DCC                                   | Invoice 801909481 - Play Rangers sponsorship S144, approval F&M Minutes 08Mar23 ref:298, pg81                                      | £535.50    | £0.00     | £535.50    | 4700                           | PO2962022                     |
| 328      | 10/03/23 | Macmillan Cancer                      | Invoice FSCB12686 - Grant monies - S144 approval F&M Minutes 08Mar23 ref:296, pg81                                                 | £875.00    | £0.00     | £875.00    | 4810                           | n/a                           |
| 329      | 10/03/23 | Fifth Bows                            | Grant monies - S144, approval F&M Minutes 08Mar23 ref:294, pg80                                                                    | £400.00    | £0.00     | £400.00    | 4700                           | n/a                           |
| 330      | 10/03/23 | Prestatyn Carnival Association        | Grant monies - S144, approval F&M Minutes 08Mar23 ref:293, pg80                                                                    | £1,650.00  | £0.00     | £1,650.00  | 4830                           | n/a                           |
| 331      | 10/03/23 | PADWOF                                | Grant monies - S144, approval F&M Minutes 08Mar23 ref:292, pg80                                                                    | £1,000.00  | £0.00     | £1,000.00  | 4890                           | n/a                           |
| 332      | 10/03/23 | Urdd                                  | Grant monies - S144, approval F&M Minutes 08Mar23 ref:290, pg79                                                                    | £200.00    | £0.00     | £200.00    | 4820                           | n/a                           |
| 333      | 10/03/23 | Amazon                                | Account A3HLIDGIPZYQH, Invoice GB3JZ6AABEI USB-C to USB-C computer cable                                                           | £13.32     | £2.86     | £16.18     | 4910                           | PO2952022                     |
| 334      | 10/03/23 | Salford Childrens Holiday Camp        | Invoice 0163JW2023/TC - WarmHub2 Invoice for 14/2 and 22/2                                                                         | £244.50    | £0.00     | £244.50    | 4750                           | PO2102022 EMR330              |



|     |          |                               |                                                                                                                |            |           |            |        |                              |
|-----|----------|-------------------------------|----------------------------------------------------------------------------------------------------------------|------------|-----------|------------|--------|------------------------------|
| 335 | 10/03/23 | Firth Bowls Club              | Invoice FBC-22/05 Bowling 24/1 - 21/2                                                                          | £172.50    | £0.00     | £172.50    | 4710   | PO2152022 EMR328             |
| 336 | 13/03/23 | Kings Hall                    | Invoice 202 - WarmHub3 for 11/3, 18/3, 25/3                                                                    | £150.00    | £0.00     | £150.00    | 4670   | PO2902022 EMR331             |
| 337 | 14/03/23 | Blooming Gorgeous             | Materials for St David's Day floral presentation at Council Chambers 1 March 2023                              | £65.00     | £0.00     | £65.00     | 4720   | PO2762022                    |
| 338 | 15/03/23 | DCC                           | Invoice 801909054 - Annual Car Parks fee, Central and Fern Avenue                                              | £12,700.00 | £2,540.00 | £15,240.00 | 4640   | CON10152022                  |
| 339 | 15/03/23 | Clfr Carol Evans              | Mileage - Tourism Partnership meeting Ruthin 43 miles @0.45                                                    | £19.35     | £0.00     | £19.35     | 4140   | n/a                          |
| 340 | 15/03/23 | Charterhouse                  | Account 8785, Invoice S1139843, Microsoft licences x 7 - March                                                 | £65.80     | £13.16    | £78.96     | 4460   | CON10122022                  |
| 341 | 15/03/23 | CHRES                         | Invoice 6078 - Annual servicing and certification, TV Caradoc Community Centre                                 | £270.00    | £54.00    | £324.00    | 4660   | PO2502023                    |
| 342 | 15/03/23 | The Pay Role                  | Invoice 2022509 - March Payroll Service                                                                        | £26.25     | £0.00     | £26.25     | 4210   | PO2982022                    |
| 343 | 17/03/23 | A Jones & Son                 | Invoice 14112022_331680-servicing/certifications/improvements to heating at PTC Office, Meliden CC, Jubilee CC | £1,420.00  | £284.00   | £1,704.00  | SPPLIT | PO117/PO1572022              |
| 344 | 17/03/23 | Higline Electrical Ltd        | Invoice 5708 - Anchor point testing for catenary through High Street                                           | £504.00    | £100.80   | £604.80    | 4720   | PO2652022                    |
| 345 | 21/03/23 | GSL                           | Invoice 12302 - Benches Maintenance - Annual Contract                                                          | £2,200.00  | £440.00   | £2,640.00  | 4615   | PO3012022                    |
| 346 | 21/03/23 | GSL                           | Invoice 12303 - Noticeboard Maintenance - Annual Contract                                                      | £2,030.00  | £406.00   | £2,436.00  | 4625   | PO3022022                    |
| 347 | 17/03/23 | GSL                           | Invoice 12304 - Streetscene Maintenance - Annual Contract                                                      | £1,725.00  | £345.00   | £2,070.00  | 4600   | PO3032022                    |
| 348 | 21/03/23 | GSL                           | Invoice 12305 - Grounds Maintenance TY Pendre and The Boulevard - Annual Contract                              | £2,492.00  | £498.40   | £2,990.40  | 4600   | PO3042022                    |
| 349 | 17/03/23 | Vodafone                      | Account 670226812000001 Invoice 103552912 - March mobile phone charges                                         | £20.00     | £4.00     | £24.00     | 4400   | CON10032022                  |
| 350 | 17/03/23 | DCC                           | Invoice 801909889 - Play Area painting contribution - Prestatyn district                                       | £5,000.00  | £0.00     | £5,000.00  | 4655   | PO2942022                    |
| 351 | 20/03/23 | Francoyp Postila              | Invoice 24448319 Franking machine reload                                                                       | £200.00    | £0.00     | £200.00    | 4340   | PO2972022                    |
| 352 | 21/03/23 | Festival Church               | Invoice PTC00003 - Warm Hubs Initiative - Warm Hub 2 Jan and Feb                                               | £849.00    | £0.00     | £849.00    | 4750   | PO2122022 EMR330             |
| 353 | 21/03/23 | Ofra's Catering               | Invoice PTC000038 - Warm Hub 2 February, Monday Friday and Saturday venues                                     | £2,018.00  | £403.60   | £2,421.60  | 4750   | PO209/213/220/2372022 EMR330 |
| 354 | 21/03/23 | Mark Turner                   | Mileage - March - 50miles @0.45                                                                                | £22.50     | £0.00     | £22.50     | 4040   | n/a                          |
| 355 | 21/03/23 | SSE Electricity               | Account 54531 89315 Electricity 7 Nant Hall Road - Q3 2022                                                     | £574.47    | £52.91    | £627.38    | 4450   | n/a mix of 20% and 5%        |
| 356 | 22/03/23 | Ofra's Catering               | Invoice PTC000038A - St David's Day Bara Bith and catering                                                     | £95.00     | £19.00    | £114.00    | 4720   | PO2692022                    |
| 357 | 22/03/23 | Ofra's Catering               | Invoice PTC000041 - Warm Hub 3 March interim                                                                   | £1,591.00  | £318.20   | £1,909.20  | 4670   | PO281/283/284/306 EMR 331    |
| 358 | 22/03/23 | Meliden Community Association | Invoice MCA23-70 - Warm Hub 1 Nov-Dec22 - Room hire plus catering 5 events                                     | £109.70    | £0.00     | £109.70    | 4750   | PO1652022                    |
| 359 | 22/03/23 | Meliden Community Association | Invoice MCA23-71 - Warm Hub 2 Jan-Feb23 - Room hire 6 events                                                   | £300.00    | £0.00     | £300.00    | 4750   | PO1652022 EMR330             |
| 360 | 22/03/23 | Meliden Community Association | Invoice MCA23-72 - Warm Hub 3 Mar23 - Room hire 3 events                                                       | £180.00    | £0.00     | £180.00    | 4670   | PO2892022 EMR331             |
| 361 | 22/03/23 | Diah-A-Ride                   | Invoice 056-2022-23 - transport for MIND MUSIC from Nant-y-Mor to PTC 9 March                                  | £25.00     | £0.00     | £25.00     | 4740   | PO2912022 EMR325             |
| 362 | 22/03/23 | MEGA                          | Invoice INV-9103 - Replace timelock in Meliden for tree lighting                                               | £75.00     | £15.00    | £90.00     | 4730   | PO3072022                    |
| 363 | 22/03/23 | Festival Church               | Invoice PTC00004 - Warm Hubs Initiative - Warm Hub 3 March                                                     | £327.00    | £0.00     | £327.00    | 4670   | PO2882022 EMR331             |
| 364 | 23/03/23 | Amazon                        | Account A3HLIDGPZYQH, Invoice INV-GB-1648677045-2023-18676 2 x 5 reams A4 printer paper                        | £37.04     | £7.42     | £44.46     | 4330   | PO3052022                    |
| 365 | 23/03/23 | Amazon                        | Account A3HLIDGPZYQH, Invoice GB3MWHCABEI Todat 4810 selfinking date stamp                                     | £2.73      | £0.55     | £3.28      | 4330   | PO3052022                    |
| 366 | 23/03/23 | Amazon                        | Account A3HLIDGPZYQH, Invoice INV-GB-1725667275-2023-132338 5 pack 30 pocket A4 display folders                | £11.66     | £2.33     | £13.99     | 4330   | PO3052022                    |



|                |          |                                |                                                                                              |             |           |             |      |                  |
|----------------|----------|--------------------------------|----------------------------------------------------------------------------------------------|-------------|-----------|-------------|------|------------------|
| 367            | 23/03/23 | Amazon                         | Account A3HLDGPZYQH, Invoice GB3N0BNABEI                                                     | £4.74       | £0.95     | £5.69       | 4330 | PO3052022        |
| 368            | 23/03/23 | My Tidy Garden                 | 3 x staple removers<br>Invoice 4332                                                          | £240.00     | £48.00    | £288.00     | 4600 | CON10172022      |
| 369            | 23/03/23 | Deva Church                    | March maintenance<br>Invoice 0021 - Warm Hub 2 - 28Feb                                       | £84.00      | £0.00     | £84.00      | 4750 | PO3082022 EMR330 |
| 370            | 23/03/23 | Deva Church                    | Invoice 0022 - Warm Hub 3 - March                                                            | £322.00     | £0.00     | £322.00     | 4670 | PO2862022 EMR331 |
| 371            | 23/03/23 | The Parish Noticeboard Company | Invoice 10594 - new dark green aluminium noticeboard for Meliden Ward                        | £1,840.00   | £368.00   | £2,208.00   | 4625 | PO3002022        |
| 372            | 24/03/23 | Restore Dashed                 | Invoice 1656580 - waste paper collection and destruction                                     | £69.84      | £13.97    | £83.81      | 4490 | PO3112022        |
| 373            | 24/03/23 | Amazon                         | Account A3HLDGPZYQH, Invoice GB3N4MWABEI<br>Post-it notes pack 4x2free                       | £6.32       | £1.26     | £7.58       | 4330 | PO3052022        |
| 374            | 24/03/23 | Stan Jones Translation         | Invoice PTC131 - March work, 94 words                                                        | £5.64       | £0.00     | £5.64       | 4350 | PO3122022        |
| 375            | 24/03/23 | JTU Cleaners                   | Invoice PTC0055<br>- March Office cleaning                                                   | £78.00      | £0.00     | £78.00      | 4490 | n/a              |
| 376            | 24/03/23 | Vale of Clwyd MIND             | Invoice PMG/22-23/01 - March MIND MUSIC sessions                                             | £171.00     | £0.00     | £171.00     | 4740 | PO2642022        |
| 377            | 24/03/23 | G-Force                        | Account 1003220 230300086493 Monthly Invoice Mar23 8 extensions and phone charges            | £141.10     | £28.22    | £169.32     | 4400 | CON10192022      |
| 378            | 24/03/23 | Vale WISP                      | Invoice #008513 - Repair work at PTC office - computer equipment; call-out plus 1 extra hour | £95.00      | £19.00    | £114.00     | 4460 | PO3132022        |
| 379            | 27/03/23 | Meliden Community Association  | Invoice MCA23-81 Sketch Draw Paint session 24 February                                       | £37.50      | £0.00     | £37.50      | 4700 | PO2332022        |
| PAYMENT TOTALS |          |                                |                                                                                              | £114,767.71 | £6,500.33 | £121,268.04 |      |                  |

## BANKING PREPARED BY

Mark Turner

Date: 28 March 2023

## BANKING AUTHORISED BY

Cllr Froehner, Cllr Holliday, and Cllr Jones

Date: 29 March 2023

## PAYMENT BY

Lisa Fern

Date: 29 March 2023