



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

28th February 2023

28^{ain} Chwefror 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 8th March 2023 at 6:15pm.** 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 8^{fed} Mawrth 2023 am 6:15pm.** Os byddwch angen mynychu o bell, cysylltwch â'r swyddfa os gwelwch yn dda

Yours Sincerely

Town Clerk

Yn gywir iawn

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 Cynghorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad

3 PUBLIC PARTICIPATION

3 CYFRANOGAETH Y CYHOEDD

4 PRESENTATION NORTH WALES POLICE AND COMMUNITY FOCUS MANAGER

Sergeant Pete Griffiths and J Wynne-Eyton

4 CYFLWYNIAD HEDDLU GOGLEDD CYMRU A RHEOLWR FFOCWS Y GYMUNED

Sarsiant Pete Griffiths a J Wynne-Eyton

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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 8th February 2023 at 6.16pm - 8.30pm

PRESENT

Councillors: T. Jones MBE (Mayor & Chair), B. Murray (Deputy Mayor), B. Williams, C. Holliday, G. Sandilands, A. West, E. Heaton, A Tomlin, K. Clewett, G. German, I. Lifford, and J. Matthews.

Remote: H. Irving, and C. Evans.

IN ATTENDANCE

Mrs. L. Fearn – Town Clerk / Responsible Financial Officer, Mrs S. Hembrough – Office Manager, Miss S. Clarke – Community Liaison Officer, Miss C. Jones – Administration and Support Officer, Rev. D. Ash – Chaplain, Mr S. Andrew – Planning and Development Director, Castle Homes, Mr M. Fearn - Member of the Public, and County Cllr J. Harland – remote Observer.

APOLOGIES

Councillors: S. Frobisher, A. Sampson, J. Mclellan, and J. Thompson-Hill

246 PRAYERS

Rev D. Ash said prayers.

Rev D. Ash left the meeting at 6.30pm

247 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.

Cllr. J. Matthews – Agenda Item 4 Minute number 249

Cllr. A. Tomlin - Agenda Item 4 Minute number 249

Cllr. G. Sandilands - Agenda Item 4 Minute number 249

248 PUBLIC PARTICIPATION

No contribution.

NONE RECEIVED

**249 PRESENTATION FROM CASTLE GREEN HOMES DEVELOPMENT
LAND AT MIDNANT FARM, GRONANT ROAD, 45 NEW DWELLINGS**

S. Andrew, Planning and Development Director from Green Homes gave a presentation. Housing Allocation from Denbighshire is 55 units but only building 45 units.

Cllr. I. Irving: Are any buildings being demolished?

S. Andrew: Confirmed the farmhouse and outbuildings as not of any historical value.

Cllr. E. Heaton: What point of the process do you consult with local residents?

S. Andrew: Local houses are sent letters advising of the consultation. They can reply online, via website, email, or post.

Received twelve responses which were mixed. Residents only request to remove a large hedge which Castle Green Homes is considering.

Cllr. G. Sandilands: What is the communication strategy and environmental impact?

S. Andrew: A Letter drop was made at the beginning of the process and at key stages. Mindful of birds, hedges cut out of nesting season. Every property will have a bat and bird box along with a hole in fence for a hedgehog route.

Cllr. B. Murray: Expressed he was not happy hedges were to be removed.

S. Andrew: Most of the trees being kept, hedge along the lane being kept, only considering removing a hedge that had been requested by residents.

Cllr. J. Matthews: Prestatyn Town Council wrote wanting more than 10% affordable which has been answered. Will they be offering and promoting 'Help to buy' scheme?

S. Andrew: Yes, they would as it is beneficial to all parties and explained that they have evidence to support 76% people move within 2 miles of where they live.

Cllr. G. German: What is the price point, how much to buy and would they sell a small part of the estate to Cartrefi?

Mr S. Andrew: Did not know the price brackets, would find out and email Town Clerk. There may be a possibility of selling to Cartrefi.

Cllr. B. Williams: Is it standard for all units to have bird and bat houses and hedgehog holes in fences?

S. Andrew: Yes, 6" holes in fences for the hedgehog route.

Cllr. A. Tomlin: What is the timeline.

S. Andrew: 4 months through planning and 18 months build time.

Cllr. C. Holiday: Enquired about provision of green spaces.

S. Andrew: A pocket of space, not proposing any equipment on it. DCC will detail the conditions for section 106 criteria for the development as part of the planning approval.

Cllr. H. Irving: Will there be any other phases in the future?

S. Andrew: The owner owns the land. Other breaks in planting scheme are for sewerage access.

Cllr J. Harland: Will Solar Panels be installed on units?

S. Andrew: Any site not received planning permission before November 2022 and built after November 2023 has to provide provision to incorporate in build.

Mayor T. Jones Thanked S. Andrew for his presentation.

S. Andrew left the room at 7.15pm.

250 MINUTES FOR FULL COUNCIL 11TH JANUARY 2023

The minutes from the Full Council meeting held on 11th January 2023 were accepted and signed.

APPROVED

251 MAYROL COMMUNICATIONS

- Received thanks from Cllr S. Frobisher for the flowers sent in response of her sad loss.
- Congratulations to C. Ashworth for the birth of her baby boy, both well, and flowers are being sent.
- Cllr A. Sampson and Cllr S. Frobisher both unwell, best wishes from members to be sent by Town Clerk.

252 NOMINATIONS FOR BUCKINGHAM PALACE GARDEN PARTY

Cllr. J. Matthews was Nominated and Proposed by Cllr G. German.
Cllr K. Clewett Seconded.

VOTE HELD - UNANIMOUSLY AGREED

253 TOWN PLANNING DEPUTY CHAIR RESIGNATION OF CLLR HOLLIDAY

Cllr. K. Clewett Nominated and Proposed for Deputy Chair of Town Planning by Cllr C. Holliday.
Cllr B. Murray seconded.

VOTE HELD UNANIMOUSLY AGREED

254 PRESTATYN CLASSIC CAR SHOW REPRESENTATIVE

The Classic Car show will be held August Bank Holiday Weekend 2023. The plan is to use the area off Nant Hall Road by Ty Nant. Town Clerk to confirm the development completion date.

Cllr. B. Murray Nominated and Proposed by Cllr G. Sandilands
Cllr E. Heaton Seconded

VOTE HELD - UNANIMOUSLY AGREED

255 LEVELLING UP FUNDING

Cllr. G. German spoke on behalf of Cllr J. McLellan confirming the Vale of Clwyd bid was not successful; £850k for nature walk and developing the area, and £2m High Street Furniture. No feedback received, does not know the next steps, and hoping after all the time and hard work from DCC officers it can be resubmitted in round three.

Cllr. J. Mathews: 'Was 'gutted.'

Cllr. A. West: 'Great disappointment.'

Cllr. G. Sandilands: 'Kick in the teeth' there are deprived wards, Meliden and Southwest 2. The High Street Shop vacancy rate is rising along with unemployment.

Cllr. B. Murray: 'Nail in the coffin,' not only for Prestatyn, but Rhyl too.

Cllr G. German: Questioned what was meant by 'Levelling Up?'

Cllr B. Williams asked Cllr G. German to explain who she was not happy with. Cllr. G. German responded with her thought and blamed Conservative Government.

Cllr. A. West Proposed a letter to be written.

Cllr G. German Seconded.

Town Clerk, on behalf of the members, to write to Michael Gove, Levelling Up Secretary, expressing the members disappointment, the hardship presently being felt in the town centre, local economy being hit hard, already lost EU Funding, etc.

VOTE HELD - UNANIMOUSLY AGREED

256 CIVILITY AND RESPECT PLEDGE

Town Clerk to send the website link again to all Councillors.

VOTE HELD - UNANIMOUSLY AGREED TO ADOPT THE PLEDGE

257 POLICY SUB-COMMITTEE DRAFT MINUTES

Cllr A. Tomlin read the minutes of the last meeting.

Matters arising Town Clerk awaiting confirmation for a date from DCC for Code of Conduct Training.

APPROVED

258 PROPOSED STANDING ORDERS

Cllr J. Mathews requests Section 3 (bb) to include 'Any other urgent business' in all meetings. Town clerk to check legalities.

Members agreed to inserting 'Urgent Matters Arising' at the beginning of all future agendas.

Cllr. J. Mathews requested section 10 (f) 'The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.' Town Clerk confirmed draft agendas are given to the Chair of the committee for approval.

Members agreed to amendment 'Proper Officer' to 'Chair.'

Cllr A. West to rewrite paragraph section 7 (aa)

Cllr A. West to rewrite paragraph section 1 (v)

Cllr. I. Lifford section 20 (e) and (f) not to not include any reference to EU.

Town Clerk is liaising with One Voice Wales for amendments as a legal point.

Members agreed to insert 'if deemed necessary' against 5 (x), (xi), (xv), (xvi), and (xvii)

Cllr J. Mathews proposed all above amendments.

Cllr G. Sandilands seconded.

VOTE HELD - UNANIMOUSLY AGREED

Cllr E. Heaton left the meeting 8pm.

259 PRESTATYN TOWN COUNCIL 'COMMUNITY PLAN'

A discussion was held. It is planned to hold a consultation in the future. Members agreed to setting up a subcommittee to start creating a Prestatyn Town Council Community Plan.

Cllrs Nominated to be members: - Cllr J. Matthews, Cllr. K. Clewett, Cllr. G. German and Cllr. B. Williams.

Town Clerk to arrange a meeting.

VOTE HELD - UNANIMOUSLY AGREED

260 KING CHARLES III CORONATION

Members discussed an event or souvenirs. Event was decided, on Saturday 6th May, with a large screen in the High Street and road closure if no cost.

VOTE HELD - UNANIMOUSLY AGREED

Mayor/Chair _____



POLICY & RESOURCES REVIEW SUB-COMMITTEE

Minutes of Policy & Resources Review Sub-Committee meeting held on Thursday 16th February at 14.20pm – 15.50pm.

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), and Cllr C. Evans

Mrs L. Fearn - Town Clerk/RFO and Mrs S. Hembrough- Office Manager.

APOLOGIES

Cllr B Murray and Cllr S. Frobisher.

DECLARATIONS OF INTEREST

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

NONE RECEIVED

PUBLIC PARTICIPATION

NONE

MINUTES FOR TUESDAY 24TH JANUARY 2023

The minutes from the Policy and Review Sub-Committee meeting held on 24th January 2023 taken as a true record and signed by the Chair.

RECEIVED

URGENT MATTERS ARISING

Town Clerk/RFO informed the committee the Full Council's recommended amendments to Standing Orders have now been completed. Standing Orders will be on the AGM agenda for adoption.

ACCEPTED

CODE OF CONDUCT

Town Clerk/RFO informed that the Code of Conduct is a legal document and is not amended and should be adopted in its entirety. Only one change since the previous publication which is section 1 (ca).

Discussed briefly Prejudicial Interest, how members need leave the room during a meeting if applicable.

Code of Conduct will be added to March's Full Council agenda.

RESOLVED

Town Clerk/RFO has arranged Code of Conduct training for the councillors for 28th March at 3pm in the Chambers.

Town Clerk/RFO will be investigating other training modules such as Finance & Legal.

PRESTATYN TOWN COUNCIL PUBLICATION SCHEME

Document was discussed and the following amendments proposed.

Class 1 – Who we are and what we do.

- Committees - under review.

Class 2 – What we spend and how we spend it.

- Financial year - add the estimates to website.
- Auditors – add 'internal and external' wording.
- Finalised budget – add budget to website.
- Precept – add Precept form to website.
- Borrowing – add words 'awaiting updated report.'
- Standing Orders – add words 'under review.'
- Financial Regulations – add words 'under review.'
- Grants given split.
- Grants received split.
- Contractors – add words 'under review.'

Class 3 – What our priorities are and how we are doing.

- Plan - add words 'under development.'
- Annual Report - add words 'under development.'
- Local Charter add links to WAG and OVW and WLGA websites.

Class 4 – How we make decisions.

- By-laws add link to DCC website.

Class 5 – Our policies and procedures

- Standing Orders – add words 'under review.'
- Committees – add words 'under review.'
- Delegated Authority – add words 'under review.'
- Code of Conduct - add words 'under review.'
- Policy Statement – add words 'under review.'
- Internal Policies – add words 'under review.'
- Equality and Diversity – add words 'under review.'
- Health and Safety – add words 'under review.'
- Recruitment – add words 'under review.'
- Policies Handling Information – add words 'under review.'
- Complaints – add words 'Under review.'
- Information Security – add words 'under review.'
- Record Management – add words 'under development.'
- Data Protection – add words 'under review.'

- Schedule of Charges – under review.

Class 6 – Lists and Registers

- Register – add words 'under review.'
- FA – add words 'under review.'

Class 7 – The Services we offer.

- Allotments– need to add a list of sites and add link to website.
- Burial – need to add a list of sites and add link to website.
- Community Centre – need to add a list of sites and add link to website.
- Parks – need to add a list of sites and add link to website.
- Seating, Clocks, and lighting – add words 'under review.'
- Bus Shelters – 'under review.'
- Litter Bins – add link to DCC website.
- Memorials – add link to DCC website.
- Markets - N/A.
- Public conveniences – add link to DCC website.
- Agency agreements – N/A.
- Summary of services – add words 'under review.'

Add phone number to the bottom of the document.

All items once reviewed to state available Town Council website or copies from Town Clerk.

Town Clerk/RFO informed that until changes have been made nothing will go on website.

Town Clerk/RFO is investigating developing the website to include separate tabs for each of the community centres and links to their site.

Once amendments have been done Policy will be added to March's Agenda of Full Council.
RESOLVED

FINANCIAL REGULATIONS

Town Clerk shared a copy of the proposed draft Financial Regulations for discussion.

Explained the model Financial Regulations 2018 updated in May 2022 have been provided by One Voice Wales.

Prestatyn Town Council's previous Financial Regulations have been cross checked and highlighted numbers in blue are references.

Yellow highlighted text is specific to Prestatyn Town Council's previous regulations.

Red type needs to be addressed.

Highlighted grey are queries for discussion.

4.4 Should be amended and insert 'Prestatyn Town Council use The Green Book – NJC' which is in all staff contracts and protects both the council and staff. Clwyd for pensions, NJC scales for salaries, statutory maternity pay, etc.

Note: -

This year managed to absorb two years salary increases due to staffing levels being lower than usual.

Next year high pension contributions due to Prestatyn Town Council's pension value and actuaries. Not been budgeted for as only been informed recently.

Also pay rise due in April which maybe more than predicted due to cost-of-living crisis.

5.2 This procedure has never happened at Prestatyn Town Council so needs to change to reflect the process. Presently 2 people do not sign as authority is not set up. Waiting for Barclays to sort out. Minimum two Councillors approve BACS payment schedule via email.

5.4 A procurement policy is needed.

5.12 Town Clerk/RFO is adopting a new BACS procedure through Barclays NETBAC system. This will allow various levels of authority for staff. Which will meet auditor's requirement. Monthly charge is replacing paper charge for statements which are now done in the office. Add 'Councillors' as duly authorised offices.

Credit Card has yet to be used. Procedure to be written into Financial Regulations along with one for Debit Card usage.

Petty Cash procedure needs to be amended to meet auditing regulations.

11.1 (e) and (g) Proposed to increase the threshold level for having to go out to Tender, as they are a lot of work to do for a small value. Need then to reflect in the threshold to obtain quotes (not estimates).

EU reference needs to be queried with OVW.

Financial Regulations must reflect Prestatyn Town Council's procedures and also support Standing Orders.

Cllr Tomlin proposed everyone to read the draft and invite Cllr Holiday and Cllr Matthews to attend a sub-committee meeting so can discuss this further.

Town Clerk to send an electronic copy to all committee members.

Town Clerk to arrange the next meeting with Chair and Vice Chair of Finance and Management to discuss the proposed Financial Regulations.

Town Clerk to set a date and circulate agenda with a copy of the Financial Regulations.

RESOVLED

NEXT MEETING DATE TO BE CONFIRMED

Chair _____



**CODE OF CONDUCT;
The Local Authorities (Model Code of
Conduct) (Wales) (Amendment) Order
2022**

**REVIEWED AND APPROVED BY
PRESTATYN TOWN COUNCIL
ON XX/XX/XXXX**

Preface

This document has been drawn from the Welsh Government website ([The Local Authorities \(Model Code of Conduct\) \(Wales\) Order 2008 \(legislation.gov.uk\)](https://legislation.gov.uk))

The title of this Order is **The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2022** and complies with the Order that came into force on 5 August 2022, incorporating Amendments of the Schedule to the original 2008 Order made in 2016 and 2022.

This Code of Conduct document replaces all previously adopted Code of Conduct documentation by Prestatyn Town Council.

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THE MODEL CODE OF CONDUCT

PART 1 INTERPRETATION

1.

(1) In this code —

“co-opted member” (*“aelod cyfetholedig”*), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” (*“cyfarfod”*) means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises function of an authority;

“member” (*“aelod”*) includes, unless the context requires otherwise, a co-opted member;

“register of members’ interests” (*“cofrestr o fuddiannau’r aelodau”*) means the register established and maintained under section 81 of the Local Government Act 2000;”;

“relevant authority” (*“awdurdod perthnasol”*) means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (ca) a corporate joint committee established by regulations made under Part 5 of the Local Government and Elections (Wales) Act 2021 (asc 1),
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (*“chi”*) means you as a member or co-opted member of a relevant authority; and
“your authority” (*“eich awdurdod”*) means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council,

- (a) “proper officer” (*“swyddog priodol”*) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and
- (b) “standards committee” (*“pwyllgor safonau”*) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.”

PART 2 GENERAL PROVISIONS

2.

(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3.

Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4.

You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5.

You must not —

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6.

(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7.

You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes.

8.

You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the

circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

- (i) the authority's head of paid service;
 - (ii) the authority's chief finance officer;
 - (iii) the authority's monitoring officer;
 - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9.

You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10.—

(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, industrial and provident society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

(b) [deleted 2016]

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management, to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11.—

(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it

becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

- (a) details of the personal interest;
- (b) details of the business to which the personal interest relates; and
- (c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12.—

(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
- (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13.

You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.—

(1) Subject to sub-paragraphs (2), (2a), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

- (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
- (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also

allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted;
and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15.—

(1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16.—

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

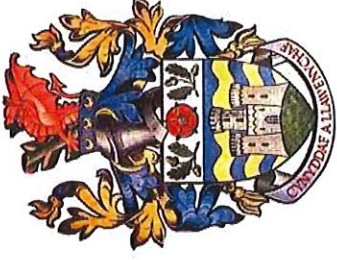
(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" (*"gwybodaeth sensitif"*) means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17.

You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.



Prestatyn Town Council – Publication Scheme

APPROVED AND REVIEWED BY PRESTATYN TOWN COUNCIL ON.....

This publication scheme has been prepared in-line with the model Publication Scheme issued by the [Information Commissioner's Office \(ICO\)](#).

This publication scheme commits Prestatyn Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information below, where this information is held by the authority. Additional assistance is provided regarding the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Information available from Prestatyn Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do. (Organisational information, structures, locations, and contacts)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Who's who on the Council and its Committees.	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	UNDER REVIEW Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Location of main Council office and accessibility details	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Staffing structure	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE

Annual return form and report by internal and external auditor	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Finalised budget	Details available as a hard copy and on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Precept Form	Details available as a hard copy and on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Borrowing Approval letter	AWAITING UPDATED REPORT	FREE
Standing Orders	Details available on the Prestatyn Town Council website: www.atprestatyn.co.uk UNDER REVIEW	FREE
Financial Regulations	Details available on the Prestatyn Town Council website: www.atprestatyn.co.uk UNDER REVIEW	
Grants Given	Details available on Prestatyn Town Council website: www.atprestatyn.co.uk	
Grants Received	Details available on Prestatyn Town Council website:	FREE

	www.atprestatyn.co.uk	
List of current contracts awarded and value of contract.	Details available on Prestatyn Town Council website: www.atprestatyn.co.uk UNDER REVIEW	FREE
Members' allowances and expenses	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)	Copies of agendas and minutes from Full Council and committee meetings are available on Prestatyn Town Council website; www.atprestatyn.co.uk	
Community Plan (current and previous year as a minimum)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk UNDER DEVELOPMENT	FREE
Annual Report (current and previous year as a minimum) Annually in May	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk UNDER DEVELOPMENT	FREE
Local charters drawn up in accordance with WAG, Ovw & WLGA guidelines, links to Welsh government – voice Wales.	WEBSITE LINKS: - WAG https://www.gov.wales/public-sector ONE VOICE WALES http://www.onevoicewales.org.uk/OVWWeb/Default.aspx	FREE

	WLGA https://www.wlga.gov.uk/	
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	Details available in minutes of Full Council and committee meetings on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Timetable of meetings (Council, any committee/sub-committee meetings, and community meetings)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Agendas of meetings (as above)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Minutes of meetings (as above) – <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Responses to consultation papers	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
Responses to planning applications	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk	FREE
By-laws	Denbighshire County Council	FREE

	www.denbighshire.gov.uk	
Class 5 – Our policies and procedures. (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk	FREE
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW	FREE
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW	FREE

Information security policy	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Records management policies (records retention, destruction, and archive)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Data protection policies	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Class 6 – Lists and Registers. Currently maintained lists and registers only	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Assets Register	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk	

	UNDER REVIEW	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk	FREE
Class 7 – The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk	FREE
Current information only		
Allotments	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk	FREE
Burial grounds and closed churchyards	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk	FREE
Community centres	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk JUBILEE COMMUNITY CENTRE www.jubileecommunitycentre.co.uk MELIDEN COMMUNITY CENTRE https://www.meliden.org/ TY CARADOC COMMUNITY CENTRE https://atprestatyn.co.uk/businesses/ty-caradoc-community-centre/	FREE

	TY PENDRE	
Parks, playing fields and recreational facilities	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk	FREE
Seating, litter bins, clocks, memorials, and lighting	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Bus shelters	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW	FREE
Markets	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk	FREE
Public conveniences	Details available on Denbighshire County Council website: https://www.denbighshire.gov.uk/en/community-and-living/public-toilets.aspx	FREE
Agency agreements	N/A	FREE
A summary of services for which the council is entitled to recover a fee, together with those fees (eg: hire of chambers) Under Review	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk	FREE

UNDER REVIEW	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
	FREE

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Prestatyn Town Council, information will be provided on our website www.atprestatyn.co.uk.

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, Prestatyn Town Council have indicated in the table above how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

SCHEDULE OF CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by Prestatyn Town Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all other circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Payment may be requested prior to provision of the information.

For Prestatyn Town Council.

- One copy of any available document will be supplied free of charge to any resident within the boundaries of Prestatyn and Meliden.
- Multiple copies of any available document will be supplied to any resident within Prestatyn and Meliden on payment of the actual cost of copying and postage.
- Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the boundaries of Prestatyn and Meliden or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying	UNDER REVEIW
	Photocopying	UNDER REVEIW
	Postage	UNDER REVEIW
Statutory Fee		UNDER REVEIW
Other	Price on application	UNDER REVEIW

Information not available on the website can be requested from.

Town Clerk
Prestatyn Town Council
7 Nant Hall Road
Prestatyn
Denbighshire
LL19 9LR
01745 857185
E-mail; lisa.earn@prestatyntc.co.uk

From: Cyng/Cllr Julie Matthews <Julie.Matthews@denbighshire.gov.uk>
Sent: 13 February 2023 09:53
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>; Carol Evans <carollloydevans@gmail.com>
Cc: jonestinytots@aol.com; Cyng/Cllr Carol A. Holliday <Carol.Holliday@denbighshire.gov.uk>
Subject: RE: Meliden

Good morning Lisa

I hope you had a good weekend. Unfortunately I do have a concern to raise.

I'm rather surprised and disappointed that PTC are unable to support councillors to promote engagements that are for the benefit of our communities.

It does lead me to reflect on what specific circumstances would PTC assist councillors with any support they need and request?

I would like this to be included as an agenda item for discussion at the next council meeting and I would also request that the purchase of a notice board (as per below) is also included.

I've copied in Cllr/Mayor Jones and Cllr Holliday for information.

Cofion

Julie

Cyng/Cllr Julie Matthews
Ward Gallt Melyd/Meliden Ward

Aelod Arweiniol dros Strategaeth Gorfforaethol, Polisi a Chydraddoldeb
Lead Member for Corporate Strategy, Policy and Equalities

Ffôn / Tel: 07795650048/01824 706003

Ebost: Julie.Matthews@sirddinbych.gov.uk
Email: Julie.Matthews@denbighshire.gov.uk

Rwy'n gweithio'n hyblyg – felly, er ei fod yn addas i mi e-bostio nawr, nid wyf yn disgwyl ymateb na gweithred y tu allan i'ch oriau gwaith eich hun.

I work flexibly – so whilst it suits me to email now, I do not expect a response or action outside of your own working hours.



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

We welcome correspondence in Welsh. There will be no delay in responding to correspondence received in Welsh.

GOVERNANCE ARRANGEMENTS AND PARTNERSHIP BOARD TERMS OF REFERENCE

1. Purpose

- To oversee the effectiveness of the partnership agreement
- To monitor performance against any performance framework
- To manage the financial contributions
- To develop and review the partnership agreement as required.
- To resolve any disputes in accordance with the partnership agreement
- To consider allowing a new partner to join
- To determine an annual work programme (if required)
- To develop any information sharing protocol (if required)

2. Membership

Head of Planning and Public Protection
Public Protection Manager
Rhyl Member Area Group Representative
Rhyl Town Council Representative
Prestatyn Member Area Group Representative
Prestatyn Town Council Representative
2 x Elwy Member Area Group Rep & Rhuddlan Town Council Representative
North Wales Police Representative
Police and Crime Commissioner Representative

3. Membership Roles

All members of the group are expected to: -

- Commit to regular attendance.
- Represent their organisation and body effectively.
- Make commitments on behalf of the organisation they represent.
- Operate in the spirit of co-operation and consensus.
- Maximise their influence on other groups in respect of the application and use of CCTV in promoting community safety.
- Have appropriate level of authority and formal delegation to commit to Partnership decision making.

4. Meeting arrangements

4.1 The Partnership Board shall meet on a quarterly basis during its first year with a review of the regularity of meetings for subsequent years to be agreed during the first year.

4.2 At least 10 days' notice shall be given to all the partner's representatives who are entitled to attend and vote.

4.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted.

4.4 Meetings shall be chaired by a representative of the Lead Partner.

4.5 Meetings shall take place between the partners on a quarterly basis with the Lead Partner administering such meetings including records of all minutes and decisions taken.

4.6 Any Partner may call a special meeting at any time provided.

- Seven days' notice shall be given to all partners' representatives who are entitled to attend and vote.
- The notice states the nature of the business that is to be discussed.
- The reason for the special meeting is justified in the circumstances.

4.7 The partnership will always try to reach a consensus on issues as they arise. Voting will only occur when a consensus has not been reached.

4.8 Each partner shall have one vote.

4.9 If there is an equality of votes, the person who is chairing the meeting shall have a second or casting vote.

4.10 The partnership must keep minutes of all proceedings at meetings and any sub-groups including the names of people present, decisions made and, where appropriate, reasons for the decision.

4.11 The partnership may invite non-members to attend by invitation.

Quoracy

Meetings shall be quorate providing 3 out of the five partners are present including one partner from DCC and North Wales Police.

Accountability

The Authorised Officers are responsible for taking decisions concerning the partnership agreement in accordance with their own bodies' standing orders and scheme of delegation.

(Request for Quotation) / (Invitation to Tender) for Services

SPECIFICATION

This document is a template for the specification of the goods or services that you want to procure. The headings and text are to guide you in the creation of your specification. Once you have completed the document please delete this paragraph and any unwanted text prior to uploading the final specification.

Introduction and Context

- Denbighshire has a comprehensive CCTV system throughout the urban, open spaces, park facilities of some towns in the County. This tender is for maintenance of the equipment associated with a CCTV network. The primary objectives of the system are to provide a safe Town Centre with Open Spaces (including parks) for the benefit of those who live, work, trade, visit and enjoy the facilities in Rhyl, Prestatyn and Rhuddlan and to reduce the fear of crime and the occurrence of crime in our local communities.
- Denbighshire CCTV Partnership is joint venture between the town councils of Prestatyn, Rhuddlan, Rhyl in addition to Denbighshire County Council and North Wales Police. The public space CCTV network is supplemented with other cameras belonging to other services and organisations. Denbighshire is the lead partner tasked with operational oversight of CCTV.
- The Partnership is looking to obtain a maintenance and service contract to ensure all cameras remain operational and this is to include all aspects of the infrastructure including, but not limited to, cameras, fixings, hardware and software. Service schedule should be at least two days per month to include necessary access equipment at least one day per month with necessary repair/service actioned for faults, subject to components being serviceable.
- CCTV network consists of 102 CCTV cameras of varying manufacture. The majority of cameras are less than 3 years of age with the remaining cameras – around 35% - generally over 5 years of age and up to 20 years. Although the equipment has been acquired at different times and is in varying states of repair, condition, technology and modernity it has been subject to maintenance contract for at least the past 5 years and is considered in a working state of repair. The Council makes no warranty as to the state or condition of any of the parts/equipment or of their/its reliability or fitness for purpose.
- The network is a mix of fibre connection and radio receivers with all images relayed to a hub in Rhyl. Images thereafter are monitored under contract with a third party at another location.
- The majority of cameras are fixed to standalone columns. A small number are located on buildings or street lighting columns.
- For emergency purposes, the camera server is connected to an uninterruptable power source serviced under a separate contract
- Cameras are controlled though Synergy software

Aims of the Project

- Prices are requested for preventative and reactive maintenance and service of the CCTV network for a period of 5 years. Consideration should be given to the entire CCTV system (cameras, network and software).

- This document sets out the requirements for the system. *It also includes Qualitative Questions which will be scored as part of the tender evaluation.???*

Output / Objectives

- The project is intended to provide a service so as to ensure the public space CCTV network is operational at all hours so as to contribute to the provision of safe town centres and open spaces.

Timetable

- Contract start: **1st July 2023**
- Proactive maintenance of 2 days per month to include at least one day with use of accessible equipment
- 5 years (*with the right for either party to terminate by not less than 3 months' written notice???*)
- Contract end: **30th June 2028**

Scope

- Detail to be agreed but all labour, transport, plant, materials, overheads, costs, work and consumables (grease, cleaning materials, primer, paint etc.)
- It is anticipated that the supply and fitting of new or replacement parts for unserviceable parts beyond normal maintenance expectations may incur additional costs by agreement
- The Asset Register may be extended with the addition of new and / or replacement cameras, for which the supplier would be *the preferred supplier / requested to quote*

Other Requirements

- All cameras are expected to be compliant with data security protocols
- All equipment used in repair / replacements will be to the required industry standard at the time.
- Contracts may be terminated by either party on 3 months' notice in writing

Constraints

- The supplier will need to liaise with all necessary parties involved in the delivery of CCTV service, including, where necessary CCTV operators and partner organisations.
- The Council will not be contractually bound to maintain all the cameras or equipment where it considers the cost of Asset Register Parts to be excessive or beyond existing budgetary provision
- All employees of the supplier requiring access to equipment located in Rhyl (server etc.) must be officially security vetted to the satisfaction of the building owner (North Wales Police) to enable unescorted access.

- It is not anticipated that the controlling software will be changed and it is therefore necessary for the supplier to have a knowledge of the Synergy software and be able to liaise appropriately with software engineers as required.

Procurement and Contractual Requirements

- Commencement date: 1st July 2023 (provisional)
- Length: 5 years with the right for either party to terminate by not less than 3 months' written notice
- Maintenance Fees: Payable quarterly via purchase order
- Preventive Maintenance frequency: Twice every month to include the provision of one day per month with height accessible equipment
- Detailed Preventive Maintenance Schedule: To be agreed but to include cleaning and inspection of cameras as necessary
- Work and materials to be included in Preventive Maintenance: Labour, transport, plant, materials, overheads, costs, work and consumables (grease, cleaning materials, primer, paint etc.)
- Payment for new Parts / Equipment: On invoice with appropriate purchase order
- Reactive Maintenance includes
- All work, materials and costs (other than Preventive Maintenance) apart from the purchase cost of new or replacement parts which are required to put the system into full and proper working order
- Reactive Timescale:
 - Priority 1 - Investigate and report within 4 hours of call-out and install and commission new Asset Register Part(s) within 24 hours of call-out.
 - Priority 2 - Investigate and report within 24 hours of call-out and install and commission new Asset Register Part(s) within 48 hours of call-out.
 - Priority 3 - Investigate and report within 5 working day of call-out and install and commission new Asset Register Part(s) within 10 working days of call-out.
 - Priority 4 - Investigate and report at next scheduled Preventative Maintenance visit and install and commission new parts during Preventative schedule visits
- The supplier will provide details of an appropriate process to report faults
- Each time there is an amendment to an asset, the supplier will ensure those details are provided so that an up to date Asset Register can be maintained by the council.
- [Procurement process dates
- Issue Complete **DATES**
- Supplier Response
- Allow Scoring
- Scoring Complete
- Evaluation & Award Complete
- Contracts will be managed through the suppliers Contract Manager and the council's CCTV operational contact.
- Further details can be obtained through the CCTV operational contact at Denbighshire Council - ian.millington@denbighshire.gov.uk

Confidentiality

- Staff of the supplier may be party to confidential information both in respect of the system and its operational use either whilst providing maintenance work or whilst on site in CCTV control rooms. Confidentiality is expected at all times.
- Although the network is public space locations should not be discussed outside the expected working practices.

Monitoring and Reporting

- Both parties will provide details of a single point of contact to oversee the fulfilment of the contract.
- The supplier will provide annual report detailing maintenance / reactive visits, unless there is in place a mechanism whereby the Council can view such information ad hoc i.e. through a customer portal. [Insert how the contract is to be monitored]
- The contract will be reviewed annually.
- Performance will be measured in line with the frequencies outlined for Preventative Maintenance and Reactive Maintenance outlined above

Documents

- Asset Register

Deliverables

- Efficient and timely maintenance so as to maintain the CCTV system

Key Performance Indicators

- *[Insert details of any KPI's by which contract performance will be measured]*

(Request for Quotation) / (Invitation to Tender) for Services

SPECIFICATION

This document is a template for the specification of the goods or services that you want to procure. The headings and text are to guide you in the creation of your specification. Once you have completed the document please delete this paragraph and any unwanted text prior to uploading the final specification.

Introduction and Context

- Denbighshire has a comprehensive CCTV system throughout the urban, open spaces, park facilities of some towns in the County. This tender is for maintenance of the equipment associated with a CCTV network. The primary objectives of the system are to provide a safe Town Centre with Open Spaces (including parks) for the benefit of those who live, work, trade, visit and enjoy the facilities in Rhyl, Prestatyn and Rhuddlan and to reduce the fear of crime and the occurrence of crime in our local communities.
- Denbighshire CCTV Partnership is joint venture between the town councils of Prestatyn, Rhuddlan, Rhyl in addition to Denbighshire County Council and North Wales Police. The public space CCTV network is supplemented with other cameras belonging to other services and organisations. Denbighshire is the lead partner tasked with operational oversight of CCTV.
- The Partnership is looking to obtain a monitoring contract to ensure all cameras can be monitored and the provision of the CCTV network effectively managed.
- CCTV network consists of 102 CCTV cameras of varying manufacture. The majority of cameras are less than 3 years of age with the remaining cameras – around 35% - generally over 5 years of age and up to 20 years.
- The network is a mix of fibre connection and radio receivers with all images relayed to a hub in Rhyl. Images thereafter will be transmitted through appropriate means to the preferred site for the supplier.
- The majority of cameras are fixed to standalone columns. A small number are located on buildings or street lighting columns.
- For emergency purposes, the camera server is connected to an uninterruptable power source serviced under a separate contract
- Cameras are controlled through Synergy software
- The equipment has been acquired at different times and is in varying states of repair, condition, technology and modernity, although it has been subject to maintenance contract for the past 5 years and is considered in a working state of repair.

Aims of the Project

- Prices are requested for monitoring cameras on a reactive basis along with limited large scale events where proactive monitoring is required (circa 5 events). Additionally, the supplier will be responsible for assisting in reviews and subject access requests.
- The Council will consider additional separate quotes for:
 - a monitoring period extended to a limited preventative basis, as outlined below.
 - the provision of managing the CCTV system and process in its entirety.

- This document sets out the requirements for the system. *It also includes Qualitative Questions which will be scored as part of the tender evaluation.*

Output / Objectives

- The project is intended to provide a service so as to ensure the public space CCTV network is operational at all hours so as to contribute to the provision of safe town centres and open spaces.

Timetable

- Contract start: **1st July 2023**
- 5 years (*with the right for either party to terminate by not less than 3 months' written notice???*)
- **Contract end: 30th June 2028**

Scope

- Detail to be agreed but all labour, transport, plant, materials, overheads, costs, work and consumables needed to monitor images from a remote location and provide images as and when requested.
- The Asset Register may be extended with the addition of new and / or replacement cameras.
- Separately, if relevant, provision of a monitoring service on a proactive basis for limited periods of time.
- Separately, if relevant, provision of the management of a CCTV service on behalf of the Partnership

Other Requirements

- All equipment and processes are expected to be compliant with data security protocols
- All staff within the suppliers control will be appropriately competent and trained in the operation of CCTV cameras and adequately security vetted.
- The preferred location used by the supplier must be capable of providing a secure communication link to North Wales Police.
- Contracts may be terminated by either party on 3 months' notice in writing

Constraints

- The supplier will need to liaise with all necessary parties involved in the delivery of CCTV service such as police officers or data requestors.
- The Council will not be contractually bound to maintain all the cameras or equipment where it considers the cost of Asset Register Parts to be excessive or beyond existing budgetary provision. The council may also add cameras to the Asset Register and as such the number of cameras may change throughout the life of the contract

- It is not anticipated that the controlling software will be changed and it is therefore necessary for the supplier to have a knowledge of the Synergy software and its use.

Procurement and Contractual Requirements

- Commencement date: 1st July 2023 (provisional)
- Length: 5 years with the right for either party to terminate by not less than 3 months' written notice
- Contract Fees: Payable annually or by other period as agreed
- Camera images displayed live (but un-manned) on a 24/7 basis on a dedicated monitor / VDU within the Operator CCTV control room.
- Live incidents monitored as and when requested by North Wales Police (NWP) on a priority basis (see below). Audio contact for reactive incidents will be through secure airwaves radio (or equivalent) on dedicated headsets, to the satisfaction of NWP.
- All live incidents logged and information made available in report form if requested and within the 6 monthly reports.
- All monitoring will be carried out by appropriately qualified and competent operators.
- A proactive service with a dedicated CCTV Operator provided and support given, for large scale events e.g. the Rhyl Air Show.
- Full management of the system including fault reporting to the nominated repair/maintenance provider and subsequent follow up where necessary, attendance at Board Meetings and regular reports (see next bullet point below).
- Reports to be agreed but as a minimum to include data on requests for images, type of crime and location together with outcome if known.
- Provide the necessary technical advice and support for all aspects of the CCTV Partnership network, particularly in relation to additional or upgrading cameras.
- Provide the necessary images in respect of police investigations submitted by NWP officers through appropriate agreed auditable systems. (Timescales to be agreed – see below).
- Provide the necessary images in respect of subject access requests received through Denbighshire's Information Team (Timescales to be agreed - see below).
- Provide the necessary images for cameras owned by Denbighshire services following requests for images in respect of one of their cameras. (Timescales to be agreed - see below).
- If requested, provide images through the NICE system to NWP.
- Ensure relevant authorisations exist for directed surveillance requests
- Ensure compliance with relevant data protection requirements
- Review and, where necessary, assist with updating necessary documents relevant to a CCTV service e.g. code of practice, data impact assessments and service level agreements.
- The following considerations will be used to determine priority when providing the reactive service:
 - Priority 1- Emergency live monitoring;
 - Threat of violence
 - Serious damage to a property
 - Serious injury to a person
 - Danger to life
 - Priority 2- Non emergency live monitoring
 - Wanted or Missing person

- Theft
- Anti-social behaviour
- Priority 3-Scheduled Response
 - Incident where an action is not required instantly. e.g. monitor a hot spot area, previously experiencing crime.
- Priority 4- Resolution Without action.
 - Operator is able to resolve through alternative action — e.g. Offer advice or answer questions
-
- [Procurement process dates
- Issue Complete **DATES**
- Supplier Response
- Allow Scoring
- Scoring Complete
- Evaluation & Award Complete
- Contracts will be managed through the suppliers Contract Manager and the council's CCTV operational contact.
- Further details can be obtained through the CCTV operational contact at Denbighshire Council - ian.millington@denbighshire.gov.uk
- Additional Services within contract
 - Support for any other events (other than air show) can be considered on a pre-arranged basis at an agreed rate pending resource required/available.
 - Project management/crime prevention advice for new camera installations at an agreed additional rate, pending resource required. *(??should we include the advice aspect as expected service not a chargeable extra??)*
 - Video analytics available by separate negotiation if required.
 - Directed surveillance investigations request to be charged on the basis of resource required.
 - Any other operation requiring dedicated CCTV personnel to be agreed on an individual basis.
- Additional Services for consideration
 - Preventative monitoring for specific periods of time
 - Friday & Saturday 23:00 – 03:00 and Bank Holiday Sundays and Mondays 22:00 – 02.00 *(these the right times??)*
 - Management of CCTV service to include, but not limited to, liaison with relevant organisations, reporting to Partnership Board, dealing with maintenance / repairs (including reporting to the Partnership's maintenance provider) and project managing any additions to the system etc.

Confidentiality

- Staff of the supplier may be party to confidential information both in respect of the system and its operational use. Confidentiality is expected at all times and all staff should be adequately security vetted and all visitors managed according to the supplier's protocols.
- Although the network is public space locations should not be discussed outside the expected working practices.

Monitoring and Reporting

- Both parties will provide details of a single point of contact to oversee the fulfilment of the contract.
- The supplier will provide quarterly reports to include requests for images, type of crime and location together with outcome if known and the number of the camera in question.
- The supplier will provide quarterly reports on the status of cameras in respect of its functionability.
- The contract will be reviewed annually.

Documents

- Asset Register

Deliverables

- Efficient and timely monitoring so as to maintain an effective CCTV network

Key Performance Indicators

- Provide the necessary images in respect of police investigations submitted by NWP officers through appropriate agreed auditable systems within 2 working days
- Provide the necessary images in respect of subject access requests received through Denbighshire's Information Team within 10 working days.
- Provide the necessary images for cameras owned by Denbighshire services following requests for images in respect of one of their cameras within 5 working days.

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2023-24

I am writing to invite your council to renew its membership to join One Voice Wales from April 2023. Once again, the past year has seen many positive developments to our services and for the community and town council sector in general, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meet with the Minister for Finance and Local Government Rebecca Evans MS and we continue to represent the sector on the **Local Government Partnership Council**. During 2022-23 we have once again made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda amongst others. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) and the WCVA strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **Climate Change Panel, Ystadau Cymru Working Group, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageing, Welsh Government Diversity in Democracy Working Group, Older Persons Commissioner Age Friendly Steering Group, Welsh Government Advisory Board on Resourceful Communities as well as Understanding Welsh Places Advisory Board**. One Voice Wales is playing an ever-increasing role in the development of resources for the sector, for example, through our **Local Places for Nature Officer** in our team who has helped hundreds of councils to date on environmental projects and issues; and following funding off Public Health Wales via Save a Life Cymru we were able to establish the post of **Community CPR and Defibrillator Manager** in the team who helped hundreds of community and town councils in 2022-23 in developing this critically important agenda. We also played a significant role working with the Welsh Government and SLCC colleagues in the development of a **Finance and Governance Toolkit** for the sector which will help to drive up standards of working practice. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. During 2022-23

we developed a **guidance document on the development of Training Plans, guidance on Bullying and Harassment** as well as supported the Welsh Government in delivering guidance and advice to councils on the requirements of the **Section 6 Environment Act duties**. We will continue to develop practice guides and share best practice case studies in 2023-24.

Our representational role means that **we have a direct interface not only with the Minister for Finance and Local Government but other Ministers** where our sector's remit extends. During 2022-23 we made several representations to the **Minister for Climate Change** on a range of matters - on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, the role community and town councils can play in town regeneration and community planning, how the sector can support the decarbonization agenda, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2022-23 we have extended our **representational role** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and **influence government and stakeholder organisations** in their decision-making. This includes representation on health trust stakeholder forums and several **Public Services Boards**. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2023-24.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 89% (88% previous year) of all councils in membership of One Voice Wales, or 653 (639 previous year) out of the 732 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2023-24.
- Through our Local Places for Nature Officer post, we have enabled over £1m of funding to be accessed by Community and Town Councils across Wales with a further £500,000 of projects being worked up for 2023/24.
- Received confirmation from the Welsh Government of 3 years of additional funding at £150,000 per annum to develop resources to support community and town councils in helping their communities with the cost-of-living crisis.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- **Provision of free legal advice** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- **Quality and timely advice and support service** on topics relevant to member councils.
- **Training** for members and staff, including policy seminars and new working opportunities.
- **General information via our website including a members' area.**
- **Monthly** editions of our new '**E- Newsletter**'
- **Representation** of the sector on the Local Government Partnership Council.
- Creating **new opportunities for collaboration** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2022-23 with the continued successful delivery of webinar-based training. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. At the time of writing, we are about to distribute a **Training Needs Survey** to member councils and during 2023-24 intend to further enhance our offering to members. To date we have provided approximately 3,000 units of training to the sector – and it is very pleasing to see councils actively engaging in developing their skills and abilities as the sector's role grows in importance.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2022-23 – **at year end we had 653 local councils in membership or 89% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: tjilmartin@onevoicewales.wales

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2023-24.

Yours sincerely,



Lyn Cadwallader
Chief Executive

Area: Denbigh Council: Prestatyn

Region North / ID: 1233



ONE VOICE WALES
The Voice of Community & Town Councils

Invoice / Membership Form

Please enter all details in block letters and return original form for our records

I write to inform you that my Council has decided to join One Voice Wales for 2023/2024

Clerk to the Council Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: Please print name:

Name & Address of Council - Enter any amendments clearly alongside

Mrs Lisa Fearn, Clerk
Prestatyn Town Council
7 Nant Hall Road
Prestatyn
Denbighshire
LL19 9LN

Tel No's: 01745 857185 /

E-mail address: Lisa.Fearn@prestatyntc.co.uk

Website:

Please inform us if any of the above details change

Please tick the preferred language for future correspondence:

☐ Welsh ☐ English ☐ Bilingual

Membership Fee: **£3517**

Based on 9018 chargeable dwellings @ **£0.390p** per dwelling
(Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales
Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:
One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: tgilmartin@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510



Llywodraeth Cymru
Welsh Government



Honouring Outstanding People

A guide to completing a nomination form
and writing a Citation

Honouring Outstanding People

In Wales, there are business owners, entrepreneurs, Public Servants and community volunteers who are making a real and significant difference to their communities, and the people who live in them.

The Honours Unit of the Welsh Government seeks nominations in order to recognise and reward those people who are acting as role models, leading by example and bringing distinction to Wales.

Honours are given to people involved in fields including:

- community and voluntary services
- arts and media
- health and social care
- sport
- education
- science and technology
- business and the economy
- civil or political service
- public services

Nominating someone for an Honour can be done at any time in their career or when active in a voluntary capacity but preferably at a time when they have delivered a significant piece of work rather than towards the end of their working life. Honours will only be considered for up to a year following the individual's retirement from their role (but ideally 6 months prior to retiring).

Who deserves an Honour?

Honours recognise and celebrate outstanding achievements. There are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

- Who have changed things especially by solid, practical achievement.
- Whose work has brought distinction to British life or enhanced the reputation of Wales/the UK in their area or activity.

Honours are specifically designed to recognise those members of society who have gone over and above that which is expected of them in paid employment or voluntary; it is not simply a recognition of long service.

If you think your nominee demonstrates one or both of these accomplishments and that their contribution stands out from other people's, please consider nominating them for an Honour.

How do I write a nomination?

You can either complete a nomination form or citation form. The nomination form can be obtained by contacting the Honours Unit of Welsh Government at HonoursPN@gov.wales. Once the nomination form is submitted the information is transferred to a citation form. Alternatively you can complete the citation form which can be obtained from the Welsh Government Honours Unit.

The most important thing is to provide evidence of what they've done, the outcome of their work, and how they've made things better for others.

There isn't a right way or a wrong way to write a nomination and it doesn't need to be particularly formal. Please limit the length of the "Long Citation" section so that as far as possible the form fits on one side of A4, with the Equality Monitoring information on the other side of the page.

How do I find the right words?

When writing a nomination or citation, the following words are ideal, but they must be backed up with evidence of the situation and outcome so that your candidate clearly stands out among their peers.

Effective nominations often include nouns such as:

- Determination
- Commitment
- Respect
- Drive
- Sustainability
- Recognition
- Impact
- Performance
- Ambassador

Adjectives such as:

- Trusted
- Unstinting
- Conscientious
- Persuasive
- Passionate
- Exemplary

Your nomination/citation will be reviewed and edited by Honours Unit and we may come back to you for more information to clarify or update your nominee's achievements.

Annex 1 – How to write a citation – some examples

The examples below will help you craft an eye-catching and informative citation for your nominee. Each is an extract from a longer citation for a candidate who was successful in the Honours process.



A world-class contribution to healthcare research – Knighthood

This candidate is known internationally as a leader in his field and has put Wales on the world stage.

“He has made outstanding contributions to the scientific and public understanding of psychiatric and neurological diseases, and has greatly enhanced the academic environment in Wales, attracting leading researchers from around the world. He has been an outstanding leader in Academic Psychiatry over the last two decades and has built a centre of excellence that is internationally recognised and truly world class.

His major contributions include the identification of novel genes and pathways associated with disease susceptibility for both Schizophrenia and Alzheimer’s disease.

These findings carry potential to direct future therapeutic strategies in serious diseases that have been historically under-served. The work has direct impact on the health and care of the people of Wales, the UK and worldwide. He leads the research agenda, focusing on exploiting new genetic associations in neuropsychiatric diseases to identify underlying causes, enabling an evidence based approach to the design of diagnostic tests and therapies. He has single-handedly built a highly focused team working on the genetics of neuropsychiatric disease, consistently won major grant funding from the Medical Research Council (MRC), Wellcome Trust and other funders. He has published over 500 papers and reviews, many in journals of the highest impact.”

What makes it a great nomination?

- The importance of his personal contribution is clear. He is a leader and not just one of a team.
 - The impact of his work has been felt at the highest international levels.
-

The College was honoured in the Queen's Diamond Jubilee Awards for delivering world-class excellence in hospitality at every level in November 2011."

What makes it a great nomination?

- His contribution leaves a legacy that will continue to benefit staff and students alike.
 - Previous awards and medals for his achievements have been highlighted.
-



Creating an organisation through supporting and advocating – MBE

"Her organisation is committed to strengthening families within Muslim communities. For over a decade, despite threats of violence she has offered advice, support, sign-posting and advocacy for vulnerable individuals and families that are faced with social pressures including isolation and the difficulties and challenges of family and community life. She has also spent a significant amount of time managing complex casework; supporting and seeking assistance to protect victims of Honour Based Violence (HBV), abuse and crimes, including cases of forced marriages and abandoned wives and children.

Her knowledge-base and experience in this field has established her as a national and international HBV expert and she is frequently instructed to independently undertake specialist HBV risk assessments, oversee case management and provide advice to assess and identify HBV risk factors or concerns. In the main, casework is undertaken in collaboration with Police, local authorities, appointed Social Workers and relevant third sector agencies. In 2010, She developed the UK's first on-line Honour Based Violence & Forced Marriage Directory & Knowledge Centre."

What makes it a great nomination?

- Her experience and knowledge has established her at an international level in her field of work.
 - It highlights her Centre was the first of its kind in the UK.
-



KBE/DBE – Knight/Dame of the British Empire

A pre-eminent contribution in any field of activity (usually, but not exclusively, at national level), or in a capacity which will be recognised by peer groups as inspirational and significant nationally, and demonstrates sustained commitment.

Key factors:

- Pre-eminent and sustained contribution.
 - Recognised by peer groups as inspirational.
 - Impact of contribution felt at a national level.
-



CBE – Commander of the British Empire

A prominent national role of a lesser degree, a conspicuous leading role in regional affairs through achievement or service to the community, or a highly distinguished, innovative contribution in his or her area of activity.

Key factors:

- Achievement or service in a leading role at a regional level.
 - Highly distinguished and innovative contribution of wide impact.
-



OBE – Order of the British Empire

Distinguished regional or county-wide role in any field, through achievement or service to the community including notable practitioners known nationally.

Key factors:

- Regional or county-wide role.
 - Impact of contribution felt by a significant number of people or across a broad geographical area.
-

REQUEST FOR NOMINATIONS FOR THE KINGS NEW YEAR 2024 HONOURS

Honours recognise and reward people who are:

- acting as role models
- leading by example
- bringing distinction to Wales

Honours are given to people involved in fields including:

- community and voluntary services
- arts and media
- health and social care
- sport
- education
- science and technology
- business and the economy
- civil or political service
- public services

Nominating someone for an honour can be done at any time in their career or when active in a voluntary capacity. Preferably this would be at a time when they have delivered a significant piece of work rather than towards the end of their working life. Honours will only be considered for up to a year following the individual's retirement from their role (but ideally 12 months prior to retiring).

Who deserves an honour?

Honours recognise and celebrate outstanding achievements. It is not simply a recognition of long service. There are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

CAIS AM ENWEBIADAU AR GYFER ANRHYDEDDAU BLWYDDYN NEWYDD Y BRENIN 2024

Mae anrhydeddau yn cydnabod ac yn gwobrwyo pobl sydd yn:

- bod yn esiampl i eraill
- arwain drwy esiampl
- dod â rhagoriaeth i Gymru

Rhoddir anrhydeddau i bobl sy'n ymwneud â meysydd fel:

- gwasanaethau cymunedol a gwirfoddol
- celfyddydau a'r cyfryngau
- iechyd a gofal cymdeithasol
- chwaraeon
- addysg
- gwyddoniaeth a thechnoleg
- busnes a'r economi
- gwasanaeth sifil neu wleidyddol
- gwasanaethau cyhoeddus

Gellir enwebu rhywun am anrhydedd ar unrhyw adeg yn ystod ei yrfa neu pan fo'n parhau i gyflawni swyddogaeth wirfoddol. Yn ddelfrydol, byddai hyn ar adeg pan fydd wedi cyflawni darn sylweddol o waith yn hytrach na thuag at ddiwedd eu bywyd gwaith. Dim ond hyd at flwyddyn wedi i unigolyn ymddeol o'i rôl y bydd anrhydeddau'n cael eu hystyried (ond yn ddelfrydol, 12 mis cyn iddo ymddeol).

Pwy sy'n haeddu cael anrhydedd?

Mae anrhydeddau yn cydnabod ac yn dathlu cyflawniadau pwysig. Nid cydnabod gwasanaeth hir yn unig y maent yn ei wneud. Mae llai o anrhydeddau bob amser nag sydd o bobl sy'n eu haeddu ac oherwydd eu bod yn brin, dylid eu cadw ar gyfer pobl:

• who have changed things especially by solid, practical achievement • whose work has brought distinction to British life or enhanced the reputation of Wales or the UK in their area or activity	• sydd wedi newid pethau, yn enwedig drwy gyflawniad ymarferol, cadarn • y mae eu gwaith wedi dod â rhagoriaeth i fywyd ym Mhrydain neu sydd wedi gwella enw da Cymru a'r Deyrnas Unedig yn eu maes neu eu gweithgaredd
Nominations from all protected groups, including women, disabled people and Black, Asian and Minority Ethnic people are particularly encouraged. Attached is a guide to honours nominations. This explains the honours process in more detail including level descriptors, advice on how to complete the citation, examples of citations and how these should be written along with the citation template. When writing a citation the focus must be on the impact and outcome this person has had. Nominations will need to be submitted electronically to the Honours team: HonoursPN@gov.wales by Friday 31st March 2023 at 17:00. Thank you	Mae enwebiadau gan bob grŵp gwarchodedig, gan gynnwys menywod, pobl anabl a phobl Ddu, Asiaidd ac Ethnig Leiafrifol yn cael eu hannog yn arbennig. Amgaeir canllaw ar anrhydeddau. Mae'r canllaw hwn yn esbonio'r broses anrhydeddau yn fanylach gan gynnwys disgrifyddion lefelau, cyngor ar sut i lenwi'r enwebiad. Mae hefyd yn cynnwys enghreifftiau o enwebiadau a sut y dylent gael eu hysgrifennu ynghyd â'r templed enwebu. Wrth ysgrifennu enwebiad rhaid canolbwyntio ar effaith a chanlyniadau gwaith yr unigolyn. Bydd angen cyflwyno enwebiadau yn electronig i'r Tîm Anrhydeddau: HonoursPN@llyw.cymru erbyn dydd Gwener 31 Mawrth 2023 am 17:00. Diolch



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Welsh Government

~~Appendix VIII~~

**Honours and Appointments Secretariat
Citation Form
V3.4 (August 2022)**

1. ABOUT THE NOMINEE

Personal details

Last name	Click to enter text	First name(s)	Click to enter text
Title	Click to enter text	Post-nominal letters	Click to enter text
Known as (if different from above)	Click to enter text		
Date of birth	[DD/MM/YYYY]	☐ Age not known	
Nationality(s)	Click to enter nationality. If the nominee had dual nationality, please enter both nationalities.		
Dual national	☐ Yes ☐ No	Foreign national	☐ Yes ☐ No

Home address and contact details

Address	Click to enter text		
Town or city	Click to enter text		
County	Click to enter text	Postcode	Click to enter text
Country	Click to enter text		
Phone	Click to enter text	Email	Click to enter text

Diversity monitoring

Gender	☐ Female ☐ Male ☐ Other	Disability	☐ Yes ☐ No ☐ Prefer not to say ☐ Not known
Ethnicity	Asian/Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background Black/African/Caribbean/Black British ☐ African ☐ Caribbean ☐ Any other Black/African/Caribbean background Mixed/Multiple ethnic groups White ☐ English/Welsh/Scottish/Northern Irish/British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Any other White background Other ethnic group ☐ Arab ☐ Any other ethnic group (please describe): _____ ☐ Not known		



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		☐ Government Office for Science (BIS) ☐ HMRC ☐ HM Treasury		☐ Other: _____
Award level	☐ BEM ☐ MBE ☐ OBE ☐ OBEX ☐ CBE ☐ CMG ☐ CB ☐ Kt ☐ DBE ☐ KBE ☐ DCMG ☐ KCMG ☐ DCB ☐ KCB ☐ GBE ☐ GCMG ☐ GCB ☐ CH			
Committee	☐ Arts and Media ☐ Economy ☐ Education ☐ Community and Voluntary Service ☐ Health and Social Care ☐ Public Service ☐ Parliamentary and Political Service ☐ Science, Technology and Research ☐ Sport ☐ State ☐ Unknown		Committee sub-category (for Arts and Media only)	☐ Architecture ☐ Art ☐ Dance ☐ Drama ☐ Literature ☐ Media ☐ Music
Public nomination	☐ Yes ☐ No		Voluntary service	☐ Yes ☐ No
Support from other departments	Click to enter text			
Recommendation from Lord-Lieutenant	☐ Outstanding ☐ Highly deserving ☐ Deserving ☐ Not recommended – insufficient information ☐ Not recommended – caution needed ☐ Not recommended – local recognition more appropriate ☐ Views not sought ☐ Consulted – not known to the LL ☐ Consulted – no response received			
Previous honours nominations	☐ Yes ☐ No	Round(s) and level(s)	Click to enter text	
Previous honours awarded	☐ Yes ☐ No	Round(s) and level(s)	Click to enter text	
Strategic priorities	☐ PM Priority ☐ SoS Priority (or equivalent)			