



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

9th January 2024

Dear Councillor

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 17th January 2024 at 18.15pm.**
If remote access is required, please contact the office.

On behalf of the Town Clerk

Prayers will be held prior to commencement.

1 APOLOGIES

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.

3 PUBLIC PARTICIPATION

4 MINUTES

Appendix i Meeting of Full Council 22.11.23

5 URGENT MATTERS ARISING

6 MAYORAL COMMUNICATIONS

Appendix ii Letter from Sophia Drew
Appendix iii Welsh Government consultation on Fairer Council tax

7 SUPPORT FOR £5,000 EXPENDITURE FOR FOUNDATION OF COMMUNITY PLAN

8 DENBIGHSHIRE COUNTY COUNCIL CODE OF CONDUCT

Appendix iv

9 FREEDOM OF INFORMATION POLICY 2024
Appendix v

CYNGOR
TREF PRESTATYN



7 Ffordd Llys Nant
Prestatyn
LL19 9LR

9^{fed} Ionawr 2024

Annwyl Gynghorydd

Fe'ch **GELWIR** i gyfarfod y **CYNGOR LLAWN** yn **Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 17 Ionawr 2024 am 18:15pm.**
Os byddwch angen mynychu ar-lein, cysylltwch â'r swyddfa os gwelwch yn dda.

Ar ran Clerc y Dref

Bydd gweddïau cyn cychwyn

1 YMDDIHEURIADAU

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 CYFRANOGAETH Y CYHOEDD

4 COFNODION

Atodiad i Cyfarfod y Cyngor Llawn ar 22.11.23

5 MATERION BRYN YN CODI

6 CYFATHREBIADAU'R MAER

Atodiad ii Llythyr gan Sophia Drew
Atodiad iii Ymgynghoriad Llywodraeth Cymru ar Dreth Gyngor decach

7 CYMORTH AR GYFER GWARIANT O £5,000 I SEFYDLU CYNLLUN CYMUNEDOL

8 COD YMDDYGIAD CYNGOR SIR DDINBYCH

Atodiad iv

9 POLISI RHYDDID GWYBODAETH 2024
Atodiad v

- | | |
|--|---|
| <p>10 VOLUNTEERING POLICY 2024
Appendix vi</p> <p>11 FINANCIAL EXPENDITURES
Appendix vii SODD02 SODD03, CC02, and CC03
Appendix viii BACS P8, P9, 9, 10, and M7</p> <p>12 ACCOUNTS NOVEMBER AND DECEMBER 2023
Appendix ix November 2023 M8 Inc & Exp, Bal Sheet, and Trial Bal
Appendix x December 2023 M9 Inc & Exp, Bal Sheet, and Trial Bal</p> <p>13 BUDGET 2024-2025 APPROVAL
Appendix xi</p> <p>14 PRECEPT 2024-2025 APPROVAL
Appendix xii</p> <p>15 CAR PARKING</p> <p>16 ENVIROMENTAL TENDERS 2024-2025
Appendix xiii</p> | <p>10 POLISI GWIRFODDOLI 2024
Atodiad vi</p> <p>11 GWARIANNAU ARIANNOL
Atodiad vii ASDU02 ASDU03, CC02, a CC03
Atodiad viii BACS P8, P9, 9, 10, a M7</p> <p>12 CYFRIFON TACHWEDD A RHAGFYR 2023
Atodiad ix Tachwedd 2023 M8 Inc a Gwa, Mantolen a Mantolen Brawf
Atodiad x Rhagfyr 2023 M9 Inc a Gwa, Mantolen a Mantolen Brawf</p> <p>13 CYLLIDEB 2024-2025 CYMERADWYAETH
Atodiad xi</p> <p>14 PRAESEPT 2024-2024 CYMERADWYAETH
Atodiad xii</p> <p>15 MAES PARCIO</p> <p>16 TENDRAU AMGYLCHEDDOL 2024-2025
Atodiad xiii</p> |
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EXCLUSION OF PUBLIC AND PRESS

To resolve to exclude the public and press from the remainder of this agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. That Public and Press be excluded in accordance with Local Government Act 1972.

17 STAFFING

To: All Town Councillors
All County Councillors
Public Notice

EITHRIO'R CYHOEDD A'R WASG

Penderfynu eithrio'r cyhoedd a'r wasg o weddill yr agenda hwn ar sail y ffaith y byddai cyhoedduswydd yn anafanteisiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes sydd i gael ei drafod. Bod y Cyhoedd a'r Wasg yn cael eu heithrio yn unol â Deddf Llywodraeth Leol 1972.

17 STAFFIIO

I'r: Cynghorwyr Tref i Gyd
Cynghorwyr Sir i Gyd
Hysbysiadau Cyhoeddus

FULL COUNCIL MEETING**Minutes of Full Council Meeting held on 22nd November 2023 18:15 – 19:58****PRESENT**

Councillors: Cllr B. Murray (Mayor & Chair), Cllr A. West (Deputy Mayor & Deputy Chair),
 Cllr C. Holliday, C I. Lifford, Cllr S. Frobisher, Cllr A. Sampson, Cllr C. Evans.
 Remote Councillors: Cllr K. Clewett, Cllr H. Irving, Cllr G. Sandilands, Cllr J. Thompson-Hill,
 and Cllr J. Matthews.

IN ATTENDANCE

Mrs L. Fearn – Town Clerk & RFO, Miss J. Owens – Administration Officer,
 Mr M. LeDoux-Deakin – Office Manager, Reverend D. Ash, Mrs S. Wynne – Town Crier, and
 Ms R. Salisbury – Denbighshire County Council Accessible Play Officer.

WELCOME AND HOUSEKEEPING

Mayor Cllr B. Murray welcomed all Councillors and Guests then spoke about Prestatyn and
 Meliden's 2023 Remembrance Services and how they were truly wonderful services to
 remember those fallen.

The Town Clerk introduced and welcomed the newly appointed Town Crier, Mrs S. Wynne,
 and Office Manager, Mr M. LeDoux-Deakin.

APOLOGIES

Cllr A. Tomlin, Cllr B. Williams, Cllr E. Heaton, Cllr G. German, Cllr J. McLellan, and Cllr T.
 Jones MBE.

PRAYERS

Reverend D. Ash said prayers, and prayed for the family, friends, and community of Wilf
 Henderson, Jevon Hirst, Harvey Owen, and Hugo Morris.

Mrs S. Wynne, Mr M. LeDoux-Deakin, and Reverend D. Ash left the meeting at 18:20.

Mayor Cllr B. Murray passed on thanks received from Dop family for the flowers sent in
 response to their recent unfortunate incident.

Mayor Cllr B. Murray mentioned the wonderful 100th Birthday celebrations he recently
 attended for Hetta Richards. All members wished her a very "Happy Birthday!"

159 DECLARATIONS OF INTEREST

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

NONE RECEIVED**160 PUBLIC PARTICIPATION**

Public not present, participation not received.

NONE RECEIVED**161 DENBIGHSHIRE COUNTY COUNCIL ACCESSIBLE PLAY OFFICER RUTH SALISBURY FOR PLAY PRESENTATION**

Ms R. Salisbury introduced herself to all Councillors as part of Denbighshire County Councils' Play Ranger Team, who provide safe outdoor community play sessions for children. Children have the 'Right to Play.' The team are seeking funding to hold weekly after school play sessions through 2024 at Prestatyn's Station Road Park and Ysgol Penmorfa's MUGA. The sessions would be available for all, including children with disabilities. The sessions improve mental health, happiness, social skills, and wellbeing. During 2023's Summer Holidays, weekly after School sessions were held at Prestatyn's Bodnant Parc however this was not the best location. The sessions would be directed by DBS checked staff, two Play Rangers alongside a senior member. Ms R. Salisbury stated for a weekly session for 39 weeks of the year, the programme would cost a total £4,999.02. Councillors agreed to revisit the discussion once the Town Clerk collates further information from the Play Rangers team at Denbighshire County Council.

PROPOSED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY

162 MEETING OF FULL COUNCIL 13th SEPTEMBER 2023

Cllr C. Evans enquired regarding the Farmers Market. Cllr J. Harland is revisiting the idea. Deputy Mayor Cllr A. West asked about the status of purchasing a Silhouette Solider. Town Clerk confirmed that one had be bought for Meliden Memorial area. Cllr C. Evans added that the local group had also purchased a lady solider.

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr C. Evans

SECONDED: Cllr A. West (Deputy Mayor & Deputy Chair)

ALL (12) AGREED UNANIMOUSLY

163 MEETING OF FINANCE AND MANAGEMENT 11th OCTOBER 2023

Minutes recorded as accepted.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr B. Murray (Mayor & Chair)

ALL (12) AGREED UNANIMOUSLY

164 MEETING OF COMMUNITY DEVELOPMENT REGENERATION COMMITTEE 11th OCTOBER 2023

Minutes recorded as accepted.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

ALL (12) AGREED UNANIMOUSLY

165 TRANSPORT FOR WALES LETTER

Transport for Wales letter regarding an update on the toilets at the station be received.

RECEIVED

166 ONE VOICE WALES NEWSLETTER

One Voice Wales Newsletter to be received.

RECEIVED

167 REVIEW OF DEMOCRATIC HEALTH IN THE COMMUNITY AND TOWN COUNCIL SECTOR NOTICE

Review of Democratic Health in the Community and Town Council Sector to be accepted.

ACCEPTED

168 THANK YOU EMAIL FROM FRIENDS OF PRESTATYN CORONATION GARDENS

Email thanking members for inviting them to the last meeting to receive their award. Friends of Prestatyn Coronation Garden's email to be accepted.

ACCEPTED

169 CEMETERY MEETING MINUTES OF RUDDLAN TOWN COUNCIL 26th OCTOBER 2023

Deputy Mayor Cllr A. West briefed members of the meeting he attended on behalf of the council.

Draft Minutes of Rhuddlan Town Council Cemetery Meeting 26th October 2023 to be accepted.

ACCEPTED

170 PRESTATYN CARNIVAL COMMITTEE GRANT FEEDBACK 2022-2023

Prestatyn Carnival Committee Grant Feedback 2022-2023 to be accepted.

ACCEPTED

171 RAAC SURVEYS REPORT EXPENDITURE £750

Town Clerk informed Councillors that the three Community Centres had been surveyed and the Prestatyn Town Council Offices had a desk top survey. Confirmation had been received no evidence of any RAAC Reinforced Autoclaved Aerated Concrete had been found.

Cllr G. Sandilands enquired about Ty Pendre.

Town Clerk confirmed Denbighshire County Council had not found any evidence of RAAC at Ty Pendre.

Town Clerk updated members that still waiting on the completion of the CAT for Ty Pendre from Denbighshire County Council and had chased this as not to hold up the grant application with Local Places for Nature Grant since ownership will be required.

RAAC Surveys Report and expenditure to be accepted.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

**ALL (12) AGREED UNANIMOUSLY
ACCEPTED**

172 RESERVES EXPENDITURE BUDGET INCREASE £38,250 FOR 2023-2024

Town Clerk confirmed purchase order for £26,240 for the installation of six speed indicating devices within Prestatyn and Meliden has been placed with Denbighshire County Council. Town clerk confirmed purchase order for £12,010 replacing and renovating Bus Shelters has been placed with Denbighshire County Council.

Councillors agreed to accept use of £38,250 reserves to pay for both capital expenditures. Splitting the items out on separate budget lines (nominal accounts) for transparency.

PROPOSED: Cllr C. Evans

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY

173 FINANCIAL EXPENDITURES: SO/DD 01.23, BACS 8, P7, AND M6

Standing Order payments, Direct Debit payments, BACS 8, P7, and M6.

Proposed to accept all payment schedules.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr A. West (Deputy Mayor & Deputy Chair)

**ALL (12) AGREED UNANIMOUSLY
APPROVED**

174 VIREMENTS V14 £750 RAAC, AND V15 £500 ECIR EXPENDITURE

Town Clerk explained that £750 from nominal 4670 Local Community Services had been transferred to 4660 Community Centre using a virement to cover cost of Electrical Inspection Condition Report (ECIR) unforeseen expenditure.

Town Clerk explained that £500 from nominal 4240 Insurance has been transferred to 4210 Legal/Professional using a Virement to cover the RAAC survey charges.

Virements V14 £750, and V15 £500 to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr B. Murray (Mayor and Chair)

**ALL (12) AGREED UNANIMOUSLY
APPROVED**

175 VIREMENT V13 £14,000 for WARM HUBS 2023-2024

Town Clerk explained that £1,000 from 4770 Countryside and £1,000 from 4775 Costal Project nominals along with £12,000 from 4930 Community Centre Assets had been transferred to 4750 Mental Health and Well Being for Warm Hubs initiative totalling £14,000. The Town Clerk proposed to introduce weekly Warm Hubs commencing from 4th December 2023 for 2 weeks in then starting again in on January 8th, 2024.

Virement V13 £14,000 to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr B. Murray (Mayor and Chair)

**ALL (12) AGREED UNANIMOUSLY
APPROVED**

176 ACCOUNTS OCTOBER 2023 M7, INC & EXP, BAL SHEET, AND TRIAL BAL

Accounts October 2023 M7, Inc & Exp, Bal Sheet, and Trial Bal to be approved.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr B. Murray (Mayor and Chair)

**ALL (12) AGREED UNANIMOUSLY
APPROVED**

177 GRANTS RECEIVED PRESTATYN CARNIVAL COMMITTEE £2,000

Cllr C. Evans said the previous Prestatyn Carnival was amazing.

Cllr G. Sandilands proposed to offer a £2,000 grant.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Evans

ALL (12) AGREED UNANIMOUSLY

178 IRPW LETTER

The Town Clerk presented the IRPW letter for information to Councillors relating to their own personal tax liability.

Accept letter.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

ALL (12) AGREED UNANIMOUSLY

179 IRPW POLICY £52 CONSUMABLES AND TRAVEL REASONABLE COSTS REIMBURSED

Town Clerk highlighted the new proposal including either a £52 payment to members next year to help cover the cost of office consumables or Council could include the options for members to be reimbursed in full.

Cllr C. Evans suggested the amount £52 be recommended as policy for Prestatyn Town Council.

The Town Clerk suggested the amount to reimburse for travel expenses be 'reasonable costs.'

IRPW Policy to be accepted to include proposal of £52 per member per year to cover costs for stationary and reasonable costs for travel to be reimbursed.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

**ALL (12) AGREED UNANIMOUSLY
ACCEPTED**

180 DRAFT BUDGET 2024-2025 PROPOSED £586,045

The Town Clerk presented the 2024-2025 Draft Budget expenditure of £586,045 increase from last year of £12,350.

The Town Clerk highlighted the Councils current predicted 2023-24 Budget amount of £573,695 has increased £611,945, to cover Bus Shelters and SID's purchases in this financial year which has come out of reserves. Also, includes predicted expenditure of £14,000 for Warm Hubs winter 2023.24.

Predicted underspend at the end of the year is £22,463.

Noted - Community Support Officer, Councillor emails, and Ty Pendre renovation work has not been delivered total £34,000.

Additional expenditure of £44,867.71 had been spend in 2023.24 not budgeted for.

Cllr S. Frobisher feels the £36,000 should be targeted at Food Banks and services that help with the cost-of-living crisis not floral beds throughout the town.

Town Clerk is looking at applying for a £250,000 grant from Local Places for Nature.

However, a commitment from Prestatyn Town Council for a 5-year annual maintenance plan would be needed to support the application.

The Town Clerk hoped savings could be made each year if the planting scheme had efficiencies designed within the plan.

Town Clerk reiterated Budget is not set in stone if they wish to move monies between nominals that is possible using virements, as demonstrated this year.

Councillors agreed with the budget of expenditure of £586,045.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr C. Evans

ALL (12) AGREED UNANIMOUSLY

181 DRAFT PRECEPT 2024-2025

The Town Clerk explained the six Precept options to Councillors and the impact each option has on balances/reserves.

Deputy Mayor Cllr A. West expressed reserves need to be looked after as you can only spend it once.

Cllr G. Sandilands proposed an amendment for Option 3; increase of 5.5% precept to £67.25 increase of £3.51 for Council Tax D Band Properties for 7907 dwellings.

Cllr C. Holliday stated that this would increase monthly payments by 30p, and seconded option 3.

Cllr H. Irving opted for Option one; 0% no increase keep precept £63.74 for Council Tax D Band Properties for 7907 dwellings.

Cllr. J. Thompson-Hill seconded this proposal.

PROPOSED: Cllr H. Irving

SECONDED: Cllr J. Thompson-Hill

FOR: 4

AGAINST: 8

ABSTAINED: 0

Reverted to first proposal.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Holliday

FOR: 8

AGAINST: 4

RESOLVED OPTION THREE APPROVED 5% INCREASE OF £3.51 FOR D BAND PROPERTY INCREASING TO £67.25 FROM £63.74

182 DENBIGHSHIRE COUNTY COUNCIL PRECEPT FORM 2024-2025

Denbighshire County Council Precept Form 2024-2025 to be completed as discussed and agreed £531,712 for 7907 dwellings increase of 5.5% £3.51 D Band Property from £63.74 to £67.25

PRECEPT WOULD BE £531,712 FOR 7907 DWELLINGS

PROPOSED: Cllr C. Holliday

SECONDED: Cllr B. Murray

**ALL (12) AGREED UNANIMOUSLY
APPROVED**

183 DRAFT STANDING ORDERS POLICY 2023

Town Clerk highlighted amendments.

Cllr C. Evans queried staff procedures if complaints of the Town Clerk.

Town Clerk to insert wording to direct all personnel to the correct procedure.

Accept Standing Orders Policy.

PROPOSED: Cllr A. West (Deputy Mayor & Deputy Chair)

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY

184 DRAFT ROOM HIRE POLICY 2023

The Town Clerk reiterated the Draft Room Hire Policy, confirming statutory organisations and businesses will be required to pay an amount to hire the Chambers from 2024 to cover the cost of electricity, etc, however charities and local groups will not be charged.

Accept Room Hire Policy.

PROPOSED: Cllr A. West (Deputy Mayor & Deputy Chair)

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY

185 DRAFT PUBLICATION SCHEME INCLUDING PHOTOCOPYING POLICY 2023

The Town Clerk reiterated the cost for photocopying services would commence in 2024 at Prestatyn Town Council; 10p per one sheet of coloured paper, 5p per one sheet of black and white paper.

PROPOSED: Cllr A. West (Deputy Mayor & Deputy Chair)

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY

186 ENVIROMENTAL TENDER EXPRESSION OF INTEREST 2024-2025

Environmental Tender Expression of Interest Notice 2024-2025 to be approved in readiness to advertise in the Daily Post.

PROPOSED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr S. Frobisher

ALL (12) AGREED UNANIMOUSLY

187 ENVIROMENTAL TENDER 2024-2025

Environmental Tender 2024-2025 to be approved and released.

PROPOSED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr S. Frobisher

ALL (12) AGREED UNANIMOUSLY

188 DENBIGHSHIRE COUNTY COUNCIL CAR PARKING CHARGES OF £12,700 TO BE INCREASED

Town Clerk raised concerns about meeting with Mike Jones when he mentioned Denbighshire County Council will be increasing car parking charges from 01.04.24. Costing are out of date. As Ty Nant Surgery was not there originally when costs agreed. Limited free spaces throughout the day due to the high volume of staff and patients. Permits sold to BCU. Mike Jones has proposed to install ticket process for no charge stays to produce some future data to enable some monitoring.

Town Clerk proposed to take the discussion to January's Full Council Meeting with further information and Declarations of Interest. Councillors agreed to discuss Ty Nant car parking in January's Full Council meeting.

ALL MEMBERS AGREED TO POSTPONE TO JANUARY'S FULL COUNCIL MEETING

Mayor/Chair_____

Neuadd – y – Brenin / Kings Hall

Kings Avenue

Prestatyn

Denbighshire

LL19 9AA

Tel: 01745 857485

e-mail: sophiadrew51@gmail.com

Cllr Bob Murray, Mayor of Prestatyn and Cllr Carol Holliday, Consort.

Town Clerk's Office

7 – 9 Nant Hall Road

Prestatyn

LL19 9LN

30th November 2023.

Dear Cllr Bob Murray and Cllr Carol Holliday

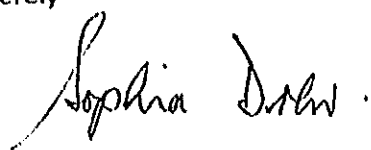
I wish to thank you on behalf of the hall trustees, for coming to The Sophie Singers concert on Friday 24th November 2023.

Together with your kind donation we raised £200 for the hall.

Today we have replanted the two flower beds in front of the hall to create a colourful display during dreary winter months. Maintenance of the hall is ongoing and our small singing group has helped to keep the hall looking attractive by raising these much needed funds.

Our concert was well attended thanks to Prestatyn Town Council circulating the information of the event.

Yours sincerely



Sophia Drew Secretary Trustees Kings Hall

Chairperson. Cllr Carol Holliday

Treasurer. Rev. John Marsden
Charity Registration No. 1110116

Secretary. Sophia Drew

FAO of City ,Town and Community Council Clerks.

Welsh Government have opened a consultation on proposed changes to the Council Tax System. The objective of any reforms is to make the system fairer for tax payers and to ensure it is a progressive tax.

Denbighshire County Council will be responding to the consultation corporately, and will be agreed by Cabinet

This consultation will impact on the city, town and community councils precepts, so I would therefore encourage you all to read through the information on the link below to understand the potential impact and to help inform you whether the Council would wish to respond to the consultation.

**Consultation on a Fairer Council Tax: phase 2 [HTML] |
GOV.WALES**

Dear Clerks,

Message from Denbighshire County Council's Standards Committee

As you and your Council members will be aware, members of the Standards Committee visit Town, City and Community Councils as part of their rolling programme of observations on adherence with the Code of Conduct. I have been asked by Members to provide a regular anonymised and generic feedback to all Councils, so that good practice can be shared and to highlight areas which may be of assistance in improving governance generally. The following may be areas where your Council may wish to review or implement or consider if any action is needed.

- Declaration of Interests at meetings

Practice varies from Council to Council on members declaring a personal interest; or a personal and prejudicial interest. Members need to declare which interest it is – as if the interest is personal and prejudicial then they should be leaving the room for that item, unless they have been granted a dispensation from the Standards Committee or have the benefit of an exemption under the Code. Members should also be stating the actual nature of the personal interest, which should be recorded and noted in the minutes. The PSOW Guidance to Community Councils is available on her website and I strongly recommend that this is shared with all members, whether long standing or newly installed.

- Self regulatory protocols

The Standards Committee is keen to ensure that all Councils have this in place, duly adopted and the existence is raised amongst the membership. Such frameworks are essential tools where disputes arise member to member; such disputes may impact on the reputation of the Council and take away from the good work that is delivered for communities. In the event that a member lodges a complaint with the PSOW then she will almost always refer the complaint to be dealt with locally via a SRP. The protocol needs to work for your specific Council and should be an efficient method of resolution. Some Councils use a neighbouring Community Council to assist and support, on a reciprocal basis. One Voice Wales has a good example which may be of assistance. The County Monitoring Officer does not have the capacity to become involved in the protocol process at Community level; partly because of resources but also due to the potential for a complaint to be referred to them and the Standards Committee from the PSOW and the need to avoid any conflict of interest.

- Dispensations

The Standards Committee notes that it has not received any application from a community council in recent years; it is not clear why this is but a reminder to clerks that it is possible to make an application.

- Code of Conduct Training

A programme of training events was provided across the County, face to face and online; morning, afternoon and evening sessions. Sadly with very low uptake generally from Town, City and Community Councils for this offer from County. This may be because the members have taken up training on the Code of Conduct elsewhere; however the low up take has been noted. Standards Committee would very much like to see this increasing when future sessions are offered. Training

will raise awareness of members legal duties and should reduce the number of complaints against members.

- Clerks' contracts of employment / job descriptions.

Clerks are employees and should therefore have the requisite employment documentation in place, together with details of how they will be line managed and that duties are being met such as financial obligations for filing of reports or accounts are checked that submission has taken place for example. There should be a clear delineation between the role of the clerk and that of the Council. Further, the well being of the clerk as a valuable and key employee and being treated with respect and consideration as an officer of the Council cannot be understated.

Finally, Standards Committee as ever recognises and thanks all community councils for the work and services they deliver for their communities and will continue with their visits to all Councils between now and the end of this term.

Regards

Monitoring Officer



Prestatyn Town Council
Freedom of Information Policy
2023

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Part 1

1. Purpose

This Policy sets out the principles which underpin Prestatyn Town Council's (the Council's) approach to the promotion of open government and reinforces its commitment to openness.

2. Status

This Policy is not a legal document, and it does not confer rights or override any legal or statutory provisions which either require or prevent the disclosure of information.

The Policy applies to information held by the Council. Contracts with private companies entered into by the Council include terms relating to the disclosure of information.

Throughout this Policy, references to the Council are references to Prestatyn Town Council.

3. The Freedom of Information Act 2000

The Policy reflects the key features of the Freedom of Information Act 2000 (the Act), including the categories of exempt information specified within this legislation.

The Council also takes into account to the requirements of the Cabinet Office's Freedom of Information Code of Practice (4th July 2018), which sets out best practice in discharging functions and responsibilities under the Act.

4. Key features of the Freedom of Information Act 2000

The Act provides a general right of access to recorded information held by the Council and places two general duties on the Council:

- To be informed in writing whether we hold information meeting the description set out in a request; and
- To provide the information we hold which relates to the request.

The criteria for when information is legally 'held' by the Council include:

- Information held, that is, in our possession in a recorded form at the time the request is received
- Information stored in off-site servers or cloud storage
- Information held by other organisations and authorities on behalf of the Council, including, for example by contractors

Information that is created after a request is received is not 'held' for the purposes of the Act, nor is information that has been deleted from the Council's systems and file plan and is only held in electronic back up files

The Act also:

- Provides statutory time limits for complying with a request for information
- Requires the Council to provide advice and assistance to people seeking information
- Requires the Council to state the basis for the refusal of a request for information and to provide advice on how to complain in those circumstances

These duties are subject to exemptions which are set out in Appendix 1 and 2.

Whilst some of these exemptions are absolute, others are qualified, which means that the Council must apply what is known as the public interest test before deciding whether to withhold or release the information.

The Council must assess whether in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

In doing so, the Council must make a distinction between what is genuinely in the public interest and what may merely be of interest to the public.

The Act provides that apart from the exemptions referred to above, the Council may also refuse to confirm or deny whether it holds information and/or give access to it where:

- To do so would exceed the cost limit
- A fee is required and has not been paid
- Requests are vexatious or repeated or where substantially similar requests are received from the same person
- The applicant has not provided sufficient detail to identify the information required

The Council is also required to adopt, implement, maintain and regularly review a publication scheme which commits the Council to publish certain classes of information routinely, without the need to make a request to access it. The scheme must specify:

- The classes of information which the Council publishes as part of its normal business activities
- How the information can be obtained
- Whether the information is available free of charge or on payment

5. The Information Commissioner's Office

The Information Commissioner's Office is the independent authority set up to uphold information rights. Its duties include the promotion of the observance of the requirements of the Act, the promotion of good practice and the investigation of complaints about a public authority's failure to comply with the requirements of the Act. Upon investigating a complaint, the Information Commissioner may compel a public authority to disclose information if it is considered that it was incorrectly withheld.

6. The Environmental Information Regulations 2004

Where recorded information is requested which is defined as 'environmental information', then the request will be dealt with under the Environmental Information Regulations (the Regulations), rather than the Act.

The Regulations provide a general right to access information which falls within the definition of environmental information. This definition encompasses information on:

- The state of the elements of the environment, such as air, atmosphere, water and land, and the interaction between these elements
- Factors affecting or likely to affect these elements, such as emissions, noise, radiation and waste
- Measures and activities that affect or may affect these elements and factors
- Reports on the implementation of environmental legislation
- Cost-benefit and other economic analyses used in the measures and activities referred to above
- The state of human health & safety where this is affected by elements of the environment

There are two key differences between the Regulations and the Act:

- Requests may be made verbally
- The circumstances in which requests can be refused are more limited

The Regulations contain a presumption in favour of disclosure and like the Act, if the Council refuses to provide any information it holds, it is required to state in writing its reasons for doing so, applying one of the exceptions to the duty to disclose information. These exceptions are set out in Appendix 3.

7. Key principles of the Council's approach to openness

Notwithstanding the requirements of the Act and the Regulations, the Council is committed to the following principles, which are explained in more detail in Part 3:

- Maximising openness in the way it conducts its business
- Presenting information in clear language in line with its language scheme and taking account of different needs
- Making extensive use of the Council's website www.atprestatyn.co.uk as a means of publishing information
- Providing prompt and comprehensive responses to requests for information
- Providing a right to request an internal review where a member of the public is not satisfied with the response received
- Providing information free of charge wherever possible and clear advice about charges and when they apply
- Respecting personal privacy, commercial confidentiality, the duty of confidence and all laws governing the release of information

8. Review of the Policy

This Policy will be kept under review to ensure that the Council meets statutory requirements and any codes of practice made under the Act.

Part 2 Requests for information

1. Providing advice and assistance

The Council will as far as is reasonable and possible anyone who has made a request or wishes to make a request with advice and assistance in relation to their requests for information.

Anyone requiring advice in respect of access to information should contact the Information Governance team using the contact details provided on the contents page of this document.

2. Making a request for information

Requests for Information must be in writing and can be made:

- By email
- By using the online form provided on the Council's website
- By post, to the address provided

The Council provides information on how to exercise these options prominently on its website.

The exception to the requirement to make a written request are those that fall under the Environmental Information Regulations, which may be made verbally.

Requests for information must:

- Include an email or postal address to which the reply is to be sent
- Give sufficient detail for officers to identify what information is required – where a request does not contain enough detail for officers to decide what information the applicant wants clarification can be asked for

Where a person is unable to put his or her request in writing, the Council will ensure that appropriate assistance is given to enable a request for information to be made.

Depending on the circumstances, this will include:

- Advising them that another person or agency may be able to assist them with the request, or make the request on their behalf
- In exceptional circumstances, taking a note of the requested information, by telephone or in person, and providing the note to the requester for confirmation. In such cases, once verified by the requester and returned to the Council, the note will constitute a written request for information and the statutory time limit for reply will begin once the confirmation is received

3. Providing a prompt and comprehensive response to a request for information

The Council will respond promptly and positively to requests for information.

If we withhold information and/or are unable to provide the information in the form preferred and requested by the applicant we will explain why.

The Council is required to respond to a request for information under the Act or Regulations promptly and in any event, within 20 working days of its receipt. A working day means any day excluding a Saturday, Sunday or any day that is a designated Bank Holiday.

The 20 working day period for response begins:

- The day after a request is received by the Council, or

- The day the Council receives further information which it needs to identify and locate the information requested

Therefore, the date of receipt is not the date the request is passed to the Information Governance team to be processed.

However, where a request is sent by email, if an automated 'out of office' message provides instructions on where to re-direct a message, the request would not be received by the Council until it was re-sent to the alternative contact.

Where the Council is not able to provide the information free of charge and decides to charge a fee, the applicant will have a period of three months to pay from the date a notice requiring payment is sent by the Council. This may arise where a large volume of photocopying is required.

The period between the giving of a notice and the date the fee is received is not included in the 20 working day calculation.

Requests for information received in Welsh will receive a response in Welsh. Where documents are only available in English they will be provided in that form but under cover of a letter or email in Welsh.

In dealing with a request for information, the Council is not required to acquire or create information it does not already hold. If we believe that another public authority may hold the information being sought we will consult with them. In such cases, the identity of the requester will not be shared with the other public authority.

If the other public authority does hold relevant information, the requester will be advised that the Council does not hold the information and be given details of how to contact the relevant authority. The option will also be given, with the requester's permission, of having the request transferred to the authority holding the information.

Information that is already available as part of an existing charged service will be provided through that service.

The Council will not provide information which is already reasonably accessible to the requester and in particular, information made available under the publication scheme.

A requester may express a preference as to how the information is to be supplied. For example a spreadsheet, a paper copy or a summary. Where reasonably practicable, the Council will comply with the stated preference.

Where it is not possible to comply with the requester's preference we will explain why.

Where the information being requested is a dataset and the requester has asked for an electronic copy, we will as far as is reasonably practicable, provide the information in a re-usable form such as an Excel spreadsheet.

Information released to the requester may be re-used under the terms of the Open Government Licence 3.0.

4. Cost limit

The Council may refuse to deal with a request where we estimate that doing so would exceed the 'appropriate limit', more commonly referred to as the 'cost limit'.

The cost limit is based on a flat rate of £25 per hour and for the Council is £450 (18 hours).

However, we can only take into account the following activities when estimating whether responding to a request would exceed this limit. These are:

- Establishing whether the information is held
- Locating and retrieving the information
- Extracting relevant information from the document containing it

The Council cannot take into account other activities such as redaction when calculating the time it would take to deal with a request.

5. Vexatious requests

There is also a provision in the Act which enables the Council to refuse to provide a substantive response to a request if it is deemed vexatious.

Determining whether a request is vexatious may not be entirely straightforward as the Act does not define what makes a request vexatious. However, such requests would include the following:

- An abusive or offensive request that causes an unjustifiable level of distress, or where threats are, or have been made against staff
- Where the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress

In considering whether a request is vexatious, the Council will refer to the Cabinet Office's Code of Practice, guidance and decisions from the Information Commissioner's Office and decisions made by the Information Tribunal.

6. Internal reviews

The Council will provide a requester with a right to an internal review where they are not satisfied with the handling of a request, the response they have received or they disagree with a decision to withhold information.

Where the Council refuses to provide information, including where information is not held, the notification of the decision will include details of how to request an internal review by the Head of Administration & Law.

Requests for internal review are normally accepted within 40 working days of the Council's initial response to a request. The Council is not obliged to accept internal reviews after this time. The initial response should advise the requester of this.

The contact details of the Information Commissioner's Office will also be provided.

Part 3 Explaining the Principles

1. The Council will be as open as possible

The Council will make information available unless there are legal or public interest reasons for not doing so.

Examples where information would not be made public include:

- Where information requested under the Freedom of Information Act falls within one of the categories of exempt information listed in Appendices 1 and 2 and where relevant, the public interest lies in withholding it
- Where an exception under the Environmental Information Regulations applies
- Where a breach of confidentiality would occur
- Where information contained in reports to Council committees are deemed confidential or exempt under Section 100 of the Local Government Act 1972

Meetings of the Council, the Executive Board and committees will take place in public. However, there may be occasions when the public will be excluded when exempt information is being discussed. This will be identified on the agenda.

2. Presentation of business

The Council will present its business in clear language in line with its language scheme. It will aim to produce brief, easy to read documents and will have regard to the needs of differing sectors of the community including people with disabilities.

3. Publication scheme

The Council maintains a publication scheme, which provides a means by which the public can identify key information produced by the Council in the course of its business.

The Council has adopted the model publication scheme approved by the Information Commissioner's Office.

The publication scheme can be found on the Council's website. The Council is committed to maximising the use of its website to publish information, including datasets as required by the Protection of Freedoms Act 2012.

4. Charging for information

The Council aims to make as much information as possible available free of charge and does so in the main by providing responses electronically.

However, where a requester specifies a hard copy as their preferred format for receiving the information and a large amount of photocopying or printing is required a charge will be made.

The standard cost per copy is as follows:

- A4 black & white 5p
- A4 colour 10p

The Council reserves the right to charge at a higher rate where any statutory right to do so applies, or when documents are provided in the course of legal transactions.

Although uncommon, certain publications may also have a cover price. Where the information is already available in a priced publication the Council will provide details of the publication and where to obtain it.

The Archive Service provides a research service upon request, for which there is an hourly charge to search for and retrieve information held in the Archive. Details of the charge and this service are published on the Council's website.

If your request is likely to incur any charge the Council will advise you of this and allow you to confirm whether you wish to continue with the request before it undertakes any work.

The Council will not charge for the following:

- Any information provided on the Council's website (except where hard copies are required and this requires extensive printing)
- Free leaflets, forms and booklets concerning the services we make available to the public
- Inspection of public registers held at Council offices during normal working hours
- Inspection of information held at all public libraries in Prestatyn and by the Archive Service during their normal opening hours

5. Protecting privacy

A large amount of the information that the Council holds is personal data. Such information will not be disclosed under the Act or Environmental Information Regulations where this would breach any of the principles set out in the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Individuals have a separate right to access to personal data about themselves under Article 15 of the UK GDPR. This is often referred to as the right of subject access.

Subject access requests can be made verbally or in writing and contact details for making requests are provided to the public on our website and in privacy notices.

6. Equalities statement

6.1 All employees are required to adopt a positive, open and fair approach and ensure the Authority's Equality and Diversity Policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

6.2 In addition, the Welsh Language Standards ask us to 'ensure that the Welsh language is treated no less favourably than the English language' and this principle should be adopted in the application of this policy.

Appendix A FREEDOM OF INFORMATION REQUEST FORM



Prestatyn Town Council

Please complete the application below to help us identify and/or provide the information requested and submit either by email or post).

Your Name:

Address:

Home Telephone Number:

Mobile Telephone number:

Email address

How would you prefer to be contacted?

- Letter
- E-mail

- ☐ Mobile telephone
- ☐ Home telephone

Records requested (please be as specific as possible and query details if you are unsure):

Description of information required

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How would you like to receive the information?

- By email
- ☐ By post

Version Management

Version	Date	Section	Details of change
V1D1	10/11/2023	Whole of Document	First Draft

Approvals and Distribution

Version	Date	Meeting	Reference



Prestatyn Town Council

Volunteer Policy

2023

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INTRODUCTION

- Prestatyn Town Council recognises the valuable contribution that volunteers can make to the work it does in the community and how vital volunteers can be for projects and events to be successful.
- The council also recognises that volunteers are motivated, because it is their choice to volunteer and give their time freely. In return, the council wishes to provide volunteers with opportunities that will help them to develop new skills and experiences.
- The aim of this policy is to ensure volunteers are safe and appreciated when volunteering with the council. It is designed to provide a framework for how the council will manage volunteers and what volunteers can expect from the council; it sets out the principles and practice by which the council will involve volunteers.
- This policy applies to all volunteers undertaking work or duties on behalf of the council in a voluntary capacity. It does not apply to those who are directly employed or contracted by the council or to councillors.
- Officers may identify the opportunity for volunteering with the council, but all volunteering opportunities must be approved by the Town Clerk.

PRINCIPLES

- All employees will be expected to work positively with any volunteers and, where appropriate, will actively seek to involve them in their work.
- The council aims to provide volunteers with satisfying roles and the opportunity for personal development. The council seek to help volunteers meet these needs.
- The council will not introduce volunteers to replace paid staff.
- For all volunteering roles, there will be a member of staff (line manager) who has responsibility for the management of volunteers(s).
- The council is committed to providing equal opportunities for all volunteers, irrespective of their characteristics and opposes all forms of unlawful or unfair discrimination. The council's Equality Policy for employees will always be adhered to in relation to the recruitment and support of volunteers.

RECRUITMENT AND INDUCTION

- The council may recruit volunteers using a range of methods, including word of mouth, advertising, talking with other organisations or engaging volunteers through another organisation. It may also directly approach people who have previously volunteered with the council.
- In all circumstances a volunteer before commencement of volunteering duties should complete an [application form](#) (Appendix (i)).
- The council will endeavour to help a volunteer overcome barriers which may make it difficult for them to volunteer.
- For voluntary roles prospective volunteers will undertake an informal interview by the line manager to assess their suitability. The Town Council will obtain references and it may also be necessary to obtain a DBS check.
- All volunteers will be asked to sign a [volunteer agreement](#) which details the role they agreeing to undertake, indicates agreement to the council's relevant policies and sets out the commitment from the council. This requirement may be disapplied where volunteers are working through a partner organisation which has a similar agreement in place for its volunteers.
- All volunteers will receive an appropriate induction which will aim to:

- a) Familiarise volunteers with the work of Prestatyn Town Council in general and in their specific area of work.
- b) Ensure volunteers are aware of the risk assessment and safety measures applicable to their work.

GENERAL INFORMATION

Changes in Personal Details

- We have a duty of care to anyone who volunteers, we may need to contact you or someone on your behalf in the case of an emergency so please notify us of any emergency details you may want us to have and then any change to those details.

Statements to the Media

- Volunteers are requested to not make any statement to reporters from newspapers, radio, television etc. in respect of our organisation. Any enquiries should be directed to your Support Officer.

Protective Clothing

- Where appropriate, you may be loaned protective clothing. This must be returned to us after use.

Volunteers' Property

- No liability is accepted for any loss of, or damage to, property brought onto our premises, or our clients' premises. You are advised not to take any personal items of value to the volunteer premises or to leave any items at the volunteer premises overnight.

Standards of Dress

- Within your volunteer tasks, you may come into contact with customers and members of the public. It is important that you present an acceptable image in terms of appearance and standards of dress. You should wear clothes appropriate to your tasks, and they should be kept clean and tidy at all times.

Time Commitment

- If you are unable to attend at any of the times when you have arranged to help us, due to ill health or other commitments, please let your Support Officer know as soon as possible as we may need to make arrangements for cover.

Record Checks

- Because this position involves the care of children or adults at risk, the following is necessary:
 - a) Your written consent to obtaining a standard/enhanced disclosure from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body.
 - b) Such disclosure being acceptable to us.
 - c) Proof of identity – Birth and or marriage certificate (where appropriate), passport or a new style driving licence.
 - d) Satisfactory written references.
 - e) That you will supply a photograph of yourself for retention in your records.

Insurance

- During your time with us you are covered under our insurance policies against any injury you suffer or cause while volunteering.

Housekeeping

- All areas must be kept clean and tidy at all times.

Training

- We only provide the training necessary for the tasks you have volunteered for and any further volunteering activities it is agreed you can undertake.

Problems

- Should you have any problems related to your treatment by us, our employees, other volunteers or the people we serve, please raise these with your Support Officer who will attempt to resolve the issue. If you are unhappy with the outcome you may raise the issue with your Support Officer's superior.

Other Information

- 1) We reserve the right to allow third parties to chair any meetings. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of that hearing.
- 2) We reserve the right to record any meetings whether conducted by us or a third party, a copy of the recording can be made available on request.

STANDARDS

- Volunteers are expected to behave responsibly while with us. Normally we would bring any difficulties to your attention informally. However, the behaviour listed below would result in us refusing any further voluntary assistance from you.
 - a) grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment;
 - b) dangerous behaviour, fighting or physical assault;
 - c) incapacity or poor performance caused by intoxicants or drugs whilst volunteering;
 - d) possession, supply or use of *drugs;
 - e) *For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.
 - f) taking part in activities which result in adverse publicity to ourselves.
 - g) theft or unauthorised possession of money or property, whether belonging to us, one of our employees, another volunteer or a third party;
 - h) destruction/sabotage of our property, or any property on the premises;
 - i) serious breaches of the health and safety rules which endanger life.
 - j) maltreatment of service users;
 - k) failure to report an incident of abuse, or suspected abuse of a service user by an employee, other volunteer or a member of the public;
 - l) convictions for any offence which might affect your suitability for the volunteering duties you are involved in.

SUPPORT, INVOLVEMENT AND PROBLEM SOLVING

- All volunteers will have a named person as their main point of contact.
- Where appropriate (for example for ongoing volunteer work) volunteers will receive regular supervision to feedback on progress and discuss future development.
- The council may offer training and development opportunities where it helps fulfil the volunteer's role.
- The council will invite volunteers to provide feedback on activity they are engaged in.
- Volunteers are encouraged to express their views about matters concerning the Town Council, its facilities, services and events to the volunteer coordinator. The council welcomes volunteers proactively providing feedback and making suggestions for how things may be done differently in future.
- The council wishes to identify and resolve any problems at the earliest possible stage and volunteers are encouraged to raise any grievance or complaint with their volunteer coordinator or the Town Clerk.

HEALTH, SAFETY, WELFARE AND HYGEINE

Overview

- The council has responsibility for the health and safety of its volunteers and will undertake a risk assessment of all volunteering activities.
- Volunteers must always follow the council's health and safety policies and procedures; they have a duty of care to themselves and others who might be affected by their actions. Volunteers may also need to disclose any medical conditions which affect their ability to undertake certain activities.
- The council will inform volunteers of any specific health and safety measures which must be taken during a voluntary activity and volunteers must wear any PPE as required.
- Volunteers must report any accidents to the volunteer coordinator.
- Volunteers are covered by the council's insurance policies whilst undertaking official duties on behalf of the council; cover is not provided for unauthorised actions or actions taken outside the volunteering agreement.

Safety

- Your Support Officer will advise you of the health and safety requirements and any hazards associated with your responsibilities.
- You must not take any action that could threaten the health or safety of yourself, other volunteers, workers, employees, customers or members of the public.
- You should report all accidents and injuries at the volunteer premises, no matter how minor, in the accident book. Your Support Officer will advise where this is kept.

Rest Room, Refreshment Making Facilities/Vending Machine

- We provide a rest room, refreshment making facilities and vending machine. Please keep these facilities clean and tidy.

Smoking Policy

- Our policy of not smoking in service users' premises or other than in designated areas on our sites must be observed at all times.

Alcohol & Drugs Policy

- We have a duty to ensure, so far as is reasonably practicable, the health and safety and welfare at work of volunteers, employees, workers and, similarly, you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our volunteers, workers, employees and other parties.
- If, during volunteering with us, your performance or behaviour are affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to further action and, dependent on the circumstances, this may lead to termination of your relationship with us.

Lost Property

Articles of lost property should be handed to your Support Officer who will retain them whilst attempts are made to discover the owner.

Parking

Please park only in the designated parking areas. No liability is accepted for damage to private vehicles, however caused.

Hygiene

- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for volunteering without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing your volunteer duties.

Hygiene For Food Handlers

- You must wash your hands immediately before commencing your volunteer duties and after using the toilet.
- Any cut or burn on the hand or arm must be covered with an approved visible dressing.
- Head coverings and overalls/uniforms, where provided, must be worn at all times.
- No jewellery should be worn, other than wedding rings, without the permission of your support officer
- You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
- If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for your volunteer duties without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before returning to volunteering.
- You must report to your support officer before returning to volunteering.

EXPENSES

- Volunteers will be reimbursed for any out-of-pocket expenses incurred on behalf of the council where this has been approved in advance. Receipts must be provided.
- With prior agreement of the Town Clerk, reasonable personal expenses may be reimbursed on a case-by-case basis to enable volunteers to overcome financial barriers to volunteering.

VOLUNTEER CONDUCT

- Volunteers represent the council and whilst they are not employees there are certain expectations the council has for its volunteers. Volunteers are expected to:
 - a) undertake their volunteering duties to the best of their ability
 - b) treat all volunteers, staff, contractors and members of the public fairly and courteously
 - c) respect decisions taken by staff and follow all reasonable instructions
 - d) follow safety procedures and wear any PPE provided
 - e) wear appropriate clothing (including suitable footwear), provided identification (if required), and take necessary steps to protect themselves in the environment they are working in (e.g. protection from UV rays through the use of sunscreen and a hat)
 - f) not behave in a way which could bring the council into disrepute
 - g) return any equipment/clothing supplied at the end of their duties
- Volunteers may have access to personal data or sensitive information about the work of the council, its volunteers and staff, clients or other organisations. There is an absolute obligation both during and after volunteering with the council to maintain confidentiality and not pass on information to any individual or third party organisation unless required to do so by law.

- Volunteers using the council's computers/IT network are expected to observe the council's IT policy and all volunteers are expected to observe the council's policies on Data Protection and Social Media use.

GRIEVANCE

- In any organisation, problems can sometimes occur and whilst it is hoped that this will not be the case, if there are any concerns volunteers should in the first instance speak to either their named line manager, or Town Clerk who will try and resolve the matter informally.
- If a volunteer has any concerns regarding treatment towards them by colleagues or councillors and it has been discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Town Clerk.
- Volunteers will not be subject to Prestatyn Town Council disciplinary procedures nor have access to Prestatyn Town Council grievance procedures, both of which are for employees only.
- If there are concerns about the conduct or performance of a volunteer, their supervisor should investigate to find out what is happening. This includes talking with the volunteer concerned. If conduct or performance is unsatisfactory, the volunteer should be informed that s/he will be offered extra support and/or training for a period. The object of extra support and/or training will be to encourage improvement.
- If a volunteer does not meet our standards of performance or the steps we have taken to encourage them to improve do not work, the volunteer will be offered more suitable voluntary activities if available. If behaviour, which in Prestatyn Town Council's view, is equivalent to gross misconduct has occurred, then the volunteer activity will be terminated immediately.

SECURITY

Rights of Search

- We have the right to carry out searches of volunteers and their property (including vehicles) whilst they are on our premises or business. These searches are random and do not imply suspicion in relation to any individual concerned.
- If you should be required to submit to a search, you will, if practicable, be entitled to be accompanied by a third party to be selected from someone who is on the premises at the time. This right also applies at the time that any further questioning takes place.
- You may be asked to remove the contents of your pockets, bags, vehicles, etc.
- Whilst you have the right to refuse to be searched, refusal by you to agree to being searched could result in us refusing to accept any further voluntary assistance from you.
- We reserve the right to call in the police at any stage.

Confidentiality

- All information that:-
 - is or has been acquired by you during, or in the course of your volunteering duties, or has otherwise been acquired by you in confidence,
 - relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - has not been made public by, or with our authority,
 shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after ceasing to volunteer, disclose such information to any person without our prior written consent.
- You are to exercise reasonable care to keep safe all documentary or other material

- containing confidential information, and shall at the time of ceasing to volunteer with us, or at any other time upon demand, return to us any such material in your possession.
- You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.

Use of Computer Equipment.

In order to control the use of the organisation's computer equipment and reduce the risk of contamination the following will apply:

- the introduction of new software must be checked and authorised. You cannot introduce new software of any kind without approval from your Support Officer.
- only authorised individuals will have access to our computer equipment.
- only authorised software may be used on the organisation's computer equipment.
- only software that is used for business applications may be used.
- you may not bring software onto or remove it from our premises without prior authorisation from your Support Officer.
- unauthorised access to the computer facility may result in termination of your relationship with us.
- unauthorised copying and/or removal of computer equipment/software will result in us refusing to accept any further assistance from you.

Virus Protection Procedures

In order to prevent the introduction of virus contamination into the software system the following must be observed:

- unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- all software must be virus checked using standard testing procedures before being used.

E-Mail and Internet Policy

Internet

- Where appropriate, duly authorised volunteers may make use of the Internet as part of their volunteering duties. You may only release information via the internet with the prior agreement of your Support Officer. The use of the internet to access and/or distribute any kind of material which is offensive or unrelated to your tasks will result in us refusing any further voluntary assistance from you.

E-Mail

You may only use the e-mail system with the prior approval of your Support Officer and unauthorised use may result in us refusing any further voluntary assistance from you.

Volunteers using the e-mail system should observe the following points:

- they comply with our communication standards (your Support Officer will advise you of these).
- e-mail messages and copies should only be sent to those for whom they are particularly relevant.
- Flame mails (i.e. e-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
- if e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The organisation will be liable for infringing copyright or any defamatory information that is circulated within the company or externally.
- offers or contracts transmitted by e-mail are as legally binding on the organisation as those sent on paper.

We will not tolerate the use of the e-mail system for unofficial or inappropriate purposes including:

- any messages that could constitute bullying, harassment or other detriment.

- personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters).
- on-line gambling.
- accessing or transmitting pornography.
- transmitting copyright information and/or any software to the user.
- posting confidential information about other volunteers, workers, employees, the company or its customers or suppliers.

EQUALITY, INCLUSION AND DIVERSITY POLICY

Statement of Policy

- The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.
- We recognise that discrimination is unacceptable and equality of opportunity is a feature of our practices and procedures. Breaches of this policy will lead to investigation and, if appropriate, further action up to and including termination of your relationship with us.
- The aim of the policy is to ensure that volunteers are not discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- We will ensure that the policy is circulated to any agencies responsible for organising volunteers and a copy of the policy will be made available for all volunteers.
- We will maintain a neutral environment in which no volunteer feels under threat or intimidated.

Selection

- We will endeavour through appropriate training to ensure that employees making decision with regards volunteers will not discriminate, whether consciously or unconsciously, in making these decisions.
- We will adopt a consistent, non-discriminatory approach to the advertising of voluntary opportunities.
- We will not confine our process with regards to obtaining volunteers to areas or media sources which provide only, or mainly, volunteer applicants of a particular group.
- All those who ask to volunteer for us will receive fair treatment and will be considered solely on the contribution they can make.
- All those involved in the volunteer process will periodically review their criteria to ensure that they are related to volunteering requirements and do not unlawfully discriminate.
- Discussions will be related to the requirements of the volunteering activity and will not be of a discriminatory nature.
- We will not disqualify any volunteer because he/she is unable to complete any forms unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the volunteering activity.

DISCRIMINATION/HARASSMENT COMPLAINT POLICY AND PROCEDURE

Introduction

- Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or

sexual orientation is unacceptable.

- Discrimination and harassment can take many forms but, whatever form they take, they are always serious and totally unacceptable.

Policy

- The Company deplores all forms of discrimination and harassment and seeks to ensure that the environment is sympathetic to all of our volunteers.

COMPLAINING ABOUT DISCRIMINATION/PERSONAL HARASSMENT

Informal complaint

- If you are the victim of minor discrimination/harassment you should make it clear to the discriminator/harasser, on an informal basis, that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the discriminator/harasser.

Formal complaint

- Where the informal approach fails, or if the discrimination/harassment is more serious, you should bring the matter to the attention of your Support Officer as a formal written complaint.
- The person dealing with the complaint will carry out a thorough investigation. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be treated as a serious matter.
- On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

General Notes

- If the decision is that the allegation is well founded, the discriminator/harasser will be subject to appropriate action.
- If you bring a complaint of discrimination/harassment you will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, it will result in us refusing any further voluntary assistance from you.

RIGHT TO LEAVE

- The council recognises that volunteers give their time freely and are under no obligation to give notice. However, it is greatly appreciated if volunteers can provide advance notice if they are either unable to attend their volunteer role or wish to end their volunteering arrangement with the council.

APPENDICES

Appendix 1 – Application Form



PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

Volunteer Position Applied for:

Surname

Preferred Title

Forename(s)

Full Postal Address

Post Code

Email:

Home Tel:

Work Tel:

Mobile:

Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this volunteer position (additional sheets made be added if necessary).

--

References (at least one of which should be your present employer *or* last employer if you are not currently working).
Members and Officials of Prestatyn Town Council **MUST NOT** be nominated as referees.

Name		Name	
Status		Status	
Address		Address	
Telephone:		Telephone	
Email:		Email	

[Type here]

[Type here]

[Type here]

Do you have any objections to references being taken up prior to interview?

Yes / No*

Are you able to communicate in the Welsh Language?

Yes / No*

Do you have a current driving licence?

Yes / No*

If yes – What type

Full / Provisional*

Have you been convicted of any criminal offence?

Yes / No*

If yes - please provide details below

Do you have a current Disclosure & Barring Service (DBS) check

Yes / No*

If yes, are you registered with the DBS update service

Yes / No*

* Delete as necessary

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Council processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to data on it being processed for all purposes in connection with my employment.

X

Signed

X

Print Name

X

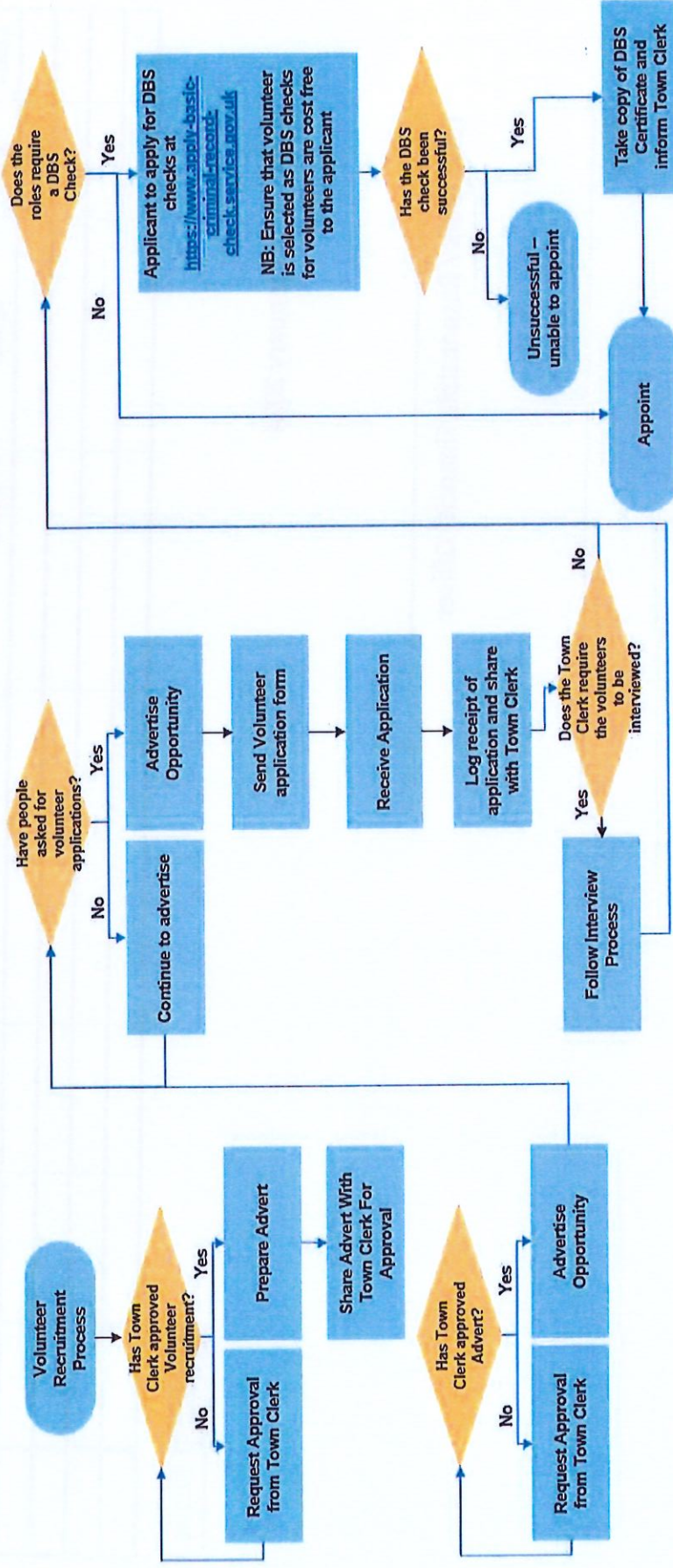
Dated

Once completed, this form should be returned to:

Mrs Lisa Fearn, Town Clerk & Responsible Financial Officer,
Prestatyn Town Council, 7 Nant Hall Road, Prestatyn LL19 9LR

Email: lisa.fearn@prestatyntc.co.uk | Phone: 01745 857185

Appendix 2 – Volunteer Recruitment Process



STANDING ORDERS AND DIRECT DEBITS

List of automated transactions processed through Barclays Bank for the month of:

Nov-23

SODD02

[illegible]

Dated 17 January 2024

Town Clerk / Responsible Financial Officer

Chair

STANDING ORDERS AND DIRECT DEBITS

Item 11 Appendix vii

List of automated transactions processed through Barclays Bank for the month of;

Dec-23

SODD03

Ref,	Method (S/O, D/D)	Date of Payment/ Transaction	Payee	Description	Invoice Ref	Contract Order	Nominal Code(s)	This bill amount GROSS
12S01	S/O	10-Dec	CRONER GROUP LTD	DECEMBER	C000774509	CON10292023	4460 ----- 4240	£316.12
12S02	S/O	10-Dec	VODAFONE LTD	NOVEMBER	104940579	CON10082023	4400	£12.00
12S03	S/O	10-Dec	G-FORCE	DECEMBER	231200106779	CON10102023	4400	£166.80
12S04	S/O	10-Dec	OBSIDIAN	NOV-DEC	INV-28527	CON10342023	4460	£242.64
12S05	S/O	10-Dec	CATHEDRAL HYGINE	Jan-Mar 2024	MI/1549484	CON10302023	4490	£77.98
12DD01	D/D	01-Dec	SSE Electricity	Electricity 1/8-30/9	IV00044749	n/a	4450	£517.58
12DD02	D/D	07-Dec	SSE Gas	Gas 5/8 - 14/11	IV00102351	n/a	4450	£719.88
12DD03	D/D	11-Dec	Dwr Cym / W Water	Water 10/6-20/11	4052345771	n/a	4440	£114.59
12DD04	D/D	28-Dec	Denbighshire CC	Trade Waste (Refuse bins)	802063465	CON10132023	4490	£107.15
TOTAL								£2,274.74

Dated 17 January 2024

Town Clerk / Responsible Financial Officer

Chair

List of transactions processed through Barclays Bank for the month of:

October

2023

CC02

[illegible]

STATEMENT DATE

07 October 2023

STATEMENT VALUE

£286.46

01 November 2023

Dated 17 January 2024

Town Clerk / Responsible Financial Officer

Chair

STATEMENT DATE	STATEMENT VALUE	
07 November 2023	£223.24	01 December 2023

Chair

PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

NOV2023 - BACS P8

[illegible]

Chrissie Ross - the Payrole Ltd	DATE 15/11/23
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Clir Holliday, Murray, and Frobisher	DATE 15/11/23
--------------------------------------	---------------

<i>Lisa Form</i>	DATE 16/11/23
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PRESTATYN TOWN COUNCIL

PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

DEC2023 - BACS P9

[illegible]

BANKING PREPARED BY

Chrissie Ross - the Payrole Ltd

DATE 15/12/23

BANKING AUTHORISED BY

Cllr Holliday and Cllr Frobisher

DATE 15/12/23

PAYMENT BY

Lisa Fearn

DATE 18/12/23

PRESTATON TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2022 - BACS 09

BACS REF	DATE	PAYEE	DETAILS / INVOICE NOS. ETC	NON-VAT	VAT @ 20%	TOTAL PAID	EXP CODE / FOR OFFICE USE ONLY
							Nominal Additional Processing Notes
227	20/10/23	Melden Community Association	Invoice MCA23-UC9 - Sketch Draw Paint room hire 2 November	£42.50	£0.00	£42.50	4700 PO19602023
228	15/11/23	The Pay Role	Invoice 2022923 - November Payroll Service	£32.75	£0.00	£32.75	4000 CON10172023
229	20/10/23	Presilyn Business Forum	Minute 141 Pg 46 - Grant awarded for Christmas Event 25/26 November	£1,400.00	£0.00	£1,400.00	4895 n/a
230	20/10/23	Amazon Payments UK Ltd	Invoice 1J9H-XQ3J-1J4Y - 2 sets 65W 200 LED Solar garden fairy lights	£25.18	£0.00	£25.18	4720 PO2112023
231	20/10/23	My Toy Garden	Invoice 4535 - bedding displays and garden maintenance 88 per annual service contract 26 Aug - 26 Sep 2023	£1,791.66	£358.33	£2,149.99	4600 CON10122023
232	20/10/23	My Toy Garden	Invoice 4565 - bedding displays and garden maintenance 88 per annual service contract 26 Sep - 26 Oct 2023	£1,791.66	£358.33	£2,149.99	4620 CON10122023
233	24/10/23	Mega Electrical NW Ltd	Invoice INV-9547 - Festive lights 2023 (year 2 of 3) - installation 1 of 2 - J10K fitting	£11,160.00	£2,232.00	£13,392.00	4610 CON1022023
234	24/10/23	Adrian West	Refund of tax services; (i) 20/10/23 PTC office to Rhyd (ii) 26/10/23 Presentation to Rhuddlan Hwy	£22.00	£0.00	£22.00	4140 PO1932023
235	25/10/23	Obsidian Networks Ltd	Supply of refurbished PC with 15.16GB RAM, 500GB SSD card	£200.00	£40.00	£240.00	4910 PO1952023
236	25/10/23	Mega Electrical NW Ltd	Invoice INV-9660 - removal of summer burning and flags through High Street	£560.00	£112.00	£672.00	4770 PO1972023
237	25/10/23	Animal Encounters Wales	Invoice 0207 - animal presentation at Halloween event held at council chambers	£270.00	£0.00	£270.00	4720 PO1422023
238	30/10/23	Merlin 14th St Delnryon	Invoice MID 12/23-24 - Welsh Cofre and Chat sessions x 6, and St David's Day, St Dwynwen's Day window competitions	£250.00	£0.00	£250.00	4750 PO1862023
239	30/10/23	Garden Overthrow	Invoice - per quote 15756 - Meliden CC replace 5 x wooden framed windows with white uPVC framed double-glazed	£1,425.00	£285.00	£1,710.00	4730 CON10392023
240	30/10/23	North Wales Asen Local Councils	Annual Membership fee - townships over 10,000 residents	£100.00	£0.00	£100.00	4220 CON10402023
241	01/11/23	Greengrass Services Ltd	Invoice 12531 - Repair and painting benches through Prestatyn and Meliden, FC meeting 5 April March 2023 p982	£10,275.00	£2,055.00	£12,330.00	4670 PO242023
242	01/11/23	Greengrass Services Ltd	Invoice 12534 - repairs to bench 2755	£56.00	£11.00	£67.00	4615 PO1332023
243	01/11/23	Greengrass Services Ltd	Invoice 12535 - repairs to bench 2736	£48.00	£9.60	£57.60	4615 PO1342023
244	01/11/23	Greengrass Services Ltd	Invoice 12536 - repairs to bench 2762	£24.00	£4.80	£28.80	4615 PO1352023
245	01/11/23	Greengrass Services Ltd	Invoice 12537 - repairs to bench 2847	£55.00	£11.00	£66.00	4615 PO1362023
246	02/11/23	Amazon Payments UK Ltd	Invoice INV-GB-152244341-2023-262141 - 25 reams A4 paper	£83.29	£16.66	£99.95	4330 PO2042023
247	06/11/23	Groom Team	Invoice 18636 - Office Cleaning Services October	£136.00	£27.20	£163.20	4490 CON10312023
248	06/11/23	Restive Datastream Ltd	Invoice 1786166 - confidential waste collection 2 November	£99.84	£19.97	£119.81	4490 CON10312023
249	08/11/23	Amazon Payments UK Ltd	Invoice DS-ASE-INV-GB-2023-449041784 - 50 pack fridge magnets	£6.20	£1.25	£7.45	4330 PO2052023
250	08/11/23	Amazon Payments UK Ltd	Invoice GS3VFXVABE1 - 100 x A4 laminating pouches	£5.80	£1.17	£6.97	4330 PO2052023
251	08/11/23	Amazon Payments UK Ltd	Invoice INV-GB-136294151-2023-167365 - A4 white card	£3.32	£0.67	£3.99	4330 PO2052023
252	08/11/23	Helen Taylor	Sketch Draw Paint - Meliden CC 2011, PTC 3/11 plus materials	£181.37	£0.00	£181.37	4700 PO1412023

253	07/11/23	Matthew LeDoux-Deakin	DSS check payment reimbursement	£18.00	£0.00	£18.00	4050	PO12102023
254	10/11/23	A Jones & Son Gas	New central heating system Ty Canadoc Community Centre	£8,166.67	£1,633.33	£9,800.00	4730	PO1072023
255	14/11/23	G-Force Communications Ltd	Invoice 231100103418 - additional telephone call charge - October period	£0.58	£0.12	£0.70	4400	PO12152023
256	15/11/23	SLCC	Invoice ME1246951-1 - 2024 Annual membership	£418.00	£0.00	£418.00	4210	CON10262023
257	20/11/23	Festival Church	Invoice - hire of hall for dementia awareness 15 September	£40.00	£0.00	£40.00	4750	PO1292023
258	20/11/23	Potties Premier Plants Ltd	Invoice 13700 - Winter plants for flower beds	£2,246.50	£449.30	£2,695.80	4600	CON10162023
259	20/11/23	Prestidyn Northwest Community Association (Jubilee Comm Ctr)	Invoice - hire of hall for dementia awareness 6 September	£24.00	£0.00	£24.00	4750	PO1212023
PAYMENT TOTALS				£40,927.32	£7,628.73	£48,556.05		

BANKING PREPARED BY

Mark Turner

Date: 20 November 2023

BANKING AUTHORISED BY

Chris Murray, Holliday and Frodisher

Date: 22 November 2023

PAYMENT BY

Lisa Fearn

Date: 23 November 2023

PRESTATON TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2022 - BACS 12

BACS REF	DATE	PAYEE	DETAILS / INVOICE NO. ETC	NOM/VAT	VAT @ 20%	TOTAL PAID	EXP CODE (FOR OFFICE USE ONLY)
							Nominal Additional Processing Notes
260	21/11/23	The Roberts - Gns Galters	500 x £1 presents for Santa's Grotto, Christmas Light Switch-on Invoice Q1202312-1 C/O DA Rhammeton Farm, Llan Ffeilan	£500.00	£0.00	£500.00	4050 PO1592023
261	20/10/23	SICC	Invoice 4600 - Bedding displays and garden maintenance as per annual service contract 26 Oct - 26 Nov 2023	£1,791.66	£358.33	£2,149.99	4600 CON10122023
262	16/11/23	My Tidy Garden	Account 108004 Invoice 802048987 - Remembrance poppies on lampposts - 100 x A3 laminating	£296.00	£79.20	£375.20	4720 PO1552023
263	22/11/23	Dentliphish County Council	Account ASHLIDGIPZYQH - Invoice 683219P249E1 - 100 x A3 laminating	£11.13	£2.23	£13.36	4330 PO1272023
264	22/11/23	Amazon Payments UK Ltd	Account ASHLIDGIPZYQH - Invoice DS-ASE-INV-GB-2023-483802074 - wires mouse for office computer	£9.99	£2.00	£11.99	4910 PO1272023
265	22/11/23	Amazon Payments UK Ltd	Account 111589 - Invoice 24765259 - Fencing machine replacement	£100.00	£0.00	£100.00	4340 PO1292023
266	22/11/23	Franscoyp Postale Ltd	Account 408624130 Invoice 109113027 - Electricity costs - festive lights 2022 - 40 days	£133.41	£5.67	£140.08	4450 PO1292023
267	27/11/23	Scottish Power Energy Retail Ltd	Sketch draw Paint sessions - Christmas lights switch-on and Winterfest	£648.09	£0.00	£648.09	4720 PO1171891662023
268	27/11/23	Helen Taylor	Invoice PMG23-2407 - Mind Music sessions - October 5, 12, 19, 26	£228.00	£0.00	£228.00	4740 PO1802023
269	27/11/23	Vale of Clwyd Mind	Invoice PMG23-2408 - Mind Music sessions - November 2, 9, 16, 23, 30	£285.00	£0.00	£285.00	4740 PO1802023
270	27/11/23	Vale of Clwyd Mind	Invoice PMG23-2409 - Mind Music sessions - December 7, 14	£114.00	£0.00	£114.00	4740 PO1802023
271	27/11/23	Vale of Clwyd Mind	Invoice PMG23-2409 - Mind Music sessions - December 7, 14	£114.00	£0.00	£114.00	4740 PO1802023
272	27/11/23	CPW Surveys Ltd	Invoice 214 - RPAAC surveys Meliden CC, Ty Ceredoc CC, Jubilee CC	£750.00	£0.00	£750.00	4830 n/a
273	27/11/23	Prestatyn Carnival Committee	Grant monies - \$144 - approval Full Council Minute 177, page 57 22Nov23	£2,000.00	£0.00	£2,000.00	4480 PO1712023
274	27/11/23	Highline Electrical Ltd	Invoice 6202 - EICR electrical works for PTC office and Jubilee Community Centre	£459.80	£93.92	£553.72	4660 PO1562023
275	27/11/23	Highline Electrical Ltd	Invoice 6203 - EICR electrical works for Ty Ceredoc Community Centre	£39.88	£19.94	£119.82	4660 PO1562023
276	27/11/23	Umrudno Musical Productions	Invoice PT001 - Christmas stage props for Santa	£50.00	£0.00	£50.00	4720 PO1292023
277	29/11/23	A Jones & Son Gas Services Ltd	Invoice 144112022, 331897 - Repair work at Jubilee CC (boiler) and Meliden CC (water tank)	£195.00	£39.00	£198.00	4660 PO143023
278	04/12/23	Treccsall Nurseries (Richard Alexander, Use)	Invoice 26112021, 10 hanging baskets	£300.00	£0.00	£300.00	4895 PO162023
279	04/12/23	Four Seasons Bistro	Gift voucher - awarded for Christmas lights switch-on 2023	£20.00	£0.00	£20.00	4720 PO143023
280	07/12/23	Bethan Jones Singing School (Miss Bethan Jones Tas)	Christmas lights Switch On Nov 24 2023 Thank you Gift	£50.00	£0.00	£50.00	4720 PO1292023
281	07/12/23	Mor Porter	Flowers for Christmas Lights Switch On Volunteers	£50.00	£0.00	£50.00	4720 PO1292023
282	07/12/23	Franscoyp Postale Ltd	Account 111589 - Invoice 2475834 Telecom package download	£200.00	£0.00	£200.00	4340 PO1642023
283	07/12/23	Raven Wales Ltd re Raven Fire & Security	Account Ref RAV - Invoice no 28948 - PTC, JCC, MCC, TC Intruder and Fire Alarm, Fire Extinguishers Service and Maintenance	£1,372.00	£274.40	£1,646.40	4660 CON10122023
284	07/12/23	Star Jones Translation Ltd	Invoice PTC137 - Translation Work Undersken Old and Nov 23	£20.74	£0.00	£20.74	4350 PO1642023
285	07/12/23	Glean Team	Invoice 16696 - Office Cleaning Services November	£136.00	£27.20	£163.20	4490 CON10112023
286	07/12/23	Prestatyn Parochial Church Council	Invoice CC 12.11.23, GS - Hall Hire & refreshments - Remembrance Service 2023	£100.00	£0.00	£100.00	4720 PO1292023

287	07/12/23	Kings Hall, Newcastle y Brein	Invoice 74 - Hall Hire December 23 /January 24	Invoice MCA23-1/GS5 - Warm hubs Room Hire 8 & 15 December 23 12 & 19 January 2024	£140.00	£0.00	£140.00	4750	PO2372023
288	07/12/23	Malden Community Associations			£150.00	£0.00	£150.00	4750	PO2362023
289	07/12/23	Stages For Events Ltd	Supply for Christmas Lights Turn On Event 24/11/23		£1,255.50	£0.00	£1,255.50	4720	PO1430023
290	07/12/23	Daydream Designs	Invoice INV-8284 - Annual Wexley transition tool		£190.00	£38.00	£228.00	4710	CON1098023
291	07/12/23	Preswyn High School	Christmas Lights Switch On Nov 23 - Gift		£50.00	£0.00	£50.00	4720	PO2360023
292	07/12/23	Ysgol Clawdd Offa	Christmas Lights Switch On Nov 23 - Gift		£50.00	£0.00	£50.00	4720	PO2352023
293	07/12/23	Ysgol Y Llys	Christmas Lights Switch On Nov 23 - Gift		£50.00	£0.00	£50.00	4720	PO2362023
294	07/12/23	Ysgol Penmorfa	Christmas Lights Switch On Nov 23 - Gift		£50.00	£0.00	£50.00	4720	PO2372023
295	07/12/23	SSE Energy Solutions	Account 8700175548 - Invoice 501888829/0011 - Electricity Supply 29/7 to 14/11/23 - Ty Penryn		£176.50	£9.84	£186.34	4450	N/A
296	07/12/23	Marlin Cinemas Ltd	Gift vouchers - award for christmas lights switch-on Nov 2023		£41.57	£9.33	£50.90	4720	PO232023
297	07/12/23	Kilgobry's Fun Parks	Private Ship Ride Hire Christmas Lights Switch On Nov 23		£500.00	£100.00	£600.00	4720	PO1672023
298	07/12/23	Amazon Payments UK Ltd	Inv G8326ZUCABE - Labels, Printer Paper		£5.97	£1.20	£7.17	4330	PO232023
299	07/12/23	Amazon Payments UK Ltd	Inv G832715UABE - 3 Boxes White Printer Paper		£44.85	£8.97	£53.82	4330	PO232023
300	07/12/23	Amazon Payments UK Ltd	Inv GB-1928000815-2023-32553 - 40 Whiteboards Magnets		£7.49	£1.50	£8.98	4480	PO232023
301	07/12/23	A Jones & Son Gas Services Ltd	Inv 14112022_331925/andorcs Gas Safety Check - JCC, MCC, PTC		£281.67	£55.33	£337.00	4460	PO232023
302	07/12/23	Stages For Events Ltd	Musician Performer 7th May 2023		£100.00	£0.00	£100.00	4720	PO442023
303	07/12/23	Tenovus Cancer Care	Christmas Lights Switch On Nov 23 - Gift		£50.00	£0.00	£50.00	4720	PO2392023
304	14/12/23	Gail Livezey	DBS check payment refund		£18.00	£0.00	£18.00	4050	PO1642023
PAYMENT TOTALS					£13,477.24	£1,120.06	£14,597.30		
BANKING PREPARED BY					Mark Turner / Gail Jones-Livezey	Date:	14 December 2023		
BANKING AUTHORISED BY					Gis Murray, Helleary and Robbier	Date:	15 December 2023		
PAYMENT BY					Lib Team	Date:	19 December 2023		

2023 - BACS 7 MAYOR

BACS REF	DATE	PAYEE	DETAILS / INVOICE Nos. ETC	TOTAL PAID	EXP CODE (FOR OFFICE USE)
					ADDITIONAL NOTES
2328	23-Oct	Rhuddlan Town Council	Rhuddlan Mayor Charity Concert 9/12/23 - 2 tickets Mayor and Consort	£220.00	502
2329	21-Nov	Prestatyn Town Council - Transfer	100 second class postage for christmas cards	£59.00	502 To credit 4500
2331	15-Nov	Prestatyn Town Council - Transfer	Christmas Card purchase through Penfam Prints 100 x cards plus envelopes	£50.00	502 To credit 4500
2332	20-Nov	Blaenau Gorgeous	Flowers and delivery to Mr Dop (fire)	£35.00	502
2333	20-Nov	Prestatyn Town Council - Transfer	Purchase flowers from M&S for Hetta Richardson - 100th birthday party	£15.00	502 To credit 4500
					502
					502
					502
					502
					502

PAYMENT TOTALS	£189.00
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Date: 22 November 2023

Date: 22 November 2023

Date: 23 November 2023

5/12/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Council								
1076 Precept	0	331,532	497,299	165,767			66.7%	
1100 Rental Income	775	4,985	4,985	0			100.0%	
1200 Grants Received	0	2,991	10,000	7,009			29.9%	2,991
1400 Donations	0	42	0	(42)			0.0%	
1500 Bank Interest	0	2,425	450	(1,975)			638.9%	
1700 Other Income	15	540	0	(540)			0.0%	
4100 Mayor - Public Participation	0	(1,500)	(1,500)	0		0	100.0%	
4110 Mayor's Allowance	0	(800)	(800)	0		0	100.0%	
4120 IRPW & Councilor Allowance	0	(2,634)	(3,500)	816		816	76.7%	
4130 Councilor Training	0	(38)	(750)	712	(30)	682	9.1%	
4140 Travelling - Councilors	(22)	(85)	(250)	168		165	34.0%	
4150 Elections / Democracy	0	0	(5,500)	5,500		5,500	0.0%	
150 Administration								
4200 Audit	0	1,000	(2,800)	3,000	(1,000)	2,000	0.0%	
4210 Legal / Professional Expenses	(418)	(418)	(1,250)	832	(790)	42	96.6%	
4215 Bank Charges	(48)	(170)	(500)	324		324	35.2%	
4220 Subscriptions/Publications/Lic	(100)	(3,617)	(3,500)	(117)		(117)	103.3%	
4240 Insurance	(15)	(5,016)	(5,500)	484	(159)	325	94.1%	
4300 Advertising / Marketing	0	0	(1,000)	1,000	(558)	442	55.8%	
4310 Website	0	(30)	(1,000)	970	(366)	604	39.6%	
4320 Social Media/Events	0	(180)	(1,000)	820		820	18.0%	
4330 Printing & Stationery	(105)	(2,091)	(2,800)	709	(25)	684	75.6%	7
4340 Postage	61	(367)	(750)	383	(300)	83	89.0%	
4360 Welsh Translation	0	(81)	(250)	169		169	32.2%	
4500 Petty Cash	20	(173)	(500)	327		327	34.7%	
250 Personnel								
4000 Net Salaries	(16,378)	(91,269)	(150,000)	58,731		58,731	60.8%	
4010 PAYE	(7,284)	(20,008)	(37,000)	7,994		7,994	78.4%	
4020 Superannuation	(6,220)	(30,974)	(49,000)	18,026		18,026	63.2%	
4030 Staff Contingency e.g. Agency	(33)	(249)	(1,000)	751	(141)	610	39.0%	
4040 Travelling - Officers	0	(51)	(500)	449		449	10.2%	
4050 Training & Development	(18)	(142)	(1,000)	858	(315)	543	45.7%	
300 Office								
4400 Telephones / Broadband	(150)	(1,194)	(2,000)	806	(605)	201	90.0%	
4440 Business / Water Rates	0	(6,276)	(7,000)	724		724	89.7%	
4450 Electricity / Gas	0	(261)	(12,000)	11,739	(500)	11,239	6.3%	
4460 IT Support and IT Software	(453)	(4,397)	(7,500)	3,103	(2,176)	927	87.6%	
4470 Photocopying	0	(330)	(1,500)	1,170	(110)	1,060	29.3%	
4480 Repairs & Maintenance	0	(1,743)	(2,250)	507	(1,110)	(603)	126.8%	

Continued over page

06/12/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No:

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMA
4400 Cleaning Services	0	(1,539)	(2,750)	1,211	(1,293)	(82)	103.0%	
<u>550 Town</u>								
4600 Envir Flowers/Amenity/Watering	0	(14,895)	(26,650)	11,755	(11,626)	230	99.1%	
4605 Hanging Baskets / Troughs	0	(10,412)	(10,000)	(412)		(412)	104.1%	
4610 Festive Lighting Installation	0	(15,240)	(26,000)	9,760	(11,160)	(1,400)	105.6%	
4615 Public Seats - Maintenance	0	(490)	(3,500)	3,010	(2,894)	116	96.7%	
4620 Public Gardens	0	(1,250)	(2,500)	1,250	(1,250)	0	100.0%	
4625 Notice Boards	0	0	(2,000)	2,000	(2,030)	(30)	101.6%	
4630 Tourism Signage	0	0	(500)	500	(500)	0	100.0%	
4640 Car Parks	0	0	(12,700)	12,700	(12,700)	0	100.0%	
4645 Bus Shelters - Maintenance	0	0	(10,000)	10,000	(7,600)	2,400	76.0%	
4650 Crime Prevention CCTV / Radio	0	(10,000)	(10,000)	0		0	100.0%	
4655 Play Areas	0	(4,840)	(5,000)	160		160	96.8%	
4660 Community Centre Expenditure	0	(5,797)	(6,750)	953	(1,087)	(134)	102.0%	
4665 Scala Cinema & Art Centre Loan	0	0	(66,495)	66,495	(66,493)	2	100.0%	
4670 Local community services	0	(8,691)	(6,250)	(2,441)		(2,441)	139.1%	2,424
<u>700 Projects</u>								
4700 Holiday Leisure Activity	0	(2,820)	(5,000)	2,180	(400)	1,780	64.4%	
4720 PTC Events /Activities / Promo	0	(9,333)	(15,000)	5,667	(4,849)	818	94.5%	80
4730 Environmental / Community	0	(9,592)	(20,000)	10,408		10,408	48.0%	
4740 Mind Music	0	(1,304)	(2,500)	1,196	(1,140)	56	97.6%	50
4750 Mental Health Well Being	0	(4,118)	(16,600)	12,382	(3,538)	8,744	47.0%	2,491
4760 Community Volunteers	0	0	(500)	500		500	0.0%	
<u>800 Grants</u>								
4800 Grants- New Local Organisation	0	0	(1,000)	1,000		1,000	0.0%	
4810 Grants- Existing Organisation	0	(1,700)	(3,000)	1,300		1,300	56.7%	
4820 Cultural Grants / Embedded	0	0	(500)	500		500	0.0%	
4830 Carnival Committee	0	0	(2,000)	2,000		2,000	0.0%	
4840 Flower show	0	0	(800)	800		800	0.0%	
4850 Car show	0	(1,200)	(1,200)	0		0	100.0%	
4860 Wales / Britain in Bloom	0	0	(1,000)	1,000		1,000	0.0%	
4870 Benefits Advice Shop/ Other	0	(2,000)	(2,000)	0		0	100.0%	
4880 Citizens Advice Bureau	0	0	(2,500)	2,500		2,500	0.0%	
4890 Walks Programme / Festival	0	0	(2,000)	2,000		2,000	0.0%	
4895 Business Support	0	(1,700)	(2,000)	300	(300)	0	100.0%	
<u>900 Assets</u>								
4900 Office Furnishings/Equipment	0	(1,154)	(1,000)	(154)	(96)	(249)	124.9%	
4910 IT Equipment	0	(1,039)	(2,000)	961		961	52.0%	
4950 Bus Shelters	0	0	(12,010)	12,010	(12,007)	3	100.0%	
4955 SIDs	0	0	(26,240)	26,240	(26,240)	0	100.0%	

Continued over page

06/12/2023	Prestatyn Town Council							p
12.59	Detailed Income & Expenditure by Budget Heading 30/11/2023							
Month No: 8	Cost Centre Report							
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Contributed Expenditure	Funds Available	% Spent	Trans to/from
Grand Totals:- Income	790	342,515	512,734	170,219			66.8%	
Expenditure	71,762	291,262	511,945	320,683	176,386	145,297	76.3%	
Net Income over Expenditure	(70,972)	51,253	(99,211)	(160,464)				
plus Transfer from EMR	16	5,051						
less Transfer to EMR	0	2,991						
Movement to/(from) Gen Reserve	(70,956)	53,313						

Dated 17th January 2024

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Town Clerk / Responsible Financial Officer

.....

Chair

08/12/2023

Prestatyn Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month & Date 30/11/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control A/c	0,478	
200	Barclays Premium / Current	478,175	
210	Mayoral Account	456	
220	Petty Cash Account	212	
	Total Current Assets		488,321
<u>Current Liabilities</u>			
502	Mayoral Account	456	
520	Receipts in Advance	4,378	
	Total Current Liabilities		4,834
	Net Current Assets		483,487
	Total Assets less Current Liabilities		483,487
<u>Represented by :-</u>			
300	Current Year Fund	51,253	
310	General Reserves	423,740	
325	EMR - Mind Music	1,634	
326	EMR - GYM Enabling Virt Comms	1,046	
328	EMR - Well Being	26	
320	EMR - Molden CC Roof Repairs	4,378	
333	EMR - Tesco Community	500	
	Total Equity		483,487

Dated 17th January 2024**Town Clerk / Responsible Financial Officer****Chair**

Date : 08/12/2023

Prestatyn Town Council

Page 1

Time: 12:56

Trial Balance for Month No: 8

User : MARK

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			9,478.24	
200	Barclays Premium / Current			478,176.23	
210	Mayoral Account			455.55	
220	Petty Cash Account			212.07	
310	General Reserves				421,689.32
325	EMR - Mind Music				1,634.08
326	EMR - GYM Enabling Vet Comms				1,946.11
328	EMR - Well Being				28.41
329	EMR - Meliden CC Roof Repairs				4,378.19
333	EMR - Tesco Community				500.00
502	Mayoral Account				455.55
520	Receipts in Advance				4,378.19
1076	Precept	100	Council		331,532.00
1100	Rental Income	100	Council		4,985.00
1200	Grants Received	100	Council		2,991.00
1400	Donations	100	Council		42.20
1500	Bank Interest	100	Council		2,425.18
1700	Other Income	100	Council		539.70
4000	Net Salaries	250	Personnel	91,269.47	
4010	PAYE	250	Personnel	29,006.45	
4020	Superannuation	250	Personnel	30,973.60	
4030	Staff Contingency e.g. Agency	250	Personnel	249.00	
4040	Travelling - Officers	250	Personnel	50.75	
4050	Training & Development	250	Personnel	142.00	
4100	Mayor - Public Participation	100	Council	1,500.00	
4110	Mayor's Allowance	100	Council	800.00	
4120	IRPW & Councillor Allowance	100	Council	2,684.00	
4130	Councillor Training	100	Council	38.00	
4140	Travelling - Councillors	100	Council	85.00	
4200	Audit	150	Administration		1,000.00
4210	Legal / Professional Expenses	150	Administration	418.00	
4215	Bank Charges	150	Administration	175.80	
4220	Subscriptions/Publications/Lic	150	Administration	3,617.00	
4240	Insurance	150	Administration	5,015.81	
4310	Website	150	Administration	30.00	
4320	Social Media/Events	150	Administration	180.00	
4330	Printing & Stationery	150	Administration	2,090.80	
4340	Postage	150	Administration	367.32	
4350	Welsh Translation	150	Administration	80.58	
4400	Telephones / Broadband	300	Office	1,194.08	
4440	Business / Water Rates	300	Office	6,276.03	
4450	Electricity / Gas	300	Office	261.01	

Continued over page

Date : 08/12/2023

Prestatyn Town Council

Page 2

Time: 12:56

Trial Balance for Month No: 8

User : MARK

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4460	IT Support and IT Software	300	Office	4,396.94	
4470	Photocopying	300	Office	330.00	
4480	Repairs & Maintenance	300	Office	1,743.08	
4490	Cleaning Services	300	Office	1,539.48	
4500	Petty Cash	150	Administration	173.33	
4600	Envlr Flowers/Amenity/Watering	550	Town	14,894.88	
4605	Hanging Baskets / Troughs	550	Town	10,412.00	
4610	Festive Lighting Installation	550	Town	15,240.00	
4615	Public Seats - Maintenance	550	Town	490.00	
4620	Public Gardens	550	Town	1,249.98	
4650	Crime Prevention CCTV / Radio	550	Town	10,000.00	
4655	Play Areas	550	Town	4,840.00	
4660	Community Centre Expenditure	550	Town	5,796.87	
4670	Local community services	550	Town	8,690.73	
4700	Holiday Leisure Activity	700	Projects	2,619.76	
4720	PTC Events /Activities / Promo	700	Projects	9,332.65	
4730	Environmental / Community	700	Projects	9,591.67	
4740	Mind Music	700	Projects	1,304.00	
4750	Mental Health Well Being	700	Projects	4,116.00	
4810	Grants- Existing Organisation	800	Grants	1,700.00	
4850	Car show	800	Grants	1,200.00	
4870	Benefits Advice Shop/ Other	800	Grants	2,000.00	
4895	Business Support	800	Grants	1,700.00	
4900	Office Furnishings/Equipment	900	Assets	1,154.49	
4910	IT Equipment	900	Assets	1,039.26	
6000	Transfer from EMR	150	Administration		0.50
6000	Transfer from EMR	550	Town		2,423.50
6000	Transfer from EMR	700	Projects		2,621.00
6001	Transfer to EMR	100	Council	2,991.00	
Trial Balance Totals :				783,573.93	783,573.93
Difference				0.00	

Dated 17th January 2024

Town Clerk / Responsible Financial Officer

Chair

08/01/2024

Prestatyn Town Council

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09/23

Detailed Income & Expenditure by Budget Heading 29/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Council								
1070 Precept	165,767	497,299	497,299	0			100.0%	
1100 Rental Income	0	4,985	4,985	0			100.0%	
1200 Grants Received	0	2,991	10,000	7,009			29.9%	2,991
1400 Donations	0	42	0	(42)			0.0%	
1500 Bank Interest	1,953	4,378	450	(3,928)			972.9%	
1700 Other Income	14	553	0	(553)			0.0%	
4100 Mayor - Public Participation	0	(1,500)	(1,500)	0		0	100.0%	
4110 Mayor's Allowance	0	(800)	(800)	0		0	100.0%	
4120 IRPW & Councillor Allowance	0	(2,684)	(3,500)	816		816	76.7%	
4130 Councillor Training	0	(38)	(750)	712	(30)	682	9.1%	
4140 Travelling - Councillors	0	(85)	(250)	165		165	34.0%	
4150 Elections / Democracy	0	0	(5,500)	5,500		5,500	0.0%	
150 Administration								
4200 Audit	0	1,000	(2,000)	3,000	(1,000)	2,000	0.0%	
4210 Legal / Professional Expenses	(750)	(1,168)	(1,250)	82	(40)	42	96.6%	
4215 Bank Charges	(48)	(223)	(500)	277		277	44.7%	
4220 Subscriptions/Publications/Lic	0	(3,617)	(3,500)	(117)		(117)	103.3%	
4240 Insurance	(15)	(5,031)	(5,500)	469	(144)	325	94.1%	
4300 Advertising / Marketing	0	0	(1,000)	1,000	(558)	442	55.8%	
4310 Website	(190)	(220)	(1,000)	780	(170)	604	39.6%	
4320 Social Media/Events	0	(180)	(1,000)	820		820	18.0%	
4330 Printing & Stationery	(69)	(2,160)	(2,800)	640		640	77.2%	7
4340 Postage	(300)	(607)	(750)	83		83	89.0%	
4350 Welsh Translation	(21)	(101)	(250)	149		149	40.6%	
4500 Petty Cash	(9)	(183)	(500)	317		317	36.6%	
250 Personnel								
4000 Net Salaries	(15,517)	(100,787)	(150,000)	43,213		43,213	71.2%	
4010 PAYE	(3,754)	(32,761)	(37,000)	4,239		4,239	88.6%	
4020 Superannuation	(4,384)	(35,358)	(40,000)	13,642		13,642	72.2%	
4030 Staff Contingency e.g. Agency	0	(249)	(1,000)	751	(141)	610	39.0%	
4040 Travelling - Officers	(8)	(59)	(500)	441		441	11.7%	
4050 Training & Development	(333)	(476)	(1,000)	525		525	47.5%	
300 Office								
4400 Telephones / Broadband	(156)	(1,350)	(2,000)	650	(450)	194	90.3%	
4440 Business / Water Rates	(115)	(6,391)	(7,000)	609		609	91.3%	
4450 Electricity / Gas	(1,489)	(1,750)	(12,000)	10,250	(367)	9,884	17.6%	
4460 IT Support and IT Software	(453)	(4,850)	(7,500)	2,650	(1,823)	827	89.0%	
4470 Photocopying	0	(330)	(1,500)	1,170	(110)	1,060	29.3%	
4480 Repairs & Maintenance	(1,048)	(2,701)	(2,250)	(541)	(50)	(598)	126.6%	

Continued over page

08/01/2024

Prestatyn Town Council

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09/23

Detailed Income & Expenditure by Budget Heading 29/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4490 Cleaning Services	(309)	(1,848)	(2,750)	902	(985)	(82)	103.0%	
<u>550 Town</u>								
4600 Envir Flowers/Amenity/Watering	(1,583)	(16,478)	(26,650)	10,172	(9,042)	230	99.1%	
4605 Hanging Baskets / Troughs	0	(10,412)	(10,000)	(412)		(412)	104.1%	
4610 Festive Lighting Installation	0	(15,240)	(25,000)	9,760	(11,160)	(1,400)	105.6%	
4615 Public Seats - Maintenance	0	(490)	(3,500)	3,010	(2,894)	116	96.7%	
4620 Ty Pendre - Boulevard Gardens	(209)	(1,458)	(2,500)	1,042	(1,042)	0	100.0%	
4625 Notice Boards	0	0	(2,000)	2,000	(2,030)	(30)	101.5%	
4630 Tourism Signage	0	0	(500)	500	(500)	0	100.0%	
4640 Car Parks	0	0	(12,700)	12,700	(12,700)	0	100.0%	
4645 Bus Shelters - Maintenance	0	0	(10,000)	10,000	(7,600)	2,400	76.0%	
4650 Crime Prevention CCTV / Radio	0	(10,000)	(10,000)	0		0	100.0%	
4655 Play Areas	0	(4,840)	(5,000)	160		160	96.8%	
4660 Community Centre Expenditure	(1,340)	(7,137)	(6,750)	(387)	(146)	(533)	107.9%	
4665 Scala Cinema & Art Centre Loan	0	0	(66,495)	66,495	(66,493)	2	100.0%	
4670 Local community services	0	(8,691)	(6,250)	(2,441)		(2,441)	139.1%	2,424
<u>700 Projects</u>								
4700 Holiday Leisure Activity	0	(2,820)	(5,000)	2,180	(400)	1,780	64.4%	
4720 PTC Events /Activities / Promo	(4,201)	(13,533)	(15,000)	1,467	(657)	810	94.6%	80
4730 Environmental / Community	0	(9,592)	(20,000)	10,408		10,408	48.0%	
4740 Mind Music	(627)	(1,931)	(2,500)	569	(513)	56	97.8%	50
4750 Warm Hubs	(294)	(4,412)	(10,500)	12,088	(10,851)	1,237	92.5%	2,781
4760 Community Volunteers	0	0	(500)	500		500	0.0%	
<u>800 Grants</u>								
4800 Grants- New Local Organisation	0	0	(1,000)	1,000		1,000	0.0%	
4810 Grants- Existing Organisation	0	(1,700)	(3,000)	1,300		1,300	56.7%	
4820 Cultural Grants / Eisteddfod	0	0	(500)	500		500	0.0%	
4830 Carnival Committee	(2,000)	(2,000)	(2,000)	0		0	100.0%	
4840 Flower show	0	0	(800)	800		800	0.0%	
4850 Car show	0	(1,200)	(1,200)	0		0	100.0%	
4860 Wales / Britain in Bloom	0	0	(1,000)	1,000		1,000	0.0%	
4870 Benefits Advice Shop/ Other	0	(2,000)	(2,000)	0		0	100.0%	
4880 Citizens Advice Bureau	0	0	(2,500)	2,500		2,500	0.0%	
4890 Walks Programme / Festival	0	0	(2,000)	2,000		2,000	0.0%	
4895 Business Support	(300)	(2,000)	(2,000)	0		0	100.0%	
<u>900 Assets</u>								
4900 Office Furnishings/Equipment	0	(1,154)	(1,000)	(154)	(128)	(283)	128.3%	
4910 IT Equipment	(10)	(1,049)	(2,000)	951	(10)	941	52.0%	
4950 Bus Shelters	0	0	(12,010)	12,010	(12,007)	3	100.0%	
4955 SIDs	0	0	(26,240)	26,240	(26,240)	0	100.0%	

Continued over page

08/01/2024

Prestatyn Town Council

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09/23

Detailed Income & Expenditure by Budget Heading 29/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	167,734	610,249	612,734	2,485			99.6%	
Expenditure	39,630	330,792	611,945	281,163	171,199	109,955	82.0%	
Net Income over Expenditure	128,204	179,457	(99,211)	(278,668)				
plus Transfer from EMR	290	6,341						
less Transfer to EMR	0	2,991						
Movement to/(from) Gen Reserve	128,494	181,807						

Dated 17th January 2024

.....

Town Clerk / Responsible Financial Officer

.....

Chair

08/01/2024

Prestatyn Town Council

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09:23

Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 29/12/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	10,797
200	Barclays Premium / Current	605,094
210	Mayoral Account	467
220	Petty Cash Account	178
	Total Current Assets	616,536
<u>Current Liabilities</u>		
502	Mayoral Account	467
520	Receipts in Advance	4,378
	Total Current Liabilities	4,846
	Not Current Assets	611,691
	Total Assets less Current Liabilities	611,691
<u>Represented by :-</u>		
300	Current Year Fund	179,457
310	General Reserves	424,039
325	EMR - Mind Music	1,634
326	EMR - GYM Enabling Virt Comms	1,046
328	EMR - Well Being	26
329	EMR - Meliden CC Roof Repairs	4,378
333	EMR - Tesco Community	210
	Total Equity	611,691

Dated 17th January 2024

.....

Town Clerk / Responsible Financial Officer

.....

Chair

Date : 08/01/2024

Prestatyn Town Council

Page 1

Time: 09:22

Trial Balance for Month No: 9

User : MARK

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			10,797.49	
200	Barclays Premium / Current			605,093.89	
210	Mayoral Account			467.31	
220	Petty Cash Account			177.67	
310	General Reserves				421,689.32
325	EMR - Mind Music				1,634.08
326	EMR - GYM Enabling Virt Comms				1,946.11
328	EMR - Well Being				26.41
329	EMR - Meliden CC Roof Repairs				4,378.10
333	EMR - Tesco Community				210.00
502	Mayoral Account				467.31
520	Receipts in Advance				4,378.10
1076	Precept	100	Council		497,299.00
1100	Rental Income	100	Council		4,985.00
1200	Grants Received	100	Council		2,991.00
1400	Donations	100	Council		42.20
1500	Bank Interest	100	Council		4,377.99
1700	Other Income	100	Council		553.40
4000	Net Salaries	250	Personnel	106,786.50	
4010	PAYE	250	Personnel	32,760.76	
4020	Superannuation	250	Personnel	35,357.69	
4030	Staff Contingency e.g. Agency	250	Personnel	249.00	
4040	Travelling - Officers	250	Personnel	58.58	
4050	Training & Development	250	Personnel	475.00	
4100	Mayor - Public Participation	100	Council	1,500.00	
4110	Mayor's Allowance	100	Council	800.00	
4120	IRPW & Councillor Allowance	100	Council	2,684.00	
4130	Councillor Training	100	Council	38.00	
4140	Travelling - Councillors	100	Council	85.00	
4200	Audit	150	Administration		1,000.00
4210	Legal / Professional Expenses	150	Administration	1,168.00	
4215	Bank Charges	150	Administration	223.30	
4220	Subscriptions/Publications/Lic	150	Administration	3,617.00	
4240	Insurance	150	Administration	5,030.62	
4310	Website	150	Administration	220.00	
4320	Social Media/Events	150	Administration	180.00	
4330	Printing & Stationery	150	Administration	2,160.23	
4340	Postage	150	Administration	667.32	
4350	Welsh Translation	150	Administration	101.32	
4400	Telephones / Broadband	300	Office	1,349.73	
4440	Business / Water Rates	300	Office	6,390.62	
4450	Electricity / Gas	300	Office	1,749.85	

Continued over page

Date : 08/01/2024		Prostatyn Town Council		Page 2	
Time: 09:22		Trial Balance for Month No: 9		User : MARK	
		Account Number Order			
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4460	IT Support and IT Software	300	Office	4,850.23	
4470	Photocopying	300	Office	330.00	
4480	Repairs & Maintenance	300	Office	2,791.35	
4490	Cleaning Services	300	Office	1,847.61	
4500	Petty Cash	150	Administration	182.81	
4600	Envir Flowers/Amenity/Watering	550	Town	16,478.21	
4605	Hanging Baskets / Troughs	550	Town	10,412.00	
4610	Festive Lighting Installation	550	Town	15,240.00	
4615	Public Seats - Maintenance	550	Town	490.00	
4620	Ty Pendre - Boulevard Gardens	550	Town	1,458.31	
4650	Crime Prevention CCTV / Radio	550	Town	10,000.00	
4655	Play Areas	550	Town	4,840.00	
4660	Community Centre Expenditure	550	Town	7,136.55	
4670	Local community services	550	Town	8,690.73	
4700	Holiday Leisure Activity	700	Projects	2,819.78	
4720	PTC Events /Activities / Promo	700	Projects	13,533.27	
4730	Environmental / Community	700	Projects	9,591.67	
4740	Mind Music	700	Projects	1,931.00	
4750	Warm Hubs	700	Projects	4,412.00	
4810	Grants- Existing Organisation	800	Grants	1,700.00	
4830	Carnival Committee	800	Grants	2,000.00	
4850	Car show	800	Grants	1,200.00	
4870	Benefits Advice Shop/ Other	800	Grants	2,000.00	
4895	Business Support	800	Grants	2,000.00	
4900	Office Furnishings/Equipment	900	Assets	1,154.49	
4910	IT Equipment	900	Assets	1,049.25	
6000	Transfer from EMR	150	Administration		6.50
6000	Transfer from EMR	550	Town		2,423.50
6000	Transfer from EMR	700	Projects		2,911.00
6001	Transfer to EMR	100	Council	2,991.00	
Trial Balance Totals :				951,319.20	951,319.20
Difference				0.00	

Dated 17th January 2024

Town Clerk / Responsible Financial Officer

Chair

Existing Cost Centre	Existing Nominal	Existing Title	23/24 Budget inc Vires	Exp to date (31/03/23)	Comm. 23/24	Add. predicts	Tot exp 23/24	Projected Over / underspend	New Nominal	New Title	Proposed Budget 24/25	Diff Budget 24/25 v 23/24
COUNCIL												
100	4100	Mayor - Public Participation	£1,500	£1,500			£1,500	£0	4100	Mayor - Public Participation	£2,500	£1,000
100	4110	Mayor's Allowance	£800	£800			£800	£0	4110	IRPW Mayor's Allowance	£800	£0
100	4120	IRPW & Councilor Allowance	£3,500	£2,684			£2,684	£816	4120	IRPW Councilor Allowance	£3,000	£500
100	4130	Councillor Training	£750	£38	£30		£0	£0	4130	IRPW Senior Councilor	£500	£500
100	4140	Travelling - Councilors	£250	£63	£22	£80	£165	£85	4140	Councillor Training	£250	£500
100	4150	Elections / Democracy	£5,500	£52		£5,500	£5,500	£0	4150	Travelling - Councilors	£250	£0
			£12,200	£5,085	£52	£5,580	£10,717	£1,583		Elections / Democracy	£5,500	£0
ADMINISTRATION												
150	4200	Audit	£2,000	-£1,000	£1,000	£2,050	£2,050	-£50	4200	Audit - External	£1,000	-£1,000
150	4210	Legal / Professional Expenses	£1,250		£1,240		£1,240	£10	4205	Audit - Internal	£1,050	£1,050
150	4215	Bank Charges	£500	£128		£210	£338	£162	4210	Legal Expenses	£250	-£1,000
150	4220	Subscriptions/Publications/Lic	£3,500	£3,517	£100		£3,617	-£117	4215	Professional Fees	£400	£400
150	4240	Insurance	£5,500	£5,001	£74		£5,075	£425	4220	Bank Charges	£250	-£250
150	4300	Advertising / Marketing	£1,000				£0	£1,000	4230	Subscriptions/Publications	£3,750	£250
150	4310	Website	£1,000	£30	£366		£396	£604	4240	Licensing Fees	£200	£200
150	4320	Social Media/Events	£1,000	£180			£180	£820	4245	Insurance - Council	£200	-£500
150	4330	Printing & Stationery	£2,800	£1,986	£125	£800	£2,911	-£111	4300	Insurance - Other	£500	-£500
150	4340	Postage	£750	£428		£300	£728	£22	4310	Advertising / Marketing	£500	-£500
150	4350	Welsh Translation	£250	£81		£90	£171	£79	4320	Website	£100	-£900
150	4500	Petty Cash	£500	£194		£300	£494	£6	4330	Social Media/Events	£1,500	-£900
150	4510	Miscellaneous	£0				£0	£0	4335	Office Stationery	£2,000	-£1,300
150	4520	Contingency	£0				£0	£0	4340	Printing/Photocopying costs	£2,000	£2,000
			£20,050	£10,545	£2,905	£3,750	£17,200	£2,850				
PERSONNEL												
250	4000	Net Salaries	£150,000	£74,891		£75,100	£149,991	£9	4000	Net Salaries	£150,000	£0
250	4010	PAYE	£37,000	£21,722		£15,270	£36,992	£8	4010	PAYE	£65,000	£28,000
250	4020	Superannuation	£49,000	£24,753		£24,200	£48,953	£47	4020	Superannuation	£48,000	-£1,000
250	4030	Staff Contingency e.g. Agency	£1,000	£216	£174	£600	£990	£10	4030	Staff Contingency e.g. Agency	£500	-£500
250	4040	Travelling - Officers	£500	£51			£51	£449	4040	Travelling - Officers	£250	-£250
250	4050	Training & Development	£1,000	£124	£315	£250	£689	£311	4050	Training & Development	£1,000	£0
			£238,500	£121,757	£489	£115,420	£237,666	£834				
OFFICE												
300	4400	Telephones / Broadband	£2,000	£1,045	£754	£100	£1,899	£101	4400	Telephones / Broadband	£2,000	£0
300	4440	Business / Water Rates	£7,000	£6,276		£150	£6,426	£574	4440	Business Rates	£6,250	-£750
300	4450	Electricity / Gas	£12,000	£261	£3,500	£6,200	£9,961	£2,039	4445	Water Rates	£350	£350
300	4460	IT Support / IT Software (Clr emails)	£7,500	£3,944	£2,400	£250	£6,994	£906	4450	Electricity / Gas	£8,000	-£4,000
300	4470	Photocopying	£1,500	£330	£110	£0	£440	£1,060	4460	IT Support and IT Software	£9,000	£1,500
300	4480	Repairs & Maintenance	£2,250	£1,743		£0	£2,853	-£603	4470	DELETED CODE	£0	-£1,500
300	4490	Cleaning Services	£2,750	£1,287	£1,499	£0	£2,786	-£36	4480	Repairs & Maintenance	£2,500	£250
			£35,000	£14,886	£9,373	£6,700	£30,959	£4,041	4490	Cleaning Services	£2,750	£0
											£30,850	-£4,150

Centre	Existing	Existing Title	Budget Inc.	Exp to date	Comm.	Add. predicts	Tot exp	Projected	New	New Title	Proposed	Diff Budget
Centre	Nominal		Vices	(13Oct23)	23/24		23/24	/ underspend	Nominal		Budget 24/25	24/25 v 23/24
TOWNS												
550	4600	Envir Flowers/Beds/Planters Maintenance	£26,650	£9,482	£16,638	£500	£26,620	£30	4600	Envir Bed / Planters supplies	£6,000	£-20,650
550	4605	Hanging Baskets/Troughs/Trees/Maintenance	£10,000	£10,412			£10,412	£-412	4605	Floral maintenance	£18,000	£18,000
550	4610	Festive Lighting Installation	£25,000	£4,080	£22,320				4607	High St Summer Floral supplies	£12,000	£2,000
550	4615	Public Seats - Maintenance	£3,500	£308	£3,032	£350	£3,690	£-190	4610	Festive Lighting Installation	£25,000	£0
550	4620	Public Gardens	£2,500	£833	£1,667				4615	Public Seats - Annual Contract	£3,000	£-500
550	4625	Notice Boards (15)	£2,000		£2,000				4620	Public Seats - Repair Replace	£1,000	£1,000
550	4630	Tourism Signage	£500		£500				4625	Ty Pendre / Boulevard Gardens	£6,500	£4,000
550	4635	Footway Improvements	£0						4630	Notice Boards (15)	£2,500	£500
550	4640	Car Parks	£12,700		£12,700				4635	Alleyways Maintenance	£2,000	£0
550	4645	Bus Shelters - Maintenance	£10,000		£7,600				4640	Car Parks	£12,700	£0
550	4650	Crime Prevention CCTV / Radio	£10,000	£4,840					4645	Bus Shelters - Maintenance	£10,000	£0
550	4655	Play Areas	£5,000						4650	Crime Prevention CCTV / Radio	£12,000	£2,000
550	4660	Community Centre Expenditure	£6,750	£5,797	£922		£6,719	£31	4655	Play Areas	£5,000	£0
550	4665	Scala Cinema & Art Centre Loan	£66,495		£66,493		£66,493	£2	4660	Community Centre Expenditure	£5,000	£-1,750
550	4670	Local community services (Vencroes) (LWIK	£6,250	£-1,564	£10,275	£850	£8,691	£-2,441	4665	Scala Cinema & Art Centre Loan	£66,495	£0
									4670	Local community services	£0	£-6,250
PROJECTS												
700	4700	Holiday Leisure Activity	£5,000	£2,595	£628	£750	£3,973	£1,027	4700	Holiday Leisure Activity	£5,000	£0
700	4710	Festival / Youth Activities	£0				£0	£0	4710	Festival / Youth Activities	£2,000	£2,000
700	4720	PTC Events /Activities / Promo	£15,000	£8,377	£4,984	£1,040	£14,401	£599	4720	PTC Events /Activities / Promo	£10,000	£-5,000
700	4730	Environmental / Community (CSO)	£20,000	£1,304	£9,592		£9,592	£10,408	4730	Environmental / Community	£0	£-20,000
700	4740	Mind Music	£2,500		£1,140		£2,444	£56	4740	Mind Music	£2,500	£0
700	4750	Warm Hubs (EMR £2491-£500)	£16,500	£3,804	£314	£500	£19,218	£-2,718	4750	Warm Hubs	£15,000	£-1,500
700	4760	Community Volunteers	£500				£500	£0	4760	Community Volunteers	£500	£0
700	4770	Countryside Project	£0				£0	£0	4770	Countryside Project	£0	£0
700	4775	Coastal Project	£0				£0	£0	4775	Coastal Project	£0	£0
GRANTS												
800	4800	Grants- New Local Organisation	£1,000						4800	Grants- New Local Organisation	£1,000	£0
800	4810	Grants- Existing Organisation	£3,000	£1,700		£1,000	£3,000	£0	4810	Grants- Existing Organisation	£3,000	£0
800	4820	Cultural Grants / Eseddiod	£500			£500	£500	£0	4820	Cultural Grants / Eseddiod	£500	£0
800	4830	Carnival Committee	£2,000			£2,000	£2,000	£0	4830	Carnival Committee	£2,000	£0
800	4840	Flower show	£800				£800	£0	4840	Flower show	£0	£-800
800	4850	Car show	£1,200	£1,200			£1,200	£0	4850	Car show	£1,500	£300
800	4860	Wales / Britain in Bloom	£1,000			£1,000	£1,000	£0	4860	Wales / Britain in Bloom	£1,000	£0
800	4870	Benefits Advice Shop/ Other	£2,000				£2,000	£0	4870	Benefits Advice Shop/ Other	£2,000	£0
800	4880	Citizens Advice Bureau	£2,500			£2,500	£2,500	£0	4880	Citizens Advice Bureau	£2,500	£0
800	4890	Walks Programme / Festival	£2,000			£2,000	£2,000	£0	4890	Walks Programme / Festival	£1,000	£-1,000
800	4895	General Support	£300				£300	£0	4895	Business Support	£1,000	£-1,000
ASSETS												
900	4900	Office Furnishings/Equipment	£18,000	£3,200	£1,700	£10,300	£17,200	£800			£15,500	£-2,500
900	4910	IT Equipment	£1,000	£941	£261		£1,222	£-222	4900	Office Furnishings/Equipment	£1,000	£0
900	4920	IT Software - do not use	£2,000	£839	£200	£950	£1,989	£11	4910	IT Equipment	£2,000	£0
900	4930	Community Centres Improvements (TV	£0				£0	£0	4920	IT Software - do not use	£0	£0
900	4930	Pendre (E15k)	£0				£0	£0	4930	Community Centres Improvements	£18,000	£18,000
900	4940	Health/Sport/Leisure	£12,010		£12,007		£12,007	£3		DELETE CODE	£0	£0
900	4950	Bus Shelters	£26,240		£26,240		£26,240	£3		DELETE CODE	£0	£-12,010
900	4955	Speed Indicator Devices	£41,250	£1,780	£38,728	£950	£41,458	£-208		DELETE CODE	£21,000	£-20,250
VAT												
			£25,000								£30,000	£5,000
			£611,965	£279,501	£274,082	£160,940	£594,523	£17,422			£586,045	£-25,900

Item	Budget	Actual	Budget	Actual YTD	Committed	Additional Predicted	Predicted Total	Predicted +/-	Proposed Budget	Variance +/-
EXPENDITURE										
Council	£12,050	£23,537	£12,300	£5,085	£2	£5,580	£10,717	£1,583	£12,300	£500
Administration	£31,950	£15,688	£20,050	£10,545	£2,905	£3,750	£17,200	£2,850	£18,450	£1,600
Personnel	£220,190	£199,974	£238,500	£121,757	£489	£115,420	£237,666	£834	£236,750	£26,250
Office	£28,333	£17,057	£35,000	£14,886	£9,373	£30,959	£4,041	£30,850	£26,550	£4,150
Towns	£187,795	£180,217	£187,345	£44,168	£850	£189,195	£1,850	£187,695	£350	£350
Projects	£43,500	£31,648	£59,500	£16,080	£16,658	£17,390	£50,128	£9,372	£55,000	£4,500
Grants	£20,500	£8,450	£18,000	£5,200	£1,700	£10,300	£17,200	£800	£15,500	£2,500
Assets	£9,217	£3,963	£41,250	£1,780	£38,728	£950	£41,458	£1,708	£41,000	£2,500
TOTAL	£553,635	£490,544	£611,945	£219,501	£214,082	£160,940	£594,523	£17,422	£586,045	£425,000
								£5,041	£586,045	£425,000
	£553,635	£490,544	£611,945	£219,501	£214,082	£160,940	£594,523	£17,422	£586,045	£425,000
								£22,463	£586,045	£425,000
INCOME										
COMMUNITY CENTRE RENTAL INCOME	£6,200	£4,985	£4,985	£4,210		£775	£4,985	£0	£4,985	£0
BANK INTEREST	£450	£1,166	£450	£2,425			£2,425	£1,975	£450	£0
OTHER/GRANTS	£10,000	£10,179	£10,000	£3,516			£3,516	£6,484	£10,000	£0
DONATIONS	£2,500	£100	£0	£42			£42	£42	£0	£0
SUB-TOTAL	£19,150	£16,430	£15,435	£10,193	£0	£775	£10,968	£4,467	£15,435	£0
PRECEPT	£494,622	£497,299	£331,593	£0	£0	£165,766	£497,299	£0	£533,712	£34,413
TOTAL	£553,772	£511,052	£512,734	£341,726	£0	£166,541	£508,267	£4,467	£541,147	£34,413
BALANCE	£13,863	£20,508	£13,211	£12,225	£1,601	£16,256	£17,955	£1,698	£16,256	£1,698
VAT	£25,000		£25,000						£30,000	

DEBTOR - VAT 31/10/23
Forward-predicted Bank Reserves as at 31 March 2024 includes DEBTORS:
(Actual balance as at 31 October 2023 is £557,156)

£530,349 (figure at 31 March 2023 £436,633)

Loss/gain to Reserve

Reserve at 31 March 2025

Reserve less Earmarked

Option 1	No increase in Council tax precept	0.00%	£0.00	£503,992	£56,618	£283,731	£269,736
Option 2	Council tax increase by 2.00%	£10,034	£14,072	£55,011	£55,538	£293,811	£279,816
Option 3	Council tax increase by 5.50%	£27,735	£34,712	£67,251	£38,898	£311,451	£297,456
Option 4	Council tax increase by 9.80%	£64,301	£53,383	£69,999	£17,227	£333,122	£319,127
Option 5	Council tax increase by 13.22%	£66,616	£57,010	£72,117	£0	£350,349	£336,354
Option 6	Council tax reduced by -2.00%	£1,127	£493,912	£62,477	£16,598	£273,651	£259,656

Council Tax Base

2016/17	7,577	£60,48	£458,257
2017/18	7,677	£60,48	£464,305
2018/19	7,676	£61,33	£470,769
2019/20	7,746	£62,68	£485,519
2020/21	7,732	£63,74	£492,838
2021/22	7,781	£63,74	£495,961
2022/23	7,760	£63,74	£494,622
2023/24	7,802	£63,74	£497,299
2024/25	7,907	£67,25	£531,712

Earmarked Reserves List (as at 31 October 2023)

Mind Music	£1,684.08	£1,634.08	£50.00
Grm - Enabling Virtual Communities	£2,016.11	£1,956.11	£70.00
Well Being	£26.41	£26.41	£0.00
Melidon CC - Roof Repairs	£4,378.19	£4,378.19	£0.00
Tesco Community Fund (Warm Hubs)	£0.00	£5,500.00	£0.00
Elections / Democracy (Predicted figure as at 31/03/24)	£2,430.00	£0.00	£2,430.00
Warm Hubs 3	£0.00	£0.00	£2,491.00
Dementia Aware	£10,544.79	£13,994.79	£5,041.00
TOTAL			

Approved at Full Council meeting 22 November 2023;
Option 3 (5.5% increase) agreed and approved at
Full Council meeting 22 November 2023;

- List of expenditure over £500 from April 2023 not included in budget
- 1 - Tenders (agreed post-budget and figures exceeded those originally budgeted)
 - o My Tidy Garden - £2240
 - o GSI for noticeboards and signage - budget total £1500, contract for £2570 - £1000
- 2 - Gordon Overthrow - windows for Melidon Community Centre - £1425
- 3 - James Summer - painting street furniture - £4390 + £450 + £265 = £5105
- 4 - SSE Southern Electric - backdated festive electricity supply fee - £3500
- 5 - GSI - bench repairs exercise - £10225
- 6 - Obidian - new computer equipment fees - £892.26 (compliance computer equipment)
- 7 - G Bailey & Son + Treccostell Nurseries - 10 additional hanging baskets - £742.50
- 8 - B Sharp Electrical - new lighting for Melidon Community Centre - £1115
- 9 - Highline Electrical - EICR testing for 4 properties and ancillary work - £1155 + £569.28
- 10 - MEGA - installing RCDs and time lock on lampposts along High Street - £4080
- 11 - A Jones & Son - new boiler at Jubilee CC - £2250
- 12 - A Jones & Son - new central heating at Ty Caradoc - £8166.67
- 13 - Smith of Derby - clock repairs - £995
- 14 - CPW Surveyors Ltd - R44C report - £750

TOTAL = £44,867.71

List of expenditure over £500 from April 2023 in budget not delivered

- 1 - Councillor emails - £2,000
- 2 - Community Support Officer - £12,500
- 3 - Equipment - £2,500

TOTAL = £22,000

Budget figure increased for 2023/24 by £38250 to cover Bus Shelters and SID expenditure.

FFURFLEN ARCHEBIANT / PRECEPT FORM 2024/2025

CYNGOR PRESTATYN COUNCIL

Mae'r Cyngor a enwir uchod yn gwneud archebiant ar Gyngor Sir Ddinbych, sef yr awdurdod bilio am y dosbarth, y swm o £531,712 am y flwyddyn sy'n diweddu 31 Mawrth 2025.

Caiff y swm hwn ei dalu mewn tri rhan o £177,237 yr un erbyn 30 Ebrill 2024, 31 Awst 2024 a 31 Rhagfyr 2024 yn uniongyrchol i Gyfrif Banc y Cyngor Cymunedol / Tref y nodir y manylion yma:-

The above named Council hereby precepts upon Denbighshire County Council, being the billing authority for the said district, the sum of £531,712 for the year ending 31 March 2025.

This sum is to be paid in three equal instalments of £177,237 by 30 April 2024, 31 August 2024 and 31 December 2024 direct to the Community / Town Council's Bank Account, the details of which are as follows:-

BANC / BANK:

BARCLAYS

CANGEN / BRANCH:

RHYH

COD SORTIO / SORT CODE:

20-25-76

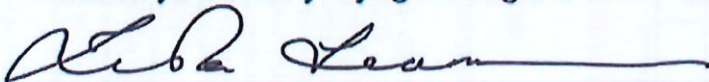
ENW'R CYFRIF / ACCOUNT NAME:

PRESTATYN TOWN COUNCIL

RHIF Y CYFRIF / ACCOUNT NO:

83690954

Llofnodwyd ar ran y Cyngor / Signed on behalf of the said Council:-



TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Aelodau / Swyddogion o'r Cyngor a enwir uchod
Duly authorised Members / Officers of the above mentioned Council

Dyddiad / Date: 18TH JANUARY 2024



PRESTATYN ENVIRONMENTAL TENDER 2024/ 2025 REPORT

JANUARY 2024

Background

Existing contracts for landscaping maintenance within the Prestatyn and Meliden district areas are due to expire on 31 March 2024.

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

Areas included within the tender:

The following maintenance areas required tendering:

- The supply, delivery, planting, and maintenance of seasonal bedding plants and perennial suitable pollinator friendly species to cover planting of gardens and bedding areas, including replacements as and when required (Summer and Winter) throughout the township of Prestatyn and Meliden.
- The supply, delivery, maintenance and of removal of pre-planted floral displays including 2-tiered planters and hanging baskets all with 7-day self-watering capacity
- Additional planting up and maintenance of The Boulevard area.
- Additional planting up and maintenance of Pendre Gardens.

Timetable of events

1 - Tendering Notice for Expressions of Interest was published in the Daily Post on 27th November 2023 and on the Public Notice Portal on 28th November 2023 with notice of final submission no later than Noon on Friday 5th January 2024.

2 - Tendering Notice for Expressions of Interest was published on the Prestatyn Town Council website on 27th November 2023 in English and Welsh with notice of final submission no later than Noon on Friday 5th January 2024.

3 – Invitations to Tender prepared and issued out to prospective contractors as identified through local searches for businesses, and any one whom had submitted an Expression of Interest with notice of final submission no later than Noon on Friday 5th January 2024.

4 – Receipt of tenders from 3 parties were registered on 5 January 2023.

5 – Envelopes opened 12 noon on 8th January 2023, by Matthew LeDoux-Deakin in presence of Cllr Ian Lifford and Cllr Carol Evans.



Results of Tenders received.

This report was compiled for presentation to and discussion at the next Finance & Management Committee meeting on Wednesday 10th January 2024, to agree and approve the recommendation for contractors to deliver the works required. This recommendation was taken to Full Council on Wednesday 17th January 2024.

Respondent Contractors

The following contractors responded to the tender, in alphabetical order

- Ace of Spades
- My Tidy Garden
- Sherratt Group

Tender Values

The values of tender submissions in ascending value order are

- £ 26,600.00
- £35,863.99
- £104,485.00

Recommendation

Having scrutinised the submitted tenders, it is recommended that Sherratt Group is awarded the contract to deliver subject to providing satisfactory references and financial checks from 1 April 2024. The contract is subject to Contract Management by the Office Manager for Prestatyn Town Council.