



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

14th November 2023

14^{eg} Tachwedd 2023

Dear Councillor

Annwyl Gyngorydd

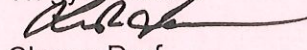
You are **SUMMONED** to attend a meeting of **FULL COUNCIL** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on **Wednesday 22nd November at 18:15.**
If remote access is required, please contact the office.

Fe'ch **GELWIR** i gyfarfod y **CYNGOR LLAWN** yn y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 22^{ain} Tachwedd am 18:15.
Os byddwch angen mynychu ar-lein, cysylltwch â'r swyddfa os gwelwch yn dda.

Yours Sincerely


Town Clerk

Yn gywir iawn


Clerc y Dref

Prayers will be held prior to commencement.

Bydd gweddïau cyn cychwyn

1 APOLOGIES

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 PRESENTATION FOR PLAY

Denbighshire County Council Officer
Ruth Salisbury

5 MINUTES

Appendix i Meeting of Full Council 13.09.23
Appendix ii Meeting of Finance and Management 11.10.23
Appendix iii Meeting of Community Development Regeneration Committee 11.10.23

6 URGENT MATTERS ARISING

7 MAYORAL COMMUNICATIONS

Appendix iv Transport for Wales
Appendix v One Voice Wales Newsletter
Appendix vi Review of Democratic health in the community and Town Council sector

1 YMDDIHEURIADAU

2 DATGANIADAU O DDIDDORDEB

Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad.

3 CYFRANOGAETH Y CYHOEDD

4 CYFLWYNIADAU CHWARAE

Swyddog Cyngor Sir Ddinbych
Ruth Salisbury

5 COFNODION

Atodiad i Cyfarfod y Cyngor Llawn ar 13.09.23
Atodiad ii Cyfarfod Cyllid a Rheolaeth 11.10.23
Atodiad iii Cyfarfod y Pwllgor Datblygu ac Adfywio Cymuned 11.10.23

6 MATERION BRYN YN CODI

7 CYFATHREBIADAU'R MAER

Atodiad iv Trafnidiaeth Cymru
Atodiad v Cylchlythyr Un Llais Cymru
Atodiad vi Adolygiad o iechyd yn y gymuned a sector Cyngor Tref Democrataidd

Appendix vii Friends of Prestatyn Coronation Gardens
Appendix viii Rhuddlan Town Council Cemetery Meeting Draft Minutes 26.10.23

- 8 **GRANTS FEEDBACK 2022-2023**
Appendix ix Prestatyn Carnival Committee
- 9 **RAAC SURVEYS**
Appendix x Report
- 10 **RESERVES EXPENDITURE BUDGET INCREASE 2023-2024**
Appendix xi Report
- 11 **FINANCIAL EXPENDITURES**
Appendix xii SO/DD 01.23
Appendix xiii BACS 8, P7, and M6
- 12 **VIREMENTS**
Appendix xiv V13 £14,000, and V14 £750
Appendix xv V15 £500
- 13 **ACCOUNTS OCTOBER 2023**
Appendix xvi October 2023 M7, Inc & Exp, Bal Sheet, and Trial Bal
- 14 **GRANTS RECEIVED**
Appendix xvii Prestatyn Carnival Committee
- 15 **IRPW**
Appendix xviii Letter
Appendix xix Policy
- 16 **DRAFT BUDGET 2024-2025**
Appendix xx
- 17 **DRAFT PRECEPT 2024-2025**
Appendix xxi Precept
Appendix xxii Denbighshire County Council Form 2024-2025
- 18 **DRAFT STANDING ORDERS POLICY 2023**
Appendix xxiii
- 19 **DRAFT ROOM HIRE POLICY 2023**
Appendix xxiv Form 2024-2025
- 20 **DRAFT PUBLICATION SCHEME INCLUDING PHOTOCOPYING POLICY 2023**
Appendix xxv
- 21 **ENVIROMENTAL TENDER 2024-2025**
Appendix xxvi Expression of Interest
Appendix xxvii Tender

Atodiad vii Gerddi'r Coroni Cyfeillion Prestatyn
Atodiad viii Cofnodion Drafft Cyfarfod Mynwent Cyngor Tref Rhuddlan 26.10.23

- 8 **ADBORTH GRANTIAU 2022-2023**
Atodiad ix Pwyllgor Carnifal Prestatyn
- 9 **AROLYGON RAAC**
Atodiad x Adroddiad
- 10 **GWARIANT CRONFEYDD WRTH GEFN CYNNYDD YN Y GYLLIDEB 2023-2024**
Atodiad xi Adroddiad
- 11 **GWARIANNAU ARIANNOL**
Atodiad xii AS/DU 01.23
Atodiad xiii BACS 8, P7, a M6
- 12 **TROSGWLWYDDIADAU**
Atodiad xiv V13 £14,000, a V14 £750
Atodiad xv V15 £500
- 13 **CYFRIFON MIS HYDREF 2023**
Atodiad xvi Hydref 2023 M7, Inc a Gwa, Mantolen a Mantolen Brawf
- 14 **GRANTIAU A DDERBYNIWYD**
Atodiad xvii Pwyllgor Carnifal Prestatyn
- 15 **PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL**
Atodiad xviii Llythyr
Atodiad xix Polisi
- 16 **CYLLIDEB DDRAFFT 2024-2025**
Atodiad xx
- 17 **CYLLIDEB PRAESEPT 2024-2025**
Atodiad xxi Praesept
Atodiad xxii Swyddog Cyngor Sir Ddinbych Ffurf 2024-2025
- 18 **POLISI ARCHEBION SEFYDLOG DRAFFT 2023**
Atodiad xxiii
- 19 **POLISI HURIO YSTAFELL DRAFFT 2023**
Atodiad xxiv Ffurf 2024-2025
- 20 **CYNLLUN CYHOEDDI DRAFFT YN CYNNWYS Y POLISI LLUNGOPIŌ 2023**
Atodiad xxv
- 21 **TENDR AMGYLCHEDD 2024-2025**
Atodiad xxvi Datganiad o Ddiddordeb
Atodiad xxvii Tendr

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.

22 STAFFING

Appendix xxviii

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 cyhoeddusrwydd yn anfanteisiol 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.

22 STAFFIIO

Atodiad xxviii

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

FULL COUNCIL MEETING

Minutes of Full Council Meeting held on 13th September 2023 18:16 - 20:50

PRESENT

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

Remote Councillors: Cllr G. Sandilands, Cllr H. Irving, Cllr J. Matthews, and Cllr E. Heaton.

IN ATTENDANCE

Mrs L. Fearn – Town Clerk & RFO, Miss J. Owens – Administration Officer, and Cllr J. Harland.

Members of the Public: Mr A. Pennington – Royal British Legion Chairman, Mr I. Murray – Veteran 16 TK TPTR SQN, Mr S. William – Veteran the Queen's Dragoon Guard, Mr A. Pope, Mrs E. Pope - Veteran AGC (SPS), Mr S. Shield – Veteran the Welsh Guards Standard, Mr G. Erskine – Veteran Royal British Legion P.O.W, Mr M. Bowyer, Mr B. Wilcox-Jones – DCC Officer, and Mr M. Fearn.

WELCOME AND HOUSEKEEPING

Mayor Cllr B. Murray welcomed all Councillors and guests, then expressed his deepest condolences to St. Asaph's Cllr P. Scott on the loss of his late wife.

APOLOGIES

Cllr S. Frobisher, Cllr C. Evans, Cllr G. German, Cllr J. McLellan, Cllr J. Thompson-Hill, and Reverend D. Ash.

PRAYERS

Deputy Mayor Cllr A. West said prayers.

92 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.

93 PUBLIC PARTICIPATION

Public present, participation received, Mayor moved agenda item 17 to discuss.

Mr A. Pennington greeted Councillors and explained his reason for attending today's meeting was to request for members to change the time of Prestatyn's 2023 Remembrance Day Service and Parade scheduled for Sunday 12th November from 15:00(3pm) to 11:00.

Mr S. Shield stated the Royal British Legion have been trying for four years to bring the service forward as 11am is the recognised time to remember those who fought and lost their lives.

Prestatyn Royal British Legion said the attendance would be greater if held at 11am on Sunday 12th November.

Mayor Cllr B. Murray showed concerns about not being able to attend both services if they take place at the same time.

Cllr J. Matthews highlighted the disappointing turnout of 2022's memorial service held at Meliden, echoing Cllr C. Evans' email, and requested an official ceremony to be organised in Meliden this year.

Mayor Cllr B. Murray asked if members from Royal British Legion could be at Meliden's ceremony on the 11th at 11am, Prestatyn's ceremony on 11th at 11am, and 11am on the 12th. It was agreed that this would be possible.

Cllr G. Sandilands thanked the public for their participation.

Cllr B. Williams supported moving forward with the proposed new time.

It was proposed that the ceremony in Meliden on 11th at 11am would be supported by Royal British Legion, to include the Last Post, etc, a smaller gathering would be held at Pendre Gardens, at 11am on 11th, and the main service and parade would be held at 11am on 12th at Christ Church, Prestatyn.

The Town Clerk was asked to arrange a meeting with the Royal British Legion members, and other interested parties to commence organising the events at the amended times.

PROPOSED: Cllr B. Williams

SECONDED: Cllr A. Sampson

12 FOR Cllr B. Murray (Mayor & Chair), Cllr C. Holliday, Cllr I. Lifford, Cllr A. Tomlin, Cllr B. Williams, Cllr A. Sampson, Cllr K. Clewett, Cllr T. Jones MBE, Cllr G. Sandilands, Cllr H. Irving, Cllr J. Matthews, and Cllr E. Heaton.

1 ABSTAINED Cllr A. West (Deputy Mayor & Deputy Chair)

APPROVED.

Mr A. Pennington, Mr I. Murray, Mr S. William, Mr A. Pope, Mrs E. Pope, Mr Shield, Mr G. Erskine, and Mr M. Bowyer left the meeting at 18:40.

94 DENBIGHSHIRE COUNTY COUNCIL OFFICER BEN WILCOX-JONES SPEED INDICATOR DISPLAYS PRESENTATION

Mr B. Wilcox-Jones introduced himself to all Councillors and presented a spreadsheet displaying six locations that met the criteria threshold for SIDs to be installed: A547- Meliden (West) on approach to Puffin crossing, A547- Meliden (East) near Manod Road, Ffordd Isa (near Dawson Drive), Ffordd Isa (near Princes Avenue), Nant Hall Road, and Fford Ffynnon. Mr B. Wilcox-Jones referred to Denbighshire County Council's policy for SIDs and that members need to agree to this. Once the SIDs are purchased by Prestatyn Town Council they become the property of Denbighshire County Council, as Denbighshire County Council are responsible for signage along the highways, and they would hold the data, which they review after six months. However, Prestatyn Town Council would still be liable for maintenance.

Cllr C. Holliday asked if Denbighshire would hold insurance to cover this.

Mr B. Wilcox-Jones said yes but was not sure if this would cover all damage, but knows it does not cover water ingress, albeit they are robust, good quality and a reasonable cost. Members asked about mobile SIDs, and Mr B. Wilcox agreed that the town could have use of two when they are available. This would also help establish if other areas need to have SIDs installed on a permanent arrangement.

Mr B. Wilcox-Jones explained that the SIDs would be installed after a three month wait, due to such high demand of the devices in Denbighshire County Council.

The Town Clerk informed Councillors that the £27,000 to purchase and install six SIDs could come out of reserves, as no budget has been allocated 2023-24.

It was proposed members to vote on installing six SIDs using balances.
 Cllr H. Irving offered caution to members about expenditure as Denbighshire County Council has problems coming down the line with the need to make savings in their budget.
 Cllr. G. Sandilands said £10m budget saving is needed for Denbighshire County Council next year.

PROPOSED: Cllr G. Sandilands

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

12 FOR Cllr B. Murray (Mayor & Chair), Cllr A. West (Deputy Mayor & Deputy Chair), Cllr C. Holliday, Cllr I. Lifford, Cllr A. Tomlin, Cllr B. Williams, Cllr K. Clewett, Cllr T. Jones MBE, Cllr G. Sandilands, Cllr H. Irving, Cllr J. Matthews, and Cllr E. Heaton.

1 ABSTAINED Cllr A. Sampson

Mr B. Wilcox left the meeting at 19:08.

95 MINUTES OF FULL COUNCIL 28TH JUNE 2023

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Holliday

**ALL (13) AGREED UNANIMOUSLY.
 APPROVED.**

96 MINUTES OF FINANCE AND MANAGEMENT 26TH JULY 2023

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Holliday

**ALL (13) AGREED UNANIMOUSLY.
 APPROVED.**

97 MINUTES OF COMMUNITY DEVELOPMENT REGENERATION COMMITTEE 26TH JULY 2023

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Holliday

**ALL (13) AGREED UNANIMOUSLY.
 APPROVED.**

98 URGENT MATTERS ARISING

The Town Clerk Informed Councillors that a Town Crier interview has been arranged for Monday 25th September 2023, with Mayor Cllr B. Murray, Cllr C. Holliday, and herself in attendance.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr C. Holliday

**ALL (13) AGREED UNANIMOUSLY.
 APPROVED.**

Cllr E. Heaton left the meeting at 19:19.

99 TRANSPORT FOR WALES

Transport For Wales letter to be received.

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

SECONDED: Cllr A. Tomlin

RECEIVED.

100 FRIENDS OF PRESTATYN RAILWAY

Friends of Prestatyn Railway letter to be received.

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

SECONDED: Cllr A. Tomlin

RECEIVED.

101 WALES IN BLOOM

Wales in Bloom letter to be received.

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

SECONDED: Cllr A. Tomlin

RECEIVED.

102 RHUDDLAN TOWN COUNCIL INVITE FOR BURIAL DISCUSSION

Mayor Cllr B. Murray shared the content of the letter from Rhuddlan Town Council inviting him to attend a meeting to discuss the concerns for the lack of burial land in Rhuddlan, and stated he would attend.

Cllr G. Sandilands raised a point of order; there was acres of space at Coed Bell cemetery.

PROPOSED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr C. Holliday

AGREED.

103 GRANTS FEEDBACK 2022-2023

All Grant feedback letters from the community groups to be received. Only outstanding is Prestatyn Carnival and Urdd as both events only happened in the summer.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr A. Tomlin

RECEIVED.

104 ACTS JULY 2023 M4 INC & EXP, BAL SHEET, AND TRIAL BAL

Acts July 2023 M4 Inc & Exp, Bal Sheet, and Trial Bal to be approved.

PROPOSED: Cllr C. Holliday

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

APPROVED.

105 ACTS AUGUST 2023 M5 INC & EXP, BAL SHEET, AND TRIAL BAL

Acts August 2023 M5 Inc & Exp, Bal Sheet, and Trial Bal to be approved.

PROPOSED: Cllr C. Holliday

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

APPROVED.

106 BACS 6, M5, AND P5

BACS 6, M5, and P5 to be approved.

PROPOSED: Cllr C. Holliday

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

APPROVED.

Mr M. Fearn left the meeting at 19:22.

107 VIREMENTS

Virement for net salaries, pension and PAYE to realign expenditure to be approved.

PROPOSED: Cllr C. Holliday

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

APPROVED.

108 TESCO £500 WARM HUBS GRANT AWARD

The Town Clerk stated that Prestatyn Town Council came third in 2023's Tesco Community Grant programme and awarded £500 grant for Warm Hubs Initiative.

Mayor Cllr B. Murray suggested to apply for other funding when available to add to £500 grant so more sessions could be delivered.

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

SECONDED: Cllr A. Tomlin

ALL (12) AGREED UNANIMOUSLY.

Cllr E. Heaton returned to the meeting 19:32.

109 DRAFT BUDGET 2024-2025

The Town Clerk explained that draft budget was on this agenda as she wanted to voice her concern regarding how much reserves are being used to all members.

The proposed draft budget does not include £17,500 expenditure that was included in 2023/24 for self-employed Maintenance Operative (£15,000 salary and £2,500 materials) since this has not been used this year. There are some increases on nominals to cover rises, in particular salaries, as there has been annual increases in pay, Council's pension contributions, etc. Plus, the budget moving forward covers the full complement of staff. Membership for One Voice Wales and the North Mid Wales Association for Town Councils is included.

The number of properties has not been confirmed from Denbighshire County Council yet.

Cllr C. Holliday Proposed to take the draft budget for review at the next Finance and Management Meeting scheduled for 11th October 2023.

The Town Clerk pointed out that the budget must be brought back to Full Council for approval and this needs to be done in November as the deadline for submitting precept is mid-January 2024 and the minutes need to have been ratified by Full Council.

PROPOSED: Cllr C. Holliday

SECONDED: Cllr G. Sandilands

ALL (12) AGREED UNANIMOUSLY.

110 HACKER YOUNG INTERNAL AUDITORS

The Town Clerk explained that Prestatyn Town Council could expand their contract with Hacker Young the Internal Auditors.

It was proposed members to approve to extend the contract.

PROPOSED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr C. Holliday

ALL (13) AGREED UNANIMOUSLY.

111 CLAWD OFFA GOVERNOR

Position had become available due to previous non-attendance at meetings due to clashes with other commitments.

Mayor Cllr B. Murray proposed Cllr C. Holliday as the governor for Ysgol Clawd Offa.

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

SECONDED: Cllr G. Sandilands

ALL (13) AGREED UNANIMOUSLY.

112 PRESTATYN FARMERS MARKET

Cllr J. Harland greeted all Councillors and introduced his idea to create a monthly Farmers' Market on Prestatyn's 'lower' High Street, where road closure would be required.

Cllr J. Harland stated that he has already spoken with the High Street businesses, who fully support the idea.

Cllr A. Sampson expressed his like towards this idea but will discuss the topic with members at the Prestatyn Business Forum.

Mayor Cllr B. Murray explained that the council did not have capacity for the staff to run this. Councillors agreed to discuss the idea of a Farmers' Market again at October's Community Development Regeneration Committee meeting. It was agreed to invite an officer from Denbighshire County Council to come along to present to members how Denbighshire County Council could operate one or assist an outside group.

PROPOSED: Cllr K. Clewett

SECONDED: Cllr C. Holliday

ALL (13) AGREED UNANIMOUSLY.

Cllr E. Heaton left the meeting at 20:06.

113 PENDRE GARDENS FLAG INSTALLATION

The Town Clerk suggested to Councillors that once Ty Pendre's Community Asset Transfer has been approved by Denbighshire County Council, that it could be incorporated in a grant application to develop the building and gardens.
Councillors agreed to defer for the time being.

PROPOSED: Cllr A. Tomlin

SECONDED: Cllr B. Williams

ALL (12) AGREED UNANIMOUSLY.

114 MELIDEN SILHOUETTE SOLIDER

The Town Clerk explained to Councillors that the cost for one solider varies between £300-£500. Cllr G. Sandilands said the Royal British Legion installed the one at Pendre Gardens. Town Clerk will speak to Royal British Legion to see if one is available.
Councillors agreed for Town Clerk to pursue this line of enquiry and defer the purchase for the time being.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY.

Cllr J. Harland left the meeting at 20:13.

115 LEVEL UP FUNDING

Cllr I. Lifford spoke about how the 'Level Up Funding Team' do not close their letters from an assigned Minister and then expressed his annoyance regarding this. The Council having written to a named Government Minister expects, as a matter of courtesy, for the written reply to be signed by the relevant Minister and not by a faceless "team name".

Level Up Funding letter to be received.

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

SECONDED: Cllr A. Tomlin

RECEIVED.

116 COMMUNITY WARDEN PROPOSAL

Proposed by Mayor Cllr B. Murray to go into PART 2.

PROPSOED: Cllr B. Murray (Mayor & Chair)

SECONDED: Cllr C. Holliday

ALL (12) AGREED UNANIMOUSLY.

Mayor/Chair_____

FINANCE AND MANAGEMENT MEETING

Minutes of Finance and Management Meeting held on 11th October 2023 at 18:37 to 19:31.

PRESENT

Councillors: Cllr C. Holliday (Chair), Cllr J. Matthews (Deputy Chair), Cllr C. Evans, Cllr I. Lifford, and Cllr G. Sandilands
Remote Councillors: Cllr T. Jones MBE

IN ATTENDANCE

Cllr B. Murray (Mayor), Cllr A. West (Deputy Mayor), Cllr K. Clewett, Cllr A. Tomlin, Cllr A. Sampson,
Mrs L. Fearn – Town Clerk & RFO, Miss J. Owens – Administration Officer,
and Rev D. Ash - Chaplin
Remote: Cllr J. McLellan

APOLOGIES

None received.

137 DECLARATIONS OF INTEREST

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

Cllr T. Jones MBE declared a declaration of interest on item 5 Appendix ii Minute number 141.

138 PUBLIC PARTICIPATION

NONE RECEIVED

139 MINUTES OF FINANCE AND MANAGEMENT 26TH JULY 2023

Cllr A. Tomlin stated Councillors that are not a member of a committee do not need to have their apologies recorded. Members agreed Town Clerk does not record Councillors apologies if they are not a member of the said committee.

Councillors then agreed that the Minutes were recorded as a true record of the meeting.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

140 URGENT MATTERS ARISING

Cllr C. Evans referred to Minute 82, requesting an update from the Town Clerk. Town Clerk explained to members that Cllr C. Evans, Cllr I. Lifford, and Town Clerk met the contractor to discuss the winter planting and maintenance work. A schedule of works has

been requested from the contractor for the duration of the contract until end of March 2024. Monitoring the work will be done through meetings. The next one planned is for Thursday 9th November. Payments are being monitored to ensure that only work done is paid.

Members to agree the plan to manage the said contract.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

141 PRESTATYN BUSINESS FORUM GRANT APPLICATION

Cllr C. Evans stated that the Christmas events held in the Vicarage Gardens had been the most successful and proposed that £1,400 money left in the nominal was given to Prestatyn Business Forum.

Town Clerk explained that the council are working in partnership with the group and have planned the light switch for Friday 24th November to kick off the Christmas celebrations.

Town Clerk also confirmed that there are two art sessions taking place on weekend of the winter fest at Now to Bed premises to help support the event. It is intended that children will make a Christmas decoration to hang on a real tree at the top of the High Street. Business Forum are supplying the tree the Council will need to purchase the lights. Then the town will have an artificial and real tree.

Cllr I. Lifford referred to the drafted 'Free 5 Day Parking' report and said that free parking on the 25th and 26th November 2023 would support the event too.

Cllr J. Matthews requested the Town Clerk to confirm that the balances in the bank account have been ear marked for the Whales Tails project and that the organisation does not have lots of money sat there that they could use. If this is confirmed proposed that the £1,400 be awarded.

Proposed that the Town Clerk contact Prestatyn Business Forum to confirm the Whales Tails ear marked funding is most of the balances before awarding the £1,400 using balances from General Support 4895 nominal.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

142 BACS P6, AND 7

BACS P6, and 7 to be approved.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

APPROVED

143 ACTS SEPTEMBER 2023 M6, INC & EXP, BAL SHEET, AND TRIAL BAL

Cllr C. Holliday referred to the Income & Expenditure report, then queried why the Benefits Advice Shop will be receiving £2,000, but the Citizens Advice Bureau will be receiving £2,500.

The Town Clerk said that this is what is requested on the grant applications.

Benefits Advice Shop visits Prestatyn Town Council every other week throughout the year.

Proposed to approve the Acts September 2023 M6, Inc & Exp, Bal Sheet, and Trial Bal.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREE UNANIMOUSLY

APPROVED

144 FINAL DRAFT BUDGET 2024-2025

The Town Clerk presented the Final Draft Budget 2024-2025 to all Councillors.

Cllr C. Evans queried why the Grant Budget is £2,500 less than its target. The Town Clerk stated that the Prestatyn Flower Show did not go-ahead this year and is not planned for next year as no committee. The Classic Car Show funding increased. The proposed budget is set after realigning expenditure to reflect expected expenditure for next year and this year's expenditure.

Cllr J. Matthews asked if £15,000 could be identified and allocated to support Warm Hubs for 2024.2025.

Cllr J. Matthews asked whether Prestatyn Town Council's Warm Hubs initiative could return for Winter 2023.2024, and how much last year's initiative cost. The Town Clerk said that 2022/23 Warm Hubs project roughly cost £15,000/£16,000 of which £9,000 was grants received. Currently the Council have received £500 from a Tesco's grant.

The Town Clerk informed Councillors about the available £2,000 funds in the Countryside and Coastal project, then suggested they could also use the £12,000 that has been budgeted for Ty Pendre as it is unlikely to be used before 31.03.24.

The Town Clerk has already contacted the Denbighshire Voluntary Services Council, to enquire about grants to support Warm Hubs project. Nothing has been announced yet.

Town Clerk is working with Vale Clywd MIND to obtain grants for 23024/2025 to carry on running the weekly MIND Music sessions and a concert to support mental health.

Proposed that 2024.2025 final draft budget be taken to Full Council in November for approval once Town Clerk has identified and allocated specific £15,000 budget line for Warm Hubs 2024.2025.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

Proposed to take to Full Council in November a request for approval for the virement of funds as mentioned above (use £1,000 from nominal 4475 Coastal Project, £1,000 from nominal 4770 Countryside Project, and £12,000 from nominal 4930 Community Centre Improvements -Ty Pendre).

Town Clerk to continue to search for grant funding to support Warm Hubs.

If approved at Full Council Warm Hubs to start November/December 2023.

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

Mayor/Chair_____

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE MEETING

**Minutes of Community Development and Regeneration Committee Meeting on 11th
October 2023 at 19:31 to 20:04.**

PRESENT

Councillors: Cllr G. Sandilands (Chair), Cllr K. Clewett (Deputy Chair), Cllr C. Evans,
Cllr B. Murray (Mayor), and Cllr A. Sampson

IN ATTENDANCE

Cllr C. Holliday, Cllr A. West (Deputy Mayor), Cllr A. Tomlin, Cllr J. Matthews, Cllr I. Lifford,
Mrs L. Fearn – Town Clerk & RFO, Miss J. Owens – Administration Officer, and Rev D. Ash
Remote: Cllr J. McLellan

APOLOGIES

Cllr G. German

145 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

146 PUBLIC PARTICIPATION

NONE

**147 MINUTES OF COMMUNITY DEVELOPMENT AND REGENERATION 26TH JULY
2023**

Minutes recoded as a true record of the meeting.

PROPOSED: Cllr C. Evans

SECONDED: Cllr K. Clewett

ALL (5) AGREED UNANIMOUSLY

148 FREE FIVE-DAY PARKING 2023-2024 REPORT

Cllr G. Sandilands presented the free five-day parking report.

Cllr K. Clewett agreed that the 24th, 25th, and 26th November 2023 are appropriate days to
permit free car parking as they surround Christmas Events, but could 20th January be earlier
in month and suggested the 6th of January 2024.

Proposed to amend the free day's parking on 20th January 2024 to 6th January 2024. Accept
the other dates proposed.

PROPOSED: Cllr C. Evans

SECONDED: Cllr B. Murray (Mayor)

ALL (5) AGREED UNANIMOUSLY

149 SOCIAL MEDIA UPDATE REPORT FOR JULY, AUGUST, AND SEPTEMBER 2023

Town Clerk presented the social media and shared with Councillors the heavy engagement and response received regarding the new 20MPH Welsh Assembly Government Speed Restrictions and the Welsh Bake-Off post.

Cllr A. Tomlin added the massive response received when she shared on her site the information relating to defibrillators available in Prestatyn and Meliden.

Councillors proposed to receive the Social Media Update Report for July, August, and September 2023.

PROPOSED: Cllr K. Clewett

SECONDED: Cllr G. Sandilands

**ALL (5) AGREED UNANIMOUSLY
RECEIVED**

150 EVENTS REPORT FOR JULY, AUGUST, AND SEPTEMBER 2023

Town Clerk presented the Events Report.

Cllr J. Matthews stated that the Dementia Awareness Session that took place at Meliden Community Centre only had four people turned up which was disappointing and but still some people did benefit from the event being held there so worth holding and hoped more would come along next time.

Cllr C. Evans mentioned some feedback received.

Town Clerk said she had investigated, and the negative feedback was not an accurate account.

Cllr G. Sandilands suggested looking into more ways to promote events.

Town Clerk detailed the many methods that had been used to advertise the event in the month running up to it; including social media, website, posters in notice boards, chemists, doctor's surgeries, emailed and called care homes.

Mayor Cllr B. Murray stated that after attending a few of the Dementia Awareness Sessions elsewhere, he received a lot of positive feedback.

Cllr G. Sandilands queried whether a mailing list could be created to record the number and details of guests at future Events. The Town Clerk said that unfortunately due to GDPR this would be difficult.

Cllr K. Clewett stated that she has a couple of contacts from the Prestatyn Resources Team and will email details to the Town Clerk.

Proposed to receive the Events Report for July, August, and September 2023.

PROPOSED: Cllr K. Clewett

SECONDED: Cllr G. Sandilands

**ALL (5) AGREED UNANIMOUSLY
RECEIVED**

151 EVENTS BOOKLET FOR OCTOBER, NOVEMBER, AND DECEMBER 2023

Town Clerk presented the Events booklet.

Cllr C. Evans referred to page 29, the Welsh translation was not correct.

Town Clerk explained it was a draft as waiting for the final version.

Cllr J. Matthews asked if the date format for each event's posters state the day, month, and year.

Town Clerk confirmed that they do not normally include the year.

50

Cllr G. Sandilands referred to page 21, 'Christmas Light Switch On', and asked if the advertised location for 'Lower High Street' is specific enough.

Town Clerk specified that the Lower High Street meant towards the entrance of the Prestatyn Shopping Park.

Cllr G. Sandilands referred to page 25, 'Santa Fun Run 2023', and questioned if the event was necessary as others are being organised and may clash.

Town Clerk said the Event is yet to be confirmed and would be quite costly to put on over £600.

The Town Clerk informed Councillors that she has received the D-Day's 80th Anniversary Guide and will add to next CDRC agenda for discussion in February 2024.

Proposed to cancel the 'Santa Fun Run 2023' event, and receive the Events Booklet for October, November, and December 2023.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr A. Sampson

ALL (5) AGREED UNANIMOUSLY

152 ASSOCIATION UPDATE – CCTV REPORT

Mayor Cllr B. Murray presented the CCTV report written by his colleague Cllr C. Evans.

Mayor Cllr B. Murray said that the highest crime issues in Prestatyn relate to the Prestatyn Shopping Park, but the Park do not want to partner and install CCTV.

Mayor Cllr B. Murray stated that Denbigh has partnered with Prestatyn's CCTV services, and a another may be entering partnership from 1st April 2024.

Mayor Cllr B. Murray said all cameras in Prestatyn work efficiently, apart from one camera on Banastre Avenue.

Cllr G. Sandilands said he has not received an information update from the North Wales Tourism Partnership.

Proposed to receive CCTV report.

PROPOSED: Cllr G. Sandilands

SECONDED: Cllr A. Sampson

ALL (5) AGREED UNANIMOUSLY

Mayor/Chair_____

From: Gail Jones <Gail.Jones@tfw.wales>
Sent: Thursday, September 7, 2023 3:50 PM
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>
Subject: Enquiry regarding toilet facilities at Prestatyn Railway Station

Good morning, Lisa.

I hope all is well with you. I write regarding the attached correspondence, which Lewis Brencher has been forwarded to me as the Stakeholder Manager for Mid and North Wales.

Unfortunately, there are no current plans to install toilets at Prestatyn station. I appreciate that this will not be the response that you were hoping for. The station, however, has benefited from investment in other areas, that you might not be aware of including...

- Glass replaced on footbridge when vandalised.
- Handrail across main bridge span replaced.
- New handrail installed down the middle of the flight of steps between the platform and footbridge.
- 'Next train indicator' boards replaced on each platform, providing bi-lingual train running information by text and text-to-speech announcements.
- Relocation of seating westwards along the platform to create more space under the canopies, improving safety at peak times and aiding accessibility by adding space for train ramps.
- Touch-up paintwork to remove 'Arriva teal' from lamp-posts, seats, wayfinding posts and poster case structures.
- Re-instatement of TVM following vandalism (around £12k)
- Re-paint of white and yellow lines at platform edge

...Further future investment includes:

- Updated station signage, to improve wayfinding and re-brand everything else, fully bi-lingual (due for installation imminently)
- Request for external redecoration to station building and footbridge handrails (submitted)
- Continue to push for investment in upgraded CCTV and installation of PA system.

Should the situation regarding public toilets at Prestatyn station change, I will ensure that you are advised accordingly.

Kind regards,

Gail

Gail Jones

Teitl Swydd | Job Title: Stakeholder Manager (Mid and North Wales)

Trafnidiaeth Cymru | Transport for Wales, 3 Llys Cadwyn, Pontypridd, Rhondda Cynon Taf, CF37 4TH

TEL: 07956 709 882



Bwletin

Diweddariadau i Randdeiliaid
Updates for Stakeholders

Tanysgrifiwch >>
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ONE VOICE WALES NEWSLETTER



OUR NEW-LOOK NEWSLETTER...

Dear Member Council, welcome to our new-look Newsletter! We have listened to your suggestions and we've given it a 're-vamp'! We hope you enjoy reading our Sector-related articles, the new Case Studies section and all the good news stories from across Wales. Your Councils are involved in so much important work on behalf of your communities that we want to share it with other Councils on your behalf! This is our first edition and we must thank the Councils that have sent us their stories and articles for us to showcase across the Sector - if your story isn't included this time, we are sure it will be featured in a future edition!



Lyn Cadwallader, One Voice Wales Chief Executive and Mike Theodoulou, Chair of One Voice Wales, getting ready for the opening of the Conference.

INNOVATIVE PRACTICE CONFERENCE 2023

A very successful Innovative Practice Conference was held at the Royal Welsh Showground on 5th July 2023 with over 100 delegates in attendance. If you attended the Conference and would like to receive a copy of the Presentations or Workshops Feedback for your Council, please get in touch.

Did you know that One Voice Wales now has its own YouTube Channel? You can watch a video of the Keynote Speakers here: <https://www.youtube.com/watch?v=zDqBOZ-6eeY>



Key events.....

- 'FACING THE CHALLENGES OF A DEMANDING FUTURE'.....
- Rebecca Evans MS, Minister for Finance and Local Government, is Keynote Speaker...
- A new 'Tackling Climate Chaos' Guide for Community & Town Councils is launched.....
- "A fantastic opportunity to meet fellow Councillors and Clerks from across Wales".
- Over 100 delegates attend the first face-to-face Conference in over 3 years.....



A special thank you to our Conference Sponsors **Utility Aid** and **BHIB Councils Insurance** and all the Exhibitors, Speakers and Workshop Facilitators who made the Conference a successful event for the Sector.



ONE VOICE WALES NEWSLETTER



Minister addresses the delegates at the Conference...



Rebecca Evans MS, Minister for Finance and Local Government, was welcomed as a Keynote Speaker at this year's Conference. As Rebecca addressed the audience on Welsh Government's vision of the role of community and town councils in the coming years, she added, ***"Community and town councils are uniquely placed to identify and help the most vulnerable people in our communities. Your contribution to your local communities is invaluable and my aim is to equip and enable you to be a strong, confident sector with the tools and skills that you need to deliver services for your communities."***

A new Guide for Councils is launched...

Tackling Climate Change

A brand-new climate change and nature action guide for Community and Town Councils was launched at the Conference - the new document, a collaboration between One Voice Wales and Friends of the Earth Cymru, seeks to give Councils some practical ideas on what they can do on a range of issues such as energy use, water use, protecting nature, finances, chemicals, waste, food, and transport. It also draws together Case Studies of the good work already being done within the Sector on these issues. To read or download a copy of the Guide, click the image below:



Bleddyn Lake of Friends of the Earth Cymru and Dr. Catrin Jones of One Voice Wales at the Conference.



Newsletter

CASE STUDIES



Promoting Good Practice across Wales....

This is a new section for our Newsletter. Here are some Case Studies of Member Councils that have delivered important and innovative projects for the benefit of their communities. One Voice Wales would like to thank the Member Councils that have contributed their stories and articles for us to showcase in our Newsletter. If you would like us to feature your Council's projects or stories in a future Newsletter, please email Emyr John, Communications Officer, and we will try to include your story: ejohn@onevoicewales.wales

Prestatyn Town Council - 'Warm Hubs' initiative....

Prestatyn Town Council started a new initiative called 'Warm Hubs' in November 2022 to provide a warm and welcoming environment across the different wards of Prestatyn and Meliden. In partnership with local organisations, the Town Council utilised local facilities throughout the town of Prestatyn and village of Meliden to offer a safe, warm and friendly environment to enjoy social engagement, activities, refreshments, and information/advice services to assist residents who may be daunted and facing difficult times in funding the cost of heating their own homes throughout the day. An initial pilot scheme was operated over a six-week period during weekdays, with set days and times of the week at different locations. The opening times vary at each site, and range between 3 and 5 hours per day. Volunteers offered their time to serve refreshments at all sites which included soup/meals, drinks, and snacks, all free of charge.

Due to the success of the initiative, the Town Council will again offer Warm Hubs in the communities this autumn. A proportion of the people being targeted to attend may not be as familiar with modern social media or have access to the various platforms, so a two-pronged approach is taken to promote the initiative, including word of mouth.



Representatives from various organisations are invited to visit the sites and offer their advice, whether just having someone to talk to, access to a variety of services including training and employment, or assistance with different types of benefits entitlements. In addition, to help engage both young and old, games and other social activities including crafts, line dancing, and music will be offered to encourage a healthy interaction within the local community.

The Town Council encourages residents to spread the word within the community and to try the Warm Hubs and enjoy the sessions planned for this autumn.

For further information on the arrangements of the upcoming Warm Hubs sessions, please visit Prestatyn Town Council's website: <https://atprestatyn.co.uk/>.

You can also watch a short video about the Warm Hubs initiative on our [YouTube Channel](#)...





Llangattock Community Council - Defibrillators

A group of nine people are posed for a photograph in front of a rustic stone wall. The group includes several individuals in military-style uniforms, including a man in a green jacket and a woman in a dark green uniform with a crest. Other people are in civilian clothing, such as a man in a bright green jacket and a woman in a blue jacket. A yellow sign with the text 'KEEP PLUG' is mounted on the wall behind the group. The overall atmosphere is formal yet friendly.

For further information on this project, please email the Clerk at: llangattockcc@gmail.com or telephone 07989 187920.



Newsletter

CASE STUDIES



Promoting Good Practice across Wales.....

Community secures vital funds to improve Gresford Lake

A Wrexham community is pulling together to save a much-loved lake for future generations to enjoy. Gresford Lake has been slowly deteriorating for decades but the Friends of Gresford Lake and Gresford Community Council are determined to restore and enhance the natural habitats around it. To help the project advance, the voluntary group and the Council successfully managed to secure over £48,000 from the Welsh Government's Landfill Disposal Tax Community Scheme. Once a thriving oasis, the introduction of carp in the 1980s has led to a steady decline of Gresford Lake. The grant funding will help to restore the biodiversity of the lake. Ahead of the work starting, the project partnership were keen to ensure the wider community was aware of their project and engaged with nearby All Saints' Primary School and other community groups and residents.



Mark Fleming, Rob Jones, Andrew Bailey, Lesley Griffiths MS, Marian Williams, Jan Jones and Rob Grey. (Image: Andrew Price)

After writing a letter of support for the funding application, Wrexham's Member of the Senedd, Lesley Griffiths recently visited Gresford Lake to meet the volunteers and find out more about the project. She said: "Gresford Lake is a unique feature and clearly holds a special place at the heart of the community. I commend the work of Friends of Gresford Lake and Gresford Community Council. In a relatively short amount of time, they have taken huge strides towards saving the lake and am pleased they were able to secure this significant Welsh Government funding". She added "There is, of course, plenty of work still to do but the determination, knowledge and passion demonstrated by the volunteers is inspiring. I will do all I can to support the volunteers and I am sure their work will be championed by the entire Gresford community."

For further information on the Gresford Lake project or to participate in the various volunteering activities organised, visit Friends of Gresford Lake on Facebook or call Gresford Community Council on 07470 631184 or e-mail: clerk@gresfordcommunitycouncil.gov. You can also read more on the Lake Biodiversity Project website (click the image below):



ONE VOICE WALES NEWSLETTER



Project Update - Local Places for Nature

Great news! The 'Local Places for Nature' programme has been funded until March 2025. Keep Wales Tidy are again offering free garden packages to qualifying Community & Town Councils and community groups. The packages include the starter and development packages, available in Wildlife and Food growing variants. Available again this year is the Orchard packages. There is a rolling deadline for the Wildlife food growing packages but the deadline for Orchard package applications is October 27th. Please see their website for more details and contact Rachel Carter our LPfN Officer for advice on applying.

Unfortunately there has been a delay of the launch of the National Lottery Heritage fund element of LPfN and I will send out an update this as soon as I can. Don't forget any member or employee of our Community & Town councils can register to join Pethau Bychain, the One Voice Wales Nature Hwb. Our next online meetings are on September 27th and we will be discussing Sustainable Urban Drainage (SUD) solutions.

Don't forget.....

One Voice Wales

Annual Conference & Annual General Meeting 2023

Saturday 30th September 2023 (Registration from 9:30am)

Royal Welsh Showground, Llanelwedd, Builth Wells LD2 3SY

If you would like to attend our combined National Conference and AGM please complete our Delegates Booking Form available on our Website:

Click on the image:



Follow us on our Social Media platforms:

Twitter and Facebook, on LinkedIn...



and watch the Playlist of videos on our new
YouTube Channel



If you would like your Council's projects or stories to be featured in a future edition of our Newsletter, please contact

Emyr John (Communications Officer): ejohn@onevoicewales.wales

or ask your Area Development Officer.

<http://www.onevoicewales.org.uk>

<http://www.unllaiscymru.org.uk>

Dear Clerk,

REVIEW OF DEMOCRATIC HEALTH IN THE COMMUNITY AND TOWN COUNCIL SECTOR

Please see below a communication from the Welsh Government requesting you to arrange for your councillors and the Clerk to submit their views to the Welsh Government by 27 November 2023. The web-link provided gives access to an online survey for councillors and the Clerk to complete or alternatively views can be submitted using the consultation form that can be sent to the email address provided in the web-link.

I would urge councillors and the Clerk to give priority to responding to the survey so that their views and experiences can be taken into account by the Task and Finish Group.

May I take this opportunity to thank you and your councillors for participating in the survey.

Kind regards,

Lyn Cadwallader
Chief Executive.

The Welsh Government has created a Democratic Health Task and Finish Group to review the health of community and town councils in Wales.

The group is exploring ways to:

- improve engagement between communities and their community councils, and
- increase the number and diversity of candidates standing for election to community councils.

We have launched a survey to understand your views and experiences and help the group understand the real issues and propose positive actions. Their aim is to help build stronger and more inclusive communities across Wales.

Please respond by visiting:

www.gov.wales/awareness-engagement-and-representation-community-and-town-councils-call-evidence

The survey closes on:

27 November 2023

Dear Lisa, I'd like to thank Cllr Mayor Bob Murray and yourself for the kind invitation for representatives of the Friends of Prestatyn Coronation Gardens to attend the council chamber in October to formally receive the 'It's Your Neighbourhood Certificate'.

We specifically invited some young people from Prestatyn High School as a thank you from us for their help in developing / planting our orchard. The young people, parents, representative from PHS and I, enjoyed our visit.

Many thanks for your generosity in allowing us to visit the chambers on what I'm sure was a busy and full evening.

Regards, Sharon

Sent from Sharon G Pritchard

Secretary of the Friends of Prestatyn Coronation
Gardens



Rhuddlan Town Council – Minutes of Cemetery meeting on the 26th October 2023

Present:

Cllr Mike Kermode (Mayor of Rhuddlan)
Steve Wilson (Rhuddlan Clerk)
Cllr Adrian West (Deputy Mayor Prestatyn)
Cllr Jacquie McAlpine (Mayor of Rhyl)
Gareth Nickels (Rhyl Clerk)
Dave Parry (Chair of Dyserth)
Cllr John Roberts (St Asaph)
Jill Ellison (St Asaph Clerk)

1. Apologies

None.

2. Declaration of Interest

None given

3. Cllr Mike Kermode welcomed everyone and run through his document 'New Cemetery for North Denbighshire' He summarised Rhuddlan's current position and actions taken to date:

- a. Only 3 years of burial space left at Rhuddlan cemetery, no space in Rhyl so when full, residents are likely to use Prestatyn cemetery which is difficult to get to unless you have the use of a car.
- b. Rhuddlan cemetery has serious flooding issues.
- c. Previously identified a site but was not for sale. Long Langford has offered to assist but needs details of suitable soil etc.
- d. Rhuddlan Council has previously provisioned a £5k budget to fund exploring options and that a new cemetery was on the previous town plan and will be on the next one when published.
- e. Denbighshire County Council are not willing to consider a new cemetery due to the capacity at other Denbighshire cemeteries.

Cllr Mike Kermode asked the other councils for their views and whether they would be willing to work together to facilitate a new cemetery for the area. The views are summarised below.

4. Cllr Jacquie McAlpine and Gareth Nickels, Rhyl:

- a. There a transport difficulty getting from Rhyl to the Prestatyn cemetery and if you can get a bus there is a 2hr gap between bus services.

- b. Rhyl Council have been looking at the issue since 2004 and struggled to find any suitable land due to the water table. Eventually identified 2 sites on Bryn Cwnin Road and costed up proposals. DCC voted against taking it forward but promised to include in the next LDP. This did not happen.
- c. Rhyl Council want DCC to include in the next LDP and to canvass DCC to find land and provide a new cemetery.
- d. A question was asked regarding sufficient cremation capacity and the discussion concluded there did not appear to be an issue.
- e. Rhyl are keen to participate in this group but would have to get council to approve the provision of any budget to fund further investigations.
- f. That DCC were good at obtaining grants and this could prove beneficial for any future projects.
- g. Questioned whether Towyn and Kinmel Bay Council should be invited to join the group and they have no cemetery and have always used the facility at Rhyl.
- h. Rhyl TC would not run a cemetery as it was too complicated and time consuming. DCC should run any future cemetery.

5. Dave Parry Dyserth:

- a. Dyserth had purchased an parcel of land near to Voel Coaches 50m x 100m with the intention of creating a cemetery. Approached DCC and they stated that the soil conditions made it unsuitable for burials but would be OK for the interment of ashes.
- b. The Bodrhyddan Estate wanted to buy the land back for housing development but Dyserth council decided to retain the land.

6. Cllr Adrian West, Prestatyn

- a. Issue has not been discussed in the last 3 years and is currently not a concern.
- b. Appreciates that it could become an issue as Rhuddlan and Rhyl residents use Prestatyn cemetery thus reducing the life of the cemetery.
- c. Thinks that Prestatyn Town Council will support the group putting pressure on DCC to resolve the issue.

7. Cllr John Roberts and Jill Ellison, St Asaph:

- a. Thinks that St Asaph City Council will support the group putting pressure on DCC to resolve the issue.
- b. Re-confirmed the complexity for a town council to manage a cemetery.
- c. Stated that St Asaph have no budget provisioned linked to cemeteries.

8. General comments made and discussed included:

- a. Whether the public wanted a new cemetery in the area.
- b. The need to determine the specific requirements for a new cemetery and obtain expert advice.
- c. Family plots at existing cemeteries.
- d. Cost of living issues when considering any costs.

- e. The requirement to budget funds to investigate options to resolve the issue. Rhuddlan had previously allocated £5k which equates to £3 per resident/yr.
- f. Ratio of burials to cremations needs to be understood and that undertakers in the area could be asked. Generally, UK figures state a 25% burial and 75% cremation.
- g. County Councillors should not be involved in the group until a proposal to take to DCC is developed.
- h. Asking an expert organisation to present via Zoom to this group.

9. The next steps were agreed as follows;

- a. Any appropriate information regarding cemeteries should be emailed to the Rhuddlan Clerk who will share with the other councils.
- b. The minutes will be shared with all councils and each council to discuss with their councils and feedback at the next meeting to be arranged in December.

10. Cllr Mike Kermode thanked everyone for attending and looks forward to working together to resolve this issue.

Prestatyn Carnival Association

*Organisers of the Premier Carnival of North Wales and
Empress of Carnival Contest*

Treasurer
Mr T. Fagan

President
The Mayor of Prestatyn and Meliden

Chair
Mrs J. Williams

12th November 2023

For the Attention of Prestatyn Town Council Members,

Following the award of £1,650 made to Prestatyn Carnival Association by Prestatyn Town Council from the 2022-2023 budget, I write to give a report to you on how the award helped to benefit the Association, and, in particular, the residents of Prestatyn and Meliden.

On behalf of Prestatyn Carnival Association, I write to thank Prestatyn and Meliden Town Council for your grant.

The £1,650 was used to purchase essential services to enable the Association to deliver the Carnival, in line with our health and safety policy. All suppliers were local to Prestatyn and Meliden; therefore, the grant not only benefitted the thousands attending the event, both residents and visitors, the Association in delivering the event, but also local traders who are still desperately trying to recover from the Covid pandemic.

Prestatyn Carnival has now reached a very important milestone in its history, and it is reassuring to know that Prestatyn Town Council as a body, and the individual members who make up that body, still regard Carnival Day as an important event within the town. Knowing that public expectation would be high, returning after four years to deliver our Centenary event, the Association faced a massive challenge. We knew that, whilst we could plan it, without vital volunteers, it could not be staged successfully without them. May I again extend my sincere thanks to the individual members who volunteered their help in the lead up to Carnival Day and over Carnival weekend. Your support with promotion, set up, stewarding and dismantling after the event was invaluable. From the many positive comments received via our social media, and the sheer volume of congratulatory emails that the Association has received since the event, I believe that, with your help, we rose to that challenge, and I am very proud of my Committee. We were able to give a platform to local charities to fundraise, promote both the local economy and the town's tourism strategy, but possibly, more importantly for residents, we delivered a day which brought every sector of the community together, offering free multi-generation entertainment, which families on any income bracket could enjoy.

I look forward to working with you all again as our Association plan for Prestatyn Carnival 2024.

Regards

Joy Williams

Joy Williams, Chair, Prestatyn Carnival Association.



Prestatyn Town Council

Report of Town Clerk – Reinforced Autoclaved Aerated Concrete (RAAC) – Survey of Properties

Meeting of Full Council 22 November 2023

Background

It has recently been reported that the building material known as Reinforced Autoclaved Aerated Concrete (RAAC), a lightweight form of precast concrete, was frequently used in the construction of public sector buildings in the UK from the 1950's to the 1990's. It is mainly found in roofs, although occasionally in floors and walls. It is less durable than traditional concrete and there have been problems as a result, which could have significant safety consequences.

RAAC is has reached its life expectancy consequently life-expired and liable to collapse. There is a governmental requirement to review the composition of all properties within the estates of local councils in order to ascertain whether RAAC has been included in their construction.

Prestatyn Town Council are the owners of three Community Centres and an office, and therefore must act responsibly in ensuring that these properties remain fit for purpose and RAAC is not present in any of the premises jeopardising safety of the buildings.

These sites are namely;

- Council offices 7 Nanat Hall Road, Prestatyn, LL19 9LR*
- Meliden Community Centre, Ffordd Talargoch, Meliden LL19 8LA
- Ty Caradoc Community Centre, Morley Road, Prestatyn LL19 9NA
- Jubilee Community Centre, 45 Seabank Drive, Prestatyn LL19 7PP

**The office premises for Prestatyn Town Council are under review for inspection also. However, since the construction of said building was early 1900's it is unlikely to be affected or impacted by this failing material.*

Proposal

An initial survey is required at all four sites before consideration can be made to establish if further action is deemed necessary. The survey must be completed by a suitably qualified surveyor, and a recommendation from Denbighshire County Council led us to approach specialists CPW Surveyors Ltd to undertake this task.

The purpose of the surveys is to purely identify the use of RAAC planks within roofs / suspended floor constructions and to confirm if it is present.

For a fee of £750 the surveyor will;

- Identify a single location at each address in order to view the roof construction and assume the construction will apply to the remainder of the roof within that building. Further investigations will be undertaken for any obvious extensions or additions to each building.
- Attempt to expose the construction of the roof from the underside (above the ceiling), providing a temporary making good of disturbed finishes where possible.
- Fee includes a single visit to each address and any subsequent visit if a labourer is required to expose the roof or if access equipment is required. Any additional costs for access equipment or labour support would be charged as an extra.
- Include photographic evidence to support the findings for each location.



- Present the findings for all the sites within an email with a simple yes/no.

If RAAC is identified, the surveyor will make a judgement if the roof requires immediate attention and provide further advice.

The surveyor will also undertake a desktop study on the office premises at Nant Hall Rd to determine if it falls outside the date range that RAAC was employed (typically 50's-90's).

Recommendation

It is recommended to Council that the surveyor CPW Surveyors Ltd be employed to undertake the task of surveying the sites as detailed in the proposal at a cost of £750. Any findings are to be reported back to council for further consideration and action if necessary.



Prestatyn Town Council

Report of Town Clerk - 2023-24 Budget Increase Requirement for Bus Shelters and Speed Indication Devices Meeting of Full Council 22 November 2023

Background

A presentation was made to the Finance and Management meeting held on 26 July 2023 which included details of municipal bus shelters in need of maintenance, and it was agreed (Minute 83, page 26) to proceed with undertaking the work to effect repair accordingly. A pending report was subsequently received from Denbighshire County Council which incorporated the full costings to effect the repairs, and following ratification from councillors to the Town Clerk to proceed with a revised proposal, a Purchase Order was raised to cover the full cost of £12,007. Noted that Denbighshire County Council have agreed to replace 4 bus shelters which are passed repair at their expense.

Additionally, at the Full Council meeting of 13 September a proposal to instal six Speed Indicator Devices at designated locations within Prestatyn and Meliden was agreed (minute 94, page 30), and a figure of £27,000 had been intimated at the time of the meeting. Subsequent to the meeting, a more formal quotation was received by the Council and the cost of purchasing and installing the SID's should total £26,240.

In order to expedite matters, although an option to undertake the installations for both projects over a period of years was originally considered, it was agreed at the meetings to complete them all at the same time. Furthermore, it was noted that funding for these two projects would have to be met from General Reserves, because no budget had been set in advance of this financial year for the expenditure involved.

Proposal

Finance for the two projects will require an increase of £38,250 to the budget figure originally set for the year 2023-24 funds to come from reserves.

Recommendation

A new nominal code (code 4950) is to be utilised specifically to earmark the funding of these two projects through to completion in the unlikely event that full expenditure is not finalised within the present financial year; the budget for 2023-24, presently set at £573,695, is to be increased by £38,250 to a new budget figure of £611,945.

List of automated transactions processed through Barclays Bank for the month of:							October 2023					
Ref.	Method (S/O, D/D)	Date of Payment/ Transaction	Payee	Description	Invoice ref	Contract Order	Nominal Code(s)	23/24 Contract Value	This Bill amount GROSS	Breakdown - VAT	Breakdown - NET	Contract Reducing Value
10S01	S/O	10-Oct	CRONER GROUP LTD	CGI909646 OCTOBER	C000745842	CON10292023	4460 4240	£2,761.91 £163.91	£316.12	£50.22 £0.00	£251.09 £14.81	£1,255.45 £74.05
10S02	S/O	10-Oct	VODAFONE LTD	07909581015 SEPTEMBER	104592417	CON10082023	4400	£128.39	£12.00	£2.00	£10.00	£60.00
10S03	S/O	10-Oct	G-FORCE	1003220 OCTOBER	231000101580	CON10102023	4400	£1,668.00	£166.80	£27.80	£139.00	£694.09
10S04	S/O	10-Oct	OBSIDIAN	SEP-OCT	28141	CON10342023	4460	£2,022.00	£242.64	£40.44	£202.20	£1,144.20
10S05	S/O	10-Oct	CANDA COPYING LTD	Photocopier hire 1/10-31/12	462584	CON10032023	4470	£440.00	£132.00	£22.00	£110.00	£110.00
10DD1	D/D	17-Oct	FRANCOTYP POSTILA	FrankMach charge 15/10-14/01	319679	CON10142023	4900	£415.00	£114.00	£19.00	£95.00	£95.00

Dated 22 November 2023

Town Clerk / Responsible Financial Officer

Chair

PRESTATYN TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2023 - BACS 08

BACS REF	DATE	PAYEE	DETAILS / INVOICE NOS. ETC	NON-VAT	VAT @ 20%	TOTAL PAID	EXP CODE (FOR OFFICE USE ONLY)
200	18/10/23	The Pay Role Ltd	Invoice 20220886 - October Payroll Service	£29.50	£0.00	£29.50	4030 CON037023
201	25/08/23	Vodafone	Invoice 104592417 - line rental 07906551015 1 Sept - 30 Sept 2023 - additional (no SD) payments due	£2.44	£0.48	£2.92	4400 PO132023
202	22/09/23	Reven (Wales) Ltd	Invoice 28755 - Fire Alarm 7 Nant Hill Road - Additional Alarm sponder & Circuit	£139.00	£27.80	£166.80	4480 PO1802023
203	22/09/23	Reven (Wales) Ltd	Invoice 28754 - Meliden CC, 9 Lyr Water Fire Extinguisher	£74.75	£14.95	£89.70	4660 PO1422023
204	25/09/23	Mend Vale of Gwyd Dyfryn Gwyd	Invoice PMQ23-24106 & Credit RHASAP23-24106, Mend Music Groups, 14th, 21st & 28th Sept 2023	£171.00	£0.00	£171.00	4740 PO1372023
205	15/09/23	Mega Electrical NW Ltd	Invoice INV-9535, installation of new cut-outs in remaining columns at the top of town Minute No. 83, Phase No. 28	£3,360.00	£672.00	£4,032.00	4610 PO1051023
206	02/10/23	Cande Copying Ltd	Invoice 463022 - copying 3008-2819: 4204 units @0.002057 (black&white), 12781 units @ 0.026555 (colour)	£350.70	£70.14	£420.84	4470 PO1372023
207	30/09/23	Stan Jones Translation Ltd	Invoice PTC136 - translation work September	£22.44	£0.00	£22.44	4350 PO1582023
208	19/09/23	Smith of Derby Ltd	Account P0883J - Invoice 0000129162 - repairs to Town Clock	£550.00	£110.00	£760.00	4480 PO1302023
209	19/09/23	Smith of Derby Ltd	Account P0883J - Invoice 0000125169 - additional parts to repair Town Clock	£345.00	£69.00	£414.00	4480 PO1502023
210	15/09/23	Saford Childrens Holiday Camp	Invoice 0195JW2023TTC - room booking and refreshments - September Week 1 (before promotion)	£150.00	£0.00	£150.00	4750 PO1332023
211	18/10/23	Dish-Ride	Invoice 009-2023-24 MEND transportation Kannel Lodge - PTC 26 October	£50.00	£0.00	£50.00	4740 PO1382023
212	04/10/23	Liquid Window Cleaners	Invoice 56 - 7 Nant Hill Road - annual guttering cleaning and general window cleaning	£85.00	£0.00	£85.00	4490 PO1312023
213	05/10/23	Mega Electrical NW Ltd	Invoice INV-8588, installation of new cut-outs in 3 remaining columns at the top of town	£720.00	£144.00	£864.00	4610 PO1632023
214	04/10/23	Highline Electrical Ltd	Inv 6077 - EICR reports for all offices and buildings: PTC Office, Jubilee CC, Meliden CC, Ty Canadeg, CC, Ty Penrith, Electricity pillar in precinct	£1,155.00	£231.00	£1,386.00	4480 PO1642023
215	09/10/23	Meliden CC, Ty Canadeg, CC, Ty Penrith, Electricity pillar in precinct	Invoice 083108FABEI - 50x A4 folders	£9.81	£1.96	£11.77	4330 PO1622023
216	09/10/23	Meliden CC, Ty Canadeg, CC, Ty Penrith, Electricity pillar in precinct	Invoice 083101EPABEI - 50x A4 plastic wallets	£9.04	£1.81	£10.85	4330 PO1622023
217	09/10/23	Meliden CC, Ty Canadeg, CC, Ty Penrith, Electricity pillar in precinct	Invoice 083101CLPABEI - 6 retractable green ballpoint pens	£3.74	£0.75	£4.49	4330 PO1622023
218	09/10/23	Meliden CC, Ty Canadeg, CC, Ty Penrith, Electricity pillar in precinct	Invoice INV-Q8-131822921-2023-67849 - 25 assorted colour folders	£7.49	£1.50	£8.99	4330 PO1622023
219	02/10/23	Gesm Team	Invoice 18504 - Office cleaning month of September 2023	£102.00	£20.40	£122.40	4490 CON10312023
220	28/09/23	Lisa Fearn	Stationery - 3 x A4 Oxford Jotter perforated wire-bound notebooks, 3 x A4 Cambridge Jotter wire-bound notebooks	£21.49	£0.00	£21.49	4330 PO1652023
221	09/10/23	Meliden Community Association	Invoice MCA23-10318 - Dementia Awareness Day 22 September - room hire (3 hours)	£60.00	£0.00	£60.00	4750 PO1302023
222	09/10/23	B Sharp Electrical	Replacement of fluorescent lighting at Meliden Community Centre, agreed at F&M meeting 26 July 2023 Minute 63 Page 28	£1,115.00	£0.00	£1,115.00	4660 PO1092023
223	15/10/23	The DeLeon-Hill	1001 - Cost of hampers for Halloween and Christmas window displays	£100.00	£0.00	£100.00	4720 PO1692023
224	18/10/23	Mark Turner	Various Confectionery gifts for Halloween Event	£26.00	£0.00	£26.00	4720 PO1912023
225	19/10/23	G-Force Communications Ltd	Additional call charges applied to Invoice 231000101580	£2.82	£0.56	£3.38	4460 PO1922023
226	19/10/23	G-Force Communications Ltd	Invoice 28832 - Meliden CC - Replacement Fire Alarm control panel and manual call point / keys, 2 x door clocks	£514.00	£122.80	£736.80	4460 PO1482023
PAYMENT TOTALS				£9,375.22	£1,508.95	£10,884.17	

BANKING PREPARED BY

MARK TURNER

Date: 19/10/2023

BANKING AUTHORISED BY

Cllr Melbury and Cllr Murray

Date: 23/10/23

PAYMENT BY

LISA / F&M

Date: 23/10/23

OCT2023 - BACS P7

[illegible]

DATE 12/10/23

DATE 16/10/23

DATE 17/10/23

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2023 • BACS 6 MAYOR

[illegible]

PAYMENT TOTALS	£184.00
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Date: 19 October 2023

Date: 23 October 2023

Date: 23 October 2023

24/10/2023

Prestatyn Town Council

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Virement Date: 24/10/2023

Virement Ref No: 13

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4770	Countryside Project	700	Projects	Transfer to Warm Hubs 4750	1,000	
4775	Coastal Project	700	Projects	Transfer to Warm Hubs 4750	1,000	
4930	Community Centres	900	Assets	Transfer to Warm Hubs 4750	12,000	
4750	Mental Health Well Being	700	Projects	Trf from 4770 4775 4930		14,000
Narrative: Transfers made from budget funding originally given to Coastal Projects (4775) Countryside Projects (4770) and Community Centres Improvements (4930) to cover Warm Hubs initiative 2023/24 as agreed by FM council Minute 144 page 47. MT/LF					Virement Totals	
					14,000	14,000

Virement Date: 24/10/2023

Virement Ref No: 14

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4660	Community Centre	550	Town	From 4670 to cover		750
4670	Local community services	550	Town	To 4660	750	
Narrative: Code 4660 (Community Centre Expenditure) is exceeding budget due to unforeseen expenditure following 5-year EICR report; £750 surplus funds presently available under 4670 (Local Community Services) being vired to cover excess. MT/LF					Virement Totals	
					750	750

08/11/2023

Prestatyn Town Council

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Virement Date: 08/11/2023

Virement Ref No: 15

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4240	Insurance	150	Administration	To 4210 - RAAC	500	
4210	Legal / Professional	150	Administration	From 4240 - RAAC survey		500
Virement Totals					500	500

Narrative: A requirement to undertake RAAC survey on properties, not originally anticipated when setting budget figures, has increased expenditure in Legal/Professional expenses; savings recouped in insurance expenditure allows for switch of budget from 4240 (Insurance) to 4210 (Legal/Professional Expenses); MT/LF

07/11/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer bottom EMR
100 Council								
1076 Precept	0	331,532	497,289	165,757			66.7%	
1100 Rental Income	0	4,210	4,985	775			84.5%	
1200 Grants Received	0	2,991	10,000	7,009			29.9%	2,091
1400 Donations	0	42	0	(42)			0.0%	
1500 Bank Interest	0	2,425	450	(1,975)			538.9%	
1700 Other Income	0	525	0	(525)			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	60	(38)	(750)	712	(30)	682	9.1%	
4140 Traveling - Councillors	0	(63)	(250)	187	(22)	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	0	0	(750)	750	(490)	260	65.3%	
4215 Bank Charges	(30)	(126)	(500)	372		372	25.7%	
4220 Subscriptions/Publications/Lic	180	(3,517)	(3,500)	(17)	(100)	(117)	103.3%	
4240 Insurance	(15)	(5,001)	(6,000)	999	(74)	925	84.6%	
4300 Advertising / Marketing	0	0	(1,000)	1,000		1,000	0.0%	
4310 Website	0	(30)	(1,000)	970	(368)	604	39.6%	
4320 Social Media/Events	(180)	(180)	(1,000)	820		820	18.0%	
4330 Printing & Stationery	(405)	(1,066)	(2,800)	814	(125)	689	75.4%	
4340 Postage	(2)	(428)	(750)	322		322	57.1%	
4350 Welsh Translation	(22)	(81)	(250)	169		169	32.2%	
4500 Petty Cash	(37)	(194)	(500)	306		306	39.7%	
250 Personnel								
4000 Net Salaries	(10,207)	(74,891)	(150,000)	75,109		75,109	49.9%	
4010 PAYE	(2,931)	(21,722)	(37,000)	15,278		15,278	58.7%	
4020 Superannuation	(3,194)	(24,753)	(49,000)	24,247		24,247	50.6%	
4030 Staff Contingency e.g. Agency	(30)	(216)	(1,000)	784	(174)	610	39.0%	
4040 Traveling - Officers	0	(51)	(500)	449		449	10.2%	
4050 Training & Development	0	(124)	(1,000)	876	(315)	561	43.9%	
300 Office								
4400 Telephones / Broadband	(154)	(1,045)	(2,000)	956	(754)	201	89.9%	
4440 Business / Water Rates	0	(6,276)	(7,000)	724		724	89.7%	
4450 Electricity / Gas	0	(261)	(12,000)	11,739	(3,500)	8,239	31.3%	
4460 IT Support and IT Software	(453)	(3,944)	(7,500)	3,556	(2,400)	1,157	84.8%	
4470 Photocopying	(110)	(330)	(1,500)	1,170	(110)	1,060	29.3%	
4480 Repairs & Maintenance	(1,552)	(1,743)	(2,250)	507	(1,110)	(603)	126.8%	

Continued over page

07/11/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EUSA
4490 Cleaning Services	(187)	(1,287)	(2,750)	1,463	(1,499)	(36)	101.3%	
550 Town								
4600 Envir Flowers/Amenity/Watering	0	(9,482)	(20,650)	17,168	(10,638)	530	98.0%	
4605 Hanging Baskets / Troughs	0	(10,412)	(10,000)	(412)		(412)	104.1%	
4610 Festive Lighting Installation	(4,080)	(4,080)	(25,000)	20,920	(22,320)	(1,400)	105.6%	
4615 Public Seats - Maintenance	0	(308)	(3,500)	3,192	(3,032)	160	95.4%	
4620 Public Gardens	0	(833)	(2,500)	1,667	(1,667)	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	(2,541)	(5,797)	(6,750)	953	(922)	31	99.5%	
4665 Scala Cinema & Art Centre Loan	0	0	(66,495)	66,495	(66,493)	2	100.0%	
4670 Local community services	0	1,684	(6,250)	7,834	(10,275)	(2,441)	139.1%	2,424
700 Projects								
4700 Holiday Leisure Activity	0	(2,595)	(5,000)	2,405	(628)	1,778	64.4%	
4720 PTC Events /Activities / Promo	(136)	(8,377)	(15,000)	6,623	(4,984)	1,640	89.1%	70
4730 Environmental / Community	0	0	(20,000)	20,000	(9,592)	10,408	48.0%	
4740 Mind Music	(221)	(1,304)	(2,500)	1,196	(1,140)	56	97.8%	50
4750 Mental Health Well Being	(210)	(3,804)	(16,500)	12,696	(314)	12,382	25.0%	2,491
4760 Community Volunteers	0	0	(500)	500		500	0.0%	
800 Grants								
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	66.7%	
4820 Cultural Grants / Eisteddfod	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	(300)	(2,000)	1,700	(300)	1,400	30.0%	
900 Assets								
4900 Office Furnishings/Equipment	(95)	(941)	(1,000)	59	(281)	(222)	122.2%	
4910 IT Equipment	0	(839)	(2,000)	1,161	(200)	961	52.0%	
4950 Bus Shelters / SIOs	0	0	(38,250)	38,250	(38,247)	3	100.0%	

Continued over page

07/11/2023

Prestatyn Town Council

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	0	341,725	512,734	171,009			66.6%	
Expenditure	26,528	219,500	511,945	392,445	211,930	180,515	70.6%	
Net Income over Expenditure	<u>(26,528)</u>	<u>122,225</u>	<u>(99,211)</u>	<u>(221,436)</u>				
plus Transfer from EMR	50	5,034						
less Transfer to EMR	0	2,951						
Movement to/(from) Gen Reserve	<u>(26,478)</u>	<u>124,269</u>						

Dated 22nd November 2023

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Town Clerk / Responsible Financial Officer

.....

Chair

01/11/2023

10:00

Prestatyn Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 01/11/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	1,874	
200	Barclays Premium / Current	557,167	
210	Mayoral Account	653	
220	Petty Cash Account	0	
	Total Current Assets		559,484
	<u>Current Liabilities</u>		
502	Mayoral Account	653	
520	Receipts in Advance	4,378	
	Total Current Liabilities		5,031
	Net Current Assets		554,453
	Total Assets less Current Liabilities		554,453
	<u>Represented by :-</u>		
300	Current Year Fund	122,225	
310	General Reserves	423,733	
325	EMR - Mind Music	1,634	
326	EMR - GYM Enabling Virt Comms	1,956	
328	EMR - Well Being	26	
329	EMR - Meliden CC Roof Repairs	4,378	
333	EMR - Tesco Community	500	
	Total Equity		554,453

Dated 22nd November 2023

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Town Clerk / Responsible Financial Officer

.....

Chair

Date : 01/11/2023

Prestatyn Town Council

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Time: 09:49

Trial Balance for Month No: 7

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>
105	VAT Control A/c			1,674.39	
200	Barclays Premium / Current			557,156.56	
210	Mayoral Account			652.79	
220	Petty Cash Account			0.03	
310	General Reserves				421,689.32
325	EMR - Mind Music				1,634.08
326	EMR - GYM Enabling Virt Comms				1,956.11
328	EMR - Well Being				26.41
329	EMR - Meliden CC Roof Repairs				4,378.19
333	EMR - Tesco Community				500.00
502	Mayoral Account				652.79
520	Receipts in Advance				4,378.19
1076	Precept	100	Council		331,532.00
1100	Rental Income	100	Council		4,210.00
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		525.00
4000	Net Salaries	250	Personnel	74,891.24	
4010	PAYE	250	Personnel	21,722.37	
4020	Superannuation	250	Personnel	24,753.45	
4030	Staff Contingency e.g. Agency	250	Personnel	216.25	
4040	Travelling - Officers	250	Personnel	50.75	
4050	Training & Development	250	Personnel	124.00	
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	63.00	
4200	Audit	150	Administration		1,000.00
4215	Bank Charges	150	Administration	128.30	
4220	Subscriptions/Publications/Lic	150	Administration	3,517.00	
4240	Insurance	150	Administration	5,001.00	
4310	Website	150	Administration	30.00	
4320	Social Media/Events	150	Administration	180.00	
4330	Printing & Stationery	150	Administration	1,985.69	
4340	Postage	150	Administration	428.07	
4350	Welsh Translation	150	Administration	80.58	
4400	Telephones / Broadband	300	Office	1,044.50	
4440	Business / Water Rates	300	Office	6,276.03	
4450	Electricity / Gas	300	Office	261.01	
4460	IT Support and IT Software	300	Office	3,943.65	

Continued over page

Date : 01/11/2023

Prestatyn Town Council

Page 2

Time: 09:49

Trial Balance for Month No: 7

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>
4470	Photocopying	300	Office	330.00	
4480	Repairs & Maintenance	300	Office	1,743.08	
4490	Cleaning Services	300	Office	1,287.27	
4500	Petty Cash	150	Administration	193.56	
4600	Envir Flowers/Amenity/Watering	550	Town	9,481.72	
4605	Hanging Baskets / Troughs	550	Town	10,412.00	
4610	Festive Lighting Installation	550	Town	4,080.00	
4615	Public Seats - Maintenance	550	Town	308.00	
4620	Public Gardens	550	Town	833.32	
4650	Crime Prevention CCTV / Radio	550	Town	10,000.00	
4655	Play Areas	550	Town	4,840.00	
4660	Community Centre Expenditure	550	Town	5,786.87	
4670	Local community services	550	Town		1,584.27
4700	Holiday Leisure Activity	700	Projects	2,594.61	
4720	PTC Events /Activities / Promo	700	Projects	8,376.56	
4740	Mind Music	700	Projects	1,304.00	
4750	Mental Health Well Being	700	Projects	3,804.00	
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	300.00	
4900	Office Furnishings/Equipment	900	Assets	941.33	
4910	IT Equipment	900	Assets	839.26	
6000	Transfer from EMR	550	Town		2,423.50
6000	Transfer from EMR	700	Projects		2,611.00
6001	Transfer to EMR	100	Council	2,991.00	
Trial Balance Totals :				784,559.24	784,559.24
Difference				0.00	

Dated 22nd November 2023

.....

Town Clerk / Responsible Financial Officer

.....

Chair

PRESTATYN TOWN COUNCIL

COMMUNITY GRANTS

GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS

LOCAL GOVERNMENT ACTS 1972 AND 1989

1. APPLICANT'S DETAILS

Name: Mrs Sylvia Joy Williams

Address: 6, Clayton Drive, Prestatyn, Denbighshire, LL19 9RW

Telephone Number: 07878 326874

Email Address: s.joywilliams@yahoo.co.uk

2. DETAILS OF ORGANISATION

Name of Organisation: Prestatyn Carnival Association

Registered Address: 6, Clayton Drive, Prestatyn, Denbighshire, LL19 9RW

Charity Registration Number (If Applicable):

Date when formed: Event 1921 – Association formed in 1951

Geographical area covered: Prestatyn and Meliden

3. DETAILS OF SECRETARY

Name: Mrs Sylvia Joy Williams

Contact Details: 6, Clayton Drive, Prestatyn, Denbighshire, LL19 9RW

Email Address: admin@prestatyncarnival.co.uk

4. DETAILS OF TREASURER

Name: Mr Toby Fagan

Contact Details: 11 Llandaff Drive, Prestatyn, Denbighshire, LL19 8AT

Email Address: tobyfagan@gmail.com

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

Prestatyn Carnival Association is a fully constituted, not for profit voluntary organisation whose purpose is to organise Prestatyn Carnival as a day of festivities in the town, which is free to attend.

Our Association is both non-political and non-religious and welcomes a diverse membership. We try, where possible, to promote a bi-lingual policy, (Welsh/English). We operate an equal opportunities policy and welcome volunteers from any background.

Without direct donation, the Carnival provides a platform for local charities/organisations/groups to raise awareness and funds for their individual cause by taking part in the parade or utilising a stall space on the carnival field and for local businesses to increase sales and brand awareness by trading off the increased footfall along the parade route.

6. CRIMINAL RECORDS BUREAU CHECKS/DBS CHECK

If your organisation provides direct services to young children or vulnerable persons, are the staff/workers subject to CRB/DBS checks? **YES (PLEASE CIRCLE AS APPROPRIATE)**

Comments: All Officers are DBS checked.

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

(a) Purpose & Benefit to Prestatyn:

Purpose -

To help offset the cost of staging Prestatyn Carnival. (To assist with costs for hire of marquee and tables and chairs. This will house refreshment sales and the Welsh Craft tent).

To sponsor the Mayor's Theme competition for Best Entry in Parade. 1st prize - £250 2nd prize £100.

Prestatyn Carnival Offers -

An opportunity for anyone in any income bracket to join in a day of fun in a safe family environment.

It is an event which brings every corner of the community together.

Regeneration of our town by bringing significant extra footfall to the town centre.

As a major tourist attraction, engagement with the town tourism strategy, thus promoting economic development.

Volunteering opportunities to every age group.

Promotion of an environment in which children and young people can develop essential life skills and feel valued as part of their community.

Without direct donation, the Carnival provides a platform for local charities/organisations/groups to raise awareness and funds for their individual cause by taking part in the parade or utilising a stall space on the carnival field and for local businesses to increase sales and brand awareness by trading off the increased footfall along the parade route.

(b) Estimated total cost of project: £15,000

(c) Amount being looked for: £2,000

8. PLEASE PROVIDE

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

Prestatyn And Meliden Community Partnership, North Hoyle Windfarm Community Fund. Application successful to cover our insurance, road closure charges from signage contractors and some service costs (not toilets, first aid or marquee costs).

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

Friends of The Ffrith Fun Day

Now that we have successfully delivered Prestatyn's Centenary Carnival event and the work which this has entailed both in the lead up to the event and since July, at our meeting in November, we will be planning our forthcoming fund-raising activities for 2023/2024.

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

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

Current balance sheets attached.

Please note that the Nat West Account holds £4,400 of retained funds to buy our container unit (Extra funding has been applied for from the D.V.S.C. Key fund to allow for the purchase of a bigger, insulated unit more suited to our needs).

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

Account Name: Prestatyn Carnival Association Account 2

Sort Code: 30-99-50 Account Number: 29240460

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

Send Application to:

Mrs Lisa Fearn

Town Clerk/Responsible Finance Officer

Prestatyn Town Council

7 Nant Hall Road

Prestatyn

GRANT AID TO LOCAL ORGANISATIONS

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

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

2. Grant applications must be made in writing, together with a photocopy of relevant balance sheet and/or statement of accounts.

No application will be considered without supporting documents.

3. Applicants must demonstrate how their organisation benefits the town's residents. Groups which can show a degree of self-help with fund raising activities will be sympathetically considered.
4. Average small grant awarded £140.00
5. The purpose of grant aid is to encourage new non-profit making local groups, and any organisation which makes regular profit for onward donation to other bodies will not receive full support as Council encourages groups to become self-funding.
6. In the unlikely event of the cancellation of your project, I would advise that it is a condition of any grant award that the sum should be returned to Council within twelve months unless otherwise agreed in writing. It is also a condition of grant that receipts for the various associated costs detailed in your application are provided to the Council should they be requested.



27 October 2023

Dear Clerk

Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables

The Panel has received the following guidance from HMRC, regarding the treatment of tax on councillor allowances:

[Section 316A of the Income Tax \(Earnings and Pensions\) Act 2003](#) states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. **The exemption only applies to the £156 payment made under the Determination of the Independent Remuneration Panel.** It does not exempt any additional household expenses that a Councillor may seek to claim.

The following two conditions must apply to the exemption:

1. The first provision is that there must be a formal arrangement between the individual councillor and Community and Town Council.
2. Secondly, each individual councillor must declare they work from home regularly under these arrangements. This arrangement should be set out and a template letter is attached for your use.

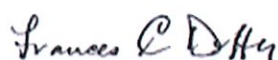
The IRP has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables.

The Panel has also received confirmation from HMRC that an exemption may also be applied (from 5/4/2023) to the flat rate consumables payment. **Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.**

It is advised that you send a short note outlining this to each Councillor and a template letter is attached. Clerks should also be mindful of any changes of circumstances, for example, when a Councillor ceases working from home, or otherwise are no longer eligible, which would mean these payments no longer fall within the exemptions.

Should you have any queries on the above, please contact [IRP Mailbox](#).

Kind regards



Frances Duffy
Chair
Independent Remuneration Panel for Wales

Letter template to be sent to councillors from Community and Town Council:

Dear Councillor

In carrying out your duties as a Community and Town councillor, the Independent Remuneration Panel for Wales (IRP) recognises that there will be a requirement for you to work from home on a regular basis. In these circumstances, the Community and Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of "homeworking" arrangements and therefore will be exempt from PAYE.

The IRP has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables. Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.



INDEPENDENT REMUNERATION PANEL FOR WALES - REMUNERATION POLICY DOCUMENT

**REVIEWED AND APPROVED BY
PRESTATYN TOWN COUNCIL
ON 22/11/2023**

Contents

1. GENERAL.....	2
2. TIMETABLE.....	3
3. APPENDIX	4

1. GENERAL

1.1. This document details the policy of the Council pertaining to matters concerning reimbursement of costs borne by members of the Council with entitlement of such as instructed by the Independent Remuneration Panel for Wales (IRPW).

1.2. The IRPW publishes an Annual Report which sets levels and arrangements for the remuneration of members of organisations which includes community and town councils, who are required by law to implement all decisions made.

1.3. It is the responsibility of the Council to have due regard to the Guidance as published by the IRPW, in particular those as detailed under **Part 5 - Specific provisions relating to community and town councils ("the council")** of **Annex 2 IRPW Regulations** from the **Independent Remuneration Panel for Wales annual report 2022 to 2023**, first published 24 February 2022.

1.4. Recompense to members is commensurate with the number of electors residing within the parameters of the town, and the IRPW Annual Report publishes guidance tables reflecting the funds to be reimbursed. Representing an electorate totalling 15164 in 2022, Prestatyn Town Council (PTC) falls within Group 1 of the table, an extract of which is copied below together with figures as decided by Full Council for each financial year from 2022 onwards;

Type of Payment	Requirement	2022-23 PTC Decision	2023-24 PTC Decision	2024-25 PTC Decision
Group 1	Electorate over 14,000	Electorate 2022 – 15,164	Electorate 2022 – 15,164	Electorate 2022 – 15,164
Extra Costs Payment – work from home	Mandatory for all Members	£150	£156	£156
Extra Costs Payment – consumables	Mandatory for all Members			£52 or considered reasonable
Senior Role	Mandatory £500 for 1 member; optional for up to 7		£500	£500
Mayor or Chair	Optional – Up to a maximum of £1500	£800	£800	£800
Deputy Mayor or Deputy Chair	Optional – Up to a maximum of £500	No	No	No
Attendance Allowance	Optional	As applicable	As applicable	T.B.C.
Financial Loss	Optional	As applicable	As applicable	T.B.C.
Travel and Subsistence	Optional	As applicable	As applicable	T.B.C.
Costs of Care or Personal Assistance	Mandatory	As applicable	As applicable	As applicable

Table 1 – data extracted from Payments to Community and Town Councils, IRPW Annual Report October 2023 with PTC decisions made since 2022

1.5. For Prestatyn Town Council, the policy will be that the position of Senior Role will fall to the Chair of the Finance and Management Committee to reflect the additional duties undertaken whilst in that position.

1.6. **Extra Costs Payment – consumables**; From the financial year commencing April 2024, a decision has been made by Prestatyn Town Council to pay members the mandatory set payment at the same time as the **Extra Costs Payment - work from home** entitlement, OR make ad-hoc payments as is considered reasonable. The mandatory set payments will be paid as a single transaction once a year, subject to statement 1.7 and statement 2.3.

1.7. It is the responsibility of any member to rescind their right to receive the Extra Costs Payments, which must be clearly stated in the standard IRPW declaration form that they are required to complete and sign upon taking office each year following the Annual General Meeting, or upon being elected as a member if this occurs subsequent to this time (see Section 2.2. below).

1.8. Both the Mayor, and the Chair of the Finance and Management Committee are required to sign additional declaration forms relative to the additional awards that they are entitled to receive.

2. TIMETABLE

2.1. Confirmation of reimbursement figures relevant to the current financial year (as published by the IRPW Annual report) are to be presented to members at the Annual General Meeting, normally held during the month of May each year, by the Town Clerk / Responsible Financial Officer.

2.2. All members are to complete and return to the Town Clerk / Responsible Financial Officer a signed copy of the standard IRPW declaration form as detailed under Appendix 3.1 Table 3 (copy embedded); this form must be returned no later than the end of July.

Should a by-election or co-option be undertaken during the course of the year, any newly-elected member should complete and return their form at the earliest occasion following commencement of their duties.

2.3. All declaration forms are to be collated by the Town Clerk / Responsible Financial Officer and payments are to be made to members by the end of August.

2.4. The Town Clerk / Responsible Financial Officer is responsible for the compilation of the IRPW Return form as detailed under Appendix 3.2 Table 4 (copy embedded), which is undertaken throughout the financial year, to reflect further payments that may be required (e.g. Optional/ Mandatory payments as described in Section 1.4, Table 1), to be completed by the end of March.

2.5. The IRPW Return form is to be formally completed and presented to Full Council at the Annual General Meeting in May of the next financial year to receive governance sign-off, and publication thereafter.

2.6. The Town Clerk / Responsible Financial Officer is to submit the completed and signed IRPW Return form to no later than 30 September following the presentation to Full Council in May.

2.7. Calendar Cycle of Events

Reference	2.1.	2.2.	2.3.	2.4.	2.5.	2.6.
End Date Due	May	July	August	March	May	September
Action	Presentation of IRPW Annual Report at AGM	Completion and return of IRPW Declaration form	Payment of statutory reimbursement	Completion of IRPW Return	Sign-off IRPW Return at AGM	Submission of IRPW Return
Responsibility	TC/RFO	Members	TC/RFO	TC/RFO	Members	TC/RFO

Table 2 – Calendar showing timetable of events represented by Sections 2.1 – 2.6

3. APPENDIX

3.1. Standard IRPW Mandatory Payment Declaration Form



PRESTATYN TOWN COUNCIL
INDEPENDENT REVIEW PANEL FOR WALES (IRPW)
MANDATORY PAYMENTS - 2024/25

Declaration: PART 1 – Extra Household Expenses

YES - I would like to receive the IRPW mandatory payment of £156 reimbursement for extra household expenses (including heating, lighting, power and broadband) for working from home commensurate with my role as Town Councillor. I acknowledge that I will be responsible for declaring payment to HMRC for tax and NI should this be required.

Signed:	Date:
Print Name:	

NO - I do not wish to receive the IPRW mandatory payment in connection with extra household expenses.

Signed:	Date:
Print Name:	

Declaration: PART 2 – Office Consumables

YES – I would like to receive the IRPW mandatory payment of £52 reimbursement for the cost of office consumables required in carrying out my role as Town Councillor. I acknowledge that I will be responsible for declaring payment to HMRC for tax and NI should this be required.

Signed:	Date:
Print Name:	

NO – I do not wish to receive the IPRW mandatory payment in connection with the cost of office consumables, however I acknowledge that I may claim full reimbursement for the cost of office consumables as is considered reasonable.

Signed:	Date:
Print Name:	

Please return form to Town Clerk or PTC office, 7 Nant Hall Road, Prestatyn LL19 9LR by 30 June 2024. If no response is received by this time the mandatory payment will be made in accordance with IRPW governance.

Table 3 – Example IRPW Mandatory Payment Declaration Form



Mandatory
Payments Form.docx

Figure 1 - Standard IRPW Declaration



Mandatory
Payments Form May

Figure 2 - Mayoral Declaration



Mandatory
Payments Form F&N

Figure 3 - F&M Chair Declaration

3.2. IRPW Return form (Statement of Payments)

Statement of Payments made to Members of Prestatyn Town Council for the period April 2024 to March 2025									
In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to Annex 4 of the Panel's annual report for details.									
Councillor Name	Basic Payments (max £208 per member, incorporating £156 Household expenses and £52 office consumables)	Responsibility Payment (As GI group - up to £500 to a maximum of 7 members)	Chair/Mayor's Allowance Optional £800 - £1500 - Excludes any Civic Budget	Deputy Chair/Mayor's Allowance Up to £500 - Excludes any Civic Budget	Financial Loss Allowance	Travel & Subsistence expenses	Contribution to Costs of Care and Personal Assistance (CPA)	Other	Total
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
									£0
TOTAL	£0	£0	£0	£0	£0	£0	£0	£0	£0

Table 4 – IRPW Annual Return form (Statement of Payments)



IRPW 20XX-XX.xlsx

Figure 4 - IRPW Annual Return

3.3. Revisions

Revision Date	Section	Reason
23/10/2023	Sections 1.4, 1.6, 3.1 and 3.2	Amendment – Table 1 annual update for year 2024/25; new section added following Annual Report Determination 6, October 2023 to include mandatory reimbursement of office consumables; updates to proformas in sections 3.1 and 3.2

3.4. Annual Document Review Table

Review Date	Committee Name	Approved/Amended	Minute Number
28/06/23	Full Council	Approved	Min 54 page 16

Existing Centre	Existing Nominal	Existing Title	23/24 Budget inc. Vires	Exp to date (31Oct23)	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	Mayor's Allowance	£800	£0
100	4120	RPW & Councillor Allowance	£3,500	£2,684			£2,684	£816	4120	RPW Councillor Allowance	£3,000	£500
100	4130	Councillor Training	£750	£38	£30		£68	£682	4125	RPW Senior Councillor	£500	£500
100	4140	Travelling - Councillors	£250	£63	£22	£80	£165	£85	4130	Councillor Training	£250	£0
100	4150	Elections / Democracy	£5,500			£5,500	£5,500	£0	4140	Travelling - Councillors	£250	£0
			£12,300	£5,085	£52	£5,580	£10,717	£1,583	4150	Elections / Democracy	£5,500	£500
ADMINISTRATION												
150	4200	Audit	£2,000	£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	4235	Bank Charges	£250	£-250
150	4300	Advertising / Marketing	£1,000	£30	£366		£396	£604	4220	Subscriptions/Publications	£3,750	£250
150	4310	Website	£1,000	£180	£125		£180	£820	4230	Licensing Fees	£200	£200
150	4320	Social Media/Events	£1,000	£1,986		£800	£2,911	£-111	4240	Insurance - Council	£5,000	£-500
150	4330	Printing & Stationery	£2,800						4245	Insurance - Other	£200	£-500
150	4340	Postage	£750	£428			£728	£22	4300	Advertising / Marketing	£500	£-500
150	4350	Welsh Translation	£250	£81			£171	£79	4310	Website	£500	£-500
150	4500	Petty Cash	£500	£194			£494	£6	4320	Social Media/Events	£100	£-900
150	4510	Miscellaneous	£0				£0	£0	4330	Office Stationery	£1,500	£-1,300
150	4520	Contingency	£0				£0	£0	4335	Printing/Photocopying costs	£2,000	£2,000
			£20,050	£10,545	£2,905	£3,750	£17,200	£2,850	4340	Postage	£750	£0
PERSONNEL									4350	Welsh Translation	£250	£0
250	4000	Net Salaries	£150,000	£74,891		£75,100	£149,991	£9	4500	Petty Cash	£500	£0
250	4010	PAYE	£37,000	£21,722		£15,270	£36,992	£8	4510	Miscellaneous	£250	£250
250	4020	Superannuation	£49,000	£24,753		£24,200	£48,953	£47	4520	Contingency	£0	£0
250	4030	Staff Contingency e.g. Agency	£1,000	£216	£174	£600	£990	£10			£18,450	£-1,600
250	4040	Travelling - Officers	£500	£51			£51	£449			£150,000	£0
250	4050	Training & Development	£1,000	£124	£315	£250	£689	£311			£65,000	£28,000
			£238,500	£121,757	£489	£115,420	£237,666	£834			£500	£-500
OFFICE												
300	4400	Telephones / Broadband	£2,000	£1,045	£754	£100	£1,899	£101	4000	Net Salaries	£150,000	£0
300	4440	Business / Water Rates	£7,000	£6,276		£150	£6,426	£574	4010	PAYE	£65,000	£28,000
300	4450	Electricity / Gas	£12,000	£261	£3,500	£6,200	£9,961	£2,039	4020	Superannuation	£48,000	£-500
300	4460	IT Support / IT Software (Clr emails)	£7,500	£3,944	£2,400	£250	£6,594	£906	4030	Staff Contingency e.g. Agency	£500	£-500
300	4470	Photocopying	£1,500	£330	£110	£0	£440	£1,060	4040	Travelling - Officers	£250	£-250
300	4480	Repairs & Maintenance	£2,250	£1,743	£1,110	£0	£2,853	£-603	4050	Training & Development	£1,000	£0
300	4490	Cleaning Services	£2,750	£1,287	£1,499	£0	£2,786	£-36			£264,750	£26,250
			£35,000	£14,886	£9,373	£6,700	£30,959	£4,041			£2,000	£0
											£6,250	£-750
											£350	£350
											£8,000	£-4,000
											£9,000	£1,500
											£0	£-1,500
											£2,500	£250
											£2,750	£0
											£30,850	£-4,150

Existing Cost Centre	Existing Nominal	Existing Title	23/24 Budget Inc. Vires	Exp to date (31Oct23)	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
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/Tiers/Maintenance	£10,000	£10,412			£10,412	-£412	4602	Floral Maintenance	£18,000	£18,000
550	4610	Festive Lighting Installation	£25,000	£4,080	£22,320		£26,400	-£1,400	4605	High St Summer Floral supplies	£12,000	£2,000
550	4615	Public Seats - Maintenance	£3,500	£308	£3,032	£350	£3,690	-£190	4607	High St Summer Floral Maintenance	£0	£0
550	4620	Public Gardens	£2,500	£833	£1,667		£2,500	£0	4610	Seasonal Lighting Installation	£25,000	£0
550	4625	Notice Boards (15)	£2,000		£2,030		£2,030	-£30	4615	Public Seats - Annual Contract	£3,000	-£500
550	4630	Tourism Signage	£500		£500		£500	£0	4620	Public Seats - Repair Replace	£1,000	£1,000
550	4635	Footway Improvements	£0				£0	£0	4625	Ty Pendre / Boulevard Gardens	£2,500	£500
550	4640	Car Parks	£12,700		£12,700		£12,700	£0	4630	Notice Boards (15)	£500	£0
550	4645	Bus Shelters - Maintenance	£10,000		£7,600		£7,600	£2,400	4635	Alleyways Maintenance	£2,000	£2,000
550	4650	Crime Prevention CCTV / Radio	£5,000	£4,840			£4,840	£160	4640	Car Parks	£12,700	£0
550	4655	Play Areas							4645	Bus Shelters - Maintenance	£10,000	£0
550	4660	Community Centre Expenditure	£6,750	£5,797	£922		£6,719	£31	4650	Crime Prevention CCTV / Radio	£12,000	£2,000
550	4665	Scala Cinema & Art Centre Loan	£66,495		£66,493		£66,493	£2	4655	Play Areas	£5,000	£0
550	4670	Local community services (benefices) (EMIX E2424)	£6,250	-£1,584	£10,275		£8,691	-£2,441	4660	Community Centre Expenditure	£5,000	-£1,750
PROJECTS												
700	4700	Holiday Leisure Activity	£5,000	£2,595	£628	£750	£3,973	£1,027	4665	Scala Cinema & Art Centre Loan	£66,495	£0
700	4710	Festival / Youth Activities	£0	£8,377	£4,984	£1,040	£14,401	£599	4670	Local community services	£0	£350
700	4720	PTC Events / Activities / Promo	£15,000		£9,592		£9,592	£5,408	4700	Holiday Leisure Activity	£5,000	£0
700	4730	Environmental / Community (CSO)	£20,000		£1,140		£1,140	£18,860	4710	Festival / Youth Activities	£2,000	£2,000
700	4740	Mind Music	£2,500	£1,304	£314		£1,918	£56	4720	PTC Events / Activities / Promo	£10,000	-£5,000
700	4750	Warm Hubs (EMR E2491+E500)	£16,500	£3,804		£15,100	£19,218	-£2,718	4730	Environmental / Community	£2,500	£0
700	4760	Community Volunteers	£500			£500	£500	£0	4740	Mind Music	£2,500	£0
700	4770	Countryside Project	£0				£0	£0	4750	Warm Hubs	£15,000	-£1,500
700	4775	Coastal Project	£0				£0	£0	4760	Community Volunteers	£500	£0
GRANTS												
800	4800	Grants- New Local Organisation	£59,500	£16,080	£16,658	£17,390	£50,128	£9,372	4770	Countryside Project	£0	£0
800	4810	Grants- Existing Organisation	£1,000			£1,000	£1,000	£0	4775	Coastal Project	£35,000	-£24,500
800	4820	Cultural Grants / Eisteddfod	£500	£1,700		£500	£3,000	£0	4800	Grants- New Local Organisation	£1,000	£0
800	4830	Carnival Committee	£2,000			£2,000	£2,000	£0	4810	Grants- Existing Organisation	£3,000	£0
800	4840	Flower show	£800				£800	£0	4820	Cultural Grants / Eisteddfod	£500	£0
800	4850	Car show	£1,200	£1,200			£1,200	£0	4830	Carnival Committee	£2,000	£0
800	4860	Wales / Britain in Bloom	£1,000			£1,000	£1,000	£0	4840	Flower show	£0	-£800
800	4870	Benefits Advice Shop/ Other	£2,000				£2,000	£0	4850	Car show	£1,500	£300
800	4880	Citizens Advice Bureau	£2,500	£2,000		£2,500	£2,500	£0	4860	Wales / Britain in Bloom	£1,000	£0
800	4890	Walks Programme / Festival	£2,000			£2,000	£2,000	£0	4870	Benefits Advice Shop/ Other	£2,000	£0
800	4895	General Support	£18,000	£300	£1,700		£2,000	£0	4880	Citizens Advice Bureau	£2,500	£0
ASSETS									4890	Walks Programme / Festival	£1,000	-£1,000
900	4900	Office Furnishings/Equipment	£1,000	£941	£281		£1,222	-£222	4895	Business Support	£15,500	-£2,500
900	4910	IT Equipment	£2,000	£839	£200	£950	£1,989	£11	4900	Office Furnishings/Equipment	£1,000	£0
900	4920	IT Software - do not use	£0				£0	£0	4910	IT Equipment	£2,000	£0
900	4930	Community Centres improvements (Ty Pendre £15k)	£0			£0	£0	£0	4920	IT Software - do not use	£0	£0
900	4940	Health/Sport/Leisure	£38,250		£38,247		£38,247	£3	4930	Community Centres improvements	£18,000	£18,000
900	4950	Bus Shelters/SIDs	£41,250	£1,780	£38,728	£950	£41,458	-£208	4940	Health/Sport/Leisure	£0	£0
VAT		VAT	£25,000						4950	Bus Shelters/SIDs	£21,000	-£38,250
			£611,945	£219,501	£214,082	£160,940	£594,523	£17,422		VAT	£30,000	£5,000

Title	2022/23		2023/24		2023/24		2023/24		2023/24		2024/25		Budget 24/25		Variance + / -
	Budget	Actual	Budget	Actual	YTD	Committed	Additional	Predicted	Predicted	Total	Predicted	Proposed	Budget		
EXPENDITURE															
Council	£12,050	£33,537	£12,300	£5,085		£52	£5,580	£10,717	£1,583		£12,800	£12,800	£500		
Administration	£31,950	£15,698	£20,050	£3,750		£2,905	£3,750	£17,200	£2,850		£18,450	£18,450	£1,600		
Personnel	£220,190	£199,974	£238,500	£121,757		£489	£115,420	£237,666	£834		£264,750	£264,750	£26,250		
Office	£28,433	£17,057	£35,000	£14,886		£9,373	£6,700	£30,959	£4,041		£30,850	£30,850	£4,150		
Towns	£187,795	£180,217	£187,345	£44,168		£144,177	£850	£189,195	£11,850		£187,695	£187,695	£350		
Projects	£43,500	£31,648	£59,500	£16,080		£16,658	£17,390	£50,128	£9,372		£35,000	£35,000	£24,500		
Grants	£20,500	£8,450	£18,000	£5,200		£1,700	£10,300	£17,200	£800		£15,500	£15,500	£2,500		
Assets	£9,217	£9,963	£41,250	£1,780		£38,728	£950	£41,458	£208		£21,000	£21,000	£20,150		
TOTAL	£553,635	£490,544	£611,945	£219,501		£214,082	£160,940	£594,523	£17,422		£586,045	£586,045	£25,900		
INCOME															
COMMUNITY CENTRE RENTAL INCOME	£553,635	£490,544	£611,945	£219,501		£214,082	£160,940	£594,523	£17,422		£586,045	£586,045	£25,900		
BANK INTEREST	£6,200	£4,985	£4,985	£4,210			£775	£4,985	£0		£4,985	£4,985	£0		
OTHER/GRANTS	£450	£1,166	£450	£2,425				£2,425	£1,975		£450	£450	£0		
DONATIONS	£10,000	£10,179	£10,000	£3,516				£3,516	£5,484		£10,000	£10,000	£0		
SUB-TOTAL	£2,500	£100	£0	£42				£42	£42		£0	£0	£0		
PRECEPT	£19,150	£16,430	£15,435	£10,193		£0	£775	£10,968	£4,467		£15,435	£15,435	£0		
TOTAL	£494,622	£494,622	£497,299	£331,533		£0	£165,766	£497,299	£0		£503,992	£503,992	£6,693		
BALANCE	£513,772	£511,052	£512,734	£341,726		£0	£166,541	£508,267	£4,467		£519,427	£519,427	£6,693		
VAT	£39,863	£70,508	£99,211	£122,225		£214,082	£5,601	£86,256	£12,955		£66,618	£66,618	£32,593		
DEBTOR - VAT 31/10/23	£25,000		£25,000					£1,674			£30,000	£30,000			

Forward-predicted Bank Reserves as at 31 March 2024 includes DEBTORS: £350,349 (figure at 31 March 2023 £436,633)

(Actual balance as at 31 October 2023 is £557,156)

Option	Council tax increase by	2023/24		2023/24		2023/24		2023/24		2023/24		2023/24		2023/24		Loss/Gain to Reserve	Reserve at 31 March 2025	Reserve less Earmarked
		Budget	Actual	Budget	Actual	YTD	Committed	Additional	Predicted	Predicted	Total	Predicted	Proposed	Budget				
Option 1	No increase in Council tax precept	0.00%														£66,618	£283,731	£269,786
Option 2	Council tax increase by	2.00%														£56,538	£293,811	£279,816
Option 3	Council tax increase by	5.50%														£38,898	£311,451	£297,456
Option 4	Council tax increase by	9.80%														£17,227	£333,122	£319,128
Option 5	Council tax increase by	13.22%														£0	£350,349	£336,354
Option 6	Council tax reduced by	-2.00%														£76,698	£273,651	£259,657

Approved at Full Council meeting 22 November 2023;

Mind Music		£1,684.08	£1,634.08	£50.00
GYM - Enabling Virtual Communities		£2,026.11	£1,956.11	£70.00
Well Being		£26.41	£26.41	£0.00
Meliden CC - Roof Repairs		£4,378.19	£4,378.19	£0.00
Tesco Community Fund (Warm Hubs)		£0.00	£500.00	£0.00
Electrons / Democracy (Predicted figure as at 31/03/24)		£0.00	£5,500.00	£0.00
Warm Hubs 3		£2,430.00	£0.00	£2,430.00
Dementia Aware		£0.00	£2,491.00	£0.00
TOTAL		£10,544.79	£13,994.79	£5,041.00

PRECEPT

Forward-predicted Bank Reserves as at 31 March 2024 Includes DEBTORS: £350,349			Precept			Loss/Gain to Reserve		Reserve at 31 March 2025		Reserve less Earmarked	
(Actual balance as at 31 October 2023 is £557,156)											
Option 1	No increase in Council tax precept	0%	£503,992	£68,714 Band D property	-£86,618			£283,731		£269,736	
Option 2	Council tax increase by	2%	£514,072	£65,011 Band D property	-£36,538			£293,811		£279,816	
Option 3	Council tax increase by	5.5%	£531,712	£67,25 Band D property	-£38,898			£311,451		£297,456	
Option 4	Council tax increase by	9.8%	£553,383	£69,99 Band D property	-£17,227			£333,122		£319,128	
Option 5	Council tax increase by	13.22%	£570,610	£72,17 Band D property (retain reserves)	£0			£350,349		£336,354	
Option 6	Council tax reduced by	-2%	£493,912	£62,47 Band D property	-£76,698			£273,651		£259,657	
Council Tax Base			Qualifying properties as advised:								
2016/17	7,577	60.48	£458,257	Earmarked Reserves List (as at 31 October 2023)							
2017/18	7,677	60.48	£464,305	Mind Music	Balance 1/4	Value	Utilised	Utilised			
2018/19	7,676	61.33	£470,769	Gym - Enabling Virtual Communities	£1,684.08	£1,634.08	£50.00	£50.00			
2019/20	7,746	62.68	£485,519	Weil Being	£2,026.11	£1,956.11	£70.00	£70.00			
2020/21	7,732	63.74	£492,838		£26.41	£26.41	£0.00	£0.00			
2021/22	7,781	63.74	£495,961	Meliden CC - Roof Repairs	£4,378.19	£4,378.19	£0.00	£0.00			
2022/23	7,760	63.74	£494,622	Tesco Community Fund (Warm Hubs)	£0.00	£5,500.00	£0.00	£0.00			
2023/24	7,802	63.74	£497,289	Elections / Democracy (Predicted figure as at 31/03/24)	£2,430.00	£0.00	£2,430.00	£2,430.00			
2024/25	7,907	63.74	£503,992	Warm Hubs 3	£0.00	£0.00	£2,491.00	£2,491.00			
				Dementia Aware	£0.00	£0.00	£5,041.00	£5,041.00			
				TOTAL	£10,544.79	£13,994.79	£5,041.00	£5,041.00			

Approved at Full Council meeting 22 November 2023:

Town Clerk / Responsible Financial Officer

Chair

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 £_____ am y flwyddyn sy'n diweddu 31 Mawrth 2025.

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

Caiff y swm hwn ei dalu mewn tri rhan o £_____ 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:-

This sum is to be paid in three equal instalments of £_____ 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:

CANGEN / BRANCH:

COD SORTIO / SORT CODE:

ENW'R CYFRIF / ACCOUNT NAME:

RHIF Y CYFRIF / ACCOUNT NO:

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

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

Dyddiad / Date: _____

Eich cyf/Your ref:
Ein cyf/Our ref: DCC
Dyddiad/Date: 17/11/2023
Rhif Uniongyrchol/Direct dial: 01824 706165

Ms Lisa Fearn
Prestatyn Town Council
Town Clerk
7/9 Nant Hall Road
Prestatyn
Denbighshire
LL19 9LN

Dear Ms Lisa Fearn

Community / Town Councils - Council Tax Base / Precept 2024/2025

As you are aware, under the terms of the Local Government Finance Act 1992, I am obliged to inform you that the Council Tax base for the area of your Community / Town Council is 7907. This figure has been calculated using the number of dwellings listed in the various bands on the valuation list provided by the Listing Officer on 31 October 2023.

In order to meet the timetable for setting the Council Tax levels in February, I would be grateful if you could complete the attached Precept Form and return it by **12 January 2024**, although earlier return would be appreciated. Please return your completed form by e-mail to Rhys Ifor Jones on rhys.i.jones@denbighshire.gov.uk. Please contact me if you foresee any problems with meeting this deadline.

As regards payment of the precept to your Council in 2024/2025, it is my intention to use the last day of April, August and December. Therefore, for 2024/2025, the instalments of the precept will be paid into your Council's bank account by:-

30 April 2024
31 August 2024
31 December 2024

Finally, may I extend to you my good wishes for Christmas and the New Year.

Yours faithfully



Liz Thomas
Head of Finance and Audit - Section 151 Officer

