

Our ref: 10597/NSJ/JR

Ms L Fearn  
Responsible Financial Officer  
Prestatyn Town Council  
7 Nant Hall Road,  
Prestatyn.  
LL19 9LR.

St John's Chambers  
Love Street  
Chester CH1 1QN

Phone 01244 320532  
Fax 01244 505930  
Email [office@uhy-chester.com](mailto:office@uhy-chester.com)  
Web [www.uhy-uk.com](http://www.uhy-uk.com)

22<sup>nd</sup> May 2023

Dear Lisa,

**Internal Audit Report  
Year Ended 31<sup>st</sup> March 2022**

I return to you the original of the annual return for the year 31<sup>st</sup> March 2023 duly signed by me as the internal auditor.

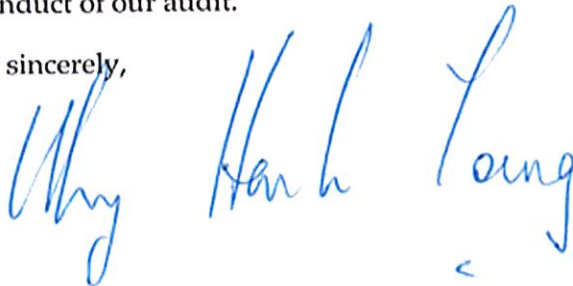
I also enclose my internal audit programme which outlines the work undertaken as part of the internal audit. This needs to be sent to the external auditors together with the annual return.

I should like to draw to your attention the following matter which came to our notice during the internal audit.

1. The 2022 external audit has not yet been completed and so we were not able to establish whether return had been qualified or not.

Finally, I would like to thank you and your staff for the assistance that you gave to us during the conduct of our audit.

Yours sincerely,



Enc.

## Annual internal audit report to:

Name of body: PRESTATYN TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

|                                                                                                                                                                                         | Agreed?                             |                          |                          |                          | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                         | Yes                                 | No*                      | N/A                      | Not covered*             |                                                                                                                                |
| 1. Appropriate books of account have been properly kept throughout the year.                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |



|                                                                                                                                                                                                                                                                                                                    | Agreed?                             |                          |                                     |                          | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                    | Yes                                 | No*                      | N/A                                 | Not covered**            |                                                                                                                                |
| 9. Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Insert text                                                                                                                    |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Insert text                                                                                                                    |
| 11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.                                                                                                                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |

| For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed: |                          |                          |                                     |                          |                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                           | Agreed?                  |                          |                                     |                          | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|                                                                                                                                                           | Yes                      | No*                      | N/A                                 | Not covered**            |                                                                                                                                |
| 12. Insert risk area                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 13. Insert risk area                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |
| 14. Insert risk area                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text                                                                                                                    |

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 22 5 2023.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

|                                                         |                    |
|---------------------------------------------------------|--------------------|
| Name of person who carried out the internal audit:      | Willy Hacker Young |
| Signature of person who carried out the internal audit: | Willy Hacker Young |
| Date:                                                   | 22 5 2023          |



## INTERNAL AUDIT PROGRAMME

Local Council : PRESTATYN TOWN COUNCIL

Local Council Ref. : 10597 County : DENBIGHSHIRE

Annual Return Date : 2023

| OVERVIEW                                                                        | Yes or No<br>✓ / x | WP Ref. | Details                                                                                                                                                                                               |
|---------------------------------------------------------------------------------|--------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Were there any audit qualifications or notes on previous years Annual Return?   | Not known          | A<br>A1 | 2022 External Audit has not been completed as at 18.5.23 so unable to establish if any comments made by External Auditor.<br>Agreed opening balance figures to unaudited copy of 2022 Return on file. |
| Action taken on qualifications/notes if applicable and recorded in the Minutes. | YES                | B       | Risk Assessment approved during year. Fixed Asset Register amended. (F&M Min.69)                                                                                                                      |
| Has the Annual Return been completed correctly.                                 | YES                | C       | Accounting Statement has been completed correctly.                                                                                                                                                    |
| Code of Conduct has been adopted.                                               | YES                | D       | FC Min. 274                                                                                                                                                                                           |
| A Register of Members Interests is maintained.                                  | YES                | E       | Confirmed they are recorded in the Minutes and that the signed forms are filed in the Register.                                                                                                       |
| The Council has formally adopted Standing Orders and Financial Regulations      | YES                | F       | Reviewed throughout the year and approved at AGM (3.5.23)Min. 11 & 12                                                                                                                                 |
| Investment Strategy has been drawn up and approved.                             | YES                | G       | Statement approved 3.5.23 at AGM                                                                                                                                                                      |



**INTERNAL AUDIT PROGRAMME**

| STATEMENT 1                                                               | Yes or No<br>✓ / x | WP Ref: | Details                                                                          |
|---------------------------------------------------------------------------|--------------------|---------|----------------------------------------------------------------------------------|
| Appropriate books of account have been properly kept throughout the year. | YES                | 1       | The accounts have been computerised and information is input on a regular basis. |
| - Is the cashbook maintained and up to date?                              | YES                |         |                                                                                  |
| - Is the cashbook arithmetically correct?                                 | YES                | 1.1     | A month end checklist is completed and signed.                                   |
| - Is the cashbook regularly balanced?                                     | YES                |         |                                                                                  |

| STATEMENT 2                                                              | Yes or No<br>✓ / x | WP Ref: | Details                                                                                                                         |
|--------------------------------------------------------------------------|--------------------|---------|---------------------------------------------------------------------------------------------------------------------------------|
| The Council's financial regulations have been met.                       |                    | 2       | Regulations reviewed during year and updated version adopted at AGM 3.5.23 (G).                                                 |
| - A Responsible Officer has been appointed.                              | YES                |         | The clerk is the RFO                                                                                                            |
| - Items above the de minimis amount have been competitively purchased    | YES                | 2.1     | Tenders reviewed and approved in Minutes (F&M min.155 &156)                                                                     |
|                                                                          |                    | 2.2     | Sample checked paperwork for quotations, tenders & contracts.                                                                   |
| Payments were supported by invoices.                                     | YES                | 2.3     | Random sample check on payments recorded in daybook found all were supported by invoices and where appropriate purchase orders. |
| Section 137 Expenditure separately recorded and within statutory limits. | YES                | 2.4     | Grant file reviewed. All grants were approved in Minutes. (WP 2.1 -F&M min 157 & 158)                                           |

## INTERNAL AUDIT PROGRAMME

|                                               |     |     |                                                                                                                                                                                                                                  |
|-----------------------------------------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payments were approved in the minutes.        | YES | 2.5 | BACS payments are approved by RFO and countersigned by at least one Member. Payments are approved by the Finance & Management Committee and reports are provided to Full Council who approve the Minutes of the F & M committee. |
| VAT was properly accounted for and reclaimed. | YES | 2.6 | VAT Returns are produced from the computerised accounts system. VAT on petty cash is now being reclaimed. Verified that VAT received agreed to the VAT returns.                                                                  |



**INTERNAL AUDIT PROGRAMME**

| STATEMENT 3                                                                                                                       | Yes or No<br>✓ / x | WP Ref.  | Details                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|-----------------------------------------------------------------------------------------------------------------|
| The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. |                    |          |                                                                                                                 |
| - Annual Risk Assessment reviewed and Policy adopted by Council                                                                   | YES                | 3<br>3.1 | F&M min.69                                                                                                      |
| - Insurance Policy has adequate cover.                                                                                            | YES                | 3.2      | Policy was reviewed and adequate cover was shown for Assets. Fidelity Cover is £500k.                           |
| - Internal Controls documented and regularly reviewed.                                                                            | YES                | 3.3/3.4  | Internal controls included in Financial Regulations. Office Financial Reconciliation procedures Manual drafted. |

| STATEMENT 4                                                                 | Yes or No<br>✓ / x | WP Ref.  | Details                                                                                                                     |
|-----------------------------------------------------------------------------|--------------------|----------|-----------------------------------------------------------------------------------------------------------------------------|
| The annual precept requirement resulted from an adequate budgetary process. | YES                | 4<br>4.1 | Financial Estimates drawn up. Reviewed in detail by F & M committee and approved by Full Council (F&M min.136/ FC min 157). |
| Progress against budget was regularly monitored and reported to Council.    | YES                | 4.2      | Regular reports are included in the Minutes.                                                                                |
| - Are there any significant unexplained variances from budget               | N/A                | 4.3/4.4  | Variances from budget explained. Virements are made when appropriate.                                                       |

## INTERNAL AUDIT PROGRAMME

|                           |     |          |                                                                                                                                                                                                                            |
|---------------------------|-----|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reserves are appropriate. | YES | 4.5/4.10 | Council have approved a 2023/24 budget that uses some of the general reserves. There are plans to review the level of general reserves to be held in the future. The Annual Report highlights actions planned for 2023/24. |
|---------------------------|-----|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**INTERNAL AUDIT PROGRAMME**

| <b>STATEMENT 5</b>                                                                                                      | <b>Yes or No<br/>✓ / x</b> | <b>WP Ref.</b> | <b>Details</b>                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|-----------------------------------------------------------------------------------------------------|
| Expected income was fully received<br>- The Precept recorded in the cashbook agrees to the County Council notification. | YES                        | 5              | Verified precept submitted to Denbighshire C.C. was received into the bank account.                 |
| Income was based on correct prices                                                                                      | YES                        |                | Sample tested invoices and agreed them to daybook and bank statements. The grant file was reviewed. |
| Income was promptly banked                                                                                              | YES                        |                | The majority of income is paid directly into the Council bank account.                              |
| VAT on income was appropriately accounted for.                                                                          | N/A                        |                | VAT is not charged on income.                                                                       |

| <b>STATEMENT 6</b>                                                                                                     | <b>Yes or No<br/>✓ / x</b> | <b>WP Ref.</b> | <b>Details</b>                                                                               |
|------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|----------------------------------------------------------------------------------------------|
| Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | YES                        | 6              | Cash receipts are supported by receipts. VAT is reclaimed.                                   |
| Security Controls are adequate and effective and reimbursement carried out regularly.                                  | YES                        | 6.1            | Petty cash procedures manual in place. Regular reconciliations that are approved and signed. |

**INTERNAL AUDIT PROGRAMME**

| STATEMENT 7                                                                                       | Yes or No<br>✓ / x | WP Ref.         | Details                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| - Salaries to employees and allowances to members were paid in accordance with council approvals. | YES                | 7<br>7.1<br>7.2 | Payroll signed and approved.<br>Staffing structure and pay scale increased approved by Council.                                                          |
| - PAYE/ NIC has been properly operated by the Council as an employer.                             | YES                |                 | Payroll is administered by The Pay Role Ltd. Reports are provided to PTC. Verified a sample of payments from payroll records through to bank statements. |
| - Are other payments to the Clerk reasonable and approved by Council                              | YES                |                 | All overtime hours to Clerk are approved by at least 2 Councillors.                                                                                      |

| STATEMENT 8                                                                                    | Yes or No<br>✓ / x | WP Ref. | Details                                                                                                                                     |
|------------------------------------------------------------------------------------------------|--------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Asset and investment registers were complete and accurate, properly maintained and up to date. | YES                | 8       | The Asset Register has been updated for purchases and disposals.<br><br>There are plans to carry out a review of all assets during 2023/24. |



## INTERNAL AUDIT PROGRAMME

| STATEMENT 9                                                        | Yes or No<br>✓ / x | WP Ref. | Details                                                                                                                                   |
|--------------------------------------------------------------------|--------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Is there a Bank Reconciliation for each account.                   | YES                | 9.1     | Bank reconciliations are carried out regularly when the bank statements are received.                                                     |
| Are they carried out regularly on receipt of statements.           | YES                | 9       | The Daybook, bank statements and printed computer reconciliations are all signed monthly to show they have been reviewed and are correct. |
| Are there any unexplained balancing entries in any reconciliation. | N/A                |         |                                                                                                                                           |

| STATEMENT 10                                                                    | Yes or No<br>✓ / x | WP Ref.            | Details                                                                          |
|---------------------------------------------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------|
| Year end accounts were prepared on the correct basis.                           | YES                | 4.4                | The accounts are prepared on an Income and Expenditure basis.                    |
| The accounts agree to the cashbook.                                             | YES                | 10<br>10.1<br>10.2 | Income and Expenditure totals in the Daybook were agreed to the Annual Accounts. |
| The accounts were supported by an adequate audit trail from underlying records. | YES                |                    | Sample of payments recorded in the Daybook were traced back to invoices/PO's.    |
| Where appropriate, debtors and creditors were properly recorded.                | YES                | 10                 | Invoice and Income files checked and no omissions were found.                    |
|                                                                                 |                    |                    |                                                                                  |

**INTERNAL AUDIT PROGRAMME**

| STATEMENT 11                                          | Yes or<br>No<br>✓ / x | WP<br>Ref. | Details |
|-------------------------------------------------------|-----------------------|------------|---------|
| The council has met its responsibilities as a Trustee | N/A                   |            |         |

|                                                                  |
|------------------------------------------------------------------|
| <b>RISK AREAS IDENTIFIED AND NOTES REQUIRED TO ANNUAL RETURN</b> |
| None.                                                            |

Based on the above Internal Audit work I conclude that the Annual Report may be signed off drawing the following matters to the attention of the Council:

Signed UHY Hacker Young ..... Date 12/1/2023

Our Ref: 10597/NSJ

Ms. L Fearn  
Responsible Financial Officer  
Prestatyn Town Council  
7 Nant Hall Road  
Prestatyn  
LL19 9LR

22<sup>nd</sup> May 2023

St John's Chambers  
Love Street  
Chester CH1 1QN

Phone 01244 320532  
Fax 01244 505930  
Email [office@uhy-chester.com](mailto:office@uhy-chester.com)  
Web [www.uhy-uk.com](http://www.uhy-uk.com)

Dear Ms. Fearn

**Prestatyn Town Council**

**Internal Audit Engagement Letter**

**Roles and Responsibilities**

UHY Hacker Young will conduct the internal audit work for your Council in relation to the 2023 Annual Return and such subsequent Annual Returns as required by the Council.

The work undertaken will specifically relate to Part 4 of the Annual Return, and aiding the Council to fulfil its obligations under Part 2 of the Annual Return. In conducting this work, we will comply with the requirements of:

- 'Governance and Accountability for Local Councils in Wales – A Practitioners' Guide'
- The Accounts and Audit (Wales) Regulations 2014 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Councils obligations under the regulations may also be undertaken by separate agreement.

**Audit Planning**

We will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified audit report.

Where it may be necessary to qualify an internal audit report, we shall prepare a detailed report on those areas of non-compliance which have led to a qualification.

Where necessary we will attend council meetings, or other meetings with officers or councillors to discuss our audit report and findings. We reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree this fee, if any, in advance of such meeting.



## **Independence and Competence**

We will ensure that staff conducting and supervising audits are appropriately trained and qualified for the level of work undertaken.

We will ensure that we maintain independence from the day to day activities of the council. We will not provide additional consultancy or advisory services to the council which may compromise our audit independence.

Auditing Standards require us to appoint an engagement partner who shall take overall responsibility for the planning and conduct of the audit, and for the report that is issued on behalf of the firm. We have assessed the professional requirements of this assignment and have nominated Mr Nicolaus Jenkins as the Senior Statutory Auditor.

We are bound by the code of ethics of the Institute of Chartered Accountants in England and Wales, and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

## **Access to Information, Members and Officers**

In undertaking our work, we will be provided such information as we may reasonably require to complete our audit, subject to reasonable notice. Where we have requested but have been unable to obtain such information, we will notify the council in writing of the information that we have not received.

In order to complete our work, we will be provided with access to such records, officers or members as may be appropriate and necessary.

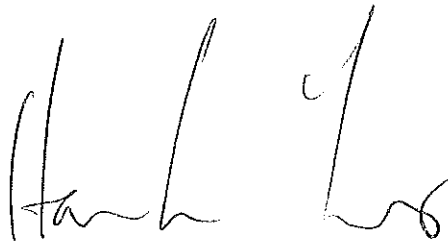
The records made available to us will be sufficiently well ordered and maintained as to permit a timely and effective audit.

## **Remuneration**

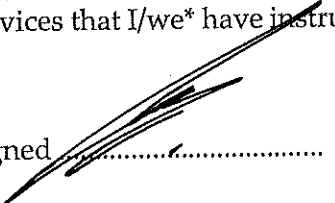
The fee for our work will be in accordance with the fee quote previously provided. If additional audit time is required then this would be discussed and invoiced as per our proposal letter. The fee includes all travel and out of pocket expenses.

Yours sincerely,

  
UHY Hacker Young



I/We confirm that I/we have read and understood the contents of this letter and the attached Standard Terms of Business and agree that they accurately reflect the services that I/we\* have instructed you to provide.

Signed  ..... Dated .....

For and on behalf of .....

Notice of appointment of the date for the exercise of electors' rights



**Prestatyn Town Council**

Financial year ending 31 March 2023

1. Date of announcement 1<sup>st</sup> June 2023
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:

Town Clerk and Responsible Financial Officer  
Prestatyn Town Council  
7 Nant Hall Road  
Prestatyn  
LL19 9LR

between the hours of 09:00 and 17:00 on Monday to Friday

commencing on 3 July 2023

and ending on 28 July 2023

3. From 11 September 2023 until the audit has been completed, Local Government Electors and their representatives also have:
  - the right to question the Auditor General about the accounts.
  - the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via: Community Council Audits, Audit Wales, 24 Cathedral Road Cardiff CF11 9LJ or by email at [communitycouncilaudits@audit.wales](mailto:communitycouncilaudits@audit.wales).

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.



Hysbysiad pennu'r dyddiad ar gyfer arfer hawliau etholwyr



**Cyngor Tref Prestatyn**

Blwyddyn ariannol yn dod i ben ar 31 Mawrth 2023

1. Dyddiad cyhoeddi 01 Mehefin 2023
2. Bob blwyddyn, archwilir y cyfrifon blyneddol gan Archwilydd Cyffredinol Cymru. Cyn y dyddiad hwn, mae unrhyw berson â diddordeb yn cael cyfle i archwilio a gwneud copïau o'r cyfrifon a'r holl lyfrau, gweithredoedd, contractau, biliau, talebau a derbynebaw ac yn y blaen sy'n ymwneud â hwy am 20 diwrnod gwaith ar rybudd rhesymol. Ar gyfer y flwyddyn a ddaeth i ben 31 Mawrth 2023, bydd y dogfennau hyn ar gael ar rybudd rhesymol ar gais i:

Clerc y Dref a Swyddog Ariannol Cyfrifol  
Cyngor Tref Prestatyn  
7 Ffordd Llys Nant  
Prestatyn  
LL19 9LR

Rhwng yr oriau o 09:00 a 17:00 o ddydd Llun i ddydd Gwener

Yn dechrau ar 3 Gorffennaf 2023

Ac yn dod i ben ar 28 Gorffennaf 2023

3. O 11 Medi 2023, hyd nes y bydd yr archwiliad wedi ei gwblhau, mae gan Etholwyr Llywodraeth Leol a'u cynrychiolwyr hefyd:
  - yr hawl i holi'r Archwilydd Cyffredinol ynglŷn â'r cyfrifon.
  - yr hawl i ddod gerbron yr Archwilydd Cyffredinol a mynegi gwrthwynebiad i'r cyfrifon neu unrhyw eitem ynddynt. Rhaid rhoi rhybudd ysgrifenedig o wrthwynebiad i'r Archwilydd Cyffredinol yn gyntaf. Rhaid rhoi copi o'r rhybudd ysgrifenedig hefyd i'r Cyngor.

Gellir cysylltu â'r Archwilydd Cyffredinol drwy: Archwiliadau Cyngorau Cymuned, Archwilio Cymru, 24 Heol y Gadeirlan Caerdydd CF11 9LJ neu drwy e-bost yn [archwiliadcyngorcymunedol@archwilio.cymru](mailto:archwiliadcyngorcymunedol@archwilio.cymru).

4. Cynhelir yr archwiliad o dan ddarpariaethau Deddf Archwilio Cyhoeddus (Cymru) 2004, Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014 a Chod Ymarfer Archwilio Archwilydd Cyffredinol Cymru.

**Lisa Fearn**

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**From:** Deryck Evans <Deryck.Evans@audit.wales>  
**Sent:** 29 March 2023 16:57  
**Subject:** Annual return 2022-23  
**Attachments:** CTCs\_Annual\_Return\_2023\_Electronic\_Cy.docx; CTCs\_Annual\_Return\_2023\_Electronic\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.pdf; CTCs\_Annual\_Return\_2023\_Print\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Eng.pdf

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

Please see attached the proforma annual return for 2022-23. We have provided copies in both 'Word (docx) and Acrobat (pdf) formats. Please do not amend the page breaks.

We are continuing to clear the 2021-22 audits as quickly as we can. Once we have issued the audit opinions, we pass a schedule of completed audits to our finance team, who will then issue invoices.

We are not yet in a position to issue the audit notices for the 2022-23 audits. Given the issues we have had with resourcing in the last year or two and an ongoing backlog of older audits that we are still clearing, we have decided not to issue the notices until we have confirmed the date from which our audit team will be in place. The community and town council audit programme is being slotted into our wider work programme. We will write to you again as soon as the timing is confirmed.

In the meantime, we recommend that you prepare and approve the annual returns as soon as you are able to. We will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice.

The format of the annual return is much like previous years. Some additional narrative has been included in the Accounting Statement related to staff costs and the Trust Funds disclosures have been consolidated into one item in the annual governance statement.

Gweler ynghlwm y ffurflen flynyddol proforma ar gyfer 2022-23. Rydym wedi darparu copïau ar fformatau 'Word (docx) ac Acrobat (pdf). Peidiwch â diwygio'r selbiannau tudalen os gwelwch yn dda.

Rydym yn parhau i glirio archwiliadau 2021-22 mor gyflym ag y gallwn. Ar ôl i ni gyhoeddi barn yr archwiliad, rydym yn pasio amserlen o archwiliadau wedi'u cwblhau i'n tîm cyllid, a fydd wedyn yn cyhoeddi anfonebau.

Nid ydym eto mewn sefyllfa i gyhoeddi'r hysbysiadau archwilio ar gyfer archwiliadau 2022-23. O ystyried y materion yr ydym wedi'u cael gyda rhoi adnoddau yn ystod y flwyddyn neu ddwy ddiwethaf ac ôl-groniad parhaus o archwiliadau hŷn yr ydym yn dal i'w clirio, rydym wedi penderfynu peidio â chyhoeddi'r hysbysiadau nes ein bod wedi cadarnhau'r dyddiad y bydd ein tîm archwilio ar waith. Mae rhaglen archwilio cyngor cymuned a thref yn cael ei slotio i'n rhaglen waith ehangach. Byddwn yn ysgrifennu atoch eto cyn gynted ag y bydd yr amseru'n cael ei gadarnhau.

Yn y cyfamser, rydym yn argymhell eich bod yn paratoi ac yn cymeradwyo'r ffurflenni blynyddol cyn gynted ag y gallwch chi. Byddwn yn rhoi'r dyddiadau ar gyfer arfer hawliau etholwyr o dan Ddeddf 2004 gyda'r hysbysiad archwilio.

Mae fformat y dychweliad blynyddol yn debyg iawn i'r blynyddoedd blaenorol. Mae rhywfaint o naratif ychwanegol wedi'i gynnwys yn y Datganiad Cyfrifeg sy'n gysylltiedig â chostau staff ac mae datgeliadau Cronfeydd yr Ymddiriedolaeth wedi cael eu cyfnerthu i un eitem yn y datganiad llywodraethu blynyddol.

**From:** Deryck Evans <Deryck.Evans@audit.wales>  
**Sent:** 28 April 2023 12:35  
**Subject:** Information required for audit 2022-23 - Denbighshire  
**Attachments:** Additional information proforma April 2023.docx; Additional information proforma-April 2023-cy.docx; Annual\_Return\_2023\_Guidance\_Notes\_Cy.docx; Annual\_Return\_2023\_Guidance\_Notes\_Eng.docx; Full audit instructions-April2023 - cym.docx; Full audit instructions-April2023.docx; TCC\_audit\_cycle\_by\_county.pdf; TCC\_audit\_cycle\_by\_county\_Cy.pdf; CTCs\_Annual\_Return\_2023\_Electronic\_Cy.docx; CTCs\_Annual\_Return\_2023\_Electronic\_Cy.pdf; CTCs\_Annual\_Return\_2023\_Electronic\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.pdf; CTCs\_Annual\_Return\_2023\_Print\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Eng.pdf

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

I have received numerous requests for the audit notice and documentation requirements for the 2022-23 audits. Unfortunately, we are not yet in a position to issue the audit notice setting out the date by which documents must be submitted or where to drop off records for the triennial full audits. We aim to resolve these issues shortly within the context of the larger Audit Wales programme of work.

To assist councils to prepare for the audit, I enclose details of the information we will require. The document entitled "Additional Information Proforma" sets out the documents we need for the basic audit. The "Full audit Instructions" set out what additional information will be required for those councils having a full audit this year. I have also included "TCC\_audit\_cycle\_by\_county" to help you identify whether or not your council is subject to a full audit this year. I have also attached copies of the 2023 annual returns. Councils only need to complete one of these. We include various versions as some councils may be unable to open some file types.

We will issue the audit notice as soon as we can. In the meantime, please do not contact me for an update. I will need to charge time spent on dealing with correspondence to the relevant councils.

Rwyf wedi derbyn nifer o geisiadau am yr hysbysiad archwilio a'r gofynion dogfennau ar gyfer archwiliadau 2022-23. Yn anffodus, nid ydym eto mewn sefyllfa i gyhoeddi'r hysbysiad archwilio sy'n nodi'r dyddiad y mae'n rhaid cyflwyno dogfennau neu ble i ollwng cofnodion ar gyfer yr archwiliadau llawn triflwydd. Ein nod yw datrys y materion hyn yn fuan o fewn cyd-destun rhaglen waith Archwilio Cymru fwy.

Er mwyn cynorthwyo'r cynghorau i baratoi ar gyfer yr archwiliad, rwy'n amgáu manylion y wybodaeth fydd ei hangen arnom. Mae'r ddogfen o'r enw "Additional Information Proforma" yn nodi'r dogfennau sydd eu hangen arnom ar gyfer yr archwiliad sylfaenol. Roedd y "Cyfarwyddiadau archwilio Llawn" yn nodi pa wybodaeth ychwanegol fydd ei hangen ar gyfer y cynghorau hynny sy'n cael archwiliad llawn eleni. Rwyf hefyd wedi cynnwys "TCC\_audit\_cycle\_by\_county" i'ch helpu i nodi a yw eich cyngor yn destun archwiliad llawn eleni ai peidio. Rwyf hefyd wedi atodi copïau o ffurflenni blynyddol 2023. Dim ond un o'r rhain y mae angen i gynghorau ei chwblhau. Rydym yn cynnwys fersiynau amrywiol oherwydd efallai na fydd rhai cynghorau yn gallu agor rhai mathau o ffeiliau.

Byddwn yn cyhoeddi'r hysbysiad archwilio cyn gynted ag y gallwn. Yn y cyfamser, peidiwch â chysylltu â mi am ddiweddariad. Bydd angen i mi godi amser sy'n cael ei dreulio ar ddelio â gohebiaeth i'r cynghorau perthnasol.

Cofion/Kind regards

**Deryck Evans**



## **MODEL STANDING ORDERS 2023 (WALES)**

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## INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

### How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

### Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of



to the clerk and specify the postal address to which the summons should be sent.

- iii. The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR** [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- c **Meetings shall be open to the public unless their presence is**
- **prejudicial to the public interest by reason of the confidential**

- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of the eligibility criteria for the use of the general power of competence
- xi. Review and adoption of the council's annual report
- xii. Review and adoption of the council's training plan
- xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.



**9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least ( ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order **10**(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing order **20**(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
  - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
    - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
    - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
    - c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
    - d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order **3 (a) and (b) (Meetings Generally – Other)** for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in



[Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

*See also standing order 23.*

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the



**the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council’s with further information in this regard.**

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order **9**.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**TOWN EVENTS**

**19 APR 2023**

**GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS**

**LOCAL GOVERNMENT ACTS 1972 AND 1989**

**1. APPLICANT'S DETAILS**

Name: Tim Williams

Address: 3 Oak Hill Drive, Prestatyn LL19 9PY

Telephone Number: 07788598991

Email Address: bonpres@talk21.com

**2. DETAILS OF ORGANISATION**

Name of Organisation: Prestatyn Events Group CIC

Registered Address: 3 Oak Hill Drive, Prestatyn LL19 9PY

Charity Registration Number (If Applicable):

Date when formed: January 2000

Geographical area covered: North Wales and the North West

**3. DETAILS OF SECRETARY**

Name: Janet Spence

Contact Details: 4 Terfyn Court, Pen-y-Ffrith, Bodelwyddan LL18 5SW

Email Address: glasfryn8@hotmail.com

**4. DETAILS OF TREASURER**

Name: Janet Spence

Contact Details: AS ABOVE

Email Address: As Above

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

To provide a community event and to encourage people to become involved either by exhibiting or attending as a visitor. It also promotes Prestatyn as a lively resort town, encouraging visitors to spend time in the area.

**6. CRIMINAL RECORDS BUREAU CHECKS/DBS CHECK**

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



Comments:

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

(a) Purpose & Benefit to Prestatyn:

To promote Prestatyn as a lively resort town and to give a boost to businesses in the town

(b) Estimated total cost of project: £4000

(c) Amount being looked for: £1200

**8. PLEASE PROVIDE**

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

Applied for a Tesco grant £650 for new signage

We raise money on the day by stall holders fees and exhibition fees

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:

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

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

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

Account Name: Prestatyn Classic Car Show. Sort Code: 40-37-22 Account Number: 01381113

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

Send Application to:

Mrs Lisa Fearn

Town Clerk / Responsible Financial Officer

Prestatyn Town Council

7 Nant Hall Road

Prestatyn

LL19 9LR

Tel: 01745 857185

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

FILE REF: 27(1) 2022

PRESTATYN TOWN COUNCILCOMMUNITY GRANTSGRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONSLOCAL GOVERNMENT ACTS 1972 AND 1989**1. APPLICANT'S DETAILS**

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

**2. DETAILS OF ORGANISATION**

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

**3. DETAILS OF SECRETARY**

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

**4. DETAILS OF TREASURER**

Name: J. L. TODD  
Contact Details: 07901622312  
Email Address: jant22@hotmail.co.uk

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

To promote the benefit of the inhabitants and provide facilities for recreation and leisure activities  
To manage & maintain the Community Centre

**6. CRIMINAL RECORDS BUREAU CHECKS/DBS CHECK**

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



Comments:

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

(a) Purpose & Benefit to Prestatyn:

To serve the community well through the provision of facilities which will enable groups to use a secure and accessible green.

(b) Estimated total cost of project:

£14742

(c) Amount being looked for:

£1,500

**8. PLEASE PROVIDE**

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

NORTH HOYLE GRANT £5000 (see attached)  
CO-OP COMMUNITY FUNDS

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

CHRISTMAS FAIR } £210  
CLOTHING SALE }

DUE TO LOCKDOWNS UNABLE TO UNDERTAKE EVENTS

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

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

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

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

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

Send Application to:

Mrs Lisa Fearn

Town Clerk/Responsible Finance Officer

Prestatyn Town Council

7 Nant Hall Road

Prestatyn

LL19 9LR

Tel: 01745 857185

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

**GRANT AID TO LOCAL ORGANISATIONS**

FURTHER DETAILS REQUESTED ATTACHED IN THE  
FORM OF OUR SUCCESSFUL APPLICATION TO THE NORTH  
HOYLE WINDFARM FUNDS

FILE REF: 27(1) 2022

**Prestatyn & Meliden Community Partnership  
North Hoyle Offshore Wind Farm  
Community Fund**

**Application Form**

1. Name of Organisation:

Prestatyn North west Community Association

Name of person making the application (please : \_F K Todd\_\_\_\_\_

Position within the Organisation: \_Secretary

Address:

96 Victoria Road west  
Prestatyn  
LL19 7AL

Telephone:

07748054454

Email:

Ktoddy51@sky.com

2. Your group must be formally constituted. Please provide a copy of your Constitution or other evidence with your application.
3. You must have a bank account which requires at least two signatures to access funds? The information below will only be used if your application is successful. **Please provide a copy of your most recent accounts / balance sheet.**

Your Account Name :Prestatyn North West Community Association  
Sort Code : 40-37-22  
Account No :61020544



Please provide a brief description of your project including aims & objectives and indicate how it will benefit your members and the wider community.

**Location Of Project**

**Jubilee Community Centre  
45 Seabank Road  
Prestatyn  
LL19 7PP**

**Description of Project**

**Landscaping of rear garden area and improvement to existing fire escape route and improvement of wheelchair access and egress point at rear fire door as specified in quote below. Original quote at end of document.**

To Excavate & Clear Existing Turf, Concrete & Flags.  
To Remove Rubble & Soil.  
To Set Levels, Shape, Depth & Fall using Timber Formwork.  
To Install & Compact Type 1 MOT Sub-Base.  
To Lay Fibre Reinforced Concrete (Any Colour).  
To Print a Design of your choosing into the Coloured Concrete Surface.  
To Insert Expansion Joints into the Concrete.  
To Wash off Release Agent & Clean Site Area.  
To Apply 2 Coats of Our Sealer with Added Rhino Grip.

**4. Brief description of your organisation.**

**Aims & objectives**

To promote the benefit of the inhabitants of Prestatyn and the neighbourhood (hereinafter called the area of benefit) without distinction of sexual orientation or of political or religious opinions or race by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities for recreation and leisure time activities with the object of improving the lives of said inhabitants

To maintain and manage the Community Centre (hereinafter called the Centre) in co-operation with the Local Authority

**5. About the project**

Is your application:

- |                                                                             |     |
|-----------------------------------------------------------------------------|-----|
| a) To start a new activity or group?                                        | NO  |
| b) To develop or improve an existing activity or facility?                  | YES |
| c) To help maintain activities because of the groups financial difficulties | NO  |
| d) To purchase equipment?                                                   | NO  |

i)

If so, what arrangements have been made to store the equipment?

- ii) Will the equipment be made available to other groups or individuals to use? And if so, please provide details of arrangements.

6. How will your project help to resolve the relevant issues in Prestatyn & Meliden **(See criteria attached)**.

The Community Centre's aims and objectives are to serve the community well through the provision of facilities which will enable groups who cannot currently use the centre, which will build a more cohesive and inclusive community centre serving the public.

**Environment** – Improvement and care of existing garden area

**Children and young people** – Provision of a secure and accessible area for all Centre users for activities such as playing or socialising

**Health, Social Care and wellbeing** – provision of an area for outdoor activities and a quiet area for wellbeing and mindfulness. The existing fire exit route was blocked by the placement of a ramp for access to the side door when the Centre was used as a GP surgery. This project will replace the fire exit route making it accessible to all users

This project is part of an on-going refurbishment project for this much needed community facility. By undertaking the project all problems identified will be alleviated and we could offer a more inclusive user-friendly facility for the community.

7. If you were given a grant what would the money be used for?

Landscaping of rear garden area and improvement to existing fire escape route.  
Removal of grassed areas to back and side of Centre.  
Reinstatement of fire escape route at the side of the building.  
Replacement of grassed areas with patterned concrete surface  
Improvement of wheelchair access and egress point at rear fire door

8. How can you measure the success of your project?

Increase in use of garden area at rear of building. Improvement of wheelchair access to rear. Improvement to fire exit route

9. Project Costs

Total amount you are asking from the Prestatyn & Meliden Community Partnership

£ 14742

10. How much will your project cost in total? £14742

How much of this cost is:

Capital: £14742

Revenue: £

11. Are you asking the Prestatyn & Meliden Community Partnership to fund the whole project?

Yes

If your answer is No is funding coming from other sources and if so from where and how much?

We are part of the local Co-op Community fund.  
Money raised will be paid to the Centre in October 2023. You state that the grant money has to be used before August 2023 therefore we have not included it in our calculations.

Is this funding already in place? No, see above



Why should the Prestatyn & Meliden Community Partnership fund your project?

**12. Evidence of need.**

**(Please tell us how you know there is a need for your project?)**

The Centre is used by a wide age range. Many users, especially people hiring the Centre for children's parties, have said that the project will provide them with much needed outdoor facilities especially during the summer months. Our dog training groups have stated that having an outdoor area would be welcome

We have explained our needs to our committee members and all were in agreement that the project was needed.

The project will give another area of much needed revenue to support the community centre by offering the outside space to users.

See supporting letter from Prestatyn Town Council

**13. How can you demonstrate that your project does not duplicate or conflict with existing services or schemes?**

We are located at the Centre of a large urban area which does not have another similar community centre with the facilities we offer

**14. Have you applied to the Prestatyn & Meliden Community Partnership previously? Yes**  
**And if so what was the outcome?**

Grant refused – Insufficient information provided ( the missing information was not specified when asked for feedback!)

**The use of this data is for the following purposes:** Data will be treated confidentially and will not be disclosed to external organisations, other than in circumstances where we have a legal duty to safeguard. The data will be used to ensure the safety and welfare of

Dear Clerk

#### Motions for 2023 Annual General Meeting

Member councils are invited to propose a maximum of two motions for debate at the AGM on Saturday 30th September 2023, which must arrive at this office no later than noon on Friday 23rd June 2023 for consideration by the Conference Motions Committee.

For motions to be acceptable, the following requirements must be met:

A motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular area. (Local issues/matters can be dealt with at Area Committee meetings.)

Each motion must be accompanied by a short explanatory note (not exceeding 150 words) in order that the Agenda Committee can fully understand the points being made.

The Motions Committee will sit in late June and councils will be notified of the Committee's decisions. If a motion is accepted but amendments to it are proposed by the Committee, the relevant council(s) will be contacted. There will be a two week period for the council either to accept the recommendations or submit a new version; otherwise the amended motion will be put forward.

If your Council's motion is accepted then you must provide the name of both your proposer and a seconder (who must be from another council) no later than three weeks prior to the AGM taking place.

Both the proposer and seconder must be present at the AGM for the motion(s) to be debated. Please note that they will be allowed a maximum of 3 minutes each to both propose and second your motion.

The final list of agreed motions will be issued to councils in time for their September 2023 meetings in order for councils to have time to consider whether they wish their delegates to adopt a particular stance in relation to the vote (or whether to allow them to arrive at a judgement following the appropriate debate).

Yours sincerely



Mr Lyn Cadwallader

Chief Executive, One Voice Wales  
One Voice Wales/Un Llais Cymru  
24c College Street/Stryd y Coleg  
Ammanford/Rhydaman  
SA18 3AF  
01269 595400



**Department for Levelling Up,  
Housing & Communities**

**Dehenna Davison MP**  
*Minister for Levelling Up*  
2 Marsham Street  
London  
SW1P 4DF

To: all MPs

12<sup>th</sup> May 2023

Dear colleague,

**Community Ownership Fund: Third Round**

I am writing to you regarding the £150 million Community Ownership Fund which will launch its third bidding round on 31<sup>st</sup> May 2023. Today we are publishing a new prospectus detailing positive changes to the eligibility requirements of the programme. The new prospectus can be found on Gov.uk here: <https://www.gov.uk/government/publications/community-ownership-fund-prospectus>.

A summary of the key changes to the eligibility requirements for the relaunch of the Fund include:

- Increasing the amount of funding all projects can bid for from £250,000 to £1 million;
- Reducing the match funding requirement; where previously the Community Ownership Fund would contribute up to 50% of total capital funds required, it will now contribute up to 80% of the total capital funds required, with applicants required to raise the other 20% from other sources of funding. Projects in areas of the greatest need will only need to raise 10%; and
- Allowing parish councils (and their equivalent town and community councils) to apply in the same way that community groups do now.

These changes will allow more beloved assets to be saved across the UK and will come in from Round 3 onwards.

Coupled with support from the Fund's development support provider, who will provide assistance with developing project business plans, organisational governance and financial planning, and potential access to small revenue grants to secure specialist support, these measures will help support as many community groups as possible to save their treasured local assets, ensuring that important parts of our social fabric, such as pubs, sports clubs, theatres, and post office buildings, continue to play a central role in towns and villages across England, Scotland, Wales, and Northern Ireland.

This Fund forms part of the UK Government's Levelling Up agenda, building opportunity and targeting support towards places where community assets can make the most difference.

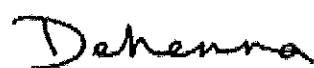
As set out in our Levelling Up White Paper, Levelling Up is a mission – part economic, part social, part moral – to realise the potential of every place and every person across the UK. To achieve this, it is right that we also think local and consider the everyday infrastructure – the community centres, pubs, sporting facilities – that mean so much to local communities. The changes brought in today will help more local people support and continue benefiting from the treasured local institutions that matter to them most.

We are making good progress on this important work. Our portfolio of almost 100 successful projects already includes the Leigh Spinners Mill in Greater Manchester; the Queen's Ballroom in Blaenau Gwent, Wales; St Columb's Hall in Derry City and Strabane, Northern Ireland; and the UK's most remote pub, The Old Forge, in the Scottish Highlands.

The Community Ownership Fund offers a great opportunity for local groups to take over invaluable community assets and to run them as businesses – by the community, *for* the community. As fellow Members of Parliament you are best placed to understand community need and recognise which community groups may be interested in applying. The Fund will be running until March 2025, so there is plenty of opportunity for interested groups to apply.

I am delighted to work with the diverse portfolio of projects we are supporting through the Community Ownership Fund. I look forward to building on this success and supporting many more small but mighty local assets across the United Kingdom, levelling up the places we love.

With every good wish,

A handwritten signature in dark ink, appearing to read 'Dehenna'.

**DEHENNA DAVISON MP**





# INSURANCE RENEWAL PROPOSAL FOR

Prestatyn Town Council

Prepared by

Mr Jonathan Meiseles

28th May 2023

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Mrs Lisa Fearn  
 Prestatyn Town Council  
 7 Nant Hall Road  
 Prestatyn  
 Denbighshire  
 LL19 9LR

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Policy Number                                         | YLL-272006-7783            |
| Insured                                               | Prestatyn Town Council     |
| Business                                              | Parish / Town Council      |
| Period of Insurance                                   |                            |
| From                                                  | 01 <sup>st</sup> June 2023 |
| To                                                    | 31 <sup>st</sup> May 2024  |
| and any other period for which cover has been agreed. |                            |

|                 |     |
|-----------------|-----|
| Renewal Premium | TBC |
|-----------------|-----|

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

|                       |                           |
|-----------------------|---------------------------|
| Schedule Number       | 112552008                 |
| Long Term Agreement:  | TBC                       |
| Preparation Date      | 10 <sup>th</sup> May 2023 |
| Prepared by           | Mr Jonathan Meiseles      |
| Policy Form Reference | MLAACF07                  |

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

#### Sums Insured

| Premises Address                                                                                                | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|-----------------------------------------------------------------------------------------------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1. Council Office and Extension, Address, 7 Nant Hall Road, Prestatyn, Clwyd, LL19 9LR                          | £485,738.81           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 2. Address, Ty Pendre Memorial Gardens, Prestatyn, Clwyd, LL19 9LR                                              | £138,318.02           | N/A          | £5,554.31    | £1,851.98    | £1,851.98    | £0.00        | £0.00        | £0.00        | £0.00        |
| 3. Meliden Community Centre, Address, Meliden Community Centre, 10 Ffordd Talargoch, Prestatyn, Clwyd, LL19 8LA | £278,804.52           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 4. Ty Caradoc Community Centre, Address, Ty Caradoc Community Centre, Morley Road, Prestatyn, Clwyd, LL19 9NA   | £167,282.71           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 5. Jubilee Communittee Centre, Address, Community Centre, Seabank Drive,                                        | £189,084.60           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |



|                               |  |  |  |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|--|--|--|
| Prestatyn, Clwyd,<br>LL19 7PP |  |  |  |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|--|--|--|

**For Premises: 1, 2, 3, 4, 5**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

**Excesses Applicable to Premises 1, 2, 3, 4 & 5**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

|                                            |      |
|--------------------------------------------|------|
| Accidental Damage                          | £100 |
| Theft                                      | £100 |
| Riot civil commotion and Malicious Persons | £250 |
| Storm or Flood                             | £250 |
| Escape of Water                            | £250 |
| Falling Trees or Branches                  | £250 |

**Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9** (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|------------------|------------------------|---------------------------|--------------|---------------------------|-----------------------|---------------------------|
| All Premises     | £96,000                | 24                        | N/A          |                           | N/A                   |                           |

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

**Operative Endorsements:**

None

# Part C – All Risks

## Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer Equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

## Additional Items:

Where no premises address is shown, the Item is not based at one location and cover is provided anywhere within the territorial limits.

| Item Description                                                          | Sum Insured | Excess |
|---------------------------------------------------------------------------|-------------|--------|
| Miscellaneous equipment in accordance with insured's inventory            | £17,632.04  | £100   |
| Computer Equipment                                                        | £7,479.56   | £100   |
| Photocopier                                                               | £8,497.61   | £100   |
| 3x Litter Bins                                                            | £2,220.10   | £100   |
| Finger Posts                                                              | £1,508.29   | £100   |
| Coat of Arms & Transfer                                                   | £1,407.29   | £100   |
| Mayor's Parlour Furniture                                                 | £8,416.15   | £100   |
| Mayoral Chair                                                             | £3,775.63   | £100   |
| 2 x Pictures                                                              | £9,447.19   | £100   |
| Civic Regalia                                                             | £53,332.67  | £100   |
| Bicycle Trailer                                                           | £1,221.64   | £100   |
| Visitor Information Boards                                                | £9,727.34   | £100   |
| Silver Plates                                                             | £5,665.07   | £100   |
| 32 x Bus Shelters whilst under the control of the insured                 | £118,586.71 | £100   |
| War memorial whilst under the control of the insured                      | £47,250.65  | £100   |
| Festival Illuminations whilst under the control of the insured            | £74,859.24  | £100   |
| 2 x Street Lamps whilst under the control of the insured                  | £1,700.48   | £100   |
| 5 x Tourist/Boundary Signs whilst under the control of the insured        | £13,830.78  | £100   |
| Roman Bible / Shield Trophies etc whilst under the control of the insured | £1,319.34   | £100   |
| 101 x Seats whilst under the control of the insured                       | £23,857.85  | £100   |
| 19 x Notice / Information Boards whilst under the control of the insured  | £15,791.94  | £100   |
| Centenary year Clock whilst under the control of the insured              | £11,334.98  | £100   |
| Roman Helmet Art Work                                                     | £39,358.97  | £100   |
| Offa Dyke Art Work                                                        | £59,895.19  | £100   |
| Sculpture 1 at Station Car Park                                           | £39,534.62  | £100   |
| Sculpture 2 Station Car Park                                              | £39,534.62  | £100   |
| Polytunnel                                                                | £2,865.73   | £100   |

|                                 |           |      |
|---------------------------------|-----------|------|
| 2 x Defibrillators              | £3,825.60 | £100 |
| Lease franking machine          | £2,160.97 | £100 |
| 2 new laptops/ docking stations | £2,216.15 | £100 |
| 17 Samsung Notepads             | £4,465.67 | £100 |

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)



## Part D – Money

Limit any one loss

- |                                                                                                                                              |          |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):                                       | £250,000 |
| 2. Loss of other Money:                                                                                                                      |          |
| (a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe | £5,000   |
| (b) in the private residence of any <b>Member</b> or <b>Employee</b>                                                                         | £250     |
| (c) in the <b>premises</b>                                                                                                                   |          |
| (i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>                                                | £5,000   |
| (ii) in locked safes or strongrooms                                                                                                          | £5,000   |
| (iii) in locked receptacles other than safes or strongrooms                                                                                  | £250     |

Excess: £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the Insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The insurer shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None



**Part H – Libel and Slander**

**Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

## Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£500,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

|             |                                               |
|-------------|-----------------------------------------------|
| Capital Sum | £100,000.00                                   |
| Weekly Sum  | £500.00                                       |
| Cover       | Sections 2 and 3 - Accident and Assault Cover |

#### Volunteers

|             |                                               |
|-------------|-----------------------------------------------|
| Capital Sum | £100,000.00                                   |
| Weekly Sum  | £500.00                                       |
| Cover       | Sections 2 and 3 - Accident and Assault Cover |

#### Directors/Councillors

|             |                                               |
|-------------|-----------------------------------------------|
| Capital Sum | £100,000.00                                   |
| Weekly Sum  | £500.00                                       |
| Cover       | Sections 2 and 3 - Accident and Assault Cover |

### Operative Endorsement:

- 1) Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## Part P – Legal Expenses

### Section:

|                                                |           |
|------------------------------------------------|-----------|
| 3. Employment Disputes and Compensation Awards | Operative |
| 4. Legal Defence                               | Operative |
| 5. Property Protection and Bodily Injury       | Operative |
| 6. Tax Protection                              | Operative |
| 7. Contract Disputes - £5,000 Limit            | Operative |
| 8. Statutory Licence Protection                | Operative |
| <b>Limit of Indemnity:</b>                     | £200,000  |

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.



## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

| Type of Claim                                   | Claims team      | Claims contact details |                                                                                                                              |
|-------------------------------------------------|------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Buildings, contents including "All Risks" Items | Property Claims  | Tel:                   | 0800 028 0336                                                                                                                |
| Business interruption                           |                  | Email:                 | <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>                         |
| Money                                           |                  | Address:               | Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF          |
| Works in progress                               |                  |                        |                                                                                                                              |
| Public liability                                | Liability Claims | Tel:                   | 0800 876 6984                                                                                                                |
| Employers liability                             |                  | Email:                 | <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims)                                                      |
| Personal assault under Money                    |                  |                        | <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)                                     |
| Personal accident                               |                  | Address:               | Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4) |
| Financial and administrative liability          |                  |                        |                                                                                                                              |
| Professional negligence                         |                  |                        |                                                                                                                              |
| Hirers liability                                |                  |                        |                                                                                                                              |
| Fidelity guarantee                              |                  |                        |                                                                                                                              |
| Libel and slander                               |                  |                        |                                                                                                                              |
| Engineering Insurance                           |                  |                        |                                                                                                                              |
| Engineering – Deterioration of stock            |                  |                        |                                                                                                                              |
| Business travel                                 |                  |                        |                                                                                                                              |
| Motor                                           |                  |                        |                                                                                                                              |
|                                                 | Motor Claims     | Tel:                   | 0800 916 8872 (new motor claims)<br>0800 232 1913 (customer damage)                                                          |
|                                                 |                  | Email:                 | <a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>                                     |
|                                                 |                  | Address:               | Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW                                        |
| Legal Expenses                                  | DAS Legal Claims | Tel:                   | 0117 934 2116 (Switchboard)                                                                                                  |

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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## To Whom It May Concern

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

**Name of Insured:** Prestatyn Town Council

This is to confirm that Prestatyn Town Council have in force with this Company until the policy expiry on 31st May 2024 insurance incorporating the following essential features:

**Policy Number:** YLL-272006-7783

**Renewal Date:** 1st June 2024

|                             |                       |                                                                                                  |
|-----------------------------|-----------------------|--------------------------------------------------------------------------------------------------|
| <b>Limits of Indemnity:</b> | Public Liability:     | £10,000,000 minimum*<br>any one event                                                            |
|                             | Products Liability:   | £10,000,000 minimum*<br>for all claims in the<br>aggregate during and one<br>period of insurance |
|                             | Pollution Liability:  | As per Products Liability                                                                        |
|                             | Employers' Liability: | £10,000,000 any one event inclusive of<br>costs                                                  |
|                             | Official's Indemnity: | As below                                                                                         |

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

### Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

### Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

### Full Policy

The policy documents should be referred to for details of full cover.





# Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-272006-7783

1. Name of policyholder Prestatyn Town Council

2. Date of commencement of insurance policy 01/06/2023

3. Date of expiry of insurance policy 31/05/2024

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature

Tim Bailey

Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

## Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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# Select for Local Councils

## Notice to policyholders

This document details the main changes to the updated policy wording. It does not contain a record of every amendment or those made to individual client policies. Please ensure that you read in full any documentation provided in conjunction with the updated policy wording to determine the full terms, conditions, limitations and exclusions of the policy cover.

### Helpline Services

- Addition of Risk Management Advice Line - providing free practical guidance on risk issues.

### Property Exclusions

- References to 'damage', 'business interruption' and/or 'consequential loss' within the policy level General Exclusions applying to our Property covers, and section level exclusions within our Property covers, have been replaced with 'loss, damage, cost or expense' to ensure clarity of intent.

### General conditions

#### Fair Presentation of the Risk and Change in Circumstances

- The remedies for non-compliance in the Fair Presentation of the Risk and Change in Circumstances conditions have been clarified.

#### Addition of Electronic Risks exclusion

- We have added an Electronic Risks exclusion to the General Conditions of our policy wording. This exclusion applies to all Property sections. Your Terrorism section, where purchased, already contains a similar exclusion.
- The effect of this exclusion is to exclude loss, damage, cost or expense resulting from virus or similar mechanism, hacking or denial of service attack. We have added definitions of what each of these mean to our General Definitions.

### Part A - Material Damage

#### Trace and Access limit amended

- We have amended the Trace and Access extension under this Part, increasing the limit to £25,000 any one loss and restricting it so that it also is limited to this amount in the aggregate in one period of insurance.

### Part I - Motor Vehicles

#### Electric Vehicles

- We have updated our wording to reflect the needs of electric vehicles and their users. This includes:
  - amended definitions of The Insured Vehicle and adding new definitions of Accessories and Electric Vehicle.
  - added cover for liability arising from the charging of an electric vehicle using charging cables
  - clear statement of coverage relevant to damage to the batteries of electric vehicles and the payment of claims should the battery be leased or hired.

#### Geographical Limits - Brexit change in terms of Geographical Limits and the Earthquake and Riot and Civil Commotion Exclusion

- We have updated our wordings to reflect the United Kingdom's withdrawal from the European Union.



### **Motor - Terrorism - Mutualisation of Road Traffic Act risk**

- Following the Westminster Bridge terrorism incident, the terrorism risk was mutualised by the Motor Insurers' Bureau (MIB) and therefore we as the insurer are liable only for third party property damage above the Road Traffic Act minimum requirement of £1.2m up to the limit specified in your policy. All injury claims will be picked up by the MIB. We have amended our wordings to reflect this change.

### **Motor - Further enhancements**

- We have updated the wording to reflect the addition of the following covers:
  - New for Old cover in respect of any Motor Car or goods carrying Commercial Vehicle not exceeding 7.5 tonne gross vehicle weight within one year of the first registration.
  - Unlimited Theft or Loss of Keys cover which will not be subject to the policy excess.
  - Child Seat Replacement cover which will not be subject to the policy excess. A definition of Child Seat has been added.
  - Whilst the Insured Vehicle is in the custody, control of any hotel, restaurant or similar organisation for the purposes of parking.
  - Incorrect Fuelling to cover cost of draining and cleansing the fuel tank of an Insured Vehicle following the accidental filling of the fuel tank with the incorrect fuel for the type of engine. The cover will not be subject to the policy excess.
  - Emergency Hotel and Travel Expenses incurred if the Insured Vehicle is immobilised because of damage or theft which necessitates an unplanned overnight stop. Hotel expenses up to £250 are covered in respect of the driver and each passenger up to a total of £750 in any one claim while travel expenses are payable up to a maximum amount of £250 in respect of any one claim.
  - Windscreens which are damaged but repairable will no longer be subject to the policy excess for windscreens. The excess will remain applicable for windscreen replacement. A policy definition has been added to define windscreen.

### **Motor - Exclusions**

- We are excluding damage directly caused to the insured vehicle by pressure waves by aircraft or other aerial devices travelling at sonic or supersonic speeds though we continue to insure requirements of the Road Traffic Act in terms of third party liabilities.
- We are also excluding cover in respect of the owners of vehicles leased to you where liability is attributable to the negligence of the owner.

### **Motor - Law Applicable – Special Condition**

- A new law applicable special condition has been added so that the law and courts of the place where the vehicle is used for the majority of the period of insurance applies. If there is any disagreement about which law applies, the law and courts of the place where the vehicle is registered will apply.

### **Part J - Motor Legal Expenses and Uninsured Loss Recovery**

- DAS who are the insurer of this part of the policy have provided a refreshed and up to date wording. Whilst the wording looks different there are no changes to record in terms of the breadth of the policy wording.

### **Part L - Plant Protection**

- An electronic risks exclusion has been applied to this part.

### **Part M - Deterioration of Stock**

- An electronic risks exclusion has been applied to this part.
- Clarification has been added that the insurer's liability in respect of Section 2 - Cover a) and b), combined will not exceed in respect of any one Accident the sum insured stated in the schedule in any one period of insurance.
- Clarification has been added that the insurer's liability in respect of Section 2.1 Additional Costs will not exceed £25,000 or 10% of the sum insured stated in the schedule in any one period of insurance, whichever is the lesser.

### **Part P - Legal Expenses**

- DAS who are the insurer of this part of the policy have provided a refreshed and up to date wording. Whilst the wording looks different there are no changes to record in terms of the breadth of the policy wording.

## Part R - Terrorism

### Terrorism Cover

- The operative clause has been amended to ensure that where purchased, cover under this part aligns to that which is provided under the Property sections of your policy wording, including Material Damage and Business Interruption (where purchased).
- Previously your policy wording stated that the cover would only be triggered by an event involving damage but the cover we are providing also includes some instances of loss, cost or expense resulting where there is no damage.

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MLABNA03 (01/23)

From: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
Sent: Wednesday, May 31, 2023 12:09 PM  
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
Subject: RE: Denbighshire's Replacement LDP Candidate Sites Events

Dear All,

As an update, Denbighshire County Council have approved that Prestatyn Town Council can elect 2 members to attend the Llangollen event on 27/06/23 and 4 members to attend Meliden's event on 06/07/23.

Cllr West and Cllr Evans are on a reserve list, for attending the Ruthin event on 15/06/23, as they envisage this will be busy, so cannot confirm attendance until the week before.

Please do email me if you wish to attend the Llangollen event as it is before the next council meeting scheduled for 28/06/23.

Kind regards,

Lisa

From: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
Sent: Wednesday, May 31, 2023 11:30 AM  
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
Subject: Denbighshire's Replacement LDP Candidate Sites Events  
Importance: High

Good morning,

Further to the attached notification sent to you all yesterday, I have spoken with Denbighshire Planning Policy Department and asked if it is ok to send different Councillors to all the 3 events, I have been informed this should not be a problem.

Cllr Carol Evans has been invited to attend along with Cllr Adrian West, to the briefing on 15th June in Ruthin. However, anyone else who wishes to attend either of the other two dates, please contact me.

Please note this is also on the agenda to discuss at the Full Council meeting on 28/06/23.

Kind regards,

Lisa





# INSURANCE RENEWAL PROPOSAL FOR Prestatyn Town Council

Prepared by

Mr Jonathan Meiseles

28th May 2023

## 1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

### Competitive pricing

We are proposing premiums shown in the table below

| LTA Term* | Price proposed<br>(including all applicable taxes) |
|-----------|----------------------------------------------------|
| 1 Year    | £5,787.69                                          |
| 3 Year    | £4,901.09                                          |

\* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

## 2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

### 3. The cost of this policy

The cost of this policy is £4,901.09 (including taxes, based on a 1 year agreement).

This is made up of £4,375.98 for your policy, £525.11 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

### 4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.



## 5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

## 6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

*Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.*

Please email or call me if you have any questions about these changes.

## 7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

## 8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at [jonathan.meiseles@uk.zurich.com](mailto:jonathan.meiseles@uk.zurich.com)

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## FW: Insurance Renewal 1st June 2023

Lisa Fearn

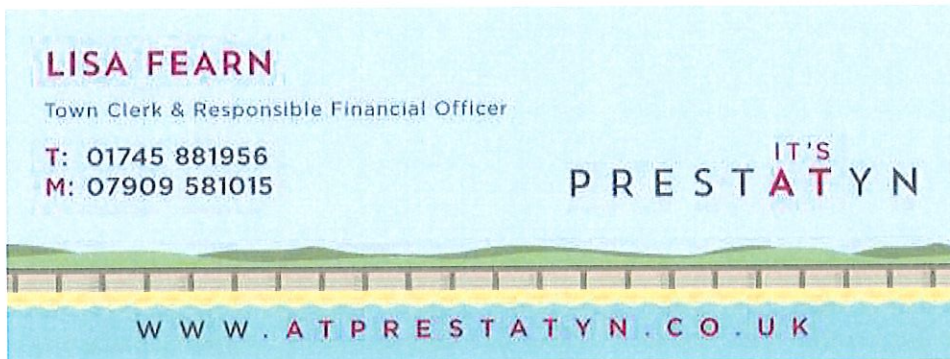
Tue 2023-05-30 1:39 PM

To: Info @ PTC <info@prestatyntc.co.uk>

Jess

Please print off email below and put in my tray.

Kind regards,  
Lisa



**My normal office hours are 8:30am - 5:30pm on Monday, Tuesday, Wednesday and Thursday.**

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7 Nant Hall Road, Prestatyn. LL19 9LR.  
Tel:- 01745 857185

[www.atprestatyn.co.uk](http://www.atprestatyn.co.uk)

**From:** Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
**Sent:** Tuesday, May 30, 2023 1:39 PM  
**To:** holliday343@hotmail.com  
**Subject:** Insurance Renewal 1st June 2023

Good afternoon, Carol,

I hope you are well and have had a lovely Bank holiday weekend.

Further to our conversation last week, regarding the renewal cost for Prestatyn Town Council's insurance policy please see figures below: -  
1 Year agreement £5,787.69 plus IPT



### 3 Year agreement £4,901.09 plus IPT

Breakdown of Zurich Insurance premiums paid for last 3 years: -

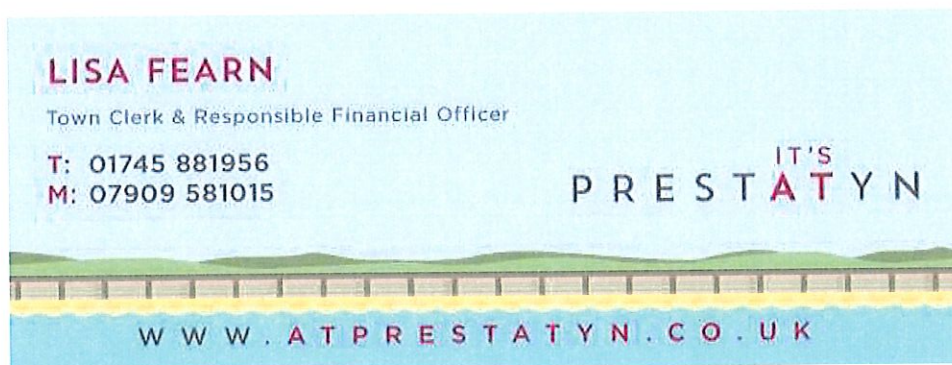
|      |                 |             |               |
|------|-----------------|-------------|---------------|
| 2020 | Gross £5,659.04 | IPT £606.32 | Net £5,052.72 |
| 2021 | Gross £5,723.59 | IPT £613.24 | Net £5,110.35 |
| 2022 | Gross £5,827.96 | IPT £624.42 | Net £5,203.54 |

As you can see, I have managed to negotiate a better price than paid over the past 3 years on a 3-year agreement which is what has approved before.

If agreeable, please can you confirm by email, then I will renew the policy. I will of course add to Full Council's agenda on 28/06/23 so members are informed.

Thank you.

Kind regards,  
Lisa



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## Denbighshire Replacement Local Development Plan (LDP) Candidate Sites

The Denbighshire replacement LDP 2018 – 20233 is being progressed with the Preferred Strategy having been approved on 9th May 2023 .

<https://moderngov.denbighshire.gov.uk/ieListDocuments.aspx?CId=134&MId=6774&LLL=0>

The council will be now working towards the next formal consultation stage for the LDP which will be the Deposit Plan. The Deposit LDP will contain detailed policies and land allocations and it is anticipated it will be subject to consultation later this year.

At the start of the LDP preparation process in 2018 the Council made a 'Call for Sites' which invited landowners and interested parties to submit any land they wanted to be considered for inclusion in the replacement LDP 2018 – 2033. As part of our on-going engagement with City, Town and Community Councils we want to ensure that you are familiar with any candidate sites in your community area and also to invite you to send 2 representatives to an information session.

Attached to this letter you will find a map, or several maps depending on the number of principal settlements, which shows all of the candidate sites that were submitted for consideration to the Council in your community area. If there are no candidate sites shown on the maps that means no candidate site has been put forward in the shown area. All candidate sites are also available for viewing on the Denbighshire CC's LDP webpage:

<https://www.denbighshire.gov.uk/en/planning-and-building-regulations/local-development-plan/replacement-local-development-plan/replacement-local-development-plan.aspx>

Candidate sites do not benefit from planning permission. They have been submitted to the Council for consideration in the replacement LDP but no decision has currently been made on any sites by the Council.

Please be aware that a very small number of shown candidate sites have already received planning permission under the provisions contained in the adopted LDP 2006 – 2021 since their submission in 2018. These are primarily re-submissions of existing LDP land allocations. They are however shown on the attached maps for completeness and transparency reasons.

Information sessions are being held :

1. Thursday 15<sup>th</sup> June, 5-7pm, County Hall, Wynnstay Road, Ruthin, LL15 1YN
2. Tuesday 27<sup>th</sup> June, 5-7pm, Llangollen Town Hall, Castle St, Llangollen LL20 8NU
3. Thursday 6<sup>th</sup> July, 5-7pm, Meliden Community Association, 10 Ffordd Talargoch, Meliden, Prestatyn LL19 8LA

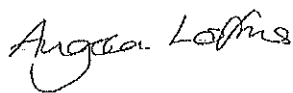
These information sessions will provide you with an opportunity to provide planning-related observations on the submitted candidate sites and find out more about the LDP preparation process in general.

Please confirm which of the information sessions your 2 representatives will be attending to assist with managing the events.

If you have any questions, please contact the LDP Team:

[planningpolicy@denbighshire.gov.uk](mailto:planningpolicy@denbighshire.gov.uk)

01824 706916



Angela Loftus

Rheolwr Cynllunio Strategol a Thai | Strategic Planning and Housing Manager

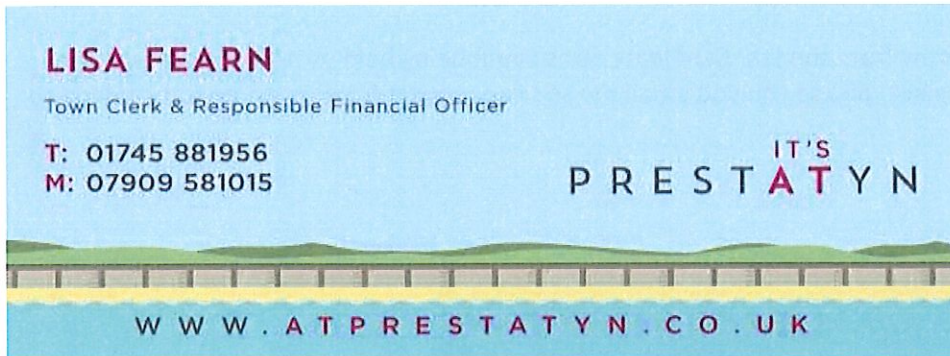
Cynllunio Strategol a Thai | Strategic Planning and Housing



Cllr West and Cllr Evans are on a reserve list, for attending the Ruthin event on 15/06/23, as they envisage this will be busy, so cannot confirm attendance until the week before.

Please do email me if you wish to attend the Llangollen event as it is before the next council meeting scheduled for 28/06/23.

Kind regards,  
Lisa



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**From:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>  
**Sent:** Wednesday, May 31, 2023 11:30 AM  
**To:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>  
**Subject:** Denbighshire's Replacement LDP Candidate Sites Events  
**Importance:** High

Good morning,

Further to the attached notification sent to you all yesterday, I have spoken with Denbighshire Planning Policy Department and asked if it is ok to send different Councillors to all the 3 events, I have been informed this should not be a problem.

Cllr Carol Evans has been invited to attend along with Cllr Adrian West, to the briefing on 15th June in Ruthin. However, anyone else who wishes to attend either of the other two dates, please contact me.

Please note this is also on the agenda to discuss at the Full Council meeting on 28/06/23.





**Ysgol Uwchradd  
Prestatyn  
High School**

*"Llwyddiant i bawb drwy positifrwydd a chyfrifoldeb"*  
*"Achievement for all through positivity and responsibility"*

**Pennaeth Headteacher Mr N Foley B.S.c.  
MA.**

2 Rhodfa'r Tywysogion, Prestatyn Sir Ddinbych  
LL19 8RS

2 Princes Avenue, Prestatyn, Denbighshire  
LL19 8RS

Ffon/Tel: (01745) 852312

[prestatyn.high@denbighshire.gov.uk](mailto:prestatyn.high@denbighshire.gov.uk)

[www.prestatynhigh.co.uk](http://www.prestatynhigh.co.uk) @PrestatynHigh

Dear Prestatyn Town councillors,

Prestatyn High School F1 in Schools team (POCKET ROCKET) have reached the UK final of this international STEM competition. Which is being held on the 29th/30th of June at Leeds university.

The competition consists of the team designing a model F1 car on the computer (CAD) and then getting the car machined out using a computer aided router (CAM). Front and rear nose cone and wings are then added and the whole car is then painted in the team colours.

The car is then raced along a 20M track against other teams, the car is sent down the track by means of a small co2 cylinder. Along side the car design and racing the team have to act as a race team and produce engineering and enterprise folders, as well as doing verbal presentations about how the designed the car and team logo and the engineering behind the car.

We were wondering if you as the town council would consider supporting us with the running cost of the team in the UK final. Our cost of getting there and competing is in the region of £600 to £1000. We have secured some funding from other sources and some local businesses have given services (paint and printing).

Any contributions towards the running costs will be greatly appreciated. We looking forward to hearing from you.

Yours sincerely

Gwyn Price

D&T technician/ F1 in schools coordinator.

## FW: Prestatyn Town Council meetings

Lisa Fearn

Wed 2023-06-07 6:25 PM

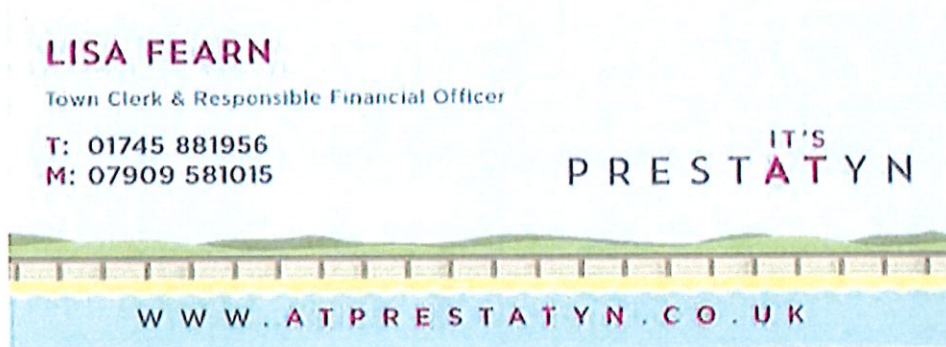
To: Info @ PTC <info@prestatyntc.co.uk>

Jess

This is the email to add to the previous letter.

Kind regards,

Lisa



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From: Gwyn Price <gprice@prestatynhigh.co.uk>  
Sent: Wednesday, June 7, 2023 2:36 PM  
To: Lisa Fearn <Lisa.Fearn@prestatyntc.co.uk>  
Subject: Re: Prestatyn Town Council meetings

Hello Lisa

I only found out the dates of the UK final since your last meeting.

The school has said that they would cover the cost in the first place so any funding would be used to offset that from the school.

I hope that this is not too short of a notice.

I hope that is ok and look forward to hearing from you.



Many thanks Gwyn

**From:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>

**Sent:** 07 June 2023 14:25

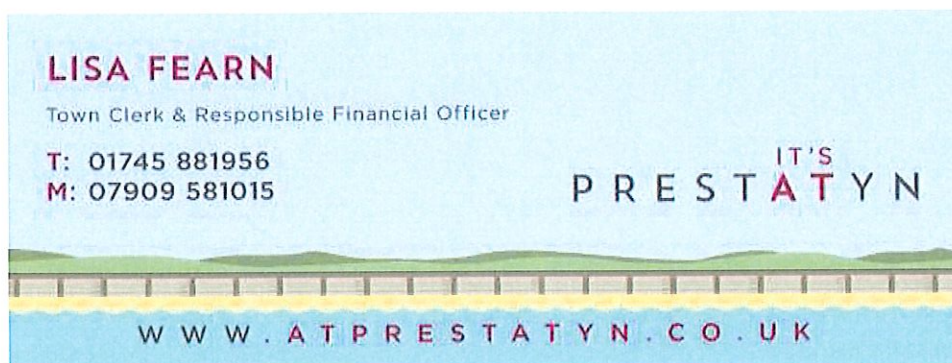
**To:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>

**Subject:** RE: Prestatyn Town Council meetings

Good afternoon, Gwyn,

Further to your request for funding. I note the event is happening on 29/30<sup>th</sup> June. Members would need to decide on offering financial support and the next Prestatyn Town Council's Full Council meeting is on Wednesday 28<sup>th</sup>, would this not be too late?

Kind regards,  
Lisa



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**From:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>

**Sent:** Wednesday, June 7, 2023 1:20 PM

**To:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>

**Subject:** Re: Prestatyn Town Council meetings

Hello Lisa

Sorry for the delay in getting back to you regarding F1 in Schools funding.

Please find attached a letter regarding the funding and letting you know about the competition.

I would be grateful if you would put it before the council for them to consider.

Many thanks Gwyn Price

---

**From:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>

**Sent:** 10 May 2023 13:14

**To:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>

**Cc:** Sharon Frobisher PTC CLLR ([sharon.frobisher@hotmail.co.uk](mailto:sharon.frobisher@hotmail.co.uk)) <[sharon.frobisher@hotmail.co.uk](mailto:sharon.frobisher@hotmail.co.uk)>

**Subject:** Prestatyn Town Council meetings

Hello Gwyn,

I hope you are well.

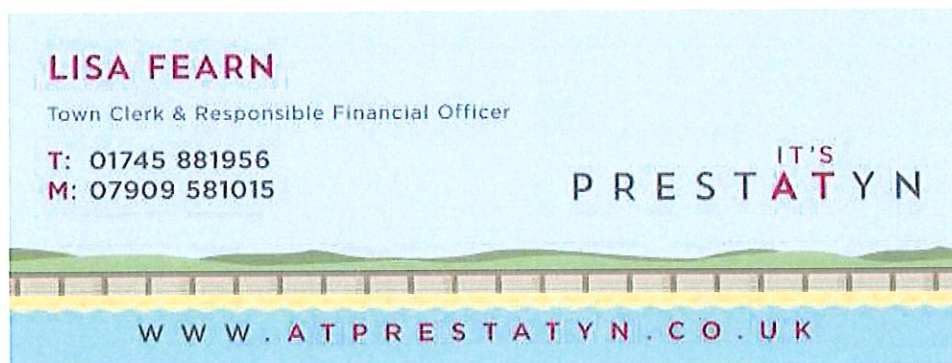
Cllr Frobisher has asked me to email with the dates for the next Town Council meetings, they are as follows:-

Wednesday 28<sup>th</sup> June 2023

Wednesday 26<sup>th</sup> July 2023

Kind regards,

Lisa



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<http://www.prestatynhigh.co.uk>/ Visit us online at <http://www.prestatynhigh.co.uk>/ Follow us on Twitter:

<http://twitter.com/PrestatynHigh> Mae'r wybodaeth a gynhwysir yn yr e-bost hwn ac unrhyw ffeiliau a drosglwyddir gydag o wedi eu bwriadu yn unig ar gyfer pwy bynnag y cyfeirir ef ato neu atynt. Os ydych wedi



## FW: Prestatyn Town Council meetings

Lisa Fearn

Wed 2023-06-07 6:25 PM

To: Info @ PTC <info@prestatyntc.co.uk>

Jess

This is the email to add to the previous letter.

Kind regards,  
Lisa

### LISA FEARN

Town Clerk & Responsible Financial Officer

T: 01745 881956  
M: 07909 581015

IT'S  
PRESTATYN



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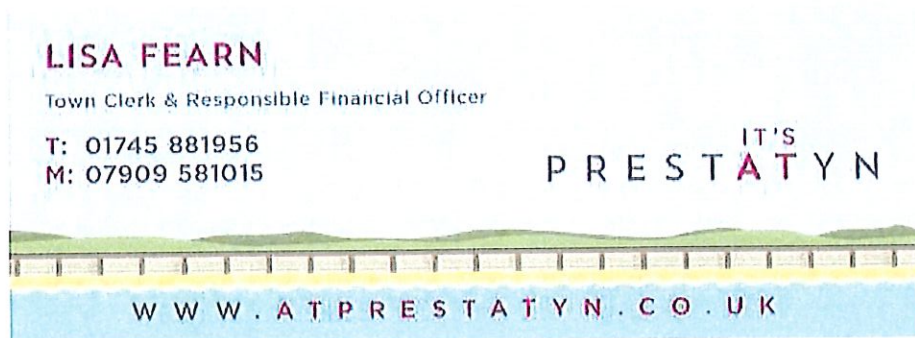
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**From:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>  
**Sent:** 07 June 2023 14:25  
**To:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>  
**Subject:** RE: Prestatyn Town Council meetings

Good afternoon, Gwyn,

Further to your request for funding, I note the event is happening on 29/30<sup>th</sup> June. Members would need to decide on offering financial support and the next Prestatyn Town Council's Full Council meeting is on Wednesday 28<sup>th</sup>, would this not be too late?

Kind regards,  
Lisa



**My normal office hours are 8:30am - 5:30pm on Monday, Tuesday, Wednesday and Thursday.**

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*Mae'r e-bost hwn ac unrhyw ffeiliau a drosglwyddir gydag o'n gyfrinachol ac wedi eu bwriadu yn unig ar gyfer yr unigolyn neu'r ended y cyfeirir yr e-bost ato neu ati. Os ydych wedi derbyn yr e-bost hwn ar gam, rhowch wybod I Glerc y Dref os gwelwch yn dda. Nodwch fod unrhyw farn neu gred sydd wedi eu cyflwyno yn yr e-bost yma'n cynrychioli barn neu gred yr awdur ac nid ydynt o anghenraid yn cynrychioli barn y Cyngor Tref. Dylai'r derbyniwr wirio'r e-bost yma ac unrhyw atodiadau i weld a oes ffrysau'n bresennol. Nid yw'r cwmni'n derbyn atebolrwydd am unrhyw niwed a achosir gan unrhyw firws a drosglwyddir.*

Prestatyn Town Council.  
7 Nant Hall Road, Prestatyn. LL19 9LR.  
Tel:- 01745 857185

[www.atprestatyn.co.uk](http://www.atprestatyn.co.uk)

**From:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>  
**Sent:** Wednesday, June 7, 2023 1:20 PM  
**To:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>  
**Subject:** Re: Prestatyn Town Council meetings

Hello Lisa

Sorry for the delay in getting back to you regarding F1 in Schools funding.

Please find attached a letter regarding the funding and letting you know about the competition.



I would be grateful if you would put it before the council for them to consider.

Many thanks Gwyn Price

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**From:** Lisa Fearn <[Lisa.Fearn@prestatyntc.co.uk](mailto:Lisa.Fearn@prestatyntc.co.uk)>

**Sent:** 10 May 2023 13:14

**To:** Gwyn Price <[gprice@prestatynhigh.co.uk](mailto:gprice@prestatynhigh.co.uk)>

**Cc:** Sharon Frobisher PTC CLLR ([sharon.frobisher@hotmail.co.uk](mailto:sharon.frobisher@hotmail.co.uk)) <[sharon.frobisher@hotmail.co.uk](mailto:sharon.frobisher@hotmail.co.uk)>

**Subject:** Prestatyn Town Council meetings

Hello Gwyn,

I hope you are well.

CLLr Frobisher has asked me to email with the dates for the next Town Council meetings, they are as follows:-

Wednesday 28<sup>th</sup> June 2023

Wednesday 26<sup>th</sup> July 2023

Kind regards,

Lisa

**LISA FEARN**

Town Clerk & Responsible Financial Officer

T: 01745 881956

M: 07909 581015

IT'S  
PRESTATYN



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