



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

25th May 2015

25^{ain} Mai 2015

Dear Councillor

Annwyl Gyngorydd

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on **Wednesday 1st June 2016 at 6.15pm**

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Siambr y Cyngor, Swyddfeydd y Cyngor, Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 1af Mehefin 2016 am 6.15pm**

Yours sincerely

Yr eiddoch yn gywir

Town Clerk

Clerc y Dref

- | | | | |
|---|--|---|--|
| 1 | APOLOGIES | 1 | YMDDIHEURIADAU |
| 2 | PAID ACCOUNTS
Copy attached | 2 | CYFRIFON A DALWYD
Mae copi wedi'i atodi |
| 3 | INTERNAL AUDIT REPORT
Mr T. Brown, Internal Auditor to report | 3 | ADRODDIAD ARCHWILIAD MEWNOL
Mr T. Brown, Archwiliwr Mewnol i roi adroddiad |
| 4 | ANNUAL AUDIT 2015/16
Copy attached to follow | 4 | ARCHWILIAD BLYNYDDOL 2015/16
Mae copi wedi'i atodi |
| 5 | FINANCIAL ASSISTANCE APPLICATIONS
Copy attached | 5 | CEISIADAU AM GYMORTH ARIANNOL
Mae copi wedi'i atodi |
| 6 | LOCAL AUTHORITIES (MODEL CODE OF CONDUCT 2016)
Copy attached | 6 | AWDURDODAU LLEOL (COD YMDDYGIAD MODEL 2016)
Mae copi wedi'i atodi |
| 7 | EXCLUSION OF PUBLIC AND PRESS
To consider exclusion of Public and Press in accordance with Local Government Act 1972 Schedule 12A Parts 1 & 2 | 7 | EITHRIO'R CYHOEDD A'R WASG
Ystyried eithrio'r Cyhoedd a'r Wasg yn unol â Deddf Llywodraeth Leol 1972 Atodlen 12A Adrannau 1 a 2 |
| 8 | COMMUNITY EVENTS OFFICER
To report upon recent appointment | 8 | SWYDDOG DIGWYDDIADAU CYMUNEDOL
I roi adroddiad ar y penodiad diweddar |

9 STAFF RECORDS 2015/16
To report upon Staff sickness and training

9 COFNODION STAFF 2015/16
I roi adroddiad ar salwch Staff a hyfforddiant

To: All Town Councillors
Officers and Press Representatives
Mr T. Brown – Internal Auditor
Prestatyn Library
www.atprestatyn.co.uk

I: Holl Gynghorwyr y Dref
Swyddogion a Chynrychiolwyr y Wasg
Mr T. Brown - Archwiliwr Mewnol
Llyfrgell Prestatyn
www.atprestatyn.com.uk

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

MARCH 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
		£	£	£
A <u>General Services</u>				
705065	Ty Caradoc Community Association - Hire of Hall - HLAP	20.00		20.00
705083	Alys McDonald - Dance Session - HLAP	42.50		42.50
		<u>62.50</u>	<u>0.00</u>	<u>62.50</u>
B <u>Service Organisation / Grants s.137</u>				
705067	Gwasg Helygain - x1,000 Advertising Leaflets re: What's On 2016	260.00		260.00
705068	Coconut Shy Events re: Easter Event (Marquee Hire)	2,000.00		2,000.00
705071	Katie Sheridan re: Valentine Day Event Entertainment	60.00		60.00
705075	PRS for Music - Music Licences (x6)	1,013.09	202.61	1,215.70
705080	Routemaster4Hire - Hire of Routemaster Bus for Summer Season 2016	2,400.00		2,400.00
705085	Mr Sam Wood - Santa's Grotto Elf (x3)	123.00		123.00
705094	Menter Iaith Sir Ddinbych - St David's Day Event	450.00		450.00
705095	Artisans Collective CIC - Puppet Show / Entertainments - Easter Event	140.00		140.00
		<u>6,446.09</u>	<u>202.61</u>	<u>6,648.70</u>
C <u>Community / Environmental Services</u>				
705058	Mrs L Hewitt - Clerical Support (02.03.16)	72.00		72.00
705063	Huws Grey (SE) - Plywood re: Ty Pendre Mosaic Project	24.36		24.36
705077	Amazon (SE) - Musical Equipment re: Mind Music Project	16.77		16.77
705078	Speech Mark - Musical Equipment re: Mind Music Project (replacement chq)	52.24	8.70	60.94
705091	Amason (SE) - Musical Equipment re: Mind Music Project	26.88		26.88
705097	Vista Print (SE) - T-Shirts re: Mind Music Project	36.75		36.75
B/C	Survey Monkey - Survey Report re: Dementia	26.00		26.00
		<u>255.00</u>	<u>8.70</u>	<u>263.70</u>
Total for Development & Regeneration Committee (Community)		<u>6,763.59</u>	<u>211.31</u>	<u>6,974.90</u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

		Total Excluding VAT	VAT	Total
		£	£	£
D <u>General Administration</u>				
705050	High Street News - Publications @ 27.02.16	22.20		22.20
705053	Community Health Manager - Mileage Claim (29/02/16 & 09.02.16)	54.86		54.86
705059	Conrad Office & Art Ltd - Stationery	10.85	2.17	13.02
705069	Ellis Whittam - Insurance Premium Tax	38.75		38.75
705070	Conrad Office & Art Ltd - Stationery	262.95	52.60	315.55
705073	Francotyp Postalia Ltd - Franking Machine Rental (11.3.16 to 10.06.16)	60.00	12.00	72.00
705081	Digitel Europe T/A Inet - Telephone Rental / BroadBand / Calls - March 16	129.63	25.93	155.56
705082	Live Technologies Ltd - Computer Maintenance & Support - February 16	220.00	44.00	264.00
705084	Conrad Office & Art Ltd - Stationery	53.12	10.62	63.74
705090	Councillor B Paterson - Mileage Claim (4th, 8th, 19 & 22 March 2016)	41.40		41.40
705092	TGR Brown - Internal Audit Services (October to March 2016)	500.00		500.00
705099	Petty Cash	100.00		100.00
		<u>1,493.76</u>	<u>147.32</u>	<u>1,641.08</u>
E <u>Democracy</u>				
705051	Sian Jones - Welsh Translation re: February 2016	39.50		39.50
		<u>39.50</u>	<u>0.00</u>	<u>39.50</u>
F <u>Personnel</u>				
705055	Nation Recruit - Agency Staff re: Reception Cover (22nd to 25th Feb 2016)	233.00	46.60	279.60
705058	Mrs L Hewitt - Clerical Support at Meeting (2nd March 2016)	40.00		40.00
705060	Gunsmoke Communications - Event Support Work - February 2016	1,587.50		1,587.50
705061	Philip Nobbs (NA) - Work Experience (Reimburse Train Fares)	16.80		16.80
705086	Nation Recruit - Agency Staff re: Reception Cover (21st March 16)	78.64	15.73	94.37
705096	Nation Recruit - Agency Staff re: Reception Cover (30th March 16)	113.43	22.69	136.12
705098	Denbighshire County Council - Payroll re: March 2016	12,939.35		12,939.35
		<u>15,008.72</u>	<u>85.02</u>	<u>15,093.74</u>
G <u>Office Accommodation</u>				
705076	SSE - Electricity & Gas Usage @ PTC Offices (12th Dec to 9th March 16)	797.06	46.49	843.55
705087	GK Evans - Attend Flickering Light at PTC Offices	37.00	7.40	44.40
705088	Sherratt Landscape Contractors Ltd - Jetwash Paving at PTC Offices	80.00	16.00	96.00
705093	Rich Brother Ltd - Replace Roof Tile at PTC Offices	60.00	12.00	72.00
		<u>974.06</u>	<u>81.89</u>	<u>1,055.95</u>
H <u>Other Expenses</u>				
705072	Betsi Cadwaladr University Hospital Board - Occupational Health Services (x4 Sessions Plus Mileage)	2,412.96		2,412.96
		<u>2,412.96</u>	<u>0.00</u>	<u>2,412.96</u>
Total for Finance and Management Committee		<u>19,929.00</u>	<u>314.23</u>	<u>20,243.23</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE**EXPENDITURE**

	Total Excluding VAT £	VAT £	Total £
I Town Regeneration (Services)			
705054 Sherratt Landscapes - Contract Services for February 2016		138.00	138.00
- Bus Shelter Maintenance x 43 per month	279.50		279.50
- Notice Boards (Clean x19)	45.00		45.00
- Notice Boards (Change x19)	45.00		45.00
- Inspection of Art Works	20.00		20.00
- Grounds Maintenance (Boulevard)	39.17		39.17
- Grounds Maintenance (Pendre Memorial Gardens)	98.17		98.17
- Windblown Litter Collection & Disposal (The Boulevard)	8.00		8.00
- Windblown Litter Collection & Disposal (Pendre Memorial Gdns)	124.83		124.83
- Windblown Litter Collection & Disposal (Town Council Offices)	30.34		30.34
705056 Sherratt Landscapes - Tree Survey at Pendre Memorial Gardens	295.00	59.00	354.00
705064 Denbighshire County Council - Festive Lighting 2015	10,080.00	2,016.00	12,096.00
705076 SSE - Electricity Usage at Ty Pendre Community Building (12th Dec to 9th March 16)	89.94	4.49	94.43
705089 Denbighshire County Council - Repairs to Half Christmas Tree on PTC Offices	184.64	36.93	221.57
	<u>11,339.59</u>	<u>2,254.42</u>	<u>13,594.01</u>
J Town Regeneration (Development)			
705057 Daydream Designs - Design & Produce Prestatyn Signage -TCP	1,031.00	206.20	1,237.20
705066 Denbighshire County Council - Annual Contribution to Scala Cinema 2015/16	66,493.00		66,493.00
	<u>67,524.00</u>	<u>206.20</u>	<u>67,730.20</u>
Total For Community Development & Regeneration Committee (Services/Development)	<u>78,863.59</u>	<u>2,460.62</u>	<u>81,324.21</u>
TOTAL EXPENDITURE FOR MARCH 2016	<u>105,556.18</u>	<u>2,986.16</u>	<u>108,542.34</u>

PRESTATYN TOWN COUNCIL
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MARCH 2016

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Receipt £
07.03.16 Bank Interest - a/c 836 (7th Dec to 6th March 2016)		62.04				62.04
31.03.16 Lost Cheque Paid Back in (705005) replaced with 705078 - Speechmark	52.24				8.70	60.94
31.03.16 DCC unpersented cheque 704639 - paid back into account	21.00					21.00
31.03.16 DCC contribution to Cytenary Wire 2016/17				3,000.00		3,000.00
31.03.16 DCC contribution to Routemaster Bus 2016/17 Season		2,100.00				2,100.00
Total Income for March 2016	73.24	2,162.04	0.00	3,000.00	8.70	5,243.98

**External Funding-Grants/Recharges
March 2016**

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
06.03.16	705057	Daydream Designs	TCP	1,031.00	1,031.00	1,031.00	J4A
21.03.16	705077	Amazon (SE)	MM	16.77	16.77	16.77	C20A
21.03.16	705078	SpeechMark	MM	52.24	52.24	52.24	C20A
22.03.16	705080	Routemaster4Hire	TCP	2,400.00	2,100.00	2,100.00	B9A
24.03.16	705091	Amazon (SE)	MM	26.88	26.88	26.88	C20A
31.03.16	705097	VistaPrint	MM	36.75	36.75	36.75	C20A
				3,563.64	3,263.64	3,263.64	

PTC Services

BCUHB Cardiac Rehab Phase 4 2,748.00

Mind Music 100%

CR=Cardiac Rehab (100%)

Town Centre Partnership(100%)

18.04.16

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

APRIL 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
		£	£	£
A General Services				
705109	Alys McDonald - Dance Sessions - hlap	85.00		85.00
705111	Helen Taylor - Art Sessions - hlap	135.00		135.00
705118	Meliden Community Association - Dance Sessions - Hire of Hall - hlap	50.00		50.00
705119	Prestatyn Leisure Centre - Hire of Hall - hlap	37.33	7.47	44.80
705122	Prestatyn Tennis Club - Tennis Session x 3 - hlap	144.00		144.00
705123	Helen Taylor - Art Sessions - hlap	75.00		75.00
		<u>526.33</u>	<u>7.47</u>	<u>533.80</u>
B Service Organisation / Grants s.137				
		1,800.00		1,800.00
705105	Benefits Advice Shop - s.137 payment	2,500.00		2,500.00
705106	Denbighshire CAB - s.137 payment	350.00		350.00
705107	Urdd Gobaith Cymru - s.137 payment	350.00		350.00
705108	Prestatyn Running Club - s.137 payment			
		<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>
C Community / Environmental Services				
		700.00		700.00
705102	Denbighshire Learning Difficulties Forum - s.137 payment	1,000.00		1,000.00
705103	Prestatyn & District Festival of Walking - s.137 payment	200.00		200.00
705104	Prestatyn Social Riders - s.137 payment	29.40	5.88	35.28
705125	Thornccliffe Building Supplies Ltd - Equipment re: Mosaic Project	25.00		25.00
705127	English Presbyterian Church - Hire of Hall re: Mayor's Coffee Morning	26.00		26.00
D/D	Survey Monkey - Dementia Awareness Survey			
		<u>1,980.40</u>	<u>5.88</u>	<u>1,986.28</u>
Total for Development & Regeneration Committee (Community)		<u><u>7,506.73</u></u>	<u><u>13.35</u></u>	<u><u>7,520.08</u></u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

	Total Excluding VAT	VAT	Total
	£	£	£
<u>D General Administration</u>			
705112 Lloyds Business Communications PLC - Annual Phone Maintenance Fee	323.50	64.70	388.20
705114 Vaughtons - x3 Past Mayor's Badges	218.32	43.66	261.98
705115 High Street News - Publications @ 2.4.15	27.75		27.75
705129 Francotyp Postalia Ltd - Franking Machine Credit	100.00		100.00
705130 Digitel Europe t/a Inet - Telephone/Broadband/LineRental @ 31.03.16	130.88	26.18	157.06
705131 Offa's Dyke Association - Membership 2016/17	14.00		14.00
705138 Live Technologies Ltd - Computer Maintenance & Support re: March 2016	220.00	44.00	264.00
	<u>1,034.45</u>	<u>178.54</u>	<u>1,212.99</u>
<u>E Democracy</u>			
705117 Sian Jones - Welsh Translation re: March 2016	82.20		82.20
	<u>82.20</u>	<u>0.00</u>	<u>82.20</u>
<u>F Personnel</u>			
705133 Nation Recruit - Agency Staff re: Reception Cover (17.04.16)	17.48	3.50	20.98
705135 Denbighshire County Council - Payroll re: April 2016 / Service & Invoice Fee	12,819.19	60.00	12,879.19
705136 Nation Recruit - Agency Staff re: Reception Cover (24.04.16)	385.50	77.10	462.60
	<u>13,222.17</u>	<u>140.60</u>	<u>13,362.77</u>
<u>G Office Accommodation</u>			
705100 Denbighshire County Council - Trade Waste Collection (1.1.16 - 30.4.16)	49.32		49.32
705101 Denbighshire County Council - NNDR 2016/17 re: 7 Nant Hall Road	3,402.00		3402.00
705120 C.E.M. Management Services Ltd - Window Cleaning Services (March)	20.00	4.00	24.00
705124 Canon Hygiene - Hire of Sanitary Unit (April to June 2016)	98.94	19.79	118.73
	<u>3,570.26</u>	<u>23.79</u>	<u>3,594.05</u>
<u>H Other Expenses</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for Finance and Management Committee	<u>17,909.08</u>	<u>342.93</u>	<u>18,252.01</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

I Town Regeneration (Services)

	Total Excluding VAT £	VAT £	Total £
705101 Denbighshire County Council - NNDR 2016/17 re: Ty Pendre Community Building	349.92		349.92
705110 Denbighshire County Council - Annual Rental re: Ty Pendre Community Building	5.00		5.00
705113 GK Evans - Call out to Ty Pendre re: Electricity Trip Switch	45.00	9.00	54.00
705116 Sherratt Landscapes - Contract Services for March 2016		138.00	138.00
- Bus Shelter Maintenance x 43 per month	279.50		279.50
- Notice Boards (Clean x19)	45.00		45.00
- Notice Boards (Change x19)	45.00		45.00
- Inspection of Art Works	20.00		20.00
- Grounds Maintenance (Boulevard)	39.17		39.17
- Grounds Maintenance (Pendre Memorial Gardens)	98.17		98.17
- Windblown Litter Collection & Disposal (The Boulevard)	8.00		8.00
- Windblown Litter Collection & Disposal (Pendre Memorial Gdns)	124.83		124.83
- Windblown Litter Collection & Disposal (Town Council Offices)	30.34		30.34
- Christmas Lighting Contract	220.00	44.00	264.00
705121 Trinity Mirror Ltd - Advert in Newspaper (22.3.16) re: Christmas Lighting Contract	406.57		406.57
705126 Close Brothers - Jubilee Community Centre - Annual Insurance Cover	400.00		400.00
705132 Debbie Hamer - Caretaker Services re: Jubilee Community Centre (April 2016)			
	<u>2,116.50</u>	<u>191.00</u>	<u>2,307.50</u>

J Town Regeneration (Development)

705110 Denbighshire County Council - Contribution to Nova Toilets (Yr 2)	14,000.00		14,000.00
705128 Hampshire Flag Co. - High Street Bunting	191.50	38.30	229.80
705137 L.I.T.E. - Bolt Testing & Removal & Replacement of Bunting re: Prestatyn High Street	1,210.00	242.00	1,452.00
	<u>15,401.50</u>	<u>280.30</u>	<u>15,681.80</u>

Total For Community Development & Regeneration Committee (Services/Development) 17,518.00 471.30 17,989.30

TOTAL EXPENDITURE FOR APRIL 2016 42,933.81 827.58 43,761.39

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

I Town Regeneration (Services)

	Total Excluding VAT £	VAT £	Total £
705101 Denbighshire County Council - NNDR 2016/17 re: Ty Pendre Community Building	349.92		349.92
705110 Denbighshire County Council - Annual Rental re: Ty Pendre Community Building	5.00		5.00
705113 GK Evans - Call out to Ty Pendre re: Electricity Trip Switch	45.00	9.00	54.00
705116 Sherratt Landscapes - Contract Services for March 2016		138.00	138.00
- Bus Shelter Maintenance x 43 per month	279.50		279.50
- Notice Boards (Clean x19)	45.00		45.00
- Notice Boards (Change x19)	45.00		45.00
- Inspection of Art Works	20.00		20.00
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- Grounds Maintenance (Pendre Memorial Gardens)	98.17		98.17
- Windblown Litter Collection & Disposal (The Boulevard)	8.00		8.00
- Windblown Litter Collection & Disposal (Pendre Memorial Gdns)	124.83		124.83
- Windblown Litter Collection & Disposal (Town Council Offices)	30.34		30.34
- Windblown Litter Collection & Disposal (Christmas Lighting Contract)	220.00	44.00	264.00
705121 Trinity Mirror Ltd - Advert in Newspaper (22.3.16) re: Christmas Lighting Contract	406.57		406.57
705126 Close Brothers - Jubilee Community Centre - Annual Insurance Cover	400.00		400.00
705132 Debbie Hamer - Caretaker Services re: Jubilee Community Centre (April 2016)			
	<u>2,116.50</u>	<u>191.00</u>	<u>2,307.50</u>

J Town Regeneration (Development)

705110 Denbighshire County Council - Contribution to Nova Toilets (Yr 2)	14,000.00		14,000.00
705128 Hampshire Flag Co. - High Street Bunting	191.50	38.30	229.80
705137 L.I.T.E. - Bolt Testing & Removal & Replacement of Bunting re: Prestatyn High Street	1,210.00	242.00	1,452.00
	<u>15,401.50</u>	<u>280.30</u>	<u>15,681.80</u>

Total For Community Development & Regeneration Committee (Services/Development)

<u>17,518.00</u>	<u>471.30</u>	<u>17,989.30</u>
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TOTAL EXPENDITURE FOR APRIL 2016

<u>42,933.81</u>	<u>827.58</u>	<u>43,761.39</u>
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TOWN EVENTS

Name of Group	Details	Project Cost	Amount Sought	Reg'd Charity	PTC Budget Provision	Comments
Prestatyn Flower Show	Annual Show	6,500	1,000	-	1,000	
Prestatyn In Bloom	Wales/Britain in Bloom Competition	5,000	1,250	-	1,250	Town hosting Award Ceremony 2016
Prestatyn Pop In Centre (Prestatyn and Meliden Community Action Group)	International Youth Film Festival	1,900	1,500	1061602	1,000 Festival/Youth Activities	

Status:  Law In Force

Local Authorities (Model Code of Conduct) (Wales) Order 2008/788

Schedule 1

This version in force from: **April 1, 2016 to present**

(version 3 of 3)

THE MODEL CODE OF CONDUCT

PART 1 INTERPRETATION

1.—

(1) In this code—

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

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

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

(a) of the relevant authority,

(b) of any executive or board of the relevant authority,

(c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or

(d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990

1

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

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

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

2

[*“registered society”* means a society, other than a society registered as a credit union,

which is—

(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or

(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

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3

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

(a) a county council,

(b) a county borough council,

(c) a community council,

(d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (“ chi ”) means you as a member or co-opted member of a relevant authority; and

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

[

(2) In relation to a community council—

(a) *“proper officer” (“ swyddog priodol ”)* means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) *“standards committee” (“ pwyllgor safonau ”)* means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

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4

PART 2 GENERAL PROVISIONS

2.—

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

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

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

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

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

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

3.

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

(a) on another relevant authority, or any other body, which includes a [...] ⁵

Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

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

4.

You must—

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

(b) show respect and consideration for others;

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

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

5.

You must not—

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

(b) prevent any person from gaining access to information to which that person is

entitled by law.

6.—

(1) You must—

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report [...]

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to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

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

7.

You must not—

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority—

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

8.

You must—

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by—

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9.

You must—

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10.—

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

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

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

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

(ii) any person who employs or has appointed you, any firm in which you are a

partner or any company for which you are a remunerated director;

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

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

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

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

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

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

(ix) any—

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

(bb) company, [registered society]

^z

, charity, or body directed to charitable purposes;

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

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;

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

[...]

^a

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

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

- (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
 - (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
 - (iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,
- to a greater extent than the majority of—

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

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

Disclosure of Personal Interests

11.—

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

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

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

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

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

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

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from time to time but, as a minimum containing—

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

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

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

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

Prejudicial Interests

12.—

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

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

(a) relates to—

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

(b) relates to—

(i) the housing functions of your authority where you hold a tenancy or lease with your authority,

provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

[

(iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

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

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

Overview and Scrutiny Committees

13.

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

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.—

(1) Subject to sub-paragraphs (2), [(2A),]

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

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

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

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

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

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

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

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

provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

[

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

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

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

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

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

- (i) state at the meeting that you are relying on the dispensation; and
- (ii) before or immediately after the close of the meeting give written notification to your authority containing—
 - (aa) details of the prejudicial interest;
 - (bb) details of the business to which the prejudicial interest relates;
 - (cc) details of, and the date on which, the dispensation was granted; and
 - (dd) your signature.

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

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Financial and Other Interests and Memberships and Management Positions

[

15.— Registration of Personal Interests

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

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

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

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

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

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

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

* (5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority

which is community council when you act in your capacity as a member of such an authority.

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

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Sensitive information

16.—

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

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

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asking that the information be included in your authority's register of members' interests.

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

Registration of Gifts and Hospitality

17.



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

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of the existence and nature of that gift, hospitality, material benefit or advantage.

Notes

1. S.I. 1990/1553 as amended by S.I. 1991/1389; S.I. 1993/1339; S.I. 1998/1918; and S.I. 1999/500.
2. Definition Inserted in para.1(1) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(2\)\(a\)](#) (April 1, 2016)
3. Definition of 'registered society' inserted in para.1 of Sch.1 by Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014/1815 [Sch.1 para.21\(a\)](#) (August 1, 2014 immediately after 2014 c.14)
4. Para.1(2) substituted by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(2\)\(b\)](#) (April 1, 2016)
5. Words revoked in para.3(a) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(3\)\(a\)](#) (April 1, 2016)

6. Words revoked in para.6(1)(c) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(3\)\(b\)](#) (April 1, 2016)
7. Words substituted in Sch.1 para.10(2)(a)(ix)(bb) by Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014/1815 [Sch.1 para.21\(b\)](#) (August 1, 2014 immediately after 2014 c.14)
8. Para.10(2)(b) revoked by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(4\)\(a\)](#) (April 1, 2016)
9. Words inserted in para.11(4) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(4\)\(b\)](#) (April 1, 2016)
10. Para.12(2)(b)(iv) substituted by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(4\)\(c\)](#) (April 1, 2016)
11. Word inserted in para.14(1) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(4\)\(d\)\(i\)](#) (April 1, 2016)
12. Para.14(2A) and (2B) inserted by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(4\)\(d\)\(ii\)](#) (April 1, 2016)
13. Para.15 substituted by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(5\)\(a\)](#) (April 1, 2016)
14. Words inserted in para.16(2) by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(5\)\(b\)](#) (April 1, 2016)
15. Words inserted in para.17 by Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016/84 [art.2\(5\)\(c\)](#) (April 1, 2016)

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