



PRESTATYN
TOWN COUNCIL

CYNGOR TREF
PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

9th January 2024

9fed Ionawr 2024

Dear Councillor

Annwyl Gynghorydd

You are **SUMMONED** to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE Part Two** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on **Wednesday 10th January 2024 at 18:15.**

Fe'ch **GELWIR** i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** Rhan Dau yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 10fed Ionawr 2024 a 18:15.**

If remote access is required, please contact the office.

Os byddwch angen mynychu o bell, cysylltwch â'r swyddfa os gwelwch yn dda.

Yours Sincerely

Town Clerk

Yn gywir iawn

Clerc y Dref

EXCLUSION OF PUBLIC AND PRESS

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

EITHRIO'R CYHOEDD A'R WASG

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

1 APOLOGIES

1 YMDDIHEURIADAU

2 DECLARATIONS OF INTEREST

To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings.

2 DATGANIADAU O DDIDDORDEB

Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cynghorwyr yn nhrafodion y cyfarfod heno.

3 MINUTES

Appendix i Meeting of Finance and Management 11.10.23

3 COFNODION

Atodiad i Cyfarfod Cyllid a Rheolaeth 11.10.23

4 INTERIM FINANCE PROCEDURES

Appendix ii To follow

4 GWEITHDREFNAU CYLLID INTERIM

Atodiad ii I ddilyn

5 PROPER OFFICER

Appendix iii

5 SWYDDOG PRIODOL

Atodiad iii

6 DATA PROTECTION LEGISLATION

Appendix iv To follow

6 DEDDFAN DIOGELN DATA

Atodiad iv I ddilyn

7 PRESTATYN TOWN COUNCIL ENVIROMENTAL TENDER 2024/2025

Appendix v Report to follow

7 CYNGOR TREF PRESTATYN TENDR AMGYL CHEDDOL 2024/2025

Atodiad v Adroddiad I ddilyn

To: All Town Councillors
All County Councillors
Public Notices

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

FINANCE AND MANAGEMENT MEETING

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

PRESENT

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

IN ATTENDANCE

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

APOLOGIES

None received.

137 DECLARATIONS OF INTEREST

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

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

138 PUBLIC PARTICIPATION

NONE RECEIVED

139 MINUTES OF FINANCE AND MANAGEMENT 26TH JULY 2023

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

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

PROPOSED: Cllr J. Matthews

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

140 URGENT MATTERS ARISING

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

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

Members to agree the plan to manage the said contract.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

141 PRESTATYN BUSINESS FORUM GRANT APPLICATION

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

Town Clerk explained that the council are working in partnership with the group and have planned the light switch for Friday 24th November to kick off the Christmas celebrations. Town Clerk also confirmed that there are two art sessions taking place on weekend of the winter fest at Now to Bed premises to help support the event. It is intended that children will make a Christmas decoration to hang on a real tree at the top of the High Street. Business Forum are supplying the tree the Council will need to purchase the lights. Then the town will have an artificial and real tree.

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

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

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

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

142 BACS P6, AND 7

BACS P6, and 7 to be approved.

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREED UNANIMOUSLY

APPROVED

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

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

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

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

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

PROPOSED: Cllr C. Evans

SECONDED: Cllr G. Sandilands

ALL (6) AGREE UNANIMOUSLY

APPROVED

144 FINAL DRAFT BUDGET 2024-2025

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

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

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

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

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

The Town Clerk has already contacted the Denbighshire Voluntary Services Council, to enquire about grants to support Warm Hubs project. Nothing has been announced yet. Town Clerk is working with Vale Clywd MIND to obtain grants for 23024/2025 to carry on running the weekly MIND Music sessions and a concert to support mental health.

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

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

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

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

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

PROPOSED: Cllr J. Matthews

SECONDED: Cllr C. Evans

ALL (6) AGREED UNANIMOUSLY

Mayor/Chair _____

18. 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.

27/11/2023

PTC Standing Orders - 2023 V2 FINAL Approved 22Nov.docx

21/27