



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

16th March 2016

16^{eg} Mawrth 2016

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 23rd March 2016** upon rise of Town Planning Committee

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Siambr y Cyngor, Swyddfeydd y Cyngor, Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 23^{ain} Mawrth 2016** pan ddaw'r Pwyllgor Cynllunio Tref i ben

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 | MEMBERS SELF REGULATORY
PROTOCOLS
Draft copy received from Mr G. Williams,
Head of Legal, HR and Democratic Services.
Copy attached. | 3 | PROTOCOLAU HUNAN-REOLI'R
AELODAU
Derbyniwyd copi drafft gan Mr G Williams,
Pennaeth Gwasanaethau Cyfreithiol,
Adnoddau Dynol a Democraidd. Mae copi
wedi'i atodi. |
| 4 | COMMUNITY CENTRES
To report that property surveys are required
for each of Council's four community centres
this year. Provisional costing £1,800 | 4 | CANOLFANNAU CYMUNEDOL
I adrodd bod arolygon eiddo'n ofynnol ar gyfer
pob un o bedair canolfan gymunedol y Cyngor
eleni. Cost dros dro £1,800 |
| 5 | EXCLUSION OF PUBLIC AND PRESS
To consider exclusion of Public and Press in
accordance with Local Government Act 1972
Schedule 12A Section 1 Parts 1 and 8 | 5 | EITHRIO'R CYHEODD A'R WASG
I ystyried eithrio'r Cyhoedd a'r Wasg yn unol
â Deddf Llywodraeth Leol 1972 Atodlen
12A Adran 1 Rhannau 1 ac 8 |
| 6 | SEABANK DRIVE COMMUNITY CENTRE
To report upon future of Centre Management
Association | 6 | CANOLFAN GYMUNEDOL SEABANK DRIVE
I adrodd ar ddyfodol Cymdeithas Reoli'r
Ganolfan |

- 7 STAFFING
Chairman to provide update on present
Staffing situation and actions.

- 7 STAFFIO
Y Cadeirydd i roi'r manylion diweddaraf am
gweithredoedd a'r sefyllfa Staffio bresennol

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

JANUARY 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
		£	£	£
A <u>General Services</u>				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
B <u>Service Organisation / Grants s.137</u>				
704986	Nation Recruit Ltd - Santa's Grotto Helpers x2 (19th December 2015)	131.34	26.27	157.61
704993	Petty Cash - Town Events	100.00		100.00
705000	Bacchante Crafts - Mayoral Gifts (x12 Coaster Sets / x6 Penstands)	82.80	16.56	99.36
705007	Knockout Roadshow - Deposit re: It's A Knockout Event (June 2015)	800.00		800.00
705009	Traditional Fairground Company - Deposit re: Fairground & Manpower in High Street (26.08.16)	49.00		49.00
D/D	Barclaycard - Amazon re: Santa's Grotto Equipment	34.00		34.00
	- Andersons Wholesalers re: Toys for Grotto	447.00	89.40	536.40
	- Amazon - Films for Polaroid Camera re: Santa's Grotto	97.23	19.44	116.67
	- Poundland - x300 Selection Boxes re: Santa's Grotto	187.50	37.50	225.00
		<u>1,928.87</u>	<u>189.17</u>	<u>2,118.04</u>
C <u>Community / Environmental Services</u>				
705002	Prestatyn & Meliden Community Action Group - Gardening Project at Pendre Gardens	262.55		262.55
705004	Speechmark - Music Quiz/Games - Mind Music Project	52.19	8.75	60.94
		<u>314.74</u>	<u>8.75</u>	<u>323.49</u>
Total for Development & Regeneration Committee (Community)		<u>2,243.61</u>	<u>197.92</u>	<u>2,441.53</u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

	Total Excluding VAT	VAT	Total
	£	£	£
D General Administration			
	30.00		30.00
704984 NWATC - Meeting (22.1.16) NA / Cllr J Szabo	220.00	44.00	264.00
704985 Live Technologies Ltd - Computer Maintenance & Support (November 15)	60.00	12.00	72.00
704992 Francotyp Postalia Ltd - Franking Machine Rental (11.12.15 to 10.3.16)	178.80		178.80
704994 Health & Community Development Mgr - Annual Mobile Phone Allowance	128.98	25.80	154.78
704995 Digitel Europe t/a Inet - Telephone calls / Broadband / Rental re: Nov 15	219.05	43.81	262.86
704997 Conrad Office & Art Ltd - Stationery	67.50		67.50
705003 Cllr Bob Paterson - Mileage Claim (Bolton - British Guild of Showmen Annual Lunch			0.00
	126.90	25.38	152.28
705005 Digitel Europe t/a Inet - Line Rental / Broadband / Router re: Dec15	220.00	44.00	264.00
705006 Live Technologies Ltd - Computer Maintenance & Support re: Dec 15	100.00		100.00
705008 Petty Cash	270.00	54.00	324.00
705010 Live Technologies Ltd - Hosting x2 Web Sites	36.00	7.20	43.20
705011 Francotyp Postalia Ltd - Franking Machine Rental (Rate Increase)	88.00		88.00
D/D Barclaycard - Tesco re: x2 Printers (PTC Office)	<u>1,745.23</u>	<u>256.19</u>	<u>2,001.42</u>
E Democracy			
	14.15		14.15
704989 Sian Jones - Welsh Translation Services re: November 2015			
	<u>14.15</u>	<u>0.00</u>	<u>14.15</u>
F Personnel			
	143.28	28.66	171.94
704986 Nation Recruit Ltd - Clerical Cover/Reception 16th & 18th December 2015	13,316.06		13,316.06
704988 Denbighshire County Council - Payroll (December 2015)	1,235.00		1,235.00
704990 Gunsmoke Communications - Community Award Release / Events Support Work - December 2015			
	12,770.78		12,770.78
705012 Denbighshire County Council - Payroll (January 2016)			
	<u>27,465.12</u>	<u>28.66</u>	<u>27,493.78</u>
G Office Accommodation			
	20.00	4.00	24.00
704991 CEMMS - Windows Cleaning at PTC Offices	98.94	19.79	118.73
704999 OCS Group UK Ltd - Sanitary Unit Rental (Jan to March 2016)			
	<u>118.94</u>	<u>23.79</u>	<u>142.73</u>
H Other Expenses			
			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for Finance and Management Committee	<u>29,343.44</u>	<u>308.64</u>	<u>29,652.08</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE**EXPENDITURE**

		Total Excluding VAT £	VAT £	Total £
I <u>Town Regeneration (Services)</u>				
704987	Dwr Cymru Welsh Water - Water Charge (24.6.15 to 24.12.15) at Ty Pendre Bldg	91.44		91.44
704996	Stephen R Tomlinson (Topcoat) - Repairs & Maintenance (Seabank CC & Ty Pendre)	440.00		440.00
705001	Denbighshire County Council - Car Park Permit Lost Income 2015 - One Off Payment	256.07		256.07
		<u>787.51</u>	<u>0.00</u>	<u>787.51</u>
 J <u>Town Regeneration (Development)</u>				
704996	Stephen R Tomlinson (Topcoat) - Clean / Remove Notices / Fit New Backing Boards to x12 Notice Boards	70.00		70.00
		<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
Total For Community Development & Regeneration Committee (Services/Development)		<u>857.51</u>	<u>0.00</u>	<u>857.51</u>
TOTAL EXPENDITURE FOR JANUARY 2016		<u>32,444.56</u>	<u>506.56</u>	<u>32,951.12</u>

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JANUARY 2016

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Receipt £
20.1.16 VAT Repayment (October, November & December 15)		5,822.77				5,822.77
21.01.16 DCC - Contribution to Shoulder Events - Halloween / Grotto	300.00			435.00		735.00
21.02.16 DCC - Contribution to Routemaster re: GB High St Comp. - WAG	3,000.00					3,000.00
29.01.16 Big Lottery Grant - Mind Music Project	5,000.00					5,000.00
Total Income for January 2016	8,300.00	5,822.77	0.00	435.00	0.00	14,557.77

PRESTATYN TOWN COUNCIL
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FEBRUARY 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
		£	£	£
A <u>General Services</u>				
705014	Rhiannon Gordon - Singing Lessons - hlap	15.00		15.00
705029	Prestatyn Leisure Centre - Hire of Sports Hall re: Tennis/Badmington - hlap	67.50	13.50	81.00
		<u>82.50</u>	<u>13.50</u>	<u>96.00</u>
B <u>Service Organisation / Grants s.137</u>				
705014	Rhiannon Gordon - Elf at Santa's Grotto x 3 Sessions	123.75		123.75
		<u>123.75</u>	<u>0.00</u>	<u>123.75</u>
C <u>Community / Environmental Services</u>				
705020	Meliden Parish Church Council - Advertisement in Magazine re: Mens Sheds	25.00		25.00
705033	Peter Thomas - Cycling Equipment / Maintenance	55.90		55.90
705043	Mrs L Hewitt - Clerical Support (02.09.15 to 17.02.16 inc)	544.00		544.00
705045	Amazon (SE Reimbursement) - Musical Instruments re: Mind Music Project	14.94		14.94
705047	Helen Taylor - Mosaic Workshop (Part 1 - 17.02.16)	75.00		75.00
B/C	Instant Print - You'll Never Walk Alone Brochure	32.16	0.83	32.99
		<u>747.00</u>	<u>0.83</u>	<u>747.83</u>
Total for Development & Regeneration Committee (Community)		<u>953.25</u>	<u>14.33</u>	<u>967.58</u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

		Total Excluding VAT	VAT	Total
		£	£	£
D <u>General Administration</u>				
705019	High Street News - Publications @ 30.01.16	26.15		26.15
705022	Canda Copying - Photocopier Rental / Photocopies @ 02.02.16	489.06	97.81	586.87
705025	Town Clerk/Financial Officer - Reimburse Phone Line Rental (Jan - Dec 15)	156.61	31.09	187.70
705026	North Wales Toursim - Annual Membership Fee	99.00		99.00
705027	CIEH - Practical Guidance for Local Authority Enforcement Officers Book	11.50		11.50
705035	Information Commisioner's Office - Data Protection Register Entry - Annual Renewal	35.00		35.00
705036	Councillor B Paterson - Mileage Claim	34.20		34.20
705037	Ellis Whittam Ltd - Employment Law/HR/Health & Safety Services - Yr 1	1,715.00	343.00	2,058.00
705039	Francotyp Postalia Ltd - Franking Machine Credit	100.00		100.00
705040	Livetech - Computer Maintenance & Support re: January 2016	220.00	44.00	264.00
705041	Digital Europe Ltd (Inet) - Telephone Calls & Rental re: January 2016	129.43	25.89	155.32
705044	Day Dream Designs - Yearly Website Hosting Subscription / Add Agenda to Website	190.00	38.00	228.00
705048	Vaughtons - x6 Heraldic Shields	298.18	59.64	357.82
705049	Conrad Office & Art - Stationery	155.46	31.10	186.56
B/C	Office Furniture On-Line - x3 Typist Chairs	147.00	29.40	176.40
		<u>3,806.59</u>	<u>699.93</u>	<u>4,506.52</u>
E <u>Democracy</u>				
				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
F <u>Personnel</u>				
705016	Gunsmoke Communications - Event Support Work - January 2016	1,250.00		1,250.00
	Gunsmoke Communications - Mileage Claim (18.01.16 & 20.01.16)	30.60		30.60
705023	Phillip Nobbs (NA) - Reimburse Rail Fare re: Work Experience x 3	33.60		33.60
705042	Nation Recruit - Agency Staff re: Reception Cover (21.02.16)	34.95	6.99	41.94
705043	Mrs L Hewitt - Clerical Support at Meetings (02.09.15 to 03.02.16)	240.00		240.00
705046	Denbighshire County Council - Payroll re: February 2016	12,747.18		12,747.18
		<u>14,336.33</u>	<u>6.99</u>	<u>14,343.32</u>
G <u>Office Accommodation</u>				
705013	SR Tomlinson (Topcoat) - PTC Office Cleaning x4 wks (Jan 16)	143.00		143.00
705018	Jacksons (Fire & Security) Ltd - Fire Equipment & Alarm Service	292.00	58.40	350.40
705030	SR Tomlinson (Topcoat) - PTC Office Cleaning x4 wks (30/1 & Feb 16)	140.00		140.00
		<u>575.00</u>	<u>58.40</u>	<u>633.40</u>
H <u>Other Expenses</u>				
				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for Finance and Management Committee		<u>18,717.92</u>	<u>765.32</u>	<u>19,483.24</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT £	VAT £	Total £
EXPENDITURE				
I Town Regeneration (Services)				
705015	Sherratt Landscapes - Contract Services for January 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
705017	GK Evans - Attend to Dripping Tap at Ty Pendre Community Building	35.00	7.00	42.00
705024	Scottish Power - Festive Lighting Unmetered Supply (31.01.15 to 31.01.16)	222.84	11.14	233.98
705028	Royal British Legion - Plants Purchased for Pendre Memorial Gardens	143.02		143.02
705030	SR Tomlinson (Topcoat) - Works to Handrail at Jubilee Community Centre	100.00		100.00
705031	Rich Brothers Ltd - Roof Repairs at Ty Caradoc Community Centre	209.00	41.80	250.80
705032	P Duffy & Son - Fit Safety Hinges to Notice Board / Fit x 2 Trims to Notice Board Frame	87.00	14.50	101.50
705034	Cambrian Woodland - Re-Erect Xmas Tree / Extra Stakes Outside Supporting Pipe	565.00	113.00	678.00
		<u>2,051.87</u>	<u>325.44</u>	<u>2,377.31</u>
J Town Regeneration (Development)				
705021	Day Dream Designs - Website Design & Development - Making AtPrestatyn Website Responsive	620.00	124.00	744.00
705038	Livotech - Supply x3 Windows 8 Machines / Microsoft Home & Business x2 / Monitors x 2 / Setup 3 x 4hrs	1,830.00	366.00	2,196.00
		<u>2,450.00</u>	<u>490.00</u>	<u>2,940.00</u>
Total For Community Development & Regeneration Committee (Services/Development)		<u>4,501.87</u>	<u>815.44</u>	<u>5,317.31</u>
TOTAL EXPENDITURE FOR JANUARY 2016		<u>24,173.04</u>	<u>1,595.09</u>	<u>25,768.13</u>

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

FEBRUARY 2016

INCOME

A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Receipt £
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0.00
0.00
0.00

Total Income for February 2016	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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External Funding-Grants/Recharges
January

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
05.01.16	704896(part)	Nation Recruit- Grotto	TCP	131.34	131.34	131.34	B9A

February

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
11.02.16	705021	Daydream Designs-web	TCP	620.00	620.00	620.00	J4A
26.02.16	705045	Mind Music	TCP	14.94	14.94	14.94	C20A
				634.94	634.94	634.94	

Mind Music

CR=Cardiac Rehab (100%)

I Can Cook(87%)

Town Centre Partnership(100%)

Other - donation

16.03.16

Sent: 26 January 2016 12:15 Cmu Fm Agenda Item 3
To: City, Town and Community Councils
Cc: Lisa Jones
Subject: Protocolau Hunan Reoleiddio / Self Regulatory Protocols
Attachments: Standards Report SRP community councils.doc; SRP community councils v.0.1.doc

Annwyl Clerc,

Fel y gwyddoch chi, cyhoeddodd Ombwdsmon Gwasanaethau Cyhoeddus Cymru, Nick Bennett, ei ganllawiau diweddaraf ar y Cod Ymddygiad ym mis Mawrth 2015 yn benodol ar gyfer Cyngorau Dinas, Tref a Chymuned. Mae copi o'r canllawiau hyn ar gael ar ei wefan.

Un o'r meysydd y mae'r Ombwdsmon wedi bod yn awyddus i symud ymlaen ag o yw cyflwyno'r cysyniad o hunan-reoleiddio i Gyngorau Dinas, Tref a Chymuned os yw'r cod yn cael ei dorri o aelod i aelod ar 'lefel isel'. Trafodwyd yr eitem hon ym Mhwyllgor Safonau'r Cyngor Sir ac mae copi o'r adroddiad hwn wedi'i atodi fel gwybodaeth gefndir.

Roedd y Pwyllgor Safonau yn awyddus i'r ddogfen hon gael ei rhannu gyda'r holl Glercod er mwyn i'w Cyngorau ystyried a ddylid mabwysiadu eu Protocol Hunan Reoleiddio eu hunain. Gellir addasu'r templed a awgrymwyd a atodwyd yn yr adroddiad i weddu gofynion lleol pob Cyngor. Roeddwn wedi bwriadu mynd a hwn i gyfarfodydd clwstwr y Clercod, fodd bynnag, rwy'n deall nad yw pob Clerc yn gallu mynd i'r digwyddiadau hyn oherwydd ymrwymadau eraill, a dyna pam rwy'n ysgrifennu atoch i gyd yn uniongyrchol yn lle hynny.

Byddai'n ddefnyddiol iawn pe gallai Cyngorau fwydo yn ôl i mi drwyddoch chi, beth yw ymagwedd eich Cyngor tuag at yr eitem hon, a byddaf wedyn yn rhoi gwybod i'n Pwyllgor Safonau maes o law am y diddordeb yn hyn a'r nifer sy'n ei fabwysiadu.

Yn amlwg nid bwriad protocol o'r fath yw disodli swydd yr Ombwdsmon mewn perthynas ag achosion sylweddol o dorri'r Cod, neu lle mae aelod o'r cyhoedd yn gwneud cwyn; y sianel briodol bob amser yn y sefyllfaoedd hyn fydd cwyno yn uniongyrchol i'r Ombwdsmon.

Fel bob amser, mae croeso i chi gysylltu â mi neu fy Nirprwy Swyddog Monitro, Lisa Jones, os oes gennych unrhyw ymholiadau.

Cofion cynnes a dymuniadau gorau ar gyfer y Flwyddyn Newydd

Gary Williams

Dear Clerk,

As you will be aware the Public Services Ombudsman for Wales, Nick Bennett released his latest guidance on the Code of Conduct in March 2015 specifically for Town, City and Community Councils. A copy of this guidance is available on his website.

One of the areas that the Ombudsman has been keen to progress is the introduction at Town, City and Community Councils of the concept of self regulation in event of member to member 'low level' breaches of the Code. This item has been debated at the County Council's Standards Committee and a copy of this report is attached for background information.

The Standards Committee were keen for this document to be shared with all clerks so that their council can consider whether to adopt their own Self Regulatory Protocol. The suggested template attached within the report can be amended to suit each Council's own local requirements. I had intended to take this to the clerk's cluster meetings, however I understand that not all clerks are able to attend these events due to other commitments, hence me writing to you all directly instead.

It would be most useful if Councils could feed back to me via yourselves what the approach of your Council has been on this item, and I will then advise our Standards Committee in due course of the interest in this and uptake in adoption of the same.

Clearly such a protocol is not intended to replace the role of the Ombudsman in respect of significant breaches of the Code or where a member of the public lodges a complaint; the appropriate channel will always be a complaint direct to the Ombudsman in these situations.

As ever please do not hesitate to contact me or my Deputy Monitoring Officer, Lisa Jones if you have any queries.

Kind regards and best wishes for the New Year.

Gary Williams

Gary Williams

Pennaeth Gwasanaethau Cyfreithiol, AD a Democrataidd / Head of Legal, HR and Democratic Services

Ffôn/Tel: 01824 712562

ffôn symudol/mobile: 07990 565686

E-bost: gary.williams@sirddinbych.gov.uk

E-mail: gary.williams@denbighshire.gov.uk

Gwefan: <http://www.sirddinbych.gov.uk>

Website: <http://www.denbighshire.gov.uk>

Arbedwch bapur, ynni ac arian - Peidiwch argraffu'r neges yma oni bai ei bod yn hollol angenrheidiol

Save paper, energy and money - Do not print this message unless it is absolutely necessary

Dilyn ni ar Twitter: <http://twitter.com/cyngorsDd> Follow us on Twitter: <http://twitter.com/DenbighshireCC>
Ymwelwch a ni ar-lein ar <http://www.sirddinbych.gov.uk> Visit us online at <http://www.denbighshire.gov.uk>
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 derbyn yr e-bost hwn drwy gamgymeriad, hysbyswch yr anfonwr ar unwaith os gwelwch yn dda. Mae cynnwys yr e-bost yn cynrychioli barn yr unigolyn(ion) a enwir uchod ac nid yw o angenrheidrwydd yn cynrychioli barn Cyngor Sir Ddinbych. Serch hynny, fel Corff Cyhoeddus, efallai y bydd angen i Gyngor Sir Ddinbych ddatgelu'r e-bost hwn [neu unrhyw ymateb iddo] dan ddarpariaethau deddfwriaethol. The information contained in this e-mail message and any files transmitted with it is intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error please notify the sender immediately. The contents of this e-mail represents the views of the individual(s) named above and do not necessarily represent the views of Denbighshire County Council. However, as a Public Body, Denbighshire County Council may be required to disclose this e-mail [or any response to it] under legislative provisions.

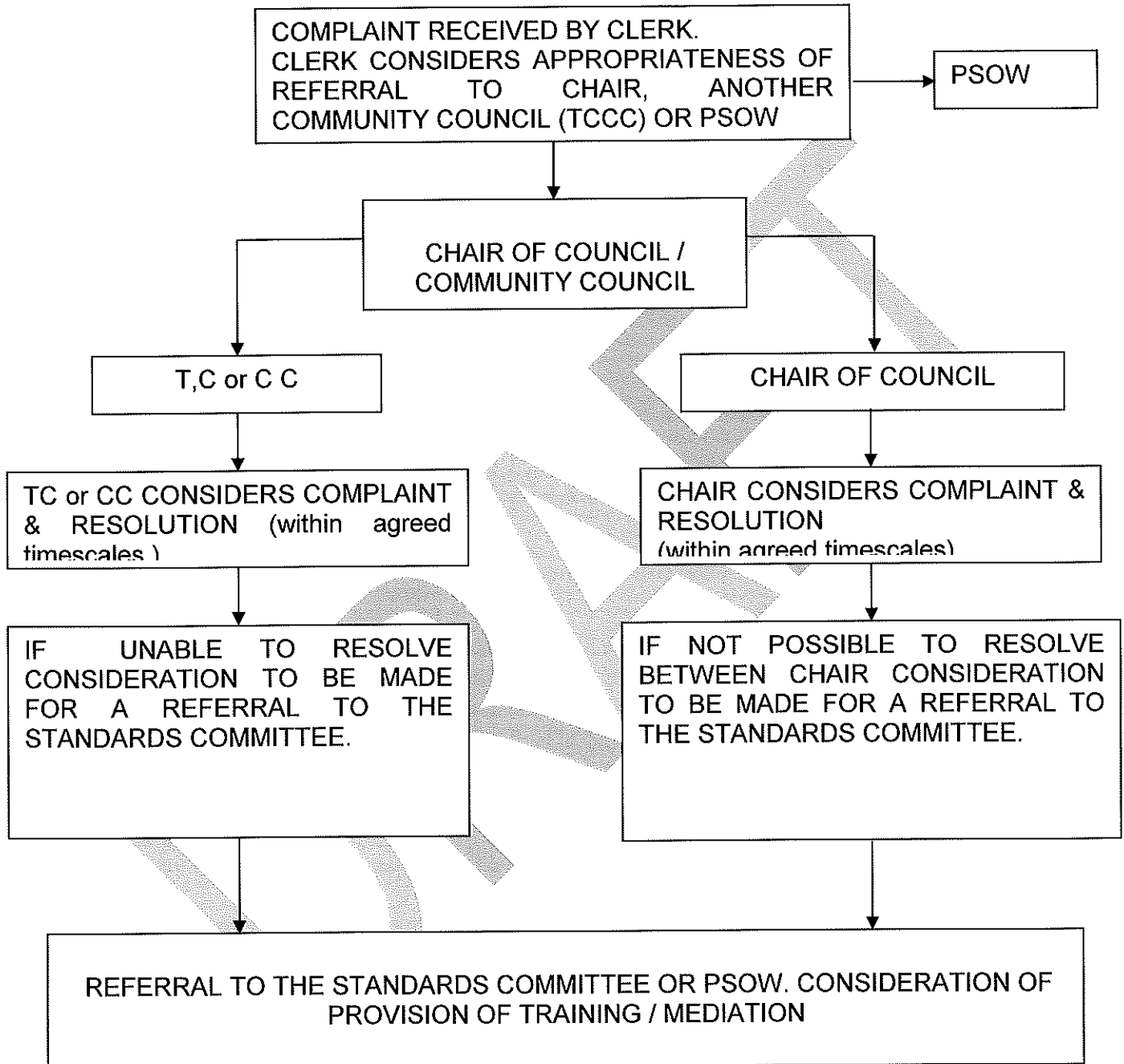
[insert here Town, City or Community Council Logo]

MEMBER'S SELF REGULATORY PROTOCOL

General Principles

- To promote high standards of conduct and behaviour as a means of strengthening respect and trust among members. It is NOT intended to replace the Code of Conduct, rather it is intended to sit alongside the Code, enabling behaviour which may not reach the threshold to become a breach to be dealt with; and that which justifies a formal complaint to the Ombudsman to be made in the usual way.
- This protocol is only applicable to low level complaints between members in Town, City and Community Councils; not for complaints by members of the public who should refer their complaint to the PSOW.
- Members will make all reasonable attempts to resolve disputes through agreed internal processes subject to their obligations under the Members' Code of Conduct.
- Referral to external regulators will become a last resort subject to Members' obligations under the Code of Conduct.
- Members will avoid personal confrontation or attacks in any public forum, especially full Council and through the media or social networking.
- These commitments will not stifle legitimate political debate or scrutiny.
- Where the Council has political 'Group Leaders' they shall individually and collectively will work to ensure compliance with this protocol
- Members will commit to training and development in support of this protocol.
- The term 'community council' is used but this shall be taken to mean any town, city or community council.
- Where assistance is sought from another council, due to the nature of the complaint or where a 'peer' view is more appropriate; then the clerk shall make contact with their counterpart at the appropriate council. It is the discretion of the council which community council they make the referral to, similarly the receiving council has a discretion whether to accept the request for assistance.
- Should the process reach a request for input by the Standards Committee, then the Chair (or Vice Chair in their absence) may consider it appropriate for a single Standards Committee Member to attend in the first instance.

MEMBER / MEMBER COMPLAINTS FLOWCHART



CONSIDERATION WILL BE GIVEN TO REFERENCES TO THE OMBUDSMAN FOR PERSISTENT, LOW LEVEL BREACHES.