



PRESTATYN
TOWN COUNCIL

CYNGOR TREF
PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

3rd December 2025

3^{ydd} Rhagfyr 2025

Dear Councillor

Annwyl Gynghorydd

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on Wednesday 10th December 2025 upon rise of Community Development and Regeneration Committee.

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 10^{fed} Rhagfyr 2025 pan ddaw cyfarfod y Pwyllgor Datblygu ac Adfywio Cymuned i ben.

If remote access is required, please contact the office by phone on 01745 857185 or by email at info@prestatyntc.co.uk.

Os bydd angen i chi fynychu ar-lein, cysylltwch â'r swyddfa drwy ffonio 01745 857185 neu drwy anfon e-bost i info@prestatyntc.co.uk.

Yours sincerely

Town Clerk

Yn gywir iawn

Clerc y Dref

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 Cyngorwyr yn nhrafodion y cyfarfod heno.

3 FINANCIAL EXPENDITURE

Details of expenditure attached

3 GWARIANT ARIANNOL

Mae manylion y gwariant ynghlwm

- (i) BACS 9/10 - December 2025/January 2026.
Copy attached.
- (ii) Payroll P9/P10 – December 2025/January 2026.
Copy attached.
- (iii) Standing Orders and Direct Debits 9/10 - December 2025/January 2026.
Copy attached.
- (iv) Month end report – December

- (i) BACS 9/10 – Rhagfyr 2025/Ionawr 2026.
Mae copi ynghlwm.
- (ii) Cyflogres P9/P10 – Rhagfyr 2025/Ionawr 2026.
Mae copi ynghlwm.
- (iii) Archebion Sefydlog a Debydau Uniongyrchol 9/10 – Rhagfyr 2025/Ionawr 2026.
Mae copi ynghlwm.
- (iv) Adroddiad diwedd y mis – Rhagfyr

4 STAFF SUB COMMITTEE UPDATE

Copy attached

4 Y DIWEDDARAF GAN YR IS-BWYLLGOR STAFF

Mae copi ynghlwm

5. POLICY SUB COMMITTEE - UPDATE

COMMITTEE MEMBERSHIP:

Chair: Cllr C. Holliday
Deputy Chair: Cllr I. Lifford

Members: Cllr G. Sandilands
Cllr A. West
Cllr J. Matthews
Cllr C. Evans

To: All Town Councillors
County Councillor
Public Notices

5. YR IS-BWYLLGOR POLISI – Y DIWEDDARAF

AELODAETH Y PWYLLGOR:

Cadeirydd: Cyng C. Holliday
Dirprwy Gadeirydd: Cyng I. Lifford

Aelodau: Cyng G. Sandilands
Cyng A. West
Cyng J. Matthews
Cyng C. Evans

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

PRESTATYN TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2025 BACS 9

BACS REF	INVOICE DATE	PAYEE	Description	Invoice Number	NON-VAT	VAT @ 20% & 5%	TOTAL PAID	EXP CODE (FOR OFFICE USE ONLY)	
329	25/11/2025	Deva Church	Warm Hub November	PTC11250001	£	£	£	Nominal	Additional Processing Notes
332	01/12/2025	Ash Waste Services	General Waste	2012611	556.50	0.00	556.50	4750	PO1292025
333	30/11/2025	Sian Jones	Translation	PTC156.2025	60.81	12.16	72.97	4480	
334	01/12/2025	Canda Copying	Copier	100261424	122.28	0.00	122.28	4350	
335	02/12/2025	One Voice Wales	Module 3 - S Clarke	10320	544.83	108.96	653.79	4335	
336	12/12/2025	I&M Cleaning service	Cleaning of offices	3	42.00	0.00	42.00	4050	PO1922025
337	29/11/2025	Slamo	Agency Staff	slamo090925	120.00	0.00	120.00	4480	PO1532025
338	04/12/2025	Greengrass Services	Removal of all plants	13655	1,109.85	221.97	1,331.82	4030	
339	03/12/2025	Sevenside Debits	Debit single use pads - Joly Sailor	SD1-264	284.00	56.80	340.80	4635	
340	05/12/2025	Meliden Community Association	Hire of rooms - Warm Hubs	MCA25-1112	62.00	12.40	74.40	4670	PO1932025
341	05/12/2025	Amazon	Paper towels	GB520HPABEY	87.00	0.00	87.00	4750	PO1322025
342	02/12/2025	Liquid Window Cleaners	Cleaning inspection NB	3448	7.46	1.49	8.95	4490	PO1962025
343	08/12/2025	A Jones & Sons	Heating fault & MCC	14112022-332651	189.00	0.00	189.00	4625	CON32024
344	08/12/2025	Prestatyn NWCA	Repair to storeroom ceiling	08/12/2025	80.00	16.00	96.00	4480	
345	07/12/2025	Daydream	Translation Weblor	INV-10997	340.00	0.00	340.00	4660	PO1852025
346	03/12/2025	Phoenix Security	Ice rink static guard	1471	180.00	38.00	228.00	4460	
347	09/12/2025	Liquid Window Cleaning	Clean inspection bus shelters	3212-12	147.00	29.40	176.40	4720	
348	06/12/2025	Slamo	Agency Staff	Slamo091126	960.00	0.00	960.00	4645	CON32024
349	03/12/2025	Prestatyn NW Comm ASS	Room hire & Warm Hub	December	1,161.15	232.23	1,393.38	4030	
350	09/12/2025	Deva Church	Meals warm Hub	December	76.50	0.00	76.50	4750	PO1302025
351	05/12/2025	Manifold & Berry	Meals warm Hub	December	248.50	0.00	248.50	4750	PO1292025
352	10/12/2025	Sarah Zieionka	Counselling	December	75.00	0.00	75.00	4750	PO1702025
353	02/12/2025	One Voice Wales	Module 9	PPSC06	40.00	0.00	40.00	4050	PO1452025
354	04/12/2025	One Voice Wales	Module 5	10357	42.00	0.00	42.00	4050	PO1922025
355	12/12/2025	Amazon	Stationary	GB52QYDABEY	42.00	0.00	42.00	4050	
356	12/12/2025	MEGA Electrical NW	Replace power box High Street	INV-11445	20.78	4.16	24.94	4330	PO1972025
357	12/12/2025	MEGA Electrical NW	Install lights outside Funeral Directors	INV-11446	2,985.00	597.00	3,582.00	4610	PO1232025
358	13/12/2025	Obsidian	Monthly IT support December	INV-32951	650.00	130.00	780.00	4610	PO1432025
359	15/12/2025	Heatons	A5 Desk Diary	SINV10732816	226.66	45.33	271.99	4460	CON22025
360	15/12/2025	Heatons	Stationary	SINV10732817	2.49	0.50	2.99	4330	PO1402025
361	15/12/2025	Heatons	Stationary	SINV10732818	71.18	14.24	85.42	4330	PO1982025
362	18/10/2025	Slamo	Agency staff (missing inv from OCT)	Slamo089877	66.90	13.38	80.28	4330	PO1982025
363	15/12/2025	One Voice Wales	Module 6 Training	10385	441.98	88.40	530.38	4030	
364	13/12/2025	Slamo	Agency Staff	Slamo091293	42.00	0.00	42.00	4050	
Item 80	17/12/2025	Prestatyn in bloom	Grant	Item no 80 FC Nov	1,189.65	237.93	1,427.58	4030	
Item 80	17/12/2025	Citizens Advice Bureau	Grant	Item no 80 FC Nov	1,000.00	0.00	1,000.00	4860	
Item 80	17/12/2025	TV FU	Grant	Item no 80 FC Nov	2,500.00	0.00	2,500.00	4880	
Item 80	17/12/2025	prestatyn Business Forum	Grant	Item no 80 FC Nov	106.00	0.00	106.00	4800	
Item 80	17/12/2025	prestatyn Business Forum	Grant	Item no 80 FC Nov	1,000.00	0.00	1,000.00	4895	
Total:					16,890.52	1,860.35	18,750.87		

BANKING PREPARED BY: Jacqui Harrison

19/12/2025

PRESTATYN TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2025 BACS 10

BACS REF	Invoice DATE	PAYEE	Description	Invoice Number	NON-VAT	VAT @ 20% & 5%	TOTAL PAID	EXP CODE (FOR OFFICE USE ONLY)	Additional Processing Notes
328	22/11/2025	Slamo	Missing Invoice	Slamo09/61	£	£	£	Nonlinal	
365	01/12/2025	G Force	Line Rental call Charges	25120153985.00	1201.05	240.21	1441.26	4030	
366	16/12/2025	Liquid window cleaners	Inspection cleaning benches	3439	630.00	0.00	630.00	4615	CON302024
367	19/12/2025	The Pay Role Ltd	Payroll Service	2024337	24.00	0.00	24.00	4030	
368	09/10/2025	Stage Events	Stage Hire	Nov	1,395.00	0.00	1,395.00	4720	
369	19/12/2025	Restore	Confidential Waste	2203199	123.60	24.72	148.32	4490	
370	20/12/2025	Slamo	Agency Staff	Slamoc091355	1,030.05	206.01	1,236.06	4030	
371	02/12/2025	IT Drainage	Nant hall blocked toilets	51060	110.00	22.00	132.00	4490	PO1942025
372	23/12/2025	Andrew Tate	Ground works December	INV-0097	1,841.67	0.00	1,841.67	4602&4620	CON272024
373	22/12/2025	Obsidian Networks	Domain Renewal	INV-33004	69.00	13.80	82.80	4335	
374	22/12/2025	Liquid window Cleaning	Cleaning Fair Roof	3841	27.00	0.00	27.00	4490	CON342024
375	22/12/2025	Liquid window Cleaning	Inspection Alleyway nant hall	3840	71.40	0.00	71.40	4635	CON182024
376	06/01/2026	Liquid window Cleaning	Inspection cleaning notice boards	3450	189.00	0.00	189.00	4625	CON332024
377	19/12/2025	Riallas	Rates training	33350	300.00	60.00	360.00	4090	PO1992025
378	17/12/2025	Samuel Dickins	Mileage claim	December	130.64	0.00	130.64	4040	
379	27/12/2025	Slamo	Agency Staff	Slamoc091590	864.08	172.82	1,036.90	4030	
380	31/12/2025	Carma	Printer charges	100263207	85.18	17.04	102.22	4335	
381	01/01/2026	Ash waste	Waste collection	2437	60.81	12.16	72.97	4490	
382	05/01/2026	Clywd heating Renewable	Meiden no heating or hot water	4	169.00	33.80	202.80	4660	PO02052025
384	08/01/2026	J&M Cleaning	Office cleaning January	4	200.00	0.00	200.00	4490	PO1532025
385	12/12/2025	Dembyshire CC	Job Evaluation Exercise	802500802	125.00	0.00	125.00	4235	
386	09/01/2026	Clywd heating Renewable	Nant hall no heating, replace valve	2444	129.16	25.83	154.99	4660	
387	11/01/2026	Sarah Zlatonka	Counselling 2 x 540	PPSC07	80.00	0.00	80.00	4050	
388	13/01/2026	Obsidian Networks	IT support	INV-53133	226.66	45.33	271.99	4460	
389	13/01/2026	Amazon	Cleaning Materials	GB60018HDF181	12.07	2.42	14.49	4490	
390	10/01/2026	Welsh Water	Water Bill Jun-Nov25	6006873741	164.15	0.00	164.15	4445	
391	13/01/2026	Devia Church	Warm Hub	PTC0129001	357.00	0.00	357.00	4750	PO1292025
392	10/01/2026	Slamo	Agency Staff	Slamoc091909	1,166.85	233.37	1,400.22	4030	
394	16/01/2026	Obsidian Networks	Line Rental Call Charges	INV33663	167.78	33.56	201.34	4335	PO2112025
396	30/11/2025	Ash Waste	Extra Waste collection	2032046	9.56	1.91	11.47	4490	PO2072025
397	18/01/2026	The Pay Role Ltd	Payroll Service January	2024398	24.00	0.00	24.00	4030	
398	17/01/2026	Liquid Window cleaning	road sign finger boards cut hedge	45	135.00	0.00	135.00	4630	PO2062025
399	18/01/2026	Amazon	cleaning materials	GB62UESABEY	14.23	2.86	17.09	4490	PO2092025
400	19/01/2026	Amazon	Railball Pens	BB6NCRKVAEUD	5.72	1.14	6.86	4330	PO2142025
401	17/01/2026	DayDream	Annual hosting	INV-11122	176.00	35.20	211.20	4420	
402	17/01/2026	Melden Comm Association	Warm Hub	MC026-6117	150.00	0.00	150.00	4750	
403	19/01/2026	Gordon Ellis & Co	Tap Sale	SPF-S-224437	65.83	13.17	79.00	4660	PO2162025
404	19/01/2026	Obsidian Networks	Desk top and monitor	INV-53182	693.55	138.71	832.26	4460	PO2042025
406	19/01/2026	Malden Comm Association	Warm Hub	MC045-1219	87.00	0.00	87.00	4750	PO1322025
407	17/01/2026	Slamo	Agency Staff	Slamoc092098	1,041.45	208.29	1,249.74	4030	
408	20/01/2026	Amazon	Swivel Chairs	GB65632ABEY	57.74	11.54	69.28	4475	PO2132025
409	20/01/2026	Amazon	Stationary	GB305634227	38.70	7.75	46.45	4430	PO2142025
410	21/01/2026	High Speed Training	Training The Food Hygiene	INVZ18947	170.00	34.00	204.00	4060	PO2232025
411	21/01/2026	Tracy Berry	Warm Hubs	Jan-26	337.50	0.00	337.50	4750	PO2172025
412	21/01/2026	GreenCross Services	Bench Repairs	13695	125.00	25.00	150.00	4617	PO2082025
413	22/01/2026	Prestatyn NW	Warm Hub	Jan-26	165.00	0.00	165.00	4750	PO1302025
414	22/01/2026	Andrew Tate	Undertake ground works January	INV-0101	1,841.67	0.00	1,841.67	4670	CON272024
			Total:		15,397.48	1,584.52	18,082.00		

BANKING PREPARED BY: Jacquie Harrison

01/01/2026

BANKING AUTHORISED BY: Clif Ian Lifford

DATE:

PAYMENT BY: Nigel Acott

DATE:

Mayor Carol Holliday

DATE:

PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

[illegible]

Chrissie Ross - The Pay Role Ltd	18/12/2025
----------------------------------	------------

Cllr Ian Lifford/Nigel Acott	18/12/2025	<i>Nigel Acott</i>
------------------------------	------------	--------------------

Carol Holliday	18/12/2025	
----------------	------------	---

PRESTATYN TOWN COUNCIL

PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

Jan 2026 P10

BACS REF	DATE	PAYEE	DETAILS	TOTAL PAID
P28	18/01/2026	NET PAY	For the Month of January 2026	£9,143.48
P29	18/01/2026	PAYE HMRC	For the Month of January 2026	£3,933.94
P30	18/01/2026	PENSION CPF (-£1,441.67) - new annual allowance £17.3k	For the Month of January 2026	£1,569.63
		* Only Employee contribution paid		
PAYMENT TOTALS				£14,647.05
BANKING PREPARED BY				
		Chrissie Ross - The Pay Role Ltd	18/01/2026	
BANKING AUTHORISED BY				
		Cllr Ian Lifford/Nigel Acott	18/01/2026	
PAYMENT BY				
		Carol Holliday	18/01/2026	

Standing Orders, Direct Debits, Card Payments

List of automated transactions processed through Barclays Bank for the r

Dec-25

SODD09

Ref;	Method (S/O, D/D)	Date of Payment/ Transaction	Payee	Description	Invoice Ref	Nominal Code(s)	Breakdown - NET	Breakdown - VAT	This bill amount GROSS
DD09-20	DD	08/12/2025	EonNext	Nant Hall Gas	KI-51B2645-0007	4450	179.71	8.99	188.70
DD09-21	DD	01/12/2025	EonNext	Nant Hall Electricity	KI-CODEE5C4-0007	4450	128.97	6.45	135.42
DD09-21A	DD	02/12/2025	EonNext	Ty Perrdre Electricity	KI-5C8F465A-0014	4450	21.60	1.08	22.68
						TOTAL	£330.28	£16.52	£346.80

Dated 31st Dec 2025

Locum Town Clerk / Responsible Financial Officer

Chair F&M

Oct 14/2019

Standing Orders, Direct Debits, Card Payments

List of automated transactions processed through Barclays Bank for the r

Jan-26

SODD10

[illegible]

Dated 1st Jan 2026

Locum Town Clerk / Responsible Financial Officer

Chair F&M

Date: 05/02/2026

Prestatyn Town Council 2025-26

Page: 1

Time: 11:25

Cashbook 1

User: JACQUI

Barclays Premium / Current

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		403,953.84					403,953.84	
	Banked: 03/12/2025	86.67						
	Veronica Wells	86.67			1150	100	86.67	Pop in Rent
	Banked: 08/12/2025	1,370.43						
	BARCLAYS BANK	1,370.43			1500	100	1,370.43	Interest earned sep-7 dec
	Banked: 11/12/2025	1,570.75						
Ref 100460	BARCLAYS BANK	1,570.75			1700	100	1,570.75	Cash payment for ice rink
	Banked: 15/12/2025	3,000.00						
	Peter Duffy	3,000.00			4480	300	3,000.00	Refund
	Banked: 17/12/2025	9,141.76						
	HMRC	9,141.76			105		9,141.76	HMRC VAT
106505	Banked: 18/12/2025	211,625.00						
106505	Denbighshire County Council	211,625.00			1076	100	211,625.00	Denbighshire County Council
PTC12-30	Banked: 29/12/2025	30.00						
PTC12-30	Denbighshire County Council	30.00			1300	100	30.00	Chambers room hire
Total Receipts for Month		226,824.61	0.00	0.00			226,824.61	
Cashbook Totals		630,778.45	0.00	0.00			630,778.45	

Continued on Page 2

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/12/2025	Barclays Bank	TNSFR	39.70			4215	150	39.70	Commision charges
05/12/2025	Eon Next Energy Ltd	DD09-21A	22.68	22.68		500			TyPerndre Electric Dec
22/12/2025	Clwyd Pension Fund	P27	1,577.46			4020	250	1,577.46	Clwyd Pension Fund
22/12/2025	HMRC	P26	3,582.73			4010	250	3,582.73	HMRC
22/12/2025	Salaries	P25	8,271.10			4000	250	8,271.10	Salaries
22/12/2025	Eon Next Energy Ltd	DD09-20	188.70	188.70		500			Gas Nant Hall
22/12/2025	Eon Next Energy Ltd	DD09-21	135.42	135.42		500			Electricity Nant Hall
24/12/2025	DEVA CHURCH	8-329	556.50	556.50		500			Warm Hub
24/12/2025	Ash Waste Services Ltd	9-332	72.97	72.97		500			Waste collection
24/12/2025	SIAN JONES TRANSLATION LTD	9-333	122.28	122.28		500			Translation
24/12/2025	CANDA COPYING LTD	9-334	653.79	653.79		500			Copying machine
24/12/2025	ONE VOICE WALES	9-335	42.00	42.00		500			Module 3
24/12/2025	J&M's Cleaning Service	9-336	120.00	120.00		500			Cleaning head office
24/12/2025	SIAMO RECRUITMENT	9-337	1,331.82	1,331.82		500			Agency Staff
24/12/2025	GREENGRASS SERVICES LTD	9-338	340.80	340.80		500			remove plants prestatyn & Medl
24/12/2025	SEVENSIDE DEFIBS AND TRAINING	9-339	74.40	74.40		500			Defib use pads
24/12/2025	MELIDEN COMMUNITY ASSOCIATIONS	9-340	87.00	87.00		500			room hire
24/12/2025	AMAZON PAYMENTS UK LIMITED	9-341	8.95	8.95		500			Blueroll
24/12/2025	LIQUID WINDOW CLEANING	9-342	189.00	189.00		500			Clean inspec notice boards
24/12/2025	A. JONES & SON GAS SERVICES LT	9-343	96.00	96.00		500			Heating fault Meliden
24/12/2025	Jubilee Community Centre	9-344	340.00	340.00		500			Disposal of Waste
24/12/2025	DAYDREAM DESIGNS	9-345	228.00	228.00		500			Annual translation
24/12/2025	Phoenix Security North Wales L	9-346	176.40	176.40		500			Static guard
24/12/2025	LIQUID WINDOW CLEANING	9-347	960.00	960.00		500			Clean inspec bus shelters
24/12/2025	SIAMO RECRUITMENT	9-348	1,393.38	1,393.38		500			agency Staff
24/12/2025	Jubilee Community Centre	9-349	76.50	76.50		500			Warm hub
24/12/2025	DEVA CHURCH	9-350	248.50	248.50		500			Warm hub
24/12/2025	TRACEY BERRY	9-351	75.00	75.00		500			Warm Hub
24/12/2025	SARAH ZIELONKA COUNSELLING & S	9-352	40.00	40.00		500			Counselling
24/12/2025	ONE VOICE WALES	9-353	42.00	42.00		500			Module 9
24/12/2025	ONE VOICE WALES	9-354	42.00	42.00		500			Module 5
24/12/2025	AMAZON PAYMENTS UK LIMITED	9-355	24.94	24.94		500			Stationery
24/12/2025	MEGA ELECTRICAL NW LTD	9-356	3,582.00	3,582.00		500			Replace power box
24/12/2025	MEGA ELECTRICAL NW LTD	9-357	780.00	780.00		500			Light Installation
24/12/2025	Obsidian Networks Limited	9-358	271.99	271.99		500			IT Support
24/12/2025	Heatons Group	9-359	2.99	2.99		500			Diary A5
24/12/2025	Heatons Group	9-360	85.42	85.42		500			Envelpoes,wallets,pens
24/12/2025	Heatons Group	9-361	80.28	80.28		500			Bankers box
24/12/2025	SIAMO RECRUITMENT	9-362	530.38	530.38		500			Agency Staff
24/12/2025	ONE VOICE WALES	10-363	42.00	42.00		500			Module 6
24/12/2025	SIAMO RECRUITMENT	10-364	1,427.58	1,427.58		500			Agency Staff
24/12/2025	Prestatyn in Bloom	Item 80	1,000.00	1,000.00		500			Grant

Date: 05/02/2026

Prestatyn Town Council 2025-26

Page: 3

Time: 11:25

Cashbook 1

User: JACQUI

Barclays Premium / Current

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/12/2025	Citizen Advice Denbighshire	item 80	2,500.00	2,500.00		500			Grant
24/12/2025		item 80a	106.00	106.00		500			Grant
24/12/2025	Prestatyn Business Forum	item80b	1,000.00	1,000.00		500			Grant
Total Payments for Month			32,568.66	19,097.67	0.00			13,470.99	
Balance Carried Fwd			598,209.79						
Cashbook Totals			630,778.45	19,097.67	0.00			611,680.78	

4.

ACTIONS NEEDED BY THE FINANCE & MANAGEMENT COMMITTEE

No confidential information has been shared in the minutes or documents attached.

The Committee can continue under public scrutiny unless more specific information is requested or shared by councillors.

Approve / adopt the Staffing Sub-Committee's advice and actions by a vote of the Committee members. Ask for any objections, comments or amendments beforehand.

1. Adopt the policies and recommendations of the Policy Review Sub-Committee
2. Adopt staff training recommendations and actions
3. Approve the staff contract changes and terminations
4. Approve the new role of Payroll & Administration Support Officer and the new staff structure
5. Approve the recruitment process for Payroll & Administration Support Officer
6. Adopt the Compliance Monitoring Plan / approve its creation
7. Adopt staff appraisal and review procedures
8. Adopt the advice for Line Management of the Town Clerk to rest with the Staffing Sub-Committee

DOCUMENTS ATTACHED

- Draft Minutes – Staffing Sub-Committee 27th January 2026
- Training plan Template
- Training & Development Plan 2025 – 2027
- Structure of the Staffing-Committee
- Staff Appraisal Form Template

DRAFT – STAFFING SUB-COMMITTEE MINUTES

Meeting of the Staffing Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 27th January 2026 at 3pm – 5pm.

PRESENT

Councillors: A. West, B. Williams, C. Evans (Vice-Chair)

IN ATTENDANCE

Mr P. Davis (PD)	– Town Clerk / Responsible Financial Officer (Chair)
Ms D. Butters (DB)	– Legal & HR Support Officer
Ms K Tabingo	– Community, Events Administrator Officer

APOLOGIES RECEIVED

Cllr Williams left the meeting at 4.15pm.

1. NEW SUB-COMMITTEE TERMS OF REFERENCE

The Staffing Sub-Committee restructuring was advised by the Policy Review Sub-Committee to be more effective in its operation as a sub-committee to the Finance & Management Committee. It can be used for monitoring staffing matters and concerns, as well as referring any grievances or complaints in a timely manner.

The more effective use of this Sub-Committee will prevent any overuse of ‘working group’ model meetings (where discussions can be held but decisions cannot be made) and the overuse of Part 2 proceedings for the Finance & Management Committee as well.

RESOLVED

1. That the Staffing Sub-Committee exclude the public/press automatically due to GDPR concerns regarding matters discussed. Transparency will be upheld regarding material found suitable for the public domain and redacted minutes will be made publicly available via F&M Committee agenda/minutes.
2. Sub-Committee members are happy to proceed under the new structure and with the stated responsibilities, as advised by the Policy Sub-Committee
3. The Town Clerk was confirmed by unanimous vote as the Chair of the Sub-Committee (*the Town Clerk may delegate this responsibility, on a meeting-by-meeting basis, to another senior officer employed by the council*)
4. Cllr C. Evans was nominated as Vice-Chair by Cllr Williams and confirmed by unanimous vote.

5. The Sub-Committee can operate without the Town Clerk if they are absent for sickness/other related reasons or to discuss matters pertaining to Line Management of the Town Clerk.
6. The Sub-Committee commits to operate as a Recruitment Panel for Prestatyn Town Council, as needed, but may substitute (due to availability) up to 2 Members for Members of the Finance & Management Committee.
7. Members of the F&M Committee may be invited to attend **(if required)** and to speak during Staffing Sub-Committee meetings.
8. A Staff Liaison will be nominated by the staff and will provide input and staff POVs to the Sub-Committee.
9. Sub-Committee meetings will be separated into 'Part 1: Staff Liaison Input' and 'Part 2' proceedings to allow the Staff Liaison to provide a voice for staff.
10. An agenda template for the Sub-Committee was agreed to provide scope and depth for it to fulfil its duties and responsibilities **(template added in Appendix)**.

2. PART 1: STAFF LIASION

Ms K. Tabingo acted as Staff Liaison for the Sub-Committee meeting.

Issues Raised:

1. Staff perks: gym membership
2. Sub-Committee members were provided with briefs from staff officer Ms D. Butters and agency workers: J. Harrison and M. Frend
3. It was iterated that staff wanted clarity regarding their contracts of service

Sub-Committee Response:

1. Cllr Williams had received no response from the business that he had approached. He was happy to speak with 'Saints' but considered a positive response unlikely. Miss S. Clarke had been sent information before to look at regarding gym membership.
2. Staff input and the nature of staff contracts would be discussed in Part 2 proceedings at the end of the meeting.

PART 2

Ms K. Tabingo (Staff Liaison) left the meeting. Ms D. Butters remained to act as Chair for the meeting in the Locum Town Clerk's absence and with the Sub-Committee's permission.

3. STAFF TRAINING

Information was shared regarding the council's legal duty and current position, and proposals were put forward by Ms Butters (see Appendix for relevant documents).

RESOLVED

1. Alison.com would be investigated as a possible cost-saving means of providing staff with training. Sub-Committee members were unfamiliar with the organisation.
2. The 'Training & Development Plan: 2025 – 2027' would be finalised and adopted by the council.
3. The template for 'Staff Training Plan' would be accepted and utilised for all officers.
4. Training, where possible, will be team inclusive activities in the future to encourage team cohesion, cooperation and communication.
5. With the savings to the training budget by using free Alison.com, team-building exercises would be considered for the future financial year to encourage teamwork amongst staff.
6. It was agreed that the proposed 'Training Schedule', with the training plan, would provide a clear understanding of what training and targets were expected of staff, by when and what the consequences for failure would be.
 - ILCA certification completion: within the first 6 months of employment as a requirement to successfully complete a probation period. Cost and training time would be met by the council, e.g. 2 hours per week of employment time over 6 weeks or 1 hour per week over 12 weeks.
 - i. Should an employee fail to be employed by PTC following probation, all qualification costs will be repaid to PTC by the employee – to be a contractual term.
 - GDPR training, Risk Management and any other relevant training (e.g. PTC policy and procedures) as above.
 - Social media / website training, defibrillator training and other relevant training to be completed within the first year of employment.

ACTIONS

1. Produce a more thorough report with suggested courses for Alison.com – DB
2. Produce Training & Development Plan: 2025-2027 document ready for publication – DB
3. Produce Staff Training Plan Templates for staff members, as appropriate, for discussion in staff appraisals – DB
4. Produce a template Staff Training Schedule for general use – DB

4. SALARY CHANGES

The status of the NJC Pay Claim for 2026 – 2027 was discussed and how it would affect the current staff salaries if approved. It was decided that no current action was required by the Sub-Committee for this agenda item.

5. STAFF SALARY REVIEW & STAFF STRUCTURE

Options and information were provided for the Sub-Committee to discuss at the end of the meeting.

RESOLVED

1. The proposed job description of Payroll & Administration Support Officer was approved for evaluation. Recruitment is expected to begin before the end of the financial year.
2. Current agency arrangements would terminate at the end of the current financial year.
3. The temporary staff contract would not be renewed for Legal & HR Support Officer and other arrangements would be put in place going forward.
4. The handover for Town Clerk would be completed by the end of February with the Locum Town Clerk.

6. STAFFING REQUIREMENT & RECRUITMENT

Options and information were provided for the Sub-Committee to discuss at the end of the meeting.

RESOLVED

1. Staffing structure and roles would be better defined and streamlined for council requirements.

ACTIONS

1. The proposed job description of Payroll & Administration Support Officer be expanded to include a person specification and sent out for evaluation – DB

7. STAFF REVIEW

The reason for the agenda topic was discussed, and information was provided for the Sub-Committee to discuss at the end of the meeting.

8. EMPLOYMENT POLICY

Effective compliance monitoring was discussed and creating a Compliance Monitoring Plan (CMP) was proposed.

RESOLVED

1. Sub-Committee approved the creation of a CMP.

ACTIONS

1. Create a CMP – DB

9. STAFF APPRASIALS

Cllr Williams left the meeting but indicated that he was in agreement with decisions being made in his absence by the remaining Sub-Committee members.

Procedures for staff appraisals and regular reviews, and performance evaluation was discussed. By reviewing performance and job progress, it was agreed that staff would be able to prioritise, improve work planning and establish personal development and career plans. This should lead to improved working arrangements, increased job satisfaction and appropriate staff training.

RESOLVED

1. Forms A, B and C will be used for staff appraisals and a separate form be used for staff reviews.
2. Staff reviews will take place bi-monthly by line managers to keep on top of any developing issues or concerns and training objectives.
3. Staff appraisals will take place every 6-months for staff in their first 2 years of service, starting near the end of the probationary period.
4. Staff appraisals will take place annually after the completion of 2 years of service.
5. Initial employment contracts will be limited to fixed term contracts 2 years in length to ensure a good fit and prevent potential staff issues escalating. Contracts can be renewed for a further 2-year period if there are any lingering concerns, or else turned into permanent contracts if performance has been to acceptable standards.
6. That any changes or amendments to job descriptions or terms and conditions of employment after appraisal would need to be referred to the Finance & Management Committee for final decision-making.

ACTIONS

1. Arrange staff appraisals for current staff members, as relevant, using new forms and approved procedures – PD
2. Keep the Finance & Management Committee regularly informed and up to date regarding staffing concerns, issues and development – PD.

10. LINE MANAGEMENT OF TOWN CLERK

Effective line management was discussed, and the Sub-Committee were provided with a short document of written advice detailing their responsibilities in this regard.

It was proposed that the Staffing Sub-Committee act as Line Management for the Town Clerk. The Sub-Committee were advised that no individual councillor (including the Chair of the Finance & Management Committee and/or the Mayor) could act on behalf of the council, and line management would need to be performed by:

2 councillors, as a minimum, acting as an established Sub-Committee / Committee or Full Council

A

Advantages of using the Staffing Sub-Committee for Line Management were discussed:

- The Sub-Committee have the freedom to meet as needed and under a Part 2 arrangement as standard.
- The Finance & Management Committee (or full council) would have less flexibility to arrange meeting times to accommodate Members and would need to instigate Part 2 more often, which would affect transparency.

RESOLVED

1. The Staffing Sub-Committee will act as Line Managers for the Town Clerk and perform the duties and responsibilities as required.
2. Regular contact will be maintained with the Town Clerk to be aware of issues and concerns.
3. 'Line Management of the Town Clerk' would be a constant agenda item, even if there is no business to discuss, and use the time for regular performance reviews and appraisals as needed.

11. PART 2: DISCUSSIONS

Ms D. Butters left the meeting.

Discussions were held regarding current staff, existing contracts and staff recruitment.

Staffing Sub-Committee Chair: _____

Chair of Finance & Management Committee: _____

Date of F&M Committee meeting Minutes were received in: _____

Corresponding Minute Number from Full Council / F&M Committee Meeting: _____

The Staffing Sub-Committee Structure

Introduction

The Staffing Sub-Committee has been restructured to be more effective in its operation as a sub-committee to the Finance & Management Committee. It can now be used for monitoring staffing matters and concerns, as well as referring any grievances or complaints in a timely manner.

The more effective use of this Sub-Committee will prevent any overuse of 'working group' meetings of the F&M Committee (where discussions can be held but decisions cannot be made) and the overuse of Part 2 proceedings for F&M Committee as well. Members of the F&M Committee (which the Staffing Sub-Committee reports to and sits under) can be invited to Staffing Sub-Committee meetings, as needed.

Part 1: Staff Liaison Input

This section is to provide staff POVs and not for any decision-making or commitments to be made. Any issues or decisions can be discussed in Part 2 proceedings, and feedback given to the Staff Liaison subsequently or communicated directly to the staff by the Town Clerk in the next available team meeting.

Part 2

This section is to allow the Sub-Committee members to discuss staffing and HR needs and issues without general staff presence (bar the Town Clerk in most cases).

Template for Agenda Topics below:

- A. **Staff training** – *ongoing and new arrangements*
- B. **Salary Changes** (*due to external reasons, e.g. NJC terms update*)
- C. **Staff Salary review & Staff Structure**
 - a. *New staff contracts or terms & conditions*
 - b. *New roles or discussion of changes to current roles*
 - c. *Backpays and honorariums*
- D. **Staffing Requirement & Recruitment**
 - a. *Arrangements discussed if the Sub-Committee needs to act as a Recruitment Panel*
- E. **Staff Review**
 - a. *Review of existing contracts and roles*
 - b. *Any staff disciplinary / capability issues*
 - c. *Any grievances / complaints*

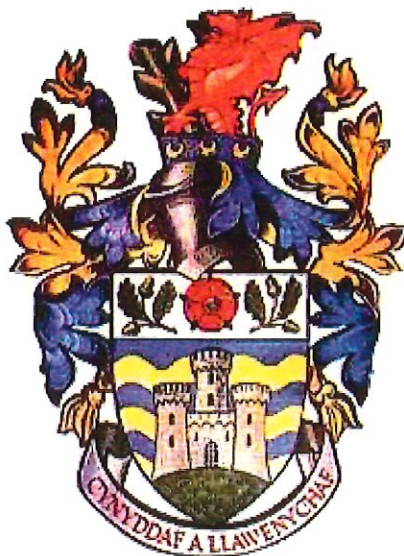
F. Employment Policy

- a. *Monitoring policy compliance*
- b. *Any issues discussed with existing policies and if they need to be referred to the Policy Review Sub-Committee*

G. Staff Appraisals

- a. *Reviews and appraisals*

H. Line Management of Town Clerk – ongoing reviews and monitoring



PRESTATYN TOWN COUNCIL

Training & Development Plan: 2025 – 2027

Council Members, officers and other employees need to maintain up to date knowledge of their functions and duties, therefore Prestatyn Town council (PTC) commits to support necessary agreed training and development and meet course expenses, and any travel and subsistence costs incurred, as agreed.

The Local Government and Elections (Wales) Act 2021 requires that:

1. A community [town] council must make and publish a plan (a “training plan”) setting out its proposals in relation to the provision of training for:
 - a) the councillors of the council
 - b) the council’s staff
2. A community council must review its training plan from time to time
3. If a community council revises or replaces its training plan, it must publish the revised or new plan

A knowledge/skills audit and training needs analysis will be undertaken (at minimum) after each ordinary election and be reviewed/ updated annually by the Town Clerk to inform the annual training plan.

The following is a summary of the training to be undertaken by staff and councillors for the remainder of 2025 and the 2026 / 2027 municipal year:

1. Town Clerk & RFO / Assistant Clerk

Training: Certificate in Local Council Administration (CiLCA)

Provider: SLCC

Cost: Bursary

2. Finance Officer

Training: FILCA

Provider: SLCC

Cost: £144

3. All Officers

Training	Accreditation	Cost
ILCA	SLCC	£144
GDPR	CPD	Free
Social Media	CPD	Free
Risk Management	CPD	Free
COSHH	Denbighshire	Free

4. Members

The Council encourages and supports its Members to take up appropriate training opportunities, as and when these arise. Approximate costs for training courses delivered by One Voice Wales (OVW) are £63 per session (reduced to £40 for member councils). Training may also be available from CCBC, Planning Aid Wales (approximately £35 per session), or other bodies during the year.

Members receive a personalised up-to-date training record each month and a list of the training programmes and courses available.

The Council sets aside a continuing budget per year to support Member training costs. Allowing an average of £95 per Member would cover the cost of two courses per year. Members are encouraged to sign up to at least two sessions per annum.

All Members' training should be recorded to ensure that there is a clear record of what has been attended and then publicised on the council's website to maintain transparency.

TEMPLATE: STAFF TRAINING PLAN

EMPLOYEE NAME:		EXAMPLE (employee starts March 2026)			
JOD TITLE:					
FINANCIAL YEAR:		2026 – 2027			
Training / Course / Desired Goal	Expectation	Date for Completion	How Expectation is Measured	Comments	Status
Sufficient management of PTC staff	Within 6 months have stable and agreed staffing roles and organisation in place	September 2026	Staff organisation has been agreed by relevant parties; staffing has been stable for at least one month and is projected to be stable for the next twelve months minimum (measured by length of employee contracts)	Failure to achieve this will result in Capability review to assess the difficulties experienced.	Agreed by Staffing Sub-Committee [date] Approved by Finance & Management Committee [date]
SLCC - CILCA	Completion within 12 months	1 st April 2027	CILCA certificate obtained	Failure to pass within 12 months: any further payments for any additional time needed for completion of the certificate will be at the employee's own expense. Failure to pass within 18 months: Capability review, as per PTC's policies.	

Staff Appraisal Form

Name:	Job Title:	Line Manager:	
Employment Start Date:	Date of Last Review / Appraisal:	Date Form Completed:	
Do you feel your job description is relevant? Is there a need for any changes?			
Which aspects of your work do you feel especially pleased with?			
Which aspects of your job have not gone as well as you would have hoped?			

Staff Appraisal Form

In what ways would you hope to develop your experience and strengthen your expertise both in the short and long term?	
Are there any topics you would particularly like to discuss during your appraisal meeting?	
<u>Working Relationships</u> What works well and what would you like to change in the working relationship between: • You and line manager (sub-committee) • You and your colleagues • You and service users • You and external bodies	

POLICY REVIEW SUB-COMMITTEE UPDATE FOR THE FINANCE & MANAGEMENT COMMITTEE

The Policy Review Sub-Committee last met on the 9th of December 2025 and the 8th of January 2026. *January minutes attached.*

The below policies are ready for final approval and must be voted through by the Finance & Management Committee.

This can be done individually or as a collective vote (to accept the Policy Update) to indicate approval.

1. Financial Regulations
2. TOIL, Overtime & Flexible Working Policy
3. Volunteer Policy
4. Sickness and Injury Absence Policy & Procedures
5. Publication Scheme 2026
6. Lone Working Policy
7. Grievance Policy & Procedures
8. Grants & Aid Policy 2026
9. Disciplinary and Capability Policy & Procedures
10. Biodiversity Policy 2025

These policies were shared with all councillors via email on the below dates:

- Financial Regulations 2025: Wednesday 10th December 2025 at 16:39
- All other reviewed policies (including Committee Terms of Reference):
Thursday 22nd January 2026 at 13:11

NO COMMENTS, ENQUIRIES OR REQUESTED AMENDMENTS HAVE BEEN RECEIVED.

DRAFT – POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 8th January 2026 at 3pm – 5pm.

PRESENT

Councillors: A. West (Chair), I. Lifford (Vice-Chair), C. Evans

IN ATTENDANCE

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

- Committees Standard Terms of Reference
- TOIL, Overtime & Flexible Working Policy
- Volunteer Policy
- Sickness and Injury Absence Policy & Procedures
- Publication Scheme 2026
- Lone Working Policy
- Grievance Policy & Procedures
- Grants & Aid Policy 2026
- Disciplinary and Capability Policy & Procedures
- Biodiversity Policy 2025
- Committee Terms of Reference
- Staff Leave Policy

POLICIES TO BE MOVED ONTO THE NEXT AGENDA

It was decided that the Staff Leave Policy needed further amendments and would return to the next meeting of the Policy Review Sub-Committee in February.

Policy Review Sub-Committee Chair: _____

Chair of Finance & Management Committee: _____

Date of Full Council / F&M Committee meeting Minutes were received in: _____

Corresponding Minute Number from Full Council / F&M Committee Meeting: _____