

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 11th February 2026 at 7.40pm – 7.55pm.

PRESENT

Committee Councillors: C Holliday (Chairman/ Mayor) A. West, I. Lifford (r), C. Evans, G. Sandilands, J. Matthews (r).

Committee Observers: A. Tomlin, G. Frobisher MBE, E. Heaton (r), S. Frobisher (r), K. Clewett, J. McLellan (r), T. Jones MBE, A. Sampson.

(Councillors P. Duffy and R. Flynn and K.Tabingo - PTC officer left prior to commencement of this meeting).

IN ATTENDANCE

Mr P. Davis – Town Clerk and Responsible Financial Officer, Mr N. Acott – Locum Town Clerk, Ms. A. Frend – Administration Officer (agency), Miss D. Butters – Legal & HR Officer.

APOLOGIES

None

137 DECLARATIONS OF INTEREST

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

None received.

138 FINANCIAL EXPENDITURE

Details of income and expenditure together with financial statements had been circulated with agenda papers. Council had earlier in evening determined council budget and council tax precept for 2026/27.

Clarification was sought on BACS 371 that related to PTC office and not public conveniences.

RESOLVED

- i) That BACS 9 and 10 (December 2025 and January 2026) be approved.
- ii) That Payroll 9 and 10 (December 2025 and January 2026) be approved.

CAA

iii) That Standing Orders and Direct Debits for December 2025 and January 2026 be approved.

iv) That details of Income /Expenditure, trial balance and bank reconciliation to 30th January 2026 be approved.

139 STAFFING SUB-COMMITTEE

Details of Staffing Sub-Committee meeting held 27th January 2026 had been circulated to all Councillors. The meeting had discussed terms of reference, arrangements for future staff liaison, staff training, ongoing National Joint Council's (NJC) pay award negotiations 2026.27, staff requirements and recruitment plans, employment policies, staff appraisals, and line management of Town Clerk.

A query was raised about proposed new position of Payroll and Administration/Finance Support Officer and whether this had been subject to job evaluation. Mr P. Davis, Town Clerk/Responsible Financial Officer confirmed that this had since been undertaken.

RESOLVED

That Minutes of Staffing Sub-Committee held 27th January 2026 be approved.

Proposer: Cllr A. West Seconder: Cllr C. Evans.

140 POLICY SUB-COMMITTE UPDATE

Details of Policy Review Sub-Committee held on 8th January 2026 had been circulated to all Councillors. The meeting had reviewed committee standard terms of reference; time off in lieu, overtime and flexible working policy; volunteers policy; sickness and injury absence policies and procedures; publication scheme 2026; lone working policy; grievance policy and procedures; grant aid policy; disciplinary and capability policy and procedures; biodiversity policy 2025; staff leave policy – to be reviewed by sub-committee in February 2026.

RESOLVED

i) That Minutes of Policy Sub- Committee held on 8th January 2026 be approved.

ii) That all members of the two Sub-Committees be thanked for their good work.

Chairman C. A. HODGKIN
11/3/26.