



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

17 April 2026

Dear Councillor

You are invited to attend a meeting of **FULL COUNCIL** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on **Wednesday 22nd April 2026** upon rise of Community Development Regeneration Committee

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

Yours sincerely

Town Clerk

CYNGOR
TREF PRESTATYN



7 Ffordd Llys Nant
Prestatyn
LL19 9LR

17 Ebrill 2026

Annwyl Gynghorydd

Fe'ch gwahoddir i gyfarfod o'r **CYNGOR LLAWN** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Dydd Mercher 22 Ebrill 2026 ar godi Pwyllgor Adfywio Datblygu Cymunedol

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

Yn gywir iawn

Clerc y Dref

1 APOLOGIES

2 PUBLIC PARTICIPATION

3 DECLARATIONS OF INTEREST

To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings as required by Code of Conduct legislation.

4 PUBLIC CONVENIENCES

Presentation by Waterless Toilets Co.
Jacob Andersen

5 MINUTES

Full Council 11.03.26
Finance and Management 08.04.26

6 TOWN CLERK'S UPDATE

Report to follow

1 YMDDIHEURIADAU

2 CYFRANOGIAD CYHOEDDUS

3 DATGANIADAU O DDIDDORDEB

Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad.

4 CYMUNEDAU CYHOEDDUS – DIWEDDARIAD

Cyflwyniad gan Waterless Toilets Co. Jacob Andersen

5 COFNODION

Cyngor Llawn 11.03.26
Ariannol ac Rheoli 08.04.26

6 DIWYDIAD CLERC Y DREF

Adroddiad i ddilyn

7 BIO DIVERSITY

8 POLICY REVIEW SUB COMMITTEE
Report attached

9 MINUTES

Policy Review Committee 04.09.2025
Policy Review Committee 04.11.2025
Policy Review Committee 09.12.2025
Policy Review Committee 08.01.2026
Policy Review Committee 05.02.2026

Policy Review Committee 03.03.2026
Policy Review Committee 12.03.2026
Policy Review Committee 17.03.2026
Policy Review Committee 02.04.2026

10 EXCLUSION OF PUBLIC AND PRESS

Public and Press were excluded in accordance with Local Government Act 1972 Schedule 12A Parts 1,2,3,4,5,7 during following items: -

Croner Contract – Discussion

Staffing Sub Committee – Replacement
Staffing Issues

MINUTES

Staffing Sub Committee 25.03.2026
Staffing Sub Committee 25.03.2026 12
Staffing Sub Committee 24.02.2026
Staffing Sub Committee 27.01.2026

Cllr Peter Duffy tables a motion of "no confidence in the members of the Finance and Management Committee"

COMMITTEE MEMBERSHIP:

All Councillors.

To: All Town Councillors
Denbighshire County Councillors
(Prestatyn and Meliden)
Public Notice

7 AMRYWIOLDEB BIOLEGOL

8 IS-BAILENYDD IS-BAILENWYR ADOLYGU POLIS
Adroddiad wedi'i gysylltu

9 COFNODION

Pwyllgor Adolygu Polisi 04.09.2025
Pwyllgor Adolygu Polisi 04.11.2025
Pwyllgor Adolygu Polisi 09.12.2025
Pwyllgor Adolygu Polisi 08.01.2026
Pwyllgor Adolygu Polisi 05.02.2026

Pwyllgor Adolygu Polisi 03.03.2026
Pwyllgor Adolygu Polisi 12.03.2026
Pwyllgor Adolygu Polisi 17.03.2026
Pwyllgor Adolygu Polisi 02.04.2026

10 ECHDYMNIAD Y CYHOEDD

A'r WASG Cafodd y Cyhoedd a'r Wasg eu hepgo yn unol â Deddf Llywodraeth Leol 1972 Atodler 12A Rhannau 1,2,3,4,5,7 yn ystod y eitemau canlynol: -

Contract Croner – Trafodaeth

Is-Bwyllgor Staffio – Amnewid
Materion Staff

COFNODION

Is-bwyllgor Staffio 25.03.2026
Is-bwyllgor Staffio 25.03.2026
Is-bwyllgor Staffio 24.02.2026
Is-bwyllgor Staffio 27.01.2026

Mae Cynghorydd Peter Duffy yn cyflwyno cynnig o 'diffyg hyder yn aelodau'r Pwyllgor Cyllid a Rheoli'

AELODAETH Y PWYLLGOR

Y Cynghorwyr i Gyd

I'r: Y Cynghorwyr Tref i Gyd
Cynghorwyr Sir Ddinbych
(Prestatyn a Gallt Melyd)
Hysbysiad Cyhoeddus



WooWoo
Waterless Toilets

(<https://www.waterlesstoilets.co.uk>)

Home

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Brands ▾

Info ▾

Gallery

Contact Us

£0.00

KL2 Compact



Kazuba Info

KL1

KL2 Compact

KL2 Accessible

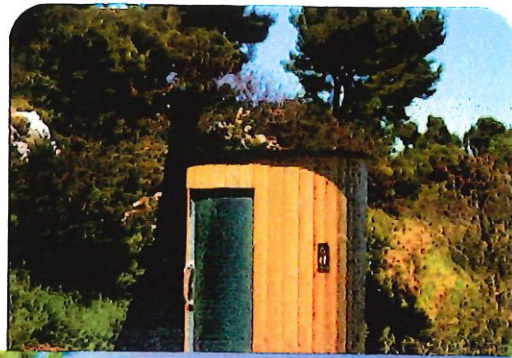
The Bumper

KL2 Compact

The KL2 is the ideal solution for public spaces in need of a robust high capacity toilet which doesn't necessarily need to be accessible. As the name indicates, the KL2 Compact is similar to the KL2 Accessible but has a smaller, circular footprint. Compared with the KL1 Standard, the KL2 Compact is more durable and robust and gives you the option to install it with the larger Kazuba High Capacity (KHC) toilet system.

The chimney and door positioning is flexible and can be adjusted during installation to optimise the layout.

All Kazuba toilets are fitted with hygienic TORK toilet paper dispensers, handgel dispensers, toilet signs and coat hooks.



Want to simplify the maintenance?

We offer a higher capacity toilet tank system that can take between 8,000 – 10,000 visits before emptying

Find Out More
(<https://www.waterlesstoilets.co.uk/contact/>)

Kazuba High Capacity (KHC)

Available with the KL2 cabin only, the KHC tank is designed for public sites like parks, beaches, car parks and playgrounds where simplicity of maintenance is crucial. Both solids and liquids are emptied using a pump truck for easy and simple maintenance of the unit. The KHC is not designed to facilitate composting of the solids so you can think of it as a more environmentally friendly septic tank with no chemicals and added evaporation.

Capacity

The capacity of the KHC is around twice as large as the normal system. Emptying frequency will depend on usage but as a rule of thumb, these units need emptying every 8,000-10,000 visits.

10,000
Visits

Level Sensor Technology

We are currently testing out ultrasound level sensor technology which can provide daily volume reading and estimate when the units should be serviced next. If you are interested in this, please get in contact. (<https://www.waterlesstoilets.co.uk/contact/>)



We know... This is a lot of information to take in. Most people find it useful to talk to us at this point. Our friendly and knowledgeable advisors can guide you towards the right solution for your particular situation.

Get in contact
(<https://www.waterlesstoilets.co.uk/contact/>)

Not sure which toilet is right for you, need a quote or want to know a little more information?

TOILETS

Kazuba

Kazuba toilets are dry toilet systems, ideal for any remote location which doesn't have access to plumbing (think golf courses, parks, playgrounds, car parks, allotments, etc). This award-winning system works without the need for water, electricity and chemicals and is trusted by many high profile clients in the UK and beyond, including The National Trust, English Heritage, Natural England, The RSPB and The Wildlife Trusts.

Cabins

[KL1](#) Cost = £8,495 + VAT

[KL2 Compact](#) Cost = £10,495 + VAT

[KL2 Accessible](#) Cost = £11,995 + VAT

KL2 Accessible with Urinal Cost = £13,995 + VAT

How it works

The Kazuba system (STK) works by separating the liquid waste from the solid waste. Using the sun and wind, it evaporates the liquids and dehydrates the solids, eliminating odours in the process. [Click here](#) for a useful diagram and an explainer video.

Contrary to other waterless and composting toilets, the Kazuba toilet is used just like a normal flushing toilet. No user requirements (like adding sawdust or having to always sit down) makes this an ideal toilet for public and semi-public situations.

Maintenance

Depending on frequency of use, Kazuba toilets need a simple service once or twice a year which is straightforward and takes less than 5 minutes. These are therefore by far the easiest and simplest waterless toilet solution when it comes to maintenance. If you let us know how frequently you expect the toilet to be used, we can give you a good indication of maintenance requirements.

Delivery Included

Each unit is built to order and kerbside delivery is included in the unit price above (within mainland UK). The unit arrives as a flat-packed kit on an oversized pallet, ready to be installed in your chosen [location](#).

Installation

While you are free to self-install the units (manuals provided), we highly recommend using one of our certified partner companies to assemble and install the toilet units. With many years experience, they are the most qualified to maximise efficiency of the system through correct placement, avoiding any pitfalls during build, and delivering the product at its best. Their services come with 12 months cover for installation faults.

Guide prices for full installation of single units are listed below. These are only indicative prices provided as a guide. Factors such as location and access could affect the cost, so make sure you fill out this [Installation Form](#) to receive a personalised quote for your site. The nearest installation company to you will then contact you before finalising a quote.

KL1: £2,800 + VAT

KL2: £3,500 + VAT

Funding

Many of our allotment/community garden customers have obtained grants to pay for their Kazuba toilets. Here are some helpful documents about applying for grants and specifically the Awards for All application.

Planning

Some of our customers may need to apply for planning. The rules change depending on the local authority so it is your responsibility to check whether planning is required on your site. In our experience, less than 50% of customers need planning.

Here are the drawings of the cabins which should help with your planning application:

[KL1 cabin drawing](#)

[KL2 Compact cabin drawing](#)

[KL2 Accessible cabin drawing](#)

Total Costs + Purchase Price + VAT which includes delivery costs and the cost of Installation.

There are several areas near us that have these Toilets and so we could arrange a site visit to see them in operation.

The closest is one at Denbighshire Tree Nursery by Green Gates Farm St Asaph.

Please see attached details of each model.



Over 500 happy customers in the UK alone

Kazuba is a popular choice for councils, community projects and other organisations across the UK. Notable customers include The National Trust, English Heritage, Natural England, NatureScot, The RSPB, Thames Water, House Of Hackney, The Natural

History Museum, Notts County FC and Loch Lomond Golf Club.

In the UK, Kazuba toilets are mostly situated on allotments, golf courses, parks, car parks, playgrounds, castle grounds, solar farms, schools, beaches, nature reserves, fishing lakes and hiking trails but have also been installed at churches, vineyards, a car racing test course, an observatory and even a zoo.

View our **gallery** (<https://www.waterlesstoilets.co.uk/gallery/>) for pictures and comments from existing customers.

Get a quote
(<https://www.waterlesstoilets.co.uk/contact/>)

FAQ

— How many visits can a Kazuba toilet deal with per day?

This is a complicated question and something you should discuss with us directly as it depends on your situation. However, a simple answer is that the capacity of a Kazuba toilet is essentially unlimited but the maintenance is determined by the volumes of use.

As a rule of thumb, for sites with fewer than 30 visits per day, we recommend the standard Kazuba system (STK) and under average conditions, frequency of maintenance might be once or twice a year, perhaps with the odd pump-out required every 2-5 years.

For volumes over 30, you can decide to get more units or you may prefer the **Kazuba High Capacity (KHC)**

(<https://www.waterlesstoilets.co.uk/kazuba/kl2-accessible#khc>) which relies less on evaporation and needs servicing by pump-truck every 8,000-10,000 uses. This system is ideal for public sites with high numbers of visitors.

- + How often does the toilet need servicing?
- + Why don't Kazuba toilets smell?
- + Does the evaporation work in cold and wet climates?
- + What if there's no sunlight or wind?
- + Can the toilet still be used in the winter?
- + Can children use Kazuba's waterless toilets?
- + Do I need to use a certain type of toilet paper?
- + Can wheelchair users access the toilet?
- + How do the cabins deal with strong winds?
- + What locks come with the cabins?
- + Can I install it myself?
- + If located in a public space, is it vandal-proof?
- + How quickly can I receive my Kazuba toilet?
- + What are the dimensions of the Kazuba toilets?
- + How is it delivered?
- + How long is the warranty and what does it cover?
- + What happens if people throw rubbish in

the toilet?

- + Does the cabin need any maintenance?
- + What about handwashing?
- + How deep does the tank need to be dug into the ground?
- + Do I need planning permission for a Kazuba toilet?
- + How long does it take for the waste to compost?
- + Is there light inside the cabins?
- + How much does a Kazuba toilet cost?
- + Why Kazuba and not a traditional compost toilet?

Need a quote or any other information

Get in contact
(<https://www.waterlesstoilets.co.uk/contact/>)

Not sure which toilet is right for you, need a quote or want to know a little more information?

Get In Touch

Help us advise you by telling us a little about your situation - or even better, give us a call to discuss options!

Agenda Item: 5 BIODIVERSITY OFFICER

The Policy Sub-Committee has reviewed the likely workload for fulfilling the council's biodiversity duty, and the Welsh Government expectations (which will likely only increase), and advise that the workload will be too great for one councillor to take the lead in this subject area without the assistance of an officer.

Members are asked what approach they would like to take regarding fulfilling the council's legal duties:

1. The Town Council should look at creating a part-time biodiversity-related role in the near future. This would entail approximately 15 hours / 2 days per week to carry out the actions of the Biodiversity Action Plan.
2. Biodiversity should be formally combined into the Community Officer role and imbedded further into community initiatives.
3. Biodiversity duties should be shared amongst the staffing team.
4. An external contractor should be engaged to fulfil the town council's legal obligations.
5. Any alternative suggestions.

This agenda item requires Members to **vote for an option**.

Agenda Item: 5 BIODIVERSITY

The Policy Review Sub-Committee has produced the town council's Biodiversity Action Plan and placed this on the council's website under a new section heading: 'Biodiversity'. A copy of the Action Plan was also emailed to Members on 02.04.2026.

The town council has statutory duties regarding biodiversity under The Environment (Wales) Act 2016 and The Well-being of Future Generations (Wales) Act 2015.

- Members are asked to **vote** to approve the Biodiversity Action Plan, as advised and completed by the Policy Review Sub-Committee.

This agenda item requires Members to **vote** to approve the Sub-Committee's advice and actions regarding Biodiversity.

POLICY REVIEW

BIODIVERSITY UPDATE

Biodiversity is a statutory duty under the Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty.

Section 6 of this Act puts a duty onto public bodies and local authorities to 'maintain and enhance biodiversity' in a manner consistent with the exercising of their normal roles and functions. Whilst doing this, public authorities are also obliged to 'promote the resilience of ecosystems'.

It also requires those bodies to have regard to the lists of habitats and species of 'principal importance' published as a result of Section 7 of the Environment (Wales) Act. Each public body must report at least every three years on how it is complying with the biodiversity duty and maintain an update to date Biodiversity Action Plan that is publicly available for viewing.

Current Legal Position

Responsibility for Biodiversity rests with the Policy Review Sub-Committee until the May AGM. Given that the Sub-Committee is currently inoperable, this statutory duty falls back onto the Full Council and no new actions, decisions or progress can be made in meeting the town council's commitment to Biodiversity without a resolution by the Full Council.

Recommendation

The Full Council decides on a way forward during the Full Council meeting on 22nd April 2026:

- What short-term protocols it wishes to implement (if any)
- Where the Biodiversity will rest after the AGM and which individual/s, Committee or Sub-Committee will be responsible for meeting the council's commitments

FULL COUNCIL

Minutes of Full Council meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn, on Wednesday 11th March 2026 upon rise of Town Planning Committee at 18.20 – 19.55pm.

PRESENT

Councillors: A. West (Chairman), C. Holliday, I. Lifford, K. Clewett (r), J. Thompson-Hill (r), P. Duffy, G. Frobisher MBE, G. Sandilands (r), A. Tomlin, A. Sampson, C. Evans, J. Matthews (r).

IN ATTENDANCE

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

APOLOGIES

Councillors: B. Williams, S. Frobisher, J. McLellan, T. Jones MBE, Cllr Elen Heaton

148 PUBLIC PARTICIPATION

None received

149 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.

150 MINUTES

RESOLVED

That Minutes of meetings be approved as follows:

Full Council – 11th February 2026.

Town Planning Committee – 11th February 2026.

Community Development & Regeneration Committee – 11th February 2026.

Finance & Management Committee – 11th February 2026.

151 TOWN CLERK'S UPDATE

Town Clerk asked approval for payments below £5,000 to be able to be moved within budget headings.

RESOLVED

Proposed: Cllr C. Evans
Seconded: Cllr C. Holliday

Mr P. Davis, Town Clerk/Responsible Financial Officer then gave a detailed record of work and actions to date.

Meliden Community Centre - approval was sought to pay TT Drainage £2,595.00 to excavate and install a new water supply pipe.

RESOLVED

Proposed: Cllr A. Sampson
Seconded: Cllr C. Evans

It was agreed that quotes should be obtained to replace the emergency doors at Meliden Community Centre.

With regards the longstanding problems with Meliden Community Centre roof – it was agreed that a comprehensive assessment by a surveyor was needed.

152 TRAINING ARRANGEMENTS FOR COUNCILLORS

This item has been deferred.

153 POLICY UPDATE

Council was updated on all Policy reviews, and this item has been deferred until the next Finance and Management Meeting.

154 COMMUNITY GRANTS**RESOLVED**

That Grants be awarded as follows:

Prestatyn & District Festival of Walking – Grant £1,000 awarded for 25/26.

Prestatyn Carnival Association 26/27 – This item to be considered at next Full Council meeting.

Prestatyn Events Group CIC 25/26 – Deferred for additional information required.

155 EXCLUSION OF PUBLIC AND PRESS

That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12 A Parts 1,2,3,4,5,7 during following items:

- i) Payment Discussion.
- ii) Staffing Update – copy attached.
- iii) Croner Contract discussion.

Mayor _____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 8th April 2026 at 18.24 – 19.05.

PRESENT

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

Committee Observers: T. Jones MBE (r), A. Sampson, J Thompson-Hill (r)

IN ATTENDANCE

Ms. A. Frend – Administration Officer (agency),
Miss J. Harrison – Payroll and Administration Support

APOLOGIES

None

161 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.

Friends of Prestatyn Railway – grant application – Cllr C. Holliday declared a prejudicial interest – Committee Member

Friends of Prestatyn Railway – grant application – Cllr G. Sandilands declared a prejudicial interest – Vice Chair on Committee

Friends of Prestatyn Railway – grant application – Cllr I. Lifford declared a personal and prejudicial interest – Chair

Friends of Ffrith – grant application – Cllr I. Lifford declared a personal and prejudicial interest

162 GRANT APPLICATIONS

Details of grant applications received, together with a schedule, had been circulated with agenda papers. Several Councillors made declaration of interest.

RESOLVED

- (i) That Prestatyn Carnival Associations be awarded £2,000. The remaining £500 requested, to be moved from elsewhere, if possible, e.g. The Wellbeing budget provision.
Proposed Cllr Lifford.

Seconded Cllr Sandilands.
All approved.

- (ii) That Friends of the Ffrith be awarded £1,000 as per budget provisions.
Proposed Cllr West.
Seconded Cllr Evans.
All approved.
(Cllr I Lifford declared an Interest and left the meeting).
- (iii) That Friends of Prestatyn Railway be awarded £900 as per budget provision.
Proposed Cllr Matthews.
Seconded Cllr Evans.
All approved.
(Cllrs Lifford, Sandilands and Holliday declared an Interest and left the meeting. Cllr Sampson chaired the vote in Cllr Holliday's absence)
- (iv) That Prestatyn Classic Car Show be granted £1200 as per budget provision.
Proposed Cllr Sampson.
Seconded Cllr Sandilands.
All approved.

163 FINANCIAL EXPENDITURE

Details of income and expenditure together with financial statements had been circulated with agenda papers.

Cllr Duffy asked to see the invoices for legal work which Committee members had no objection.

Cllr Duffy asked for a breakdown for D. Tait Lawns work and what work/benefit is being provided each month for the cost.

Members highlighted the use of Amazon purchases and the need to support local businesses as much as possible.

Members asked for an analysis on Warm Hubs regarding value for money and numbers of participants.

Member asked for miscoded payments to be corrected before the year end accounts are finalised.

RESOLVED

- i) That BACS 11 and 12 (February 2026 and March 2026) be approved.
- ii) That Payroll 11 and 12 (February 2026 and March 2026) be approved.
- iii) That Standing Orders and Direct Debits for February 2025 and March 2026 be approved.
- iv) That details of Income /Expenditure, February 2026 and March 2026 be approved.

164 STAFFING SUB-COMMITTEE - UPDATE

These items were deferred until the next meeting of 22nd April 2026 due to the Town Clerk being unable to attend.

165 POLICY UPDATE

These were noted but formal approval was deferred to the next Full Council meeting.

166 TENDER FOR WINDOWS

Cllr P. Duffy left the meeting at 18.55.

This was not approved. It was felt the cost was too high. Members asked that we go back to the Company and state that the windows don't need to be sash they just need to look like sashed windows due to the age of building. Cllr Evans said she would discuss the matter with Denbighshire's Conservation Officer.

Chairman_____

Community & Town Councils Biodiversity Action Plan 2026-2028

Environment (Wales) Act 2016 Part 1 – Section C The Biodiversity and Resilience of Ecosystems Duty

Name of Community s Town Council:	Prestatyn Town council
Council type (Group 1, 2 or 3 for NRW Objectives):	2
Introduction and Context	
Prestatyn Town Council is a mostly urban council covering six ward areas with approximately 21,000 residents. Our precept for 2026/2027 is £672,115. PTC currently has 18 Councillors and employs a full-time Clerk, a full-time Assistant Clerk and several other officers as needed. The council owns three community centres and manages Ty Pendre Building and Memorial Gardens. There are various green spaces around the town and village. PTC also owns and manages bus shelters, various street furniture, street planters, noticeboards and display hanging baskets around the town from Spring to Autumn. Meliden is a village located to the south of Prestatyn and Prestatyn is a seaside town situated along the North Wales coast with a history leading back to before the Roman era. We have a Roman bathhouse and are a thriving tourist location in the summer months. Prestatyn hosts a summer carnival every year, Winterfest in November and various other events throughout the year which the council hosts, manages or is involved with. We are fortunate to be at the start/end of the Offa's Dyke path, and the area hosts little terns.	

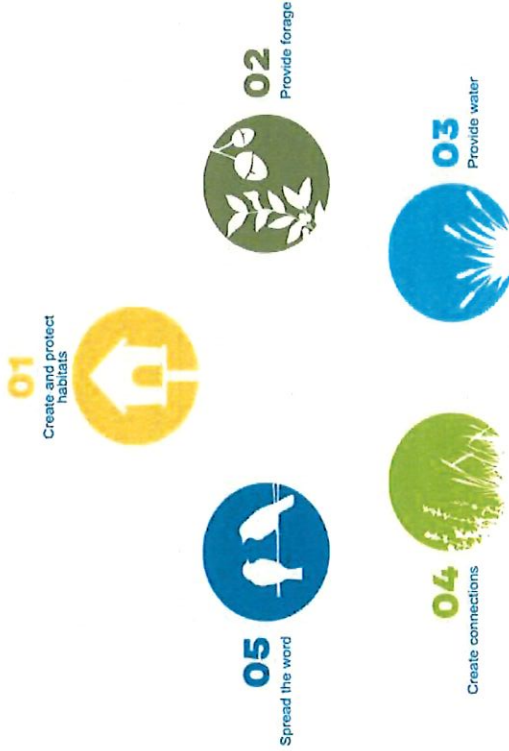
VERSION UPDATES		
DATE	CHANGES	COMMITTEE / SUB-COMMITTEE/CLLRS
January 2026	First draft document	Compiled by Legal & HR Support Officer
13.03.2026	Second draft document	Reviewed by Policy Review Sub-Committee
17.03.2026	No changes	Approved by Policy Review Sub-Committee
08.04.2026		Presented to Finance & Management Committee

NRAP Objectives iv Biodiversity Objectives One Voice Wales					
Embed biodiversity into decision making and procurement					

1	Embed biodiversity into decision making and procurement	Produce a Biodiversity Guide for Councillors' reference during council meetings, which will apply in a variety of circumstances.	April 2026	Legal & HR Support Officer
		The planning committee will refer to the OWW Planning and Biodiversity Guide when responding to planning applications in its role as statutory consultee.	At every meeting	Town Planning Committee
		The council will ensure all Councillors are aware of the Environment (Wales) Act 2016 Part 1 Section 6 duty and the duties; and receive mandatory training.	Ongoing	Biodiversity leaders
		The council will encourage members of the community to join in with biodiversity initiatives and become actively involved; this will ensure accountability and allow skills and knowledge sharing. Information about biodiversity meetings will be advertised within the community through social media, posters and online.	Where relevant	Biodiversity leaders / officer
		Council will ensure any impact on biodiversity is considered in every decision and all tenders made.	Where relevant	Biodiversity leaders

1	Raise awareness of biodiversity importance	Engage with the Plastic Free Prestatyn (PFPS) group, arrange a meeting and encourage community action.	April / May 2026	Community officer / biodiversity officer
		Utilise and increase awareness of Denbighshire's Talking Points to help locals find out about volunteering with environmental community activities.		
		Increase student interactions and volunteering opportunities. Connect with Llandrillo College and bring together student groups.		
		Air quality monitoring and awareness though schemes such as air quality monitoring walks and alternative-to-car journeys. Engage with Prestatyn's walking group to organise and incorporate this.		
		Link with Denbighshire County Council, Countryside Services and other relevant local partners (Garry Davis) to share information on initiatives, events and training / volunteering opportunities.		
		Biodiversity officer encouraged to provide feedback to the council about Prestatyn Environmental Group and other groups.	Ongoing	Biodiversity officer to report to the relevant Committee (CDRC) at every meeting
		Consider sponsoring a prize category for the most wildlife friendly garden in the Mayor's Awards or other similar category with defined parameters, utilising PTC's Community Awards Policy.	Summer 2026	Biodiversity officer
		A section will be added onto the website to include information on general Climate, biodiversity issues and community initiatives, and a monthly round-up of species recorded in our area.	April 2026	Legal & HR Support Officer will create Biodiversity officer will maintain
		Where changes are made, signage and communication will be used to explain the benefits to biodiversity.	Where relevant	Biodiversity leaders
		Involve local schools and the youth club in all initiatives where possible.	Ongoing	Community officer / biodiversity officer

2	Safeguard principal species & habitats	Maintain beds, troughs and street planters.	Ongoing	Prestatyn in Bloom & council
		Look at the provision of hanging baskets.	April 2026	Biodiversity officer
		Seek advice on suitable plants and possible funding.	Ongoing	Biodiversity officer
		Advice will be sought from the National Landscapes team, OWW, and Local Nature Partnership on which Environment (Wales) Act 2016 Part 1 Section 7 priority species C habitats are present in the area.	Ongoing	Biodiversity officer
		Investigate creating a volunteer group / mechanism for recording species in the park so people can send sightings of what they see, and the Town Council can then publish this on the website.	May 2026	Biodiversity officer
		Look at providing more help for (and awareness of) local species, such as Little Terns, hedgehogs and bats. Link in with Hedgehog Help Prestatyn and Garry Davis (DCC).	May 2026	Biodiversity officer

3	Restore create habitats and resilient ecological networks	Refer to the '5 pillars of Nature Recovery' in the OWW Nature Recovery Action Guide (and Countryside Services) to plan to provide healthy habitats and corridors for key species identified.  01 Create and protect habitats 02 Provide forage 03 Provide water 04 Create connections 05 Spread the word A bog garden/pond was created in Bodnant Field that is continuing well. The council will consult with the local community and obtain expert advice on potential locations for further bog garden/rain gardens or wildlife ponds. The council will consult with the local community and obtain expert advice on potential locations for tree planting.	Summer 2026	Biodiversity officer
			By end of 2026	Biodiversity officer
			By end of 2026	Biodiversity officer

3 Restore create habitats and resilient ecological networks	The council provides funding for the core activities of the Prestatyn in Bloom Committee, which works hard throughout the year to champion the local environment. Prestatyn won the Wales in Bloom competition in 2025 and will enter Britain in Bloom in 2026. There is an annual / biannual planting scheme by the town council which includes tier planters, troughs and hanging baskets throughout Prestatyn. This standard is maintained. Sustainable methods to help improve soil quality are used, such as sheep fleece. Ensure that gardeners employed only use non-chemical pesticides that may affect the environment. The council will work with local volunteers and groups to plant native hedging trees and fill in gaps of existing hedge around parks / green spaces. This restored hedgerow could increase connections for target species and other wildlife. The council have applied to OVW for the hedging biodiversity package and similar funding. The new hedgerow management plan will follow best practice advice from OVW / County Biodiversity officers as needed. Where plants species diversity is low on unmown areas, we will seek advice from OVW and consider adding seeds and plug plants using Local Places for Nature funding through OVW. Bus shelters have been identified as a particular planting site. Working with volunteers, local schools and Prestatyn Youth Club, the council will aim to plant over 1000 native bulbs (which have been applied for) over the next three years. Species may include wild daffodils, snowdrops and bluebells. The council will seek advice and guidance to assess the viability of installing green roofs within the town.	Ongoing Ongoing Ongoing Ongoing Summer / Autumn 2026 Spring / Summer 2026 Ongoing June 2026	Prestatyn in Bloom PTC Biodiversity leaders / officer Prestatyn Environmental & Biodiversity officer Assistant Town Clerk & Biodiversity officer Biodiversity officer Assistant Town Clerk & Biodiversity officer Biodiversity officer
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		Investigate whether bird boxes can be placed on any buildings or in green locations, particularly on the trees at Pendre Gardens.	By Autumn 2026	Legal & HR Support Officer to initiate / biodiversity officer to continue
		Liaise with Denbighshire Tree Nursery, who have been collecting local seeds, and consult with their biodiversity officer as to whether the council can obtain a portion of these to plant.	April 2026	
		Meliden councillors have arranged a grant for Meliden Community Centre for litter picking equipment and will encourage participation through the Meliden Restoration Action Group.	Ongoing	Meliden Residents Action Group
		Arrange with partners and undertake Beach Clean exercises across the coastline several times during the year which reduces the negative impact of pollution along the coast and further afield through tidal flow.	Ongoing	Tracey (Hedgehog Help) & Biodiversity officer
		Conducting environmental audits (with partner organisations) and supporting local beach / environmental clean-ups.	May 2026 onwards	Biodiversity officer
		The council office acts as a litter picking focus, with the provision of litter picking bags and other equipment for local litter pick events on loan free of charge. The council will look to engage more closely with Prestatyn Litterpickers and arrange and support town litter pick events to encourage a reduction in the attraction of vermin.	Ongoing	PTC & Biodiversity officer
		The council has provided funding for new street furniture and other environmental enhancements, through grants, and will continue to do this as needed to encourage outdoor activities, awareness of the local environment and the use of open spaces.	Ongoing	PTC
		Support community-led activities, such as the garden planting undertaken by volunteers from the Friends of Coronation Gardens.	Ongoing	Biodiversity officer & Community officer
		Help with Pride of Place – funded by the Local Regeneration Fund.	Ongoing	PTC & Councillors
3	Restore create habitats and resilient ecological networks			

4	Tackle negative factors: e.g. reduce pollution use nature-based solutions, address invasive species	Council members will attend training to help identify the most common Invasive Non-Native Species (INNS) and check to see if they are present (e.g. Japanese knotweed, Himalayan balsam, Cotoneaster etc.), seeking expert advice and training where needed.	Spring/ Summer 2026	PTC (with biodiversity leaders taking the lead)
		Any INNS identified will be recorded and the appropriate steps taken to remove it taken.	Ongoing	Biodiversity officer
		The council will investigate potential green roof installations shelters will increase water retention, provide forage and water for pollinators, birds and insects and provide urban cooling and carbon sequestration. (1,2,3,4)	Ongoing	Biodiversity officer
		The council will share accurate information on the negative impacts of herbicides and pesticides using social media, keeping PTC's website up to date, possible leafletting and leading by example.	Ongoing	Biodiversity officer
		The council aims to work effectively alongside Plastic Free Prestatyn (PFPSS) and local businesses to reduce the use of plastic materials by encouraging local businesses, utilising the local Business Forum, to move plastic-free.	Ongoing	Biodiversity officer
		A local directory can be produced detailing the names of businesses signed up to this voluntary incentive which can be accessed by locals and visitors through social media.	Spring/ Summer 2026	Biodiversity officer
		Work with PFPSS to progress the plastic structure: the council will help PFPSS to engage with Denbighshire for a new location for the plastic recycling statue – or look at further options.	Ongoing	Biodiversity officer
		Link in and work with local businesses (consult with Cllrs Sampson and Jones) regarding reducing single use plastic, etc.	Ongoing	Biodiversity officer

5 Use, improve and share evidence		The completed Environment (Wales) Act 2016 Section 6 Report 2025 has been shared on the council's website and with the relevant partners.	Completed	Legal & HR Support Officer
		This Biodiversity Action Plan has been published on the council's website.	Completed	Legal & HR Support Officer
		Review this plan as needed, adjust and add actions where relevant and ensure an updated version is published on the website.	Ongoing	Legal & HR Support Officer and Biodiversity officer
		Publish any species records on our website, to generate more interest and participation.	Ongoing	Biodiversity officer
		Take advice from Cofnod (North Wales' Local Environmental Record Centre [LERC] on local sites and species of interest.	April 2026	Legal & HR Support Officer
		Provide any data collected through local surveys to Cofnod.	Ongoing	Biodiversity officer
		Maintain communications with OVV Biodiversity Team, National Landscapes and any other organisations as needed.	Ongoing	Biodiversity leads
		All council Members and staff will be offered the opportunity to attend biodiversity related training courses and webinars according to the council's training plan and budget.	Ongoing	Legal & HR Support Officer
		Look at opportunities for volunteer groups to attend free training events with the National Landscapes and other organisations and share these as they become available.	Ongoing	Community officer & Biodiversity officer
		Work with the Biodiversity Officer at Denbighshire County Council to ensure use of best practice and to increase knowledge of local issues.	Ongoing	Biodiversity officer
		Look at tree trimming reports and planning records and share data collected with Cofnod.	Ongoing	Biodiversity officer
		Tree trimming is undertaken every October in Ty Pendre and tree reports are provided. This will be shared with LERCs.	Ongoing	Legal & HR Support Officer

6	Support capacity and/or other organisations	Create and maintain good links and lines of communication with partner organisations.	Ongoing	Biodiversity officer
		The council will continue to support the Prestatyn in Bloom committee, Friends of Coronation Gardens and other environmentally friendly local community groups.	Ongoing	PTC
		As part of the annual Mayoral Awards scheme, the achievements of those residents or local organisations championing environmental issues are recognised.	Ongoing	Biodiversity leads
		Work in partnership with local groups and the Local Wildlife Trust to provide extra volunteers to improve local wildlife areas.	Ongoing	Biodiversity officer
		Require any organisations receiving grants from the council to demonstrate how this will contribute to supporting biodiversity, if relevant, as part of their project. This has been incorporated into the council's Grants & Aid Policy 2026.	Completed	Legal & HR Support Officer
		The council will offer small grants (of up to £200) to local organisations to improve biodiversity. This will be proactively pursued.	Ongoing	PTC
		Opportunities to work with local charities and organisations will be explored.	Ongoing	Biodiversity officer

Review of the Biodiversity Action Plan				
	March 2026	April 2026	May 2026	August 2026
What has worked well?	Considering biodiversity within the Policy Review Sub-Committee has put the Section 6 duty to the forefront of the council's agenda and kept considerations current.	The Local Regeneration Fund has agreed to pay for this year's planting costs. The trees have arrived (no cost – One Voice Wales) ready for planting.		
What have the barriers been?	The amount of work needed for this duty to be properly carried out has highlighted the absence of an PTC officer who can take on the bulk of this work.	The continued lack of a biodiversity officer (and workload pressures of other officers) has impacted upon the ability to carry out biodiversity actions.		
What will you change?	PTC will look at hiring or diversifying its officers and having one councillor who can take the lead for biodiversity. This should help with the workload and improve community initiatives in this area.	The Policy Review Sub-Committee have submitted a proposal to create a new biodiversity project officer role within the council or to engage a contractor to fulfil these tasks.		

Approved by: Policy Review Sub-Committee
Date of next review: May 2026
Date reviewed: 02.04.2026

POLICY REVIEW UPDATE

The Policy Review Sub-Committee have been meeting monthly since September 2025. The Sub-Committee have met in 2026 on: 8th January, 5th February, 3rd March, 12TH March and 17th March.

Policies are shared with all councillors digitally after approval by the Policy Review Sub-Committee when they are upcoming on the council meeting agenda. Policies are available to see in hard copy form in PTC's offices.

The below policies have been reviewed by the Policy Review Sub-Committee and formally approved by the town council:

1. Code of Conduct 2025
2. Standing Orders 2025
3. Financial Regulations 2025
4. Volunteer Policy 2025/2026
5. Sickness and Injury Absence Policy & Procedures 2025/2026
6. Publication Scheme 2026
7. Lone Working Policy 2025/2026
8. Grievance Policy & Procedures 2025/2026
9. Grants & Aid Policy 2026
10. Disciplinary and Capability Policy & Procedures 2025/2026
11. Biodiversity Report & Policy 2025

The below internal control documents were reviewed by the Policy Sub-Committee and Staffing Sub-Committee, and approved by the town council:

12. Committee Terms of Reference

The below policies have been reviewed by the Policy Review Sub-Committee but are still awaiting formal approval by the town council:

1. Staff Annual Leave Policy 2025
2. Equal Opportunities 2025
3. Councillor Annual Remuneration Policy 2026
4. Child Protection Policy 2025
5. Annual Investment Strategy 2026
6. Formal Complaints Policy & Procedures
7. Grants & Aid Policy 2026
8. Room Hire Policy
9. Room Hire Procedures
10. Community Award Scheme Policy
11. Member and Officer Training Policy & Plan 2026 – 2027
12. Overtime, TOIL and Flexible Working Policy 2026
13. Biodiversity Action Plan

Policy Review Sub-Committee Update – Monday 13th April 2026

The Policy Review Sub-Committee has lost quorum and is currently inoperable until new members are nominated. Outstanding [required] policies and procedures will be added to the town council's website in 'Draft' form to await review by the Policy Review Sub-Committee once it has reformed.

FULL COUNCIL – 22ND APRIL 2026

Members are asked to acknowledge and formally adopt all policies reviewed by the Sub-Committee in the municipal year 2025 – 2026. A list is provided below. Members have been provided with digital copies of numbers 1-24 previously and have been provided with the updated Biodiversity Action Plan with the attachments for this meeting.

1. Code of Conduct 2025
2. Standing Orders 2025
3. Financial Regulations 2025
4. Volunteer Policy 2025/2026
5. Sickness and Injury Absence Policy & Procedures 2025/2026
6. Publication Scheme 2026
7. Lone Working Policy 2025/2026
8. Grievance Policy & Procedures 2025/2026
9. Grants & Aid Policy 2026
10. Disciplinary and Capability Policy & Procedures 2025/2026
11. Biodiversity Report & Policy 2025
12. Committee Terms of Reference
13. Staff Annual Leave Policy 2025 ✓
14. Equal Opportunities 2025 ✓
15. Councillor Annual Remuneration Policy 2026 ✓
16. Child Protection Policy 2025 ✓
17. Annual Investment Strategy 2026 ✓
18. Formal Complaints Policy & Procedures ✓
19. Grants & Aid Policy 2026 ✓
20. Room Hire Policy ✓
21. Room Hire Procedures
22. Community Award Scheme Policy ✓
23. Member and Officer Training Policy & Plan 2026 – 2027 ✓
24. Overtime, TOIL and Flexible Working Policy 2026 ✓
25. **Biodiversity Action Plan**

INFORMAL MEETING

POLICY REVIEW COMMITTEE

Minutes of **Informal Meeting** of the Policy Review Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 4th September 2025 at 9.40am – 10.30am.

PRESENT

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

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer
Ms. D. Butters – Administration Support Officer (agency)

APOLOGIES RECIEVED

Councillors: A. West (Chairman), A Tomlin

ABSENT

Cllr E Heaton

DECLARATION OF INFORMAL MEETING STATUS

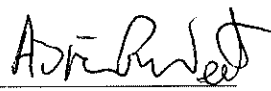
Due to a lack of attendance by members (despite previous commitments of attendance) the meeting was declared by the Vice-Chair to hold an informal status.

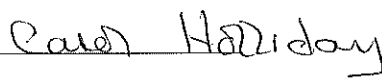
INFORMAL DISCUSSION

Policies and procedures were discussed generally – the last review, the scheduling for this review and the need.

STANDING ORDERS 2025

Discussion was held regarding the Standing Orders and the councillors shared their recommendations and comments. Standing Orders were amended to reflect the group's suggested changes.

Policy Review Committee Vice-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: _____

POLICY REVIEW COMMITTEE MINUTES

Meeting of the Policy Review Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 4th November 2025 at 2pm – 4.15pm.

PRESENT

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

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer

Ms. D. Butters – Legal & HR Support Officer

APOLOGIES RECEIVED

Cllr A Tomlin; Cllr E Heaton

DISCUSSION

Repeated absences and unavailability of committee members was discussed by members. It was decided that this topic would be raised at the Full Council meeting on 12th November.

STANDING ORDERS 2025

Discussion was held regarding the Standing Orders. Amendments were adopted.

CODE OF CONDUCT 2025

The policy was updated to include a missing section: 'registered societies'. No other amendments were made.

FINANCIAL REGULATIONS

Committee members went through the financial regulations and made amendments and updates to several sections. It was agreed that the financial regulations would be again reviewed at the next committee meeting to approve the edited document.

Policy Review 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: _____

POLICY REVIEW COMMITTEE MINUTES

Meeting of the Policy Review Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 9th December 2025 at 3pm – 5pm.

PRESENT

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

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer

Ms. D. Butters – Legal & HR Support Officer

FINANCIAL REGULATIONS 2025

Discussion was held regarding the updated Financial Regulations. A final version was approved by committee. It was decided that these would be shared with the Finance & Management Committee on 10th December, however, this was deemed too short notice to seek final approval. The councillors would be given the opportunity to read and comment on the version over Christmas and approval would be sought for the final version in January's meeting.

OTHER POLICIES REVIEWED

- Committees Standard Terms of Reference
- Staff Leave Policy
- TOIL, Overtime & Flexible Working Policy

These will be presented for final approval in January once the drafts have been updated.

NEXT POLICIES PLANNED TO BE REVIEWED

- | | |
|--|--|
| • Financial Assistance Policy – <i>new policy to fix granting financial assistance to external organisations</i> | • Financial Controls Policy & Procedures |
| | • HR Staff related |
| | • Biodiversity |

Policy Review 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: _____

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: _____

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. Volunteer Policy
3. Sickness and Injury Absence Policy & Procedures
4. Publication Scheme 2026
5. Lone Working Policy
6. Grievance Policy & Procedures
7. Grants & Aid Policy 2026
8. Disciplinary and Capability Policy & Procedures
9. Biodiversity Policy 2025
10. Committees Standard Terms of Reference

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.

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 5th February 2026 at 2.20pm – 4.45pm.

PRESENT

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

IN ATTENDANCE

Mr P. Davis – Town Clerk & RFO

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

1. Staff Annual Leave Policy 2025
2. Equal Opportunities 2025
3. Councillor Annual Remuneration Policy 2026
4. Child Protection Policy 2025
5. Annual Investment Strategy 2026
6. Formal Complaints Policy & Procedure
7. Room Hire – Policy, Procedure, Booking Form
8. Risk Management 2025/2026
9. Recruitment Policy
10. Biodiversity Action Plan

POLICIES APPROVED

1. Staff Annual Leave Policy 2025
2. Equal Opportunities 2025
3. Councillor Annual Remuneration Policy 2026
4. Child Protection Policy 2025
5. Annual Investment Strategy 2026

POLICIES NEEDING MINOR EDITS BEFORE APPROVAL

1. Formal Complaints Policy & Procedure

POLICIES TO RETURN / BE CONSIDERED ON THE NEXT AGENDA

1. Room Hire – *this was discussed and it was agreed that significant modifications were needed*
2. Risk Management 2025/2026 – *this was discussed and it was agreed that the risk assessment needed additions, such as to include staff and lone working*
3. Staff Attraction, Retention & Recruitment Policy – *this policy needed deeper consideration, and it was agreed to move it to the following meeting*
4. Biodiversity Action Plan – *this is an ongoing project. It was discussed and started by the Sub-Committee.*
5. Code of Conduct for Officers / Member-Officer Relations – *not discussed*
6. Financial Controls & Procedures – *not discussed*
7. Community Plan / Business Plan / Place Plan – *not discussed*

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: _____

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 3rd March 2026 at 2.20pm – 4.45pm.

PRESENT

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

IN ATTENDANCE

Mr P. Davis – Town Clerk & RFO

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

1. Formal Complaints Policy & Procedures
2. Grants & Aid Policy 2026
3. Room Hire
4. Risk Management
5. TOIL, Overtime & Flexible Working Policy
6. Community award Scheme Policy
7. Member and Officer Training Policy & Plan 2026 – 2027
8. Biodiversity Action Plan

POLICIES APPROVED

1. Member and Officer Training Policy & Plan 2026 - 2027
2. Community Award Scheme Policy 2025
3. Time Off In Lieu (TOIL), Overtime Payments and Flexible Working Policies & Procedures 2025 - 2026
4. Room Hire Policy & Procedures 2025 / 2026
5. Grants & Aid Policy 2026
6. Formal Complaints Policy & Procedures

POLICIES TO RETURN / BE CONSIDERED ON THE NEXT AGENDA

1. Safe Driving & Vehicle Validation Policy 2026
2. Staff Attraction, Recruitment & Retention Policy
3. Staff Attraction, Recruitment & Retention Procedures
4. Civility, Respect & Dignity at Work Policy 2026 (includes Code of Conduct for Officers)
5. Biodiversity Action Plan
6. Risk Management 2025/2026 – *this was discussed and it was agreed that the risk assessment needed additional attention*

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: _____

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 12th March 2026 at 3pm – 4pm.

PRESENT

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

IN ATTENDANCE

Mr P. Davis – Town Clerk & RFO

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

1. Biodiversity Action Plan
2. Risk Management

POLICIES TO RETURN / BE CONSIDERED ON THE NEXT AGENDA

1. Biodiversity Action Plan
2. Risk Management 2025/2026 – *this was discussed and it was agreed that the risk assessment needed additional attention*

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: _____

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 17th March 2026 at 3pm – 4.45pm.

PRESENT

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

IN ATTENDANCE

Mr P. Davis – Town Clerk & RFO

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

1. Biodiversity Action Plan
2. Risk Management

POLICIES APPROVED

1. Biodiversity Action Plan

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: _____

PART 2: CRONER CONTRACT DISCUSSION

Croner currently provide HR and Health & Safety services to the Town Council, but Members have not found their legal advice and services helpful and would be unlikely to use these again.

- The current contract is a 5-year contract that ends on: 05.04.2028
- The total contract fee (inclusive of VAT and insurance) is: £19,030.32. Without VAT etc is: £15,858.60.
- So far £11,340.56 has been paid of the inclusive total.

Members have been asked **to vote for one of the following options** recommended by the Staffing Sub-Committee.

OPTIONS:

1. **Continue the contract** until it ends in 2028 and reconsider the council's position in September 2027 (notice to prevent the contract from automatically renewing for a further 5-year period needs to be given 6 months in advance).
2. Certain **elements of the contract can be removed** (insurance and employee benefits), which would reduce the annual fee by approximately £250 (£500 in total).
3. Look into **ending the contract early**: Croner have indicated that they may be willing to reduce the contract length and bring this forward to 2027. There is not yet a potential costing for this option, but this would potentially be up to a year's fee (approximately £3,000).
4. **Early termination of the contract**. This would normally cost 80% of the outstanding fees to cancel (approximately £6,151.81 inclusive VAT, etc), but they may offer a slight reduction.

RECOMMENDATION: Option 3 is potentially the most cost-effective option available. It would also provide the council with an extra year of services, which could be useful in regards to health & safety as the town council currently requires a fire safety risk assessment.

There is the additional option to engage an alternative services provider if the Town Council wishes for health & safety services (approximately £1,900 annual fee, minimum 3-year contract).

STAFFING SUB-COMMITTEE UPDATE

The Staffing Sub-Committee was restructured on the advice of the Policy Review Sub-Committee in January 2026. The purpose of this was to allow the town council to have a vehicle to use for monitoring staffing matters and concerns, as well as referring any grievances or complaints in a timely manner. It operates as a sub-committee to the Finance & Management Committee and regularly makes reports and recommendations regarding legal requirements and best practice.

The Town Clerk is the Chair of the Sub-Committee and (former) Cllr Evans was the Vice-Chair. The sub-committee cannot operate without quorum (3 members present).

KEY INFORMATION

- The Staffing Sub-Committee operates as the Town Council's Recruitment Panel
- The Staffing Sub-Committee operates as the Line Management for the Town Clerk
- Members of the F&M Committee may be invited to attend (if required) and to speak during Staffing Sub-Committee meetings
- The 'Staff Liaison' portion of meetings allow staff voices and perspectives to be heard

Current Legal Position

Without 3 members of the Sub-Committee present, the below positions are in effect:

1. Prestatyn Town Council is unable to recruit or alter current staffing positions, roles or terms and conditions of employment, without the Finance & Management Committee or Full Council providing an official resolution and plan
2. No decisions regarding day-to-day staffing and council operations can be made without a formal resolution of the Finance & Management Committee and/or the Full Council
3. No individual councillors can make decisions regarding day-to-day staffing and council operations without acting beyond their legal powers and responsibilities (*ultra vires*)

Without 3 Members (councillors) sitting on the Sub-Committee, the below positions are in effect:

1. There is **no Line Management** arrangements in place for the Town Clerk
2. No executive management decisions regarding the Clerk's role, duties, leave-granting or position can be made

STAFFING SUB-COMMITTEE LINE MANAGEMENT MEETING

MINUTES

Meeting of the Recruitment Panel [Staffing Sub-Committee] held Prestatyn Town Council offices, 7 Nant Hall Road, Prestatyn on 23rd March 2026 at 10am.

PRESENT

Councillors: A. West, B. Williams and C. Evans (Vice-Chair)
Mr P. Davis (PD) – Town Clerk / Responsible Financial Officer (Chair)

IN ATTENDANCE

None

APOLOGIES RECEIVED

None

EXCLUSION OF PUBLIC/PRESS

Topics of discussion have been deemed Part 2 (confidential) due to GDPR. Transparency will be upheld regarding material found to be suitable to place within the public domain.

1. TOWN CLERK LINE MANAGEMENT SPECIAL MEETING

The Staffing Sub-Committee met as agreed to review the town clerk's progress in his role.

- A. **RESOLVED:** the Sub-Committee will meet again for performance review as line management in 2 months' time.

- C. **ACTION:** DB to schedule the next line management meeting.

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: _____

STAFFING SUB-COMMITTEE RECRUITMENT MEETING MINUTES

Meeting of the Recruitment Panel [Staffing Sub-Committee] held Prestatyn Town Council offices, 7 Nant Hall Road, Prestatyn on 12th March 2026 at 9.30am – 10.30am.

PRESENT

Councillors: A. West and C. Evans (Vice-Chair)

Mr P. Davis (PD) – Town Clerk / Responsible Financial Officer (Chair)

IN ATTENDANCE

Ms D. Butters (DB) – Legal & HR Support Officer

APOLOGIES RECEIVED

None (*Cllr Williams had already excluded himself from the Recruitment Panel*)

EXCLUSION OF PUBLIC/PRESS

Topics of discussion have been deemed Part 2 (confidential) due to GDPR. Transparency will be upheld regarding material found to be suitable to place within the public domain.

1. RECRUITMENT SPECIAL MEETING

The Recruitment Panel met to short-list applications for the role of Payroll & Administration Support Officer. 14 completed applications were received.

- A. **RESOLVED:** 6 candidates were agreed upon for taking forward to the interviewing stage.
- B. **RESOLVED:** 3 applicants were regarded as sufficiently strong to act as second-choice candidates for interviewing and, should one of the short-listed candidates be unable/unwilling to attend for an interview, they would be offered an interview slot in descending order.
- C. **ACTION:** DB to arrange interviews on the pre-determined dates.

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: _____

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.

EXCLUSION OF PUBLIC/PRESS

Topics of discussion have been deemed Part 2 (confidential) due to GDPR. Transparency will be upheld regarding material found to be suitable to place within the public domain.

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 Review 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 each staff member
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.
Ms 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 was discussed for the Legal & HR Support Officer and other arrangements 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

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: _____

STAFFING SUB-COMMITTEE MINUTES

Meeting of the Staffing Sub-Committee held Prestatyn Town Council offices, 7 Nant Hall Road, Prestatyn on 24th February 2026 at 10am – 11.45am.

PRESENT

Councillors: A. West and C. Evans (Vice-Chair)

Mr P. Davis (PD) – Town Clerk / Responsible Financial Officer (Chair)

IN ATTENDANCE

Mr N. Acott (NA)	– Locum Town Clerk
Ms D. Butters (DB)	– Legal & HR Support Officer
Cllr I. Lifford	– Finance & Management Committee Member

APOLOGIES RECEIVED

Cllr B. Williams

EXCLUSION OF PUBLIC/PRESS

Topics of discussion have been deemed Part 2 (confidential) due to GDPR. Transparency will be upheld regarding material found to be suitable to place within the public domain.

1. STAFF LIASION

Issues Raised:

- A. Increased staff participation in the Sub-Committee to balance representation amongst councillors and staff.

Sub-Committee Response:

- The Town Clerk is the line manager for all staff, and all staffing issues should be taken to him in the first instance.
- It was reiterated that the Staff Liaison is not a member of the Sub-Committee but acts as a staff representative to voice staff concerns to the council.

2. STAFF TRAINING

UPDATE

- DB had produced a Training Policy for purview of the Policy Review Sub-Committee meeting on March 3rd. Once approved, this can act as the Training Plan for the council to publicise and fulfil its legal duty.
- A Staff Training plan, schedule template and their link to appraisals and reviews had been produced for general use and all details included in the draft Training Policy.

NEW ITEMS

- . CiLCA course and training arrangements for the Town Clerk and Assistant Clerk were discussed.
 - a. It was noted that the requirement for the Town Clerk's training was contractual but the Assistant Clerk's training had been agreed as part of career progression.
 - b. **RESOLVED:** Assistant Clerk would be taking the ILCA – CiLCA preparation course. The Town Clerk would make arrangements to take CiLCA.
 - c. **RESOLVED:** Bursaries had been applied for and payments received, which would cover the course costs. SLCC membership costs were separate.
- B. **RESOLVED:** 4300 'Website/Marketing/Media' – under 150 Administration – has £2,890. There was no objection in principle to reallocating unspent funds to cover staff training or other needs, if required. NA stated that other funds should be available under the 'Personnel' budget section.
 - a. Formal approval would be sought from the F&M Committee or Full Council, as needed.
- C. **RESOLVED:** PD has taken responsibility for the end-of-year process via Rialtas, which will be looked at in April.
- D. **RESOLVED:** staff policy training sessions arranged regularly to keep staff informed, up to date and compliant.
- E. **ACTION:** produce a more thorough report with suggested courses for Alison.com – DB (*previous action carried over*).

3. SALARY CHANGES

- A. The NJC Pay Claim for 2026 – 2027 had not reached agreement.
- B. Assistant Town Clerk was awarded +1 SLCC pay scale for completion of ILCA certification September 2025.

4. STAFF SALARY REVIEW & STAFF STRUCTURE

- A. **RESOLVED:** staff structure agreed as per attached chart for April – August, and situation would then be reviewed.
- B. **RESOLVED:** salary review methodology agreed (*any changes or amendments to job descriptions or terms and conditions of employment after appraisals need to be referred to the Finance & Management Committee for final decision-making*).

5. STAFFING REQUIREMENT & RECRUITMENT

- A. **RESOLVED:** future contract arrangements for Legal & HR Support Officer agreed in principle.
- B. **RESOLVED:** Recruitment Panel for Payroll & Administration Support Officer to consist of PD, Cllr Evans and Cllr West. Short-listing will begin on Tuesday 10th March and the Panel will meet on Thursday 12th at 9.30am to decide interview arrangements.
- C. **RESOLVED:** the Panel viewed the list of applicant (and potential applicant) names and declared no current conflict of interests.
- D. **RESOLVED:** the Sub-Committee viewed a draft of the interview questions and approved them in principle.

6. EMPLOYMENT POLICY

UPDATE

- A. Draft Training policy and SARR policy and procedures are due for review by the Policy Review Sub-Committee.
- B. The Compliance Monitoring Plan is in progress and will include multiple sections as well as staffing (e.g. risk management). Likely date for first draft: April Policy Review Sub-Committee meeting.

7. STAFF APPRASIALS

UPDATE

- Appraisal procedures have been included in the SARR policy drafts.
- PD implemented staff appraisals for the long-term existing staff and reported back to the Sub-Committee (*appraisals and detailed information is recorded separately due to GDPR and can be made available for Staffing Sub-Committee members and Finance & Management Committee members to view as needed*).

8. STAFF REVIEW

- A. DB suggested spreading the biodiversity statutory duties across the staff team and including all staff members in the Action Plan.
 - a. **RESOLVED:** Biodiversity responsibility will currently remain with the Policy Review Sub-Committee and the Town Clerk as the staff lead. Any actions for biodiversity to other staff officers will be delegated by the Town Clerk.
 - b. **RESOLVED:** a future part-time biodiversity role is needed to fulfil PTC's obligations in this area.
 - c. **ACTION:** a draft for a part-time biodiversity role will be created by DB and grants/funding will be looked at.
- B. It was confirmed that the Finance & Management Committee are kept regularly informed and up to date regarding staffing concerns, issues and development.

9. LINE MANAGEMENT OF TOWN CLERK

- A. **RESOLVED:** the first review for the Town Clerk will take place on 23rd March by the Staffing Sub-Committee.

10. PART 2: DISCUSSIONS

Ms D. Butters left the meeting.

- A. Discussions were held regarding existing contracts.
- B. Croner arrangements were discussed.
- A. **RESOLVED:** the Sub-Committee advised that the Croner contract was of no continuing benefit to the council. The matter would be directed to F&M Committee for action once more information was available.
- B. **ACTION:** DB to look at contract arrangements.

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: _____