



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

5th February 2026

Dear Councillor

You are invited to attend a meeting of **EXTRAORDINARY FULL COUNCIL** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on Wednesday 11th February 2026 @ 6.15pm

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

5th Chwefror 2026

Annwyl Gynghorydd

Fe'ch gwahoddir i gyfarfod EITHRIADOL o'r CYNGOR LLAWN yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 11^{eg} Chwefror 2026 @ 6.15pm

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. COUNCIL TAX PRECEPT 2026-27 – PM120

To determine precept – copy attached.

5 MINUTES

Full Council 14.01.2026
Finance & Management Committee 14.01.2026
Town Planning Committee 14.01.26

6. TOWN CLERK'S UPDATE

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. PRAESEPT Y DRETH GYNGOR 2026-27 – PM120

Penderfynu ar y praesept – mae copi ynghlwm

5 COFNODION

Cyngor Llawn 14.01.2026
Pwyllgor Cyllid a Rheolaeth 14.01.2026
Pwyllgor Cynllunio Tref 14.01.26

6. DIWEDDARIAD CLERC Y DREF

**7. POLICY – UPDATE TERMS OF REFERENCE
FOR COMMITTEES – COPY ATTACHED**

**7. POLISI – DIWEDDARU'R CYLCH
GORCHWYL I BWYLLGORAU –
MAE COPI YNGHLWM**

COMMITTEE MEMBERSHIP:

All Councillors.

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

AELODAETH Y PWYLLGOR

Y Cynghorwyr i Gyd

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

FULL COUNCIL

Minutes of Full Council meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn, on Wednesday 14th January 2026 upon rise of Town Planning Committee at 18.35pm – 19.55pm.

PRESENT

Councillors: A. West (Chairman), C. Holliday, I. Lifford, T. Jones MBE, G. Sandilands, C. Evans, J. Matthews, A. Tomlin, G. Frobisher MBE(r), E. Heaton, B. Williams, J McLellan (r), R. Flynn, P. Duffy.

(Cllr G Frobisher joined remotely but experienced technical difficulties).

IN ATTENDANCE

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

APOLOGIES

Councillors: J. Thompson-Hill, A. Sampson, K. Clewett, S. Frobisher.

113 PUBLIC PARTICIPATION

None received

114 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.

115 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 item: - Recruitment

116 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER – RECRUITMENT

Cllr. C Holliday (Mayor) welcomed Mr P. Davis to the meeting. Council was reminded that Mr. P. Davis had previously been interviewed by the Council's Interview Panel and had subsequently been invited to address Full Council.

Mr. P. Davis introduced himself and gave a short presentation outlining his background, experience of Town/Community Councils, proposed business approach to services, and plans to focus on key work areas.

He then spoke about the importance of good communication, understanding of key roles and working relationships between councillors, staff, contractors, businesses, public.

Town Councillors were then invited to raise questions and Mr. Davis responded accordingly.

RESOLVED

That Mr Peter Davis be thanked for his attendance tonight and informed that Council would contact him tomorrow.

(Mr. P. Davis left the meeting).

116 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER cont'd

Council discussed the candidate's performance at both Interview Panel and Full Council presentation with positive comments from members.

RESOLVED UNANIMOUSLY

That Mr P. Davis be appointed Town Clerk/Responsible Financial Officer commencing on SLCC grade SCP42 commencing next week.

Proposer: Cllr A. West Seconder: Cllr G. Sandilands

117 MAYORAL COMMUNICATIONS

Details of Mayoral Diary 02.11.25 to 12.01.26 had been circulated with agenda papers.

118 MINUTES

RESOLVED

That Minutes of meetings be approved as follows: -

Full Council 12.11.2025

Town Planning Committee 10.12.2025

Finance & Management Committee 10.12.2025

Community Development & Regeneration Committee 10.12.25

Mayor_____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 14th January 2025 at 20.00pm – 20.15pm.

PRESENT

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

Committee Observers: A. Tomlin, G. Frobisher MBE(r), E. Heaton, B. Williams, R. Flynn, P. Duffy.

(Cllr G Frobisher joined remotely but experienced technical difficulties).

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer, Ms K. Tabingo – Community Events/Administration Officer.

APOLOGIES

Councillors: J. Thompson-Hill, A. Sampson, K. Clewett, S. Frobisher.

119 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.

120 FINANCIAL ESTIMATES 2026/27

Details of financial estimates 2026/27 and council tax precept options had been circulated with agenda papers.

Locum Town Clerk/Financial Officer was thanked for clear presentation and information provided. He responded to Councillors questions about bank interest, savings income etc. and also town developments, car parking, and various expenditure lines etc.

During discussions Cllr G. Frobisher MBE (observer) queried the expenditure, and this was answered by the Chairman. Unfortunately, a follow up question was raised but due to technical difficulties could not be heard clearly.

Reference was made to play areas, the majority of which are owned and maintained by Denbighshire County Council (DCC). Committee was informed that proposals included a small sum for play areas although Town Council had previously secured external funding to assist

equipment upgrades etc. This item would require further investigation and dialogue with DCC about their plans.

RESOLVED

- 1.) That Financial Estimates 2026/27 be accepted.
- 2.) That in addition to two proposed council tax precept options a further option be included as discussed and referred to Full Council for determination.

Chairman_____

DRAFT

TOWN PLANNING COMMITTEE

Minutes of Town Planning Committee meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn, on Wednesday 14th January 2026 at 18.15pm – 18.35pm.

PRESENT

Councillors: A. West (Chairman), C. Holliday, I. Lifford, T. Jones MBE, G. Sandilands, C. Evans, J. Matthews, A. Tomlin, G. Frobisher MBE(r), E. Heaton, B. Williams, R. Flynn, P. Duffy.

(Cllr G. Frobisher MBE joined remotely but experienced technical difficulties).

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer,
Ms K. Tabingo – Administration and Support - Events Officer.

APOLOGIES

Councillors: J. Thompson-Hill, A. Sampson, K. Clewett, S. Frobisher.

109 PUBLIC PARTICIPATION

Public present but no issues raised.

110 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.

111 DENBIGHSHIRE COUNTY COUNCIL PLANNING CONSULTATIONS

APPLICATION	COMMENT
43/2025/0553/PS Variation of condition no. 2 of planning permission code no. 43/2019/1047 to allow revisions to the approved plan 134 Meliden Road, Prestatyn, Denbighshire, LL19 8LT (M)	No Objection
43/2025/0549/PF Formation of additional parking for visitors to the Morfas playing field and associated works Playing Fields Dawson Drive, Prestatyn, Denbighshire (C)	No Objection
43/2025/0552/TC Works to 1 no. beech and 1 no. oak tree within Prestatyn Conservation Area 17 Fforddlas, Prestatyn, Denbighshire, LL19 9SG (C)	No Objection
43/2025/0501/PF Change of use from storage and distribution use (B8) to padel tennis centre (D2) and associated alterations to elevations Units 1-5, Prestatyn Business Park Warren Drive, Prestatyn, Denbighshire, LL19 7HT (E)	No Objection
43/2025/0550/PF Erection of a first-floor extension above previously approved single storey extension (ref: 43/2022/0278) and associated works Beach Court Care Home, 35 Beach Road West, Prestatyn, Denbighshire, LL19 7LL (N)	No Objection
Pre-planning consultation Construction of 154 homes, new vehicle access from Ffordd Talargoch(A547) with associated public open space, landscaping and foul and surface water infrastructure Land at Mindale Farm, Meliden (M)	Committee were informed that several previous attempts to develop this site had been refused for numerous reasons. Welsh Government Planning Inspector had previously considered a planning application appeal against refusal and had determined that development would have a negative impact upon Meliden village etc. The Pre-Planning consultation had been submitted by Castle Green Homes and Committee expressed concerns about development concerned about the danger

	of being accused of pre-determination if they responded to the Developer at this stage. Locum Town Clerk advised that County Planning Officer had been approached and had recently issued guidance about pre-planning consultation process (copy circulated to Councillors). He had also offered to attend a future meeting to clarify process for both local County and Town Councillors in pre-planning consultations. Pre- planning consultations are permitted by law and are undertaken independently of statutory County Planning process. For clarity committee was reminded that Town Council was a statutory consultee in the County Planning process, however the decision-making body is Denbighshire County Council Planning Department.
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112 SUPPLEMENTARY PLANNING ISSUES

43/2025/0438/HH – 101 Meliden Road, Prestatyn, Denbighshire

Cllr T. Jones referred to previous planning applications that had been refused by Denbighshire County Council. It was reported that amendments were being made to the proposal and a further planning consultation would be forthcoming.

43/2025/0428/MD – Territorial Army Centre, Drill Hall, 1 Marine Road, Prestatyn, Denbighshire LL19 7HA

Locum Town Clerk reported upon initial and subsequent response to committee's request to meet with developer. He also reported upon discussions with Denbighshire County Council, Planning Officer who had advised that County Council was seeking further information about the application including reasons for proposed demolition.

Mayor _____

FULL COUNCIL: POLICY SUB-COMMITTEE UPDATE

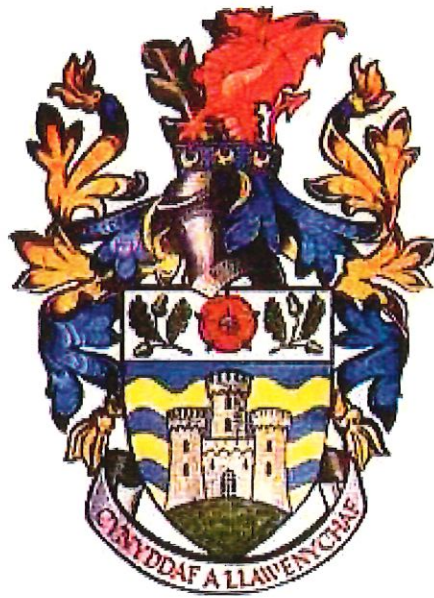
The Terms of Reference Committees have been reviewed by the Policy Sub-Committee on the 9th of December and the 8th of January 2026. These Terms of Reference need Full Council approval to be finalised.

A summary of the advice for the council is below:

1. Policy Review has been changed to a Sub-Committee.
2. The Staffing Sub-Committee and Policy Sub-Committee sit below and report to the Finance & Management Committee.
3. The Staffing Sub-Committee has been restructured to be more effective in its operation and can now be used for monitoring staffing matters and concerns, as well as referring any grievances or complaints in a timely manner.
4. The Staffing-Sub Committee will meet at least bi-monthly.
5. The Staffing-Committee councillors will act as Line Management for the Town Clerk.
6. The Town Clerk will sit as Chair of the Staffing Sub-Committee and another officer will act as the Staff Liaison for each meeting. When Line Management issues need to be discussed, the Vice Chair will Chair meetings as needed.
7. The Staffing Sub-Committee will operate as a Recruitment Panel for the council when needed.
8. Members of the F&M Committee can be invited to Staffing Sub-Committee meetings, as needed, and may act in the place of up to 2 Sub-Committee Members on the Recruitment Panel if there is an availability issue.

This more effective use of the Staffing Sub-Committee will prevent any overuse of 'working group' meetings, where discussions can be held but decisions cannot be made and the overuse of Part 2 proceedings. It will also allow Prestatyn Town Council to respond to any escalating staff issues in a timelier manner.

For more information: see the Staffing Sub-Committee and Policy Sub-Committee minutes and revised Committee Terms of Reference.



PRESTATYN TOWN COUNCIL

Committees Terms of Reference

2026

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FULL COUNCIL (18)

MEMBERSHIP

1. The Full Council (FC) shall consist of eighteen members.
2. The Mayor and Deputy Mayor shall be elected at the Annual General Meeting (AGM).
3. Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(n).
4. Minimum quorum of six at each meeting.

RESPONSIBILITIES

1. FC will appoint membership and ensure Chair and Vice-Chair are elected to the following committees at the AGM:
 - a. Town Planning Committee (TP)
 - b. Finance & Management Committee (F&M)
 - c. Community Development and Regeneration Committee (CDRC)
 - d. Policy Review Committee (PR)
 - e. Staffing Sub-Committee (SC)
2. Membership and Chair of the Resource and Appeals Committee (R&A) shall be elected by the FC on an as-and-when required basis.

GOVERNANCE

1. FC is governed by Standing Orders.
2. FC shall meet every month and at other times as are deemed necessary to fulfil its functions.

Specific responsibility areas covered:

- a. Standing Orders approval
- b. To oversee the corporate workings of the Council
- c. Appointment of committees and members
- d. In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below
- e. To receive reports from other Committees regarding items affecting whole of the Council
- f. To determine any item not specifically covered by other Committees
- g. To authorise expenditure more than delegated Committee budget
- h. Approval of recommendations and documentation as presented by Finance and Management Committee
- i. Approval of proposals as presented by the Community, Development and Regeneration Committee
- j. Approval of policies and documentation as presented by the Policy Review Committee, such as the Training Policy and Bio-diversity Policy
- k. Approval of proposals and recommendations as presented by the Resource and Appeals Committee
- l. Approval of policies and documentation as presented by any committee not listed but created through standing orders
- m. Budget / Precept Approvals
- n. Audit Reports and Signing of Accounts
- o. Appointment of Internal Auditor
- p. Signing Annual Governance Statement
- q. IRPW Annual Return Approval
- r. Annual Reports
- s. Council Strategy
- t. Town/Place Plan approval
- u. Approval of Risk Assessments
- v. Well-Being statement
- w. Approval of Office HR Organisation Chart
- x. Appointment of Town Clerk/Responsible Financial Officer

COMMITTEES

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

1. The Town Planning Committee (TP) shall consist of all council members
2. The quorum shall be six members
3. The TP shall elect a Chair and Vice-Chair for its first meeting at each A.G.M

RESPONSIBILITIES

1. The TP will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor).
2. The TP may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer.

GOVERNANCE

1. The TP shall meet every month immediately following the FC meeting, and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of FC.

Specific responsibility areas covered:

- a. Responses to planning applications
- b. Tree preservation Orders
- c. Responses to planning policy consultations
- d. Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices
- e. Proposals for street naming
- f. Highway and traffic regulation consultations

FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)

MEMBERSHIP

1. The Finance & Management Committee (F&M) shall consist of six members
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis
3. The quorum shall be three members
4. The F&M shall elect a Chair and Vice-Chair at its first meeting at each A.G.M

RESPONSIBILITIES

1. Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
2. Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
3. Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
4. Direct the keeping of the accounts of the Council.
5. Direct and have control of all insurance of the Council.
6. Direct control of all Council's IT policy.
7. Direct control of all Council's GDPR policy.
8. Review from time-to-time Financial Regulations.
9. Deal with establishment/building matters.
10. Consider and report from time to time upon management and administration of local government in the region and county areas.
11. Have charge of any surplus lands and properties.
12. To liaise with Town Clerk/Responsible Financial Officer on general appointments, staff grading, overseeing staff structures, reviewing staff salaries, training and staff terms and conditions.
13. To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision.
14. The F&M may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)

GOVERNANCE

1. The F&M is governed by Financial Regulations.
2. The F&M shall meet every three months and at other times as are deemed necessary to fulfil its functions.
3. Minutes of meetings will be taken for accuracy and motions/resolutions presented for approval at the next meeting of Full Council.

Specific responsibility areas covered:

- a. Review of Financial Regulations and of financial policies and procedures
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure
- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- l. Monitor capital and reserves
- m. Virement of funds, subject to Financial Regulations
- n. Funds, investments, and banking arrangements
- o. Awarding contracts up to £25000
- p. Reviewing overspent of budget
- q. Overseeing procurement and tender procedures
- r. Financial Risk management
- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications
- z. Staffing requirement and recruitment

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis
3. The quorum shall be three members
4. The CDRC shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity as detailed in Standing Orders.
2. The CDRC will consider matters of industrial and other development in the Town.
3. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn.
4. The CDRC will consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.
5. To use initiative in proposing new projects and proposals which should be of benefit to the Town.

GOVERNANCE

1. The CDRC shall meet at least once every three months and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of Full Council.
3. The CDRC may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

GOVERNANCE (CONTINUED)

Specific responsibility areas covered:

- a. Town Car Parks (RTA 1984)
- b. Road and rail transport
- c. Byelaws
- d. Crime Prevention / CCTV/Radio link (C&D ACT 1998)
- e. Public footpaths (LGA1972 s.133/s.123)
- f. Entertainment & Attractions
- g. Publicity – Public Relations
- h. Liaison with local organisations and report back to council regarding representation on outside bodies
- i. Licensing
- j. Business Support (LGMP1976)
- k. Health/Sports/Leisure Activities (LGMP1976s.19)
- l. Cultural activities
- m. Scala Cinema (RTA 1984/LGMP 1976)
- n. Town Place/Town Plan implementation
- o. Town regeneration projects
- p. Town marketing projects
- q. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- r. Town benches (LGMP ACT 1953/Highways)
- s. Town bus shelters (LGMPACT 1953)
- t. Town planting scheme (LGMP1976)
- u. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- v. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- w. Town tourism projects
- x. Town public transport
- y. Town twinning & Town partnerships (LGMP1976s.19)
- z. Town environment projects – (e.g. Coastal and High Street) LGMP ACT 1976
- aa. Play Areas (LGMP1976s.19)
- bb. Public Gardens (LGA1984)
- cc. Identification of projects of benefit to the town
- dd. Identifying and delivery of events
- ee. Community engagement / Meetings / Forums
- ff. Community Partnership Room (LGA1972s.133/s.123)
- gg. Local Community Services (LGA1976)
- hh. Volunteering opportunities
- ii. Engagement with third party organisations
- jj. Public consultations
- kk. Meet objectives contained in Well-Being Plan

POLICY REVIEW SUB-COMMITTEE (PR) (3)

MEMBERSHIP

1. The Policy Review Committee shall consist of three members
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis
3. The quorum shall be three Members
4. A Chair and Vice-Chair shall be elected at the A.G.M

RESPONSIBILITIES

1. The PR Committee operates in an Advisory capacity.
2. The PR Committee will be responsible for assessing and reviewing all Town Council Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate.
3. The PR Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation.
4. To carry out any other such duties in accordance with a resolution from Finance and Management Committee.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.
3. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Produce council's annual report and review Training Policy, Biodiversity Policy, Wellbeing & Future Generations Policy for Full Council approval

RESOURCE AND APPEALS COMMITTEE (R&A) (5)

MEMBERSHIP

1. The Resource and Appeals Committee shall consist of five members
2. Members will be elected by Full Council at each A.G.M, and membership will remain consistent until the following A.G.M. This will allow the committee to be called to address serious or urgent matters without the need to await the next Full Counting meeting.
3. The quorum shall be three members
4. FC shall elect a Chair for each R&A

RESPONSIBILITIES

1. The R&A Committee operates in an Advisory capacity, with any delegated powers as detailed in Standing Orders.

GOVERNANCE

1. The R&A Committee shall meet at times as are deemed necessary to fulfil its functions and may not be required to meet at all during the year.
2. The R&A Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand.
3. The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the Resource and Appeals Committee when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance.
4. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Appeals
- b. Grievance and Discipline matters
- c. Freedom of Interest requests, if issues arise
- d. Town Clerk/Responsible Financial Officer matters, as relevant
- e. Deal with litigation in which the Council may be engaged

STAFFING SUB-COMMITTEE (SC) (3)

MEMBERSHIP

1. The Staffing Sub-Committee shall consist of four regular members, as below:
 - a. Three councillors
 - b. One management representative (Town Clerk or other senior staff member nominated by Town Clerk)
2. In addition, a Staff Liaison to the Sub-Committee shall take part in 'Part 1' of the meeting to keep the members informed regarding concerns from the staff's point of view
 - a. The Staff Liaison will be nominated by the staff. If a nomination is not forthcoming (e.g. no consensus or agreement reached), the Town Clerk will be considered as representing the staff.
3. Members will be elected by Full Council at the A.G.M and membership will remain consistent until the following A.G.M.
4. The quorum shall be three members
5. The Chair shall be the Town Clerk (or other senior staff member nominated by TC in their absence)
6. Meetings will be held in 2 parts, with the second part to focus upon employer-related and HR matters (as delegated from F&M Committee responsibilities)

RESPONSIBILITIES

1. The Sub-Committee operates in an Advisory capacity to the Finance & Management Committee

GOVERNANCE

1. The Sub-Committee shall meet bi-monthly at a minimum, and at other times as necessary to fulfil its functions
2. The Sub-Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or the Vice-Chair if deemed more appropriate to matters in hand
3. The Town Clerk/Responsible Financial Officer shall submit matters to the Staffing Sub-Committee when deemed appropriate
4. Minutes of meetings will be taken and approved at the following meeting of the Finance & Management Committee
5. Delivery will take place by staff following council approvals / decisions, as needed

Specific responsibility areas covered:

- a. To foster good relations between Members and staff and promote a positive work environment
- b. Staff concerns, issues or conditions
- c. To monitor staff training
- d. Issues raised are not necessarily for the Sub-Committee to address. These will be put over to the appropriate forum for appropriate action by the correct committee or Full Council.

VERSION UPDATE				
VERSION	DATE	SECTION CHANGES	REVIEWED BY	APPROVAL
V2	28.11.2025	Policy Review Committee Resources & Appeals Committee Staffing Sub-Committee	Legal & HR Support Officer	-
V3	09.12.2025	Policy Review Committee Resources & Appeals Committee Staffing Sub-Committee	Policy Review Committee	Policy Review Committee 09.12.2025
V4	08.01.2026	Policy Review Committee Resources & Appeals Committee Staffing Sub-Committee	Policy Review Committee	Policy Review Committee 08.01.2026 <i>Finance & Management Committee January 2026</i>

TRACK CHANGES		
VERSION	UP TO DATE ON	CHANGES
V3	09.12.2025	<i>Changes to Committees; Community centres moved from CDRC to F&M responsibility</i>
V4	13.01.2026	<i>Major change to Staffing Sub-Committee organisation and operations; 4 members of Staffing Sub-Committee instead of 5; Policy Review changed from 'Committee' to 'Sub-Committee'.</i>