

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

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| • 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: C. A. Hordley

Date of Full Council / F&M Committee meeting Minutes were received in: 22.4.26

Corresponding Minute Number from Full Council / F&M Committee Meeting: 179.