



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

27th September 2023

Dear Councillor

You are SUMMONED to attend meeting of the POLICY REVIEW COMMITTEE to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, LL19 9LR on Wednesday 11th October 2023 at 17:00.

If remote access is required, please contact the office.

Yours Sincerely

Town Clerk

1 WELCOME

2 APOLOGIES

3 DECLARATIONS OF INTEREST

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

4 PUBLIC PARTICIPATION

5 URGENT MATTERS ARISING

6 STANDING ORDERS

Appendix i

7 ROOM HIRE POLICY

Appendix ii

8 PUBLICATION SCHEME INCLUDING PHOTOCOPYING POLICY

Appendix iii

9 VOLUNTEERING POLICY

Appendix iv

CYNGOR
TREF PRESTATYN



7 Ffordd Llys Nant
Prestatyn
LL19 9LR

27^{fed} Medi 2023

Annwyl Gyngorydd

Fe'ch GELWIR i gyfarfod y PWYLLGOR ADOLYGU POLISI yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 11^{eg} Hydref am 17:00.

Os byddwch angen mynychu o bell, cysylltwch â'r swyddfa os gwelwch yn dda.

Yn gywir iawn

Clerc y Dref

1 CROESO

2 YMDDIHEURIADAU

3 DATGANIADAU O DDIDDORDEB

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

4 CYFRANOGAETH Y CYHOEDD

5 MATERION BRYN YN CODI

6 ARCHEBION SEFYDLOG

Atodiad i

7 POLISI HURIO YSTAFELL

Atodiad ii

8 CYNLLUN CYHOEDDI YN CYNNWYS Y POLISI LLUNGOPIO

Atodiad iii

9 POLISI GWIRFODDOLI

Atodiad iv

FUTURE MEETING 2
GDPR
FOI POLICY

FUTURE MEETING 3
EQUALITY
SAFE GUARDING
DIGNITY AT WORK
LONE WORKING
VEHICLE VALIDATION AND SAFE
DRIVING
RISK ASSESSMENT/POLICY
HS

CYFARFOD I DDOD 2
GDPR
POLISI RHYDDID GWYBODAETH

CYFARFOD I DDOD 3
CYDRADDOLDEB
DIOGELU
URDDAS YN Y GWAITH
GWEITHIO UNIG
DILYSU CERBYDAU A GYRRU DIOGEL
POLISI/ASESU RISGIAU
IECHYD A DIOGELWCH

To: All Town Councillors
All County Councillors
Public Notice

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



Prestatyn Town Council

Standing Orders

2023

BASED ON THE NALC MODEL FORMAT
AS PROVIDED BY ONE VOICE WALES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

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Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Mayor/Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Mayor/Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Mayor/Chair of the meeting, is expressed in writing to the Mayor/Chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Mayor/Chair of the meeting.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor/Chair of the meeting.
- k One or more amendments may be discussed together if the Mayor/Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Mayor/Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the Mayor/Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Mayor/Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Mayor/Chair of the meeting.

u Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and Management Committee as determined by AGM) and which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

v At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put". If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

2. Disorderly conducts at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Mayor/Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the Mayor/Chair of the meeting to moderate or improve their conduct, any councillor or the Mayor/Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Mayor/Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- d If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).
- e If a member of the public interrupts the proceedings at any meeting the Chair shall warn them. If he/she continues the interruption the Chair shall order his removal from the Council Chamber. In the case of a general disturbance in any part of the Chamber open to the public the Chair shall order that part be cleared.

3. Meetings generally

Full Council meetings	● (red)
Committee meetings	● (amber)
Sub-committee meetings	● (green)

a Notices of meetings

- i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
- ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
- iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

Meetings Generally - Other

- a The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- b The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed (5) minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e) above, a member of the public shall not speak for more than 5 minutes.
- g In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Mayor/Chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor/Chair of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct their comments to the Mayor/Chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to

Speak, the Mayor/Chair of the meeting shall direct the order of speaking

- k **Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor/Chair of the Council may in their absence be done by, to or before the Vice-Mayor/Chair of the Council (if there is one).**
- n **The Mayor/Chair, if present, shall preside at a meeting. If the Mayor/Chair is absent from a meeting, the Vice-Mayor/Chair if present, shall preside. If both the Mayor/Chair and the Vice-Mayor/Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- p **The Mayor/Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether they gave an original vote.**
See standing orders 5(h) and (i) below for the different rules that apply in the election of the Mayor/Chair of the Council at the annual meeting of the council.
- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- r **The minutes of a meeting shall include an accurate record of the following:**
 - i. the time and place of the meeting;
 - ii. the names of councillors present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- s A Councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.
- t No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) below for the quorum of a Standing Committee or sub-committee meeting.
- u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 2 hours 45 minutes.
- w Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct and provisional schedule submitted to Council's AGM.
- x Should it be known by a councillor of their inability to be present at a meeting they are expected to attend, they should forward their apologies to the Proper Officer at least three working days in advance of the scheduled date to ensure that the appropriate minimum quorum will be in attendance.
- y Any other business shall not be included as an agenda item in meetings; a summons must include the agenda for the business to be transacted at the meeting. The agenda should set out the order in which the items will be transacted. A council cannot lawfully transact any business which is not included on the agenda. As such, the item 'any other business' should not appear at all, or should simply be used as a peg on which to hang the exchange of urgent information. Additionally, the item could be used to allow genuinely urgent issues to be raised but no decisions should be taken in respect of issues so raised (other than to ensure that they are dealt with properly at a forthcoming meeting, with due notice having been given) and no expenditure should be approved as a result of issues raised under 'any other business'. Any urgent matters arising will be included at the top of the agenda.
- z Dress code at all meetings – smart casual.
- aa All mobile phones/laptops/tablets should be switched off unless being used to read documents / information relevant to the matter in hand.
- bb Smoking is not permitted at any meeting of the Council.

4. Committees and sub-committees

- a Unless the Full Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the Full Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Full Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. Members appointed for the Resource and Appeals sub-committee shall be determined by Full Council on an as-and-when basis to ensure that no conflict of interest arises through the subject matter to be addressed, and this sub-committee will dissolve once all appropriate matters have been resolved and recommendations reported back to Full

Council.

- f. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual General Meeting of Council.
- g. The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than six members. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- h. Every committee may appoint sub-committees for purposes to be specified by the committee.
- i. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
- j. Members of committees and sub-committees entitled to vote, shall vote by show of hands or, if at least two members so request, by signed ballot.
- k. Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- l. A member who has proposed a resolution which has been referred to any committee or sub-committee of which he/she is not a member, may explain his resolution to the committee but shall not vote.
- m. Prestatyn Town Council shall appoint a Town Planning Committee which will meet monthly and follow the Full Council meeting under the same agenda.
- n. Prestatyn Town Council shall appoint a Finance and Management standing committee, which will meet quarterly.
- o. Prestatyn Town Council shall appoint a Community Development and Regeneration standing committee, which will meet quarterly.
- p. Prestatyn Town Council shall appoint a Policy Review Committee, which will meet at least once annually and at other times as are deemed necessary to fulfil its functions.
- q. Prestatyn Town Council shall appoint a Resources and Appeals Committee, the members of which will be elected by Full Council as the need is identified.
- r. Details and operations of the committees pertaining to Standing Orders 4(m) to 4(q) are

more fully explained with direct reference to the current version of Prestatyn Town Council Committees Standard Terms of Reference document, current version of Prestatyn Town Council Committee Table and the current version of Prestatyn Town Council Committees Organisation Chart.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of Prestatyn Town Council shall take place at 6.15pm.**
- d In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor/Chair and Vice-Chair (if any) of the Council.**
- f The Mayor/Chair of the Council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor/Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Mayor/Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Mayor/Chair of the Council has been elected. The current Mayor/Chair of the Council shall not have an original vote in respect of the election of the new Mayor/Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Mayor/Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Mayor/Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor/Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor/Chair of the Council and Vice-Chair (if there is one)**

of the Council at the annual meeting of the council, the business of the annual meeting shall be as follows:

- i. **In an election year, delivery by the Mayor/Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done later. In a year which is not an election year, delivery by the Mayor/Chair of the Council of their acceptance of office form unless the Council resolves for this to be done later.**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of the eligibility criteria for the use of the general power of competence;
- xi. Review and adoption of the council's annual report;
- xii. Review and adoption of the council's training plan;
- xiii. Review of arrangements (including legal agreements), if deemed necessary, with other local authorities, not-for-profit bodies and businesses;
- xiv. Review, if deemed necessary, of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review, if deemed necessary, of the Council's complaints procedure;
- xix. Review, if deemed necessary, of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 22 and 23*);
- xx. Review, if deemed necessary, of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being;
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council;
- xxiv. **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

- k **The Annual General meeting and other meetings of the Council for the transaction of general business shall not commence before six o'clock in the evening unless determined otherwise. All meetings shall conclude by 9.00pm unless determined otherwise.**

- l At every meeting other than the Annual General Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.
- m After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - i. After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - ii. To deal with business expressly required by statute to be done.
 - iii. To receive such communications as the person presiding may wish to lay before the Council.
 - iv. To answer questions from Councillors provided notice given in accordance with Standing Order 10.
 - v. To receive and consider reports and minutes of committees.
 - vi. To receive and consider resolutions or recommendations in the order in which they have been notified.
 - vii. To authorise the sealing of documents.
 - viii. If necessary to authorise the signing of orders for payment.
- n A motion to vary the order of business on the ground of urgency:
 - a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - b) Shall be put to the vote without discussion.

6. Extraordinary meetings of the council

- a The Mayor/Chair of the Council may convene an extraordinary meeting of the council at any time.
- b If the Mayor/Chair of the Council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 6 weekdays of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer

in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Mayor/Chair of the meeting.

9. Appointments

- a. Relatives of Members or Officials. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply. **The Town Clerk shall make known the purpose of this Standing Order to every candidate.**
- b. All vacancies to be filled unless filled by promotion or transfer, shall be publicly advertised except where Council otherwise determine. Provided that where, within six months of filling the vacancy a similar vacancy arises, the Establishment Committee (as determined by AGM) may appoint one of the former applicants.
- c. 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.
- d. Interviews for the appointment of Town Clerk shall be undertaken by the Mayor and at least one other councillor as agreed.

- e. The second interview to be undertaken for the posting of Office Manager is to include at least one councillor in conjunction with the Town Clerk/Responsible Financial Officer.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear weekdays before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Mayor/Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- j If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

- k Any expenditure requests by individual councillors must also be requested in advance through the relevant meetings for all members to approve and not advocate such requests through the Town Clerk.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
- i. to correct an inaccuracy in the minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting;
 - xvii. to close a meeting;
 - xviii. to approve the Minutes;
 - xix. to close or adjourn the debate;
 - xx. to adopt a report;
 - xxi. to authorise the sealing of documents;
 - xxii. to amend a motion;
 - xxiii. to give leave to withdraw a resolution or amendment;
 - xxiv. to extend the time limit for presentations; and
 - xxv. to give the consent of the Council where such consent is required by these Standing Orders.

12. Questions

- a. A Member may ask the Chair of the Council/Committee or Town Clerk any written question concerning the business of Council provided 10 clear weekdays' notice of the question has been given to the person to whom it is addressed.

- b. A Member of the Council may ask the Chair of a Committee any question upon an item of the report of a Committee when that item is under consideration by the Council. With permission of the Chair, put to the Chair of any Committee any question relating to urgent business, of which no such notice has been given; but a copy of such question shall, if possible be delivered to the Town Clerk not later than twelve o'clock in the morning of the day of the meeting.
- c. Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- d. An answer may take the form of: -
 - i. direct oral answer;
 - ii. where the desired information is contained in a publication of the Council, a reference to that publication;
 - iii. where the reply to the question cannot conveniently be given orally, written answer to be circulated to the Member/Members of the Council prior to the next meeting or such other time as agreed.

13. Management of Information

See also standing order 22.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**
- e. **1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, or the sub-committee as the case may be.
2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.**
- f. **From XX/XX/2023 (DATE TO BE CONFIRMED) Prestatyn Town Council will provide email addresses to all town Councillors for council business matters only.**

14. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Draft minutes from any committee meeting will be circulated to the Chair of that committee within 5 working days of the meeting. Once approved by the Chair, they will be circulated to the members of such committee and published as "Draft Minutes" on the Prestatyn Town Council website within 5 weekdays, followed by being added to the next relevant committee agenda.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the Mayor/Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Mayor/Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Mayor/Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing order 22(a) and following resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.
- f **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**
- The names of the members who attended the meeting, and any apologies for absence;
 - Any declarations of interest; and
 - Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

15. Code of conduct and dispensations

See also standing order 3(s) above.

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. All members must observe the Code of Conduct which was adopted by the Council on 3rd May 2023.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
Newly-elected and Co-opted Councillors should endeavour to undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
 - i. Any Councillors required to fulfil the position of Chair must undertake and complete the appropriate course for this post
 - ii. All councillors must undertake and complete the Code of Conduct course
- c **Dispensation requests shall be in writing and submitted to the standards committee of Denbighshire County Council** as soon as possible before the meeting that the dispensation is required for.

16. Code of conduct complaints

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 15, report this to the Council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor/Chair of Council of this fact, and the Mayor/Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.
- d **The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in Circular 2/86 issued**

by National Association of Local Councils except for those complaints which should be properly directed to the Standards Commission (Wales) for consideration.

17. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**
- (a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - (b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - (c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
 - (d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.
- See standing order 3(a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*
- ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of Full Council for the election of a new Mayor/Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minutes of Meetings by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 25 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the Mayor/Chair or in their absence the Deputy Mayor/Vice-Chair (if there is one) of the Council OR Mayor/Chair or in their absence the Deputy Mayor/Vice-Chair (if there is one) of the Town Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR Town Planning committee;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect;
See also standing order 25 below
- xviii. receive declarations of acceptance of office;
- xix. receive and record notices disclosing interests at meetings;
- xx. receive and retain plans and documents;
- xxi. sign notices or other documents on behalf of the Council;
- xxii. receive copies of bylaws made by another local authority;
- xxiii. certify copies of bylaws made by the Council;
- xxiv. sign and issue the summons to attend meetings of the Council;
- xxv. keep proper records for all Council meetings.

18. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- b All payments by the council shall be authorised, approved, and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise;
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 20(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and/or in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Town Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Councils with further information in this regard.**
- g **In emergency situations the Town Clerk may with approval of Mayor and Chair of**

Finance and Management Committee take such actions and incur expenditure commensurate to deal with the situation. Any expenditure shall be reported to the next Finance and Management Committee (as determined by AM) and may form the subject of a supplementary estimate.

21. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 13 above.
- b Subject to the council's policy regarding absences from work, the Town Clerk shall notify the Mayor/Chair or, if they are not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c Subject to the council's policy regarding the handling of grievance matters, the Town Clerk shall contact the Mayor/Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Mayor/Chair or Vice-Chair, this shall be communicated to another member of Council.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- f In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(f).
- g In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees unless such conditions are subject of National Joint Councils pay and conditions of service. Standing Order 21(h) must be read in conjunction with this requirement.
- h If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether the press and public shall be excluded.
- i The Town Clerk oversees and is responsible for all day-to-day operational staff matters. Prestatyn Town Council have an existing contract until 2024 with a HR company who provides the Town Clerk with support, all guidelines, policies and procedures, which are required to meet the legal requirements, thus ensuring matters are dealt with correctly.
- j The Town Clerk will recruit all staff with the assistance of the Office Manager. However, the Town Clerk will invite one councillor to sit in on second interviews for the Office

Manager's appointment to offer support.

- k. All recruitment and matters relating to the Town Clerk will be dealt with through the Resource and Appeals Committee.

22. Responsibilities to provide Information

See also standing order 23.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

23. Responsibilities under Data Protection Legislation

See also standing order 13.

- a The Council shall appoint a Data Protection Officer. For clarity, the Data Protection Officer for Prestatyn Town Council shall be the Office Manager, or in absence of such an appointment, the Town Clerk / Responsible Financial Officer
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

24. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

See also standing orders 19(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 25(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses. *This is applicable to a Council with a common seal.***

26. Communicating with County Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

27. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions, or directions.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds' councillors to be given to the Proper Officer in accordance with standing order 10 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Mayor/Chair of a meeting as to the application of standing orders at the meeting shall be final.

END OF DOCUMENT

Annual Document Review Table

Review Date	Committee Name	Approved/Amended	Minute Number
03/05/2023	Full Council	V1 approved	11

NB - This typed section to be deleted upon approval;

KEY;

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

AMENDED SEPTEMBER 2023 WITH ADJUSTMENTS TO REFERENCES FOLLOWING UPDATED MODEL RECEIVED FROM OVW.

Entries highlighted YELLOW are additional standing orders previously agreed and added in by Prestatyn Town Council.

New script added 11 July highlighted in PINK



Prestatyn Town Council

Room Hire Policy

2023

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INTRODUCTION

The council chambers situated in the office of Prestatyn Town Council (PTC) on Nant Hall Road also serves as a function room for up to 35 people. In addition, there is a meeting room that can be utilised for up to 8 people, and both rooms may be booked, for meetings or events, by organisations; such as statutory bodies, local constituted groups, charities, social enterprises or Community Interest Companies. The facilities are available during normal office hours, Monday to Friday, between 9am and 5pm. Tea and coffee facilities and toilets are available on site.

To make a booking, enquire about room availability or facilities provided please contact Prestatyn Town Council

Prestatyn Town Council
7 Nant Hall Road
Prestatyn
North Wales
LL19 9LR

Telephone: 01745 857185

E-mail: info@prestatyntc.co.uk

Between normal Office Hours of 9am to 5pm, Monday to Friday

The following rules are generally applied:

ENTERTAINMENT

If the premises are required for dramatic or film recitals, or if optical projections of any kind are used, the hirer must guarantee that permission, where necessary, has been obtained from copyright holders for public performance, and that the requirements of the licensing authorities have been met. Gambling is not permitted on the premises.

REFRESHMENTS

Tea & coffee making facilities are available, which the Hirer will need to provide, unless agreed with Prestatyn Town Council in advance of the event.

No alcohol may be consumed or supplied on the premises or adjoining area.

HEALTH AND SAFETY

Smoking is not permitted in any part of the premises or the surrounding area.

The relevant procedure in the Event of Fire and applicable instructions will be provided to the host at the time of arrival. It will remain the responsibility of the host or meeting facilitator to record all attendees, who will also be responsible for reconfirming all parties are present at the fire assembly points in the event of an evacuation. They are also responsible for ensuring all attendees know the locations of the fire exits and fire assembly points.

NUISANCE

The hirer shall not do, or permit to be done upon the premises, anything which may be or become a nuisance or annoyance to the quiet or comfort of the owners, occupiers or users of adjoining property and areas. Animals are not permitted on the premises; except for guide dogs and working companion pets, or as agreed with PTC in advance.

LOSS AND DAMAGE

Any damage caused will be the responsibility of the hirer, who will be asked to pay for repair or replacement. Prestatyn Town Council does not accept responsibility for any loss or damage to clothing or other personal property arising out of the letting. Screws, nails, drawing pins etc. may not be driven into any part of the premises or furniture. Adhesives, including sticky tape and putty-like substances, may not be used to place notices or posters onto walls or furniture.

EQUIPMENT

Any crockery used must be washed, dried, and left ready for subsequent use in the kitchen. Other equipment including television, DVD player and overhead projector may be available if requested. Any electrical equipment being brought into the building for use at a function or event must be PAT tested and certified by a qualified electrician. The responsibility for this remains with the room hirer. We must be advised of all electrical equipment intended for use in the building at the time of booking.

ACCESS

A member of staff is required to be in the premises whilst a room is on hire to open and close the building.

BOOKING CONDITIONS

Room hires attracts a booking fee which is dependent on the nature of the group making the reservation.

Definitions:

Community Bookings

Community booking is an event which is held by a Prestatyn & Meliden based group who hold activities for the benefit of the local community. The event is open to the local community and is either free or a small nominal charge may be made for the activities and the events it organises.

Charity Bookings

Groups which are a registered charity who do not charge or who make a nominal charge for activities/events/training it organises.

Private Functions / Public Services

These are groups (for example, private or local services) who require meeting room facilities.

All other businesses

These are organisations who operate for financial gain.

Fees

The current charges detailed below are for Monday to Friday, 09:00 – 17:00, excluding Bank/Public Holidays. Please allow setting up/clearing up time in any booking request. All rooms should be left in a clean and tidy manner.

Community bookings and Charity / Not-for-Profit bookings:

- Free of Charge

Statutory or Partner services bookings:

- Both ground floor rooms including kitchen facilities £15 per hour;
- Chambers £10 per hour,
- Committee Room £5 per hour

All other Businesses:

- Both ground floor rooms including kitchen facilities £25 per hour;
- Chambers £15 per hour,
- Committee Room £10 per hour

Payment is due in advance of the session and it is preferred that payment is made electronically; details will be provided upon booking. If paying by post and a receipt is required, please enclose a stamped addressed envelope; cheques should be made payable to Prestatyn Town Council.

Sub-letting is forbidden. Any abuse of the facilities may lead to cancellation of any further bookings.

Cancellations

All cancellations must be advised within 5 working days of the event. For all cancellations after this time, or any no shows, the full booking price will be charged and refunds will not be given.

RISK ASSESSMENT

It is the responsibility for the hirer to complete a Risk Assessment for any activities or events. Prestatyn Town Council reserves the right to request a copy at the time of booking.

Prestatyn Town Council will provide a copy of our Risk Assessment for the rooms upon request.

FIRST AID

If a group making a reservation require a qualified First Aider on site during a function they should make their own arrangements for this. A First Aid kit is available in the kitchen on the ground floor, and a Defibrillator is also available in the Reception area at the front of the building.

INSURANCE

The premises will be covered by Prestatyn Town Council's Public Liability Insurance regarding any liability for injury or damage caused by items not provided by the Hirer; this includes employees of the Hirer, who would not however be covered for injury by Prestatyn Town Council, if the injury arises out of, and in the course of, employment by the Hirer.

You will need to provide a copy of your own Public Liability Insurance (PLI) documents showing cover up to £5 million.

ALL BOOKINGS

You are required to complete and return a copy of the attached Room Hire Booking Form (see Appendix) at your earliest convenience, after which we shall acknowledge receipt and contact you for payment in line with the fees schedule previously detailed, should this be required, to complete the booking process.

WEBSITE

Please refer to our website for events taking place and more information on Prestatyn Town Council;

<https://www.atprestatyn.co.uk>

APPENDIX

PRESTATYN TOWN COUNCIL
COUNCIL CHAMBERS AND MEETING ROOM
ROOM HIRE BOOKING FORM



This agreement is made between Prestatyn Town Council ("The Council") and The Hirer as named below. On payment in full of the hire charge (if applicable) The Council agrees to The Hirer using the rooms identified in this form, subject to the standard conditions of hire and the safety information of this Hire Agreement as published under the current Prestatyn Town Council Room Hire Policy Document

The Hirer

Email address

Full Address/Postcode

Telephone Number

Mobile / Alternative Number

Responsible person attending on the day of hire (if different from the Hirer):

Name:..... Contact Number:

On behalf of (Company name/Charity if appropriate)

ROOMS REQUIRED (✓)

- ☐ Council Chamber Room (capacity of 35)
- ☐ Small Meeting Room (capacity of 8)
- Each room has access to tea/coffee making facilities

PURPOSE OF HIRE

The rooms are only available to hire by statutory bodies, local constituted groups, charities, Community Interest Companies, social enterprises etc. The rooms are not available for business or private hire.

PERIOD OF HIRE REQUIRED;

Date;_____ Start Time_____ End Time_____

Date;_____ Start Time_____ End Time_____

Please remember that the premises must be cleared within 15 minutes of the end time, and any additional time required may be charged at the published rates.

PLEASE NOTE; The supply and consummation of alcohol and smoking is prohibited within The Council premises, including the pavement surrounding the property.

Office use only:

Date room booked & Agreed Cost:

Date of confirmation email to Hirer:.....

Date payment due (within 30 days and at least 5 days before Hire).....

Room condition acceptable on departure Y/N

VERSION UPDATES

Version	Date	Section	Details of change
V1	03/10/2023	Whole of Document	Initial draft document for approval

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference



Prestatyn Town Council

Publication Scheme

2023

BACKGROUND

This publication scheme has been prepared in-line with the model Publication Scheme issued by the [Information Commissioner's Office](#) (ICO).

This publication scheme commits Prestatyn Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information below, where this information is held by the authority. Additional assistance is provided regarding the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

All access to publications are currently provided free of charge through access to websites; paper copies can be requested by contacting Prestatyn Town Council:

Prestatyn Town Council
7 Nant Hall Road
Prestatyn
North Wales
LL19 9LR

Telephone: 01745 857185
E-mail: lisa.fearn@prestatyntc.co.uk

INFORMATION AVAILABLE

Information to be published	How the information can be obtained
Class1 - Who we are and what we do. (Organisational information, structures, locations, and contacts)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Who's who on the Council and its Committees.	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Location of main Council office and accessibility details	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Staffing structure	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk

Annual return form and report by internal and external auditor	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Finalised budget	Details available as a hard copy and on Prestatyn Town Council website; www.atprestatyn.co.uk
Precept Form	Details available as a hard copy and on Prestatyn Town Council website; www.atprestatyn.co.uk
Borrowing Approval letter	Details available as a hard copy and on Prestatyn Town Council website; www.atprestatyn.co.uk
Standing Orders	Details available on the Prestatyn Town Council website: www.atprestatyn.co.uk
Financial Regulations	Details available on the Prestatyn Town Council website: www.atprestatyn.co.uk
Grants Given	Details available on Prestatyn Town Council website: www.atprestatyn.co.uk
Grants Received	Details available on Prestatyn Town Council website: www.atprestatyn.co.uk
List of current contracts awarded and value of contract.	Details available on Prestatyn Town Council website: www.atprestatyn.co.uk
Members' allowances and expenses	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Copies of agendas and minutes from Full Council and committee meetings are available on Prestatyn Town Council website; www.atprestatyn.co.uk
Community Plan (current and previous year as a minimum)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk UNDER DEVELOPMENT
Annual Report (current and previous year as a minimum) Annually in May	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines, links to Welsh government – voice Wales.	WEBSITE LINKS: - WAG https://www.gov.wales/public-sector

	ONE VOICE WALES http://www.onevoicewales.org.uk/OVWeb/Default.aspx WLGA https://www.wlga.gov.uk/
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Details available in minutes of Full Council and committee meetings on Prestatyn Town Council website; www.atprestatyn.co.uk
Timetable of meetings (Council, any committee/sub-committee meetings, and community meetings)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Agendas of meetings (as above)	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Minutes of meetings (as above) – <i>NB: this will exclude information that is properly regarded as private to the meeting.</i>	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Reports presented to council meetings <i>NB: this will exclude information that is properly regarded as private to the meeting.</i>	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Responses to consultation papers	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
Responses to planning applications	Details available on Prestatyn Town Council website; www.atprestatyn.co.uk
By-laws	Denbighshire County Council www.denbighshire.gov.uk
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW UNDER REVIEW
Information security policy	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW
Records management policies (records retention, destruction, and archive)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW
Data protection policies	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW
Class 6 – Lists and Registers. Currently maintained lists and registers only	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Assets Register	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk

Allotments	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk
Burial grounds and closed churchyards	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk
Community centres	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk JUBILEE COMMUNITY CENTRE www.jubileecommunitycentre.co.uk MELIDEN COMMUNITY CENTRE https://www.meliden.org/ TY CARADOC COMMUNITY CENTRE https://atprestatyn.co.uk/businesses/ty-caradoc-community-centre/ TY PENDRE
Parks, playing fields and recreational facilities	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk
Seating, litter bins, clocks, memorials, and lighting	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Bus shelters	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk
Markets	Details available on Denbighshire County Council website: www.Denbighshire.gov.uk
Public conveniences	Details available on Denbighshire County Council website: https://www.denbighshire.gov.uk/en/community-and-living/public-toilets.aspx
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (eg: hire of chambers) Under Review	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk UNDER REVIEW
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Details available on Prestatyn Town Council website. www.atprestatyn.co.uk

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Prestatyn Town Council, information will be provided on our website www.atprestatyn.co.uk .

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, Prestatyn Town Council will provide a paper copy of the information, upon request. Please note, charges may be applicable.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

SCHEDULE OF CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by Prestatyn Town Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all other circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

For Prestatyn Town Council.

- One copy of any available document will be supplied free of charge.
- Multiple copies of any available document will be supplied on payment of the actual cost of copying and postage.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying	Black and White – 5p per sheet (A4)
	Photocopying	Colour – 10p per sheet (A4)
	Postage	Costs levied as per current Royal Mail fees
Statutory Fee	Price on application	
Other	Price on application	

Information not available on the website can be requested from.

Town Clerk
Prestatyn Town Council
7 Nant Hall Road
Prestatyn
Denbighshire
LL19 9LR
01745 857185
E-mail; lisa.fearn@prestatyntc.co.uk

This document was first drawn on 08 March 2023.

VERSION UPDATES

Version	Date	Section	Details of change
V2	03/10/2023	Whole of Document	Addition of photocopying charges, removal of some Review notifications, transfer from landscape to portrait format

APPROVALS AND DISTRIBUTION

Version Ref	Date	Meeting	Reference
08 Mar2023	08 March 2023	Full Council	275



Prestatyn Town Council

Volunteer Policy

2023

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INTRODUCTION

- Prestatyn Town Council recognises the valuable contribution that volunteers can make to the work it does in the community and how vital volunteers can be for projects and events to be successful.
- The council also recognises that volunteers are motivated, because it is their choice to volunteer and give their time freely. In return, the council wishes to provide volunteers with opportunities that will help them to develop new skills and experiences.
- The aim of this policy is to ensure volunteers are safe and appreciated when volunteering with the council. It is designed to provide a framework for how the council will manage volunteers and what volunteers can expect from the council; it sets out the principles and practice by which the council will involve volunteers.
- This policy applies to all volunteers undertaking work or duties on behalf of the council in a voluntary capacity. It does not apply to those who are directly employed or contracted by the council or to councillors.
- Officers may identify the opportunity for volunteering with the council, but all volunteering opportunities must be approved by the Town Clerk.

PRINCIPLES

- All employees will be expected to work positively with any volunteers and, where appropriate, will actively seek to involve them in their work.
- The council aims to provide volunteers with satisfying roles and the opportunity for personal development. The council seek to help volunteers meet these needs.
- The council will not introduce volunteers to replace paid staff.
- For all volunteering roles, there will be a member of staff (line manager) who has responsibility for the management of volunteers(s).
- The council is committed to providing equal opportunities for all volunteers, irrespective of their characteristics and opposes all forms of unlawful or unfair discrimination. The council's Equality Policy for employees will always be adhered to in relation to the recruitment and support of volunteers.

RECRUITMENT AND INDUCTION

- The council may recruit volunteers using a range of methods, including word of mouth, advertising, talking with other organisations or engaging volunteers through another organisation. It may also directly approach people who have previously volunteered with the council.
- In all circumstances a volunteer before commencement of volunteering duties should complete an [application form](#) (Appendix (i)).
- The council will endeavour to help a volunteer overcome barriers which may make it difficult for them to volunteer.
- For voluntary roles prospective volunteers will undertake an informal interview by the line manager to assess their suitability. The Town Council will obtain references and it may also be necessary to obtain a DBS check.
- All volunteers will be asked to sign a [volunteer agreement](#) which details the role they agreeing to undertake, indicates agreement to the council's relevant policies and sets out the commitment from the council. This requirement may be disapplied where volunteers are working through a partner organisation which has a similar agreement in place for its volunteers.
- All volunteers will receive an appropriate induction which will aim to:

- a) Familiarise volunteers with the work of Prestatyn Town Council in general and in their specific area of work.
- b) Ensure volunteers are aware of the risk assessment and safety measures applicable to their work.

GENERAL INFORMATION

Changes in Personal Details

- We have a duty of care to anyone who volunteers, we may need to contact you or someone on your behalf in the case of an emergency so please notify us of any emergency details you may want us to have and then any change to those details.

Statements to the Media

- Volunteers are requested to not make any statement to reporters from newspapers, radio, television etc. in respect of our organisation. Any enquiries should be directed to your Support Officer.

Protective Clothing

- Where appropriate, you may be loaned protective clothing. This must be returned to us after use.

Volunteers' Property

- No liability is accepted for any loss of, or damage to, property brought onto our premises, or our clients' premises. You are advised not to take any personal items of value to the volunteer premises or to leave any items at the volunteer premises overnight.

Standards of Dress

- Within your volunteer tasks, you may come into contact with customers and members of the public. It is important that you present an acceptable image in terms of appearance and standards of dress. You should wear clothes appropriate to your tasks, and they should be kept clean and tidy at all times.

Time Commitment

- If you are unable to attend at any of the times when you have arranged to help us, due to ill health or other commitments, please let your Support Officer know as soon as possible as we may need to make arrangements for cover.

Record Checks

- Because this position involves the care of children or adults at risk, the following is necessary:
 - a) Your written consent to obtaining a standard/enhanced disclosure from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body.
 - b) Such disclosure being acceptable to us.
 - c) Proof of identity – Birth and or marriage certificate (where appropriate), passport or a new style driving licence.
 - d) Satisfactory written references.
 - e) That you will supply a photograph of yourself for retention in your records.

Insurance

- During your time with us you are covered under our insurance policies against any injury you suffer or cause while volunteering.

Housekeeping

- All areas must be kept clean and tidy at all times.

Training

- We only provide the training necessary for the tasks you have volunteered for and any further volunteering activities it is agreed you can undertake.

Problems

- Should you have any problems related to your treatment by us, our employees, other volunteers or the people we serve, please raise these with your Support Officer who will attempt to resolve the issue. If you are unhappy with the outcome you may raise the issue with your Support Officer's superior.

Other Information

- 1) We reserve the right to allow third parties to chair any meetings. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of that hearing.
- 2) We reserve the right to record any meetings whether conducted by us or a third party, a copy of the recording can be made available on request.

STANDARDS

- Volunteers are expected to behave responsibly while with us. Normally we would bring any difficulties to your attention informally. However, the behaviour listed below would result in us refusing any further voluntary assistance from you.
 - a) grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment;
 - b) dangerous behaviour, fighting or physical assault;
 - c) incapacity or poor performance caused by intoxicants or drugs whilst volunteering;
 - d) possession, supply or use of *drugs;
 - e) *For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.
 - f) taking part in activities which result in adverse publicity to ourselves.
 - g) theft or unauthorised possession of money or property, whether belonging to us, one of our employees, another volunteer or a third party;
 - h) destruction/sabotage of our property, or any property on the premises;
 - i) serious breaches of the health and safety rules which endanger life.
 - j) maltreatment of service users;
 - k) failure to report an incident of abuse, or suspected abuse of a service user by an employee, other volunteer or a member of the public;
 - l) convictions for any offence which might affect your suitability for the volunteering duties you are involved in.

SUPPORT, INVOLVEMENT AND PROBLEM SOLVING

- All volunteers will have a named person as their main point of contact.
- Where appropriate (for example for ongoing volunteer work) volunteers will receive regular supervision to feedback on progress and discuss future development.
- The council may offer training and development opportunities where it helps fulfil the volunteer's role.
- The council will invite volunteers to provide feedback on activity they are engaged in.
- Volunteers are encouraged to express their views about matters concerning the Town Council, its facilities, services and events to the volunteer coordinator. The council welcomes volunteers proactively providing feedback and making suggestions for how things may be done differently in future.
- The council wishes to identify and resolve any problems at the earliest possible stage and volunteers are encouraged to raise any grievance or complaint with their volunteer coordinator or the Town Clerk.

HEALTH, SAFETY, WELFARE AND HYGEINE

Overview

- The council has responsibility for the health and safety of its volunteers and will undertake a risk assessment of all volunteering activities.
- Volunteers must always follow the council's health and safety policies and procedures; they have a duty of care to themselves and others who might be affected by their actions. Volunteers may also need to disclose any medical conditions which affect their ability to undertake certain activities.
- The council will inform volunteers of any specific health and safety measures which must be taken during a voluntary activity and volunteers must wear any PPE as required.
- Volunteers must report any accidents to the volunteer coordinator.
- Volunteers are covered by the council's insurance policies whilst undertaking official duties on behalf of the council; cover is not provided for unauthorised actions or actions taken outside the volunteering agreement.

Safety

- Your Support Officer will advise you of the health and safety requirements and any hazards associated with your responsibilities.
- You must not take any action that could threaten the health or safety of yourself, other volunteers, workers, employees, customers or members of the public.
- You should report all accidents and injuries at the volunteer premises, no matter how minor, in the accident book. Your Support Officer will advise where this is kept.

Rest Room, Refreshment Making Facilities/Vending Machine

- We provide a rest room, refreshment making facilities and vending machine. Please keep these facilities clean and tidy.

Smoking Policy

- Our policy of not smoking in service users' premises or other than in designated areas on our sites must be observed at all times.

Alcohol & Drugs Policy

- We have a duty to ensure, so far as is reasonably practicable, the health and safety and welfare at work of volunteers, employees, workers and, similarly, you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our volunteers, workers, employees and other parties.
- If, during volunteering with us, your performance or behaviour are affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to further action and, dependent on the circumstances, this may lead to termination of your relationship with us.

Lost Property

Articles of lost property should be handed to your Support Officer who will retain them whilst attempts are made to discover the owner.

Parking

Please park only in the designated parking areas. No liability is accepted for damage to private vehicles, however caused.

Hygiene

- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for volunteering without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing your volunteer duties.

Hygiene For Food Handlers

- You must wash your hands immediately before commencing your volunteer duties and after using the toilet.
- Any cut or burn on the hand or arm must be covered with an approved visible dressing.
- Head coverings and overalls/uniforms, where provided, must be worn at all times.
- No jewellery should be worn, other than wedding rings, without the permission of your support officer
- You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
- If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for your volunteer duties without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before returning to volunteering.
- You must report to your support officer before returning to volunteering.

EXPENSES

- Volunteers will be reimbursed for any out-of-pocket expenses incurred on behalf of the council where this has been approved in advance. Receipts must be provided.
- With prior agreement of the Town Clerk, reasonable personal expenses may be reimbursed on a case-by-case basis to enable volunteers to overcome financial barriers to volunteering.

VOLUNTEER CONDUCT

- Volunteers represent the council and whilst they are not employees there are certain expectations the council has for its volunteers. Volunteers are expected to:
 - a) undertake their volunteering duties to the best of their ability
 - b) treat all volunteers, staff, contractors and members of the public fairly and courteously
 - c) respect decisions taken by staff and follow all reasonable instructions
 - d) follow safety procedures and wear any PPE provided
 - e) wear appropriate clothing (including suitable footwear), provided identification (if required), and take necessary steps to protect themselves in the environment they are working in (e.g. protection from UV rays through the use of sunscreen and a hat)
 - f) not behave in a way which could bring the council into disrepute
 - g) return any equipment/clothing supplied at the end of their duties
- Volunteers may have access to personal data or sensitive information about the work of the council, its volunteers and staff, clients or other organisations. There is an absolute obligation both during and after volunteering with the council to maintain confidentiality and not pass on information to any individual or third party organisation unless required to do so by law.

- Volunteers using the council's computers/IT network are expected to observe the council's IT policy and all volunteers are expected to observe the council's policies on Data Protection and Social Media use.

GRIEVANCE

- In any organisation, problems can sometimes occur and whilst it is hoped that this will not be the case, if there are any concerns volunteers should in the first instance speak to either their named line manager, or Town Clerk who will try and resolve the matter informally.
- If a volunteer has any concerns regarding treatment towards them by colleagues or councillors and it has been discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Town Clerk.
- Volunteers will not be subject to Prestatyn Town Council disciplinary procedures nor have access to Prestatyn Town Council grievance procedures, both of which are for employees only.
- If there are concerns about the conduct or performance of a volunteer, their supervisor should investigate to find out what is happening. This includes talking with the volunteer concerned. If conduct or performance is unsatisfactory, the volunteer should be informed that s/he will be offered extra support and/or training for a period. The object of extra support and/or training will be to encourage improvement.
- If a volunteer does not meet our standards of performance or the steps we have taken to encourage them to improve do not work, the volunteer will be offered more suitable voluntary activities if available. If behaviour, which in Prestatyn Town Council's view, is equivalent to gross misconduct has occurred, then the volunteer activity will be terminated immediately.

SECURITY

Rights of Search

- We have the right to carry out searches of volunteers and their property (including vehicles) whilst they are on our premises or business. These searches are random and do not imply suspicion in relation to any individual concerned.
- If you should be required to submit to a search, you will, if practicable, be entitled to be accompanied by a third party to be selected from someone who is on the premises at the time. This right also applies at the time that any further questioning takes place.
- You may be asked to remove the contents of your pockets, bags, vehicles, etc.
- Whilst you have the right to refuse to be searched, refusal by you to agree to being searched could result in us refusing to accept any further voluntary assistance from you.
- We reserve the right to call in the police at any stage.

Confidentiality

- All information that:-
 - is or has been acquired by you during, or in the course of your volunteering duties, or has otherwise been acquired by you in confidence,
 - relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - has not been made public by, or with our authority,
 shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after ceasing to volunteer, disclose such information to any person without our prior written consent.
- You are to exercise reasonable care to keep safe all documentary or other material

containing confidential information, and shall at the time of ceasing to volunteer with us, or at any other time upon demand, return to us any such material in your possession.

- You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.

Use of Computer Equipment.

In order to control the use of the organisation's computer equipment and reduce the risk of contamination the following will apply:

- the introduction of new software must be checked and authorised. You cannot introduce new software of any kind without approval from your Support Officer.
- only authorised individuals will have access to our computer equipment.
- only authorised software may be used on the organisation's computer equipment.
- only software that is used for business applications may be used.
- you may not bring software onto or remove it from our premises without prior authorisation from your Support Officer.
- unauthorised access to the computer facility may result in termination of your relationship with us.
- unauthorised copying and/or removal of computer equipment/software will result in us refusing to accept any further assistance from you.

Virus Protection Procedures

In order to prevent the introduction of virus contamination into the software system the following must be observed:

- unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- all software must be virus checked using standard testing procedures before being used.

E-Mail and Internet Policy

Internet

- Where appropriate, duly authorised volunteers may make use of the Internet as part of their volunteering duties. You may only release information via the internet with the prior agreement of your Support Officer. The use of the internet to access and/or distribute any kind of material which is offensive or unrelated to your tasks will result in us refusing any further voluntary assistance from you.

E-Mail

You may only use the e-mail system with the prior approval of your Support Officer and unauthorised use may result in us refusing any further voluntary assistance from you.

Volunteers using the e-mail system should observe the following points:

- they comply with our communication standards (your Support Officer will advise you of these).
- e-mail messages and copies should only be sent to those for whom they are particularly relevant.
- Flame mails (i.e. e-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
- if e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The organisation will be liable for infringing copyright or any defamatory information that is circulated within the company or externally.
- offers or contracts transmitted by e-mail are as legally binding on the organisation as those sent on paper.

We will not tolerate the use of the e-mail system for unofficial or inappropriate purposes including:

- any messages that could constitute bullying, harassment or other detriment.

- personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters).
- on-line gambling.
- accessing or transmitting pornography.
- transmitting copyright information and/or any software to the user.
- posting confidential information about other volunteers, workers, employees, the company or its customers or suppliers.

EQUALITY, INCLUSION AND DIVERSITY POLICY

Statement of Policy

- The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.
- We recognise that discrimination is unacceptable and equality of opportunity is a feature of our practices and procedures. Breaches of this policy will lead to investigation and, if appropriate, further action up to and including termination of your relationship with us.
- The aim of the policy is to ensure that volunteers are not discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- We will ensure that the policy is circulated to any agencies responsible for organising volunteers and a copy of the policy will be made available for all volunteers.
- We will maintain a neutral environment in which no volunteer feels under threat or intimidated.

Selection

- We will endeavour through appropriate training to ensure that employees making decision with regards volunteers will not discriminate, whether consciously or unconsciously, in making these decisions.
- We will adopt a consistent, non-discriminatory approach to the advertising of voluntary opportunities.
- We will not confine our process with regards to obtaining volunteers to areas or media sources which provide only, or mainly, volunteer applicants of a particular group.
- All those who ask to volunteer for us will receive fair treatment and will be considered solely on the contribution they can make.
- All those involved in the volunteer process will periodically review their criteria to ensure that they are related to volunteering requirements and do not unlawfully discriminate.
- Discussions will be related to the requirements of the volunteering activity and will not be of a discriminatory nature.
- We will not disqualify any volunteer because he/she is unable to complete any forms unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the volunteering activity.

DISCRIMINATION/HARASSMENT COMPLAINT POLICY AND PROCEDURE

Introduction

- Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or

sexual orientation is unacceptable.

- Discrimination and harassment can take many forms but, whatever form they take, they are always serious and totally unacceptable.

Policy

- The Company deplores all forms of discrimination and harassment and seeks to ensure that the environment is sympathetic to all of our volunteers.

COMPLAINING ABOUT DISCRIMINATION/PERSONAL HARASSMENT

Informal complaint

- If you are the victim of minor discrimination/harassment you should make it clear to the discriminator/harasser, on an informal basis, that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the discriminator/harasser.

Formal complaint

- Where the informal approach fails, or if the discrimination/harassment is more serious, you should bring the matter to the attention of your Support Officer as a formal written complaint.
- The person dealing with the complaint will carry out a thorough investigation. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be treated as a serious matter.
- On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

General Notes

- If the decision is that the allegation is well founded, the discriminator/harasser will be subject to appropriate action.
- If you bring a complaint of discrimination/harassment you will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, it will result in us refusing any further voluntary assistance from you.

RIGHT TO LEAVE

- The council recognises that volunteers give their time freely and are under no obligation to give notice. However, it is greatly appreciated if volunteers can provide advance notice if they are either unable to attend their volunteer role or wish to end their volunteering arrangement with the council.

APPENDICES

Appendix (i) – Application Form



PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

Position Applied for:

Please indicate whether full-time / part-time / job share / casual / voluntary:

Surname _____ Preferred Title _____

Forename(s) _____

Full Postal Address _____

_____ Post Code _____

Email _____

Home Tel _____ Work [Tel](#) _____ Mobile _____

Educational Qualifications

Secondary School / College/University	Course / Subject	Dates From - To	Qualification / Grade / Date Obtained

Other Relevant Training

Title	Organising Body	Brief Description

--	--	--

Present Employer

From - To	Employer's Name & Address	Position Held	Grade and Salary	Notice Required
Brief list of duties:				

Previous Employment

From - To	Employer's Name and Address	Previous Post Title	Reason for Leaving

Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this vacancy (additional sheets made be added if necessary).

Leisure Interests

References (at least one of which should be your present employer or last employer if you are not currently working). Members and Officials of Prestatyn Town Council **MUST NOT** be nominated as referees.

Name	Name
Status	Status
Address	Address
Tel	Tel
Email	Email

Do you have any objections to references being taken up prior to interview? **YES/NO**

Do you have the ability to communicate in the Welsh Language? **YES/NO**

Do you have a current driving licence? **YES/NO**

Have you been convicted of any criminal offence? **YES/NO** If
yes please provide details

If you are related to a Councillor or Officer of Prestatyn Town Council please state name(s)

A candidate who knowingly fails to disclose such a relationship shall be disqualified from the appointment.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Council processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to data on it being processed for all purposes in connection with my employment.

Signed _____

Date _____

Print Name _____

This form should be sent to:

Mrs Lisa Fearn, Town Clerk/Financial Officer, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn. LL19 9LR

email: lisa.fearn@prestatyntc.co.uk

Phone: 01745 857185

Appendix (ii) – Volunteer Agreement Letter

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN



VOLUNTEER AGREEMENT

Dear Volunteer

Further to our recent conversations, I would like to welcome you to Prestatyn Town Council.

I extend a big thank you to you for providing your time and support to our services.

This volunteer arrangement is not a contract of employment and it is not intended to be a legally binding contract between us.

I wanted to take this as an opportunity to explain a little about our background, so that you have a better understanding of our purpose and what we are trying to achieve.

Prestatyn Town Council can trace its roots back to 1896, when its democratic title was Prestatyn Urban District Council (PUDC). In 1974, following local government restructuring, PUDC changed its title and governance, and Prestatyn Town Council (PTC) was born, being a part of Rhuddlan Borough Council (RBC). In 1996 a further change took place where RBC was incorporated into Denbighshire County Council. PTC is a corporate body and local authority. It is part of the first tier of local government with the important role of shaping and supporting the communities of Prestatyn and Meliden which it represents. Whilst recognising it has a wide and varied role, the Town Council can only do those things that it is permitted by law to do – these are known as the Powers of the Council. It has the power to engage with community groups, represent local views, develop community-based partnership, and undertake most non statutory activities that can be of benefit to towns' residents, businesses, and visitors.

Your role as a volunteer isand starts on

You will be responsible to (your Line Manager)

This volunteering role is in connection with.....

.....
.....

The Company is not obliged to offer ongoing work to you nor are you obliged to accept such work if offered.

You will based at Prestatyn Town Council Offices, 7 Nant Hall Road, Prestatyn, Denbighshire, LL19 7JG.

If you have any queries, please do not hesitate to discuss these with your Line Manager or the Town Clerk.

Thank you once again for your support.

Yours faithfully

.....
Lisa Fearn, Town Clerk and Responsible Financial Officer

.....
Date

DECLARATION; I acknowledge and accept the role and responsibilities afforded to me whilst undertaking any duties in my role above.

.....
Full Name

.....

Signature

Date

Appendix (iii)

VERSION UPDATES

Version	Date	Section	Details of change
V1D1	03/10/2023	Whole of Document	First Draft for approval

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference

