

POLICY REVIEW COMMITTEE

Minutes of Policy Review Committee Meeting on 22nd November 2023 17:05 – 17:15

PRESENT

Councillors: Cllr A. West (Chair & Deputy Mayor), Cllr C. Evans, and Cllr I. Lifford

IN ATTENDANCE

Mrs L. Fearn – Town Clerk & RFO, and Miss J. Owens – Administration Officer

APOLOGIES

Cllr A. Tomlin, and Cllr E. Heaton

153 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interests in tonight's proceedings in accordance with the code of legislation.

IT WAS NOTED THAT ALL MEMBERS OF THE COMMITTEE ARE ACTIVE VOLUNTEERS (157) IN LOCAL GROUPS ALBEIT NO PERSONAL OR PREJEDCIAL INTEREST AS SUCH.

154 PUBLIC PARTICIPATION

Public not present, participation not received.

NONE RECEIVED

155 MEETING OF POLICY REVIEW COMMITTEE 11th OCTOBER 2023

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (3) AGREED UNANIMOUSLY

156 URGENT MATTERS ARISING

NONE RECEIVED

157 DRAFT VOLUNTEERING POLICY 2023

The Town Clerk presented the 2023 Draft Volunteering Policy, highlighting amendments from previously discussed policy, the addition of the appendices. Appendix 1 being an application form and Appendix 2 flow chart detailing the recruitment process including DBS checks.

Cllr C. Evans suggested a Volunteering Recruitment Day.

Town Clerk agreed to arrange one for February 2024 and invite all local groups to attend similar to a jobs fair, where they can promote their organisations to recruit new volunteers.

As local groups such as Walking Festival need more volunteers.
Town Clerk would like to involve young people who are taking their DoE awards as the criterion is to volunteer.

Councillors agreed to take Draft Volunteering Policy 2023 to Full Council Meeting.

PROPOSED: Cllr C. Evans

SECONDED: Cllr I. Lifford

ALL (3) AGREED UNANIMOUSLY

158 DRAFT FREEDOM OF INFORMATION POLICY 2023

The Town Clerk presented the 2023 Draft Freedom of Information Policy to Councillors.
Cllr I. Lifford queried whether the Policy includes Subject Access Requests, the Town Clerk said this would be included in the GDPR Policy.

Cllr C. Evans asked whether Prestatyn Town Council possesses personal information of any people. The town Clerk said that the Council do not request or collect any personal data.

Councillors agreed to take Draft Freedom of information Policy 2023 to Full Council Meeting.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (3) AGREED UNANIMOUSLY

Deputy Mayor/Chair Adrian Wat