



Prestatyn Town Council

Policy Sub-Committee Agenda

A meeting of the **POLICY SUB COMMITTEE** is to be held in
The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, LL19 9LR
on **Tuesday 8th November 2022 at 2pm**

1. WELCOME

2. APOLOGIES

3. MINUTES

Policy Sub-Committee 11.10.2022 copy Attached

4. STRUCTURE OF COMMITTEE

Appendix i- To Follow

5. TERMS OF REFERENCE

Appendix ii- To Follow

Appendix iii- To Follow

6. STANDING ORDERS

Discussion document to be handed out at the meeting

7. ANY OTHER BUSINESS



POLICY SUB-COMMITTEE

Minutes of Policy Sub-Committee meeting held on Tuesday 11th October 2022 at 2pm-3:15pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), Cllr S. Frobisher, Cllr C. Evans - Quorum 3.
Mrs L. Fearn - Town Clerk/RFO and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr B. Murray

1. TWO REPRESENTATIVES FOR ONE VOICE WALES

RESOLVED: Cllr A. Tomlin proposed that the Town Clerk L. Fearn was to be one of the Representatives, Cllr C. Evans Seconded this.

Cllr A. Tomlin Proposed Cllr S. Frobisher be the second representative, Cllr C. Evans Seconded.

2. STRUCTURE OF COMMITTEE

A discussion was held regarding the draft structure of committee presented by the Town Clerk.

RESOLVED: It was decided that the members would take the document away to analyse and come back to the town clerk with their thoughts or ideas.

Cllr C. Evans shared her own committee structure with the Town Clerk to cross reference.

3. STANDARD REFERENCE OF COMMITTEE

RESOLVED: It was decided that the members would take the document away to analyse and come back to the town clerk with their thoughts or ideas.

Cllr C. Evans shared her own committee structure with the Town Clerk to cross reference.

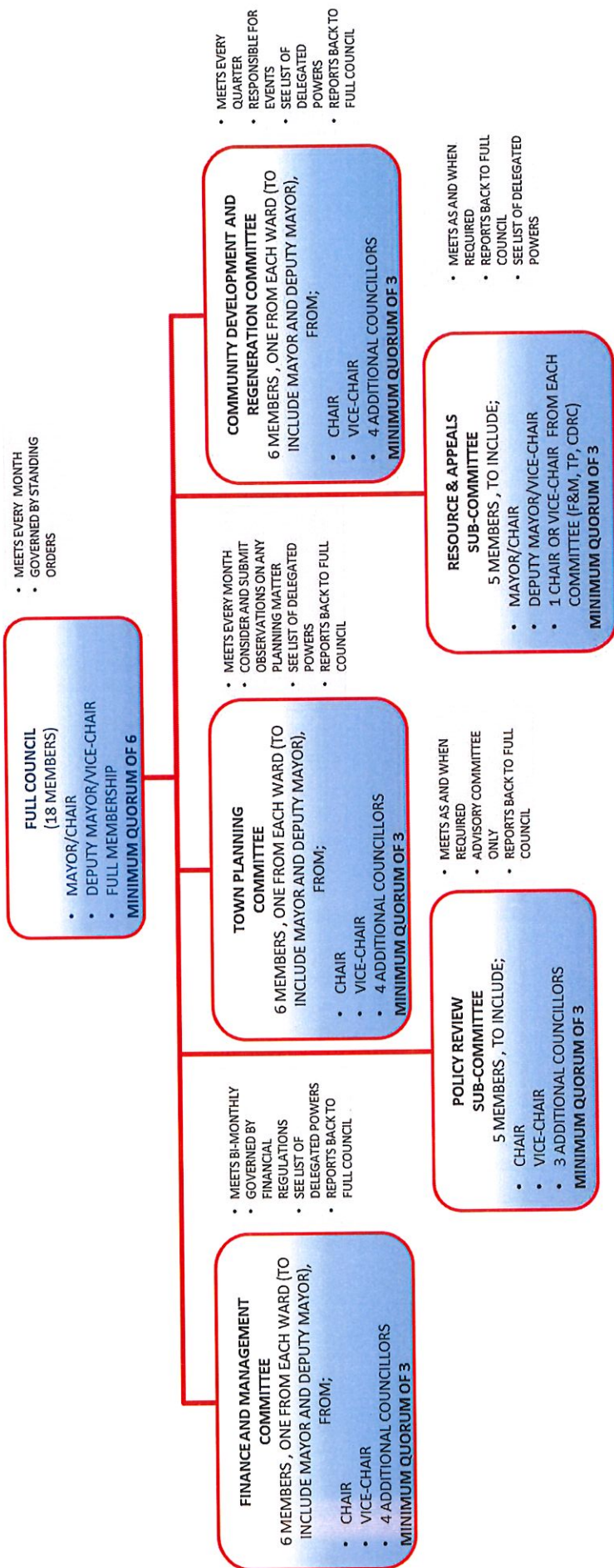
4. STANDING ORDERS

RESOLVED: A draft of the standing orders are to be circulated to the sub-committee members during the next meeting.

The Next Policy Sub-Committee meeting will be held on Tuesday 8th November at 2:00pm.

Appendix 1

PRESTATYN TOWN COUNCIL - ORGANISATION CHART OF COUNCIL COMMITTEES AND SUB-COMMITTEES



- ALL APPOINTED NAMES (CHAIR, VICE-CHAIR, AND NOMINATED COMMITTEE MEMBERS) TO BE AGREED AT ANNUAL GENERAL MEETING
- ALL COMMITTEES RECEIVE PROPOSALS AND CORRESPONDENCE, AND MAKE DECISIONS WHICH THEN ARE TO BE APPROVED AND RATIFIED AT THE FULL COUNCIL
- ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

Appendix x ii

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Full Council	18	6	Full delegation	➤ Meetings to be chaired by Mayor if present, or in absence as per Standing Order 3(o) ➤ Meets every month ➤ Specific responsibility areas covered. ➤ Standing Orders approval ➤ To oversee the corporate workings of the Council ➤ Appointment of committees and members ➤ Appointment of sub-committees and members ➤ In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below ➤ To receive reports from other Committees regarding items affecting whole of the Council ➤ To determine any item not specifically covered by other Committees ➤ To authorise expenditure more than delegated Committee budget ➤ Approval of recommendations and documentation as presented by Finance and Management Committee ➤ Approval of proposals as presented by the Community, Development and Regeneration Committee ➤ Approval of policies and documentation as presented by the Policy Review sub-committee ➤ Approval of proposals and recommendations as presented by the Resource and Appeals sub-committee ➤ Approval of policies and documentation as presented by any committee or subcommittee not listed but created through standing orders ➤ Budget / Precept Approvals ➤ Audit Reports and Signing of Accounts ➤ Signing Annual Governance Statement ➤ IRPW Annual Return Approval ➤ Annual Reports ➤ Council Strategy ➤ Town/Place Plan approval ➤ Risk Assessments ➤ Well-Being statement ➤ Training Policy ➤ Bio-diversity policy ➤ Approval of Office HR Organisation Chart ➤ Appointment of Town Clerk
Finance & Management Committee	6	3	Full delegation except for matters that must be considered by the Council namely approval of the budget and setting the precept; borrowing; approving the annual accounts, considering the auditor's report, and adopting/revising the Code of Conduct	➤ Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council ➤ Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year ➤ Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year ➤ Direct the keeping of the accounts of the Council ➤ Direct and have control of all insurance of the Council ➤ Direct control of all council's IT policy ➤ Direct control of all council's GDPR policy ➤ Review from time-to-time Financial Regulations ➤ Deal with establishment/building matters

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
				➤ Consider and report from time to time upon management and administration of local government in the region and county areas ➤ Have charge of any surplus lands and properties ➤ Review Councillors' training requirements ➤ To liaise with town Clerk/RFO general appointments, staff grading, overseeing staff structures reviewing staff salaries, training and staff terms and conditions ➤ To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision ➤ Specific responsibility areas covered. ➤ Review of Financial Regulations ➤ Draft budget and draft precept figures for Full Council approval ➤ Draft of IRPW Annual Return ➤ Review of Audit paperwork for Full Council approval ➤ Receiving regular financial reports ➤ BACS approvals for Suppliers and Payroll expenditure ➤ Financing of projects ➤ Power in Joint Committees under LGA s.101 and s.102 ➤ Income and expenditure authorisations as per Standing Orders ➤ Management of financial requirements ➤ Monitor capital and reserves ➤ Virement of funds, subject to Financial Regulations ➤ Funds, investments, and banking arrangements ➤ Awarding contracts up to £25000 ➤ Reviewing overspent of budget ➤ Overseeing procurement and tender procedures ➤ Review of financial policies and procedures ➤ Financial Risk management ➤ Responsible for Fixed Asset Register ➤ Responsible to review adequacy of insurance ➤ Use and upkeep of leases, licences, rents, and fees ➤ Probity and effective financial practice ➤ Debt monitoring and recovery ➤ Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144 ➤ Consider and agree Grant applications
Town Planning Committee	6	3	Full delegation	➤ Consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor) ➤ Specific responsibility areas covered. ➤ Responses to planning applications ➤ Tree preservation Orders ➤ Responses to planning policy consultations

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Community, Development and Regeneration Committee	6	3	Advisory and Part delegation	➤ Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices ➤ Proposals for street naming ➤ Highway and traffic regulation consultations ➤ Delegate areas of responsibility to a sub-committee or officer
				➤ Consider industrial and other development in the Town ➤ Consider matters affecting the inhabitants of Prestatyn concerning public health, drainage, and flooding, refuse collection, shops, factories, food and drugs, noise abatement, consumer protection, scrap metal dealers and pest control. ➤ Consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn ➤ Consider management, superintendence and control of recreation and pleasure grounds, gardens, and open spaces in Prestatyn and take such steps as they may think desirable for acquiring, laying out and maintaining land for such purposes ➤ To use initiative in proposing new projects and proposals which should be of benefit to the Town ➤ Town Car Parks ➤ Road and rail transport ➤ Byelaws ➤ Entertainment ➤ Attractions ➤ Publicity – Public Relations ➤ Liaison with local organisations ➤ Licensing ➤ Leisure Activities ➤ Cultural activities ➤ Town Place/Town Plan implementation ➤ Town regeneration projects ➤ Town marketing projects ➤ Town signage, maps, and noticeboards ➤ Town benches ➤ Town bus shelters ➤ Town planting scheme ➤ Town festive lights scheme and other Illuminations ➤ Town tourism projects ➤ Town public transport ➤ Town twinning ➤ Town partnerships ➤ Town environment projects ➤ Identification of projects of benefit to the town ➤ Identifying and delivery of events ➤ Community engagement / Meetings / Forums ➤ Volunteering opportunities

Appendix 11

PRESTATYN TOWN COUNCIL TERMS OF REFERENCE

COMMITTEES	Membership	Quorum	Level of Delegation	Summary of Terms of Reference
Policy Review sub-committee	5	3	Advisory	➤ Engagement with third party organisations ➤ Public consultations ➤ Meet objectives contained in Well-Being Plan ➤ The Sub Committee shall appoint a Chair at its first meeting in each Municipal Year ➤ The Sub Committee shall be administered by the Town Clerk ➤ Minutes of meetings will be taken and approved at the following meeting of Full Council ➤ The Sub Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions ➤ The Sub Committee will be responsible for assessing and reviewing all Town Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate. ➤ The Sub Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation ➤ Specific responsibility areas covered. ➤ Review Standing Orders for Full Council approval ➤ Review committee structure and committee terms of reference for Full Council approval ➤ Review all council policies within terms of reference of committees ➤ Review finance regulations for Finance & Management Committee ➤ Review risk management ➤ Oversee compliance with all legislation ➤ Review training policy for Full Council approval ➤ Review Biodiversity policy for Full Council approval ➤ Wellbeing and future generations policy for Full Council approval ➤ Produce council's annual report for Full Council approval ➤ Appeals ➤ Freedom of Interest requests ➤ Town Clerk matters ➤ Deal with litigation in which the Council may be engaged
Resource & Appeals sub-committee	5	3	Advisory and Part delegation	



Prestatyn Town Council – Standing Committee – Terms of Reference 2022/23

Contents

FULL COUNCIL (18)	2
MEMBERSHIP	2
RESPONSIBILITIES.....	2
GOVERNANCE	2
Committees	3
FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)	3
MEMBERSHIP	3
RESPONSIBILITIES.....	3
GOVERNANCE	3
TOWN PLANNING COMMITTEE (TPC) (6)	4
MEMBERSHIP	4
RESPONSIBILITIES.....	4
GOVERNANCE	4
COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)	5
MEMBERSHIP	5
RESPONSIBILITIES.....	5
GOVERNANCE	5
POLICY REVIEW SUB-COMMITTEE (PRSC) (5)	6
MEMBERSHIP	6
RESPONSIBILITIES.....	6
GOVERNANCE	6
RESOURCE AND APPEALS SUB-COMMITTEE (RASC) (5)	7
MEMBERSHIP	7
RESPONSIBILITIES.....	7
GOVERNANCE	7

FULL COUNCIL (18)

MEMBERSHIP

1. The Full Council (FC) shall consist of eighteen members.
2. Meetings to be chaired by Mayor if present, or in absence as per Standing Order 3(o)
3. Minimum quorum of six at each meeting

RESPONSIBILITIES

1. FC operates with Full Delegation rights
2. The TPC will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor)

GOVERNANCE

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

Specific responsibility areas covered.

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

- y. Approval of Office HR Organisation Chart
- z. Appointment of Town Clerk

Committees

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

MEMBERSHIP

- 4. The Finance & Management Committee (F&M) shall consist of six members, with one representation from each Ward to include the Mayor and Deputy Mayor
- 5. The members will be elected by Full Council and will be reviewed on an annual basis
- 6. The quorum shall be three members
- 7. The F&M shall appoint a Chair at its first meeting in each Municipal Year

RESPONSIBILITIES

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

GOVERNANCE

- 3. The F&M is governed by Financial Regulations
- 4. The F&M shall meet every two months and at other times as are deemed necessary to fulfil its functions
- 5. Minutes of meetings will be taken and approved at the following meeting of Full Council

Specific responsibility areas covered.

- a. Review of Financial Regulations
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure

- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Monitor capital and reserves
- l. Virement of funds, subject to Financial Regulations
- m. Funds, investments, and banking arrangements
- n. Awarding contracts up to £25000
- o. Reviewing overspent of budget
- p. Overseeing procurement and tender procedures
- q. Review of financial policies and procedures
- r. Financial Risk management
- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications

TOWN PLANNING COMMITTEE (TPC) (6)

MEMBERSHIP

- 8. The Town Planning Committee (TPC) shall consist of six members, with one representation from each Ward to include the Mayor and Deputy Mayor
- 9. The members will be elected by Full Council and will be reviewed on an annual basis
- 10. The quorum shall be three members
- 11. The TPC shall appoint a Chair at its first meeting in each Municipal Year

RESPONSIBILITIES

- 18. The TPC operates with Full Delegation rights
- 19. The TPC will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor)

GOVERNANCE

- 6. The TPC shall meet every month and at other times as are deemed necessary to fulfil its functions
- 7. Minutes of meetings will be taken and approved at the following meeting of Full Council

Specific responsibility areas covered.

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

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward to include the Mayor and Deputy Mayor
2. The members will be elected by Full Council and will be reviewed on an annual basis
3. The quorum shall be three members
4. The CDRC shall appoint a Chair at its first meeting in each Municipal Year

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity with Part Delegation rights
2. The CDRC will consider industrial and other development in the Town
3. The CDRC will consider matters affecting the inhabitants of Prestatyn concerning public health, drainage, and flooding, refuse collection, shops, factories, food and drugs, noise abatement, consumer protection, scrap metal dealers and pest control.
4. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn
5. The CDRC will consider management, superintendence and control of recreation and pleasure grounds, gardens, and open spaces in Prestatyn and take such steps as they may think desirable for acquiring, laying out and maintaining land for such purposes
6. To use initiative in proposing new projects and proposals which should be of benefit to the Town

GOVERNANCE

1. The CDRC shall meet at least once every three months and at other times as are deemed necessary to fulfil its functions
2. Minutes of meetings will be taken and approved at the following meeting of Full Council

Specific responsibility areas covered;

- a. Town Car Parks
- b. Road and rail transport
- c. Byelaws
- d. Entertainment
- e. Attractions
- f. Publicity – Public Relations
- g. Liaison with local organisations
- h. Licensing
- i. Leisure Activities
- j. Cultural activities
- k. Town Place/Town Plan implementation
- l. Town regeneration projects
- m. Town marketing projects
- n. Town signage, maps, and noticeboards
- o. Town benches
- p. Town bus shelters
- q. Town planting scheme
- r. Town festive lights scheme and other Illuminations
- s. Town tourism projects
- t. Town public transport

- u. Town twinning
- v. Town partnerships
- w. Town environment projects
- x. Identification of projects of benefit to the town
- y. Identifying and delivery of events
- z. Community engagement / Meetings / Forums
- aa. Volunteering opportunities
- bb. Engagement with third party organisations
- cc. Public consultations
- dd. Meet objectives contained in Well-Being Plan

POLICY REVIEW SUB-COMMITTEE (PRSC) (5)

MEMBERSHIP

1. The Policy review Sub Committee shall consist of five members
2. The members will be elected by Full Council and will be reviewed on an annual basis
3. The quorum shall be three members
4. The Sub Committee shall appoint a Chair at its first meeting in each Municipal Year

RESPONSIBILITIES

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

GOVERNANCE

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

Specific responsibility areas covered;

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Review training policy for Full Council approval
- h. Review Biodiversity policy for Full Council approval
- i. Wellbeing and future generations policy for Full Council approval
- j. Produce council's annual report for Full Council approval

RESOURCE AND APPEALS SUB-COMMITTEE (RASC) (5)

MEMBERSHIP

1. The Resource and Appeals Sub-Committee shall consist of five members
2. The members will be elected by Full Council and will be reviewed on an annual basis
3. The quorum shall be three members
4. The Sub Committee shall appoint a Chair at its first meeting in each Municipal Year

RESPONSIBILITIES

1. The Sub Committee operates in an Advisory capacity, with Part Delegation rights.

GOVERNANCE

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

Specific responsibility areas covered.

- a. Appeals
- b. Freedom of Interest requests
- c. Town Clerk matters
- d. Deal with litigation in which the Council may be engaged