



POLICY & RESOURCES REVIEW SUB-COMMITTEE

Minutes of Policy & Resources Review Sub-Committee meeting held on Tuesday 8th November 2022 at 2pm - 3:25pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), Cllr S. Frobisher, Cllr C. Evans, Cllr G. German (Cllr Bob Murray's replacement whilst he is unwell) - Quorum 3.

Mrs L. Fearn - Town Clerk/RFO and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr B. Murray

7. MINUTES FOR 11TH OCTOBER 2022

The minutes from the Policy Sub-Committee meeting held on 11th November 2022 taken as a true record.

RECEIVED

8. STRUCTURE OF COMMITTEES

Town Clerk explained One Voice Wales had provided several examples of committee structures in other councils, which the Town Clerk used to create the proposed new **Structure of Committees** shared with members. A discussion was held regarding the organisation chart.

Cllr A. Tomlin has proposed to remove the Mayor and Deputy Mayor as obligatory members of the committees. Cllr S. Frobisher Seconded the proposal.

ALL MEMBERS AGREED UNANIMOUSLY

Cllr G. German asked when the committees would meet.

It was decided that Town Planning would be a committee under Full Council monthly agenda. Town Planning Chair would chair the Town Planning committee and sit at the top table during the agenda items for that committee.

Finance and Management and Community Development and Regeneration Committees would meet quarterly. Minutes would then be presented at Full Council for approval.

Dates of all meetings will be agreed at the AGM May 2023.

ALL MEMBERS AGREED UNANIMOUSLY

Cllr C. Evans asked about a staffing committee. Town Clerk explained that 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 ensure matters are dealt with correctly. Town Clerk would involve and request assistance from the Resource and Appeals Committee when deemed appropriate.

Members discussed recruitment. Town Clerk would 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.

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

It was agreed that members would be elected for the Resource and Appeals sub-committee that deemed appropriate and would meet when required.

Town Clerk to include 'Standing' committee for Finance & Management and Community Development Regeneration Committees.

Proposed Committee Organisation Chart be amended as above and then add to Full Council agenda scheduled for 30th November 2022.

ALL MEMBERS AGREED UNANIMOUSLY

9. TERMS OF REFERENCE TABLE AND DCOUMENT

A discussion was held regarding the **Terms of Reference Table and Document**.

Amendments to be made regarding Community Development and Regeneration Committee listing items under '**Consider matters**' and remove the *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.*

Remove *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.* Amend to '**Consider matters**' of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.

Add the word '**Consider Matters**' as a title and then list below all other sections.

Proposed Terms of Reference Table and Document to be amended to reflect above amendments as above and then add to Full Council agenda scheduled for 30th November 2022.

RESOLVED



10. STANDING ORDERS.

Members received a draft copy of the **Standing Orders** for them to take away and read. A brief discussion was had on what should also be included in Standing Orders.

- All Members must undertake Code of Conduct training within 3 months of taking office.
- All Mayor/Chairs and Deputy Mayor/Vice Chairs must undertake Chairing training within 3 months of taking position.
- When speaking in Chambers members should stand.
- All members to address other members as 'Councillor.'
- Apologies for meetings should be submitted to Town Clerk.
- Public Participation is limited to speak for 5 minutes.
- Presentations restricted to 10 minutes.
- Tenders over £25,000 should be opened by Town Clerk and one Councillor.
- Members restricted to speak once on a motion for maximum 5 minutes.

The Standing orders will be discussed at the next Policy Review sub-committee meeting being held in January so they can then be approved at Full Council Meeting in February ready to be implemented from May 23.

ALL MEMEMBERS AGREED UNAMIOUSLY

11. ANY OTHER BUSINESS AGENDA ITEM

Members discussed the need for Any Other Business on the agenda. A request received by a Councillor at the last AGM. Town Clerk to check if legally AOB should be an agenda item on all council meetings' agendas.

Agenda items should be sent to the Town Clerk 10 days before meeting is due not including the day or notice or the day of the meeting.

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12. CLLR JON HARLAND

Town Clerk agreed that County Councillor Jon Harland, who is not a Town Councillor, is to also receive a copy of the agenda.

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13. POLICY DOCUMENTS UDPATE

Town Clerk informed members that the **Financial Regulations** will be drafted to discuss in February Policy Review sub-committee meeting so they can then be approved at Full Council Meeting in March ready to be implemented from May 23.

Town Clerk stated the **Code of Conduct** policy needs reviewing.

Town Clerk confirmed that the policies that needed to be reviewed annually are **Risk Assessment, Training Policy, and Wellbeing Plan.**



Town Clerk said that Prestatyn Town Council should produce an **Annual Report**.

Town Clerk stated that a **Biodiversity Policy** needs to be created and added to Full Council agenda for 30th November 2022 as deadline for adopting one is 31st December 2022.

Town Clerk confirmed Councillors **Attendance Register** and **Declarations of Interest** can be viewed on Prestatyn Town Council website.

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The next Policy Sub-Committee meeting date in January to be confirmed.

Chair

A handwritten signature in black ink, appearing to be 'A. Mc...', is written over a horizontal line.