



POLICY & RESOURCES REVIEW SUB-COMMITTEE

Minutes of Policy & Resources Review Sub-Committee meeting held on Tuesday 24th January 2023 at 2pm – 4:15pm

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair) and Cllr C. Evans (*arrived at 3:15pm*)

Mrs L. Fearn - Town Clerk/RFO, Mrs S. Hembrough- Office Manager and Mrs C. Ashworth - Office Administrator.

APOLOGIES

Cllr S. Frobisher

13. MINUTES FOR 8th NOVEMBER 2022

The minutes from the Policy and Review Sub-Committee meeting held on 8th November taken as a true record and signed by the Chair.

RECEIVED

14. STRUCTURE OF COMMITTEES

Members received copies of the Committee Organisation Chart, Terms of Reference Table and Standard Terms of Reference document. Town Clerk explained that all recommendations from Full Council meeting held on November 30th, 2022, have been included.

ALL AGREED UNANIMOUSLY

15. STANDING ORDERS

Members received a copy of the draft Standing Orders to which they recommended the following amendments be made.

- 1, V- Remove the line "only if he is of the opinion that the question before the council have been sufficiently debated".
- 3, I- Remove the line " A member shall remain seated when speaking unless requested to stand by the chair except at Full Council when a member must stand to address the Chair of Council unless given prior permission to remain seated"
- 3, K- Add the line "by inviting members addressed as Councillor ()"
- 3, U iii- Remove the word absent and replace with "who submitted apologies".
- 3, V- Amend the date to 2023 to be confirmed
- 3, Y- Amend the time to "2hr 45minutes".

- 4, F- Remove from document
- 4, J- Remove from document
- 4, T- Reference to the Terms of reference table to be added
- 5, K- Remove I, ii, iv, v, vi, vii, viii. Keep iii and move to 5 J after xvi
- 6, D- To say, "6 Weekdays".
- 10, B- To say, "10 Weekdays".
- 10, I- Remove from document
- 12, A- To say, "10 Weekdays".
- 12, B- Correct typo (Put to instead of Put or)
- 13, F- Amend the date to 2023 to be confirmed
- 14. Draft Minutes- Town Clerk to check One Voice Wales regulations on deadlines for minutes. (Amendment to include 5 working days for draft minutes).
- 15, A- Amend the date to 2023 to be confirmed
- 17, B- To say, "3 Weekdays".
- Change gender pronouns to say He/She/They and then Remove 29. Equality

Town Clerk to make amendments then circulate the updated version to committee members and include on Full Council's agenda for the meeting scheduled on 8th February.

Cllr A. West Leaves at 3:16pm

It was discussed how chairing skills underpin how well Standing Orders are observed and adhered to in meetings, and therefore the importance of Prestatyn Town Council Chairs and Vice Chairs of all committees to undertake Chairing training.

Town Clerk to chase Denbighshire County Council regarding Code of Conduct training for Staff and Cllrs.

Draft Code of Conduct Policy to be an agenda item at the next meeting therefore will be circulated in the coming weeks.

Draft Financial Regulations to be an agenda item at the next meeting therefore will be circulated in the coming weeks.

Town Clerk to Circulate Denbighshire Declaration of Interest Dispensation form to all Prestatyn Town Councillors.

ALL AGREED UNANIMOUSLY

NEXT MEETING DATE TO BE CONFIRMED

Chair 