



Rhuddlan Town Council Meeting

Dear Councillor

6th November 2020

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday 12th November at 7 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 11th November so that necessary arrangement can be made.

1. **Apologies.**
2. **Declaration of Interest**
3. **Urgent Items** - having been advised to the Mayor 24 hrs in advance.
4. **Police matters** - to receive a report.
5. **Minutes** – approve minutes of meetings held on:
 - 13th October 2020- Town Council Monthly Meeting. Pre-circulated.
 - 22nd October 2020 – Town Council Meeting for Interviews. Pre-circulated
 - 4th November 2020 – Website & Information Committee.
6. **Correspondence from:**
 - a. The Mayor.
 - b. The Town Clerk.
 - c. DCC Planning Compliance Charter. Pre-circulated.
 - d. DCC Awel y Mor Windfarm
 - e. Rhuddlan Town F.C. – Letter of Support
 - f. Resident – Complaint about overgrown trees in Admirals
 - g. Repair and Reuse Fund
7. **County Council Members Report** – to receive reports.
8. **Budget/Finance matters** – to approve the payments listing due.
9. **Planning Applications:**
 - **44/2020/0799.** 12 Howell Avenue. Proposed erection of single storey extension to side of dwelling.
 - **44/2020/0791.** Highbrake, Princes Road. Proposed single storey extension to side elevation and dormer extension to rear.
 - **44/2020/0827.** KFC Trem Castell. External cladding of building, erection of pergola, formation of outdoor eating area, reconfiguration of drive-thru road, and associated landscaping.
 - **44/2020/0828** KFC Trem Castell. Display of signage in relation to drive-thru take away.
 - **47/2020/0593.** Development of land to form a holiday park, Rhyl.
10. **Standing Orders** – to review Standing Orders Policy. Pre-circulated.
11. **Coed y Brain** – to receive an update.

Part 2. Exclusion of press and public. By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12. **Request for Financial Assistance** – Relate Cymru

13. **Date of next meeting: December 10th**

Sian Mai Jones - Town Clerk - 07775 673706

A very low report of crime ASB for the Rhuddlan area for October.

There were no reports for the month of October that are in the interests of the public. No burglaries / thefts / criminal damage etc . However, there were 3 reports of shoplifting – 2 Aldi and 1 CO OP enquiries still ongoing.

There have been 67 reports to NWP for October for the Rhuddlan area and only 1 for ASB. The report from member of public stated that there youths in the castle grounds late at night. NWP attended the location but negative sightings

Mayor's Report

Item 6a

Mis hynod o galed i bawb, falch o weld fod busnesau y dref yn dal i feddwl am y gymuned.

Very hard times for everyone, Town businesses are trying their level best to support the community. The take- away meals are available in the Green Island, the Golf Club and the New Inn for instance. If you know of others please contact me.

When I heard that the New Inn were providing meals to children who have free school meals, I congratulated them when they contacted me. This was during the half term holidays.

Also, when a resident contacted me requesting that a food bank was placed somewhere in RHUDDLAN. I contacted the SPAR SHOP they were willing and Trussell Trust informed us that they had clients in RHUDDLAN. Therefore, a basket is now within the shop. Thus, hopefully more residents will be assisted during these challenging times.

Town Clerk's Report

Item 6b

1.Meetings / events attended in October

- 16th Meet on Admirals with Biodiversity Officer

2.The following were placed on the Town Council's website / newspaper in September:

- 7th DCC Community Resources Information Pack
- 18th Letter of thanks from RTC to businesses
- 19th Halloween Night – asking residents to adhere to Welsh Government rules
- 19th Announcement of New Vegan Restaurant
- 30th Mayor thanking Siop Spar for the foodbank initiative
- 30th Mayor thanking owner of New Inn offering free meals to children over half-term
- 30th Happy Birthday to the Mayor

3.Dates for the diary:

- November 8th Remembrance Day – Limited to 30 individuals.
- December 1st Switch on Xmas Lights – 3.45 p.m.
- December 15th Carol's Around the Tree – 6 p.m.
- TBC Best Decorated House & Businesses

4.Other items:

Mr Wil Evans will be changing the filter for the lights on the Castle to turn red for Remembrance Day has kindly offered his payment of £25 to be donated to British Legion Poppy Appeal.

Planning compliance in Denbighshire

Planning compliance charter

Adopted September 2020



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For further information on this document contact:

Website www.denbighshire.gov.uk/planning

Email planning@denbighshire.gov.uk

Phone 01824 706727

1. Town Clerk received the following e-mail from a concerned resident:

A notice (see attached) has been placed on the open space alongside Ffordd Ffynnon, in relation to the windfarm. We presume this in connection with the cables route from the offshore landing point to the grid substation in St Asaph. Are you able to make further enquiries with DCC they being the freeholder and with RWE to ascertain to what extent the area is needed for the DCO, Development Consent Order, and to disturbance to the residents.

Attached is a copy of said notice.

2. This is the reply from DCC

Apologies for the delay in responding to you – an oversight on my part. I have spoken to the officer who will be dealing with this matter and she has provided me with the update below. I hope it is of use to you?

“RWE Renewables are looking to develop a new windfarm off the North Wales coast, but all onshore works (landfall, onshore underground cable and substation) are all likely to be in Denbighshire. They haven’t yet identified an exact location for the onshore works, but they have short listed a number of options for the various onshore works and they have been consulting on the various options, so it’s too early in the process for them to be able to confirm exactly how much land is required for the proposal.

The scheme would be subject to an application for a Development Consent Order (DCO application) which would be handled by the Planning Inspectorate and determined by Welsh Ministers.

County Councils and City, Town and Community Councils are statutory consultees in the process.

DCC as the planning authority have been invited to comment on the short list of options for the onshore works (and I assume T&CC’s have also been invited to comment).

However, due to current workload, I haven’t been able to spend any time on it so we haven’t commented on the shortlisted options, but I think Highways, Ecology and Wayne Hope have all provided an input directly to the developer.

The scheme is still in the pre-app stages, but once they have defined the project, they will need to carry out the formal statutory pre-application consultation, so statutory consultees and the public will again be invited to comment at that stage.

Once an application is submitted to the Planning Inspectorate, they will also formally consult on the application.

Further information can be found here:

Planning Inspectorate DCO projects – documents submitted so far:

<https://infrastructure.planninginspectorate.gov.uk/projects/wales/awel-y-mor-offshore-wind-farm/>

RWE Renewables – developer's website:

<https://awelymor.cymru/>

RWE Renewables – project manager contacts:

Karen Algate

Onshore Consents Manager

Email: karen.algate@rwe.com

If you have any other queries, please feel free to come back to me.

Kind regards,

Paul

Paul Griffin BA(Hons) MA MRTPI

Prif Swyddog Cynllunio/Principal Planning Officer

Gwasanaethau Cynllunio a Gwarchod y Cyhoedd/ Planning & Public
Protection Services

Cyngor Sir Ddinbych/Denbighshire County Council

Ffon/Phone: 01824 706727

E-bost/E-mail: paul.griffin@denbighshire.gov.uk /
paul.griffin@sirddinbych.gov.uk

TO: THE OWNERS, LESSEES, TENANTS AND ANY OCCUPIERS OF LAND SHOWN
SHADED BLUE ON THE ACCOMPANYING PLAN AND ANY PERSON WITH AN
INTEREST IN THE SAID LAND

Awel Y Môr Offshore Wind Farm Limited has secured an Agreement for Lease with the Crown Estate to extend the existing wind farm west of its current position creating the Awel Y Môr Offshore Wind Farm project.

The extension project is defined as Nationally Significant Infrastructure Projects (NSIP's) and will require an application for a Development Consent Order (DCO). The export cables, which would carry the electricity from Awel y Môr's offshore turbines, will connect to National Grid's National Electricity Transmission System at Bodelwyddan where a new substation will be required. Our proposals are currently at an early stage and we are investigating possible route options for the onshore and offshore elements of the export cables.

As part of the application for a DCO, there is a statutory requirement for Awel Y Môr Offshore Wind Farm Limited to identify all persons and organisations that have an interest in land which may be affected by the project.

Awel Y Môr Offshore Wind Farm Limited has appointed Dalcour Maclaren as our consultant land agents to confirm interests in land so we can ensure that all potentially affected parties are kept up to date and consulted on the proposals.

If you hold any interest in the land shown below please contact Dalcour Maclaren, who are working on our behalf, and quote reference: **1193**

- Tel: Glyn Eden on 01270 446416
- Email: Landreferencing@dalcourmaclaren.com
- Write to: Land Referencing Team, Dalcour Maclaren, 1 Staplehurst Farm, Weston on the Green, Oxfordshire, OX25 3QU



BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF
STATIONERY OFFICE. CROWN COPYRIGHT RESERVED. © OS LICENCE No. 0100031673

If you would like further information about the project, this can be found at the following website:

<https://awelymor.cymru/>

Mr. Mayor,

Item 6e

Rhuddlan Town Football Club – Letter of Support.

I am writing on behalf of Rhuddlan Town FC Limited (RTFC) for whom I have the honour of being the current Chairperson.

You may already be aware through excellent coverage of our matches in the local press of our extremely successful last season, being crowned League champions and consequently promoted to the Tier 4 League in the FAW Pyramid system, which was a magnificent achievement by all concerned. The only downside of this success was the realisation of the work needed to upgrade our ground and facilities to allow us to play as a Tier 4 club. We have now managed to finally obtain a 10yr lease on the pitch and facilities at Pengwern Hall in Rhuddlan, which has been our home ground for over 30 years. The next battle we have on our hands is to obtain funding for this essential work and we hope through sponsorship and applying for grant funding to achieve the estimated costs for pitch improvements and new changing room building of an estimated £100,000, and this is the reason for my letter to you.

I am contacting local dignitaries to ask for their written support in our application for funding from several sources including the Football Association Wales (FAW), Sports Lottery, and other lottery sources. Your letter of support will show that the community leaders support us in our endeavour to make RTFC a thriving and sustainable club, with ambitions of further promotion and facilities including disabled access and use. I enclose a copy of our Constitution / Development plan for your information and you will see our ambitions off the field are as great as they are on the field. We are determined to make RTFC a major facility in North Wales with emphasis not only on the successful first team but on Ladies Football, and Disabled Football and national competitions.

If you decide that you can send us a letter of support would you be kind enough to send it on headed paper?

If you have any further questions or would like clarification, please do not hesitate to contact me either by email on t.hepton@hotmail.co.uk or on my mobile 07519533490.

Yours sincerely,

A Hepton
Tony Hepton
Chair
Rhuddlan Town FC
07519533490

Kind regards

Tony
07519533490

Mr Dutton from number 4 Admirals Walk complaining that trees on Town Council land are overgrown and need cutting back. Mr Dutton is having to fill his waste bag with leaves on a daily basis.

Good afternoon,

The Welsh Government is inviting Local Authorities and Councils (Town, Village and Community) to bid for its new £13.2m fund to support repair and re-use activities in town centres. This will help accelerate Wales' shift towards a circular economy and also aims to directly support covid reconstruction in Wales. The government's commitment to this strand of work is further highlighted by support from Hannah Blythyn MS (Deputy Minister for Housing and Local Government), as well as the newly published Future Generation Commissioner's 'Manifesto for the Future', which included initiatives such as repair cafes and swap shops in their vision for prosperous Welsh cities.

The closing date for applications is 1st December 2020 and so it's important to move quickly if you wish to apply. With over 6 years' experience between us of facilitating reuse and repair across Wales, we are getting in touch to offer our support in developing an application on your behalf for this fund and maximising its value to your community and the whole of Wales.

What We Can Offer

[Benthylg](#) and [Repair Cafe Wales](#) are on a mission to make reuse and repair as easy and accessible as buying a pint of milk. Both organisations reduce waste, share skills with local residents and help build community resilience. This fund presents a major opportunity to establish reuse and repair venues as a key feature of the Welsh green recovery; by using our tried and tested policies and processes, we can get these facilities up and running in your community quickly and efficiently.

Many local authorities have buildings which are either empty or under-utilised and turning them into reuse and repair facilities would be a cost-effective way to make the most of this fund, while supporting high street regeneration and the growth of 20 minute communities. However, the fund includes capital and revenue costs which could be used to lease/buy if required as well as fit out high street units and fund project management costs to oversee the delivery. We would be happy to work with you to build further circular economy initiatives into the project plan such as community fridges, school uniform exchanges and zero waste shops.

As well as supporting the growth of the circular economy, this project could be expanded and adapted to accommodate a variety of Welsh government and local authority priorities including but not limited to waste management, environment, property, community, skills & education, poverty, inter-generational work and digital inclusion. We are confident that this project would meet and exceed every aim of the Wellbeing of Future Generations Act.

Repair Cafe Wales and Benthylg already have systems in place to support and monitor our ongoing work; this project would provide an ideal opportunity to measure and monitor the multiple benefits of reuse and repair to communities, including environmental benefits, air-quality, economic resilience, mental and physical wellbeing, and long-term behavioural change. We would also be perfectly placed to gather data around product design and repairability which we would then use to work with manufacturers to improve the longevity of household items. The impact of this kind of research will be greatly increased by the number of communities who are in our network, so we urge all qualifying bodies to work with us and seize this opportunity to create a generation-defining reuse and repair movement around Wales.

Repair Cafe Wales and Benthg are closely allied with the Welsh Government's Circular Economy Team and have good insight into the aims, objectives and priorities of this fund and other allied policy areas for the Welsh Government. Both organisations are also very experienced at bid writing for this type of funding and we would be pleased to offer our support to develop your application.

Next Steps

We have begun to draft a template project plan which could easily be included in your application for this fund. We would welcome the opportunity to discuss this with you at the earliest opportunity, to find out how you envisage using this fund within your community, and how we could help you to maximise its impact. We are attaching the application form for information.

Repair Cafe Wales

Repair cafés are events run by volunteers who fix local people's household items for free and teach the owner of the item how to repair their item as the fix is being undertaken. Over the last 30 months Repair Cafes Wales has:

- Helped open and support 30 repair cafés across Wales, several of which include other environmental sharing events. Since March alone, we have had 21 requests for new repair cafés in communities across Wales;
- Welcomed 12,363 visitors to our repair cafés (c.780 a month);
- Recruited 455 active volunteers across Wales;
- Saved locals and councils £50,904 in fixed items diverted from landfill over the last 18 months;
- Built a recognisable digital presence with over 6,000 social media followers;
- Been interviewed for television and radio;
- Created a starter kit with 40+ documents to help a community start, and successfully run, a repair café.

Over the last 18 months, we have diverted approximately 16.5 tonnes of waste from landfill. Whilst we reduce waste, we also upskill local people through repair to help build community resilience; we create a safe space to help local people with loneliness, isolation and mental health; and we help change people's relationships with the items they own to better understand them, bring longevity to the item's life and tackle our throw-away society.

Benthg

The main purpose of Benthg is to support resilient communities by creating community-owned hubs where people can donate items they own but don't need, and borrow items they need but don't own, and meet to share skills.

Benthg has been operating in Rumney, Cardiff since 2017, in which time it has:

- Developed a comprehensive toolkit including 35+ templates and how-to guides which provides a blueprint for new branches to get up and running quickly.
- Developed an online borrowing platform which allows service users to search the inventory online and find details and instructions for using items, as well as make reservations and payments prior to collection. This platform can be cloned by new branches.
- Opened a second 'click and collect' branch in Splott

We have a waiting list of 18 communities around Wales who want to set up their own Benthg; our experience thus far indicates that the biggest challenge is finding suitable, central and accessible space which will enable the facility to become quickly embedded within the community. With the

high street access afforded by this fund, this challenge will be met, supporting widespread affordable borrowing throughout Wales.

If you have any queries on the above or would like to discuss the initiatives further, please let us know and we can arrange a telephone call / online meeting at the earliest convenience.

Best regards,

Cerys & Ella

Repair Cafe Wales Team

www.repaircafewales.org

Connect with us:



For current Repair Café dates and locations click [here](#).



Benthyg – Borrow Don't Buy

www.benthyg.org

SPEED SURVEY

- A547 Rhyl Road, Rhuddlan . The survey shows 85% speeds of 35.8 and 36.4 so the data has now been passed to Go Safe for monitoring. DCC are considering providing a pedestrian crossing facility between Pentre Lane and Highlands Road
- Highlands Road. The survey shows 85% speeds of 31.7 and 30.6 which fall some way below Go Safe's enforcement criteria.
- A547 Abergele Road. The survey shows 85% speeds of 46.4 and 48.6 and the data will be passed to Go Safe for monitoring.
-

RHUDDLAN CEMETERY

In order to provide a more accurate picture of the flooding problem DCC have contacted a company who specialise in cemetery drainage issues to request a quotation for an initial drainage survey at the site. This survey will allow them to establish the extent of the problem and what/if anything can be done to rectify this.

TAN YR EGLWYS

DCC have not been able to progress the Tan yr Eglwys external project.

They are now looking at a scaled down version that will improve the look of the area..

Safe access to the bungalows at the lower part of Tan yr Eglwys is being considered, however due to a big drop in ground levels where the existing road ends -this may prove problematic.

RHUDDLAN SURGERY

Residents have raised concerns about the surgery, which I have passed on to the Head of Service for Rhuddlan and Prestatyn and received the following responses:-

1) Access to appointments in the surgery.

"Due to Covid-19 we have had to look at alternative methods to consult with patients. Telephone / video consultations have increased at an astounding rate."

2) Why some patients are being asked to travel to Prestatyn for face to face appointments.

"Every effort is made to ensure patients are triaged by their own Key Team, allowing appointments to be made with familiar clinicians in locations where they usually work. Due to increased demand, this may not always be the case and would encourage patients to make staff aware if travel is an issue, so that alternative options can be made available."

3) Time taken to answer the phones.

"There may be increased waiting times as our trained telephonists are dealing with a lot more queries."

4) I expressed concerns about the E-Consult system which is an online system to access advice or an appointment, for many this is not an option.

"E-Consult is a system which supports triage and helps to direct patients. The system is available to GP Practices as part of the Covid-19 response. We encourage patients to use this service to allow a more effective triage system. All patients who are unable to use this system are still able to contact the surgery via telephone.

The surgery explained that they are actively looking at ways to ensure a more 'normal' service can be resumed as soon as possible, once advised it is safe to do so, and understand my concerns over the Winter period. Planning is currently taking place to ensure the winter period goes by as smoothly as possible under these unprecedented times.

1. Commuted Sums

Amy Selby Community Development Officer has informed me that the house built in 2017 in Castle Street called Pros Kairon (was part of the garden of Riversdale, Castle Street) needed to be ratified that it was in place. I sent her a picture of the house. The planning officer can now after this evidence trigger the release of a commuted sum of £1,237.22.

The Tirionfa estate will be far more . The trigger point for releasing is when the 50th house is occupied. It seems that £70k will be available for open space commuted sum once the trigger point is reached. The final sum hasn't been confirmed as yet.

With regard to this development and its approval by Planning Committee in our town.

McBrydes and Annwyl agreed a formal 106 agreement with the County Council. Therefore, a phased payment of £384,000 as the development progresses towards education facilities (Ysgol y Castell)

2. Climate Change & Ecological Emergency Working Group.

I have been a member of this group since its establishment. Our clerk has already sent you a press release from Denbighshire through myself. It's a good step that we have an electric waste collection vehicle being trialled in our County. The vehicle is safer and more comfortable for staff and of course is safer for the environment. Please read information on the County website which has different strands for your attention for example energy efficiency, wildflowers ,shop local, recycling etc.

3. The County Communication Team

I was fortunate to listen to the head of this team Ms Sian Owen . Their work regarding communication and public engagement during Covid 19 emergency has been excellent . They have prioritised a staff Facebook page, connecting different Facebook streams and groups. With the agreed permission of the clerk I have requested that Ms Owen to advise her.

4. Denbighshire's Replacement Local Development Plan 2018 - 2033.

This isn't progressing as it should because of Covid 19. We are given information by officers for example Supplementary Planning Guidance on dark skies. Lights cause pollution in the environment and light pollution impacts human sleep patterns. There is an area within the county which is important and could be developed further with regard to Astro Tourism.

Inter- authority collaboration to manage the supply of aggregate minerals through the LDP process. Wrexham, Denbighshire and Flintshire are the Counties involved specified by the Welsh Government. Not many quarries within Denbighshire near Rhuddlan but there is one within Conwy (St George) In the last meeting we were informed that there is going to be a less population increase to answer the needs of housing but not much.

5. Speeding concerns (report from the police 26/10/2020)

The speed survey results have met the GoSafe criteria and the police will be adopting Rhyl Road RHUDDLAN as a live site.

It will take a couple of weeks to complete the site pack including risk assessments etc, once this is done, they will attend with a van at the location with an aim to decrease the speeds.

6. Safe cycling path

Parts of the path has been repainted very grateful to Ben Wilcox-Jones and his team, but I think there has been an accident near the bus stop opposite the Coop. Please note the white paint on the floor.

7. Security Cameras

I was requested to be present in the latest meeting of the inter collaboration agreement between RHUDDLAN, Rhyl, Prestatyn, Denbighshire and North Wales Police. I found the day rather frustrating. The police could improve their actions here. The answer could be with the new system called Nice Investigate. Denbighshire's officers are working very hard to make it a success within our town.

List of Payments made between 11/11/2020 and 13/11/2020

Item 8

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/11/2020	Clerical Assist / Minute Clerk	SO	196.47		Salary
12/11/2020	Town Clerk	SO	1,217.89		Salary
12/11/2020	Web Studio North Wales	SO	120.00		Website Management
12/11/2020	NEST Pension	SO	116.30		Period 18 Sept - 17 Oct
12/11/2020	Staples UK Ltd	SO	61.18		Stationery
12/11/2020	Rhuddlan Charity Account	102483	150.00		Cllr AR's Allowance Donated
12/11/2020	G Rowlands	102484	14.39		Zoom meeting
12/11/2020	Sage & Co	102485	78.00		Payroll charge July, Aug, Sept
12/11/2020	SLCC Ltd.	102486	180.00		SLCC Membership
12/11/2020	A Roberts	102487	5.27		Social Distance Signs
12/11/2020	Town Clerk	102488	59.19		Expenses
12/11/2020	Town Clerk	102498	16.76		Expenses
12/11/2020	Scot-Petshop Ltd	102490	150.00		Dog Bags
12/11/2020	British Legion Poppy Appeal	102491	37.00		2 Wreaths
12/11/2020	British Legion Poppy Appeal	102492	1,000.00		Donation
12/11/2020	British Legion Poppy Appeal	102493	25.00		Donation from Wil Evans
12/11/2020	J T E Owen's Solicitors Client	102494	126,112.00	✱	Purchase Coed Y Brain
Total Payments			<u>129,539.45</u>		

Please note that a receipt is attached for the loan from PWLB to purchase Coed y Brain. This amount has been paid into R.T.C bank account.

06/11/2020

Rhuddlan Town Council

Page 1

08:11

Cashbook 1

User: SIAN

Current Bank A/c

Receipts received between 01/09/2020 and 20/11/2020

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 30/09/2020		1.58						
HSBC		1.58			1090	100	1.58	Gross Interest
Banked: 27/10/2020		124,956.25						
PWLB LOAN		124,956.25			1200	100	124,956.25	LOAN FOR COED Y
Total Receipts:		124,957.83	0.00	0.00			124,957.83	

RHUDDLAN TOWN COUNCIL STANDING ORDERS

Standing Orders reviewed 16th January 2020

1. MEETINGS.

The Annual Meeting and all other meetings of the Council, including Committee meetings shall be held at the Community Centre, Parliament St, Rhuddlan, at 7.p.m unless the Council decides otherwise at a previous meeting. Planning Applications will be available for viewing 15 minutes beforehand.

2. STATUTORY ANNUAL MEETING

- a) In an election year this shall be held on the Thursday next following the fourth day after the ordinary day of elections to the Council and
- b) In a year which is not an election year, shall be held on the second Thursday in May or on such other date as may be determined by the Council.

3. In addition to the Annual Meeting of the Council and any meetings convened by the Mayor, or by members of the Council in accordance with Standing Order 21, meetings for the transaction of general business shall be held on the second Thursday in each month or on such other dates as may be determined by the Council. During the month of August, no meetings shall be held except as a matter of urgency.

4. At least 3 clear working days' notice of any meetings of the Council or its Committees must be given in writing setting out the place and time of the meeting. The notice of the meeting will also be displayed in the Council's Notice Board and in the Library. The notice will normally be supported by concise written reports about the items for discussion so as to provide Councillors with sufficient information to help them to make informed decisions. Verbal reports should only be used in exceptional circumstances.

5. CHAIRMAN OF THE MEETING

At a meeting of the Council the Mayor, if present, shall preside.

6. If the Mayor is absent from a meeting of the Council, the Deputy Mayor shall preside. If neither is present, the Council shall elect a Chair for the meeting.

7. The person presiding at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the Meeting.

(The Mayor and Deputy Mayor of the Council are ex-officio members of all committees unless they attend as members in their own right)

8. QUORUM

Five members shall constitute a quorum.

9. ORDER OF BUSINESS OF GENERAL MEETINGS OF THE COUNCIL

At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and deputy Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

- a. Declarations of interest by Councillors.
- b. Any business required by Statute to be done before any other business.
- c. The Order of Business will be at the discretion of the Mayor.
- d. After considering the Minutes to approve the signature of the Minutes by the person presiding as a correct record.
- e. To dispose of business, if any, remaining from the last meeting.
- f. Police report
- g. The Mayor's announcements.
- h. To receive and consider reports, minutes and recommendations of Committees
- i. To review the Town Clerk's report in line with information available at the time the Agenda is circulated. Discussion by exception.
- j. To review the County Councillors' reports in line with information available at the time the Agenda is circulated. Discussion by exception.
- k. To ratify the invoices due.
- l. To discuss the decisions on Planning Applications submitted.
- m. To consider motions in the order in which notice has been received.
- n. Any other relevant business specified in the summons.
- o. Urgent business: items of business not on the agenda should not be discussed at a council meeting except, in the opinion of the chairman, it should be considered as a matter of urgency. Any such items should be brought to the attention of the chairman 24 hours ahead of the meeting but in exceptional circumstances can be brought to the chairman's attention at the beginning of the meeting and can be discussed at the discretion of the chairman.
- p. Community matters which specifically relate to the remit of the Town Council
- q. Any Other Business – Since the summons to a meeting of a council must by law specify the business to be transacted, a council cannot legally decide to take any action under the general heading of Any Other Business. However, there is no objection to exchanges of information or giving notification of important business for the next time.

- r. The chairman may agree to vary the order of business on the ground of urgency or at the request of a member.

10. NOTICES OF MOTION

Notices of every motion other than a motion which under Standing Order 12 may be moved without notice, shall be given in writing, signed by one quarter of the members of the Council giving the notice, and delivered at least 6 clear days before the next meeting of the Council, at the office of the Town Clerk, by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every member of the Council.

The Town Clerk shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposes to move it at some later meeting or has since withdrawn it in writing.

If a motion thus set out in the summons be not moved either by a member who gave notice thereof or by some other member on his/her behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

If the subject matter of any motion of which notice has been duly given comes within the province of any committee or committees it shall, upon being moved and seconded, stand referred without discussion to such committee or committees, or such other committee or committees as the Council may determine, for consideration and report.

Provided that the Mayor may, if he/she considers it convenient and conducive to the despatch of the business allow the motion to be dealt with at the meeting at which it is brought forward. Every motion shall be relevant to some matter in relation to which the Council have powers or duties or which affects the town.

11. MINUTES

Minutes of the proceedings of the Council or a Committee, shall be drawn up and held in a file kept for that purpose and shall be signed at the same or next ensuing meeting of the Council, or as the case may be, at the same or any subsequent meeting of the committee by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof. Every page will be initialled by the Chair.

Until the contrary is proved a meeting of the Council or a Committee thereof in respect of the proceedings whereof a minute has been made and signed shall be deemed to have been duly convened and held and all the members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are the proceedings of a Committee, the Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

The Mayor shall put the question that the minutes of the previous meeting of the Council be approved as a correct record.

No discussion shall take place upon the minutes, except upon their accuracy, and any questions of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the minutes.

12. RULES OF DEBATE.

A motion or amendment shall not be discussed unless it has been proposed and seconded.

A member when speaking shall address the Mayor or Chairman. If two or more members wish to speak, the Mayor or Chairman shall call on one to speak.

A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Chairman.

An amendment shall be relevant to the motion.

Such omissions, insertions or addition of words shall not have the effect of negating the motion before the Council.

A member shall not address the Council more than once on any motion or amendment but the mover of an original motion may have the right of reply – (see clause 13 below). However, a member may speak more than once provided that he/she speak:

1. To a point of order
2. If he/she believes him/herself to be misunderstood
3. Once an amendment moved by another member
4. If the motion has been amended since he/she last spoke, to move a further amendment.

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, but notice of any number of amendments may be given.

If an amendment be lost, other amendments may be moved on the original motion.

If an amendment be carried, the motion as amended shall take the place of the original motion and shall be the motion on which other amendments may be moved.

The mover of a motion or an amendment rejected by the Council shall not be entitled to move further amendments on the question under discussion.

A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and of the Council.

13. RIGHT OF REPLY

The mover of a motion has the right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. However, he/she must not introduce any new material and shall confine him/herself to answering previous speakers. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

14. CLOSURE

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 Chairman shall put the motion but, in the case of a motion "to put the question", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his right or 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.

15. RECISSION OF PREVIOUS RESOLUTION

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least one third of the members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee and that the resolution has been received by the Clerk within 6 working days and signed by the Clerk.

When a special resolution or any other resolution moved under the provisions of paragraph of this Order has been disposed of, no similar resolution may be moved within a further six months.

16. VOTING

All acts of the Council and all questions coming or arising before the Council shall be decided by a majority of the members of the Council present and voting thereon.

Members shall vote by show of hands, or, if at least three members so request, by signed ballot.

If a member so requires, the Clerk shall record the names of members who voted on any question so to show whether they voted for or against it.

Where immediately after the vote is taken by whatever means, if any member so requires there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he/she abstained from voting.

The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he/she gave no original vote.

If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.

The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.

Chairmen of Committees shall in the case of an equality of votes have a second or casting vote.

Voting on co-opting new members and on appointment of personnel will be by secret ballot by resolution of the Council.

17. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

All councillors shall be given a copy of the Code of Conduct at his/her acceptance of office and shall sign that he/she agrees to abide by this code.

All employees of the Council shall agree to abide by this code even though it may be assumed that this code is incorporated into the conditions and service for Town Clerks and other employees. Employees will duly sign that they agree to the code.

The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a prejudicial interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

18. EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

At its first meeting, the Council will select 4 persons authorised to sign cheques for the forthcoming Year. All Councillors can be added to the Mandate should they so wish.

Bills should be itemised and the Council should refuse to consider a bill that does not set out the reasonable clarity the goods or services for which payment is demanded.

Councillors' expenses will be based on the same rate as County Councillors' rates.

19. ACCOUNTS

The Accounts of the Council shall be open to inspection by any member of the Town Council and each member may make a copy thereof or an extract therefrom.

20. ELECTION OF CHAIRMAN OF COMMITTEE.

Every committee shall, at its first meeting, before proceeding to any other business, elect a Chairman for the year, and may at any time elect a Vice-Chairman. In the absence from a meeting of the Chairman (and Vice-Chairman, if elected) a Chairman for that meeting shall be appointed.

21. SPECIAL MEETINGS OF COMMITTEES

The Chairman of a Committee or the Mayor may call a special meeting of the Committee at any time.

A special meeting shall also be called on the requisition of a quarter of the whole number of the committee, delivered in writing to the Town Clerk but in no case, shall less than three (3) members requisition a special meeting.

The summons to the special meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

22. QUORUM OF COMMITTEES

The quorum of each Committee shall be agreed by Committees as and when established and will be reviewed and amended by the Town Council as and when necessary.

If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

23. STANDING ORDERS TO APPLY TO COMMITTEES

The Standing Orders of the Council shall apply to Committee meetings.

24. ALLOCATION OF SPECIALIST ROLES

Specialist roles can be considered and allocated to the members in order to harness their skills and expertise in an informal support role for the chairman and the Town Clerk. These will be reviewed at the AGM or at another relevant time as determined by the chairman.

25. CONTRACTS

Where it is intended to enter into a contract exceeding £4,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.

Where the value of the intended contract exceeds £10,000, similar notice shall also be given to all the firms included in the County Council's appropriate standing approved list of contractors or if no such list is maintained then in such newspapers circulating in the district as the Council shall direct.

Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

Tenders shall be opened by the Clerk and one Councillor and shall be reported by the persons who opened them to the Council or where the tenders have been sought by a Committee to that Committee.

Neither the Council nor any Committee is bound to accept the lowest tender.

If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

Every contract in writing shall specify such arrangements for procuring the goods or materials or executing the works as it thinks fit.

26. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The press and public shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the press and public by means of the following resolution:

"By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

If a member of the public interrupts the proceedings at any meeting, the Chairman of that meeting shall warn him/her. If he/she continues the interruption the Chairman shall order his/her removal from the Council chamber. In the case of general disturbance in any part of the chamber open to the public the Chairman shall order that part to be cleared.

With prior agreement of and arrangement with the Chairman, members of the public may be allowed to address the Council – to ask questions and make observations. The Chairman will determine length of such sessions.

27. ATTENDANCE AT MEETINGS

Any member shall attend any meeting of the Council's Committees even if he/she is not a member of that committee. He/she shall be allowed to speak at the discretion of the chairman but shall not be allowed to vote.

If a member of a Committee or Working Group is unable to attend that meeting he/she may supply the chairman with written observations and questions. These may be put to that meeting at the discretion of the chairman and may be considered.

28. INSPECTION OF DOCUMENTS

A member may for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council. Copies of the minutes will be made available on the Council's website.

The Minutes of the Council shall be open to inspection by any local government elector of the Community without charge.

29. UNAUTHORISED ACTIVITIES

No member of the Council shall in the name of or on behalf of the Council

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions or
- c) Any Councillor who is approached by the press for comments should ensure that the press are aware that any remarks made are personal observations and not the views of the Town Council, unless authorised to do so by the Council.

30. CONFIDENTIAL BUSINESS

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the Committee as the case may be.

Any member in breach of the provisions of this section of Standing Orders may be removed from any Committee by the Council.

31. DISORDERLY CONDUCT

No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring into contempt or ridicule.

If, in the opinion of the Chairman, a member has broken the provisions of this section of the Standing Orders, the Mayor shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If either of the motions mentioned in the above paragraph is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

When the chairman stands all those speaking shall cease.

32. COUNCIL VACANCY

In filling a casual vacancy on the Council and having gone through the legal procedures as required by Statute, the Council may co-opt a member by any means as they see fit – within legal requirements.

33. SUSPENSION OF STANDING ORDERS

Subject to paragraphs 2, 5, 6, 7, 8, 9(1), (2), (3), 16(3), (5), (6), (7), (8), 17(3), 18(1), 22(1), 25(1), (2), 27(2), of these Standing Orders, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.

A motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least one half of the whole number of the members of the Council.

34. REVIEW

The Standing Orders will be reviewed one month after the annual AGM.

Electronic copies will be made available on the website

35. INTERPRETATION

The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.