



## Rhuddlan Town Council Meeting

Dear Councillor

December 6th 2021

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 9<sup>th</sup> December at 7.00 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 8<sup>th</sup> December so that necessary arrangement can be made.

1. **Apologies.**
  2. **Declaration of Interest**
  3. **Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered at the meeting as a matter of urgency in accordance with Standing Orders.
  4. **Police matters** - to receive a report.
  5. **Minutes** – Approve minutes of Town Council, 11<sup>th</sup> November. Pre- circulated.
  6. **Correspondence from:**
    - a. The Mayor
    - b. The Town Clerk
    - c. Resident – Remembrance Sunday
    - d. Shopkeeper – Proposed ideas.
    - e. DCC – Denbighshire Winter of Wellbeing
  7. **County Council Members Report** – to receive reports
  8. **Town Plan Projects** - to receive an update on Town Plan projects.
  9. **Planning Applications:**
    - **44/2021/1099.** Retention of reversible signage in relation to Christmas Tree Sales during December and Caravan and Camping Park for the remaining 11 months of each calendar year for a period of 5 years. Land Opposite Phoenix House, Station Road.
    - **44/2021/1023.** Change of use of former foundry site from general industrial (Use class B2) to open storage and distribution (Use class B8). Former Rhuddlan Foundry, Station Road.
  10. **Budget & Finance Matters**
    - To approve the payments listing due.
    - To approve financial report to include forecasting.
  11. **To approve Personnel Committee Minutes** held on the 02/12/2021
  12. **Community Matters** – see attached
  13. **Code of Conduct** – annual review. Pre-circulated.
- 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.
14. **Coed y Brain** – to consider hire charges for the facility.
  15. **Grant Application** - Denbighshire National Urdd Gobaith Cymru National Eisteddfod  
**Grant Application** – Love North Wales Community Support Ltd
  16. **Date of next meetings:** 06/01/22 Budget & Precept. 13/01/22 – Town Council Meeting.

*Sian Mai Jones* - Town Clerk - 07775 673706 [clerk@rhuddlantowncouncil.gov.uk](mailto:clerk@rhuddlantowncouncil.gov.uk)

**Police Matters**  
**Report for November**

**Item 4**

A very low level of reports for the month of November that is in the public interest.

1 – Burglary on the High St. Suspect arrested but no further action due to victim not wishing to pursue / support NWP with complaint.

2 – Public order at Morfa Rhuddlan. 2 suspects arrested and cautioned.

3 – Burglary on HTM Business Park. Still ongoing investigation carried out.

4 – Theft of bicycle A525 Sainsburys. Still ongoing investigation.

Please send my regards and wish all councillors a happy Christmas a Happy new year.

**Report for October**

1 -Public order on the nature reserve – suspect identified enquiries still ongoing.

2- Making off CO OP enquiries still ongoing.

3 -Anti Social Behaviour Tan y Eglwys suspect identified enquiries still ongoing.

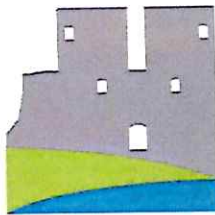
4- 2 x sexual conducts Dyserth Rd –suspect identified ongoing enquiries

5 – Burglary Other than Dwelling High St- enquiries still ongoing

6 – Criminal damage Ffordd Ganol – no suspect identified

7 – Shoplifting Aldi – suspects identified.

Thank you for the details of councillors who wanted to sign up to the community alert system. If we have missed anyone out, please forward details on to me



Cyngor Tref  
**Rhuddlan**  
Town Council

## Rhuddlan Town Council – Minutes of the meeting on the 11<sup>th</sup> November 2021

### Virtual Meeting during the Covid 19 Restrictions

#### Present:

Cllr Mike Elgin  
 Cllr Jackie Burnham  
 Cllr Ann Davies – left meeting at Item 9  
 Cllr Andrew Smith  
 Cllr Reg Davies  
 Cllr Syd Gaskin  
 Cllr Mike Kermode  
 Cllr Arwel Roberts  
 Cllr Gareth Rowlands  
 Cllr Bleddyn Williams – left meeting after Item 12  
 Town Clerk  
 Deputy Town Clerk

#### 1. Apologies

Cllr Charlotte Connolly  
 Clerical Assistant/Minute Clerk

#### 2 Declaration of Interest. Cllr Ann Davies – Planning Applications

The Mayor stated that Item 6d which related to an email from Mr. and Mrs. Williams, the owners of Abbey Farm, would now be brought forward for discussion. **Resolved**

Members had received a copy of an email that had been sent by Mr. and Mrs. Williams to Cllr. Ann Davies and then forwarded to the Town Clerk. The email voiced the Williams' concerns about the process by which they had been requested by Denbighshire County Council to apply for planning permission for a sign on one of their gates on the Station Road entrance to the town. They said that it seemed that the sign had been reported by someone from the Town Council. They were extremely disappointed about this and commented on the hard work that they were undertaking to make their camping and caravanning site up and running, so as to diversify their farm business and felt that their business had received little support from the Town Council.

The Mayor welcomed Mr. and Mrs. Williams to the meeting and gave them the opportunity to address the Council.

Mr. and Mrs. Williams reiterated their dissatisfaction about the way that the issue about the sign had come about and their concerns that it had come about from a referral to Denbighshire County Council by the Town Council. They asked why the Town Council had felt the need to do that. They also felt that their business had been singled out and that the process could have been handled better by the Town Council.

Cllr. Andy Smith explained that this particular area in Rhuddlan has had a lot of problems with fly-posting and litter and it had come to the Town Council's attention that some unauthorised signs had recently gone up in this area and their particular sign had got caught up in this process. Cllr. Smith assured Mr. and Mrs. Williams that they had not been singled out.

Cllr. Ann Davies said that she felt that Abbey Farm had been treated unfairly. The matter about the signs had been discussed, proposed and actioned under a Community Matters item and she questioned the legitimacy of this.

Cllr. Mike Kermode stated that the Town Council had acted properly in discussing and actioning the item under Community Matters. With hindsight, the matter could have been dealt with differently. However, it had highlighted the need for planning permission for Abbey Farm's sign and that matter was now in the hands of the County Council's Planning Department.

Mr. and Mrs. Williams asked which Town Councillor had submitted the photo to the Town Clerk which had been referred to the County Council. The Town Clerk explained that the decision was a collective decision by the Town Council. She also explained that all members were given an equal opportunity to submit photos of any potential fly-posting signs that they were concerned about.

Mr. and Mrs. Williams commented that actions in connection with fly-posted signs in an area close to their sign seemed to have been handled differently. The Town Clerk explained that this fly-posting issue had happened on private land and that she had been given permission by the landowner to take down the unauthorised signs and other promotional material. Abbey Farm's sign was a planning matter and needed to be addressed by the County Council.

Mr. and Mrs. Williams said that they were still dissatisfied with the responses they had received at the meeting and said that they would be taking the matter further. The Mayor said that they do have the right to submit a Freedom of Information request which would give them the opportunity to make detailed requests to the Council. The Mayor thanked Mr. and Mrs. Williams for attending the meeting and said that the Council wished them well with their business.

**3. Urgent Matters** – Two items had been brought to the attention of the mayor and these will be dealt with under Community Matters.

**4. Police Matters. Appendix A**

Report received. Concern expressed over a serious incident in Princes Road where a male exposed himself to a young girl which resulted in a police enquiry and a man arrested. Members asked why this incident was not included in the Police report. Town Clerk to make enquiries.

**5. Minutes**

**Town Council Meeting 14<sup>th</sup> October 2021**

Subject to one minor typing error, the Minutes were proposed as a true record by Cllr Gareth Rowlands, seconded by Cllr Arwel Roberts.

**Matters Arising**

- a. **Enforcement Signs** – A draft of the new sign had been circulated to members. The sign needs a No Dog symbol in the prohibited areas shown on the map. The Fresh Air Gym needs to be shown more clearly. The sign to have rounded corners. The sign will be 1.5m x 1 m in size and one to be located at each corner of the field. Awaiting approval from DCC that the sign meets County requirements.
- b. **Vicarage Lane Car Park** - The Town Clerk had contacted the Principal Chartered Valuation and Estates Surveyor with regards to documents found in the archives from 1985 which states that the Town Council owned land in the car park was transferred to Rhuddlan Borough Council in 1985 in return for the Borough Council resurfacing the car park. There is a clause in the transfer which states that the land will revert to Town Council ownership if the land ceases to be a car park.

On this basis of this information, DCC are progressing the lease with the Health Board.

- c. **Defibrillator Training** - A training session to be organised very soon. The cost will be £300 and most likely be held on a Saturday.
- d. **Anti-Speed Measures** - The Town Clerk had requested DCC to look into installing rumble strips on the A547 road from Meliden to Rhuddlan near Tirionfa Housing Estate. The reply from DCC is that rumble strips are ineffective at reducing speed and they are noisy. They lose their effectiveness very quickly and need to be re-instated at regular intervals. On a positive note, DCC are working in partnership with Go Safe and the plan is for enforcement to take place on the A547 (approach on Meliden) in the near future. Another speed survey will be undertaken and DCC will continue an evidence-based approach to assessing the situation.
- e. **Dragon's Football** - Members of Dragon's Football have expressed concern about the proposed cost of hiring Coed y Brain every time they would want to use the

facility. Cllr Gareth Rowlands proposed that this to be an agenda item under Part 2 in December. Cllr Mike Elgin seconded. **Resolved.** Cllr Ann Davies abstained.

## **6. Correspondence from**

### **a. The Mayor. Appendix B**

The report was accepted.

### **Town Clerk. Appendix C**

#### **b. The report was accepted.**

The Clerk thanked Cllr Syd Gaskin for checking the defibrillators.

#### **c. Silent Soldier**

Correspondence received from DCC regarding concerns about location of the Silent Soldier which is on the roundabout on Rhyl Road. The main concern is that they may potentially create a distraction for drivers, as they can catch the eye and take attention away from the road whilst driving. It was recommended that an alternative site be found. A potential new site for the Silent Soldier (and also the poppies which are on the roundabout) is the corner of the library where the bed of roses has recently been planted. The Manager of the library is agreeable to have them relocated to this area. Cllr Gareth Rowlands proposed that the Silent Soldier and poppies be relocated to the corner of the library. Cllr Ann Davies seconded.

## **7. County Council Members Reports**

### **a. Cllr Ann Davies**

The report was accepted. Appendix D

a. In addition to the report, it was reported that DCC are re-looking at the proposed pedestrian refuge near Pentre Lane and are progressing with the scheme. DCC are in the process of going out to tender and contractors will be appointed soon.

b. Work has started on Alexander Hospital in Rhyl which is very positive. This new Community Hospital will take the pressure off Glan Clwyd.

c. Cllr Ann Davies had attended a 2-hour meeting in DCC with regards to Women in Politics. The meeting was about equality and how women were being treated and bullied which DCC is taking very seriously. One member stated that equality should include men as well as they are also victims of bullying. Cllr Ann Davies said that she would feedback this observation to DCC.

### **b. Cllr Arwel Roberts**

The report was accepted. Appendix E

In addition to the report, it was reported that The Rhuddlan Community Flood Plan is to be delivered to the seven flood risk areas.

## 8. Town Plan Projects Report

The Deputy Town Clerk updated Members verbally on the ongoing projects.

- a. **Speed Indication Devices** – The two devices are now installed.
- b. **Awnings** – Phase 1 all installed except for:  
Williams Estates – front wall is only single brick so not strong enough. This problem was not foreseen as virtually all buildings are double brick construction. The building is having an upper floor added so awning will be stored until construction is completed then installed.  
Victoria Carpets – one installed but too high and looks out of place so proposal for a 'Z' bracket to be installed will lower the awning to an acceptable height.  
The wooden packers on the Little Cheesemonger and Little Flower Monger to be replaced.
- c. **Coed y Brain** – Building works well under way. Potential funding off DCC from the levelling up fund for £98K. However, the process does not start until next year. Electrical work package is out to tender and will be followed by the plumbing. Members are very happy with the excellent progress and wished to thank the Deputy Town Clerk for his work.
- d. **Fence** – awaiting supplier to install – promised in November.
- e. **Farmers Market** – October market was successful and the November market has similar number of vendors. December market will be a Christmas themed one. Two Rhuddlan farms are coming along to sell produce including Christmas trees and wreaths. A discussion took place on introducing charge for vendors to help cover running costs of the market. Cllr Mike Kermode proposed that a £10 charge be introduced from January 2022. Seconded by Cllr Mike Elgin. **Resolved**  
Cllr Ann Davies suggested that the Deputy Town Clerk contact DCC if they would extend the free parking.
- f. **Museum** – Rhuddlan History Society like the idea of the Virtual Museum but have no volunteers to make it happen. Artifact list, CADW do not have one and they have supplied some pointers and people to contact. Will look for grants to get resource to help set up virtual museum.
- g. **Vicarage Lane Car Park** – this matter has already covered under matters arising, item 5b.

## 9. Planning Applications

- a. **44/2021/1047**. Conversion of workshop/garage space to annexe accommodation.  
Rose Cottage, Church Street. **No objection**

- b. **44/2021/1043.** Erection of 2 storey extension to rear of dwelling. 11 Harding Ave. **No objection.** However, need to ensure that there is an archaeological watching brief with regards to the close proximity to Town Ditch and Abbey Farm.
- c. **44/2021/1030 Land** Adjacent and Part Garden of Edgefield Eton Park. Erection of dwelling, formation of access and parking, landscaping and associated works. **No objection**
- d. **Rhuddlan Foundry, Marsh Road Proposed Development** - The Change of use of the site from B2 Heavy Industry to B8 Open Storage. Owens Estate Publicity and Consultation before applying for Planning Permission.

Members are concerned that this area, which is the entrance into town will be populated by storage containers and will be unsightly. Need to stress that this area is to be suitably screened by planting trees and bushes to hide the containers. This area is very near to the Castle and the Church and needs to be protected. The owners need to check that this area is not a flood risk plain.

#### **10. Budget/Finance Matters**

- a. The Town Clerk circulated the list of payments to be approved by Members. **The list of payment was accepted.**
- b. The Town Clerk presented an up to date financial report and gave an explanation for the overspend which will come back in line once a grant has been drawn down from Welsh Government for the awnings. A more detailed report will be submitted to the December meeting.
- c. The up to date balance per Cash book £106,292
- d. There will be a meeting early in the New Year to agree on 2022/23 budget and precept. Any member with ideas for projects / initiatives over and above those listed in the Town Plan to submit their ideas along with costs and explain the benefits of the project.

#### **11. Community Matters**

- a. A member had made a comment about decisions being made under Community Matters and questioned the legitimacy of this. The Standing Orders contain a list of the agenda items and one of them is Community Matters which specifically relate to the remit of the Town Council. Members agreed that it is correct to raise issues and make decisions / vote on matters under Community Matters. Members were happy with the present arrangement but agreed that a better definition is required so that it can be included in the Standing Orders. The Mayor proposed that a definition be constructed on the ideas already put forward at this meeting and to be submitted to the next Town Council meeting for approval, seconded by Cllr Gareth Rowlands.  
**Resolved**

One member added that with regards to the earlier discussion on signs under 6d, that if something concerns a business or an individual then they should not be

named and that it should be referred to in a generic way. If the council feel that the matter needs to go further, then it needs to be an agenda item for the next meeting and that the business/individual is made aware of this. The Mayor said that this was a fair point and that members will have the opportunity to contribute to the remit of Community Matters at the next meeting.

- b. The ongoing problem with e-scooters continues. One youngster took his e-scooter into the Texaco petrol station shop, paid at the counter before exiting the premises. The same youngster along with another youngster are often seen going up and down with their e-scooters, at speed, through Town. The Town Clerk to report this matter again to the police. Cllr Arwel Roberts will flag up the issue again with DCC.
- c. People are going through on red traffic light when exiting the Nature Reserve. This is a traffic offence. Cllr Arwel Roberts to report to DCC and police.
- d. When leaving Rhuddlan and turning right to Aldi, sometimes a car that turns right will be the only car that will go through the lights. There needs to be a better flow system. This matter has been raised with DCC a number of times but Cllr Arwel Roberts will raise again.
- e. An incident occurred on Caste Street just outside Tower House resulting in a minor collision of a car into a bollard. Cllr Arwel Roberts to meet Cllr Bleddyn Williams on site to take a photo of the bollard to send to DCC.
- f. Issues by Banquet House – cars are mounting the pavement to avoid waiting for traffic in opposite direction to come through. Measures needs to be put in place to prevent people mounting the pavement. Cllr Arwel Roberts and Cllr Andy Smith to go to the site and take photo so that it can be followed up with DCC.
- g. Cadwyn Clwyd is promoting a new grant – Green communities Fund which is intended to fund community-led projects to help them deliver green initiatives. Green Communities will offer a grant of up to £30k to 30 rural communities in Denbighshire, Conwy, Flint and Wrexham. The Town Clerk to circulate the information to members. Cllr Mike Kermode proposed that a working group be set up to come up with a package and submit a bid. The working group to include the Town Council, Denbighshire County Council, Community Association, Nature Reserve MAG, Allotments Society. Seconded by Cllr Gareth Rowlands. Cllr Arwel Roberts and Cllr Ann Davies would like to be part of the working group. It was proposed by the Mayor that the role to progress with this initiative be given to the Deputy Mayor. Seconded by Cllr Gareth Rowlands. **Resolved**

- h. Concern about lack of Street lighting in two areas: two lights are not working between Plas Y Brenin and Princes Road which has been reported online. Aldi need to ask for some in the walk through between Castle Street and Hylas Lane.
- i. Proposed Parking Scheme – which could work in the High Street. A self-policing system. This to be an agenda item for the next meeting.
- j. Remembrance Sunday to take place on the 14<sup>th</sup> November. Cllr Arwel Robert wished to thank Cllr Andy Smith for all his hard work on the arrangements. The Mayor also thanked Cllr Andy Smith for the very valuable contribution, not only for this year but for the previous years.

## **Part 2 Exclusion of the Press & Public**

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & 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 Minutes of Personnel Committee on 28<sup>th</sup> October.**

The Chairman of the Committee, Cllr. Roberts, introduced the minutes and the members of the Committee agreed that they were a true and accurate record of the meeting. A number of issues were raised from the meeting; the main ones being:

- a. **Communications** – Earlier in the year there had been a number of occasions when internal communications to the Council's employees had been disharmonious. The Committee and the Council had agreed to monitor the situation on an ongoing basis. It was reported that there were still occasions when communications were less than satisfactory and the Committee agreed that the Council should be reminded about the need for all communications to be polite and professional. This situation had recently led to allegations from one councillor which, if correct, could be construed as improper behaviour by the staff which would need to be addressed through the formal disciplinary process. If the allegations were not correct, they were causing the staff members undue stress and feelings of being harassed or bullied.

Having considered the situation, the Town Council unanimously resolved that the Personnel Committee ask the concerned councillor to either make a formal disciplinary complaint which can be examined by the Personnel Committee so that it can determine if the allegations are correct and take suitable action or for the councillor to withdraw the allegations formally so that this can be noted on the staff's disciplinary records.

- b. **Town Clerk's Resignation** - The Town Clerk had submitted her resignation as from the January meeting of the Council. She explained that this was for personal reasons

and that she had greatly enjoyed working for the Council, especially because of its positive role to improve the well-being of the town's residents. She also said that she appreciated the support that she had received from the various Mayors and the Councillors. Members of the Council spoke highly about the Town Clerk's hard work and her sound management of the Council's finances over the past 5 years. Members' comments included praise for her "can-do attitude" and her professional and supportive approach to the job.

- c. **Appointment of a New Town Clerk** – The Committee's recommendation was that the roles of the Town Clerk and the Deputy Town Clerk/Project Officer, be brought together into a full-time post. This would provide savings on salary costs, operational continuity and would provide the Deputy Town Clerk/Project Officer with the opportunity to progress within the Council. It was also recommended that the appointment be initially for period up to the end 2022 and the effectiveness of the new role could be reviewed in September 2022.

The Council agreed unanimously to support this recommendation. The appointment will commence 9<sup>th</sup> December 2021. The salary will be in accordance with the current NJC salary point 24 to 28, (£26,347 to £29,624) pro rata for 34 hours per week, commencing at salary point 24. In addition, the Council will pay a Working at Home Allowance.

**12. Date of Next Meetings:**

Full Town Council meeting on the 9<sup>th</sup> December 2021.

Signed..... Cllr Mike Elgin (Mayor)

Date .....

## Police Matters – Report for October

## Appendix A

- 1 -Public order on the nature reserve – suspect identified enquiries still ongoing.
- 2- Making off CO OP enquiries still ongoing.
- 3 -Anti Social Behaviour Tan y Eglwys suspect identified enquiries still ongoing.
- 4- 2 x sexual conducts Dyserth Rd –suspect identified ongoing enquiries
- 5 – Burglary Other than Dwelling High St- enquiries still ongoing
- 6 – Criminal damage Ffordd Ganol – no suspect identified
- 7 – Shoplifting Aldi – suspects identified.

Thank you for the details of councillors who wanted to sign up to the community alert system. If we have missed anyone out, please forward details on to me

- On Friday 22<sup>nd</sup> October 2021 I attended at The Rhuddlan Community Centre and enjoyed a lovely Lunch and walk as part of the Memory Wellness walk organised by the Rhuddlan Dementia friendly group. Special thanks to Mike Kermode and Arwel Roberts who organised the event which was well attended including 2 Senedd members and the Chair of DCC.
- On Saturday 23<sup>rd</sup> October 2021 I attended at The Community Centre to support The Friends of Glan Clwyd Breast Cancer group. Over £400 was raised by the coffee morning.
- On 28<sup>th</sup> October 2021 I attended via Zoom the Town Council Personnel Meeting
- On Friday 29<sup>th</sup> October 2021 I joined County Cllrs Arwel Roberts and Ann Davies in inspecting the new canopies in the town which have been installed with thanks to The Project officer. We had a photo opportunity with The Little Cheesemonger and The Little Flower Monger for a press release.
- I had earlier in the day joined Cllrs Rowlands, Kermode and Roberts in placing poppies onto posts in the Town for Remembrance Day.
- On Sunday 31<sup>st</sup> October 2021 I joined several fellow Town Cllrs and Sian together with several members of the public in a Litter Pick. In total we filled 16 large bin sacks with litter collected from various locations in Rhuddlan. Well done to all.

## Town Clerk's Report

## Appendix C

### Meetings / events attended in Rhuddlan in October:

- October 11<sup>th</sup> Remembrance Sunday Meeting in Community Centre
- October 13<sup>th</sup> Teams Meeting with Economic Development Officer
- October 14<sup>th</sup> Rhuddlan Town Council Meeting
- October 16<sup>th</sup> Farmers Market in Community Centre
- October 22<sup>nd</sup> Visited Archives in Ruthin to carry out research
- October 31<sup>st</sup> Autumn Litter Pick

### The following were promoted on the website/local paper/Facebook:

- Autumn Litter Pick – 31<sup>st</sup> October
- Awel y Mor Update – October
- Remembrance Sunday 14<sup>th</sup> November
- Rhuddlan Memory and Wellness Walk – 22<sup>nd</sup> October
- Farmers Market – October 16<sup>th</sup>
- Update from Audit Office on delay of feedback

**RHUDDLAN CEMETERY.**

DCC are currently awaiting the completion of a topography survey of the cemetery before a decision can be made on further potential drainage options for the site. Unfortunately, their first option of creating a soak away proved unviable due to the ground being made up of heavy clay. Further update to follow as progress is made.

County Councillor  
Ann Davies.

- a. If persons need to contact Citizens Advice- Cyngor ar Bopeth the officers are asking residents to use e- mail [advice@cab.co.uk](mailto:advice@cab.co.uk) leaving their phone number and they will contact them as soon as possible. You cannot contact officers face to face at present. I have passed this information to one resident in RHUDDLAN lately and she was very pleased with the assistance given.
- b. During a power cut and there has a few in the town lately residents are advised to phone 105 if affected.
- c. I organised a visit for three residents to the office of the society called " Friends of the Cob" in Rhyl. This is a possible connection for the Rhuddlan Dementia Group. The Rhyl Cob is to be developed in the near future and hopefully residents from the Dementia Group could visit the area - planting trees etc.
- d. The Wellness Walk was a successful venture also the lunch beforehand in the Community Centre. Members of the Denbighshire Cabinet and Senedd Cymru members were impressed with the development of the Nature Reserve and the Sensory Dementia Garden project. As usual we were all impressed with the work of Garry Davies and Jim Kilpatrick Denbighshire countryside officers.
- e. The Town is very lucky to have a Community Centre. It's use varies from day to day. Luncheon Club every fortnight , the Stroke Club is another valuable asset, I have requested assistance to the Club because of the dwindling numbers using the facility. Denbighshire have promised to assist, some of the stroke sufferers also have dementia problems and soon an occupational therapist will spend time with the group.
- f. My meetings have mostly been virtual ones.  
Preparing with officer for a Performance Scrutiny meeting. The October Scrutiny was a very important since as Chair I had to ask members to make recommendations to Denbighshire Cabinet regarding the future of Meifod Wood Factory in Denbigh. This factory has been a blessing for residents with disabilities for many years.
- g. It was an honour to be part of an advocacy meeting for people with disabilities last month. Main subject was improvement in transport for them and the main guest was Ben Wilcox Jones.
- h. Flooding issues are continuing and in the full county council meeting a report was introduced by National Resources Wales on the latest floods especially Llanelwy. Since that meeting I have been in discussions with NRW and the Mayor to organise informative posters to residents who live in areas within the town which could be in danger of their properties being flooded.

- i. Every County Councillor has a responsibility for cooperate parenting and I was present in the last virtual meeting to discuss how officers help children who have been mistreated.
- j. It was a pleasure to be present and assist in the Farmers Market last month again in the Community Centre. Also, I attended a Treasure Chest Coffee Morning with the Mayor also in the Community Centre. Sometimes I attend the Fit and Sit Sessions there especially when the Dementia Group Secretary and Treasurer cannot attend.
- k. During last month also I was invited by the Mayor for a photo shoot regarding the canopies. I have chaired the annual meeting of Ysgol y Castell Governing Board and also the annual meeting of Menter Iaith Sir Ddinbych.

- a. On 12<sup>th</sup> November Marianne and I attended the Civic performance of All together now by The Rhyl and District Theatre company at The Little Theatre in Rhyl. It was a wonderful evening with some fantastic performances from all.
- b. On 14<sup>th</sup> November Marianne and I were honoured to lay a wreath on behalf of The Town Council at The Community Centre as part of the Remembrance Day parade and Church Service at ST Marys. Thank you to Dep Mayor Andrew Smith and Sian for all the work they both did to organise the event which was well attended.
- c. On 22<sup>nd</sup> November I officially opened The Love North Wales Community Support base on the HTM Business Park in Rhuddlan.

I cut the ribbon to celebrate the group's new 2,300sqft unit which houses the well-established foodbank as well as providing baby goods, clothes, medical aids, kitchenware and furniture to those in need.

The group is run entirely by volunteers and supports people from all over North Wales including Caernarfon, Anglesey, Conwy, Denbighshire, Flintshire and Wrexham.

- d. On 1<sup>st</sup> of December, I assisted in the switching on of The Christmas Tree lights in The High Street by Ysgol y Castell Head boy and Girl Lucas Roose Smallman and Marlee Quinn which went well. Thanks to The Rotary (Gareth Rowlands and Les Edwards) for providing the float for the event.
- e. On Thursday 2<sup>nd</sup> December I attended via Zoom the Personnel committee meeting.
- f. On Saturday 4<sup>th</sup> December I attended The Treasure Chest coffee morning in the community Centre as The Mayor for their Christmas fund raiser.
- g. The raffle organised by The Spar in The High Street as part of my Charity event in September on behalf of The Royal British Legion was drawn on Armistice Day and in total raised £247.24. This has been received by The Legion. Many thanks to all at The Spar.

**Meetings / events attended in Rhuddlan in November:**

- November 8<sup>th</sup> Pick up banners from Goodsigns & Print
- November 14<sup>th</sup> Remembrance Sunday
- November 18<sup>th</sup> Cheques to be signed
- November 27<sup>th</sup> Update notice board – Xmas Events

**The following were promoted on the website/local paper/Facebook:**

- Community Surgeries with Dr James Davies M.P.
- New Awnings for Shops & Businesses
- Remembrance Sunday
- Christmas in Rhuddlan – Switch On / Carols around the Tree
- Mayor Officially Opens Love North Wales Community Support

**Forthcoming Events:**

December 14th @ 6.30 p.m.

Carols around the Christmas Tree

Mince pies to follow in Rhuddlan Community Centre.

Best Decorated House

Judging will take place over the weekend of  
17th/18th/19th December

January 22, 10.30 – 12.30

Learn how to use a defibrillator

Rhuddlan Community Centre, 10.30 a.m. – 12.30 p.m.

More details attached



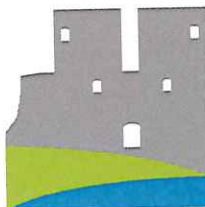
## CAROLS AROUND THE TREE

14th of December @ 6.30 p.m.

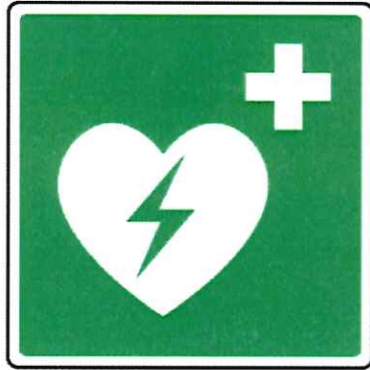
Mince pies to follow in Rhuddlan Community Centre.

## BEST DECORATED HOUSE

Win prizes. Judging will take place over the weekend of  
17th/18th/19th December



Cyngor Tref  
**Rhuddlan**  
Town Council



**Dysgwch sut i ddefnyddio diffibriliwr  
Gallai eich helpu i achub bywyd!**

**Learn how to use a defibrillator**

**It could help you save a life!**

Rhuddlan Community Centre

22/01/2022 @ 10.30 – 12.30

Am ddim / No cost

I archebu lle cliciwch ar y linc:

To book your space click on the link

<https://www.eventbrite.co.uk/e/defibrillator-training-tickets-217405825677>

[clerk@rhuddlantowncouncil.gov.uk](mailto:clerk@rhuddlantowncouncil.gov.uk)



Cyngor Tref  
**Rhuddlan**  
Town Council

**Subject:** Remembrance Sunday

Item 6c

Hi Sian,

I am contacting you with regard to our Remembrance Sunday parade and to ask why do we not parade at the war memorial for 1100hrs and the last post?

A number of veterans voiced their dissatisfaction with being in church at the time and I have spent the last couple of weeks canvassing the opinion of those I see regularly and all have the same concern.

I have attended these parades for over 30 years whilst serving in the military and irrespective of when 11/11/11 falls, when some locations hold 2 parades or services, the last post is always at the memorial.

Thanks,

Hi! 2022 planning.

Item 6d

I just wanted to enquire about plans for next year with a couple of topics.

-Is there any chance of having a business forum now with Steve on board? It doesn't have to be face to face we can do it virtually. I still find a lot that some businesses are always feeling "out of the loop".

Sub points : Looks like plant festival and the food festival might go ahead?

:Using the business group as a means to access and create training events for members and non members alike?

Is there any plans for *Platinum Jubilee* ?

What are the timings going to be for 2022 farmers market? I think we can close by 2pm if im honest.

Thanks

## Denbighshire Winter of Wellbeing

Item 6e

### Expression of Interest for Funding to deliver Activities

Following the success of the Summer of Fun activities, Denbighshire County Council has received Welsh Government funding to deliver a programme of activities from October to March 2022, called 'Winter of Wellbeing'. This grant is to support children and young people (0-25 years old) to take part in a range of play, fun and wellbeing activities.

We are looking for **partners** to deliver these activities with the funding available.

- ✓ Activities can take place from October 2021 – March 2022
- ✓ Activities must be free for participants
- ✓ For children and young people 0 – 25 years old and their families
- ✓ Available in both Welsh and English
- ✓ We welcome proposals for small and larger scale activities
- ✓ Those delivering the activities will be responsible for their own bilingual promotion, booking systems and for arranging venues.
- ✓ Information should be shared with our Family Information Service so that activities can also be promoted on the Denbighshire website. Email [FIS@denbighshire.gov.uk](mailto:FIS@denbighshire.gov.uk) to receive a form.
- ✓ Delivery partners must be able to demonstrate that they have appropriate safeguarding and health and safety measures in place including compliance with current Covid guidance.

#### Exclusions\*:

✗ Sports activities have been funded separately by Welsh Government through Sports Wales. If you are receiving funding through Sports Wales, please do not apply for this funding. However, we would welcome any sports activities that support family wellbeing.

✗ Activities based during and around the school day have been funded separately by Welsh Government

\*If your idea does not fit this guidance, please get in touch as we may be able to fit this under another funding stream.

We welcome expressions of interest from a range of different partners, including:

- Town and community councils
- Local businesses
- Local attractions
- Charities and third sector
- Council Services

## Expression of Interest form

### About you

Name:

Organisation:

Email address:

Phone number:

### Activity proposal

Briefly outline the activity that you would like to deliver including location(s), number of sessions and number of children/young people per session (we welcome small and large projects)

Will the proposed activity improve play opportunities for participants? YES / NO  
Please give details:

Will the proposed activity improve well-being for individuals and families? YES / NO  
Please give details:

### Cost

How much funding is needed to deliver the activity?

### Arrangements

Please note that those delivering the activities will be responsible for their own bilingual promotion, booking systems and for arranging venues. How will you do this?

Please explain how this project will be sustainable in the long-term, once the grant funding has been utilised.

Which of the following objectives does your proposal meet? (tick all which are relevant):

|                       |  |                          |  |                                     |  |                                      |  |
|-----------------------|--|--------------------------|--|-------------------------------------|--|--------------------------------------|--|
| Rural location        |  | Welsh Language Provision |  | Restarting Pre-Covid Provision      |  | Funding Places in existing provision |  |
| Disability Accessible |  | Outdoor Venue (s)        |  | Introducing new community provision |  | Extend Existing Provision            |  |

Target Age groups:

|     |  |     |  |      |  |       |  |     |  |
|-----|--|-----|--|------|--|-------|--|-----|--|
| 0-3 |  | 4-7 |  | 8-12 |  | 13-15 |  | 16+ |  |
|-----|--|-----|--|------|--|-------|--|-----|--|

Declaration:

If your expression of interest is successful, you hereby agree in addition:

1. To comply with the Welsh Government monitoring data reporting requirements.

2. To avoid duplication of services, and to contribute towards the Play Sufficiency Assessment (PSA), you will be required to liaise with Denbighshire Childcare and Play Team and Denbighshire Family Information Service.

Please return to [fis@denbighshire.gov.uk](mailto:fis@denbighshire.gov.uk) by **10<sup>th</sup> December 2021**.

**1) Meifod Wood Dinbych .**

Brought this important facility to the attention of a Denbighshire Cabinet Meeting as chair of Performance Scrutiny Committee. A definite promise made by the county that this facility will be opened and improved by February next year.

**2) Pont Llannerch .**

Denbighshire Cabinet have decided that they will contact Llywodraeth Cymru requesting a grant of £7million to rebuild this important connection between Trefnant and Tremeirchion. The fact is it has caused problems to the residents of Rhuddlan also.

**3) Anti-social incident in the cemetery.**

A resident has become very frustrated with visitors calling in the lay-bay by the cemetery and filling big containers with water. His view is fair. When you have evidence of this happening you would think that the local constabulary would act on such evidence and similarly DCC. All I can do is report the matter to DCC and the police .

**4) Storm ARWEN** has left a lot of damage in Denbighshire. Our town has been affected as you surely know. Concerned resident phoned us in Fachwen 6:45 am regarding trees on Station Rd. I rushed down there and had phoned the police and DCC – the problem was solved quickly.

**5) Dementia Sensory Garden.**

This is really developing well – please visit the Nature Reserve if you have a chance.

**6) Flood Risk.**

I have delivered information from Natural Resources Wales regarding risk of flooding in Abergele Road.

**7) Deiseb/Petition**

It came to my notice that vehicles are ignoring the speed limit along Abergele Rd. The 40mph should be changed to 30mph limit all along the road. We are very grateful to Rhuddlan Town Council for purchasing a Speed Indicator Device which will be in place on the road. Also, DCC for pacing the SID in place. However, we are requesting a pedestrian crossing on the road since residents and visitors are placing their lives at risk whilst trying to cross. Dropped kerbs are also needed for wheelchair users.

Eich cyf / Your ref

Ein cyf / Our ref : 44/2021/1099

Dyddiad / Date : 15/11/2021

Phôn / Direct dial : 01824 706727

Item 9

**Rhuddlan Town Council**  
**Mrs Sian Mai Jones Clerk**

c/o Rhuddlan Library  
Vicarage Lane  
Rhuddlan  
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

**CAIS / APPLICATION:** 44/2021/1099

**CYNNIG / PROPOSAL:** Cadw arwyddion cildroadwy mewn perthynas â Gwerthu Coed Nadolig yn ystod mis Rhagfyr a Pharc Carafannau a Gwersylla am yr 11 mis sy'n weddill ym mhob blwyddyn galender am gyfnod o 5 mlynedd / Retention of reversible signage in relation to Christmas Tree Sales during December and Caravan and Camping Park for the remaining 11 months of each calendar year for a period of 5 years

**LLEOLIAD / LOCATION:** Land Opposite Phoenix House Station Road, Rhuddlan, Rhyl

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

The above-described application has been received by the County Council.

Os oes gennych unrhyw sylwadau yr hoffech i'r Cyngor eu hystyried pan fyddant yn ymdrin â'r cais, anfonwch nhw ar bapur o fewn 21 diwrnod o ddyddiad y llythyr hwn.

If you have any observations which you would like the Council to consider when they deal with the application, I would ask you to forward them in writing within 21 days of the date of this letter.

Byddwn yn gwerthfawrogi'n fawr iawn pe gallech nodi ein cyfeirnod a chynnwys disgrifiad byr o'r cynnig ar eich ymateb os yw hynny'n bosibl.

It would be very much appreciated if you could quote our reference number and include a brief description of the proposal in your response if at all possible.

Byddaf yn cymryd nad oes gennych unrhyw sylwadau os na chlywaf gennych o fewn y cyfnod o 21 diwrnod. Mae'n bosibl y gwneir penderfyniad ar y cais ar ddiwedd y cyfnod ymgynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

I will assume that you have no observations if I do not hear from you within the 21-day period. The application may be determined at the end of this consultation period, hence any representations received after the expiry date may not be taken into account by the Council.

Yn y fan hyn dylwn ddweud na all y Cyngor Sir

I should respectfully advise at this stage that the County Council can only determine planning

ond pendefynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er enghraifft, yn berthnasol i deilyngdod cais cynllunio, a dylech wybod na all y Cyngor Sir roi unrhyw bwys arwyddocaol ar faterion o'r fath wrth wneud penderfyniad.

Sylwch os gwelwch yn dda bod raid i'r Cyngor Sir, o dan Ddeddf Llywodraeth Leol (Hawl i Wybodaeth) 1985, sicrhau bod unrhyw lythyr a dderbyniwyd fel papurau cefndir i'r cynnig ar gael i'w archwilio gan y cyhoedd.

Fe all y cais uchod gael ei ystyried gan aelodau'r Pwyllgor Cynllunio, ac os felly bydd eich ymateb yn cael ei gyhoeddi yn adroddiad y pwyllgor, a fydd ar gael i'w archwilio gan y cyhoedd yn Swyddfeydd y Cyngor ac ar y rhyngrwyd.

Sylwch y gallwch weld manylion am y cais cynllunio ar-lein:  
[www.sirddinbych.gov.uk/cynllunio](http://www.sirddinbych.gov.uk/cynllunio)

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

**EMLYN JONES**

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

applications on the basis of valid planning considerations. Matters such as loss of view, objections on moral grounds, unfair competition and private legal disputes, for example, are not normally accepted as material to the planning merits of an application, and you should be aware that the County Council would not be able to attach any significant weight to such matters in making a decision.

Please note that under the provisions of the Local Government (Access to Information) Act 1985, the County Council is obliged to make available for public inspection any letter received as background papers on the proposal.

The above application may be considered by members of the Planning Committee, in which case your response will be published in the committee report which will be available for inspection by the public at the Council Offices and on the internet.

Please note that application details can be viewed on-line: [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

I look forward to hearing from you.

Yours faithfully

**EMLYN JONES**

Head of Planning, Public Protection and Countryside Services



Eich cyf / Your ref

Ein cyf / Our ref : 44/2021/1023

Dyddiad / Date : 02/12/2021

Rhif ffôn / Direct dial : 01824 706727

Item 9

**Rhuddlan Town Council**  
**Mrs Sian Mai Jones Clerk**

c/o Rhuddlan Library  
Vicarage Lane  
Rhuddlan  
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

**CAIS / APPLICATION:** 44/2021/1023

**CYNNIG / PROPOSAL:** Newid defnydd hen safle'r ffoundri o ddiwydiannol cyffredinol (Dosbarth defnydd B2) i storio a dosbarthu agored (Dosbarth defnydd B8) / Change of use of former foundry site from general industrial (Use class B2) to open storage and distribution (Use class B8)

**LLEOLIAD / LOCATION:** Former Rhuddlan Foundry Station Road, Rhuddlan, Rhyl

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

The above-described application has been received by the County Council.

Os oes gennych unrhyw sylwadau yr hoffech i'r Cyngor eu hystyried pan fyddant yn ymdrin â'r cais, anfonwch nhw ar bapur o fewn 21 diwrnod o ddyddiad y llythyr hwn.

If you have any observations which you would like the Council to consider when they deal with the application, I would ask you to forward them in writing within 21 days of the date of this letter.

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I will assume that you have no observations if I do not hear from you within the 21-day period. The application may be determined at the end of this consultation period, hence any representations received after the expiry date may not be taken into account by the Council.

Yn y fan hyn dylwn ddweud na all y Cyngor Sir ond pendefynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni

I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view,

chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er enghraifft, yn berthnasol i deilyngdod cais cynllunio, a dylech wybod na all y Cyngor Sir roi unrhyw bwys arwyddocaol ar faterion o'r fath wrth wneud penderfyniad.

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[www.sirddinbych.gov.uk/cynllunio](http://www.sirddinbych.gov.uk/cynllunio)

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

**EMLYN JONES**

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

objections on moral grounds, unfair competition and private legal disputes, for example, are not normally accepted as material to the planning merits of an application, and you should be aware that the County Council would not be able to attach any significant weight to such matters in making a decision.

Please note that under the provisions of the Local Government (Access to Information) Act 1985, the County Council is obliged to make available for public inspection any letter received as background papers on the proposal.

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I look forward to hearing from you.

Yours faithfully

**EMLYN JONES**

Head of Planning, Public Protection and Countryside Services

| BUDGET NAME                        | Current Budget        | Actual spend          | Projected spend to<br>31/03/2022 | Further notes                                               |
|------------------------------------|-----------------------|-----------------------|----------------------------------|-------------------------------------------------------------|
|                                    |                       |                       |                                  |                                                             |
| <b>General administration</b>      |                       |                       |                                  |                                                             |
| Salary                             | £31,000.00            | £17,067.00            | £10,000.00                       |                                                             |
| PAYE & NI                          | £5,000.00             | £3,996.00             | £1,000.00                        |                                                             |
| Pension                            | £2,500.00             | £1,745.00             | £600.00                          |                                                             |
| Payroll Admin                      | £400.00               | £133.00               | £200.00                          |                                                             |
| Office Expenses                    | £500.00               | £77.00                | £100.00                          |                                                             |
| Training                           | £200.00               | £0.00                 | £100.00                          |                                                             |
| Mayors Allowance                   | £1,500.00             | £1,500.00             | £0.00                            |                                                             |
| Deputy Mayors Allowance            | £500.00               | £500.00               | £0.00                            |                                                             |
| Councillors Allowance              | £1,650.00             | £1,500.00             | £0.00                            |                                                             |
| Extra Responsibility Allowance     | £500.00               | £500.00               | £0.00                            |                                                             |
| Bank Charges                       | £20.00                | £0.00                 | £0.00                            |                                                             |
| Audit Fees                         | £600.00               | £250.00               | £350.00                          |                                                             |
| Professional Fees                  | £250.00               | £0.00                 | £100.00                          |                                                             |
| Subscription & Membership          | £800.00               | £155.00               | £500.00                          |                                                             |
| Insurance                          | £2,500.00             | £0.00                 | £2,000.00                        |                                                             |
| Stationery & Postage               | £1,500.00             | £598.00               | £400.00                          |                                                             |
| Civic Duties                       | £1,000.00             | £55.00                | £200.00                          |                                                             |
| Telephone & Broadband              | £700.00               | £394.00               | £150.00                          |                                                             |
| Website & Photography              | £2,400.00             | £1,660.00             | £800.00                          |                                                             |
| Financial Software                 | £700.00               | £605.00               | £0.00                            |                                                             |
| Hire of Facilities                 | £100.00               | £12.00                | £30.00                           |                                                             |
| Section 137 - Other Expenditure    | £100.00               | £0.00                 | £0.00                            |                                                             |
| Bus Shelters                       | £1,500.00             | £0.00                 | £500.00                          |                                                             |
| Elections                          | £4,500.00             | £0.00                 | £4,500.00                        |                                                             |
| Travel Expenses                    | £1,500.00             | £948.00               | £300.00                          |                                                             |
| Sundries                           | £2,500.00             | £880.00               | £500.00                          |                                                             |
| Translation Services               | £5,000.00             | £90.00                | £200.00                          |                                                             |
| <b>Community Projects</b>          |                       |                       |                                  |                                                             |
| Sundries                           | £2,500.00             | £38,225.00            | £6,000.00                        | Awnings cost £39,583. 80% grant to be drawn down = £32,986. |
| Christmas Street Lights            | £11,000.00            | £1,952.00             | £5,000.00                        |                                                             |
| Remembrance Day                    | £1,000.00             | £250.00               | £0.00                            |                                                             |
| CCTV - Crime & Disorder            | £3,500.00             | £3,500.00             | £0.00                            |                                                             |
| Section 137 Grants - Town          | £6,750.00             | £1,300.00             | £1,000.00                        |                                                             |
| Section 137 Grants - Community     | £6,750.00             | £0.00                 | £1,000.00                        |                                                             |
| Section 137 Grant - Youth Projects | £5,000.00             | £350.00               | £1,000.00                        |                                                             |
| Blodeuo                            | £3,000.00             | £0.00                 | £0.00                            |                                                             |
| Library Running Costs              | £12,000.00            | £12,000.00            | £0.00                            |                                                             |
| DDA Act 2005                       | £1,000.00             | £0.00                 | £0.00                            |                                                             |
| Fresh Air Gym Sessions             | £500.00               | £0.00                 | £0.00                            |                                                             |
| Cemetery                           | £5,000.00             | £0.00                 | £0.00                            |                                                             |
| Business Group                     | £1,000.00             | £0.00                 | £200.00                          |                                                             |
| Pressure washing                   | £2,000.00             | £1,390.00             | £0.00                            |                                                             |
| Anti Speed Campaign                | £7,500.00             | £6,330.00             | £0.00                            |                                                             |
| Town Plan Initiatives              | £20,000.00            | £2,879.00             | £3,000.00                        |                                                             |
| CYB PWLB Loan                      | £6,880.00             | £6,877.00             | £0.00                            |                                                             |
| CYB Adaptations                    | £30,000.00            | £525.00               | £29,000.00                       |                                                             |
| CYB Running Costs                  | £10,000.00            | £0.00                 | £300.00                          |                                                             |
| <b>Playing Fields</b>              |                       |                       |                                  |                                                             |
| Sundries                           | £2,500.00             | £3,218.00             | £500.00                          | Overspend - 2 defibrillators purchased - CYB & Library      |
| Repairs and maintenance            | £5,000.00             | £1,539.00             | £2,000.00                        |                                                             |
| Electricity MUGA                   | £1,100.00             | £307.00               | £250.00                          |                                                             |
| Grass cutting                      | £1,500.00             | £0.00                 | £1,500.00                        |                                                             |
| Litter Collection                  | £1,100.00             | £0.00                 | £1,000.00                        |                                                             |
| <b>VAT DATA</b>                    | £0.00                 | £6,837.00             |                                  |                                                             |
| <b>TOTAL</b>                       | <b>£216,000.00</b>    | <b>£120,144.00</b>    | <b>£74,280.00</b>                |                                                             |
|                                    |                       |                       |                                  |                                                             |
|                                    | <b>Current Budget</b> | <b>Actual to date</b> | <b>Projected</b>                 |                                                             |
| <b>Credits received</b>            |                       |                       |                                  |                                                             |
| Denbighshire CC - Precept          | £166,000.00           | £110,666.00           | £55,334.00                       |                                                             |
| Interest received                  | £0.00                 | £4.00                 |                                  |                                                             |
| Grants received                    | £0.00                 | £4,700.00             | £0.00                            | Grantscape grant - gas installation in CYB                  |
| <b>Total</b>                       | <b>£166,000.00</b>    | <b>£110,666.00</b>    | <b>£55,334.00</b>                |                                                             |

Item 11



Cyngor Tref  
**Rhuddlan**  
Town Council

Minutes of the Personnel Committee held on 2<sup>nd</sup> December 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. A Roberts (Chairman), M. Elgin, M. Kermode (Personnel Adviser and Clerk for the Committee) and A. Smith.

2. **APOLOGIES** – Town Clerk.

3. **DECLARATIONS OF INTEREST** – None

4. **MINUTES** – The minutes of the meeting held on 28<sup>th</sup> October 2021 had previously been considered and approved by the Town Council.

5. **MATTTERS ARISING**

5.1. **Job Description** – Members considered a draft job description for the revised role of the Town Clerk (copy enclosed below – Appendix 1). This brought together the roles and responsibilities of the present Town Clerk and those of the Deputy Town Clerk/Project Officer. It was **agreed** to recommend to the Council that this job description be adopted for the new post as from the December meeting.

5.2. **Exit Interview** – It was **agreed** that the Town Clerk would be offered the opportunity to have an exit interview with Cllr. Kermode before she leaves in January. This will provide the Council and the Town Clerk with the opportunity to review issues such as the Council's working environment and the experiences it offers to its employees.

6. **PART 2 BUSINESS** – It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7. **Staffing Matters** – The Committee considered correspondence between Cllr. Kermode (Clerk to the Personnel Committee and Lead Personnel Adviser) and a councillor, in connection with the Town Council's decision on 11<sup>th</sup> November to seek clarification about the nature of communications between the councillor and Council employees.

The clarification was required because the communications appeared to make allegations of improper behaviour by the employees which could generate disciplinary

proceedings. If the allegations were unfounded then the communications had the potential to cause undue stress to the employees.

The Committee did note that the councillor was currently recovering from major surgery and they did wish her a speedy recovery. It was also noted that her present health situation was not widely known within the Council.

The Committee considered the correspondence and noted that the councillor's response to the issue was that there appeared to have been a misunderstanding and it was not her intention to make any allegations and no formal complaints were being made. She apologised if this was the way that her emails had been received.

Members accepted the statement and the apology. However, concerns were expressed that a long-serving councillor who often speaks about the problems of bullying and harassment, did not understand how her comments might be seen by other people. It was also noted that there was a long history of this style of disharmonious communication. It was hoped that the present situation and the apology would resolve things satisfactorily for the future.

It was **agreed** to recommend that the Town Council respond to the issue in the following way:

- The Council accepts the apology from the councillor and notes that no allegations against the staff were intended and that no complaint is being made.
- The Personnel Committee will maintain an ongoing monitoring of all internal communications so as to ensure that they meet the requirements of the Code of Conduct.
- Information about this case will be shared with the Monitoring Officer so that he can maintain an independent record of how it was handled by the Town Council.

Appendix 1 – Job Description approved by Personnel Committee 2<sup>nd</sup> December 2021.

RHUDDLAN TOWN COUNCIL

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER  
(Including the role of Project Officer)

JOB DESCRIPTION

MAIN TERMS AND CONDITIONS

1. **Salary** – The salary is pro-rata to Local Government National Joint Council (NJC) Spinal Column Points (SCP) 24 – 28; plus, a working at home allowance of £4 per working week.
2. **Place of Work** – The job is home-based but with a requirement to attend evening meetings at the Community Centre, Parliament Street, Rhuddlan and at site meetings at various locations in the town.
3. **Terms and Conditions** – Are those established by the NJC for Local Government Employees (commonly known as the “Green Book”) and adopted by the National Association of Local Councils as supplemented by local collective agreements.
4. **Hours of Work** – The hours of work are 34 per week.
5. **Holidays** – In addition to the normal bank and public holidays, 190 hours leave in each leave year, calculated as per the national holiday entitlement scheme.
6. **Period of Notice** – At least three months written notice is required on either side to terminate the employment.
7. **Period of Employment** – The employment will commence on 16<sup>th</sup> December 2021 and will run until 31<sup>st</sup> December 2022. There will be a formal appraisal in September 2022 which will enable the Council to consider the potential for a longer-term or permanent extension of the post

JOB DESCRIPTION

Statutory and Strategic

1. To carry out all the functions required by law of a Council's Proper Officer; ensuring that all statutory and other regulations and provisions governing or affecting the running of the Council are observed and met.
2. Advise the Council on, and assist in the formation of overall policies in respect of the Council's services and operations and to produce the relevant information to the Council so that it can make effective decisions on these matters.
3. To ensure that the Council meets relevant Risk Assessment and Health and Safety requirements.

4. To ensure that the Council's Standing Orders, Financial Regulations and delegation schemes are regularly reviewed and updated to meet legislation, regulations and good practice.
5. Ensure that the decisions of the Council in connection with its services and operations are carried out effectively and efficiently.
6. Be accountable to the Council for the effective management of all its resources and services and report on these matters as and when required.
7. To monitor the Council's policies and services, to ensure they are achieving the desired result and where appropriate suggest modifications.

### **Financial and Budgetary**

1. Be responsible for all financial records of the Council and the careful administration of its finances.
2. To monitor and balance the Council's budget and accounts and produce appropriate records for audit purposes and VAT.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To prepare an annual budget and precept for the Council and to monitor the budget in an ongoing way with regular progress reports to the Council.

### **Management, Administrative and Support**

1. To prepare, in consultation with appropriate members, agendas and reports for meetings or the Council; committees; sub-committees and working groups. To attend these meetings and produce minutes for approval (other than where such duties have been delegated to another person).
2. To organise meetings either on a face-to-face basis or as the host of hybrid or virtual meetings.
3. To circulate planning applications to members and to co-ordinate the Council's responses on them.
4. To maintain an awareness and knowledge of reports and other data on matters that may affect the Council's services and operations. To research and report to the Council on these matters as and when appropriate.

5. To receive and respond to correspondence and documents and to report to the Council on relevant items as and when necessary.
6. To ensure that the Council's records and files are held in a secure and suitably confidential way; including computer-based materials.
7. To provide support to the Mayor and other councillors as required in the planning and running of Civic Events; such as the Mayor's Annual Service and the Remembrance Service.
8. To process and respond to any freedom of information (FOI) requests in a professional manner; ensuring Council approval where appropriate before information is released.
9. To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.
10. To ensure noticeboards are kept up to date and to be actively involved with the content of the Town Council website, Facebook and other social media as required.
11. To act as the representative of the Council as and when required.
12. To manage the activities and performance of Council employees and report on these as necessary to the Personnel Committee and/or the Council.
13. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and role of the post.

#### **Project Development, Management and Delivery**

1. Contribute to future Town Plans through the identification and assessment of new proposals/projects.
2. Draw up meaningful action plans for the various projects.
3. Identify implementation costs and the potential ongoing operational costs of projects.
4. Identify and pursue funding packages, including external grant/sponsorship.
5. Monitor and report on progress with the action plans.
6. Engage with external contractors, key stakeholders and approved local groups to ensure successful delivery of action plans.

7. Ongoing management of certain projects; such as the Community Facility on the Admiral's Playing Field.

### **Continued Professional Development**

1. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
2. To gain and maintain the status of qualified clerk by either holding the Certificate in Local Council Administration (CILCA) or by studying and being awarded it within a twelve-month period, with appropriate support from the Council.
3. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of a professional body is encouraged (e.g. Society of Local Council Clerks).
4. To maintain and develop relevant information technology skills in software that includes word-processing, spreadsheets, presentations and e-mails.
5. To gain and share knowledge, information and good practice techniques from the membership of local and area networks of Clerks of Town and Community Councils.

### **At the last meeting this item was discussed:**

*A member had made a comment about decisions being made under Community Matters and questioned the legitimacy of this. The Standing Orders contain a list of the agenda items and one of them is Community Matters which specifically relate to the remit of the Town Council. Members agreed that it is correct to raise issues and make decisions / vote on matters under Community Matters. Members were happy with the present arrangement but agreed that a better definition is required so that it can be included in the Standing Orders. The mayor proposed that a definition be constructed on the ideas already put forward at this meeting and to be submitted to the next Town Council meeting for approval, seconded by Cllr Gareth Rowlands. **Resolved***

### **Proposed definition to be included in the Standing Orders**

Community Matters Item on the agenda provides an opportunity for members and residents to pass on to concerns to the Town Council that relate specifically to the remit of the Town Council.

If a matter can be resolved without any financial implication and agreed by members, then the Town Council will action. This process will help expediate matters.

Members reserve the right to refer an item to be included on the next Town Council's agenda.