



Rhuddlan Town Council Meeting

Dear Councillor

March 7th 2022

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 10th March at 7.00 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 9th March 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 crime report and discussion on e-scooters)Police Sergeant Wendy Szabo)
5. **Minutes** – Approve minutes of Town Council, 10th February 2022. Pre- circulated and discuss matters arising.
6. **Correspondence from:**
 - a. The Mayor
 - b. The Town Clerk
7. **County Council Members Report** – to receive reports
8. **Town Plan Projects** - to receive an update on Town Plan projects.
9. **Jubilee** – to agree minutes from last meeting
10. **Community Centre** – update on financial situation (Andy Smith)
11. **Ukraine situation** – to discuss a possible financial donation
12. **Land behind the soldiers** – to receive an update
13. **Planning Applications:** None
14. **Budget & Finance Matters**
 - a. To approve the payments listing due.
 - b. Grant requests:
 - a. Llangollen 2022 International Music Eisteddfod
 - b. St Kentigern
 - c. Wales Air Ambulance
15. **To approve:**
 - a. To approve new Privacy Statements and Privacy Policy
 - b. To review and approve Financial Regulations
16. **Community Matters**

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

16.1. Approval of supplementary minutes
17. **Date of next meeting:** April 14th 2022

Steve Wilson - Town Clerk - 07775 673706 clerk@rhuddlantowncouncil.gov.uk

E-scooters have increased in popularity nationally in recent years, but there is a lot of confusion around where they can be used. They are currently only legal to ride on private land with the landowner's permission, or as part of a Government trial.

Electrical scooters (also known as e-scooters) come under the category of "powered transporters". This also covers a range of other personal transport devices which are powered by a motor.

"Powered transporters" fall within the legal definition of a motor vehicle under the Road Traffic Act 1988. Therefore, the rules that apply to motor vehicles, also apply to e-scooters.

As a motor vehicle, they must comply with various pieces of Road Traffic Legislation, including but not limited to:

- driving with a licence
- driving/riding with insurance
- driving/riding other than on a road
- need to be taxed

It is not currently possible to get appropriate insurance for privately owned e-scooters, meaning it is illegal to use them on the road or in public spaces.

It is legal to use an e-scooter on private land with the permission of the land owner.

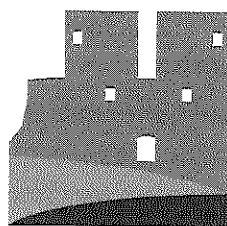
Enforcement

Road Traffic Act, and enforcement if necessary and proportionate -

Enforcement focused on private e-scooters

- Fixed Penalty Notice for no insurance, with a £300 fine and six penalty points
- Fixed Penalty Notice for no driving licence, up to £100 fine and three to six penalty points
- Section 59 Notice – Believe that a vehicle is used in a manner causing alarm, distress or annoyance. Driver receives 1 warning that stands for 12 months, if they receive a 2nd during that time the vehicle is seized.
- Riding on the footway: Fixed Penalty Notice and possible £50 fine
- Using a mobile phone: £100 and six penalty points
- Riding through red lights: Fixed Penalty Notice, £100 fine and possible penalty points

Drink driving offences: As with driving cars; court imposed fines, driving ban and possible imprisonment.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 10th February 2022

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Mike Elgin (Mayor in the Chair)
Cllr Andrew Smith (Deputy Mayor)
Cllr Jackie Burnham
Cllr Reg Davies
Cllr Charlotte Frobisher
Cllr Syd Gaskin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Gareth Rowlands
Cllr Bleddyn Williams
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

Cllr Ann Davies

Members of the public were invited to join the virtual meeting but none had requested to do so.

Members were informed that the meeting was being recorded, audio only.

2. Declaration of Interest

Cllrs Arwel Roberts, Mike Kermode, & Andrew Smith regarding item 6b. Cllr Arwel Roberts for item 18 and Cllrs Gareth Rowlands, Arwel Roberts, Jackie Burnham, Bleddyn Williams and Mike Kermode for item 19.

3. Urgent Matters

In the opinion of the Chair a verbal update from the Information & Website Committee was urgent and should be considered at this point. He then handed the matter over to Cllr Gareth Rowlands as Chair of that committee.

The committee had met on 8th February. The election brochure was discussed along with Zoom meeting recordings storage. Zoom capacity for storage has almost been exceeded and Zoom will charge \$40 a month for exceeding it hence the urgency along with a tight timescale for the brochure delivery in readiness for the May elections. Both matters were given a full

and informative debate and several recommendations for Council approval were agreed. Cllr Rowlands highlighted the recommendations verbally.

Brochure - Cllr Mike Kermode and the Clerk had contacted DCC electoral services to ensure compliance with guidance, wording and legislation, and were awaiting a response. Any new aspiring councillors must apply by 14th April 2022. The brochure will be bilingual and current councillors are invited to provide a short comment about why they become a councillor and what it means to them. These to be forwarded to the Clerk and Council agreed to delegate final design and wording to the committee. Proposed by Cllr Gareth Rowlands, seconded by Cllr Andrew Smith. **Resolved.**

Zoom Storage - The Chair highlighted the storage problem and the costs associated with keeping items over our permitted capacity. Council has been using Zoom for 18 months and although the recordings have proved useful for Freedom of Information requests and minute taking. Members were asked to consider deleting historical recordings.

The recommendation was that all Full Council meetings be stored for 6 months before deletion. This does not apply to sub committees or working group recordings. These are only to be kept until approved by Full Council. Proposed by Cllr Syd Gaskin, seconded by Cllr Mike Kermode. **Resolved.**

The Chair was handed back to the Mayor.

5. Police Matters

No January report received. However, Cllr Mike Kermode reported that he had attended a meeting in a private capacity and had met a police officer who completed a survey with Cllr Kermode about police services. Cllr Kermode took this opportunity to mention the police response to queries being inadequate, and no representation at Council virtual meetings. The officer answered that the police policy was not to communicate via Zoom.

Cllr Mike Elgin suggested Council writes formally to the Police & Crime Commissioner on this matter, and offered his input along with the Clerk if Council agreed. **Resolved.**

6. Minutes

Town Council Meeting 9th December 2021

Subject to amendments regarding **7b** the Clerks report ref the defibrillator was sited at Coedy Brain not the New Inn and item **13** paragraph one agreeing that the sentence regarding planning applications was no longer required. The Minutes were proposed as a true record by Cllr Mike Kermode seconded by Cllr Arwel Roberts. **Resolved.**

The Minutes were duly signed.

Matters Arising

- a. **Cemetery** – A further report had been received along with a DCC apology for the long delay. It was reported that further investigation work was being undertaken.
- b. **Defibrillator training day** - 12 attendees attended. The Clerk suggested that another course could be arranged if Members wanted when the next 2 defibrillators were installed.
- c. **Hybrid Council Meetings** – The Clerk identified that hybrid meetings had become law and Members need to consider how Rhuddlan Town Council will achieve this. There was a feeling that set up costs had not been considered by the Welsh

Government and Members were concerned where the funding would come from. The Council should use the library facility as a trial. Members agreed to place this issue on the agenda in the future. **Resolved.**

- d. **Castle Street Bollards Improvements** – previous Clerk wrote to DCC on this matter before leaving. A response to be chased by Clerk.
- e. **Car parking Disc** – The Clerk had written to DCC about considering a county wide disc parking scheme. No response yet.
- f. **Meifod Wood Products** – Cllr Arwel Roberts as a County Councillor, reported that the opening date has now been moved to the beginning of April.
- g. **Knights Statues Fly tipping** – Several Members reported continued complaints about this matter and some removal of branches and tree cuttings had been done. Members felt this did not resolve the issue and discussed ways of dealing with the issue. Cllr Andrew Smith proposed and Cllr Syd Gaskin seconded that Council write asking for a site meeting with Mr Tom Rowley Conway of Bodrhyddan Estate who are the land owners. **Resolved.**
- h. **Castle Lighting** – The Clerk confirmed he had written to the Custodian but had not received a response yet.
- i. **E-scooters** – The Council's complaints had been sent to the police but no response had been received yet. It was reported for information that this item had also been mentioned during the police survey mentioned above under Police Matters.
- j. **Community Association Bench Request** – confirmed they will meet the cost of purchasing and siting the bench.

6. Correspondence From

a. The Mayor

The report was accepted.

b. Town Clerk

DCC will not install lighting on the alleyway between Castle Street and Hylas Lane due the land not being adopted. It would require permission from the land owners and electrical connection would be expensive.

DCC state that the wild flower project by the library will not have height implications and they will be doing an information letter drop to surrounding households.

One Voice Wales video reference election awareness request to be posted on our website. Cllr Gareth Rowlands proposed to approve, seconded by Cllr Arwel Roberts. **Resolved.**

Grwp Gwledd request to use Parliament Street car park for an event on 14th February. Cllrs Arwel Roberts, Mike Kermode, & Andrew Smith declared in interest. Cllr Gareth Rowlands proposed approval, seconded by Cllr Mike Elgin. **Resolved.**

The British Legion letter regarding planting a tree for the jubilee event. Letter to be passed to the jubilee working group. **Resolved.**

The report was accepted

7. County Councillors Reports

The report from Cllr Arwel Roberts was accepted.

8. Town Plan Projects Report

The Clerk had circulated an update and proceeded to answer any specific queries with Members.

Farmers Market times changed to 1000-1400 at the request of the stall holders.

Phase 2 of the awnings element of the town plan have been costed, grant application made and informed it's not eligible so exploring other grant schemes that could fund the project. Businesses in phase 2 have been updated.

Regarding Coed y Brain fencing, a Member identified there are no wedges to secure the panels to the supports. The Clerk will check with Glascoed. Building. Regulation officers had visited the site today.

Commuted Sum grant application submitted and five Expressions of Interest submitted for Green Communities.

The report was accepted.

9. CCTV Update

Cllr Gareth Rowlands one of the CCTV Partnership representatives of the Council reported that he had received two comments from Members on the draft service level document. These will be passed on to the Board in April.

The Member who had taken part in the police survey mentioned in Police Matters, as an individual, informed Members the officer had noted that there are 3 CCTV Partnerships in North Wales of which 2 are effective and 1 is ineffective due to it not being live monitored. This is the Denbighshire one. The Members debated this observation at some length, and Cllr Mike Kermode proposed that Council ask for a live monitoring system for the draft agreement inclusion. Seconded by Cllr Mike Elgin.

Resolved.

Cllr Rowlands stated that the decision is the Partnership Board's but comments will be passed on to the DCC Officer drafting the document, and Members will be copied in.

10. Minutes of the Jubilee Working Group

The Mayor asked the Chair of the group Cllr Andrew Smith to address the meeting.

The Minutes were proposed as correct by Cllr Smith, seconded by Cllr Mike Elgin.
Resolved.

Cllr Smith wished the Minutes to record a vote of thanks for the Clerk and Assistant Clerk for attending several recent committee and working group meetings. **Resolved.** Several recommendations were put before Members for their consideration.

- Cor Meibion Colwyn be booked for the concert on Saturday June 4th at 7pm in St Mary's church at the cost of £500. Trelawnyd choir had been approached but they are currently not meeting
- Best Business and Best House display competition to be held and supported financially.
- Advertise the various events in the parish magazine & the website
- Members were keen for all ages to be involved during the weekend events so it was recommended to approach several groups including the bowling club,

DCC youth services, Dragon FC, Rhuddlan children's nurseries, and Ysgol y Castell for their potential involvement. The bowls club had met and were keen to hold a fun tournament with light refreshments and fancy dress in 50's style

- The ringing of church bells at the time of the Queens Jubilee Parade on June 2nd

The above recommendations were approved. **Resolved.**

A Members enquired about the beacon being lit on the Thursday evening and the concert on the Saturday timing. Agreed to discuss at a future meeting.

The Mayor resumed the Chair.

11. Minutes of the Anti-Speed Working Group

The draft Minutes had been circulated and the various recommendations were reported by the Chair for Members consideration.

One slight amendment under item 3 it was recorded as "DCC responded that a request for a reduction in speed from 40mph to 30mph on Abergele Road was not reasonable" and should be replaced with "not unreasonable".

Apart from this amendment the Minutes were approved. **Resolved.**

The recommendations were proposed in full by Cllr Mike Elgin, seconded by Cllr Mike Kermode. **Resolved**

The Clerk reported that there had been no response by DCC to the buffer zone idea discussed or the review of the Abergele Road speed reduction to 30mph. The Council's County Councillor Arwel Roberts will discuss with the Head of Service.

Members then discussed making the SID's more challenging of motorists by including messages as well as speed as seen on more expensive SID's in other areas.

The poster competition recommendation was resolved as above but to add Ysgol Dewi Sant to the participating schools. **Resolved.**

12. Internet Banking

The Mayor asked the Clerk to inform the Members on the benefits of internet banking. The Clerk identified savings in bank charges for cheques, stamp purchases, envelopes, and the Clerks/Councillors time in getting cheques signed. He explained how the accounts would be monitored, payments approved, bills paid quicker, e-signatures gained, and immediate statement checking when required.

A Member reported that the previous Clerk had noted in their exit interview support for future internet banking by the Council to save resources and officer time. Members showed a high level of support for this change to internet banking.

The Clerk had surveyed 16 town & community councils and 15 used internet banking, and that DCC had refused to accept a cheque for building regulation fees.

Cllr Gareth Rowlands proposed to begin internet banking, seconded by Cllr Mike Kermode. **Resolved.**

A Member asked Council to consider the provision of a Council debit card to help ease the payment of supplies, fees, expenses, and reduce petty cash administration. Several examples of how this would help the Clerk and Councillors pay on behalf of

the Council were discussed, and that an agreed sum of money could be transferred into a suitable debit card account for the purpose.

Cllr Gareth Rowlands proposed that Council set up a debit card account with Sterling Bank, seconded by Cllr Mike Kermode. **Resolved.**

13. Planning Applications

i) 44/2022/0052 – Erection of a two storey rear extension at 11 Harding Avenue. No objections.

ii) DNS/3247619 – Solar farm at Gwernigron Farm, The Roe, St Asaph Members noted the response received, and had nothing to add but to continue Council's objections on the grounds of the loss of good agricultural land. **Resolved.**

14. Budget/Finance Matters

a. The Town Clerk had circulated the list of payments highlighting that the Vodafone contract runs out in October 2022 when a phone contract will be reviewed.

Cllr Gareth Rowlands proposed the list be paid, seconded by Cllr Andrew Smith. **Resolved.**

A Member asked if Council should investigate the cost of Welsh translation costs and look at a more cost effective way than an being done ad hoc. Members discussed some options but heard that all translators have the same ratio of rates, but this should be clarified with Menter Iaith. The Clerk is to investigate translator's costs and include a discussion on a timescale for translation. **Resolved.**

15. To approve Standing Orders.

A Member queried the omission of an absenteeism policy or clause in the Standing Orders. Adding a suggestion that any councillor missing a period of time at meetings without a valid reason they will be excluding themselves from Council. It was stated that there is national framework for absenteeism and a Council policy is not required. The Council should use what's there nationally. Members asked the Clerk to clarify for the next meeting. **Resolved.**

16. Community Matters

a. Cllr Mike Kermode had noticed that the new house development near the golf club had problems with their sewerage system and contractors had attended to rectify. This is not the first time this has happened and Cllr Kermode had noticed that recently this was being worked on at midnight and they were back again today. He was concerned that the sewerage system had major problems and it needs reporting to the authority responsible for it. The Clerk was asked to investigate this issue with Welsh Water who Members felt were the responsible. Cllr Gareth Rowlands proposed this action adding that a formal complaint be made on behalf of the Council at the same time. Seconded by Cllr Andrew Smith. **Resolved.**

b. Cllr Arwel Roberts informed Members that the next litter picking event would be on February 19th and asked that this be placed on the Council website and Facebook page.

c. Cllr Bleddyn Williams reported what appears to be an abandoned vehicle outside the cemetery. Members heard that this had already been reported and the owner of the vehicle had confirmed it has broken down and will be collected soon.

d. The Mayor attended a recent meeting of the Community Centre Association and mentioned that Roy Price will be standing down as Parade Marshal for Remembrance Day. Cllr Gareth Rowlands was aware of a suitable replacement who has a military background and will pass this information to the Mayor and Cllr Andrew Smith to determine that person's interest.

The Mayor highlighted that the association had financial issues mainly due to rising energy costs. They are investigating insulation measures to reduce costs and increasing charges for use of the centre. Members voiced concerns that increasing charges will be passed on to the users of the centre and may be counterproductive. Ways of minimising the impact of increased charges should be investigated.

e. Members discussed instances whereby the Mayor, Clerk or Councillors attend external group meetings on behalf of the Town Council. There was a concern that this should not be done alone but being supported by another person. It was proposed by Cllr Gareth Rowlands, seconded by Cllr Arwel Roberts that Council representatives should not attend external group meetings without another person. **Resolved**

Reference was made to Cllrs Mike Elgin & Andrew Smith as potential accompanying persons.

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.

The virtual meeting audio recording was stopped at this point.

18. Grant Application – Menter Iaith Sir Ddinbych

The applicant is seeking a grant for a St David's Day window display competition, and children's local history workshops. A total of £350.

Cllr Arwel Roberts declared an interest.

Cllr Gareth Rowlands proposed the grant be approved, seconded by Cllr Bleddyn Williams. **Resolved.**

19. Code of Conduct Complaint

Cllrs Gareth Rowlands, Arwel Roberts, Jackie Burnham, Bleddyn Williams and Mike Kermode declared an interest and left the meeting. The code of conduct complaint was discussed by members. Cllr Mike Elgin proposed the issue be forwarded to the Monitoring Officer and Standards Committee. Seconded by Cllr Andy Smith. **Resolved**

20. Date of next meeting – 10 March 2022 Full Council Meeting 7pm

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

DRAFT

Mayors Report 10th March 2022

Over the past month I have attended one civic event. Marianne and I attended The Mayor of Holywell's Civic service on Sunday 20th February at St Peters Church, Holywell.

On 16th February I attended a zoom meeting of The Denbighshire Destination Partnership. The focus of the meeting being the 10-year anniversary of The All-Wales Coast Path. Whilst we in Rhuddlan are not actually on the Coast path we are near enough to enjoy a boast from it being highlighted to visitors to Denbighshire.

Key highlights -

- Denbighshire's 7-mile Path is very accessible - very smooth, flat surface.
- Celebrating the Path by raising awareness, encouraging responsible usage and inspiring audiences to share their connection and love for the Path.
- Recent research has shown who visitors are and perceptions of the Path – this has informed planning.
- Examples of projects include increasing biodiversity, accessibility, and reducing single use plastic along the Path.
- Engagement includes attendance at the Royal Welsh Show, Eisteddfod, Explore Great Britain (Travel Trade) and ongoing engagements with partners/stakeholders.
- 20 new CADW itineraries – combining visiting CADW attractions with the Path.
- Urdd Gobaith Cymru & NRW producing education resources.
- App been updated – will be able to record progress and how much of the Path completed
- E commerce – merchandise available to buy during 2022.
- Making North & South points of Path a bit more special.
- Supporting walking festivals across Wales e.g. Prestatyn Walking Festival.
- Promoting accessibility (working with Visit Wales).
- Visit Wales leading on wider PR work.
- Produced branding/assets guide, business toolkit, media pack. Resources available on the website from 1st March.
- PR launch on St David's Day.
-

Sam Williams DCC- Manages DCC heritage attractions. She was interested to hear about Rhuddlan Town Councils plans for a virtual museum and will liaise with our Clerk to see if she can help in any way.

On 23rd of February I joined Cllrs Rowlands and Arwel Roberts along with members at The Bowling club to do some clearance work in preparation for the Bowling Club entering Wales in Bloom. We also planted 3 trees on Admirals which had been donated by Mr Colin Homes in memory of his late wife.

On 28th February and 1st March I was engaged with Iorwen Jones of Menter Iaith re Cystadleuaeth Ffenestri Dydd Gwyl Ddewi 2022 St Davids Day Window Competition in Rhuddlan.

The winner was The Little Cheese Monger, second was Hazel Court hairdressers and third LL Estates.

Congratulations to all who entered 1st and 2nd prize being given by Menter Iaith. 3rd prize was given personally by For the Love of Cakes which was very kind of them.

*** I am aware of a campaign that St Davids Day should be made into a Bank Holiday and read with interest that various Councils have taken it upon themselves to give employees a day off on 1st of March. Aberystwyth Town Council gave its two staff members leave on 1st March. I would suggest we as a Town Council should consider doing this for next year for our 2 employees and if re-elected will propose such a policy. ****

I attended 2 meetings at Tan y Eglwys by the old bridge with The Town Clerk and Cllr Roberts in respect of the rubbish and fly tipping on the embankment by the soldiers. We met with Tom Rowley Conwy owner of the Land who was most helpful. He agreed that Bodrhyddan would clear the site of the rubbish and stated that they would be interested in leasing the land to Rhuddlan Town Council for a peppercorn rent if we were interested in managing the plot.

We later met with St Marys Church Wardens to discuss the land at the top of the bank (the Church car park) The boundary of the car park and the bank has conifer trees some of which have been blown down during the recent storms and look unsightly. The Church Wardens were unsure if the trees were part of the Church land however, I understand Cllr Reg Davies has now clarified they are.

I hope The Clerk will have further information

Cllr Roberts and I have had complaints about illegal parking in the High Street which has been causing major problems for shops. I am aware that the Traffic Wardens have now started visiting the High Street and things have improved with the renovations to The New Inn having been completed. On speaking with the Little Flower Monger however she has decided the High Street is not any longer feasible for her to run her business and she is closing at the end of the month which is a shame. The Clerk has also delivered letters to all businesses asking staff not to take up parking in the High Street.

Rhuddlan Town Council – Project Report March 2022

Farmer's Market – Next Market Sat 19/3. Help would be appreciated.

Awnings £26,056 received off DCC. Phase 2 awaiting grant funding opportunities.

Road Safety – Awaiting DCC on installation of 3 SIDS.

Vicarage Lane Car Park – With DCC.

Community Centre Electrics – Out to tender and will include new consumer unit.

Coed Y Brain:

External doors ordered – awaiting delivery date.

Flooring – Works order issued, will be done post door installation

Heating and Plumbing – awaiting third quote but need to engage a gas supplier to fit meter

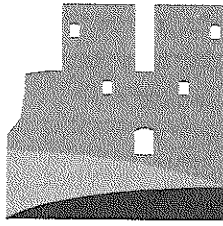
Joinery – first package completed

Internal Building Works and door preparation – scheduled in next 2 weeks.

Building regulations approval received.

Commuted Grant application submitted and awaiting decision.

Green Communities expression of interest all accepted and a full application has been submitted.



Cyngor Tref
Rhuddlan
Town Council

**Rhuddlan Town Council – Minutes of the Queen’s Jubilee Working Group held on the 22nd
February 2022**

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Andrew Smith (Chair)
Cllr Mike Elgin (Mayor)
Cllr Ann Davies
Cllr Gareth Rowlands
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

Ingrid Unsworth

There were three members of the public present. Reverend Jayne Coxall, Sue Butterworth Crochet & Craft Club, and Gill Price from the Community Association.
Andy Smith thanked the groups for their attendance and welcomed them to the meeting.

2. Declaration of Interest

None given

3. Chair’s Update

Cor Meibion Colwyn have now been booked for the concert on Saturday 4th June 7pm at St Mary’s.

The distribution of concert tickets had still not been resolved although several ideas had previously been discussed. Jayne Coxall confirmed maximum numbers that could be present in the body of the church (chancellery for choir) was 200. There then followed a useful discussion on how best to distribute the tickets. including free for people to turn up on the night basis, charge a small fee, residents of Rhuddlan first, management of system, and non-shows of ticket holders to name a few. The group was informed that other Councils are offering free ticket distribution on a first come first served basis. Additionally, it was suggested that donations could be made as previously done for Remembrance Day Concert and the proceeds given half to the church funds and half to a charity yet to be nominated. Cllr Gareth Rowlands proposed that the tickets be distributed free on a first come first

served basis for 200 people, and encouraging attendees to make a donation for the church & a nominated charity as above. Seconded by Cllr Ann Davies.

Resolved to recommend to full Council for approval.

Advertising to be discussed at the next meeting.

Cllr Mike Elgin informed the group that the bowling club had agreed to hold a community event on the Sunday to play bowls, novelty games, and afternoon tea, with a request for bowlers to be dressed in 1950's bowling attire.

Sue Butterworth said that the crochet group had not met again since the last meeting and she was concerned that only a few members had the necessary skills to crochet "toppers" for post boxes. Sue thought however that some attendees might rise to the occasion and produce something. Cllr Andrew Smith asked that any ideas or offers of involvement be communicated to the group when known or if they needed some support from the Council. Cllr Ann Davies had received lots of wool donations if needed. Gill Price added that there was a knitting group that meets at the community centre and she will ask them if they wanted to participate. Sue reiterated that the crochet group was not really formed as such yet but she would come back with any feedback.

Gill Price indicated what the Community Centre Association was holding an afternoon tea from 2pm on Saturday 4th June, decoration of the hall and centre, and red/white/blue flowers to be planted in the front garden area. The Chair repeated the offer of support if needed from the Council.

4. Clerk's Update

The Clerk had contacted several of the potential participants.

- CADW were happy to colour the castle lighting and are investigating how this can be achieved.
- Dragons FC have not responded yet to calls or emails.
- Two children's nurseries have been contacted but no response yet received.
- Posters for the Best House & Business Competitions have been designed and are ready.
- Ysgol Y Castell are supportive of participating and a teacher will be leading on this. Awaiting further contact.
- The parish magazine deadline is the 15th of each month.

Recommendation – That the prize for the Best House decoration be £50 and that a shield be purchased for the Best Decorated Business.

The group then discussed many activities that could potentially be included and which required voluntary group's participation to enable that to happen. Discussed the need for one large event such as a football tournament for all the other activities to add onto. Several organisations were mentioned and the Chair again reminded the group that support was available for any such organisation if needed. Everyone was keen to see a full day's activities and discussed a long list of potential activities. It was noted that more detail would be coming forward as time drew nearer to the jubilee. This included a fancy dress competition for young and old, a best hat competition, children's activities on admiral's field, artisan stalls, food fayre, and invitation to care homes to participate.

Recommendations – Clerk to investigate children's activities on Admiral's Field managed by Sarah King (Andy Smith to make contact), Dragon FC, DCC youth service, brownies and scouts. Investigate artisan stalls through a contact from Jayne Coxall. Sue Butterworth to

contact the local care homes to investigate their participation. Use the community centre afternoon tea event or the best dressed competition which is open to all ages.

5. Beacon Update – Cllr Gareth Rowlands had previously agreed to undertake the role of lighting the beacon as successfully done by him in 2018 for the Battles Over event. The group voiced their thanks to Cllr Rowlands.

The site for the beacon event within the church grounds was agreed with Jayne Coxall. There then followed a short discussion on what else could be organised to accompany this event in the church grounds. This included singing the Commonwealth song, recording it and playing through a PA system (which the community centre could provide), and serious consideration given to the H&S issues that might occur by holding other activities at the same time. Jayne Coxall agreed to investigate an event to accompany the lighting of the beacon.

Recommendation – acceptance of Cllr Gareth Rowlands offer lighting the beacon. Approval of the agreed site for the beacon.

6. Jubilee Tree & Plaque – As part of the Queen's Green Canopy there is an opportunity to plant a tree. The Clerk informed the group that the Royal British Legion sell plaques at a cost of £145 and tree's cost around £30. Trees can be purchased from a DCC tree nursery in St Asaph, or Pottles Nursery.

The group then discussed a suitable site for a tree. The overwhelming support was for the library on Town Council land, with the Vicarage Lane small football field as a back-up or Admiral's Field. Involvement of the local environmental group was to be sought who had recently planted some trees.

Recommendation – a tree & plaque to be purchased and sited at the library on Town Council land. Agree to the Involvement of the Community group.

7. Any Other Business – The Chair thanked all present for their involvement and opened the discussion up to any other business they might have.

Jayne Coxall asked if the Council had considered bunting. Cllr Andrew Smith answered that the schools have been invited to be involved with this aspect already. The group then discussed other ways of inviting the community with providing bunting through the high street and around street bollards. The Clerk had seen official plaques for placing on lamp posts too and was tasked with seeking costs for these from the British Legion.

This led to a short debate about the siting of such items near and/or across the highway. Cllr Ann Davies was asked to approach DCC Highways and Street Scene officers to gauge their thoughts as a Rhuddlan County Councillor.

The group were informed that Coed y Brain could possibly be completed and open by the time of the jubilee events.

Recommendation – Schools and other organisations be invited to provide bunting. Town Council to agree to provide official lamp post plaques. Seek DCC comment on suitable high street sites for the bunting and plaques.

7. Date of Next Meeting – Tuesday 29th March 2022 @ 7pm

It was agreed that due to the early apology from the Clerk for that date Cllr Gareth Rowlands would host the next virtual meeting.

List of Payments made between 01/03/2022 and 12/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/03/2022	HSBC UK	DD	33.00		Bank Charges 21/1/22 - 20/2/22
10/03/2022	Atom Leaflets	102770	668.00		Election brochure + Delivery
10/03/2022	One Voice Wales	102771	668.00		Annual membership 2022/2023
10/03/2022	HMRC	102772	855.71		PAYE and NI
10/03/2022	P. Smith	SO	200.07		Salary P Smith
10/03/2022	Steve Wilson	SO	1,538.17		Salary Steve Wilson
10/03/2022	Elite Electrical Ltd	102773	224.28		CYB Electrics additional works
10/03/2022	Llanduddno T C Charity account	102774	60.00		2 tickets A Smith Charity dinn
10/03/2022	Dafydd Timothy	102775	250.00		Translation Feb
10/03/2022	Gallagher Insurance	102769	2,252.38		Annual Insurance
10/03/2022	Zoom Video Communications	102776	14.39		G Rowlands Zoom 11/2 to 10/3
10/03/2022	Sage & Co	102778	132.60		Payroll Charges Sage and Co
10/03/2022	RHUDDLAN TOWN COMMUNITY	102777	150.00		Hall Hire Feb Farmers Market
10/03/2022	Catalyst Systems (North Wales)	102779	31.20		Fix Assistants Laptop issue
10/03/2022	Steve Wilson	102780	224.21		Feb Travel and expenses
10/03/2022	Gareth Rowland Zoom Payment	102781	42.85		Wood for stakes Admirals
10/03/2022	Holy Well Town Council	102782	70.00		Holywell TC charity night
10/03/2022	Menter Iaith Sir Ddinbych	102783	350.00		Grant St Davids Day
10/03/2022	A J Stacey Joinery Ltd	102784	785.82		Joinery works to CYB
10/03/2022	Sue Butterworth	102785	100.00		Wook for Jubilee knitting
10/03/2022	Web Studio North Wales	SO	240.00		Website and FB Mgmt March
Total Payments			8,890.68		



Achub Bywydau. Dros Gymru.
Serving Wales. Saving Lives.

Ty Elusen
Pfordd Angel
Llanelli Gate
Dafen
Llanelli
SA14 8LQ

Ffôn/Tel: 0300 0152 999

walesairambulance.com
enquiries@walesairambulance.com

Rhuddlan Town Council
P O Box 224
Maesdu Road
Llandudno
LL30 1QX

2021/22 Community Grant Appeal

Dear Rhuddlan Town Council,

Wales Air Ambulance helicopter crews have been operational throughout the pandemic, but sadly our fundraising income is still struggling to recover from its effects so we are writing to ask for your help once more.

In 2020 we attended 3414 missions, helping people from all over the country. Your support will enable us to maintain our lifesaving service 24 hours a day, 7 days a week, 365 days a year and be there for the people of Wales in their time of need.

Two shocks were delivered to David's heart to bring it back into rhythm however he was becoming agitated and was not breathing effectively. The charity's overnight critical care team were able to take over David's breathing by giving him a general anesthetic and putting him on a ventilator. This procedure is delicate, complex and time-critical. It is only possible outside of a hospital environment through the Wales Air Ambulance and the consultants that we have onboard. David said "I am forever grateful to the ambulance service and the Wales Air Ambulance for the work they did and to get me to the hospital as quickly as they did. I really appreciate everything they've done for me. If it wasn't for them, I wouldn't be here."

To continue to provide the fast, critical care everyone in Wales deserves, we need to raise £8 m every year. Please help us to keep flying, **serving Wales and saving lives.**

Thank you for your support.

Captain James Grenfell



Rhuddlan Town Council
P O Box 224
Maesdu Road
Llandudno
LL30 1QX

Apêl Grant Cymunedol 2021/22

Dear Rhuddlan Town Council,

Mae criwiau hofrenyddion Ambiwylans Awyr Cymru wedi bod yn weithredol drwy gydol y pandemig, ond yn anffodus mae ein hincwm codi arian yn dal i gael trafferth i wella o'i effeithiau felly rydym yn ysgrifennu i ofyn am eich help unwaith eto.

Yn 2020, buom yn mynychu 3414 o deithiau, gan helpu pobl o bob cwr o'r wlad. Bydd eich cefnogaeth yn ein galluogi i gynnal ein gwasanaeth achub bywyd 24 awr y dydd, 7 diwrnod yr wythnos, 365 diwrnod y flwyddyn a bod yno i bobl Cymru yn eu hamser o angen.

Cyflwynwyd dwy sioc i galon David i ddod ag ef yn ôl i rythm, ond roedd yn mynd yn gynhyrfus ac nid oedd yn anadlu'n effeithiol. Llwyddodd tîm gofal critigol dros nos yr elusen i gymryd drosodd anadlu David drwy roi anesthetig cyffredinol iddo a'i roi ar beiriant anadlu.

Mae'r elw hwn yn sensitif, yn gymhleth ac yn feirniadol o amser. Nid yw ond yn bosibl y tu allan i amgylchedd ysbyty drwy Ambiwylans Awyr Cymru a'r ymgynghorwyr sydd gennym.

Dyweddodd David "Rwy'n ddiolchgar am byth i'r gwasanaeth ambiwlans ac Ambiwylans Awyr Cymru am y gwaith a wnaethant ac i'm cael i'r ysbyty cyn gynted ag y gwnaethant. Rwy'n gwerthfawrogi popeth maen nhw wedi'i wneud i mi. Oni bai amdany'n nhw, fyddwn i ddim yma."

Er mwyn parhau i ddarparu'r gofal cyflym, critigol y mae pawb yng Nghymru yn ei haeddu, mae angen i ni godi £8 miliwn bob blwyddyn.

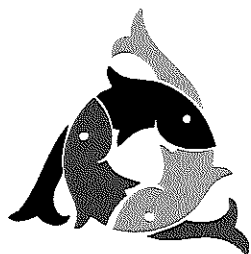
Helpwch ni i barhau i hedfan, gwasanaethu Cymru ac achub bywydau.

Diolch am eich cefnogaeth.



Capt. James Grenfell





St. Kentigern

HOSPICE & PALLIATIVE CARE CENTRE
HOSBIS A CHANOLFAN GOFAL

Town Clerk
Rhuddlan Town Council
PO Box 224
Maesdu Road
Llandudno. LL30 1QX.

1st February 2022

Dear friends,

I hope you are all keeping well.

We are now starting to recover from the enormous effect the pandemic has had on the hospice and the fundraising activities that have all been cancelled last year. We are planning new events and fundraising initiatives for 2022 to help to increase the hospice income and support in the local community and it is with this in mind that we are contacting you today.

We have been so grateful of your support in the past and are asking if you will kindly consider helping us out again with a donation towards our running costs. Anything you can provide will be greatly appreciated and will benefit our patients and their families. Despite the current situation, we are continuing to provide palliative care and support to local families in crisis.

Please feel free to contact me if you require any information, it would be great to hear from you and should you wish to visit the hospice, I would be delighted to show you around.

With very best wishes,

Yours faithfully

Wendy Clark
Fundraising Manager

Llangollen International Musical Eisteddfod

Preparations are well underway for the 2022 Llangollen International Musical Eisteddfod and I am writing to you as part of our annual fundraising appeal to Local Authorities, Town and Community Councils.

We are immensely appreciative of the support we have received in the past and respectfully ask if you would consider supporting us again in 2022.

Llangollen Eisteddfod's rich heritage extends back to the unique innovation of the founders in 1947, who saw the festival as a means of using the arts to bring different peoples together in a spirit of peace and friendship. The Eisteddfod has always been a community led initiative and continues on this basis with the support of some 800 volunteers. Bringing significant community benefits, the event attracts around 4000 competitors each year and audiences of around 30,000 throughout the week. This brings economic benefits to the area while the festival is taking place, but also enhances the tourism profile of the region throughout the year.

2022 will see some exciting changes to the Eisteddfod, with the outdoor field site re-designed, with a strong visual identity which immediately draws visitors into a vibrant festival atmosphere. The site will remain open until 10pm, with free events taking place around the field (provided by Village Circus and Articulture Wales), as well as food, bars, live music and a new in-the-round space for spoken word events, comedy and debate, providing plenty of social opportunities. This fresh approach should attract new audiences to the festival to experience a more contemporary side of Welsh art.

As well as a number of collaborations with arts organisations and charities across NE Wales, we'll also present the first in what we intend to be a longer-term partnership with Llangollen Fringe Festival – celebrating Llangollen Eisteddfod's 75th anniversary, and the Fringe's 25th anniversary. With this revived artistic approach, we can celebrate our heritage, but also set out our stall as a contemporary meeting place for the best of Welsh and international culture in all its forms.

We hope that you can continue to support us both financially and ideologically in any way that you can to help us continue our important work.

I look forward to hearing from you.

Kind regards



Dr Rhys Davies
Chairman

Royal International Pavilion
Abbey Road
Llangollen
LL20 8SW
Tel: 01978 862000
Email: info@llangollen.net

Y Pafiliwn Rhyngwladol Brenhinol
Ffordd yr Abaty
Llangollen
LL20 8SW
Ffôn: 01978 862000
Ebost: info@llangollen.net

www.llangollen.net

Registered Charity No 504620. The Llangollen International Musical Eisteddfod is a Company Limited by Guarantee. Registered in England and Wales 1165311

Eisteddfod Gerddorol Ryngwladol Llangollen

Mae paratoadau ar droed ar gyfer Eisteddfod Gerddorol Ryngwladol Llangollen 2022 ac rwy'n ysgrifennu atoch fel rhan o'n hapêl codi arian blynyddol i Awdurdodau Lleol a Chynghorau Tref a Chymuned.

Rydym yn ddiolchgar iawn am y gefnogaeth rydym wedi'i chael yn y gorffennol ac yn gofyn yn garedig a fydddech chi'n ystyried ein cefnogi unwaith eto yn 2022.

Mae treftadaeth gyfoethog Eisteddfod Llangollen yn ymestyn yn ôl i arloesedd unigryw'r sylfaenwyr yn 1947, a welodd yr ŵyl fel modd o ddefnyddio'r celfyddydau i ddod â gwahanol bobloedd ynghyd mewn ysbryd o heddwch a chyfeillgarwch. Mae'r Eisteddfod wedi bod yn fenter a arweinir gan y gymuned o'r cychwyn cyntaf ac mae'n parhau i fod felly gyda chefnogaeth tua 800 o wirfoddolwyr. Mae'r digwyddiad yn denu tua 4000 o gystadleuwyr bob blwyddyn a chynulleidfaoedd o tua 30,000 ar hyd yr wythnos, gan ddod â manteision cymunedol sylweddol. Daw hyn â budd economaidd i'r ardal yn ystod cyfnod cynnal yr ŵyl, ond mae hefyd yn gwella proffil twristiaeth y rhanbarth ar hyd y flwyddyn.

Bydd rhai newidiadau cyffrous i'r Eisteddfod yn 2022, gyda'r maes awyr agored yn cael ei ailddylunio, gyda hunaniaeth weledol gref sy'n denu ymwelwyr yn syth i awyrgylch gŵyl fywiog. Bydd y safle ar agor tan 10pm, gyda digwyddiadau rhad ac am ddim yn cael eu cynnal o amgylch y maes (wedi'u darparu gan Village Circus ac Articulture Cymru), yn ogystal â bwyd, bariau, cerddoriaeth fyw a gofod newydd ar gyfer digwyddiadau llafar, comedi a dadlau, gan ddarparu digon o gyfleoedd cymdeithasol. Dylai'r agwedd ffres hon ddenu cynulleidfaoedd newydd i'r ŵyl i brofi elfennau mwy cyfoes celfyddyd Gymreig.

Yn ogystal â chydweithio gyda nifer o sefydliadau celfyddydol ac elusennau ar draws gogledd ddwyrain Cymru, byddwn hefyd yn cyflwyno'r gyntaf yn yr hyn a fwiriedir i fod yn bartneriaeth tymor hir gyda Gŵyl Ymylol Llangollen – gan ddathlu pen-blwydd Eisteddfod Llangollen yn 75 oed, a phen-blwydd yr Ŵyl Ymylol yn 25 oed. Drwy adfywio'r agwedd artistig hon, gallwn nid yn unig ddathlu ein treftadaeth, ond hefyd gosod ein stondin fel man cyfarfod cyfoes i'r gorau o ddiwylliant Cymreig a rhyngwladol yn ei holl ffurfiau.

Gobeithiwn y gallwch barhau i'n cefnogi yn ariannol ac yn syniadol mewn unrhyw ffordd y gallwch er mwyn ein helpu i barhau â'n gwaith pwysig.

Edrychaf ymlaen at glywed gennych.

Cofion cynnes



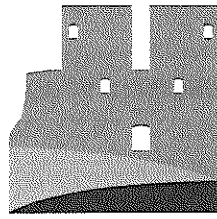
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Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Policy

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Your personal data – what is it?

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act

Who are we and who is data controller?

This privacy notice is provided to you by Rhuddlan Town Council which is the data controller for your data.

The council will process some of or all the following personal data where necessary to perform its tasks?

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- To deliver public services including to understand your needs to provide the services that you request.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To promote the interests of the council.
- To maintain our own records and accounts.
- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
- To send you communication which you have requested that that may be of interest to you e.g., initiatives, campaigns, new projects.
- To process relevant financial transactions including grants and payment for goods supplied to the council.
- Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you Appendix 8– Privacy Policy Checklist February 2018 Page 55
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. 11.

Changes to this policy

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually. Any updates will be found on the Rhuddlan Town Council web page. This policy was last updated on 10th March 2022.

How to contact Rhuddlan Town Council

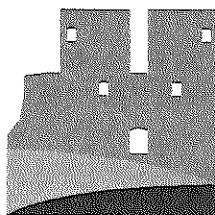
Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

PO Box 242, Mold, CH7 9FW

Privacy Policy adopted 10th March 2022.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Statement

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- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
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Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Measures in place to keep data secure:

- Files to be backed up.
- Ensure that up to date anti-virus is in place.
- Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.
- Log off after use.
- Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

How to contact Rhuddlan Town Council

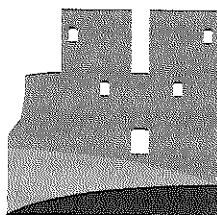
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clerk@rhuddlantownconcil.gov.uk

07775 673706

PO Box 242, Mold, CH7 9FW

Privacy Statement adopted 13th December 2018.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Statement

For staff, councillors and role holders

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- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.
- Start date/leaving date
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- Information about your use of our information and communications systems.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.

- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests.
- To provide a reference.

• Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation. We may also use your personal data in the following situations, which are likely to be rare:
- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and, provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or

someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

- [We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice

to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Measures in place to keep data secure:

- Files to be backed up.
- Ensure that up to date anti-virus is in place.
- Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.
- Log off after use.
- Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

How to contact Rhuddlan Town Council

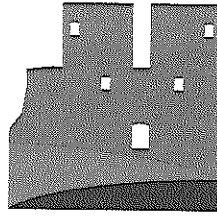
Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

PO Box 242, Mold, CH7 9FW

Privacy Statement adopted XXXX.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Consent Form

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

Name:

Address:

Signature:

Date:

If you are aged 16 or under your parent or guardian should fill in their details below to confirm their consent:

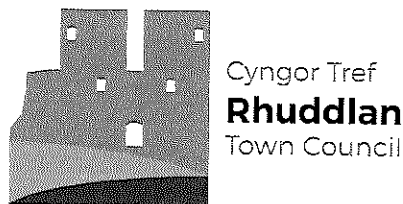
Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Town Clerk.

You can withdraw or change your consent at any time by contacting the council office.

- ☐ We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- ☐ We may contact you about groups and activities you may be interested in participating in.
- ☐ We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or website)

Keeping in touch:

- ☐ Yes please, I would like to receive communications by email
- ☐ Yes please, I would like to receive communications by telephone
- ☐ Yes please, I would like to receive communications by mobile phone including text message
- ☐ Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
- ☐ Yes please, I would like to receive communications by post



RHUDDLAN TOWN COUNCIL FINANCIAL REGULATIONS

Reviewed on the 11th March 2021

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Rhuddlan Town Council and may only be amended or varied by resolution of the Council.
- 1.2 The Town Clerk (TC) is the Responsible Financial Officer (RFO). The TC/RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices.
- 1.3 The TC/RFO shall produce financial management information as required by the Council.
- 1.4 Prior to approving the annual return the Council shall conduct a review of the effectiveness of its system of internal control and of these financial regulations which shall be in accordance with proper practices. The TC/RFO shall monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations. The review will take place annually.

2. ANNUAL BUDGET

- 2.1 The TC/RFO shall prepare an annual budget not later than the end of January each year.
- 2.2 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The TC/RFO shall issue the precept to the County Council and shall supply each member with a copy of the approved budget.
- 2.3 The annual budget shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure.
- 3.3 The TC/RFO shall provide the Council with a statement of receipts and payments to date at each monthly meeting.
- 3.4 The TC/RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The TC/RFO shall report the action to the Council within 28 days.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the TC/RFO in accordance with the relevant Accounts and Audit Regulations or other associated statutory regulations.
- 4.2 The TC/RFO shall complete the annual financial statements of the Council, including the Council's annual return by the statutory date of the 30th June and shall submit them for approval to the Council no later than the June meeting. The annual return will comprise in four sections:
 - The accounts
 - The statement of assurance
 - The internal audit's report
 - The external auditor's report and opinion

- 4.3 The TC/RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.
- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, shall be competent and independent of the operations of the Council, and shall report to Council in writing, or in person, on a regular basis, with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.5 The Council shall consider and act on any items appearing in the internal audit report for the financial year just ended.
- 4.6 The Council shall consider and act on any items appearing in the external audit report for the financial year just ended.
- 4.7 The statement of assurance shall be completed and approved by the Council and signed and dated by the Chairman and the Clerk and the minute reference recorded.
- 4.8 The TC/RFO shall make arrangements for the opportunity for public inspection of the accounts, books, and vouchers and for the display or publication of any required notices and statements of account.
- 4.9 The TC/RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the TC/RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A monthly schedule of the payments required, together with the relevant invoices, forming part of the agenda for the meeting, shall be prepared and presented by the TC/RFO to Council for authorisation and payment by a resolution of the Council; which shall be initialled by the Mayor/Chairman of the Meeting.
- 5.3 Cheques drawn on the bank account shall be signed by three named members of Council. The signatories shall each also initial the cheque counterfoil.
- 5.4 All electronic payments made must be pre-approved by email by any 3 named members of the Council. E-mail approvals must be kept with invoice.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by either electronic payment, cheque, direct debit or standing order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the TC/RFO. Before certification, the TC/RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The TC/RFO shall present for approval all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the TC/RFO certify that there is no dispute or other reason to delay payment, the Clerk may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council for ratification.
- 6.5 Payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. Hours of payment shall be agreed by the Council and payment made by the Clerk and audited checked by a Councillor. Any changes to agreed hours will be approved by the Council.

8. LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated by the TC/RFO in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings and application for borrowing approval shall be approved and be effected in the name of the Council. The terms and conditions of borrowings shall be reviewed at least annually.

- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the TC/RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the TC/RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the TC/RFO and the TC/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the TC/RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council at the next meeting for consideration and appropriate action.
- 9.5 All sums received on behalf of the Council shall be banked intact within 1 week of receipt by the TC/RFO.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The TC/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 It is important for the Council to obtain value for money at all times. The TC/RFO shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and TC/RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £1000 in value for the supply of goods or materials or for the execution of works or specialist services other than those set out in paragraph (a) the TC/RFO shall invite quotations/tenders from at least three firms.
 - (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - (d) An invitation to tender shall state the general nature of the work or service and the TC/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. Each tendering firm shall be supplied with a specifically marked envelope addressed to the TC/RFO, in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time by such persons as the Council direct in the presence of the TC/RFO.
 - (e) If less than three tenders are received for contracts above £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - (f) When it is to enter into a contract less than £1000 in value for the supply of goods or materials or works or specialist services other than set out in paragraph (a) the TC/RFO shall obtain at least two quotations.
 - (g) If less than two quotations are received for contracts less than £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- 11.2 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. ASSETS, PROPERTIES AND ESTATES

- 12.1 The TC/RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The TC/RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 12.3 The TC/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE

- 13.1 Following the annual risk assessment (as per Financial Regulation 14), the TC/RFO shall, in consultation with the Chairman, effect all insurances and negotiate all claims on the Council's insurers and shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 13.2 The TC/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

14. RISK MANAGEMENT

- 14.1 The Council is responsible for putting in place arrangements for the management of risk. The TC/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 14.2 When considering any new activity, the TC/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

