Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Dear Councillor April 10th 2022

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 14th April at 7.00 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 13th April 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
5. **Minutes** – Approve minutes of Town Council, 10th March 2022. Pre- circulated.
6. **Matters Arising from minutes**
7. **Correspondence from:**
   a. The Mayor
   b. The Town Clerk
8. **County Council Members Report** – to receive reports
9. **Complaint from Cllr Ann Davies regarding data protection**
10. **Town Plan Projects** - to receive an update on Town Plan projects.
11. **Jubilee** – to agree minutes of meeting held on 29th March
12. **Road Safety** – to receive an update regarding SID data
13. **Farmers Market** – to consider free charges for June to Nov markets
14. **Planning** - to consider applications
    a. 44/2022/0214 – Erection of drive through pod and alterations to drive thru lane at Harveys New York Bar and Grill, Station Road, Rhuddlan.
    b. 44/2022/0215 - Display of signage in relation to use as a coffee shop at Harveys New York Bar and Grill, Station Road, Rhuddlan.
    c. 44/2022/0308 – Erection of two storey rear extension at Longton, Parliament Street, Rhuddlan.
    d. 44/2022/0320 – Erection of extensions to rear of dwelling at 8 Nant Close, Rhuddlan.
15. **Budget & Finance Matters**
    a. To receive external audit report for year ending March 31st 2021.
    b. To agree existing clerk as bank signatory.
    c. To get quarterly summary of accounts.
    d. To approve the payments listing due.
    e. Grant requests: The Church Council, St Mary's Church, Rhuddlan
16. **To approve:**
    a. Annual review and approval grievance, dignity at work and disciplinary policies
17. **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.

18. **Date of next meeting:** May 12th 2022

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

Cyngor Tref
Rhuddlan
Town Council

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

Virtual Meeting during the Covid 19 Restrictions

Present:
Cllr Andrew Smith (Deputy Mayor in the Chair)
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, no reason given, Cllr Mike Elgin, reason was on holiday.

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
None

3. Urgent Matters
The Deputy Mayor informed Members that there were 2 Urgent Matters that had been bought to his attention but which will be considered under Part 2.
He added that there was also a Standing Order matter regarding Members sending apologies and giving a valid reason for their absence and asked the Assistant Clerk to Minute "no reason given" alongside Cllr Ann Davies apology.
Cllr Kermode believed that as Town Council is recording the virtual meeting there was no need to record the reason in the Minutes. Cllr Gareth Rowlands noting that if the Clerk is satisfied with the absence reason then Council does not need to record the reason in the Minutes.

4. Police Matters

PC Wendy Szabo was present at the meeting and was welcomed by the Deputy Mayor.
PC Szabo covers Rhuddlan and this is her first attendance at Full Council. She is leaving this role so will pass on information to the new officer for Rhuddlan.
The police report was then discussed including

- Co-op crime problems of fuel theft and shop lifting
- Explanation of the definition of reports, duplication of reports, and crime incidents
- Statement that not all victims of crime want to follow up their initial report
- Information on the Rhuddlan team under a new Community Beat Manager John Dickie

The officer was informed of the Council's forthcoming events and invited the community team to attend. PC Szabo asked for the event details to be e-mailed to her. **Resolved**.
There then followed a meaningful discussion on the legality of e-scooters and the 3-tier approach the Police use to deal with any contraventions of the law as e-scooters are considered a power vehicle under the Road Traffic Act. They are only legal to use on private land with the permission of the land owner. One Member noting that the Town Council cannot act on any such illegal activity as it is the police's responsibility.
Information was given about a Community Alert system and Members asked that a link be sent to the Clerk so Town Council can sign up for alerts. **Resolved**.
Member's then reported incidents of e-scooter contraventions which PC Szabo discussed. It appears she is not aware of the CCTV coverage available in Rhuddlan or the system to use it. Cllr Gareth explained how the system worked, using the police airways, and where the cameras are located.
The Deputy Mayor thanked PC Szabo for her attendance who then left the meeting.
Members were surprised that the officer was unaware of the CCTV coverage and systems. It was agreed that the DCC CCTV Officer Ian Millington be contacted and asked to discuss these issues with POC Szabo. **Resolved**.

5. Minutes

Town Council Meeting 10th February 2022

Subject to two amendments regarding the numbering of items, spelling of Coed y Brain to be altered to Coed Y Brain in Item 8, and punctuation within this item corrected. 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. **Election Brochure** – these have now been printed and will be distributed next week. A Member had attended a DCC Prospective Councillor meeting which was pushing strongly e-self nominations. Noting that the Town & Community Council results will be given two days after the County Council results. It was agreed that the various dates for nomination etc. be forwarded to Councillors. **Resolved**.
   Members wished the Minutes to reflect their thanks to Cllr Mike Kermode for all his hard work in preparing and checking the brochure which was seen as a very informative document. Mention was made of the Welsh translation which had

been provided by Dafydd Timothy a professional translator, as previously resolved by Council.

b. **Castle Street Bollards Improvements** – DCC will provide bollards but requested local residents to contact them to confirm installation locations. It was agreed that Cllr Bleddyn Williams to progress this if still needed. **Resolved.**

c. **One-hour free parking** – A Member asked for an update, which there wasn't. The Clerk stated the Council are awaiting Vicarage Lane car park improvements to be carried out. Members then agreed to ask DCC if the Parliament St car park 1hr free parking could be progressed whilst waiting. Cllr Jackie Burnham proposed and Cllr Andrew Smith seconded. **Resolved.**
   In addition, it was noted that the ticket machine is not working. Members agreed that the Clerk contact DCC to resolve the issue. **Resolved.**

d. **Castle Lighting** – The Clerk had still been unable to contact the custodian but had a new contact to try. It was reported that one of the lights is shining on the floor and not the castle. The Clerk is to report this to the custodian. **Resolved.**
   A Member enquired if the Council could become involved as a "joint custodian" and proposed that enquiries be made with CADW. Seconded by Cllr Gareth Rowlands. **Resolved.**

e. **Community Association Bench Request** – completed

f. **Farmers Market Support** – The Deputy Mayor proposed that the Council agree to support the market for 6 months by covering the community centre costs. In the following discussion Members acknowledged the issues, however the proposal lacked detail, offered no options, and was presented without prior knowledge. An amendment by Cllr Gareth Rowlands asked that the item be placed on the April agenda with more detail so a thorough review can take place and the implications for the Council understood. This was seconded by Cllr Mike Kermode and the Deputy Mayor withdrew his original proposal. **Resolved.**

g. **Green Communities Grant** – The Clerk informed Council that all five expressions of interest had been approved to forward for full application totalling £10,000. Adding that consideration of a nature trail within the Rhuddlan Nature Reserve could be put forward which would mean increasing the Town Council's match funding requirement.
   Cllr Mike Kermode and Arwel Roberts declared an interest as members of the Management Advisory Group (MAG) for the reserve. The Clerk confirmed that a £20,000 application would result in a further £3,000 of council match funding. Cllr Gareth Rowlands proposed the Council supports the additional match funding for a nature trail, seconded by Cllr Syd Gaskin. **Resolved.**

h. **Internet Banking** – still progressing, currently awaiting a mandate document from HSBC.

i. **Translation Costs** – in accordance with the Council's resolution to investigate such costs the Clerk is going out to tender for all formal translations and agreeing a suitable timetable for translation. He was reminded that Menter Iaith could assist.

j. **Council Meeting Absenteeism** – mentioned earlier under Urgent Matters by the Deputy Mayor. Cllr Mike Kermode stated that an absenteeism clause in the

standing Orders was not required as Section 85 of the Local Government Act 1972 provides a national framework for this issue.

6 Correspondence From

a. The Mayor

Members noted the comprehensive detail provided especially on the Destination Partnership. High Street parking issues were discussed as raised in the report especially the closing of the Little Flowermonger. The Clerk confirmed to Members that a strong letter had been delivered to high street businesses regarding the issue, and that parking enforcement had issued parking tickets recently.

The report was accepted.

b. Town Clerk Correspondence

A letter regarding the Wales library of things. Cllr Arwel Roberts commented the scheme advocated making second hand resources available for use of the public. He hoped could be included in the June meeting after the election.

The Clerk informed Members of the National Association of Local Councils Salary Awards 2021/2022 which would affect Council employee's salary as from April 1st 2021. The Clerk asked the Council to consider that the previous Clerk could be included although now resigned. Cllr Mike Kermode proposed that the previous Clerk should be included in this backpay payment, seconded by Cllr Andrew Smith. **Resolved.**

George Wong a town business owner was disappointed he was not included in the awnings project 1st phase. The Clerk confirmed he was now in the 2nd phase

The correspondence was accepted

7. County Councillors Reports

a Cllr Arwel Roberts.

The recent litter pick was very successful and the next one should be at the end of May. Thanks to those who participated and Cllr Jackie Burnham who has been individually litter picking. The equipment is stored in Cllr Roberts shed.

Cllr Roberts also gave thanks to Brian Taylor for his work with supporting the Ukraine crisis and Catherine Timothy from the pharmacy for her donations.

The report was accepted

8. Town Plan Projects Report

The Town Clerk had circulated an update. Members were especially focused on:-

- The Community Centre electrics tender has received one reply so far
- Vicarage Lane car park no progress
- Coed Y Brain external doors installation date is 25th April
- Coed Y Brain gas meter issue persist until the gas market is open again
- Gas fitter will not fit boiler until meter is connected
- Commuted Sums grant application decision likely to be end of March
- Defibrillators in phone kiosks

A Member thanked the Clerk for his hard work on the various projects, and all Councillors for supporting him where they could.
The report was accepted.

9. Minutes of the Jubilee Working Group

The Chair of the group in noting that only himself and Cllr Gareth Rowlands were at the meeting, and are present this evening, proposed that the Minutes are a correct record, Cllr Gareth Rowlands seconded. **Resolved**
Members were then informed of the recommendations for their approval.
The crotchet & craft club were asking the Council for £100 for the cost of materials. Cllr Mike Kermode so proposed, seconded by Cllr Jackie Burnham. **Resolved.**
Purchase of tree for planting to mark the occasion at a cost of £30. Proposed by Cllr Jackie Burnham, seconded by Cllr Mike Kermode. **Resolved.**
Purchase of plaque to mark the tree planting at a cost of £145. Proposed by Syd Gaskin, seconded by Cllr Jackie Burnham. **Resolved.**
Invitation to Sian Mai Jones our previous Clerk to be Council's official Guest of Honour at the beacon lighting. Proposed by Cllr Jackie Burnham, seconded by Cllr Mike Kermode. **Resolved.**
Cllr Andrew Smith as Chair of the group proceeded to inform Members that the group had been working on an event for children on Admiral's Field. He had found trying to encourage a local person or community group to organise it was proving difficult. As time progresses the group will endeavour to take this forward if possible and report back to Full Council when appropriate.

10. Community Centre

The Deputy Mayor voiced concerns that the centre needed new windows but had very little financial resources. These windows could cost in the region of several thousands of pounds and asked if Council could support.
During the ensuing debate Members reported being aware of the centre's financial situation and that several grant schemes had been highlighted to them by Councillors, for an application from them.
Cllr Mike Kermode proposed that the Community Centre be encouraged to make a formal application to the Council's own grant scheme, seconded by Cllr Gareth Rowlands. **Resolved.**

11. Ukraine Crisis

The Deputy Mayor wanted to open a discussion on how Rhuddlan Town Council might help. He highlighted a potential donation scheme involving Members individual donations matched by Council, and then matched by the government. The Council's Facebook already has a post of support for Ukraine but is there something financial we might be able to provide?
This sparked a lengthy discussion which considered several ways of trying to financially help without using public money earmarked for Rhuddlan Town Council use.

Members agreed not to use Town Council funds but to make a bucket collection during the forthcoming Farmer's Market and bucket collections encouraged at local businesses. One Member offered buckets for this and Members agreed to purchase more if required. Cllr Arwel Roberts so proposed, seconded by Cllr Gareth Rowlands. **Resolved.**

An idea that videos could be made and to aid fund raising was discussed and Cllr's Andy Smith and Arwel Roberts offered to support if Cllr. Bleddyn took this forward. The lighting of the castle and a vigil was also mentioned.

12. Land behind the Knights

The Mayor, Clerk and County Councillor Arwel Roberts attended a site meeting with Tom Rowley Conway from Bodrhyddan Estate to agree a way forward with this tiding up this unsightly area.

The Clerk informed Members that the Mr Rowley Conway had agreed the estate would remove the rubbish dumped on the bank, the church deacons will tidy up some trees that they are responsible for at the top of site, and several other trees are not resolved yet.

Bodrhyddan have offered to lease the land to the Town council at a pepper corn rent and to reinstate the bottom wall.

Members were keen to discuss the lease of land offer further, and asked that the Clerk engage further with Bodrhyddan and seek legal advice. They also wanted to make sure that the land was tidied up before any lease was set up and agreed. It was mentioned that DCC Countryside Services would assist in advising on future planting and maintenance of the land.

Cllr Mike Kermode proposed that the Clerk takes the lease discussion further and seeks legal advice. Seconded by Cllr Arwel Roberts. **Resolved.**

13. Planning Applications

i) 44/2022/0130 – Erection of 4 dwellings together with access road & associated works at The Rise, Rhyl Road, Rhuddlan.

Members heard that the applicant is now applying for bungalows as opposed to 2 storey dwellings. The application had gone to appeal and the Inspector ruled that it was missing an affordable housing provision, and that there was no access issue.

There was a strong debate about access concerns, the height of the bungalow dwellings which appeared to be dormer bungalows, and ground water drainage.

Cllr Gareth Rowlands proposed an objection on the grounds of affordable housing provision and reiterate the access concerns. Seconded by Cllr Andrew Smith. **Resolved.**

14. Budget/Finance Matters

a. The Town Clerk had circulated the list of payments which were proposed for approval by Cllr Mike Kermode, seconded by Cllr Gareth Rowlands. **Resolved**

b. Three grant requests had been received from Llangollen International Music Eisteddfod, St Kentigern, and Wales Air Ambulance. These were generic requests for

funding by a blanket letter. The Council's grant application scheme was not used and all lacked financial details.

It was noted that St Kentigern had recently been supported.

Members were reminded that Council's protocol is that the formal grant application form be completed.

Cllr Andrew Smith proposed that any blanket letter asking for financial support sent to the Clerk should in the future be returned with the formal application form and guidance. Seconded by Cllr Mike Kermode. **Resolved.**

15. To approve Privacy Statements, a Privacy Policy, & review Financial Regulations

a. The Clerk is currently undertaking the Certificate in Local Council Administration (CiLCA) and this Council should have a Privacy Statement and a Privacy Policy due to data Protection guidance. He has therefore prepared two statements (one for the public and one for Cllrs & Officers) along with a privacy policy which Council does not currently have. Cllr Kermode proposed that they be approved by Members. Seconded by Cllr Gareth Rowlands. **Resolved.**

b. The Council reviewed its Financial Regulations in light of Council's resolution to use internet banking, including the approval methods agreed previously by Members. Cllr Gareth Rowlands proposed that the changes be approved, seconded by Cllr Mike Kermode. **Resolved.**

16. Community Matters

a. Cllr Mike Kermode informed Members that the new sensory area within the nature reserve was now completed, and asked that a letter of thanks goes to DCC Countryside Services for their assistance.

b. Cllr Gareth Rowlands also thought a letter of appreciation should go to the dementia group whose project this was and recognising their contribution to our community. Along with a letter to the reserve Management Advisory Group. Members agreed to all three letters being actioned. **Resolved.**

c. Cllr Arwel Roberts bought to Member's attention that a biodiversity expert Iwan Edwards was visiting Ysgol y Castell. Adding the name of Anita Fagan as a member of the community who adds benefit to this subject.

e. Cllr Jackie Burnham had a discussion with a new resident about their observation of a lack of litter bins and dog waste bins in Rhuddlan. Cllr Burnham highlighted the fact that dog waste can be put in litter bins thus increasing the bins available. There followed a short discussion on the subject mentioning that DCC will not supply additional bins and that DCC was paint spraying to highlight dog waste not picked up, in addition to the Councils considerable efforts at trying to resolve this issue. Members agreed to place the issue on a future Council meeting after the elections. **Resolved.**

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.

17. Approval of Supplementary Minutes

Cllrs Jackie Burnham, Mike Kermode, Arwel Roberts, Gareth Rowlands and Bleddyn Williams all declared an interest and left the meeting.
The remaining Councillors were Charlotte Frobisher, Syd Gaskin, Andrew Smith, and Reg Davies which is not quorate
The Minutes therefore cannot be approved.

The resolution form February 10th meeting was to forward the code of conduct complaint to the Monitoring Officer and Standards Committee.
Council had received a reply that this should be referred to the Ombudsman which was accepted by all those present. **Clerk to action**
A second code of conduct complaint was discussed and those present agreed to forward this to the Ombudsman. **Clerk to action**
A third code of conduct complaint was received from a member of public. Town Council is not permitted to deal with such complaints form members of the public so those present agreed to inform the complainant of this fact and that the complaint should directed to the Ombudsman directly. **Clerk to action**

18 Date of next meeting – 14 April 2022 Full Council Meeting 7pm

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

Mayors report 14th April 2022

No civic events this month

I have attended meetings in respect of Rhuddlan Dementia Group and the Platinum Jubilee working group.

On Saturday 9th April during the morning, I attended the Community Centre at the invitation of the Treasure Chest group re a fundraiser coffee morning.

The same day I attended The Dementia Group Easter Dance at The Community Centre as Mayor.

Clerk's Correspondence April Meeting

1. Letter from The Insolvency Service.
2. Request from Carl Burnham 28 Hendre Close Regarding Fence between his house and Admiral's Field.
3. Thank you from Anita Fagan regarding our letter thanking her for involvement in the Sensory Garden project at the Nature reserve.
4. Letter from Sian Mai Jones declining invitation to be a guest at the lighting of the Beacon due to being away.
5. Copied on letter from Chief Executive of DCC Graham Bose to DCC Countryside team thanking them for their work on the Sensory Garden Project at the Nature Reserve copying in the councils thank you letter to the team.
6. Response off Tom at Bodryddan Hall regarding waste removal and lease (as reported in matters arising)
7. Update from Debt Management office informing us on payment dates of 27/4 and 27/10 with outstanding balance of £121,262.21.

The Insolvency Service

DVDL

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Insolvency Service
Official Receiver's Office
LTADT Distributions
PO Box 16665
BIRMINGHAM
B2 2JX

Rhuddlan Town Council
Rhuddlan Town Council
PO Box 224
LLANDUDNO
LL30 9GJ

Tel: 01473 383 535
www.gov.uk/insolvency-service

1067783001/14091 [1/1]

Your ref:	
Our ref:	**BKT00426100 - Please quote this in any reply**
Direct Line:	03003046929
E-mail:	jessica.vale@insolvency.gov.uk
Date:	11 March 2022

Dear Sir/Madam

IN THE COUNTY COURT AT CAERNARFON 25 of 1996

RE: RICHARD EDWARD BULL, of 3 Bryn-y-Bia Close, Llandudno,Gwynedd and lately carrying on business as a Shop-keeper atThe Price is Right, 11 Mostyn Street, Llandudno and144 High Street, Portmadog, Gwynedd and 121 Wellington Road,Rhyl Clwyd

I refer to the bankruptcy order made on 18 March 1996.

You are scheduled as a creditor in this matter but you have not yet submitted a formal claim by completing a proof of debt. If you do not submit your proof of debt by 15 April 2022, you will be excluded from the first and final dividend I am preparing to make.

To assist you in determining whether or not to submit a proof of debt, on present information there are estimated liabilities of £257,642.67 and the estimated amount available for distribution is £16,414.81 I estimate that the rate of first and final dividend will be 6p in the £.

If you do not submit a proof by 15 April 2022 and there remains a surplus after the claims of all proved creditors have been satisfied, I will pay statutory interest to the proved creditors. Should there still be a surplus after the payment of interest, the remaining funds will be returned to Richard Edward BULL.

CUSTOMER SERVICE EXCELLENCE UK
The Government Standard

A BEIS SERVICE

A general proof of debt form may be downloaded from our website at https://www.gov.uk/government/collections/insolvency-service-forms-england-and-wales. Alternatively a form may be obtained on application to this office.

Yours faithfully

M Commins
Official Receiver

Clerk

From: Carl <stumpytreefrog@criptext.com>
Sent: 02 April 2022 19:17
To: clerk@rhuddlantowncouncil.gov.uk
Subject: Admirals Playing Field Boundary Fence.
Attachments: IMG_0012.JPG

Flag Status: Flagged

You may recall that I wrote to the Town Council a number of years ago with my concerns about the condition of the boundary fence between my property on Hendre Close and Admiral's Playing Field.

The wooden fence was constructed in 1971 and has been in a state of disrepair and dangerous for a number of years.

I gave notice in my previous letter that I proposed to replace the fencing in order to secure the boundary between the properties. I would now like to request permission to carry out this work and split the cost of the material for replacement boundary with the Town Council and I will carry out the work myself.

The boundary I intend building is made up of concrete posts with gravel boards to the base and decking planks in place of fence panels for extra strength and stability. An example of the work I have done between my property and the Bowling Green is attached or can be viewed in person.

I can provide a full costing once the length of the fencing has been measured but would like to receive agreement in principle at this time.

I look forward to your reply.

Carl Burnham
28 Hendre Close
Rhuddlan

Sent with Criptext secure email

Clerk

From: Carl <stumpytreefrog@criptext.com>
Sent: 07 April 2022 13:29
To: clerk@rhuddlantowncouncil.gov.uk
Subject: Fencing Park/boundary 28 Hendre.
Attachments: Park_Fence SW edge 2-IMG_6677.jpg; Park_House fencing SW edge-IMG_6676.jpg; Park_house full boundary -IMG_6679.jpg; Historic aged council fence park boundary-IMG_6678.jpg

Apologises on timings whilst gathering requested info, and here`s is what I have for yourself`s currently, a construction break-down will be supplied separately.

Our family has lived at the property since it was built and our memory is that the fence was fairly new when we moved in November 1971 - the day we moved in a football went through landing window so town council put up wire extension to keep Footballs off the house in 1972 - about 5 or so years later a high wind tilted the fence towards the field so the town council made it vertical again and put in the buttress style supports to keep it vertical.

Titled photos attached.

Carl Burnham.

Sent with Criptext secure email

Rhuddlan Town Council – Project Report April 2022

Farmer's Market – Next Market Sat 16/4. Struggling for food and drink vendors. Help would be appreciated.

Road Safety – Awaiting DCC on installation of 3 SIDS. SID data from 2 existing SID's shows improvement and school are doing posters.

Car Parking Vicarage Lane – With DCC held on BC lease arrangements with DCC.

Free Car Parking Parliament Street – DCC waiting quote to get a new sign and ticket machine reprogrammed (estimated cost to council £500).

Community Centre Electrics – Tender won by Elite electrical and works scheduled Tuesday and Wednesday 19th & 20th April.

Coed Y Brain:

External doors ordered – Installation starts 25/4 for 3 days

Flooring – Works order issued and scheduled from 2/5

Heating and Plumbing – Gas meter fitted and DJB awarded contract, first fix commenced then completion will be after the floor is complete.

Commuted Grant application successful and £66,066 grant awarded

Estimated completion July/August 2022.

Thanks to Mike, Gareth and Mayor for support on the project.

Green Communities – awaiting assessment of applications.

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the Queen's Jubilee Working Group held on the 29th March 2022

Virtual Meeting during the Covid 19 Restrictions

Draft

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

1. Apologies
Jayne Coxall Vicar of St Mary's

One member of the public was present. Sue Butterworth Crochet & Craft Club.

2. Declaration of Interest
None given

3. Update on Admiral's Field Event
The Chair and the Clerk had both been in contact with David Roberts of Dragons FC to discuss their involvement with organising a football tournament for the younger members of the community. Although they like the idea there has been no further commitment or response. The Chair adding that it is more than likely that Coed Y Brain will not be completed in time for the event.
One Councillor pointed out that events had been held on the site previously without the Coed Y Brain facility and did not see this as a problem. It was essential to have something for the younger generation of Rhuddlan and queried if the Clerk could support this event. The Chair pointed out that the Clerk and himself had spent many hours trying to secure someone or a community organisation to take this forward but had not been successful. He agreed that this element of the event is important to Town Council and several organisations had been contacted as suggested before by this working group, but the Chair and Clerk had no more capacity to undertake the actual organisation. Perhaps the Councillor could take it on? They declined.

Another Councillor noted that everything was being done to arrange this element and we must wait for Dragons FC to respond. If it's a negative answer then we will not have this element.
This led to a long discussion on how it could be achieved as the Platinum Jubilee was such a significant occasion and will not be repeated for a long time. This included the Town Council providing a Jubilee Cup for the tournament, medals for all participants, temporary toilets, and any other financial support for the organisers. Encouraging family (bring your own) picnics, acknowledgement of the long hours spent by the Chair/Clerk trying to engage with potential organisations, the use of social media, and an itinerary of what had already been confirmed elements of the celebrations.
Recommendation – Town Council awaits a response from Dragons FC, and if positive, support for the provision of a cup, medals, and toilets.

4. Update on Concert
The Chair reminded the group that they had agreed previously to recommend 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. This was approved by the Full Council on March 10th.
Unfortunately Jayne Coxall was not present this evening so a decision on the nominated charity cannot be agreed with the church tonight. However, the Ukraine Appeal was mentioned as a suitable recipient. After a short discussion it was noted that Ukraine is the focus of many donations and this could leave local charities struggling for support. The group therefore agreed to recommend to the church that it receives 50% of funds donated and the remainder 50% be split equally between St Kentigern and Ty Gobaith.
Recommendation – to Town Council, that the concert starts at 7pm on Saturday 4th June.
To the church, that 50% of the ticket donations go to St Kentigern and Ty Gobaith.
The chair is to discuss with the church any support they might need with this event.

5. Update on Beacon
The group was reminded that the beacon is a UK wide event and will be lit by Cllr Gareth Rowlands at 9.45pm on Thursday 2nd June within the grounds of St Mary's church. As Jayne Coxall cannot be present this evening it was difficult to discuss any further assistance Council might be able to offer.
One topic was the singing of the Commonwealth Song as requested by the Jubilee guidelines. How could this be done? Church choir, tape recording, or hard copies circulated for people to sing along. Another was the church providing refreshments.
The group heard that such topics had been discussed with Jayne and she was to speak with members of the church to see what could be done. As a consequence it was agreed that we should await their response, and if any further support is required.

6. School & Nursery Update
Still awaiting the school's response as to what they can do to help the jubilee events but Castle Day Nursery have shown an interest in participating, but want to know ideas as to what we want them to do. Sue Butterworth added the name of the Monday painting group and an emerging Rhuddlan Men's Sheds group who had shown an interest in participating in some way.

Draft

At this point the discussion was about providing decoration & bunting on the bridge which bought about concerns for the safety of those participating so near to the highway unless it was the footbridge. It was confirmed that Cllr Ann Davies, as a County Councillor, had contacted DCC Highways on this issue and had received permission and guidance which was shared with the Chair.
The Chair asked that the Council's thanks be recorded in the Minutes for Cllr Davies' assistance.
The group agreed that the Clerk prepare a risk assessment of how the decorations would be completed.
Recommendation – The Council prepare a risk assessment of how the decorations will be completed. The school, nursery, painting group, and Rhuddlan Men's Sheds be invited to participate by providing decoration and bunting for the bridge.
This bought about a discussion on the topic of placing British Legion jubilee plaques on lamposts and the provision of a commemorative flag for the church. Lampost sites were put forward and it was agreed to use the ones covered by poppies last year. This numbers 52 and it was noted that the Christmas lights use 27. It was agreed to get costings for both of these and ask approval from Full Council to fund their preferred lamposts.
Recommendation – Town Council to approve funding of lampost plaques, and a jubilee flag if the church agrees to fly it.

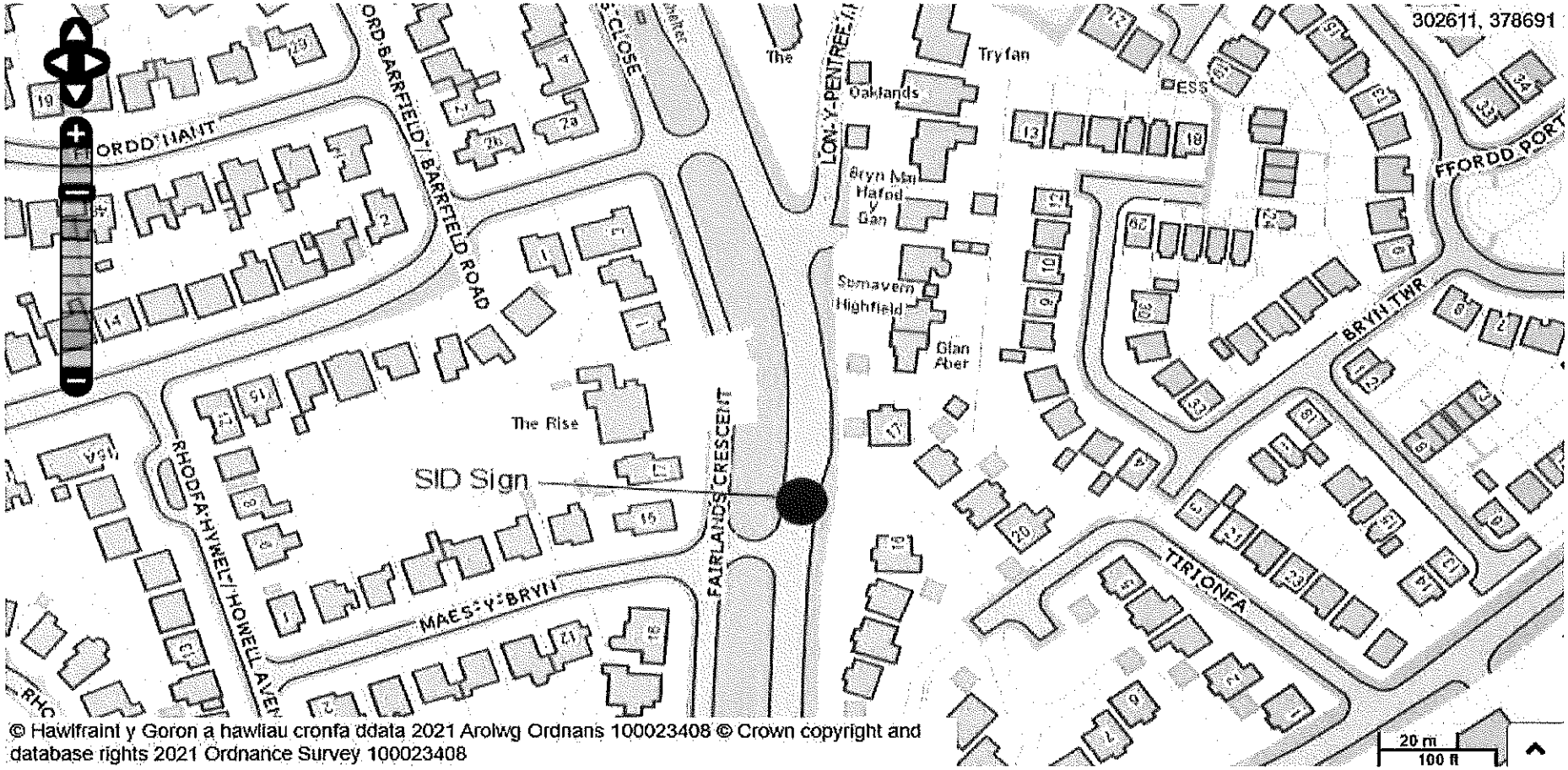
7. Any Other Business
i) Sue Butterworth explained an idea that the crochet & knitting group would like to provide with the funding support already confirmed from Town Council.
The Knights statues to be dressed in the clothes of 3 eras of the Queens reign along with masks depicting the Queen at different times of her reign, and two corgi's as representative of the Queens love for this breed.
Recommendation – Council approve this idea.
The group thanked Sue and the crochet club for their contributions.
ii) The bowling club had met recently and it was decided to formally ask Town Council for financial support for its open day community event and refreshments. During a short discussion the sum of £100 was suggested as it was open to all.
Recommendation – that Council consider support of £100 for the bowling club community event for refreshments, and prizes for the fancy dress element.
iii) In an answer to a question about marketing the group the Chair highlighted that information will be posted on the Town Council website and Facebook page. In addition there will be an advert placed in the parish magazine and in the Journal, a notice placed in the Council's noticeboards, and the community centre. The church will be asked to promote the whole itinerary of events. The Rhuddlan Today social media site was mentioned and it was agreed to send info to the editor for consideration of inclusion. It was hoped that the Journal would do its own article about local Jubilee Events nearer the time and that we should include ours.
Recommendation – Council approve these marketing measures to ensure a successful Jubilee event.
iv) The group were reminded that Town Council had already approved that Cllr Reg Davies is to ring the church bells on Thursday 2nd June at the time of the Queens Jubilee Parade. It will start at Horse Guards at 10am and finish at 12.25pm and be added to our itinerary of events.

7. Date of Next Meeting – Tuesday 26th April 2022 @ 7pm

Draft

A547 Rhyl Road, Rhuddlan by Pentre Lane SID Traffic Flow and Speed Data

Location	Type of Survey	Date of Survey	Posted Speed limit	Average Flow 5 days	Average Flow 7 days	85% Speed	Average Mean Speed
A547 Rhyl Rd, Rhuddlan by Pendre Lane	Automatic Traffic Counter	Jan-15	30 mph	10142	9371	36.0	31.0
		Oct-20		9852	9046	36.4	31.0
A547 Rhyl Rd, Rhuddlan by Pendre Lane	SID Sign	Dec-21	30 mph	9073	7729	30.5	25.9
		Jan-22		11865	10739	30.9	26.1



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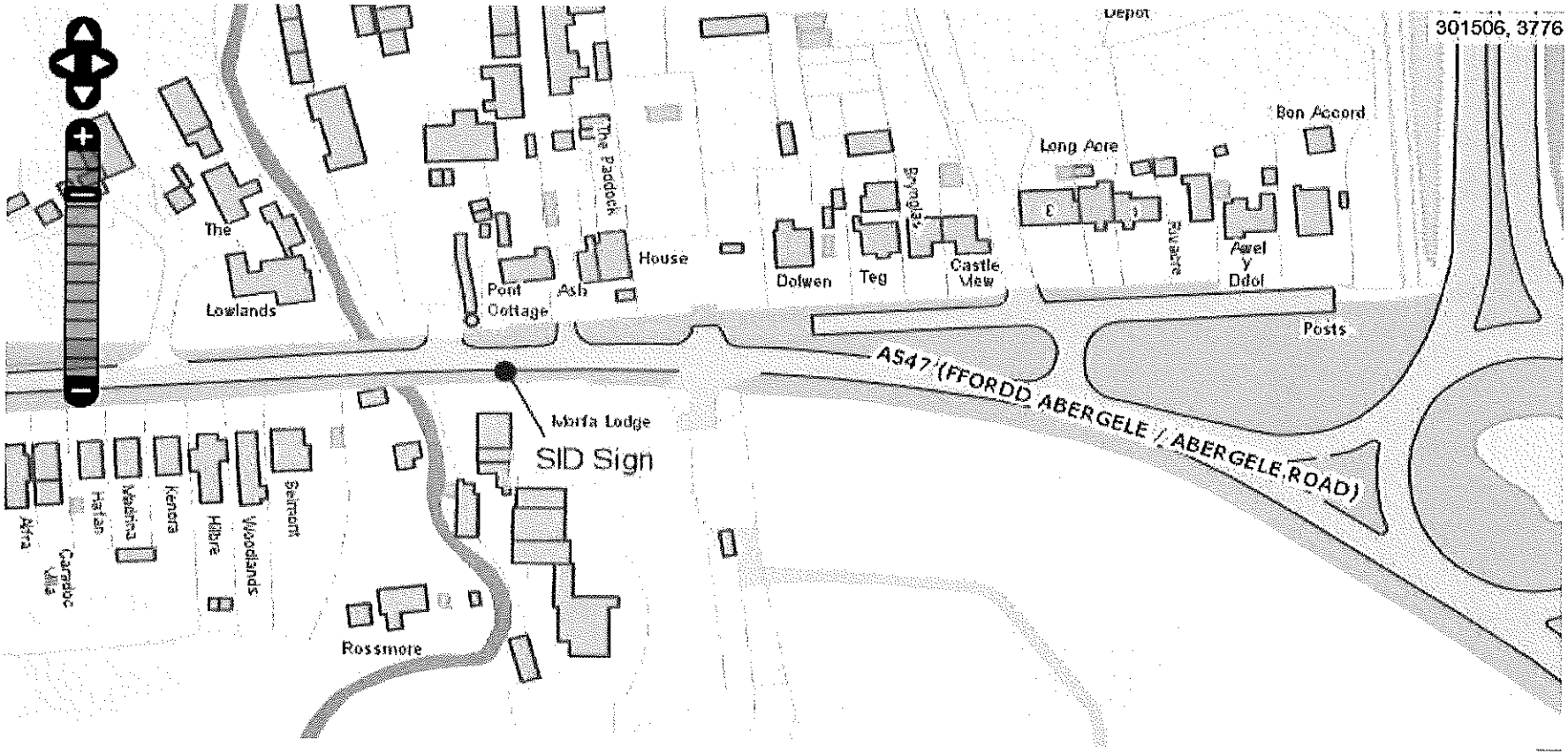
A547 Abergele Road, Rhuddlan SID Traffic Flow and Speed Data

Location	Type of Survey	Date of Survey	Posted Speed limit	Average Flow 5 days	Average Flow 7 days	85% Speed	Average Mean Speed
A547 Abergele Road, Rhuddlan	Automatic Traffic Counter	Dec-19	40 mph	12463	11871	39.0	33.0
		Jan-20		13235	12221	39.0	33.0
		Feb-20		13951	12670	39.0	33.0
A547 Abergele Road, Rhuddlan	SID Sign	Dec-21	40 mph	11047	10132	37.6	31.1
		Jan-22		11558	10567	37.4	31.0
		Feb-22		13806	12325	36.8	30.3



	Cost of hall	Cost of TEN	Total Costs	15 stalls	20 stalls	25 stalls
June	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
July	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
August	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
September	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
October	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
November	£ 150.00	£ 21.00	**£ 171.00**	£ 150.00	£ 200.00	£ 250.00
			£ 1,026.00	**£ 900.00**	**£ 1,200.00**	**£ 1,500.00**

	If council don't pay	If council do pay
Based on 15 stalls	**-£ 126.00**	**£ 900.00**
Based on 20 stalls	**£ 174.00**	**£ 1,200.00**
Based on 25 stalls	**£ 474.00**	**£ 1,500.00**

Eich cyf / Your ref

Ein cyf / Our ref : 44/2022/0214

Dyddiad / Date : 24/03/2022

Rhif union / Direct dial : 01824 706727

Cyngor sir ddinbych denbighshire County Council

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: **44/2022/0214**

CYNNIG / PROPOSAL: **Codi pod gyrru drwodd a newidiadau i'r lôn yrru / Erection of drive thru pod and alterations to drive thru lane**

LLEOLIAD / LOCATION: **Harveys New York Bar and Grill Station Road, Rhuddlan, Rhyl**

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

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 llythur hwn.

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.

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 ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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 chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth

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

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.

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.

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.

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, objections on moral grounds, unfair competition and private legal disputes, for example, are not

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

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services

PHOTO A

PHOTO B

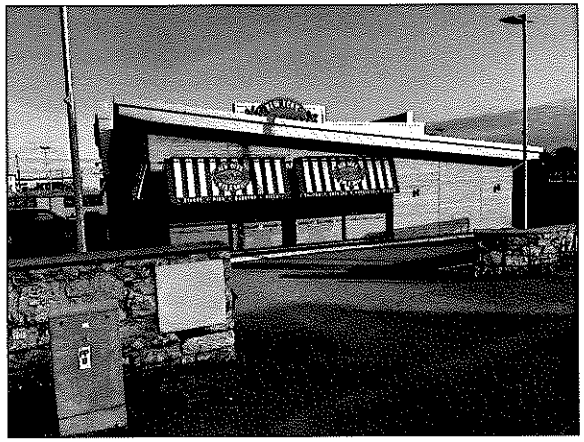
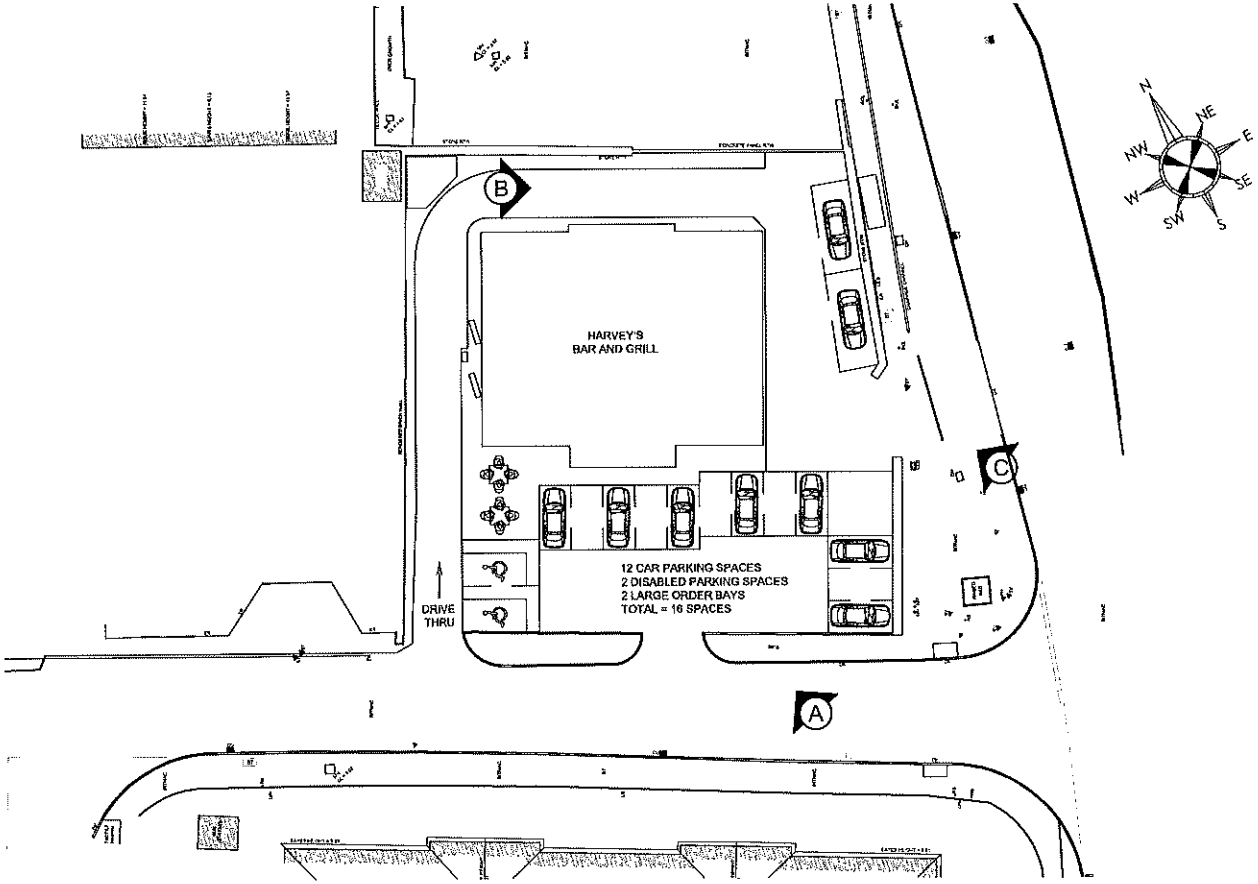


PHOTO C



Existing site plan

scale - 1:200 @ A1 / 1:400 @ A3

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rev	date	description

Frank Bolshaw
Building Surveyors Limited

Café Fortune Ltd

store address

RHUDDLAN

FORMER HARVEYS AMERICAN BAR & GRILL
MARSH RD
RHUDDLAN
RHYL
LL18 5UA

Client:
CAFE FORTUNE

drawing title

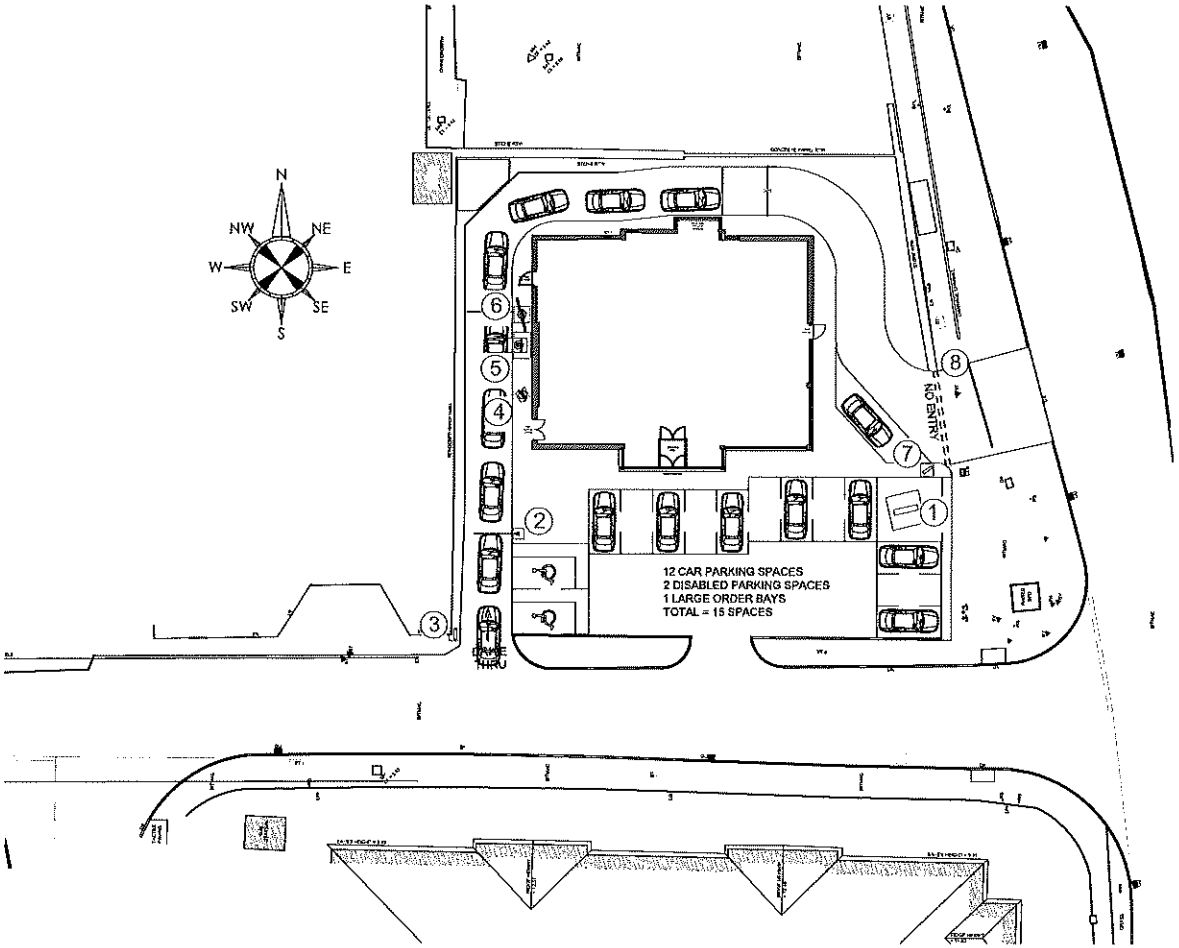
EXISTING
SITE PLAN

drawn by	checked	date
JL	---	23/02/2021

scale

1:50 @ A1

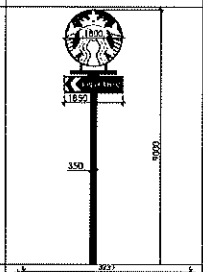
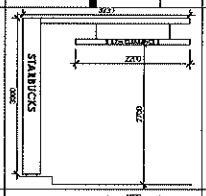
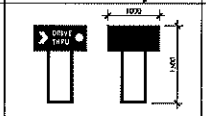
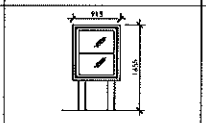
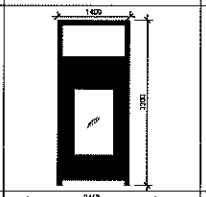
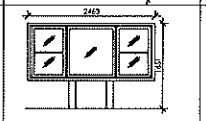
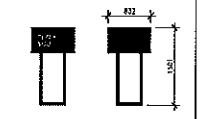
drawing no.	revision
2021/95/PP01	------



Proposed site signage plan

scale - 1:200 @ A1 / 1:400 @ A3

EXTERNAL SIGNAGE SCHEDULE

sign no.	signage 1:50	description
1		DISK DRIVE THRU INTERNALLY ILLUMINATED, 9m HIGH POLE SIGN. LOGO SIGN @ 1800mm Dia. DRIVE-THRU' SIGN @' 1850x520mm POLE @ 350mm DIAMETER SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. 2500x2500x1000mm CONCRETE BASE
2		DT HEIGHT RESTRICTION BAR MILD STEEL POST, SUPPORTING SUSPENDED ALUMINUM PANEL H = 3000mm W= 3230mm D= 300mm 800x800x1000mm CONCRETE BASE
3		SINGLE SIDED DRIVE THRU DIRECTIONAL SIGN INTERNALLY ILLUMINATED VIA LED'S. SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. ALUMINIUM FRAME SUPPORTING ALUMINIUM SIGN CASING H=1600 x W=1000 x D=100mm. 950x950x700mm CONCRETE BASE
4		MENU BOARD - DT PRE MENU FREESTANDING H=1655 x W=915 x D=200mm - FLAT BLACK MT0028. SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. ALUMINIUM POSTS SUPPORTING AN ALUMINIUM FRAME WITH GLAZED DOORS. 800x800x1000mm CONCRETE BASE.
5		MENU BOARD - DT ORDER CONFIRMATION SYSTEM. 3.2m high x 1.4m WIDE SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. 2000x1240x700mm CONCRETE BASE.
6		MENU BOARD - DT 3 PANEL FREESTANDING - H=1655 x W=2460 x D=200mm - FLAT BLACK MT0028 ALUMINIUM POSTS SUPPORTING AN ALUMINIUM FRAME , WITH GLAZED DOORS SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. 1200x1200x1000mm CONCRETE BASE.
7		SINGLE SIDED EXIT/THANK YOU DIRECTIONAL SIGN INTERNALLY ILLUMINATED VIA LED'S. SHOPFITTER TO PROVIDE POWER USING DEVELOPERS' DUCTS. ALUMINIUM FRAME SUPPORTING ALUMINIUM SIGN CASING H=1500 x W=823 D=100mm 950x950x700mm CONCRETE BASE
8		ALUMINIUM NO ENTRY SIGN PANEL FIXED TO WALL

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rev	date	description

Frank Bolshaw
Building Surveyors Limited

Café Fortune Ltd

store address
RHUDDLAN
FORMER HARVEYS AMERICAN BAR & GRILL
MARSH RD
RHUDDLAN
RHYL
LL18 5UA

Client:
CAFE FORTUNE

drawing title
PROPOSED
SITE SIGNAGE PLAN

drawn by	checked	date
JL	---	23/02/2021

scale
1:50 @ A1

drawing no.	revision
2021/95/PP09	----

Eich cyf / Your ref

Ein cyf / Our ref : 44/2022/0215

Dyddiad / Date : 24/03/2022

Rhif union / Direct dial : 01824 706727

Cyngor sir ddinbych denbighshire County Council

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: **44/2022/0215**

CYNNIG / PROPOSAL: **Arddangos arwyddion mewn perthynas â defnydd fel siop goffi / Display of signage in relation to use as a coffee shop**

LLEOLIAD / LOCATION: **Harveys New York Bar and Grill Station Road, Rhuddlan, Rhyl**

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

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 llythur hwn.

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.

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 ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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 chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth

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

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.

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.

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Gwasanaethau Cynllunio, Caledfryn, Ffordd y Ffair, Dinbych, Sir Ddinbych LL16 3RJ Ffôn: 01824 706727
e-bost: cynllunio@sirddinbych.gov.uk Gwefan: www.sirddinbych.gov.uk

Planning and Public Protection, Caledfryn, Smithfield Road, Denbigh, Denbighshire, LL16 3RJ Phone: 01824 706727
e-mail: planning@ denbighshire.gov.uk Website: www.denbighshire.gov.uk

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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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

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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.

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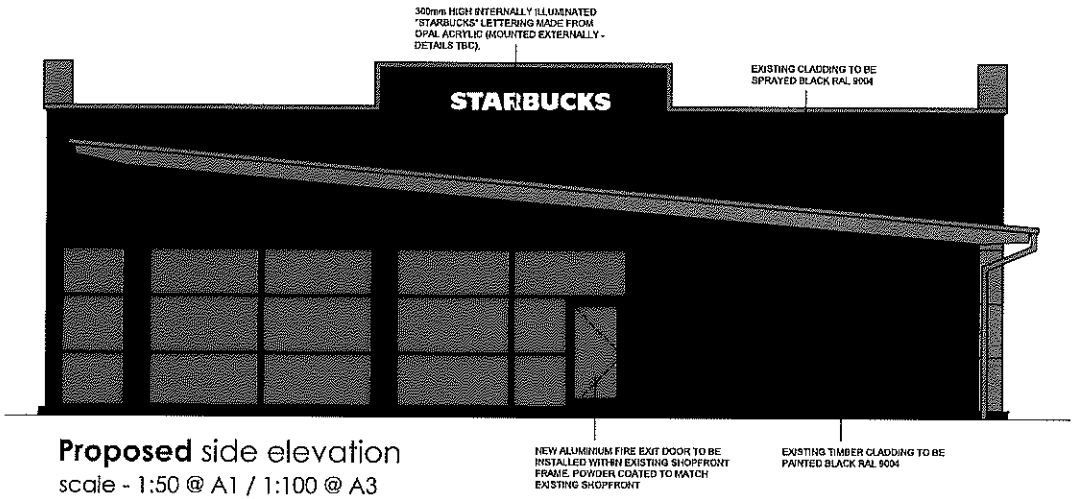
I look forward to hearing from you.

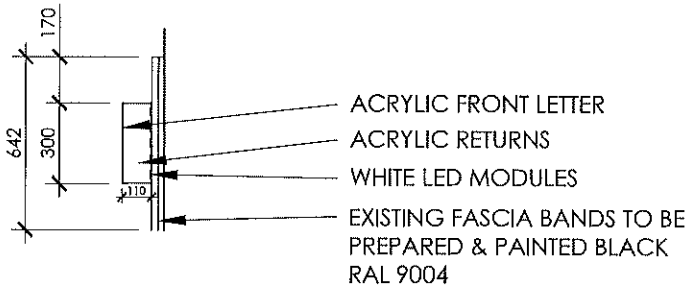
Yours faithfully

EMLYN JONES

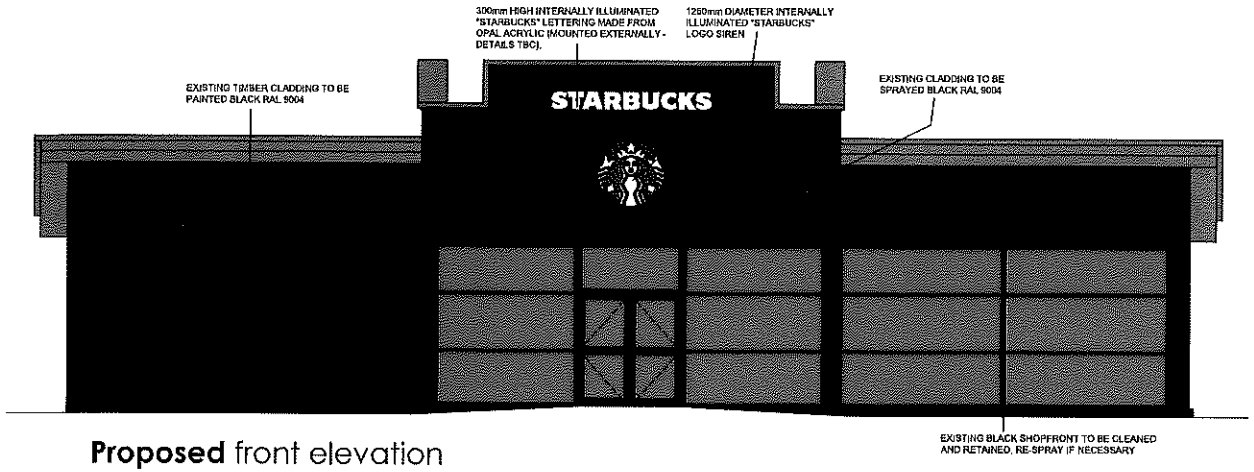
Head of Planning, Public Protection and Countryside Services



Proposed side elevation
scale - 1:50 @ A1 / 1:100 @ A3



Proposed starbucks letters
scale - 1:50 @ A1 / 1:100 @ A3



Proposed front elevation
scale - 1:50 @ A1 / 1:100 @ A3

Frank Boldshaw
Building Surveyors Limited

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rev	date	description
A	11/03/22	Section through starbucks letters

Café Fortune Ltd

store address
RHUDDLAN
FORMER HARVEYS AMERICAN BAR & GRILL
MARSH RD
RHUDDLAN
RHYL
LL18 5UA

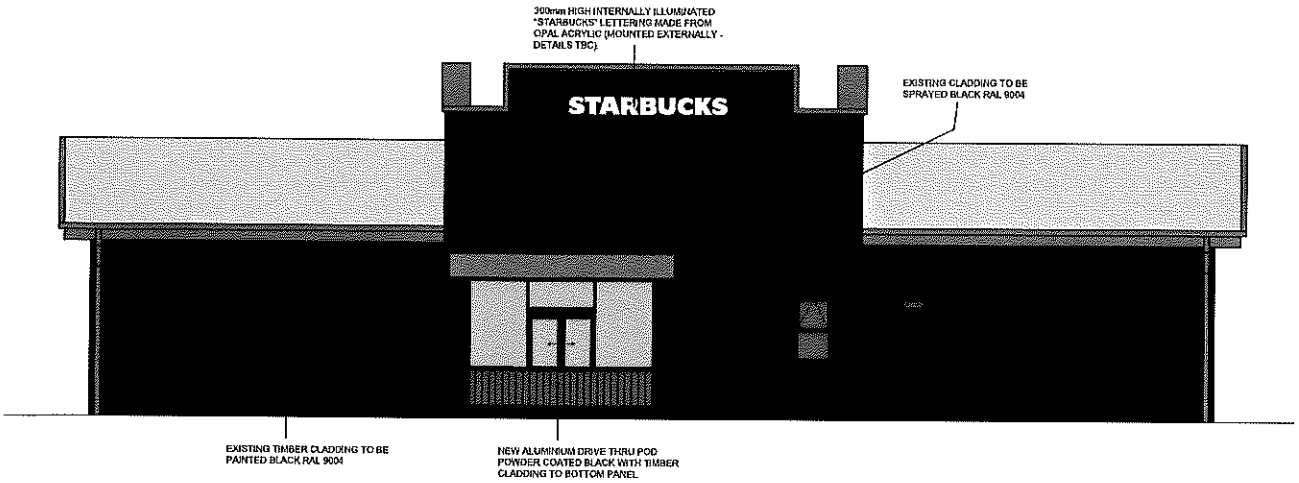
Client:
CAFE FORTUNE

drawing title
PROPOSED
EXTERNAL ELEVATIONS

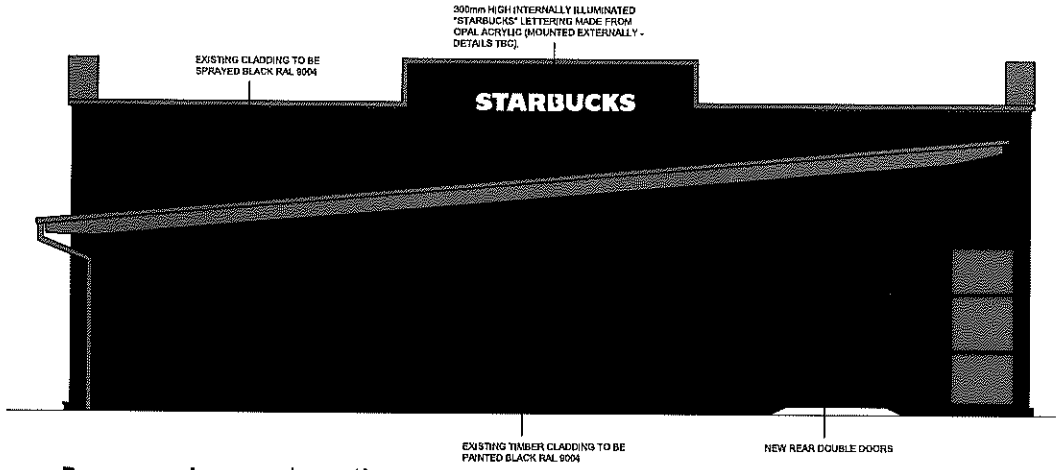
drawn by	checked	date
JL	—	23/02/2021

scale
1:50 @ A1

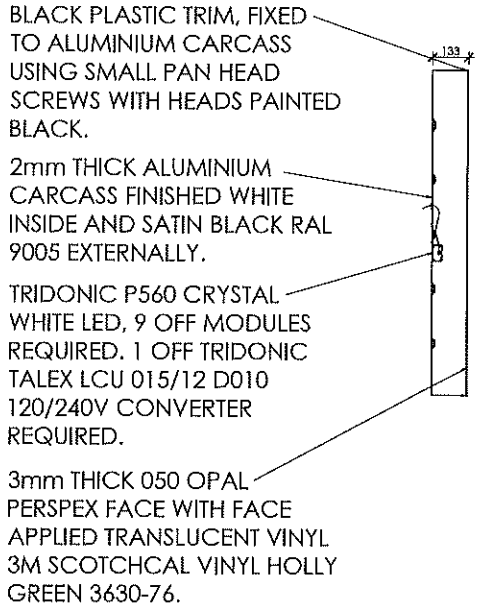
drawing no.	revision
2021/95/PP07	A



Proposed side elevation
scale - 1:50 @ A1 / 1:100 @ A3



Proposed rear elevation
scale - 1:50 @ A1 / 1:100 @ A3



Proposed starbucks roundel
scale - 1:50 @ A1 / 1:100 @ A3

Frank Reilshaw
Building Surveyors Limited

Café Fortune Ltd

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ALL DIMENSIONS TO BE CHECKED ON SITE.

DO NOT SCALE FROM THIS DRAWING EXCEPT FOR THE PURPOSES OF LOCAL AUTHORITY PLANNING

rev	date	description
A	11/03/22	Section through starbucks roundel

store address
RHUDDLAN
FORMER HARVEYS AMERICAN BAR & GRILL
MARSH RD
RHUDDLAN
RHYL
LL18 5UA

Client:
CAFE FORTUNE

drawing title
PROPOSED
EXTERNAL ELEVATIONS

drawn by	checked	date
JL	---	23/02/2021

scale
1:50 @ A1

drawing no.	revision
2021/95/PP08	A

Eich cyf / Your ref

Ein cyf / Our ref : 44/2022/0308

Dyddiad / Date : 31/03/2022

Rhif union / Direct dial : 01824 706727

Cyngor sir ddinbych denbighshire County Council

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: **44/2022/0308**

CYNNIG / PROPOSAL: **Codi estyniad cefn deulawr / Erection of two storey rear extension**

LLEOLIAD / LOCATION: **Longton Parliament Street, Rhuddlan, Rhyl**

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

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 llythur hwn.

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.

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 ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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 chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er

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

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.

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.

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.

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, objections on moral grounds, unfair competition and private legal disputes, for example, are not normally accepted as material to the planning

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

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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.

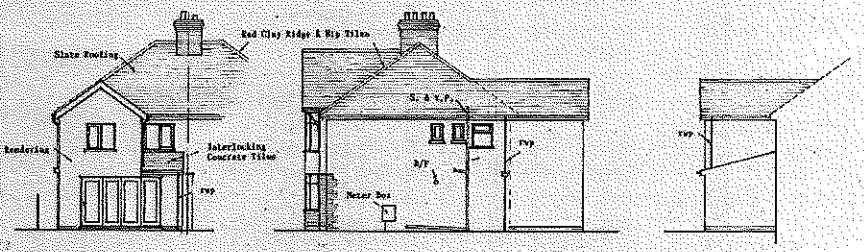
Please note that application details can be viewed on-line: www.denbighshire.gov.uk/planning

I look forward to hearing from you.

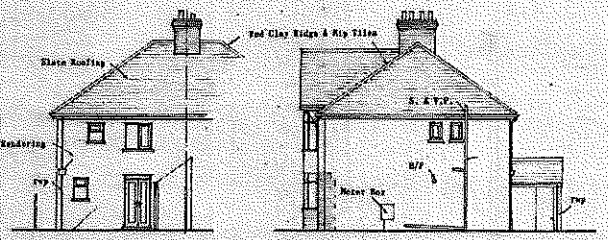
Yours faithfully

EMLYN JONES

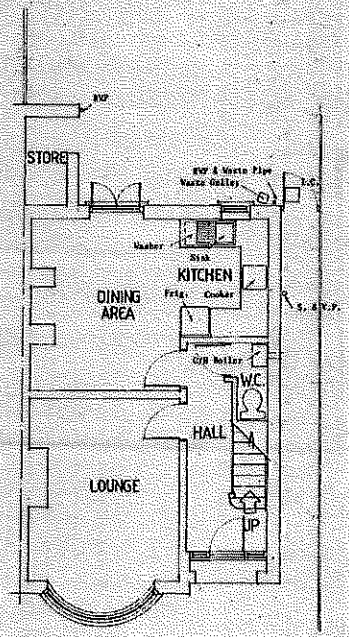
Head of Planning, Public Protection and Countryside Services



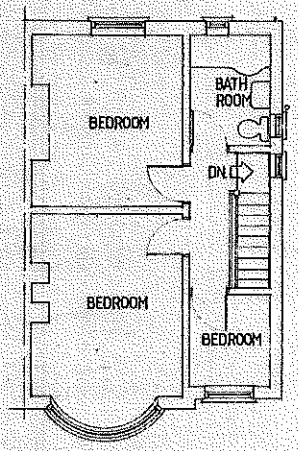
PROPOSED - REAR ELEVATION SIDE ELEVATION (To Plas Madoc) SIDE ELEVATION (To Cynlas)



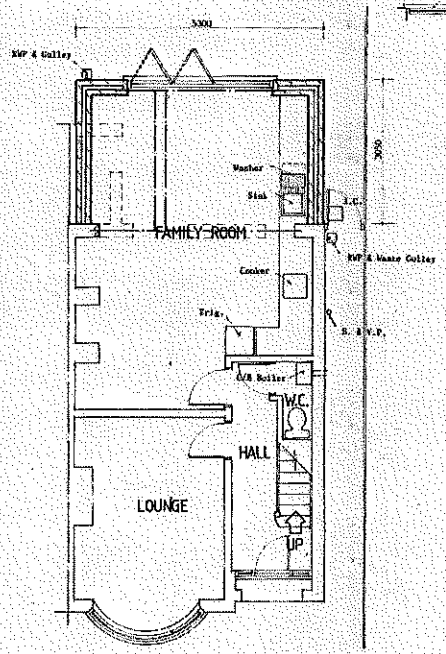
EXISTING - REAR ELEVATION SIDE ELEVATION



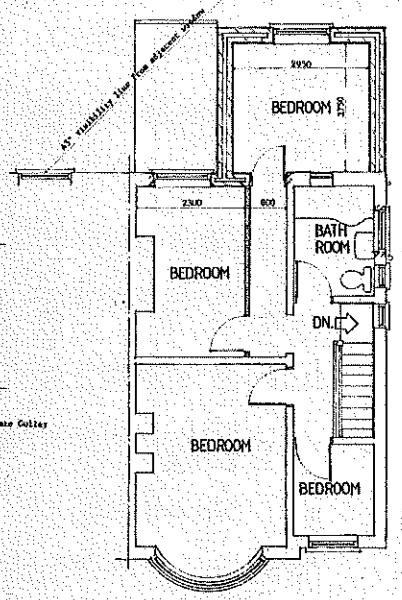
EXISTING GROUND FLOOR



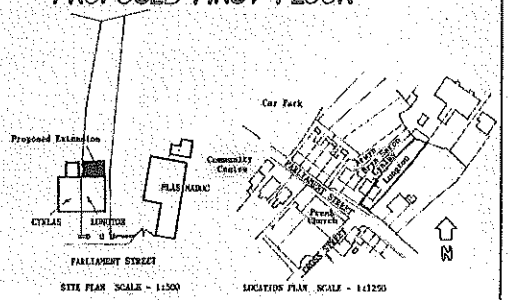
EXISTING FIRST FLOOR



PROPOSED GROUND FLOOR



PROPOSED FIRST FLOOR



SITE PLAN SCALE - 1:500 LOCATION PLAN SCALE - 1:1250

PROPOSED EXTENSION AT REAR OF LONGTON, PARLIAMENT STREET, RHUDDLAN.
SCALES - 1:50, 1:100.

PLAN No. 3344/1/MAR/2022

BRIAN E. ROBINSON, ACARE, MWMD,
Planning & Design Services,
32 Clwyd Avenue, Rhuddlan,
Rhyl, Denbighshire, LL18 2UW.
Tel: 01745 591188 Mob: 07946 537229
e-mail: brianrobinson@hotmail.co.uk

Eich cyf / Your ref

Ein cyf / Our ref : 44/2022/0320

Dyddiad / Date : 06/04/2022

Rhif union / Direct dial : 01824 706727

Cyngor sir ddinbych denbighshire County Council

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: **44/2022/0320**

CYNNIG / PROPOSAL: **Codi estyniadau i gefn yr annedd / Erection of extensions to rear of dwelling**

LLEOLIAD / LOCATION: **8 Nant Close, Rhuddlan, Rhyl**

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

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 llythur hwn.

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.

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 ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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 chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er

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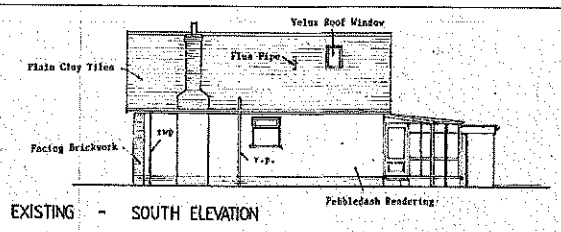
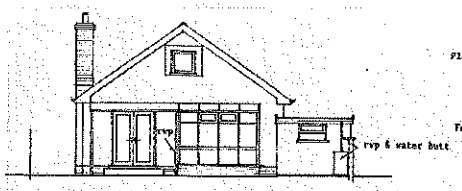
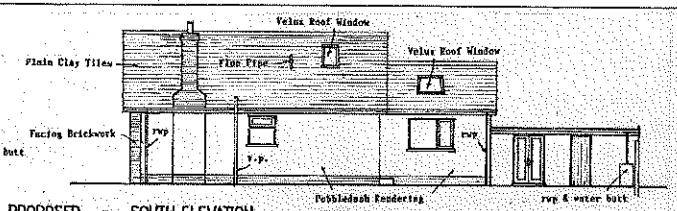


EXISTING - SOUTH ELEVATION

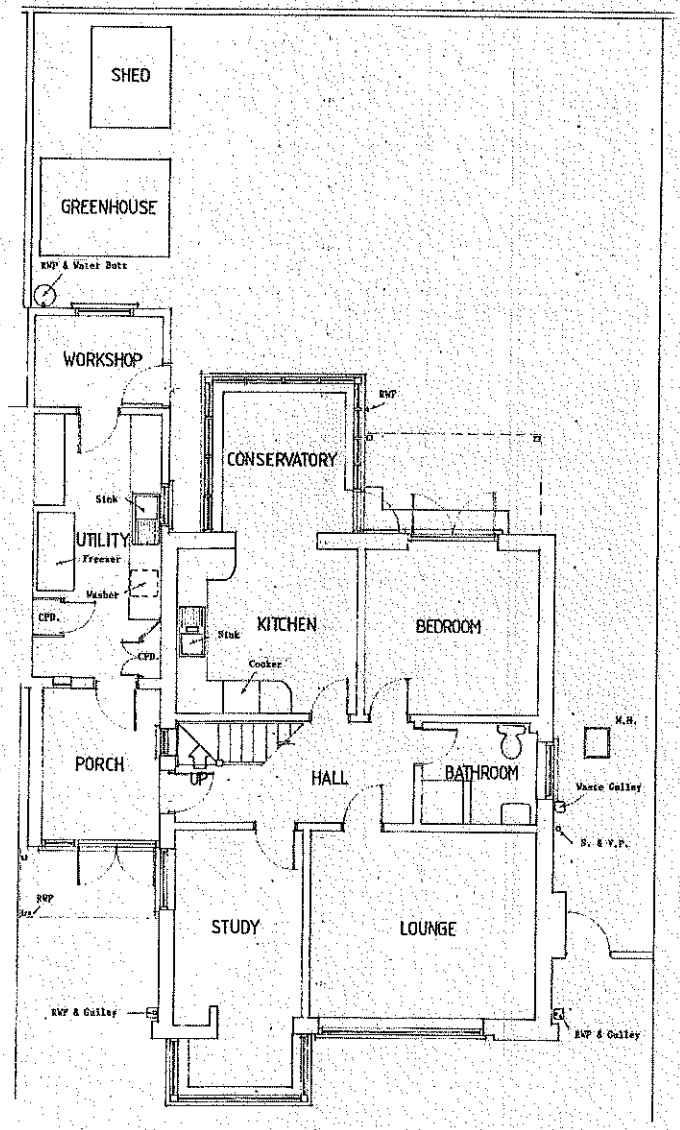


EAST ELEVATION

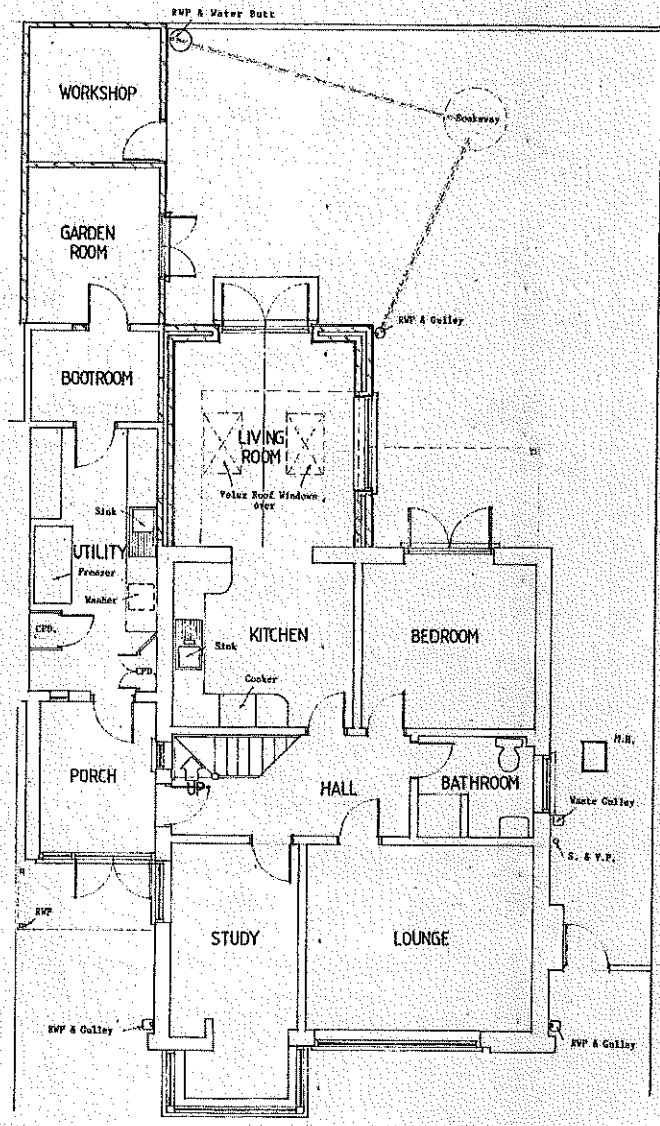


PROPOSED - SOUTH ELEVATION

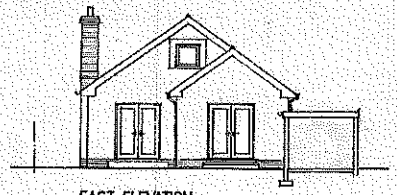
END ELEVATION OF GARDEN ROOM
(facing 5 Barrfield Close)



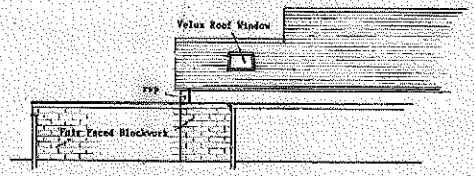
EXISTING PLAN



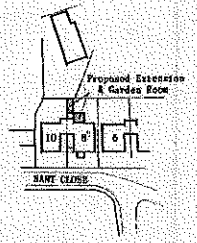
PROPOSED PLAN



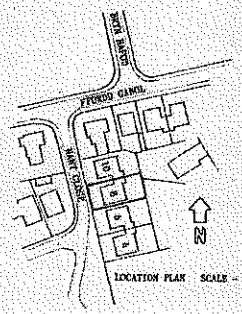
EAST ELEVATION



NORTH ELEVATION



SITE PLAN SCALE - 1:1250



LOCATION PLAN SCALE - 1:1250

PROPOSED EXTENSIONS AT REAR OF 8 NANT CLOSE, RHUDDLAN.
SCALE 1:50 1:100

PLAN No. 2338/1/MAR/2022

BRIAN E. ROBINSON, AC&BE, MWDBD,
Planning & Design Services,
32 Clwyd Avenue, Rhuddlan,
Rhyl, Denbighshire. LL18 2UW.
Tel: 01745 591188 Mob: 07946 537229

Accounting statements 2020-21 for:

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	67,482	66,341	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	92,150	147,620	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	9,603	132,172	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	20,997	24,632	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	81,897	205,959	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	66,341	115,542	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	66,341	115,542	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	0	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	208,586	336,166	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	125,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	
	☐	☐	☒	☐	☐	☒	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed? Yes	Agreed? No*	'YES' means that the Council/Board/Committee:	PG Ref
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	☒	☐	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	☒	☐	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	☒	☐	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	☒	☐	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	☒	☐	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	☒	☐	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	☒	☐	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

	Yes	No	N/A		
9. Trust funds – in our capacity as trustee, we have: • discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	☐	☐	☒	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000 Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector. In 2020-21, the Council made payments totalling £9,853.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.
3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	**Approval by the Council/Board/Committee**
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Minute ref: 10/5/21 Item 9b
RFO signature:	**Chair of meeting signature:**
Name: SIAN MAI JONES	**Name:** MIKE ELGIN
Date: 24/04/2021	**Date:** 18/5/21

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Rhuddlan Town Council

Auditor General's report

Audit opinion - Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the Council's attention to the following matters and recommendations arising from my audit:

Incomplete Annual Return

Line 11 in the Accounting Statement states that the closing balances = £0. Line 11 should equal line 7. The Council has not properly completed the Accounting Statement. However, the closing balances are shown in line 7.

- We recommend that the Council ensures that the Annual Return is properly completed before approving the return for submission for audit.

Internal audit report

In the Annual Governance Statement (AGS), the Council confirms that it has maintained an adequate system of internal control. An important source of evidence over the adequacy of the system of internal control is provided by the Internal Auditor. However, the Council did not receive the Internal Auditor's report until after it had approved the AGS.

- We recommend that in future years, the Council ensures it has received and considered the Internal Audit report before it approves the AGS.

Deryck Evans **Deryck Evans, Audit Manager, Audit Wales** **For and on behalf of the Auditor General for Wales**	**Date: 15/03/2022**

* Delete as appropriate.

Annual internal audit report to:

Name of body:

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	☒	☐	☐	☐	Insert text See report
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☒	☐	☐	☐	Insert text See report
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☒	☐	☐	☐	Insert text See report
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	☒	☐	☐	☐	Insert text See report
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	☒	☐	☐	☐	Insert text See report
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	☒	☐	☐	☐	Insert text See report
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	☒	☐	☐	☐	Insert text See report
8. Asset and investment registers were complete, accurate, and properly maintained.	☒	☐	☐	☐	Insert text See report

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	☒	☐	☐	☐	Insert text See Separate Report
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	☒	☐	☐	☐	Insert text See Seperate Report.
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.	☐	☐	☒	☐	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	☐	☐	☐	☐	Insert text.
13. Insert risk area	☐	☐	☐	☐	Insert text
14. Insert risk area	☐	☐	☐	☐	Insert text

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: SARA WEBSTER (DCC)

Signature of person who carried out the internal audit: [signature]

Date: 4/6/2021

Rhuddlan Town Council

Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current	31/03/2022	442	53,166.87
HSBC Deposit	31/03/2022	156	82,704.84
			135,871.71

Unpresented Cheques (Minus)

			Amount	
11/02/2021	102548	Scot-Petshop Ltd	150.00	
11/03/2021	102562	Scot-Petshop Ltd	150.00	
21/07/2021	102653	Goodsigns & Print	58.08	
11/11/2021	102591	Scot-Petshop Ltd	183.17	
11/11/2021	102600	Scot-Petshop Ltd	183.17	
11/11/2021	102705	Mr R Price	25.00	
09/12/2021	102715	Scot-Petshop Ltd	188.30	
13/01/2022	102737	Mr S Price	25.00	
13/01/2022	102746	Web Studio North Wales	1,200.00	
10/02/2022	102766	Rhuddlan Parish & Comm Magazin	50.00	
10/03/2022	102775	Dafydd Timothy	250.00	
10/03/2022	102769	Gallagher Insurance	2,252.38	
10/03/2022	102782	Holy Well Town Council	70.00	
10/03/2022	102784	A J Stacey Joinery Ltd	785.82	
10/03/2022	102785	Sue Butterworth	100.00	
				5,670.92
				130,200.79

Receipts not Banked/Cleared (Plus)

	0.00	
		0.00
		130,200.79
Balance per Cash Book is :-		**130,200.79**
Difference is :-		**0.00**

Rhuddlan Town Council

Current Bank Account

List of Payments made between 01/04/2022 and 14/04/2022

Date Paid	Payee	Reference	Amount Paid		Transaction Detail
14/04/2022	Paul Smith	102791	£	52.00	Back Pay as standing not changed yet
14/04/2022	Stephen Wilson	102792	£	342.15	Back Pay £198.31 & Expenses/Stationary £143.84 March
14/04/2022	Sian Mai Jones	102793	£	239.83	Back Pay
14/04/2022	Dafydd Timothy	102794	£	160.00	Translation March 2022
14/04/2022	Humphreys Signs and Print	102795	£	804.00	De-fib metal backboards, telephone box decals
14/04/2022	Rhuddlan Town Community Association	102796	£	300.00	Farmers Market March & April 2022
14/04/2022	Gareth Rowlands	102797	£	76.22	Zoom £14.39 & £61.83 Materials to secure CYB
14/04/2022	Catalyst Systems (NW) Ltd	102798	£	122.40	Upgrade of Clerk and Assistants Virus Protection
14/04/2022	United Kingdom Debt Management Office	Direct Debit	£	3,438.40	CYB Payment
14/04/2022	Morral Play Services	102799	£	234.00	Play Ground Quarterly Imspection December 2022
14/04/2022	Paul Smith	Standing Order	£	200.07	Salary
14/04/2022	Stephen Wilson	Standing Order	£	1,538.37	Salary
14/04/2022	HSBC UK	Direct Debit	£	24.00	Bank Charges 21/2/2022 to 20/3/2022
14/04/2022	SSE Southern Electric	Direct Debit	£	255.70	Electricity MUGA 19/11/2022 to 30/3/2022
14/04/2022	*Rhuddlan Bowling Club*	*102800*	*£*	*100.00*	*Jubilee Teas TO BE AGREED*
14/04/2022	*Ysgol Y Castell*	*102801*	*£*	*100.00*	*Jubilee Party TO BE AGREED*
14/04/2022	Stephen Wilson	102802	£	154.99	Payment for Jubilee Plaque
14/04/2022	Royal British Legion Industries Ltd	102803	£	251.43	Flag and lamp post decorations
14/04/2022	Francis Bird	102804	£	400.00	CYB External drawings for Tender
14/04/2022	HMRC	102805	£	1,121.16	Tax and NI
14/04/2022	Nest Pensions		£	236.98	Pension March
14/04/2022	*Community Centre*		*£*	*100.00*	*Jubilee tea donation TO BE AGREED*
14/04/2022	Vodaphone				Telephones March
14/04/2022	Web Studio	Standing Order	£	240.00	Website and FB management
14/04/2022	DJB Plumbing Limited	102806	£	4,707.25	25% deposit for CYB plumbing and heating installation
14/04/2022	Scot Petshop Ltd	102807	£	183.17	Re-issue Chq 102699 cancelled
14/04/2022					
			£	15,382.12	

Cyngor Tref
Rhuddlan
Town Council

GRIEVANCE POLICY

(Version agreed by Personnel Committee on 23rd February 2021

and Rhuddlan Town Council on the 11th March 2021)

Introduction

1. This policy aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. The policy is primarily concerned with employee grievances and should be seen as separate from the Code of Conduct for councillors.

3. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

   - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
   - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the

original meeting date unless it is unreasonable not to propose a later date any changes to specified time limits must be agreed by the employee and the Council

- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph No 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of Denbighshire County Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph No 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable

steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination

- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Personnel committee or, if appropriate, another member of the Personnel committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

   Note – the Town Clerk's manager in terms of the grievance procedure is the Mayor. However, should the grievance issue relate to the Mayor then the grievance issue will be dealt with by the Deputy Mayor.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel committee.

6. The Personnel committee will appoint a Grievance sub-committee of three members outside of the Personnel committee to hear the grievance. The Grievance sub-committee will appoint a Chairman from one of its members.

No councillor with direct involvement in the matter shall be appointed to the Grievance sub-committee.

Investigation

7. If the Grievance sub-committee decides that it is appropriate, (e.g., if the grievance is complex), it may appoint an Investigator to carry out a review before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g., the employee submitting the grievance, other employees, councillors or members of the public).

8. The investigator will summaries their findings (usually within an investigation report) and present their findings to the Grievance sub-committee.

Notification

9. Within I0 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

   - the names of its Chairman and other members
   - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
   - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
   - a copy of the Council's grievance policy
   - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
   - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
   - findings of the investigation if there has been an investigation
   - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

IO. At the grievance meeting:

- the Chairman will introduce the members of the Grievance sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
- any member of the Grievance sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the Grievance sub-committee.

11. The Chairman will provide the employee with the Grievance sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the Grievance sub-committee, he/she may submit a written appeal to the Personnel committee. An appeal must be received by the Council within five working days of the employee receiving the Grievance sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the Grievance sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by an Appeals Panel of three members of the Council who have not previously been involved in the case. The Appeals Panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Personnel sub-committee
- explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

19. The Appeals Panel may decide to uphold the decision of the Grievance sub-committee or substitute its own decision.

20. The decision of the Appeals Panel is final.

Cyngor Tref
Rhuddlan
Town Council

DIGNITY AT WORK POLICY

(Adopted by Town Council on January 14th 2021)

1. The Policy

1.1 Rhuddlan Town Council's aim is to provide a working environment that respects the rights of each employee and where councillors and employees treat each other with mutual respect. Any behaviour that undermines this aim is unacceptable.

1.2 The Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy it is the duty of all Councillors and employees to take full responsibility for ensuring that harassment does not occur in the Town Council.

2. Principles and procedures

2.1 The following procedure has been designed to inform councillors and employees about the type of behaviour that is unacceptable and provides employees and others who are the victims of harassment and bullying with a means of redress. The Town Council will not tolerate harassment or bullying of its:

- job applicants
- employees
- other Councillors
- contractors
- agency workers
- the self-employed
- ex-employees
- volunteers

2.2 This policy also applies to work related functions which are held outside of normal working hours, either on or off the Town Council's premises, such as Christmas parties, leaving celebrations, working lunches, etc.

3. Harassment

Definition

3.1 Harassment is unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading,

humiliating or offensive working environment for them. Harassment will also occur where a colleague is treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment or gender re-assignment harassment.

3.2 Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

3.3 People can be subjected to harassment on a wide variety of grounds. Some examples are:

- Sex-based (purely because of gender) or sexual (sexual in nature)
- Sexual orientation
- Trans-sexualism (gender reassignment)
- Being married or having a civil partner
- Race, nationality, ethnic origin, national origin or skin colour
- Disability itself or a reason relating to it
- Age
- Employment status, e.g., part-time, fixed-term
- Membership or non-membership of a trade union
- Carrying out health and safety duties
- Religion or religious beliefs or lack of either
- Deeply held personal beliefs or lack of them
- Political beliefs
- Criminal record
- Health
- Physical characteristics
- Social class
- Willingness to challenge harassment – being ridiculed or victimised for raising a complaint

3.4 Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

3.5 Harassment at work is unlawful under the Equality Act 2010

3.6 The Town Council together with the Clerk who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the employee who has committed the act of harassment. There is no limit to the compensation that can be awarded in employment tribunals for acts of harassment.

3.7 The Town Council will also be liable for harassment that comes from a third party (e.g., a member of the public or supplier) if that harassment occurs on at least two

occasions, and the Town Council is aware that it has happened and does nothing to stop it happening.

3.8 Harassment on any grounds is also a criminal offence, primarily under the Protection from Harassment Act 1997. This means that employees who suffer harassment may contact the police, in the case of harassment from employees/councillors or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.

Additionally, an employee harassed by a colleague or councillor may sue that colleague or councillor personally for the damage and distress caused.

4 . Bullying

Definition

4.1 Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately self-questioning his or her worth in the workplace and society as a whole.

4.2 Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work.

These can be split into two categories:

The obvious:

- Shouting or swearing at people in public and private.
- Persistent criticism.
- Ignoring or deliberately excluding people.
- Persecution through threats and instilling fear
- Spreading malicious rumours.
- Constantly undervaluing effort.
- Dispensing disciplinary action that is totally unjustified.
- Spontaneous rages, often over trivial matters.

The less obvious:

- Withholding information or supplying incorrect information.
- Deliberately sabotaging or impeding work performance.
- Constantly changing targets.
- Setting individuals up to fail by imposing impossible deadlines.
- Levelling unfair criticism about performance the night before an employee goes on holiday.
- Removing areas of responsibility and imposing menial tasks
- Blocking applications for holiday or training.

The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

5.0 The impact of harassment and bullying

5.1 Harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

5.2 The damage, tension and conflict that harassment and bullying creates should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, poor service and poor quality.

5.3 Public image can be badly damaged when incidents of harassment and bullying occur, particularly when they attract media attention. This can damage the reputation of the Council.

6.0 Enforcement

6.1 Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed. The Disciplinary Procedure will be invoked.

6.2 All employees and councillors will be informed of the Town Council's policy towards harassment and bullying. It will be stressed that all complaints of harassment will be treated seriously.

6.3 The Town Council expects its employees and councillors to ensure that this policy and procedure is adhered to at all times and expects all employees and councillors to respect the dignity of their colleagues.

6.4 The Code of Conduct for councillors is relevant in this context and the key principles and practice of this policy will be respected and applied by Councillors in the context of their day to day work.

7.0 Procedures

Advice

7.1 The Town Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take.

7.2 The Town Council operates an open door policy to discuss workplace problems and employees can discuss the matter with their line manager on an informal basis. In appropriate cases, the Town Council may decide to engage an external advisor to assist in the assessment of an allegation of harassment by an employee.

7.3 The Advisor's role will be to:

- ensure the conversation remains confidential as far as possible;
- listen sympathetically;
- help employees consider objectively what has happened;
- discuss what outcome the employee would wish to see;
- draw attention to available procedures and options;
- inform the employee of the legal liabilities involved;

- help weigh up the alternatives, but without pressure to adopt any particular course;
- assist the individual in dealing with the situation, if they ask for help; engaging with the Council as a means of helping resolve the situation.

7.4 Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, the Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

Solutions

7.5 It is for the employee to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

Informal

7.6 Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise, a formal complaint will be made using the grievance procedure.

7.7 If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a colleague or union representative who can accompany the victim when speaking to the harasser or bully.

7.8 A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

Formal

7.9 Where informal solutions fail, or serious harassment or bullying occurs, employees and others can bring a formal complaint or involve the grievance procedure.

Continuing to work together

7.10 Whether a complaint is upheld or not, the Town Council recognises that it may be difficult for the employee(s) concerned to continue to work in close proximity to the alleged perpetrator of the harassment during the investigation or following the outcome of the proceedings. If this is the case the Town Council will examine how the sensitivities of the situation can be addressed.

Monitoring

7.11 Where harassment or bullying has been found to have occurred and the perpetrator remains in employment or a member of the Council, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim. The Town Council will also ensure that the perpetrator who committed the act of harassment or bullying is not victimised in any way.

Malicious complaints

7.12 Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to the Town Council's disciplinary procedure.

Complaints to an employment tribunal

7.13 While the Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment; claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age

Reference – One Voice Wales / Town & Community Councils

Cyngor Tref
Rhuddlan
Town Council

DISCIPLINARY POLICY
(Version agreed by Personnel Committee on 23rd February 2021 and Rhuddlan Town Council on 11th March 2021)

Introduction

1 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behavior informally, without starting the formal procedure set out below.

2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognizes that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees under performance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- At any investigatory, disciplinary or appeal meeting, employees may be accompanied or represented by a companion.
  workplace colleague, a trade union representative or a trade union official;
  The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the

opportunity to be represented and to make written submissions if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the its reasons,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behavior that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorized absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behavior
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behavior
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g., the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6 If allegations of misconduct or gross misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the

investigation in any way or to discuss this matter with any other employee or councillor.

8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10 The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct. on matters Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalize the discussions and invite the employee to a first stage disciplinary hearing.

(**Note** – the Town Clerk's manager in terms of day-to-day operations and disciplinary matters will be the Mayor).

Disciplinary investigation

11 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

12 If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel Committee considers that there are no councillors who are

independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or if there is a need for further advice.

13 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 21).

14 The Personnel Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

15 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

16 If there are other persons (e.g., employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

17 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel Committee whether or not disciplinary action should be considered under the policy.

18 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

19 The Investigator will submit the report to the Personnel Committee which will decide whether further action will be taken.

20 If the Personnel Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

21 If the Personnel Committee decides that there is a case to answer, it will appoint a Disciplinary sub-committee of three councillors from outside the Personnel Committee, to formally hear the allegations. The Disciplinary sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

22 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Disciplinary sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it, so that witnesses may have sufficient notice to attend on the employee's and the Council's behalf. Both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the Disciplinary sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

23 The Chairman will provide the employee with the Disciplinary sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

24 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Disciplinary sub-committee.

Disciplinary action

25 If the Disciplinary sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's

personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g., 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g., 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

26 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the Disciplinary sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The Appeal

27 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

28 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the Disciplinary sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

29 Where possible, the appeal will be heard by an Appeals Panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. The Appeals Panel will appoint a Chairman from one of its members.

30 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, a workplace colleague, a trade union representative or a trade union official.

31 At the appeal meeting, the Chairman will:

- introduce the Appeals Panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

32 The employee (or companion) will be asked to explain the grounds for appeal.

33 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

34 The Appeals Panel may decide to uphold the disciplinary decision, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

35 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

36 The Appeals Panels decision is final.