

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Dear Councillor

3rd February 2023

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 9th February 2023 at 7pm Members of the public wishing to attend may do so by informing the Town Clerk by 6pm on 8th February 2023 so that necessary arrangements can be made. **Can join by Zoom or attend in person at Rhuddlan Community Centre.*

1. **Apologies**
2. **Declarations of Interest**
3. **Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered as a matter of urgency in accordance with Standing Orders
4. **Police matters** – to receive crime report
5. **Minutes** – Approve minutes of Town Council meeting held on 12th January, 2023. Pre- circulated
6. **Matters Arising from minutes**
7. **Correspondence from:**
 - a. The mayor
 - b. The town clerk including project report
8. **County Council Members Report** – to receive reports
9. **Mayors Newsletter** - to approve costs
10. **Events Committee** – to receive minutes from meetings held on 24th January
11. **Town Plan** – to consider arrangements for a review of the plan
12. **MUGA Lighting** – to review the frequency of light provision
13. **Review of Policies:**
 - a. Financial Regulations
 - b. Code of Conduct
 - c. Local Resolution policy
14. **Planning** - to consider applications
 - a. None received

15. **Budget & Finance Matters**

- a. Grant requests
 - a. None
- b. Approve the payments listing due

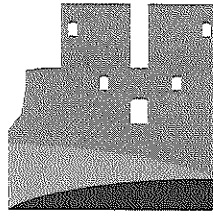
16. **Community Matters**

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

15. **Date of next meeting:** 9th March 2023

Steve Wilson - Town Clerk

07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Cyfarfod Cyngor Tref Rhuddlan

Annwyl Gyngorydd

3 Chwefror 2023

Estynnir gwahoddiad i chi trwy hyn i gyfarfod Hybrid* Cyngor Tref Rhuddlan, nos Iau, 9 Chwefror 2023 am 7pm. Gall aelodau'r cyhoedd sy'n dymuno mynychu wneud hynny drwy gysylltu â Chlerc y Dref erbyn 6pm ar 8 Chwefror 2023 fel bod modd gwneud y trefniadau angenrheidiol. **Gallwch ymuno trwy Zoom neu ddod i Ganolfan Gymunedol Rhuddlan.*

1. **Ymddiheuriadau**
2. **Datgan Buddiant**
3. **Materion Brys fel y'u Cytunwyd gan y Cadeirydd** – Rhybudd am eitemau a ddylai, ym marn y Cadeirydd, gael eu hystyried fel mater brys yn unol â'r Rheolau Sefydlog
4. **Materion yr heddlu** – derbyn adroddiad troseddu
5. **Cofnodion** – Cymeradwyo cofnodion cyfarfod Cyngor y Dref a gynhaliwyd ar 12 Ionawr, 2023. Dosbarthwyd ymlaen llaw
6. **Materion yn codi o'r Cofnodion**
7. **Gohebiaeth gan:**
 - a. Y maer
 - b. Clerc y dref gan gynnwys adroddiad am brosiectau
8. **Adroddiad gan Aelodau'r Cyngor Sir** – derbyn yr adroddiadau
9. **Cylchlythyr y Maer** – cymeradwyo'r costau
10. **Pwyllgor Digwyddiadau** – derbyn cofnodion cyfarfod a gynhaliwyd ar 24 Ionawr
11. **Cynllun y Dref** – ystyried trefniadau ar gyfer adolygu'r cynllun
12. **Goleuadau'r MUGA** – adolygu amllder y ddarpariaeth oleuadau
13. **Adolygu Polisiâu:**
 - a. Rheoliadau Ariannol
 - b. Cod Ymddygiad
 - c. Polisi Penderfyniadau Lleol
14. **Cynllunio** – ystyried ceisiadau
 - a. Dim wedi'u derbyn

15. **Y Gyllideb a Materion Ariannol**

- a. Ceisiadau am grantiau
 - a. Dim
- b. Cymeradwyo'r rhestr daliadau dyledus

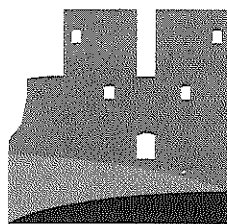
16. **Materion Cymunedol**

Rhan 2. Cau allan y wasg a'r cyhoedd. Yn rhinwedd Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd) 1960, mae'r wasg a'r cyhoedd yn cael eu cau allan o drafodaethau ar y materion canlynol ar y sail y byddai eu datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.

15. **Dyddiad y cyfarfod nesaf:** 9 Mawrth 2023

Steve Wilson – Clerc y Dref

07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 12th January 2023

Hybrid Meeting

Present:

Cllr Mike Elgin (Mayor)
Cllr Mike Kermode (Deputy Mayor)
Cllr Ivor Beech
Cllr Jackie Burnham
Cllr Reg Davies
Cllr Arwel Roberts
Cllr Gareth Rowlands
Cllr Val Simmons
Cllr Bleddyn Williams
Cllr Rob Williams
Town Clerk
Clerical Assistant/Minute Clerk (virtual)

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

The Police & Crime Commissioner (PCC) Andrew Dunbobbin, PCSOs Barry Williams and James Jones, along with several members of the public including Royston Williams were present.

1. Apologies

Cllr Ann Davies, PCSO Roberts

2. Declaration of Interest

None offered

3. Presentation of Award to Royston Williams

The Mayor introduced Mr Williams to the Council as the Rhuddlan scout leader for the last 40 years. He paid tribute to Mr Williams for his dedication and long service, and presented him with an award as a sign of the Council's appreciation for his commitment to the local community.

Mr Williams along with other members of the public then left the meeting.

4. Urgent Matters

None

5. Police Matters

The December crime report was presented and a short discussion took place on the effect of the current economic crisis on the number of incidents. There was also reference to an incident at a static caravan situated in Tan Yr Eglwys.

The mayor welcomed the North Wales PCC Andrew Dunbobbin and thanked him for attending the meeting. Mr Dunbobbin introduced himself, providing information on his career, interests, and family. His presentation on his role and work as PCC was well received by Members and proved very interesting and informative. Questions were invited and a discussion ensued noting in particular the importance of partnership working with the Council and many other public and community organisations. A copy of his Police & Crime Plan is to be circulated via the Clerk along with a copy of PCSO Williams award winning booklet "Faith".

6. Minutes

Town Council Meeting 8th December 2022

Subject to some minor typo amendments the Minutes were proposed as a true record by Cllr Gareth Rowlands, seconded by Cllr Arwel Roberts. **Resolved.**

The minutes were duly signed

7. Matters Arising

- a. **Code of Conduct Training** – There are 3 Councillors left to book on this mandatory course. Dates available up to April 2023. Members noting that the New Councillor course was excellent and that DCC had a lot of useful information available for Councillors.
- b. **Rhuddlan Castle** – It was reported that Rod Langford had contacted CADW regarding the flagpole repairs which resulted in a quick and positive response. The flagpoles will be repaired in existing position and if this is not possible then a location behind the visitor centre has been identified.
- c. **Dog Fouling Signs** – The Clerk had received a quote for the plan of Admiral's Field to be corrected. Cllr Jackie Burnham proposed that this be actioned, seconded by Cllr Arwel Roberts. **Resolved.**
- d. **Tree Debris in River** – Written response off NRW still awaited.
- e. **First Aid Course** – Was cancelled and will be rearranged.
- f. **Vulnerable people** – The Clerk had tried to follow up the Council's concerns about one vulnerable individual with DCC but needed the name of that person, which was not forthcoming, so this item has not been actioned to date.
- g. **World Cup Sporting Competitions** – Complete
- h. **MUGA Flood Lights** – Waiting second quote off DCC to move to LED. Electricity costs increasing 100%.
- i. **Cemetery** – A Councillor raised concerns about the continuing flooding of the site and had known some residents to be reduced to tears about the issue. Although not the responsibility of Rhuddlan Town Council, Members discussed sending a letter highlighting the problems to DCC and asking that a representative attends Council to discuss further. **Resolved.**

A Councillor reported a similar flooding issue in an area of Admiral's Field and there was a short discussion on the provision of land drains on this site and where they drain into.

- j. **Tarmac Surface near MUGA/Hwb Area** – No viable draining solution identified so will just be tidied up and the commuted sums used to contract the new path.
- k. **Commuted Sums** – Members were given a short explanation of what Commuted Sums is defined as, where it is derived from, how it can be applied for, and the consequences of not applying for all sums available for Rhuddlan.

8. Correspondence from:

a. The Mayor

The report was accepted.

b. The Town Clerk & Town Plan update

The Clerk had circulated his report in advance of the meeting and read through the various items of correspondence and project updates from the Town Plan.

Elements of the report were discussed - in particular:-

- Concerns over rising electric costs bought about a discussion on alternative suppliers. A councillor reminded the Clerk of the NFU service of finding electric suppliers which the Clerk will investigate.
- Letter inviting Council to become members of the Parish Council UK Network. Members agreed to join but link to existing council website. **Resolved.**
- Information regarding Hwb Rhuddlan's business rate credit and potential saving due to this now being zero rated.
- Hwb broadband connection not completed so Members agreed to wait before organising a formal opening at the Council's next meeting in February. **Resolved.**

The Mayor offered his painting of the castle by a local artist which he wants to display in the Hwb for all to appreciate.

The report and project update were accepted

9. County Councillor Reports

- a. Cllr Arwel Roberts had circulated a written report

The report was accepted

10. Vicarage Lane Hedge Work

The Clerk had circulated details of the three quotes received for the work. Cllr Mike Kermode proposed that the lowest quote be accepted. Seconded by Cllr Gareth Rowlands. **Resolved.**

11. To approve the Budget & Precept Minutes from 10th January 2023 and formally approve the precept submission.

The circulated minutes were proposed for approval by Cllr Gareth Rowlands, seconded by Cllr Jackie Burnham. **Resolved.**

Members noting that as the minutes had now been approved the precept attached to them is now confirmed.

12. Commuted Sums.

The Rhuddlan Allotments Society have applied for £2310.00 for their new paths. Cllr Gareth Rowlands declared an interest.

Members noted that this is the only bid to date and had concerns that the remaining sum could be lost to the town.

Following a discussion, it was decided to investigate the eligible criteria for schools and for the Clerk to submit an application on behalf of the Council towards the Admiral's Field path. **Resolved.**

13. Budget & Finance

a. Grant Applications

i) Denbighshire Urdd Eisteddfod reply had been received and circulated. Cllr Gareth Rowlands proposed the £300 applied for be approved, seconded by Cllr Reg Davies. Cllr Arwel Roberts made an amendment that Council approves £500 with a condition that the Urdd organise an event in Rhuddlan. Seconded by Bleddyn Williams. **Resolved.**

b. Payments List – This had been previously circulated and Cllr Arwel Roberts proposed the list be approved, seconded by Cllr Gareth Rowlands. **Resolved.**

c. The Clerk had circulated the last quarterly statement for information.

d. Members were asked to approve the update to the Standing Orders to accommodate the Clerk and Assistant Clerk's salaries. Cllr Mike Kermode proposed approval, seconded by Cllr Arwel Roberts. **Resolved.**

14. Community Matters

a. Cllr Arwel Roberts reminded Members that he still had some tickets left for the Hen Fagin concert on 20/1.

b. Cllr Val Simmons reported that incidents speeding in Highlands Road had reduced since the eviction of some residents who were known to be regular offenders.

c. Cllr Gareth Rowlands the MUGA lights be added as an agenda item in February due to a significant increase in energy costs, LED lights, and agreeing a light switch on/off policy.

d. Cllr Reg Davies raised the issue of 37 cemetery headstones being pushed over and enquired who is responsible for repair. He stated in some cases no remaining family exist who can be consulted. It was agreed that Cllr Arwel Roberts as a County Councillor investigate the matter on the Council's behalf. **Resolved.**

e. Cllr Jackie Burnham identified potholes on New Road that need repairing. Other Members added other potholes around the town to be included. Agreed that Cllr Arwel Roberts as County Councillor will pass on to DCC. **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 recording of the meeting was switched off.

15. Update from Community Centre Trustees Meeting 11th January 2023

Cllr Reg Davies declared an interest.

The mayor reminded Members what was decided in the November meeting under minute 7A. in respect of offering financial support to The Community Centre on the proviso that the Town Council had more representation on the board of Trustees. The mayor informed the Council that on 11th January he, the Deputy Mayor and Clerk had met with the board of Trustees from the Community Centre and outlined to them what the Council was offering and explained why we believed further representation was necessary. Following a rather heated discussion The Trustees stated that they did not need any Town Council support at this time and reported being in a sound financial situation.

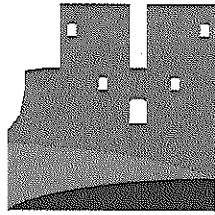
Cllr Mike Kermode confirmed the Trustees position and noted that the discussion had been somewhat uncomfortable and personal at times and did not lend itself to an objective discussion. On behalf of the Town Council the Mayor and Cllr Kermode accepted the decision but did invite the Trustees to return to the Council if support is needed in the future.

A discussion unconnected to the meeting of the 11th of January then took place in respect of the decision made at a previous meeting to relocate Town Council meetings to Hwb Rhuddlan. It was proposed by Cllr Jackie Burnham that Council formally but amiably write to the Community Centre to inform them about the Council relocating to the Hwb once officially opened, and about the removal of Council assets at Council's expense. Including making good any damage caused. **Resolved.**

As a gesture of goodwill, it was agreed to offer the centre the drop-down projector screen for no charge. **Resolved.**

16. Date of next meeting – 09/02/2023 Full Council Hybrid Meeting 7pm

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



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Mayor Mike Elgin's Report for January 2023 Meeting

On 1st February I attended at The Community Centre to join The Stroke Club members enjoying a fabulous Chinese banquet which had been supplied free of charge by The Fei Von restaurant in Rhuddlan.

Jessica Tran Tsang, one of the owners had approached me last month to identify groups of elderly people within the Town, as she and her family wished to celebrate Chinese New Year by donating food to suitable groups. She explained that in Chinese culture the elderly are highly respected by younger people and she wanted to do something similar at this time of a high cost of living. The Stroke club event was the first of 2 events, the second scheduled for Friday 3rd for The Lunch Club. Jessica and The Fei Von should be commended for this act of generosity.

I have been engaged with The Clerk in organising My Civic Sunday to be held on Sunday 12th February at St Marys Church and afterwards at The Community Centre. I anticipate a good turn out and hope to see as many fellow Councillors at the event. My thanks to The Clerk, the Community Centre staff and Rev Jayne Coxall for all the help I have had in the preparations

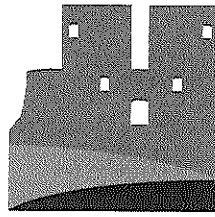
I have attended the following meetings during the month,

Meeting with the Clerk to draw up The Mayors newsletter

Meeting with The Clerk, Deputy Mayor and Cllr Rowlands to agree the location of signs in the High Street and Parliament Street for The Community Centre

Meeting at The Hub re The Events Committee

Meeting to discuss an email from Cadw re Vicarage Lane park



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Clerk's Report and Correspondence February 2023 Meeting

Correspondence

The following has been received:

1. Thank you letter off Wales Air Ambulance for £500 donation..
2. Confirmation of payment from DCC of £19, 137.51 from DCC in relation to commuted sums
3. Minutes from CTTV meeting, specification and other tender documents.
4. Letter off Urdd Gobaith Cymru stating are looking into activities in Rhuddlan during Easter.
5. Note from History Society stating old bottle now on display at the library.
6. Thank you letter of Urdd for £100 donation.
7. Letter from Dr Fiona Grant at Cadw regarding the placement of trees and benches on the area known as Rhuddlan Town Banks contravening the Ancient Monuments and Archaeological Act 1979.
8. Details of the Shared Prosperity Fund off DCC.
9. Various communications from DCC which have been forwarded onto all councillors.

Project Update

Community Market – Next market scheduled 18th February.

Road Safety – SID's delivered, site meeting with installation crew complete and installation in next few weeks.

Green Communities – Grant repaid for money spent to date, however the other grant has to be spent by end of March so the bee project will not go ahead.

Improvements to Vicarage Lane Car Park – No change but CC Arwel has been told things are moving forward.

Community Centre road signs, locations have been agreed and installation is imminent.

Admirals Field path:

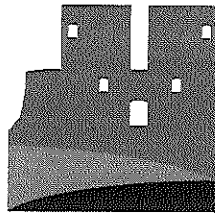
- Met with Engineer who will design and provide specification and plans expected by 10/2
- Will need to remove a tree and small hedge to construct (no permission is required from DCC) **Decision Required**

- Suggestion that the Coed Y Brain empowered committee take on the role of managing this project on behalf of the council – **Decision Required**

Hwb

- Building regulations certificate issued
- Wi-Fi with BT a nightmare but progress is being made
- DCC agreed to service toilets and ready from beginning of Feb. awaiting to handover keys.
- Contract for Sanitary bins agreed at £132.00 per year
- Central Heating thermostat and blue toilet seats outstanding
- 40 plastic chairs and trolley purchased
- Fridge, mugs and other equipment purchased
- Official opening of Hwb – **Decision required**

MUGA lights – 2nd tender expected and waiting DCC for third, optimistic the work can be done within budget



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County Councillor Arwel Roberts - Report for February 2023 Meeting

Adroddiad i'r Cyngor Tref Ionawr/Chwefror 2023

20/1/23 – Noson yn y Ganolfan Gymunedol Rhuddlan, Welsh Traditional Singing Group – Yr Hen Fegin. Very good night well supported – many thanks to the Town Council for the financial support.

24/1/23 – Grwp Strategol y Gymraeg – Welsh Strategic Group – meeting in Rhuthun. This is a meeting which determine how the language is developed in Sir Ddinbych. Includes all representatives from all age groups within the County's School.

24/1/23 – Present in the Town Council's Events meeting held in Hwb Rhuddlan.

25/1/23 – Dydd Santes Dwynwen – invited to the Prestatyn Town Council Office to listen and discuss this important event to us the Cymry.

26/1/23 – Chaired the Rhuddlan Dementia Group in the Community Centre.

30/1/23 – Cyflwyniad in Ysgol Tir Morfa Rhyl. One class had worked diligently and enthusiastically on the theme of Climate Change and one pupil was a winner in a painting competition.

30/1/23 – Judging time in County Hall in the NSPCC competition 566 pupils across the County tried under the theme what makes them happy – there are different sectors within the age groups and there is an overall winner.

31/1/23 – Cyfarfod Sir Llawn – Chaired Full Council Meeting, lively meeting which became rather political as expected. Our Council tax is set to go up by 3.8%. Despite the council's leader praising a higher than expected Welsh Government settlement, Denbighshire will plug a £10.8m funding gap with savings. The cabinet agreed the draft plan and this was ratified in the Full Council Meeting.

31/1/23 – visited the community centre twice whilst Sustrans officers and two County Highways officers were present.

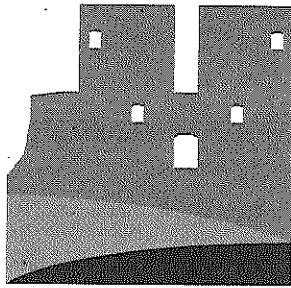
3/2/23 – Cyflwyniad tebyg i Ysgol Tir Morfa yn Ysgol Carreg Emlyn Clocaenog. A similar presentation in Ysgol Carreg Emlyn as happened in Ysgol Tir Morfa regarding Climate Change.

4/2/23 – Representing the County Council in a Concert in the Llanelwy Cathedral – raising money for the Ukraine Refugees.

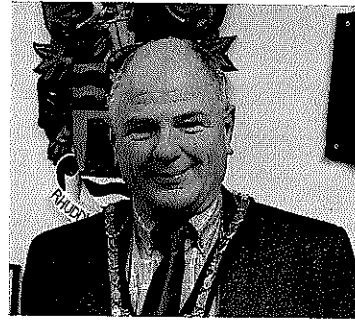
The first call for UKSPF projects in North Wales is now live and will remain open until midday on 24 February 2023.

Spoken Peter Lea regarding the car park by the surgery, library etc. He is quite optimistic that the end of the project could be imminent nevertheless we have heard this the past.

Two businesses have requested my help this week. I will not name but one wants assistance regarding debt arrears and other regarding collecting food waste

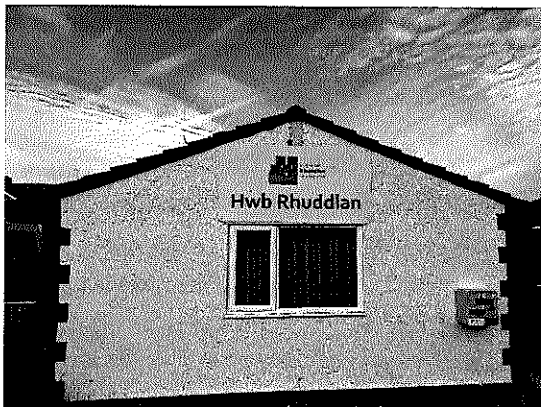


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Update from Mayor Mike Elgin – February 2023

I would like to update you with what Rhuddlan Town Council has achieved in the last year and what it is working on in the coming 12 months. Our new Hwb Rhuddlan community building, situated on Admiral's Field, will be up and running during February. It will provide two new public toilets, accessible during the day, as well as a multi-use room that can be rented out for meetings and other activities. The council is working in partnership with Denbighshire County Council with aim of establishing a Youth Club at the Hwb.



The council has exciting plans to construct a path around the whole of Admiral's Field; linking the play areas, outdoor gym, bowling club, allotments, MUGA and the Hwb. This will enable users of the facilities to access the toilets at the Hwb and be able to walk around the field without getting muddy shoes during inclement weather. It will also allow prams, wheelchairs, pushchairs and mobility scooters access to the facilities.

In 2023 there will be three new speed indication devices installed. These should help to slow down traffic coming into Rhuddlan on Meliden Road and another on Rhyl Road as you leave Rhuddlan towards Sainsburys. There are ten Community Markets planned and the dates are listed in the diary overleaf. The council are working with a local web development team on a council funded tourism website which is aimed at bringing more visitors into the town to support the High Street and other local businesses

The council financially support many local groups and organisations and make a significant financial contribution to the costs of our library. The council also funds and organises community events such as the annual Gwledd food festival, carols around the tree and Remembrance Sunday. It maintains both Admiral's Field play area, the Outdoor Gym and Multi Use Games Area in addition to the Vicarage Lane play area. The

council also fund the Christmas lights, bus shelters, free car parking in Parliament Street and the provision of life saving defibrillators.

This year the council's costs have increased, like everything else and it is keen to continue making Rhuddlan a great place to live, visit and work as well as being a safer and healthier place. To continue the work the council has had to raise its Council Tax precept from April. This means that most households will be paying an extra 63p a month. Last year each household in Rhuddlan contributed just £8.60 per month to pay for all the work carried out by Rhuddlan Town Council. This is the first increase in the precept in two years and will allow the council to continue with its improvement plans as well as delivering its day-to-day activities.

May 2022 saw a newly elected council in Rhuddlan, with three new councillors joining us. These were Ivor Beech, Val Simmons and Robert Williams. The new council will be refreshing the town plan in the coming months and this will be published and delivered to every household later in the year.

The full list of councillors with their contact details is as follow:

Ivor Beech	07825 311156
Jackie Burnham	07807 840107
Ann Davies	01745 591247
Reg Davies	01745 590283
Mike Elgin	07932 954906
Mike Kermode	07801 768878

Bleddyn Rees Williams	07551 775094
Arwel Roberts	01745 590869
Gareth Rowlands	01745 590785
Val Simmons	07795 418852
Robert Williams	07768 915404

Dates for the Diary in 2023

Community Market: 18th February, 18th March, 15th April, 17th June, 22nd July, 19th August, 23rd September, 21st October, 18th November and 9th December – held at Rhuddlan Community Centre

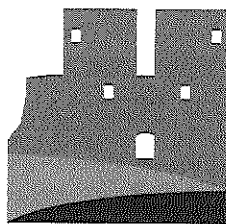
Gwledd Food Festival: Saturday 20th May

Kings Coronation Activities: 6th to 8th May

Carols around the Tree in the Community Centre with Santa: Saturday 16th December 4:30pm to 7pm

Rhuddlan Town Council Meetings at Hwb Rhuddlan: Every second Thursday in the month at 7pm (except for August)

If you have any questions regarding Rhuddlan Town Council then please contact the Clerk, Steve Wilson by ringing 07775 673706 or email clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
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Rhuddlan Town Council – Minutes of the Events Committee Meeting 24th January 2023

Held at Hwb Rhuddlan

Present:

Cllr Mike Kermode (Chair)
Cllr Jackie Burnham
Cllr Mike Elgin (Mayor)
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk
Clerical Assistant/Minute Clerk

There were 3 members of the public present, Sue Buttenworth, Seren Evans (Rhuddlan Spar) and Gill Price (Rhuddlan Community Centre).

The Chair welcomed all those present to the Hwb adding that this was the first meeting held at the new community facility.

1. Declaration of Interest - None

2. Minutes of the Committee Meeting held 8th November 2022

The Chair explained that these will be held over until the next business meeting of the events committee and that this meeting is for a review of the Christmas Carols event

3. Review of the Christmas Carols Event 18th December 2022

The Chair invited those present to share their views on how they thought the event had gone, and how we could improve things for 2023.

Several commented and highlighted their thoughts. These included:-

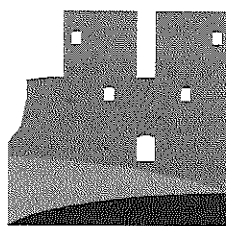
- Very positive feedback had been received from the public and from the groups involved.
- Sufficient time needs to be given to the setting up of Santa's Grotto.
- Santa's arrival needed more thought this year to improve the impact.
- Santa's route to be reconsidered to take into account the High Street in particular
- The carol singing might be better done inside the Community Centre.
- Need to consider adverse weather conditions, especially protecting Santa.
- Distributing sweets from a float might be useful.
- More backdrops might be useful.

- Queueing in the corridor needs to be avoided and closely supervised together with a queuing system for grotto and signage for the various elements, e.g., mulled wine, carol singing.
- Better liaison with Rhyl Rotary on any potential clash with their float event.
- Better advertising within the town would be very useful.
- Involvement of Ysgol Y Castell to be investigated with them. Perhaps a poster or a dressing up competition. The Chair will attend a governors meeting to discuss the matter with them.

It was agreed that the 2023 event will be on Saturday 16th December, to be held indoors at the Community Centre.

The Chair thanked everyone for their comments and added that if anything else came to mind it can be noted to the Town Clerk.

Draft



Cyngor Tref
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Rhuddlan Town Council – Minutes of the Events Committee meeting on 24th January 2023

Held at Hwb Rhuddlan

Present:

Cllr Mike Kermode (Chair)
Cllr Mike Elgin (Mayor)
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk
Clerical Assistant/Minute Clerk

There were also several representatives from Rhuddlan's voluntary community groups; namely: Dragons F.C., Rhuddlan Allotments Association, Rhuddlan Bowling Club, Rhuddlan Community Centre, Rhuddlan Friendship Club and St. Mary's Church.

Also present were the Manager from Rhuddlan Spar and Mr. Selwyn Thomas.

The Chair welcomed all those present, inviting them to introduce themselves. He said that this was an open meeting which gave local groups and organisations the opportunity to discuss any future events they may be considering and offering Town Council financial support, where needed, to make the events happen successfully. The Council does not have the resources and skills to organise a range of community events itself but it is eager to support the work by voluntary community groups for the benefit of the town.

1. Apologies

Brian Taylor, and Rhuddlan Men's Shed, however both said they are keen to help with any events.

2. Declaration of Interest - None

3. Potential Events

King's Coronation – The Chair listed the national events that have been announced by Buckingham Palace. Saturday May 6th will be Coronation Day with King Charles III being crowned officially along with the Kings Consort, a service in Westminster Abbey, and formal processions in London. Sunday 7th May is being seen as the Big Lunch event to encourage communities to share food and fun together, along with a concert and light show at Windsor

Castle in the evening. Monday 8th May is to be considered as the Big Help Out Day whereby voluntary groups can showcase what they do and invite people to try volunteering.

It was noted that there was an error in the start time published in the Parish and Community Magazine. The meeting had started at 7pm and not 7-30pm as shown in the magazine, however, the various groups were aware of the correct start time.

At this point the representatives from the various groups were invited to give details of the events they were proposing, especially for the coronation weekend and to comment on any ways that the town centre can be suitably decorated for the event.

3.1. Town Centre – it was felt that there should be flags and decorations along Rhuddlan High Street and for individual streets to consider holding their own street parties, if they so wished. There was reminder for groups to consider disabled inclusion and special needs at their events where possible.

3.2 Friendship Club and the Community Centre – will be organising a Big Lunch for the Sunday afternoon with a best dressed competition, a best crown competition, and potentially a maypole event. Tickets will be sold for around 50 people for the buffet.

3.3 Allotment Society – nothing confirmed yet but eager to participate.

3.4 Bowling Club – will be holding fun games for children in the morning of Monday 8th May and a fun bowling event for adults in the afternoon. BBQ catering for around 150 people for which funding support will be required. There will also be a raffle for a signed Welsh football shirt along with donations of prizes from local businesses. They have liaised with Dragons F.C. already on how they can best work together.

3.5 Dragons F.C. – an idea to book an inflatable football pitch and a large inflatable dart board for some fun events along with a raffle for some replica shirts. A bouncy castle is also being investigated along with the provision of other sports inclusion e.g., rounders and dodge ball.

3.6 St Mary's Church – Sunday May 7th a joint celebratory service with Bodelwydden church at 10.30am

3.7 Rhuddlan Castle – the town council will have discussions with CADW to ensure the castle is involved in some way over the weekend, particularly in respect to flag flying and illuminating the castle walls.

3.8 Other Ideas – several were mentioned and discussed that may yet come to fruition. These were Rhyl Raptors disabled basketball team, Rhyl Rugby Club, Carnival Queen event, knitted flower cascade, calendar project of Rhuddlan views, biggest marrow competition, and the use of the allotment society's new electric points for groups that might need them.

It was asked if support was available to any local businesses. The answer was no because the support is aimed at supporting local voluntary groups and organisations with their events during the year.

4. Next Steps

The Chair said that there was the opportunity for groups and organisations to come forward with more ideas for other events throughout the year. This can be done by completing a short application form which can be sent to the Town Clerk and copies of the form were circulated at the meeting.

Bids for support for events in connection with the King's Coronation should be made by mid-February and will be considered at the next meeting of the Events Committee.

Draft

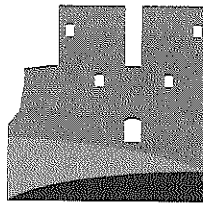
Rhuddlan Town Council

9th February 2023

A New Town Plan for 2023 to 2027

The new council has now been in place for some 8 months and it is a good time to review the Town Plan. This can be done in a number of steps:

1. Councillors review the present town plan individually so as to consider:
 - 1.1 Are the council's Vision, Role and Purpose and its overall aim, still valid?
 - 1.2 Should all of the items in the plan be carried over to the new plan?
 - 1.3 What new items might be included in the new plan. If a councillor has proposals for a new item they need to identify:
 - Its main benefits,
 - Its estimated costs,
 - What timescale might it need,
 - Are there any key partners
 - What are the potential problems and challenges from it.
2. There will then be a special meeting of the council solely to discuss the new town plan. At this meeting the council's Vision, Role and Purpose and its overall aim will be re-stated or modified. Then, councillors will consider the various proposals in the old town plan and any ideas put forward for the new town plan and decide which should be included and which should be left out. This will be on a simple majority vote on each proposal. This will then give a list of proposals in no priority order.
3. After the meeting, the list of proposals will be circulated to councillors and they will be asked to rank them in their priority order. The various priority listings from councillors will then be aggregated to give a corporate priority list.
4. The corporate priority listing will then be considered at another special meeting of the council; where final shape of the new plan will be finalised and agreed.
5. Once the new Town Plan has been finalised and agreed it will be copied and distributed to all households in the town.
6. It will help if a realistic timetable is set out and it is suggested that this should be one that gets to the final agreement of the new Town Plan by the end of July with public distribution in August.



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL FINANCIAL REGULATIONS

Reviewed on the 10th March 2022

1. GENERAL

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

2. ANNUAL BUDGET

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

3. BUDGETARY CONTROL

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

4. ACCOUNTING AND AUDIT

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

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

5. BANKING ARRANGEMENTS AND CHEQUES

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

6. PAYMENT OF ACCOUNTS

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

7. PAYMENT OF SALARIES

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

8. LOANS AND INVESTMENTS

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

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

9 INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

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

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

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

12. ASSETS, PROPERTIES AND ESTATES

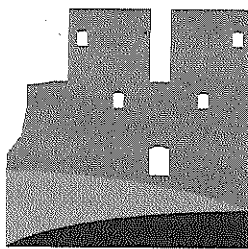
- 12.1 The TC/RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The TC/RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest,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

13. INSURANCE

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

14. RISK MANAGEMENT

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



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL CODE OF CONDUCT

Reviewed on the 9th December 2021

PART 1

INTERPRETATION

1. (1) In this code — “co-opted member”, in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
 - (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,
- And who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990(1), and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” includes, unless the context requires otherwise, a co-opted member;

“relevant authority” means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004(2) or a scheme to which section 4 of that Act applies,

- (e) a National Park authority established under section 63 of the Environment Act 1995(3);
“you” means you as a member or co-opted member of a relevant authority; and
“your authority” means the relevant authority of which you are a member or co-opted member.
- (2) In relation to a community council, references to an authority’s monitoring officer and an authority’s standards committee are to be read, respectively, as references to the monitoring officer and the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(2) of the Local Government Act 2000.

PART 2

GENERAL PROVISIONS

2.

- (1) Save where paragraph 3(a) applies, you must observe this code of conduct —
 - (a) whenever you conduct the business, or are present at a meeting, of your authority;
 - (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
 - (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
 - (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.
- (2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

- (a) on another relevant authority, or any other body, which includes a police authority or Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
- (b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6. (1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes.

8. You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —
 - (i) the authority's head of paid service;
 - (ii) the authority's chief finance officer;
 - (iii) the authority's monitoring officer;
 - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3

INTERESTS

Personal Interests

10.

- (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.
- (2) You must regard yourself as having a personal interest in any business of your authority if —
 - (a) it relates to, or is likely to affect —
 - (i) any employment or business carried on by you;
 - (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
 - (iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
 - (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (vi) any land in which you have a beneficial interest and which is in the area of your authority;

- (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
- (viii) any body to which you have been elected, appointed or nominated by your authority;
- (ix) any —
- (aa) public authority or body exercising functions of a public nature;
- (bb) company, industrial and provident society, charity, or body directed to charitable purposes;
- (cc) body whose principal purposes include the influence of public opinion or policy;
- (dd) trade union or professional association; or
- (ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;
- (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;
- (b) a member of the public might reasonably perceive a conflict between your role in taking a decision, upon that business, on behalf of your authority as a whole and your role in representing the interests of constituents in your ward or electoral division; or
- (c) a decision upon it might reasonably be regarded as affecting —
 - (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
 - (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
 - (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
 - (iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management, to a greater extent than the majority of—

- (aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
- (bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

- 11. (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority and you make
 - (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
 - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- (3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
- (4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer from time to time but, as a minimum containing —
 - (a) details of the personal interest;
 - (b) details of the business to which the personal interest relates; and
 - (c) your signature.

- (5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.
- (6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.
- (7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12. (1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

- (a) relates to —
 - (i) another relevant authority of which you are also a member;
 - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
 - (iii) a body to which you have been elected, appointed or nominated by your authority;
 - (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
 - (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

- (b) relates to —
 - (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
 - (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
 - (iv) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or an allowance or payment under section 100 of the Local Government Act 2000;
- (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.
- (3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

- 13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
 - (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14. (1) Subject to sub-paragraphs (2), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —
- (a) withdraw from the room, chamber or place where a meeting considering the business is being held—
 - (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
 - (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
 - (b) not exercise executive or board functions in relation to that business;
 - (c) not seek to influence a decision about that business;
 - (d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
 - (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.
- (2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if:
- (a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
 - (b) you have the benefit of a dispensation provided that you —
 - (i) state at the meeting that you are relying on the dispensation; and
 - (ii) before or immediately after the close of the meeting give written notification to your authority containing —

- (aa) details of the prejudicial interest;
- (bb) details of the business to which the prejudicial interest relates;
- (cc) details of, and the date on which, the dispensation was granted; and
- (dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4

THE REGISTER OF MEMBERS' INTERESTS

Registration of Financial and Other Interests and Memberships and Management Positions

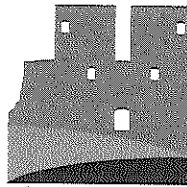
15. (1) Subject to sub-paragraph (3), you must, within 28 days of—
 - (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
 - (b) your election or appointment to office (if that is later),
 register your financial interests and other interests, where they fall within a category mentioned in paragraph 10(2)(a) in your authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to your authority's monitoring officer.
- (2) You must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under sub-paragraph (1), register that new personal interest or change by providing written notification to your authority's monitoring officer.
- (3) Sub-paragraphs (1) and (2) do not apply to sensitive information determined in accordance with paragraph 16(1).
- (4) Sub-paragraph (1) will not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

Sensitive information

16. (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- (3) In this code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage.



Cyngor Tref
Rhuddlan
Town Council

LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS

1. Purpose of the report

It was resolved at the meeting on the 10th of January 2019 that the Town Clerk look into a policy for the use of a local resolution for complaints. The following draft policy is taken from information the Town Clerk has gathered from other Town Councils, One Voice Wales Website and the Public Service Ombudsman.

2. Background

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution and to adopt their own local protocol.

The following protocol is relatively simple in nature, which should make it easy to use and/or adopt to local circumstances. The procedure will only work where both parties try and make it work. Failure to cooperate might therefore be a factor in favour of referral to the County Council Monitoring Officer or to the Public Services Ombudsman for Wales.

3. Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing

3a. Issues which should not be considered under this process

Complaints which must be directed to the Public Services Ombudsman for Wales. The Code of Conduct for members of local authorities in Wales – Guidance from the Public Service Ombudsman for Wales is available on the Rhuddlan Town Council's website under Policies:

- Complaints instigated by a member of the public.
- Serious complaints – breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches.
- Complaints made by the Clerk/Proper Officer.
- Vexatious, malicious or frivolous complaints.
- Members' complaints about officers which should be dealt with using the Council's internal complaints process.
- Repetitive low-level complaints.

4. The Complaint

All complaints must be made in writing to the Clerk of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the "accused" member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

5. Resolution Process

The involvement of the Chair/Vice-Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk will act as a facilitator for the resolution process below.

- a. **If the complaint is between Members other than the Chair** of the Council, the Clerk and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.
- b. **If the complaint is between Members, one of whom is the Chair** of the Council, but not the Vice-Chair, the Clerk and the Vice-Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.
- c. **If the complaint has been made by an employee, but not the Clerk** against a Member other than the Chair of Council, the Clerk and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.
- d. **If the complaint has been made by an employee, but not the Clerk against the Chair of Council**, the Clerk and the Vice-Chair of Council will meet with the officer and the Chair to seek an agreed resolution.
- e. **If the complaint has been made by the Clerk** then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.

6. Possible results of the process

If an agreement is reached by Members and/or employee during this stage then no further action is required.

If agreement cannot be reached the aggrieved Member/employee would always have the opportunity of referring the matter to the Ombudsman.

Examples of agreements might include issue a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

7. Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

8. Important Points to note in preparing a process for use by the Council

It is suggested that any meetings held with a view to discussing the issues of complaints and/or resolving matters are at the very least minuted, if not recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the PSOW. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Councils need to be clear on their powers in respect of code of conduct matters. The Ombudsman has seen examples of councils who have deemed it appropriate to fully investigate a code complaint, decide that there has been a breach and some have even thought it appropriate to consider the issue of a sanction. Investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.

Protocol adopted by Rhuddlan Town Council on 13th February 2019.

Time: 10:19

Current Bank A/c

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Southern Electric	DD	1,050.82	51815023/0021	Electricity Muga
01/02/2023	Steve Wilson	PABT0052	500.00	GR/ME/MK	Starling Expense Card
09/02/2023	C Baglin	PABT0067	200.00	INV330	Entertainment Gwledd
09/02/2023	Mari A Williams Translations	PABT0066	247.68	Invoice 1248	Translation Jan 2023
09/02/2023	Canda Copying Limited	PABT0065	62.90	Inv 454805/455155	Quarterly Copying Charges
09/02/2023	Steve Wilson	PABT0064	104.85	Approved AR, MK & ME	Travel expenses
09/02/2023	Web Studio North Wales	SO	240.00	Invoice 6468	Website and FB management
09/02/2023	P. Smith	PABT0063	15.49	SW	Expenses
09/02/2023	Eurocell	PABT0062	20.20	329890025	Quadrant Hwb Gareth Rowland
09/02/2023	Denbighshire County Council	PABT0061	4,221.60	801864348	Xmas lights installation
09/02/2023	Urdd Gobaith Cymru	PABT0060	300.00	Approved Jan 2023	Grant
09/02/2023	Sage & Co	PABT0059	95.40	Inv W7381	Payroll Charges
09/02/2023	DM Jones Meadowbrook Farm	PABT0058	440.00	Inv 17/1/23	Christmas Trees
09/02/2023	Mogo Direct	PABT0057	945.00	SI-00017905	40 Chairs for Hwb
09/02/2023	RHUDDLAN TOWN COMMUNITY	PABT0056	150.00	Invoice 43	Com Centre Hire Comm market
09/02/2023	HSBC UK	DD	8.00	Jan statement	Bank Charges
09/02/2023	Denbighshire County Council	PABT0055	300.00	801871917	Internal Audit 2022
09/02/2023	RBA Consulting Limited	PABT0054	744.00	Invoice 5703	Hwb Externals Fee 4
09/02/2023	Prestatyn Town Council Mayoral	PABT0053	80.00	ME	Charity Dinner
09/02/2023	P. Smith	SO	223.87		Salary
09/02/2023	Steve Wilson	SO	1,736.63		Salary
09/02/2023	NEST Pension	DD	273.80		Pension
09/02/2023	Vodafone	DD	12.00		Mobile Phone Clerk
09/02/2023	HMRC	PABT0068	949.29	120PP01122176	PAYE and NI
Total Payments			12,921.53		

