

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 13th April 2023

Hybrid Meeting

Present:

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

Members were informed that the meeting was being recorded, audio only.
There were 2 members of the public present.

1. Apologies

Cllr Arwel Roberts, Cllr Rob Williams

2. Declaration of Interest

None offered

3. Urgent Matters

None

4. Police Matters

No report received and no NWP Officer present

5. Minutes

Town Council Meeting 9th March 2023

The Minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Gareth Rowlands. **Resolved.**

The minutes were duly signed.

6. Matters Arising

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- a. **DCC Youth Service** – The approval for the proposed provision had been sent and received. DCC are expected to start at a date to be confirmed in May 2023, but this may be sooner.
- b. **Code of Conduct** – In response to a question from a Councillor the Clerk referred to the email received from DCC reference the timescale and the guidance for this training which was discussed last month. The Clerk will resend the email to the Councillor for reference.
- c. **The Urdd** - grant uplift to £500 completed.
- d. **Kings Coronation** – The Clerk has 400 water bottles ready for distribution to Rhuddlan children at Ysgol y Castell. Children attending other schools will be reminded via their schools and Town Council website to collect their water bottle on the Monday of the coronation events on Admiral's Field. The Clerk has 2000m of coronation bunting ready for the contractor to erect from the bridge to golf course roundabout and confirmed that the order has been issued.
- e. **MUGA** – Still awaiting quotes, but expected to be within the set budget
- f. **Rhuddlan Castle Update** – Members confirmed that the castle was open over Easter. Concerns were raised again regarding the flag poles which have now been removed from the castle. Local residents are supporting the flag poles being replaced on the castle rather than on the ground within the boundary walls. Lord Langford is discussing this further with Cadw. After a discussion Cllr Gareth Rowlands proposed a letter be sent to Cadw regarding the issues informing them of the concerns. Seconded by Cllr Reg Davies. **Resolved.**
- g. **Hearing Loop** – The Clerk confirmed that the order for this item has been issued
- h. **Admirals Field Circulatory Path** – The Clerk informed Members that he had applied for a grant of £20,000 from Burbo Bank windfarm scheme towards this project.
- i. **Wild Flower areas** – In a response to the Nant Clos area no longer being pursued as a wild flower area, Members heard that DCC are reporting that this parcel of land is not in their ownership and as such they will not maintain it in the future. A lively discussion took place around the issues of it being reinstated as a grassed area, a precedent set by DCC of maintaining it for the last 50 years, who will maintain it, and residents in this area receiving an apology for the inconvenience caused by its previous inclusion as a wild flower area. Members agreed that the Clerk should engage with DCC on this issue and report back. **Resolved.**
- j. **Additional Land Ownership** – Members were concerned that another parcel of land at Ffordd Ffynnon may not be in the ownership of DCC and tasked the Clerk with investigating further with DCC when discussing the wild flower item above. If not DCC, then investigate who does own it. Cllr Gareth Rowlands so proposed, seconded by Cllr Mike Kermode. **Resolved.**
- k. **Repositioning of 2 x SIDs** – no response yet from DCC
- l. **Events Committee** – The all-encompassing event leaflet is being delivered around Rhuddlan households and this should be completed on Saturday 15th April.
- m. **Welsh Language Cultural Events** – It was noted that there had been a meeting of interested parties but no update was available for this meeting.

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- n. **Directional Road Signs** – The Community Centre sign is in place and the Hwb sign is progressing slowly.
- o. **Community Matters** – members heard that the Dementia Group bingo event, and the river bank litter pick were both successfully held.

7. Election of Mayor & Deputy Mayor elect

Cllr Gareth Rowlands proposed Cllr Mike Kermode as Mayor Elect which was seconded by Cllr Reg Davies. There were no other nominations. **Resolved.**

Cllr Mike Kermode thanked the Council for their support and felt honoured for the trust they had placed in him. He was looking forward to working with them in 2023/4.

Cllr Mike Kermode proposed Cllr Val Simmons as Deputy Mayor Elect informing Members of Cllr Simmons good work to date and willingness to participate in Council business. This was seconded by Cllr Ann Davies. There were no other nominations. **Resolved.**

Cllr Val Simmons thanked the Members for their support and was honoured to take on the role of Deputy Mayor for 2023/4.

8. Correspondence from:

a. The Mayor *Appendix 1*

The Mayor had circulated his report prior to the meeting.

The report was accepted.

b. The Town Clerk & Town Plan update. *Appendix 2*

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:-

- Letter (circulated) from Audit Wales reporting of a lengthy delay in the 2021/22 audits but suggesting no timings yet for completion. It advises Council to continue as normal with internal audits for 2022/3. Members were informed that this has a delaying effect on Rhuddlan Town Council's progress to General Power of Competence status. During a technically informative discussion led by the Clerk it was proposed to write to Audit Wales expressing Members concerns. **Resolved.**
- Resident concerns about Admiral's Field playground slippery surface removal is being actioned by the assistant clerk and a contractor has been engaged.
- Enquiry about any planning application for a traveller site in the Tan yr Eglwys area. Cllr Ann Davies as a County Councillor reported that no application had been received to date.
- The entrance gates to Admiral's Field from Rhyl Road are showing signs of needing maintenance. The Clerk is investigating provision of new gates
- Approval sought for the purchase of extra Christmas lights at a cost of £1,269 for the remainder of Rhyl Rd to Highlands Rd to be considered. Members approved the spend. **Resolved.**

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- In response to a Members question the Clerk informed them of the Hwb usage so far. This included the football academy, a birthday party hire, some evening meetings, and emerging hire opportunities with the Urdd and DCC youth service. A discussion then took place on the co-ordination of the Hwb hire bookings, the conditions of use by groups, cleaning issues, and the electronic key safe system. Members agreed to review the situation regularly and how best to manage hire bookings before approving any decision. **Resolved.**

The report and project update were accepted

9. County Councillor Reports

- a. Cllr Ann Davies verbally reported on the Local Development Plan being worked on by DCC at present, which includes 9 sites in Rhuddlan. This will be consulted on in the near future as it progresses.

Information about a recent DCC meeting to potentially refurbish the Tan yr Eglwys area highlighting a tidy up already undertaken at the river end.

Maes y Bryn is to be resurfaced this week

The verbal report was accepted.

- b. Cllr Arwel Roberts had circulated his written report. **Appendix 3**

The report was accepted

10. Bio-Diversity Plan

The Clerk reminded Members of the Council's bio-diversity plan and the actions therein including the creation and appointment of councillors for a working group. After a short discussion it was decided to agree this at the AGM when the various Council committees and working groups are dealt with.

Cllr Mike Kermode proposed that the plan be accepted and consideration of the working group be undertaken at the AGM. Seconded by Cllr Jackie Burnham. **Resolved.**

11. Review of Policies

- a. Safeguarding – Cllr Gareth Rowlands proposed that the Safeguarding policy be approved as is, seconded by Cllr Mike Kermode. **Resolved.** **Appendix 4**

- b. Retention of Documents – Cllr Gareth Rowlands proposed that the policy be approved as is, seconded by Cllr Jackie Burnham. **Resolved.** **Appendix 5**

12. Noticeboards

Appendix 6

Cllr Mike Kermode had drafted a short document on the arrangements for the display of information on the Council's noticeboards. Cllr Kermode proceeded to go through the suggestions highlighting two separate levels of information expected i.e. community/public sector, and the local community sector. Also included was information on how to access the noticeboards, guidelines for use, and the need to regularly review the information posted thereon to free-up space for new or latest information updates. Following a discussion it was proposed by Cllr Gareth Rowlands to approve the draft document as good practice, encourage bilingualism of

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information on A4 posters, and to provide a small notice of guidelines for those wishing to post information on the noticeboards. Seconded by Cllr Mike Elgin. **Resolved.**

13. Bryn Castell

The Clerk informed Members that DCC had decided to dispose of the property on the open market but the Town Council given first refusal to purchase at the open market value. DCC also believe that there is £150k refurbishment costs required for the property. The Town Council have often discussed the creation of a museum of Rhuddlan's rich history and its many artefacts which are currently stored in Cardiff being exhibited here in the town.

A thorough discussion ensued on the merits of the building as a suitable museum venue given requirements for accessibility, gaining museum status requirements, and it being sited in a conservation area. Members were concerned that they would require a feasibility study to be undertaken in a short timescale, and that the highlighted costs were exceptional high and potentially unaffordable for the Council budgets. One Member had family connections to the property and said that CADW had not found too much information about the property which was built in the 1700s, it was not listed, but they had some photos that might assist with exploring a suitable future for the property. Members considered speaking with CADW about a joint project to fund and create a Rhuddlan museum with the many artefacts returned and exhibited therein.

Cllr Mike Elgin proposed that CADW be approached to consider a joint project, seconded by Cllr Jackie Burnham. **Resolved.**

14. Planning

Cllr Mike Kermode as Deputy Mayor took Members through the application. Cllr Ivor Beech declared an interest.

- a. 44/2023/0245 – 19 Parc y Llog, Rhuddlan. Construction of a vehicular access, driveway, and associated works. No objections **Appendix 7**

15. Budget & Finance

a. i) Grant request from Llangollen International Musical Eisteddfod – Members noted that this was a generally circulated request which lacked any detail or grant amount. Cllr Gareth Rowlands proposed that the request in its current format be declined for support, seconded by Cllr Mike Kermode. **Resolved**

ii) Grant request from Menter Iaith Sir Ddinbych – Highlights specific activities proposed for Rhuddlan e.g. Minecraft workshops, walking tours of Rhuddlan, art & craft workshops, drama performances for children, cuppa & chat sessions for welsh learners, and a St David's Day competition. In total a request for £1650. Cllr Gareth Rowlands proposed approval for the grant request, seconded by Cllr Bleddyn Williams. **Resolved.**

- b. Payments List Approval – The Clerk informed Members of a overspend of £15k against budget due to last year's spend coming through in current financial year due to late invoicing. He advised that it requires Members agreement within a Full

Appendix 8

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Council meeting. So proposed by Cllr Mike Kermode, seconded by Cllr Gareth Rowlands. **Resolved**

The payments list was then proposed for acceptance by Cllr Gareth Rowlands, seconded by Cllr Mike Kermode. **Resolved.**

- c. Annual Return for the Year Ending March 31st 2023. The Clerk took members through the Annual Return in a thorough manner explaining what regulations and requirements the Council must meet, confirming the Council's Annual Governance Statement, and requiring Members approval of the Mayor's signature to the document. Cllr Gareth Rowlands proposed the Annual Return approval, seconded by Cllr Jackie Burnham. **Resolved.** *Appendix 9*
- d. Agree DCC as Internal Auditor – Cllr Gareth Rowlands proposed that DCC be invited to provide the internal audit for Rhuddlan Town Council. Seconded by Cllr Mike Kermode. **Resolved.**
- e. Grass Cutting Tenders – Members were asked to approve that the Clerk be permitted to assess and recommend to the Mayor and Deputy Mayor the grass cutting tenders which will have been received by the closing date of Friday 14th April 2023. Cllr Gareth Rowlands so proposed, seconded by Cllr Jackie Burnham. **Resolved.**

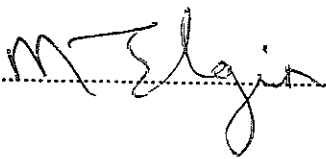
16. Community Matters

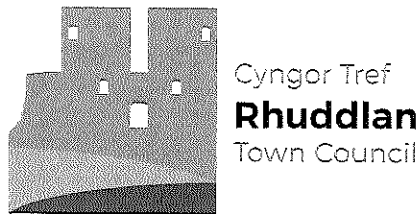
- a. Cllr Reg Davies reported a complaint received about the footpath between Bonc Hill and Hylas Lane being in a very muddy and unusable state. The Clerk was asked to report this to DCC Customer Service.
- b. Cllr Jackie Burnham had noted a dog walker within the MUGA who when challenged said she had not seen the No Dogs sign. Cllr Burnham asked that one of the signs be repositioned to ensure future compliance. The Clerk confirmed that this was on his list of things to do.
- c. Cllr Val Simmons voiced concern that 16 and 18 Barfield Rd seem to have been the target of fly tipping and an issue of the grounds of the properties being overgrown. The Clerk was asked to report to DCC Customer Service.
- d. On behalf of Cllr Rob Williams the Clerk commented on the future provision of electric vehicle (EV) charging points by Town Council. Members noted their previous discussion about EV Charging points in Vicarage Lane car park and the high costs of such a provision. As a result Members asked the Clerk to ask DCC what their plans for EV charging points in Rhuddlan were before discussing further.
- e. On behalf of Cllr Rob Williams the Clerk passed on concerns about parking issues on Abbey Rd and how a suitable way of dealing with them may be achieved. Cllr Williams is the owner of a caravan park in Abbey Road. Cllr Mike Elgin declared an interest. Members asked the Clerk to pass this concern to DCC Highways who are responsible for these matters.

The recording of the meeting was switched off.

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17. Date of next meeting – 11/5/2023 Council AGM Hybrid Meeting 6pm
11/5/2023 Full Council Hybrid Meeting 7pm

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



Mayor Mike Elgin's Report for April 2023 Meeting

Civic events.

During the past month Marianne and I have attended 2 Civic events.

On Thursday 30th March we attended The Mayor of Rhyl's charity event and on Saturday 1st April the Mayor of Hollywell's charity event.

On Saturday 25th March I joined Cllr Arwel Roberts and other members of the public plus Gareth Jones from Keep Wales Tidy along the banks of The River Clwyd. In total we collect 15 large bags of litter from the banks.

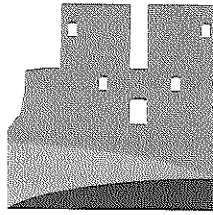
Other Meetings

On 21st of March Cllr Mike Kermode and I met Mark Ellis the community Engagement Manager with Bryson Recycling who operate the household waste recycling centres in Conwy and Denbighshire.

His role is to support local communities, including community groups, charities & social enterprises etc - as well as work in conjunction with public sector partners including town and community councils like ours (plus county councils). In terms of Rhuddlan itself, he has recently connected with the new Rhuddlan Men's Shed group based at 'I Love North Wales's building; and also met with representatives of Rhuddlan allotments.

During the past month I have had various meetings with the Clerk and Cllrs Kermode and Rowlands at The Hwb in relation to ongoing delegated issues which the clerk updates the full Council on.

On 21st March I joined the Deputy Mayor Cllr Mike Kermode, Denbighshire County Council's Chairman, Cllr Arwel Roberts and Bradley Shackleton from Denbighshire County Council's Countryside Service Team. We enjoyed a sunny morning planting wildflower plugs at the Dementia Friendly Sensory area at Rhuddlan's Nature Reserve



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Clerk's Report and Correspondence March 2023 Meeting

Correspondence

The following has been received:

1. Letter off Deryck Evans Audit Wales highlighting the requirements for the upcoming 2022/2023 financial audits. It states they are still completing the 2021/2022 audits which are way behind schedule (Rhuddlan TC not received theirs yet). No timings given for issues of notices and the exercise of electors' rights under the 2004 act. (Letter attached)
2. Letter from resident (name given) with concerns regarding the deterioration of the floor surface at the playground at Admiral's field stating that 3 people have fallen in wet slippery conditions.
3. Anonymous letter by post complaining about a badly parked mobile home at the junction of Ffordd Dewi and Clos-Y-Berllan that is causing visibility problems, an overgrown garden at a Bungalow, issues with 'Anedd' residents feeding seagulls, cat poo and rats.
4. Letter from Gareth Davies MS expressing appreciation for plans for Youth activities in Rhuddlan.
5. Letter off St Mary's Church thanking the council for its sponsorship of its Coronation Events.
6. Letter from resident asking about planning permission for a gypsy travellers site at the bottom of Tan Yr Eglwys.
7. Update from Awel Y Mor Offshore Wind Farm regarding notification of completion of the Examining Authority's Examination
8. Letter from resident (name given) complaining about community policing and the service given by a Prestatyn Surgery.
9. Letter from resident (name given) asking on what the council's money is spent on and concern that "an awful lot" of money is being spent on Admiral's Field. Also asked how this is communicated to residents.
10. Email from Community Development regarding Burbo-bank Extension Community Fund.

Project Update

Community Market – the next market is scheduled on 15th April. Full house of stalls.

Improvements to Vicarage Lane Car Park – No change but update requested

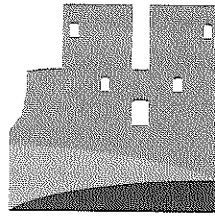
The Community Centre Road sign has been installed

Admirals Field path has gone out to tender with tenders requested by 14/4.

Hwb

- Wi-Fi installation on 24th March was not completed at BT Open Reach could not get a cable installed externally from Rhyl Road. Need a trench and waiting for an update.
- Central Heating Wi-Fi thermostat and blue toilet seats installed
- Cleaning – request for interested parties has been communicated and they will be asked to quote on a contractual basis post 14th April.
- Minimum booking of 2hrs introduced to cover cleaning costs.
- Order placed to automate doors on external disabled toilet and main entrance.
- Electronic key safe installed.
- Notice board ordered and awaiting delivery.

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 2023 Meeting

Adroddiad i'r Cyngor Tref Ebrill 2023

Yn y gymuned – in the community

Cŵn peryglus – dangerous dogs.

Had reports of dogs attacking other dogs, one dog owner was bitten by another dog and his dog was attacked also. In Marsh Rd a dog jumped over the fence under the flyover and attacked a dog on a lead. I believe the police have been involved regarding this incident. I tried to have the County to improve the height of the fence. The county doesn't own the fence, and the County Solicitor is trying to find out who does. Could this be highlighted by the police if they are attending the meeting please.

Complaints are being reported to me about dog muck – how we can find a solution to this that is the continuing problem? Residents have plenty of chances to have dog poo bags from dispensers in the Nature Reserve and in three other areas in the town, Admirals Field, Vicarage Lane and on the riverside and they are also available in the library.

Casglu Sbwriel – collecting litter.

Eight of us under the guidance of the Keep Wales Tidy Officer Gareth Jones collected 16 bags of litter one Saturday morning in an hour. Very impressive and many residents were very grateful. The Town mayor stood tall amongst the debris and congratulated the two young boys who were with us and they fully deserve their treat from their father in the McDonalds restaurant later.

On our travel we noted that rubbish had been left on the roadside where new owners are clearing a patch of land fly tipping and I'm very grateful to the Denbighshire Street Team for removing the litter. Could I request that the police could keep a strict eye on this piece of land being cleared. Very worried about this area since it borders the Tan yr Eglwys bungalows. I called a site meeting with the housing officers and they have promised to make the border far more secure fencing etc.

Fly tipping has always been problematic and it's a growing problem in the rural areas, I have been involved in areas where it occurs regularly – Gypsy Lane towards the river Elwy for instance and I believe Nant y Faenol has the same problem. Urban areas such as Rhyl has the same problem – very grateful to the Street Scene again for collecting such rubbish.

Bryn Castell – the county has informed me of the decision that it will be on the market and the Town Council has first refusal. Remember that if Rhuddlan needs to highlight it's varied culture and history this is an ideal place for such an interesting project.

Whilst on one of my walks. A resident an active cyclist requested that the overhanging branches could be cut on the outside cycle lane around the Nature Reserve. The Countryside Service Team

have carried out this work . When 2 cyclists meet from different directions they were affected by the branches. Hopefully this problem has been dealt with.

Rhuddlan wildflower meadow proposals.

Abergele roundabout – large border to be cut for maintenance and visibility not included in the proposals.

Bodrhyddan Avenue – centre to be wildflower around trees with 1m border on each side. Woodland verge – along A551 with 1 m border cut.

Fairlands Crescent – small section at the top to be monitored as a trial in this area (rare bee orchid found on site visit and a species rich area already)

Plas Lorna extension/ Highlands Close dip – recommended by ward members . Will also replace perished tree here.

Maes y Castell – requested by resident . Border proposed. Land not owned by DCC.

Ffordd Ffynnon – grass area with 1m border and path mown along existing desire line to maintain footpath (rare tree sparrows spotted here during site visit)

Maes Rhosyn – grass verge to be included with mown border.

For your information Nant Close is now not part of their regime because they have found that they don't own the land.

I attended the bingo event in the Community Centre on 25th of March as Chair of the Rhuddlan Dementia Group

Chairman of Denbighshire – Cadeirydd y Sir.

22nd of March – face to face discussion with Nicola Stubbins – member of the Senior Leadership Team within DCC regarding how she could assist with dementia in the county. Also how the County is dealing with Betsi Cadwaladr Health Board and also how residents can be assisted with loneliness and residents whom are causing others to be afraid of them.

24th of March – a charity dinner in the Beaufort Hotel organised for the Flintshire Chair.

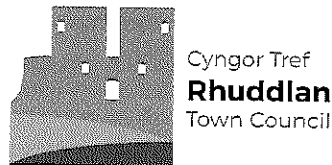
25th of March – enjoyed my afternoon in the Nant Clwyd Town House where the High Sheriff of Clwyd Ms Zoe J Henderson presented her winners of the good awards – three of them within Denbighshire.

28th of March – listened to the cabinet in County Hall.

30th of March – Mayor of Rhyl night in the 1891 restaurant – good fun amongst fellow councillors

31st of March – concert in Llanelwyr organised by Meched y Wawr Branch.

3rd of April – judged the efforts of many schools within Denbighshire regarding the coming coronation of King Charles 111. Poetry competition, Flag design competition, biscuit decoration competition, king making kit for coronation . Design your own orb, sceptre and crown. Assisted by Ms Sarah Dixon and Eleri Woolford.



Rhuddlan Town Council – Safeguarding Policy (Adopted on the 10th June 2021)

Context for the policy.

Rhuddlan Town Council's duties and activities often mean that councillors and/or officers may have meetings with or gain information about vulnerable adults that need care and/or support.

Therefore, it is important that councillors and officers know how to respond if they see a potential safeguarding issue.

The main aims of the policy are:

- To prevent harm and reduce the risk of abuse or neglect to vulnerable adults with care and support needs.
- To stop abuse and neglect wherever possible.
- To address the causes of abuse or neglect.

The basics of adult safeguarding

The Care Act 2014 sets out 6 principles underpinning all safeguarding action:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

It also refers to 10 types of abuse:

- Physical,
- Sexual,
- Financial,
- Discriminatory,
- Psychological,
- Organisational,
- Domestic,
- Modern slavery,
- Neglect
- Self-neglect.

It must be remembered that adults are not the same as children. They have complex lives and being safe is only one of the things they want for themselves. Any safeguarding action needs to keep the person at the centre in their best interests – it should be not a process imposed on them.

Rhuddlan Town Council's Procedure

This is based on what is usually referred to as the "4 Rs":

Respond:

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services. The Safeguarding lead should be informed about any emergency situations after they have been resolved – there should be no delay in persons taking emergency action.
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

Report:

- Reports about potential safeguarding issues should be made to the Town Clerk, who will normally be the "safeguarding lead". However, if the area of concern relates to actions of the Town Clerk, then the Council's Mayor will act in this role.

Record:

- The "safeguarding lead" will record appropriate information regarding the potential safeguarding issue.
- Any records and associated information will be confidential and will be held and shared in ways where the alleged abuser will not have access to the records.

Refer:

- The designated "safeguarding lead" will make a decision (subject to the provisions outlined above regarding emergency action) about referring the concern to either Denbighshire County Council's Social Services team or the Police if a crime has been committed.
- The designated "safeguarding lead" should keep a record of the reasons for referring the concern or reasons for not referring.
- In making a decision whether to refer or not, the designated safeguarding lead should take into account the adult's wishes and preferred outcome; whether the adult has mental capacity to make an informed decision about their own and others' safety and the safety or wellbeing of children or other adults with care and support needs

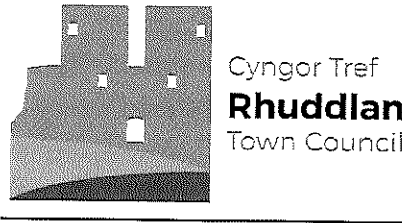
Roles and responsibilities

- A copy of this policy will be issued to all councillors, officers, any volunteers and appropriate contractors.
- It is expected that all councillors, officers, any volunteers and appropriate contractors will report their safeguarding concerns.
- The aim is that all councillors, officers, any volunteers and appropriate contractors will 'make safeguarding personal', that is, adopt a person-centred approach to safeguarding.
- It is not the responsibility of Rhuddlan Town Council to conduct its own safeguarding investigation, this will be undertaken by either Denbighshire County Council or the Police
- If the person who identifies and reports a potential safeguarding issue is not satisfied by the actions taken by Rhuddlan Town Council, they have the right to refer their concerns directly to Denbighshire County Council or the Police.
- It is important to keep the vulnerable adult at the centre, by involving them and keeping them informed at all stages.

Contacts

The main contacts are:

- **Town Clerk – Steve Wilson**
clerk@rhuddlantowncouncil.gov.uk
07775 673706
- **Mayor – contacted via Clerk as above**



Rhuddlan Town Council Document retention and disposal policy

In the course of carrying out its various functions and activities, the Town Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can be retained as hard paper records or in electronic form take many different forms.

Letter received from third parties:

- Invoices
- Completed application forms
- Planning Applications
- Financial Records
- Registers
- Contract / Deeds
- e-mail communications
- Photographs

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirement
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The permanent retention of all documents is undesirable, and the appropriate disposal is to be encouraged for the following reasons:

- There is shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk – in the case of paper records

It is important that the Town Council has a system in place for the timely disposal of documents / records that are no longer required. Additionally the GDPR will make it important that the Town Council has clearly defined policy in place for disposing of records, and that these are documented. The purpose of this policy is to provide a framework to govern management decision on whether a particular document (or set of documents) should either be:

- Retained – and if so, in what format and for what period?
- Disposed of – and if so, when and by what method?

Disposal can be achieved by a range of processes:

- Most of the Town Councils documents are public documents and can be disposed of in a recycling bin.
- Confidential information can be done on site by shredding
- Deletion – where computer files are concerned
- Migration of documents to an external body e.g. archives of the County Council.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL RECORDS		
List of payments made	6 Years	Reference
Paid Invoices	6 years	Reference
Bank Reconciliation	Quarterly statement	Filed within minutes
Bank Statements	Last completed audit year	Audit
Bank paying – in books	Last completed audit year	Audit
Cheque book Stubs	Last completed audit year	Audit
VAT records	6 years	VAT
Budget	6 years	Reference Filed within minutes
Quotations and Tenders	6 years	Reference
Audited Annual return	Indefinitely	Archive with County Council
INSURANCE RECORDS		
Certificate of Employers Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers / legal advisers say 40 years is still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance as per insurers.
Insurance Claims	6 years	Recorded Information

PAYROLL RECORDS		
Payslips / expenses	6 years	Tax
Tax and NI Records	4 years	Tax claims
PERSONNEL ADMINISTRATION		
Employee Letter of appointment	6 years after departure from employment	Consistency
Employee Contract	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual / interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
PLANNING DOCUMENTS		
Planning Applications	After the County Council decision made	Reference
Planning Decisions	Indefinitely	Included in minutes
LEGAL DOCUMENTS		
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases	Indefinitely	Audit, Management
Contracts not executed as a Deed	6 years	Audit, Management
ADMINISTRATIVE RECORDS		
Approved Minutes	Indefinitely	Archive
Asset Register	Current and last completed audit version	Audit and managements
e-mails	Delete routine / trivial e-mails	Management
Historical Records	Indefinitely	Public Records Act 1958 Archive
Personal data	Kept for no longer than is necessary for the purpose for which it is held	Data Protection Act
Register of Members	Whilst a Member	Publication Scheme

Interest		
Complaints	3 years	Reference
Freedom of Information Disclosure Log	Destroy each record 5 years after record is opened	Management

Retention & Disposal Policy adopted 13th December 2018

Rhuddlan Town Council

13th April 2023

Notice Boards

The council will soon have 3 notice boards – 2 in the High Street and 1 at the Hwb. This is an opportune time to review the arrangements for the display of materials on them.

In the High Street one board is for council and other public sector information and the other notice board is for information from local groups and organisations. The notice board at the Hwb is intended to be for the display of council and other public sector information.

Keys for the High Street notice boards are kept by the town clerk, Cllr. Mike Kermode and Cllr Jackie Burnham (via the Rejuva Salon).

The notice boards in the High Street are at time very cluttered with materials, some of which may have been there for some time.

The following arrangements for the notice boards would free-up space for new information material on a regular basis.

Council/Public Sector Notice Boards:

- Council agendas etc to be in English and Welsh formats on A4
- Other information (such as posters from M.P. and M.S.) to be condensed by the Town Clerk to bilingual A4 pages which show the key contact information.

Community Notice Board

- All materials to be on one A4 page – this can be in English, Welsh or bilingual as decided by the various organisations/groups.
- Materials to be kept on the notice board for 1 month only – this then allows space for other information on a rolling process.
- All materials must be from local groups/organisations and be non-commercial.

Ref. MEK/RTC – 13/04/23

Eich cyf / Your ref

Ein cyf / Our ref : 44/2023/0245

Dyddiad / Date : 06/04/2023

Rhifunio / Direct dial : 01824 706727

Rhuddlan Town Council

Steve Wilson

PO Box 242

Mold

CH7 9FW

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2023/0245

CYNNIG / PROPOSAL: Adeiladu mynedfa i gerbydau, dreif wyneb concrit a gwaith cysylltiedig /
Construction of a vehicular access, concrete surfaced driveway and
associated works

LLEOLIAD / LOCATION: 19 Parc Y Lleng, Rhuddlan, Rhyl

Derbyniwyd y cais a ddisgrifiwyd uchod gan y
Cyngor Sir.

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

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

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

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

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

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

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

Yn y fan hyn dylwn ddweud na all y Cyngor Sir
ond pendefynnu ar geisiadau cynllunio ond ar
sail ystyriaethau cynllunio dilys. Fel arfer ni
chymerir bod pethau fel colli golygfa,

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

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

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

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

Sylwch y gallwch weld manylion am y cais cynllunio ar-lein:
www.sirddinbych.gov.uk/cynllunio

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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

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

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

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

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services



List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2023	Denbighshire County Council	PABT0107	5,884.09	801909229	Free parking 1/9/22 to 1/9/23
13/04/2023	Denbighshire County Council	PABT0108	12,774.00	801909193	SIDS and installation
13/04/2023	Denbighshire County Council	PABT0109	1,974.00	801909180	SID installation and maintenanc
13/04/2023	Mcmillan Cancer Research	PABT0110	700.00	03/23 minutes i 17B	Grant
13/04/2023	Blachere Illuminations UK Ltd	PABT0111	3,603.18	S155891	Xmas lights 2023 hire
13/04/2023	RHUDDLAN TOWN COMMUNITY	PABT0112	150.00	Inv 51 1/3/23	March Community Market
13/04/2023	Renewable Green Energy Limited	PABT0113	774.18	INV 619	Hive and Hwb plumb extras
13/04/2023	Hotline Group Limited	PABT0114	663.12	AGN56427	350 Coronation bottles
13/04/2023	British Gas	DD	143.69	4427036	Electricity MUGA 1/3-27/3
13/04/2023	British Gas	DD	31.11	4427047	Electricity Hwb 1/3-27/3
13/04/2023	Paul Smith	SO	223.87		Salary
13/04/2023	Paul Smith	PABT0119	4.00		Salary Difference Increm
13/04/2023	Steve Wilson	SO	1,736.63		Salary
13/04/2023	Steve Wilson	PABT0120	1,003.48		Salary Adjustment
13/04/2023	HMRC	PABT0121	1,668.43	120PP01122176	PAYE & NI
13/04/2023	HSBC UK	DD	8.00	March statement	Bank Charges
13/04/2023	Welsh Water	PABT01222	51.24	5238824501	Hwb Water 7/11/22-27/3/23
13/04/2023	UK Debt Management	DD	3,438.40		Bi-annual loan payment CYB
13/04/2023	Glascoed Timber	PABT0123	3,090.00	Invoice A33 30/03/23	Orders 020, 022, 023 & 24
13/04/2023	Contacta Systems Limited	PABT0105	114.00	R216/40456	Survey for Hearing Loop Hwb
13/04/2023	Ffion White	PABT0116	21.00		TEN's Gwledd
13/04/2023	Web Studio North Wales	SO	240.00	Inv 6649	Website and FB management
13/04/2023	Tracy Morris	PABT0117	13.00		Cleaing Hwb 1hr
13/04/2023	Mari A Williams Translations	PABT0124	749.70	Invoice 1290	Translation March 2023
13/04/2023	NEST Pension	DD	273.80		Pension
13/04/2023	Steve Wilson Starling Expense	PABT0125	500.00	ME MK GR	Top up expense card
13/04/2023	Crown gas and power	DD	70.12	Inv 2770683	Gas Hwb final bill
13/04/2023	Vodafone	DD	13.44	B2-566685086	Mobile Phone
13/04/2023	Atom Leaflets	PABT0126	426.00	Inv 0264	Events Leaflet
13/04/2023	Atom Leaflets	PABT0127	632.00	Inv 0260	Mayors Newsletter
13/04/2023	UK Flags Limited	PABT0128	956.95	2014-0156	2000m Fabric Bunting
13/04/2023	Menter Iaith Sir Ddinbych	PABT0129	1,650.00	Dec minutes item 11	Grant
13/04/2023	Ecohound Limited	PABT0130	364.80	Order 9600	Dog Poo BAGs
13/04/2023	Steve Wilsom	PABT0118	170.10	GR/MK/ME	Expenses March 2023
Total Payments			44,116.33		

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Appendix 9

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Accounting statements 2022-23 for:

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	

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	115,542	130,584	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	166,000	169,280	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	5,471	20,582	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	35,828	38,956	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	6,877	6,877	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	113,724	149,031	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	130,584	125,583	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	130,584	125,583	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	362,008	364,474	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	121,262	117,429	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

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 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
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
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. 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.	☐	☐	Yes No N/A 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*

P3 of 5

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 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £13,840* under section 137. These payments are included within 'Other payments' in the Accounting Statement. *Codes 4430, 4440, 4441 & 4450

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements 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

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair of meeting signature:

Name: Steve Wilson

Date:

Name: Mike Elgin

Date:

Annual internal audit report to:

Name of body: Denbighshire County Council

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 2023.

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
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☐	☐	☐	☐	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☐	☐	☐	☐	Insert text
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
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	☐	☐	☐	☐	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	☐	☐	☐	☐	Insert text
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
8. Asset and investment registers were complete, accurate, and properly maintained.	☐	☐	☐	☐	Insert text

	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

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

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 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

