

Cyngor Tref
Rhuddlan
Town Council

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

Hybrid Meeting

Present:

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

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

Also present were Joe Lunn from Healthy Prestatyn Iach (HPI), Alison Kemp from Betsi Cadwalladr University Health Board (BCUB), The Mayor of Prestatyn & Meliden and his Consort and 2 members of the public. Gareth Davies MS arrived at the start of item 4.

1. Apologies

Cllr Ann Davies, James Davies MP and Llyr Gruffydd MS.

2. Declaration of Interest

Cllr Mike Kermode noted that some councillors may be patients at Rhuddlan surgery but that he felt that this did not prevent them from participating in the discussions on item 4.

3. Urgent Matters

None

4. Prestatyn/Rhuddlan Iach

Cllr Mike Kermode welcomed Joe Lunn and Alison Kemp and thanked them for attending the meeting. Councillors had heard concerns from residents that are patients with Healthy Prestatyn Iach (HPI) on a number of issues, especially the retention of an adequate number of G.P.s, the arrangements for making appointments and services for people with diabetes. These concerns were shared with the representatives from HPI and Betsi Cadwallader

University Hospital Board (BCUB) and they had agreed to come along to the Town Council's meeting to respond to them.

The meeting heard of a number of positive steps that were being taken to address the concerns raised. In terms of the number of G.P.s it was recognised that there is a national shortage and that recruitment into North Wales can often be a problem. This is being addressed by measures such as links with other local surgeries and a programme to relocate doctors from hospitals to G.P. surgeries to address the balance between primary and secondary health care services. Additional G.P. training will be provided in North Wales, although this is a longer-term solution to the problem. It was mentioned that people did not always need to be seen by a G.P. because a range of services are being provided by the Nurse Practitioners and other health specialists in the team. It was also mentioned that there are still problems from the Covid pandemic in terms of increased demand and a backlog of regular checkups for people with chronic conditions.

The appointments system was discussed and it was explained that there are a number of options available for people to use. It was recognised that making phone-based appointments could be difficult at times and it was hoped that if more people were able to use the web-based systems then this will release more phone access time for those people that found it difficult to use the web-based ones. A call-back facility is available. All appointment requests are triaged to ensure that they are prioritised correctly.

In terms of services for people with diabetes, it was explained that these are focussed at the Seabank Road Surgery so as to provide a full range of treatments and support in one location rather than at different sites.

The Mayor conveyed the thanks of the Town Council to Joe Lunn and Alison Kemp for their attendance and answers to the issues raised. Although there appears little that the Town Council can do to assist with health matters it was good to have the informative discussion and Councillors could pass on the information to residents.

5. Police Matters

No representatives attended the meeting and no report had been supplied.

6. Minutes

Town Council Meeting 8th June 2023

Appendix 1

The Minutes were proposed as a true record by Cllr Arwel Roberts, seconded by Cllr Bleddyn Williams. **Resolved.**

The minutes were duly signed.

7. Progress Report from Minutes

The Clerk provided an update on the following items:

- a. **Admiral's Field new gates** – 1 quote has been received and a further 2 are awaited.

- b. **Barrfield Road** - issue of untidy land and fly tipping has been successfully actioned by Scottish Power.
- c. **Rhuddlan FC** – letter sent as requested but no response received.
- d. **Twinning** – item moved to September agenda.
- e. **Princes Road Toilets** – DCC have reported that the toilets are cleaned daily to the correct standard.
- f. **LDP Candidate Sites** – The Mayor asked Members to provide any comments on local sites they may have to be forwarded to the Clerk to collate into a Town Council response.

8. Correspondence from:

a. The Mayor

Appendix 2

The Mayor had circulated his report prior to the meeting.

Included was a report from the Deputy Mayor and the Mayor voiced his gratitude for the assistance.

Both reports were accepted

b. The Town Clerk and Town Plan update.

Appendix 3

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.

Several elements of the report were discussed - in particular:

- Email requesting the Council replace the planters on Parliament/High Street post September at a cost of £425 each. Members agreed to review the request in September. **Resolved.**
- A Member stated he had identified a broken "silent soldier". Members discussed replacing it with the last spare one. Cllr Jackie Burnham proposed that this be actioned and if another is broken the council will then decide whether to purchase any more. Seconded by Cllr Arwel Roberts. **Resolved.**
- Resident complaint about a large sycamore tree located in Vicarage Lane playing field impacting on their property. The Mayor and Clerk had visited the complainant and suggested three options of moving forward with the associated costs. Following a short discussion, it was proposed by Cllr Jackie Burnham, seconded by Cllr Gareth Rowlands, that the tree be cut down and replaced with two new trees on the site. **Resolved.**
- Rhuddlan Cubs had asked the Council for a list of local organisations that could offer them volunteering opportunities. One Member reported that they had already assisted at the bowling club. Any ideas to be forwarded to the Clerk.
- Verbal complaints from a resident about issues at Admiral's Field. One of which was a youth urinating against a tree. Members hoped the recent opening of the public toilets at the Hwb would help and noted the remaining complaints.
- A resident emailed that the social distancing posters had not been removed from all the lampposts. Reported to DCC and the Clerk offered to identify remaining ones and ask DCC to remove them.

- Email reference Japanese Knotweed on the river bank. Members noted this is not the responsibility of the Town Council and the Clerk should write to Natural Resource Wales.
- Several project updates were received from the Clerk which included, information that toilet signs highlighting the provision at the Hwb had now been installed. Members discussed the provision of more toilet signs at other strategic positions around the site. It was proposed by Cllr Jackie Burnham that these be enacted, seconded by Cllr Gareth Rowlands. **Resolved.**

The report and project update were accepted

9. County Councillor Reports *Appendix 4*

Cllr Arwel Roberts had circulated a written report in which he informed Members of discussions held between DCC and Welsh Water to rectify the storm drainage issues around Kerfoot Avenue, Tan Yr Eglwys and Gwindy Street. No response has been relayed to him yet but he is to arrange a meeting with DCC officers to investigate how things can be improved in the future.

A Member who previously owned some land in the area shared information that sections of the land had been flooded in 1994 and he had an agreement with the then Rhuddlan Borough Council as to remedial action at that time, and the ongoing maintenance of it, which does throw some light on the issue.

Following an informative discussion, it was agreed to ask for a site meeting with DCC's Andy Clark, Welsh Water, the Mayor, adjacent residents and interested parties to discuss the 1994 agreement and seek action on the issue. **Resolved.**

The Clerk to supply copies of the 1994 agreement to the above parties. **Resolved.**

The report was accepted

10. Events *Appendix 5*

a) **Events Committee Minutes held on 20th June 2023.** The Mayor asked those Members of the Committee to confirm the Minutes as a true record. **Resolved.**

Members agreed to the recommendation that Bespoke Fitness & Events be commissioned for the 2024 Gwledd Fest on a funding basis the same as this year. Members were informed that a tendering process will take place for this contract in 2024 to cover the 2025 Gwledd-Fest onwards. **Resolved**

A Member asked that Bespoke Fitness & Events ensure early contact with Menter Iaith next year.

A Member enquired about how the gate collection is recorded so as to be fully transparent on the amount and its account placement. It was agreed that some form of system is required to protect those handling the collection and different forms of security tags or bands are to be investigated. This will be further discussed at the next committee meeting. **Resolved.**

The Clerk had noted an opportunity for grant assistance for the Gwledd Fest next year and will investigate it's suitability and apply if it complies.

The proposed July meeting of the committee was not now required so the next committee meeting will be on 3rd October.

b) **Rhuddlan Castle Archaeological Day.** A Member had enquired if the Council could support entry costs for Rhuddlan children attending this event. The Clerk stated that he had spoken to the Custodian of the Castle and had been informed that all the children from Ysgol y Castell have already been to the castle and participated in very similar activities. Making this offer to other residents would prove difficult for the castle staff to administer. Members noted that the CADW free pass for residents is no longer available. Members agreed to note this discussion and not offer any support.

11. Annual Report Year Ending March 31st 2023

Appendix 6

The Mayor for this period, Cllr Mike Elgin, took Members through the report congratulating the Clerk and all the Members for their efforts and support for a very successful year. The Clerk confirmed that all the mandatory requirements are included and if Members are happy to approve it he will post it on the Council's website. Cllr Gareth Rowlands proposed the report be accepted, seconded by Cllr Arwel Roberts.

Resolved

In discussing the report's contents, the Members noted that the Town Plan had proved a useful tool in focusing attention to agreed projects and items. Great progress had been achieved and now members should look at a future plan. Cllr Mike Kermode proposed that meetings be held in September to begin the process of developing the next Town Plan, seconded by Cllr Gareth Rowlands. **Resolved.**

12. Review of Policies

Standing Orders – The Clerk explained the mandatory nature of the policy and asked that Members review and approve it. He added that Councillors cannot change a lot of its contents due to legislation but certain items can be modified. Although it was a lengthy document, it is important that Members understand it and agree the contents. The Mayor suggested that Members form a working group to action a review. Following a short discussion Cllr Gareth Rowlands said he had a few comments to make and proposed that a working group be formed bringing its findings back to Full Council for approval. Seconded by Cllr Ivor Beech. **Resolved**

Members agreed a deadline for comments or ideas for the last Friday in July which is 28th July 2023. **Resolved.**

13. Planning

Cllr Val Simmons as Deputy Mayor took Members through the applications.

Cllr Arwel Roberts declared an interest as he sits on the DCC planning committee.

44/2023/0146 – Bryn Efah, Church St, Rhuddlan for the erection of a pitched roof single storey extension. No objections

44/2023/0327 – 11 Links Avenue. Erection of a flat roof dormer extension to facilitate a loft conversion. No objections

44/2023/0097 – Home Farm, Rhuddlan. Conversion and change of use of agricultural buildings. This application had been previously placed before Council but DCC had now received amended/additional documents for review. No objections.

The Mayor noted that the Town Council had traditionally asked the Deputy Mayor to review and comment on all planning applications at Council meetings. He suggested that there is little reason to continue this practice and he suggested that this role could be passed on to the Clerk. During a short discussion Cllr Mike Kermode proposed that the Clerk now fulfils that role, seconded by Cllr Jackie Burnham. **Resolved.**

14. Budget & Finance / Appendix 7

a. **Approval of Internal Audit and accounts post completion of audit** – The Clerk had circulated the Internal Audit as completed by DCC at Town Council's request. The review gave a high assurance rating which means that risks and controls are well managed and objectives are being met. Once Members had approved the audit, and recorded in the minutes, it can then be forwarded to the external auditor. Cllr Arwel Roberts proposed approval of the audit and accounts. Seconded by Cllr Mike Kermode. **Resolved.**

b. **Acceptance of quarterly financial report** – The Clerk presented the quarterly report stating that spend was on track to budget. Cllr Mike Kermode proposed acceptance, seconded by Cllr Gareth Rowlands. **Resolved.**

c. **Grant requests**

i) **Rhuddlan Community Group** requested £1,800 towards plants and other items to assist them with their volunteer work to make Rhuddlan look attractive. Proposed approval by Cllr Arwel Roberts, seconded by Cllr Mike Elgin. **Resolved.** It was noted that the new planters did not show that they had been purchased by the Town Council. It was agreed to have suitable plaques produced that stated this and also mentioned that they were maintained by the Community Group.

ii) **Rhuddlan Community Association** requesting £4,000 as match funding for a Burbo Bank Grant to carry out improvements to the Community Centre. Cllr Reg Davies declared an interest as a Trustee and elected to remain in the room and not contribute to the discussion. The applicant has secured a Burbo Bank grant of £20,000 and they have £2,125 of their own funds towards the total cost of £26,125.

The Mayor reminded members of the decision in the November meeting which said *"that if Council is to give support, then the Mayor, Deputy Mayor and another councillor represent the Council on the Board of Trustees"*. This had been discussed at a meeting with the trustees but there had been a blunt refusal from them to take this on board.

The grant application did not include copies of current bank statements therefore members could progress the application. There was a lengthy debate on the issue but members agreed that the application can only be considered once all the required financial information is provided so as to follow due

process. The Council must remain open and supportive as to how they grant public funds for this project.

After a discussion it was agreed to modify the request for additional representation to be the addition of the Deputy Mayor, in addition to the Mayor. Proposed by Cllr. Mike Elgin, seconded by Cllr Gareth Rowlands.

Resolved

Cllr Mike Kermode proposed that the grant be approved on the condition that the financial information be provided and a second representative be agreed. Cllr Arwel Roberts proposed an amendment that two separate letters be sent to the applicant. The first asking for the second representation within the association and the second stating that a grant can be offered if the required financial information is received. Cllr Bleddyn Williams seconded the amendment. **Resolved.**

iii) **Love North Wales Community Support Ltd** requesting £1,500 to help purchase a second vehicle. No bank statements were provided so the application could not be progressed. Cllr Arwel Roberts proposed approval subject to receiving and reviewing their latest bank statements, seconded by Cllr Jackie Burnham. **Resolved.**

d. **Funding mechanism for Admiral's Field path** – The project working group had received the tenders for the path and have recommended the lowest tender of £89,500. With various grants and commuted sums already in place Town Council require a remaining £22,500 from their own funds. This can be met by two options, from reserves, or a loan from the Public Works Loan Board.

The Clerk explained the implications and any associated costs with both options and asked Members to which option they preferred. There then followed a considered debate on the options with several councillors expressing their views. In conclusion Cllr Arwel Roberts proposed that the Council use £10,000 of reserve funds and apply for a £10,000 loan. The remainder of £2,500 coming from the project budget line. Cllr Mike Kermode proposed an amendment that the council borrow £20,000 from the PWLB be taken over a 5 year period. This was seconded by Cllr Gareth Rowlands and agreed. **Resolved.**

e. **Validate Contractor for Admiral's Field path construction** – tenders had been invited from local companies who are included on the DCC preferred construction companies list. The working Group were recommending contractor 2 at a cost of £89,500. Cllr Gareth Rowlands proposed that the contractor 2 recommendation be approved, and Cllr Mike Kermode seconded the proposal. **Resolved.**

f. **Payments List** – this had been circulated prior to the meeting. Cllr Mike Kermode proposed the list approval, seconded by Cllr Arwel Roberts. **Resolved.**

Appendix 8

15. Community Matters

a. Cllr Arwel Roberts had noticed that several bunting securing ties had been left in place and asked that they be removed.

- b. Cllr Ivor Beech commented on the excessive speed of Amazon drivers in local estate roads. Members agreed that the Clerk write to Amazon and PCSO to highlight the issue. **Resolved.**
- c. Cllr Burnham added that the level of the grass one of the wildflower meadows was causing an obstruction to the visibility for drivers – Clerk to report to DCC
- d. Cllr Mike Elgin suggested that a plaque is purchased that will be displayed at the Bowls Club and at other suitable locations, highlighting that RTC supports them – Clerk to sort with Cllr. Elgin.
- e. Cllr Reg Davies enquired about why a lock had been placed on the gate leading to Twt Hill. Clerk was asked to investigate.
- f. Report of some fly tipping in the Parliament Street Car Park – Clerk to report to DCC

Part 2 Exclusion of the Press & 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.

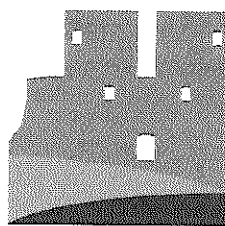
The recording of the meeting was switched off.

16. Aelwyn Morgan Award

The Mayor reminded Members that this award was decided by secret ballot and that the nominations had already been circulated. Richard Polden was declared the winner.

17. Date of next meeting – 14/9/2023 Full Council Hybrid Meeting 7pm

Signed.....*Mike Kermode* 14/9/23.....Cllr Mike Kermode (Mayor)



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 8th June 2023

Hybrid Meeting

Present:

Cllr Mike Kermode (Mayor)
Cllr Val Simmons (Deputy Mayor)
Cllr Ivor Beech
Cllr Ann Davies
Cllr Reg Davies
Cllr Arwel Roberts
Cllr Gareth Rowlands
Cllr Bleddyn Williams
Cllr Robert Williams
Steve Wilson - Town Clerk

Members were informed that the meeting was being recorded, audio only.
There was 1 member of the public present, plus 2 PCSO's.

1. Apologies

Cllr Jackie Burnham, Cllr Mike Elgin and Paul Smith Assistant Clerk

2. Declaration of Interest

Cllr Mike Kermode for Item 11b planning application 44/2023/0325 and Cllr Arwel Roberts in his capacity as a County Councillor for item 11 planning.

3. Urgent Matters

1. Request from Rhuddlan Golf Club for a donation to St Kentigern as part of their annual fund raising day. Will be dealt with in 12a.
2. Facebook post on dog path in Admiral's Playing Field which will be dealt with in the Clerk's correspondence.

The Mayor reminded members of the council of formal protocol for meetings. The Mayor also congratulated Cllr. Val Simmons on being awarded the Denbighshire Volunteer of the Year.

4. Police Matters

PCSO Philip Roberts took the council through his crime report. Discussions took place regarding youths on the public toilet roof, smart water, laughing gas canisters, vape pens in the play area at Vicarage Lane and children playing in Rhuddlan castle and on private land adjacent to the river. A member enquired about progress on a motor theft in Abbey Road and another member asked for an update regarding a vandalised caravan. PCSO Phil Roberts stated he will ensure patrols are made

aware of the issues raised and stated no suspect had been identified regarding the motor theft and the children involved in the caravan vandalization were given a yellow card. The PCSO's were thanked by the Mayor for their attendance and then left the meeting.

5. Minutes

AGM 11th May 2023

The Minutes were proposed as a true record by Cllr Arwel Roberts, seconded by Cllr Val Simmons. **Resolved.**

Town Council Meeting 11th May 2023

The Minutes were proposed as a true record by Cllr Bleddyn Williams, seconded by Cllr Arwel Roberts. **Resolved.**

Both sets of minutes were duly signed.

6. Progress Report from Minutes

The Clerk gave an update regarding the Assistant Clerk and the council agreed to send him a get well card.

- a. **DCC Youth Service** – due to staffing issues the start date of the Youth Club is delayed until 4th September.
- b. **MUGA Light Replacement** – update in Clerk's report.
- c. **Hearing Loop** – installed on 2nd June.
- d. **Admirals Field Circulatory Path** – specification has been amended and refreshed tenders requested.
- e. **Directional Road Signs** – waiting for a response of Denbighshire County Council (DCC) – also the adoption of Clos David Owen will be chased up.
- f. **Litter Pick** – great turn out of volunteers and was very successful.
- g. **Admiral's Field** – Works order issued to jet wash the 2 play areas.
- h. **Admiral's Field Gates** - gate designs discussed by Admiral's Field working group and an appropriate design is to be costed by the Clerk. A member asked about the condition of the gates and the Clerk confirmed they are in a bad state of repair and need replacing or bollards could be installed; it was agreed that the gates were a feature of the entrance and needed to be replaced.
- i. **Internal Audit** – the Clerk confirmed that DCC Auditor had received the required information and the results are expected very soon.
- j. **Barfield Road** – the piece of land is owned by Scottish Power and the Clerk has written to them requesting the area to be cleaned and the area made secure.
- k. **Relocation of SID** – Clerk to obtain costs from DCC.
- l. **Letter of congratulations to Wrexham AFC** – sent.
- m. **Tree on golf club roundabout** – has been relocated off the roadside and onto golf course.
- n. **2m grass cutting on A5151** – has been requested to DCC but no response to date.
- o. **Letters of Support for Nature Reserve MAG** – have been written and sent.
- p. **Defibrillator for Odin** – ordered off Tomos from North Wales Ambulance
- q. **Vape found in play area** – reported to police
- r. **Broken kerb on High Street** – reported and repaired.

7. Correspondence from:

a. The Mayor

The Mayor had circulated his report prior to the meeting. He stated the Gwledd Fest was the best attended and gave his thanks to the councillors who helped on the day. He stated the

litter pick was well supported and raised an issue regarding weeds in the gutters and asked the County Councillors for an update as to when Rhuddlan would be sprayed. Cllr. Ann Davies updated the council stating it is ongoing but there had been concerns on the effectiveness of the weedkiller being used. The Mayor congratulated Cllr Reg Davies's grandson who has been accepted as a volunteer with the RNLI at Rhyl. He read out a letter from the Bowling Club thanking the council for the support in the last 12 months stating that the sets of junior bowls have been well used by local school children.

The report was accepted

b. The Town Clerk Correspondence & 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.

Several elements of the report were discussed - in particular:

- The condition of the Knights Statues, it was agreed to ask the sculpturer for advice.
- Rhuddlan FC had written regarding support in finding a new football ground and helping fund improvements to their existing ground at Pengwern College. This was discussed by members and it was stated that previously the council had agreed Admiral's Field could not be used by adult teams as it gets damaged too much when adults play on it. A proposal was made to write to Rhuddlan FC stating that the council did not have any land they could use but would consider any request for financial support via the normal grant application process. Proposed by Cllr Gareth Rowlands and seconded by Cllr Robert Williams. **Resolved.**
- Twinning survey and sustainability of tourism survey to completed individually by councillors. Twinning item to be added to July agenda.
- Note from Tony Ward at DCC asking whether RTC would part-fund the cemetery improvements. Members discussed the issue in detail and whether RTC could make a meaningful contribution. It was concluded that this is not possible to make a meaningful contribution in the current financial situation. Cllr Gareth Rowlands proposed RTC do not offer a financial contribution, seconded by Cllr Bleddyn Williams. **Resolved.**
- Members discussed the suggestion from Richard Polden regarding a museum feasibility study. Cllr Ann Davies suggested the council could help the library display more artifacts. Proposed by Cllr Gareth Rowlands to include the museum in the refreshed town plan and seconded by Cllr Val Simmons. **Resolved.**
- The Facebook post regarding a specific dog path was discussed. Proposed by Cllr Gareth Rowlands not to have a defined dog-specific path, seconded by Cllr Bleddyn Williams. **Resolved.**
- Quotes for MUGA replacement lighting were discussed. Proposed by Cllr. Rowlands and seconded by Cllr Val Simmons to accept the quotation from DCC. **Resolved.**

The report and project update were accepted

8. County Councillor Reports

a. Cllr Arwel Roberts had circulated his written report. In addition, he stated it was great to see Menter Iaith utilizing the Hwb for children's activities. He stated he has dealt with a number of resident's issues. He updated members on Nant Close stating there are 3 options from DCC to manage the area and Cllr Roberts supported option 2 which is to manage the entire area including the junction as a low lying wildflower meadow with fortnightly cutting

between April and August to approximately 15cm high. Cllr Ann Davies stated that a site meeting has been held with residents and that DCC had promised residents a letter detailing the options that has not yet been delivered. Cllr Davies stated she will decide on an option once residents have been informed. Cllr Val Simmons stated that residents have cut some of the grass and DCC have repaired a broken sign.

The report was accepted

Cllr Ann Davies gave a verbal report but said that she would provide written reports for future meetings. She mentioned the problem with traffic on Station Road queuing to get to Aldi and the idea of having a feeder lane to help traffic movement. She updated members on the Abbey Road parking issue site meeting and stated that the proposed new law preventing parking on pavements should help ease the problem. Yellow lines from Hylas Lane to Castlefields were also being considered but no decision has been made. Cllr Davies highlighted the need for a defibrillator in the Highlands Road/Pentre Lane area and that a resident has offered up a potential site. The issue regarding homelessness was mentioned and members were reminded of the DCC Single Point of Access service that can help with these issues. Cllr Davies praised the great work of Love North Wales charity who have helped furnish a number of homes in the last few weeks.

9. Events Committee Minutes 15th May 2023

The Mayor asked those Members of the Committee to confirm the Minutes as a true record.
Resolved.

Cllr Arwel Roberts asked when the bunting will be taken down and the Clerk stated this will be soon.

10. Review of Policies

a. Risk Assessment – The Clerk explained that nothing has changed since last year. Proposal made by Cllr Arwel Roberts to approve the Risk Assessment Policy, seconded by Cllr Ivor Beech. **Resolved.**

11. Planning

Cllr Mike Kermode declared an interest in 44/2023/0325 and Cllr Arwel Roberts declared an interest as he is a member the DCC Planning Committee. They both did not contribute to these items.

Cllr Val Simmons as Deputy Mayor took Members through the following applications:

- a. 44/2023/0318 Erection of 1 no. detached bungalow, formation of access and parking and associated works at Land at (part garden of) 16 Maes Rhosyn, Rhuddlan, Rhyl. No objection or comments.
- b. 44/2023/0325 Erection of a single storey extension to rear of dwelling, alterations, erection of dormer and insertion of rooflights to roof and associated works at 7 Bryn Hafod, Rhuddlan, Rhyl. No objection or comments.
- c. 44/2023/0346 Erection of a single storey extension to rear, porch extension to front, alterations to existing vehicular access and associated works at Cherry Tree House, Waen Road, Rhuddlan, Rhyl. No objection or comments.

Cllr Ann Davies highlighted the importance of drainage and it was stated that DCC will ensure that drainage is considered as part of the planning application.

d. The Clerk suggested the Council should add the following generic statement “that DCC should ensure that there is no adverse effect on bio-diversity as a result of the plans”, proposed by Cllr Gareth Rowlands and seconded by Cllr Val Simmons. **Resolved.**

The LDP candidate sites map was shared with councillors and it was decided that Cllr Val Simmons and the Clerk jointly attend one of the information sessions on behalf of the council. It was agreed that councillors complete the second home premium charge consultation if they want to on an individual basis.

12. Budget & Finance

a. Grant request from Rhuddlan Golf Club to support their charity golf day in aid of St Kentigern. The support would go toward sponsoring a number of tees and the council would be included in the program. Proposal from Cllr Ann Davies to make a donation of £500, seconded by Cllr Ivor Beech. **Resolved.**

A number of councillors are also attending to support this event.

b. Approve the payments list – Cllr Bleddyn Williams proposed the list be approved for payment, seconded by Cllr Gareth Rowlands. **Resolved.**

15. Community Matters

a. Cllr Ivor Beech reported that he had been approached by walkers regarding the cleanliness of the public toilets in Princes Road. This will be reported to DCC by the Clerk.

b. Cllr Robert Williams asked for clarification on how to book the Hwb. The Clerk explained the process. Cllr Williams asked Cllr Reg Davies if they were building a gypsy site adjacent to his property which Cllr Davies stated as far as he was aware it was just a rumour and no plans have been submitted to DCC. Cllr Williams enquired what the building work being carried out at Morris Mowers by Thorncliffe. It was stated that no plans have been approved and that Cllr. Arwel Roberts would make enquiries with DCC.

c. Cllr Arwel Roberts informed councillors of a Welsh Night at the Community Centre on 16th June. He also requested Prestatyn Iach Practice Manager Joe Lunn be invited to provide an update to the council, agreed to invite to the July meeting.

d. Cllr Gareth Rowlands raised the issue of the cemetery being full in a few years and that it should be discussed in the refresh of the town plan.

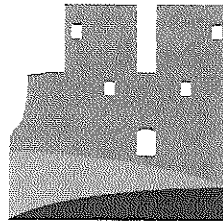
e. Cllr Val Simmons stated that the trees over the rise on the footway need trimming. The Clerk will report this to DCC.

f. Cllr Reg Davies brought the council's attention to the issue of a person causing anti-social behaviour problems and begging. This was discussed and agreed for the Clerk to get the police to contact Cllr Reg Davies to allow him to report the issue.

The recording of the meeting was switched off.

17. Date of next meeting – 13th July, 2023 Full Council Hybrid Meeting 7pm

Signed.....Cllr Mike Kermode (Mayor)



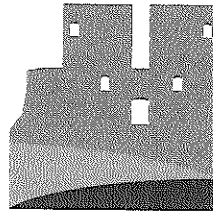
Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council
13th July 2023

Mayor's Report

Events/Attendances

- June 11th – Civic Service in St. Mary's Church, followed by refreshments at the Community Centre. The Mayoress and I were so pleased with the excellent attendance and it gave me the opportunity to highlight and praise the good work done by so many volunteers in the town. Many thanks to all who worked so hard to make that an excellent day; especially Rev. Jayne Coxall and her team at St. Mary's and all of the team at the Community Centre.
- June 15th – The Mayoress and I attended the Lifeboat Station in Rhyl, along with a number of civic leaders from other local councils. We received some very informative presentations from the RNLI team, mainly volunteers, who do such a wonderful job which is funded by voluntary donations.
- June 16th – Menter Gymraeg Rhuddlan invited me and the Mayoress to a social and musical evening in the Community Centre. Many thanks to Cllr. Arwel Roberts for organising this excellent event which included harpists and singers. The meeting also looked at ways in which Welsh culture might be highlighted and developed in the town and I took the opportunity to mention that support might be available from the Events Committee if a number of their volunteers wanted to organise any events in the medium of Welsh.
- June 20th – The Town Clerk and I met with a representative at Rhuddlan Golf Club to discuss the arrangements for the St. Kentigern's event on 7th July. Following that we visited a resident in Kerfoot Avenue who is having problems with foliage and seeds falling onto her property from one of the council's trees on the library playing field (for further consideration in Clerk's correspondence). That evening I chaired a meeting of the Events Committee which focussed on the Gwledd-Fests for 2023 and 2024. The minutes from this meeting are included in today's agenda.
- June 23rd – The Mayor of Mold held a fund-raising evening based on music from a number of different nations. The event raised awareness about refugees and asylum seekers and a number of them were present and performed during the evening. A very interesting and enjoyable evening for me and the Mayoress.
- June 25th – The Mayoress and I attended the Civic Service of the Mayor of Prestatyn and Meliden. The service was also attended by a number of Ukrainian families who performed a number of their songs. A lovely service plus the opportunity to network with other civic leaders.



Cyngor Tref
Rhuddlan
Town Council

Clerk's Project Report and Correspondence for July 2023 Meeting

Correspondence

The following has been received:

1. Email from Richard Polden regarding damaged/rotten flower boxes on Bodrhyddan Avenue, the ridiculous grass cutting by DCC and if the council can replace the planters at Parliament/High Street post September at a cost of £425 each.
2. Remittance notices of DCC for £1,167.64 for repayment of events infrastructure grant (used toward hearing loop at Hwb Rhuddlan)
3. Email off Tony Ward stating our response regarding part-funding the cemetery draining business case would be included with the business case.
4. Call from a resident who lives in Kerfoot Avenue complaining about the impact of seeds from a large Sycamore Tree located on Vicarage Lane Playing Field. Visited by Mayor and Clerk, 3 options, do nothing, trim branches overhanging property or cut down tree. Cost of cutting down tree will be >£1k, to trim branches £610. Decision Required.
5. Follow up emails from the recent Grant Event attended by myself regarding funding for Nature trail and car park (forwarded to Nature Reserve MAG), Help with Energy costs (forwarded to Community Centre) and Keep Wales Tidy regarding starter packs.
6. Thank you letter from Rhyl Marching Band for the £100 donation.
7. Email from Llais regarding survey on health and social care in Wales. Put on website and FB page and forwarded to councillors.
8. Request from Rhuddlan Cubs asking for a list of local organisations that could offer volunteering opportunities.
9. Verbal complaints from a resident living in Admiral's Walk adjacent to Admiral's Field:
 - a. Footballs being kicked into her garden
 - b. Youth urinating against a tree adjacent to play area
 - c. Older children using the play area
 - d. Younger children using the adult equipment in the outdoor gym
 - e. Person letting dog run onto football pitch
10. Email from resident regarding social distancing posters on lampposts that have not been removed.

11. Email from resident regarding Japanese knotweed on the river bank opposite the Sun Vally Caravan Park. Asks whether any councillors would like to attend a session of an Invasive Species Group that meets every Thursday night in St Asaph.

Project Update

Community Market – the next market is scheduled on 22nd June. Poor footfall at the moment.

Improvements to Vicarage Lane Car Park – No change

Admirals Field path update agenda item 13d and 13e. Burbo Bank grant application for £20,000 was successful.

Hwb Wi-Fi installation still ongoing, agreed to pay £330 for additional works and waiting a date for installation

Hwb cleaning, Angela Wilkins from Clos David Owen engaged.

Hwb disabled external toilet door automation, waiting a date for installation.

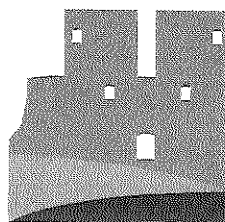
Hwb notice board installed.

Toilet signs installed on two entrances at Links Avenue and Admirals Walk into Admiral's Field

Information notice at Knights replaced.

MUGA lights, awaiting date for installation

Admiral's Gate replacement, awaiting quotations.



Cyngor Tref
Rhuddlan
Town Council

Adroddiad – 6-7-23.

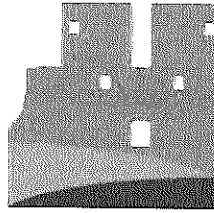
County Councillor Arwel Roberts - Report to the Town Council for July Council Meeting

- 1) The water which is a problem when a storm arises has and is still causing problems in the area where Kerfoot Ave, Tan yr Eglwys and Gwindy Street meet. Officers are aware of two issues firstly the drains cannot cope, and a ditch needs to be cleared. This is causing aggravation to the owner which it borders.
- 2) Piece of land by the Tan yr Eglwys bungalows is problematic. Two issues here also, one the owner has cleared the site and thrown rubbish on the northern side of the area and has blocked the ditch. Water travels from the ditch under the bund to the river Clwyd. The farmer on that site is very concerned and so should the County. Secondly the owner may have taken land which isn't his. I have reported both issues. This an answer from an officer. "I've made NRW aware as the ditch is near to and outfalls into the Clwyd via one of their assets. I'm not certain if the activity being carried out would require a Flood Risk Activity Permit from them, but they will have an interest regardless." He recommends a site visit soon.
- 3) The Morris Motors site looks very tidy and I'm waiting for a decision from the County regarding if there was a need for a planning permission.
- 4) Abbey Road – and the yellow lines issue – there could be many solutions to this and I hope the officers involved can bring their recommendations to our notice soon
- 5) Parking in the Senedd Car Park. Residents are very perplexed with the parking meter system. Visitors and local residents are staying away from the car park. Why does it have to be so complex especially for us the elderly?
- 6) This issue is the same for residents who wish to see a doctor in Rhuddlan surgery. We cannot phone up and have to find an appointment through an app. Why cannot the manager of the surgery make the appointments simpler?
- 7) We need the Betsi Cadwaladr University Health Board to bring the proposal for better parking in the Vicarage Parking Site to end one way or other. Can the Town Council purchase their piece of land?

- 8) A resident phoned me requesting the phone number of the Rhyl Recycling Centre – here it is 01824 706000.
- 9) The Denbighshire Climate and Ecological Change Strategy 2030 is and will cause worry in our communities as has been prevalent in Nant Close, as I mentioned in the last meeting, I hope a compromise can be reached and the residents are happier. Letters will be delivered to their abodes soon with the three options.
- 10) The Nature Reserve extra parking at the southern end is an issue which could be easily bring more access to visitors and residents. I'm still waiting for a positive answer from the lead councillor and officer involved.

Other matters

- 1) Involved in organising a harp concert in the Community Centre – two harpist and Ieuan ap Sion a renowned singer from Rhesycae Sir Y Fflint was highly accepted by those present. Many thanks to the Mayor and his wife Sue for their presence.
- 2) To enhance the use of the language further we have organised a bilingual quiz on the 25th of July in the local hostelry – Tafarn y Castell – 8pm start . Before then we are having discussions what can we organise within Rhuddlan and the surrounding area to enhance our unique culture further.
- 3) Rhuddlan Dementia Group – whilst the Mayor has been away on holidays I have has a chance to be more involved with the Sit and Fit sessions in the Community Centre and Music Memories Sessions in the Golf Club. Well done to all who are involved especially our Mayor (Sec) and the treasurer – Kath. I hope to be present in the Golf Club the Saturday the 7th with details and contacts about the group, This a day in the club for raising money to the Kentigern Hospice.
- 4) A coffee morning is to be held in our home (garden) on the 15th of July – 10 am to noon – all proceeds to the Rhuddlan Dementia Group. You are all welcome and any donations welcomed.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the Events Committee Meeting 20th June 2023

Held at Hwb Rhuddlan

Present:

Cllr Mike Kermode (Chair)
Cllr Mike Elgin
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk Steve Wilson

Gill Price was present, representing Rhuddlan Community Centre.

Also present were Maurice Beer and Pat Chapman from Bodelwyddan Town Council. Ffion White and Paul Edwards from Bespoke Fitness & Events joined the meeting at 7:45pm.

The Chair welcomed all those present.

1. Apologies

Cllr Ivor Beech and Assistant Clerk Paul Smith

2. Declaration of Interest

None

3. Minutes

The previous meeting Minutes had been approved by Full Council meeting on 8th June 2023.

4. Progress from the Minutes

The Clerk stated the bunting has been taken down.

The Chairman advised that one loaned gazebo had been broken but has been repaired by Cllr Gareth Rowlands. The Chairman thanked Cllr Rowlands and it was agreed that the council would pay for the parts required for the repair. It was noted that some weights might need to be purchased for future gazebo use in case of windy weather.

5. Review of 2023 Gwledd

It was agreed that the event had been very successful, with some 3,000 people attending. One email complaint had been received about the range of food exhibitors and this was noted.

The Clerk took members through the balance sheet which showed the Gwledd had cost the council just under £2,000. The Chairman asked members if they thought this was value for money for the council and members agreed that it was. It was agreed that there should be another Gwledd event in 2024 on Saturday 18th May.

A member asked for a letter of thanks be sent to the Ebenezer Chapel for the loan of furniture and to the headteacher at Ysgol Y Castell for the use of their carpark and for the attendance of the school choir. A thank you letter to be sent to the Community Centre and the farmer who supplied the straw bales and Cllr Ivor Beech for transporting them.

A discussion took place on whether a card reader was required for the entrances and it was agreed to review this for the 2024 event. Rubbish was discussed and it was agreed to get a larger bin to decant the small ones into. Agreed to allow four free stalls for charities for the Blood Bikes, MS Society, Menter Iaith and the Alzheimer's Society. Discussed the entrance management and agree to look at either an ink stamp or wrist band to manage re-entry.

The committee discussed whether Bespoke Fitness & Events should continue as the event organisers. The issue of tendering was raised. It was agreed that the event organisers needed to commence work on the 2024 event now, so as to sign up the exhibitors. Tendering could be done for the 2025 event and beyond.

The Chairman had looked at the situation and web-based information showed that most commercial event organisers focussed events that were 3 to 4 times the size of the Gwledd; none of them were based in the North Wales area and none appeared to have a bilingual capacity. Bespoke Fitness & Events had run 5 Gwledd events very successfully; they had good contacts with North Wales exhibitors; there was an excellent working relationship locally and they offered a bilingual service. The Chairman proposed that the committee **recommend** to the council that Bespoke Fitness & Events be commissioned for the 2024 Gwledd, seconded by Cllr Val Simmons. **Resolved**

Discussion on the 2024 fee arrangement. The 2023 fee was based on a mix of a fixed exhibitors' fees plus a top-up from the council to make a total of £3,000 for Bespoke Fitness & Events. The actual split was £1,120 from fees and a top-up of £1,880 from the council. Another option was to offer Bespoke Fitness & Events a flat sum of £1,800 and they could then charge various fees for the exhibitors with the potential to increase their overall income.

Ffion and Paul from Bespoke Fitness & Events joined the meeting.

The Chairman asked for their views on the Gwledd and they stated good weather, good turnout, satisfied vendors, some vendors letting them down at the last minute, publicity could be improved and the importance of the entertainment in keeping people at the event for longer. Discussed an entry survey but decided this was too difficult to do. One member

suggested more publicity emphasis on the music side of the event, this was discussed and next year's publicity will highlight the music a bit more.

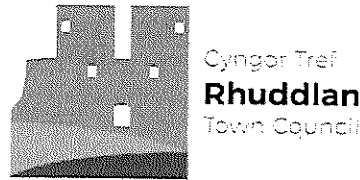
Bespoke Fitness & Events were asked would they preferred the fee arrangement from this year or having an option to take a fixed fee and have freedom to be more flexible with the fees charged to the exhibitors. Agreed that Bespoke Fitness & Events would be given time to consider this and give feedback in time for the July council meeting.

5. Applications for Support

None received

The next Events Committee meetings are to be held on Tuesday 25th July and Tuesday 3rd October at 7pm at Hwb Rhuddlan

Draft



Rhuddlan Town Council – Annual Report for year ending 31st March 2023

1. Foreword from Mayor of Rhuddlan for period (Cllr. Mike Elgin)

The past 12 months for both Rhuddlan Town Council and the United Kingdom have been memorable for several reasons which I detail below.

In May the 5-year elections for Rhuddlan Town Council were held. A total of 13 people stood as candidates for 11 seats which was both good and unusual in these days of general political apathy. The elections resulted in the re-election of a number of past Councillors but also 3 new Councillors; Val Simmons, Robert Williams and Ivor Beech. We said goodbye to Councillors Syd Gaskin, Charlotte Connolly and Andrew Smith.

In respect of work carried out by Rhuddlan Town Council during the 12 months, the biggest project was the refurbishment of “Coed Y Brain” now re named as Hwb Rhuddlan. Town Clerk Steve Wilson worked tirelessly in managing the project at a great financial saving to the Town assisted by a small group of Cllrs including Cllrs Kermode, Rowlands and myself. It was fantastic that the project was completed in March, and I was immensely proud to help officially open it as a community facility on 1st March (Dydd Gwyl Dewi Sant). Hwb Rhuddlan is already providing a wonderful facility to local people, groups and organisations and is due to host a Youth Club on a weekly basis, managed by Denbighshire County Council (DCC) Youth Services and funded by this Council. This has been an ambition of the Town Council for many years, and it is great that the Council have achieved it at last.

The past 12 months have been difficult for the town’s community due to a cost-of-living crisis and huge energy price increases. Due to this we have as a Council prioritised initiatives to try to help residents and local groups and organisations. An example was the Christmas Carols around the tree event in which children received a gift from Santa, funded by the Council.

I held my Civic Sunday event in February and I was keen to prioritise the attendance of those people who do so much work on a voluntary basis to help people during recent difficult times. I was so pleased to see nearly a hundred people attend which enabled the Council to both thank and formally recognise them for their work in the community.

The past 12 months have been momentous for 2 separate royal events. Firstly, in May we all celebrated the Platinum Jubilee of Queen Elizabeth. The Town Council organised several events, the highlights being a wonderful concert at St Marys Church with Cor Mebion Colwyn, and a fun day at the Bowling Green. I was honoured to light the Jubilee Beacon outside the church, ably assisted by Cllr Gareth Rowlands. That night was memorable also for an impromptu community sing-along in the church led by Rev Jane Coxall, who led a fabulous conga around the pews with all of the congregation.

On 8th September I was about to commence our monthly Town Council meeting in the Community Centre when word came through that Her Majesty the Queen had passed away. It was one of those moments like “where were you when JFK died”- albeit I am too young to recall that! After a sombre 2 minutes silence we carried on as I am sure Her Majesty would have wanted us to; as she believed in service to the community, which is what we all try to do as councillor's. The period up to the funeral was very busy with various events taking place, which many had never experienced before. I was

honoured to write to King Charles as Mayor to express the condolences of the people of Rhuddlan and was pleased to receive a card of thanks from him to acknowledge these good wishes.

2. Introduction to Rhuddlan

Rhuddlan town is situated 3 miles inland from Rhyl, at the original crossing place of the river Clwyd. Rhuddlan was granted a charter, the Statute of Rhuddlan, by Edward I in 1284. The Castle and Church overlook the river, there are also numerous historic sites around the town, a good place to visit. There is a thriving High Street with a good selection of shops, pubs, eating places, takeaways, accommodation and caravan parks.

Rhuddlan is a good place in which to live, with easy access to all major towns in the area, good access to the A55 express way and arrange of bus routes. There is also a thriving community that enjoys a range of facilities, including a Community Centre, play areas on both sides of the main road, a Health Centre, a library, a primary school and several places of worship, in either Welsh or in English. The town provides an ideal place to stay while you visit the rest of the Vale of Clwyd and beyond.

3. The Town Council

Rhuddlan Town Council has 3,042 electors (2021) and a total population of 3,666 (2011 Census). The Council consists of 11 Councillors, 2 of these are also Denbighshire County Councillors. It is chaired by an elected Mayor who was Cllr. Mike Elgin for the period covered in this report. The Council has 3 committees covering Personnel, Events and Information and Website. There are 2 working Groups looking at Road Safety and the Coed Y Brain (Hwb) Project. Externally, the Council is a member of One Voice Wales.

The Councillors for 2022-23 were:

Mike Elgin (Mayor)

Mike Kermode (Deputy Mayor)	Arwel Roberts (also a County Councillor)
Ivor Beech	Gareth Rowlands
Jackie Burnham	Val Simmons
Reg Davies	Bleddyn Williams
Ann Davies (also a County Councillor)	Robert Williams

The Committee and Working Group members were:

	Road Safety	Information & Website	Personnel Committee	Events Committee	Tourism	School Governing Body	Nature Reserve	CCTV
Mike Elgin (Mayor)	X	X	X	X				
Mike Kermode (Deputy Mayor)	X	X	X	X				
Ivor Beech	X			X			X	X
Jackie Burnham	X	X				X		
Reg Davies	X							
Ann Davies	X							
Arwel Roberts	X		X	X		X		X
Gareth Rowlands	X	X					X	
Val Simmons	X	X		X	X			
Bleddyn Williams	X	X						X
Robert Williams	X				X			

The Council published a Town Plan for the period 2020-2023 and progress against this plan will be reported in Section 5.

The Council had two employees, a Town Clerk and Financial Officer (Steve Wilson) and an Assistant Clerk (Paul Smith).

The Council engages with residents using its website, Facebook page, the Rhuddlan Today Facebook page as well as face to face at its monthly Community Market. Residents are welcome at all Council meetings including committee and working group meetings. Hybrid meetings provide access through the internet on Zoom. The Council has representation on Ysgol Y Castell Governing Body, Rhuddlan Community Centre Management Committee, Denbighshire Destination Partnership and Rhuddlan Nature Reserve's Management Advisory Group.

4. Financial Information

In this financial year the Town Council's revenue budget/precept was £169,280 and a summary of all receipts and payments is shown below.

Grants were paid to many local organisations and the library was supported with a contribution of £12,000.

The Council's assets include Hwb Rhuddlan, bus shelters, flower planters, litter bins, IT equipment, Multi Use Games Area (MUGA), fresh air gym, children's play areas, Mayor's, Deputy Mayor's and consort's regalia, Knights sculpture, floodlights, community notice boards, defibrillators, speed indication devices, signage, telephone boxes and seating benches. A summary is shown below.

Asset Summary	Current Value	Insurance Value
Insignia	£ 4,432	£ 14,122
Office Equipment	£ 4,975	£ 4,975
Outdoor Equipment	£ 58,723	£ 71,412
Outdoor Facilities	£ 128,842	£ 188,316
Playground Equipment	£ 186,652	£ 219,675
Street Furniture	£ 3,010	£ 69,577
War Memorial	£ 1	£ 10,300
	£ 386,635	£ 578,377

Fig 1 – Summary of Budget/Precept and Receipts and Payments

Rhuddlan Town Council		
Summary Receipts and Payments for Year Ended 31st March 2023		
Last Year Ended 31st March 2022		Current Year Ended 31st March
	Receipts	
166,000.00	Precept	169,280.00
	Sub Total	
	Operating Income	
10.40	Income	3,354.91
5,460.47	VAT Data	17,227.01
171,470.87	Total Receipts	189,861.92
	Running Costs	
57,113.48	Administration	63,031.47
73,660.90	Community Projects	101,610.32
8,451.83	Playing Fields	11,870.68
17,203.02	VAT Data	18,350.66
156,429.23	Total Payments	194,863.13
	Receipts and Payments Summary	
115,542.23	Opening Balance	130,583.87
171,470.87	Add Total Receipts(As Above)	189,861.92
287,013.10		320,445.79
156,429.23	Less Total Payments(As Above)	194,863.13
130,583.87	Closing Balance	125,582.66
	These cumulative funds are represented by:	
130,583.87	Current Bank A/c	125,582.66
130,583.87		125,582.66
	Reserve Balances are represented by:	
15,041.64	Current Year Fund	-5,001.21
52,292.23	General Reserves	110,218.59
6,750.00	EMR Road Safety Devices	6,750.00
30,000.00	EMR Coed Y Brain Com Facility	-4,736.52
20,000.00	EMR Town Plan Initiatives	13,821.80
3,500.00	EMR Defib Devices	1,530.00
3,000.00	EMR Green Community Projects	3,000.00
130,583.87		125,582.66

5. The Town Plan

The town plan has continued to be delivered and is due to be refreshed by the end of 2023. Progress during the last 12 months is summarised below.

In addition, the Council has installed two defibrillators, one at the library and one at Admiral's Playing Field. It plans to install 2 further defibrillators in phone boxes on Dyserth Road and Clwyd Avenue in the next financial year.

Project Name	Progress made April 2022 to March 2023	Next Steps March 2023 Onwards
1 - Admirals Field Community Facility	Facility completed and renamed Hwb Rhuddlan. Building opened and in use.	Publicise Hwb and increase usage of building.
2 - Rhuddlan Library continued support	£12,000 paid to help fund library.	Continue to fund and support to ensure library remains open.
3 - Youth Facilities	Funding for 2023/2024 provisioned in budget.	Open Youth Club at Hwb Rhuddlan on 4/9/23. Continue to fund youth activities at Admiral's Field.
4 - Coach Friendly Rhuddlan	No progress.	Location identified near Nature Reserve, to be followed up.
5 - Dementia Friendly Rhuddlan	Support provided as requested	Continue to support the group's activities.
6 - Welcome to Rhuddlan	Brown tourism signs have been installed. Tourism website development started. Gwledd food fest funded. Jubilee activities supported. Land behind the Knights improved. 1hr free parking implemented. Council Events Committee established.	Support coronation celebrations Council to manage and fund Gwledd Fest. Implement tourism website. Continue to support events through the Council's Events Committee. Work with Cadw to increase Rhuddlan Castle opening hours.
7 - Clean and Tidy Town	4 litter picks organised. Litter bin emptying at Vicarage Lane Playing Field's funded. Funding provided to Rhuddlan Community Group.	Quarterly litter picks to be organised. Continued financial support to Rhuddlan Community Association. Jet washing of children's play areas.
8 - Public Conveniences	2 new public toilets opened at Hwb Rhuddlan.	Ongoing support and maintenance of Hwb Rhuddlan's public toilets.
9 - Town Cemetery	Liaison with DCC to try and resolve drainage issues.	Continue to liaise with DCC to sort issues with existing cemetery.
10 - Road Safety and speeding vehicles	5 speed indication devices (SID's) funded and installed. Childrens art competition and bus shelters painted with children's road safety messages. Rhuddlan active travel plan initiated.	Continued road safety working group. Children's road safety competition and refresh bus shelters post 20mph speed limit implementation. Completion of Rhuddlan's active travel plan with DCC and Sustrans.
11 - Parliament Street Car Parking Improvements	1 hours free parking implemented.	Continue to fund 1-hour free parking.
12 - Farmers Market	10 markets held and renamed Community Market.	Continue to fund and manage monthly Community Markets.

13 - Rhuddlan Museum	No progress.	To be determined.
14 - Vicarage Lane Car Parking	No progress.	Work with DCC to ensure the improvements are implemented.
15 - Admiral's Field Sports Facilities	2 pieces of children's outdoor gym added to gym. Summer activities for children took place. Use of field by Rhuddlan Dragons Junior Football Team.	Continue to support summer activities for children
16 - Car Parking Fees and on-street car parking	Introduction of free 1hour car parking at Parliament Street Car Park.	Continue to fund 1hour free parking.
17 - CCTV	Funding provided to partnership.	Continue to provide funds. Work with partnership to improve service provision.
18 - Admiral's Field environmental/botanical areas	Wildflower garden area identified on Town Council land.	Implement wildflower garden linked with construction of circular path. Establish a bio-diversity working group.
19 - Town Cycle Path	Active travel plan in partnership with Sustrans and DCC started.	Complete active travel plan.
20 - Local re-cycling initiative	No progress.	To be determined.

D232437 - Internal Audit of Rhuddlan Town Council

Internal Audit engagements are conducted in conformance with the
Public Sector Internal Audit Standards

Internal Audit of Rhuddlan Town Council

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Internal Audit of Rhuddlan Town Council

Purpose and Scope of Review

Rhuddlan Town Council requested Denbighshire Internal Audit Services to perform a review of their financial propriety and governance arrangements in accordance with the One Voice Wales/SLCC publication "Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)".

Audit Opinion

Overall, Rhuddlan Town Council have effective governance and financial controls in place for the financial year 2022/23. There was a good standard of record keeping, supported by the electronic financial system 'Rialtas'.

Comprehensive policies are in place and available on the town council's website which are reviewed regularly and complied with. Terms of reference are in place for committees.

Testing confirmed compliance with financial regulations, with effective controls in place over income and expenditure, including the treatment of VAT. Regular reconciliations are performed and presented at Town Council meetings, which are minuted. The review of the Annual Return for 2022/23 identified larger variances than expected, however where variances were identified, valid explanations were provided to support the variances.

An asset register is in place and is reviewed prior to insurance renewal to provide sufficient insurance to cover the assets recorded. There is a comprehensive risk assessment in place, which was last reviewed in June 2022.

Based on the scope of the review, we give a high assurance rating. Details of the definitions of the ratings used in the report are included in Appendix 1.

High Assurance ●

Risk and controls well managed and objectives are being achieved

Internal Audit of Rhuddlan Town Council

Appendix 1 – Definition of Ratings Used Within the Report

Assurance Levels

High Assurance ●	Risk and controls well managed and objectives are being achieved
Medium Assurance	Minor weaknesses in management of risks and/or controls but no risk to achievement of objectives
Low Assurance ☼	Significant weaknesses in management of risks and/or controls that put achievement of objectives at risk
No Assurance ●	Fundamental weaknesses in management of risks and/or controls that will lead to failure to achieve objectives

Risk Assessment Criteria

Risk Severity	Escalation Criteria	Likelihood & Impact
Moderate	Risk containable at service level – senior management and Senior Leadership Team (SLT) may need to be kept informed	- Event is almost certain/likely to occur in most circumstances with very low impact - Event is likely/possible to occur with low impact - Event will possibly/unlikely/rarely occur with medium impact - Event rare and may occur only in exceptional circumstances with high impact
Major ☼	Intervention by SLT and / or Corporate Executive Team (CET) with Cabinet involvement	- Event is almost certain to occur in most circumstances with low impact - Event is almost certain/likely to occur in most circumstances with medium impact - Event will possibly/unlikely to occur at some time with high impact - Event rare and may occur only in exceptional circumstances with very high impact
Critical ●	Significant CET and Cabinet intervention	- Event is almost certain or likely to occur with high impact - Event is almost certain/likely/possibly to occur with very high impact

Internal Audit of Rhuddlan Town Council

Report Recipients

Clerk to Rhuddlan Town Council

Internal Audit Team

Sonia Fox-Byrne

fox-byrne.sonia@denbighshire.gov.uk

Key Dates

Review commenced

May 2023

Review completed

June 2023

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

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).

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 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.

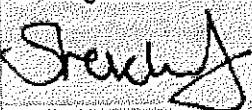
Council/Board/Committee approval and certification

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:



Name: Steve Wilson

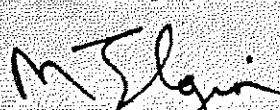
Date: 13/4/2023

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: 15C

Chair of meeting signature:



Name: Mike Elgin

Date: 13/4/2023

	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 None Identified
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 12/06/23.] * 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:	Sarah Fox-Byrne
Signature of person who carried out the internal audit:	<i>Sarah Fox-Byrne</i>
Date:	12/06/23

Date: 06/07/2023

Rhuddlan Town Council

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Time: 09:03

Current Bank A/c

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	Angela Wilkins	PABT0188	24.00	Invoice 01	Cleaning Hwb
13/07/2023	Steve Wilson	PABT0189	145.80	ME/MK/VS	Travel Expenses
13/07/2023	British Gas	DD	7.61	Bill No 5080233	Gas Hwb Rhuddlan
13/07/2023	British Gas	DD	30.03	Bill No 5080224	MUGA Electricity
13/07/2023	British Gas	DD	35.63	Bill No 5054345	Electricity Hwb Rhuddlan
13/07/2023	Vodafone	DD	13.73	B2-576689543	Clerks mobile May bill
13/07/2023	HMRC	PABT0190	981.63	120PP01122176	PAYE and NI
13/07/2023	Glascoed Timber	PABT0191	960.00	Inv A44 24/06/23	Erection and removal bunting
13/07/2023	Angela Wilkins	PABT0192	24.00	Inv 02	Cleaning Hwb
13/07/2023	Goodsigns & Print	PABT0193	146.40	Inv - 111156	2 rollup banners RTC
13/07/2023	Paul Smith	SO	227.87		Salary
13/07/2023	Steve Wilson	SO	1,780.11		Salary
13/07/2023	NEST Pension	DD	283.32		Pension
13/07/2023	Denbighshire County Council	PABT0194	3,400.00	Inv: 801974937	CCTV Parnership
13/07/2023	Goodsigns & Print	PABT0195	91.20	Inv 111142	Hwb Toilet Signs
13/07/2023	Goodsigns & Print	PABT0196	55.82	Inv:111141	Knights replacement plaque
13/07/2023	RBA Consulting Limited	PABT0197	372.00	Inv:6010	Modification of path spec
13/07/2023	Web Studio North Wales	DD	240.00	Inv 6911	Website and FB Mgmt
13/07/2023	Mari A Williams Translations	PABT0198	233.01	Inv 1318	Translations June 2023
13/07/2023	RHUDDLAN TOWN COMMUNITY	PABT0199	150.00	Inv 82	Hire of CC Com market July 23
13/07/2023	RHUDDLAN TOWN COMMUNITY	PABT0200	150.00	Inv 74	Hire of CC Com Market Jun 23
13/07/2023	Groundwork & Leisure Services	PABT0201	1,440.00	Inv G4867	Jet wash playgrounds
13/07/2023	Cllr. Gareth Rowlands	PABT0202	24.43		Repair of Gazebo
13/07/2023	Gillian Price	PABT0203	700.00	Inv dated 11/6/2023	Food for MK's civic Sunday
13/07/2023	Atom Leaflets	PABT0204	185.50	Inv 0282	Civic Sunday Booklets MK
13/07/2023	One Voice Wales	PABT0205	38.00	Inv 7273	Training May 2023
13/07/2023	ST Kentigern	PABT0206	500.00	June 2023 meeting	Donation Golf Day
13/07/2023	HSBC UK	DD	47.31		Bank Charges monthly&cash dep
Total Payments			12,287.40		

Detailed Receipts & Payments by Budget Heading 05/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1076 Precept	61,013	183,039	122,026			
1200 Other Income	0	500	500			33.3%
						0.0%
Income :- Receipts	61,013	183,539	122,526			33.2%
Net Receipts	61,013	183,539	122,526			
<u>110 Administration</u>						
4000 Staff Salary	6,984	26,000	19,016		19,016	26.9%
4010 PAYE & NI	3,961	11,400	7,439		7,439	34.7%
4030 Pension	1,050	3,420	2,370		2,370	30.7%
4060 Payroll Admin	72	412	341		341	17.4%
4070 Staff Expenses	0	200	200		200	0.0%
4080 Training	0	1,200	1,200		1,200	0.0%
4090 Mayors Allowance	1,500	1,500	0		0	100.0%
4100 Deputy Mayors Allowance	500	500	0		0	100.0%
4110 Councillors Allowance	2,120	2,288	168		168	92.7%
4120 Extra Responsibility Allowance	500	500	0		0	100.0%
4130 Bank Charges	24	120	96		96	20.0%
4140 Audit Fees	0	800	800		800	0.0%
4150 Professional Fees	0	250	250		250	0.0%
4160 Subscriptions & Memberships	0	1,000	1,000		1,000	0.0%
4170 Insurance	0	2,500	2,500		2,500	0.0%
4180 Stationery & Postage	420	800	380		380	52.5%
4185 Photo Copier related	51	450	399		399	11.3%
4190 Civic Duties	70	1,000	930		930	7.0%
4200 Telephone & Broadband	23	350	327		327	6.5%
4210 Website & Photography	650	6,480	5,830		5,830	10.0%
4220 Financial Software	753	700	(53)		(53)	107.5%
4230 Hire Of Facilities	0	100	100		100	0.0%
4260 Bus Shelters	0	1,500	1,500		1,500	0.0%
4275 Travel Expenses	367	1,100	733		733	33.4%
4290 Sundries	832	1,500	668		668	55.5%
4300 Translation Services	1,313	3,500	2,187		2,187	37.5%
Administration :- Indirect Payments	21,189	69,570	48,381	0	48,381	30.5%
Net Payments	(21,189)	(69,570)	(48,381)			
<u>120 Community Projects</u>						
4290 Sundries	1,936	3,000	1,064		1,064	64.5%

Continued over page

Detailed Receipts & Payments by Budget Heading 05/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4400 Christmas Street Lights	4,884	13,000	8,116		8,116	37.6%
4410 Remembrance Day	0	500	500		500	0.0%
4420 CCTV - Crime & Disorder	0	3,500	3,500		3,500	0.0%
4430 Grant - Town Council	700	12,750	12,050		12,050	5.5%
4440 Grant - Community Events	5,624	10,000	4,376		4,376	56.2%
4441 Grant - Youth Project Fund	0	5,000	5,000		5,000	0.0%
4450 Green Community Projects	0	3,000	3,000		3,000	0.0%
4460 Library - Running Costs	0	17,000	17,000		17,000	0.0%
4624 Fresh Air Gym Session	0	500	500		500	0.0%
4629 Anti Speed Campaign	12,290	5,000	(7,290)		(7,290)	245.8%
4634 Town Plan Initiatives	2,958	5,000	2,042		2,042	59.2%
4635 Defib Devices	0	2,000	2,000		2,000	0.0%
4636 Free Car Parking initiative	4,903	10,500	5,597		5,597	46.7%
4637 Dog Waste initiatives	304	500	196		196	60.8%
4650 CYB PWLB Loan	3,438	6,877	3,439		3,439	50.0%
4651 CYB Adaptations	1,709	0	(1,709)		(1,709)	0.0%
4652 CYB Running Costs	905	13,250	12,345		12,345	6.8%
4700 Upgrade Muga Lights	0	10,000	10,000		10,000	0.0%
4701 Improvement to trees on Vic La	0	2,500	2,500		2,500	0.0%
4702 Planters High Street	0	1,248	1,248		1,248	0.0%
4703 Match fund committed sums	0	2,000	2,000		2,000	0.0%
4704 Refurb Admiral's Field Gate	0	5,000	5,000		5,000	0.0%

Community Projects :- Indirect Payments

39,650	132,125	92,475	0	92,475	30.0%
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Net Payments

(39,650)	(132,125)	(92,475)
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130 Playing Fields

4290 Sundries	1,735	2,500	765		765	69.4%
4600 Repairs & Maintenance	1,027	4,000	2,973		2,973	25.7%
4610 Electricity MUGA	307	2,000	1,693		1,693	15.4%
4620 Grass Cutting	0	1,450	1,450		1,450	0.0%
4630 Litter Collection	0	1,400	1,400		1,400	0.0%
4632 Annual repayment PWLB Loan	0	0	(0)		(0)	0.0%

Playing Fields :- Indirect Payments

3,070	11,350	8,280	0	8,280	27.0%
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Net Payments

(3,070)	(11,350)	(8,280)
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999 VAT Data

515 VAT on Payments	(11,240)	0	11,240		11,240	0.0%
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VAT Data :- Indirect Payments

(11,240)	0	11,240	0	11,240
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Net Payments

11,240	0	(11,240)
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05/07/2023

Rhuddlan Town Council

08:51

Detailed Receipts & Payments by Budget Heading 05/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	61,013	183,539	122,526			33.2%
Payments	52,670	213,045	160,375	0	160,375	24.7%
Net Receipts over Payments	<u>8,343</u>	<u>(29,506)</u>	<u>(37,849)</u>			
Movement to/(from) Gen Reserve	<u>8,343</u>					

