

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Dear Councillor

6th October 2023

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 12th October at **7pm**. Members of the public wishing to attend by Zoom should inform the Town Clerk by 4pm on 12th October 2023 so that necessary arrangements can be made. Members of the public are welcome to attend in person. **Can join by Zoom or attend in person at **Hwb Rhuddlan, Clos David Own, Rhuddlan LL18 2UJ***.

Agenda

1. **Apologies**
2. **Declarations of Interest**
3. **Urgent Matters as Agreed by the Chairperson** – notice of items which, in the opinion of the Chairperson, should be considered as a matter of urgency in accordance with Standing Orders
4. **Police matters:**
 - a. to receive crime report
5. **Minutes** – to approve minutes of Town Council meetings held on 14th September 2023
6. **Events Committee** - to approve minutes from Events Committee meeting held on 3rd October 2023
7. **Biodiversity Committee** – to approve the minutes of the Biodiversity Committee meeting held on 12th September 2023
8. **Special Meeting Active Travel Plan** – to approve minutes from meeting held on 5th October 2023
9. **Progress report from minutes**
10. **Correspondence from:**
 - a. The Mayor
 - b. The Town Clerk - including project report
11. **County Councillors' Reports** – to receive reports
12. **Review of Policies**
 - a. Disciplinary Policy
 - b. Dignity at Work Policy
 - c. Equality and Diversity Policy
13. **Planning**

- a. 44/2023/0642 Erection of single storey extension to dwelling at 2 Maes Y Bryn, Rhuddlan

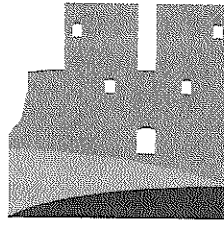
14. Budget & Finance Matters

- a. Grant requests
 - a.
- b. Approve the payments listing due

15. Community Matters

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

16. Date of next meeting: 9th November 2023



Cyngor Tref
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Town Council

Rhuddlan Town Council – Minutes of the meeting on the 14th September 2023

Hybrid Meeting

Present:

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

There were two members of the public present, three members of Bodelwydden Town Council, PCSO3473 Rich Williams, Sophie Lloyd from Sustrans and Rebecca Musgrave Denbighshire County Council.

1. Apologies

Cllr Mike Elgin

2. Declaration of Interest

Cllrs Mike Kermode, Jackie Burnham, Reg Davies, Arwel Roberts, and Gareth Rowlands.

3. Aelwyn Morgan Award

The award was presented to Richard Polden by the Mayor prior to the Council's Business meeting. The Mayor providing a resume of Mr Polden's work within Rhuddlan's community and praised his hard work as a volunteer both in the town and elsewhere.

After the presentation, the business section of the meeting was called to order.

4. Active Travel Masterplan

Cllr Mike Kermode welcomed Sophie Lloyd and Rebecca Musgrave and thanked them for attending the meeting this evening to provide the first view of the Active Travel masterplan. He explained that it was a listening brief only for the Members, with no questions at this stage but that a future consultation opportunity for Members will be arranged.

Rebecca Musgrave, DCC, stated that on 16th October 2023 a trial of the School Streets element of the Masterplan will be undertaken by Sustrans and DCC. She informed Members what the trial will encompass. The Head of Ysgol Y Castell has been informed of this trial. Sophie Lloyd then described the process used in creating the masterplan by community engagement, technical feasibility, existing infrastructure, engineering issues that may arise, and options of how to mitigate them.

Sophie took Members quickly through the main elements of the masterplan, including individual street suggestions, modal interventions, strategic interventions and posing the question of where to start an active travel route. She stressed that local knowledge and further information gained from the next online and face to face consultations will be used to review and enhance the plans.

A copy of the masterplan will be circulated by DCC to Rhuddlan Town Council for Members perusal and comment.

Sophie stressed that the masterplan is just the beginning and that more consultation will be organised with the Council, local community, and local businesses to shape the masterplan as it progresses to achieve the best outcome for Rhuddlan. DCC will be looking at the best ways to publicise this consultation and would welcome any ideas from Town Council on how best to achieve this.

Cllr Kermode said that discussions about the Council's next Town Plan had agreed to take on board key elements of the master plan, after suitable further discussions and the Town Council will be arranging a special Active Travel meeting to discuss the masterplan proposals as part of this. He thanked Sophie and Rebecca for their presentations.

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

5. Police Matters

a) **Crime Report** – PCSO3473 Rich Williams explained that PCSO Phil Roberts had now left North Wales Police and proceeded to present verbally the crime report. Members were then asked if they had any comments or questions. There were several concerns voiced about fighting on Gwindy Street, e-scooters and how to report an incident. As NWP use their website to list incidents it is very important that all incidents are reported to them so that any pattern or regular occurrence can be acted upon.

b) **Smart Water** – Members had been circulated with a document on Smart Water. It was estimated that the costs of providing a kit to every household was some £18,000. The Clerk had been unsuccessful in finding any grants that might help to these costs. After a short discussion it was proposed that the Council do not purchase any kits but will promote the scheme locally. **Resolved.**

6. a) Minutes of the Meeting held on 13th July 2023

Cllr Gareth Rowlands proposed that they be approved as a true record, seconded by Cllr Arwel Roberts. **Resolved.**

Progress Report from Minutes

i) The Clerk had not received any update from Prestatyn Iach and Members noted that the Rhuddlan surgery will now be open for only 2 days a week because of staff shortages, caused by maternity leave. Following some concerns voiced by Members it was agreed to get details of why and when the surgery will be open so patients can be informed. **Resolved.**

ii) Admiral's Field entrance gates – The Clerk was having difficulty obtaining suitable quotes for the design and replacement of the gates and questioned the need for the gates. Cllr Gareth Rowlands suggested that Council investigates alternative ideas to replace the gates only if they are currently not safe. Assuming they are safe then keep as is until they become unsafe. **Resolved.**

iii) Replacement of Planters on Parliament Street and High Street – members acknowledged the positive work that volunteers provide with the planters and as they are now the property of the Town Council it has a responsibility to maintain or replace them. The cost of the two planters is £950 and agreed to replace them. **Resolved.**

iv) Barrfield Road – a Member noted that although this area had been tidied up there were now weeds growing through the stones. It was agreed to ask the owner to spray the weeds. **Resolved**

v) River Bank knotweed – need to write to Natural Resources Wales as it's on their land.

vi) Flooding – around Kerfoot Avenue, Tan Yr Eglwys, and Gwindy Street. No meeting yet been arranged with DCC officers to discuss the issues as DCC are waiting for information from Welsh Water.

vii) Admiral's Field Circulatory path – construction begins on Monday 18th September 2023

viii) Rhuddlan Community Association – the Mayor attended their monthly meeting when it discussed the Council's request for the Deputy Mayor to become a co-opted trustee. The Association refused this request but offered for the Deputy Mayor to attend as a replacement if the Mayor could not attend for any reason. After discussion it was agreed not to accept this offer. Cllr Mike Kermode proposed, seconded by Cllr Gareth Rowlands. **Resolved.**

b) Minutes of the Town Plan Meeting held on 14th September 2023

Cllr Gareth Rowlands proposed that they be approved as a true record, seconded by Cllr Val Simmons. **Resolved.**

Progress Report from Minutes

The Mayor stated that the meeting had been constructive and described the next stage of the process in agreeing a new town plan was explained by the Clerk. Once the amended plan was populated with all the ideas, Members will be given an opportunity to score them into a priority order and those scores be aggregated to provide a corporate priority order for approval by Full Council

7. Correspondence from:

a. The Mayor

The Mayor had circulated his report prior to the meeting.

He added two items verbally at the meeting. The first was attending the inaugural youth club evening and the second was attendance at the Odyn to see the new defibrillator purchased by the council with the support of the Rhuddlan Scout Group. Members thanked the Mayor for his work during the recess period.

The report was accepted

b. The Town Clerk & Town Plan update.

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

Several elements of the report were discussed - in particular:-

- A resident has complained about graffiti and ball kicking on an Admiral's Field boundary fence. Cllrs Mike Kermode and Jackie Burnham declared an interest and left the meeting. The Members had a lengthy discussion on this issue noting the comments that the ball kicking item mainly happened when the Dragons FC were on the field. The resident requested that the Council highlight this to the Dragons asking them to monitor the situation. The resident also suggested that Council might plant shrubs/trees once the circulatory path was constructed to reduce the vandalism and ball kicking issues. It was also noted that this is an area earmarked by Council previously for a wild flower area and that DCC Countryside may be able to assist with supplying the shrubs/trees. Cllr Gareth Rowlands proposed that any planting will be done as part of the agreed wilding of the area post path completion and a letter be sent to Dragons FC and the new youth club leader to encourage young people not to vandalise or kick balls against the fence. Seconded by Cllr Bleddyn Williams. **Resolved.**
The Clerk was tasked with investigating DCC contributing free plants and if there would an interest in young people planting them to encourage participation. **Resolved.**
Cllrs Kermode and Burnham were readmitted to the meeting.
- A resident had requested that the Council consider assisting with the repair/replacement of his property boundary wall adjacent to Admiral's Field entrance path, which was now leaning over. Members agreed that nothing the Council had done had contributed to the

wall leaning over and therefore it was not the Council's responsibility. Proposed by Cllr Gareth Rowlands, seconded by Cllr Bleddyn Williams. **Resolved.**

- An invitation from One Voice Wales to send a representative to their AGM and Annual Conference to be held at the Royal Welsh Showground on September 30th. In response to this Cllr Ivor Beech would check his commitments and if able, would attend. **Resolved.**

The report and project update were accepted

8. County Councillor Reports

a. Cllr Arwel Roberts had circulated his written report for Members attention.

In particular he added verbally that he was shocked to hear that BCHUB had still not enacted the plans to modernise the Royal Alexander Hospital in Rhyl. These plans were announced in 2009 with an expectation to be completed in 2017. He also stated that DCC were facing some very serious financial cuts for the coming financial year. An example was given of not replacing any staff member that might leave the authority. In general terms DCC was conducting surveys of their buildings for reinforced autoclaved aerated concrete (RAAC) due to the dangers of collapse recently reported in the media. The former Rhyl rugby ground in the Waen planning refusal for a leisure park has been upheld by appeal so it is unlikely to proceed at this time.

The report was accepted

b. Cllr Ann Davies had not prepared a written report but verbally informed Members of the following matters. An update on the Nant Close wild flower meadow. Informed Members that The Rise appeal against the planning refusal for four dormer bungalows has been won. DCC have served a Planning Enforcement Notice a property on Hylas Lane. In response to a question about providing a written report Cllr Ann Davies responded that she will, when time permits.

9. Mayoral and Consort Council Chains of Office

- a) The Mayor's Chain has no more space for recording the names of the future Mayors. The Clerk has received a quote for £1,848.16 to modify the chain by adding an inner chain with 14 new links. It was proposed to accept the quote by Cllr Gareth Rowlands, seconded by Cllr Arwel Roberts. **Resolved**
- b) The Mayoress chain needs to be changed to add Consort or an interchangeable Consort pendant be purchased. The current pendant was donated to the council and it was agreed that this pendant be retained to preserve the engraved inscription. It was proposed by Cllr. Ann Davies and seconded by Cllr. Jackie Burnham that a Consort pendant will be purchased which can be worn on the existing chain. **Resolved.**

10. Twinning

The Mayor had drafted a report on Twinning as resolved at the June Council meeting. The report looked at the issue of reinvigorating of twinning relationships across the EU as raised by One Voice Wales. It included several factors to be considered such as location/similarities, costs/benefits, organisation by whom, and community support. After a short discussion, it was suggested making enquiries with towns in the Republic of Ireland as a Celtic nation initiative, with particular mention of Carlow as a potential town. Proposed by Cllr. Arwel Roberts and seconded by Cllr. Gareth Rowlands. **Resolved.**

11. Cemetery – Flooding Problems

The Clerk reported that DCC had emailed stating the business case for the drainage improvements had not been approved by DCC finance scrutiny committee and he had asked for feedback as to why it failed. DCC were disappointed that the Town Council couldn't assist by allowing them to utilize the soakaway on the MUGA car park. Members were reminded that Town Council had an independent surveyor's report on the ground conditions which proved that the soakaway was not working.

After a discussion it was agreed to inform DCC again of the details of Town Council's independent survey and the historic position relating to DCC's past planning conditions and drainage construction by the developers of Clos Dewi Sant. Cllr Mike Kermode so proposed, seconded by Cllr Gareth Rowlands. **Resolved.**

13. Request for a Road Sign

Council had received a request to provide a directional road sign to the Catholic Church on Vicarage Lane. Cllr Gareth Rowlands proposed that this be requested that DCC consider this at their expense. Seconded by Cllr Val Simmons. **Resolved**

14. Review of Policies

Model Standing Orders – circulated for approval as amended and agreed by the Working Group on 5th September. Proposed to approve by Cllr Mike Kermode, seconded by Cllr Gareth Rowlands. **Resolved.**

15. Planning

The Clerk took Members through the applications.

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

Pre-Planning Application consultation – Former Rhyl Rugby Club, Waen, Rhuddlan. As previously mentioned, the planning inspector had upheld DCC refusal for a leisure park development. Cllr Gareth Rowlands proposed that Town Council's original objection be repeated, seconded by Cllr Bleddyn Williams. **Resolved**

44/2023/0470 – Change of use from shop to hot food takeaway/restaurant at Clwyd House, High St, Rhuddlan. This application has been amended due to resident's objections. Members acknowledged residents objections and it was proposed that Council objects on the grounds

of adversely affecting resident's lives, increased fire hazard, noise, and safety. This proposal from Cllr. Gareth Rowlands and seconded by Cllr. Mike Kermode. **Resolved.**

44/2023/0534 – Erection of extension and alterations to Sunnymead, 4 Fairlands Crescent, Rhuddlan. No objections.

44/2023/0578 – Erection of classroom extension, playground alterations, and associated works at Ysgol Y Castell, Rhuddlan. Cllr Ann Davies declared an interest. No objections.

44/2023/0609 – Felling of a tree 3 Vale View, Rhuddlan. No objections.

16. Budget & Finance

a) Grant Requests

i) **Rhuddlan Town Community Association** – Cllr Reg Davies declared an interest. To review the association's bank statement that had been missing from the original application. Cllr Arwel Roberts proposed approval of the £4,000 grant, seconded by Cllr Ivor Beech. **Resolved.**

ii) **Love North Wales** – To review bank statements missing from original application. Cllr Ann Davies proposed approval of the grant, seconded by Cllr Arwel Roberts. **Resolved**

Applicant offered to attend a future Council meeting for a presentation of their work which Members welcomed.

iii) **Cerebral Palsey Cymru** – The application was in the form of a generic letter. Discussed by councillors and proposed by Cllr. Gareth Rowland that no grant is awarded, seconded by Cllr. Jackie Burnham. **Resolved**

iv) **St Mary's Church, Rhuddlan** – The application is for £2,250 towards energy costs for community events, maintenance of car park, grounds, and floodlighting. Cllr Reg Davies declared an interest. The Clerk reminded Members that under legislation Council cannot fund churches unless a general improvement to assist the community can be demonstrated by means of the application. After a discussion it was proposed to support the energy costs and floodlight elements of the application only. Cllr Mike Kermode proposed that £1,250 be approved, seconded by Cllr Ann Davies. **Resolved.**

v) **Rhuddlan Allotment Society** – Application for £700 towards their electric and water standing charges for 2 years. Cllr Gareth Rowlands declared an interest and left the meeting. There followed a discussion around general household energy costs being increased and an observation that the Allotment Society should increase allotment rental and investigate alternative income generation. Members were generally supportive of the benefits the allotments provide for Rhuddlan but some were against approval. In conclusion Cllr Arwel Roberts proposed approval on the condition that

this was a one-off grant whilst the society looked to increase their income generation as they do demonstrate benefit to the town. Seconded by Cllr Ivor Beech. **Resolved.**

Cllr. Gareth Rowlands was readmitted to the meeting.

b. Payments list

Agreed the entries on the list. **Resolved**

17. Community Matters

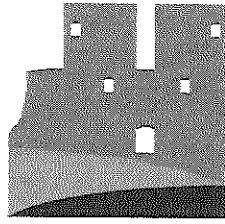
a) Cllr Mike Kermode highlighted the great success that several organisations in Rhuddlan had achieved in the "Your Neighbourhood" awards, as part of the Wales in Bloom scheme. The Nature Reserve achieving a Level 5 as outstanding, plus the award of a National Distinction. The Allotment Society was awarded as Level 5 and the Bowls Club as Level 4.

b) Cllr Gareth Rowlands, in acknowledging the success of the above, suggested that Council acknowledge all who have assisted the organisations in their great achievements such as the Fagan family and DCC Countryside Services. Cllr Ann Davies mentioned other people who had also contributed to the development of the project. Cllr Mike Kermode proposed the Town Council write formally to all of them, acknowledging their involvement. **Resolved.**

c) Cllr Arwel Roberts reported that BCHUB had sent out the next round of Covid boosters but included the wrong venue address. He also noted that the Knights area boundary looks untidy and asked that Council contact the owner to clean up. **Resolved**

d) Members were informed that the Town Plan meeting had discussed a collaborative approach for a new cemetery, involving neighbouring councils; this was now being taken on by the Mayor who has invited the Mayors/Chairs of neighbouring Councils to an initial meeting to discuss the issue.

18. Date of next meeting – 12th October 2023 Full Council Hybrid Meeting 7pm



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Rhuddlan Town Council – Minutes of the Events Committee Meeting 3rd October 2023

Held at Hwb Rhuddlan

Cllr Mike Kermode - Mayor
Cllr Mike Elgin
Cllr Val Simmons – Deputy Mayor
Town Clerk
Clerical Assistant/Minute Clerk

Roy and Gill Price were present representing Rhuddlan Community Centre
The Chair welcomed all those present.

1. Apologies

Cllr Arwel Roberts

2. Declaration of Interest

None given

3. Minutes

The previous meeting Minutes of 20/6/23 had been approved by Full Council meeting on 13/7/2023.

4. Progress from the Minutes

Bespoke Fitness & Events have been commissioned to organise the 2024 Gwledd Fest and a tendering process for thereafter will be undertaken for the following years as approved by Full Council on 13/7/23.

A grant applied for to support the Gwledd Fest was not available for the period after March 2024. An e-mail had been received suggesting the Council should organise two Gwledd Fest events a year. After a short discussion the committee agreed that one a year was enough. Proposed by Cllr Mike Elgin, seconded by Cllr Val Simmons. **Resolved.**

5. Remembrance Sunday

The Clerk informed the committee of items for this event that he had already confirmed or had ordered, including the wreaths, marching band, bugle player, standard bearer, parade marshall, road closure request to police, and the church service at St Mary's.

Roy Price Offered to act as parade marshal in the case of the organised parade marshal is not available at the last minute and this offer was welcomed.

Free parking is secured and a poster printed ready for displaying.

The Community Centre will be used for light refreshments of tea, coffee, and biscuits. The band do not usually stay for the sandwiches so none to be prepared this year. Prestatyn ATC unfortunately cannot attend.

All Resolved

The committee agreed to assemble at the Community Centre from 10am, 10.30am parade to St Mary's Church. Service to begin at 10.45am and at 11.30am parade back to the Community Centre. After the laying of the wreaths the Mayor will say a few words and a representative of the church will also be asked to say a few words. **Resolved**

The committee agreed that a small PA system be purchased with Bluetooth wireless, and music playing capability. **Resolved**

The wreaths will be displayed at the library and Hazel Court in the week leading up to Remembrance Sunday and collected on the Friday, the Council standard is to be prepared, and cable ties purchased. The Clerk to investigate poppies for the street lampposts, and large poppies for the war memorial area. Members agreed that if these poppies were affordable then the Clerk is authorised to buy them. **Resolved**

6. Community Carols around the tree

To be held on Saturday 16th December commencing at 5pm till 7pm in the Community Centre. **Resolved**

The Clerk went through his suggested arrangements. Tree to be placed indoors in the big room and Santa's grotto to be placed in the corner. This year the grotto will be a decorated gazebo. Mince pies and mulled wine to be served from the kitchen hatch, and tubs of sweets for the children to help themselves. Selection boxes to be purchased as last year for Santa's presents and any left over after the event be given to a children's local charity. **Resolved.**

There was a concern that the carol singing may drown out Santa discussing with children their Christmas lists, but the committee felt that by careful timing this could be avoided.

For the committee's information - the Mayor's Charity Concert will be held on Saturday 9th December at St Mary's and will have the dementia singing club as well as the Cor Meibion Colwyn. Monies raised is to be shared between Ty Gobaith & Hope House children's hospices.

7. Christmas Lights Switch On

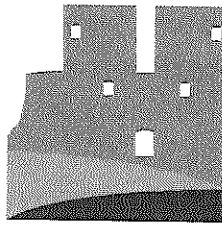
To be done on Monday 4th December at a time to be confirmed but shortly after school finishes. The school children are to be invited to sing and so the Clerk is to make contact with the Head Teacher to arrange. Also, to inform the police of this event, order the tree, and invite either the vicar or Peter to attend and participate. **Resolved**

Rhyl Rotary Christmas float has been contacted through Cllr Gareth Rowlands and a donation to Rotary will be required. The committee agreed on a £50 donation. **Resolved.**

8. New Applications for Support

Rhuddlan Lunch Club are asking for support for a Red Carpet Event to celebrate the many unsung heroes in our community. In total they asked for £168 towards the buffet lunch and trophies. **Resolved.**

The next meeting is to held on Tuesday December 12th 2023 at 7pm at the Hwb.



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**Rhuddlan Town Council – Minutes of the Biodiversity Committee meeting on the 12th
September 2023**

Hybrid Meeting

Present:

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

Members were informed that the meeting was not being recorded
Cllr Gareth Rowlands was present as an observer.

1. Appointment of Chairperson

Cllr Arwel Roberts proposed Cllr Val Simmons as Chairperson. Seconded by Cllr Jackie Burnham. **Resolved.**

A draft Terms of Reference for the committee had been circulated for Members approval. Cllr Arwel Roberts proposed they be approved, seconded by Cllr Mike Kermode. **Resolved**

2. Apologies

Cllr Ivor Beech

3. Declarations of Interest

None

4. Review of Biodiversity Plan & Policy

The Clerk informed Members that it was a legal requirement within the Environment (Wales) Act 2016 for Town Council to maintain & enhance biodiversity in the exercise of their functions via the Council's biodiversity plan and policy, and by publishing an annual biodiversity report. Placed before Members was a list of 9 completed actions from 2023, along with an action plan agreed by Council on 8th December 2022 for their review.

- a) Completed Actions – Members updated the Clerk on several of the completed actions which will be inserted in the plan before bringing back to the committee

for approval. The Clerk was tasked with asking Ysgol Y Castell for a report on woodland skills undertaken by the trained teacher by the end of term. Proposed by Cllr Arwel Roberts, seconded by Cllr Mike Kermode. **Resolved**

Members agreed to insert a statement that the Council was proud to have supported various environmental and biodiversity projects delivered by both the Council and community groups. **Resolved.**

b) Future Action – Using the 6 themes of the Environment Wales Act template, the Members proceeded to agree on updates and future actions which the Clerk will insert and amend where necessary before bringing back to the committee for their approval. **Resolved**

- A 2024 mid- summer consultation event using biodiversity experts to raise awareness and local groups to demonstrate their biodiversity work.
- The Council saves energy with LED lights & insulation within the Hwb and LED lights at the MUGA.
- Investigate a biodiversity area in front of the library which the librarian is happy to support.
- Continue to link with DCC and other town councils and to share Council's biodiversity plans.
- Acknowledge residents gardens that may already be supporting biodiversity.
- Although Council's land ownership is limited look at a strategy for Admiral's Field and Vicarage lane areas using the National Scheme for land management.
- Continue to support the various biodiversity project in Rhuddlan such as the Nature Reserve, CADW, DCC Countryside Services. Rhuddlan bowling club, Keep Wales Tidy, litter picks, allotment, environment association, and DCC wilding project.

Several future projects/ideas were mentioned:

- a. Potential Beavers visit to the allotment
- b. Odyn visit by Peter Barton-Price and Cllr Gareth Rowlands
- c. Hedge trimming enhancement at Admirals Field & Vicarage Lane areas.
- d. Invite DCC officer Helen Vaughan Evans to Council meeting
- e. Plant more trees
- f. Heddwyn Jones, Glascoed to be asked ref his work on hedges on behalf of Council.
- g. Seek species list gathering
- h. Organise a walk around the nature reserve for Councillors by DCC officers pointing out the various flora, fauna and animals present.
- i. Use Cyfnod to help our biodiversity work.

Date of next meeting – Tuesday December 5th 2023

Signed.....Cllr Val Simmons (Chair)

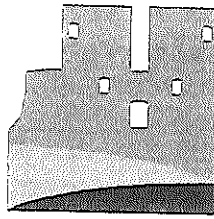
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Rhuddlan Town Council
12th October 2023

Mayor's Report

Events/Attendances

- 15th Sept. – The Mayoress and I had a very successful fund-raising dance at Rhuddlan Golf Club which raised £2,300 for my charities. It was a great evening with music from Llandudno Swing Band, songs from a close friend and lots of dancing. Many thanks to all who attended and donated, especially to my brother who made a substantial donation. Also, many thanks to the Golf Club for the use of the premises and an excellent buffet.
- 17th Sept. – We attended the Mayor of Towyn and Kinnel Bay's Civic Service. Sadly, this was the last occasion when we met with Cllr. Pete Prendergast, Chairman of Denbighshire County Council, before his sudden and untimely death later that week.
- 23rd Sept. – I organised the Community Market while the Town Clerk was away on holiday.
- 2nd Oct. – I attended the consultation workshop in the Community Centre about Sustran's Rhuddlan School Zone proposals. Many thanks to those other Town Councillors that also attended so that they could get public feedback at first hand.
- 3rd October – I chaired a meeting of the Events Committee
- 7th Oct. The Mayoress and I will be attending Rhuddlan Dementia Group's afternoon dance in the Community Centre.
- 11th October – Together with the Deputy Mayor and the Town Clerk, I will be meeting officers from DCC to discuss the County Council's proposals to cut Library hours by 50% across Denbighshire. We will also raise the Town Council's proposal that the Library building be extended to provide a Rhuddlan Museum facility.



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Clerk's Project Report and Correspondence for October 2023 Meeting

Correspondence

The following has been received:

1. Letter from resident regarding School active travel plan passes onto Sustrans.
2. Email from Richard Polden regarding the untidy state the entrance road to the library, and the corner where the rose bushes are planted and pebbles are placed. The Community Group do not have the manpower to take it on and asks if it could be considered a subject for a Mayor's volunteer day?
3. Email from Richard Polden stating the Community Group do not want the replacement Bodrhyddan Avenue planters, unless the council wants to do otherwise have requested to have the existing ones removed.
4. Thank you letter from the Rhuddlan Allotments Society thanking the council for their grant and stating they will review subscriptions at their upcoming AGM.
5. Email from Slow Ways national walking network to asking if council would consider promoting and possibly checking some of the walks (copied to councillors)
6. Thank you letter from Rhuddlan Community group in relation to £1,800 grant awarded by the council.
7. Email from Liz Greaves DCC regarding consultation on reduction in library services in Denbighshire.
8. Email from Ann Lloyd giving DCC contact numbers regarding homelessness.

Project Update

Community Market – the next market is scheduled on 21st October 25 stalls, September market well attended by vendors but poor footfall. Need to discuss whether we go-ahead in 2023.

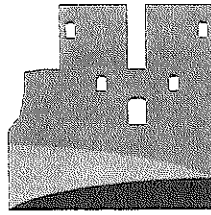
Improvements to Vicarage Lane Car Park – No change

Admirals Field path construction started.

Youth club going well.

HWB Bookings picked up with weekly Welsh classes all day Tuesday.

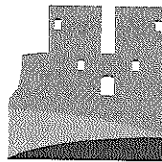
MUGA lights, lights delivered to DCC but no brackets, awaiting brackets and then installation.



Cyngor Tref
Rhuddlan
Town Council

County Councillor Reports for October 2023 Meeting

None submitted in time for agenda publication



Cyngor Tref
Rhuddlan
Town Council

DISCIPLINARY POLICY

**(Version agreed by Personnel Committee on 23rd February 2021
and Rhuddlan Town Council on 11th March 2021 – reviewed on April 14th 2022)**

Introduction

- 1 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behavior informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognizes that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees under performance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - At any investigatory, disciplinary or appeal meeting, employees may be accompanied or represented by a companion.
workplace colleague, a trade union representative or a trade union official;
The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the

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

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

Examples of misconduct

- 4 Misconduct is employee behavior that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorized absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behavior
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behavior
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g., the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

- 6 If allegations of misconduct or gross misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the

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

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

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

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

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

Disciplinary investigation

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

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

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

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

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

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

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

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

- 18 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 19 The Investigator will submit the report to the Personnel Committee which will decide whether further action will be taken.
- 20 If the Personnel Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 21 If the Personnel Committee decides that there is a case to answer, it will appoint a Disciplinary sub-committee of three councillors from outside the Personnel Committee, to formally hear the allegations. The Disciplinary sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 22 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Disciplinary sub-committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it, so that witnesses may have sufficient notice to attend on the employee's and the Council's behalf. Both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

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

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the Disciplinary sub-committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
- 23 The Chairman will provide the employee with the Disciplinary sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 24 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Disciplinary sub-committee.

Disciplinary action

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

First written warning

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

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

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

Final written warning

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

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

Dismissal

The Council may dismiss:

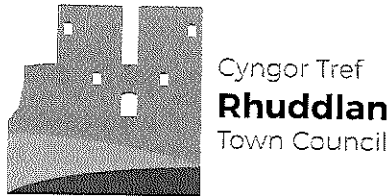
- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

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

The Appeal

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

- 28 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the Disciplinary sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 29 Where possible, the appeal will be heard by an Appeals Panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. The Appeals Panel will appoint a Chairman from one of its members.
- 30 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, a workplace colleague, a trade union representative or a trade union official.
- 31 At the appeal meeting, the Chairman will:
- introduce the Appeals Panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 32 The employee (or companion) will be asked to explain the grounds for appeal.
- 33 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 34 The Appeals Panel may decide to uphold the disciplinary decision, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 35 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 36 The Appeals Panels decision is final.



DIGNITY AT WORK POLICY

(Adopted by Town Council on January 14th 2021 and reviewed on 14th April 2022)

1. The Policy

- 1.1 Rhuddlan Town Council's aim is to provide a working environment that respects the rights of each employee and where councillors and employees treat each other with mutual respect. Any behaviour that undermines this aim is unacceptable.
- 1.2 The Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy it is the duty of all Councillors and employees to take full responsibility for ensuring that harassment does not occur in the Town Council.

2. Principles and procedures

- 2.1 The following procedure has been designed to inform councillors and employees about the type of behaviour that is unacceptable and provides employees and others who are the victims of harassment and bullying with a means of redress. The Town Council will not tolerate harassment or bullying of its:
- job applicants
 - employees
 - other Councillors
 - contractors
 - agency workers
 - the self-employed
 - ex-employees
 - volunteers
- 2.2 This policy also applies to work related functions which are held outside of normal working hours, either on or off the Town Council's premises, such as Christmas parties, leaving celebrations, working lunches, etc.

3. Harassment

Definition

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

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

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

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

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

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

3.5 Harassment at work is unlawful under the Equality Act 2010

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

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

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

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

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

4 . Bullying

Definition

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

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

These can be split into two categories:

The obvious:

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

The less obvious:

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

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

5.0 The impact of harassment and bullying

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

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

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

6.0 Enforcement

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

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

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

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

7.0 Procedures

Advice

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

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

7.3 The Advisor's role will be to:

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

- help weigh up the alternatives, but without pressure to adopt any particular course;
 - assist the individual in dealing with the situation, if they ask for help; engaging with the Council as a means of helping resolve the situation.
- 7.4 Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, the Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

Solutions

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

Informal

- 7.6 Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise, a formal complaint will be made using the grievance procedure.
- 7.7 If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a colleague or union representative who can accompany the victim when speaking to the harasser or bully.
- 7.8 A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

Formal

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

Continuing to work together

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

Monitoring

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

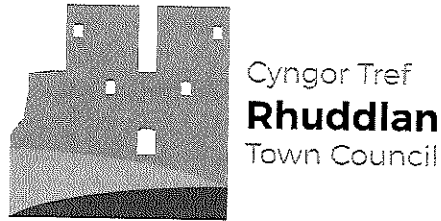
Malicious complaints

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

Complaints to an employment tribunal

- 7.13 While the Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment; claims can be lodged with an employment tribunal where harassment is on the grounds of:
- sex
 - gender reassignment
 - race
 - disability
 - sexual orientation
 - religion
 - belief
 - age

Reference – One Voice Wales / Town & Community Councils



Rhuddlan Town Council

Equality & Diversity Policy

1. Purpose of the report

To provide Rhuddlan Town Council with an Equality and Diversity Policy. Town and Community Councils are subject to the Equality Act 2010 and councils have must advance the equality of opportunity while carrying out its functions. This draft policy is taken from information the Town Clerk has gathered from other Town Councils, Welsh Government and Equality Act 2010 Legislation.

2. Policy Statement

The aim of this policy is to communicate the commitment of Rhuddlan Town Council, its members and Clerk to meeting the Equality Act 2010 which protects people from discrimination, harassment and victimization on the basis of their 'protected characteristics', which are:

- Age
- Gender reassignment
- Marital or civil partnership status
- Sex
- Race (including ethnic or national origin, colour or nationality)
- Disability
- Pregnancy and maternity
- Sexual Orientation
- Religion or belief (including lack of belief)

Commitment to the Act by Rhuddlan Town Council will support good decision making by considering how different people will be affected by their services. It will also help Rhuddlan Town Council help deliver activities and services which are efficient and

effective and accessible to all and which meet different people's needs. It imposes a duty on the Council to have due regard to the need to:

- Eliminate discrimination, harassment, victimization
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Equality Act explains that the second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimize disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

3. Implementation

The Mayor has specific responsibility for the effective implementation of this policy. In order to implement this policy, the Town Council shall:

- Communicate the policy to members, the clerk and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council.

Monitoring & Review

Rhuddlan Town Council will establish appropriate information and monitoring systems to assist the effective implementation of the Council's equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

Policy adopted 14th March 2019 and last reviewed on 9th June 2022

Eich cyf / Your ref

Ein cyf / Our ref : 44/2023/0642

Dyddiad / Date : 02/10/2023

Rhestr / Street name : 01824 706727

Rhuddlan Town Council

Steve Wilson

PO Box 242

Mold

CH7 9FW

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2023/0642

CYNNIG / PROPOSAL: Codi estyniad un llawr i'r annedd / Erection of single storey extension to dwelling

LLEOLIAD / LOCATION: 2 Maes Y Bryn, 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 llythur 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 chymeir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth

I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view, objections on moral grounds, unfair competition and private legal disputes, for example, are not

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

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

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

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

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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

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

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

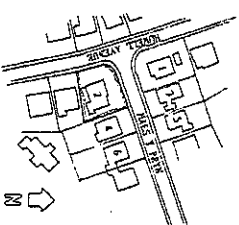
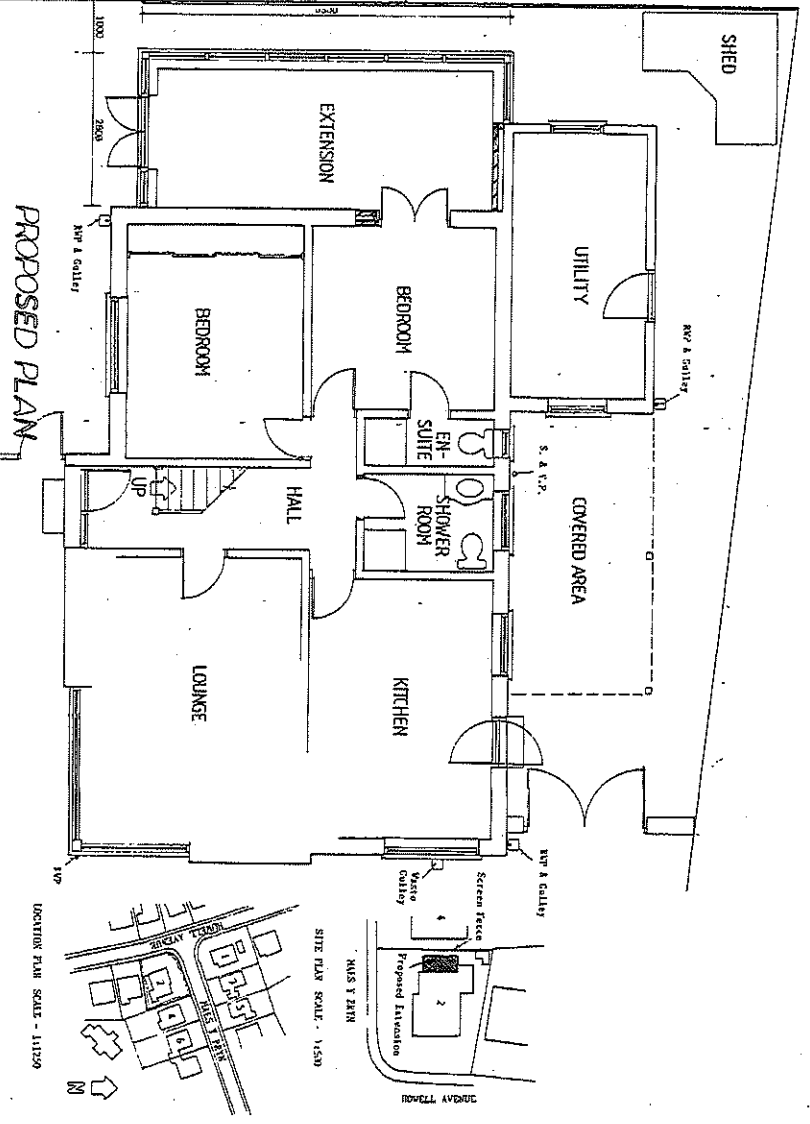
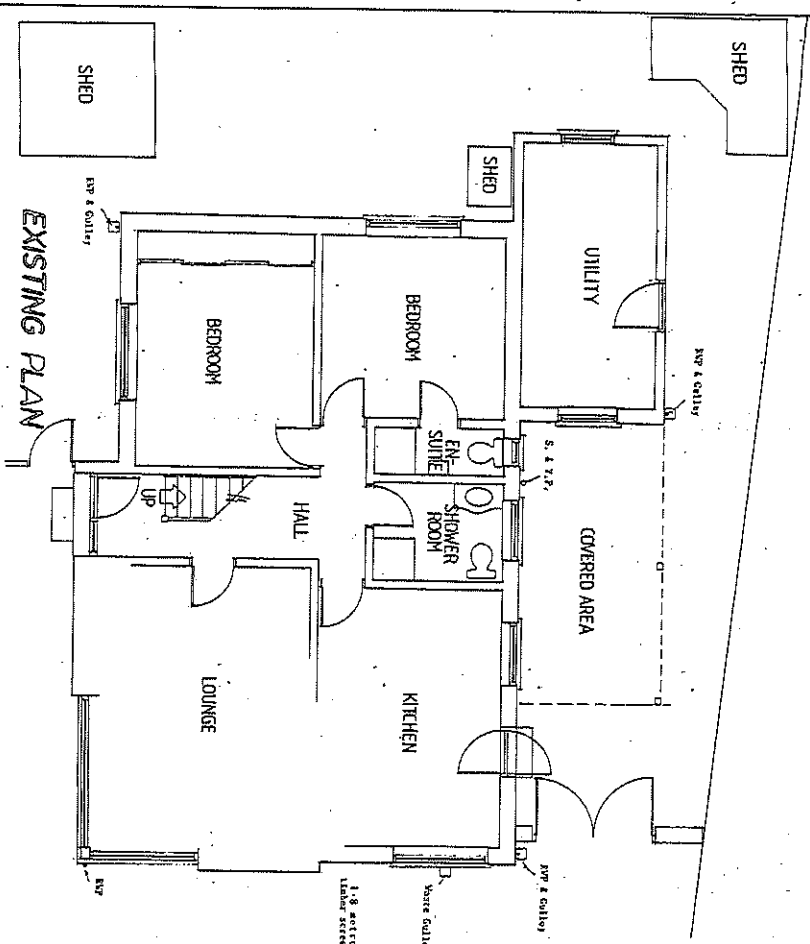
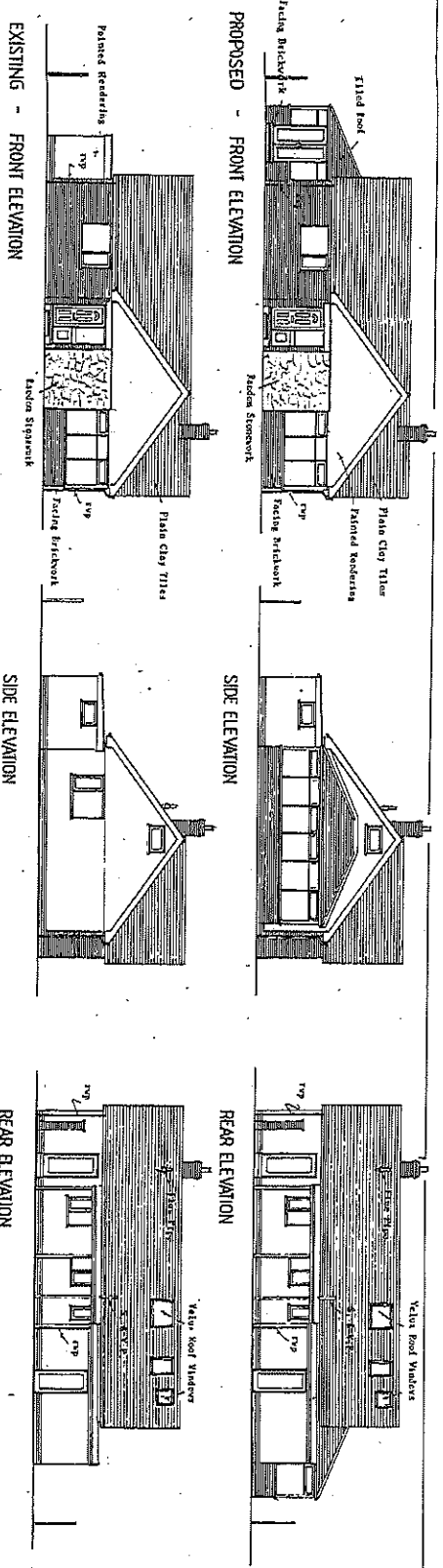
Please note that application details can be viewed on-line: www.denbighshire.gov.uk/planning

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services



PROPOSED EXTENSION AT SIDE OF 2 MAES Y BRYN, RHUDDLAN.
 SCALES - 1:50, 1:100.

PLAN No. 240/1/2012/202
 22 Gwyn Avenue, Rhuddlan,
 Flintshire, CH5 9 1JN
 Tel: 01753 50138 Fax: 07816 53729
 E-mail: J.Williams@jwilliams.co.uk

Time: 11:51

Current Bank A/c

List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/10/2023	Steve Wilson	PABT0240	124.20	ME/MK	Travel expenses September 2023
12/10/2023	Denbighshire County Council	PABT0241	5,286.49	802027252	Free parking 1/9/23-1/9/24
12/10/2023	Royal Brish Legion Poppy Appea	PABT0242	58.00		2 Wreaths
12/10/2023	Gilliam Price	PABT0243	168.00		Events Grant Red Carpet Event
12/10/2023	North Wales Doors & Windows	PABT0244	4,380.00	GWJ/RTC/3	Automation of toilet door Hwb
12/10/2023	Steve Wilson	SO	1,780.11		Salary
12/10/2023	Paul Smith	SO	227.87		Salary
12/10/2023	NEST Pension	DD	283.32		Pension
12/10/2023	HMRC	PABT0245	981.63	120PP01122176	PAYE and NI
12/10/2023	Francis Bird	PABT0246	28.79		Site Plan for bench
12/10/2023	Mari A Williams Translations	PABT0247	249.89	1342	Translations Aug and Sept 2023
12/10/2023	UK Debt Management	DD	3,438.40	261665	PWLB Repayment Hwb
12/10/2023	British Gas	DD	10.75	5754256	GAs Hwb
12/10/2023	Web Studio North Wales	DD	240.00	7163	Website and Social Media Mgmt
12/10/2023	British Gas	DD	71.10	5729571	Electricity MUGA
12/10/2023	British Gas	DD	44.06	5729573	Electricity Hwb
12/10/2023	HSBC UK	DD	8.00	Sept Statement	Bank Charges
12/10/2023	Welsh Water	PABT0248	75.31	9238824501	Water Hwb 28/3 to 12/9
12/10/2023	RHUDDLAN TOWN COMMUNITY	PABT0249	150.00	106	October Community Market
12/10/2023	Vodafone	DD	13.73		Mobile Phone Clerk
12/10/2023	Blachere Illuminations UK Ltd	PABT0250	408.00	S156415	Delivery of Xmas Lights
Total Payments			18,027.65		