

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Dear Councillor

5th July 2024

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 11th July 2024 at 7pm. Members of the public wishing to attend by Zoom should inform the Town Clerk by 4pm on 11th July 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** * See page 2
3. **Urgent Matters as Agreed by the Chairperson** – notice of items which, in the opinion of the Chairperson, should be considered as a matter of urgency in accordance with Standing Orders
4. **Police matters** To receive a crime report
5. **Tourism:** - To receive a update on latest tourism developments and opportunities in North Wales from Jim Jones CEO of Go North Wales
6. **Minutes:**
 - a. To approve minutes of the Town Council meeting held on 13th June 2024
 - b. To approve minutes of any Committee and Working Group meetings held since last meeting
7. **Progress report from minutes**
8. **Reports from:**
 - a. The Mayor and Deputy Mayor
 - b. The Town Clerk – correspondence and project report
9. **County Councillors' Reports** – to receive reports
10. **Public Toilets** – to agree a formal response to Denbighshire County Councils communication regarding the cessation of funding for public toilets
11. **DCC Rhuddlan Town Regeneration Summary** – to consider
12. **Nature Reserve Foraging Sessions** – to consider funding
13. **Knights and Library Rose Gardens** – to consider alternative maintenance options
14. **Planning**
 - a.
15. **Budget & Finance Matters**
 - a. Grant requests
 - a. Rhuddlan Community Group
 - b. River and Sea Sense (resubmission as requested by council)
 - c. Treasure Chest Breast Cancer Support Group
 - d. St Kentigern Golf Day sponsorship of 2 tees
 - b. Approve the payments listing due
16. **Community Matters**

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

17. **Personnel Committee** - To receive an update from Personnel Committee meeting held on 4th July
18. **Members Complaints** – To discuss process for members making complaints about other members and staff members IWO the Local Resolution Protocol For Community and Town Councils
19. **Date of next meetings:**
 - Full council meeting scheduled on Thursday 12th September 2024

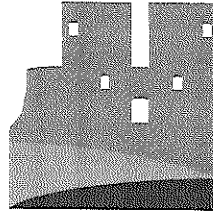
Steve Wilson - Town Clerk 07775 673706 clerk@rhuddlantoncouncil.gov.uk

***Declaration of Interest**

Personal interest – If you have a personal interest in any business of your Council, you must disclose the existence and nature of the interest before participating in any business to which it relates.

Prejudicial Interest – You must ask yourself whether a member of the public, if he or she knew all the relevant facts, would think that your personal interest was so significant that it would be likely to prejudice your judgement. In other words, the interest must be perceived as likely to harm or impair your ability to judge the public interest. This must be declared before the item is discussed and you will be expected to leave the room and not participate in the item.

In both cases you need to complete the form the Clerk gives you and it will appear on the register of member's interest on the RTC Website



Cyngor Tref
Rhuddlan
Town Council

Cyfarfod Cyngor Tref Rhuddlan

Annwyl Gyngorydd

5 Gorffennaf 2024

Rwyf yn eich galw trwy hyn i fynychu cyfarfod Hybrid* Cyngor Tref Rhuddlan a gynhelir nos lau, 11 Gorffennaf 2024 am 7.00pm. Dylai aelodau'r cyhoedd sy'n dymuno ymuno drwy Zoom roi gwybod i'r Clerc erbyn 4pm ar 11 Gorffennaf fel bod modd gwneud y trefniadau angenrheidiol. *Gellir ymuno drwy Zoom neu ddod i'r cyfarfod yn **Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ.**

Agenda

1. **Ymddiheuriadau**
2. **Datgan Buddiant * Gweler tudalen 2**
3. **Materion Brys fel y'u Cytunwyd gan y Cadeirydd** – rhybudd am eitemau a ddylai, ym marn y Cadeirydd, gael eu hystyried fel mater o frys yn unol â'r Rheolau Sefydlog
4. **Materion yr heddlu** Derbyn adroddiad troseddu
5. **Twristiaeth:** - Derbyn diweddariad ar y datblygiadau twristiaeth diweddaraf a chyfleoedd yng Ngogledd Cymru gan Jim Jones, Prif Swyddog Gweithredol Go North Wales
6. **Cofnodion:**
 - a. Cymeradwyo cofnodion cyfarfod Cyngor y Dref a gynhaliwyd ar 13 Mehefin 2024
 - b. Cymeradwyo cofnodion cyfarfodydd unrhyw Bwyllgor neu Weithgor a gynhaliwyd ers y cyfarfod diwethaf
7. **Adroddiad cynnydd ar sail y cofnodion**
8. **Adroddiadau gan:**
 - a. Y Maer a'r Dirprwy Faer
 - b. Clerc y Dref – gohebiaeth ac adroddiad am brosiectau
9. **Adroddiadau'r Cynghorwyr Sir** – derbyn yr adroddiadau
10. **Toiledau Cyhoeddus** – cytuno ar ymateb ffurfiol i ohebiaeth Cyngor Sir Ddinbych ynglŷn â rhoi'r gorau i ariannu toiledau cyhoeddus
11. **Crynodeb o gynllun Adfywio Tref Rhuddlan, CSDd** – ystyried
12. **Sesiynau Fforio y Warchodfa Natur** – ystyried eu hariannu
13. **Y Marchogion a Gerddi Rhosod y Llyfrgell** – ystyried dewisiadau cynnal eraill
14. **Cynllunio**
 - a.
15. **Y Gyllideb a Materion Ariannol**
 - a. Ceisiadau am grantiau
 - a. Grŵp Cymunedol Rhuddlan
 - b. River and Sea Sense (wedi'i ailgyflwyno yn unol â chais y cyngor)
 - c. Grŵp Cymorth Canser y Fron 'Treasure Chest'
 - d. Noddi 2 ti Diwrnod Golff Sant Cyndeyrn
 - b. Cymeradwyo'r rhestr o daliadau dyledus
16. **Materion Cymunedol**

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

17. **Pwyllgor Personél** - Derbyn diweddariad o gyfarfod y Pwyllgor Personél a gynhaliwyd ar 4 Gorffennaf
18. **Cwynion Aelodau** – I drafod y broses ar gyfer aelodau sy'n gwneud cwynion am aelodau eraill ac aelodau staff IWO Protocol Datrysiad Lleol ar gyfer Cyngorau Cymuned a Thref
19. **Dyddiad y cyfarfodydd nesaf:**
 - Cyfarfod llawn y cyngor wedi'i drefnu ar gyfer dydd Iau, 12 Medi 2024

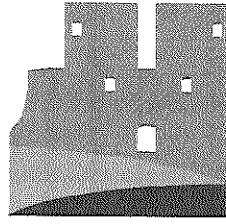
Steve Wilson – Clerc y Dref 07775 673706 clerk@rhuddlancouncil.gov.uk

***Datgan Buddiant**

Buddiant personol – Os oes gennych fuddiant personol yn unrhyw fater yn ymwneud â'ch Cyngor, mae'n rhaid i chi ddatgelu'r buddiant a natur y buddiant cyn cymryd rhan yn unrhyw drafodion cysylltiedig.

Buddiant rhagfarnus – Mae'n rhaid i chi ofyn i chi eich hun a fyddai aelod o'r cyhoedd, petai'n gwybod yr holl ffeithiau perthnasol, yn credu bod eich buddiant personol mor arwyddocaol fel y byddai'n debygol o niweidio neu ragfarnu eich barn. Mewn geiriau eraill, rhaid ystyried bod y buddiant yn debygol o niweidio neu amharu ar eich gallu i ddod i benderfyniad er budd y cyhoedd. Rhaid datgan hyn cyn y trafodir yr eitem a bydd disgwyl i chi adael yr ystafell a pheidio â chymryd rhan yn yr eitem.

Yn y ddwy achos uchod, mae angen i chi lenwi'r ffurflen a roddir i chi gan y Clerc a bydd yn ymddangos ar gofrestr buddiannau aelodau ar wefan Cyngor Tref Rhuddlan.



Rhuddlan Town Council – Minutes of the meeting on the 13th June 2024

Hybrid Meeting

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor)
Cllr Ivor Beech
Cllr Ann Davies (virtual attendance)
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Gareth Rowlands
Cllr Bleddyn Williams (late arrival @ 1905hrs)
Steve Wilson - Town Clerk
Paul Smith - Clerical Assistant/Minute Clerk (virtual attendance)

There were 2 members of the public present and 2 PCSO's
The meeting was recorded from this point (audio only)

1. Apologies

None

2. Declarations of Interest

Cllr Arwel Roberts, Planning.

3. Urgent Matters

The Mayor informed Members of three urgent matters:

- a) The resignation of Paul Smith Assistant Clerk under Part 2.
- b) Councillors were informed about the vandalised bus shelter.
- c) Waste Collection. This item was discussed in an open manner allowing councillors to add their comments to the escalating issues.
- d) Cllr Ann Davies updated members regarding an emergency DCC meeting regarding waste collection held that afternoon which concluded with a need for better communications with DCC councillors on the escalating issues. The County Councillors were invited to inform DCC of streets in their ward that had not yet received a waste collection. Cllr Arwel Roberts had provided his list of such streets. Both reiterated an acknowledgment by DCC of the great

pressure they were under to put things right, and an apology for the problems being experienced.

A Member identified concerns that the planning for this change had been ongoing for almost 4 years and was surprised by its inadequacy and questioned had other county councils using "Trolibocs" been consulted with. He added that there appears a gross incompetence regarding the planning and rollout of the changes and stated that this and increased council tax, cuts to library open hours and proposed closure of public toilets serves only to raise a feeling of "no confidence" in DCC and the CEO. Cllr Mike Elgin proposed that a letter expressing the Town Council's anger at these issues be sent to the CEO. Seconded by Mike Kermode. **Resolved.**

Members then continued to discuss this issue by noting that the registration for an Absorbent Hygiene Products (AHP) bin has been closed till September, the lack of forms being made available residents requiring assisted collections, and the operatives not aware of who needs such a service.

A Member of the public was invited to ask a question about putting away bins not collected till the next scheduled collections day so as to ease pavement access for residents. They were informed they could.

4. Police Matters

PCSO's Alex Jones and Ben Hamsworth reported that a suspect for the bus shelter vandalism has been identified and spoken to and had no other incidents to report. The suspected drug dealing at the back of the library has been investigated several times and no evidence has been seen.

A councillor enquired about a road traffic accident at the end of Highlands Road, the PCSO's present had no detail on this as the traffic officer's deal with this type of incident.

The Council informed the officers of the Picnic in the Park event on August 3rd between 11am and 4pm and asked that a police presence be provided on the day.

A councillor asked if there was to be any increased patrols at lunchtime and early evenings in Rhuddlan and officers responded with a no.

Another question was asked regarding public access to the police station to report incidents. The officers stated the station was not a "manned" station so there is no public access as such. This can be done at Rhyl station though or via 101.

The officers were thanked for their attendance, then left the meeting.

A Member asked the Clerk to repeat our request for a written report prior to the meeting. **Resolved.**

5a. Minutes of Town Council meeting held on 16th May 2024.

A member identified a missing reference to a crashed car at the Nature Reserve. Subject to this being added Cllr Gareth Rowlands proposed the amended Minutes be approved, seconded by Cllr Mike Kermode. **Resolved.** The minutes were duly signed by the Mayor.

b. Minutes of AGM 9th May 2024

The Minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Arwel Roberts. **Resolved** The minutes were duly signed by the Mayor.

6. Progress Report from both Minutes

- i) The Hwb recycling bins will be implemented on receipt of new waste bins ordered from DCC.

ii) The road safety poster competition winners are to be presented with their prizes on a Friday at the school celebration service, a date is to be agreed. A banner of all the winning designs is to be created, and members agreed that a selection of sweets be offered to all the school pupils for participating so everyone gets something. **Resolved.**

The shelters are yet to be painted with the winning designs.

iii) The Clerk read through the community matters progress and Members heard that the various flower beds had been reported, and the Welsh language plaque for Admiral's Field ordered.

7. Correspondence from:

a. The Mayor and Deputy Mayor Reports

The Mayor reported that the last month was a busy one and confirmed she had attended the Library Group meeting on 12th June.

The Deputy Mayor verbally added their attendance at the Events Committee meeting on 11th June.

Also mentioned were details regarding a foraging event at the nature reserve. Advertising was poor and Cllr Burnham had contacted the organiser to see if another event could be held in the future, and would be asking the events committee to potentially support it and link it to Council's biodiversity work.

Both reports were accepted

At this point a Member wished the Minutes to record the Council's thanks to those who assisted with the beacon transportation to and from the church.

b. Town Clerk Report

- Any Member wishing to attend the Virtual Youth Engagement Summit on 18th July should inform the Clerk and the cost of £65 be met. **Resolved.**
- DCC Biodiversity Office has asked the Council to participate in a project to increase pollinator habitat. It was proposed by Cllr Jackie Burnham that the offer be taken up, seconded by Cllr Gareth Rowlands. **Resolved.**
- The Clerk had received an email from the UK Parliament for support for a campaign to improve the safety of lithium batteries. After a short discussion Members agreed to invite the representative to the September meeting to discuss the issues. **Resolved.**
- The Spiritualist Church emailed about the Council supporting the need for a road directional sign. Cllr Mike Kermode proposed that Council supports the sign provision in principle as long as it will be bilingual but does not pay any of the costs. Seconded by Cllr Jackie Burnham. **Resolved.**
- A request from the youth club for a bike rack at the Hwb. Cllr Mike Kermode proposing this is provided, seconded by Cllr Gareth Rowlands. **Resolved.**
- Following a resident complaint about the state of the BT building in Gwindy Street, Members agreed to formally write to BT to inform them of these concerns. **Resolved.**
- The youth service has offered to carry out some outreach work with older teens following some ASB in Rhuddlan, and invited the police to attend youth club to discuss such issues.
- A request from a resident in Admiral's Walk to cut back a tree over-hanging adjacent to their property. It was proposed by Cllr Gareth Rowlands that Council investigates

the issue and then make a decision whether to carry out any works. Seconded by Cllr Jackie Burnham. **Resolved.**

Members also agreed that the Clerk and Mayor be delegated to make the decision and undertake any works necessary. **Resolved.**

8. County Councillor Reports

Cllr Ann Davies had circulated a written report adding that the county wide Active Travel project is to be discussed at county level on 1st July 2024, and the speed survey in the Highlands Road area is now in place. A Member reminded Councillors that Town Council had decided that if any Active Travel project is to be continued in Rhuddlan Sustrans & DCC must undertake further consultation with the school and residents. DCC have requested a Road Safety meeting in the near future and have been offered two dates in July. All Members can attend.

The report was accepted

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

- The Parliament car park surface issues are to be investigated by DCC and the pothole has already been filled.
- A planning site meeting for the Church Gate planning application is to be held tomorrow at 10am. One Town Councillor can attend along with our two County Councillors. Members nominated Cllr Gareth Rowlands to represent Town Council. **Resolved.**
- Cllr Roberts wished to reiterate his congratulations to Bespoke Events and councillors who volunteered their assistance for the very successful Gwledd.
- The AHP bin registration applications have now closed until September 2024 but those who need the service can place such waste in the non-recyclable bin during the interim period.
- A Member reminded the meeting that the Japanese knotweed issue Cllr Roberts reminded members it is the responsibility of NRW.
- The Mayor asked about the commuted sum mentioned in the report. It was suggested that a £50,000 106 Agreement payment might be available soon due to The Rise development. Any decision on what it was used for would be made by DCC although a £5,000 sum was mentioned towards Rhuddlan open spaces.
- Comment was made about the foraging event the Deputy Mayor had reported previously and she proposed that a foraging event be organised by Town Council at a cost of £450, seconded by Cllr Arwel Roberts. **Resolved.** Cllr Gareth Rowlands suggested that before a decision be made this should be discussed with the nature reserve volunteers at tomorrow's meeting.
- **The report was accepted**

9. Minutes of the Library & Museum Working Group held on 14th May, and the 12th June 2024

The meeting of the 14th May nominated Cllr Gareth Rowlands as Chair. **Resolved**

Both Minutes were proposed as true records by Cllr Arwel Roberts, seconded by Cllr Mike Kermode. **Resolved.**

Cllr Gareth Rowlands then took Members through both Minutes including:-

- i) Creating a book of library users feedback and a library prospectus

- ii) Request that DCC Property Services officers support the development on the initial plans and costs, if not, then Town Council will need to fund this activity.
- iii) The Mayor had visited Rhyl library and museum.
- iv) Mention was made of whether a County Heritage Officer still remained in post.
- v) Noted the need to ask CADW what facilities are required in any future museum.

10. Minutes of the Events Committee meeting held on 11th June 2024

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

Gwledd entrance and vendors fees were discussed along with the difficulty experienced in collecting the fees and expensive costs of providing cashless payment. Cllr Val Simmons proposed that the entrance be free but vendor fees raised to ensure a more economically feasible event, seconded by Cllr Mike Kermode. This had been resolved by the committee, and endorsed by Full Council tonight. **Resolved.**

Cllr Mike Kermode informed Members on how the Gwledd originated and had progressed significantly to now using a commercial event's organiser, Bespoke Events. A tendering process of 2019 had taken place to get to this stage of undertaking. This organiser had once again served the Council well this year and the Clerk is confident that Standing Orders will allow Council to engage Bespoke Events for another year without a tendering process. Cllr Mike Kermode so proposed, seconded by Cllr Mike Elgin. This had also been resolved by the committee, and endorsed by Full Council tonight. **Resolved.**

A grant applicant was struggling to complete our form with certain details. This was for the Behind the Gate celebration at Pengwern Farm in September. Whilst Members were in favour of offering support it was difficult to progress this further without the necessary application form. Following a lengthy discussion Members agreed to sponsor the celebration event with £500, but precise detail of what was being sponsored would be required. The Council could then fund the sponsored item directly. **Resolved**

11. Public Toilets

The Interim Public Toilet Strategy had been circulated for Members to prepare a formal response to DCC by 5th July.

The Clerk informed Members of our neighbouring Councils decisions so far regarding public toilets in their towns.

Documentation from DCC stated costs associated with running the toilets of £3,055 per annum .

Concern was voiced over Town Council over committing themselves financially to provide County Council activities and the value for money of the related costs. Similarly, the potential of the costs increasing in future years was identified as a risk.

A Member had investigated the use of a "Portaloo" facility with an estimated cost of £35 a week with a weekly clean.

Members asked the Clerk get a confirmed detail of what DCC costs entail and consider a contract that would not increase above inflation.

It was noted that any businesses opening their toilets for public use could receive £500 pa. Cllr Mike Kermode proposed that Council ask local businesses if they would, seconded by Cllr Jackie Burnham. **Resolved.**

12. Road Safety concerns

Cllr Mike Elgin noted that speeding on Highlands Road was still an issue and a speed survey has been requested in addition to data from council SIDS. The Road Safety committee had also sent a referral to GoSafe.

A Member asked when the Rhyl Road SID was to be repaired. The Clerk will get an update from DCC.

13. Planning

44/2024/1000/PF – Change of use of a ground floor office at Morris-Evans opticians to form a single self-contained flat. No objections.

14. One Voice Wales Conference Wednesday 3rd July 2024

Confirmation Cllr Val Simmons and the Clerk will attend.

15. Budget & Finance Matters

a. Receive & Approve the internal audit report of 2023/24 accounts and the AGAR

The Clerk having previously circulated the report informed Members of the high assurance rating given by the council's internal auditor. Cllr Mike Kermode proposed the acceptance and approval of the audit report and signing of the AGAR, seconded by Cllr Arwel Roberts. **Resolved.**

This report will now be forwarded to the external auditor and the legal notice will be displayed on the council's notice board regarding the opportunity to view the councils accounts and associated paperwork.

The original audit documentation (AGAR) was signed by the then Mayor Cllr Mike Kermode and the Clerk post approval by Full Council.

b. Grant requests

None received

c. Receive quarterly accounts

There being no issues Cllr Arwel Roberts proposed the accounts be received and approved. Seconded by Cllr Gareth Rowlands. **Resolved.**

d. Payment List approval

A Member reminded Members of the River & Sea Sense charity application issues Members decided as the application did not match what the funds were to be used for. It was proposed the applicant be asked to resubmit a new application. Cllr Mike Kermode proposed, seconded by Cllr Gareth Rowlands. **Resolved.**

Given this change in the payments list to exclude River & Sea Sense Cllr Gareth Rowlands proposed the list be approved, seconded by Cllr Mike Kermode. **Resolved.**

16. Community Matters

- The Mayor reported the High Street disabled car parking space had been repainted by DCC but thought the sign was not large enough. Clerk to contact DCC to request a larger sign.
- Cllr Jackie Burnham identified resident concerns regarding seagull attacks. This was discussed by Members and it was decided to have a specific meeting to review NRW's seagull guidance notes and report back to the council Proposed by Cllr Gareth Rowlands and seconded by Cllr Jackie Burnham. **Resolved.**

- Cllr Reg Davies noted the area of the Knights was very untidy. Members observed that DCC do trim this area but there is no hand work done. Other Members adding that this is also the case near the library. The Clerk was asked to contact DCC to resolve.
- Cllr Arwel Roberts shared a resident's complaint regarding access when football is taking place at Admiral's Field. Members were sympathetic and had installed no parking signs around the field to discourage parking. Historically this had always been a football field and members had no further ideas as to how Council might help. Secondly, the youth club had offered an open invitation to Members to visit the club. Thirdly, another litter pick is scheduled for 15th June.
- Cllr Mike Elgin reported that the Council's speed gun had been found and can be used in the future
- Cllr Ann Davies chased up the installation of a directional toilet sign on the Rhyl Road entrance to Admiral's Field. The Clerk is already working this request and will chase a response off DCC. Cllr Davies also mentioned that a resident had been told they couldn't park in the car park adjacent to the MUGA. The Clerk reported that there was no restrictions.

17. Part 2 Exclusion of the Press & Public

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Proposed by Cllr Arwel Roberts to move to part 2 and seconded by Cllr Gareth Rowlands.

The recording was switched off and Members of the public asked to leave

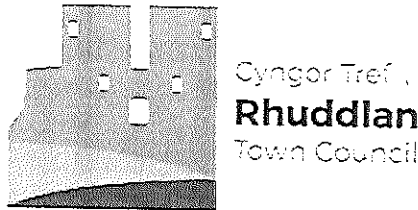
The Mayor informed Members of the resignation received from Paul Smith the Assistant Clerk due to health reasons. The letter of resignation was read for Members information with Paul's consent.

There then followed kind words about Paul's work from the Mayor on behalf of the Council, and several members who had known and worked with Paul over the years for which he showed his appreciation.

Cllr Mike Kermode then proposed that the Personnel Committee meet to discuss Paul's replacement. This was seconded by Cllr Gareth Rowlands. **Resolved.**

18. Date of next meeting – 11/7/2024 Full Council Meeting 7pm

SignedCllr Val Simmons (Mayor)



Rhuddlan Town Council 11th July 2024 - Mayor and Deputy Mayor Reports

1. Mayor's Report

15th June - The day started with a Litter Pick, unfortunately due to weather conditions it was abandoned.

I then went to the Nature Reserve for a Biobitz event, which was very interesting, the Denbighshire County Council Countryside Services had done a lot of preparation for this event, everyone who attended did enjoy it and would come back again for future events. Unfortunately, weather again was not kind to the event.

In the evening myself, my consort together with the retiring Mayor and Mayoress went on a Charity Cruise with the retiring Conwy Mayor it was very enjoyable.

17th June - Attended Ysgol Y Castell for a Welsh Language Production "Mewn Cymeriad" with Eryl Prys Jones, it was excellent, the pupils did learn a lot, together with myself !!

23rd June - Attended the Towyn & Kinnel Bay Civic service, it was excellent and very well attended.

27th June - Attended with my consort the Raising of The Flag for Army Forces Day at DCC County Hall Ruthin, it was very poorly attended this year, I was so pleased to be representing Rhuddlan Town Council.

In the evening. I did a training course with One Voice Wales, Charing Skills. I recommend these courses and they are well worth doing .

28th June - Attended with my consort the Army Forces Day at Pengwern College, they had many events throughout the day with a Fly Pass from the T2 Hawk. It was a great day for networking.

3rd July – I went with the clerk to the One Voice Wales Conference – Innovative Practice Conference in Builth Wells, it was a long day and an early start, for myself it was well worth it, I learnt many new things about what other local town councils are doing, it was very good for networking with other town councillors and clerks.

4th July - Attended Trustees of Rhuddlan Town Community Association's meeting.

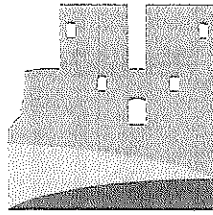
5th July - Attending Ysgol Y Castell with Councillor Mike Elgin to give out prizes and certificates to pupils for the Road Safety Competition.

7th July - Attending with my consort the Conwy Civic Service.

I have also been arranging my Charity Dinner Event at Rhuddlan Golf Club on Saturday 2nd November. The clerk and myself have been arranging my Christmas Civic Service on Sunday 8th December. More details to follow.

2. Deputy Mayor's Report

1st July – Chaired Ysgol Y Castell Scholl Governor's Meeting



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Town Council

Clerk's Project Report and Correspondence for July 2024 Meeting

Correspondence

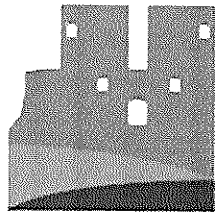
The following has been received:

1. Thank you off Rhuddlan Bowls Club for the £400 grant.
2. Invite from DCC for the Clerk and Mayor to attend a session on 17/7 with Graham Boase and his team to help understand the Council's current financial position and what the future forecasts are and to explore opportunities for how the Council and its City, Town and Community Councils could work together in the future.
3. Response from Graham Boase to email acknowledging receipt stating there are clearly issues regarding the roll out of the new waste and recycling service which are changing on a daily basis. He will provide you with a full response as soon as possible.
4. Email from Paul Mead Planning DCC regarding the Vape Shop stating that planning permission is not required as there is no change of use, however may need consent for signage. A link was sent on how to complain and note stating the lack of DCC Compliance Officers.
5. Email off DCC regarding free parking 1hr tariff on Parliament St beyond September? We do need to apply a slight increase due to the tariff increase. **Decision Required.**
6. Email off OVM regarding the Welsh Government currently consulting on draft priorities for Culture 2024-2030. Copied to councillors to respond.
7. Notification off the Circuit that the defib on Clwyd Avenue could have been used.

Project Update

Community Market – the next market is on 13th July.

Summer Event Volunteer Fair and Picnic in the Park proposed with entertainment and a children's fun soft play area and Bowls. Taking place Sat 3rd August.



Cyngor Tref
Rhuddlan
Town Council

County Councillor Arwel Roberts – Adroddiad/Report for meeting on 11th July 2024

Diolch yn fawr to Cllr Rowlands and Cllr Ann Davies for their input on the day of the site meeting before the planning committee regarding the application for a L shaped bungalow near the church yard. It has now been passed because it was designed with great care and the input from the Conservation Officer, planning officers and highway officers was paramount in the decision to allow the application to continue. The colour and type of slate and brickwork and rendering were approved.

Another problem has occurred regarding the advertising of a vape shop on the High Street – residents are not happy and I can understand why. The planning department have received a number of emails on this subject. The use of an authorised A1 retail premises as a place for the retail sale of Vapes and Vape equipment is not a change of use. It is one retail use for another retail use. As such planning permission would not be required for the use of the Vape Shop.

The signage, however, which appears to have been placed on the frontage of the premises may require the express consent of the Council under the Advertisement Regulations. I congratulate the Deputy Mayor who has completed the on-line Report a planning Breach Form – others may have also filled the Form also. Very happy that it was brought to the attention of the Governing Board of Ysgol y Castell last night (1/7/2024) The governing board are very concerned and are against the development.

Bin waste collections – well hopefully things will settle down soon. It's now 11:30 am 2nd of July, the bins have not been emptied in Rhyl Road where we live. The officers who planned the new ways of collecting waste are to be scrutinised thoroughly since there was plenty of time to have a trial run in a rural and an urban area. All County Councillors can do is report the problems which occur to the officer we have in the Elwy Mag – Catrin Roberts.

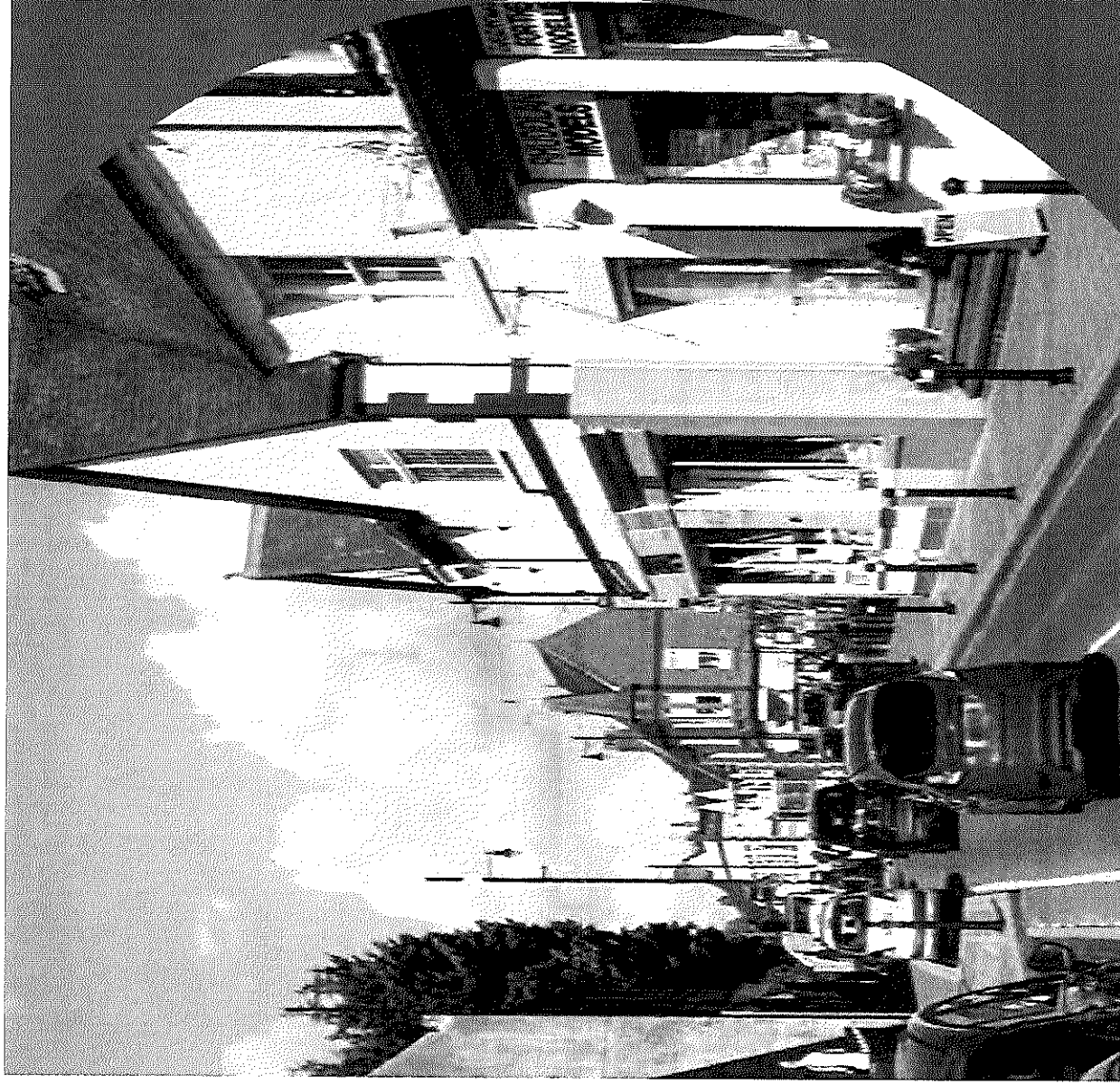
Denbighshire Economy Strategy – I will explain more about this Task and Finish Group in the meeting.

Both Cllr Ann and myself were in a meeting to discuss the plans for the roads near the local school arranged by officers Ben Wilcox Jones and Rebecca Musgrave. I will be in a meeting tonight (2/7/2024) arranged by the Town Council.

Rhuddlan Town Regeneration Summary

Denbighshire County Council

2023 - 2028



Contents

1. Introduction to Town Regeneration Summaries
2. Introduction to Rhuddlan
3. Completed Projects Since 2018
4. Development Projects
5. Pipeline Projects
6. Project Ideas
7. Conclusion

Town Regeneration Summary Introduction

The purpose of this document is to capture the significant capital projects that are planned for Rhuddlan over the next 5 years and projects that have been completed in recent years. Whilst focussed on town regeneration projects, it also includes significant regeneration projects in the hinterlands which can also have an impact on the town

The projects referenced are those delivered by Denbighshire County Council, partner organisations or the community..

What is the purpose of this document?

This document has 3 main purposes:

- 1) A list of significant capital projects that are planned.* Projects listed have emerged from various consultations over recent years
- 2) A list of significant capital projects that have been completed in recent years
- 3) Start of the process to develop a strategic regeneration plan for the town – **Placemaking Plan**.

*A **planned project** is defined as a project that falls into one of 3 categories:

- **Development projects** – one which has secured funding and construction has started or is being developed ready for construction.
- **Pipeline projects** – one which has not yet secured funding but where some feasibility work, project brief and concept design has been carried out.
- **Project ideas** – one which is simply a suggestion at this stage with no defined project brief and no feasibility work undertaken.

Introduction to Rhuddlan

Rhuddlan is a small town overlooking the river Clwyd in the north of Denbighshire.

The estimated resident population for the area is approximately 4,000.

Rhuddlan is known for its Castle ruins, which were built by King Edward I in the 1200's. Prior to King Edward I's ascent, Rhuddlan was a government seat and the Capital of Gwynedd.

A small high street serves the local population well, with a variety of independent shops, services and pubs.

Completed Projects since 2018

Project	Project Overview	Funding Mechanism
Hwb Rhuddlan (formerly Coed y Brain)	Purchase and redevelopment of the building with appropriate facilities and storage, to be used as a community hub by local groups.	UK Government LUF Bid unsuccessful, alternative funding from commuted sums and Burbo Bank.

Pipeline Projects

Project	Project Overview	Funding Mechanism	Project Value	Timescales
Active Travel Schemes	Development of schemes including Masterplan and review of Active Travel route around the circumference of Nature Reserve.			

Project Ideas

Project	Project Overview	Project Value	Feasibility Work
Rhuddlan Museum Development.	From LUF Consultation MAGS Long List.		

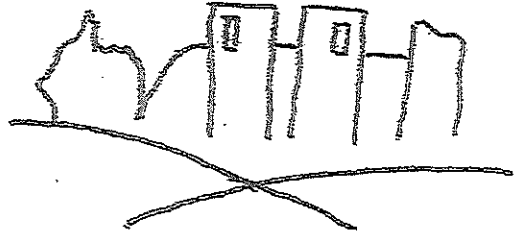
Conclusion

This document is a position statement to help list in one document the significant regeneration projects that are planned and those that have recently been completed.

It is a record of the status of those projects at a point in time and is intended as a guide rather than a definitive document.

This document will be reviewed and updated annually.

RHUDDLAN COMMUNITY GROUP
c/o RHUDDLAN COMMUNITY CENTRE
PARLIAMENT STREET, RHUDDLAN LL18 5AW
"Improving Our Community"



Town Clerk
Rhuddlan Town Council
Clos David Owen
Rhuddlan
LL18 2UJ

6th June 2024

Grant Application – Rhuddlan Community Group

I enclose a grant application in support of the Rhuddlan Community Group, together with a set of our latest audited accounts, and current bank statement.

Our request is slightly less than last year; this is due in part to our own efforts to offset bank charges by attending the monthly community market, unfortunately costs continue to increase particularly plants, and insurance.

We are currently working on the new site for the 'Memorial Garden'

I hope you can look favourably upon this request.

Sincere thanks to council for the generous support received in previous years.

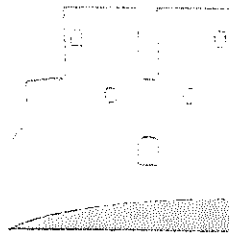
Kind regards

Richard Polden

e

Email:

[rhuddlan.com](mailto:rhuddlan@rhuddlan.gov.uk)



Cyngor Tref
Rhuddlan
Town Council

Application for Grant Funding 2024/25

Details about your organisation / Group

Name of Organisation: Rhuddlan Community Group

Name of Secretary: Mrs Caroline Lindsay

Address: lan

Post Code: Tel:

Email: cazilindsaygmail.com

Name of Treasurer: Richard Polden

Address:

Post Code:

Email:

What are the main aims/objectives of your organisation? Maximum 50 words

The Rhuddlan Community Group volunteers work hard throughout the year painting, maintaining, clearing, composting, and planting the boxes & planters in the High Street, Library Picnic area, Firepit & Hendre Close. In addition the garden in the picnic area is given constant TLC; the benches are scrubbed weekly, stripped and stained annually for public use.

Where and when does your organisation meet?

Quarterly formal meetings + AGM are held at Rhuddlan Community centre. Site meetings are also held whenever necessary

Project / Activity Details

For what purpose are you applying for funding (please continue on a separate sheet if required)

Stripping and re-staining of all planters and benches
Add compost & fertilizer to stimulate the growth of plants
Purchase and plant winter & spring bedding plants.
Replanting 'Memorial Garden'
Maintenance of 2 Water Bowsers
Trees and plants for resited 'Memorial Garden' Hendre Close/Admirals Field
Admin costs to include:
Meeting room hire
Insurance & stationary

Please state the amount you are asking for with a breakdown of the estimated total costs:

Item	Cost £'s
Memorial Garden Plants & trees	120
Plants (twice yearly planters)	1100
Soil & Compost	130
Paint/Stain & Brushes	65
Meeting room hire	75
Admin – Insurance £235, stationary £25,	260
Total	1750

Please provide details of any other sources of income to be used towards this project/activity/event:

We were fortunate enough to be granted a small windfall from Blakemore of £180, which has helped keep our application slightly below last years figure.

However, we get a small income from the sale of walk books, and we have started our own initiative of selling paperback books and jigsaws at the Community Market, this to offset the monthly £5 bank charges imposed by HSBC previously part of this application.

However prices continue to rise particularly for insurance and plants..

Approximately how many people from the Rhuddlan Area will benefit from this project/activity/event?

All Rhuddlan residents, visitors and tourists

Has your organisation/group received a grant from Rhuddlan Town Council previously?

Yes

If yes, please provide details

September 2023 £1800, July 2022 - £1300, July 2021 - £800, July 2020 - £800, July 2019 - £1100, October 2018 - £200, June 2018 - £960, May 2017 - £800, May 2016 - £740, July 2015 - £232, August 2014 - £150, July 2013 £150

Please provide any other information that you would wish the Council to take into account when considering this application:

The group's hard working volunteers spend many hours tending the planters, boxes, & garden, and maintaining the furniture, ensuring they are kept and maintained to a high standard for the benefit of residents and all who visit Rhuddlan for whatever purpose.

In dry weather our watering gang are out early complete with bowser to ensure the preservation of their hard work. We have recently with the help of the library manager had a locked tap installed at the library, this saves the watering gang from hauling water from the Community centre to the library picnic area.

As seems to be the norm now we continue to suffer from mischievous damage and vandalism which creates extra work and sometimes expense for the group, this is picked up quite quickly on the early morning water run, or the regular U&M at the picnic area.

The 'Memorial Garden' debacle has almost been resolved, and much hard work has been put in at the group's expense to bring back to life the planter at the end of Hendre Close, this work is ongoing.

Up until 2015 Tidy Towns provided our funding, a change in their grant structure meant we were no longer eligible.

The group has been proud to be associated with the Rhuddlan's successes, when they were recognised by Wales in Bloom, with awards in 2016 – 2019, and also a Gold award for Britain in Bloom in 2018.

Statement to be completed by the Treasurer of the organisation.

I confirm that all the information on this form is true and correct and that any grant received will be used for the specified purpose(s) only.

I confirm I have enclosed a copy of the following documentation to support this application (if not, please state reason why below)

.....
.....

Copy of latest audited accounts

Yes

Copy of latest bank statement

Yes

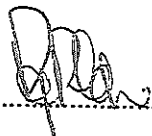
Covering letter on headed notepaper

Yes

Name; Richard Polden

Position: Treasurer

Signature



Date

6/6/24

Please return this form to:

Town Clerk
Rhuddlan Town Council
Clos David Owen
Rhuddlan
LL18 2UJ

Or email clerk@rhuddlantowncouncil.gov.uk

Rhuddlan Community Group – Certificate of Income & Expenditure,
1st October 2022 – 30th September 2023.

Opening Bank Balances 1 st October 2022	£2465.69		
Current Account			
Income for the year detailed elsewhere	£2177.50	Expenditure for the year detailed elsewhere	£2168.52
Interest on Savings		Closing Balances – Current account	£2474.67
Balance	£4643.19	Balance	£4643.19

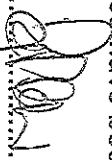
Restricted Funds are detailed in itemised accounts summary.

Other Comments: - The group have not incurred any bank charges. Interest is as recorded.

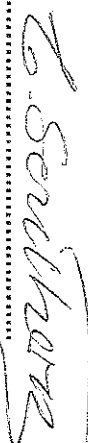
There are no Direct Debits, nor have any petty cash transactions taken place.

All cheques have been presented without any cancellations

Richard Polden Treasurer.....



Christine Southern Chairman.....



I have examined the books, vouchers, & other documents relating to 'The Rhuddlan Community Group'
The above accounts give a true & accurate account of the transactions for the financial year ending 30th September 2020.

Auditor..... R J Brown

Signature.....

Date..... 3.10.23

Profession..... ACCOUNT OFFICER (RETIREE)

The Rhuddlan Community Group 2022/23

Date	Description/who	Settled by	Plants	Garden Sundries	Hall Hire	Poppy	Paper Items	Books	Insure	misc	Income	B/fwd
8/10	Karen - Compost	bacs		40.70 ✓								2424.99
10/10	Goodsigns-books	bacs						432.00 ✓				1992.99
12/10	Hursts - plants	bacs	344.40 ✓									1648.59
14/10	H Clowes-soil	bacs		20.00 ✓								1620.59
22/10	Bank charges								5.00			1615.59
26/10	RBL Wreath	bacs				20.00 ✓						1595.59
27/10	P Riley Switch	bacs		7.69 ✓								1587.90
9/11	Room Hire	bacs			15.00 ✓							1567.90
22/11	Bank charges									5.00		1562.90
22/12	Bank Charges									5.00		1557.90
22/12	Bank Charges									5.00		1552.90
23/12	Insurance	bacs							188.94 ✓			1363.96
7/3	Room Hire	bacs			15.00 ✓							1348.96
22/3	Bank Charges									5.00		1343.96
29/3	Paint & Photos	bacs		44.67 ✓			3.12 ✓					1296.17
31/3	Soil & Shrub	bacs	25.00 ✓									1271.17
2/4	Fence/post paint	bacs		40.00 ✓								1231.17
22/4	Bank charges									5.00		1226.17
24/4	Goodsigns/Plaque	bacs		83.94 ✓								1142.23
1/5	Compost/Pellets	Bacs		42.70 ✓								1099.53
10/5	Grasses/lucifers	bacs	32.96 ✓									1066.58
11/5	Hursts plants	bacs	547.26 ✓									519.32
21/5	Book sale	bacs									100.00	619.22
22/5	Bank Charges									5.00		614.22
24/5	Pat Photo's	Bacs					9.20 ✓					605.12
25/5	Bowser pump	Bacs		57.83 ✓								547.29
31/5	Helen F - Plants	bacs	10.19 ✓									537.10
13/6	Room Hire	bacs			15.00 ✓							522.10
22/6	Bank charges									5.00		517.10
24/5	Books										30.00	547.10
	Food Fair 24	bacs			35.00 ✓							512.10

Date	Description/who	Settled by	Plants	Garden Sundries	Hall Hire	Poppy	Paper Items	Books	Insure	misc	Income	B/fwd
17/17	Tomorite - Pat		959.80	345.53	80.00	20.00	12.32	432.00	188.94	45.00	130.00	512.10
22/17	Bank Charges			7.98 ✓								504.12
24/17	Walk Books									5.00		499.12
19/18	CC Market										30.00 -	529.12
22/18	Bank charges									5.00	6.50	535.62
24/18	Baileys Books										15.00	550.62
13/19	Blakemore										180.00 ✓	545.62
	Pat - Photos						10.25 ✓					725.62
	Room Hire				15.00 ✓							715.37
18/19	Rhuddlan TC										1800.00	700.37
22/19	Bank charges									5.00		2500.37
24/19	CC market										16.00	2495.37
30/19	Pat - compost			36.70 ✓								2511.37
												2474.67
	Totals		959.80	390.21	95.00	20.00	22.57	432.00	188.94	60.00 ✓	2177.50	2474.67

Application for Grant Funding and Community Support

Details about your Organisation/Group

Organisation nameRiver And Sea Sense Ltd

Name of Secretary ...Helen Roberts

Address

.....

f Tel ...
ail.com

Email.....

Name of TreasurerAs above

.....

Address

.....

Post Code Tel

Email.....

What are the main aims/objectives of your organisation? Maximum 50 words

My name is Debbie Anne Turnbull MBE – I lost my son Christopher almost 18 years ago to drowning at Capel Curig to drowning – He was 15 years old and an excellent swimmer. He fell into a waterfall that took his life of which Cold Water Shock was a contributing factor. RASS to date had educated over 750.000 young people across wales as to the dangers of open water. RASS aims to educate young people in schools – youth groups – and also by workshops held in leisure centres along our local coast line. We are also providing online lessons for parents which will be launched this month. Our Legacy project however is teaching teachers and police forces and organisations to deliver our own bespoke water safety program – this has been trialled with police youth engagement officers.

Where and when does your organisation meet?

Our organisation meets at our head office monthly in Llandudno and we also have training meetings for our Ambassadors along the North Wales Coast

.....

Project / Activity Details

For what purpose are you applying for funding (please continue on a separate sheet if required) ...

With this grant RASS will train 4 teachers at Castell Infant/Junior School in September to be able to deliver our bespoke water safety course to school pupils teachers and of course parents – RASS will train them to deliver this fully – following government guidelines and the school will have access to our program so that delivery is easy to use in a plug and play system – We will work with the school to support them and they will become a RASS Waterwise Ambassador as part of Christophers Legacy.

I have already provided free of charge to the school this month two taster sessions where I gave a basic talk and encouraged the pupils to create a poster of what they had learned they thought was important – within 30 minutes it was clear to see they had taken in my messages even at a basic level and many really picked up on not only the water safety content but chose to focus also on 'Peer Pressure' which I speak about consistently – They all enjoyed performing to the 'Float To Live' exercise and thoroughly enjoyed shouting HELP at the top of their voices. The teachers indeed thanked me for a powerful educational sessions... - I was also Keynote Speaker at the Enterprise Schools event this week at Christ The World School where Ysgol Castel attended as part of the Dragons Den event – the pupils loved to speak to me and I found them still very thoughtful and kind in response to my Keynote. As a result of which I am now an Ambassador for the Enterprise Schools Organisation which helps me to bring my water safety messages to even more schools

Please state the amount you are asking for with a breakdown of the estimated total costs:

The program with full teacher notes 3 x online courses and training of 4 staff plus ongoing support will be provided at a Beta Cost of £450 which is half the price of the cost when launched officially later this year.

Please provide details of any other sources of income to be used towards this project/activity/event:

.....

N/A

.....

.....

.....

.....

Approximately how many people from the Rhuddlan Area will benefit from this project/activity/event?

It is anticipated that approx. minimum of 1500 people will benefit from this education as the children will have leaflets to take for their parents/guardians and there will be opportunities for the school to work with RASS to educate parents also in the future

Has your organisation/group received a grant from Rhuddlan Town Council in the last three years?

Yes ☐ No ☒

If yes, please provide details:

..... Please provide any other information that you would wish the Council to take into account when considering this application:

I have worked in this arena for almost 18 years and won many Awards in that time including from UK Government – having spoken there on many occasions – however my most prestigious Award was this last week whereby I received an MBE presented by Princess Anne At Buckingham Palace for services to water safety

Please see www.riverandseasense.com

Statement to be completed by the Chairman/Secretary/Treasurer of the organisation.

I confirm that all the information on this form is true and correct and that any grant received will be used for the specified purpose(s) only.

I confirm I have enclosed a copy of the following documentation to support this application (if not, please state reason why below)

.....
.....
Copy of latest audited accounts Yes ☐ No ☐

Copy of latest bank statement Yes x☒ No ☐

Covering letter on headed notepaper Yes x☒ No ☐

Debbie Anne Turnbull
Name

Founder and Managing Director
Position

Debbie Anne Turnbull MBE
Signature Date
.....28.06.2024.....

Please return this form to:
Town Clerk, Rhuddlan Town Council, PO Box 242, Mold, Flintshire, CH7 9FW

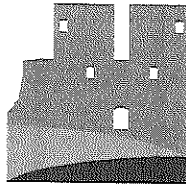
07775 673706 clerk@rhuddlantowncouncil.gov.uk

Time: 10:45

Current Bank A/c

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/07/2024	Steve Wilson	PABT0426	369.61	MK/JB/VS	Expense Starling Card
11/07/2024	HSBC UK	DD	38.51		Bank Charges
11/07/2024	Mari A Williams Translations	PABT0428	425.93	Invoice 1446	Translations June
11/07/2024	A Green	PABT0429	10.00	email dated 28/6/24	Community Market repayment
11/07/2024	ST Kentigern	PABT0430	80.00		Sponsorship 2 tees golf event
11/07/2024	Web Studio North Wales	DD	240.00	Invoice 8000	Website and Social Media Mgmt
11/07/2024	HMRC	PABT0431	1,018.76	120PP01122176	PAYE & NI
11/07/2024	NEST Pension	DD	313.92		Pension
11/07/2024	Mr Brian Jackson	PABT0432	140.00		Play equipment repairs
11/07/2024	Paul Smith	SO	227.87		Salary
11/07/2024	Paul Smith	PABT0433	20.00		Salary adjustment
11/07/2024	Steve Wilson	SO	1,780.11		Salary
11/07/2024	Steve Wilson	PABT0434	207.75		Salary Adj
11/07/2024	Vaughtons	PABT0435	683.68	Order No 63305	3 Past Mayoress medals
11/07/2024	RHUDDLAN TOWN COMMUNITY	PABT0436	150.00	Invoice 174	Hire of CC July Market
11/07/2024	British Gas	DD	80.60	Bill No 8055627	Electricity MUGA
11/07/2024	British Gas	DD	38.60	Bill 8056160	Hwb electricity
11/07/2024	British Gas	DD	32.83	Bill 8084999	Hwb gas
11/07/2024	Cllr Mike Kermode	PABT0437	34.99		Replacement parasol Gwledd
11/07/2024	Angela Wilkins	PABT0438	96.00		Cleaning Hwb 2/7 to 26/7
11/07/2024	Mrs K E Bincham	PABT0439	320.00		Painting bus shelters
11/07/2024	BT	DD	72.37		Wifi Hwb
Total Payments			6,381.53		



Cyngor Tref
Rhuddlan
Town Council

LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS

Reviewed 9th May 2024

1. Purpose of the report

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

2. Background

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

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

3. Issues which should be considered under this process

Low level complaints about Members, including:

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

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

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

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

- Repetitive low-level complaints.

4. The Complaint

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

5. Resolution Process

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

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

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

6. Possible results of the process

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

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

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

7. Time for the process

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

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

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

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

Protocol adopted by Rhuddlan Town Council on 13th February 2019 and reviewed on 9th May 2024.

