

Rhuddlan Town Council – Minutes of the meeting on Thursday 14th November 2024

Hybrid Meeting

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor)
Cllr Ivor Beech
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Bleddyn Williams
Steve Wilson - Town Clerk and Responsible Financial Officer

There were 3 members of the public present for the full meeting.

1. Presentation of Awards

The Mayor welcomed the award winners, friends and family.

The Mayor presented:

- The 2024 Aelwyn Morgan Award to Maggie Thompson-Williams.
- The Past Mayoress medal to Marianne Elgin.
- The Wales in Bloom prestigious John Woods Environmental award to Cllrs Arwel Roberts and Mike Kermode who were representing Anita Fagan from Rhuddlan Nature Reserve.
- The Wales in Bloom Your Neighbourhood RHS Certificate of Distinction to the Rhuddlan Allotments Society represented by Dafydd Lloyd-Borland and Pat Williams
- RHS Certificate Wales in Bloom Your Neighbourhood Level 5 Outstanding Certificate to Rhuddlan Bowls Club represented by Cllr Mike Elgin, Cllr Arwel Roberts and Max Richardson

The Mayor congratulated all the award winners for their significant contribution to the Community in Rhuddlan.

The meeting was recorded from this point (audio only)

2. Apologies

Cllr Gareth Rowlands – illness, absence accepted by Council

DCC Officer Gary Williams

The Mayor welcomed all present and reminded Members to follow the Code of Conduct and be respectful to other members.

3. Declarations of Interest

Cllr Arwel Roberts – agenda item 13.

4. Urgent Matters

The Mayor stated that the Remembrance Sunday Parade was a great success and proposed that the council make a donation of £200 to the Rhyl Marching Band and £100 to the Blind Veterans UK to recognise the contribution of the Council's Standard Bearer Lisa Lee.

Seconded by Cllr Mike Kermode. **Resolved.**

The Council also asked the Clerk to write to Stuart Williams to thank him for his great photography and to Tim Wynn-Jones for acting as Parade Marshall.

5. Police Matters

The Clerk ran the council through the crime figures for September. *Appendix 1*

6a. Minutes of Town Council Meeting held on 10th October 2024 *Appendix 2*

Subject to changing "Beyond" to "Behind" the gate the minutes were proposed as a true record by Cllr Jackie Burnham, seconded by Cllr Arwel Roberts. **Resolved.** The Minutes were signed by the Mayor

Appendix 3
6b. The Minutes of the Events Committee meeting held on 29th October 2024. Cllr Mike Kermode took members through the minutes. The minutes were proposed as a true record by Cllr Mike Elgin and seconded by Cllr Jackie Burnham. **Resolved.**

7. Progress Report from Minutes

The Clerk updated councillors regarding the following:

- Letter to Mr Williams sent regarding resignation.
- DCC Standards Committee have been given an open invitation to attend a future Council meeting.
- Further information off DCC regarding the public toilets.
- Equipment for Youth Club purchased.
- Code of Conduct training will take 2hrs so the Clerk will obtain the Monitoring Offices availability and arrange.
- Flags at the castle will be flying again in the Spring once Cadw have carried out required repairs.
- The riverbank bench is in storage in Rhyl.
- Regarding e-scooters and bikes the Clerk has written to the Chief Constable of North Wales Police and is awaiting a response.
- The Mayor stated the parking charges were not impacting the Community Centre and updated members on the Blind resident with dog walking issues.

8. Reports from

Appendix 4

a. The Mayor and Deputy Mayor had submitted a written report and stated that the Community Centre meeting was rescheduled to tonight therefore she was unable to attend, The report was accepted.

Appendix 5

b. The Town Clerk had circulated his report and the following item needed Members approval.

- Feedback from Community Market vendors asking if there would be discount if they commit to all 10 markets. Cllr Jackie Burnham proposed one free if commit to 10 on the proviso they let the council know if they are not attending any markets so the stall can be used by another vendor. Seconded by Cllr Mike Kermode. **Resolved.**

The report was accepted.

9. County Councillor Reports

Appendix 6

Cllr Arwel Roberts had circulated his written report for Members attention. In addition, he updated members on the Rhuddlan element of the LDP candidate sites including the formal Rhuddlan Foundry and Rhyl Showground for mixed use development and 192 additional houses in the area behind Tirionfa. He provided an update to the recent CCTV meeting.

Cllr Ivor Beech informed the council that he had identified some land he owns as has Robert Williams that could be used by Rhuddlan Town Football Club in the future but it was very early days and that the club seemed quite settled at Pengwern.

The report was accepted

10. Planning

a. 44/2024/1369/TP - Crown reduction of 20% to one sycamore and one pitch pine subject to Denbighshire County Council Tree Preservation Order No 1/2004 at 7 Tirionfa, Rhuddlan, Denbighshire, LL18 6LT. Proposed by Cllr Mike Kermode and seconded by Cllr Jackie Burnham that the council has no comments or objection. **Resolved.**

b. 44/2024/1477/PS – Variation of condition no 2 of planning permission code No 44/2017/0153 to allow alterations in the design at Pen-Y-Lon, Dyserth Road, Rhuddlan, Denbighshire, LL18 5RD. Proposed by Cllr Mike Kermode and seconded by Cllr Reg Davies that the council has no comments or objection. **Resolved.**

c. 44/2024/1479/HH – Erection of a single storey extension to rear dwelling and associated works at Oaklands, Abbey Road, Rhuddlan, Denbighshire LL18 5RH. Proposed by Cllr Mike Kermode and seconded by Cllr Mike Elgin that the council has no comments or objection. **Resolved.**

11. Budget & Finance Matters

Appendix 7

a. The Clerk ran members through the 2023/24 "Qualified" audit report. He explained the reason was the same bookkeeping issue as in the 2022/23 audit report.

b. Grant requests were discussed by councillors and:

- North Wales Superkids, Cllr Arwel Roberts proposed a £50 grant, seconded by Cllr Jackie Burnham. **Resolved.**
 - Urdd National Eisteddfod, Cllr Jackie Burnham proposed a £50 grant, seconded by Cllr Arwel Roberts. **Resolved.**
 - Wales Air Ambulance, Cllr Mike Kermode proposed a £500 grant, seconded by Cllr Mike Elgin. **Resolved.**
- c. There were no ideas submitted for 2024/25 budget.
- d. The Clerk informed members that the standing order for his salary needs to be amended to £2050.06 from December. Proposed by Cllr Mike Kermode and seconded by Cllr Mike Elgin. **Resolved.**
- e. The payments listing was presented. The acceptance of the payments listing was proposed by Cllr Arwel Roberts and seconded by Cllr Mike Kermode. **Resolved** Appendix 10

12. Statement from Mike Elgin regarding parking on Abbey Road Appendix 8

Cllr Mike Elgin read out his statement to Councillors regarding inaccuracies in information given to councillors by Cllr Ann Davies in the October meeting. However, Cllr. Ann Davies was not present to give any response on the matter, so Cllr Mike Kermode proposed that the Clerk writes to her to ask for a formal response to Cllr Elgin's statement, seconded by Cllr Mike Elgin. **Resolved.**

Cllr Ivor Beech asked if Cllr Elgin had declared an interest regarding the Abbey Road yellow lines issue because he has business interests there. Cllr Elgin replied that had done so when the issue was discussed by councillors.

Both Cllrs Val Simmons and Arwel Roberts stated that they had spoken to SM Gareth Davies and both concurred with Cllr Elgin's statement.

Cllr Jackie Burnham reminded Cllr Elgin that he could refer the matter to the Ombudsman but Cllr Mike Elgin said he would prefer it be resolved locally.

13. Complaint received regarding MUGA lighting

The Clerk shared a complaint from a resident whose property bordered Admiral's Field regarding the overspill of lighting from the MUGA lights. Members discussed the issue and possible solutions; Cllr Mike Kermode proposed the Clerk look at the effectiveness practicality and cost of installing shrouds and that the Mayor and Deputy Mayor can decide to go ahead rather than wait for the next meeting. Seconded by Cllr Reg Davies. **Resolved.**

Cllr Arwel Roberts reminded Members to ensure it does not affect the CCTV camera.

14. Provision of CPR and defibrillator training

Cllr Mike Kermode ran Members through new guidelines regarding CPR and use of Defibrillators.

The Clerk stated that The Welsh Ambulance Service offer free training. Cllr Mike Kermode proposed the Clerk source training for residents especially those local to defibs, seconded by Cllr Jackie Burnham. **Resolved.**

15. Community Matters

Cllr Jackie Burnham identified an issue with the path along the riverbank where a large crack has developed and a loose paving slab on the High Street path opposite the Council's notice board. The Clerk will report to DCC.

Cllr Arwel Roberts shared information from Robert Green at Natural Resource Wales regarding NRW's responsibilities.

Cllr Reg Davies asked whether signs could be installed on the bank to state where the Old Foundry used to be. This was discussed by councillors and Cllr Mike Kermode proposed that the Council write to DCC and ask when Planning Permission is granted on this site that a sign and information board is put up, seconded by Cllr Arwel Roberts. **Resolved.**

Cllr Ivor Beech shared information regarding the Castle Howell initiative to increase the amounts of vegetables grown in Wales for use in schools and other public buildings saying that over 200 farms had signed up to plant at least ½ acre of vegetables on their farm. He also shared concerns regarding car park charging potentially impacting local businesses and gave Rhyl cinema as an example.

Cllr Val Simmons shared with councillors regarding Rhuddlan Town Council being given the opportunity to help celebrate resident's significant special occasions.

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. Cllr Arwel Roberts proposed the council moved to part 2. Seconded by Cllr. Mike Kermode. **Resolved.**

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

16. Minutes of the Personnel Committee 29th October 2024 *Appendix 11*

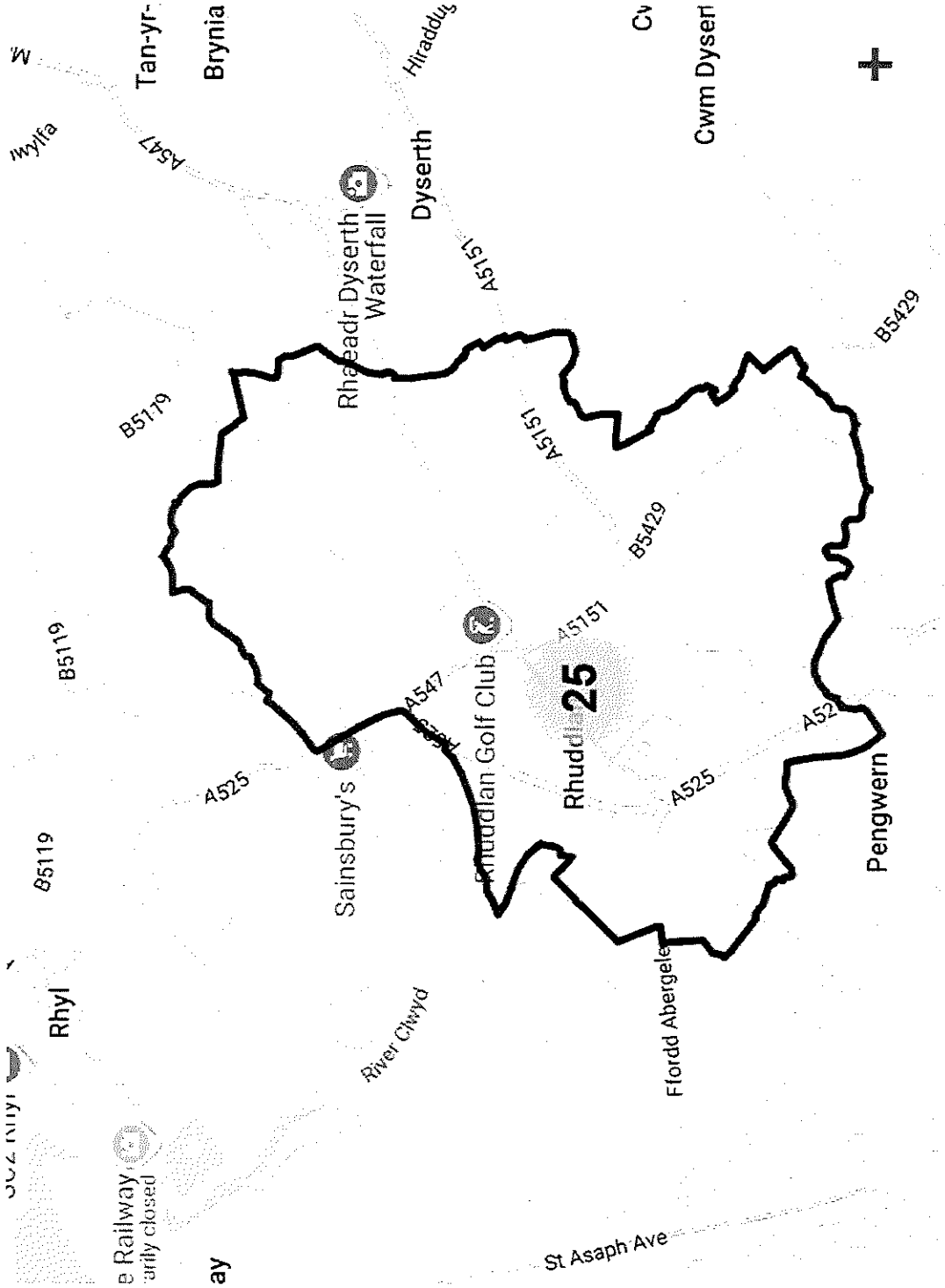
The Minutes had been circulated prior to the meeting and Cllr Mike Kermode ran through the minutes. He highlighted that the estate of the late Paul Smith should be paid backpay of approximately £66. This was proposed by Cllr Arwel Roberts and seconded by Cllr Mike Kermode. **Resolved.**

The Mayor thanks everyone for their attendance and closed the meeting.

18. Date of next meeting – 12th December 2024 Full Council Meeting 7pm

Signed *Val Simmons* *12/12/2024* Cllr Val Simmons (Mayor)

November Meeting – Crime Report



All Crimes (25) ▼

September 2024 ▼

25 crimes were reported here in September 2024

Violence and sexual offences 15

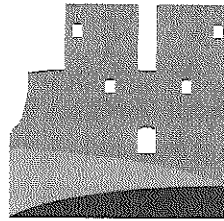
Criminal damage and arson 4

Drugs 2

All other crime 4

Location

Location	April				May				June				July				August				September				Total April to Sept							
	Anti-Social Behaviour	Criminal Damage & Arson	Public Order	Shoplifting	Vehicle Crime	Violence & Other Offences	Anti-Social Behaviour	Criminal Damage & Arson	Public Order	Shoplifting	Drugs	Other Theft	Violence & Other Offences	Anti-Social Behaviour	Criminal Damage & Arson	Other Theft	Vehicle Crime	Violence & Other Offences	Shoplifting	Burglary	Criminal Damage & Arson	Public Order	Other Crime	Other Theft		Anti-Social Behaviour	Drugs	Criminal Damage & Arson	Public Order	Other Crime	Other Theft	
A525 ST Asaph Rd	1												1						1	2			1	1	1				1	1	1	8
Abergele Road						1																										1
Admirals Walk						1													1													3
Asda			2						3																							5
B5249																																1
Berllan Avenue						2						1	1																			4
Bryn Cres																			1													4
Bryn Hafod	1						1																									2
Church Street	1												1						3													10
Clos Y Berllan																																1
Clwyd Avenue																																1
Cross Street	2					2	2												1													13
Dyserth Road																																1
Eton Park						1																										1
Ffordd Morris																																1
Ffordd Porthdy	1					1																										6
Gwindy Street																																5
Harding Avenue																																5
High Street												1																				2
Highlands Close																																1
Highlands Road							1																									3
Howell Avenue																																1
Hylas Lane																			1													2
Llys Hendre																																5
Maes-Y-Castell																																2
Marsh Road																																7
Nant Close																																1
Parliament Street																																3
Parliament Street Car Park	1					1													1													5
Park Edith																																3
Pentre Lane																																3
Plas-Y-Brenin																			1													2
Princes Road																																2
Rhyl Road																																3
Tan-Yr-Eglwys																																5
Trevor Avenue																																1
Vicarage Lane Car Park																																1



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on Thursday 10th October 2024

Hybrid Meeting

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor)
Cllr Ivor Beech
Cllr Ann Davies BEM
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Steve Wilson - Town Clerk and Responsible Financial Officer
Hayley Gibbons – Assistant Clerk

There were approximately 20 members of the public present in person and a reporter from the Rhyl Journal on Zoom.

The meeting was recorded from this point (audio only)

The council stood for one minute's silence to remember previous Assistant Clerk Paul Smith who sadly passed away recently.

1. Apologies

Cllr Gareth Rowlands – illness, absence accepted by Council
Cllr Bleddyn Williams – away with work, absence accepted by Council.

The Mayor welcomed all present and reminded Members to follow the Code of Conduct and be respectful to other members.

2. Declarations of Interest

Cllr Arwel Roberts – agenda item 14.

3. Urgent Matters

Resignation of Cllr Rob Williams.

The Mayor read out the resignation letter from Mr Williams followed by a personal response to the resignation letter. Cllr Ann Davies was invited to give her response to the resignation, as did the two previous Mayors, namely Cllr Mike Elgin and Cllr Mike Kermode. Other councillors shared their views and the members of the public were invited to ask any questions. One member of the public asked about the statement that the Ombudsman expects councillors to have a “thick skin” and this was explained by a councillor and the Town Clerk. There were no further questions from members of the public.

Cllr Mike Kermode proposed that the Town Council totally refutes the allegations made in the resignation letter and that it writes to Mr Williams to remind him that if he has any evidence to make any formal complaints, as itemised in his resignation letter, then these should be sent to the Local Government Ombudsman. Cllr Kermode added that the council should invite Denbighshire County Council’s Standards Committee to randomly attend any council meeting and report their findings back to the Monitoring Officer. Seconded by Cllr Mike Elgin. 6 votes in favour and 2 votes against. **Resolved.**

4. Police Matters

The Police sent their apologies and the Clerk ran the council through the crime figures for July and August.

The Mayor introduced Hayley Gibbons the new Assistant Clerk to Councillors.

5a. Minutes of Town Council Meeting held on 12th September 2024

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

5b. The Minutes of the Library & Museum Working Group meeting held on 12th September 2024. Cllr Mike Kermode took members through the minutes and asked members of the group whether they were an accurate record. **Resolved.** He also explained the aims and objectives of the group for the benefit of members of the public present.

6. Progress Report from Minutes

The Clerk updated councillors regarding the following:

- Reminded councillors regarding “partnership with DCC” meeting needs to be held prior to Precept setting for next year.
- The Clerk has written to DCC regarding lack of sufficient information in relation to the public toilets on Princes Road.
- Chased DCC regarding improvements to Vicarage Lane Car Park. Cllr Ann Davies updated councillors on the situation and proposed meeting with BCUHB and our MS regarding this issue and also the lack of health provision in Rhuddlan. Cllr Arwel Roberts agreed and seconded the proposal. Cllr Mike Kermode reminded the car

park is owned by DCC and it is a DCC issue. Cllr Ann Davies will update the council at the November meeting.

- Cllr Arwel Roberts informed councillors that the Twinning project will be postponed until 2025.

7. Reports from

a. The Mayor had submitted a written report and added she had also attended the Dementia Group Dance, Litter Pick, and St Marys Church Harvest Service. She reminded members of her Charity Evening on 23/11 and Civic Sunday on 8/12.

The Deputy Mayor added she had participated in the Foraging event at Rhuddlan Nature Reserve.

Both reports were accepted.

b. The Town Clerk had circulated his report and noted that several items that need Members approval.

- Request by Cllr Arwel Roberts that a letter of congratulation is sent to the organisers of Behind the Gate. Proposed by Cllr Ivor Beach who informed members that the event was a huge success and raised over £18k that will benefit 8 local charities. Seconded by Cllr Arwel Roberts. **Resolved.**
- Informed councillors of 33% increase in the cost of funding the free car parking in Parliament Street. Members discussed and it was proposed that a survey is carried out with businesses, High Street users and Community Centre users whether this is having a positive impact and therefore value for money. Members also highlighted the impact to Community Centre users and hospitality businesses of the charges being up to 11pm. Proposed by Cllr Mike Kermode, seconded by Cllr Ann Davies. **Resolved.**
- Agreed to purchase cooking equipment and utensils for Youth Club. Proposed by Cllr Mike Elgin and seconded by Cllr Ann Davies. **Resolved.**
- Email from DCC asking for all councillors to refresh their code of conduct training. Cllr Ann Davies proposed the Monitoring Officer be invited to carry out the training in one session for the whole council, seconded by Cllr Arwel Roberts. **Resolved.**
- The Clerk warned councillors regarding a risk in getting an unmetered electricity supply for town's Christmas lights.

8. County Councillor Reports

Cllr Ann Davies apologised for not preparing a report due to personal circumstances.

Cllr Arwel Roberts had circulated his written report for Members attention. He thanked everyone who participated in the recent litter pick. Members brought up further issues with waste collection.

The report was accepted

9. Budget & Finance Matters

a. The Clerk ran through the financial report for the 7 months up to end October 2024. He stated that spend was in line with the council budgets.

b. The payments listing was presented and Cllr Ann Davies asked for clarification of the Clerk's salary payments and travel expenses. The acceptance of the payments listing was proposed by Cllr Mike Kermode and seconded by Cllr Arwel Roberts. **Resolved**

10. Planning

a. 44/2024/1304/HH - Installation of an Air Source Heat Pump at MEANDER, ABERGELE ROAD, RHUDDLAN, DENBIGHSHIRE, LL18 5UE. No comments and no objection

b. 44/2024/1314/PF Change of use of garage to a shop and general retail (Use Class A1) at ASH MOTORS MARSH ROAD, RHUDDLAN, DENBIGHSHIRE, LL18 5UB. The council have no comments nor objections and support this application.

c. 44/2024/1346/HH- Erection of a flat roof dormer to rear of dwelling at DELFRYN, ETON PARK, RHUDDLAN, DENBIGHSHIRE LL18 2UP. No comments and no objection.

11. Bench located on River Bank

The Bench that was unsafe on the river bank was discussed by councillors. The bench is owned by the council and been removed and stored by Denbighshire County Council. The Clerk to find where the bench is and it can be stored in the area behind the Hwb for safety until it can be relocated.

Cllr Ann Davies left the meeting at this point.

12. Draft Reserve Policy

The Clerk shared a proposed Reserve Policy and Cllr Mike Kermode proposed that the council adopt the policy, seconded by Cllr Mike Elgin. **Resolved.**

13. Community Matters

Cllr Ivor Beech updated members on alternative proposals involving a group of local farmers to maintain the river to reduce the potential for flooding. The Clerk stated he will ask Natural Resource Wales to attend a future council meeting and involve the MS. Cllr Beech also updated Members regarding the success of the Behind the Gate charity event and thanked everyone who supported the event.

Cllr Mike Kermode mentioned a library questionnaire will be shortly available in all DCC libraries. He suggested that the Council publicised it. The Clerk to contact Mathew to obtain details. He also informed members that a Dementia awareness leaflet will be delivered to every household in Rhuddlan in October and reminded Members of the Dementia Film event being held in Prestatyn next week.

Cllr Jackie Burnham mentioned some recent flooding on the Dyserth Road where DCC had carried out recent improvements. Cllr Ivor Beech stated he had met with DCC Highways two weeks ago regarding flooding between Dyserth and Rhuddlan. He stated the Officer was excellent but there were budget constraints impacting the work.

Cllr Jackie Burnham stated that one Welsh flag was still flying, but the other had come off the pole and was hanging limp over the turret wall.

Cllr Reg Davies expressed concerns regarding adults on e-scooters on the High Street pavement at going home time. Cllr Mike Elgin proposed the Clerk write to the Superintendent at North Wales Police with details requesting urgent action. Seconded by Cllr Arwel Roberts. **Resolved.**

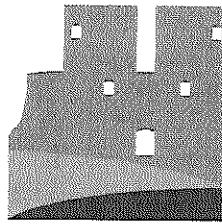
Cllr Arwel Roberts reported he had given his opinion on e-bikes to Radio Cymru and the lights are off at the Castle. The Clerk will contact Cadw.

Cllr Val Simmons highlighted an issue with waste and another issue regarding a blind resident struggling to find somewhere to walk her dog. Cllr Reg Davies offered the use of his field.

The Mayor thanks everyone for their attendance and closed the meeting.

18. Date of next meeting – 14th November 2024 Full Council Meeting 6.30pm

Signed Cllr Val Simmons (Mayor)



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the Events Committee Meeting 29th October 2024

Held at Hwb Rhuddlan

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

1. Apologies

None received

2. Declaration of Interest

None

3. Minutes

The previous meeting Minutes of 16/7/2024 had been reviewed & approved by the full Council

4. Progress from the Minutes

As below.

5. The Picnic in the Park and Volunteer Fair

- Feedback was good and the event worked out as planned.
- Many groups had set up in the volunteer tent and it had plenty of visitors
- The compere and music worked well and kept people well entertained.
- The Welsh entertainers were very well received.
- The Marching Band tent received lots of visitors who tried various instruments.
- Both the Bowls Club and Allotments involvement was a big success.
- August date gave no issues in terms of people being away on holiday.

Agreed to make this an annual event, to look for further grant funding especially focusing on the volunteer theme. Denbighshire Leisure Services to be contacted to see how they can support the 2025 event.

6. Christmas Light Switch on

Scheduled for Monday 2nd December at 4pm .

7. Community Carols around the Tree

Scheduled for Saturday 21st December at 5pm. The Clerk updated members on preparation. The Chairman said that the active involvement of Town Councillors is important, this covers roles such as Father Christmas, his elves and stewards. He pointed out that these events do not happen “magically”; the Town Clerk will put a lot of effort into the planning and running of the event but councillors also need to provide active support and involvement.

8. Twinning with Carlow

Cllr Arwel Roberts is visiting Carlow and will update members.

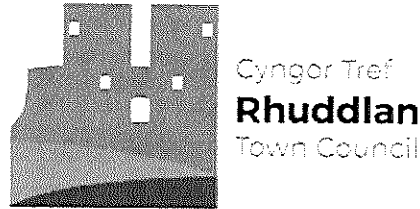
9. Applications for Support

None

10. Date of next meeting

4th February 2025

Signed Cllr Mike Kermode Chair



Rhuddlan Town Council November 2024 - Mayor and Deputy Mayor's Report

Mayors Report:

12th October - Attended the Community Market, it was nice to see some new stalls this month.

13th October - Attended the Civic Service at Prestatyn.

14th October - I went to the Rhuddlan Youth Club at the Hwb, it was amazing to see the children. They were working on making poppies for a display for Remembrance Sunday I spoke to Alex, it was an eye opened with everything they are hoping to do, i.e. they have a vehicle which will take them out, they can go and meet other youth clubs. They are very pleased with the Hwb with all its facilities.

15th October - I visited a resident in Ffordd Nant who is having treatment for Cancer, she needed some help which I gave her and managed to sort her problem out.

17th October - I should have been a Community Centre trustees meeting, but they cancelled it.

18th October - I went to the Library for the Friday getting together of residents , I also replenished the Library with their stock of dog poo bags

18th October - Attended The Rhyl Musical Players Young Frankenstein at the Little Theatre, excellent production. It was lovely to see the refurbished Front of House, Box Office and toilets.

20th October - Attended Denbigh Civic Service.

22nd October - The DORIS MIND bus was at the Aldi car park, I visited them as I promised I would, I spoke to them when they had been at Behind the Gates event.

27th October – Attended the Caerwys Civic Service

30th October - Attended a CCTV Partnership meeting, which was very interesting and informative.

2nd November – Participated in the Council the Little Pick

8th November - Attended the Kinmel Bay & Towyn Murder Mystery Evening at St Asaph Cathedral

9th November - Attended the Community Market

10th November – Attended Remembrance Sunday parade, service and wreath laying

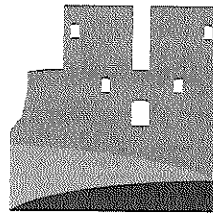
Deputy Mayor

12th October – Attended the Community Market

18th October - I had a meeting at Rhuddlan Golf Club to discuss recent resident complaints about alarms

21st October – I chaired the School Governors meeting at Ysgol y castell

10th November – I attended the Remembrance Sunday parade, service and wreath laying.



Cyngor Tref
Rhuddlan
Town Council

Clerk's Project Report and Correspondence for November 2024 Meeting

Correspondence

The following has been received:

1. Information regarding the castle flags that are giving Cadw problems and they're going to take them down and put them up next spring when they've got budget money to sort the issue out properly.
2. Email from resident regarding RFC using land off local landowners on a gentleman's leasing agreement.
3. Condition survey for Rhuddlan public toilet.
4. Thank you card off the organisers of Behind the Gate for the council grant.
5. Response off North Wales police stating there is no covenant in the 1931 conveyance stating that public should be able to report crime in person at the police station, or any covenant with words to those effect.
6. Feedback from stall holders asking if they could get a discount for committing to all 2025 markets. Normal fee would be £100 so the proposal is £80 for the ten markets.
Decision required.
7. The Local Government Association has informed the council that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025.
8. Email from DCC reminding of free parking days. Remaining ones for 2024 will be used for the remaining two markets, Remembrance Sunday and Community Carols around the tree.
9. Email off DCC regarding request for a larger disable parking sign to be installed on the High Street. They state the existing sign is the correct size and they cannot increase the sign for various reasons but have made their small enforcement team aware of the council's concerns.
10. Notice from One Voice Wales regarding a consultation on Legislation (Procedure, Publication and Repeals) (Wales) Bill (copied to councillors).

11. Notice from the Welsh Government to notify the council that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2025-26 is £11.10 per elector. (£33,766 based on 3042 electors in Rhuddlan)

Project Update

Community Market – the next market is on 14th December, please come along and meet the residents who attend the market. It is going to be a full house with 24+ stalls.

Reminder for members to respond to Civic Sunday Invitation and Charity Musicals Event from Mayor Val Simmons..

Bus Shelter repairs ongoing.

New Hwb projector purchased and in use by the Popeth Cymraeg.

Issue with supplier of unmetered electricity for Christmas Lights. Waiting SP confirmation as all forms submitted.

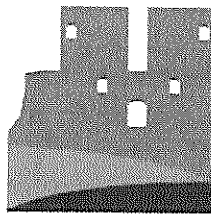
Reminders

Mayor's Charity Concert at Rhuddlan Golf Club on 23rd November at 7pm

Switch on of Lights is on 2nd December at 4pm

Mayor's Civic Sunday at St Marys Church is on 8th December at 2pm

Community Carols is on 21st December at 4pm in the Community Centre – COUNCILLOR HELP REQUIRED



Cyngor Tref
Rhuddlan
Town Council

County Councillor Arwel Roberts – Adroddiad/Report for November 2024 Meeting

Listening to the Denbighshire Finance Officer. It seems that we will be facing more cuts in every County. Things are really serious. I'm worried about our services.

Street Scene for example. It seems there will be only 2 workers cleaning the streets of Elwy Mag after April 2025. We can assist by organising litter pick days on a regular basis. Diolch to those who were with me on the 2nd of November.

Countryside Services under the guidance of Garry Davies, co-ordinator for an area from Rhuthun to Prestatyn has 45 nature reserves to look after which includes Rhuddlan. 4 officers. Very worrying!

I propose that we look again at the proposal from Cllr Rowlands that we take care of the area around the Knights and the rose garden by the library.

Bryn Castell is now for sale. Situated in Castle Street, owned by Denbighshire. Asking price £180k. If it's sold the proceeds will be used to improve the housing stock owned by DCC in Rhuddlan.

It was a good meeting with other representatives from towns from North Denbighshire regarding CCTV. Thanks to our Mayor for representing our town instead of our Clerk. The minutes of the meeting will be sent to every representative soon. We must remember that these cameras are a deterrent within our town.

The bush growth along the High Street down towards the ancient bridge have been tidied. The bushes were a nuisance to residents who were walking on the right hand pavement. A gentleman brought this issue to my notice.

Pavements in Nant Close is an issue for residents living there, especially those with physical disabilities. Reported by myself to DCC once a resident contacted me. Highways Department inspect pavements on a six month basis. Outside number 10 Nant Close and outside 18 Ffordd Ganol should have been repaired.

E scooters and E bikes are a problem within Rhuddlan and other towns in DCC. Residents who walk on pavements have had near misses, and it would be interesting to find how many have been hurt. An officer has promised to find data on this issue for me. Police need to develop a policy on this issue. I'm also asking what is the law regarding these vehicles. What about registering them and insurance?

Finances will be a struggle in all schools during the next financial year. Ysgol y Castell are already trying to save in the coming two terms.

The finger post sign on the High Street is not there now. It was a danger to residents- rusted down the side. They have been there since a regeneration scheme pre 2012. DCC should pay for post to be replaced.

The Mayor brought to my attention the fact that are bins left in the Vicarage Lane car park. The Mayor, the clerk and myself have reported this. A resident noted that one of the lights is not working in that car park - duly reported by myself.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	130,584	125,583	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	169,280	183,039	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	20,582	19,368	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	38,956	43,864	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	6,877	6,876	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	149,031	175,406	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	125,583	101,842	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Statement of balances			
8. (+) Debtors			Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	125,583	101,842	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors			Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	125,583	101,842	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	364,474	455,726	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	117,429	133,499	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	X		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	X		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	X		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6
			X	

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

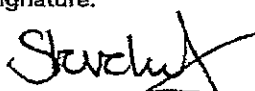
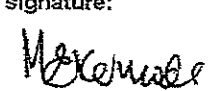
Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement	
1.	Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000 Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector. In 2023-24, the Council made payments totalling £8,145 under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.	
3.	

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature: 	Minute ref: 15A
Name: Stephen Wilson	Chair signature: 
Date: 13/6/24	Name: Cllr Mike Kermode
	Date: 13/6/24

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Rhuddlan Town Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Qualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Basis of Qualification

Accounting Statement

I am unable to conclude whether or not the Accounting Statement properly/fairly presents the Council's receipts and payments/income and expenditure and financial position:

- The Council has not prepared its accounts in accordance with proper practices. The Council has understated both its income and expenditure figures due to transactions posted within its accounting system effectively cancelling each other out. We are unable to determine the extent of this error due to the pervasive nature of this error. We recommend that prior to submitting the 2024-25 annual return that it restates its 2023-24 accounting statement figures with a disclosure of any changes made.

Annual Governance Statement

In my opinion, the Annual Governance Statement is not consistent with the Council's internal controls and governance arrangements for the year:

- Assertion 9: The Council is the Sole Trustee of The Admiral's Playing Field, Rhuddlan (Charity number: 504749) and has marked N/A in its Annual Governance Statement. The financial accounts due to the Charity Commission are overdue.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

Minor error in accounting statement

There is a minor rounding error in the Accounting Statement. We recommend that the Council checks the arithmetic and consistency of the Accounting Statement prior to approval.

There are no further matters I wish to draw to the Council's attention.



Date: 25/09/2024

Richard Harries, Director, Audit Wales
For and on behalf of the Auditor General for Wales

Annual internal audit report to:

Name of body: Denbighshire County Council Audit Team

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. FOR comment					With new additions to the Vialtas system, please ensure second signature box is signed to ensure separation of duty.
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Sonia Fox-Byrne

Signature of person who carried out the internal audit: *Sonia Fox-Byrne*

Date: 29/05/24

Agenda item 15 - Statement from Cllr Mike Elgin regarding parking on Abbey Road

In our last Town Council meeting of 10th October 2024 under agenda item 3- Urgent matters as agreed by the Chairperson Item a) Resignation of Cllr Robert Williams I made a statement to the assembled Town Cllrs and a large number of members of the public and a journalist who were in attendance primarily to observe our response to Robert Williams resignation letter in which he was making a number of allegations against the Council.

My statement concerned the period May 2022 to May 2023 when I was the Mayor. In my statement I said as follows (Verbatim transcript):

"In April 2023 he (Robert Williams) and another Town Cllr Ann Davies organised a meeting with Traffic officers of DCC without any consultation with anyone, to try to get parking restrictions along Abbey Rd primarily for his own benefit. I happened to see the meeting by chance and informed the residents. Mr Williams attempted to justify his actions on Facebook however one resident posted the following very telling post about what he had done saying - Is it not a conflict of interest that a town councillor has had this meeting with highways without anyone else knowing about it, and that the town councillor also would benefit hugely by the yellow lines to the detriment of residents on the road"

Following the end of my statement Cllr Ann Davies responded - again verbatim transcript:

"A couple of comments i would like to make. First is the comment Cllr Mike Elgin made that the meeting was arranged by councillors who were Robert Williams and myself. That is not true. The meeting was organised by Gareth Davies the Assembly Member because he had had a lot of complaints regarding congestion in Abbey Rd. So that is not correct in case it is put in the minutes and i have evidence of that. Gareth will verify that".

In saying what she said Cllr Davies was calling me publicly a liar and accusing me of making a false statement about her and Robert Williams.

I was certain of my facts as i had been copied into an email to Rhys Eden Traffic Management at DCC sent on 26/5/23 by Ann Davies in which she requests the meeting be held which i was referring to.

I, however following the Town Council meeting decided for completeness to take up Cllr Ann Davies offer of asking Gareth Davies SM to verify if he had called the meeting. Gareth subsequently responded via email. He stated the following:

"Regarding Abbey Road, this meeting would have been well over 12 months ago and was initially intended to be solely a meeting to discuss the traffic light issue by Marsh Road and Station Road which was organised by myself in response to concerns raised by local residents. This was attended by Ann also by invite from myself as one of the local County Councillors. On conclusion of the meeting which finished earlier than expected, Ann requested that we move on to have a look at Abbey Road with Mike Jones and myself which I accepted because of the surplus time we had. To my knowledge, there was no formal decision made about anything regarding Abbey Road, yellow lines and it was very much an

informal chat to explore solutions to road safety concerns that residents had reported to Ann."

As can be seen, these emails clearly show that what I said was correct and true and that Ann Davies in her response was not telling the truth and by implication implying i was lying. I must say I was extremely angry about this and felt embarrassed to have my good character called into question in front of fellow Councillors and others in attendance including a Journalist.

Having reviewed the Councillors Code of Conduct and the 7 principles of public life which all councillors are all required to uphold I would say that Cllr Ann Davies in her statement has breached:

Principles of Public Life - Honesty

Holders of public office should be truthful

and

Code of Conduct

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

It gives me no pleasure in bringing this matter before you, however i feel it is important for both myself and the reputation of the Town Council that it is brought to your attention and ask Cllr Ann Davies to correct her untrue statement and apologise to both The Town Council and me publicly in our November meeting.

Date: 18/12/2024

Rhuddlan Town Council

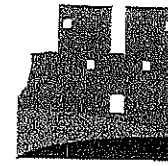
Page 1

Time: 14:59

Current Bank A/c

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2024	Glascoed Timber	PABT0525	1,392.00	B34	Hedge cutting and tree trimmin
14/11/2024	Steve Wilson Starling	PABT0512	71.18	MK/VS/JB	Starling Card Expenses
14/11/2024	Steve Wilson	PABT0513	160.65	MK/VS/JB	Travel Expenses
14/11/2024	Steve Wilson	PABT0514	5.25	VS/MK/JB	Batteries Hwb
14/11/2024	Amazon	PABT0515	13.19	GB-2024-158535455	Cable ties for poppies
14/11/2024	Amazon	PABT0516	97.30	GB47D5RRPAE	Pans for Hwb Rhuddlan
14/11/2024	Zoom Video Communications	PABT0517	15.59	INV276571958	Zoom payment
14/11/2024	Triton Media Limited	PABT0518	22.99	118595141-2024-37409	A4 Paper
14/11/2024	Amazon	PABT0519	151.99	131309313	Projector for Hwb
14/11/2024	Steve Wilson	SO	1,780.11		Salary Standing Order
14/11/2024	Steve Wilson	PABT0520	706.01		Salary Adjustment
14/11/2024	NEST Pension	DD	416.51		Pension
14/11/2024	HMRC	PABT0521	1,265.31	120PP01122176	PAYE & NI
14/11/2024	Angela Wilkins	PABT0522	144.00		Hwb Cleaning 22/10 to 26/11
14/11/2024	British Gas	DD	53.71	9210596	Gas Hwb
14/11/2024	BT	DD	72.37		Hwb Broadband
14/11/2024	Vodafone	DD	14.81		Clerk Mobile
14/11/2024	Canda Copying Limited	PABT0523	37.20	475799	Copier Rental 1/11 to 31/1
14/11/2024	Canda Copying Limited	PABT0524	17.26	476189	Copy charge 30/7 to 31/10
14/11/2024	Web Studio North Wales	DD	240.00	8383	Website & SM Mgmt
14/11/2024	Mr D Kynaston	PABT0526	280.00	02368	Signing Writing boards x 2
14/11/2024	HSBC UK	DD	10.00		Bank Charges
14/11/2024	British Gas	DD	96.50	9148884	Electricity MUGA
14/11/2024	British Gas	DD	42.26	9148894	Electricity Hwb
14/11/2024	RHUDDLAN TOWN COMMUNITY	PABT0527	150.00	207	CC Hire November Market
14/11/2024	Denbighshire County Council	PABT0529	5,286.49	802251248	1hr car park subsidy 1/9-31/8
14/11/2024	Sage & Co	PABT0531	94.80	W7298	Payroll charges July to Sept
14/11/2024	PPL PRS Ltd	PABT0533	343.99	SIN2876325	Music Licence for events
14/11/2024	Blachere Illuminations UK Ltd	PABT0534	408.00	SI57985	Delivery of Lights
14/11/2024	NEST Pension	DD	-416.51	Nov Statement	Correction
14/11/2024	NEST Pension	DD	313.92	Nov Statement	Pension
15/11/2024	Audit Wales	PABT0528	1,358.00	ARINV/011870	2022/23 Audit Fees
15/11/2024	Denbighshire County Council	PABT0530	3,400.00	802249535	CCTV 2024/25
15/11/2024	Mari Williams	PABT0532	165.74	Inv 1480	Translations October 2024
15/11/2024	Vodafone	DD	-14.81		Correction
15/11/2024	Vodafone	DD	18.51		Clerks Phone
Total Payments			18,214.32		



Cyngor Tref
Rhuddlan
Town Council

Minutes of the Personnel Committee held on 29th October 2024 in Hwb Rhuddlan. Hybrid facilities were available but not requested for use by anyone.

1. **PRESENT** – Cllrs. Mike Kermode (Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk. Cllrs. Arwel Roberts and Bleddyn Williams attended as observers.
2. **APOLOGIES** – None.
3. **URGENT MATTERS** – The Chairman stated that there was an urgent matter relating to the national pay award and back-pay which would be discussed in Part 2.
4. **DECLARATIONS OF INTEREST** – Cllrs Burnham and Kermode made personal declarations of interest relating to distant association with one of the earlier interviewees.
5. **MINUTES** – The minutes of the meetings held on 21st August and 10th September had previously been considered and approved by the Town Council. There were no matters arising.
6. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7. STAFFING MATTERS:

7.1 Appointment of Assistant Town Clerk – The Committee noted that the person initially offered the post had since decided to withdraw for personal reasons. The Town Clerk had been asked to contact the other interviewee from the meeting on 10th September, to enquire about her availability for the post. She had replied that she was not now available for the full 50 hours per month of the post but that she was available for some limited time which could cover the running of the monthly markets. The Town Clerk offered some options where the post might be split into two parts and these were discussed in detail. Having looked at the pros and cons, members felt that there were insufficient benefits to warrant the splitting of the post and it was **resolved** to re-advertise the post in its original 50 hours per month form.

7.2 LOCALGOVERNMENT SERVICES PAY AGREEMENT 2024 – Information about the latest pay agreement had been sent to the Town Clerk, this included the updated pay scales for local government officers from 1st April 2024. The Council's contracts of employment's salaries are based on the various pay agreement scales, which means that salaries will be updated accordingly. The Pay Agreement letter asks Councils to consider the matter of back pay for any employees that left councils between 1st April and now. Members considered the case for the late ex-Assistant Town Clerk and the Town Clerk stated that back-pay for the relevant period would amount to £66. It was **agreed to recommend** to the Council that this amount of back pay be made.

