

Cyngor Tref  
**Rhuddlan**  
Town Council

## **Rhuddlan Town Council Meeting**

Dear Councillor

8<sup>th</sup> May 2025

You are hereby summoned to attend a Hybrid\* meeting of Rhuddlan Town Council on Thursday, 15<sup>th</sup> May 2025 at 7pm. Members of the public wishing to attend by Zoom should inform the Town Clerk by 4pm on 15<sup>th</sup> May 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 Owen, Rhuddlan LL18 2UJ.*

### **Agenda**

1. **Apologies**
2. **Declarations of Interest \* See page 2**
3. **Urgent Matters as Agreed by the Chairperson**
4. **Police matters** - to receive a crime report
5. **Minutes:**
  - a. To approve minutes of the Town Council meeting held on 10<sup>th</sup> April 2025
  - b. To approve minutes of any Committee and Working Group meetings held since last meeting (Events 22<sup>nd</sup> April & Website and Information 22<sup>nd</sup> April)
6. **Progress report from minutes**
7. **Reports from:**
  - a. The Mayor and Deputy Mayor
  - b. The Town Clerk – correspondence and project report
8. **County Councillors' Reports** – to receive reports
9. **Planning**
  - c. 44/2025/0188/HH - Erection of replacement garage and associated works at 12 Admirals Walk, Rhuddlan, LL18 5PL
  - d. Any other applications received between 8/5 and 15/5
10. **Budget & Finance Matters**
  - a. Grant requests = none received as of 8/5
  - b. Internal Audit – to receive the report from the Internal Auditor
  - c. Annual Governance Statement – to consider the questions and respond accordingly
  - d. Accounting Statements – to consider and agree the accounting statement figures and authorise the signature of the annual return.
  - e. Electors' Rights – to note the dates of the Exercise of Public Rights for 2024 to 2025 accounts
  - f. To discuss payment of June 2025 invoices
  - g. Approve the May payments listing due
11. **Closure of Rhuddlan public toilets** – to discuss
12. **Final Approval of Annual Report**
13. **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.

14. **Review reasons for apologies**

15. **To receive minutes from Personnel Committee meeting held on 14<sup>th</sup> April 2025**

16. **Date of next meetings:**

- Full Town Council meeting Thursday 12<sup>th</sup> June 2025.

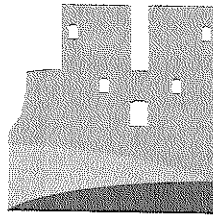
*Steve Wilson* - Town Clerk 07775 673706 [clerk@rhuddlantowncouncil.gov.uk](mailto:clerk@rhuddlantowncouncil.gov.uk)

### **\*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 Gynghorydd

8 Mai 2025

Rwyf yn eich galw trwy hyn i fynychu cyfarfod Hybrid\* Cyngor Tref Rhuddlan a gynhelir nos Iau, 15 Mai 2025 am 7pm. Dylai aelodau'r cyhoedd sy'n dymuno ymuno drwy Zoom roi gwybod i Glerc y Dref erbyn 4pm ar 15 Mai fel bod modd gwneud y trefniadau angenrheidiol. Mae croeso i aelodau'r cyhoedd ddod i'r cyfarfod yn Hwb Rhuddlan hefyd. *\*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**
4. **Materion yr heddlu – derbyn adroddiad troseddu**
5. **Cofnodion:**
  - a. Cymeradwyo cofnodion cyfarfod Cyngor y Dref a gynhaliwyd ar 10 Ebrill 2025
  - b. Cymeradwyo cofnodion cyfarfodydd unrhyw Bwyllgor neu Weithgor a gynhaliwyd ers y cyfarfod diwethaf (Digwyddiadau 22 Ebrill, a'r Wefan a Gwybodaeth 22 Ebrill)
6. **Adroddiad cynnydd ar sail y cofnodion**
7. **Adroddiadau gan:**
  - a. Y Maer a'r Dirprwy Faer
  - b. Clerc y Dref – gohebiaeth ac adroddiad am y prosiectau
8. **Adroddiadau'r Cynghorwyr Sir – derbyn yr adroddiadau**
9. **Cynllunio**
  - c. 44/2025/0188/HH – Codi garej yn lle hen garej a gwaith cysylltiedig yn 12 Admirals Walk, Rhuddlan, LL18 5PL
  - d. Unrhyw geisiadau eraill a dderbyniwyd rhwng 8/5 a 15/5
10. **Y Gyllideb a Materion Ariannol**
  - a. Ceisiadau am grantiau – dim wedi'u derbyn hyd at 8/5
  - b. Archwiliad Mewnol – derbyn adroddiad yr Archwilydd Mewnol
  - c. Datganiad Llywodraethu Blynnyddol – ystyried y cwestiynau ac ymateb yn unol iddynt
  - d. Cyfriflenni Cyfrifeg – ystyried a chytuno ar ffigyrau'r cyfriflenni cyfrifeg ac awdurdodi llofnodi'r cofnodion blynnyddol.
  - e. Hawliau Etholwyr – nodi dyddiadau cyfrifon Arfer Hawliau Cyhoeddus ar gyfer y cyfnod rhwng 2024 a 2025
  - f. Trafod talu anfonebau mis Mehefin 2025
  - g. Cymeradwyo'r rhestr o daliadau sy'n ddyledus ym mis Mai
11. **Cau toiledau cyhoeddus Rhuddlan – i'w drafod**
12. **Cymeradwyo'r Adroddiad Blynnyddol yn derfynol**
13. **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.

14. **Adolygu rhesymau dros ymddiheuriadau**

15. **Derbyn cofnodion cyfarfod y Pwyllgor Personél a gynhaliwyd ar 14 Ebrill 2025**

16. **Dyddiad y cyfarfod nesaf:**

- Cyfarfod y Cyngor Tref Llawn, dydd Iau, 12 Mehefin 2025.

Steve Wilson – Clerc y Dref 07775 673706 [clerk@rhuddlancouncil.gov.uk](mailto: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.

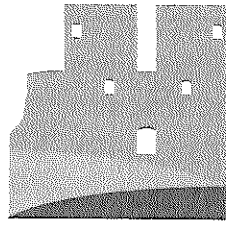
**Buddiant rhagfarnus** – Mae'n rhaid i chi ofyn i chi eich hun a fyddai aelod o'r cyhoedd, petai'n gwybod yr holl ffeithiau perthnasol, yn credu bod eich buddiant personol mor arwyddocaol fel y byddai'n debygol o niweidio neu ragfarnu eich barn. Mewn geiriau eraill, rhaid ystyried bod y buddiant yn 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 ddau 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.

## May 2025 Meeting – Crime Report

No new data as of 7/5

[illegible]



Cyngor Tref  
**Rhuddlan**  
Town Council

**Rhuddlan Town Council – Minutes of the meeting held on Thursday 10<sup>th</sup> April 2025 at Hwb  
Rhuddlan - Hybrid Meeting**

**Present:**

Cllr Jackie Burnham (Deputy Mayor)  
Cllr Sophie Baker  
Cllr Ivor Beech  
Cllr Reg Davies  
Cllr Mike Kermode  
Cllr Arwel Roberts  
Cllr Bleddyn Williams  
Steve Wilson - Town Clerk and Responsible Financial Officer  
Morgan Ditchburn – Assistant Town Clerk  
PCSO Alex Jones  
Ben Wilcox Jones and Becky Musgrove - Active Travel Plan DCC

There was 1 member of the public present.

The meeting was recorded from this point (audio only)

**1. Apologies**

Cllr Val Simmons (Mayor)  
Cllr Ann Davies  
Cllr Mike Elgin

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

**2. Declarations of Interest**

Cllr Sophie Baker regarding item 4, Cllr Mike Kermode regarding items 11c and 13 and Cllr Arwel Roberts item 10.

**3. Urgent Matters**

Cllr Arwel Roberts proposed the council allocate £100 to buy gifts from Rhuddlan Town Council to gift to Carlow on his upcoming visit to Ireland. He has created a gift basket of local goods. Cllr Mike Kermode seconded. **Resolved.**

**4. Active Travel Plan**

Cllr Sophie Baker declared an interest in this item.

Ben Wilcox-Jones refreshed members on actions taken so far by Denbighshire County Council, and the next steps proposed to move the Active travel plan forward. There will be another stakeholder consultation on the 13/5 at Ebenezer Chapel, from 5:30pm to 8:30pm. All residents will receive notification of the consultation via a leaflet drop with additional promotion on social media. Further engagement will be carried out through classroom-based activities at Ysgol y Castell, along with conversations with parents outside the school.

The focus of the upcoming consultation will be to present a review of the feedback received so far and look at the latest proposals. Concerns previously raised by residents included the potential loss of parking and lack of and narrowness of pavements will be addressed. The original proposals have since been reviewed and revised accordingly, and the updated proposals will be shared for public consideration.

The plans will be made available for Councillors to review. Cllr Mike Kermode proposed the plans are reviewed electronically with feedback given at the face-to-face consultation in May. Cllr Jackie Burnham seconded. **Resolved.**

## **5. Police Matters**

The Clerk provided councillors with an update on crime figures since January. PCSO Alex informed members that between 1/3 and 10/4 there were 79 reported incidents in Rhuddlan. However, it was noted that this figure includes all enquiries, not just confirmed crimes. During March, there was one reported burglary, in which nothing was taken; the incident remains under investigation. Only one minor case of anti-social behaviour was reported. Many of the other reports were not crime-related; for example, a single road traffic collision generated nine separate reports.

Alex updated the council on staff redeployment to Prestatyn.

Posters concerning the use of electric scooters have now arrived and will be distributed to local schools. Cllr Reg Davies reported seeing two individuals riding electric scooters at speed on the pavement after working hours. This has occurred at the same time each day, and he witnessed a near-miss as a result. The Clerk reminded all councillors that any such incidents should be reported directly to the police.

## **6. Minutes of Town Council Meeting held on 13 March 2025**

a. Cllr Arwel Roberts proposed the minutes were accurate. Cllr Mike Kermode seconded. **Resolved.**

Cllr Sophie Baker noted that some of her points had not been recorded in the minutes and requested that they be included. The Clerk explained the importance of maintaining brevity in the minutes to ensure they remain clear and manageable in length. A discussion followed regarding the level of detail included in the minutes. Members were reminded that recordings of meetings are kept for six months and that meetings are open to the public to attend in person or remotely.

b. Cllr Mike Kermode ran Members through the minutes of the Library Working Group meeting held on 21<sup>st</sup> March. He told members that the open day to promote the concept of the "Friends of the Library" group was a success with 35 individuals expressing an interest. Mathew Baker will be taking the initiative forward.

Regarding the Heritage Centre, progress is being made in collaboration with Denbighshire County Council who have provided draft architectural structural drawings. Discussions regarding the ownership and lease of the property will need to be made. The next step involves securing external grants for construction; however consideration is also needed for the ongoing running costs, which will ultimately be funded by Rhuddlan Town Council.

## **7. Progress Report from Minutes**

The Clerk updated councillors regarding the following:

- No commuted sums available for 2025, however, £5,000 will available next year so alternative funds will need to be sought for 2025 biodiversity projects on Admiral's Field.
- Finger post sign – replacement and new one installed. No feedback from DCC regarding the sign they removed by mistake.
- Defib for school has been ordered.
- The Clerk had requested an update from DCC regarding public toilets but has not had a detailed response. Cllr Ivor Beech proposed the Council contact DCC regarding the issue. Cllr Jackie Burnham seconded. **Resolved.**
- Presentation to Scout Leaders: Second gift delivered. The Clerk will arrange a date to do the presentation with the Mayor.
- No response from DCC regarding the communications regarding evening car park charges and advice on repairing the Knights.
- The annual newsletter has been delivered to all residents. If any councillors have not received it then email the Clerk so that it can be checked.
- Permission from DCC to put up the dog waste signs onto lamp posts. Councillors will place signs around the hot spots in town.
- The Clerk was asked to obtain costs for similar signs about e-scooters and e-bikes.
- A date to move the three trees on the town ditch that Cadw wanted to remove has been set for 11/11. This was discussed by members with Cllr Reg Davies objecting to the removal of the trees. Cllr Arwel Roberts proposed to invite a member of Cadw to come to the meeting and explain their reasoning. Second by Cllr Sophie Baker. **Resolved.**
- Internal audit information has been submitted to DCC for internal audit completion.
- Two vandalised SIDs are being assessed for repair.

## **8. Reports from**

### **a. The Mayor and Deputy Mayor**

A report had been submitted to members. The Mayor and Deputy Mayor added they had attended three further events. The report was accepted.

b. The Town Clerk

A report had been submitted to members. He updated members:

On the annual report, that the Election Notice for the Councillor vacancy was published on 31/3 with the deadline of 22/4.

Reminded Councillors that the Community Market is 12/4, Library Meeting 15/4, Events Meeting 22/4 and Information and Website Group meeting on 22/4.

The AGM and VE day service and lighting the beacon take place on 8/5. The Clerk to ask St Mary's if they will provide tea and biscuits after the event.

The Gwledd is taking place on 17/5, and Morgan is working on the Summer Picnic in the Park and Volunteer Fair scheduled for 2/8. The report was accepted.

## 9. County Councillor Reports

A report had been submitted to members. Cllr Arwel Roberts updated members:

He was very grateful for all the cards received and well wishes he has received. The Treasure Chest made £1,662 at their recent event and noted the hard work put in by some Councillors to make it a success.

On his upcoming Carlow visit and plan to continue with the Twinning process in memory of Gareth Rowlands.

Regarding Denbighshire Leisure: the cabinet has been split so will see what happens.

Public Toilets provision is a concern and that DCC Officer Tony Ward in charge of the issue. He suggested the three towns with potential closures come together to discuss the situation however with DCC not providing requested information, it makes the discussions difficult.

The replacement Pont Llanerch is still an issue, and no solution has been found. That an in-house enforcement team from DCC will be in place to deal with litter and dog waste issues.

## 10. Planning

Cllr Arwel Roberts declared an interest.

a. 44/2023/0874 - Demolition of existing bungalow and garage and erection of two storey dwelling including first floor balcony to rear, a detached garage and associated works at Edgefield Eton Park, Rhuddlan.

This was previously discussed in early 2024 with no objections. Cllr Bleddyn Williams proposed no objection or comments, Cllr Jackie Burnham seconded. **Resolved.**

## 11. Budget & Finance Matters

### a. Grant Requests

i) Request for Financial Assistance for Easter Egg Hunt - Rhuddlan Library

This was discussed by Members and Cllr Mike Kermode proposed a grant of £200 to enable the event to run over three days with any eggs to go to the food bank. Cllr Reg Davies seconded. **Resolved.**

ii) 2025 Llangollen International Eisteddfod

This was discussed by Members and Cllr Bleddyn Williams proposed a grant of £100. Seconded Cllr Arwel Roberts. **Resolved.**

b. To agree third signatory for the Rhuddlan Charity Account

Cllr Arwel Roberts proposed Cllr Bleddyn Williams, Cllr Mike Kermode seconded. **Resolved.**

c. Approve the payments listing due

Cllr Mike Kermode declared an interest. Cllr Arwel Roberts proposed the payments list is accepted and payments made, Cllr Bleddyn Williams seconded. **Resolved.**

## **12. Election of Mayor and Deputy Mayor elect**

Cllr Mike Kermode proposed Deputy Mayor Cllr Jackie Burnham as Mayor elect for 2025/26, Cllr Reg Davies seconded. **Resolved.**

Cllr Jackie Burnham nominated Cllr Ivor Beech as Deputy Mayor elect for 2025/26, seconded by Cllr Sophie Baker. **Resolved.**

## **13. Wildlife adventure hunt for Rhuddlan Beavers & Squirrel groups - to consider funding**

Cllr Mike Kermode and Cllr Arwel Roberts declared an interest.

A wildlife adventure hunt at Rhuddlan Nature Reserve involving Rhuddlan Beavers and Squirrels was shared with Members that would cost £250 to put on. Cllr Bleddyn Williams proposed that the Council fund the event, Cllr Reg Davies seconded. **Resolved.**

## **14. Community Matters**

Cllr Arwel Roberts: Nature Reserve - failed to get extra parking. Suggestion to have wildflower garden over that area instead. The reserve will also participate in Wales in Bloom this year as will the Community Centre for the first time.

The sign showing the map of Rhuddlan near the car park on Parliament Street is in terrible condition. Cllr Arwel Roberts proposed Clerk write to DCC to inform them and get the sign replaced. Cllr Bleddyn Williams seconded. **Resolved.**

Cllr Ivor Beech highlighted concerns over the condition on the approach to Rhuddlan either side of the bridge and proposed the landowner is contacted with some photos to ask for the area to be made tidy. Cllr Arwel Roberts seconded. **Resolved.**

The Clerk will visit the area and get photos to support the letter.

Cllr Sophie Baker shared concerns regarding the ongoing issue of public toilets and informed members that she is attending training on public asset transfer to understand the process fully.

Cllr Mike Kermode reminder Members of the VE event taking place on 3/5 at the Community Centre.

## **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 Mike Kermode proposed the Council move to part 2, seconded by Cllr Arwel Roberts. **Resolved.**

The member of the public left the meeting.

## **15. Review reasons for apologies**

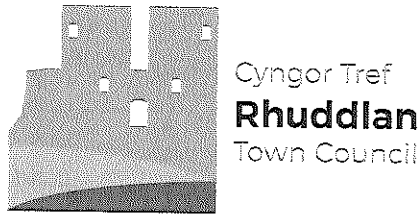
The reasons for the three apologies were shared with members. Cllr Sophie Baker proposed that all three are accepted by Council, seconded by Cllr Bleddyn Williams. **Resolved**

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

## **16. Date of next meetings:**

AGM on Thursday 8th May 2025 and Full Town Council meeting Thursday on 15th May 2025.

Signed ..... Cllr Val Simmons (Mayor)



## **Rhuddlan Town**

### **Events Committee**

#### **Draft Minutes of the Meeting on Thursday 22 April 2025**

**Present:**

Cllr Val Simmons (Mayor)  
Cllr Jackie Burnham (Deputy Mayor)  
Cllr Mike Elgin  
Cllr Mike Kermode  
Steve Wilson - Town Clerk and Responsible Financial Officer  
Morgan Ditchburn – Assistant Town Clerk  
Gill Price – Community Centre  
2 members of Rhuddlan Allotments

**1. Apologies**

Cllr Arwel Roberts

**2. Declarations of Interest**

Cllr Jackie Burnham: Item 6.

**3. Minutes – review the minutes of the previous meeting**

All agreed.

**4. Progress from Minutes**

See Item: 6

**5. Gwledd 17<sup>th</sup> May**

Temporary event licenses have come through. Application for street trading license is not required as it is classed as a market. Road closure – placed order with Core Highways (JTM). Awaiting the formal road closure authorisation from DCC. First Aid person appointed. Starting on the PR. Will have the banners: permissions for placement have been requested. Card reader update: Sumup machines are £74 without VAT and have unlimited data so do not need to use Wi-Fi. Agreed to purchase three devices. There is a balance with more food vendors than craft vendors. The bales are usually provided by Cllr Ivor Beech. 20-30 needed. As many as possible as there isn't enough seating. Gazebos: 1 is already available for musicians, Cllr Mike Kermode offered one. Clerk will investigate other options for Gazebos as ideally need three.

Discussion on areas being quiet and some vendors missing out. Will ask Matty Roberts to promote the various areas and what is going on throughout the day.

Power cables needed and some missing from last years event. Clerk will purchase two cables.

Schools have been contacted about the event and being involved but no response. Cllr Jackie Burnham will chase up. Safeguarding will need to be considered and reviewed if the school children are going to be involved and performing.

There will be a Mayor's welcome at 12pm and a thank you at the end.

Volunteers: Need more volunteers – need at least seven more volunteers. Currently eight volunteers. Clerk will email all councillors to request their assistance.

Community centre will be open from 6.30am.

Playlist for the day needed. Will be drawn up and shared on social media.

Clerk will buy boards to promote the events – will be used for various festivals and events going forward.

**6. VE Day 8 May and VJ Day 15 August**

VE Day: Cllr Reg Davies will toll the bells at 8am. Special short service at St Marys will be at 9pm for 20 minutes and then the mayor will light the beacon at 9.30pm. Refreshments after the lighting of the beacon. Posters created and out to promote the event.

The Community Centre 40s event on the Saturday prior. 50 tickets sold so far. To hold between 50-60. So more or less at capacity. Event planning going well.

Funding applied for to assist.

Shop display competition. Cllr Mike Elgin Propose cash prize for the best window. £80 for the best window. Will be judged on 8 May – on the way to the church by the Town Council. Cllr Jackie Burham declared interest. Scarecrow Competition for locals: VJ Day theme for scarecrows. Hopefully will be supported by allotments. £80 prize. **Resolved.**

**7. Summer Event 2 August**

Inflatables provisionally booked: £600 for three inflatables, two staff, and to use the allotments electric. Allotments agreed and the and town council will pay. Committee asked for a quote for an extra inflatable and 2 extra staff.

Peak Marquees booked.

Entertainment 11am-5pm, band will play and had someone offer to do a Bollywood dancing display. Morgan will invite Rhyl Raptors Wheelchair Basketball Club - invite to do a display and promote their club. Shea will also contact the Parrot Rescue and Welsh Mountain Zoo for Birds of Prey rescue. Hedge laying – Cllr Mike Kermode will invite again.

When promoting, will highlight can bring own food and drinks etc.

Will promote a month before the event.

**8. Twinning Update**

All going well. Cllr Arwel Roberts is currently in Carlow to encourage the Friendship between the towns.

**9. Consider any new applications for support**

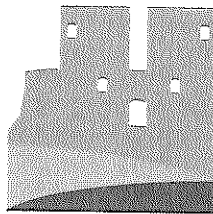
No new applications.

Cllr. Mike Kermode informed the Committee about an event being run by Rhuddlan Dementia Group at Rhuddlan Bowls Club on Sunday 25th May as part of Dementia Action

week and because he is the Secretary of Rhuddlan Dementia Group, he made a declaration of personal interest. The event is aimed providing a taster session very much aimed at people living with dementia and their families and carers, although it will be open for other people to attend. It will be supported by members of the Bowling Club and tea/coffee and biscuits/cakes will be provided. He asked if the Events Committee could support the event. It was agreed to support the refreshments for the event at the maximum sum of £50.

10. **Agree the date of the next meeting:** Tuesday 3 June 2025:





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## **Rhuddlan Town Council Meeting**

### **Minutes of the Information and Website Committee Meeting on Thursday 22 April 2025**

#### **Present:**

Cllr Val Simmons (Mayor)

Cllr Jackie Burnham (Deputy Mayor)

Cllr Mike Kermode

Steve Wilson - Town Clerk and Responsible Financial Officer

Morgan Ditchburn – Assistant Town Clerk

#### **Absent:**

Cllr Bleddyn Williams

**Mayor thanks Deputy Mayor for taking chairing the meeting last time**

#### **1. Apologies**

None received

#### **2. Declarations of Interest**

None

#### **3. Elect Chair for the Committee**

Deputy Mayor Cllr Jackie Burnham volunteered as Chair. Mayor Cllr Val Simmons seconded.  
**Resolved.**

#### **4. Review TOR for the Committee**

**Membership:** Should we put the number of councillors instead of names due to the changes. Will change to five councillors.

#### **Quorum & Voting**

Change to three instead of two.

#### **Website**

Update images: e.g. Rhuddlan Town photo. Will go through the website and see what needs updating and changing.

Events: Need past events to be archived to a 'past events' sections and only have upcoming events under events.

Fundraising: Change to 'Community Funding'

Management of the website: Discuss the Town Council getting direct access to the page so we can start to update ourselves.

Detailed Remit Include:

Point e) Suggest change to Allocate and manage the websites, information, and publicity budgets. To be reviewed by the Town Council.

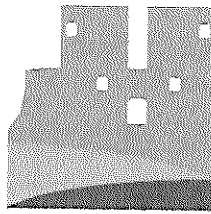
**5. Review Ideas and Format for Annual Report**

Review of last year's report. Discussion what to include.

**6. Website**

Covered in Item 4.

**7. Date of next meeting: Tuesday 3 June at the Community Centre.**



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## **Rhuddlan Town Council May 2025 Meeting - Mayor and Deputy Mayor's Report**

### **The Mayor Cllr Val Simmons**

15<sup>th</sup> April - Attended the library meeting

16<sup>th</sup> April - Attended the Easter Egg Hunt from The Library excellent Event, the children of Rhuddlan had been doing this over 3 days, as well as that going on children had been learning how to play Chess plus looking at the books and toys. Rhuddlan Town Council had provided most of the Easter Eggs, next year we must get some gluten, dairy and allergy free easter eggs, it was a pleasure presenting the Easter Eggs to the children upon their return to the library.

22<sup>nd</sup> April - Attended both the Information & Website meeting and the Events Committee meeting.

26<sup>th</sup> April - Participated in the Council Litter Pick. It was very disappointing as only me, Cllr Mike Kermode, Nerys Rowlands and another lady turned up. The four of us collected quite a lot of litter.

1<sup>st</sup> May – Attended the Community Centre Trustee Meeting, the community centre appears to be doing well. Unfortunately, a full-page article had appeared in the Daily Post that day regarding the public toilet's situation, it said that DCC had not had a response from RTC regarding the toilets, together with Councillor Reg we assured them that RTC had been asking DCC for the costs on numerous occasions and we have had nothing back. I assured them I would take this information back to town council.

2<sup>nd</sup> May - It was a pleasure to go to the Scout's meeting and present two awards, one to Des for 50 years' service and still going strong, plus one to Royston for 42 years' service who retired in December 2024

3<sup>rd</sup> May – Attended an excellent VE Day Celebration at the Community Centre. Fantastic music, excellent food and good company, a brilliant afternoon many congratulations to them.

3<sup>rd</sup> May - I had an invitation from St Kentigern's Hospice to go and celebrate their 30th Birthday I had a great time and met some interest people.

6<sup>th</sup> May – I went to St Kentigern to give them a £1,000 donation from my Mayor's charity fund. I will be going to the Conwy & Denbighshire MS Group on the 13th May to give them a £1,000 donation.

7<sup>th</sup> May I visited Rhuddlan Bowling Club to present the new bowling sets (funded by the council) for use by the children of Rhuddlan and other local groups and organisations. It was good to see the children playing with the bowls and feel this was money well spent.

7<sup>th</sup> May – Attended with County Councillor Arwel Roberts, a meeting with a lady in Barrfield Road regarding a problem at her property.

8<sup>th</sup> May – Attended the Castle Day Nursery VE Day celebration

8th May The AGM and my final meeting as Mayor

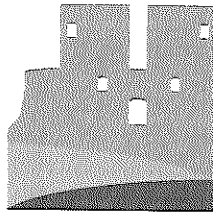
**A big thank you to everyone for your support.**

**The Deputy Mayor Cllr Jackie Burnham**

14<sup>th</sup> April 2025 – I attended the Personnel Committee Meeting

22<sup>nd</sup> April – I attended the Information & Website Committee meeting and was appointed as chairperson.

22<sup>nd</sup> April 2025 - I attended the Event Committee meeting.



Cyngor Tref  
**Rhuddlan**  
Town Council

## **Clerk's Project Report and Correspondence for May 2025 Meeting**

### **Correspondence**

The following has been received:

1. 2 emails from a resident who lives adjacent to Admiral's Field complaining about the planting of trees close to his boundary fence (see attached appendix 1. **FOR DISCUSSION**)
2. Email from a concerned resident regarding the Vape shop and Top Fade barbers on Rhuddlan High Street (see appendix 2) **FOR DISCUSSION**
3. Email from DCC saying they will pay RTC to replace the sign mistakenly removed from the high street.
4. Email from the Rhuddlan Community Group stating of the planters at the Parliament Street car park is rotten and is falling to pieces, it was provided by RTC in 2014. They suggest it be replaced with a recycled plastic type, the largest they supply is 5' long at a cost of £555 + vat, They also suggested that the other planter at the same site be relocated elsewhere.  
**DECISION REQUIRED**
5. Thank you from SSAFA for the £100 donation.
6. E mail from Cadw who forwarded a request from a resident who wanted to locate a bench by the path on the town ditch, I replied and then they asked could one be located somewhere on Admiral's field in memory of Tracey Anne Thomas, a Rhuddlan resident who passed away recently. **DECISION REQUIRED.**
7. E mail from DCC Customer Services regarding a lady who is complaining that the trees on the Vicarage Lane Playing Field are growing into the bathroom windows and impacting the light into her kitchen (see appendix 3) **FOR DISCUSSION**
8. Note from Deputy Mayor regarding a FB post about a damaged seating bench at Twt Hill.  
**FOR DISCUSSION** (see appendix 4)
9. E mail from DCC stating that an election has been called and the formal election notice will be publicised on 7<sup>th</sup> May.

### **General update**

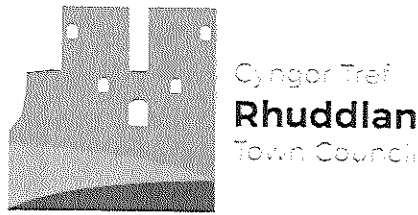
1. Electoral polling cards will be issued; vote was 5/3 in favour.

### **Dates for the diary**

Gwledd – 17<sup>th</sup> May, please volunteer to provide support on the day!

Summer Volunteer Fair and Picnic in the Park 2<sup>nd</sup> August





## **County Councillor Arwel Roberts – Adroddiad/Report for May 2025 Meeting**

The visit to Carlow during the Pan Celtic Festival was a success. I will explain further in the meeting. Hopefully we can have this project of twinning in place as the next year continues. The sad fact is that the late Cllr Gareth Rowlands will not see our efforts.

The toilets saga has been badly organised by County Officers and the press report in the Daily Post had been very misleading.

Bins are still a problem. During my visit to Carlow, I had a phone call from a resident who still doesn't have the bins emptied. After returning to Cymru I called in DCC depot in Dinbych. Sometimes the bins are emptied other times not at all on Fridays. I have not had a phone call since. We will wait until next Friday though.

The Nature Reserve is in good condition. I regularly place dog poo bags in three area there.

In the Sensory Area we have bilingual signs asking dog owners to have their dogs on a lead when in the area.

Twice I have had cheek from one lady regarding this. Good to see the swans nesting again. I'm looking forward as vice chair of the management committee to welcome our Chairperson Anita to the reserve and the Hwb this Friday.

Cancer is a terrible ailment, and I was called by a couple who live at the bottom of Ffordd Ffynnon. One of them is suffering and was being disturbed by dog owners dropping the dog poo in a new bin placed there by street scene. After asking the sector workers, they moved the bin to a quieter area further away from the couple's house. Success for the couple and I'm grateful to Michael and Wendy within the sector.

Unfortunately, that sector is under great stress because of not enough finances and workers. An example is on the corner of Ffordd y Pentref. There is a bench there and flowers such as lavender. On behalf of a resident, I requested that the sector could tidy the area up regularly

As mentioned above because of cuts they cannot cope with more work.

A resident has requested we meet him on that very corner on Friday to discuss with the Highway officers and the cabinet portfolio councillor to make it safer.

Today, Wednesday I met a concerned resident on Ffordd Barrfield regarding the state of the road , over the years the front garden has been flooded twice. The officer who met the resident, the Mayor and I is aware of situation and it could easily occur again.

Possibly next week I will be Chair of Denbighshire for 2025 - 2026. This is an honour which I will try my very best to bring the good name of the County forward and Rhuddlan always. I wish our new Mayor all the best and I wish our previous Mayor all the best.

**Rhuddlan Town Council**

---

From:  
Sent:  
To:

The Clerk

Rhuddlan Town Council

Subject: Concern Regarding Tree Planting Along Boundary with Admiral's Playing Field

Dear Town Clerk and Members of Rhuddlan Town Council,

I am writing to raise a concern regarding recent tree planting along the boundary of Admiral's Playing Field, which borders my property at Hendre Close.

While I support efforts to improve local green spaces and enhance biodiversity, I have noticed that several trees have been planted extremely close to the boundary fence. I would be grateful if the Town Council could confirm:

- Whether the tree planting followed an approved plan or risk assessment.
- What consideration was given to the long-term impact of root systems, shade, and maintenance near residential boundaries.
- If an arboricultural or environmental report was commissioned prior to planting (e.g. a tree survey or similar assessment).

Given the proximity of the planting to my boundary, I am concerned about the potential for future issues such as root encroachment, damage to fencing or drainage systems, and the blocking of light. I would appreciate reassurance that these risks have been assessed and mitigated.

I would be very happy to discuss this matter further or meet with a council representative on site if helpful.

Thank you for your attention, and I look forward to your response.

Yours sincerely,

**Rhuddlan Town Council**

**From:**  
**Sent:**  
**To:**

Town Clerk,

Further to my recent email regarding the new trees planted on Admirals Field. I have checked the labels attached to the trees and they clearly state a 12m height and 8m spread, yet the tree planting starts less than 2.5m from my property boundary.

Considering this information, I'm sure councillors can understand my concerns about the damage the trees will do to my property and the reduction of natural morning light once they've matured.

I look forward to your reply.

*Sent with Criptext secure email*

Dear Mr Wilson

Regarding top fade barbers and mini mart on high st.

I am concerned as to what their actual real purpose is.....both these businesses clearly cannot be generating sustainable genuine income from the odd groceries and hair cuts in a village this size particularly as the 'mini mart' is mostly shut. It is very clear to many residents that all is not what it seems. Is there anyone on the town council who has raised similar concerns that I have and thought of the impression it gives to visitors in the village ? Particularly as foreign men are grouping together smoking out the front of these premises which is intimidating for passers by. I have watched many people deliberately cross the road to avoid this. It's destroying the charm of a beautiful medieval village.

Bearing in mind all the current news stories surrounding these types of businesses ....



Discovered what's left of the bench this morning. To whoever who did this I hope you're extremely proud of yourself.

appendix 4





Dyddiad/Date: 29/04/2025

Rhuddlan Town Council

**CAIS/APPLICATION:** 44/2025/0188/HH

**LLEOLIAD/LOCATION:** 12 Admirals Walk, Rhuddlan, Rhyl, Denbighshire, LL18 5PL

**CYNNIG/PROPOSAL:** Codi garej newydd a gwaith cysylltiedig / Erection of replacement garage and associated works

Annwyl Syr / Fadam

Mae'r cais uchod wedi dod i law y Cyngor Sir a gellir ei weld ar y ddolen isod:

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=125844>  
neu  
<https://developments.denbighshire.gov.uk/planning/>

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

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

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

Yn y fan hyn dylwn ddweud na all y Cyngor Sir ond penderfynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foisol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er enghraifft, yn berthnasol i deilyngdod cais cynllunio, a dylech wybod na all y Cyngor Sir roi unrhyw bwys arwyddocaol ar faterion o'r fath wrth wneud penderfyniad.

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

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

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

**EMLYN JONES**

**Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad**

Dear Sir / Madam

The above-described application has been received by the County Council and can be viewed at the link below:

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=125844>  
or  
<https://developments.denbighshire.gov.uk/planning/>

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

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

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

I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view, objections on moral grounds, unfair competition and private legal disputes, for example, are not normally accepted as material to the planning merits of an application, and you should be aware that the County Council would not be able to attach any significant weight to such matters in making a decision.

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

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

I look forward to hearing from you.

Yours faithfully

**EMLYN JONES**

**Head of Planning, Public Protection and Countryside Services**

Rydym yn croesawu gohebiaeth yn Gymraeg a ni fydd unrhyw oedi wrth ymateb i ohebiaeth a dderbyniwyd yn Gymraeg.  
We welcome correspondence in Welsh and there will be no delay in responding to correspondence received in Welsh.



# Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

1 km 10 cad

Name of body: Rhuddlan Town Council

|                                                                  | Year ending             |                         | Notes and guidance                                                                                                                                                                                                                                         |
|------------------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | 31 March<br>2024<br>(£) | 31 March<br>2025<br>(£) |                                                                                                                                                                                                                                                            |
| <b>Statement of income and expenditure/receipts and payments</b> |                         |                         |                                                                                                                                                                                                                                                            |
| 1. Balances brought forward                                      | 125,583                 | 101,842                 | 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                           | 183,039                 | 199,211                 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.                                                                                                                           |
| 3. (+) Total other receipts                                      | 121,660                 | 51,516                  | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.                                                                                                                    |
| 4. (-) Staff costs                                               | 43,865                  | 43,144                  | 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                          | 6,876                   | 11,529                  | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).                                                                                                                                                 |
| 6. (-) Total other payments                                      | 277,698                 | 141,871                 | 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                                  | 101,842                 | 156,024                 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).                                                                                                                                                                          |
| <b>Statement of balances</b>                                     |                         |                         |                                                                                                                                                                                                                                                            |
| 8. (+) Debtors                                                   |                         |                         | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.                                                                                                                                                    |
| 9. (+) Total cash and investments                                | 101,842                 | 156,024                 | <b>All accounts:</b> 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                                                |                         |                         | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.                                                                                                                                |
| 11. (=) Balances carried forward                                 | 101,842                 | 156,024                 | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).                                                                                                                                                                              |
| 12. Total fixed assets and long-term assets                      | 455,726                 | 472,214                 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.                                                                                                                                            |
| 13. Total borrowing                                              | 133,499                 | 125,904                 | 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 2025, that:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Agreed? |     | 'YES' means that the Council:                                                                                                                                                                                                                                                               | Toolkit    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes     | No* |                                                                                                                                                                                                                                                                                             |            |
| 1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.                                                                                                                                                                                                                                                                                                    |         |     | Has consulted with the community and focussed its activities to meet the community's needs                                                                                                                                                                                                  | A, C       |
| 2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.                                                                                                                                                                                                                                                                                |         |     | Ensures that councillors understand and are equipped to deliver their roles and responsibilities.                                                                                                                                                                                           | B          |
| 3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].                                                                                                                                                                                                                                                                                                                    |         |     | Is transparent about its activities and provides the public with all information required by law                                                                                                                                                                                            | A, C, D, E |
| 4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.                                                                                                                                                                                                                                                             |         |     | 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 does so                                                                                                                                                           |            |
| 5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.                                                                                                                                                                                                                                                                                   |         |     | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.                                                                                                                                                               | B, E       |
| 6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>                                               |         |     | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year                                                                                                                                                               | D          |
| 7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul> |         |     | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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. | D, E       |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.                                                                                                                                                                                                                                                                                                                                                             |         |     | Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.                                                                                                                                                           | D, E       |
| 9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.                                                                                                                                                                                                                                                                   |         |     | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.                                                                                                                                            | E          |
| <b>10. General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021                                                                                                                                                                                                                                                                                                       |         |     | Meets the eligibility criteria to exercise the general Power of Competence                                                                                                                                                                                                                  | E          |

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

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

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

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 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £ 8,794.65 under section 137. These payments are included within 'Other payments' in the Accounting Statement. PAYMENTS AS PER APPENDIX S137/1

2.

## Trust Funds

|                                                                                                                                                                                                                                                                                                                                                                                               |     |    |     |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----------------------------------------------------------------------------------------------------|
| 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 | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----------------------------------------------------------------------------------------------------|

## 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.

|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certification by the RFO</b><br>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 2025. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:<br><br>Minute ref: |
| RFO signature:                                                                                                                                                                                                                                                                                     | Chair signature:                                                                                                                                                                     |
| Name:                                                                                                                                                                                                                                                                                              | Name:                                                                                                                                                                                |
| Date:                                                                                                                                                                                                                                                                                              | Date:                                                                                                                                                                                |

\* Please include an explanation for any 'No' answers

## Annual internal audit report to:

Name of body: \_\_\_\_\_

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 2025.

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 contracts/ minuted approvals, and PAYE and NI requirements were properly applied.                       |         |     |     |               |                                                                                                                                |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                                                     |         |     |     |               |                                                                                                                                |

\* Please include an explanation for any 'No' answers

|                                                                                                                                                                                                                                                                                                                    | 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. |         |     |     |               |                                                                                                                                |
| 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 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

\_\_\_\_\_  
Name of person who carried out the internal audit:

\_\_\_\_\_  
Signature of person who carried out the internal audit:

\_\_\_\_\_  
Date:

\* Please include an explanation for any 'No' answers



## List of Payments made between 30/04/2025 and 31/05/2025

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 30/04/2025       | SumUp Payments Ltd             | PABT652          | 284.40             | Events Committee apr  | 3 Card readers for Gwledd      |
| 15/05/2025       | Global E                       | PABT0653         | 13.95              | MK/JB                 | Consort Gift                   |
| 15/05/2025       | Steve Wilson                   | PABT0654         | 94.50              | Personnel Committee   | Travel Expenses                |
| 15/05/2025       | Steve Wilson Starling Card     | PABT0655         | 245.20             | Personnel Committee   | Misc Expenses                  |
| 15/05/2025       | Rhuddlan Charity Account       | PABT0657         | 60.00              | Town Clerk Fce mngt   | Interest 12 months at £5       |
| 15/05/2025       | MYB Direct Limited             | PABT656          | 37.22              | Gwledd Committee      | 2 Electrical Leads for Gwledd  |
| 15/05/2025       | Zoom Video Communications      | PABT0658         | 15.59              | INV300806264 ADMIN    | Zoom Monthly Charge            |
| 15/05/2025       | British Gas                    | DD               | 202.43             | Bill 11013716 ADMIN   | MUGA Elecricity                |
| 15/05/2025       | British Gas                    | DD               | 42.50              | Bill 11013718 ADMIN   | Hwb Elecricity                 |
| 15/05/2025       | British Gas                    | DD               | 39.26              | Bill 11013724         | Hwb Gas                        |
| 15/05/2025       | One Voice Wales                | PABT0659         | 42.00              | Inv 9406 ADMIN        | Training MD 1 module           |
| 15/05/2025       | Angela Wilkins                 | PABT0660         | 96.00              | Clerk ADMIN           | Hwb cleaning 29/4-23/5         |
| 15/05/2025       | Canda Copying Limited          | PABT0661         | 28.23              | Inv 100244368 ADMIN   | Photocopier copy charges       |
| 15/05/2025       | HMRC                           | PABT0662         | 1,048.37           | 120PP01122176         | PAYE & NI                      |
| 15/05/2025       | Signscape and Signconex Limite | PABT0663         | 1,402.84           | Inv 067 ADMIN         | Replacment sign DCC to refund  |
| 15/05/2025       | Canda Copying Limited          | PABT0664         | 37.20              | Inv 480125 ADMIN      | Photocopier rental 1/5 to 31/7 |
| 15/05/2025       | Mari A Williams Translations   | PABT0665         | 159.80             | Inv 1549 ADMIN        | Translations for April 25      |
| 15/05/2025       | Web Studio North Wales         | DD               | 240.00             | Inv 8968 ADMIN        | Website and SM mngmt           |
| 15/05/2025       | Sage & Co                      | PABT0666         | 94.80              | Inv W7612 ADMIN       | Payroll Jan to Mar 25          |
| 15/05/2025       | Llangollen Int Eisteddfod      | PABT0667         | 100.00             | April Mins ltm 11ail  | Grant from April Meeting       |
| 15/05/2025       | NEST Pension                   | DD               | 255.78             | ADMIN                 | Pension to 31/5                |
| 15/05/2025       | Steve Wilson                   | SO               | 1,705.32           | ADMIN                 | Salary                         |
| 15/05/2025       | Morgan Ditchburn               | SO               | 601.33             | ADMIN                 | Salary                         |
| 15/05/2025       | C Baglin                       | PABT0668         | 250.00             | Events Committee      | Gwledd Entertainment           |
| 15/05/2025       | Goodsigns & Print              | PABT0669         | 119.52             | ADMIN                 | Signs market and Gwledd        |
| 15/05/2025       | Tesco Mobile                   | DD               | 15.99              | ADMIN                 | Assist Clerk Mobile            |
| 15/05/2025       | RHUDDLAN TOWN COMMUNITY        | PABT0670         | 150.00             | Inv 236 ADMIN         | CC Hire for Gwledd             |
| 15/05/2025       | Morral Play Services           | PABT0671         | 936.00             | Inv 2174 ADMIN        | Play area inspections x 4      |
| 15/05/2025       | Audit Wales                    | PABT0672         | 320.00             | INV ARINV/013210      | 2023/24 Audit fees             |
| 15/05/2025       | Cllr Arwel Roberts             | PABT0673         | 36.90              | Apr Minutes item 3    | Carlow twinning                |
| 15/05/2025       | Vodafone                       | DD               | 19.69              | Inv B2-682222079 AD   | Clerks phone                   |
| 15/05/2025       | BT                             | DD               | 79.00              | ADMIN                 | Hwb Wifi                       |
| 15/05/2025       | QS Supplies Ltd                | PABT0674         | 124.66             | ADMIN                 | 2 toilet seats Hwb Public Toi  |
| 15/05/2025       | W H Darby Ltd                  | PABT0675         | 377.14             | ADMIN Inv 63396       | 2 x consort medals             |

|                       |                 |
|-----------------------|-----------------|
| <b>Total Payments</b> | <u>9,275.62</u> |
|-----------------------|-----------------|

