

Rhuddlan Town Council Annual General Meeting

Dear Councillor

1st May 2025

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 8th **May 2024 at 6.30pm.** Members of the public are welcome to attend but if joining by Zoom must inform the Town Clerk by 4pm on 8th May 2025 so that necessary arrangements can be made. *Can join by Zoom or attend in person at Hwb Rhuddlan, Clos David Own, Rhuddlan LL18 2UJ.

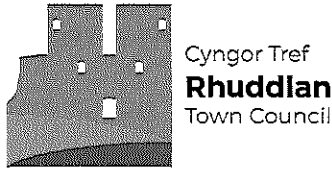
AGENDA

1. Appointment of Mayor for 2025/26
2. Signing of Declaration of Acceptance of Office (Mayor)
3. To Record: (A) Attendance (B) Apologies
4. Appointment of Deputy mayor
5. 2025/2026 Mayor's Welcome Speech
6. 2024/2025 Mayor's Farewell Speech
7. Break for refreshments
8. Formally approve Minutes of the Annual General Meeting held on the 9th of May 2024
9. Appointments to Internal Committee/Working Groups and confirmation of terms of reference for:
 - a. Information/Website Committee
 - b. Personnel Committee
 - c. Bio-diversity Committee
 - d. Events Committee
 - e. Library Working Group
 - f. Admiral's Field Working Group
10. Appointments to External Bodies:
 - a. Denbighshire CCTV Partnership
 - b. Rhuddlan Community Association
 - c. Governor – Ysgol y Castell
 - d. Rhuddlan Local Nature Reserve
 - e. Denbighshire Tourism Forum
11. Cheque Signatories
12. Review and approve all council policies and financial regulations.
13. Review and adopt the Council's Annual Report 2024/2025.

14. Review of land and inventory of council assets.
15. Confirmation of arrangements for insurance cover.
16. Review of council's subscription to other bodies
17. Review of Councils expenditure under s137 of the local government Act 1972

Steve Wilson

Town Clerk -07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyfarfod Cyffredinol Blynnyddol Cyngor Tref Rhuddlan

Annwyl Gynghorydd

1 Mai 2025

Rwyf yn eich galw trwy hyn i fynychu cyfarfod Hybrid* Cyngor Tref Rhuddlan a gynhelir **nos lau, 8 Mai 2024 am 6.30pm.** Mae croeso i aelodau'r cyhoedd fynychu ond os ydynt yn dymuno ymuno drwy gyswllt Zoom rhaid iddynt roi gwybod i Glerc y Dref erbyn 4pm ar 8 Mai 2025 fel bod modd gwneud y trefniadau angenrheidiol. *Gellir ymuno drwy gyswllt Zoom neu ddod i'r cyfarfod yn Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ.

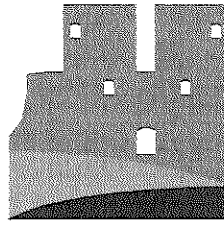
AGENDA

1. Penodi Maer ar gyfer 2025/26
2. Llofnodi'r Datganiad Derbyn Swydd (Maer)
3. Cofnodi: (A) Presenoldeb (B) Ymddiheuriadau
4. Penodi Dirprwy Faer
5. Araith Groeso'r Maer 2025/2026
6. Araith Ffarwel y Maer 2024/2025
7. Egwyl am luniaeth
8. Cymeradwyo'n ffurfiol Cofnodion y Cyfarfod Cyffredinol Blynnyddol a gynhaliwyd ar 9 Mai 2024
9. Penodiadau i Bwyllgorau/Gweithgorau Mewnol a chadarnhau cylch gorchwyl y canlynol:
 - a. Pwyllgor Gwefan/Gwybodaeth
 - b. Pwyllgor Personél
 - c. Pwyllgor Bioamrywiaeth
 - d. Pwyllgor Digwyddiadau
 - e. Gweithgor y Llyfrgell
 - f. Gweithgor Cae'r Llyngesydd
10. Penodiadau i Gyrff Allanol:
 - a. Partneriaeth Teledu Cylch Cyfyng Sir Ddinbych
 - b. Cymdeithas Cymuned Rhuddlan
 - c. Llywodraethwr – Ysgol y Castell
 - d. Gwarchodfa Natur Leol Rhuddlan
 - e. Fforwm Twristiaeth Sir Ddinbych
11. Llofnodwyr Sieciau
12. Adolygu a chymeradwyo holl bolisiâu a rheoliadau ariannol y cyngor.

13. Adolygu a mabwysiadu Adroddiad Blynnyddol y Cyngor 2024/2025.
14. Adolygu tir a rhestr o asedau'r cyngor.
15. Cadarnhau'r trefniadau yswiriant.
16. Adolygu tanysgrifiad y cyngor i gyrff eraill
17. Adolygu gwariant y Cyngor o dan adran 137 o Ddeddf Llywodraeth Leol 1972

Steve Wilson

Clerc y Dref - 07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Annual General Meeting - Thursday 9th May 2024

The Mayor welcomed all friends, family, and members of the public to the AGM noting that the Zoom/recording facilities were unavailable due to a technical issue.

1. Appointment of Mayor 2024/5

Cllr Mike Kermode nominated Cllr Val Simmons for the position of Mayor, seconded by Cllr Arwel Roberts and there being no other nominations, Members voted unanimously for Cllr Simmons at Full Council on 11th April 2024. **Resolved.**

Cllr Simmons thanked her fellow Councillors for the honour bestowed on her and that she would do her utmost to fulfil the responsibilities of Mayor to the best of her ability.

2. Signing of Declaration of Acceptance of Office (Mayor)

Cllr Simmons read out the declaration, and signed it for all to see. A hard copy was passed to the Clerk, and the Chain of Office was bestowed on Cllr Simmons by Cllr Kermode.

3. To Record attendance and apologies for the AGM

a) Present Cllr Mike Kermode (Retiring Mayor)

Cllr Val Simmons (Retiring Deputy Mayor)

Cllr Ivor Beech

Cllr Jackie Burnham

Cllr Reg Davies

Cllr Mike Elgin

Cllr Arwel Roberts

Cllr Gareth Rowlands

Town Clerk

Clerical Assistant/Minute Clerk

b) Apologies Cllrs Ann Davies, & Bleddyn Williams.

4. Appointment of Deputy Mayor

Cllr Jackie Burnham had been nominated and balloted as Deputy Mayor at the Full Council meeting on 11th April 2024. Proposed by Cllr Gareth Rowlands, seconded by Cllr Val Simmons. **Resolved.**

Cllr Burnham thanked the Members for the honour of being appointed Deputy Mayor and pledged her support for the Mayor, and the decisions of the Town Council.

The Deputy Mayor Chain of Office was presented to Cllr Burnham.

5. 2024/5 Mayor's Welcome Speech

The Mayor commented that she was honoured and humbled to be Rhuddlan's new Mayor, promising to do her best to fulfil the role and was looking forward to working with her fellow Councillors and the Town Clerk.

Cllr Simmons paid tribute to Cllr Kermode as the outgoing Mayor and the support given by his consort Sue Kermode - his wife. Then thanked the Town Clerk for his sterling efforts during the past year.

The incoming Mayor named her charities for the next year as Conwy & Denbighshire MS Group, and St Kentigern.

The Mayor's Consort for 2024/5 is her husband Dave Simmons who was presented with his Chain of Office.

6. 2023/4 Mayor's Farewell Speech

Cllr Mike Kermode stated how much his wife and he had enjoyed the honour of being Rhuddlan's Mayor and Consort. Noting that he saw the role having two main dimensions, the Council's business and Civic duties. Both of which he drew examples of. Explaining that the power in the Council lies with its Members and not just the Mayor. To be a good Mayor you need a good Council, and to his mind Rhuddlan Town Council is a great proactive council who get things done for the benefit of our community.

Cllr Kermode enjoyed representing the Council as several events and meeting with other Mayors in the area at their civic events which proved enlightening. He had hoped to preside over a Rhuddlan volunteer fayre but this has now moved to August, but recalled the support for local charities in his year with £1,000 being donated to both the Alzheimer's Society, and St Kentigern along with £1,150 to Ty Gobaith, with smaller donations to St Mary's church and Friends of Ysgol y Castell.

In concluding Cllr Kermode thanked his fellow councillors for their support, the Clerk for his professionalism and practicality of getting things done, and his wife Sue Kermode for her support during the last year.

7. Refreshment Break

8. Formal Approval of the 2023 AGM Minutes

Cllr Arwel Roberts proposed the Minutes as true record, seconded by Cllr Mike Kermode.
Resolved.

9. Appointments to Internal Committees & Working Groups

- a) **Information/website Committee** – Cllrs Gareth Rowlands, Mike Kermode, Jackie Burnham, Val Simmons, and Bleddyn Williams.
- b) **Personnel Committee** – Cllrs Mike Kermode as past Mayor, Val Simmons as Mayor, Jackie Burnham and Deputy Mayor. Cllr Mike Kermode is also an advisor to the group given his past experience on personnel matters.
- c) **Biodiversity Committee** – Cllrs Jackie Burnham, Arwel Roberts, Val Simmons. Ivor Beech and Rob Williams.
- d) **Events Committee** – Cllrs Ivor Beech, Mike Elgin, Mike Kermode, Arwel Roberts, and Val Simmons.

The Mayor asked Members to consider taking the above appointments as a continued decision for 2024/5. Cllr Mike Kermode so proposed, seconded by Cllr Jackie Burnham. **Resolved.**

- e) **Library Working Group** This group had already been set at an earlier meeting this year and Cllr Gareth Rowlands proposed Cllr Mike Elgin as an extra member for this group, which was seconded by Cllr Ivor Beech. **Resolved.**

10. Appointments to External Bodies

- a) **Denbighshire CCTV Partnership** –Cllr Bleddyn Williams had let it be known that he could no longer represent the Council on this partnership and so is removed as from today. The meeting received a proposal by Cllr Arwel Roberts that Cllr Gareth Rowlands be the replacement, seconded by Cllr Mike Elgin. **Resolved**
Cllrs Ivor Beech, and Arwel Roberts to remain as the Council’s other representatives. **Resolved.**
- b) **Rhuddlan Community Association** – The Association’s constitution states that the current Mayor be the Town Council representative. Cllr Val Simmons. **Resolved.**
- c) **Ysgol y Castell, Governor** – Cllr Jackie Burnham to remain. **Resolved.**
- d) **Rhuddlan Local Nature Reserve** – Cllrs Ivor Beech, and Gareth Rowlands to remain. **Resolved.**
- e) **Denbighshire Tourism Forum** – Cllrs Val Simmons, and Rob Williams to remain. **Resolved.**

11. Cheque Signatories.

Although only one cheque was used last year it is important to state that all councillors are eligible to become signatories, it was proposed that the signatories remain as last year. That being Cllrs Ann Davies, Reg Davies, Mike Elgin, Mike Kermode, Arwel Roberts, and Gareth Rowlands, along with the Clerk. **Resolved.**

12. Review & Approve all Council Policies

Cllr Gareth Rowlands proposed that all the policies be approved. In seconding the proposal Cllr Mike Kermode reminded Members that the policies had been reviewed by the Clerk to the satisfaction of the Members. **Resolved.**

13. Adoption of the Council’s Annual Report

Members had received a draft copy of the report previous to the meeting and were happy to propose its adoption. Proposed by Cllr Mike Kermode, seconded by Cllr Mike Elgin. **Resolved.**

14. Review of Council’s Land and assets listed in the inventory.

Cllr Arwel Roberts proposed the list of assets & land as circulated be approved by Members. Seconded by Cllr Mike Kermode. **Resolved.**

15. To confirm insurance cover arrangements

The Clerk went through the arrangements for Members information and in response to a question on it covering the Council’s various events answered that it does.

16. Review of Councils subscriptions to other bodies

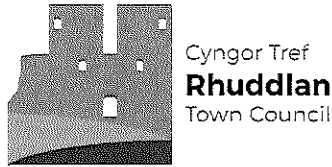
Members did have a short discussion on the Council various subscriptions and their value for money. In particular the One Voice Wales membership had proved value for money on several occasions. They offer great support for the Clerk and one Member noted their useful website and training. Cllr Gareth Rowlands proposed the various subscriptions be paid for 2024/5. Seconded by Cllr Jackie Burnham. **Resolved**

17. Council's expenditure under Section 137 of the Local Government Act 1972

The Clerk explained to Members what expenditure is eligible under Section 137 and informed them of the various spends undertaken 2023/4. There followed a short discussion on the difference between a grant and a gift which will lead to Members understanding their actions better.

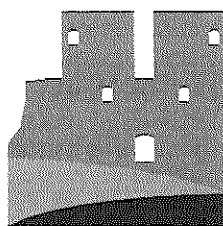
Signed:Cllr Val Simmons (Mayor)

Date:



Rhuddlan Town Council 2024/2025 Committees and Groups

- a) **Information/website Committee** – Cllrs Jackie Burnham, Mike Kermode, Val Simmons, and Bleddyn Williams.
- b) **Personnel Committee** – Cllrs Mike Kermode as immediate past Mayor and as the Council's Personnel Adviser, Val Simmons as Mayor and Jackie Burnham as the Deputy Mayor.
- c) **Biodiversity Committee** – Cllrs Jackie Burnham, Arwel Roberts, Val Simmons. Cllrs Ivor Beech and Rob Williams.
- d) **Events Committee** – Cllrs Mike Kermode, Mike Elgin, Arwel Roberts, and Val Simmons and Bleddyn Williams
- e) **Road Safety** – all councillors.
- f) **Denbighshire CCTV Partnership** – Cllrs Arwel Roberts, and Val Simmons
- g) **Rhuddlan Community Association** – The Association's constitution states that the current Mayor be the Town Council representative. Cllr Val Simmons.
- h) **Ysgol y Castell, Governor** – Cllr Jackie Burnham.
- i) **Rhuddlan Local Nature Reserve** – Cllrs Ivor Beech, and Jackie Burnham.
- j) **Denbighshire Tourism Forum** – Cllrs Val Simmons, and Sophie Baker.
- k) **Cheque Signatories** - Cllrs Ann Davies, Reg Davies, Mike Elgin, Mike Kermode, Arwel Roberts, and Steve Wilson as Clerk.
- l) **Admirals Field and Hwb Working Group** – Cllrs Mike Elgin, Mike Kermode, Val Simmons and Jackie Burnham.
- m) **Library and Heritage Centre** – Cllrs Mike Kermode, Val Simmons, Mike Elgin and Sophie Baker



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL STANDING ORDERS
Standing Orders adopted 14/9/2023 and reviewed on 8/5/2025

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INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	⊗
Sub-committee meetings	⊗

- a Notices of meetings
 - i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
 - iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

- b Multi-location meetings
 - i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or

replaced the new arrangements must also be published.

- ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- ⊗ b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- ⊗
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed 15 minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than 5 minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking. If joining the

meeting remotely then the person must show their hand via the video.

- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.** Rhuddlan's meetings are recorded and recordings kept for 6 months.
- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting

when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a personal or**
● **prejudicial interest in a matter being considered at a meeting which limits or**
● **restricts their right to participate in a discussion or vote on that matter is subject**
to obligations in the code of conduct adopted by the Council.
- t **No business may be transacted at a meeting unless at least one-third of the whole**
number of members of the Council are present and in no case shall the quorum of
a meeting be less than three.

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- u **If a meeting is or becomes inquorate no business shall be transacted** and the
● meeting shall be closed. The business on the agenda for the meeting shall be
● adjourned to another meeting.
- v A meeting shall not exceed a period of 2.5 hours unless exceptional circumstances
determined by the Mayor/chairperson. If the meeting is longer then a comfort
break should be offered after 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-**
committee whose terms of reference and members shall be determined by the
committee.
- b **The members of a committee may include non-councillors unless it is a committee**
which regulates and controls the finances of the Council.
- c **Unless the Council determines otherwise, all the members of an advisory committee**
and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be
necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing
committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a
committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms
of office of members of such a committee;

- v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall**

give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and agree annual plan to review all council policies and council documents
 - x. Review of the eligibility criteria for the use of the general power of competence
 - xi. Review and adoption of the council's annual report
 - xii. Review and adoption of the council's training plan
 - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xiv. Review of representation on or work with external bodies and arrangements for reporting back;
 - xv. Review of inventory of land and other assets including buildings and office equipment;
 - xvi. Confirmation of arrangements for insurance cover in respect of all insurable

risks;

- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 5 days of having been requested to do so by 50% of the members of the committee or the sub-committee, any 50% of members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the

Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear calendar days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear calendar days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i to correct an inaccuracy in the draft minutes of a meeting;

- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the Denbighshire County Council as soon as possible before the meeting that the dispensation is required for.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**

a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3(a) and (b))Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 calendar days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;
See also standing order 23;
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xiv. refer a planning application received by the Council to the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xv. manage access to information about the Council via the publication scheme;
and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised on the council social media and website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing on a confidential marked e-mail addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel committee or, if they are not available, the vice-chair of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of the Personnel committee or in their absence, the vice-chair shall upon a

resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk/RFO relates to the chair or vice-chair of the Personnel committee this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 10(a), persons with line management responsibilities shall have access to staff records referred to in standing order 18(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 10.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and 15(a)(xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

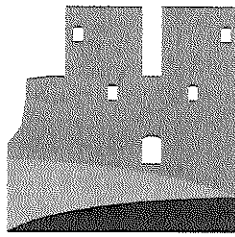
- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Denbighshire County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Denbighshire County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised by the Mayor/Chairperson, no councillor shall:
 - i. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors are expected to apologise in advance if they are unable to attend any council meeting or sub-committee meeting. If a member of fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.



Cyngor Tref
Rhuddlan
Town Council

ENVIRONMENT (WALES) ACT 2016

SECTION 6 BIODIVERSITY and RESILIENCE OF ECOSYSTEMS DUTY

POLICY STATEMENT & ACTION PLAN

1. Background

Rhuddlan Town Council covers an area which includes the River Clwyd, Rhuddlan Castle, farmland and a nature reserve. The council is responsible for two playing fields. The council is committed to improving biodiversity in Rhuddlan and the surrounding area.

This Plan recognises its responsibilities under the Environment Act (Wales) 2016 which stipulates: authorities "must seek to maintain and enhance biodiversity in the proper exercise of their functions and in doing so promote the resilience of ecosystems".

Any actions form part of a wider goal which acknowledges that under the Well-being of Future Generations (Wales) Act 2015, the Community Council should provide for "a prosperous economy, a healthy and resilient environment and vibrant cohesive communities".

2. Completed actions from 2024/2025

- 2.1 Three councillors were members of the Rhuddlan Nature Reserve to help support the development and running of the reserve.
- 2.2 Financial support given to the Rhuddlan Community Group to enable them to purchase a variety of plants in containers throughout the town that encourage insects.
- 2.3 Identification of further sites on council owned land to create wildflower areas.
- 2.4 Consideration of biodiversity in all planning application considerations.
- 2.5 Quarterly meetings of Rhuddlan Town Council Biodiversity Committee held.
- 2.6 Full council has attended Bio-diversity training for councillors delivered by DCC Countryside Services/

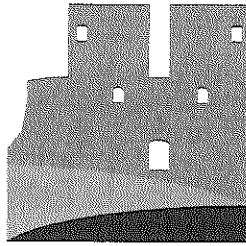
As a statutory consultee the council considers the impact to biodiversity on all planning applications. This action is in line with the Planning Policy (Wales) Act 2016 which states: "planning authorities must seek to maintain and enhance biodiversity in the exercise of their functions. This means that development should not cause any significant loss of habitats or population of species, locally or nationally and must provide a net benefit for biodiversity".

The council will further enhance its plan for 2025/2026 using the section 6 template.

Objective	Action	Proposed date	Reporting/Monitoring in 2025/2026
Engage and support participation and understanding to embed biodiversity throughout decision making at all levels	Regular Biodiversity committee meetings and review plan and publish 2025/2026	Quarterly meetings	
	Further biodiversity training for councillors	Twice a year	
	Consider embedding biodiversity in processes considering planning applications/ procurement/reports to council	Ongoing	Ongoing – comment on all planning application regarding no adverse impact to biodiversity as of a planning application.
Safeguard species and habitats of principal importance and improve their management	Develop and agree a strategy to manage landholdings for the benefit of nature	End Q4/2025	
	Promote species recording	End Q4/2025	Involve the countryside team and school include birdwatch
	Promote links with local conservation projects	Ongoing	2 councillors linked to Nature Reserve Keep Wales Tidy/Countryside Services/School/Club/Comm Group/Allotments
Increase the resilience of our natural environment by restoring degraded habitats and habitat creation	Manage landholdings for the benefit of nature	Ongoing	
	Promote links with local conservation projects	Ongoing	
	Promote private residential biodiversity enhancement (E.g. planting for pollinators, bird and bat boxes) and uptake of schemes like hedgehog street	Ongoing	Via planning
	Create scrape and wetland wildflower garden at Admirals Field	End Q2/2026	Invite guests/stand/residents or in midsummer
	Support community climate action	Ongoing	
	Create bee friendly area of Admiral's Field via the planting of pollinator friendly plants	End Q1/2026	
	Support action on key biodiversity threats, this can include, control of invasive non-native species,	As required	

	prevention of habitat loss and/or degradation		
	Link with DCC and other Town/Community Councils	Ongoing	
	Share information and evidence with local conservation groups and charities	Share Action Plan	
Improve our evidence, understanding and monitoring	Promote national environmental recording schemes like Big garden birdwatch, big butterfly count	Ongoing	
	Publish a Section 6 Biodiversity Plan	Complete	
	Appoint a lead Officer or Champion	Complete	
	Create an Environment/Biodiversity Committee to progress actions	Complete	
	Schedule progress updates	Complete	
Put in place a framework of governance and support for delivery.	Schedule annual review of the plan	End Q1/2026	

Approved by full council on 8/05/2025 – Review in May 2026 AGM meeting.



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL CODE OF CONDUCT

Reviewed on the 8/5/2025

PART 1

INTERPRETATION

1. (1) In this code — “co-opted member”, in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

And who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990(1), and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” includes, unless the context requires otherwise, a co-opted member;

“Relevant authority” means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004(2) or a scheme to which section 4 of that Act applies,

- (e) a National Park authority established under section 63 of the Environment Act 1995(3);
“you” means you as a member or co-opted member of a relevant authority; and
“your authority” means the relevant authority of which you are a member or co-opted member.
- (2) In relation to a community council, references to an authority’s monitoring officer and an authority’s standards committee are to be read, respectively, as references to the monitoring officer and the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(2) of the Local Government Act 2000.

PART 2

GENERAL PROVISIONS

2.

- (1) Save where paragraph 3(a) applies, you must observe this code of conduct —
 - (a) whenever you conduct the business, or are present at a meeting, of your authority;
 - (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
 - (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
 - (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.
- (2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

- (a) on another relevant authority, or any other body, which includes a police authority or Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
- (b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —
- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
 - (b) show respect and consideration for others;
 - (c) not use bullying behaviour or harass any person; and
 - (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.
5. You must not —
- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
 - (b) prevent any person from gaining access to information to which that person is entitled by law.
6. (1) You must —
- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
 - (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
 - (c) report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
 - (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.
- (2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes.

8. You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —
 - (i) the authority's head of paid service;
 - (ii) the authority's chief finance officer;
 - (iii) the authority's monitoring officer;
 - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —
- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
 - (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3

INTERESTS

Personal Interests

10.

- (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.
- (2) You must regard yourself as having a personal interest in any business of your authority if —
 - (a) it relates to, or is likely to affect —
 - (i) any employment or business carried on by you;
 - (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
 - (iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
 - (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (vi) any land in which you have a beneficial interest and which is in the area of your authority;

- (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
- (viii) any body to which you have been elected, appointed or nominated by your authority;
- (ix) any —
- (aa) public authority or body exercising functions of a public nature;
- (bb) company, industrial and provident society, charity, or body directed to charitable purposes;
- (cc) body whose principal purposes include the influence of public opinion or policy;
- (dd) trade union or professional association; or
- (ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;
- (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;
- (b) a member of the public might reasonably perceive a conflict between your role in taking a decision, upon that business, on behalf of your authority as a whole and your role in representing the interests of constituents in your ward or electoral division; or
- (c) a decision upon it might reasonably be regarded as affecting —
 - (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
 - (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
 - (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
 - (iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management, to a greater extent than the majority of—

- (aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
- (bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

- 11.** (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority and you make
- (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
 - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- (3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
- (4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer from time to time but, as a minimum containing —
- (a) details of the personal interest;
 - (b) details of the business to which the personal interest relates; and
 - (c) your signature.

- (5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.
- (6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.
- (7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

- 12. (1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
 - (2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—
 - (a) relates to —
 - (i) another relevant authority of which you are also a member;
 - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
 - (iii) a body to which you have been elected, appointed or nominated by your authority;
 - (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
 - (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

- (b) relates to —
 - (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
 - (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
 - (iv) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or an allowance or payment under section 100 of the Local Government Act 2000;
- (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.
- (3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

- 13.** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

- 14.** (1) Subject to sub-paragraphs (2), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —
- (a) withdraw from the room, chamber or place where a meeting considering the business is being held—
 - (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
 - (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
 - (b) not exercise executive or board functions in relation to that business;
 - (c) not seek to influence a decision about that business;
 - (d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
 - (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.
- (2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if:
- (a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
 - (b) you have the benefit of a dispensation provided that you —
 - (i) state at the meeting that you are relying on the dispensation; and
 - (ii) before or immediately after the close of the meeting give written notification to your authority containing —

- (aa) details of the prejudicial interest;
- (bb) details of the business to which the prejudicial interest relates;
- (cc) details of, and the date on which, the dispensation was granted; and
- (dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4

THE REGISTER OF MEMBERS' INTERESTS

Registration of Financial and Other Interests and Memberships and Management Positions

15. (1) Subject to sub-paragraph (3), you must, within 28 days of—
 - (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
 - (b) your election or appointment to office (if that is later),
 register your financial interests and other interests, where they fall within a category mentioned in paragraph 10(2)(a) in your authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to your authority's monitoring officer.
- (2) You must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under sub-paragraph (1), register that new personal interest or change by providing written notification to your authority's monitoring officer.
- (3) Sub-paragraphs (1) and (2) do not apply to sensitive information determined in accordance with paragraph 16(1).
- (4) Sub-paragraph (1) will not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

Sensitive information

16. (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- (3) In this code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Councillor Remuneration Policy

Reviewed on the 5/5/2025

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 (Part 8) gives Community and Town Councils the power to make remuneration payments to Councillors.
- 1.2 The remuneration is determined by the Independent Remuneration Panel for Wales (IRPW) who publish an annual report outlining the type and level of remuneration that can be paid.
- 1.3 Due to the variations in the size of Community and Town Councils in Wales, the IRPW have established 5 groups of Councils based on the number of the electorate. Rhuddlan Town Council is placed in Group 4 – as below chart produced in the IRPW Annual Report dated February 2023.

Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

- 1.4 Councillors should receive the remuneration due to them as a matter of course and there is no requirement for a Councillor to 'opt in' to receive payments. However, the payment may be taxable. It is the duty of a Councillor to declare the payment to HMRC, either on a Self-Assessment tax return, or by other means. The payment may be tax free under the UK Government Expenses and Benefits for Home Working. An eligibility check can be made on the following UK Government web site:
<https://www.gov.uk/tax-relief-for-employees/working-at-home>
- 1.5 Councillors may decline to receive part or all of the payments due to them but this must be done in writing by completing an 'opt out' form and sending it to the Responsible Financial Officer (RFO). The 'opt out' form is attached.

- 1.6 The IRPW has determined that Councillors are entitled to receive mandatory payments (unless a Councillor opts out) and others are payable following a decision by Council.

2. Payments towards Costs and Expenses

- 2.1 A payment of **£156.00** must be made to all Councillors (unless they opt out) as a reimbursement for extra costs of working from home.
- 2.2 A payment of **£52.00** must be made to all Councillors (unless they opt out) as a reimbursement for consumables, or alternately Councils must enable members to claim full reimbursement for the cost of their office consumables.
- 2.3 Rhuddlan Town Council will pay **£156** to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for extra costs of working from home.
- 2.4 Rhuddlan Town Council will pay **£52** to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for consumables, or alternatively, to claim full reimbursement upon production of receipts to the RFO
- 2.5 Appendix 1 – seeks Councillor bank details for BACS transfers and opt out section

3. Travel and Subsistence Costs

- 3.1 Council have the option to pay travel and subsistence costs where a Councillor incurs costs while undertaking approved duties.
- 3.2 Travel costs must be the actual cost of travel by public transport or the HMRC mileage allowance shown below
- 45p per mile up to 10,000 miles in the year
 - 25p per mile over 10,000 miles in a year
 - 5p per mile per passenger carried on Council business
 - 24p per mile for private motorcycles
 - 20p per mile for bicycles
 - Councillors may also claim for car parking and tolls
- 3.3 Receipts must be provided to support any subsistence claims.
- 3.4 It is the policy of Rhuddlan Town Council to pay travel and subsistence costs to Councillors when undertaking approved duties at the rates outlined above.

4. Reimbursement of Care or Personal Costs

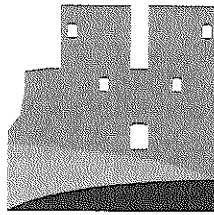
- 4.1 All Councillors are entitled to reimbursement of care or personal costs for activities that the Council has designated as official business or approved duties.
- 4.2 Reimbursement must be for additional costs incurred by Councillors and invoices or receipts from the carer must be provided.
- 4.3 Rhuddlan Town Council will reimburse Councillors for any additional care or personal costs incurred while undertaking official business or approved duties.

5. Chair of Council

- 5.1 The IRPW recognise that Chairs of Council, as well as chairing meetings also act as an 'Ambassador' representing the Council to a variety of events, institutions and organisations
- 5.2 It is the policy of Rhuddlan Town Council to make available a payment of £2,000 (£1,500 allowance and £500 extra responsibility allowance) to the Chair and £500 payment to the Vice Chair.

6. Remuneration Payments

- 6.1 This policy will be updated each year following receipt of the IRPW report, generally at the April Council meeting.
- 6.2 Payments towards Costs and Expenses will be paid as follows:
 - Reimbursement for extra costs of working from home - £156: Following April Council meeting
 - Reimbursement for consumables - £52: Following April Council meeting
 - Chair of Council Payment - £1,500 and extra responsibility allowance of £500: To be paid at the May Council meeting following election
 - The above payments will cover the whole year
- 6.3 Payment for full reimbursement of office consumables and other payments will be made when claims are received and supported by receipts.
- 6.4 Should a Councillor cease to be a member of Rhuddlan Town Council for whatever reason, any allowance must be repaid on a pro rata basis.
- 6.5 Rhuddlan Town Council is required to publish an Annual Statement of Payments showing details of all payments made to individual Councillor. The Statement must be sent to the IRPW and published on the Council's Website.
 - Initially approved by Council on 11/05/2023
 - To be reviewed annually by Council when IRPW Report published which is generally, at the April Council meeting



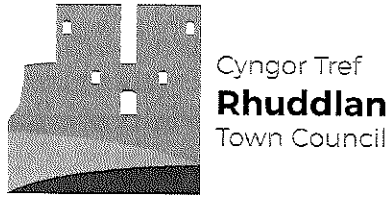
Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Data Audit

Reviewed 24/4/25 and approved on 8/5/25

Description of Data	Where council obtain data from	Where is data stored and what is it used for
Councillors Name Home Address Email address Phone number Photo's	Post-election from each councillor. Updated if required by individual councillors	Stored on clerks' and assistant clerks' computer Phone numbers also stored on clerks' and assistant clerks' phone Used to communicate and carry out town council functions.
Employees Name Home Address Email address Phone number Bank Account details National Insurance number Salary details Attendance records Employment start and leaving dates Tax codes Pension details	At time of appointment (all recruitment information is not retained)	Stored on Clerk's computer. Used to communicate and carry out town council functions Pay details held by Sage to process payroll. Pension details held by Nest to facilitate pension payments. Employment records held to meet statutory employment laws and the manage employees work performance.

Expense records		
Employment records		
Vendors at Community Market Name Business Address Email address Business Phone number	Collected when agree to become a vender at farmers market.	Stored on clerk's and assistant clerks' computer. Used to communicate and manage the Rhuddlan Community Market.
Contractors and Suppliers Name Business Address Email address Business Phone number Bank Account details (on banks payment section of internet banking)	Collected at request for tender stage and during duration of contract.	Stored on clerk's and assistant clerks' computer. Paper copies of quotes and invoices kept in locked filing cabinet to meet financial regulations pertaining to document retention. Other date is used to communicate with the supplier and facilitate the tender process. Bank account details are held on the council's bank system to facilitate BACS payments.
Local Groups and Organisations Name of committee members Email address of committee members Phone number of committee members	Collected historically, updated as committee members change through notification from committee. Collected at grant application stage.	Stored on clerk's and assistant clerks' computer. Phone numbers also stored on clerk's and assistant clerks phone Used to manage Council activities that include the co-operation of other local groups and organisations.



DIGNITY AT WORK POLICY

(Adopted by Town Council on 14/1/21, and last reviewed on 8/5/25)

1. The Policy

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

2. Principles and procedures

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

3. Harassment

Definition

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

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

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

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

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

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

3.5 Harassment at work is unlawful under the Equality Act 2010

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

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

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

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

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

4 . Bullying

Definition

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

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

These can be split into two categories:

The obvious:

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

The less obvious:

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

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

5.0 The impact of harassment and bullying

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

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

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

6.0 Enforcement

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

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

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

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

7.0 Procedures

Advice

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

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

7.3 The Advisor's role will be to:

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

- help weigh up the alternatives, but without pressure to adopt any particular course.
- assist the individual in dealing with the situation, if they ask for help; engaging with the Council as a means of helping resolve the situation.

7.4 Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, the Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

Solutions

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

Informal

7.6 Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise, a formal complaint will be made using the grievance procedure.

7.7 If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a colleague or union representative who can accompany the victim when speaking to the harasser or bully.

7.8 A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

Formal

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

Continuing to work together

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

Monitoring

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

Malicious complaints

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

Complaints to an employment tribunal

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

Reference – One Voice Wales / Town & Community Councils

DISCIPLINARY POLICY

**This version agreed by RTC Personnel Committee on 23/2/21
and Rhuddlan Town Council on 11/3/21 – reviewed on 8/5/2025)**

Introduction

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

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

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

Examples of misconduct

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

Examples of gross misconduct

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

Suspension

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

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

Examples of unsatisfactory work performance

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

The Procedure

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

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

Disciplinary investigation

- 9 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 10 If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made.

The Personnel Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

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

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

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

- 13 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 14 If there are other persons (e.g., employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 15 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel Committee whether or not disciplinary action should be considered under the policy.
- 16 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- The employee has no case to answer and there should be no further action under the Council's disciplinary procedure

- The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer, and a formal hearing should be convened under the Council's disciplinary procedure.
- 17 The Investigator will submit the report to the Personnel Committee which will decide whether further action will be taken.
- 18 If the Personnel Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

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

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

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

Disciplinary action

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

First written warning

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

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

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

Final written warning

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

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

Dismissal

The Council may dismiss:

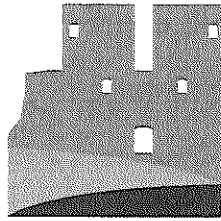
- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

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

The Appeal

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

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



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Equality & Diversity Policy

Reviewed 8/5/2025

1. Purpose of the report

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

2. Policy Statement

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

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

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

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

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

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

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

3. Implementation

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

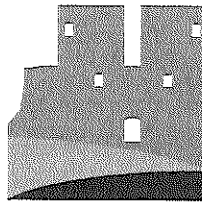
- Communicate the policy to members, the clerk and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council.

Monitoring & Review

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

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

Policy adopted 14th March 2019



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL FINANCIAL REGULATIONS

Reviewed and approved on the 8/5/2025

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Rhuddlan Town Council and may only be amended or varied by resolution of the Council.
- 1.2 The Town Clerk (TC) is the Responsible Financial Officer (RFO). The TC/RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices.
- 1.3 The TC/RFO shall produce financial management information as required by the Council.
- 1.4 Prior to approving the annual return the Council shall conduct a review of the effectiveness of its system of internal control and of these financial regulations which shall be in accordance with proper practices. The TC/RFO shall monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations. The review will take place annually.

2. ANNUAL BUDGET

- 2.1 The TC/RFO shall prepare an annual budget not later than the end of December each year.
- 2.2 The Council shall review the budget not later than the precept submission date each year and shall fix the Precept to be levied for the ensuing financial year. The TC/RFO shall issue the precept to the County Council and shall supply each member with a copy of the approved budget.
- 2.3 The annual budget shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure unless approved by the council and recorded in the relevant minutes.
- 3.3 The TC/RFO shall provide the Council with a statement of receipts and payments to date at each monthly meeting.
- 3.4 The TC/RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The TC/RFO shall report the action to the Council within 28 days.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the TC/RFO in accordance with the relevant Accounts and Audit Regulations or other associated statutory regulations.
- 4.2 The TC/RFO shall complete the annual financial statements of the Council, including the Council's annual return by the statutory date of the 30th of June and shall submit them for approval to the Council no later than the June meeting. The annual return will comprise in four sections:
 - The accounts
 - The statement of assurance
 - The internal audit's report
 - The external auditor's report and opinion

- 4.3 The TC/RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.
- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor shall be competent and independent of the operations of the Council, and shall report to Council in writing, or in person, on a regular basis, with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.5 The Council shall consider and act on any items appearing in the internal audit report for the financial year just ended.
- 4.6 The Council shall consider and act on any items appearing in the external audit report for the financial year just ended.
- 4.7 The statement of assurance shall be completed and approved by the Council and signed and dated by the Chairman and the Clerk and the minute reference recorded.
- 4.8 The TC/RFO shall make arrangements for the opportunity for public inspection of the accounts, books, and vouchers and for the display or publication of any required notices and statements of account.
- 4.9 The TC/RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the TC/RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A monthly schedule of the payments required, together with the relevant invoices, forming part of the agenda for the meeting, shall be prepared and presented by the TC/RFO to Council for authorisation and payment by a resolution of the Council, which shall be initialled by the Mayor/Chairman of the Meeting.
- 5.3 Cheques drawn on the bank account shall be signed by three named members of Council. The signatories shall each also initial the cheque counterfoil.
- 5.4 All electronic payments made must be pre-approved by email by any 3 named members of the Council. E-mail approvals must be kept with the invoice.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be made by either electronic payment, cheque, direct debit or standing order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the TC/RFO. Before certification, the TC/RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The TC/RFO shall present for approval all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the TC/RFO certify that there is no dispute or other reason to delay payment, the Clerk may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council for ratification.
- 6.5 Payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. Hours of payment shall be agreed by the Council and payment made by the Clerk and audited checked by a Councillor. Any changes to agreed hours will be approved by the Council.

8. LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated by the TC/RFO in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings and application for borrowing approval shall be approved and be made in the name of the Council. The terms and conditions of borrowings shall be reviewed at least annually.

- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the TC/RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the TC/RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the TC/RFO and the TC/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the TC/RFO.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council at the next meeting for consideration and appropriate action.
- 9.5 All sums received on behalf of the Council shall be banked intact within 1 week of receipt by the TC/RFO.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The TC/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official works order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 It is important for the Council to always obtain value for money. The TC/RFO shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by striving to obtain three or more quotations or estimates from appropriate suppliers.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services.
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract or works order by the Council.
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and TC/RFO shall act after consultation with the Chairman and Vice Chairman of Council).
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract not exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those set out in paragraph (a) the TC/RFO shall invite quotations/tenders from at least three firms. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at or above the thresholds stipulated by those Regulations and central government, the Council shall comply with the relevant requirements of the Regulations.
 - (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - (d) An invitation to tender shall state the general nature of the work or service and the TC/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. Each tendering firm shall electronically submit their tender by email to the clerk. All tenders shall be reviewed at the same time by such persons as the Council direct in the presence of the TC/RFO.
 - (e) If less than three tenders are received for contracts above £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - (f) When it is to enter into a contract less than £1000 in value for the supply of goods or materials or works or specialist services other than set out in paragraph (a) the TC/RFO shall strive to obtain at least two quotations where possible. If similar works

have been quoted for in the last 12 months then the TC/RFO at his discretion can use the same supplier.

- (g) If less than two quotations are received for contracts less than £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- 11.2 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. ASSETS, PROPERTIES AND ESTATES

- 12.1 The TC/RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The TC/RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 12.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

- 12.3 The TC/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE

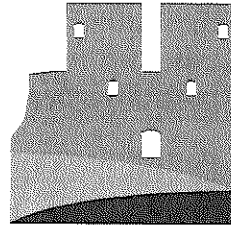
- 13.1 Following the annual risk assessment (as per Financial Regulation 14), the TC/RFO shall, in consultation with the Chairman, effect all insurances and negotiate all claims on the Council's insurers and shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 13.2 The TC/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

14. RISK MANAGEMENT

- 14.1 The Council is responsible for putting in place arrangements for the management of risk. The TC/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 14.2 When considering any new activity, the TC/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.



Cyngor Tref
Rhuddlan
Town Council

Grants and Community Support Awarding Policy and Application Form (Approved 10/11/2022 and reviewed 8/5/25)

Rhuddlan Town Council overriding objective is to make Rhuddlan a great place to live, work and visit in addition to promoting the Welsh language. To support these objectives the council has a grant scheme which offers grants and support to organisations and community groups for projects, events and activities for the benefit of residents in Rhuddlan. They must contribute towards at least one of the following:

- Cultural activities including promoting the Welsh Language
- Biodiversity
- Recreational activities
- Community activities
- A healthier Rhuddlan
- A safer Rhuddlan

Eligibility¹

- Must have a bank or building society account
- Applications must be for initiatives that benefit the Rhuddlan area or residents of Rhuddlan
- Applications can only be submitted from recognised “not for profit” community group or organisation²
- All applications must submit an up-to-date set of accounts/ bank statement
- Retrospective grants will not be considered

¹ The council will consider applications from groups and organisations that organise National Cultural events that can be attended or accessed by Rhuddlan residents.

² The council may accept applications from “for profit” organisations when the project significantly benefits the local community.

Procedure

- The grant application form can be obtained from the Town Clerk or downloaded from the Town Council website
- Applications can only be considered at the full monthly town council meeting
- Grant application must be submitted on the Town Council’s application form.

After receipt of grant

- The Town Council must be included in any publicity material.
- The Town Council have the right to mention its support on its website
- The Town Council Logo can be forwarded on request to the Town Clerk.

Application for Grant Funding and Community Support

Details about your Organisation/Group

Organisation name

Name of Secretary

Address

.....

Post Code Tel

Email.....

Name of Treasurer

.

Address

.....

Post Code Tel

Email.....

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

.....

.....

.....

.....

.....

Where and when does your organisation meet?

.....

Project / Activity Details

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

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

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

.....

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

Yes ☐ No ☐

If yes, please provide details:

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

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

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

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

.....

.....

Copy of latest audited accounts Yes ☐ No ☐

Copy of latest bank statement Yes ☐ No ☐

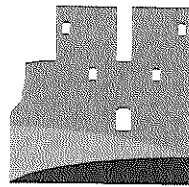
Covering letter on headed notepaper Yes ☐ No ☐

Name

Position

Signature Date

Please return this form to:
Town Clerk, Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan,
Denbighshire, LL18 2UJ.



LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS

Reviewed 8/5/25

1. Purpose of the report

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

2. Background

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

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

3. Issues which should be considered under this process

Low level complaints about Members, including:

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

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

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

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

- Repetitive low-level complaints.

4. The Complaint

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

5. Resolution Process

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

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

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

6. Possible results of the process

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

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

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

7. Time for the process

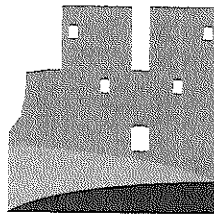
It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

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

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

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

Protocol adopted by Rhuddlan Town Council on 13th February 2019



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Policy (Reviewed 8/5/25)

Rhuddlan Town Council respects confidentiality of any personal data shared with the Town Council and will make every effort to protect your privacy. This Privacy Statement explains how Rhuddlan Town Council will use any personal information that is collected, received both online and offline, as well as any electronic, written or oral communication.

Your personal data – what is it?

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act

Who are we and who is data controller?

This privacy notice is provided to you by Rhuddlan Town Council which is the data controller for your data.

The council will process some of or all the following personal data where necessary to perform its tasks?

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- To deliver public services including to understand your needs to provide the services that you request.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To promote the interests of the council.
- To maintain our own records and accounts.
- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
- To send you communication which you have requested that that may be of interest to you e.g., initiatives, campaigns, new projects.
- To process relevant financial transactions including grants and payment for goods supplied to the council.
- Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always consider your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you Appendix 8– Privacy Policy Checklist February 2018 Page 55
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. 11.

Changes to this policy

Rhuddlan Town Council shall be responsible for and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually. Any updates will be found on the Rhuddlan Town Council web page.

How to contact Rhuddlan Town Council

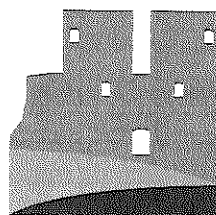
Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, LS18 2UJ.

Privacy Policy adopted 10th March 2022.

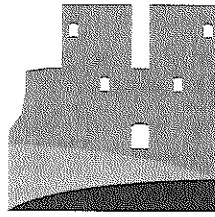


Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy – Schedule of Processing Data and Data Subjects last reviewed on 8/5/25

Description	Details
Subject matter of the processing	Rhuddlan Town Councillors, Rhuddlan Town Council Employees, Contractors and Suppliers and Members of the public
Duration of the processing	Rhuddlan Town Councillors – for duration of their appointment as a town councillor. Employees – For duration of employment with Rhuddlan Town Council and/or time taken to deal with employment obligations. Contractors and Suppliers – During tender process and delivery of contracted obligations. Members of Public – until request or query is dealt with to a satisfactory standard
Nature and purpose of the processing	Collection at time of being elected, employed, making a query or request of the council and during the tender stage and management of contracted activities. Purpose of processing is to communicate with councillors and employees, manage the employment of employees and to deal with requests from members of the public. To procure goods and services and associated management of council contracted activities. Processing includes carrying out all legal requirements of a town council including publicising council activities. Data stored electronically on Clerks computer and stored securely in the cloud. Hard copies kept in locked secure cabinet where required.
Type of Personal Data	Names, titles and aliases and photographs. Contact details such as telephone numbers, addresses and email addresses. Start date/leaving date. Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications,

	employment details, hobbies, family composition, and dependants. Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers. Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers. Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed. Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims. Next of kin and emergency contact information Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral)). Location of employment or workplace. Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies. Information about your use of our information and communications systems.
Categories of Data Subject	Councillors, Employees, members of the public and Contractors/Suppliers
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Rhuddlan Town Councillors – for duration of their appointment as a town councillor. Employees – For duration of employment with Rhuddlan Town Council. Contractors and Suppliers – Contract information until completion of contract. Contact details – indefinitely. Data will be deleted off Clerks computer when duration is reached unless requirement by law as per Rhuddlan Town Council Document retention and dispersal policy.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Statement Reviewed 8/5/25

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- Relevant to the purposes that you have been told about and limited only to those purposes.
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- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

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- To promote the interests of the council.
- To maintain our own records and accounts.
- To seek views and opinions.
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- To send you communication which you have requested that that may be of interest to you e.g., initiatives, campaigns, new projects.
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We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

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Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Measures in place to keep data secure:

Files to be backed up.

Ensure that up to date anti-virus is in place.

Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.

Log off after use.

Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

How to contact Rhuddlan Town Council

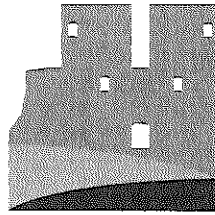
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clerk@rhuddlantownconcil.gov.uk

07775 673706

Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, Denbighshire, LL18 2UJ.

Privacy Statement adopted 13th December 2018 and reviewed annually.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Consent Form Reviewed 8/5/25

Your privacy is important to us, and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

Name:

Address:

Signature:

Date:

If you are aged 16 or under your parent or guardian should fill in their details below to confirm their consent:

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Town Clerk.

You can withdraw or change your consent at any time by contacting the council office.

☐ We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).

☐ We may contact you about groups and activities you may be interested in participating in.

☐ We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or website)

Keeping in touch:

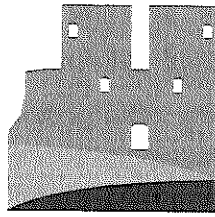
☐ Yes please, I would like to receive communications by email

☐ Yes please, I would like to receive communications by telephone

☐ Yes please, I would like to receive communications by mobile phone including text message

☐ Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)

☐ Yes please, I would like to receive communications by post



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Privacy Statement

For staff, councillors and role holders' Reviewed 8/5/25

Rhuddlan Town Council respects confidentiality of any personal data shared with the Town Council and will make every effort to protect your privacy. This Privacy Statement explains how Rhuddlan Town Council will use any personal information that is collected, received both online and offline, as well as any electronic, written or oral communication.

Your personal data – what is it?

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act

Who are we?

This privacy notice is provided to you by Rhuddlan Town Council which is the data controller for your data.

The council will process some of or all the following personal data where necessary to perform its tasks?

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.
- Start date/leaving date
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- Information about your use of our information and communications systems.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.

- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests.
- To provide a reference.

• Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation. We may also use your personal data in the following situations, which are likely to be rare:
 - Where we need to protect your interests (or someone else's interests).
 - Where it is needed in the public interest [or for official purposes].

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and, provided we do so in line with our data protection policy.

- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or

someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

- [We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice

to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Measures in place to keep data secure:

- Files to be backed up.
- Ensure that up to date anti-virus is in place.
- Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.
- Log off after use.
- Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

How to contact Rhuddlan Town Council

Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL18 2UJ.

Privacy Statement adopted 10th March 2022

Publication Scheme – Reviewed 8/5/25

Information available from Rhuddlan Town Council under the model publication scheme

Information available	How obtained
Class 1 – Who we are and what we do	
Who's who on the Council and its Committees	Hard copy and website
Contact details for Town Clerk and Council members	Hard copy and website
Location of Town Clerk's Office and accessibility details	Hard copy and website
Staffing Structure	Hard copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Hard Copy, Minutes and website
Finalised budget	Minutes
Precept	Minutes
Borrowing Approval Letter	Minutes
Grants given and received	Minutes
List of contracts awarded and value of contract	Minutes
Members expenses	Minutes
Members allowance	Minutes
Class 3 – What our priorities are and how we are doing	
Town Council Plan	Minutes
Annual Report to Town Meeting	Minutes and website
Quality Status	Not applicable

Local Charter drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions	
Timetable of meetings	Website. Hard copy
Agenda of meetings	Website. Hard copy
Minutes of meetings (this will exclude information that is properly regarded as private)	Website. Minutes
Responses to consultation papers	Website. Minutes
Responses to planning applications	Website. Minutes
Byelaws	Website. Minutes
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business	Website. Minutes
Standing Orders	Website. Minutes
Committee and sub – committee terms of references	Website. Minutes
Delegated authority in respect of officers	Website. Minutes
Code of Conduct	Website. Minutes
Policies about employment	Hard copy and website
Internal policies relation to the delivery of services	Hard copy
Equality and Diversity Policies	Website. Minutes
Health and Safety Policy	Hard copy
Recruitment Policies (including current vacancies)	Hard copy
Policies and procedures for handling request for information	Website. Minutes
Complaint procedures	Website. Minutes
Information Security Policy	Website. Minutes
Records Management Policies	Website. Minutes
Schedule of Charges for the publication of information	Not applicable
Class 6 – List and Registers	
Any publicly available register or list	Hard copy
Asset Register	Website. Minutes
Disclosure Log	Not applicable
Register of Members Interests	Website. Minutes
Register of gift and hospitality	Website. Minutes
Class 7 – the service we offer	
Allotments	Not applicable

Burial grounds and closed churchyards	Not applicable
Community Centre and village Halls	Not applicable
Park, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorial and lightning	Hard copy
Bus Shelters	Hard copy
Markets	Hard Copy
A summary of services for which the council is entitled to recover a fee (e.g. a burial fee)	Not applicable

Contact detail:

Town Clerk and Responsible Financial Officer

Rhuddlan Town Council, Clos David Owen, Rhuddlan, Denbighshire, LL18 2UJ.

07775 673706

clerk@rhuddlantowncouncil.gov.uk

Reserves Policy

Agreed and adopted 10/10/2024 – last review 8/5/2025

1. Introduction

Rhuddlan Town Council has a legal requirement to maintain reserves sufficient to meet its operational needs. Legislation does not specify the levels of reserves the Council should hold but the norm is that General Reserves should be between 3-12 months of average Council revenue spend.

2. Types of reserves:

2.1. General Reserve – These are not ringfenced funds used for revenue expenditure and are available for such circumstances as uneven cash flows, to offset excess expenditure over budget from the previous financial year, unexpected events, spend or emergencies, and to accommodate, in the short term, the potential requirements of the town funding the retention of services ‘transferred’ from the Principal Authority.

2.1.1 The agreed reserve for 2025/2026 is £95,119

2.2 Earmarked Reserve – These are ringfenced reserves for any reason where the Council reasonably believes it may incur an expenditure in the future. The Councils current earmarked reserves are shown below

2.2.1 The Council has no earmarked reserves in the 2025/2026 budget.

3. Creation and Maintenance of Reserves

3.1 The General Reserve is created by allocating budget to create the General Reserve during the annual budget and precept meeting held in January. It is the responsibility of the Clerk & Responsible Officer to advise the Council on estimated available funds at financial year end that could be used. The General Reserve must be sufficient to cover the key financial risks as identified in the Council’s financial risk assessment document. Should an circumstance occur during the financial year which exhausts the General Reserve, the Earmarked Reserve should, under resolution of the Council, be transferred into the General Reserve.

3.2 The Earmark Reserve is established for the specific purpose under the heading of each specific Earmarked Reserve budget item. When a specific Earmarked Reserve is fully spent then

no further spend should be made against that specific Earmarked Reserve except by resolution of the Council and available other reserves being available. The Council may wish to reinstate the Earmarked Reserve with a value approved by the Council.

3.3 Both the General Reserve and Earmarked Reserve are reported on quarterly by the Clerk and Responsible Financial Officer. The final accounts when placed before the Council, for approval, shows the movements in the reserves throughout the year. The balances to be maintained are a matter for the Council to approve following recommendations from the Town Clerk and Responsible Financial Officer.

Rhuddlan Town Council Document retention and disposal policy

Reviewed 8/5/25

While carrying out its various functions and activities, the Town Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can be retained as hard paper records or in electronic form take many different forms.

Letter received from third parties:

- Invoices
- Completed application forms
- Planning Applications
- Financial Records
- Registers
- Contract / Deeds
- e-mail communications
- Photographs

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirement
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The permanent retention of all documents is undesirable, and the appropriate disposal is to be encouraged for the following reasons:

- There is shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk – in the case of paper records

It is important that the Town Council has a system in place for the timely disposal of documents / records that are no longer required. Additionally, the GDPR will make it important that the Town Council has clearly defined policy in place for disposing of records, and that these are documented. The purpose of this policy is to provide a framework to govern management decision on whether a particular document (or set of documents) should either be:

- Retained – and if so, in what format and for what period?
- Disposed of – and if so, when and by what method?

Disposal can be achieved by a range of processes:

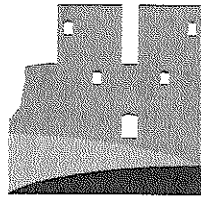
- Most of the Town Councils documents are public documents and can be disposed of in a recycling bin.
- Confidential information can be done on site by shredding
- Deletion – where computer files are concerned
- Migration of documents to an external body e.g. archives of the County Council.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL RECORDS		
List of payments made	6 Years	Reference
Paid Invoices	6 years	Reference
Bank Reconciliation	Quarterly statement	Filed within minutes
Bank Statements	Last completed audit year	Audit
Bank paying – in books	Last completed audit year	Audit
Cheque book Stubs	Last completed audit year	Audit
VAT records	6 years	VAT
Budget	6 years	Reference Filed within minutes
Quotations and Tenders	6 years	Reference
Audited Annual return	Indefinitely	Archive with County Council
INSURANCE RECORDS		
Certificate of Employers Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers / legal advisers say 40 years is still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance as per insurers.

Insurance Claims	6 years	Recorded Information
PAYROLL RECORDS		
Payslips / expenses	6 years	Tax
Tax and NI Records	4 years	Tax claims
PERSONNEL ADMINISTRATION		
Employee Letter of appointment	6 years after departure from employment	Consistency
Employee Contract	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual / interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
PLANNING DOCUMENTS		
Planning Applications	After the County Council decision made	Reference
Planning Decisions	Indefinitely	Included in minutes
LEGAL DOCUMENTS		
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases	Indefinitely	Audit, Management
Contracts not executed as a Deed	6 years	Audit, Management
ADMINISTRATIVE RECORDS		
Approved Minutes	Indefinitely	Archive
Asset Register	Current and last completed audit version	Audit and managements
e-mails	Delete routine / trivial e-mails	Management
Historical Records	Indefinitely	Public Records Act 1958 Archive
Personal data	Kept for no longer than is necessary for the purpose	Data Protection Act

	for which it is held	
Register of Members Interest	Whilst a Member	Publication Scheme
Complaints	3 years	Reference
Freedom of Information Disclosure Log	Destroy each record 5 years after record is opened	Management

Retention & Disposal Policy adopted 13th December 2018



Cyngor Tref
Rhuddlan
Town Council

Independent Remuneration Panel for Wales
Determination 4: Costs and Expenses (2025/2026)

Councillor Name	
------------------------	--

Bank account details for BACS payment(s)

Name of Bank account:.....

Sort Code:.....

Account Number:

I hereby 'opt out' for the following amount(s) for the financial year 2025/2026

Reimbursement for extra cost of working from home: £156.00 *

Reimbursement for consumables: £52.00 *

Reimbursement for consumables (Full cost) *

Signed:

Date:

* Delete as appropriate

For official use only

Payment(s) made to Councillor:..... **Amount: £**

BACS Payment Date:.....

Signed: **Clerk & Financial Officer**

Rhuddlan Town Council

Risk Assessment

Rhuddlan Town Council Risk Assessment – reviewed 9th May 2024

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets, furniture, equipment owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up-to-date register of assets. Adequate insurance of assets.	Additional assets notified to Insurance company.
The risk of damage to third party property or individuals because of the Council providing services or amenities to the public.	Risk of litigation should an individual or third-party property become injured or damaged.	H	L	An up-to-date register of assets. Public liability insurance. Quarterly Inspections of Play Areas.	Essential maintenance work to be carried out in play areas.
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	L	L	Monthly bank reconciliations to be carried out. Signed off by Mayor Insurance cover in place up to £250,000	Internal & External audit to be carried out annually.
Banking	Loss of income	L	L	Monthly	Monthly

Rhuddlan Town Council

Risk Assessment

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
arrangements	through being overdrawn and incurring charges.			Bank reconciliation to be carried out. The budget is monitored each month and balances are transferred between the deposit account and current account when required.	Reconciliation and control of banking.
Keeping proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	L	L	Monthly invoices due are approved by Town Council.	Audit trail kept.
Ensuring all business activities are within legal powers applicable to local councils.	Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	H	L	All payments are authorised by the Council at Council meetings and payments are approved by three approved signatories.	Payments reviewed and authorized by Town Council each month.
Ensuring that all requirements are met under	Fines for not meeting requirements.	H	L	Payroll records are maintained	Complying with HMRC requirements.

Rhuddlan Town Council

Risk Assessment

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
employment law and Inland Revenue regulations.	Liability for unpaid tax.			monthly. Employee has contract for employment which is reviewed annually.	
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT.	L	L	VAT invoices are retained.	VAT to be analysed separately in the cash book. VAT returns are to be submitted annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council	This is carried out in the Precept Meeting in January
Income from Charity fund raising events is paid into the current account.	The Charity Income distorts figures of the Town Council.	M	M		Separate bank account used
Too much money in reserves.	This may detract from future funding	M	M	CIPFA advises between 10/15% in	The Town Council has recognised the

Rhuddlan Town Council

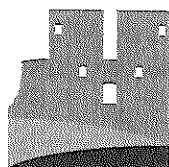
Risk Assessment

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
	/grants			balances.	level of reserves it was carrying and a step-by-step approach has been taken to decrease this
Ensuring the proper use of funds granted to local community bodies under specific powers or under s137.	Improper use of public funds.	H	L	Grants are considered and approved at a Town Council meeting. A copy of the most recent accounts is requested.	To consider grant applications on a regular basis rather than once annually.
Proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	M	H	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting.	Minutes, once approved to be made available to the public by placing in the library and on the Town Council's website.
Responding to electors wishing to exercise their	An elector could complain if	L	L	A notice is put up on Council notice boards	This is done annually

Rhuddlan Town Council

Risk Assessment

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
rights of inspection.	they are not able to exercise their right of inspection of accounts.			notifying electors of their right to inspection of the accounts during the relevant inspection period.	
Proper document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail to support documentation.	This is monitored
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by elector.	L	L	All members have adopted the code of conduct.	This is monitored



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Safeguarding Policy

Reviewed 8/5/25

Context for the policy.

Rhuddlan Town Council's duties and activities often mean that councillors and/or officers may have meetings with or gain information about vulnerable adults that need care and/or support.

Therefore, it is important that councillors and officers know how to respond if they see a potential safeguarding issue.

The main aims of the policy are:

- To prevent harm and reduce the risk of abuse or neglect to vulnerable adults with care and support needs.
- To stop abuse and neglect wherever possible.
- To address the causes of abuse or neglect.

The basics of adult safeguarding

The Care Act 2014 sets out 6 principles underpinning all safeguarding action:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

It also refers to 10 types of abuse:

- Physical,
- Sexual,
- Financial,
- Discriminatory,
- Psychological,
- Organisational,
- Domestic,
- Modern slavery,
- Neglect
- Self-neglect.

It must be remembered that adults are not the same as children. They have complex lives and being safe is only one of the things they want for themselves. Any safeguarding action needs to keep the person at the centre in their best interests – it should be not a process imposed on them.

Rhuddlan Town Council's Procedure

This is based on what is usually referred to as the “4 Rs”:

Respond:

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services. The Safeguarding lead should be informed about any emergency situations after they have been resolved – there should be no delay in persons taking emergency action.
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
- Seek consent from the adult to act and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

Report:

- Reports about potential safeguarding issues should be made to the Town Clerk, who will normally be the “safeguarding lead”. However, if the area of concern relates to actions of the Town Clerk, then the Council's Mayor will act in this role.

Record:

- The “safeguarding lead” will record appropriate information regarding the potential safeguarding issue.
- Any records and associated information will be confidential and will be held and shared in ways where the alleged abuser will not have access to the records.

Refer:

- The designated “safeguarding lead” will make a decision (subject to the provisions outlined above regarding emergency action) about referring the concern to either Denbighshire County Council's Social Services team or the Police if a crime has been committed.
- The designated “safeguarding lead” should keep a record of the reasons for referring the concern or reasons for not referring.
- In making a decision whether to refer or not, the designated safeguarding lead should take into account the adult's wishes and preferred outcome; whether the adult has mental capacity to make an informed decision about their own and others' safety and the safety or wellbeing of children or other adults with care and support needs

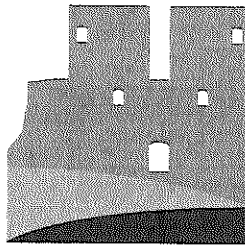
Roles and responsibilities

- A copy of this policy will be issued to all councillors, officers, any volunteers and appropriate contractors.
- It is expected that all councillors, officers, any volunteers and appropriate contractors will report their safeguarding concerns.
- The aim is that all councillors, officers, any volunteers and appropriate contractors will 'make safeguarding personal', that is, adopt a person-centred approach to safeguarding.
- It is not the responsibility of Rhuddlan Town Council to conduct its own safeguarding investigation, this will be undertaken by either Denbighshire County Council or the Police
- If the person who identifies and reports a potential safeguarding issue is not satisfied by the actions taken by Rhuddlan Town Council, they have the right to refer their concerns directly to Denbighshire County Council or the Police.
- It is important to keep the vulnerable adult at the centre, by involving them and keeping them informed at all stages.

Contacts

The main contacts are:

- Town Clerk – Steve Wilson, Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL18 2UJ.
clerk@rhuddlantowncouncil.gov.uk
07775 673706
- Mayor – contacted via Clerk as above



Cyngor Tref
Rhuddlan
Town Council

RHUDDLAN TOWN COUNCIL SUBJECT ACCESS REQUEST FORM

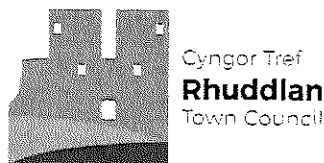
Reviewed 8/5/25

Process to Action	
Name of requester (Method of communication) Email Address Phone number Postal Address	
Date Subject Access Request made	
Is the request made under the Data Protection Legislation	Yes/No
Date Subject Access Request action to be completed by (30 day after receipt time limit)	
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the 30-day period)	Yes/No
Extension date advised to the Subject Requester and method of contact	
Identification must be proven from the list below: Current UK/EEA Passport UK Photo card Driving License (Full or Provisional) EEA National Identity Card Full UK Paper Driving License State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electricity, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address	
Verification sought that the Subject Access request is substantiated	Yes/No
Verification received	Yes/No
Verification if the Council cannot provide the information requested	Yes/No

Is the request excessive or unfounded?	Yes/No
Request to be actioned	Yes/No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes/No
If the request is to be refused, action to be taken and by whom.	
Changes requested to data/ or removal	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Data Categories to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal Requirement					
General Data					
Consultation Data					



Training and Development policy and plan

Reviewed 8/5/25

1.Introduction

The Local Government and Elections (Wales) Act 2021 Part 4, s.67 (1) states a Community Council must make and publish a training plan and (4) states it must be reviewed on a regular basis. This document combines the policy and associated training plan.

Rhuddlan Town Council is committed to ensuring that its councillors, employees and volunteers are appropriately trained to enable them to carry out their duties effectively, safely and within legislation.

Prospective Councillors and applicants for the post of Town Clerk / Responsible Financial Officer should be made aware of this policy and associated training plan and the expectations placed upon them.

Rhuddlan Town Council consist of 11 councillors and two employees; a Town Clerk/Responsible Financial Officer and an Assistant Clerk.

2.Budget

To enable training to happen, the council will provision an adequate training budget for councillors, staff and volunteers to attend relevant training courses and conferences.

3.Councillors

All Councillors will be expected to attend Code of Conduct training within six-months of being elected or co-opted onto the council. All Councillors will also be expected to attend all training courses identified as mandatory on the plan within 18 months of being elected or co-opted. Councillors in chair or deputy chair roles or on specific committees will be expected to attend identified training on the plan within 12months of the plan being published.

In addition, all councillors will be provided with an information pack containing the following documents:

- The Good Councillor Guide by Welsh Government.
- Roles & Responsibilities
- Date of Meeting for the year
- Standing Order

- Financial Regulations
- Code of Conduct.

Expenses will be paid for attending training course and conferences

3.1. Clerk and Responsible Financial Officer

A newly appointed Officer will receive a pack that includes copies of Standing Orders, Code of Conduct, Financial Regulations and any other information deemed relevant. The Officer will be expected to:

- a. Gain the certificate in Local Council Administration (CILCA) within 2 years of appointment. This is a condition of employment
- b. Attend any other training relevant to the proficient discharge of their duties such as IT, finance and understating the planning system which can be identified through appraisals
- c. Attend quarterly Society of Local Council Clerks (SLCC) Regional meetings
- d. Attend annual SLCC conference

Expenses will be given for attending training courses, meetings and conferences.

3.2 Clerical Assistant / Minute Clerk

The Clerk will be expected to:

- a. Attend any training relevant to the proficient discharge of their duties identified through appraisals or to the Town Clerk and Responsible Financial Officer.

Expenses and paid time will be given for attending training courses.

4.Training Needs Identification and Planning

- a. The training plan will be developed by the Clerk and agreed by full council
- b. Councillors can also request to attend other training on the training plan through request to the Clerk.
- c. Councillors and Officers can request training not on the plan but requires approval from the mayor prior to participation.
- d. Training needs for new staff will be identified through the recruitment process for new clerks, including the application for and interview, formal and informal discussions.
- e. Training needs for existing staff to be identified at the annual staff appraisal; and/or at Personnel Committee.

4.Resourcing Training

- a. An allocation will be made in the budget to enable training and development.

- b. An allocation will be made in the budget for the payment of subscription to the Society of Local Clerks and One Voice Wales to enables the Clerk/Responsible Financial Officer and Assistant Clerk and Councillors to take advantage of their training courses, meetings and conferences.

5. Review of Training

- a. The training plan will be reviewed in light of changes to legislation, complaints received or incidents which highlight training needs and requests from councillors or the Clerk. The training plan and policy will be reviewed annually.
- b. The Clerk will maintain a record of training attended by Councillors and Staff.

6. Training Plan

Rhuddlan Town Council Draft Training Plan 2025-2026

approved 13/10/2022 reviewed 8/5/25

No	Name	Covers	Description	Who should complete	No
1	The Council	• The Council as a Corporate Body • The "Team" of Members and Staff • The Council's Role • Working with Unitary Authorities • Building Partnership Working	The council as a corporate body, the 'team' of members and staff, the council's role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.	Councillors with less than one year's experience as a councillor	3
2	The Councillor	• The Councillor and their Commitment • Register of Interests • Code of Conduct and Ethical Behaviour • Monitoring Officers and Standards Committees • Debating and Making Decisions • Representing Your Electorate • Building Bridges	The councillor and their commitment to the office of councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to "build bridges" between yourself, the council and other interested parties.	All Councillors MANDATORY	11

3	The Council as an Employer	• Contracts of Employment • Role and Person Specification • Recruitment and Retention • Discipline, Grievance and Appeals • Health and Safety • Training and Development • Sources of Advice	The role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.	Personnel Committee members	3
4	Understanding the Law	• Statutory duties and powers • Ultra Vires • The Powers of Delegation • Welsh Language Act • The duty to promote Equal Opportunities • Data Protection and FOI Act • Sources of advice	The range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice	All councillors and Assistant Clerk MANDATORY	12
5	The Council Meeting	• Calling meetings • Types of meetings • Standing Orders • Agendas • Conducting the meeting • Passing resolutions • Recording proceedings	The different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.	Mayor, Deputy Mayor and prior to becoming Mayor	2

6	Local Government Finance	• The Role of the Responsible Finance Officer • Accounting and Strategy Guidance • Financial Regulations and Risk Assessment • Budgets and Precepts • Internal and External Audit • Insurance • Income and Expenditure Powers • Other Sources of Income	Review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting', the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income	All Councillors MANDATORY	11
7	Health and Safety	Explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.		Mayor, Deputy Mayor and prior to becoming Mayor	2
8	Community Engagement	Explore what is meant by the term 'community engagement' and how councils and councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where councillors currently engage with their communities. The session includes a short overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.		Mayor, Deputy Mayor and prior to becoming Mayor	2

9	Code of Conduct	A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in depth knowledge of the Code of Conduct and how it applies to local councillors. The module specifically covers the following: The Nolan Principles What Councillors must do and must not do Personal/Prejudicial interests Predetermination & Predisposition How the Code is Policed The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.		All Councillors MANDATORY	11
10	Chairing Skills	Explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.		Mayor, Deputy Mayor and prior to becoming Mayor	2
12	Community Plan	To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.		Voluntary as requested	0
13	Community Engagement 2	To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.		Voluntary as requested	0
14	Equality and Diversity	To provide a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.		All Councillors MANDATORY	11

15	Information Management	To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information		Information and Website Committee	5
16	Use of IT, Websites and social media	To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.		Information and Website Committee	5
17	Grant Applications	To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.		Voluntary as requested	0
18	Managing your Staff	To provide an insight into the ways in which Councils can arrange for the effective management of their staff.		Personnel Committee members	3
19	Devolution of Services	• Models for asset transfers • Understanding lease issues and freehold transfers • Models for and approaches to Service Devolution • Policy Drivers • Opportunities, Pitfalls and Planned outcomes • Due Diligence Arrangements • Asset Management Responsibilities • Important role of Councillors • Community Engagement approaches	Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.	Voluntary as requested or when face this issue	0
20	Wellbeing of Future Generations Act 2015 Sustainability	To explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.		Mayor, Deputy Mayor and prior to becoming Mayor	2

21	Local Government Finance Advanced	• Governance and Accountability • Roles and Responsibilities • The Annual Governance Statement • The Statement of Accounts • Internal Controls and their Review • Compliance with the Law • The Rights of Electors • Risk Assessment • Internal Audit • Liabilities and Commitments • Trust Funds • Reserves and Provisions • Investments	This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.	Mayor, Deputy Mayor and prior to becoming Mayor	2
22	TBA	TBA	This training will be determined on an ad-hoc basis when volunteers are engaged by the council.	Volunteers	A/R
23	CILCA	All aspects of the role of a Clerk and RFO	See CILCA website	Clerk/RFO Mandatory	1

Welsh Language Policy

Agreed by Rhuddlan Town Council on the 13/1/22 and reviewed 8/5/25

	RHUDDLAN TOWN COUNCIL WELSH LANGUAGE POLICY
1	Rhuddlan Town Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public in Rhuddlan.
2	The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.
3	In relation to this Scheme, the Council aims: • to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice. • to encourage the use of the Welsh language in the community. • to encourage others to use the Welsh Language in the Community
4	The Council has various responsibilities and services, including: • Bus shelters • Vicarage Lane car park • Rhuddlan War Memorial • Play Areas – Admirals Fields / Multi Use Games Area and Vicarage Lane. • Litter bins • Distribute grants • Consultation on planning applications • Providing Christmas lights • Notice Boards: Community Board and Town Council Board • Knights Wooden Sculpture • Seating Benches. It also supports a range of other services, events and activities in the Town. These include the operation of the Library, the Dementia Group, the annual Gwledd-Food Fest and the Community

	Group. More information is available on the Council's website at rhuddlantowncouncil.gov.uk
5	The Council has 11 elected members and has 2 employees, namely a Town Clerk and an Assistant Clerk/Minutes Officer. Four members of the Council are Welsh speakers. There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area. The 2011 Census shows that 18-25% of the people in Rhuddlan are Welsh speakers.
6	Policies and initiatives In devising new policies and initiatives the Council will: • assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme; • promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity; • consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Commissioner's agreement; • ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011, as and when required; • ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented. • When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area. • When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh names and will encourage the use of bilingual names on existing streets.
7	Standards of quality • Services provided in English or Welsh will be of an equally high standard and equally prompt.
8	Dealing with the Welsh-speaking public • Written communication (mail and e-mail)

	• The Council will welcome correspondence in either English or Welsh. • Correspondence through the medium of Welsh will not in itself lead to any unnecessary delay • Every correspondence received in Welsh will be answered in Welsh. • All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh. • All correspondence with a member of the public will be initiated in his/her preferred language if known. • Where relevant, the Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.
9	Telephone calls • The Town Clerk works from home and welcomes telephone calls in Welsh. Whilst the Clerk does not speak Welsh he can answer a call in Welsh and take appropriate action. • When the Clerk's post becomes vacant it will continue to be advertised on the basis that that bilingual skills are desirable.
10	Public meetings organised by or on behalf of the Council • Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting. • Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual. • All publicity for public meetings will be bilingual. • If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh. • The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council. • When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements. • At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available. • At least – one officer or elected member will attend public meetings to welcome the public and deal with queries, questions or comments in Welsh. • Any written materials such as leaflets or slides that are used in public meetings will be

	bilingual.
11	Town Council meetings • The Council's business language will be conducted in English but given prior notice of Welsh being requested by either the public or an elected member, translation will be provided. • The notice and Agenda for the Council's meetings will be bilingual. • The reports for the meeting and any draft minutes will be in English. • The approved version of minutes will be translated to Welsh for public availability.
12	Face-to-Face meetings with the public • When the Clerk and Members are bilingual, the Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are taken to enable any member of the public to discuss matters with the Clerk in Welsh should they wish to do so. • When the Clerk does not speak Welsh, but at least some Members are bilingual and are willing to meet with members of the public who wish to discuss matters in Welsh, the Council welcomes meetings with the public in either Welsh or English, and the Clerk will ensure that appropriate arrangements are taken to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual Member of the Council. • When the Clerk and Members don't speak Welsh, the Council cannot provide face-to-face meetings with members of the public in Welsh. However when a member of the public contacts the Council wishing to speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.
13	Websites and social media sites • The Council's aim is for announcements made on the internet on behalf of the Council to be in Welsh and English.
14	Corporate identity • The Council's name is to be in Welsh and English.
15	Producing and publishing public documents • All publications aimed at the public, such as documents, explanatory material or grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice. • If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.

	• All Advertising and publicity activities will be bilingual. • Council advertisements and notices – to be placed in the press, on notice boards or any other medium will be bilingual. • Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.
16	Awarding grants and financial assistance • In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application. • The Council will also notify the applicant that the local Menter Iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
17	Administrative arrangements and monitoring • This scheme has the full support of the Council. • The Town Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council; with the support of the Welsh Language Steering Group. • According to need, the Town Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme. • Responsibility for monitoring the Scheme will rest with the Town Clerk; with the support of the Welsh Language Steering Group. • The Council will receive a brief annual report on implementing the Scheme that will be displayed locally (for example, the local press, local information boards, monthly papur bro and so on] with a copy being sent to the Welsh Commissioner. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report in the local library and on the Council's website. • The Council will publicise the Scheme regularly
18	Complaints • Any comments, complaints or suggestions regarding the Scheme should be addressed to the Town Clerk, Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, Denbighshire LL18 2UJ.

	• Telephone 07775 673706. • Email clerk@rhuddlantowncouncil.gov.uk
19	Review • The Council shall review the contents of this policy at least every 3 years.

SUMMARY OF ASSETS BY GROUP NAME

Group	Original Cost	Current Value	Insurance Value
Furniture	4,757.59	4,757.59	4,757.59
Hwb Educational Equipment	10,480.00	10,480.00	10,480.00
INSIGNIA	4,432.00	4,432.00	16,782.19
OFFICE EQUIPMENT	5,305.00	4,293.00	4,553.00
OUTDOOR EQUIPMENT	55,765.02	50,265.02	77,031.68
OUTDOOR FACILITIES	222,180.00	222,180.00	296,374.32
Playground Equipment	183,382.22	169,652.22	255,190.00
Street Furniture	2,110.90	6,152.90	75,026.90
War Mrmorial	1.00	1.00	10,300.00
TOTAL	488,413.73	472,213.73	750,495.68

ASSETS BY CODE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
BS01	CANTILEVER BUS SHELTER	Adjacent to Starbucks on Station Road	1.00	1.00	5,500.00
BS02	CANTILEVER BUS SHELTER	Station Rd adj to Nature Reserve	1.00	1.00	5,500.00
BS03	CANTILEVER BUS SHELTER	High Street adjacent to Parliament House	1.00	1.00	5,500.00
BS04	CANTILEVER BUS SHELTER	Rhyl Road opposite chip shop by VL entrance	1.00	1.00	5,500.00
BS05	CANTILEVER BUS SHELTER	GOSEN CHURCH -RHYL ROAD	1.00	1.00	5,500.00
BS06	CANTILEVER BUS SHELTER	FAIRLANDS CRESCENT	1.00	1.00	5,500.00
BS07	CANTILEVER BUS SHELTER	HIGHLANDS CLOSE - A547	1.00	1.00	5,500.00
BS08	CANTILEVER BUS SHELTER	PENTRE LANE	1.00	1.00	5,500.00
BS09	CANTILEVER BUS SHELTER	OPP BODRHYDDAN AVENUE	1.00	1.00	5,500.00
BS10	CANTILEVER BUS SHELTER	OPP GREVILLE AVENUE - DYSERTH ROAD	1.00	1.00	5,500.00
BS11	CANTILEVER BUS SHELTER	THE ODYN - PRINCES STREET	1.00	1.00	5,500.00
FP01	FLOWER PLANTER	PARLIAMENT HOUSE	1.00	450.00	450.00
FP02	FLOWER PLANTER	PARLIAMENT HOUSE	1.00	450.00	450.00
FP03	FLOWER PLANTER	THE END HAIRDRESSER	1.00	1.00	450.00
FP04	FLOWER PLANTER	PROSPERITY RESTAURANT	1.00	600.00	600.00
FP05	FLOWER PLANTER	CHEMIST	1.00	450.00	450.00
FP06	FLOWER PLANTER	CHEMIST	1.00	450.00	450.00
FP07	FLOWER PLANTER	NOTICE BOARD	1.00	600.00	600.00
FP08	FLOWER PLANTER	NOTICE BOARD	1.00	600.00	600.00
FP09	FLOWER PLANTER	REJUVA	1.00	450.00	450.00
FP10	FLOWER PLANTER	THE ODYN	1.00	1.00	450.00
FP12	FLOWER PLANTER	CORNER OF DYSERTH ROAD	1.00	1.00	500.00
HWB001	SMART GX175 TV	Hwb Rhuddlan	2,500.00	2,500.00	2,500.00
HWB002	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB003	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB004	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB005	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB006	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB007	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB008	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB009	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB010	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB011	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB012	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB013	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB014	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB015	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB016	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB017	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB018	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB019	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB020	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB021	Chromebook	Hwb Rhuddlan	229.00	229.00	229.00
HWB022	Chromebook Charging Station for 20	Hwb Rhuddlan	1,500.00	1,500.00	1,500.00
HWB023	Laptop for Tutor	Hwb Rhuddlan	500.00	500.00	500.00
HWB024	Stand for Smart TV	Hwb Rhuddlan	500.00	500.00	500.00
HWB025	HP Colour Laser Printer	Hwb Rhuddlan	750.00	750.00	750.00
HWB026	Visualiser Camer	Hwb Rhuddlan	150.00	150.00	150.00
HWB027	Table set of 14 with Trrolley	Hwb Rhuddlan	2,166.00	2,166.00	2,166.00

ASSETS BY CODE

User: STEVE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
	25(CT626B14)				
HWB028	30 Comfort Deluxe chairs with trolley MFCCD01 & MTC24	Hwb Rhuddlan	1,866.59	1,866.59	1,866.59
HWB029	40 Classic Plus chairs with trolley MFCP0140 & CAR4	Hwb Rhuddlan	725.00	725.00	725.00
IN01	MAYORAL PENDANT OF SILVER GILT	MAYORS RESIDENCE	650.00	650.00	9,000.00
IN02	CONSORT'S PENDANT OF SILVER GILT	CONSORTS RESIDENCE	1.00	1.00	1,200.00
IN03	HONOURS BOARD - 1974 - 2009	Hwb Rhuddlan	1.00	1.00	1,607.26
IN04	HONOURS BOARD - 2009 TO PRESENT	Hwb Rhuddlan	500.00	500.00	1,607.26
IN05	HONOURS BOARD - AELWYN MORGAN AWARD	RHUDDLAN COMMUNITY CENTRE	500.00	500.00	500.00
IN06	FLAGPOLE & FLAG	Hwb Rhuddlan	200.00	200.00	287.67
IN07	DEPUTY MAYORS CHAIN	CONSORTS RESIDENCE	2,580.00	2,580.00	2,580.00
LB01	LITTER BIN	Vicarage Lane play area	300.00	300.00	750.00
LB02	LITTER BIN	Vicarage Lane play area	300.00	300.00	750.00
OE03	CAMERA	MAYOR'S RESIDENCE	500.00	10.00	0.00
OE04	LAPTOP - TOWN CLERK	Clerks Home Address	420.00	500.00	500.00
OE05	LAPTOP - Assistant Clerk	Assistant Clerk's Residence	502.00	150.00	420.00
OE06	Kando Video Conf tool	Hwb Rhuddlan	700.00	700.00	700.00
OE07	Projector	Hwb Rhuddlan	450.00	200.00	200.00
OFE	FOOTPATH AT VICARAGE LANE	Vicarage Lane play area	3,840.00	3,840.00	15,000.00
OFE00	Path around Admirals Field	ADMIRALS PLAYING FIELD	93,338.00	93,338.00	93,338.00
OFE01	PLAYING FIELD - MUGA, PLAY AREA, FLOODLIGHTS, GOALS	ADMIRALS PLAYING FIELD	77,000.00	60,000.00	120,000.00
OFE03	TEEN POD SHELTER	ADMIRALS PLAYING FIELD	3,000.00	500.00	6,505.17
OFE04	FRESH AIR GYM	ADMIRALS PLAYING FIELD	15,450.00	18,720.00	18,720.00
OFE05	PLAY AREA	Vicarage Lane play area	84,462.22	84,462.22	110,000.00
OFE06	CENOTAPH	RHUDDLAN COMMUNITY CENTRE	1.00	1.00	10,300.00
OFE07	KNIGHTS WOODEN SCULPTURE	Tan Yr Eglwys	1.00	1.00	8,036.32
OFE08	GREEN STORAGE CONTAINER	Vicarage Lane play area	1.00	1.00	1,071.51
OFE09	FLOOD LIGHTS AT THE CASTLE	Castle - Rhuddlan	5,200.00	5,200.00	5,200.00
OFE10	NOTICE BOARD FOR THE COMMUNITY	HIGH STREET	3,000.00	1,500.00	3,214.00
OFE11	NOTICE BOARD FOR THE TOWN	HIGH STREET	3,000.00	1,500.00	3,214.00
OFE12	5 METAL POPPIES	Car Park Vicarage Lane	1.00	1.00	250.00
OFE13	WW1 TOMMY	Car Park Vicarage Lane	1.00	1.00	250.00
OFE14	MUGA Concrete Shed	ADMIRALS PLAYING FIELD	1.00	1.00	10,000.00
OFE16	CHRISTMAS LIGHTS - HIRED	HIRED	1.00	1.00	8,000.00
OFE17	FENCING AROUND FRESH AIR GYM	ADMIRALS PLAYING FIELD	5,500.00	5,500.00	5,500.00
OFE18	SLEEPERS - LIBRARY	Car Park Vicarage Lane	440.00	440.00	440.00
OFE19	Hwb Rhuddlan	ADMIRALS PLAYING FIELD	125,000.00	125,000.00	170,000.00
OFE20	Defibrillator	High Street New Inn	800.00	800.00	1,233.00
OFE21	Defibrillator	Police Station Rhuddlan	800.00	800.00	1,233.00
OFE22	Defibrillator Coed Y Brain	Hwb Rhuddlan	1,233.00	1,233.00	1,233.00
OFE23	Debrillator Library	Library	1,233.00	1,233.00	1,233.00
OFE24	Basketball rings x 2	ADMIRALS PLAYING FIELD	530.00	530.00	530.00
OFE25	SID Sign	RHYL ROAD	4,673.00	4,673.00	4,673.00
OFE26	SIS Sign	Abergele Road	4,673.00	4,673.00	4,673.00
OFE27	4 Wales in Bloom Signs Various locations	Various locations	12,000.00	12,000.00	12,000.00

ASSETS BY CODE

User: STEVE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
OFE28	Telephone Box	Dyserth Road	0.01	0.01	3,000.00
OFE29	Telephone Box	Clwyd Avenue	0.01	0.01	3,000.00
OFE30	Rioch Scanner/Printer	Clerks Home Address	1,500.00	1,500.00	1,500.00
OFE31	Defib	Dyserth Road	1,233.00	1,233.00	1,233.00
OFE32	Defib	Clwyd Avenue	1,233.00	1,233.00	1,233.00
OFE33	SID	RHYL ROAD	4,258.00	4,258.00	4,258.00
OFE34	SID	A547 Meliden Road	4,258.00	4,258.00	4,258.00
OFE36	Notice Board	Hwb Rhuddlan	718.90	718.90	718.90
OFE37	Container	Hwb Rhuddlan	4,500.00	4,500.00	4,500.00
OFE38	Defib and cabinet	Odyn	1,300.00	1,300.00	1,300.00
SB01	SEATING BENCH	PARLIAMENT HOUSE	1.00	1.00	600.00
SB02	SEATING BENCH	PARLIAMENT HOUSE	1.00	1.00	600.00
SB03	SEATING BENCH	PROSPERITY RESTAURANT	1.00	1.00	600.00
SB04	SEATING BENCH	CHEMIST	1.00	1.00	600.00
SB05	SEATING BENCH	PLAY AREA - VICARAGE LANE	1.00	1.00	600.00
SB06	SEATING BENCH	PLAY AREA - VICARAGE LANE	1.00	1.00	600.00
SB07	SEATING BENCH	PLAY AREA - VICARAGE LANE	1.00	1.00	600.00
SB08	SEATING BENCH	NEW ROAD - NR ROUNDABOUT	1.00	1.00	600.00
SB09	SEATING BENCH	NEW ROAD, OPPOSITE BODRHYDDAN AVENUE	1.00	1.00	600.00
SB10	SEATING BENCH	NEW ROAD, OPPOSITE BODRHYDDAN AVENUE	1.00	1.00	600.00
SB11	SEATING BENCH	ADMIRALS PLAYING FIELD	1.00	1.00	400.00
SB12	SEATING BENCH	PENTRE LANE	1.00	1.00	600.00
SB13	SEATING BENCH	ADMIRALS PLAYING FIELD	440.00	440.00	440.00
SB14	SEATING BENCH	ADMIRALS PLAYING FIELD	440.00	440.00	440.00
SB15	SEATING BENCH	ADMIRALS PLAYING FIELD	478.00	478.00	478.00
TOTAL			488,413.73	472,213.73	750,495.68

Your Risk Presentation Details

04/03/2025

Please find below a full record of the questions we asked and the answers you provided. This represents your presentation of relevant details of your insurance risk and your cover requirements, upon which the insurer has based your insurance quotation. It is important to review this document carefully and to let us know immediately if anything is incorrect or inaccurate. You will receive an updated copy of this information for your records, with every quotation, new policy, renewal, or mid-term adjustment.

Whilst this document does not form a part of the insurance policy itself, it is an important record of the facts presented to your insurer for the purposes of obtaining insurance.

Where this document has been delivered to you as part of a renewal invitation, or renewal confirmation, you will see that the answers to certain questions are shown as 'Rollover'. These are new questions following our recent transition from one insurer to another. The new insurers have accepted your risk based on previously asked questions only and have not required you to answer any new or additional questions at this stage. You may be required to provide answers to these new questions at some stage in future. We will contact you independently for additional information at a later date. You do not need to provide any additional information at this stage.

If you wish to amend or update any details provided here, or if you have any other questions relating to the details recorded below, please contact us. Our contact details can be found in the enclosed letter.

Client Details

Council Name	Rhuddlan Town Council
Address Line 1	Hwb Rhuddlan, David Owen Close
Address Line 2	Rhuddlan
Town	Rhyl
County	Denbighshire
Postcode	LL18 2UJ
Please state to which Rural Community Council (England) or County Voluntary Council (Wales) you are affiliated or in which County area your Hall is situated	Denbigh
Population Size	1,001 - 5,000
If you do not have an PAYE Reference, please confirm that you are exempt from holding one	To be confirmed
Contact Title	Mr
Contact Forename	Steve
Contact Surname	Wilson
Contact Telephone	07775 673706
Contact Email Address	clerk@rhuddlantowncouncil.gov.uk
Contact Email Address Verified	Yes
Additional Email Address	
This is...	a new quotation
Current Insurer	Aviva

Mandatory Covers

Public Liability Limit of Indemnity	£10,000,000
Employers Liability Limit of Indemnity	10,000,000
Trustees & Management Limit	500,000
Libel and Slander Limit	250,000
Money - Cash in Transit, on Premises in Business Hours, in Bank Night Safe	£2,500
Money - Cash in Safe	2,500.00
Do you require a higher Fidelity Limit than the £250,000 default offered?	No
Are you able to comply with all of the Minimum standard of control?	Yes

Additional Covers

Do you require Additional Covers, as set out below?	Yes
Do you wish to increase the standard limit for any of the above options	Yes
Contents Limit	27500
Street Furniture Limit	81583
Gates & Fences Limit	30000
Playground Equipment Limit	284160
War Memorials Limit	40000

Mowers & Machinery Limit	5000
Sports Equipment Limit	15000
Please enter Gates & Fences Limit required	0
Please enter Mowers & Machinery required	0
Total of Higher Values	365,743

Optional Covers

Do you require cover for Buildings Yes

Buildings Cover 1

Address Line 1	Hwb Rhuddlan, David Owen Close
Address Line 2	Rhuddlan
Town	Rhyl
County	Denbighshire
Postcode	LL18 2UJ
Please state the Sum Insured	196,291
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Rollover
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover

You can confirm that the premises are not vacant, unoccupied or unfurnished Yes

Is Subsidence cover required Yes

Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff? No

Buildings Cover 2

Address Line 1 Storage Container, Hwb Rhuddlan,

Address Line 2 David Owen Close, Rhuddlan

Town Rhyl

County Denbighshire

Postcode LL18 2UJ

Please state the Sum Insured 8,244

Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source? No

Construction Type Timber Buildings & Portacabins

Does the property have a flat felted roof with a timber (or other combustible material) sub structure? Rollover

Does the property have timber frame construction? Rollover

Does the property have a thatched roof? Rollover

Is the property lined with non LPCB approved combustible insulation panels? Rollover

Are the premises listed? Rollover

Year of build? Rollover

Are the Premises purpose built or converted? Rollover

Please confirm Building Occupancy type Rollover

Are the premises protected by a maintained Intruder Alarm? Rollover

Does the premises have a documented fire risk assessment which is reviewed annually? Rollover

Are the Premises protected by a maintained Fire Alarm? Rollover

Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor? Rollover

Did the electrical inspection result in a satisfactory grade? Rollover

Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor? Rollover

Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only? Rollover

Is the premises to be insured used solely for the purpose of your business? Rollover

Are all of the premises or part of the premises hired out? Rollover

Are the premises in a good state of repair? Rollover

You can confirm that the premises are not in the course of construction or erection, or undergoing building works Rollover

You can confirm that the premises are not vacant, unoccupied or unfurnished Yes

Is Subsidence cover required No

Do you require cover for CCTV Equipment No

Is cover for Sports Ground Surfaces and/or Concrete, Tarmac or Asphalt Surfaces required	Yes
Sum Insured required for Ground Surfaces	90,900
Is cover for Regalia required	Yes
Sum Insured required for Regalia	11,520
Are details of any interested parties to be included?	No
Is Business Interruption cover required?	Yes
Do you wish to add cover for Loss of Revenue?	Yes
Loss of Revenue Sum Insured	10,000
Additional Increase in Cost of Working sum insured (AICOW)	0
Loss of Revenue Indemnity Period (months)	12 Months
Do you wish to add cover for Additional Cost of Working (ACOW)?	Yes
Additional Cost of Working sum insured	10,000
Additional Cost of Working Indemnity Period (months)	12 Months
Do you wish to add cover for Rent Receivable?	No
Is cover for Personal Accident required	Yes
To the best of your knowledge or belief are all the persons to be insured in good physical and mental health?	Rollover
Do you wish to add cover for Key Persons?	Yes
For premises located in England, Wales or Scotland (excluding property located in the Channel Islands, Isle of Man and Northern Ireland) do you require cover for terrorist damage?	No
Is this cover to exclude terrorist damage for Business interruption?	No
Do you require cover for Legal Expenses?	Yes
Do you envision any redundancies in the next 12 months?	Rollover
Can you confirm that no principals, directors, partners, trustees, managers, clerks or councillors have been involved in any action, legal dispute, prosecution, dispute with or investigation/inquiry by HM Revenue & Customs or DSS review in connection with any company, business or form with which any of you have been involved (excluding driving offences)?	Rollover
Have you attained an award under the Local Council Awards Scheme?	No
Do you wish to enter into a 3 year Fixed Rate Agreement (FRA)?	No

General Questions

- (i) To the best of my/our knowledge and belief no insurer has declined your proposal, cancelled or refused to renew your policy, required an increased premium, special terms or conditions for any of the insurance proposed for. True
- (ii) Have you or any principal, director, partner, trustee, manager, clerk or councillor ever:
- been convicted of any criminal offence other than a driving offence or have any non-motoring prosecutions pending. You only need to tell us about any convictions that are unspent under the Rehabilitation of Offenders Act 1974.
 - been declared bankrupt or the subject of bankruptcy proceedings, liquidation, appointment of administrative receiver or administrators or made any arrangement with creditors either in a personal capacity or in connection with any company, business or firm with which any of you have been involved.

c. had any County Court Judgments made:	No
i. against you in a personal capacity.	
ii. against any company, business or firm in which any of you have been involved as a director or partner or in a similar capacity.	
(iii)	No
a. Has any sanction, penalty or corrective action having been imposed within the last 5 years as a result of an investigation of the organisation by any regulatory or professional body such as the Health & Safety Executive or Ofsted.	
b. Have you or any principal, director, clerk, councillor, partner, employee or representative ever having been prosecuted under the Health and Safety at Work etc. Act 1974 or any similar legislation.	
Can you confirm that You or any of your principals, directors, partners, trustees, managers, clerks or councillors, employees or representatives: have never been the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection, environmental legislation, HM Revenue & Customs or any other regulatory body?	Rollover
Within the last five years no charity or company to be insured or any of its present or former trustees, directors or officers been the subject of any complaint to or investigation by the Charity Commission or any other regulatory body?	True
You are not aware (after making enquiries of your trustees, directors or officers or those acting in that capacity) of any circumstances which might lead to a claim against any of the above under the proposed insurance?	True
Is there a programme for testing portable electrical appliances, and are records of such tests maintained?	Rollover
Is a record kept for all training delivered to your employees?	Rollover
Are there annually reviewed documented Health and Safety policy and procedures in place?	Rollover
Are your Health & Safety policy and procedures cascaded to all employees including volunteers?	Rollover
Business Description	Local Council
Has the client elected to pay by instalments?	No
In respect of the risks to be insured, no claims have been made against you or any of your trustees, directors or officers during the last three years	True
Are you aware of any circumstances which might give rise to a claim?	No

Agenda item 16

Membership and Subscriptions to External Bodies

- 1 - Society of Local Council Clerks
- 2 - One Voice Wales
- 3 - Go North Wales Tourism

Agenda item 17

S137 Payments 2024/2025

Code	Date	Amount	Payable to
PABT0372	01/05/2024	£ 618.75	OLG Marquee Hire
PABT0385	16/05/2024	£ 1,000.00	Mari Curie
PABT0396	16/05/2024	£ 1,856.25	OLG Marquee Hire
PABT0419	13/06/2024	£ 450.00	River and Sea Sense
PABT0444	11/07/2024	£ 40.00	Bowls Club & St Kentigern
PABT0448	08/08/2024	£ 500.00	Denbigh Rotary Club
PABT0465	08/08/2024	£ 680.00	Wee bag band
PABT0466	08/08/2024	£ 60.00	GMN Medical
PABT0467	08/08/2024	£ 745.00	M Daniels Bouncy Castle Hire
PABT0478	12/09/2024	£ 300.00	Tew Tew Tennau
PABT0479	12/09/2024	£ 250.00	Matthew David Roberts
PABT0504	10/10/2024	£ 1,250.00	ST Marys Church
PABT0538	12/12/2024	£ 500.00	Welsh Air Ambulance
PABT0542	12/12/2024	£ 100.00	Blind Veterans UK
PABT0567	09/01/2025	£ 317.15	Clerk expenses for Xmas Carols
PABT0572	09/01/2025	£ 127.50	Clerk Prizes for councils Christmas comp
		£ 8,794.65	

