

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council

Full Council Hybrid Meeting - Thursday 15 May 2025

Present:

Cllr Jackie Burnham (Mayor)
Cllr Ivor Beech (Deputy Mayor)
Cllr Sophie Baker
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Val Simmons
Cllr Bleddyn Williams
Steve Wilson - Town Clerk and Responsible Financial Officer
There was two members of the public present.

The meeting was recorded from this point.

1. Apologies

Cllr Ann Davies
Morgan Ditchburn – Assistant Town Clerk

2. Declarations of Interest

Cllr Jackie Burnham and Cllr Mike Kermode. Item 7b.

3. Urgent Matters as Agreed by the Chairperson

The Mayor informed councillors that the charge for the Youth Club is increasing to £4,800 and that the DCC youth team are coming to the June meeting to update the council.

Mentioned heritage centre which will be discussed later.

4. Police Matters

No new crime data nor attendance from the Police Team.

5. Minutes

a. The minutes of the Town Council Meeting held on 10 April 2025 were agreed as a true and accurate record, proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams. **Resolved**

Appendix 4

The Mayor duly signed the minutes.

b. To approve minutes of any Committee and Working Groups meetings held since the last meeting. (Events 22nd April and Website & Information 22nd April) **Appendix 2 & 3**

Cllr Mike Kermode took councillors through the events committee meeting minutes and these were discussed. The minutes were proposed as being true and accurate by Cllr Mike Kermode, seconded by Cllr Val Simmons. **Resolved.**

Cllr Jackie Burnham took councillors through the website and information committee meeting minutes including changes proposed to the committee's terms of reference. The minutes were proposed as being true and accurate and the new terms of reference agreed, proposed by Cllr Mike Kermode, seconded by Cllr Val Simmons. **Resolved.**

The two sets of minutes were signed by the relevant chairs.

6. Progress report from Minutes

Active Travel Plan - Cllr Sophie Baker updated councillors on the recent public consultation and councillors discussed. The Mayor suggested a special specific council meeting is arranged with DCC to brief the council on feedback received and latest plans. Proposed by Cllr Val Simmons, seconded by Cllr Sophie Baker. **Resolved.**

Poster regarding Electric Scooters received and posted.

Finger post sign. DCC have agreed to pay for a new one and installation.

Defib for the school is ready for installation. Waiting on the county electrician.

Presentation to the Scout Leaders took place.

The newsletter was not delivered to some houses, but delivery people deny. They only ever guarantee 85% delivery.

Cost for scooter signs to be printed: 50 signs, £108. Cllr Arwel Roberts proposed if permission from DCC is received to install on lamp posts then Clerk to purchase, Cllr Bleddyn Williams seconded. **Resolved.**

Discussion on Cadw removal of tress -no response from Cadw.

Election notice: had two candidates. Election will take place on 12 May 2025

Discussion on the condition of the gardens at the library entrance and Knights area. Suggested to ask Mark Royles for advice, proposed Cllr Arwel Roberts, seconded Cllr Val Simmons. **Resolved.**

Cllr Mike Kermode updated councillors on the latest plans for the Heritage Centre, including costs, funding, legal status of building and potential running costs of £15,000 per year. Richard Polden confirmed the Rhuddlan History Society's support for the project. Councillors discussed the project sharing ideas, concerns and support for the project. Cllr Mike Kermode proposed the council continue the next stage in developing the business case and discuss legal ownership issues with DCC, seconded by Cllr Arwel Roberts. **Resolved.**

7. Reports from:

a. The Mayor and Deputy Mayor

Both the Mayor and Deputy Mayor submitted a written report. **Appendix 4**

Mayor: Informed that the Library Easter Egg Hunt was a success and next year to purchase some allergy free easter eggs. Shared the public toilet issue brought up by a Community Centre Trustee regarding the misleading news article. She proposed a letter is sent to the Community Centre clarifying the situation, seconded by Cllr Arwel Roberts. **Resolved.**

Deputy Mayor: Informed councillors that the Lighting of the Beacon went well with good attendance, and she attended the History Society's VE Day event.

Both written reports were accepted.

b. The Town Clerk – Correspondence and Project report **Appendix 5**

The clerk had submitted a written report

Cllrs Jackie Burnham and Mike Kermode declared an interest and left the meeting whilst this was discussed. Complaint from a resident regarding the planting of trees on Admiral's Field near his boundary fence. This was discussed by councillors who stated the fence is jointly owned by the resident and the council. Cllr Mike Elgin proposed to write to him and state the council take on board his concerns, and they will manage the height of the trees to prevent any future issues, seconded by Cllr Val Simmons. **Resolved.** Cllrs Burnham and Kermode returned to the meeting.

Complaint sent to Clerk via email regarding businesses on the High Street. The council discussed and Cllr Mike Elgin proposed the complaint be noted but no response issued, seconded by Cllr Val Simmons. **Resolved.**

Email from the Rhuddlan Community Group informing the council of a planter on Parliament Street that is rotten and in need of replacement with a recycled plastic planter. Cllr Mike Elgin proposed the council remove the old planter and purchase and install a new one, seconded by Cllr Val Simmons. **Resolved.**

Email forwarded from Cadw from a resident asking if they could purchase and install a bench on the Town Ditch, the Clerk informed them it was not possible. They asked the council if there is an alternative location. This was discussed by councillors, it was noted that a bench has been vandalised on Twt Hill, and the council had a spare bench in storage. Cllr Mike Elgin proposed to replace the bench on Twthill with one in storage subject from permission for the landowner, seconded by Cllr Arwel Roberts. **Resolved.**

The Clerk was asked to write to the resident to discuss ideas on where a bench could be installed.

Complaint received via DCC from a resident regarding overhanging trees impacting her property. Discussed by councillors. Cllr Val Simmons proposed that the Clerk writes to Clwyd Alyn Housing Association as the trees could be on a strip of land in their ownership, seconded by Cllr Bleddyn Williams. **Resolved.**

Proposed to invite Kate Thew DCC Council Liaison Officer to a future meeting to explain her job role.
Proposed by Cllr Arwel Roberts, seconded by Cllr Val Simmons. **Resolved.**

The Written report was accepted.

8. County Councillors Report

Appendix 5

Cllr Arwel Roberts ran through his written report and updated councillors on his visit to Carlow and suggested the council take the painting gift. He suggested that any future twinning would be with Borris, being a similar sized town to Rhuddlan. The 3pm bin reporting deadline was discussed and Cllr Arwel Roberts proposed to write to DCC to say the deadline should be the following day, seconded by Cllr Mike Kermode. **Resolved.**

The written report was accepted.

9. Planning

- a. 44/2025/0188/HH - Erection of replacement garage and associated works at 12 Admirals Walk, Rhuddlan, LL18 5PL. No issues or concerns with the planning application was proposed Cllr Bleddyn Williams, seconded Cllr Mike Kermode. **Resolved.**

10. Budget and Finance Matters

The internal audit report was accepted. Proposed Cllr Arwel Roberts, seconded by Cllr Mike Kermode. **Resolved.**

The Clerk ran through the AGAR governance questions with the council and noted responses for submission to the external auditor.

The accounting statements were presented and agreed. Proposed Cllr Mike Kermode, seconded Cllr Arwel Roberts. **Resolved.** The Mayor and Clerk signed the AGAR.

The Clerk confirmed the dates of Elector's Rights to view the accounts as the 1/7/25 to 28/7/25.

The payments listing was accepted and Cllr Mike Kermode proposed payment, seconded by Cllr Bleddyn Williams. **Resolved.**

The Clerk explained due to being on annual leave from 7/6 for 2 weeks he would not be able to make the payments post the June meeting. He suggested he pays the payments listing as per the published agenda of 6/7 on the 6/7 and any invoices post that date would have to be postponed until August, this was proposed by Cllr Ivor Beech and seconded by Cllr Reg Davies. **Resolved.**

11. Closure of Rhuddlan public Toilets

Cllr Mike Kermode updated councillors on a meeting with Dyserth Community Council and St Asaph City Council. Councillors discussed the issue in great length. Cllr Mike Elgin proposed that the council

CB.

do not consider using DCC but get costs from specialist companies to open, clean and close both the Princes Road and Hwb public toilets, seconded by Cllr Mike Kermode. **Resolved.**

Cllr Mike Kermode proposed to discuss asset transfer with DCC, seconded by Cllr Bleddyn Williams. **Resolved.**

The formation of a toilet working group was discussed, group to include Cllrs Sophie Baker, Jackie Burnham, Reg Davies, and Val Simmons. Proposed by Cllr Sophie Baker, seconded by Cllr Bleddyn Williams. **Resolved.**

12. Final approval of Annual Report

The Clerk had sent out the draft annual report to councillors. He stated it will be loaded onto the council's website with links from social media and a hard copy will be placed in the Library. Subject to a minor name correction it was proposed to accept and publish. Proposed by Cllr Arwel Roberts, seconded Cllr Mike Kermode. **Resolved.**

On website

13. Community Matters

Cllr Ivor Beech suggested a condolence letter is sent from the council to Jules Peters on the passing of Mike Peters, a great man who has raised millions for cancer charities. The Clerk agreed to send a letter.

Cllr Bleddyn Williams highlighted issues with the rubber surface by the gate in the play area of Admiral's Field.

Cllr Sophie Baker shared feedback received from a resident regarding the latest active travel proposals, and clarified the situation regarding delivery of the newsletter so she could give feedback to a resident

Cllr Mike Kermode reminded councillors on events taking place in Rhuddlan for Dementia Action Week and encouraged councillors to attend.

Cllr Reg Davies asked the Clerk to contact DCC as the bin on the pavement across the footbridge has gone missing.

Cllr Jackie Burnham shared comments from a resident regarding an overgrown hedge on Castle Street, from the castle to the entrance to Twt Hill, the Clerk to report to DCC. She also asked the Clerk to get the engravings on the regalia up to date.

Part 2 Exclusion of the Press & Public

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Cllr Mike Kermode proposed the Council move to part 2, seconded by Cllr Bleddyn Williams. **Resolved.**

The members of the public left the meeting and the recording was stopped.

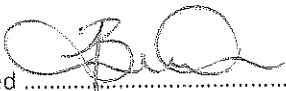
14. Review reasons for apologies. The one apology was reviewed by councillors.

15. To Receive minutes from Personnel Committee meeting held on 14 April 2025

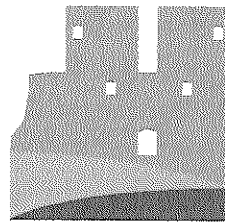
Cllr Mike Kermode ran councillors through the minutes of the Personnel Committee meeting.

16. Date of Next Meeting

Thursday 12 June 2026

Signed  Date 12/6/2025 .





Cyngor Tref
Rhuddlan
Town Council

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

Present:

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

There was 1 member of the public present.

The meeting was recorded from this point (audio only)

1. Apologies

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

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

2. Declarations of Interest

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

3. Urgent Matters

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

4. Active Travel Plan

Cllr Sophie Baker declared an interest in this item.

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

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

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

5. Police Matters

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

Alex updated the council on staff redeployment to Prestatyn.

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

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

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

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

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

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

7. Progress Report from Minutes

The Clerk updated councillors regarding the following:

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

8. Reports from

a. The Mayor and Deputy Mayor

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

b. The Town Clerk

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

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

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

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

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

9. County Councillor Reports

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

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

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

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

Public Toilets provision is a concern and that DCC Officer Tony Ward in charge of the issue.

He suggested the three towns with potential closures come together to discuss the situation however with DCC not providing requested information, it makes the discussions difficult.

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

10. Planning

Cllr Arwel Roberts declared an interest.

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

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

11. Budget & Finance Matters

a. Grant Requests

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

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

ii) 2025 Llangollen International Eisteddfod

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

b. To agree third signatory for the Rhuddlan Charity Account

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

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

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

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

13. Wildlife adventure hunt for Rhuddlan Beavers & Squirrel groups - to consider funding
Cllr Mike Kermode and Cllr Arwel Roberts declared an interest.

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

14. Community Matters

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

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

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

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

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

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

Part 2 Exclusion of the Press & Public

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

The member of the public left the meeting.

15. Review reasons for apologies

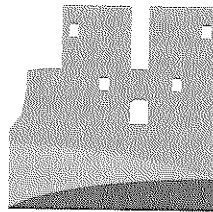
The reasons for the three apologies were shared with members. Cllr Sophie Baker proposed that all three are accepted by Council, seconded by Cllr Bleddyn Williams. **Resolved**

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

16. Date of next meetings:

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

Signed Cllr Val Simmons (Mayor)



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town

Events Committee

Draft Minutes of the Meeting on Thursday 22 April 2025

Present:

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

1. **Apologies**
Cllr Arwel Roberts
2. **Declarations of Interest**
Cllr Jackie Burnham: Item 6.
3. **Minutes – review the minutes of the previous meeting**
All agreed.
4. **Progress from Minutes**
See Item: 6
5. **Gwledd 17th May**
Temporary event licenses have come through. Application for street trading license is not required as it is classed as a market. Road closure – placed order with Core Highways (JTM). Awaiting the formal road closure authorisation from DCC. First Aid person appointed. Starting on the PR. Will have the banners: permissions for placement have been requested. Card reader update: Sumup machines are £74 without VAT and have unlimited data so do not need to use Wi-Fi. Agreed to purchase three devices.
There is a balance with more food vendors than craft vendors.
The bales are usually provided by Cllr Ivor Beech. 20-30 needed. As many as possible as there isn't enough seating.
Gazebos: 1 is already available for musicians, Cllr Mike Kermode offered one. Clerk will investigate other options for Gazebos as ideally need three.

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

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

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

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

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

Community centre will be open from 6.30am.

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

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

6. VE Day 8 May and VJ Day 15 August

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

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

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

7. Summer Event 2 August

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

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

8. Twinning Update

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

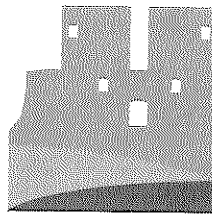
9. Consider any new applications for support

No new applications.

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

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

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



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

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

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor)
Cllr Mike Kermode
Steve Wilson - Town Clerk and Responsible Financial Officer
Morgan Ditchburn – Assistant Town Clerk

Absent:

Cllr Bleddyn Williams

Mayor thanks Deputy Mayor for taking chairing the meeting last time

1. Apologies

None received

2. Declarations of Interest

None

3. Elect Chair for the Committee

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

4. Review TOR for the Committee

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

Quorum & Voting

Change to three instead of two.

Website

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

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

Fundraising: Change to 'Community Funding'

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

Detailed Remit Include:

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

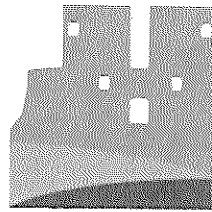
5. Review Ideas and Format for Annual Report

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

6. Website

Covered in Item 4.

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



Cyngor Tref
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Town Council

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

The Mayor Cllr Val Simmons

15th April - Attended the library meeting

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

22nd April - Attended both the Information & Website meeting and the Events Committee meeting.

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

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

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

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

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

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

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

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

8th May – Attended the Castle Day Nursery VE Day celebration

8th May The AGM and my final meeting as Mayor

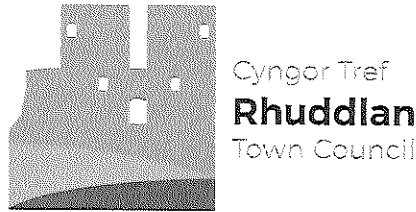
A big thank you to everyone for your support.

The Deputy Mayor Cllr Jackie Burnham

14th April 2025 – I attended the Personnel Committee Meeting

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

22nd April 2025 - I attended the Event Committee meeting.



Clerk's Project Report and Correspondence for May 2025 Meeting

Correspondence

The following has been received:

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

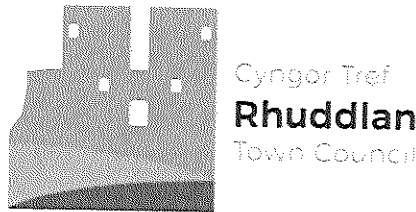
General update

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

Dates for the diary

Gwledd – 17th May, please volunteer to provide support on the day!

Summer Volunteer Fair and Picnic in the Park 2nd August



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

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

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

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

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

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

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

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

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

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

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

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

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

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.			Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: - Effective financial management including the setting and monitoring of the Council's budget - Maintenance and security of accurate and up to date accounting and other financial records - Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: - measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments - assessment and management of risks facing the Council - an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

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

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement	
1. Expenditure under S137 Local Government Act 1972	Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector. In 2024-25, the Council made payments totalling £ 8,794.65 under section 137. These payments are included within 'Other payments' in the Accounting Statement. PAYMENTS AS PER APPENDIX S137/1
2.	

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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Council approval and certification

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
	Chair signature:
Name:	Name:
Date:	Date:

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: _____

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

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

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

* Please include an explanation for any 'No' answers

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

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

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

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

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

* Please include an explanation for any 'No' answers

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2025	SumUp Payments Ltd	PABT652	284.40	Events Committee apr	3 Card readers for Gwledd
15/05/2025	Global E	PABT0653	13.95	MK/JB	Consort Gift
15/05/2025	Steve Wilson	PABT0654	94.50	Personnel Committee	Travel Expenses
15/05/2025	Steve Wilson Starling Card	PABT0655	245.20	Personnel Committee	Misc Expenses
15/05/2025	Rhuddlan Charity Account	PABT0657	60.00	Town Clerk Fce mngt	Interest 12 months at £5
15/05/2025	MYB Direct Limited	PABT656	37.22	Gwledd Committee	2 Electrical Leads for Gwledd
15/05/2025	Zoom Video Communications	PABT0658	15.59	INV300806264 ADMIN	Zoom Monthly Charge
15/05/2025	British Gas	DD	202.43	Bill 11013716 ADMIN	MUGA Elecricity
15/05/2025	British Gas	DD	42.50	Bill 11013718 ADMIN	Hwb Elecricity
15/05/2025	British Gas	DD	39.26	Bill 11013724	Hwb Gas
15/05/2025	One Voice Wales	PABT0659	42.00	Inv 9406 ADMIN	Training MD 1 module
15/05/2025	Angela Wilkins	PABT0660	96.00	Clerk ADMIN	Hwb cleaning 29/4-23/5
15/05/2025	Canda Copying Limited	PABT0661	28.23	Inv 100244368 ADMIN	Photocopier copy charges
15/05/2025	HMRC	PABT0662	1,048.37	120PP01122176	PAYE & NI
15/05/2025	Signscape and Signconex Limite	PABT0663	1,402.84	Inv 067 ADMIN	Replacment sign DCC to refund
15/05/2025	Canda Copying Limited	PABT0664	37.20	Inv 480125 ADMIN	Photocopier rental 1/5 to 31/7
15/05/2025	Mari A Williams Translations	PABT0665	159.80	Inv 1549 ADMIN	Translations for April 25
15/05/2025	Web Studio North Wales	DD	240.00	Inv 8968 ADMIN	Website and SM mngmt
15/05/2025	Sage & Co	PABT0666	94.80	Inv W7612 ADMIN	Payroll Jan to Mar 25
15/05/2025	Llangollen Int Eisteddfod	PABT0667	100.00	April Mins Itm 11ail	Grant from April Meeting
15/05/2025	NEST Pension	DD	255.78	ADMIN	Pension to 31/5
15/05/2025	Steve Wilson	SO	1,705.32	ADMIN	Salary
15/05/2025	Morgan Ditchburn	SO	601.33	ADMIN	Salary
15/05/2025	C Baglin	PABT0668	250.00	Events Committee	Gwledd Entertainment
15/05/2025	Goodsigns & Print	PABT0669	119.52	ADMIN	Signs market and Gwledd
15/05/2025	Tesco Mobile	DD	15.99	ADMIN	Assist Clerk Mobile
15/05/2025	RHUDDLAN TOWN COMMUNITY	PABT0670	150.00	Inv 236 ADMIN	CC Hire for Gwledd
15/05/2025	Morral Play Services	PABT0671	936.00	Inv 2174 ADMIN	Play area inspections x 4
15/05/2025	Audit Wales	PABT0672	320.00	INV ARINV/013210	2023/24 Audit fees
15/05/2025	Cllr Arwel Roberts	PABT0673	36.90	Apr Minutes item 3	Carlow twinning
15/05/2025	Vodafone	DD	19.69	Inv B2-682222079 AD	Clerks phone
15/05/2025	BT	DD	79.00	ADMIN	Hwb Wifi
15/05/2025	QS Supplies Ltd	PABT0674	124.66	ADMIN	2 toilet seats Hwb Public Toil
15/05/2025	W H Darby Ltd	PABT0675	377.14	ADMIN Inv 63396	2 x consort medals
15/05/2025	Cllr Jackie Burnham	PABT067	80.00	Events Mins 22/4 16	VE Competition Prize

Current Bank A/c

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2025	Kyle Rowley Tiny Tot Inflatabl	PABT0677	20.00	Events Committee	Deposit Inflatables 2/8 event
15/05/2025	Core Highways (Regions) Ltd	PABT0678	745.92	Inv RH404770	Road Closure Gwledd
15/05/2025	Steve Wilson	SO	-1,705.32	Correct Error	Salary
15/05/2025	Steve Wilson	SO	1,705.52	Correction	Salary
15/05/2025	HSBC UK	DD	8.00		Bank Charges
15/05/2025	NEST Pension	DD	-0.01		Correct 1p error
Total Payments			10,129.73		

