



Rhuddlan Town Council Annual General Meeting

Dear Councillor

7th May 2026

You are hereby summoned to attend a Hybrid* meeting of Rhuddlan Town Council on Thursday, 14th **May 2026 at 7pm**. Members of the public are welcome to attend but if joining by Zoom must inform the Town Clerk by 4pm on 14th May 2026 so that necessary arrangements can be made. *Can join by Zoom or attend in person at Hwb Rhuddlan, Clos David Own, Rhuddlan LL18 2UJ.

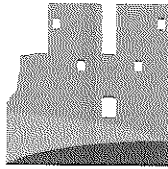
AGENDA

1. Appointment of Mayor for 2026/27
2. Signing of Declaration of Acceptance of Office (Mayor)
3. To Record: (A) Attendance (B) Apologies
4. Appointment of Deputy mayor
5. 2026/2027 Mayor's Welcome Speech
6. Formally approve Minutes of the Annual General Meeting held on the 8th of May 2025
7. 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
 - g. Asset Transfer Committee
8. 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
9. Cheque Signatories
10. Review and approve all council policies and financial regulations.
11. Review and adopt the Council's Annual Report 2025/2026.
12. Review of land and inventory of council assets.
13. Confirmation of arrangements for insurance cover.

14. Review of council's subscription to other bodies
15. Review of Councils expenditure under s137 of the local government Act 1972
16. Reconfirm payments to Mayor and Deputy Mayor

Steve Wilson

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



Cyngor Tref
Rhuddlan
Town Council

Cyfarfod Cyffredinol Blynyddol Cyngor Tref Rhuddlan

Annwyl Gynghorydd

7 Mai 2026

Rydych yn cael eich galw trwy hyn i fynychu cyfarfod Hybrid* Cyngor Tref Rhuddlan a gynhelir nos Iau, **14 Mai 2026 am 7pm**. Dylai aelodau'r cyhoedd sy'n dymuno ymuno drwy Zoom roi gwybod i Glerc y Dref erbyn 4pm ar 14 Mai fel bod modd gwneud y trefniadau angenrheidiol. Mae croeso i aelodau'r cyhoedd ddod i'r cyfarfod yn Hwb Rhuddlan hefyd. **Gellir ymuno drwy Zoom neu ddod i'r cyfarfod yn Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ.*

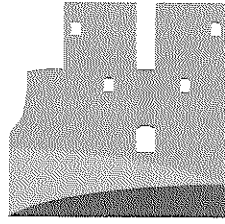
AGENDA

1. Penodi Maer ar gyfer 2026/27
2. Llofnodi Datganiad Derbyn Swydd (Maer)
3. Cofnodi: (A) Presenoldeb (B) Ymddiheuriadau
4. Penodi Dirprwy Faer
5. 2026/2027 Araith Groeso'r Maer
6. Cymeradwyo'n swyddogol Cofnodion y Cyfarfod Cyffredinol Blynyddol a gynhaliwyd ar 8 Mai 2025
7. Penodiadau i Bwyllgorau/Gweithgorau Mewnol a chadarnhau cylch gorchwyl y canlynol:
 - a. Pwyllgor Gwybodaeth/y Wefan
 - b. Pwyllgor Personél
 - c. Pwyllgor Bioamrywiaeth
 - d. Pwyllgor Digwyddiadau
 - e. Gweithgor y Llyfrgell
 - f. Gweithgor Cae'r Llyngesydd
 - g. Pwyllgor Trosglwyddo Asedau
8. Penodiadau i Gyrff Allanol:
 - a. Partneriaeth TCC Sir Ddinbych
 - b. Cymdeithas Gymunedol Rhuddlan
 - c. Llywodraethwr – Ysgol y Castell
 - d. Gwarchodfa Natur Leol Rhuddlan
 - e. Fforwm Twristiaeth Sir Ddinbych
9. Llofnodwyr Sieciau
10. Adolygu a chymeradwyo holl bolisiâu, asesiadau risg a rheoliadau ariannol y cyngor.
11. Adolygu a mabwysiadu Adroddiad Blynyddol y Cyngor 2025/2026.
12. Adolygu tir a rhestr o asedau'r cyngor.

13. Cadarnhau'r trefniadau yswiriant.
14. Adolygu tanysgrifiad y cyngor i gyrff eraill
15. Adolygu gwariant y Cyngor o dan adran 137 o'r Ddeddf Llywodraeth Leol 1972
16. Ailgadarnhau'r taliadau i'r Maer a'r Dirprwy Faer

Steve Wilson

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



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Annual General Meeting Thursday 8 May 2025

Hybrid Meeting

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor) – Mayor Newly Elected Mayor
Cllr Sophie Baker
Cllr Ann Davies (Online)
Cllr Ivor Beech – Newly elected Deputy Mayor
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Cllr Arwel Roberts
Cllr Bleddyn Williams (Online)
Steve Wilson - Town Clerk and Responsible Financial Officer
Morgan Ditchburn – Assistant Town Clerk

There was 8 members of the public present.

There was 1 member of the public online

1. Appointment of Mayor for 2025/26

Mayor Cllr Val Simmons congratulated Cllr Jackie Burnham for being voted in as new Mayor at the previous meeting.

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

Cllr Jackie Burnham signed the Mayor's Declaration of Acceptance of Office

3. Appointment of Deputy mayor

Cllr Mike Kermode congratulated Cllr Ivor Beech on being appointed Deputy Mayor at the last meeting.

4. 2025/2026 Mayor's Welcome Speech

Cllr Jackie Burnham gave her introductory welcome speech.

5. 2024/2025 Mayor's Farewell Speech

Cllr Val Simmons thanked members and her family for their support and delivered her farewell speech.

6. There followed a break for refreshments before commencement of the business section of the meeting,

The meeting recorded from this point

7. Formally approve Minutes of the Annual General Meeting held on the 9th of May 2024

The minutes had already been approved at the June 2025 meeting. Proposed by Cllr Val Simmons and seconded by Cllr Mike Kermode. **Resolved.**

8. Appointments to Internal Committee/Working Groups and confirmation of terms of reference for:

- a. **Information/Website Committee** Cllrs Jackie Burnham, Mike Kermode, Val Simmons, and Bleddyn Williams.
- b. **Personnel Committee** Cllr Val Simmons as immediate past Mayor, Cllr Mike Kermode as the Council's Personnel Adviser, Cllr Jackie Burnham as Mayor and Cllr Ivor Beech as the Deputy Mayor.
- c. **Bio-diversity Committee** Cllrs Jackie Burnham, Arwel Roberts, Ivor Beech and Val Simmons.
- d. **Events Committee** Cllrs Mike Kermode, Mike Elgin, Arwel Roberts, and Val Simmons and Bleddyn Williams
- e. **Library and Heritage Working Group** Cllrs Mike Kermode, Val Simmons, Mike Elgin and Sophie Baker
- f. **Admirals Field and Hwb Working Group** Cllrs Mike Elgin, Mike Kermode, Val Simmons and Jackie Burnham.

9. Appointments to External Bodies:

- a. **Denbighshire CCTV Partnership** Cllrs Arwel Roberts, and Val Simmons
- b. **Rhuddlan Community Association** The Association's constitution states that the current Mayor be the Town Council representative. Cllr Jackie Burnham.
- c. **Governor - Ysgol y Castell** Cllr Jackie Burnham.
- d. **Rhuddlan Local Nature Reserve** Cllrs Ivor Beech, and Jackie Burnham
- e. **Denbighshire Tourism Forum** Cllrs Val Simmons, and Sophie Baker.

Items No 8 and 9 were proposed accepted Cllr Mike Kermode and seconded by Cllr Val Simmons. **Resolved.**

10. Cheque Signatories

Cllrs Ann Davies, Reg Davies, Mike Elgin, Mike Kermode, Arwel Roberts, and Steve Wilson as Clerk. Proposed Cllr Mike Kermode and seconded by Cllr Val Simmons. **Resolved.**

11. Review and approve all council policies and financial regulations.

The acceptance and approval of all the councils' policies, procedures and regulations was proposed by Cllr Arwel Roberts and seconded by Cllr Val Simmons. **Resolved.**

12. Review and adopt the Council's Annual Report 2024/2025.

Not complete so will be reviewed on 15 May 2025. Assistant Clerk will send to councillors before 15 May

13. Review of land and inventory of council assets.

Review assets. Current assets valued at £420,000. Increased due to Hwb education equipment that has been installed acquired with SPF funding, to the value of £11k.

Proposed that the review is accepted by Cllr Mike Kermode, and seconded by Cllr Reg Davies. **Resolved.**

14. Confirmation of arrangements for insurance cover.

Insurance renewed in March. Councillors had summary of what covered. Next year will go out to Tender. Cllr Ivor Beech advised the insurance company should contact the council to do a free review check to ensure coverage is adequate. The Clerk will action.

Confirmation proposed Cllr Val Simmons and seconded by Cllr Mike Kermode **Resolved.**

15. Review of council's subscription to other bodies

The council are members of SLCC, One Voice Wales, Go North Wales Tourism & Denbighshire DVSC

Proposed Cllr Mike Kermode and seconded by Cllr Arwel Roberts. **Resolved.**

17. Review of Councils expenditure under s137 of the local government Act 1972

Clerk ran through the council's s137 expenditure. This year's spend c.£9,000.

Proposed Cllr Mike Kermode. Seconded Cllr Val Simmons. **Resolved.**

Signed Date.....

Committees and Working Groups - Update 23/09/2025

Information Group	Personnel Committee	Road Safety	CCTV	Ysgol Y Castell	Event Committee
Mike Kermode	Val Simmons	All council members	Arwel Roberts	Jackie Burnham	Mike Elgin
Jackie Burnham	Mike Kermode		Val Simmons		Mike Kermode
Val Simmons	Jackie Burnham	Coed Y Brain/Admirals Field		Nature Reserve	Val Simmons
Bleddyn Williams		Mike Elgin		Ivor Beech	Arwel Roberts
	Tourism	Mike Kermode	Community Ass	Jackie Burnham	Bleddyn Williams
Heritage Centre	Val Simmons	Val Simmons	Val Simmons		
Arwel Roberts	Sophie Baker	Jackie Burnham			
Sophie Baker		Ivor Beech	One Voice Wales		
Gloria Lambert			Ivor Beech		
		Bio-diversity		Asset Transfer	
		Jackie Burnham		Sophie Baker	
		Arwel Roberts		Mike Elgin	
		Val Simmons		Ivor Beech	
		Ivor Beech		Bleddyn Williams	



Website & Information Committee – Terms of Reference

Purpose of the Committee

To ensure that the Town Council's website is modern, user friendly and that it provides a source of transparent information for members and the public.

Membership

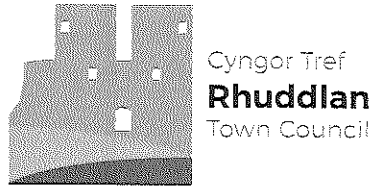
The membership comprises 5 Councillors which are selected at the Council's AGM.

Quorum and Voting

- a. The quorum of the Committee will be 3 Councillors.
- b. The Chairman of the Committee will have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- a. To provide a platform for information sharing amongst those interested in the Town Council's work.
- b. Promote news and events via the post facility.
- c. To make available the Council's statutory reports/policies e.g. Financial Regulations.
- d. Reviewing the website and suggest improvements for future content.
- e. To review the use of IT as a means of communication for members of the Town Council.
- f. Allocate and manage the council's website, information and publicity budgets in accordance with the above remit.



Events Committee – Terms of Reference

Purpose of the Committee

To co-ordinate council managed events in Rhuddlan and manage any grant applications from local groups and individuals for events proposed for Rhuddlan.

Membership

The membership comprises 5 members which are selected at the Council's AGM.

Quorum and Voting

- a. The quorum of the Panel shall be 3 Councillors.
- b. The Chairman of the Committee shall have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- 1.To determine and recommend to full Council, the Town Council's Events Strategy for coming year.
- 2.To develop and put on events which play a part in supporting the local economy and which cater for a range of tastes and differing age ranges and to appeal to both residents and visitors, and recommend to full Town Council
- 3.To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view
- 4.To recommend a budget for each event and to allocate the funding made available each year by the Council. Should events' costs look likely to exceed the available funds during the year, then the Council will be asked to review the budget allocation.
- 5.To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.
- 6.To ensure all events are run with due consideration to Health & Safety issues and that Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether events proceed.
7. To determine and agree all event grant applications made to the council.

Library and Museum Working Group

Terms of reference

- To identify and pursue sources of external funding that can support the day-to-day running and future development costs of the Library.
- To agree and be a party to external funding packages, so long as there is nil cost to the Council.
- To identify and pursue sources of external funding that can support the construction, development and running costs of a museum at the Library site.
- To develop outline plans for the construction of a museum at the library site. The initial costs being covered by funding available from the Town Plan budget.
- To make recommendations to the Council on actions relating to the above, as and when there are additional potential costs to the council.

Membership

- Four members of the Town Council, with a meeting quorum of 3 (it is suggested that County Council members should not be working group members at this stage because of their twin-hatted role with DCC).
- Only Town Councillor members will have formal voting powers – as per the Events Committee.
- Partnership members will include:
 - The Library Manager
 - A representative from Rhuddlan History Society.
 - There will also be a need to involve other DCC officers from services such as Heritage, Tourism and Architects; as and when needed.
 - Other organisations may be invited as needed from time to time.



Biodiversity Committee – Terms of Reference

Purpose of the Committee

To ensure that the Town Council are compliant with the Environment (Wales) Act 2016 Section 6 Biodiversity and Resilience of Ecosystems duty by maintaining and enhancing biodiversity in the exercise of their functions.

Membership

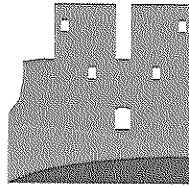
The membership comprises 5 members which are selected at the Council's AGM.

Quorum and Voting

- a. The quorum of the Panel shall be 3 Councillors.
- b. The Chairman of the Committee shall have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- a. To develop, maintain, update and publish the council's biodiversity plan and policy.
- b. To ensure the council considers biodiversity in all its actions and decision making.
- c. To ensure all councillors and staff are made aware of the basic aspects of biodiversity and carbon and nature literacy.
- d. To publish an annual biodiversity report for the council.



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Personnel Committee – Terms of Reference

Purpose of the Committee

To consider and review staffing issues including, recruitment, progressions, salaries, pensions, employment contracts, grievances and disciplinary matters. The Committee will make recommendations on these matters to the Town Council.

Membership

The membership comprises 4 members which are selected at the Council's AGM.

Membership comprises of:

Town Mayor and Chairman of the Council

Deputy Town Mayor

Immediate Past Mayor

Advisor and Clerk to the Committee

Quorum and Voting

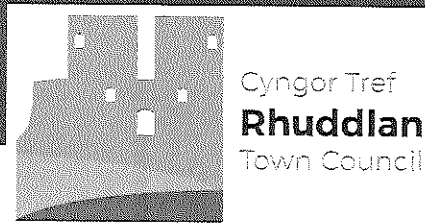
- a. The quorum of the Panel shall be 3 Councillors.
- b. The Chairman of the Committee shall have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- a. To provide an initial route for discussion of staff matters.
- b. To provide information, advice and guidance to the Council on staffing issues.
- c. To facilitate the initial recruitment of personnel in conjunction with the Town Clerk.
- d. To review and advise on the terms and conditions of employment as required.
- e. To review and to advise on staff development and training needs.
- f. To authorise increments within the agreed budget.
- g. To initially consider any grievance or disciplinary issues relating to staff and to report on these to the Council.

Agenda item 10

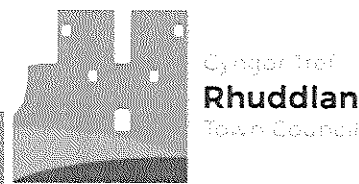
Please visit website www.rhuddlantowncouncil.gov and go to agendas to review the financial regulations and policies that will be reviewed at the AGM



RHUDDLAN TOWN COUNCIL ANNUAL REPORT 2025 – 2026

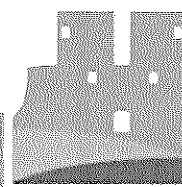


MAY 2026



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Town Council

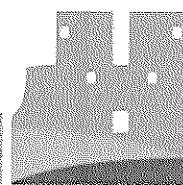
INTRODUCTION

Under the Local Government and Elections (Wales) Act 2021, Town and Community Councils have a legal duty to prepare and publish an Annual Report.

This report serves as an additional means for the council to interact with its community, complementing existing channels such as newsletters, the council website, consultations, and social media.

The annual report is aimed at enhancing the council's accountability and transparency. It serves as a proactive method to share information regarding the council's priorities, activities, and achievements. While there's no prescribed format, the level of detail is expected to align with the council's size and activities.

The report primarily focuses on highlighting the council's work, activities, and achievements of the reviewed year, alongside outlining plans for future years. Through this report, we aim to inform residents and stakeholders about the efforts of Rhuddlan Town Council during the 2025/26 financial year, including how public funds were spent and the services provided to the local community.



Cyngor Ior
Rhuddlan
Town Council

FOREWORD BY MAYOR (2025-2026) CLLR JACKIE BURNHAM

It is a privilege to present this Annual Report for 2025–26, and an honour to serve as Mayor of Rhuddlan. I am deeply grateful to the residents of our town for their support, their involvement, and their continued commitment to our community. Rhuddlan is a place defined by its people, and I am proud to represent a town with such strong community spirit, resilience, and pride.

The past year has been one of steady progress for Rhuddlan, built on the strong foundations laid by previous councils and by the dedication of our community. As we move further into the period covered by the Town Plan 2024–27, the Council remains focused on delivering the priorities that residents have consistently told us matter most: protecting our local services, enhancing our shared spaces, and ensuring Rhuddlan continues to be a vibrant, welcoming, and resilient place to live.

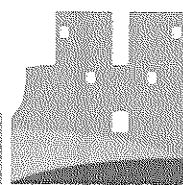
The Town Plan continues to guide our work, combining long-standing ambitions such as supporting the development of a Rhuddlan Heritage Center whilst maintaining a clean and attractive town—with newer priorities including biodiversity, climate resilience, and celebrating the diversity of our local culture. These aims reflect both our heritage and our future, and they will continue to shape the Council's decisions in the year ahead.

Protecting Local Services

One of the most significant challenges continues to be the impact of service reductions at county level. Denbighshire County Council's financial pressures have already affected libraries, public conveniences, and other frontline services. Rhuddlan Town Council has taken a proactive approach to these challenges, stepping in where necessary to protect essential local provision.

This includes providing significant funding for the library, which remains a key community asset. This funding reflects the value our residents place on the library as a hub for learning, connection, and local history. Our partnership work with Denbighshire County Council and Rhuddlan Local History Society continues to progress.

The Council has also agreed to fund the public toilets in Princes Road and to progress an asset transfer from Denbighshire County Council. This will ensure these toilets are kept open. The council continues to provide public toilets at Hwb Rhuddlan on Admiral's Field.



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Community Spaces and the Natural Environment

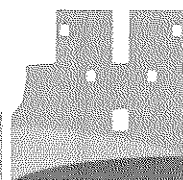
Admiral's Playing Field remains one of Rhuddlan's most important public spaces. Solar lights have been installed on the path around the field which are part of a grant funded initiative to introduce a Trim Trail around the field aimed at encouraging residents to keep fit. The Council will continue to enhance the field through biodiversity improvements and habitat development, ensuring it remains a space for recreation, wellbeing, and nature for generations to come.

Looking Ahead

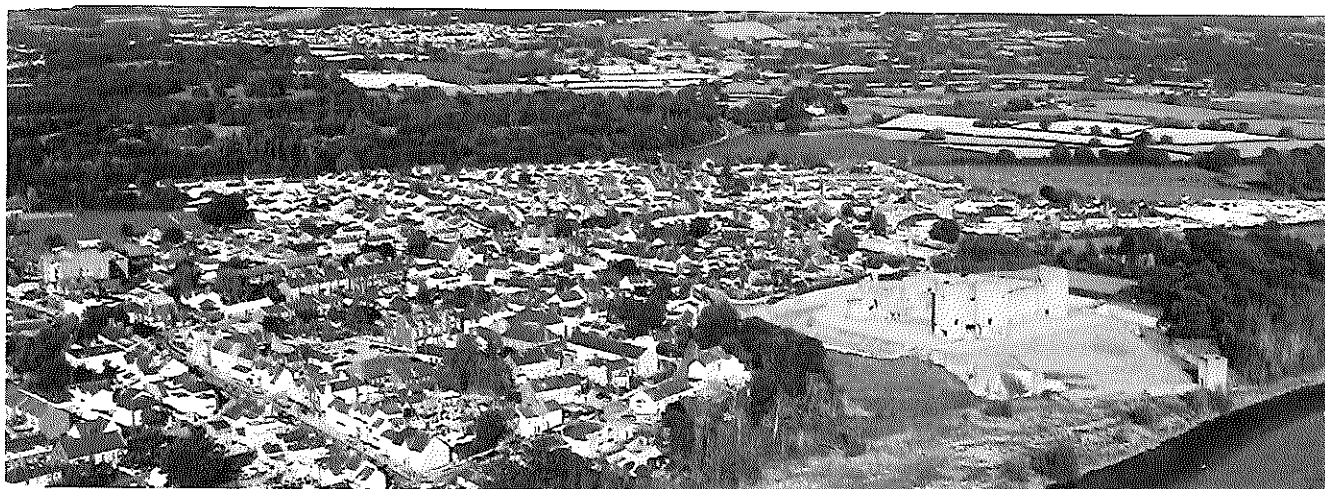
The possibility of further service transfers from Denbighshire County Council remains on the horizon. While Town and Community Councils were never intended to replace county-level services, we recognise our responsibility to act when local needs are at risk. Rhuddlan residents can be assured that their Town Council will continue to respond pragmatically and positively, balancing financial responsibility with the need to protect the wellbeing of our community.

As Mayor, I want to express my sincere thanks to everyone who contributes to the life of our town—our volunteers, community groups, local organisations, Councillors, staff and residents. Your dedication and involvement are what make Rhuddlan such a special place. I am proud to serve as Mayor for 2025–26, and I look forward to continuing our work together to build a strong and thriving future for our town.

Mayor Cllr Jackie Barnham



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Rhuddlan
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INTRODUCTION TO RHUDDLAN TOWN

A Blend of History and Modern Living

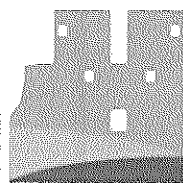
Rhuddlan town is located just three miles inland from Rhyl, positioned at the original crossing point of the River Clwyd. The town was awarded a charter, known as the Statute of Rhuddlan, by Edward I in 1284. With its Castle and Church overlooking the river, Rhuddlan is surrounded by numerous historic sites, making it a wonderful destination to explore. The vibrant High Street boasts a diverse array of shops, pubs, restaurants, takeaways, and ample visitor accommodations, including local caravan parks.

A Community-Focused Lifestyle

Rhuddlan is an excellent place to reside, offering easy access to major towns in the surrounding area, convenient connections to the A55 expressway, and multiple bus routes. The community is lively and enjoys a variety of facilities, such as:

- A Community Centre
- Play Areas on both sides of the main road
- A Health Centre
- A library
- A primary school
- Several places of worship, available in both Welsh and English

The town serves as an ideal base for exploring the Vale of Clwyd and beyond.



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A Historic Yet Vibrant Town

Rhuddlan's name is derived from the Welsh words Rhudd and Glan, which translate to Red Bank. The town is full of history and is believed to have had inhabitants over 3,000 years ago.

While Rhuddlan is steeped in history, it has also evolved into a bustling town that retains its charming village character and welcoming atmosphere. Additionally, it features modern amenities, including:

- An 18-hole Golf Course
- A Bowling Club
- A Community Centre
- A Library, which includes a room dedicated to one of Rhuddlan's own – Philip Jones Griffiths, who was born here and later became a celebrated photographer and journalist.

DID YOU KNOW?

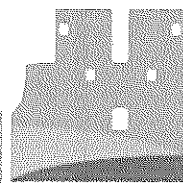
Rhuddlan Town Council was formed in 1974 and has 3,015 electors and a total population of 3,796 (2021 Population Census).

The Town Council consists of 11 elected Councillors, 2 of these are also Denbighshire County Councillors.

It is chaired by an elected Mayor who was Cllr Jackie Burnham for the period covered in this report.

The Council has 4 Sub-Committees covering Personnel, Biodiversity, Events and Information and Website.

There are Working Groups looking at Road Safety, Heritage, Admiral's Field and the Library. Externally, the Council is a member of One Voice Wales, North Wales Tourism and the Society of Local Council Clerks.



Cynghorwr
Rhuddlan
Town Council

THE TOWN COUNCIL

WHAT TOWN COUNCILS DO:

Town councils provide the first and most local tier of local government. Their members are the closest to the community they represent. They act as a bridge between the community and higher levels of government, advocating for the specific, place-based needs and priorities of the town or community they represent.

Denbighshire County Council delivers most local services and has a much broader range of responsibilities, including education, social services, highways, planning and development, waste management, economic development, and major infrastructure projects. It deals with matters that affect the entire county and is responsible for coordinating and providing major public services.

As a principal authority, Denbighshire County Council has a budget of £291 million in 2025/26. By contrast, Rhuddlan Town Council, as a town council, is much smaller, with more limited powers, responsibilities, and financial resources. By contrast, Rhuddlan Town Council's 2025/26 precept was £200k.

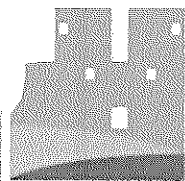
Nevertheless, town and community councils provide an important voice for the local community and can deliver a wide range of projects, events and initiatives that contribute to local wellbeing, as well as providing funding and support to organisations and community groups.

WHAT DO COUNCILLORS DO:

Councillors ensure that residents have a voice in how the town is run and that residents' needs and concerns are heard. Councillors make decisions on setting and spending the council's budget and input into the planning process and on other matters that affect the community.

Councillors also work hard to improve the town's well-being and promote community involvement. They put together community events, lend support to local organisations, and talk to other local authorities and government bodies on behalf of Rhuddlan residents.

Town councillors are unsalaried, only receiving a small annual allowance of £156 to cover the costs of their duties, plus a £52 stationery allowance. The Mayor and Deputy Mayor receive



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Rhuddlan
Town Council

an additional allowance of £2,000 and £500 respectively to help pay costs associated with their roles. Many of our town councillors have full-time jobs and work or volunteer in the community in addition to their role as councillors. They are public servants who are dedicated to making Rhuddlan a great place to live, work in and visit.

Town councillors are expected to attend training in relation to the role, and a training plan is in place to facilitate this.

THE COUNCILLORS FOR 2025-2026 WERE:

Cllr / Mayor Jackie Burnham

Cllr / Deputy Mayor Ivor Beech

Cllr. Sophie Baker

Cllr. Ann Davies BEM (Also County Councillor)

Cllr. Arwel Roberts (Also County Councillor)

Cllr. Reg Davies

Cllr. Mike Elgin

Cllr. Mike Kermode

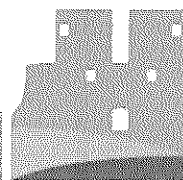
Cllr. Gloria Lambert

Cllr. Val Simmons

Cllr. Bleddyn Williams

TOWN COUNCIL MEETINGS

Rhuddlan Town Council holds a Full Council Meeting on the 2nd Thursday of each month (except August) which is chaired by the Town Mayor. The Annual General Meeting is held in May and Extraordinary Meetings are held when required in accordance with the Council's standing orders. Councillors receive summons to attend council meetings.



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Under the Local Government and Elections (Wales) Act 2021, council meetings must be held on a hybrid basis, with councillors and members the public able to attend via video link or in person at Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ.

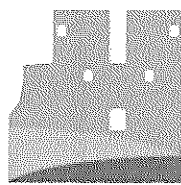
Councillor Attendance at Full Council Meetings 2025/2026

	AGM May 2025	May-25	Jun-25	Jul-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-25	% attendance
Sophie Baker	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	92%
Ivor Beech	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	A	83%
Jackie Burnham	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Ann Davies	Y	A	Y	Y	Y	Y	Y	A	Y	Y	A	Y	75%
Reg Davies	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y	92%
Mike Elgin	Y	Y	Y	Y	Y	Y	A	Y	A	Y	A	Y	75%
Mike Kermode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Gloria Lambert	NA	NA	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	90%
Bleddyn Rees Williams	Y	Y	Y	A	A	A	Y	Y	A	Y	A	Y	58%
Arwel Roberts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Val Simmons	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	92%

COUNCILLOR TRAINING

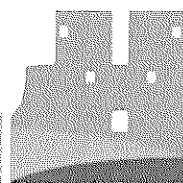
The council has a training policy and plan which encourages both councillors and staff to participate in improving their knowledge in relation to being a councillor in Rhuddlan. All councillors have completed code of conduct training. The training completed by councillors is shown on the table overleaf.

Name of Training Course	Sophie Baker	Ivor Beech	Jackie Burnham	Ann Davies	Reg Davies	Mike Elgin	Mike Kermode	Bleddyn Williams	Arwel Roberts	Val Simmons	Gloria Lambert
New Council Induction											Y
The Council	Y										Y
The Councillor	Y		Y								Y
Understanding the Law	Y		Y								
The Council Meeting											Y
Local Government Finance			Y								
Code of Conduct	Y										Y
Chairing Skills			Y				Y			Y	
Information Management			Y								
Use of IT, Websites and Social Media			Y								
Managing your Staff							Y				
Local Government Finance Advanced			Y								
Code of Conduct Training	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Code of Conduct Refresher Feb 2025	Y	23-Oct	Y		Y	Y	Y		Y	Y	
Community Asset Transfer	Y						Y				
Model Finance toolkit										Y	
Biodiversity Part 1			Y								
Biodiversity Part 2			Y								
Nature Project Management			Y								



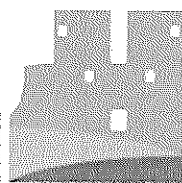
The Committee and Working Group members were:

Name of Councillor	Admiral's Field & Hwb Rhuddlan	Biodiversity	CCTV	Events	Information & Website	Nature Reserve	Personnel	Road Safety	School Governing Body	Tourism	Heritage
Ivor Beech	x	x				x	x	x			
Jackie Burnham	x	x			x	x	x	x	x		
Ann Davies BEM								x			
Reg Davies								x			x
Mike Elgin	x			x				x			
Mike Kermode	x			x	x		x	x			
Bleddyn Rees Williams				x	x			x			
Arwel Roberts		x	x	x				x	x		x
Val Simmons	x	x	x	x	x		x	x		x	
Sophie Baker								x		x	x
Gloria Lambert								x			x



COUNCILLOR CONTACT DETAILS

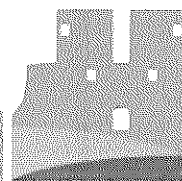
NAME OF COUNCILLOR	
Cllr / Mayor Jackie Burnham	Tel: 07807 840107
Cllr / Deputy Mayor Ivor Beech	Tel: 07828 311156
Cllr. Ann Davies BEM (Also, County Councillor)	Tel: 01745 591247
Cllr. Arwel Roberts (Also, County Councillor)	Tel: 01745 590869
Cllr. Val Simmons	Tel: 07795 418852
Cllr. Reg Davies	Tel: 01745 590283
Cllr. Mike Elgin	Tel: 07932 954906
Cllr. Mike Kermode	Tel: 07801 768878
Cllr. Sophie Baker	Tel: 07375 420568
Cllr. Bleddyn Williams	Tel: 07551 775094
Cllr. Gloria Lambert	Tel: 07845 148848



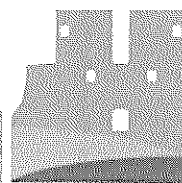
VISION AND TOWN PLAN 2025 - 2026

Project Name	Progress made April 2025 to March 2026	Next Steps March 2026 Onwards
1 Rhuddlan Museum Extend Rhuddlan Library to include a small museum managed by existing library staff and overseen by the Rhuddlan History Society.	The idea of extending the library was investigated but the costs were too expensive and the main lottery funding opportunities would not give grants to this type of project. This idea was discontinued.	New Heritage Committee formed who will explore different options of the Heritage Centre Concept. This includes pop-up exhibitions. The council will also support the Rhuddlan History Society with their history days.
2 New Cemetery To facilitate the construction of a New Cemetery To work with DCC to resolve drainage issues at existing Rhuddlan cemetery	DCC lobbied but they will not consider any new cemeteries in Denbighshire No viable option identified by DCC.	DC has confirmed it is not taking any further action re the flooding problem and that burials have ceased at DCC's Rhuddlan cemetery (but still place for cremation ashes) and there is little prospect of DCC providing a new cemetery in the Rhuddlan/Rhyl area. No further action.
3 Clean and Tidy Town Encourage and support groups and organisations to maintain the town's visual amenity. Encourage and support a regular pattern of litter picking.	Regular litter picks conducted. The garden area at Knights and the Library have been tidied up which was funded by the council.	To continue regular public litter picks. Continue to maintain library garden and area where the Knights are located.

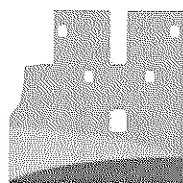
Project Name	Progress made April 2025 to March 2026	Next Steps March 2026 Onwards
Promote the benefits of a clean and tidy town with local residents and especially young people.	The council continues to fund free dog waste bags	Continue to fund free dog waste bags.
4 Car Parking Identify opportunities for additional parking and greater utilisation of existing car parking. Continue to provide free 1hr of parking.	The council provided 1hr of free parking at Parliament Street Car Park. DCC asked to make improvements required at the Vicarage Lane car park to facilitate additional parking.	Continue to provide 1hr of free parking for 2026-2027 council year. Encourage DCC to improve the Vicarage Lane Car Park to provide additional parking provision.
5 Admiral's Field and Hwb Rhuddlan Support future projects to ensure greater use of Admiral's Field. Ensure that Admiral's Field is accessible to all residents	Solar lighting was introduced on perimeter path. Pedestrian signage has been installed on Rhyl Road for all Admiral's Field activities and buildings	Continue to support future projects to ensure greater use of Admiral's Field for recreational purposes.
6. Safer roads and pavements Implement improvements to roads and pavements to reduce the risk of injury to residents and visitors. Continuation of Council Road Safety Committee.	Council participated in the Active travel plan for Rhuddlan. Road Safety Committee has met once in 2026	Continued involvement as key Stakeholder to the DCC led Active Travel improvements, Road Safety Committee to meet on a regular basis.



Project Name	Progress made April 2025 to March 2026	Next Steps March 2026 Onwards
More designated cycle paths	Worked with the Police to help reduce unsafe incidents in Highlands Road. No progress	Active travel plan will include some improvements for children cycling to school.
7 Dementia Friendly Rhuddlan Encourage and support the provision of information and activities that will have a positive impact on the lives of people living with dementia and their families/carers.	The Council has continued support to the Rhuddlan Dementia Group.	Continuing the Council support to the Rhuddlan Dementia Group.
8 Obtain World Heritage status for Rhuddlan	No progress as it is very unlikely that Rhuddlan will be able to achieve this status.	No further action planned.
9 Welcome to Rhuddlan Promote and provide facilities that will maintain and increase tourism income. Promote the town's visitor attractions.	The Council Tourism website and social media have been updated on a weekly basis. The council funded and ran the Gwledd Food and Drink Festival in 2025.	Continued to fun and improve the council tourism website. Fund and deliver both the Gwledd Food and Drink Festival and the Volunteer Fair & Picnic in the Park in 2026.

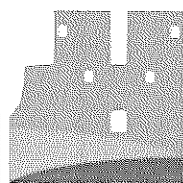


Project Name	Progress made April 2025 to March 2026	Next Steps March 2026 Onwards
Ensure that visitor information in the town provides clear information about the locations and descriptions of the main attractions.	Council held and funded a large Volunteer Fair and Picnic in the park in 2025 New signage has been installed on the High Street and Rhyl Road pointing to local sites and amenities.	No further improvements required or planned.
10 Coach Friendly Rhuddlan Identify and provide drop-off and pick-up points for use by coach visitors particularly those with mobility problems - providing easy access to High Street's shops and businesses. Identify and support the provision of a parking area suitable for coaches for visitors to the town.	The Nature Reserve parking opportunity is not come to fruition due to DCC safety concerns, No other progress made	Nothing planned unless a site is identified.
11 Diversity of our Culture To encourage residents and visitors to use Welsh language and appreciate the culture and history of Wales through bi-lingual	Welsh language classes are held in Hwb Rhuddlan. Minutes/agendas/policies/communications/news and posters all bi-lingual.	Promote Popeth Cymru Welsh language lessons at the Hwb. Support the Menter Gymraeg Rhuddlan a'r Cylych in encourage speaking the Welsh language.



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Project Name	Progress made April 2025 to March 2026	Next Steps March 2026 Onwards
communications and promotion of Welsh cultural events.	Welsh entertainment at Gwledd Festival in 2025	Ensure translation to Welsh of all important documents and communications.
12 New Residents in the Community To better integrate new residents into the culture, activities, volunteering, clubs and groups in Rhuddlan	No progress made.	Brainstorm ideas to achieve this objective and develop a plan.
13 Biodiversity Improvements To encourage and facilitate land owned by RTC, Cadw and DCC (cemetery and library) to be developed to assist nature and increase biodiversity. Support the Rhuddlan Nature Reserve to maintain the reserve and deliver future improvement projects. Improve the environmental amenity of Admirals Field by wildflower areas.	Grant obtained for biodiversity enhancements to Admiral's Field, but the work was postponed into the next council working year. Nature reserve Tri-party agreement put in place with the Nature Reserve MAG, DCC and RTC to facilitate the application for grants to develop the Nature Reserve	Deliver improvements from Keep Wales Tidy grant to introduce wildflower grass area, raised pollinator beds, planting of fruit trees and small pond area. Deliver the scrape wetland wildlife garden in the wet area of the field. Participate in the Rhuddlan Nature Reserve MAG and provide support to match fund grant applications. Enact plans for planting native pollinators at Admiral's Field.



RHUDDLAN TOWN COUNCIL – THE TOWN MAYOR

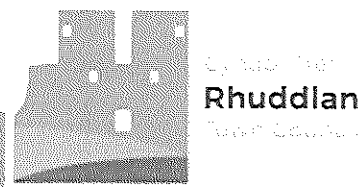
It is a legal requirement under the Local Government Act 1972 for a Town Council to appoint a Town Mayor/Chairperson at its Annual General Meeting. The Town Mayor is the ceremonial head of the Town Council and acts as the official representative of Rhuddlan at civic events, ceremonies, and functions within and outside the town. The office engenders civic dignity and aspires to create a sense of unity and cohesiveness within the community. The mayor will typically attend public, cultural and community events throughout the year, will welcome dignitaries, support community initiatives, and promote the town.

The Town Mayor also serves as Chairperson of the Council and must preside over council meetings, ensuring debates are conducted in an orderly manner and in line with the council's Standing Orders. The mayor has a casting vote in the event of an equality of votes. The mayor must also collaborate closely with the Clerk and RFO to ensure good governance and management of the council.

The Town Mayor must be a serving councillor and is elected by councillors each year at the council's Annual General Meeting. The council also chose to elect a Deputy Mayor, but this is not a statutory requirement.

At its Annual General Meeting held on 8th May 2025, the council appointed Cllr Jackie Burnham as Mayor of Rhuddlan and Cllr Ivor Beech as Deputy Mayor for 2025/26.

In this period Mayor Cllr Jackie Burnham has attended 24 events in Rhuddlan, 14 events outside Rhuddlan and 18 external meetings.

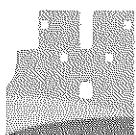




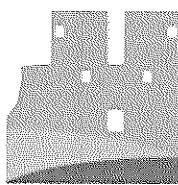
Rhuddlan Town Council's Mayor Jackie Burnham has lived in Rhuddlan for over 50 years. Jackie is married with grown up twins and is the owner of Rejuva Beauty Clinic on Rhuddlan High Street, she has previously won numerous food awards for Java Square Café and Bistro, attracting many visitors to the town. Jackie has worked as a volunteer in Rhuddlan for many years; before becoming a Town Councillor, she re-established 3rd Rhuddlan Guides, helping girls build confidence, learn new skills and discover who they want to be. Jackie has continued to support young people with work opportunities to build on their learning and experience after school and college.

Jackie has been a member of Rhuddlan Town Council for over 12 years and represents the Council on the Board of Governors at Ysgol Y Castell where she was appointed Chair of Governors last year.

During her year as Mayor Jackie Burnham has raised £3,500 which will be split between Ysgol Y Castell, for St. Kentigern Hospice and Action for Children.



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Chair of
Rhuddlan
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The Mayor at the 2025 Gwledd



The Mayor with Cllr Arwel Roberts,
Chair of Denbighshire County Council at
Armed Forces Day



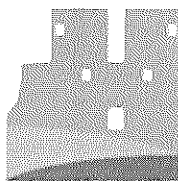
The Mayor with her
Consort Carl Burnham
after accepting the chain
of office



The Mayor congratulating Lottie Dawson
on winning the Unsung Heroes
Award from the Chief Scout



The Mayor lighting the
Beacon on the 80th
Anniversary of VE Day



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RHUDDLAN TOWN COUNCIL STAFF

In 2025/26, Rhuddlan Town Council employed two officers (both part time) to implement the decisions of councillors, deliver projects for the benefit of the community, and ensure that the council meets its legal and auditory obligations.

Officers are employees of the council. They are not elected and are not councillors.

Therefore, they must be remunerated by the council at a scale commensurate with their roles and responsibilities. The council, as an employer, has a duty of care towards its staff and a legal responsibility to adhere to contractual and statutory employment law.

The Town Clerk is Steve Wilson. He works 28 hours per week and performs the combined statutory roles of Proper Officer (Clerk to the Council) and Responsible Financial Officer. The Clerk is responsible for all operational matters relating to the council but is ultimately accountable to the Full Council and works closely with the mayor, who is also responsible for carrying out the Clerk's annual appraisal with the Personnel Committee which is reported back to Full Council.

The Assistant Town Clerk, Heidi Barton-Price, was appointed in January 2026 and works 35 hours per month to assist the Clerk in delivering the decisions of the council.

ACCESS & COMMUNICATION

It is important that residents know how to access the council and its services. There are several ways in which residents can access information and notices relating to the council:

By directly contacting Officers and Town Councillors.

Both Officers work from home but can be contacted by:

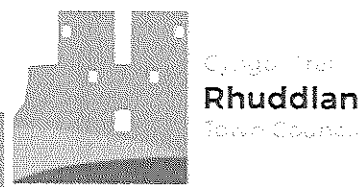
Writing to Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL18 2UJ.

Email

clerk@rhuddlantowncouncil.gov.uk

assist@rhuddlantowncouncil.gov.uk

Phone 07775 673706 or 07817 564801



By contacting the councillors directly using the phone numbers displayed on the noticeboard, website and in this report.

Councillors also attend the monthly community markets and welcome conversation with residents.

Members of the public have a right to attend all council meetings.

Meetings are now held on a hybrid basis, meaning that members of the public can also watch council meetings remotely if they request a link from the Town Clerk ahead of the meeting.

Council Notice Boards.

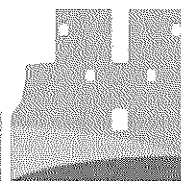
There are two council noticeboards located on the High Street near the junction to Vicarage Lane and at Hwb Rhuddlan.

Website and Social Media

Residents can find relevant documentation on the Rhuddlan Town Council website

www.rhuddlantowncouncil.gov.uk

The Town Council has a [Facebook Page](#)



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FINANCIAL INFORMATION

Summary of Budget/Precept and Receipts and Payments

The council total precept for this period was £199,684. For a band D property this equated to an annual charge of £116.70 or just £9.73 per month. This is the main source of income for the council, together with any grants the Town Clerk can find to help improve the town and income from Hwb rental and the community market.

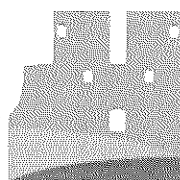
Our Responsibilities

- Bus shelters
- Vicarage Lane car park
- Rhuddlan War Memorial
- Play Areas – Admirals Fields / Multi Use Games Area (MUGA) and Vicarage Lane Play Area.
- Litter bins
- Distribute grants
- Consultation on planning applications
- Providing Christmas lights
- Notice Boards: Community Board and Town Council Board
- Knights Wooden Sculpture
- Seating Benches

The full summary of income and expenditure is shown in the following, together with last years for comparison.



	Year ending	
	31 March 2025 (£)	31 March 2026 (£)
Statement of income and expenditure/receipts and payments		
1. Balances brought forward	101,842	156,024
2. (+) Income from local taxation/levy	199,211	199,674
3. (+) Total other receipts	51,516	25,422
4. (-) Staff costs	43,144	43,492
5. (-) Loan interest/capital repayments	11,529	11,529
6. (-) Total other payments	141,971	142,769
7. (=) Balances carried forward	156,024	183,331
Statement of balances		
8. (+) Debtors		
9. (+) Total cash and investments	156,024	183,331
10. (-) Creditors		
11. (=) Balances carried forward		
12. Total fixed assets and long-term assets	472,214	472,214
13. Total borrowing	126,904	118,001

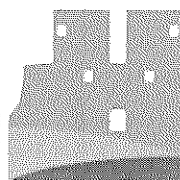


The council's accounts are available to view during July (see noticeboard and [website](#)) and all payments made are listed on the full published agenda and payments listings that can be found on the council's website.

GRANTS

The Town Council gives grants and support to local groups and organisations as well as external organisations and charities. The available fund for grants is budgeted annually, and all groups can apply by contacting the Town Clerk in the first instance. All grant applications are discussed by the Full Council who then decide by vote who to give grants to. A total of £8,625 was given out.

Treasure Chest Breast Cancer Support	£	300
SSAFA Wales	£	100
Rhuddlan Bowls Club	£	775
North Wales Pulmonary Fibrosis Group	£	300
Llangollen International Eisteddfod	£	100
St Kentigern	£	80
Rhuddlan Community Association	£	200
Rhuddlan Community Group	£	1,900
1st Rhuddlan Scout Group	£	1,240
Friends of Rhuddlan Library	£	1,500
Cwmni Urdd Gobaith Cymru	£	100
Theatr Bara Caws Cyf	£	50
Glan Clwyd Kilimanjaro Group	£	250
Wales Air Ambulance	£	1,000
Rhyl Youth Marching Band	£	200
Blind Veterans UK	£	100
Wellspring Community	£	100
Urdd National Eisteddfod 2026	£	100
Urdd Fund for All	£	230



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EVENTS

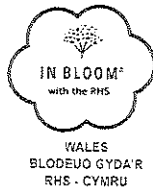
AWARDS

AELWYN MORGAN AWARD

The Aelwyn Morgan Award is given annually by Rhuddlan Town Council to a person or persons who have done outstanding work in our local community. Aelwyn Morgan was a former head teacher of Ysgol Y Castell and was held in high esteem by all who knew him and his commitment to our community was significant, this award remembers him.

The 2025 winner, Mr. Derek Hayes, was nominated in recognition of over 40 years' service to scouting in Rhuddlan.





WALES IN BLOOM : RHS "IT'S YOUR NEIGHBOURHOOD" CERTIFICATES

In 2025 the following RHS "It's Your Neighborhood" Certificates were achieved:

Rhuddlan Nature Reserve – Level 5 – Outstanding

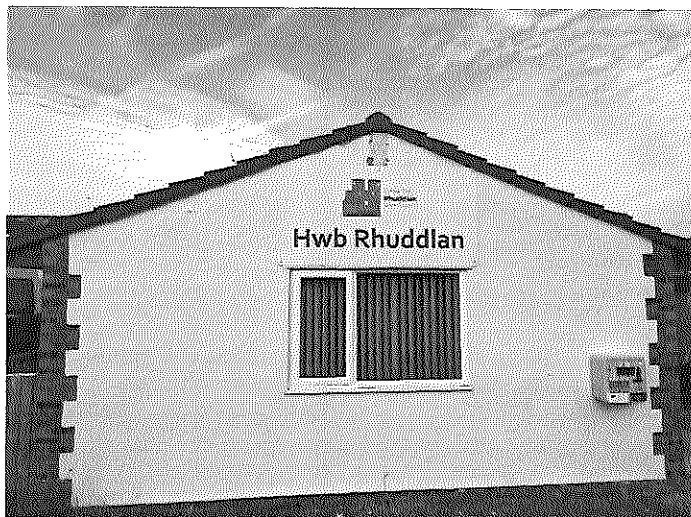
Clwb Bowlio / Rhuddlan Bowling Club – Level 5 – Outstanding

Rhuddlan Allotment Society – Level 5 – Outstanding

Rhuddlan Town Community Association – Level 3 – Advancing.

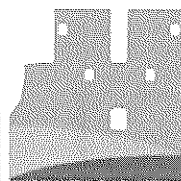
ASSETS

The Council's assets include Hwb Rhuddlan, Admiral's Field path, bus shelters, flower planters, litter bins, IT equipment, Multi Use Games Area (MUGA), fresh air gym, children's play areas, civil regalia, knights' sculpture, floodlights, community notice boards, defibrillators, speed indication devices, signage, telephone boxes and seating benches.



HWB - RHUDDLAN

Hwb Rhuddlan is a small council owned building on Admiral's Field. It is used for all council meetings and can be hired from £10/hr to local residents/groups and organisations and from £20/hr for commercial organisations. It is great for birthday parties as it is close to Admiral's Field playing field and playground, very good for meetings, classes and training. It has a toilet and kitchen area and is well- equipped with IT infrastructure.



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The last 12 months' usage is shown below:

User	Hrs
Popeth Cymru	158
Youth Club	123
Rhuddlan Town Council	101
Other misc	98
Reengage	50
North Wales Pulmonary Fibrosis Group	22
Treasure Chest	20

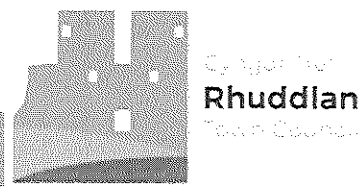
To enquire about booking the Hwb please contact the Town Clerk.

Contact the council by:

E-mailing the Town Clerk at clerk@rhuddlantowncouncil.gov.uk

Writing to Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ

Tel. Town Clerk on 07775 673706.





CONTACT US

Write to:

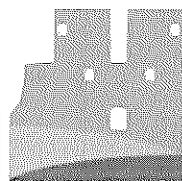
Rhuddlan Town Council, Hwb Rhuddlan,
Clos David Owen, Rhuddlan,
LL18 2UJ

E-mail clerk@rhuddlantowncouncil.gov.uk

or assist@rhuddlantowncouncil.gov.uk

Phone 07775 673706 or 07817 564801

Website : www.rhuddlantowncouncil.gov.uk



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Rhuddlan
Town Council

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Furniture				
HWB027	Table set of 14 with Trolley 25(CT626B14)	2,166.00	2,166.00	2,166.00
HWB028	30 Comfort Deluxe chairs with trolley MFCCD01 & MTC24	1,866.59	1,866.59	1,866.59
HWB029	40 Classic Plus chairs with trolley MFCD0140 & CAR4	725.00	725.00	725.00
TOTAL FOR Furniture		4,757.59	4,757.59	4,757.59
Hwb Educational Equipment				
HWB001	SMART GX175 TV	2,500.00	2,500.00	2,500.00
HWB002	Chromebook	229.00	229.00	229.00
HWB003	Chromebook	229.00	229.00	229.00
HWB004	Chromebook	229.00	229.00	229.00
HWB005	Chromebook	229.00	229.00	229.00
HWB006	Chromebook	229.00	229.00	229.00
HWB007	Chromebook	229.00	229.00	229.00
HWB008	Chromebook	229.00	229.00	229.00
HWB009	Chromebook	229.00	229.00	229.00
HWB010	Chromebook	229.00	229.00	229.00
HWB011	Chromebook	229.00	229.00	229.00
HWB012	Chromebook	229.00	229.00	229.00
HWB013	Chromebook	229.00	229.00	229.00
HWB014	Chromebook	229.00	229.00	229.00
HWB015	Chromebook	229.00	229.00	229.00
HWB016	Chromebook	229.00	229.00	229.00
HWB017	Chromebook	229.00	229.00	229.00
HWB018	Chromebook	229.00	229.00	229.00
HWB019	Chromebook	229.00	229.00	229.00
HWB020	Chromebook	229.00	229.00	229.00
HWB021	Chromebook	229.00	229.00	229.00
HWB022	Chromebook Charging Station for 20	1,500.00	1,500.00	1,500.00
HWB023	Laptop for Tutor	500.00	500.00	500.00
HWB024	Stand for Smart TV	500.00	500.00	500.00
HWB025	HP Colour Laser Printer	750.00	750.00	750.00
HWB026	Visualiser Camer	150.00	150.00	150.00
TOTAL FOR Hwb Educational Equipment		10,480.00	10,480.00	10,480.00
INSIGNIA				
IN01	MAYORAL PENDANT OF SILVER GILT	650.00	650.00	9,000.00
IN02	CONSORT'S PENDANT OF SILVER GILT	1.00	1.00	1,200.00
IN03	HONOURS BOARD - 1974 - 2009	1.00	1.00	1,607.26
IN04	HONOURS BOARD - 2009 TO PRESENT	500.00	500.00	1,607.26
IN05	HONOURS BOARD - AELWYN MORGAN AWARD	500.00	500.00	500.00
IN06	FLAGPOLE & FLAG	200.00	200.00	287.67
IN07	DEPUTY MAYORS CHAIN	2,580.00	2,580.00	2,580.00
TOTAL FOR INSIGNIA		4,432.00	4,432.00	16,782.19
OFFICE EQUIPMENT				
OE03	CAMERA	500.00	10.00	0.00
OE04	LAPTOP - TOWN CLERK	420.00	500.00	500.00
OE05	LAPTOP - Assistant Clerk	502.00	150.00	420.00
OE6	Kando Video Conf tool	700.00	700.00	700.00
OE07	Projector	450.00	200.00	200.00
OFE30	Rioch Scanner/Printer	1,500.00	1,500.00	1,500.00
OFE32	Defib	1,233.00	1,233.00	1,233.00
TOTAL FOR OFFICE EQUIPMENT		5,305.00	4,293.00	4,553.00
OUTDOOR EQUIPMENT				

ASSET LIST BY GROUP NAME

User: STEVE

Asset Code	Description	Original Cost	Current Value	Insurance Value
LB01	LITTER BIN	300.00	300.00	750.00
LB02	LITTER BIN	300.00	300.00	750.00
OFE03	TEEN POD SHELTER	3,000.00	500.00	6,505.17
OFE08	GREEN STORAGE CONTAINER	1.00	1.00	1,071.51
OFE09	FLOOD LIGHTS AT THE CASTLE	5,200.00	5,200.00	5,200.00
OFE10	NOTICE BOARD FOR THE COMMUNITY	3,000.00	1,500.00	3,214.00
OFE11	NOTICE BOARD FOR THE TOWN	3,000.00	1,500.00	3,214.00
OFE12	5 METAL POPPIES	1.00	1.00	250.00
OFE13	WW1 TOMMY	1.00	1.00	250.00
OFE16	CHRISTMAS LIGHTS - HIRED	1.00	1.00	8,000.00
OFE20	Defibrillator	800.00	800.00	1,233.00
OFE21	Defibrillator	800.00	800.00	1,233.00
OFE22	Defibrillator Coed Y Brain	1,233.00	1,233.00	1,233.00
OFE23	Debrillator Library	1,233.00	1,233.00	1,233.00
OFE25	SID Sign	4,673.00	4,673.00	4,673.00
OFE26	SIS Sign	4,673.00	4,673.00	4,673.00
OFE27	4 Wales in Bloom Signs Various locations	12,000.00	12,000.00	12,000.00
OFE28	Telephone Box	0.01	0.01	3,000.00
OFE29	Telephone Box	0.01	0.01	3,000.00
OFE31	Defib	1,233.00	1,233.00	1,233.00
OFE33	SID	4,258.00	4,258.00	4,258.00
OFE34	SID	4,258.00	4,258.00	4,258.00
OFE37	Container	4,500.00	4,500.00	4,500.00
OFE38	Defib and cabinet	1,300.00	1,300.00	1,300.00
TOTAL FOR OUTDOOR EQUIPMENT		55,765.02	50,265.02	77,031.68
OUTDOOR FACILITIES				
OFE	FOOTPATH AT VICARAGE LANE	3,840.00	3,840.00	15,000.00
OFE00	Path around Admirals Field	93,338.00	93,338.00	93,338.00
OFE07	KNIGHTS WOODEN SCULPTURE	1.00	1.00	8,036.32
OFE14	MUGA Concrete Shed	1.00	1.00	10,000.00
OFE19	Hwb Rhuddlan	125,000.00	125,000.00	170,000.00
TOTAL FOR OUTDOOR FACILITIES		222,180.00	222,180.00	296,374.32
Playground Equipment				
OFE01	PLAYING FIELD - MUGA, PLAY AREA, FLOODLIGHTS, GOALS	77,000.00	60,000.00	120,000.00
OFE04	FRESH AIR GYM	15,450.00	18,720.00	18,720.00
OFE05	PLAY AREA	84,462.22	84,462.22	110,000.00
OFE17	FENCING AROUND FRESH AIR GYM	5,500.00	5,500.00	5,500.00
OFE18	SLEEPERS - LIBRARY	440.00	440.00	440.00
OFE24	Basketball rings x 2	530.00	530.00	530.00
TOTAL FOR Playground Equipment		183,382.22	169,652.22	255,190.00
Street Furniture				
BS01	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS02	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS03	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS04	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS05	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS06	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS07	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS08	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS09	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS10	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
BS11	CANTILEVER BUS SHELTER	1.00	1.00	5,500.00
FP01	FLOWER PLANTER	1.00	450.00	450.00

ASSET LIST BY GROUP NAME

User: STEVE

Asset Code	Description	Original Cost	Current Value	Insurance Value
FP02	FLOWER PLANTER	1.00	450.00	450.00
FP03	FLOWER PLANTER	1.00	1.00	450.00
FP04	FLOWER PLANTER	1.00	600.00	600.00
FP05	FLOWER PLANTER	1.00	450.00	450.00
FP06	FLOWER PLANTER	1.00	450.00	450.00
FP07	FLOWER PLANTER	1.00	600.00	600.00
FP08	FLOWER PLANTER	1.00	600.00	600.00
FP09	FLOWER PLANTER	1.00	450.00	450.00
FP10	FLOWER PLANTER	1.00	1.00	450.00
FP12	FLOWER PLANTER	1.00	1.00	500.00
OFE36	Notice Board	718.90	718.90	718.90
SB01	SEATING BENCH	1.00	1.00	600.00
SB02	SEATING BENCH	1.00	1.00	600.00
SB03	SEATING BENCH	1.00	1.00	600.00
SB04	SEATING BENCH	1.00	1.00	600.00
SB05	SEATING BENCH	1.00	1.00	600.00
SB06	SEATING BENCH	1.00	1.00	600.00
SB07	SEATING BENCH	1.00	1.00	600.00
SB08	SEATING BENCH	1.00	1.00	600.00
SB09	SEATING BENCH	1.00	1.00	600.00
SB10	SEATING BENCH	1.00	1.00	600.00
SB11	SEATING BENCH	1.00	1.00	400.00
SB12	SEATING BENCH	1.00	1.00	600.00
SB13	SEATING BENCH	440.00	440.00	440.00
SB14	SEATING BENCH	440.00	440.00	440.00
SB15	SEATING BENCH	478.00	478.00	478.00
TOTAL FOR Street Furniture		2,110.90	6,152.90	75,026.90
War Mrmorial				
OFE06	CENOTAPH	1.00	1.00	10,300.00
TOTAL FOR War Mrmorial		1.00	1.00	10,300.00
TOTAL		488,413.73	472,213.73	750,495.68

Your Risk Presentation Details

17/02/2026

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	82480
Gates & Fences Limit	30000
Playground Equipment Limit	287285
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	369,765

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	202,964
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, metal or concrete and roofed with slate, tiles, asphalt, concrete or metal (including steel containers)
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	No
Is the property a portacabin or timber shed?	No
Does the property have timber frame construction?	No
Does the property have a thatched roof?	No
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	No
Year of build?	Between 1980 and 1989
Are the Premises purpose built or converted?	Purpose Built
Please confirm Building Occupancy type	Council Storage/Maintenance
Are the premises protected by a maintained Intruder Alarm?	No
Does the premises have a documented fire risk assessment which is reviewed annually?	Yes
Are the Premises protected by a maintained Fire Alarm?	No
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Yes
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Yes
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?	Yes
Is the premises to be insured used solely for the purpose of your business?	Yes
Are all of the premises or part of the premises hired out?	Yes
Please give details	Hired out to local community
Do you require Hirers Liability cover?	Yes

Buildings Cover 2

LEOYD'S Broken

appliances and gas or electric fires only?	No
Please describe heating method in use	N/A - Storage Container.
Is the premises to be insured used solely for the purpose of your business?	Yes
Are all of the premises or part of the premises hired out?	No
Are the premises in a good state of repair?	Yes
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Yes
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	91,899
Is cover for Regalia required	Yes
Sum Insured required for Regalia	11,646
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?	Yes
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?	No
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)?	Yes
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:	No
a. 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. b. 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: 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?	Yes
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?	Yes
Is a record kept for all training delivered to your employees?	Yes
Are there annually reviewed documented Health and Safety policy and procedures in place?	Yes
Are your Health & Safety policy and procedures cascaded to all employees including volunteers?	Yes
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 14

Subscription to External Bodies

The Council is a member of:

1. One Voice Wales
2. The Society of Local Council Clerks
3. Go North Wales
4. Denbighshire Voluntary Services Council

Agenda Item 15

The Council has spent £12,542 under Section 137 of the Local Government Act. The maximum permitted spend is £11.10 per elector, and the Council's spend is less than 50% of this allowance.

Agenda Item 16

The Council has agreed in it's April meeting to pay the following Allowances:

1. Deputy Mayor - £500/year
2. Mayor
 - a. General Allowance - £1,500/year
 - b. Extra Responsibility Allowance - £500/year