

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Annual General Meeting (AGM)

14th May 2026

MINUTES

1. Appointment of Mayor for 2026/27

Cllr Jackie Burnham voted in as Mayor at the last meeting was proposed accepted by Cllr Ann Davies and seconded by Cllr Val Simmons.

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

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

3. To Record: (A) Attendance (B) Apologies

Present:

Cllr Jackie Burnham (past Mayor/Mayor Elect)

Cllr Sophie Baker

Cllr Ann Davies (remotely)

Cllr Ivor Beech (past Deputy Mayor)

Cllr Mike Elgin (Deputy Mayor Elect)

Cllr Mike Kermode

Cllr Gloria Lambert

Cllr Arwel Roberts

Cllr Val Simmons

Cllr Bleddyn Williams

Steve Wilson - Town Clerk and Responsible Financial Officer

Heidi Barton-Price - Assistant Town Clerk

There was 1 member of the public present.

The meeting was recorded from this point (audio only)

Apologies

Cllr Reg Davies

4. Appointment of Deputy mayor

Cllr Mike Elgin on being appointed Deputy Mayor at the last meeting was proposed by Cllr Mike Kermode and seconded by Cllr Ivor Beech.

5. 2026/2027 Mayor's Welcome Speech

Cllr Jackie Burnham gave her introductory welcome speech, this being her second year as Mayor and highlighted achievements and events thus far.

Cllr Ivor Beech congratulated Cllr Jackie Burnham in again being voted in as Mayor and Cllr Mike Elgin as the new Deputy Mayor for 2026/2027.

6. Formally approve Minutes of the Annual General Meeting held on the 8th of May 2025

The minutes had already been approved at the June 2025 meeting.

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

7. 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 a past Mayor, Cllr Mike Kermode as the Council's Personnel Adviser, Cllr Jackie Burnham as Mayor and Cllr Mike Elgin as the Deputy Mayor.

Cllr Ann Davies expressed an interest in becoming a member of the Personnel Committee. Cllr Mike Kermode confirmed that the stipulated membership was to remain as per the Personnel's Committee Terms of Reference (i.e. as per named above).

c. Bio-diversity Committee Cllrs Jackie Burnham, Arwel Roberts, Ivor Beech, Val Simmons with the addition of Cllr Mike Elgin now as Deputy Mayor.

d. Events Committee Cllrs Mike Kermode, Mike Elgin, Arwel Roberts, Val Simmons, Bleddyn Williams with the addition of Cllr Jackie Burnham as Mayor and Cllr Gloria Lambert.

e. Heritage Working Group Cllrs Arwel Roberts, Reg Davies, Gloria Lambert and Sophie Baker (Terms of Reference to be established).

f. Admirals Field and Hwb Working Group Cllrs Mike Elgin, Mike Kermode, Val Simmons and Jackie Burnham.

Cllr Jackie Burnham, Mayor raised the question of whether it was appropriate for her to continue serving on the Admiral's Field Working Group, given the field's proximity to her property. Cllr Burnham requested clarification to ensure transparency and proper governance.

Cllr Ann Davies agreed with her concerns regarding the composition of the Admirals Field and Hwb Working Group, specifically the inclusion of Cllr Jackie Burnham, Mayor and the need to ensure that Councillors are protected when making decisions in the public interest rather than on the basis of personal or prejudicial interests.

Personal interests were defined as those that may influence a Councillor's vote or decision, while prejudicial interests were described as those that could compromise a Councillor's impartial judgment.

Cllr Jackie Burnham, Mayor, provided reassurance to Cllr Ann Davies, confirming that the Working Group does not make major decisions and that any substantive matters would be referred to Full Council. She further clarified that the purpose of the Admirals Field Group is to support the operation of the Hwb and the use of the field.

Members discussed the nature of group, noting that it operates as a Working Group only and does not make financial decisions, with any such matters being referred to the Full Council for consideration and approval. As this matter could potentially affect a further two Councillors, they were asked whether any other members wished to volunteer to join the Working Group, but no further volunteers were forthcoming.

It was proposed by Cllr Arwel Roberts and seconded by Cllr Val Simmons that the Town Clerk seek advice and guidance from Gary Williams, DCC Democratic Services, concerning the membership of the Working Group and any potential Code of Conduct or conflicts of interest issues regarding its composition.

g. Asset Transfer Committee Cllrs Sophie Baker, Mike Elgin, Bleddyn Williams, Ivor Beech (Terms of Reference to be established).

8. 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. **One Voice Wales** Cllr Mike Elgin as Deputy Mayor.
- d. **Governor - Ysgol y Castell** Cllr Jackie Burnham.
- e. **Rhuddlan Local Nature Reserve** Cllrs Ivor Beech, and Jackie Burnham
- f. **Denbighshire Tourism Forum** Cllrs Val Simmons, and Sophie Baker.
- g. **Friends of Rhuddlan Library** it was noted that Cllr Val Simmons is the representative.

Items No. 7 and 8 were proposed accepted en bloc by Cllr Arwel Roberts and seconded by Cllr Bleddyn Williams. **Resolved.**

9. **Cheque Signatories**

Cllrs Ann Davies, Reg Davies, Mike Elgin, Mike Kermode, Arwel Roberts, and Steve Wilson as Town Clerk.

Proposed Cllr Arwel Roberts and seconded by Cllr Bleddyn Williams.
Resolved.

10. **Review and approve all council policies, risk assessment and financial regulations. SEE WEBSITE**

Cllr Mike Kermode sought clarification on Subject Access and advised that the Data Protection Policy should specify the backup data function. He questioned the Finance Regulations as to whether they imposed any spend constraints, the Town Clerk confirmed this was not the case.

Cllr Mike Kermode proposed that they be accepted and approved en bloc and this was seconded by Cllr Bleddyn Williams. **Resolved.**

11. **Review and adopt the Council's Annual Report 2025/2026. SEE WEBSITE**

This is a legal requirement to review and adopt the Council's Annual Report.

The 2025/2026 Annual Report being proposed as accepted by Cllr Arwel Roberts and seconded by Cllr Mike Kermode. **Resolved.**

12. **Review of land and inventory of council assets.**

The Town Clerk confirmed that current assets are valued at £472k with an insurance value of £750k and referred Councillors to the list provided.

The review of land and inventory of council assets was proposed accepted by Cllr Bleddyn Williams and seconded by Cllr Sophie Baker. **Resolved.**

13. **Confirmation of arrangements for insurance cover.**

The Insurance had been agreed at a previous meeting with cover renewed in February 2026.

Confirmation of arrangements proposed by Cllr Mike Kermode and seconded by Cllr Arwel Roberts. **Resolved.**

14. Review of council's subscription to other bodies

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

The subscriptions were proposed to continue by Cllr Bleddyn Williams and seconded by Cllr Mike Kermode. **Resolved.**

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

The Town Clerk ran through the council's s137 expenditure. This year's spend being £12,500 (being well below the permitted amount).

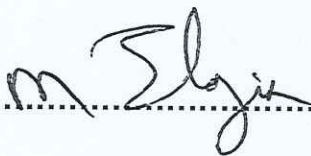
This expenditure was proposed as accepted by Cllr Mike Kermode and seconded by Cllr Bleddyn Williams. **Resolved.**

16. Reconfirm payments to Mayor and Deputy Mayor

Payments had previously been agreed. The Town Clerk reconfirmed payments to Deputy Mayor of £500 and Mayor £1,500 + £500.

These were proposed accepted by Cllr Val Simmons and seconded by Cllr Bleddyn Williams. **Resolved.**

Signed



Date

