

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

14th May 2026

MINUTES

Present:

Cllr Jackie Burnham (Mayor)

Cllr Sophie Baker

Cllr Ann Davies (remotely)

Cllr Ivor Beech

Cllr Mike Elgin (Deputy Mayor)

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

Alexandra Jones (PCSO 92839).

There was 1 member of the public present

The meeting was recorded from this point (audio only)

1. Apologies

Cllr Reg Davies

2. Declarations of Interest

Cllr Mike Kermode for Agenda items 5b, 8c and 9g.

Cllr Arwel Roberts for Agenda items 5b, 8c and 9g.

Cllr Jackie Burnham for Agenda item 5b

MS

The Mayor reminded attendees to follow the Code of Conduct.

3. Urgent Matters as Agreed by the Chairperson

None

4. Police matters

PCSO Alexandra Jones (92839) reported that from 14th April to the present, 92 calls had been received, with no significant concerns identified. She provided Councillors with an explanation of the nature of the calls and the new recording system. Two calls related to anti-social behaviour, and no further reports had been made regarding speeding on Highlands Road. Speed cameras had been deployed on several recent occasions.

She highlighted the "Cuppa with a Copper" sessions - the Town Clerk to provide Community Market dates to for her to assess the feasibility of holding further sessions there.

Councillors raised concerns regarding issues involving young people. The PCSO advised Councillors to encourage residents to report any incidents directly to the Police or for them to attend a "Cuppa with a Copper" session. She confirmed she would be attending Youth Clubs and would also seek opportunities to educate young people on unacceptable behaviour. She agreed to consider Cllr Mike Elgin's suggestion to speak to young people during school assemblies.

The Clerk ran through the latest Crime data.

Appendix 5

PCSO Alexandra Jones (92839) left the meeting at this point.

5. Minutes:

- a. To approve minutes of the Town Council meeting held on 9th April 2026

Appendix 1

The minutes were proposed as a true record by Cllr Mike Kermode, seconded Cllr Val Simmons. **Resolved.**

- b. To approve minutes of any Committee and Working Group meetings held since last meeting (Events 29th April)

Cllr Mike Kermode ran Councillors through the draft minutes of the Events Committee held on 29th April 2026.

Appendix 2

Cllr Ann Davies sought support regarding the competition tent. Cllr Sophie Baker offered to support her, with the Town Clerk already offering support in the promotion, forms, posters, etc.

ME

Appendix 4
Cllr Mike Kermode proposed that Cllr Sophie Baker liaise with Cllr Ann Davies (as lead) to bring back to the next Events Committee Meeting. This was seconded by Cllr Mike Elgin.

The minutes were proposed as a true record by Cllr Mike Kermode, seconded Cllr Val Simmons. **Resolved.**

The Mayor duly signed the minutes.

6. Progress report from minutes

The Town Clerk confirmed and updated:

- **Speeding communications** — Thanks had been sent to the Police regarding Highlands Road, and information on how to report speeding incidents had been published. Cllr Jackie Burnham requested that this information be re-issued every few weeks.
- **Keep Wales Tidy works** — Raised beds/benches had been installed.
- **Wildflower turf** — Turf had been delivered and laid.
- Deliveries of a bench and gardening equipment have also been received.
- **Biodiversity Committee** — A meeting will be scheduled, with the scrape and wetland area development to be considered.

Cllr Mike Kermode conveyed thanks to the Town Clerk and the Assistant Town Clerk for all of their work above and beyond their remit. This was seconded that this be minuted by Cllr Arwel Roberts.

7. Reports from:

a. The Mayor and Deputy Mayor

Appendix 3

The Mayor had submitted a written report.

- The DCC CEO meeting had been really productive with CEO keen to continue with quarterly regular meetings
- She had thoroughly enjoyed the Sgwrs in Starbucks and encouraged Councillors to attend the next session 3rd June at 6pm.

The written report was accepted.

b. The Town Clerk – correspondence and project report
Correspondence

Appendix 4

The following had been received:

1. Notification from the Councils payroll provider, Sage & Company, that it joined the BK Plus Group on 15th April 2026. BK Plus is an independent accountancy firm.
2. Notification from Denbighshire County Council that payment 1 of the Precept has been made on 30th April. The payment was £65,813.33.
3. Via e-mail: A resident reported an incident on Admiral's field. While leaving a nearby area, the resident observed a young individual riding a motorised vehicle at speed. The resident states this occurs regularly. On this occasion, an adult from the same vicinity was also riding a larger motorised vehicle across the field at speed and performing stunts. Several people, including children and dog walkers, were present in the area at the time. The resident was advised to report this to the Police which they have done.
4. Complaint via a Facebook post regarding litter on Twt hill suggesting a litter bin and dog poo bin are installed by the council. Cllr Mike Kermode suggested the Town Clerk request a cost for this.
5. Various One Voice Wales and DCC communications emailed to councillors.

The Town Clerk reported that an initiative involving young people creating graffiti boards is being developed. This item will be added to the agenda for the June meeting.

Dates for the diary

- Gwledd – Saturday 16th May 2026
- Volunteer Fair and Summer Picnic in the Park – Saturday 1st August 2026

c. County Councillors reports

Report by Councillor Arwel Roberts

Appendix 6

Cllr Arwel Roberts had submitted a written report which he ran Councillors through (his term as Chair of DCC now at an end).

Highlighting that the Nature Reserve to be used to show the work of Thomas Pennant, a Welsh naturalist – date to be confirmed.

There were no observations made and the report was accepted.

Report by Councillor Ann Davies

MS

Cllr Ann Davies provided a verbal update, which included:

- Escalating issues regarding empty homes.
- Ordinary bollards to be erected outside the thatched cottage.
- Attendance at the Fire & Rescue event in Rhyl celebrating 30 years.
- The bollard previously reported has now been removed.
- Cyclic Maintenance is due to be conducted.
- Ongoing Rhyl Road/Station Road resurfacing issues.
- Abbey Road consultation to take place.

8. Planning

- Appendix 7
- a. 44/2026/0166/PS Variation of condition no. 5 of planning permission 44/2024/1314 to allow the premises to be used for broader non-food/comparison retail at ASH MOTORS Marsh Road, Rhuddlan, LL18 5UB.

Cllr Mike Kermode proposed and Cllr Bleddyn Williams seconded that there were no comments or objections and the council supported this application. **Resolved.**

It was noted that Cllr Ann Davies abstained.

- Appendix 8
- b. 44/2026/0178/HH Erection of extensions to side and rear of dwelling and alterations including re-roofing to provide additional accommodation within roof at first floor level at INGLENOOK, 34 Vicarage Lane, Rhuddlan, LL18 2UF

Cllr Mike Kermode proposed and Cllr Bleddyn Williams seconded that there were no comments or objections to this application. **Resolved.**

- Appendix 9
- c. 44/2026/0148/HH Erection of new boundary walls to Highlands Close and Ffordd Ganol; construction of a new vehicular access off Highlands Close; alterations to vehicular access off Ffordd Ganol; extension to garage and associated works at 12 Highlands Close, Rhuddlan, LL18 2RU

The application had been amended regarding the wall/gate and the splay and visibility issues. Cllr Mike Kermode proposed and Cllr Bleddyn Williams seconded that there were no comments or objections to this application. **Resolved.**

9. Budget & Finance Matters

a. Grant requests

- a. Rhuddlan Local History Society

It was proposed to grant the requested £600 towards the Heritage Day by Cllr Arwel Roberts and seconded by Cllr Mike Kermode. **Resolved.**

b. Internal Audit – to receive the report from the Internal Auditor

Appendix 10

Town Clerk outlined the draft report which provided High Assurance with only one action to be delivered regarding the development of Operational Procedures.

It was proposed by Cllr Mike Kermode and seconded by Cllr Arwel Roberts that the report be accepted. **Resolved.**

c. Annual Governance Statement – to consider the questions and respond accordingly.

Appendix 11

The Town Clerk ran Councillors through the questions to clarify their response.

Q 1. Respond No
Ad-hoc consultation; but no clear annual consultation had been conducted during 2025/26. Town Plan already in place until 2027.

Qs 2 – 9 Respond Yes

Q 10. Respond No.
One more clear audit required to meet eligibility.

d. Accounting Statements – to consider and agree the accounting statement figures and authorise the signature of the annual return.

Appendix 11

The Town Clerk ran Councillors through the figures and sought their approval for the statement to be signed by the RFO and Chair.

9c and 9d were proposed by Cllr Mike Kermode and Cllr Val Simmons to be accepted, completed, signed and submitted by the Town Clerk. **Resolved.**

e. Electors' Rights – to note the dates of the Exercise of Public Rights for 2025 to 2026 accounts

Dates were noted.

f. Cleaning charges for Hwb Rhuddlan – To discuss increase from £12/hr to £14/hr

The increase was discussed and Cllr Ann Davies proposed that it be increased to £15/h, this was seconded by Cllr Mike Kermode. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts left the meeting at this point.

g. Approve the May payments listing due

Appendix 12

The May payments were proposed as approved to be paid by Cllr Val Simmons and seconded by Cllr Gloria Lambert. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts re-joined the meeting.

10. Go North Wales – to agree membership for 2026

It was proposed by Cllr Arwel Roberts and seconded by Cllr Mike Kermode to renew the membership of £144 + VAT in order to promote Tourism. **Resolved.**

11. Rhuddlan Knights – discuss comments regarding disrepair

Discussion around any renovation work required. It was proposed by Cllr Jackie Burnham to defer this item to a future meeting.

12. Community Matters

Cllr Jackie Burnham highlighted signs at the Nature Reserve ; Town Clerk to report to DCC Countryside Services.

Stickers on gate/bus shelters ; Town Clerk to ask for a quote under Maintenance.

Cllr Bleddyn Williams – None.

Cllr Ann Davies – None.

Cllr Mike Kermode ; Parliament Street Car Parking ; to work with the Town Clerk on improving the sign informing people of how to get the 1hr free parking.

Cllr Val Simmons updated on the Friends of Rhuddlan Library now being in receipt of 4 beanbags for the Children's section; participation in the Heritage Day; Keep Wales Tidy to develop a hub at the Library and thanked the Town Council for their support.

Cllr Gloria Lambert – None.

Cllr Arwel Roberts – informed Councillors that the litter pick dates to be restarted.

Cllr Mike Elgin – None.

Cllr Ivor Beech – None. Highlighted the new owners of the New Inn's event intentions. Cllr Jackie Burnham advised that they should be invited to attend the Events Committee.

ME

Cllr Sophie Baker ; Castle Street sign. Cllr Arwel Roberts confirmed he had reported to DCC.

Town Clerk ; highlighted the Credu WCD Young Carers and Family's Community Day being held on Saturday 13th June, 12.30-3.30pm utilising the Hwb and playing field ; encouraging attendance.

Part 2 Exclusion of the Press & Public

PART 2 BUSINESS – It was proposed by Cllr Mike Kermode, seconded by Cllr Arwel Roberts and duly resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The member of the public left the meeting.

The meeting recording (audio only) was stopped at this point.

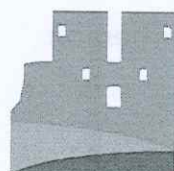
13. Review reasons for apologies

Cllr Reg Davies – unwell
Accepted.

14. Date of next meetings:

- Etifeddiaeth - Heritage Working Group - 26th May 2026.
- Full Town Council meeting Thursday 11th June 2026
(Apologies Cllr Jackie Burnham – Cllr Mike Elgin, Deputy Mayor to Chair).

M Elgin 11/6/26



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Full Council Meeting Thursday 9th April 2026

MINUTES

Present:

Cllr Jackie Burnham (Mayor)

Cllr Sophie Baker

Cllr Ann Davies

Cllr Reg Davies

Cllr Mike Elgin

Cllr Mike Kermode

Cllr Gloria Lambert

Cllr Arwel Roberts (remotely Item 6 onwards)

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)

1. Apologies

Ivor Beech (Deputy Mayor)

2. Declaration of Interest

Cllr Mike Kermode for Agenda items 9b, 10a.a. and 10. a.c.

Cllr Mike Elgin for his update under Community Matters Agenda item 13.

Cllr Arwel Roberts for Agenda item 10.a.c

The Mayor reminded attendees to follow the Code of Conduct.

The Town Clerk reminded Councillors of the Pre-Election Guidance for Town & Community Councillors in Wales Senedd Election – 7 May 2026 during the pre-election period: 8 April – 7 May 2026. Drawing their attention to political neutrality and restrictions on Town Council resources and social media use.

3. Urgent Matters as Agreed by the Chairperson

None.

4. Police Matters

Neither Police Sergeant Iwan Hughes (PS 3030) nor Alexandra Jones (PCSO 2839) were in attendance for this agenda item.

The Town Clerk updated that no new crime data was available at this time.

5. Minutes:

- a. To approve minutes of the Town Council meeting held on 12th March 2026,

The minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Val Simmons. **Resolved.**

- b. To approve minutes of any Committee and Working Group meetings held since last meeting

Cllr Gloria Lambert ran Councillors through the draft minutes of the: Etifeddiaeth - Heritage Working Group held 31st March 2026.

The minutes were proposed as a true record by Cllr Gloria Lambert and seconded by Cllr Reg Davies. **Resolved.**

The Mayor duly signed the minutes.

6. Progress Report from Minutes

The Town Clerk confirmed and updated:

- Community Safety Team: Noting that while residents had expressed concerns, there was limited interest in forming a Community Safety Team for Highlands Road.

Cllr Mike Elgin highlighted that any traffic concerns should be logged with the Police.

The Mayor, Cllr Jackie Burnham proposed that the Town Clerk write to thank the Police for initiating traffic enforcement measures on Highlands Road and prepare a generic response for residents who complain about speeding, including information about reporting to the Police. This was seconded by Cllr Mike Elgin.

- The grant for Easter Eggs had been paid by DCC and is now on the payment list.
- Offer from Tenovus Cancer Care to speak to council about cancer and the work Tenovus does. Confirmed they will attend the 11th June meeting at 6.30pm.

7. Reports from:

a. The Mayor and Deputy Mayor

The Mayor had submitted a written report.

In addition to the Community Centre meeting it was proposed that the “Cuppa with a Copper” sessions be held there when the Community Market takes place, which is well attended and the incentive would be more visible to the public. The Town Clerk to write to the Police with this proposal to change the venue from the King’s Head.

The Mayor highlighted the upcoming Mayor’s ABBA themed Charity Event at Rhuddlan Golf Club on 10th April 2026 to raise funds for St. Kentigern Hospice and Action for Children.

The written report was accepted.

b. The Town Clerk – correspondence and project report.

The Town Clerk updated Councillors regarding the following:

Correspondence

The following has been received:

1. Two complaints from residents living adjacent to Admiral’s Field regarding the floodlights at the MUGA being on when the lights were not working due to a fault with the CCTV electrics. This has been resolved.
2. Complaint from a local resident regarding speeding on Ffordd Ganol. Town Clerk instructed him to inform residents to report all incidents to the Police.
3. A letter via the Mayor from a resident asking why the town council tax code in Rhuddlan is twice as much as that in Rhyl. Town Clerk had replied that this was based on population and services in the area.
4. Bi-annual statement of the UK Government Debt Management Office.
5. Various One Voice Wales and DCC communications emailed to councillors.

Commuted Sums

Town Clerk and Assistant Town Clerk had met with DCC Community Development Officer, Samantha Mullan regarding grant/funding availability. Town Clerk and Cllr Gloria Lambert visited play areas looking at various accessible play equipment options. Town Clerk to progress proposal with the addition of applying for Gwynt y Mor grant was proposed by Cllr Mike Kermode and seconded by Cllr Mike Elgin.

Gwynt y Mor application could then look to the resurfacing of Vicarage Lane and providing 2/3 accessible pieces of equipment (including Commuted Sum above and match funding).

Samantha Mullan will also be providing further information about grants and funding opportunities to progress the Heritage digital recordings.

- Promotion of Welsh language open meeting at Rhuddlan Golf Course – contributing to that element of the Town Plan.

- Town Clerk has issued press release regarding 2026/2027 Precept in Rhuddlan.
- The £11,253 VAT refund has been received.
- Internal Audit arrangements made – see Item 10c.

Site visit with Keep Wales Tidy on 7th April regarding the Wildlife Garden Admiral's Field / Local Places for Nature Wildlife Garden package.

The initial scrape proposal is not within the package, however, there is money within the budget to progress this with DCC Countryside Services.

Initial ideas are around raised beds/benches adjacent to the Allotments, a shed, tools, water butt and raised pond to the rear of the Hwb. Wildflower turf area, fruit trees and hedging.

Firmer proposals will be reviewed and drawings will be brought back by the Town Clerk to a future meeting for approval.

Cllr Arwel Roberts joined the meeting remotely at this point.

Cllr Mike Kermode requested that the Town Clerk update DCC Countryside Services regarding the above.

Dates for the diary

- AGM and May meeting – 14th May 2026
- Gwledd – Saturday 16th May 2026
- Volunteer Fair and Summer Picnic in the Park – Saturday 1st August 2026

Councillors to note that the Town Clerk is on annual leave from 5pm on Thursday 16th April until 8am on 27th April 2026.

8. County Councillor Reports

a. Report by Councillor Ann Davies

Cllr Ann Davies had submitted a written report which she ran Councillors through. In addition she had visited a resident on his 100th birthday. The Mayor, Cllr Jackie Burnham confirmed that she had also visited the gentleman (as an additional to 7a. above).

Cllr Bleddyn Williams commented that the bollard referred to in her report has been in situ for a long time.

The report was accepted.

b. Report by Councillor Arwel Roberts

Cllr Arwel Roberts had submitted a written report.

No further additions. He proffered congratulations to Cllr Reg Davies on receiving Maundy money from the King.

There were no observations made and the report was accepted.

9. Planning

- a. 44/2026/0124/PF Proposal : Siting of an InPost Parcel Locker at Rhuddlan Library, 9 Vicarage Lane, Rhuddlan.

Cllr Val Simmons confirmed the Library had no objections and Cllr Sophie Baker highlighted that this proposal would be a welcome addition to Aldi/Sainsbury lockers.

Cllr Mike Kermode proposed and Cllr Bleddyn Williams seconded that there were no objections to this application and that the colour of the lockers should be neutral.

- b. 44/2026/0148/HH - 12 Highlands Close, Rhuddlan, Rhyl, Denbighshire, LL18 2RU. Proposal: Erection of new boundary walls to Highlands Close and Ffordd Ganol; construction of a new vehicular access off Highlands Close; alterations to vehicular access off Ffordd Ganol; extension to garage and associated works.

Cllrs discussed the proposal and whilst there were no objections in principle, their concerns over the wall height and adherence to Planning Regulations be noted in the response. This was proposed by Cllr Ann Davies and seconded by Cllr Bleddyn Williams.

10. Budget & Finance Matters

- a. Grant requests

Cllr Mike Kermode left the meeting at this point.

- a. Rhuddlan Dementia Group

The Dementia Group had requested that future meetings at the Hwb be available to them free of charge, saving the group £80 a year which would allow the amount to be used towards their various activities.

It was proposed that the grant of £80 be paid to them pending a full grant application being submitted. This was proposed by Cllr Bleddyn Williams and seconded by Cllr Sophie Baker. **Resolved.**

Cllr Mike Kermode returned to the meeting at this point.

- b. 2026 Llangollen International Musical Eisteddfod

The Llangollen International Musical Eisteddfod had made an appeal to the Town Council to support them (as in previous years) for 2026.

The level of financial support of £100 (as previous 2025) was to be offered, this was proposed by Cllr Bleddyn Williams and seconded by Cllr Ann Davies. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts left the meeting at this point.

c. Nature Reserve Partnership wildlife hunt

The Town Clerk outlined a request for £400 from Rhuddlan Nature Reserve to facilitate a wildlife adventure hunt.

It was proposed by Cllr Bleddyn Williams that the Town Council should fund the event, Cllr Val Simmons seconded. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts returned to the meeting at this point.

The Town Clerk highlighted a video of a Day Out in Rhuddlan that also promoted the Nature Reserve as well as Rhuddlan as a whole and will circulate a web link.

b. Approve the April payments listing due

Cllr Ann Davies sought clarification over loans: the footpath being over 5 years and the repayments on the Hwb over 20 years. Cllr Mike Kermode confirmed borrowing as usual practice for Town Councils.

Councillors reviewed the April 2026 payment listing. Cllr Mike Elgin proposed it is paid and Cllr Val Simmons. **Resolved.**

c. Agree scoping document for internal audit

The Town Clerk presented Councillors with a draft scoping document from Denbighshire County Council's Internal Audit Team following the Town Council's request for them to perform the Internal Audit of accounts for 2025-26.

Councillors reviewed the document. Cllr Val Simmons proposed it be accepted for the Internal Audit to be carried out and Cllr Bleddyn Williams seconded. **Resolved.**

d. The approval of the use of a variable Direct Debit

The Town Clerk sought Councillor's approval of the use of variable Direct Debits. This was proposed to be accepted by Cllr Mike Kermode and Cllr Mike Elgin seconded. **Resolved.**

e. Unpaid Hwb invoice 214

The Town Clerk highlighted the unpaid Hwb invoice 214 for the amount of £200 as unrecoverable.

It was proposed to 'write-off' this invoice off as an unrecoverable bad debt by Cllr Bleddyn Williams and seconded by Cllr Mike Kermode. The Town Clerk will place a warning as regards the company on One Voice. **Resolved.**

f. Approval of payments to councillors 2026/2027

The Town Clerk had provided a paper of the payment allowances for Councillors for 2026-2027 for review.

They were proposed to be accepted by Cllr Val Simmons and seconded by Cllr Mike Elgin. **Resolved.**

In addition, the Town Clerk informed Councillors that the accounts had been closed with 74.89% budget spent (with a larger reserve). To be presented in detail at the AGM in May.

11. One Voice Wales membership 2026/27 – to agree membership

The Town Clerk had provided a copy of the Invoice/Membership Form 2026-27.

Cllr Mike Kermode highlighted the membership as being value for money in providing support. The membership was proposed to be continued by Cllr Mike Kermode and seconded by Cllr Bleddyn Williams. **Resolved.**

12. Election of Mayor and Deputy Mayor elect

Cllr Ann Davies proposed that the current Mayor, Cllr Jackie Burnham be Mayor elect for 2026/2027. Cllr Mike Elgin seconded. **Resolved.**

There were 2 nominations made for Deputy Mayor elect for 2026/27:

1. Cllr Ann Davies proposed Cllr Sophie Baker and this was seconded by Cllr Reg Davies.
2. Cllr Mike Kermode proposed Cllr Mike Elgin and this was seconded by Cllr Val Simmons.

A closed ballot was undertaken with Cllr Mike Elgin being appointed as Deputy Mayor elect for 2026/2027.

13. Community Matters

Cllr Arwel Robert had received a telephone call from the Chair of the Community Centre thanking him for saving them money by transferring their waste arrangements to DCC. Also, a letter of thanks regarding the Dragons Football Club now picking up their litter at Admiral's Field.

Cllr Val Simmons thanked the Town Council for the donation of Easter eggs, Cllr Mike Kermode for his support and shops, Community Centre and everyone who helped with the clue setting. A further 50 Easter eggs were purchased by Friends of the Library due to the demand on the day. 205 children had participated and it was a great opportunity to promote the Friends of the Library work and also for people to join the Library. There are plans for a Keep Britain Tidy meeting at the Library and a potential GeoCache being located on Admiral's Field.

Cllr Mike Kermode – None.

Cllr Gloria Lambert outlined a resident's issue regarding Council tax. Cllr Ann Davies advised her to ask the resident to contact her and provide full details.

Town Clerk confirmed Cwmpas Digital Denbighshire funding is secured until September 2026.

Cllr Jackie Burnham – None.

Cllr Sophie Baker – None.

Cllr Ann Davies to pull together a 'competition programme' for the extra marquee being provided at the Picnic in the Park event. To work with the Town Clerk on the programme to be presented to the next Events Committee.

Cllr Reg Davies had received enquiries regarding whether a seat by the River could be installed – possibly below the Church. The Town Clerk and Cllr Reg Davies to make arrangements for them to walk the route to scope out any options for a seat to be installed.

Cllr Mike Elgin had signed a Declaration of Interest as a resident of Abbey Road. He highlighted a resident's social media post with many other residents agreeing with the post concerning vehicle speeds and unsafe driving on the narrow section of Abbey Road leading to Abbey Farm Caravan and campsite. This stretch has no pavement, is approximately 7 feet wide, and is heavily used by pedestrians accessing local footpaths. Increased traffic from the campsite, farm shop, and coffee shop now includes larger vehicles and drivers unfamiliar with single-track rural roads.

Residents report that some visitors are travelling too fast for the conditions, creating significant risk to walkers, families with children, and dog owners who have limited space to move aside.

Recommended that the Town Council via the Town Clerk refer this matter to DCC Highways department for urgent assessment as the situation is considered a potential serious safety concern. This was proposed by the Mayor and seconded by Cllr Mike Kermode. **Resolved.**

Cllr Bleddyn Williams – None.

Part 2 Exclusion of the Press & Public

PART 2 BUSINESS – It was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams and duly resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The member of the public left the meeting.

The meeting recording (audio only) was stopped at this point.

14. Review Reasons for Apologies

Cllr Ivor Beech – No reason
Accepted.

15. Date of Next Meetings

- Events Committee Meeting – Wednesday 29th April 2026.
- AGM / Town Council – Thursday 14th May 2026.

The Town Clerk reminded Councillors that at this AGM that policies and the

Annual Report will be reviewed.

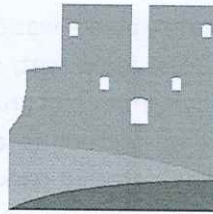
- Etifeddiaeth - Heritage Working Group – Tuesday 26th May 2026

Signed:

Date:

Cllr Jackie Burnham (Mayor)

DRAFT



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council - Events Committee

Draft Minutes of the Meeting held on 29th April 2026

Present:

Cllr Mike Kermode (Chair)
Cllr Jackie Burnham (Mayor)
Cllr Mike Elgin
Cllr Arwel Roberts
Steve Wilson - Town Clerk and Responsible Financial Officer
Gill Price (Community Centre)
Roy Price (Community Centre)
Ffion White and Paul Edwards (Bespoke Events)

Apologies – Cllr Val Simmons & Cllr Ann Davies

1. **Declarations of Interest** – Cllr Mike Elgin, Cllr Mike Kermode, Cllr Jackie Burnham and Cllr Arwel Roberts (all on item 6 – Volunteer Fair and Picnic in the Park)
2. **Minutes – review the minutes of the previous meeting**
The minutes from the meeting held on 11th March 2026 were reviewed and the actions from the meeting are already agenda items so no further discussion required.
3. **Gwledd Food Fest 16th May 2026**
Ffion and Paul provided an update stating that the outside area was full and there were a few spaces left inside the Community Centre to be filled.
Entertainment is booked including Professor Llusern for the children's entertainment and Ffion will send a schedule to the Clerk to publicise and create some laminated posters for the day. It was proposed by Cllr Arwel Roberts to move the stage for the Wee Bag Band onto the pavement, seconded by Cllr Mike Kermode. **Resolved.**
The use of the space at the bottom of Parliament Street in front of Parliament house and the two garages opposite for stalls was discussed and Cllrs Arwel Roberts and Mike Kermode will visit the affected residents to see if this was OK.
The Clerk will supply the letters for local residents to Cllr Mike Kermode. Cllr Mike Kermode proposed that the two local schools were sent promotional material to publicise the event, and that if either school would provide a choir to open the event, then the council would make a £25 donation, seconded by Cllr Arwel Roberts. **Resolved.**
The Clerk was asked to contact Ysgol Y Castel to get permission to use the car park for vendor's vehicles, Cllr Arwel proposed a £50 donation to the school if the car parking is allowed, seconded by Cllr Mike Elgin. **Resolved.**

5 x 10m x 10m

The purchasing of 3 Gazebos for the three entry points was discussed and Cllr Jackie Burnham proposed that 3 are purchased if the forecast looks wet, seconded by Cllr Mike Kermode. **Resolved.** The gazebos could be used by any community group in Rhuddlan.

The risk assessment was discussed, and it was agreed to ask the first aider to park his car across one entrance and Cllr Mike Kermode offered to park his car across the second one by the chapel.

The clerk was requested to remind the police about the event.

4. **Volunteer Fair and Picnic in the Park 1st August 2026**

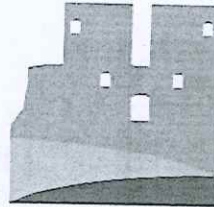
The Clerk provided an update from Cllr Ann Davies who stated she is not available to manage the proposed competition tent. This was discussed, and it was agreed it would need a separate team to manage this part of the event. It was suggested to ask Merched Y Wawr first, then the Dyserth WI, followed by the council (non-Event committee members) if they could take it on.. The Bowl's Club volunteered to hold the children's colouring competition.

5. **Twinning**

Cllr Arwel Roberts updated the team on efforts made with Carlow and noted their poor response despite his efforts, they have been invited to the Gwledd and the Summer Event.

6. **Applications for Financial Support - None received.**

7. **Date of the next meeting: Tuesday 30th June 2026 at 7pm.**



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council May 2026 Meeting - Mayor and Deputy Mayor's Report

The Mayor Cllr Jackie Burnham

Things are starting to get busy again as I come to the end of my first term as mayor of Rhuddlan.

10th April – I hosted my Mamma Mia Mayor's charity event at Rhuddlan Golf Club. It was a fantastic evening which was full to the rafters and raising over £1600 for my chosen charities. This has brought my total raised to over £3500 for the year.

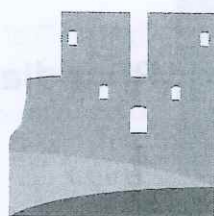
16th April – I attended the Community Centre Trustees Meeting

27th April – I attended the Denbighshire County Council's Town and Community Council meet and greet session which was hosted by the CEO Helen White This was an excellent meeting with lots of positive conversations about everyone working together better. Future meetings will be scheduled quarterly.

29th April – I attended the Events Committee Meeting.

6th May – I participated in Sgwrs in Starbucks.

13th May – I attended the mayor of Llandudno Town Council's Charity Bingo Night.



Cyngor Tref
Rhuddlan
Town Council

Clerk's Project Report and Correspondence for May 2026 Meeting

27th May ; attended with the Mayor the meet and greet session held by Denbighshire CEO Helen White.

1st May ; met Keep Wales Tidy staff as they built pollinator flower beds from sleepers on Admiral's Field. Councillors were invited to help lay the wildflower turf on 12th May. Deliveries of a bench and gardening equipment were received.

Correspondence

The following had been received:

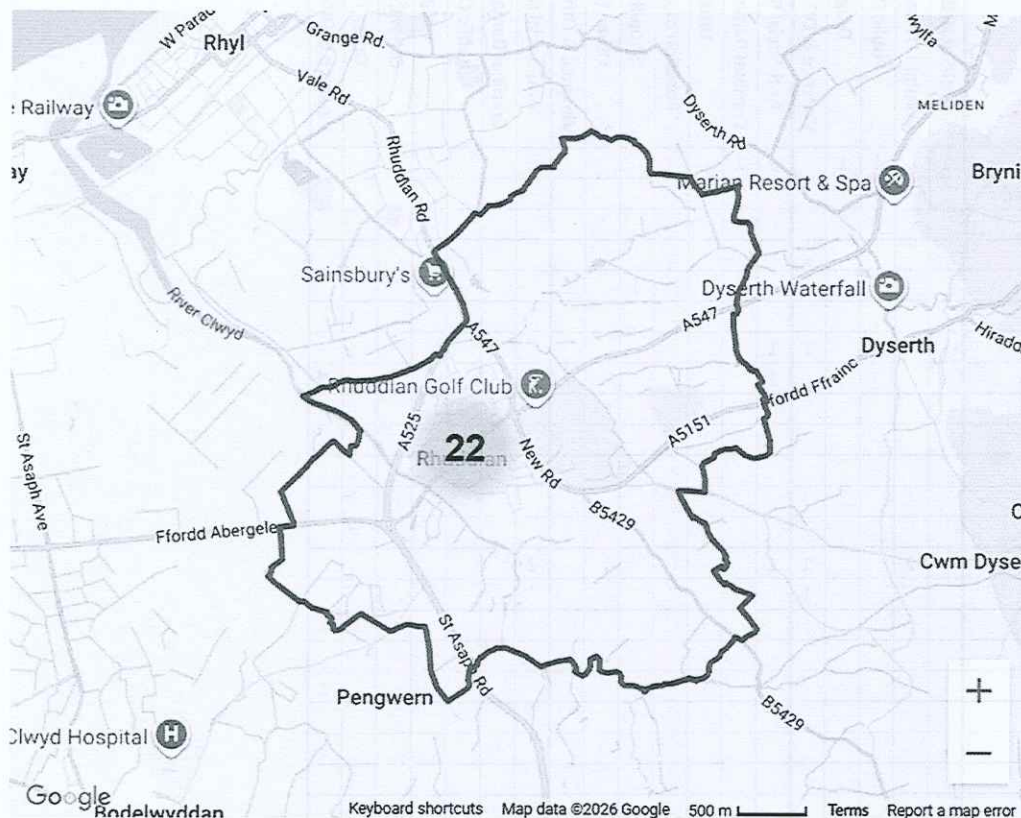
1. Notification from the Councils payroll provider, Sage & Company, that it joined the BK Plus Group on 15th April 2026. BK Plus is an independent accountancy firm.
2. Notification from Denbighshire County Council that payment 1 of the Precept has been made on 30th April. The payment was £65,813.33.
3. Via e-mail: A resident reported an incident on a Admiral's field. While leaving a nearby area, the resident observed a young individual riding a motorised vehicle at speed. The resident states this occurs regularly. On this occasion, an adult from the same vicinity was also riding a larger motorised vehicle across the field at speed and performing stunts. Several people, including children and dog walkers, were present in the area at the time. The resident was advised to report this to the Police which they have done.
4. Complaint via a Facebook post regarding litter on Twt hill suggesting a litter bin and dog poo bin are installed by the council.
5. Various One Voice Wales and DCC communications emailed to councillors.

Dates for the diary

- Gwledd – Saturday 16th May 2026
- Volunteer Fair and Summer Picnic in the Park – Saturday 1st August 2026

May 2026 Meeting – Crime Report

Appendix 5



All Crimes (22)

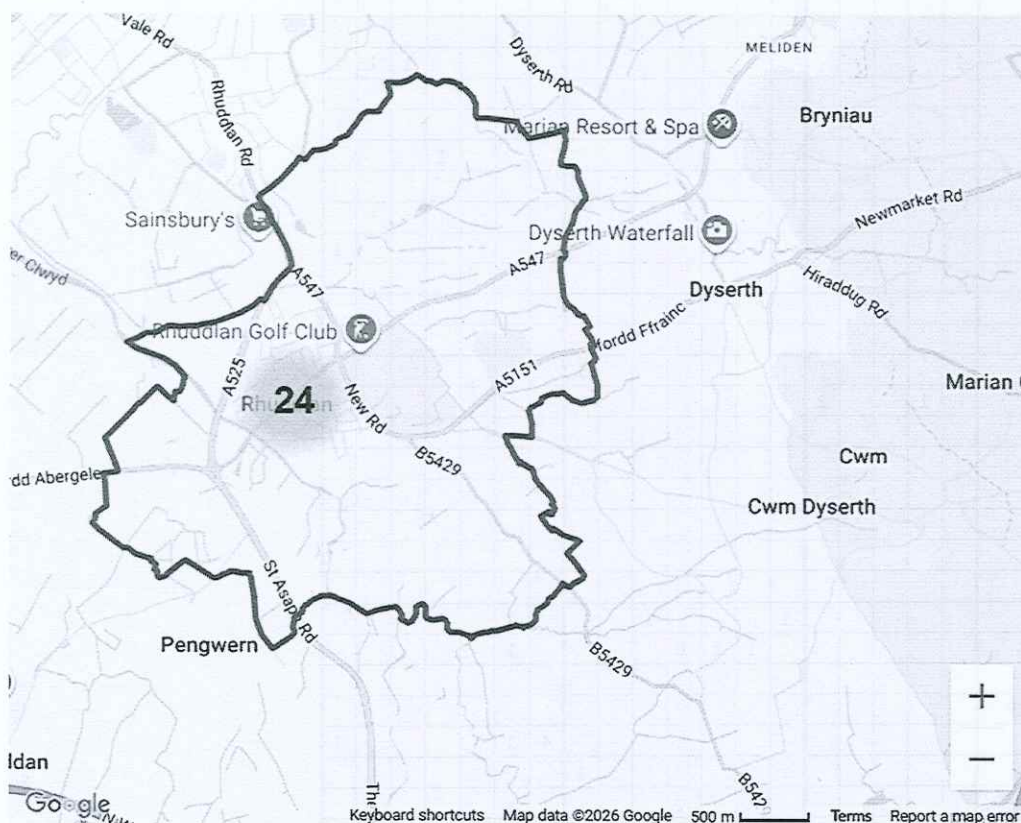
February 2026

22 crimes were reported here in February 2026

Violence and sexual offences	8
Anti-social behaviour	6
Criminal damage and arson	3
All other crime	5

[View crime definitions](#)

[Download area crime data](#)



All Crimes (24)

March 2026

24 crimes were reported here in March 2026

Violence and sexual offences	8
Anti-social behaviour	7
Criminal damage and arson	3
All other crime	6

[View crime definitions](#)

[Download area crime data](#)

Location	January				February								March							
	Anti-Social Behaviour	Criminal Damage & Arson	Public Order	Drugs	Violence & Other Offences	Anti-Social Behaviour	Criminal Damage & Arson	Drugs	Posetion of a weapon	Shoplifting	Other Theft	Violence & Other Offences	Anti-Social Behaviour	Criminal Damage & Arson	Public Order	Drugs	Other Crime	Other Theft	Violence & Other Offences	
A525 ST Asaph Rd	1		1	1		1	1													
A547 Meliden Road																				
Abergele Road																				
Admirals Walk																				
Asda										1		2								
B5249																				
Berllan Avenue					1	1														
Bryn Cres						1						2							1	
Bryn Hafod																				
Church Street																				
Clos Y Berllan													1							
Clos David Owen																				
Clwyd Avenue																				
Cross Street		2			1	1							2							
Dyserth Road					1															
Eton Park																		1	1	
Fairlands Avenue																				
Fford Aber																			1	
Ffordd Dewi																				
Ffordd Ganol											1									
Ffordd Morris																				
Ffordd Porthdy																				
Glyn Avenue												1								
Grenville Avenue																				
Gwindy Street																				
Harding Avenue	1																1	1	1	
High Street																				
Highlands Close																			1	
Highlands Road					1										1					
Hoel Hendre																				
Howell Avenue																				
Hylas Lane																			1	
Kerfoot Ave																				
Links Avenue			1																	
Llys Hendre																				
Llys Pen-y-Forrdd												1								
Lon Cwybr		1			2															
Maes Y Bryn																				
Maes-Y-Castell																				
Maeys Helyg																				
Maes Fyddian																				
Maes Onnen																				
Maes Rhosyn																				
Marsh Road						1				1			1							
Nant Close							1	1	1				1							
Parliament Street																				
Parliament Street CP																				
Park Edith													4	1					1	
Parc-y-Lleng						1						1								
Pentre Lane																				
Plas-Y-Brenin					1															
Princes Road																				
Princes Park																				
Rhyl Road														1						
Seymour Drive																				
Tan-Yr-Eglwys																			1	
Treetops Court							1								1					
Trevor Avenue																				
Vicarage Lane																				
Vicarage Lane Car Park												1								
Total	2	3	2	1	7	6	3	1	1	2	1	8	7	3	1	2	1	2	8	



County Cllr Arwel Roberts - Adroddiad i'r Cyngor Tref – Ebrill 2026. Report to the Town Council- May 2026.

Mae fy nghyfnod fel Cadeirydd y Sir yn dirwyn i ben . Dydd Mawrth nesaf byddaf yn trosglwyddo £6 mil o bunnoedd i'r ddau achos da - Hosbis Sant Cyndeyrn a Cyfle Teg i Bawb (Urdd Gobaith Cymru) . £3 mil o bunnoedd yr un.

My time as Chair of DCC is about to finish. Next Tuesday I will be transferring £3k each to St Kentigern Hospice and Fair Chance to everyone (Welsh League of Youth)

Mi fyddaf mewn dau amgylchiad arall ar ddiwedd yr wythnos yma gyda Awen fy ngwraig . Un yn Dinbych a'r llall yn ardal Wrecsam.

I will be present with Awen in 2 other events as Chair by the end of this week. One in Dinbych and the other in Wrexham.

Diolch i'r Cyngor Sir am wella cyflwr y rheilenau stryd yn y dref.

Thanks to the County Council for improving the state of the Street Railings in the town.

Wedi anfon gair at rheolwyr stryd am gyflwr arwydd - Stryd y Castell.

Have sent a word to the Street Scene Section regarding a broken sign in Castle Street.

Diolch i bwy bynnag ddaru gasglu dau bag bin o sbwriel yn Ffordd y Gors.

Thanks to whoever collected two bin bags of litter in Marsh Road.

Diolch i'r Maer am fynychu paned a sgwrs (ar ol gwaith) ar y 6ed o Fai.

Thanks to the Mayor for attending the Cuppa and chat on the 6th of May

Ein Cyf/Our Ref: 44/2026/0166/PS
Rhif Union/Direct Dial: 01824706727
Ebostr/E-mail: cynllunio@sirddinbych.gov.uk / planning@denbighshire.gov.uk
Rheoli Datblygu, BLWCH POST 62, Rhuthun, Sir Ddinbych, LL15 9AZ
Development Management, PO BOX 62, Ruthin, Denbighshire, LL15 9AZ



Dyddiad/Date: 14/04/2026

Rhuddlan Town Council

CAIS/APPLICATION: 44/2026/0166/PS

LLEOLIAD/LOCATION: ASH MOTORS Marsh Road, Rhuddlan, Rhyl, Denbighshire, LL18 5UB

CYNNIG/PROPOSAL: Amrywiad o amod rhif 5 o ganiatad cynllunio rhif 44/2024/1314 i ganiatau i'r safle gael ei ddefnyddio ar gyfer manwerthu ehangach nad yw'n fwyd/cymhariaeth / Variation of condition no. 5 of planning permission code no. 44/2024/1314 to allow the premises to be used for broader non-food/comparison retail

Annwyl Syr / Fadam Mae'r cais uchod wedi dod i law y Cyngor Sir a gellir ei weld ar y ddolen isod: https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126474 neu https://developments.denbighshire.gov.uk/planning/ Os oes gennych unrhyw sylwadau yr hoffech i'r Cyngor eu hystyried pan fyddant yn ymdrin â'r cais, anfonwch nhw ar bapur o fewn 21 diwrnod o ddyddiad y llythyr hwn. Byddwn yn gwerthfawrogi'n fawr iawn pe gallech nodi ein cyfeirnod a chynnwys disgrifiad byr o'r cynnig ar eich ymateb os yw hynny'n bosibl. Byddaf yn cymryd nad oes gennych unrhyw sylwadau os na chlywaf gennych o fewn y cyfnod o 21 diwrnod. Mae'n bosibl y gwneir penderfyniad ar y cais ar ddiwedd y cyfnod ymghyngorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor. Yn y fan hyn dylwn ddweud na all y Cyngor Sir ond penderfynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni chymerir bod pethau fel colli golygfa, gwrthwynebiad ar sail foesol, cystadleuaeth annheg ac anghydfod cyfreithiol preifat, er enghraifft, yn berthnasol i deilyngdod cais cynllunio, a dylech wybod na all y Cyngor Sir roi unrhyw bwys arwyddocaol ar faterion o'r fath wrth wneud penderfyniad. Sylwch os gwelwch yn dda bod raid i'r Cyngor Sir, o dan Ddeddf Llywodraeth Leol (Hawl i Wybodaeth) 1985, sicrhau bod unrhyw lythyr a dderbyniwyd fel papurau cefndir i'r cynnig ar gael i'w archwilio gan y cyhoedd. Fe all y cais uchod gael ei ystyried gan aelodau'r Pwyllgor Cynllunio, ac os felly bydd eich ymateb yn cael ei gyhoeddi yn	Dear Sir / Madam The above-described application has been received by the County Council and can be viewed at the link below: https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126474 or https://developments.denbighshire.gov.uk/planning/ If you have any observations which you would like the Council to consider when they deal with the application, I would ask you to forward them in writing within 21 days of the date of this letter. It would be very much appreciated if you could quote our reference number and include a brief description of the proposal in your response if at all possible. I will assume that you have no observations if I do not hear from you within the 21-day period. The application may be determined at the end of this consultation period, hence any representations received after the expiry date may not be taken into account by the Council. I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view, objections on moral grounds, unfair competition and private legal disputes, for example, are not normally accepted as material to the planning merits of an application, and you should be aware that the County Council would not be able to attach any significant weight to such matters in making a decision. Please note that under the provisions of the Local Government (Access to Information) Act 1985, the County Council is obliged to make available for public inspection any letter received as background papers on the proposal.
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adroddiad y pwyllgor, a fydd ar gael i'w archwilio gan y cyhoedd ar y rhyngwrwyd.

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services

Rydym yn croesawu gohebiaeth yn Gymraeg a ni fydd unrhyw oedi wrth ymateb i ohebiaeth a dderbyniwyd yn Gymraeg.

We welcome correspondence in Welsh and there will be no delay in responding to correspondence received in Welsh.

Yn eiddoch yn gywir EMLYN JONES Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad	The above application may be considered by members of the Planning Committee, in which case your response will be published in the committee report which will be available for inspection by the public on the internet. I look forward to hearing from you. Yours faithfully EMLYN JONES Head of Planning, Public Protection and Countryside Services
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Ein Cyf/Our Ref: 44/2026/0178/HH

Rhif Union/Direct Dial: 01824706727

Ebost/Email: cynllunio@sirddinbych.gov.uk / planning@denbighshire.gov.uk

Rheoli Datblygu, BLWCH POST 62, Rhuthun, Sir Ddinbych, LL15 9AZ

Development Management, PO BOX 62, Ruthin, Denbighshire, LL15 9AZ

Cyngor
sir ddinbych
denbighshire
County Council



Dyddiad/Date: 22/04/2026

Rhuddlan Town Council

CAIS/APPLICATION: 44/2026/0178/HH

LLEOLIAD/LOCATION: INGLENOOK, 34 Vicarage Lane, Rhuddlan, Rhyl, Denbighshire, LL18 2UF

CYNNIG/PROPOSAL: Codi estyniadau i ochr a chefn yr annedd a newidiadau gan gynnwys ail-doi i ddarparu llety ychwanegol o fewn y to ar lefel y llawr cyntaf / Erection of extensions to side and rear of dwelling and alterations including re-roofing to provide additional accommodation within roof at first floor level

Annwyl Syr / Fadam

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

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126492>

neu

<https://developments.denbighshire.gov.uk/planning/>

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

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

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

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

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

Fe all y cais uchod gael ei ystyried gan aelodau'r Pwyllgor Cynllunio, ac os felly bydd eich ymateb yn cael ei gyhoeddi yn

Dear Sir / Madam

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

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126492>

or

<https://developments.denbighshire.gov.uk/planning/>

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

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

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

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

adroddiad y pwyllgor, a fydd ar gael i'w archwilio gan y cyhoedd ar y rhyngwrwyd.

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services

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

Ein Cyf/Our Ref: 44/2026/0148/HH
 Rhif Union/Direct Dial: 01824706727
 Ebost/Email: cynllunio@sirddinbych.gov.uk / planning@denbighshire.gov.uk
 Rheoli Datblygu, BLWCH POST 62, Rhuthun, Sir Ddinbych, LL15 9AZ
 Development Management, PO BOX 62, Ruthin, Denbighshire, LL15 9AZ



Dyddiad/Date: 05/05/2026

Rhuddlan Town Council

CAIS/APPLICATION: 44/2026/0148/HH

LLEOLIAD/LOCATION: 12 Highlands Close, Rhuddlan, Rhyl, Denbighshire, LL18 2RU

CYNNIG/PROPOSAL: Codi waliau ffin newydd i Highlands Close a Ffordd Ganol; adeiladu mynediad newydd i gerbydau oddi ar Highlands Close; newidiadau i fynediad i gerbydau oddi ar Ffordd Ganol; estyniad i'r garej a gwaith cysylltiedig / Erection of new boundary walls to Highlands Close and Ffordd Ganol; construction of a new vehicular access off Highlands Close; alterations to vehicular access off Ffordd Ganol; extension to garage and associated works

Annwyl Syr / Fadam

Ysgrifennais atoch yn flaenorol ynglyn â'r cais uchod sydd wedi'i gyflwyno i'r Cyngor Sir.

Rwyf wedi derbyn cynlluniau/dogfennau diwygiedig/ychwanegol, ac mae copi ohonynt ar gael ar ein gwefan:

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126455>

neu

<https://developments.denbighshire.gov.uk/planning/>

Os hoffech gyflwyno unrhyw sylwadau am y cynlluniau/dogfennau diwygiedig, yna byddwn yn ddiolchgar o'u derbyn o fewn yr 21 diwrnod nesaf

Os na chlywaf gennych o fewn yr amser hwn byddaf yn cymryd nad oes gennych unrhyw sylwadau i'w gwneud ar y cynlluniau/dogfennau, neu nad ydych yn dymuno ailystyried unrhyw sylwadau a anfonwyd atom eisioes.

Mae'r cyngor a roddwyd yn fy llythyr blaenorol am y nifer o gynrychiolwyr a ganiateir ar ein gwefan a phroses y Pwyllgorau Cynllunio yn dal yn berthnasol.

Caiff unrhyw ddata personol a gaiff ei brosesu gan Adran Gynllunio Cyngor Sir Ddinbych ei drin mewn cydymffurfiaeth â gofynion y Rheoliad Diogelu Data Cyffredinol (GDPR) (Rheoliad (UE) 2016/679). Caiff unrhyw ddata a gaiff ei ddarparu ei brosesu at ddibenion asesu ceisiadau cynllunio yn unig. Am wybodaeth bellach am sut mae Cyngor Sir Ddinbych yn prosesu eich data personol a'ch hawliau, gwelwch ein hysbyseb preifatwydd ar ein gwefan os gwelwch yn dda:

<https://www.denbighshire.gov.uk/cy/preifatwydd/preifatwydd.aspx>

Yr eiddoch yn gywir

Dear Sir / Madam

I wrote to you previously in connection with the above application which has been submitted to the County Council.

I have now received amended/additional plans/documents, a copy of which is available for inspection on our website:

<https://developments.denbighshire.gov.uk/planning/index.html?fa=getApplication&id=126455>

or

<https://developments.denbighshire.gov.uk/planning/>

Should you wish to make any representations on the amended plans/documents, then I would be grateful to receive them within the next 21 days.

If I do not hear from you within this period I shall assume you have no representations to make on the amended plans/documents, and that you do not wish to revise any observations which may already have been forwarded.

Advice in my previous letter relating to the availability of representations on our website, and the Planning Committee process, remain relevant.

Any personal data processed by Denbighshire County Council Planning Department is done so in accordance with the requirements of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). Any data supplied will be processed only for the purpose of assessing planning applications. For further information about how Denbighshire County Council processes personal data and your rights, please see our privacy notice on our website:

<https://www.denbighshire.gov.uk/en/privacy/privacy.aspx>

Yours faithfully

P 21/09/2017

EMLYN JONES

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

EMLYN JONES

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

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



D262701- Internal Audit of Rhuddlan Town Council 2025-26

Internal Audit of Rhuddlan Town Council 2025-26

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Internal Audit of Rhuddlan Town Council 2025-26

Purpose and Scope of Review

To carry out the internal audit of the 2025-26 accounts 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 2026.

High Assurance	Risk and controls well managed and objectives are being achieved
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Audit Opinion

Our review of Rhuddlan Town Council for the financial year 2025-26 confirmed robust governance and financial controls are in place. Examples of effective controls include good standard of record keeping using the financial system 'Rialtas', regular review and approval of payments and good maintenance of the council's cashbook.

Payroll arrangements remain effective with evidence of deductions of national insurance and tax to HMRC and to the pension provider. Since our last review, the council now have an assistant Town Clerk to support the Town Clerk and Responsible Financial Officer, which strengthens business continuity for key tasks performed by the Town Clerk. However, there are no written procedures in place to capture key tasks performed. (See Risk Issue 1)

The council regularly review and update policies, which are accessible on the website. The financial regulations are reviewed annually, which include appropriate thresholds for procuring goods and services. Testing confirmed that income and expenditure including the treatment of VAT were processed in line with the financial regulations. Monthly, quarterly and end of year reconciliations are performed with clear separation of duty in place.

Risk management arrangements are effective with a risk assessment in place recording risks, impact, likelihood, and controls to mitigate risks from materialising. An asset register is in place, which is reviewed periodically. Insurance coverage is reviewed and approved on an annual basis to cover risks and assets identified by the council.

A review of the annual return identified some variances in comparison to the previous year with valid explanations for the variances.

Based on the scope of the review, we give a high assurance overall. Details of the definitions of the ratings used in our report are included in Appendix 1".

High Assurance ●

Risk and controls well managed and objectives are being achieved

Appendix 1 – Definition of Ratings Used Within the Report

Assurance Levels

High Assurance ●	Risk and controls well managed and objectives are being achieved
Medium Assurance ●	Minor weaknesses in management of risks and/or controls but no risk to achievement of objectives
Low Assurance ●	Significant weaknesses in management of risks and/or controls that put achievement of objectives at risk
No Assurance ●	Fundamental weaknesses in management of risks and/or controls that will lead to failure to achieve objectives

Action Plan Priority

Priority	Impact	Timescale (indicative)
P1	Action is imperative to ensure that the objectives for the area under review are met	To be implemented immediately. Explanation to Governance & Audit Committee should timeframe extend beyond three months
P2	Requires action to avoid significant risks to the achievement of objectives within the area under review	Implemented as soon as possible. Explanation to Governance & Audit Committee should timeframe extend beyond six months
P3	Action to enhance controls or improve operational efficiency	Implemented within six months. Governance & Audit Committee will be advised if longer timescale is necessary and/or justified

Internal Audit of Rhuddlan Town Council 2025-26

Risk Assessment Criteria

Risk Severity	Escalation Criteria	Likelihood & Impact
Moderate ●	Risk containable at service level – senior management and Senior Leadership Team (SLT) may need to be kept informed	• Event is almost certain/likely to occur in most circumstances with very low impact • Event is likely/possible to occur with low impact • Event will possibly/unlikely/rarely occur with medium impact • Event rare and may occur only in exceptional circumstances with high impact
Major ●	Intervention by SLT and / or Corporate Executive Team (CET) with Cabinet involvement	• Event is almost certain to occur in most circumstances with low impact • Event is almost certain/likely to occur in most circumstances with medium impact • Event will possibly/unlikely to occur at some time with high impact • Event rare and may occur only in exceptional circumstances with very high impact
Critical ●	Significant CET and Cabinet intervention	• Event is almost certain or likely to occur with high impact • Event is almost certain/likely/possibly to occur with very high impact

Report Recipients

- Rhuddlan Town Clerk

Internal Audit Team

Samantha Davies, Principal Auditor (CP) samantha.davies@denbighshire.gov.uk

Key Dates

Review commenced

Review completed

April 2026

April 2026

Annual Return for the Year Ended 31 March 2026

Accounting statement 2025-26 for:

Appendix 11

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	101,842	156,024	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	199,211	199,674	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	51,516	25,422	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	43,144	43,492	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	11,529	11,529	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	141,871	142,768	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	156,024	183,331	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	156,024	183,331	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	156,024	183,331	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	472,214	472,214	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	125,904	118,001	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	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.		x	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.	x		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 www.rhuddlantowncouncil.gov.uk	x		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.	x		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.	x		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 and preparation and approval of the annual accounts - 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.	x		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	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.	x		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.	x		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.	x		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		x	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 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling £12,542 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. * Explanations for No Answers. The council has done some informal consultation during community markets, meetings, County events but feels it has not carried out a formal consultation. Post the 2027 elections the new council will carry out a large formal consultation regarding the creation of the next town plan. The council wishes to apply for the general power of competence and needs a second unqualified audit to proceed. The Clerk has CiLCA and all the council seats are elected.

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 2026.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	Minute ref: May minutes items 9b, c & d
RFO signature:	Chair signature:
Name: Stephen Wilson	Name: Cllr Jackie Burnham
Date: 14 th May 2026	Date: 14 th May 2026

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: **Rhuddlan Town Council**

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 2026.

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.	✓				See Internal Audit report
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				See Internal Audit report
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				See Internal Audit report
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.	✓				See Internal Audit report
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				See Internal Audit report
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		See Internal Audit report
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				See Internal Audit report
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				See Internal Audit report

* 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.	✓				See Internal Audit report
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.	✓				See Internal Audit report
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		Trust funds no longer in place

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 May 2026] * 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 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	Samantha Davies
Signature of person who carried out the internal audit:	<i>SS Davies</i>
Date:	11/05/2026

* Please include an explanation for any 'No' answers

Date: 14/05/2026

Rhuddlan Town Council

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Time: 09:50

Current Bank A/c

List of Payments made between 01/05/2026 and 31/05/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/05/2026	Amazon EU	PABT0969	11.38	GB63JSMC5AE	Cable Ties Starling
14/05/2026	Steve Wilson	PABT0953	3.00	PC	Starling expenses
14/05/2026	Steve Wilson	PABT0954	103.95	PC	Travel Expenses
14/05/2026	HMRC	PABT0955	1,013.18	120PP01122176	PAYE & NI
14/05/2026	Steve Wilson	SO	1,705.52		Salary
14/05/2026	Steve Wilson	PABT0956	89.78		Salary Adjustment
14/05/2026	Heidi Barton-Price	PABT0957	479.73		Salary
14/05/2026	NEST Pension	DD	274.29		Pension
14/05/2026	Web Studio North Wales	SO	240.00	Invoice 10170	Website and SM Mgmt
14/05/2026	Web Studio North Wales	PABT0958	300.00	Invoice 10175	Visit Rhuddlan Website & SM
14/05/2026	C Baglin	PABT0959	300.00	INV583	Entertainment Gweledd
14/05/2026	Mari A Williams Translations	PABT0960	192.83	Invoice 1657	Tranlastion April 2026
14/05/2026	British Gas	DD	54.79	Bill 14758217	Hwb Gas
14/05/2026	British Gas	DD	40.88	Bill 14701440	Electricity Hwb
14/05/2026	British Gas	DD	118.42	Bill 14705019	MUGA Lights
14/05/2026	Llanduddno Mayor's Charity Acc	PABT0961	20.00		2 tickets for charity event
14/05/2026	Catalyst Systems (North Wales)	PABT0962	148.32	Inv 62288	Office 365 for Assistant
14/05/2026	Rialtas	PABT0964	730.80	Invoice 33635	Year End Accounts
14/05/2026	One Voice Wales	PABT0965	851.00	April meeting	Membership 2026-2027
14/05/2026	Tesco Mobile	DD	24.99	Bill 134290033949	Clerk & Assist mobile
14/05/2026	Amazon EU	PABT0970	53.76	GB633P04PAEUI	Stationary for Heidi
14/05/2026	Amazon EU	PABT0970	-53.76		Stationary correction
14/05/2026	Amazon EU	PABT0970	43.76	GB633P04PAEUI	Stationary Heidi
14/05/2026	Zoom Video Communications	PABT0971	15.59	INV349447647	Zoom 11/4 to 10/5 2026
14/05/2026	Amazon EU	PABT0972	9.56	GB63KKGKRAAE	Stationary
14/05/2026	Rhuddlan Allotments	PABT0973	500.00	March 26 mins itm 12	Grant
14/05/2026	Heidi Barton-Price	PABT0974	13.50	Steve Wilson	Travel Expenses
14/05/2026	Angela Wilkins	PABT0975	96.00		Hwb Cleaning 28/4 to 22/5
14/05/2026	BT	DD	87.02		Hwb Wifi
14/05/2026	Canda Copying Limited	PABT0976	37.20	Invoice 100273323	Phococopier Rental
14/05/2026	Canda Copying Limited	PABT0977	34.28	Invoice 100273582	Copie charges
14/05/2026	Goodsigns & Print	PABT0978	65.28	Invoice 112735	stickers for Gwledd Signs
14/05/2026	Vale of Clwyd Carpet Cleaning	PABT0979	440.00		Cleaning of Bus Shelters
14/05/2026	Amazon EU	PABT0980	251.97	Events Chair and May	3 x Gazebos Gwledd
14/05/2026	bk plus limited	PABT0981	99.60	Invoice 178330	Payroll quarter end March 26
14/05/2026	Mr David Knyaston	PABT0982	200.00		Update Mayor's Board
15/05/2026	HSBC UK	DD	2.00		Bank Charges
15/05/2026	North Wales Fencing Ltd	PABT0963	584.40	Invoice 226186	Roll of Mesh for MUGA repair
15/05/2026	Rhuddlan Dementia Group	PABT0966	80.00	April Mins item 10A	Grant
15/05/2026	2026 Llangollen International	PABT0967	100.00	April Mins item 10A	Grant

Continued on Page 2

Appendix 15

Date: 14/05/2026

Rhuddlan Town Council

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Time: 09:50

Current Bank A/c

List of Payments made between 01/05/2026 and 31/05/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/05/2026	Entec Door Services	PABT0968	180.00	Inv SI-27408	Assess Hwb disabled door
Total Payments			9,543.02		