

Draft Minutes of the Denbigh Town Council Full Council Meeting held on Monday 18th May 2026

Present: Face to Face Councillor's: Ruth Griffiths, Pauline Edwards, Roy Tickle, Gaynor Wood-Tickle, Philip Stevens, Gaynor Morgan Rees, Matthew Jones, Jo Davies (Town Clerk and Responsible Finance Officer) Zoe Wynne (Civic, Events & Admin Assistant) Carys Jones (Interim Admin Support)

Zoom: None

Members of the Public: Alyn Ashworth

The Chair, Cllr Ruth Griffiths, welcomed all to the May Full Council Meeting and stated -

‘There is no planned fire alarm and so if at any point the fire alarm does go off, please remember to leave the chamber in a calm manner via the stairs and meet by the angel. There is an attendance register in the chambers, please sign in. This is of utmost importance and is part of our standing orders. Whilst we may not always agree with each other’s comments, please do not interrupt speakers and be respectful of their views. Please treat each other with dignity and respect at all times’.

If any Councillors have completed the declaration of interest form for this current meeting, we would ask those Cllrs to please exit the Chambers whilst that particular item is discussed – as per “Code of Conduct Training”

Let’s have a great meeting and feel free to get up or pour a drink etc. throughout the Meeting.

13 Apologies for absence: Councillor’s Sioned Garrod, Robert Davies, Sylvia Jennings and Lara Pritchard.

14 Declaration of Personal/Prejudicial Interest

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting:

Name	Item	Personal/Prejudicial
Matthew Jones	13.3	Prejudicial

15 Confirmation of Minutes

15.1 Full Council 27.04.2026 – Agreed and Accepted

Matters arising –

169.2 – Jo needs the signed documents from the Councillor files that were handed out.

171.6.3 – Cllr PE asked if the Burgess Committee has met but Cllr RT said nothing was planned as yet.

173.1 - Planning officers confirmed the previous refusal related to:

- Substandard flat size.
- Lack of outdoor amenity space.

The revised application only increases floor area to meet minimum size requirements.

Planning officers state:

- Outdoor amenity concerns remain unresolved.

The site is not considered town centre location as argued by the applicant

15.2 AGM 08thMay 2026 – Agreed and Accepted

16 ***Urgent business under Section 100B (4) of the Local Government Act 1972: Noted***

Section 100B (4) of the Local Government Act 1972 allows for the consideration of urgent business at meetings of a council or its committees. This can happen when the meeting's chair believes the item is urgent due to special circumstances. The reason for the urgency must be recorded in the meeting's minutes. –

16.1 **Policies for ratification:**

16.1.1 Health & Safety Policy – **Agreed and Accepted**

16.1.2 Equality & Diversity Policy – **Agreed and Accepted**

16.1.3 Anti Bribery Policy – **Agreed and Accepted**

16.1.4 Social Media Policy – **Agreed and Accepted**

16.2 Scribe – The Town Councillors agreed for Jo to start from scratch on scribe beginning with financial year 2026-2027 - **Noted**

17 **Matters arising – None**

17.1 **Denbigh Town Discussion**

A number of concerns have been raised regarding littering, cleanliness and anti-social behaviour within the town. The Mayor and Clerk are attending a meeting with the Open Doors Committee on 2 June to hear concerns and discuss ongoing issues. The Town Council's role is to continue representing residents' concerns to the County Council and relevant agencies - **Noted – further information will be collected and sent to DCC from DTC**

17.2 **Projects**

Two projects already budgeted for this financial year:

- Outdoor Gym Project
- Dog Walking Area Project

Zoe and Jo are seeking approval to:

- Begin progressing both projects.
- Gather quotations.
- Arrange site meetings regarding the outdoor gym.

Town Councillors agreed for the above to be done - **Noted**

18 Environment & Finance

18.1 Evan Pierce Garden Updates

18.1.1 Checklist - Checklist has been completed with the following outcomes –

- Jo to contact Bodfari Environmental regarding their maintenance schedule and scope of works.
- Weeding is required beneath benches.
- Dog fouling currently appears under control.
- Evidence of a fire in a metal bin was identified and photographed

18.1.2 Fountains - GGS Heating have:

- Thoroughly cleaned the fountain system.
- Cleared debris from the pipework.
- Chemically treated the water.
- Restored the fountains to working order.

However, several maintenance issues have been identified:

Issues requiring repair:

- Broken control panel/timer system.
- Broken dosing pot for water treatment chemicals.
- Automatic filtration and water level systems not functioning.

Historically these tasks were carried out manually by GGS Heating, which is not sustainable long-term.

A quotation has been requested for repairs.

Additionally:

- Monument floodlights are currently non-operational.
- Electrical testing appears not to have been carried out since 2012.
- EG Morris will be contacted for a site inspection and quotation.

Cllr PE suggested that the Town Council promote what we do in the Garden so that the public are aware. Jo will contact Bodfari Environmental to discuss the garden, benches etc and Chris Evans to discuss the gravel. **This was all agreed and Noted**

18.2 Bank Account Update

Audit have reconstructed the accounts using bank statements after Audit Wales returned the accounts for further review. Spreadsheets have been provided showing how figures for the Annual Return were calculated. The Internal Audit Report is currently in draft form and will follow once reviewed.

Annual Return

The Annual Return for 2024–2025 now requires Council approval and signatures before submission. Town Councillors accepted the figures presented for the 2024–2025 Annual Return – **Noted**

Bank Reconciliation Update - Noted

18.3 Payments made April/May 2026 to date – Noted

22.04.2026	00876 5	Jones & Graham	Admin Fees	£133.20
23.04.2026	00876 6	Audit Wales	Audit	£200.00
28.04.2026	00876 7	Denbigh Aged & Disabled	Grant Aid S137	£1850.00
28.04.2026	00876 8	Starboard Systems Ltd (Scribe)	Accounting Software	£1209.06
28.04.2026	00876 9	Society of Local Council Clerks	CiLCA Training – Jo (Clerk)	£495.00
16.04.2026	00877 0	J Davies	Refund – washing of tour guide uniform	18.00
29.04.2026	00877 1	Bodfari Environmental	Grounds Maintenance E.P Garden	£1018.20
01.05.2026	008772	Zoe Wynne Price	Refund – AGM Gift – Hywel	£34.00
01.05.2026	008773	NPOWER	CCTV Electricity	£208.68
01.05.2026	008774	CANDA	Copier Rental	£47.46
01.05.2026	008775	VIKING	Stationary	£147.54

01.05.2026	008776	Carys Jones	Admin Support	£210.00
01.05.2026	008777	J Davies	Refund – Tour Guide Posters	£96.00
05.05.2026	008778	P Liversidge	£175 – Grass cutting + £16.70 – EP Garden Clear Up	£191.70
06.05.2026	008779	Jones & Graham	Staff Pensions May 2026	£943.88
06.05.2026	008780	Jones & Graham	Staff HMRC May 2026	£1354.45
06.05.2026	008782	Jones & Graham	Staff Salaries May 2026	£3854.27
11.05.2026	008783	J Davies	Multiple Refunds for AGM – See folder	£393.20
11.05.2026	008784	Hywel Evans	AGM Photography	£15.00
11.05.2026	008785	Zoe Wynne-Price	Paper plates for AG Refund	£3.90
11.05.2026	008786	Julia Carter	Catering for AGM	£400.00
11.05.2026	008787	M A Jones	Refunds – Parking	£4.00
11.05.2026	008788	Connections Magazines LTD	Tour Guide Advertising	£528.00
Payments above this line were noted at full council 18.05.2026				
13.05.2026	008789	Mr M Andrews	Civic Officer Payment 2026-2027	£75.00
13.05.2026	008790	Mr P Glynn	Civic Officer Payment 2026-2027	£75.00
13.05.2026	008791	Mr S Owen	Civic Marshall Payment 2026-2027	£80.00
14.05.2026	008792	Lawrence White	Community Award	£200.00

18.4 Credits Received April 2026 – Noted

Date	Paid From	Description	Ref If Applicable	Amount
23.04.2026	DCC	Precept (1 st Payment)		£86,590.00
30.04.2026	Natwest	Bank Interest		£190.38
Total				£86,780.38

18.5 Payments requiring authorisation –

18.5.1 Zurich – Agreed and Accepted

18.5.2 ZWP Expenses – Agreed and Accepted

18.6 Quotations - None

18.7 Grant Aids

18.7.1 Grant Aid Break Down - Noted

18.7.2 Denbigh & District Male Voice Choir - £3,808.09 Agreed and Accepted

18.7.3 Denbigh Floral Arts – A discussion was held with a proposal and counterproposal. It was agreed to give £1500.00 – Agreed and Accepted

18.7.4 Denbigh Defibs - £600.00 – Agreed and Accepted

19. Correspondence received. - None

20. Planning

20.1 **Cais / Application:** 01/2026/0179/HH Lleoliad / **Location:** LLWYN ALED, 59 Vale Street, LL16 3AP – No Objections

20.2 **Cais / Application:** 01/2026/0198/HH Lleoliad / **Location:** NANT Y CRABBAS Plas Chambres Road, LL16 5UP - – No Objections

20.3 **Cais / Application:** 01/2026/0134/PF - Lleoliad / **Location:** CAE DAI, Lawnt, LL16 4SU - – No Objections providing the sewerage question is answered

21. Chair's update – Cllr RG has attended the following -

- Frongoch School Governors meeting
- VE Day service
- HWB Denbigh – Youth project meeting with Russell

Will be attending a Coffee morning St Marys on Friday

22. Other Meetings attended by town councillors –

- Cllrs GWT & Roy attended the Aged & Disabled meeting and AGM in Caernarfon
- Cllr MJ advised that he had spoken to previous members of the Carnival committee and is hoping to gain new volunteers and have a meeting in order to reinstate the Carnival in 2027. Town Councillors agreed to discuss again once the meeting has taken place.

23. Update from County Councillor Pauline Edwards

- Plans for factory ward car park to be free after 5pm unsure of when but will confirm in due course
- MAG meeting soon to discuss Town hall, Toilets and Car Park

24. Remuneration Payments 2026-2027

Councillors have opt-out forms available this evening which must be signed and returned.

Mayoral Allowance

As agreed previously:

- Mayoral allowance now paid in two instalments.
- First instalment to be paid this month.
- Second instalment payable in October.

Senior Responsibility Payments

The Independent Remuneration Panel requires:

- One enhanced responsibility payment must be offered.
- Up to five may be offered at Council discretion.

It was proposed extra responsibility payment for the Mayor Cllr RG and Deputy Mayor PE due to the additional responsibilities and duties that they have. – **Agreed and Accepted**

25. Co-Options

Members considered five applications for co-option to the Council. Following a vote, the following applicants were successfully co-opted:

- Sarah Davies – Lower Ward
- Cail Wyn Evans – Lower Ward
- Mark-Ryan Hughes - Central Ward

The successful applicants will sign the Declaration of Acceptance of Office at the next available opportunity.

Part 2

***26 To confirm Part 2 Minutes of Council Meetings held on:**

- *26.1** Full Council 27.04.2026
- *27** Old Magistrates Court Update

Copy to all town councillors

The Chair closed the meeting at 20.22

Signed.....

Date.....

PART 2

DRAFT