

Minutes of a meeting of Denbigh Town Council held on Monday 28th November 2016 at 6.30pm at the Town Hall, Denbigh.

Present: Councillors Margaret Bowe (Chairman), Roy Tickle (Deputy Chairman), Medwyn Williams, Catherine Jones, Mark Young, Gaynor Wood-Tickle, Marilyn Jones, Alyn Ashworth, Gaynor Morgan Rees, Robert Parkes & Colin L Hughes; County Cllr Gwyneth Kensler (Denbigh Museum) & Clwyd Wynne (Denbigh Museum); and Jenny Barlow (Town Clerk).

Apologies: Cllrs Raymond Bartley, Colin Hughes & Philip Stevens

The Chairman welcomed everyone to the November full council meeting as well as thanked Cllr Gwyneth Kensler and Mr Clwyd Wynne for attending.

109. Cllr Gwyneth Kensler & Mr Clwyd Wynne – Denbigh Archive & Museum Presentations.

Denbigh Archive – Mr Clwyd Wynne: Detailed information was received from Mr Clwyd Wynne regarding the Denbigh Archive. It has been in existence for the last 7 years and has grown in popularity. The team of volunteers work hard to promote the heritage and history of Denbigh town mainly through by collecting photographs and documents. Residents bring their photographs or documents in, they are either copied or gifted. Some documents are archived at Ruthin – County storage, as currently they have a better storage facility. It is crucial to retain the volunteers as this keeps costs down as well as retaining their local knowledge of Denbigh history. The archive is currently open Monday and Thursday afternoons, however some exhibitions do take place on other days. Currently the archive's website has 9,000 visits monthly. There are issues with the current website however the cost is currently too high to make improvements, (£1,400) this may be something that can be improved in the future. In addition to the photographs and documents the volunteers also transfer old films onto DVD's, attend local shows, contribute to Denbigh Town Council's heritage lectures and give group talks. Mr Wynne advised that much of the research work was done at home. A publication on Ystrad Isa has been completed, the sales of which will boost the archives income.

Cllr Margaret Bowe thanked Mr Clwyd Wynne for the presentation which was very informative. Very good to see such good work going on at the archive.

Cllr Roy Tickle asked about a magazine that was to be published by the archive. Mr Clwyd Wynne confirmed that this had been put on hold, however Mr Medwyn Jones will now produce it bilingually. Cllr Mark Young enquired about the link with schools. Mr Clwyd Wynne confirmed that 3 schools had been involved with a recent exhibition. It is important to keep communication with schools as the pupils will be the historian of Denbigh in later life.

Cllr Alyn Ashworth enquired about using Facebook for the circulation of photographs. Mr Clwyd Wynne confirmed that care was needed due to copyright.

Cllr Medwyn Williams advised that the archive group had been at shows to include the Denbigh Show as well as assisted the fire station with its 150 year celebrations.

Denbigh Museum – Cllr Gwyneth Kensler:

Cllr Gwyneth Kensler advised that Denbigh Town Council should be proud of its heritage vision to include the lottery fund 7 years ago and its tour guides.

The museum committee was set up in 2006, originally looked at the Gwasg Gee building. That did not materialise, alternative premises were looked into and Frongoch was the preferred option.

A feasibility study, in draft form had been circulated to the councillors prior to this meeting. The closing date for the grant application is the 5th December with the results being known in March. The museum development is working on its accreditation by March 2017 to include environmental controls and quality & collection management.

A school from Ruthin together with Police officers attended the court to role play a mock trial last week. The museum are promoting both activities and learning. The museum want to engage with all ages and have a hands on approach with learning activities. The service level agreement with Denbighshire County Council was not successful 3 year ago, they were unsure of what the future of the heritage department would be. Things have moved on from then. The museum will be a pilot for items to come back from the Ruthin stores and will be loaned initially for 5 years. This is the first such agreement in Wales.

The heritage lottery need to have 25 years left on the lease from the beginning of the project. As the lease was signed 3 years ago insufficient years are left. Cllr Gwyneth Kensler has requested the lease be increased to 30 years. A request was also made for the change of name for postal purposes. Change from Magistrates Court to Denbigh Museum. The grant requested is over £700,000 from the Heritage lotter fund. Cllr Gwyneth Kensler requested the money held by Denbigh Town Council in their reserves of £16,456.32 for the use at the museum be transferred over to the museum. Converting the caretaker's house will bring in additional income to help fund the museum. In 2002 Denbigh Town Council purchased 12 items of HM Stanley memorabilia using lottery funding from Christies. The lottery funding advised that then items needed to be retained in an accredited museum. They are currently in the Library at Denbigh as the museum is currently not accredited. Cllr Gwyneth Kensler requested that the items be loaned to the museum.

Cllr Roy Tickle advised that the HM Stanley items should remain at the library as it was more accessible to visitors as well as open to the public for 6 days per week. Cllr Gwyneth Kensler confirmed that the items could be loaned when there are exhibitions at the museum only.

Cllr Gwyneth Kensler also confirmed that the current lease stipulates that the museum is responsible for the maintenance of the building. With future development of the museum the museum committee are confident that they would be more self-sustainable.

Cllr Margaret Bowe and the other councillors thanked Cllr Gwyneth Kensler for her presentation.

Cllr Mark Young asked about the impact the house conversion would have on the museums business rate relief. Cllr Gwyneth Kensler agreed there would be changes.

Cllr Catherine Jones advised that residents were not aware that Denbigh had a museum as it was not advertised enough. Cllr Gwyneth Kensler confirmed that adverts were made in the library and other locations, she added that the same was being said about the theatre. Cllr Catherine Jones confirmed that she was happy to assist with promoting the museum. The opening times of the museum needs to be better displayed.

Cllr Robert Parkes advised that it was a shame that the name Frongoch was not included in the name change.

Councillor Gwyneth Kensler finished the presentation by confirming that the museum work very closely with the archive group, a lot of the volunteers assist with both groups. There is also a service level agreement being completed between the museum and archive groups.

Cllr Gwyneth Kensler and Mr Clwyd Wynne left the meeting at 7.15pm

110. Urgent Matters: There were none

111. Declaration of Personal Interest: The following declarations were received:

- (1) Cllr Mark Young – all matters relating to Denbighshire County Council.
- (2) Cllr Gaynor Morgan Rees – all matters relating to the Denbigh Museum – personal.
- (3) Cllr Medwyn Williams - all matters relating to the Denbigh Museum – personal.

112. The Minutes of the Council meeting held on the 24th October 2016 were received and approved.

Item 94 – Cllr Roy Tickle advised that he would like clarification of the comment made that Denbigh Town Councillors were not supportive. Cllr Mark Young requested the Chairman, Cllr Margaret Bowe, to contact Cllr Gwyneth Kensler for clarification.

113. Matters arising: None

114. Mayor's Report: A copy of the Mayor's appointments was distributed. Cllr Margaret Bowe confirmed that the events she had attended had been excellent to include the Denbigh Fireworks display and Christmas Lights switch on. Excellent atmosphere in the town during these events. Also last Saturday Cllr Bowe attended the Beaumaris window dressing competition which was beautiful. The advent carol service on Sunday held at St Marcella's church was also lovely.

115. Letters, E-mails and Notices: 1. It was agreed that the following items of correspondence to be noted and actioned accordingly:

- a) G Lloyd Jones & Co, confirmation of registration with Land Registry of Denbigh Museum & confirmation of payment received for lease amendment charges, £720.00.
- b) British Legion, requesting support at remembrance parade. The councillors agreed to pay the annual charge, currently £120, for the road closure signage for the service.
- c) Denbigh Museum – renaming. See below
- d) Denbigh Museum – HM Stanley memorabilia. This item was discussed during Cllr Gwyneth Kensler' presentation, however the item was not re visited and no proposals/vote made. This item will be added to the December agenda.
- e) Natural resource Wales – change in phone number & reporting.
- f) Denbigh Plum – secretary report & finance document.
- g) Public consultation on additional council tax on long term empty homes and second homes.
- h) LDBCW Publication – Electoral reviews
- i) Welsh ambulance service – pre hospital communication guide Talking points within Denbighshire – meeting dates.
- j) Denbigh Community Conservation Volunteers.
- k) CADW - update re Open Doors, access to Friary. CADW are investigating why the access has been restricted.
- l) Welsh Language Commissioner – Have your say event 05/12/16.
- m) Denbigh Museum – request for a change in lease as well as transferring the reserve funds held on Denbigh Town Councils account for £16,456.32. See below.
- n) Email from Cllr Colin Hughes supporting Denbigh Museum application.
- o) Request from Denbigh Archive to have the funds retained by Denbigh Town Council of £800 given to the group as they have now opened a bank account. This was agreed by the councillors.

Denbigh Museum items (115/c/m)

The request by Cllr Gwyneth Kensler to rename the former magistrate court to Denbigh museum is for Post office use only at no additional cost to the Town council. Cllr Mark young expressed concerns as the renaming should be added to the lease and amended with land registry. This would incur costs. Cllr Medwyn Williams advised time was of an essence as the application was due on the 5th. The request made by Cllr Gwyneth Kensler concerning the amendment of the lease to 30 years was discussed, again concerns were made as to the costs of the change in lease. It was agreed (9 for and 2 abstained) that the clerk would contact Denbigh Town Council's solicitor to amend the leases term to 30 years

and re name to Denbigh Museum ensuring that only one charge was applicable for the 2 changes on the lease. Cllr Gwyneth Kensler also requested that the PWLB money retained in Denbigh Town council's reserves of £16,456.32 for maintenance of Denbigh Courthouse be transferred over to the Museum. Cllr Medwyn Williams advised that there was planning permission granted on the house and the money was required for the renovation work. Also confirmation of the amount held in reserves would need to be quoted on the grant application form. The request to transfer the money was discussed by the councillors and agreed in principle (8 for with 3 abstaining), subject to a successful grant application being agreed by the Heritage Lottery Fund. The solicitor's costs for the amendments to the lease will have to be paid for by the museum out of the reserve funds. The town clerk was requested to email Cllr Gwyneth Kensler with the agreed details by the councillors and to request a confirmation of acceptance of the terms.

116. Planning: To consider any applications received for planning permission.

1) **01/2016/1050**

Gallt Y Coed, 60 Vale Street, Denbigh.

Proposed works to one Copper Beech Tree situated in conservation Area.

2) Grwp Cynefin – Publicity and Consultation before applying for planning permission.

117. Council Committee Minutes.

(1) The minutes of the Environment and Finance Committee held on the 21st November 2016 were noted together with half yearly financial report.

(2) The minutes of the Planning Committee held on the 22nd November 2016 were noted.

118. Minutes / Reports of council sub committees. None

119. Reports:

1) Fireworks – The clerk advised that the feedback received following the display has been excellent. Comments from the public to include – best ever. The councillors thanked the clerk for her first event.

2) Christmas lighting – The clerk confirmed that all the works had been completed in relation to the brackets etc as well as the lights installation. The switch on event which took place last Friday was spectacular. The event was very well attended and the feedback received was fantastic. The clerk was requested to contact both the Street lighting team at Denbighshire County Council as well as the contractor who fitted the brackets to express our thanks for a job well done.

3) Fairtrade – The clerk advised that the Fairtrade group were looking at applying for Fairtrade status for Denbigh. The councillors confirmed that they were fully supportive of this and Cllr Alyn Ashworth agreed to be present at the next Fairtrade meeting.

4) Standing Orders – Cllr Alyn Ashworth confirmed that the meetings are progressing well and the updated details will be circulated shortly. Cllr Margaret Bowe thanked Cllr Alyn Ashworth for his assistance in the amendments.

5) Town Hall Management – Cllr Medwyn Williams confirmed that the meeting went well. Several major works have been completed on the maintenance of the Town Hall in recent

years to include a new glass automatic door, lift, lights etc. The partnership with Denbighshire County Council is working well. Sion Goldsmith from Denbighshire will shortly be contacting the Town Council to see if the Town Council are still happy to support Denbighshire with their financial contribution.

Cllr Margaret Bowe commented that the door to the clerk's office is not a fire door. Also Cllr Mark Young confirmed that there should be a glass panel in the door. The clerk has been requested to contact Sion Goldsmith.

6) North Wales Hospital Denbigh – Cllr Medwyn Williams advised that the planning trusteeship are planning to move forward the compulsory purchase order in January. By March the site may be owned by Denbighshire County Council which will then be transferred over to the trust.

7) Open Doors – Cllr Medwyn Williams confirmed that the dates for next year's event have been confirmed as 23rd & 24th September. The centenary of the town hall is on the 21st September, a joint celebration may need to be considered.

8) Events at the Christmas Light on – Cllr Catherine Jones advised that a new events group is being set up for various activities thought the year to include St David's Day and Christmas lighting.

120. Reports by County Councillors on Matters Appertaining only to Denbigh:

Cllr Mark Young – a) Confirmed that double lines have been put in place by Brookhouse – this will make the location safer. b) Residents at The Green have confirmed that the location has improved with speeding cars. c) Denbighshire County Council officers have been involved in speaking with people who park near schools to improve the safety of pupils. d) There have been housing issues with residents with disabilities locally. It is imperative that they remain at home and not be moved.

121. Accounts:

(a) The following accounts were approved for payment:

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|--|---------|
| 1) E Martin, opening & locking Dr EP garden 24/10/16 – 24/11/16 -
(Cheque no 006047) | £60.00 |
| 2) Catalyst – repair laptop, Denbigh Archives
(Quote received for £72 (Env & Fin pg 14 item 2) however £75
Plus vat accepted by councillors)
(Cheque no 006048) | £90.00 |
| 3) British Legion – Road closure signage, Remembrance service -
(See above note 115/b)
(Cheque no 006049) | £120.00 |
| 4) Denbigh Archive Group – fund held in reserves
(See above note 115/o)
(Cheque no 006050) | £800.00 |

Total payments: £1070.00

(b) Any other financial mater: 1) External Audit - a final report has been received with no new recommendations. Advice received – The council must implement the recommendation made by internal auditor to improve the financial systems of the council as soon as possible or in any event the end of the current financial year.

2) Credit note of £214.55 received from BT after negotiating new package. Amount to be taken off next bill.

(c) Grant aid requests:-

- | | | |
|--|---|---------|
| 1) Denbigh Rotary - Roll the Barrel event (SL 137) | - | £500.00 |
| (Cheque no 006051) | | |

122. Brown Sign A55 – The clerk confirmed correspondence received from Dr James Davies MP concerning the new application for the sign. Denbighshire County Council are currently making a new application as a previous application was declined. The Town Council will be kept updated of any progress made.

123. Heritage Lectures – The clerk confirmed that new dates in February and March had been allocated for next year's Heritage lectures. The councillors agreed that they should continue. The clerk will circulate the lecture headings at the next council meeting enabling councillors choose their availability to chair these lectures.

Cllr Robert Parkes left the meeting at 8.42 pm.

Prior to closing the meeting the clerk confirmed the next council meeting dates.

Environment and Finance 12/12/16

Planning 13/12/16

Full Council 19/12/16

Environment and Finance 16/01/17

Planning 17/01/17

Special meeting - Budget 18/01/17

Full Council 23/01/17

The chairman closed the meeting at 8.52 pm.

Signed:.....(chairman)

Date:.....