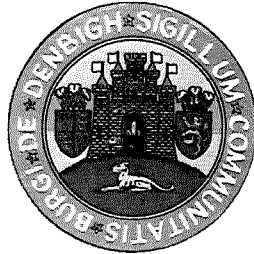


CYNGOR TREF DINBYCH  
Neuadd y Dref  
Lôn Crown  
DINBYCH  
Sir Ddinbych  
LL16 3TB



DENBIGH TOWN COUNCIL  
Town Hall  
Crown Lane  
DENBIGH  
Denbighshire  
LL16 3TB

Ffôn: 01745 815984 Tel: 01745 815984

Clerc y Dref **Jenny Barlow** Town Clerk

e-bost: [townclerk@denbightowncouncil.gov.uk](mailto:townclerk@denbightowncouncil.gov.uk) e-mail

4<sup>th</sup> May 2023

## To all Members of Denbigh Town Council

Dear Councillor,

### AGENDA – Annual Meeting

Please note that the next meeting of the Council will be held on **Wednesday 10th May 2023 at 6.30 – This will be a remote Zoom meeting.** You are summonsed to attend the meeting and I sincerely hope you will be able to attend.

Jenny Barlow is inviting you to a scheduled Zoom meeting.

Topic: Denbigh Town Council

### Wednesday 10th May at 6.30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/3864083388?pwd=MkcxT0xmVTZiMENFc1FTYmxmZGF1QT09>

**Meeting ID: 386 408 3388**

**Password: 815984**

One tap mobile

02034815237,,3864083388#,,,,0#,,815984# United Kingdom

02034815240,,3864083388#,,,,0#,,815984# United Kingdom

Dial by your location

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

0203 051 2874 United Kingdom

**Meeting ID: 386 408 3388**

**Password: 815984**

Find your local number: <https://us02web.zoom.us/j/kKUTOBzb7>

Yours sincerely,



Jenny Barlow  
Town Clerk

## **AGENDA**

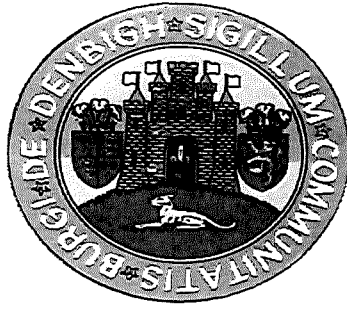
- 1 Opening Prayer – Norma Rowles.**
- 2 Apologies.**
- 3 Mayor’s Annual Address: Councillor Alyn Ashworth.**
- 4 Election of Mayor for the year 2023 – 2024.**
- 5 Vote of thanks by Councillor Alyn Ashworth.**
- 6 Mayor’s address for the coming year.**
- 7 Election of Deputy Mayor for the year 2023 – 2024.**
- 8 Return of attendance of Councillors for the year 2022 – 2023.**
- 9 Appointment of Mayor’s Chaplain for the year 2023 – 2024.**
- 10 Civic Service (announcement by the Mayor).**
- 11 Environment (Wales) Act 2016 (to be agreed by the town councillors)**
- 12 Town Council Training Plan (to be agreed by the town councillors)**
- 13 Closing Prayer – Norma Rowles.**

**Copy to all Town Councillors**

**Cynghorwyr Tref Dinbych Cofrestrau Presenoldeb**  
**ar gyfer y Flwyddyn 2022-2023**

**Denbigh Town Councillors Attendance**  
**for the Year 2022-2023**

<b>Cyng/Cllr</b>	<b>Presenoldeb/Attendance</b>	<b>%</b>
<b>Alyn Ashworth</b>	<b>19/19</b>	<b>100%</b>
<b>Sylvia Jennings</b>	<b>11/12</b>	<b>92%</b>
<b>Catherine Jones</b>	<b>14/14</b>	<b>100%</b>
<b>Gaynor Morgan Rees</b>	<b>14/17</b>	<b>82%</b>
<b>Lara Pritchard</b>	<b>9/17</b>	<b>53%</b>
<b>Philip Stevens</b>	<b>18/18</b>	<b>100%</b>
<b>Roy Tickle</b>	<b>16/16</b>	<b>100%</b>
<b>Jan Tomlinson</b>	<b>12/14</b>	<b>86%</b>
<b>Gaynor Wood-Tickle</b>	<b>17/17</b>	<b>100%</b>



## **Denbigh Town Council - Environment (Wales) Act 2016**

This is our high level statement which demonstrates our commitment to and responsibility for complying with our duty at corporate level to the Act.

### **Land in Town Council ownership**

1. Dr Evan Pierce Memorial garden (listed)
2. Land at the Denbigh Museum site

### **Land over which the Town Council has some control**

1. Some green verges for which we have taken over the responsibility for grass cutting.

This council is committed to maintaining and improving the natural and built environment for our residents and others. We will always endeavour to comply with S6 in all matters that are consistent with the exercise of our functions as a council. We will commit to good environmental practice in all matters and on all properties over which we have ownership or control.

We will also provide support and guidance to our partners in order to raise awareness about the need for sustainability and biodiversity.

### **Practical steps**

1. As a council we are already committed to reducing our use of single-use plastics.
2. In grant applications forms we will ask that organisations seeking grant aid from the council to indicate how they intend to reduce their use of single-use plastics.
3. The council will move to electronic methods of communication as the norm for all councillors unless an individual councillor asks for paper copies of council business.
4. Partner organisations such as Denbigh in Bloom and Bodfari Environmental will be informed that the council expects that no un-necessary herbicides or insecticides will be used on council owned or managed land or on projects funded by the council.
5. The council will continue to work with local schools to inform them about environmental initiatives. Town councillors who are also school governors will

play an important role in communication between Town Council and the School Councils.

6. Where the council is responsible for grass cutting the possibility of wild flower verges will be considered in order to encourage pollinators.
  
7. Examples of what the council will expect. Peat-free compost should be used. Planting should be pollinator friendly. Non-recyclable wrapping paper should not be used. Council funded events should produce as little non-recyclable waste as possible and recycling facilities should be provided for the public and for exhibitors and stall-holders.
8. The council will encourage local businesses to become aware of the need to adopt environmentally friendly practices.

**Presented to full council February 2022**  
**Agreed by full council 22.02.2023 – item 170**

## Denbigh Town Council Training Plan 2022/23

This Training Plan was presented to the Council at the 14<sup>th</sup> December 2022 Meeting to be reviewed, approved and adopted.

### Introduction

Denbigh Town Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personal development.

### Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations". Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff learning will reflect many of the above.

### Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
  - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - b. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)

## Staff Training

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All office based staff encouraged to undertake the following, for which the Council will provide financial support:  1. ILCA - Introduction to Local Council Administration 2. FILCA - Financial Introduction to Local Council Administration 3. CILCA - Certificate in Local Council Administration	Ongoing
All staff encouraged to read regular publications and update from internet Websites:  - SLCC - The Clerk - OVW	Monthly
All staff encouraged to attend training relevant to their position	Ongoing

## Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff	Annually
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## Councillor

All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 4 years
All Councillors are encouraged to complete a skills audit to identify training needs.	Annually
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
Councillors elected to the Staffing/Personnel Committee should attend training unless they are already qualified in the subject	On election to the Committee and as and when required
All Councillors encouraged to read the following publications: - The Good Councillors Guide - Governance and Accountability – A Practitioners Guide	On Election to Office