

## Minutes of the Denbigh Town Council Full Council Meeting held on Wednesday 21<sup>st</sup> May 2025, 6.30pm via Hybrid.

**Present:** Face to Face Councillor's: Jan Tomlinson, Pauline Edwards, Alyn Ashworth, Gaynor Wood-Tickle, Roy Tickle, Andrew Hine, Sylvia Jennings, Sioned Garrod, Matthew Jones, Simon Harding, Ruth Griffiths. Bob Chowdhury (Chief Internal Auditor) Sonia Fox-Byrne (Senior Internal Auditor), Jo Davies (Interim Office Manager)

**Zoom:** Cllr Philip Stevens

**Members of the Public:** None

***The Chair, Cllr Jan Tomlinson, welcomed all to the May Full Council Meeting. Cllr Tomlinson introduced Bob Chowdhury and Sonia Fox-Byrne from Denbighshire Internal Audit.***

***Cllr Matthew Jones proposed that Standing Orders should be suspended, this was seconded by Cllr Pauline Edwards and the motion was supported by the Full Council. At this point standing orders were temporarily disregarded in order to discuss specific business relating to Audit.***

**\*9a** Chief Internal Auditor Bob Chowdhury & Senior Internal Auditor Sonia Fox-Byrne introduced themselves and discussed their Audit report with the Full Council allowing for a Q&A session at the end – **Noted**

**At this point Cllr Jan Tomlinson read out the following statement:**

*“Welcome to the 5<sup>th</sup> Full Town Council meeting of 2025.*

*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”*

**9b** **Apologies for absence:** Cllr Rob Davies

**10** **Declaration of Personal/Prejudicial Interest**

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

<b>Name</b>	<b>Item No</b>	<b>Personal/Prejudicial</b>
Gaynor Wood-Tickle	16	Prejudicial
Roy Tickle	16	Prejudicial
Sioned Garrod	8.7.5	Personal

## 11 Confirmation of Minutes (Part 1 only)

11.1 To confirm Minutes of the Full Council Meeting held on Wednesday 23<sup>rd</sup> April 2025 – Confirmed and accepted

11.2 To Confirm Minutes of the Annual Meeting held on Friday 09th May 2025 – Confirmed & Accepted

## 12 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. –*

12.1 Jo Davies informed the Town Council of a Payment to PWLB which required urgent authorisation. Due to time sensitivity this was unable to be left until Full Council. This was therefore granted by the Mayor & Deputy Mayor on 13<sup>th</sup> May 2025 via email – Documents supporting this have been filed with payment information and any relating emails from external businesses. – **Noted**

## 13 Matters Arising

13.1 **Website Update** – Jo Davies confirmed that Dyfrig Berry completed Training with Jo on 20.05.2025. The website was then updated with relevant information that was essential. Currently awaiting meeting dates to be confirmed and then the website can be assessed as a whole with updates on policies etc. Updated photos of Councillors and the Mayor & Deputy Mayor should also be completed.

13.2 **Letter to Cadw** – The Town Council agreed that Jo Davies could send a letter to Cadw to support Denbigh Town Councils Tour Guide Gronwy Wynne

13.3 **SLCC Membership** – The Town Council agreed that Jo Davies could look into this to gain information on whether a name change can be actioned on the policy.

13.4 **Open Doors** – Cllr Alyn Ashworth and Cllr Matthew Jones volunteered to support the Town Council and greet visitors in the Chambers during the weekend of Open Doors. Jo Davies will assist with the opening and closing of the Chambers which will be accessible on 20<sup>th</sup> and 21<sup>st</sup> September from 12-4pm for visitors. – **Agreed & Accepted**

13.5 **Civic Officer Vacancy** – It was agreed and accepted that Jo Davies can put forward the vacancy for a Civic Officer after the Retirement of Bryn Williams. The Mayor at this time made reference to Bryn and showed gratitude and appreciation for his many years of devout service to the Town Council.

13.6 **Town Council Safe** – It was agreed & Accepted by the Town Council that Jo Davies should gather quotes from different companies in order to purchase a graded safe considering the specific needs of the Council and its contents, and to comply with the Councils insurance.

**13.7 Attendance register** – The Attendance register was reviewed and Cllr Sioned Garrod was recognised for her 100% attendance to all Town Council meetings over the Mayoral year 2024-2025.

**14 Future meeting dates** – Cllr Pauline Edwards proposed that future meetings should be held on a Monday – This would then give Jo Davies ample time to complete the minutes and actions following on from the meeting. Cllr Alyn Ashworth disagreed and felt that a Tuesday would be a better day due to the Monday being directly after the weekend and in the event of the meeting date falling on to a bank holiday.

Cllr Gaynor Wood-Tickle proposed that meetings should be held on a Monday, however if on occasion the Monday is a bank holiday then that particular meeting would then automatically move to the Tuesday. This was seconded by Cllr Matthew Jones. A Vote was taken and a show of hands confirmed the motion was carried, agreed by a majority vote of 9, disagreed by 1 and 1 abstained. – **Agreed and accepted**

## 15 Correspondence received:

**7.1 Snowdonia Fire – Email from Denbigh Community Archive** – It was agreed and accepted that Jo Davies could contact Snowdonia Fire to confirm that the Town Council will take over the responsibility of payment to Snowdonia Fire for the Fire Maintenance services on the Old Magistrates Court.

## 16 Finance –

**16.1 – Online Banking for Town Council Accounts Update** – The Mayor, Cllr Jan Tomlinson confirmed that herself and Deputy Mayor Pauline Edwards have now signed the appropriate forms and will await the next steps from the bank to move forward with this process.

**16.2 – Scribe Update** – Jo Davies confirmed that she has now managed to reconcile and complete the end of year financial reports for 2024/2025 with the help of the Scribe Team. Account information for 2025/2026 can now begin. It was proposed by Cllr Jan Tomlinson that going forward the Town Council should pay Scribe to complete reconciliations and end of year account health checks on the Town Council accounts annually. This was seconded by Cllr Matthew Jones and a vote taken by the full council confirmed the motion was carried – **Agreed & Accepted.**

**16.3 – Bank Reconciliation Reports – April /2025 – Noted**

**16.4 – List of Payments made during April 2025 – Noted**

- Payments that required authorisation will be highlighted in **YELLOW**
- Grant Aids will be highlighted in **GREEN**

Item no	Date	Chq No	Payable To	Description	Amount	Min/Item no If Applicable
16.4.1	01.04.2025	008107, 008108, 008109	Jones & Graham	Staff Salary – April	3 Cheques of: £3692.48 – Salary	

					£1,222.35 – HMRC £1,349.84 – Pension Total - £6,264.67	
16.4.2	02.04.2025	008110	Denbigh In Bloom	Pots for Shops 2025	£48.00	
16.4.3	02.04.2025	008111	Catalyst	Phonelines Jan 2025	£58.78	
16.4.4	02.04.2025	008112	Catalyst	Labour for Access issues Feb 2025	£52.80	
16.4.5	02.04.2025	008113	Catalyst	Feb Back-Up	£4.18	
16.4.6	02.04.2025	008114	Catalyst	12 Months Maintenance March 2025 – March 2026	£420.00	
16.4.7	02.04.2025	008116	Catalyst	Broadband March 2025	£52.80	
16.4.8	02.04.2025	008117	Catalyst	Phonelines Feb 2025	£58.78	
16.4.9	02.04.2025	008118	Canda Copying Ltd	Invoice 100239616 – Cartridges for photocopier	£27.74	
16.4.10	02.04.2025	008119	Canda Copying Ltd	Invoice – 479419 Rental of Photocopier – period – 01.03.2025 – 31.05.2025	£47.46	
16.4.11	02.04.2025	008120	J Barlow	Zoom Refund for Feb 2025 – March 2025	£15.59	
16.4.12	02.04.2025	008121	J Tomlinson	Parking Refund Dec 2024 – Feb 2025	£17.50	
16.4.13	02.04.2025	008122	Cambrian Woodland Services	Dr E.P Garden – Inspection of Trees Feb 2025	£108.00	
16.4.14	02.04.2025	008123	Cambrian Woodland Services	Dr E.P Garden – Cutting and Pruning od 2x Pine Trees	£180.00	
16.4.15	02.04.2025	008124	Starboard Systems Ltd	Scribe Accounts Renewal (2025)	£1,008.78	Approved in March, Mins, 182.3

16.4.16	02.04.2025	008125	Sandra Williams	Translation for Feb 2025 Minutes	£132.06	
16.4.17	02.04.2025	008126	Sandra Williams	Translation for March 2025 Minutes	£130.47	
16.4.18	23.04.2025	008127	Joanne Davies	Refund – Flowers for C.E Jones	£40.00	
16.4.19	23.04.2025	008128	Joanne Davies	Refund – Mayors Robe dry cleaning	£120.00	
16.4.20	23.04.2025	008129	Joanne Davies	Refund – April 2025 Zoom	£15.59	
16.4.21	23.04.2025	008130	Core Highways Ltd	Road Closures St Davids Day	£744.00	
16.4.22	23.04.2025	008131	Pauline Edwards	Refund – Key for Clerks office door	£10.00	
16.4.23	23.04.2025	008132	Pauline Edwards	Refund – Stamps	£3.60	
16.4.24	29.04.2025	008133	Aged & disabled	Grant Aid	£2500.00	189.6.1.1
16.4.25	29.04.2025	008134	Twinning	Grant aid	£1032.00	189.6.1.2
16.4.26	29.04.2025	008135	Denbigh & Flint Show	Grant Aid	£100.00	189.6.1.3
16.4.27	29.04.2025	008136	Marie Curie	Grant Aid	£100.00	189.6.1.4
16.4.28	29.04.2025	008137	Carys Jones	Website Uploads (Final payment)	£145.00	
16.4.29					<b>Total</b>	<b>£13700.33</b>

## 16.5 – Bank Credits received during April 2025

**16.5.1** It was brought to the council's attention that the 1<sup>st</sup> Precept payment had been paid in on 30<sup>th</sup> April 2025 and a payment of £200.00 was donated by Jones Bros to the Mayors Chosen Charities for this Mayoral year. This was met with great thanks by Cllr Jan Tomlinson who has been extremely pro-active in her approach to raising money for Denbigh Infirmary's Staff & Patient fund and Incredible Edible's Supper Club. A letter of thanks was sent to Jones Bros for their kind contribution. - **Noted**

Item No	Date	Paid From	Description	Amount
16.5.2	02.04.2025	Jones Bros	Mayors Charity Donation	£200.00
16.5.3	30.04.2025	DCC	Precept Payment (1)	£87,080.00
16.5.4	30.04.2025	NatWest	Bank Interest April	£236.01

				<b>Total 87,516.01</b>
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**16.6 – Payments Requiring Authorisation – Agreed – See further notes in agenda Item 4**

Item No	Date	Chq No	Payable To	Description	Amount
16.6.1	13.05.2025	008157	PWLB	Loan Repayment	£6262.40
16.6.2	23.05.2025	008167	Uproar	1 <sup>st</sup> Fireworks Payment	£2633.33

**16.7 Grant Aids**

**16.7.1 Jo Davies gave a breakdown of the Grant Aid Budget to the Town Council regarding expenditure and remaining allowance for the financial year. – Noted**

**16.7.2 Grant aid authorised by the Town Councillors: Agreed & Accepted.**

Item no	Code	Chq No	Chq Payable To	Amount	Notes
16.7.2.1	S137	008164	Denbigh Open Doors	£1718.36	Proposed by Cllr Matthew Jones, Seconded by Cllr Alyn Ashworth. Unanimous Vote via show of hands.
16.7.2.2	S137	008165	Denbigh Bowling Club	£1000.00	Proposed by Cllr Roy Tickle, Seconded by Cllr Ruth Griffiths. Unanimous Vote via show of hands.
16.7.2.3	S137	008158	Mid-summer Festival	£1100.00	Proposed by Cllr Matthew Jones, Agreed by Cllr Roy Tickle. Unanimous Vote via email due to urgent request (14.05.2025)
16.7.2.4	S137	008166	Cysgodfa	£800.00	Cllr Sioned Garrod left the Chambers at 19.55 due to Personal Interest and re-entered at 19.59 once discussions were complete and a decision was made. Proposed by Cllr Matthew Jones, Seconded by Cllr Simon Harding. Unanimous Vote via show of hands.

**16.8 Confirmation received of cheque payment:**

**16.8.1 Marie Curie – Noted**

**16.8.2 – Aged & Disabled – Noted**

**16.9 How grants were used (6 months review) – None**

**16.10 Quotations - None**

**17 Planning**

- 17.1 01/2005/0061  
Y Glyn Whitchurch Rd, LL16 4PY**

*It was requested by the Town Council that the comments made by members of the public regarding this application are given serious consideration.*

- .....  
**17.2 01/2025/0191  
Gwaenynog Bach, LL165RW**

*It was noted by the Town Council that there was little information on the application to make an informed comment.*

- .....  
**17.3 01/2025/0160  
Bryn Y Parc Street**

***No Objections***

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**18 Mayor's update** – The Mayor, Cllr Jan Tomlinson thanked all for their contributions to the Annual Meeting which was a huge success. The evening was enjoyed thoroughly by the Public, Mayors and Dignitaries. Special Thanks went to Julie at the Golden Lion for her outstanding catering, Sam Davies, Ben Davies and Jess Jones for their exceptional meeting and greeting and serving of all guests. Doris for her beautiful flower arrangements, Hywel for his wonderful photography and the hard work by Jo Davies and Gaynor Wood-Tickle in the set up and arrangements of the event itself. Much respect was given to our Civic Marshall and Civic Officers, the Deputy Mayor and all fellow Councillors.

**18.1** The Mayor Cllr Jan Tomlinson also referred to our Guests from Biebertal and how lovely it was to welcome them to the AM. Cllr Tomlinson thanked Cllr Gaynor Wood-Tickle and Cllr Roy Tickle for being the Town Councils representatives during the weekend of the Biebertal visit and proposed that they should be refunded the amount spent that weekend on entertaining the Twinning guests. This was seconded by Cllr Ruth Griffiths and a unanimous vote saw the motion carried. – **Agreed & accepted.**

**19 Other Meetings attended by town councillors –**

**19.1** Cllr Sylva Jennings read the Minutes from a recent Staffing Committee meeting where it was agreed that Jo Davies would receive a pay increase to correctly align with the grade of the work she is completing in the absence of a Town Clerk. It was also agreed by Town Council that going forward Jo Davies would be titled "Interim Office Manager"

**19.2** Cllr Gaynor Wood-Tickle and Cllr Roy Tickle greeted and entertained our Biebertal guests and attended Twinning events alongside the Mayor of Biebertal and her guests.

- 19.3 Cllr Alyn Ashworth attended a meeting with the Association of North Wales Councils. Jo Davies to request information taken from the meeting.
- 19.4 Cllr Andrew Hine attended a meeting for the CCTV Partnership and raised issues between West Cheshire and Colwyn Bay. Cllr Hine will continue to see issues through to push for better service for the money paid by Town Council.

**20 Update from County Councillor Pauline Edwards –**

- 20.1 Cllr Edwards discussed the Henllan Street flats and confirmed that work has begun on site.
- 20.2 Cllr Edwards also confirmed that new contractors are continuing the work on the houses by Goppi Farm.
- 20.3 Cllr Edwards stated that the development on Gwaenynog road have begin to release houses and that DCC Councillors have been invited for a tour.
- 20.4 During this agenda item, Cllr Andrew Hine brought to the attention of Cllr Pauline Edwards that DCC Contractors had used a weed whacker in the allotments which was being left for a purpose by the Incredible Edible Group. Cllr Edwards confirmed that she would inform DCC to leave that particular area alone in future. Barbed wire that was dangerous was also reported to Cllr Edwards in the week by a resident and she has therefore reported this to DCC as requested.

**\*21 Results from Assurance Audit – Noted**

**\*22 Confirm part 2 minutes – 23<sup>rd</sup> April 2025 Full Council Meeting – Agreed & Accepted**

**\*23 Museum Update – Noted**

**\*24 Town Hall – Noted**

**\*25 Denbigh Quarry – Noted**

**\* Due to the confidential nature of the business of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item.**

**Copy to all town councillors**

The Chair closed the meeting at 20:38

Signed.....

Date.....