

# Minutes of the Denbigh Town Council Environment & Finance Meeting held on Monday 16<sup>th</sup> June 2025, 6.30pm via Hybrid.

**Present:** Face to Face Councillor's: Pauline Edwards, Gaynor Wood-Tickle, Roy Tickle, Philip Stevens, Sylvia Jennings, and Ruth Griffiths. Jo Davies (Office Manager)

**Zoom: None**

**Members of the Public: None**

Cllr Pauline Edwards Chaired the meeting and began by welcoming all to the first Environment and Finance Meeting of 2025.

*It was confirmed that 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.*

**26 Apologies for absence:** Cllr Jan Tomlinson

**27 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 No	Personal/Prejudicial
Cllr Gaynor Wood-Tickle	4.7.2	Personal

**28 Environment**

**28.1 Dr Evan Pierce Garden** – Jo Davies confirmed that she had done checks on the Dr E.P Garden recently. Repairs to one of the slate slabs around one fountain and a stone slap on the monument are required. Jo confirmed that she has organised this. A litter pick was also organised and has been completed. – **Noted**

**29 Finance –**

**29.1 – Online Banking for Town Council Accounts Update** – Cllr Pauline Edwards confirmed that Online Banking is now complete and Jo Davies is to gather information on all payments that can be set up via Dire4ct Debit for the future. – **Noted**

**29.2 – VAT Update** – It was confirmed by Jo Davies that VAT claims from the time period October 2023 to April 2025 are now complete and the transaction from HMRC has been finalised. – **Noted**

**29.3 – Bank Reconciliation Reports – May 2025 – Noted**

**29.4 – List of Payments made during May 2025 – Noted**

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

- Any chqs cancelled will be highlighted in **RED**

Item No	Date	Chq No	Payable To	Description	Amount
29.4.1	09.05.2025	008143	Jones & Graham	Staff Salary to include back pay	£2015.86
29.4.2	09.05.2025	008144	Jones & Graham	HMRC (Staff)	£841.28
29.4.3	09.05.2025	008145	Jones & Graham	Salary Admin Fee	£140.40
29.4.4	09.05.2025	008138	J Davies	AM Refund	£157.63
29.4.5	09.05.2025	008139	J Davies	Stationary Refund	£3.00
29.4.6	09.05.2025	008140	J Davies	Recorded Delivery Refund	£3.60
29.4.7	09.05.2025	008146	M.J Thackray	Removal of Chamber Chairs & Lock change on Office door	£194.00
29.4.8	09.05.2025	008147	J Tomlinson	Refund Parking & Stamps	£42.50
29.4.9	13.05.2025	008148	Ysgol Fron Goch	VE Day Support	£330.00
29.4.10	13.05.2025	008149	Ysgol Plas Bron Dyffryn	VE Day Support	£330.00
29.4.11	13.05.2025	008150	Ysgol Plas Bron Dyffryn	Heritage Lecture Funds Raised (CE Jones chosen charity)	£194.49
29.4.12	13.05.2025	008151	Denbigh first Responders	Heritage Lecture Funds Raised (CE Jones chosen charity)	£194.49
29.4.13	13.05.2025	008152	G.E Wood	Twinning, Councillors meal with guests	£100.00
29.4.14	13.05.2025	008153	Mr S Owen	Civic Marshall Annual Payment	£80.00
29.4.15	13.05.2025	008155	Mr P.Glynn	Civic Officer Annual Payment	£75.00
29.4.16	13.05.2025	008156	Mr M Andrews	Civic Officer Annual Payment	£75.00
29.4.17	13.05.2025	008157	PWLB	Loan Repayment	£6262.40
29.4.18	15.05.2025	008158	Denbigh Midsummer Festival	Grant Aid	£1100.00
29.4.19	15.05.2025	008159	J Davies	Refund for Waiting on Staff for A.M Staff member 1 - £10.00per hour x 3 hours Staff member 2 - £7.55per hour x 3 hours	£75.30

				Staff member 3 - £7.55per hour x 3 hours	
29.4.20	15.05.2025	008160	P. Liversidge	Ground Maintenance April 2025	£175.00
29.4.21	15.05.2025	008161	Catalyst	Telephony April 2025	£58.78
29.4.22	15.05.2025	008162	Safety Focus	1 Payment ref – 0205-25 H&S Provisions DTC Events	£600.00
29.4.23	15.05.2025	008163	MAC 3	Email hosting – Annual 2025	£36.00
29.4.24	23.05.2025	008164	Denbigh Open Doors	Grant Aid	£1718.36
29.4.25	23.05.2025	008165	Denbigh Bowling Cub	Grant Aid	£1000.00
29.4.26	23.05.2025	008166	Cysgodfa	Grant Aid	£800.00
29.4.27	23.05.2025	008167	Uproar Fireworks	1 <sup>ST</sup> Payment for fireworks 2025	£2633.33
29.4.28	23.05.2025	008168	Catalyst System's	New Keyboard	£33.60
29.4.29	27.05.2025	008169	Catalyst Systems	March Back up	£4.24
29.4.30	27.05.2025	008170	Catalyst Systems	April 2025 Broadband	£52.80
29.4.31	27.05.2025	008171	Catalyst Systems	April 2025 Back Up	£4.20
29.4.32	27.05.2025	008172	Catalyst Systems	May 2025 Broadband	£52.80
29.4.33	27.05.2025	008173	Catalyst Systems	April 2025 Telephony	£58.78
29.4.34	28.05.2025	008174	Hywel Evans	Photography at AM	£15.00
29.4.35	28.05.2025	008175	Jo Davies	Refund – ZOOM – May 2025	£15.59
29.4.36	29.05.2025	008176	Safety Focus Ltd	1 Payment ref – 0205-25 H&S Provisions DTC Events	£600.00
29.4.37	29.05.2025	008177	PWLB	Loan Repayment	£6262.40
29.4.38	28.05.2025	008178	One Voice Wales	Training Module Sept 2024	£40.00
				Total	£18,518.94

## 29.5 – Bank Credits received during May 2025- Noted

Item No	Date	Paid From	Description	Ref If Applicable	Amount
21.5.1	02.05.2025	Cash In	Heritage Lectures		£388.98

			<b>Collection</b>		
<b>29.5.2</b>	<b>19.05.2025</b>	<b>G Evans Auto</b>	<b>Mayors Charities</b>		<b>£40.00</b>
<b>29.5.3</b>	<b>30.05.2025</b>	<b>HMRC</b>	<b>VAT Return</b>		<b>£17,321.59</b>
				<b>Total</b>	<b>£17,750.57</b>

**29.6 – Payments Requiring Authorisation – Agreed & Accepted** – It was proposed by Cllr Edwards and Seconded by Cllr Wood-Tickle that payments 21.6.1 and payment 21.6.2 would be authorised as a matter of urgency due to the Office Manager being on leave for 2 weeks. This was agreed and accepted by all.

**Payment 29.6.3 – Deferred for further discussion at full council on 23.06.2025**

Item No	Date	Chq No	Payable To	Description	Amount
29.6.1	17.06.2025	008196	Zurich Municipal	Insurance	£6,534.67
29.6.2	17.06.2025	008197	DCC	Street Lighting (Bunting)	£1456.00
29.6.3	Deferred	Deferred	DCC	Barriers & Cones (Fireworks)	£556.00

**29.7 Grant Aids**

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

**29.7.2 Grant aid authorised by the Town Councillors: -**

Item no	Code	Chq No	Chq Payable To	Amount	Notes
29.7.2.1	N/A	N/A	Denbigh Uniform Exchange	N/A	Defered – Request for more information to be discussed at full council on 23.06.2025
29.7.2.2	S137	008199	The Denbigh Show	£4000.00	Agreed and accepted

**29.8 Confirmation received of cheque payment:**

**29.8.1 - Denbigh Bowling Club – Noted**

**29.8.2 – PWLB – Noted**

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

**29.10 Quotations –**

**29.10.1 – DTC Safe – Noted**

**Copy to all town councillors**

The Chair closed the meeting at 19:25

Signed.....

Date.....