

Minutes of the Denbigh Town Council Full Council Meeting held on Monday 23 March 2026

Present: Face to Face Councillor's: Ruth Griffiths, Roy Tickle, Gaynor Wood-Tickle, Philip Stevens, Sioned Garrod, Matthew Jones, Robert Davies, Jo Davies (Town Clerk and Responsible Finance Officer) Carys Jones (Interim Admin Support)

Zoom: Councillor Pauline Edwards,

Members of the Public: Alyn Ashworth

Ian Gorton Economic & Business Development Officer from DCC gave a presentation prior to the meeting regarding the Denbigh Place Making plan.

The Chair, Cllr Ruth Griffiths, welcomed all to the March Full Council Meeting and welcomed Jo to her first meeting as Town clerk and Responsible Finance Officer 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.

152 Apologies for absence: Councillor's Gaynor Morgan Rees, Sylvia Jennings & Lara Pritchard

153 Declaration of Personal/Prejudicial Interest
Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting: **None**

154 Confirmation of Minutes

154.1 Full Council 23.02.2026 – Agreed and Accepted

155 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. –

155.1 Policies for ratification

Jo gave an overview of each policy and advised that they were now all aligned with legislation and compliant.

- 155.1.1** Standing Orders – **Agreed and Accepted**
- 155.1.2** Code of Conduct – **Agreed and Accepted**
- 155.1.3** Financial Regulations – **Agreed and Accepted**
- 155.1.4** Remuneration Policy – **Agreed and Accepted**

156 Matters Arising:

- 156.1** Denbigh Placemaking Plan Representative/s – Deferred until a presentation is given to the Town Councillor's by the Urbanists.
- 156.2** Denbigh Tour Guides – Jo advised the Guides will begin on 03.05.26 until 27.09.26. There are currently 5 Tour Guides and Zoe will be overseeing the diary. **Noted.**
- 156.3** Civic Officer Vacancy – Defer until after the AGM
- 156.4** Social Media – Jo and Zoe to oversee the Facebook page once again.

157 Environment & Finance Meeting update

157.1 Evan Pierce Garden Updates – Jo is waiting to hear back from Peter Spencer regarding the site meeting. Potens have completed the work that was agreed.

157.2 Finance

157.2.1 Payments made March

- 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**

Date	Chq No	Payable To	Description	Amount Inc VAT if applicable	VAT if applicable	Min/Item no If Applicable
04.03.2026	008715	Mr Ellis Wood	Heritage Lecture donation	£50.00		
04.03.2026	008716	Morgan Ditchburn	Heritage Lecture Donation	£50.00		
04.03.2026	008717	Mr Clwyd Wynne	Heritage Lecture Donation	£50.00		
04.03.2026	008718	Dr Paul Evans	Heritage Lecture Donation	£50.00		
04.03.2026	008719	Dr Sadie Jarret	Heritage Lecture Donation	£50.00		

04.03.2026	008720	Mr Toni Vitti	Heritage Lecture Donation	£50.00		
04.03.2026	008721	One Voice Wales	Membership for March 2026-Apr 2026 (One Month)	£152.58		
04.03.2026	008722	One Voice Wales	Membership annual from Apr 2026 – Mar 2027	£1917.00		Authorised 23.02.2026 141.1
04.03.2026	008723	Shoreline Removals Ltd	Shredding collection and replacement bags	£39.00		
05.03.2026	008724	Jones & Graham	Staff Salaries Combined	£2885.45		
05.03.2026	008725	Jones & Graham	HMRC Staff Combined	£1083.63		
05.03.2026	008726	Jones & Graham	Pensions Staff Combined	£857.44		
05.03.2026	008727	Gwehydd	Web Host & Training	£255.00		
05.03.2026	008728	Carys Jones	Admin Support	£127.50		
10.03.2026	008729	Joanne Davies	Mayoral Robe Alterations (Refund)	£50.00		
17.03.2026	008730	One Voice Wales	See Details on payments made (Underpaid – OVW Error on Invoice)	£12.00		
17.03.2026	008731	WTFC	Annual Subscription	£100.00		
17.03.2026	008732	Scottish Power	E.P Gardens	£316.81	£15.09	
17.03.2026	008733	DCC	Grounds Maintenance 25-26	£5290.42	£881.74	Awaiting Authorisation
17.03.2026	008734	DCC	ICT – Domain name .gov	£60.00	£10.00	

19.03.26	008736	SLCC	Annual Membership 26-27	£84.00		
19.03.26	008737	Catalyst	Assistant equip	£176.40	£29.40	Authorised 23.02.2026
19.03.26	008738	Catalyst	Windows upgrade	£968.40	£161.40	Authorised 15.12.2025
19.03.26	008739	Benjamin Jones	Office equip – Refund	£28.99	£4.83	
20.03.2026	008740	J Davies	Refund – Flowers	£43.00		
23.03.2026	008741	Viking UK LTD	Stationary	£40.56	£6.76	
Total				£14,788.18	£1109.22	

157.2.2 Credits Received February (to date 27.02.2026)

Date	Paid From	Description	Amount
03.02.26	Natwest	Refund – Cheque to P Astbury paid out of bank twice	£553.30
03.02.26	Natwest	Compensation for above	£100.00
27.02.26	Natwest	Interest	£242.15

157.2.3 Payments requiring authorisation – Jo gave a list of the yearly payments requiring authorisation. It was agreed for all payments to be made at the relevant date so not to incur any late payment charges whilst waiting for Full Council. **Noted**

Payment Notes				
Date	Payee	Description	Amount	End date if applies
Apr-26	Denbigh in Bloom	S137	£4,000.00	April 2027 final payment
Apr-26	CAD	S137	£5,000.00	April 2027 final payment
Apr-26	Denbigh Foodbank	S137	£1,000.00	April 2027 final payment
Apr-26	British Legion	S137	£700.00	April 2027 final payment
Apr-26	Zurich	Insurance	£6,802.32	April 2028 final payment
Apr-26	DCC Town Hall	Contribution	£9,250.00	On-Going
May-26	PWLB Loan	S137	£6,100.80	Final payment Nov 2038
May-26	Uproar	Fireworks Provisions	£3,160.00	Final Payment Sept 2026
Jun-26	Safety Focus	H&S Provisions	£600.00	Final Payment Feb 2027
Jul-26	Uproar	Fireworks Provisions	£2,370.00	Final Payment Sept 2026
Jul-26	DCC Town Hall	Contribution	£9,250.00	On-Going
Sep-26	Safety Focus	H&S Provisions	£600.00	Final Payment Feb 2027
Sep-26	Uproar	Fireworks Provisions	£2,370.00	Final Payment
Oct-26	DCC Town Hall	Contribution	£9,250.00	On-Going
Oct-26	DCC	Parking provisions	£12,586.12	On-Going
Oct	DCC	CCTV Cont	£5,278.80	On-Going
Nov-26	PWLB Loan	S137	£6,020.00	Final payment Nov 2038
Jan-27	DCC Town Hall	Contribution	£9,250.00	On-Going
Jan-27	DCC Town Hall	Added contribution	£10,000.00	On-Going
Feb-27	Safety Focus	H&S Provisions	£600.00	Final Payment

157.2.4 Bank account update for financial year to date 2025-2026 - **Noted**

157.2.5 VAT Update – Jo has updated the VAT that is owed but will wait until 31.03.26 to process
- **Noted**

157.2.6 Remuneration payments update -

- It was agreed that the Clerk can make payments for remuneration in March 2026 for the FY 2025-2026
- Payments for financial year 2026-2027 will be made in May 2026.
- £500 extra responsibility payment for 2025-2026 to be made to Cllr Pauline Edwards for all the extra responsibility she covered over the year as deputy Mayor, also covering many Mayoral duties and line managing staff.
- £500 extra responsibility payment for 2025-2026 to Cllr Ruth Griffiths for all the extra responsibility she covered over the year, overseeing deputy Mayor duties whilst the Deputy Mayor covered Mayoral duties.
- £500 extra responsibility payment for 2025-2026 for Cllr Gaynor Wood-Tickle for all the extra responsibility she covered overseeing the Civic events and projects assistant role as a volunteer for events such as the Fireworks and Xmas lights whilst the Council had staffing issues.

The above was proposed by Cllr Matthew Jones and seconded by Cllr Rob Davies, all in agreement – accepted

Agreed that these payment will be made via BACS, Clerk to email requesting account details.

157.3 Quotations

- 157.3.1 Bunting – Hampshire Flags Agreed and Accepted however Cllr GWT requested that the Town Council look into more environmentally friendly options for the future.
- 157.3.2 Insurance – Agreed and Accepted based on the 3 year proposal.
- 157.3.3 Civic Regalia – It was agreed to Defer the Mayors Consort Regalia and the design for Deputy Mayor's Chain, Past Mayor's badges and Honorary Burgess Medals was decided. Jo will place the order.

157.4 Grant Aids

- 157.4.1 Grant Aid Break Down – Jo gave an update regarding the up to date figures.
- 157.4.2 Denbigh Cricket Club - £4000.00 agreed providing relevant Bank details are received. Town Councillor's also requested a sign be put up 'Sponsored by Denbigh Town Council'

158 Correspondence received.

- 158.1 Darganfod Dinbych – Alyn Ashworth has agreed to continue working on the website - **Noted**

159 Planning -

- 159.1 01/2026/0096/HH - Cartref Factory Place, Denbigh, Denbighshire, LL16 3TS – **No objections**
- 159.2 01/2025/0607/PF - Land Between, 64 And 68 Crud Y Castell, Denbigh, Denbighshire – **No objections however the Councillor's would like it noted that the Neighbour's concerns regarding Land Ownership is rectified.**
- 159.3 01/2025/0447/HH - 16, Brookhouse Cottages Brookhouse Road, Denbigh, Denbighshire, LL16 4RE — **No objections providing all necessary BAT assessments are completed.**
- 159.4 01/2026/0081/PS - Denbighshire County Council, Caledfryn Smithfield Road, Denbigh, Denbighshire, LL16 3RJ – No objections
- 159.5 01/2026/0066/PF - Ty Newydd Farm, Trefnant, Denbigh, Denbighshire, LL16 5UN - **No objections providing all necessary assessments are completed.**
- 159.6 01/2026/0057/PS - 66 Trewen, Denbigh, Denbighshire, LL16 3HG – **No objections**

160. Chair's update

Cllr Ruth Griffiths along with Jo judged the Menter Iaith St David's Day Window Competition on 27.02.26. There were a lot of good displays – even those not entered had made an effort.

1st – Ty Gwyrdd

2nd – Tony Griffiths

3rd – Queens

The St David's Day Parade on 2nd March was lovely once again with a good turn out from the Local Schools. On 3rd March Cllr PE attended the Floral Arts 60th Anniversary Afternoon Tea and Cllr RG attended their evening floral arrangement event.

161. Other Meetings attended by town councillors –

Cllr's RT and GWT attended the Walled Towns Annual Dinner at the Castle Hotel in Conwy and their Quarterly Meeting and AGM in Caernarfon.

Cllr RT attended the Eirianfa Management Meeting – nothing to report.

162. Update from County Councillor Pauline Edwards

Cllr PE advised there had been a meeting regarding the Houses on Henllan Street - feedback to follow. A meeting was held regarding Lenten Pool however the plans are being revisited and ongoing.

UEFA U19 games will be played at Central Park in early summer. Plans are in place between the Safety Advisory Group and the local Emergency Services.

Roadworks starting today at Denbigh Green for resurfacing until 19.04.26 – Delays expected.

Part 2

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

*12.1 Full Council 23.02.2026

***164 Magistrates Court**

- * 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 20.07

Signed.....

Date.....