

Minutes of the Denbigh Town Council Full Council Meeting held on Monday 27th July 2026

Present: Face to Face Councillor's: Ruth Griffiths, Pauline Edwards, Gaynor Wood-Tickle, Roy Tickle, Philip Stevens, Gaynor Morgan Rees, Sioned Garrod, Robert Davies, Sarah Davies, Mark Ryan Hughes. Zoe Wynne (Civic, Events & Projects Assistant).

Zoom: Councillors Matthew Jones & Benjamin Jones. Jo Davies (Town Clerk and Responsible Finance Officer)

Members of the Public: Alyn Ashworth, Clwyd Wynne, & DCC Cllr Rhys Thomas.

The Chair, Cllr Ruth Griffiths, welcomed all to the July Full Council Meeting 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. 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.

The Chair, Cllr Ruth Griffiths, welcomed and introduced Clwyd Wynne and Cllr Rhys Thomas, who addressed Full Council regarding a number of concerns affecting Denbigh Town.

The main discussion centred on Broomhill Lane, which had originally been intended to serve as the access route to Denbigh Castle. However, due to ongoing issues with littering, refuse bins, and anti-social behaviour, it was agreed that this is currently not a viable option.

Members also discussed the interpretation of the decorative drain covers located down Broomhill Lane. As many residents and visitors are unaware of their significance, it was suggested that the Museum explore the creation of interpretation materials to provide information about their history and encourage greater appreciation of this feature with assistance from DTC.

A lengthy discussion followed regarding wider concerns about crime and anti-social behaviour within the town

The Chair thanked Clwyd Wynne and Cllr Rhys Thomas for attending the meeting, for taking the time to share their concerns and ideas, and for their commitment to improving Denbigh Town.

44 Apologies for absence: Councillor's Sylvia Jennings, Lara Pritchard & Cail Wyn Evans.

45 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	Personal/Prejudicial
Sioned Garrod	6.7.2	Personal
Gaynor Morgan-Rees	6.7.3	Personal

46 Confirmation of Minutes

46.1 Full Council 29.06.2026 – Cllr MJ Proposed, Seconded by Cllr PE - Agreed and Accepted

47 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. –

47.1 Denbigh Town – Discussions took place at length regarding Denbigh Town, it was agreed that Jo would liaise with Cllr Rhys Thomas on behalf of the Town Council and contact North Wales Police to arrange a meeting with Full Council to discuss local crime rates, anti-social behaviour, and the available statistics. It was also noted that many residents have expressed a willingness to volunteer their time to help improve and maintain the town. However, it was recognised that volunteers would require appropriate guidance, organisation, and leadership. The Town Council agreed to explore how such a volunteer initiative could be coordinated. – **Agreed & Accepted**

47.2 Policies for Ratification- Previously inspected by scrutiny group

47.2.1 Grant Aid Application – Although this policy was recently adopted on 27th April 2026, the Town Clerk explained amendments to strengthen it and better protect the Town Council. The changes also make the application process much clearer for applicants.

Key amendments include:

- Section 3 now clearly explains the supporting evidence required.
- Applications requesting over **£3,000** must now include **three quotations**, in line with DTC Financial Regulations.
- Section 6 clearly sets out the financial documents required, including **three months of actual bank statements**.
- An Excel spreadsheet of accounts will no longer replace bank statements.
- The checklist at the back reinforces these requirements.

- The application now makes it clear that incomplete applications may be deferred until all information has been received. - **Amendments Agreed & accepted**

47.2.2 Grievance Policy - Agreed & accepted

47.2.3 Disciplinary Policy - Agreed & accepted

47.2.4 Well Being Policy/Plan - Agreed & accepted

48 Matters arising –

48.1 New Councillor Welcome – The Chair Cllr Ruth Griffiths formally welcomed Councillor Benjamin Jones. Ben is joining us via Zoom this evening, however will receive his DTC Badge on his return.

48.2 DTC Emails – The Town Clerk gave members a brief update:

The DTC email system is currently operating on an older platform called POP/IMAP. We've been advised by our IT providers, CATalyst, that this system is becoming outdated and is beginning to cause issues. They recommend moving all 17 council email accounts to Microsoft 365, which would improve reliability, security and functionality. However, Denbighshire County Council manages our domain name, so they, CATalyst and our current provider Mac3 will all need to work together before this can happen. This is simply an update at this stage and will remain ongoing. The Town Clerk will keep members informed as progress is made. – **Noted**

49 Environment & Finance

49.1 Evan Pierce Garden Updates

49.1.1 Checklist - Checklist has been completed with the following outcomes – We are still awaiting:

- quotations for the Redwood Tree removal,
- the Bodfari Management Plan,
- quotations from GGS,
- quotations from E & G Morris.
- There is a significant amount of investigative work still taking place.
- This item is simply for members to note progress. – **Noted**

49.1.2 Overhanging Tree – Photographs were received from a resident showing an overhanging tree affecting their property and reducing light. The Town Clerk has spoken with the Conservation Officer who has confirmed the tree can be trimmed. Members were asked for permission for The Town Clerk to arrange these works – **Agreed & Accepted**

49.2 Bank Reconciliation Update – Supporting evidence along with the monthly bank statement for **June 2026** was shared to detail opening and closing balances, expenditure and income for the month along with any unrepresented cheques. The Town Clerk also confirmed that she would do the first VAT return for the first quarter at the end of July- **Noted**

49.3 Payments made June/July 2026 to date. The Town Clerk also showed full council a list of larger payments that were approved in March 2026 for the financial year 2026-2027 to show current status – **Noted**

Unrepresented chqs highlighted in orange
Authorised chqs highlighted in green
Staff Slaries/HMRC/Pensions highlighted in blue
VOIDED Chqs highlighted in red
Direct Debit Payments highlighted in purple
BACS Payments highlighted in grey

Date	Payee	Description	Cheque No	Total
01.06.2026	Wesh Water	Dr E P Gardens	DD	£6.00
01.06.2026	Carys Jones	Admin Support	#008814	£217.50
04.06.2026	Catalyst	June Broadband	DD	£52.80
04.06.2026	DCC	Town Hall Contibution 2nd	#008815	£9,250.00
04.06.2026	P Liversidge	Grass cutting/footpaths	#008816	£175.00
04.06.2026	Uproar Fireworks	Fireworks 1st payment	#008817	£3,160.00
04.06.2026	Safety Focus	H&Safety provisions 1st payment	#008818	£600.00
05.06.2026	SLCC	CiLCA Training	#008819	£120.00
08.06.2026	Catalyst	April Back up	DD	£4.32
18.06.2026	C W Evans	Remuneration 2026-2027	#008820	£166.40
18.06.2026	M Hughes	Remuneration 2026-2027	#008821	£166.40
18.06.2026	S Davies	Remuneration 2026-2027	#008822	£166.40
10.06.2026	Jones & Graham	Staff Salary June	#008823	£3,454.65
10.06.2026	Jones & Graham	Staff HMRC June	#008824	£1,229.37
10.06.2026	Jones & Graham	Staff Pensions June	#008825	£826.14
12.06.2026	G E Wood	Travel Claim	#008826	£81.55
12.06.2026	Shoreline Removals	Shredding collection	#008827	£78.00
18.06.2026	Denbigh Defibs	Grant Aid replacement chq for 008793	#008828	£600.00
18.06.2026	Viking Stationary	Stationary	#008829	£107.62
		Payments above discussed 29.06.2026		
22.06.2026	Catalyst	Telephony May	DD	£58.78
24.06.2026	Canda Copying	Copier and toner charges	DD	£398.00
30.06.2026	Natwest	Bank Charges	Auto	£34.40
Totals				£20,953.33

Date	Payee	Description	Cheque No	Total
02.07.2026	Willow Brook	Reindeer Xmas Lights Deposit	BACS	£960.00
02.07.2026	Blue Duo	Santa & Macots etc for Xmas Lights	BACS	£850.00
02.07.2026	Anglesey Bouncy Castle Hire	Snow globe & Games Xmas Lights	BACS	£995.00
02.07.2026	Validus Property Consultants Ltd	Vakuation - Old Magistrates Court	BACS	£1,140.00

02.07.2026	Denbigh Uniform Exchange	Grant Aid	BACS	£1,350.00
02.07.2026	The Denbigh Show	Grant Aid	BACS	£4,995.00
14.07.2026	Jones & Graham	Staff Salaries	#008830	£4,154.45
14.07.2026	Jones & Graham	Staff HMRC	#008831	£1,633.40
14.07.2026	Jones & Graham	Staff Pensions	#008832	£18.35
14.07.2026	Hywel Evans	Print Costs - Order of Service	#008833	£25.00
14.07.2026	Bodfari Environmental	E P Garden Maintenance	#008834	£1,018.20
14.07.2026	Thomas Fattorini Ltd	Clasps for Deputy Mayors Chain	#008835	£252.24
14.07.2026	P Liversidge	Grass Cutting June 2026	#008836	£175.00
14.07.2026	Carys Jones	Admin support/Translation	#008837	£127.50
14.07.2026	J Davies	Parking refund	#008838	£28.00
14.07.2026	Rentokil Initial UK Ltd	Work carried out at Old Court House	#008839	£2,634.00
14.07.2026	Scottish Power	E P Gardens electricity	#008840	£335.73
14.07.2026	Safety Focus LTD	2nd Payment H&S	#008841	£600.00
14.07.2026	B Jones	Remuneration 2026-2027	#008842	£166.40
14.07.2026	Uproar 2nd Payment	Fireworks	#008843	£2,370.00
14.07.2026	Magic TV LTD	Entertainment for Mayors Charity Day	#008844	£299.00
14.07.2026	J Davies	Refund Civic Sunday	#008845	£48.00
14.07.2026	J Davies	Refund Travel costs for civic Sunday	#008846	£33.00
14.07.2026	J Davies	Refund Civic Sunday Catering	#008847	£218.77
	Month on going			£24,427.04

49.4 Credits Received June 2026 – Noted

Date	Paid From	Description	Ref If Applicable	Amount
16.06.2026	Rhook Create Ltd	Xmas Trader Fee	Rhok Crepes	£30.00
22.06.2026	Estury View Candles	Xmas Trader Fee	Estury View Candles FP	£30.00
26.06.2026	Jones S V VTA	Xmas Trader Fee	Jones S V VTA	£15.00
29.06.2026	Karl Mitchell	Xmas Trader Fee	Just-Steak-In-It	£30.00
30.06.2026	Stephen Holmes	Chq Payment	100359605114	£60.00
30.06.2026	Natwest	Interest	Auto	£215.63
Total				£380.63

49.5 Payments requiring authorisation – None

49.6 Quotations –

49.6.1 DCC Street Lighting - £1456.00 (not Inc. VAT) – Agreed & Accepted

49.7 Grant Aids

49.7.1 Grant Aid Break Down – Noted

- 49.7.2 Denbigh Mens Shed-** *(Cllr SG left the chambers at 19.05 during this discussion and decision, returning after the agenda item discussions were complete at 19.11)*
It was proposed by Cllr MJ that the full amount requested of £1200.00 be granted, this was seconded by Cllr PE – **Agreed & Accepted**
- 49.7.3 Denbigh Open Doors** – It was proposed by Cllr SD that the full amount requested of £2757.53 be granted, this was seconded by Cllr MH - **Agreed and Accepted**

50 Correspondence received.

50.1 Email from DB –

50.1.1 Cllr PE felt that it would be gracious to publicly display past and present recipients of the Honorary Burgess Award on the DTC website. It was proposed by Cllr MJ that this be adopted, this was seconded by Cllr RG – **Agreed & Accepted.**

50.1.2 A second proposal was also made by Cllr GWT that the DTC Community award be renamed “The Raymond Bartley Citizens Award”, this was seconded by Cllr MH – **Agreed & Accepted**

(Cllr RD left the chambers at 19.20 and returned at 19.24)

50.2 Email from JM – Thank you email – **Noted**

50.3 The Denbigh Show – Thank you email – **Noted**

50.4 Denbigh Uniform Exchange - Thank you email – **Noted**

50.5 National Forest for Wales - DTC were asked whether Mount Woods could become part of the National Forest for Wales. The Town Clerk explained that Mount Woods is managed by Denbighshire Countryside Services rather than the Town Council. If Denbighshire did decide to apply, would the Town Council support that proposal via a letter of support? – **Agreed & Accepted**

51. Planning

51.1 01/2026/0286/LBC Crown Hotel, Crown Square, Denbigh LL163AA – No Objections, however Town Council would appreciate serious consideration regarding the strong archaeology presence.

52. Staffing Committee Update

52.1 Cllr RG discussed the Town Clerks recent appraisal which went very well and also noted that the Clerk has begun her CiLCA training and will require protected time in work to complete this, the training itself is 2 hours per month. – **Noted**

52.2 Cllr RG discussed the Civic Events & Projects Assistants recent appraisal that was completed by the Town Clerk, this was a very good appraisal and training where applicable has been arranged through OVW. – **Noted**

52.3 Cllr RG also discussed health and safety training which is being arranged for staff and staff safety in general. It was agreed by the Staffing committee that Jo and Zoe will not go off site during work time for work related duties alone, that they will buddy together or if either is unavailable a councillor buddy representative will accompany them. – **Noted**

52.4 Cllr GWT mentioned that the Town Clerk is currently abroad on leave, however has joined via Zoom so that the Full Council meeting can go ahead. Discussions surrounding the Clerk having time back ensued. Cllr GWT proposed that the Clerk should receive one day's pay, this was not seconded and no vote was made, discussions continued. Cllr RG proposed that the Clerk should have 2 hours toil as the meeting is 2 hours long, this was seconded by Cllr SD, however before this could go to vote Cllr SD made a counter proposal of 4 hours toil, this was seconded by Cllr RD – **Agreed & Accepted**

53. Chair's update – Cllr RG has attended the following –

- Denbigh & District Male Voice Choir
- British Legion Coffee Morning
- Shine/All Stars show
- CPD Denbigh Euro under 19's tournaments
- Ysgol Y Parc Governors Meeting
- Civic Sunday
- Hub Mission Service – St Mary's Church
- Aged & Disabled Annual Trip

54. Other Meetings attended by town councillors –

54.1 Cllr PE attended Mayor of Rhyl Cllr Joan Butterfield's charity event.

54.2 Cllr GMR has attended Denbigh Open Doors meetings

54.3 Cllr SD confirmed that "Shine" has donated 12 uniforms to the Denbigh Uniform Exchange

54.4 Cllr SG requested for any councillor availability to attend the Denbigh Uniform Exchange

55. Update from County Councillor Pauline Edwards

- Caledfryn – no update. DCC waiting for response from BCU.
- Policing – 1.6% drop in crime in Denbighshire, 50 less.
- Theft/Handling/shoplifting – increase of late – person arrested.
- Ysgol Pendref and Denbigh High School construction/renovation moving forward.
- NWH – additional security work – fencing etc. New access soon – will be planning application.
- Crown Hotel – Ty Gwyrdd venture. Ty Gwyrdd moving to old Cavendish office in the meantime.
- BBM signage – agreed design, enforcement dealing with this issue
- Gift Galore's old shop on Vale Street – Chris Evans trying to deal with this.
- Halifax – work ongoing, 2 shops to be rented out – residential above.
- Cardamon Green – planning application soon for 5 flats.
- 2 x Nail shops – enforcement involved, dealing with the signs.

PART 2

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

***56.1 Full Council 29.06.2026 – Agreed & Accepted**

***57 Old Magistrates Court Update**

57.1 Rentokil – Update – **Noted*

57.2 Deed of Surrender – Update – **Noted*

57.3 Valuation from Validus – Update – **Noted/Agreed & Accepted*

Copy to all town councillors

The Chair closed the meeting at **19.45**

Signed.....

Date.....