

Draft Minutes of the Denbigh Town Council Full Council Meeting held on Monday 28th Sept 2026

Present: Face to Face Councillor's: Ruth Griffiths, Pauline Edwards, Gaynor Wood-Tickle, Roy Tickle, Philip Stevens, Gaynor Morgan Rees, Sylvia Jennings, Sioned Garrod, Robert Davies, Mark Ryan Hughes, Matthew Jones & Benjamin Jones. Jo Davies (Town Clerk and Responsible Finance Officer)

Zoom: Councillors: Cail Wyn Evans

Members of the Public: Alyn Ashworth

The Chair, Cllr Ruth Griffiths, welcomed all to the September 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.

58 Apologies for absence: Councillor Sarah Davies

59 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
Matthew Jones	8.2	Personal
Benjamin Jones	8.2	Personal
Jo Davies	8.2	Personal
Cail Wyn Evans	7.9.2	Personal

60 Confirmation of Minutes

60.1 Full Council 27.07.2026 –

60.1.1 *Cllr PE asked for an update regarding Item 50.1 from July's Minutes, it was confirmed by the Town Clerk that DB had been responded to with the decision of the Town Council and that currently information is being collated so that Past and current Honorary Burgess receivers can be displayed on the DTC website.*

60.1.2 *Cllr GMR brought to the attention of members that the Welsh translation of July Minutes states that Denbigh Open doors were granted £12,757.53 rather than the correct £2757.53 – Typing error to be rectified.*

60.1.3 *Once the above has been rectified, members were asked if they were happy to agree that July Minutes are a true representation - Cllr MJ Proposed, Seconded by Cllr RT - Agreed and Accepted*

61 Urgent business under Section 100B (4) of the Local Government Act 1972: None

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. –

62 Matters arising –

62.1 Ysgol Twm o'r Nant School Governor – Deferred - No representative appointed

62.2 Denbigh High School Governor – Deferred until further information received

62.3 Tour Guide GW – Discussions took place surrounding a thank you gift for GW for his voluntary service as a Tour Guide for DTC. Members discussed a voucher up to the value of £100.00 as a thank you from DTC. Cllr PE formally proposed this, it was then seconded by Cllr MJ – Agreed and accepted.

62.4 Broomhill Lane –

62.4.1 Members discussed Broomhill Lane and the request of CW for a small group to be formed to do regular checks on the area. The Town Clerk agreed that she was happy to put a checklist together so that she can carry out checks on a regular basis to ensure that the area is tidy in the hopes this can be the main access route to the castle for local residents and visitors – **Agreed and Accepted.**

62.4.2 It was discussed by members that PL be contacted by the Town Clerk to confirm if he has the capacity to take on any work that may be required in Broomhill Lane once the Clerk completes regular checks, this could range from cleaning to litter picking – **Agreed & Accepted**

62.5 Events Update – The Town Clerk gave a brief overview of upcoming events. The priority of volunteers was discussed in detail. The Chair Cllr RG took this opportunity to ask fellow members to please take the time to respond to emails that the Town Clerk sends regarding volunteers or any other business. The Town Clerk asked if members were happy for her to send a rota of what is required for upcoming events with roles and time slots where members can then volunteer – **Agreed & Accepted**

63 Policies for Ratification- Previously inspected by scrutiny group

63.1 Section S137 Expenditure Policy – Proposed by Cllr MJ & seconded by Cllr GMR that this policy be adopted - **Agreed & Accepted**

63.2 Financial Risk Assessment – Proposed by Cllr MJ & seconded by Cllr GMR that this policy be adopted - **Agreed & Accepted**

63.3 Internal Financial Controls – Proposed by Cllr MJ & seconded by Cllr GMR that this policy be adopted - **Agreed & Accepted**

64 Environment & Finance

64.1 Evan Pierce Garden Updates

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

- Bodfari Management Plan,
- Quotations from GGS,
- Quotations from E & G Morris.
- There is a significant amount of investigative work still taking place.
- Quotations for removal of the dead Redwood & Cedar Trees have been received and will be discussed in “Quotations”
- This item is simply for members to note progress. – **Noted**

64.1.2 Tree removal report – Members confirmed that they have read the report put together by the Town Clerk and accept the urgency surrounding the tree removal and the process for doing so – **Noted**

64.2 Bank Reconciliation Update – Supporting evidence along with the monthly bank statement for **July & August 2026** was shared to detail opening and closing balances, expenditure and income for the month along with any unrepresented cheques. - **Noted**

64.3 Payments made July/Aug 2026 to date. – Noted

Unrepresented chqs highlighted in orange
Authorised chqs highlighted in green
Staff Salaries/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
01.07.2026	Welsh Water	Dr E P Gardens	DD	£6.00
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
03.07.2026	Catalyst	July Broadband	DD	£8.80
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
15.07.2026	Catalyst	May Back up	DD	£4.30
23.07.2026	Catalyst	Telephony June	DD	£58.78
Totals				£24,435.84

Date	Payee	Description	Cheque No	Total
03.08.2026	Catalyst	August Broadband	DD	£52.80
03.08.2026	Hywel Evans	Councillor Photos 2026-2027	#008848	£15.00
03.08.2026	Denbigh Mens Shed	Grant Aid	#008849	£1,200.00
03.08.2026	Denbigh Open Doors	Grant Aid	#008850	£2,757.53
05.08.2026	Jones & Graham	Admin Fees	#008851	£201.60
05.08.2026	Gwyn Lloyd Jones	Solicitor Fees (Deed of Surrender)	#008852	£988.00
05.08.2026	Carys Jones	Admin support/Translation	#008853	£120.00
06.08.2026	Z A Wynne Price	Refund T.E.N. for Xmas lights	#008854	£21.00
06.08.2026	Z A Wynne Price	Refund Charity Fun Day Items	#008855	£28.74
06.08.2026	P Liversidge	Grass Cutting July	#008856	£175.00
10.08.2026	Jones & Graham	Staff Salaries	#008857	£3,350.00
10.08.2026	Jones & Graham	HMRC	#008858	£1,114.58
10.08.2026	Jones & Graham	Staff pensions	#008859	£999.13
07.08.2026	Catalyst	June Back up	DD	£4.31

12.08.2026	Denbigh Churches Parochial Council	Donation for Civic Sunday	#008860	£50.00
12.08.2026	Barry Seaman	Organist for Civic Sunday	#008861	£100.00
17.08.2026	Z A Wynne Price	Refund, Charity Fun day items	#008862	£62.40
17.08.2026	J Davies	Refund - funday equipment Conwy Events	#008863	£60.00
18.08.2026	J Davies	Refund - Medals for Funday Talent show	#008864	£14.99
18.08.2026	Z A Wynne Price	Refund - Fun Day Items	#008865	£5.98
19.08.2026	One Voice Wales	Training - Code of conduct	#008866	£132.00
19.08.2026	J Davies	Refund Funday Items	#008867	£63.42
21.08.2026	Z A Wynne Price	Travel expenses	#008868	£15.40
21.08.2026	Pendref Chapel	Historical payment owed	#008869	£80.21
24.08.2026	J Davies	Refund - Hamper for Funday Rafflle	#008870	£56.75
24.08.2026	J Davies	Refund - Water for stewards - Funday	#008871	£5.07
24.08.2026	Barry Seaman	Organist for Civic Sunday	#008872	£100.00
25.08.2026	J Davies	Refund - Bows and Lanyards - Funday	#008873	£33.96
25.08.2026	One Voice Wales	Code of Conduct Training	#008874	£220.00
26.08.2026	VOID CHQ		#008875	
26.08.2026	Mr J Davies	John Davies (Sellers) - Compere Fee-Funday	#008876	£200.00
26.08.2026	Medi4 Medical Ltd	Medical Provisions - Fun Day	#008877	£234.00
27.08.2026	Catalyst	Telephony July	DD	£58.78
Totals				£12,520.65

64.4 Credits Received July/Aug 2026 – Noted

Date	Paid From	Description	Ref If Applicable	Amount
09.07.2026	Duckys 3D Prints	Xmas Pitch Fee	2058	£30.00
09.07.2026	Duckys 3D Prints	Charity Fun Day Pitch Fee	2057	£30.00
20.07.2026	Dragons Destiny	Xmas Pitch Fee	0750	£30.00
20.07.2026	K&J Dari Designs	Xmas Pitch Fee	BEN SAAD	£30.00
21.07.2026	Brotherhood of Dads	Charity Fun Day Pitch Fee	1421	£30.00

27.07.2026	NWWT	Charity Fun Day Pitch Fee	1111	£30.00
30.07.2026	DCC	????	????	£30.00
31.07.2026	NATWEST	Bank Interest	Auto	£183.10
Total				£393.10

Date	Paid From	Description	Ref If Applicable	Amount
04.08.2026	STARDUST Facepainting	Charity Fun Day Fee	Stardust	£30.00
07.08.2026	Unknown name	Charity Fun Day Pitch Fee	100360605114	£30.00
10.08.2026	Denbigh Museum	Xmas Pitch Fee	DENBIGH MUSE	£5.00
11.08.2026	Kookies	Charity Fun Day Fee	SMITH EC	£30.00
14.08.2026	Wainwright Bakes	Charity Fun Day Pitch Fee	B WAINWRIGHT FP	£30.00
18.08.2026	HMRC	VAT return	HMRC VTR	£4,226.98
20.08.2026	Denbigh Round Table	Mayors Charity Donation	DENBIGH DIS RO	£500.00
24.08.2026	Dion Evans	Xmas pitch fee	DION EVANS	£15.00
28.08.2026	DCC	Precept 2ND PAYMENT	110797	£86,590.00
28.08.2026	Natwest	Bank Interest		£156.00
Total				£91,612.98

64.5 Budget position 6-month review –

Members were given an update on each budget for this financial year to date – **Noted**

64.6 Mayors Charity Funday –

64.6.1 It was confirmed by the Town Clerk that **£1,044.00** was raised for the Mayor's charities, it was proposed by Cllr MJ & Seconded by Cllr MRH that the event costs will remain against the Events budget. – **Agreed & Accepted**

64.6.2 Members also agreed that consideration should be given to establishing a dedicated budget for Mayor's charity events as part of the **2027/28 budget-setting process**.

64.7 Payments requiring authorisation – *The following payments were **authorised**:*

64.7.1 Quantum – Fireworks - **£1740.62**

64.7.2 Quantum – Xmas Lights - **£3103.34**

64.7.3 Rentokil – *Authorised via email by members as emergency on 17.08.2026 -*
£2814.00

64.8 Quotations –

It was proposed by Cllr MJ & Seconded by Cllr PE that Elwy Valley Tree Services quotation be accepted – **Agreed and Accepted**

64.9 Grant Aids

64.9.1 Grant Aid Break Down – Noted

64.9.2 Denbigh Heritage –

(It was agreed that Cllr CWE could remain online while this item was discussed but would not be able to vote) Members discussed the application in depth, and a brief overview of the group, how it came to be and what its ethos and goals are were delivered by Cllr GMR & Cllr CWE. It was proposed by Cllr MRH that the amount of **£1733.00** be granted, this was second by Cllr MJ – **Agreed & Accepted**

64.9.3 Urdd – It was proposed by Cllr PS & Seconded by Cllr MJ that a donation of **£100.00** is granted as is usual annually – **Agreed & Accepted**

64.9.4 Ysgol Y Parc – Members discussed the application in depth and it was confirmed that the application was submitted by Ffrindau Ysgol y Parc which is a registered charity. It was proposed by Cllr PE that the full amount of the project which is **£1680.00**, this was seconded by Cllr MRH – **Agreed & Accepted**

65 Correspondence received.

65.1 Email from DR – Town Hall – Noted

65.2 Email re: Carnival – *(Cllrs MJ, BJ & Town Clerk JD left the room while this item was discussed)* It was proposed by Cllr RG and seconded by Cllr GWT that the Carnival

- committee be granted permission to use the Old Court House carpark for a Car boot sale to raise funds on a date to be confirmed – **Agreed & Accepted**
- 65.3 Email from HR – re: Fireworks** – It was proposed by Cllr MJ and seconded by Cllr RG that the Town Clerk to respond to HR to confirm that although this year's fireworks event has already been organised, comments and proposals will be taken into consideration and discussed in depth for the display in 2027. – **Agreed & Accepted**
- 65.4 Email from MJ re: Warner collection** – It was proposed by Cllr RT & Seconded by Cllr MJ that Denbigh Museum and Denbigh Archive be given permission to use photographs that DTC owns copyright on, in order to share with the wider community in the form of a book. – **Agreed & Accepted**
- 65.5 Email from RV – Planning NW Hospital – Noted**

66. Planning

- 66.1** 01/2026/0385/PF – Former North Wales Hospital - **No Objections**, *Members would like the Town Clerk to comment on behalf of DTC that members strongly feel Heneb should be heavily involved due to their expertise, focused on uncovering, protecting, and promoting Wales' rich archaeological heritage*
- 66.2** 01/2026/0347/TC – 6 Lllys Y Berllan, LL16 3AX – **No Objections**
- 66.3** 01/2026/0356/LBC – Plough Inn Bridge Street LL163TF - **No Objections**
- 66.4** 01/2026/0355/AD – Plough Inn Bridge Street LL16 3TF - **No Objections**
- 66.5** 01/2026/0367/TC – 74 Love Lane, LL16 3LU - **No Objections**

67. Chairs update –

67.1 The Chair reported on a number of recent engagements, including:

- **St Mary's Church** – attended a meeting regarding future events following the church becoming a Hub Church.
- **Denbigh Malayalee Association Harvest Celebration** – attended alongside Cllrs PE, GWT, RT, MJ and BJ. The Chair commented on the very warm welcome received and the enjoyable celebration.
- **Mayor's Charity Fun Day at Denbigh Castle** – the Chair thanked the Town Clerk and Civic, Events & Projects Assistant for their hard work in organising the successful event and expressed her gratitude for their support.
- **Denbigh Flower Show.**
- **Ysgol Frongoch** – attended in her capacity as School Governor.
- **Tea & Talk at St Mary's Church** – attended with the Town Clerk, where the Chair spoke about the work of Denbigh Town Council and her role as Mayor. The event was very well received.
- **St Mary's Teddy Bears' Picnic.**
- **Theatr Twm o'r Nant Film Premiere Evening.**
- **Denbigh Round Table Beer Festival** – described as a very enjoyable, well-organised and successful event.
- **Ysgol y Parc** – attended in her capacity as School Governor

68 Other Meetings attended by town councillors

68.1 The Deputy Chair Cllr PE reported on recent engagements including:

- Abergele Civic Event.
- Walled Town Rally, accompanied by her Consort, Cllr's GWT and RT and Town Clerk.

68.2 Cllr GMR attending Open Doors committee meetings, DTC will be given a full report from Open Doors weekend as soon as it has been completed.

68.3 Cllr GWT has recently attended the WTFC Car Rally and Quarterly meetings

68.4 Cllr RT has recently attended the WTFC Car Rally and Quarterly meetings, and the Royal British Legion meetings where everything is going well for the upcoming Remembrance Sunday Service.

68.5 Cllr MJ confirmed that the carnival committee is now up and running and main roles within the group have been filled, he can now confirm that the Carnival will go ahead in the summer of 2027.

69. Updates from County Councillor Pauline Edwards are as follows:

- Cllr PE attended a site visit at North Wales Hospital site. DCC are hoping to update the public regarding the current situation in the near future.
- There is a meeting in Ysgol Pendref to discuss the new plans for the school this week, update to be given at a later date.
- Work to be carried out to resurface High Street in late October. There will be disruption including traffic lights.
- Lenten Pool work to begin early 2027.

PART 2

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

70.1 Full Council 27th July 2026 – Proposed to accept as a true representation by Cllr MJ, seconded by Cllr RT - **Agreed & Accepted*

71 Old Magistrates Court Update/Report – **Agreed & Accepted*

72 NALC – National Salary Award – **Agreed & Accepted*

Copy to all town councillors

The Chair closed the meeting at **20:09**

Signed.....

Date.....

DRAFT

The Chair, Cllr Ruth Griffiths, asked Members whether they wished to exclude members of the public from the meeting during consideration of Part II of the agenda. In accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2), due to the confidential nature of the business to be transacted, it was proposed that members of the public be excluded. Members voted in favour of the proposal, the motion was carried, and Mr Alyn Ashworth left the Council Chamber prior to the commencement of Part II.