Minutes of the Denbigh Town Council Environment & Finance Meeting held on Monday 21st July 2025, 6.30pm via Hybrid.

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

Zoom: None
Members of the Public: **None**

Cllr Jan Tomlinson Chaired the meeting and began by welcoming all to the second 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.

45 Apologies for absence: **None**

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

47 Mayors Update:

47.1 Cllr JT addressed the committee and referred to Cllr PS regarding his uncertainty of whether the Finance committee had any decision making powers. Cllr PS clarified that he felt that if the amounts discussed were for a large sum of money then these transactions should go to full council for further ratification. Cllr JT confirmed that on the confirmation and clarification by a DCC Audit employee that the Finance committee can make financial decisions that they will then take to Full council for information only. These decisions are final and cannot be overturned. Cllr PS felt it may still be good practice that if a financial situation is either controversial or a large sum then it should be taken to full council. Cllr JT confirmed she would take this query back to the member of staff at DCC Audit for further clarification on questions raised by Cllr PS.
Cllr PE stated that financial amounts can be subjective and so there would be a need to clarify what is meant by a "large amount". Cllr SJ commented that the remaining Councillors who are not on the E&F Committee have put their trust in the committee's members to make the decisions on their behalf. Cllr GWT added that there is a large member of the council on the E&F committee and so there should not be an issue with the decisions made within the committee. Cllr PE stated that as the agenda is set out and all Councillors are privy to this, if there is something on the agenda that they would like to have an input on, that they are welcome to attend the E&F meeting as it is open to all Councillors.

47.2 Cllr JT asked if all councillors could ratify the internal audit from 2023-2024 so that this can be confirmed with DCC audit team – Paperwork was handed out to all Councillors so that an informed decision could be made – **Accepted and Agreed**

47.3 Cllr JT confirmed that DCC are in the process of undergoing a second audit. The first being internal and then currently an external audit for Audit Wales. JD is working closely with DCC Audit. The DCC Auditor will assist in formulating the information required by Audit Wales. JT asked the Committee and will also bring this question to full council, for permission to use DCC moving forward for Wales Audit and mid and end of year audit as this is a huge undertaking. Cllr PS commented that it makes a lot of sense for this to continue with DCC having been involved from the start of 2025– **Agreed and accepted** – ***with further confirmation to be obtained from Full Council.***

48 Environment

37.1 Dr Evan Pierce Garden – **Email from Charlie Hall from Elwy Valley Tree Services regarding the dead redwood tree in the EP Gardens:** JD Confirmed that at this stage this agenda item is for information only. As per our financial regulations we must obtain three quotations for services rendered. The discussions regarding the dead redwood tree also need to be revived in order to make an informed decision going forward. Cllr SJ also mentioned another company that could be approached for a quotation regarding this and will forward that information over to JD. Cllr PE also discussed previous emails from Cllr AH that were sent with regards to preserving the wood from the redwood tree and turning it into a sculpture. JD confirmed she still has this information and will obtain it for further discussions surrounding this **– Noted**

49 Finance –

49.1 – Online Banking for Town Council Accounts Update – Noted

49.2 – Bank Reconciliation Reports – June 2025 – Noted

49.3 – List of Payments made during June 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**
- **Any chqs cancelled will be highlighted in RED**

Item no	Date	Chq No	Payable To	Description	Amount
49.3.1	06.06.2025	008179	J Davies	WTFC Refund	£60.00
49.3.2	06.06.2025	008180	J Davies	Eye Test (Employee responsibility)	£35.00
49.3.3	06.06.2025	008181	J Davies	Postage and Parking	£14.75
49.3.4	06.06.2025	008182	J Davies	Cupcake Boxes for AM	£10.49
49.3.5	06.06.2025	008183	J Davies	Cupcake Logos for AM	£16.99
49.3.6	06.06.2025	008184	Catalyst	June 2025 Broadband	£52.80
49.3.7	06.06.2025	008185	Nery Evans	Cysgodfa Chq re-issue due to	£800.00

				payee name change. Old chq no (008166) shredded in office, notes made	
49.3.8	06.06.2025	008186	D Roberts	Floral arrangements for AM	£45.09
49.3.9	06.06.2025	008187	Jones & Graham	HMRC – June 2025	£700.62
49.3.10	06.06.2025	008188	Jones & Graham	Staff Salary + toil – June 2025	£1877.22
49.3.11	06.06.2025	008189	Jones & Graham	Pension – June 2025	£701.65
49.3.12	06.06.2025	008190	Jones & Graham	Pension Backdate – May 2025	£757.26
49.3.13	06.06.2025	008191	Canda Copyng	Photocopier lease – June 2025	£86.92
49.3.14	09.06.2025	008192	Starboard Systems Ltd	Scribe – End Of Year Health Check	£297.00
49.3.15	16.06.2025	008193	Catalyst	May Back-Up	£4.22
49.3.16	16.06.2025	008194	Shoreline Removals Ltd	Shredding Collection	£70.20
49.3.17	16.06.2025	008195	Dwr Cymru	E.P Garden Water Bill June 2025	£16.64
49.3.18	17.06.2025	008196	Zurich Municipal	Contents Insurance Annual Payment	£6,534.67
49.3.19	17.06.2025	008197	Denbighshire County Council	Bunting erection and removal June 2025	£1456.00
49.3.20	17.06.2025	008198	P. Liversidge	Footpath Cutting June 2025	£175.00
49.3.21	17.06.2025	008199	Denbigh Show Grant Aid	Grant Aid	£4000.00
49.3.22	23.06.2025	008200	Scottish Power	Dr E.P Gardens	£400.12
49.3.23	23.06.2025	008202	Catalyst	May Telephony	£58.78
49.3.24	23.06.2025	008203	Walled Towns Friendship Circle	Annual Subscription	£100.00
49.3.25	23.06.2025	008204	Julia Carter	Catering for Annual Meeting 2025	£195.00

49.3.26	23.06.2025	008205	P. Edwards	Refund – blue tack – office supplies	£1.00	
49.3.27	23.06.2025	008206	Catalyst	PANDA-Antivirus, security update	£516.00	
49.3.28	23.06.2025	008207	Flintshire County Council	Photo Conservation Work & Materials	£231.00	
49.3.29	23.06.2025	008208	P Liversidge	EP Garden Litter pick	16.70	
					Total	£19,231.12

49.4 – Bank Credits received during June 2025- Noted

Item no	Date	Paid From	Description	Ref If Applicable	Amount	
49.4.1	**30.06.2025**	**NatWest**	**Bank Interest**	**N/A**	**£291.64**	
					Total	**£291.64**

49.5 – Payments Requiring Authorisation – Agreed & Accepted –

Item No	Date	Chq No	Payable To	Description	Amount
49.5.1	**22.07.2025**	**008217**	**Denbigh In Bloom**	**Annual payment agreed in Budget meeting Jan 2025**	**£4000.00**
49.5.2	**22.07.2025**	**008218**	**Event Insurance Services Ltd (Zurich)**	**Fireworks Event Insurance 2025**	**£501.50**
49.5.3	**22.07.2025**	**008219**	**Bodfari Environmental**	**EP Garden Quarterly payment**	**£1018.20**
49.5.4	**22.07.2025**	**008220**	**Catalyst**	**Encryption Software**	**£118.00**

49.6 Grant Aids

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

49.6.2 Grant aid authorised by the Town Councillors: -

Item no	**Code**	**Chq No**	**Chq Payable To**	Amount	Notes
49.6.2.1	S137	008221	Cerebral Palsy Cymru	£100.00	None

49.7 Confirmation received of cheque payment:

49.7.1 - Ysgol Plas Bron Dyffryn - Noted

49.8 How grants were used (6 months review) –

49.8.1 - Denbigh Midsummer Festival – Noted

Cllr PE raised the issue of the leaflets that had been purchased with the Grant Aid. Many of them have not been picked up by residents. The leaflets are substantial and good quality, however concern was raised whether that quality is required in future. Discussion around the Midsummer Festival Committee - Denbigh Mid-Summer Festival Committee - Alyn Ashworth, Lara Pritchard & Philip Stevens. It was suggested that this issue could be raised by a Town Councillor.

49.9 Request for Waiver of Financial regulations 11.1.c for Fireworks Single Source Procurement for the following:

- **Uproar**
- **Safety Focus**
- **Core Highways**

Proposal by Cllr MJ to Waiver financial regulations 11.1.c in this instance, seconded by Cllr GWT**: Agreed and accepted**

49.10 Quotations:

49.10.1 Core Highways for Fireworks Road Closures – Accepted

It was confirmed by JD that the following quotations are for information only at this stage due to financial regulations 11.1.c requiring 3 quotations for services rendered by DTC**:**

49.10.2 Elwy Valley Tree Services – Noted – awaiting two more quotations
49.10.3 Phoenix Security – Noted – awaiting 2 more quotations

Copy to all town councillors

*** 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.**

The Chair closed the meeting at 19:22

Signed……………………………………

Date…………………………………