

Draft Minutes of the Denbigh Town Council Full Council Meeting held on Monday 29th June 2026

Present: Face to Face Councillor's: Ruth Griffiths, Philip Stevens, Gaynor Morgan Rees, Matthew Jones, Sioned Garrod, Robert Davies, Sarah Davies, Mark Ryan Hughes and Cail Wyn Evans. Jo Davies (Town Clerk and Responsible Finance Officer) Zoe Wynne (Civic, Events & Admin Assistant)

Zoom: Councillors Pauline Edwards and Lara Pritchard.

Members of the Public: Alyn Ashworth and John McDonald.

The Chair, Cllr Ruth Griffiths, welcomed all to the June 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 John McDonald from ‘Brotherhood of dads’ who spoke to full council about the important work the organisation has done for individuals in our local community. This was a great opportunity for both parties to network and exchange helpful information to solidify future support. The Town Council thanked John for his contribution.

28 Apologies for absence: Councillor's Sylvia Jennings, Gaynor Wood-Tickle and Roy Tickle.

29 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	12.2.	Prejudicial
Sioned Garrod	6.8.2	Personal
Gaynor Morgan Rees	6.8.5	Personal

30 Confirmation of Minutes

30.1 Full Council 18.05.2026 – Cllr MJ Proposed, Seconded by Cllr SG - Agreed and Accepted

31 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. –

31.1 New Councillor Welcome – The Chair Cllr Ruth Griffiths welcomed new councillors Sarah Davies, Mark Ryan Hughes and Cail Wyn Evans to their first full council meeting and gave them their DTC Councillor badges.

31.2 Policies for Ratification-

31.2.1 Risk Assessment – Cllr MJ Proposed, seconded by Cllr SG - **Agreed and Accepted.**

31.2.2 Retention and Disposal Policy – Cllr MJ Proposed, seconded by Cllr SD- **Agreed and Accepted.**

31.2.3 Complaints Policy and Procedure – Cllr PE Brought to the attention of full council that contact information must be updated on the website so that the public can log complaints with persons other than the Town Clerk. The Town Clerk confirmed that once all councillor email addresses are in use they will be uploaded to the website to display multiple contact information – Cllr MJ Proposed acceptance of the Complaints policy and procedure, this was seconded by Cllr MH – **Agreed and Accepted.**

31.3 Standards committee observation – Town Council were given the standards committee report from their visit on January 2026 which was a very positive report, Cllr PE commended the Council for such a good report and made reference to the fact the report had stated it was a well chaired meeting – **Noted.**

32 Matters arising –

32.1 Museum and Archive-

The Town Clerk explained whilst organising Council storage areas, a significant amount of historical documentation, photographs and archive material relating to Denbigh were discovered. Council's permission was requested to offer these items to the Museum and Archive Service. – **Agreed and accepted.**

32.2 Projects / Events update –

32.2.1 Outdoor Gym - The Town Clerk requested Councils permission for an application to be submitted to the Clocaenog Wind Farm Community Fund, in order to assist with the installation of an outdoor gym which is included in the town Councils budget for 2026-2027– **Agreed and accepted.**

32.2.2 Mayors Charity Fun Day - The Town Clerk informed full council of the Mayors charity fun day which will commence on 23rd August 2026 and requested volunteer availability, the Town Clerk also thanked the Civic, Event and Projects Assistant for her hard work on this event.

32.3 Darganfod Dinbych Website - Denbigh Town Council currently funds the hosting of the website. The Open Doors Group has suggested that the Clerk and Assistant take responsibility for updating content. This would involve receiving event information from organisations and uploading updates. Estimated workload is approximately 2–3 hours per week. - Town council agreed to continue to oversee the cost of the website however due to staff members work load they did not feel that they had the capacity to take on external work. The Town Clerk was asked to find out how much traffic the website receives – Proposed by Cllr MJ seconded by Cllr SD – **Agreed and accepted.**

33 Environment & Finance

33.1 Evan Pierce Garden Updates

33.1.1 Checklist - Checklist has been completed with the following outcomes –

- Jo contacted Bodfari Environmental regarding their maintenance schedule and they are working on a management report.
- Dog fouling continues to be under control.
- Dead Redwood tree needs addressing.
- Gravel needs topping up as weeds are regularly emerging and the lightening conductor cable has become exposed.

Town Clerk requested permission to gain quotes to remove the dead Redwood tree and to work closely with CE conservation officer to source gravel specific to the conservation area – **Agreed and accepted**

33.1.2 Fountains - GGS Heating are:

- Continuing to work on maintenance
- Preparing the quote for works required.
- Cllr CWE Suggested the cleaning of the stone around the fountain also which the Town Clerk agreed to look into once the fountains are in full working order.

Noted.

Additionally:

- Monument floodlights are currently non-operational.
- EG Morris are currently inspection the site and preparing a quote.

Noted

33.2 Annual Return 2025-2026

33.2.1 The Town Clerk informed the council of the following:

- The Annual Return is now complete.
- The Town Clerk has reconstructed the financial records for the previous year.
- Due to governance issues inherited from the previous administration, The Town Clerk has prepared a supporting report explaining responses to governance questions.
- The Mayor and Deputy Mayor have reviewed the documentation in detail.

The Town Clerk requested confirmation that the Town Council was happy to accept the annual return for 2025-2026 – Cllr MJ Proposed Acceptance seconded by Cllr PS – **Agreed and Accepted.**

Cllr PS congratulated the Town Clerk and thanked her for her hard work on the annual return, full council proceeded to thanks the Town Clerk.

33.2.2 Internal Audit - It **agreed and accepted** that DTC would request that DCC complete the internal audit for 2025-2026 due to their familiarity with the accounts.

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

33.4 Payments made May/June 2026 to date – **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
01.05.2026	Catalyst	Broadband - May	DD	52.8
01.05.2026	Welsh Water	Dr E P Gardens	DD	6
01.05.2026	Zoe Wynne-Price	Refund - Gift AGM	#008772	34
01.05.2026	N Power Ltd	Electric CCTV	#008773	208.68
01.05.2026	Canda Copying	Copier Rental	#008774	47.46
01.05.2026	Viking Stationary	Stationary	#008775	147.54
01.05.2026	Carys Jones	Admin Support	#008776	210

01.05.2026	J Davies	Refund Tour Guide Posters	#008777	96
05.05.2026	P Liversidge	E P Gardens Clearance & Grass cutting	#008778	191.7
06.05.2026	Jones & Graham	Staff Pensions May 2026	#008779	943.88
06.05.2026	Jones & Graham	Staff HMRC May 2026	#008780	1354.45
06.05.2026	Void Chq	Admin Error	#008781	0
06.05.2026	Jones & Graham	Staff Salary May 2026	#008782	3854.27
07.05.2026	Catalyst	Monthly Back up	DD	4.33
11.05.2026	J Davies	AGM Refunds	#008783	393.2
11.05.2026	Hywel Evans	AGM Photography	#008784	15
11.05.2026	Zoe Wynne-Price	Refund Paper Plates AGM	#008785	3.9
11.05.2026	Julia Carter	AGM Catering	#008786	400
11.05.2026	M A Jones	Parking Refund	#008787	4
11.05.2026	Connections Magazine	Tour Guide advertising	#008788	528
13.05.2026	M Andrews	Civic Officer Payment 2026-2027	#008789	75
13.05.2026	P Glynn	Civic Officer Payment 2026-2027	#008790	75
13.05.2026	S Owen	Civic Marchall Payment 2026-2027	#008791	80
15.05.2026	Lawrence White	Community Award	#008792	200
19.05.2026	Denbigh Defibs	Donation	#008793	600
19.05.2026	Thomas Fattorinis	Mayoral Chains	#008794	6010.77
19.05.2026	Zoe Wynne-Price	Parking Refund	#008795	140
19.05.2026	J Davies	Refund - Multiple - reciepts in payments file	#008796	98.46
19.05.2026	Denbigh Male Voice Choir	Grant Aid	#00877	3808.40
19.05.2026	Denbigh Floral Arts	Grant Aid	#008798	1500.00
21.05.2026	R Griffiths	remuneration/chairs allowance/extra resp all	#008799	1166.40
21.05.2026	P Edwards	remuneration/dep chairs	#008800	766.40

		allowance/extra resp all		
21.05.2026	G E Wood	Remuneration Det 44	#008801	166.40
21.05.2026	R Tickle	Remuneration Det 44	#008802	166.40
21.05.2026	K P Stevens	Remuneration Det 44	#008803	166.40
21.05.2026	G Morgan - Rees	Remuneration Det 44	#008804	104.00
21.05.2026	S E Jennings	Remuneration Det 44	#008805	166.40
21.05.2026	L Pritchard	Remuneration Det 44	#008806	166.40
21.05.2026	S Garrod	Remuneration Det 44	#008807	166.40
21.05.2026	R Davies	Remuneration Det 44	#008808	166.40
21.05.2026	M Jones	Remuneration Det 44	#008809	166.40
21.05.2026	Jones & Graham	HMRC Remuneration payments	#008810	1157.30
21.05.2026	J Davies	Refund - Stamps	#008811	45.50
26.05.2026	Catalyst	Telephony April	DD	58.78
28.05.2026	Zoe Wynne- Price	Refund - Fan office	#008812	39.99
28.05.2026	Zurich	3 Years Insurance	#008813	9260.9
Totals				25134.11

Date	Payee	Description	Cheque No	Total
01.06.2026	Carys Jones	Admin Support	#008814	£217.50
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
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
Total				Ongoing

33.5 Credits Received May 2026 – Noted

Date	Paid From	Description	Ref If Applicable	Amount
01.05.2026	HMRC	VAT Return 2025-2026		£15,022.33
15.05.2026	Coffee Dream Ltd	Xmas Trader Fee		£30.00
15.05.2026	Jays Pizza	Xmas Trader Fee		£30.00
18.05.2026	Caligo Trading Ltd	Xmas Trader Fee		£15.00
20.05.2026	SLCC	Refund – CiLCA		£495.00
29.05.2026	Natwest	Interest		£215.99
Total				£15,808.22

33.6 Payments requiring authorisation –

33.6.1 Reindeer for Xmas light switch on event - **£960.00 (Deposit) – Agreed and Accepted**

33.6.2 Blue Duo for Xmas light switch on event - **£850.00 – Agreed and Accepted**

33.6.3 Anglesey Bouncy Castle Hire for Xmas light switch on event - **£995.00 – Agreed and Accepted**

33.7 Quotations –

The Clerk confirmed that, in accordance with the Council's Financial Regulations, three quotations had been obtained for each project. All quotations received will be retained on file for audit purposes. Members considered the quotations and resolved to appoint the following suppliers as the successful contractors:

33.7.1 **Fireworks Traffic Management** – Quantum quote for **£1450.52** was **Agreed and Accepted**

33.7.2 **Xmas Lights Traffic Management** - Quantum quote for **£2586.12** was **Agreed and Accepted**

Cllr CWE requested that the Town Clerk approach Quantum to enquire whether they would be willing to reduce their quotation, as the other two quotations received were of a lower value. The Town Clerk advised Members that her recommendation to

accept Quantum's quotation was based on advice received from the Council's Health & Safety Officer, together with Quantum's local knowledge, proven reliability, and the fact that they are the preferred contractor for a number of neighbouring local councils with whom Denbigh Town Council works closely. The Town Clerk confirmed that she would nevertheless approach Quantum to enquire whether they would be prepared to review their quotation.

33.7.3 Fireworks Medic provisions- Medi4Medical quote for **£2199.00** was **Agreed and Accepted**

33.7.4 Xmas Lights Medic Provisions- Medi4Medical quote for **£528.00** was **Agreed and Accepted**

33.7.5 Mega Electrical – The Town Clerk requested that the town council waive their financial regulations for three quotes in this instance due to DCC outsourcing a portion of the works due to staffing issues, the acceptance of the single quotation from Mega Electrical for **£4464.00** was – **Agreed and Accepted**.

33.7.6 Validus - The Town Clerk requested that the town council waive the financial regulations for three quotes in this instance due to Validus being the company of choice at DCC because of their experience/expertise with local authorities and the professional valuation supporting transparency and value for money. The quote for **£1140.00** was **Agreed and Accepted**.

33.8 Grant Aids

Cllr RD left the chambers at 19.37

33.8.1 Grant Aid Break Down – Noted

Cllr RD returned to the chamber at 19.40

33.8.2 Denbigh Mens Shed- Deferred Pending further information. *(Cllr SG left the chambers during this discussion and decision, returning after the agenda item discussions were complete)*

33.8.3 Denbigh Uniform Exchange -Cllr PS Proposed the full amount of £1350 this was seconded by Cllr RD - Agreed and Accepted

Cllr MJ left the chamber at 19.53 and returned at 19.55

33.8.4 The Denbigh Show – Cllr PE Proposed the full project amount of **£4995.00** seconded by Cllr MD - **Agreed and Accepted**

33.8.5 Open Doors - Deferred Pending further information. *(Cllr GMR left the chambers during this discussion and decision, returning after the agenda item discussions were complete)*

34 Correspondence received.

- 34.1 Tourism Destination Partnership Group – Noted**
- 34.2 Rotary Club – Noted**

The Town Clerk left the chambers at 20.07 and returned at 20.10

35. Planning

- 35.1 01/2026/0233/PF Plough Inn, Bridge Street, LL16 3TF – No objections**
- 35.2 01/2026/0234/LBC Plough Inn, Bridge Street, LL16 3TF– No objections**
- 35.3 01/2026/0255/PS Plot 3 Llwyn Goch, Colomendy Ind Estate, Denbigh – No objections**

36 Chair's update – Cllr RG has attended the following –

- **Coffee morning in aid of St Kentigerns**
- **Llangynafal Church for recording of CD for Denbigh and District Male voice choir**
- **Dolwen 60th Birthday celebrations**
- **Trefnant village hall Autism awareness**
- **Open doors meeting – Mins attached**
- **Floral art demo**
- **Theatre Twm or Nant – Climate change film organised by Ty Gwrydd**
- **Mens Shed Fun Day**
- **Ysgol Fron Goch**

37. Other Meetings attended by town councillors –

- 37.1 Cllr MJ Updated Councillors on the new carnival committee and their first meeting which will commence in August 2026.**
- 37.2 Cllr GMR Attended Open doors committee meeting – Mins attached.**

38. Update from County Councillor Pauline Edwards

- 38.1 'Engaging Tenants in Environmental Initiatives/Projects' - The first nomination, in the 'Engaging Tenants in Environmental Initiatives/Projects' category, celebrates the remarkable success of the Myddleton Avenue Growing Project in Upper Denbigh.**

What was once an unused grass verge at the heart of a housing estate has been transformed into a vibrant community garden through the dedication of local volunteers and residents. The project now provides opportunities for people of all ages to learn new skills, grow food, improve their wellbeing and build stronger connections with their neighbours.

The growing project has become a welcoming and inclusive space, supporting families, encouraging social interaction and helping to reduce loneliness and isolation within the

community. It has also created opportunities for local residents to gain confidence, develop new skills and become active volunteers.

38.2 Tree Preservation Order Review

Denbighshire County Council is beginning a review of its Tree Preservation Orders (TPOs). A TPO may be made by a Local Planning Authority where it is considered expedient in the interests of amenity to protect a tree or woodland, i.e. trees or woodlands that are visible, of value and may be under threat. This power was first established in the 1947 Town and Country Planning Act and has been updated in the subsequent legislation. Within Denbighshire there are over 250 different TPOs, some of which date back to 1950. Given the passage of time, with the changes that may have occurred, local authorities are advised to review these orders to ensure appropriate tree protection.

38.2.1 Briefing Details

Denbighshire's Tree, Planning and Legal officers currently work together to manage the existing TPOs and to create new orders. The review will be incorporated into the current TPO workstream as an ongoing project, prioritising those orders most in need of attention. In some cases, it will be necessary to vary, revoke or replace orders to reflect changes on the ground or to remove any uncertainties over which trees are protected. This could mean changing an order from an 'area' to a 'woodland' for example. In such cases the interested parties will be notified of any changes. The legal phraseology of this correspondence can be sometimes difficult to understand, but residents should be reassured that the purpose of this review is to improve the protection of trees.

(MJ left the chambers during this discussion and decision)

Member of the public AA Left the meeting.

39. Co-Options

Members considered two applications for co-option to the Council. Following a vote, the following applicant was successfully co-opted:

- Benjamin Jones– Lower Ward

The successful applicant will sign the Declaration of Acceptance of Office at the next available opportunity.

(Cllr LP left the meeting at 20:22)

40. Appointment of member to committees and working groups - The appointments were updated, approved and accepted.

*The Chair, Cllr RG, requested a proposal to suspend Standing Orders, as the time was 8.30 pm and the meeting had exceeded the two-hour limit for Full Council meetings set out in the Standing Orders. As only three items remained on the agenda, Cllr MJ proposed that Standing Orders be suspended to allow the meeting to continue. This was seconded by Cllr SD. The proposal was **agreed and carried**.*

PART 2

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

***41.1 Full Council 18.05.2026**

***42 Old Magistrates Court Update**

*** 43 Governance review**

Copy to all town councillors

The Chair closed the meeting at **20.45**

Signed.....

Date.....