

CYNGOR TREF DINBYCH  
Neuadd y Dref  
Lôn Crown  
DINBYCH  
Sir Ddinbych  
LL16 3TB



DENBIGH TOWN COUNCIL  
Town Hall  
Crown Lane  
DENBIGH  
Denbighshire  
LL16 3TB

Ffôn: 01745 815984 Tel: 01745 815984

Clerc y Dref **Jenny Barlow** Town Clerk

e-bost: [townclerk@denbightowncouncil.gov.uk](mailto:townclerk@denbightowncouncil.gov.uk) e-mail

14<sup>th</sup> February 2024

## To all Members of Denbigh Town Council

Dear Councillor,

### AGENDA - Full Council Meeting

Please note that the next meeting of the Council will be held on **Wednesday, 21st February 2024 at 6.30pm – This will be a Hybrid meeting.** You are summonsed to attend the meeting and I sincerely hope you will be able to attend.

**Please be at the chamber by 6.20pm if you wish to attend face to face.**

Jenny Barlow is inviting you to a scheduled Zoom meeting.

Topic: Denbigh Town Council

**Wednesday 21st February 2024 at 6.30pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/3864083388?pwd=MkcxT0xmVTZiMENFc1FTYmxmZGF1QT09>

**Meeting ID: 386 408 3388**

**Password: 815984**

One tap mobile

02034815237,,3864083388#,,,0#,,815984# United Kingdom

02034815240,,3864083388#,,,0#,,815984# United Kingdom

Dial by your location

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

0203 051 2874 United Kingdom

**Meeting ID: 386 408 3388**

**Password: 815984**

Find your local number: <https://us02web.zoom.us/j/kKUTOBzb7>

Yours sincerely,

Jenny Barlow  
Town Clerk

## **AGENDA**

- 1 Apologies for absence.**
- 2 Declaration of Personal Interest**  
Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.
- 3 To confirm Minutes of the Council Meeting held on Wednesday 24<sup>th</sup> January 2024.**
- 4. To confirm Minutes of the Special Council meeting held on Tuesday 30<sup>th</sup> January 2024.**
- 5 Matters arising:** Update re 30 min free parking – Factory Ward Car Park.
- 6 Correspondence received.** DCC – car parking – amendments to parking charges.
- 7 Finance**
  - 7.1 Finance – Bank reconciliation reports – January 2024 (to follow)**
  - 7.2 List of payments made in January 2024.**
  - 7.3 Payments requiring authorisation:** DCC – Christmas Lights 2023 (up & down)  
£13,224.00
  - 7.4 List of receipts in January 2024.**
  - 7.5 Grant Aid:** Theatre Twm or Nant
  - 7.6 Confirmation received of cheque payment:** Wales Air Ambulance
  - 7.7 How grants were used (6 months review) – None**
  - 7.8 Quotations:** None
- 8 Planning**
  - 8.1 01/2023/0716**  
Crown Workshop, Crown Lane, Denbigh  
Alterations and reparations to roof, including the removal and making good of existing skylight and the installation of rooflights and solar PV panels (Listed buildings application).
  - 8.2 01/2023/0873**  
Car Park, Denbigh Castle, Castle Hill, Denbigh

Installation of 1 electric vehicle charging point and associated works.

8.3 01/2024/0025

Pendref, Love Lane, Denbigh

Erection of two storey extension to dwelling including first floor balcony and associated works.

8.4 01/2023/0724

Brookhouse Chapel, Old Ruthin Road, Denbigh

Conversion of existing chapel to form one dwelling including the formation of vehicular access and parking, installation of package treatment plant, landscaping and associated works.

**9 Mayor's update – see report**

**10 Other Meetings attended by town councillors.**

**11 Update by town clerk – Co-Option & recruitment.**

**12 Councillors attendance register**

**13 Meeting dates 2024/2025 including Annual meeting.**

**14 Approve Documents:**

**14.1 Financial Regulations**

**14.2 Risk Assessment**

**14.3 Asset Register**

**14.4 Standing Orders**

**14.5 Grant aid form & Guidance notes.**

**15 Free Parking Days (5 days)**

**(Mid-Summer, Carnival, Open Doors, Plum Festival & Christmas Lights)**

**16 Environment (Wales) Act 2016 – amend.**

**17 Update from Cllr Catherine Jones re Free tap water.**

**18 Dates for the diary:**

St Davids day Parade – Friday 1<sup>st</sup> March.

Walled towns annual dinner – Friday 15<sup>th</sup> March

Annual meeting – Friday 10<sup>th</sup> May.

**19 \* Town Clerk Salary.**

**\* 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**