

Minutes of the Denbigh Town Council Environment & Finance Meeting held on Monday 15th September 2025, 6.30pm via Hybrid.

Present: Face to Face Councillor's: Pauline Edwards, Gaynor Wood-Tickle, Roy Tickle, Ruth Griffiths and Matthew Jones. Jo Davies (Interim Office Manager)

Zoom: Jan Tomlinson and Philip Stevens

Members of the Public: Mr Luis Torrerro

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

64 Apologies for absence: Sylvia Jennings,

65 Declaration of Personal/Prejudicial Interest

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting:

Cllr Name	Agenda Item No	Personal/Predjudicial
Cllr Gaynor Wood-Tickle	5.4.3	Prejudicial
Cllr Roy Tickle	5.4.3	Prejudicial

66 To confirm minutes of Environment & Finance meeting held on 21.07.2025 –

Cllr PE raised the question “Did we agree that the agenda would be shared with all Councillors so they all have the opportunity to see what will be discussed in the E&F meeting in July 2025?” Cllr PE would like all Councillors to be reassured that this Committee is able to make decisions on finance matters and that other Cllrs can attend if they wish to be involved in any decisions. Cllr JT confirmed that a discussion was had with regards to this subject in the E&F meeting in July, however no decisions were made.

JD clarified that as the Finance committee is a decision making committee that relays its decisions to Full Council for information only, and no decision was made otherwise. JD confirmed that if a Councillor is not a member of the Finance Committee then although they can attend any meetings at their leisure, they would do with the same rights as a member of the public with their right to participate being limited.

Non-members cannot participate in discussions or cast a vote. If they would like to have these rights then they can officially join the Finance Committee to do so.

Cllr GWT commented that if this continues to cause issues going forward that maybe it might be best to revert to having E&F during full council and have just one meeting per month that covers all agenda items.

Cllr PE clarified that she only wished for all Councillors to have the agenda for E&F going forward.

Cllr JT confirmed she would take this matter to all Councillors and come back to the E&F committee regarding the best outcome going forward. – **Noted**

67 Environment

67.1 Dr Evan Pierce Garden- JD confirmed that Checks on the gardens for this month have been completed. The slab that broke away from the monument has been fixed and looks great.

Bodfari environmental have recently been to complete the upkeep of the gardens

There is still the issue of the dead tree and what to do with it, also there has been an issue with dog fouling, what can be done to prevent this?

A discussion took place regarding the dog fouling, Cllr PS discussed the possibility of a “dog waste bin” on site, and that he would be happy to empty this. Cllr JT asked if we could look into whether DTC would have to pay for the installation and emptying of the bin.

Cllr RG asked if DTC is able to state that no dogs (other than services dogs) be allowed to enter the EP Garden to prevent these fouling issues as many people with young families use the gardens regularly. It was agreed that JD would look into this going forward – **Noted**

68 Finance –

68.1 – Bank Reconciliation Reports – July/Aug 2025 – Noted

68.2 – List of Payments made during July/Aug 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
68.2.1	10.07.2025	008209	Catalyst Systems	June Back Up	£4.28
68.2.2	10.07.2025	008210	P Liversidge	Foot Path Cutting – June 2025	£175.00
68.2.3	11.07.2025	008211	Jones & Graham	Staff Salary – July 2025	£1667.44
68.2.4	11.07.2025	008212	Jones & Graham	Staff HMRC – July 2025	£524.83
68.2.5	11.07.2025	008213	Jones & Graham	Staff Pensions – July 2025	£584.82
68.2.6	14.07.2025	008214	P Liversidge	EP Garden Clean Up	£16.70
68.2.7	14.07.2025	008215	Catalyst	July 2025 Broadband	£52.80
68.2.8	15.07.2025	008216	J Tomlinson	Refund Parking & Cable Ties	£47.49

68.2.9	22.07.2025	008217	Denbigh in Bloom	Donation S137	£4000.00
68.2.10	22.07.2025	008218	Event Insurance Ltd	Fireworks Event Insurance	£501.50
68.2.11	22.07.2025	008219	Bodfari Environmental	EP Garden Maintenance Apr-June 2025	£1018.20
68.2.12	22.07.2025	008220	Catalyst Systems Ltd	Encryption Software	£118.00
68.2.13	22.07.2025	008221	Cerebral Palsy Cymru	Grant Aid Donation S137	£100.00
68.2.14	25.07.2025	008223	Shoreline Removals Ltd	Shredding Collection July 2025	£54.60
68.2.15	25.07.2025	008224	Jones & Graham	Admin Fees	£69.60
68.2.16	25.07.2025	008225	Hywel Evans	Fireworks letters to residents	£15.00
68.2.17	25.07.2025	008526	Catalyst Systems Ltd	Telephony June 2025	£58.78
68.2.18	25.07.2025	008527	J Davies	Zoom Refund June 2025	£16.79
68.2.19	25.07.2025	008529	Denbigh British Legion	Donation S137	£700.00
68.2.20	25.07.2025	008530	Citizens Advice Denbigh	Donation S137	£5000.00
68.2.21	25.07.2025	008531	Denbigh Food Bank	Donation S137	£1000.00
68.2.22	28.07.2025	008532	School Shop Direct	Uniform Exchange Donation	£1004.82
68.2.23	28.07.2025	008533	P Edwards	Refunds – Parking & Stationary	£49.56
68.2.24	31.07.2025	008534	SLCC Enterprises Ltd	FILCA Qualification for J Davies	£144.00
68.2.25	31.07.2025	008535	Scottish Power	EP Garden Electricity	£483.60
					Total £17,292.11

Item No	Date	Chq No	Payable To	Description	Amount
68.2.26	06.08.2025	008536	Denbigh Defibs	Donation	£1000.00
68.2.27	06.08.2025	008537	DCC	Replacement Bunting	£244.80
68.2.28	06.08.2025	008538	Paul Liversidge	Footpath Cutting July	£175.00
68.2.29	06.08.2025	008539	Catalyst	July Back Up	£4.25
68.2.30	06.08.2025	008540	Catalyst	Encryption Software VAT ONLY	£23.60
68.2.31	06.08.2025	008541	P Edwards	Refund – Keys Cut	£13.73

68.2.32	07.08.2025	008542	Jones & Graham	Salary – Staff Wages Aug 2025	£1569.44
68.2.33	07.08.2025	008543	J Tomlinson	Mayoral Allowance 2025-26	£900.00 after tax
68.2.34	07.08.2025	008544	P Edwards	Dept Mayors Allowance 2025-26	£400.00 after tax
68.2.35	07.08.2025	008545	Jones & Graham	HMRC Payments to include payments for: J Davies - £449.39 J Tomlinson - £762.45 P Edwards - £112.45	Total: £1324.29
68.2.36	07.08.2025	008546	Jones & Graham	Pension – Staff	£539.82
68.2.37	13.08.2025	008547	Aled W Ellis	EP Garden Fixtures	£174.00
68.2.38	13.08.2025	008548	Theatr Twm o'r Nant	Lease refund	£216.00
68.2.39	18.08.2025	008549	Safety Focus	Second Payment H&S	£600.00
68.2.40	18.08.2025	008550	Uproar Fireworks	Second Payment	£2633.33
68.2.41	18.08.2025	008551	P Liversidge	EP Garden Clean Up	£16.70
68.2.42	18.08.2025	008552	M Morton	Xmas Santa, Mascots and Elves	£820.00
68.2.43	18.08.2025	008553	J Davies	VJ Day Cupcakes	£60.00
					Total - £10,714.96

68.3 – Bank Credits received during July/Aug 2025- Noted

Item No	Date	Paid From	Description	Ref If Applicable	Amount
68.3.1	31.07.2025	NatWest	Bank Interest		£268.52
					Total £268.52

Item No	Date	Paid From	Description	Ref If Applicable	Amount
68.3.2	26.08.2025	DCC	Precept 2 nd Payment	15694	£87080.00
68.3.3	29.08.2025	Natwest	Interest	AUTO	£240.48
					Total £87,320.48

68.4 – Payments Requiring Authorisation – Agreed & Accepted –

Item No	Date	Chq No	Payable To	Description	Amount
68.4.1	17.09.2025	008550	Uproar Fireworks	2 nd Payment for fireworks	£2633.33
68.4.2	17.09.2025	008560	Blachere	Xmas Lighting replacements	£25,992.12
68.4.3	17.09.2025	008561	DCC	Town Hall Contribution	£9250.00

68.5 Grant Aids

68.5.1 - Grant Aid Breakdown – JD gave a breakdown of the Grant Aid Budget to the Town Council regarding expenditure and remaining allowance for the financial year to show a total of 13,655.18 has been spent so far on Grant Aids this financial year, leaving a total of £11,344.82. – **Noted**

68.5.2 - Grant aid authorised by the Town Councillors: - None

It was proposed by Cllr JT that JD is to touch base with “Studio made” for more information Regarding their application before a decision can be made, this was seconded by Cllr PS
– **Agreed**

68.6 Confirmation received of cheque payment: None

68.7 How grants were used (6 months review) – None

68.8 Quotations:

68.8.1 DTC Safe – JD confirmed 3 quotes as per DTC Financial regulations. A discussion was had and Cllr RT asked if the flooring of the office has been officially checked to withstand the weight of the safe, JD confirmed she would liaise with GWT and DR (DCC) to ascertain this. Cllr MJ proposed that if the office floor is able to withstand the weight after information found out by JD then Cllr MJ proposes that DTC purchase a safe from the 3rd quotation discussed by JD from De-Raat for a Eurograde 2 safe which is the sufficient size in HxWxD and has the correct specifications as per insurance. This was seconded by Cllr PE and agreed by the finance committee – **Agreed**

68.8.2 Security – Magistrates court – JD confirmed that although she had requested quotations from three companies, she had only had one quote come back from Phoenix security. Cllr PE remarked that she passed this companies details onto JD as they are currently used by DCC. Cllr MJ proposed that we accept the quotation from Phoenix security, this was seconded by Cllr RG and agreed by all – **Agreed**

A discussion then ensued regarding the old magistrates court, Cllr PE confirmed that she is in discussions with CW over the items remaining in the old magistrate’s court. Cllr PS asked about the possibility of having security cameras fitted on the building in addition to security

checks to deter anti-social behaviours. JD mentioned that this may be a conversation to best be had at Full Council on 22.09.2025 where there are Cllrs available who have expertise in this subject and can offer their thoughts and advice going forward. Discussions continued surrounding who would be responsible if the alarm at the old magistrate's court was to go off, who might be available to be on call etc. No agreements were officially made, only discussions surrounding this.

It was agreed that JD would however contact CW to gain all keys for the building and delve deeper into information regarding the current alarm system. – **Agreed**

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 19:11

Signed.....

Date.....