

Minutes of a Denbigh Town Council meeting held on Wednesday, 24 February 2021 at 6.30pm via Zoom. (Meeting started at 6.32pm to allow all to join)

Present: Councillors Gaynor Wood-Tickle, Rhys Thomas (Chair), Roy Tickle, Catherine Jones, Gaynor Morgan Rees, Rob Parkes, Philip Stevens, Alyn Ashworth, Dyfrig Berry, Lara Pritchard, Glenn Swingler, Sylvia Jennings & Carla Hargraves; Jenny Barlow (Town Clerk); & Carys Jones (Civic and Events Assistant)

Apologies: None

Observing: Pauline Edwards, Ruth Griffiths & Medwyn Jones

The chair welcomed all to the February meeting

40 Declaration of Personal Interest:

Councillor	Item	Personal or Prejudicial
Gaynor Morgan Rees	7.5.1	Personal

41 Confirmation of minutes

The minutes of the Council meeting held on Wednesday, 13 January 2021 were agreed and noted. (Mayor to sign once face to face meetings resume)

42 Confirmation of minutes

The minutes of the Special Council meeting held on Wednesday, 20 January 2021 were agreed and noted. (Mayor to sign once face to face meetings resume)

43 Matters arising:

43.1 270.4 – Covid 19 funding. Confirmation received that the grant has been awarded. Planters and benches have been ordered. Benches delivered 15.02.2021. The Town Councillors agreed to have a plaque with Cyngor Tref Dinbych/Denbigh Town Council and also a stencil imprint underneath for security reasons. Cllr Alyn Ashworth advised he is able to action the stencil.

43.2 259 – Update re zoom meetings – language interpretation. The Town Clerk advised that she is having a telephone consultation with Zoom soon however the package we have isn't suitable so would need to be upgraded and also the telephone dial in facility would not accommodate this. Cllr Dyfrig Berry advised that it was a legal requirement for all Town Councillors be able to join a meeting but was there a legal requirement to have translation services available. The Town Clerk advised that One Voice Wales had not been in touch regarding this and she will update when she has a response from Zoom.

44 Correspondence received

44.1 Denbigh Museum – next door – This was noted and a site visit will be arranged when possible to view if there is any damage to the tarmac - when Covid restrictions allow.

44.2 Email from Karen Bellis re site visit at the Tan y Sgubor development – Cllrs Glenn Swingler, Gaynor Wood-Tickle and Philip Stevens would like to attend site visit when Covid restrictions allow.

- 44.3** Email from Group Cynefin – Buttermarket Project Steering group – Cllr Catherine Jones was nominated to join the Steering Group.
- 44.4** Email from N & MW assoc of LC – representative on the New Rail Liaison Committee required – Cllr Alyn Ashworth was nominated to represent the Town Council.
- 44.5** Email from Kate Ratcliffe re Christmas Trees - this was discussed and decided that Cllr Rhys Thomas and the Town Clerk will liaise and find out more information and what is available - feedback will be given at a future meeting.
- 44.6** Email from Catherine Jones re 100 year commemoration of the British Legion – The British Legion are looking at costings of lighting up buildings in Denbigh and will update accordingly.
- 44.7** Email Ruth Williams – update re grant received – This was noted
- 44.8** Community Development Team Newsletter – This was noted
- 44.9** New Draft Guidance Code of conduct – circulated 15.02.2021 – This was noted. No feedback received.
- 44.10** Email from Kate Ratcliffe – Dr Evan Pierce Garden – The town councillors agreed that they are very happy with the maintenance works completed by their contractor at the Dr Evan Pierce Memorial Garden and that no new group with volunteers is currently required.
- 44.11** Email from Enys Davies re Twinning Annual Meeting – This was noted
- 44.12** Email from Tom Booty confirming the offer of an additional £10k contribution from the Town Council towards costs of Denbigh Town Hall for the financial year 2021/2022 – This was noted
- 44.13** Email received from Ben Wilcox-Jones, re active travel update – This was noted. Ben will attend the March meeting with an overview of the active travel plan.
- 44.14** IRP - Review of the Remuneration Framework for Community and Town Councils – This was noted. No volunteers from the town council.
- 44.15** Electoral reform January newsletter – This was noted.

45 Finance

45.1 Finance reports – All Reports received for January were circulated, agreed and noted.

45.2 Quotations. The following were discussed and agreed -

45.2.1 Lite – Christmas lights hire 2021.

(Postpone servicing Blachere Light Testing)

45.2.2 Photocopier quotations (4) The Town Councillors decided to go ahead with the quotation from Canda Copying.

45.3 Payments made in January– The following were agreed and noted.

Jones & Graham (Jan Salary) (Chq no 007294)	£2,535.56
Jones & Graham (Jan HMRC) (Chq no 007295)	£693.48
Jones & Graham (Dec Pension) (Chq no 007296)	£789.76
DCC – 3 rd payment (Chq no 007297)	£9250.00
Bodfari Environmental inv 0493 (Chq no 007298)	£855.00
Bodfari Environmental inv 0492 (Chq no 007299)	£855.00

Scottish Power, DR EP garden (Chq no 007300)	£78.80
Grenke, photocopy lease (Chq no 007301)	£189.86
Safety Focus Ltd – 3 rd payment (Chq no 007302)	£400.00
SLCC membership (Chq no 007303)	£234.00
J Barlow, Dec Zoom refund (Chq no 007304)	£14.39
Audit Wales Office – external audit (Chq no 007305)	£254.39
ASL – photocopying charge (Chq no 007306)	£17.00
Catalyst, Dec back up (Chq no 007307)	£4.93
Catalyst, Jan broadband (Chq no 007308)	£38.00
Catalyst, Nov phone (Chq no 007309)	£58.78
Total	£16,268.95

45.4 Payments needing authorisation – The following were agreed

45.4.1 4th quarter - Town Hall contribution (Chq no 007321_	£9250.00.
45.4.2 Additional contribution Town Hall (Chq no 007322)	£10,000.00
45.4.3 DCC – Christmas lights (up & Down) (Chq no 007323)	£11,688.00
45.4.4 Cambrian Woodland – Christmas trees (Chq no 007324)	£1,447.20
45.4.5 Denbigh Timber Products – benches (Chq no 007325)	£1,037.95
45.4.6 Walled Towns annual membership (Chq no 007326)	£800.00 – It was agreed to review this next year to see what improvements have been made to the membership.

45.5 Grant Aid. The following were discussed and agreed as follows

45.5.1 Theatr Twm or Nant, S145 £1,746.52
(Chq number 007327)

45.5.2 Denbigh Archive Group, Well Being Act S2 £1,000.00
(Chq number 007328)

Also, payment from DTC – heritage, this was discussed and agreed to use £600.00 now and discuss again in the March meeting.
(Chq no 007329)

45.5.3 St Kentigern Hospice Appeal, S137 £1,000.00
(Chq number 007330)

45.6 S137 update – Denbigh school uniform exchange grant to include costings and accounts update – This was noted

45.7 Confirmation of acceptance re Mayors Charities 2019/2020. Samaritans, Brake & Cynnig – This was noted.

45.8 Internal audit update – The Town Clerk advised it had not been possible for the Auditor to come due to Covid restrictions therefore she is working with him and sending documents electronically to a secure website.

45.9 Change of signatories – Denbigh Town Council accounts – Denbigh Town Councillors agreed for an additional 4 signatories to be added to the account in addition to the existing 2 signatories – Cllrs Catherine Jones & Roy Tickle. Cllrs Rhys Thomas, Carla Hargraves and Dyfrig Berry agreed to become signatories. Any two Town Councillors to sign in addition to the countersigning of each payment to be made by the Town Clerk. This is compliant with the Town Councils current Financial regulations. The town clerk will arrange for the changes to be made.

45.10 Amendments to Grant application form and guidance notes for 2021/2022. Details already circulated by Carys – No changes required, this was agreed and noted.

Medwyn Jones left the meeting at 8.04pm.

46 Planning:

46.1 01/2021/0046
16 Dalar Wen, Denbigh
Proposed side extension

No objections

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46.2 01/2021/0032
Wynnstay, Henllan Place, Denbigh
Replacement of windows to front elevation.

No objections

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46.3 01/2021/0061
Telephone Exchange, Post Office Lane, Denbigh
Installation of an aluminium louvre to existing metal window frame on the ground floor northwest elevation.

No objections

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46.4 01/2021/0067

24 Park Street, Denbigh

Retention of replacement windows to front elevation (retrospective application)

The town councillors would like it noted that the windows are out of character with the other terrace properties in the row which have Georgian panes.

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47 Mayor's update – Cllr Gaynor Wood-Tickle advised that she will be judging the Menter Iaithe St David's Day window competition in the next few days and attending a Special Service at St Mary's Church on Sunday due to the retirement of Canon Reverend Pauline Walker. She advised that she is hopeful of doing some fundraising for her charities once the Covid restrictions are lifted. Cllr Gaynor Wood-Tickle thanked Cllr Rhys Thomas for chairing this evening's meeting.

48 Reports by County Councillors appertaining ONLY to Denbigh

Cllr Glenn Swingler advised of the Council Tax rise of 3.96% but was happy that Denbigh Town Council among a few others had decided to keep the precept as the previous year.

Cllr Lara Pritchard left the meeting at 8.14pm.

49 Nominations for Mayor/Deputy Mayor 2021/2022.

Mayor – Cllr Glenn Swingler nominated Cllr Rhys Thomas. This was seconded by Cllr Alyn Ashworth. There were no other nominations. Cllr Rhys Thomas accepted the proposal.

Deputy – Cllr Gaynor Wood-Tickle nominated Cllr Catherine Jones. This was seconded by Cllr Rhys Thomas. There were no other nominations. Cllr Catherine Jones accepted the proposal.

50 OVW representative (replacement for Irene Williams) Cllr Dyfrig Berry will join Cllr Catherine Jones in representing the Town Council.

51 Update DTC Policies (re audit): The following were discussed and agreed -

51.1 Financial Regulations

51.2 Risk Assessment

51.3 Asset Register

51.4 Standing Orders

52 Election:

52.1 local government by-elections – The Town Clerk advised that no nominations were received therefore it will go back to notice of election. The electoral department at DCC will be doing this in due course. The regulations state that once it has been to election it's not possible to come back to the Council as a Co-option

52.2 Co-Option for Upper Denbigh (Observers were moved to the waiting room during this part of the meeting at 8.24pm and returned at 8.31pm)

2 applications were received and following a vote Ruth Griffiths was nominated as the newly appointed town councillor for Upper Denbigh. The town clerk will contact Ruth and

make arrangements for the acceptance form to be completed as well as arrange an induction via Zoom.

53 Heritage Lectures – Carys advised that she had been in touch with the 2 lecturers that were cancelled last year and are both tentatively interested in giving their lectures at a later date. It was agreed to cancel the 2021 Lectures and hope that we can proceed as usual in February 2022. The Town Clerk will do a press release to advise the general public which will also be put on the website and an email will be sent to advise those on the mailing list and the 2 lecturers.

The chairman closed the meeting at 8.34pm.

Signed:.....(chairman)

Date:.....