

## Minutes of the Denbigh Town Council Full Council Meeting held on Monday 28<sup>th</sup> July 2025

**Present:** Face to Face Councillor's: Jan Tomlinson, Pauline Edwards, Alyn Ashworth, Philip Stevens, Sylvia Jennings, Sioned Garrod, Matthew Jones, Simon Harding, and Ruth Griffiths. Jo Davies (Interim Office Manager)

**Zoom: Cllr Andrew Hine**

**Members of the Public:** None

*The Chair Cllr JT Welcomed all to July's Full Town Council meeting, stating:  
"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.  
There is an attendance register in the chambers, please sign in. This is of utmost importance and is part of our standing orders. 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"*

### **50a Xmas Lighting Presentation & Request-**

JD addressed the Town Council with a presentation regarding the purchase of new Christmas lighting. She highlighted that the current lighting is inadequate, with much of it in disrepair and posing safety concerns. While some elements can be repaired, others will require full replacement.

JD presented councillors with a clear outline of available funding options that would not impact other budgeted areas. In particular, she proposed utilising funds from a recent VAT claim relating to the 2023–2024 financial year, which was received in 2025.

A quotation for the required repairs and replacements was provided, along with a detailed financial breakdown showing how the project could be funded. Following the presentation, Cllr JT requested a show of hands in support of JD proceeding with the proposed plans. The councillors unanimously agreed that the presentation and financial information were thorough and transparent, and supported the allocation of funds as outlined.

The proposal was therefore agreed and approved.

**50b Apologies for absence:** Cllrs, Gaynor Wood-Tickle, Roy Tickle, Lara Pritchard (tried to join but had unfortunate internet signal), and Rob Davies

**51 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 No	Personal/Prejudicial
P E	5.1	Prejudicial
J T	5.1	Prejudicial
S G	6.3	Personal

**52 Confirmation of Minutes (Part 1 only)**

**52.1** Full Council – Monday 23<sup>rd</sup> June 2025 (part 1.) – Proposal by Cllr RG to confirm and accept, seconded by Cllr AA - **Confirmed & Accepted**

**53 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. –*

**53.1** Cllr JT confirmed that Cllr GMR will be returning to the Council meetings in September 2025 following a short sabbatical.

**53.2** It was mentioned by Cllr JT that there are a large number a glasses in the Chambers that have been brought up from storage. Every glass has Denbigh/Dinbych printed on them. At this point Cllr AA confirmed that the glasses belong to himself and that there are thousands of them, Cllr AA then proceeded to offer the glasses to the Town Council to do with as they pleased. Cllr JT asked Cllr AA if he was happy that we ask a local business if they would like these glasses to use themselves and if so would they assist us in doing a buffet for the Remembrance service with a slight discount. Cllr AA agreed that Town Council could offer the glasses to a local business. Cllr JT said how kind that was of Cllr AA. Cllr JT asked if someone would check with the local business and see how many of the glasses they would like and Cllr PS said that he would do this.

**54 Matters Arising**

**54.1 Mayor & Deputy Mayor Allowance – Cllr JT & Cllr PE left the Chambers (18:34) in order for the Town Councillors to discuss.**

Cllr MJ confirmed to Cllrs that under guidance from the Independent Remuneration Panel it states that a Mayor with an electorate of between 5,000- 9,000, that a maximum payment of £1,500.00 can be granted. A maximum payment of £500.00 can also be granted to the deputy. Cllr MJ then put to the councillors that a decision must be made as to whether these payments are made in one full payment of £1500.00 for the Mayor and £500.00 for the deputy, or two separate payments of £750.00 to the Mayor and £250.00 to the deputy. Cllr RG proposed that we give the Mayor and Deputy the option to decide, this was seconded by Cllr SH – **Accepted and agreed by show of hands**

**Cllr JT & PE returned to the chambers (18:38)**

Cllr MJ informed Cllrs JT & PE of the decision to allow them to decide. Cllr JT requested that JD look into the tax stipulations attached to this and then JT & PE will inform JD of their decision. – **Agreed**

## **54.2 Groups & Committees –**

**54.2.1** - There are some groups and associations that need to be reached out to, to gain updates and information from to confirm that they are still in fact active and gather information on what would be required of a Town Councillor representative – **JD to action this.**

**54.2.2** - Cllr PS asked that JD investigate to see whether a Governor from Town Council would be required for Denbigh High as they would be interested in this role. – **JD to action this.**

**54.2.3** - JD informed the Town Council that in Cllr RD absence he requested that he be put forward as a Governor for Ysgol Y Parc – **JD to action this**

**54.2.4** - RG confirmed that they would like to represent Ysgol Fron Goch as a Governor – **JD to action this**

**54.2.5** - It was decided that the list of committees and sub committees be sent out to all councillors for their perusal and discussed again in Septembers meeting once more information has been gathered – **JD to Action this.**

**54.3 Hospitalities Budget** – Due to having guests in the Chambers at times and for future Council meetings a hospitalities budget is up for discussion. This is due to GWT buying all refreshments i.e. Tea, Coffee, Sugar & Milk. SH proposed £1200.00 per annum, this was seconded by MJ and agreed by all – **Agreed & Accepted by show of hands.**

**54.4 Grant Aid Policy** – **After reviewing the grant Aid Policy it has come to the Councils attention that two particular stipulations need to be reviewed.**

**54.4.1** – *“Grant applications must be presented by using the current financial year application form, together with a copy of relevant balance sheets and/or a statement of accounts. 3 quotations are required for specific items. Applications must be submitted no later than the 1<sup>st</sup> of the month that the grant will be presented to the Environment and Finance meeting. Any applications received after the 1<sup>st</sup> of the month will be deferred to the next month. Applications may be deferred if insufficient information is received. (Please allow 2 months prior to an event.”* - **To be reviewed by scrutiny group**

**54.4.2** – *“In order to ensure that there is sufficient funding to cover all grant aid application Received during the current financial year, the town council has stipulated that a ceiling of £1,000 be placed on each application. Under certain circumstances and if need be, additional information sought, consideration for grants larger than the ceiling of £1,000 could be considered. The Town Council will allow up to 80% of the total cost of the event/activity/item. It is advantageous to the application that fund raising events take place to assist with the funding required.”* – **To be reviewed by scrutiny group**

**PE Discussed that the scrutiny group along with other documentation that required the councils attention need to arrange a meeting date to review the above – Agreed**

**54.5 Theatr Twm o'r Nant Lease -** *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.*

**54.5.1 Theatr Twm o'r Nant Lease – Agreed & Accepted**

**54.5.2** Cllr AA questioned if the Town Council is also trustees for the Dr E.P Garden – This was confirmed by JD. JD confirmed that as well as the Memorial Hall Trustees needing to be reviewed, the Dr E.P Gardens Trustees should also be reviewed. – **Noted**

**54.6** Scrutiny Group – It was discussed that the scrutiny group will arrange a date to meet and review documents and trustees that require attention. – **Noted**

**55 Environment & Finance Meeting update**

**55.1** Payments authorised on 21.07.2025 – **Noted**

**55.2** Grant Aids authorised on 21.07.2025 – **Noted**

**55.3** Any other business discussed on 21.07.2025 – **Noted**

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**56 Correspondence received:**

**56.1 Fattorini's** – Cllr PE showed the Councillors her Deputy Mayor Chain which used to be the "Deputy Mayoress" Chain. It has been modified temporarily so that Cllr PE can comfortably wear this as the Deputy Mayor's Chain is incredibly heavy and causes neck issues. – **Noted**

**56.1.1** – JD to get an updated quotation from Fattorini's and the possibility of having a different design for past Mayor Badges. – **Noted**

**56.2 Dementia Friendly Memory Tour – Deferred**

**56.3 Open Space Commuted Sums Update – Noted**

**56.4 Email from JE DCC – Noted**

**56.5 Email from KH Darganfod Dinbych – Noted**

**56.6 Crime Report – Noted**

**57 Mayor's update –**

**57.1** Cllr JT confirmed that she had attended the Aged and Disabled Trip to wave off the attendees and also joined them for a cup of tea at the Tweedmill to welcome everyone back from their day trip. The day was beautiful and it was lovely to see what a difference the Town Councils Grant Aid makes to the day. Cllr JT discussed her admiration for everyone involved on the Aged and Disabled Committee for all their hard work and dedication to arranging the trip for all to enjoy. – **Noted**

- 57.2** Cllr JT also confirmed discussions between herself and the British Legion with regards to upcoming remembrance services. Discussions are also in place with regards to the Town Council possibly funding refreshments on the service dates. – **Noted**
- 57.3** It was agreed and accepted by the Finance committee that Denbighshire County Council Audit Team would undertake the Audit Wales audit prep and would Audit DTC books annually – **Noted & Agreed**
- 57.4** Cllr JT has obtained sponsorship for the Crown Square Christmas Tree and the erection of that Tree along with the roundabout trees. We will continue to seek sponsorship for the purchase of the roundabout trees also. – **Noted**
- 57.5** Cllr JT confirmed with great pleasure that after a recent sabbatical taken by Cllr GMR, they would in fact be returning in September and confirmed that we have a full complement of councillors and we are very much looking forward to welcoming Cllr GMR back to our next full council meeting in September. – **Noted**
- 57.6** A photograph of individual councillors and a group Town Council photograph will be arranged in due course. – JD to arrange and send forms out to all councillors to confirm they are happy for their photograph to be shared on our website and social media – **Noted**
- 57.7** The DTC website is being revamped and so in the meantime there is a message on the website redirecting the public to our social media account to keep updated with Town Council information. Cllr SH has kindly offered to support the Town Council in the revamp of the website. – **Noted**
- 57.8** Cllr JT discussed that .gov.uk email addresses are in the process of being created for each Town Councillor going forward. More updates will be received in due course.- **Noted**
- 57.9** Cllr JT went on to thank the whole Town Council for all of their patience and support over what has been a difficult time.
- 58 Other Meetings attended by town councillors –**
- 58.1** Cllr PS attended the HWB committee and disclosed that there may be some concerns if they do not get funding to support them going forward from different organisations. There are lots of different courses happening at the HWB, helping people find employment and much going on for the youths in the Denbigh area including trips over the summer and activities. It is a great source of support for families and it is hoped that they will be able to source the funding required going forward to be able to continue with the support they offer to families and individuals in Denbigh. – **Noted**
- 58.2** Public toilets meeting via zoom on 9/7/ 2025– **Noted - 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.**
- 58.3** Cllr MJ confirmed that discussions have been underway with CH with regards to the Denbigh Carnival. It is hoped that the carnival will be up and running next year but this relies solely on volunteers within the Council and community. Currently the only Volunteers are Cllr MJ and CH and so this really is a desperate situation if the public wants the carnival

to be revived. JD offered her support with this and offered assistance to help in finding local volunteers. – **Noted**

#### **58.4. Update from County Councillor Pauline Edwards**

There has recently been an allocation of Open Space Commuted Sum Grant. In total there was over £200,000 available for Denbigh.

There were a number of applications for this fund, the successful ones were:

- Bumps and Jumps, Cae Hywel
- Denbigh Town Football Ground Improvements
- Lower Park Children’s Play Area, Accessible Play
- Mount Woods Community Woodland
- Denbigh Wellbeing Walking Trail

Cllr PE expects there will be work carried out on these projects soon. – **Noted**

**59.** Update from Jo Davies regarding Denbigh Events (Fireworks & Xmas Lights 2025) – Brief update to confirm that everything is on track with both events – **Noted**

**\*60 Confirm part 2 minutes –23<sup>rd</sup> June 2025 Full Council Meeting – Agreed & Accepted**

**\*61 Magistrates Court Update – Noted (Ongoing)**

**\*62Town Hall Update – Noted (Ongoing)**

**\*63 Pension – Noted (Ongoing)**

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**Copy to all town councillors**

The Chair closed the meeting at 20:11

Signed.....

Date.....