



PRESTATYN  
TOWN COUNCIL

7 Nant Hall Road  
Prestatyn  
LL19 9LR

11<sup>th</sup> May 2016

Dear Councillor

You are invited to attend **COUNCIL'S ANNUAL GENERAL MEETING** to be held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn, on **Wednesday 18th May 2016 at 6:20pm.**

Yours sincerely

Town Clerk

PRAYERS 6.15pm-6.20pm

**Agenda**

- 1 APOLOGIES
- 2 MAYOR OF PRESTATYN  
To elect Mayor for Municipal Year 2016/17  
(see appendix i)
- 3 DEPUTY MAYOR  
To elect Deputy Mayor 2016/17  
(see appendix ii)
- 4 COUNCIL/COMMITTEE STRUCTURES  
AND TERMS OF REFERENCE  
(see appendix iii)
- 5 SCHEDULE OF MEETINGS  
(see appendix iv)
- 6 REPRESENTATIVES ON OUTSIDE  
BODIES 2016/17 (see appendix v)
- 7 ATTENDANCE LIST  
(see appendix vi)



CYNGOR  
TREF PRESTATYN

7 Ffordd Llys Nant  
Prestatyn  
LL19 9LR

11 fed Mai 2016

Annwyl Gyngorydd

Fe'ch gwahoddir i **GYFARFOD CYFFREDINOL BLYNYDDOL Y CYNGOR** yn Siambr y Cyngor, Swyddfeydd y Cyngor, Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher Mai 18fed 2016 am 6.20y.h.**

Yr eiddoch yn gywir

Clerc y Dref

GWEDDIAU 6.15y.h.-6.20y.h.

**Agenda**

- 1 YMDDIHEURIADAU
- 2 MAER PRESTATYN  
Ethol Maer Prestatyn ar gyfer Blwyddyn y Cyngor 2016/17 (gwelwch atodiad i)
- 3 Y DIRPRWY FAER  
Ethol y Dirprwy Faer ar gyfer 2016/17  
(gwelwch atodiad ii)
- 4 STRWYTHURAU'R CYNGOR/  
PWYLLGORAU A'R CYLCH GWAITH  
(gwelwch atodiad iii)
- 5 AMSERLEN CYFARFODYDD  
(gwelwch atodiad iv)
- 6 CYNRYCHIOLWYR AR GYRFF  
ALLANOL 2016/17 (gwelwch atodiad v)
- 7 RHESTR PRESENOLDEB (gwelwch  
atodiad vi)

- |    |   |    |  |
|----|---|----|--|
| 8  | CHRISTMAS WORKING HOURS<br>Copy attached  | 8  | ORIAU GWAITH Y NADOLIG<br>Mae copi wedi'i atodi  |
| 9  | MINUTES 13th April 2016<br>Copy attached  | 9  | COFNODION 13ydd Ebrill 2016<br>Mae copi wedi'i atodi   |
| 10 | MINUTES OF OTHER COMMITTEES<br>Town Planning – 13 <sup>th</sup> April 2016<br>Copy attached<br>Town Planning Committee – 9 <sup>th</sup> May 2016 | 10 | COFNODION PWYLLGORAU ERAILL<br>Cynllunio Tref – 13ydd Ebrill 2016<br>Mae copi wedi'i atodi<br>Cynllunio Tref – 9fed Mai 2016 |
| 11 | MAYORS CHAPLAIN 2016/17<br>To receive notification of Mayor's Chaplain  | 11 | CAPLAN Y MAER 2016/17<br>I dderbyn hysbysiad am Caplan Maer  |

To: All Town Councillors  
Mayor's Chaplain  
Prestatyn & Meliden County Councillors  
Officers and Press Representatives  
Prestatyn Library  
Mr T Brown – Internal Auditor  
[www.visitprestatyn.co.uk](http://www.visitprestatyn.co.uk)

I: Holl Aelodau Cyngor Tref Prestatyn  
Caplan y Maer  
Cynghorwyr Sir Prestatyn a Gallt Melyd  
Swyddogion a Chynrychiolwyr y Wasg  
Llyfrgell Prestatyn  
Mr T Brown – Archwiliwr Mewnol  
[www.visitprestatyn.co.uk](http://www.visitprestatyn.co.uk)

## ELECTION OF MAYOR

- a) The Mayor's retiring speech.
- b) Mayor will invite nominations for post of Mayor
- c) Each nomination\* to be supported by proposer and seconder followed by a vote on a show of hands. The candidate with the least number of votes shall be struck off the list until a majority of votes are given in favour of one candidate.
- d) The Mayor to sign Declaration of Acceptance. Mayor and Mayoress to be invested with Chain of Office by the retiring Mayor and Mayoress.
- e) The newly elected Mayor and Mayoress take their seats at the rostrum and Mayor's Acceptance Speech.

\*(Councillor B. Murray is Deputy Mayor).

**ELECTION OF DEPUTY MAYOR**

- a) The Mayor will invite nominations for post of Deputy Mayor
- b) Each nomination to be supported by proposer and seconder followed by a vote on a show of hands. The candidate with the least number of votes shall be struck off the list until a majority of votes are given in favour of one candidate.
- c) The retiring Deputy Mayor and Deputy Mayoress will vacate their seats on the rostrum and return to Council Chamber.
- d) The newly elected Deputy Mayor and Deputy Mayoress will be invited to the rostrum and invested with their Chains of office.

## **STANDING COMMITTEE – TERMS OF REFERENCE 2016/17**

### **FULL COUNCIL (18)**

- 1 To oversee the corporate workings of the Council.
- 2 To determine any item not specifically covered by other Committees.
- 3 To authorise expenditure in excess of delegated Committee budget.
- 4 To receive reports from other Committees regarding items affecting whole of the Council

### **FINANCE & MANAGEMENT COMMITTEE (18)**

- 1 Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
- 2 Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
- 3 Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
- 4 Direct the keeping of the accounts of the Council.
- 5 Direct and have control of all insurance of the Council.
- 6 Consider matters relating to the promotion of, or opposition of Bills in Parliament, Provisional Orders and other parliamentary proposals.
- 7 Review from time to time Standing Orders and Financial Regulations.
- 8 Deal with litigation in which the Council may be engaged.
- 9 Deal with establishment matters.
- 10 Consider and report from time to time upon management and administration of local government in the region and county areas.
- 11 Have charge of any surplus lands and properties.
- 12 Staff recruitment and drawing up all short lists for Council and associated posts (jointly funded posts under direction of authority) to be dealt with by Mayor/Deputy, Mayor/Chair and Vice Chair of Finance and Management Committee. Town Clerk's post will be a Full Council Appointment  
(Job applications to be circulated to Mayor/Deputy/Chair and Vice Chair of Finance and Management Committee and applications made available for Members inspection in Council Offices)

- 13 Issues of grievance and discipline using personnel guidelines and to include outside bodies as appropriate  
(\*Grievance and Disciplinary Panels will consist of Mayor and Chair of each Committee(s) and Deputy/Vice Chair invited to attend in their absence. The Panel is to be serviced by independent secretariat).
- 14 Annual appraisals of permanent staff.
- 15 To deal with general appointments, recommending staff grading and overseeing staff structures in liaison with Town Clerk/Financial Officer.
- 16 Training needs and making recommendations subject to budget provision.
- 17 To deal with non routine general office matters e.g. new equipment needs and making recommendations if outside budget provision.
- 18 The Chairman of Finance and Management Committee to preside over appointed Sub Committee and Panels when appropriate.

### **TOWN PLANNING COMMITTEE**

**(18)**

- 1 Consider and submit observations on all Town and Country Planning applications to Denbighshire County Council (Planning) and also discuss any other planning matters concerning Prestatyn (in an emergency, applications to be dealt with by the Chairman, Vice Chairman, Mayor and Deputy Mayor).

### **COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDR)**

**(18)**

- 1 Consider industrial and other development in the Town
- 2 Consider matters affecting the inhabitants of Prestatyn concerning public health, drainage and flooding, refuse collection, shops, factories, food and drugs, noise abatement, consumer protection, scrap metal dealers and pest control.
- 3 Consider matters relating to condition, improvements etc., of all roads and bridges, public footpaths, bridleways and street lighting in Prestatyn.
- 4 Consider management, superintendence and control of recreation and pleasure grounds, gardens and open spaces in Prestatyn and take such steps as they may think desirable for acquiring, laying out and maintaining land for such purposes.
- 5 To use initiative in proposing new projects and proposals which should be of benefit to the Town.
- 6 Car Parks.

- 7 Road and rail transport
- 8 Byelaws
- 9 Entertainment
- 10 Attractions
- 11 Publicity – Public Relations
- 12 Liaison with local organisations
- 13 Licensing
- 14 Illuminations
- 15 Community Meetings/Forums
- 16 Leisure activities
- 17 Cultural activities
- 18 Any other matters which do not specifically come within the functions of other Standing Committees.

## SCHEDULE OF MEETINGS – 2016-2017

Wednesday	18 <sup>th</sup> May 2016	Annual General Meeting Town Planning Committee
“	1st June 2016	Finance and Management Committee Town Planning Committee
	29 <sup>th</sup> June 2016	Full Council Town Planning Committee
	27th July 2016	Community Development & Regeneration Cttee Town Planning Committee
<b>AUGUST RECESS</b>		
Wednesday	7th September 2016	Community Development & Regeneration Cttee Town Planning Committee
Wednesday	28th September 2016	Finance & Management Committee Town Planning Committee
“	19 <sup>th</sup> October 2016	Full Council Town Planning Committee
“	16 <sup>th</sup> November 2016	Community Development & Regeneration Cttee Town Planning Committee
Wednesday	14 <sup>th</sup> December 2016	Full Council Town Planning Committee
<b>CHRISTMAS RECESS</b>		
Wednesday	18 <sup>th</sup> January 2017	Finance & Management Committee Town Planning Committee
“	8th February 2017	Full Council Town Planning Committee
“	1 <sup>st</sup> March 2017	Community Development & Regeneration Cttee Town Planning Committee
“	22 <sup>nd</sup> March 2017	Finance & Management Committee Town Planning Committee
“	12 <sup>th</sup> April 2017	Full Council Town Planning
“	17 <sup>th</sup> May 2017	Annual General Meeting Town Planning

**Council meetings are normally held on Wednesdays commencing at 6.15pm.  
Please note there may be additional meetings called.  
Date to be arranged for Mayor’s Endeavour Awards Ceremony**



**REPRESENTATIVES ON OUTSIDE BODIES 2016/17**

ORGANISATION	FREQUENCY	2015-16	2016-17
ATC – Prestatyn Air Training Corps 2193 Squadron	Bi monthly	Cllr G. Sandilands	
Community Association – Meliden	As called	Cllrs B. Paterson, G. Frobisher	
Community Association – North West	Quarterly	Cllrs J. McLellan, J. Szabo	
Community Association – Ty Caradoc	4/5 per annum	Cllrs A. Sampson, L. Muraca, J. Thompson-Hill	
Community Building - Ty Pendre	As called	Cllrs J. Thompson-Hill, L. Muraca	
CYTUN (Churches Together)	Every 6 weeks	Cllr D. Turner	
Denbighshire CCTV	As called	Cllrs B. Murray, W. Davies	
Dyserth, Meliden, Cwm Relief in Sickness Fund (four year term)	1 or 2 per year	Cllr B. Paterson Town Clerk	
Friends of the Frith Association	Monthly	Cllr D. Turner	
Meliden Enhancement Sub Committee	Quarterly	Cllrs B Paterson, G. Frobisher	
NWATC - North Wales Association of Town Councils	Quarterly	Cllrs J. McLellan, J. Szabo Town Clerk + VACANCY	
Offa's Dyke Society	Quarterly	Cllr A. Sampson	
Prestatyn Business Forum	6 weekly approx	Cllrs G. Sandilands Cllr P. Duffy (Alt)	
Prestatyn Carnival Association Committee	Monthly	Cllr B. Paterson (Mayor) Cllr C. Guy	

Prestatyn and District Festival of Walking Committee	Monthly	Cllrs A. Sampson, T. Jones	
Prestatyn 'You'll Never Walk Alone' Volunteer Walk Leaders Group	Monthly	Cllr D. Turner	
Prestatyn Youth Club	Every 4-6 weeks	Cllrs P. Duffy, T. Lawler	
Rhuddlan Borough Talking Newspaper	3 monthly	Cllr L. Muraca	
RVS – King's Hall Newydd y Brenin Management Committee	6 weekly	Cllr A. Sampson	
Ysgol Bodnant	Per term	Cllr J. McLellan	
Ysgol Melyd	Every Half Term	Cllr B. Paterson	
Ysgol Penmorfa	Per Term	Cllr J. Szabo	
Ysgol y Lllys	Every 2 months	Cllr P. Penlington	
Ysgol Clawdd Offa	As called	Cllr A. Sampson	

## COUNCILLOR ATTENDANCE RECORD

13<sup>th</sup> May 2015 – 13th April 2016

## Number of Committee Meetings

AGM/FULL COUNCIL	6
FINANCE AND MANAGEMENT	5
COMMUNITY DEVELOPMENT & REGENERATION CTTEE	4
TOWN PLANNING	13
<b>TOTAL MEETINGS</b>	<b>28</b>

NB Does not include sub-committees, working groups or community endeavour awards

COUNCILLOR	MEMBER ATTENDANCE
D. Turner	26
B. Murray	24
C. Guy	13
P. Penlington	21
J. McLellan	20
J Szabo	24
G. Frobisher	26
B. Paterson	22
G. Sandilands	28
R. Cooper	22
P. Duffy	23
G. Percival	14
T. Jones	24
W. Davies	15 / 23
J. Thompson-Hill	18
L. Muraca	28
A. Sampson	26
T. Lawler	21

## CHRISTMAS HOLIDAY OPTIONS 2016/17

### OPTION 1

SAT 24 <sup>th</sup> DEC Xmas Eve CLOSED	SUN 25 <sup>th</sup> DEC Xmas Day CLOSED	MON 26 <sup>th</sup> DEC Boxing Day CLOSED	TUES 27 <sup>th</sup> DEC Sub Bank Hol CLOSED	WED 28 <sup>th</sup> DEC OFFICE OPEN	THURS 29 <sup>th</sup> DEC OFFICE OPEN	FRI 30 <sup>th</sup> DEC OFFICE OPEN
SAT 31 <sup>st</sup> DEC New Years Eve CLOSED	SUN 1 <sup>st</sup> JAN 2017 New Years Day CLOSED	MON 2 <sup>nd</sup> JAN Sub Bank Hol CLOSED	TUES 3 <sup>rd</sup> JAN OFFICE OPENS	WED 4 <sup>th</sup> JAN OPEN	THURS 5 <sup>th</sup> JAN OPEN	FRI 6 <sup>th</sup> JAN OPEN

### OPTION 2

SAT 24 <sup>th</sup> DEC Xmas Eve CLOSED	SUN 25 <sup>th</sup> DEC Xmas Day CLOSED	MON 26 <sup>th</sup> DEC Boxing Day CLOSED	TUES 27 <sup>th</sup> DEC Sub Bank Hol CLOSED	WED 28 <sup>th</sup> DEC SPECIAL LEAVE	THURS 29 <sup>th</sup> DEC SPECIAL LEAVE	FRI 30 <sup>th</sup> DEC SPECIAL LEAVE
SAT 31 <sup>st</sup> DEC New Years Eve CLOSED	SUN 1 <sup>st</sup> JAN 2017 New Years Day CLOSED	MON 2 <sup>nd</sup> JAN Sub Bank Hol CLOSED	TUES 3 <sup>rd</sup> JAN OFFICE OPENS	WED 4 <sup>th</sup> JAN OPEN	THURS 5 <sup>th</sup> JAN OPEN	FRI 6 <sup>th</sup> JAN OPEN

### OPTION 3

To be determined.