

PRESTATYN AND MELIDEN COMMUNITY ENDEAVOUR AWARDS EVENING
Monday 11th December 2017

99 WELCOME

Cllr G. Frobisher, Mayor of Prestatyn and Meliden welcomed Community Endeavour Nominees, families and invited guests to Council Chambers, Prestatyn. All nominees had provided excellent service to community and Mayor wished to make the same presentation to each individual and group, as it is impossible to choose winners etc from those nominated for creating such community spirit in the town.

a) Meliden Adult Community Award

Collette Morris was nominated in this category.

b) Prestatyn Adult Community Award

Stuart Lewis, Denis Bone, Phillip Leonard, Peter Thomas, Rob Gale, Jo Taggart, Aimee Renee Colville, Liz Ward Hughes, Steve Davies, Arthur Frost and James Graham were nominated in this category.

c) Meliden Under 18s Community Award

Purdy Cretney-Crompton, Portia Cretney-Crompton and Lydia Booth were nominated for this award.

d) Prestatyn Under 18s Community Award

Sophie Thompson, Edward Shirt, Stacey Lawson and Warren Luff were the nominees in this category.

e) Group/Team Community Award

The following groups/associations were nominated for this award: Mind Music Volunteers, The Carnival Association, Wales in Bloom Committee, Classic Car Show Committee, Prestatyn Flower Show Committee, Friends of Prestatyn Railway Station Volunteers, Pop in Centre Volunteers, The Artisans, Healthy Prestatyn Iach League of Friends, Festival of Christmas Trees Committee, The Young Dragons, Prestatyn and District Walking Festival Committee, ISPY Prestatyn and District Volunteers, Friends of ChildLine, Prestatyn Abandoned Animals Association, Prestatyn and District Environmental Association, Rhuddlan Borough Talking Newspaper, Chernobyl Children Volunteers, The Wicked Wales Film Festival Volunteers, Friends of the Ffrith, Prestatyn Men's Shed, Prestatyn and Rhyl 1st Community Responders.

All individuals and each group nominated were introduced by Cllr G. Frobisher, Mayor and Consort Miss Charlotte Frobisher presented certificates with photographs being taken.

Following the presentation of awards the Mayor thanked everyone for attending the Community Awards Evening and especially for all their hard work and efforts working in the community to put Prestatyn 'on the map' as a forerunner for many initiatives and excellent community spirit. He then invited everyone to join him for light refreshments.

Mayor _____

FULL COUNCIL

Minutes of Full Council held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 13th December 2017 at 6.20pm – 8.15pm.

PRESENT

Councillors: G. Frobisher (Mayor), A. Sampson, A. Frobisher, R. Flynn, K. Jones, G. Sandilands, S. Frobisher, M. German, T. Jones, P. Duffy, B. Murray, M. Poller, T. Flynn, G. Davies, L. Muraca,

IN ATTENDANCE

Mr N. Acott – Town Clerk/Financial Officer, Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant, Mr T. Brown – Internal Auditor, Rev J. Harvey – Mayor’s Chaplain, Mr G. Williams – Head of Legal, Democratic and HR Services, Denbighshire County Council.

APOLOGIES

Councillors: J. Thompson-Hill, A. Tomlin, P Penlington.

100 PRAYERS

Rev J. Harvey, Mayor’s Chaplain asked for a moment of reflection for all in public service. He then offered prayers for peace and wisdom at this special time of year.

101 COUNCILLOR ABSENCE

Cllr Penlington had requested “meetings attendance dispensation” due to a change in his works timetable as he would be unlikely to be able to attend Wednesday meetings until next spring (copy circulated). Members discussed the voluntary nature of Town Councillor activity, and also referred to the estimated 3k average cost of bye election. Town Clerk/Financial Officer explained legal requirements that required attendance within a six month period, actions required for persistent absences, statutory excuse and ‘other reasons’ as approved by Town Council. A recorded vote was requested.

RESOLVED That Council approve attendance dispensation due to work commitments for Cllr P. Penlington until Council’s Annual General Meeting on 16th May 2018.

FOR	ABSTAIN	AGAINST
Cllrs G. Sandilands, T. Jones, B. Murray, M. Poller, L. Muraca, A. Sampson, G. Davies, K. Jones, A. Frobisher, S. Frobisher, G. Frobisher	Cllrs R. Flynn, T. Flynn, M. German	Cllr P. Duffy
11	3	1

102 DECLARATIONS OF INTEREST

The Mayor reminded Councillors of need to declare personal and/or prejudicial interests in accordance with Code of Conduct requirements should they arise during meeting.

103 MAYORAL COMMUNICATIONS

- a) Mayoral diary 18.10.17 – 12.12.17
Copy circulated at meeting.
- b) Letter of thanks had been received from North Wales Bowls Club for financial support towards the cost of electronic scoreboard.
- c) Community Endeavour Awards – Mayor reported upon the Awards evening held on Monday 11th December 2017 and thanked Councillors, nominators and all nominees.
Minutes to follow.

104 MINUTES

RESOLVED That Minutes of Council meeting held on 18th October 2017 be accepted.

105 MINUTES OF OTHER MEETINGS

RESOLVED That Minutes of Other Committees be accepted as follows:

Town Planning Committee 18.10.17

Town Planning Committee 15.11.17

Community Development and Regeneration Committee 15.11.17

106 EXCLUSION OF PUBLIC AND PRESS

RESOLVED That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12A, Parts 1, 8, 9, 12 during the following items: 1) Confidentiality 2) Council Chambers.

107 CONFIDENTIALITY

Mr G. Williams, Head of Legal, Democratic and HR Services, Denbighshire County Council explained he also held position of County Standards Monitoring Officer for Town and Community Councils. He circulated details of Member Induction Wales 2017 – Ethics and Standards training slides published by Welsh Local Government Association.

All Councillors had a legal duty to act in accordance with Local Authorities (Model Code of Conduct Wales Order 2008). Councillors were reminded this also formed part of the signed declaration of acceptance of office following Council elections. Historically the Nolan principles of selflessness, honesty, integrity, duty to uphold the law, stewardship, objectivity in decision making, equality and respect, openness, accountability, leadership all remained in force and governed public/private life of Councillors.

Mr Williams referred to the importance of confidentiality and explained this included anything received from Council or individuals that had a 'quality of confidentiality' irrespective of being marked confidential or not. Such information must not be disclosed to any other party unless consent given by 'proper officer' or individual concerned.

With regard to data protection and freedom of information (FOI) requirements, Mr Williams stated that on occasions private emails between individuals about Council/individuals had been required to be released as such correspondences are covered by FOI requirements. In terms of FOI requests the Council was required to allocate eighteen hours officer time per request to collate information within the twenty day response period. If there is a failure to respond or request is refused there are several appeal processes available to individual who is seeking information. Recent FOI changes have permitted Councils to charge applicants a fee of £25 per hour for collating information above the eighteen hour allocated time for compilation and response. For repeated requests and/or voluminous requests the Council can classify individual request as malicious/vexatious.

Reference was made to social media incident that involved leaking of personal employee information subsequently posted by Councillor and/or fellow worker that had seriously damaged working relationships and trust. A serious breach of employee confidentiality had occurred and the investigation remained open.

Mr Williams confirmed that the Code of Conduct applied across all media and everyone must be treated with respect and tolerance. Robust political debate is acceptable but it must not be personal, abusive or intimidating to individual concerned.

In respect of Public Services Ombudsman for Wales all Councillors have a duty to fully cooperate with his investigative work when dealing with complaints.

RESOLVED That Mr Williams be thanked for his attendance.

108 COUNCIL CHAMBERS PM 98

Town Clerk/Financial Officer had circulated his 'Options Appraisal' paper dated 6th December 2017 with agenda. He had provided details of background and context of discussion paper which included several future options for consideration.

Members considered short, medium and long term scenarios together with potential for partnership working alongside other public bodies. Mayor indicated there was a need to provide an officer steer and debate followed.

RESOLVED

- 1) That 'Options Appraisal' dated 06.12.17 be accepted.
- 2) That Council retains 7/9 Nant Hall Road, Prestatyn in short/medium term plans for office accommodation purposes.
- 3) That following Denbighshire County Council (owners) decision to dispose of Municipal Offices, Prestatyn, the County be informed that alternative meeting rooms are essential requirement of Town Council.
- 4) That Town Council is willing to partner with other public services but would not wish to be lead authority for any major partnership office redevelopment works.
- 5) That other named property options identified in report be explored.

109 **CHRISTMAS 2017**

Mayor wished all Councillors and Staff a safe Christmas and New Year.

Mayor _____

TOWN PLANNING COMMITTEE

Minutes of Town Planning Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 13th December 2017 at 8.25pm – 9.00pm

PRESENT

Councillors: L. Muraca (Chairman), T. Flynn, K. Jones, G. Sandilands, G. Davies, S. Frobisher, M. German, T. Jones, P. Duffy, B. Murray, A. Sampson, A. Frobisher, M. Poller, G. Frobisher, R. Flynn

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant, Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

APOLOGIES

Councillors: A. Tomlin, J. Thompson-Hill.

110 DECLARATIONS OF INTEREST

Chairman read a prepared statement issued by Denbighshire County Council regarding declarations, code of conduct and requirements to declare personal and prejudicial interests that may arise during meeting.

111 DENBIGHSHIRE COUNTY COUNCIL – PLANNING CONSULTATIONS

Committee considered planning consultations to 13th December 2017 and submitted following observations: -

APPLICATION

43/2017/1088 (South West)
Erection of extension to dwelling
11 Tan y Coed, Prestatyn

43/2017/1085 (Central)
Erection of extension to dwelling
65 Central Avenue, Prestatyn

COMMENT

No Objection
Property is next to Prestatyn Gutter and flood risk assessment should be undertaken

No Objection
Some concerns expressed about flat roof and materials.

43/2017/1100 (North)
 Details of access, appearance, landscaping,
 layout and scale of 20 no. residential units
 and 2 no. retail units submitted in
 accordance with condition no. 1 of outline
 planning permission code no. 43/2015/1241
 Land adjacent to Magistrates Court, Victoria
 Road, Prestatyn

OBJECTION

See below
 (Cllr T Flynn declared personal
 interest in this item)

Cllr Linda Muraca reported upon a recent local residents meeting arranged by Cllr P. Penlington. Whilst residents accepted that some development was inevitable it was considered the present application was not acceptable; -

- Adverse visual impact of proposed buildings due to height and building intensity
- Properties lack adequate onsite vehicular parking that may lead to on street parking and congestion
- Apartment block out of character with surrounding residential properties
- Visual illustration might not reflect final development
- Highway concerns about delivery to proposed retail units, traffic impact, timing and congestion
- Potential highway concerns for emergency vehicle access
- Potential noise, nuisance and anti social behaviour from retail units
- Strong residents objection to retail units and potential adverse impact upon existing shops
- Development may impact upon neighbouring property values
- High density residential units and overintensification of site.
- Lack of open green space and play facilities
- Poor landscaping, small property gardens and some without gardens
- Flood risk, sewage and drainage issues
- Lack of infrastructure to support development e.g. school provision, medical facilities
- Development contrary to local development plan.

Committee also referred to previous Council objections.

43/2017/0772 (East)
 Erection of replacement gantry
 Prestatyn Football Club, Bastion Gardens,
 Prestatyn

No Objection

Screening to rear of gantry to
 minimise impact upon neighbouring
 property should be formal planning
 condition if application granted.

(Cllr T. Flynn and A. Frobisher
 declared personal interests in this
 item.)

43/2017/1147 (East)
Change of use from A2 to A3 (Hot Food
Takeaway)and associated works
39-41 High Street, Prestatyn

Objection

Development within conservation
area and contrary to local
development plan. Potential littering
and anti social behaviour.
Overintensification of A3 fast food
outlets. Corporate signage would not
be compatible with conservation area
status.

(Cllr G. Sandilands declared personal
interest in this item. Cllr P. Duffy
retired from meeting before vote)

Joint County/Town Councillors may partake in decision making process at Town Council but consider matters afresh at Denbighshire County Council when additional information and advice will be available to them. They are not bound by the views or opinions of Town Council.

Chairman_____

TOWN PLANNING COMMITTEE

Minutes of Town Planning Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 17th January 2018 at 6.15pm – 7.15pm

PRESENT

Councillors: L. Muraca (Chairman), G. Frobisher, A. Sampson, T. Flynn, R. Flynn, K. Jones, G. Sandilands, G. Davies, S. Frobisher, M. German, T. Jones, J. Thompson-Hill, A. Tomlin, P. Duffy, B. Murray.

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant, Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

APOLOGIES

Councillors: A. Frobisher, M. Poller.

112 DECLARATIONS OF INTEREST

Town Clerk/Financial Officer read a prepared statement issued by Denbighshire County Council regarding code of conduct and requirement to declare personal and prejudicial interests that may arise during meeting.

113 MINUTES

RESOLVED That Minutes of meeting held on 13th December 2017 be accepted as correct record.

Pursuant to Minute 111 planning application 43/2017/1147 (East) Change of use from A2 to A3 (hot food takeaway) and associated works 39-41 High Street, Prestatyn. It was reported that Denbighshire County Council Planning Authority had granted permission for change of use and signage despite Town Council's previous objection. There followed a heated debate regarding planning processes and roles of County Council (planning application decision makers) and Town Council (statutory consultees). All Councillors were reminded of regular training opportunities around planning law and processes, and also of some local councils in England that have recently been trialling the delegation of planning decision making powers.

During debate Chairman issued a verbal warning to Cllr P. Duffy about his poor behaviour, aggressive gesticulations and disparaging comments.

114 DENBIGHSHIRE COUNTY COUNCIL – PLANNING CONSULTATIONS

Committee considered planning consultations to 17th January 2018 and submitted following observations:

APPLICATION

COMMENT

43/2017/1160 (East)

Display of 2 no. externally illuminated fascia signs and 1 no. externally illuminated hanging sign
39-41 High Street, Prestatyn

Objection

Environmental Impact Assessment and use of recyclables should be considered. Committee reiterated its objection to 43/2017/1147 as corporate signage would not be compatible with conservation area status.
(Cllr G Sandilands declared interest and took no part in voting)

43/2017/0848 (East)

Erection of a two storey extension to the hotel
Nant Hall Hotel, Prestatyn Road, Prestatyn

No Objection

Committee welcomes development. Extension should be in keeping with main buildings listed status.

43/2017/1193 (East)

Erection of 4 no. self-contained apartments, alterations to pedestrian access, parking and associated works.
Former School Buildings fronting Caradoc Road, Prestatyn

Observation

Chairman reported upon approach made by local resident expressing concerns about overbearing impact arising from development. Gated access should be considered. Small terraced property style would be more in keeping with surrounding property.
Some concerns that neighbouring landlords may not have received consultation notice. Reference to two bedroom apartments being required.

43/2017/1215 (East)

Crown reduction and lifting of 1 Horse Chestnut Tree the subject of a Tree Preservation Order
Gronant Lodge, 72A Gronant Road, Prestatyn

No Objection

43/2017/1212 (Central)

Erection of first floor extension to rear of dwelling
8 Birch Grove, Prestatyn

Objection

Neighbours concerned about adverse impact upon their property. It was reported that residents had requested a DCC site meeting.
Overintensification of building on site.

43/2017/1213 (Central)
Works to trees subject to a Tree
Preservation Order (ref G4 and T12 of
Rhuddlan Borough Council TPO Woodland
Park No. 3, 1985)
73 Meliden Road, Prestatyn

No Objection

43/2017/1121(North West)
Use of land for the siting of an additional 65
touring caravan pitches and 39 timber
camping pods and associated works.
Ffrith Beach, Victoria Road West, Prestatyn

Defer
Open public site should be retained
for public use. Long term future of
site requires consideration and public
debate. Pedestrians access to beach
restricted. In response to query it
was reported that site had chequered
history with a previous tenant going
into liquidation. DCC Legal and
Property Services who own site had
recently checked upon lease and
found no tenancy contraventions.
RESOLVED Town Clerk/Financial
Officer request further details from
Denbighshire County Council
regarding lease terms and
compliance.
(Cllr B Murray declared personal and
prejudicial interest in this item and
took no part in discussion or voting.)

43/2017/1182 (North)
Retention of ATM (retrospective application)
89 Victoria Road, Prestatyn

No Objection

43/2018/0001 (North)
Alterations and extensions to existing guest
house accommodation unit
30 Victoria Road, Prestatyn

No Objection

Joint County/Town Councillors may partake in decision making process at Town Council but consider matters afresh at Denbighshire County Council when additional information and advice will be available to them. They are not bound by the views or opinions of Town Council.

Chairman _____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 17th January 2018 at 7.25pm – 9.25pm

PRESENT

Councillors: J. Thompson-Hill (Chairman), G. Frobisher, A. Sampson, T. Flynn, R. Flynn, K. Jones, G. Sandilands, G. Davies, S. Frobisher, M. German, T. Jones, L. Muraca, A. Tomlin, P. Duffy, B. Murray.

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant, Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

APOLOGIES

Councillors: P. Penlington, A. Frobisher, M. Poller.

115 DECLARATIONS OF INTEREST

Chairman reminded Members of earlier prepared statement issued by Denbighshire County Council regarding Code of Conduct and requirement to declare personal and/or prejudicial interests.

116 PAID ACCOUNTS

Details of paid accounts and quarterly financial statements circulated to members with agenda.

September/October – 705804 Daydream Designs – upgrading of website and training for staff 705761 IS Group – Poster case had been damaged by vehicle and replacement funded by driver's insurance. 705772 Ty Pendre In response to query about Council lease from DCC it was reported that it expires in 2020. 705804 Daydream Designs invoice had covered a number of upgrades and limited staff training.

November/December – 705807 R. Erwood Fatboys Entertainment included a number of acts/entertainers and details provided to Committee. 705812 DCC had undertaken repairs to bus shelter. 705825 IS Group – map of town and business premises had been updated and breakdown of annual cost explained. 705829 Sherratts - Councillor reported notice board at Meliden CC remains locked and work required. Assistant Town Clerk/Financial Officer reported purchase order had been raised. Barclaycard DD – Annual fee and limited use explained. Town Clerk/Financial Officer also reported upon plans to introduce online bank automated payment system in 2018.

The Chairman referred to quarterly budget statements and budget remaining figures published with agenda papers and following discussion Committee expressed satisfaction with analysis.

Councillors were reminded of opportunities to inspect paid invoices and/or raise any queries with officers prior to Finance and Management Committee meetings.

RESOLVED That Schedule of Payments for September, October, November, December 2017 and Quarterly Budget Statements be accepted.

117 FINANCIAL ESTIMATES 2018/19

Chairman introduced item and referred to draft financial estimates circulated to Members with agenda. Committee reviewed last year's estimates, probable income and expenditure and forecasts for 2018/19. Each budget heading was discussed and overall impact of proposed expenditure and income levels determined.

The Town Clerk/Financial Officer responded to questions about proposed spending plans and income streams. He also referred to high level of reserves spending during year arising from repair work to community centres, office and also cost of Town Council elections. In his opinion revenue forecasts were favourable subject to Committee decision, however, capital reserves had been depleted and they would need replenishment if further capital/significant project work is to be undertaken in future.

The Chairman referred to summary of income and expenditure paper and precept options for year ahead. A number of proposals and amendments were considered and recorded votes requested for Council Tax precept figure 2018/19. It was proposed by Cllr G. Davies, seconded by Cllr R. Flynn that Council tax increase of 1.4% be adopted.

RESOLVED

- 1) That Financial Estimates 2018/19 be accepted.
(Prestatyn Carnival Association figure plus £350 and Prestatyn Events minus £350. Cllr J. Thompson-Hill declared personal and prejudicial interest during the Prestatyn Carnival amendment and left Council Chambers. Cllr G. Davies in Chair for amendment)
- 2) That Committee recommend Council Tax 2018/19 precept figure of £470,745
(Band D - £61.33 - +1.4%)

FOR	AGAINST	ABSTAIN
Cllrs S. Frobisher, K. Jones, T. Jones, A. Tomlin, T. Flynn, G. Davies, R. Flynn, G. Frobisher, J. Thompson-Hill	Cllrs A. Sampson, L. Muraca, P. Duffy, B. Murray, G. Sandilands	Cllr M. German
(9)	(5)	(1)

Amendments for no change, 2.8% increase, and decrease 4.1% were all Lost

Amendment 1 – No change – Lost

Proposer Cllr G. Sandilands

Seconder Cllr B. Murray

FOR	AGAINST	ABSTAIN
Cllrs B. Murray, M. German, G. Sandilands, P. Duffy, G. Frobisher, G. Davies	Cllrs L. Muraca, T. Flynn, A. Tomlin, S. Frobisher, T. Jones, K. Jones, A. Sampson, J. Thompson-Hill	Cllr R. Flynn
(6)	(8)	(1)

Amendment 2 – Reduction by 4.1% to £58 - Lost

Proposer Cllr M. German

Seconder Cllr P. Duffy

FOR	AGAINST	ABSTAIN
Cllrs B. Murray, M. German, G. Sandilands, P. Duffy,	Cllrs L. Muraca, T. Flynn, A. Tomlin, S. Frobisher, T. Jones, K. Jones, A. Sampson, G. Frobisher, J. Thompson-Hill, R. Flynn, G. Davies	
(4)	(11)	

Amendment 3 Increase 2.8% to £62.18

Proposer Cllr A. Sampson

Seconder Cllr L. Muraca

No vote taken following acceptance of proposed amendment for 1.4% increase.

(Cllr R. Flynn retired at 8.35pm)

118 COMMUNITY CENTRES PM 96

Details of works undertaken, omissions and additions to Meliden Community Centre, Jubilee Community Centre, Ty Caradoc Community Centre and Prestatyn Town Council offices had been circulated to Members with agenda papers.

Mrs C. Evans, Assistant Town Clerk/Financial Officer explained that extensive repair works had been undertaken and that costs had been kept within overall budget. There had been significant difficulties with roofing work at Jubilee Community Centre and also Town Council offices arising from timber rot, fortunately these additional costs had been recouped from other savings and contingency.

Denbighshire County Council had been commissioned by Town Council to draw up specification, undertake tendering process and monitor works. The projects were being overseen by Denbighshire County Council, Housing Renewals Team using contractors from their approved list.

Mrs C. Evans had also circulated a discussion paper to help clarify landlord/tenant responsibilities with agenda and invited comment.

RESOLVED

- 1) That Carol Evans, Assistant Town Clerk/Financial Officer be thanked for her excellent work and presentation.
- 2) That Committee agree in principle to review of lease/tenant responsibilities to include options upon future rental values.

(Cllrs A. Sampson, J. Thompson-Hill, L. Muraca all declared interest in Ty Caradoc Community Centre and took no part in discussion or voting on this item.)

119 EXCLUSION OF PUBLIC AND PRESS

RESOLVED That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12A Parts 1,8,9 during following items: Community Events and Town Support Officer/Staffing Report.

120 COMMUNITY EVENTS AND TOWN SUPPORT OFFICER

Town Clerk/Financial Officer reported that the above post was vacant following recent departure of post-holder and this item would be further considered during next item.

121 STANDING ORDERS

RESOLVED That Standing Order no 1 be waived and meeting extended by thirty minutes.

(Cllrs G Frobisher, S Frobisher, M German left meeting at 9.00pm)

122 STAFFING REPORT

Chairman invited Cllr T. Jones, Chair of Staffing Sub Committee to address Finance and Management Committee. Cllr T. Jones verbally reported upon a large number of items including leaking of confidential information regarding staff members which had affected trust and circulation of confidential papers, training courses attended by Town Clerk/Financial Officer, issues arising from social media abuse, refurbishment works at PTC office, community events, office opening hours, and revised post of Town Business and Community Co-ordinator (22.5 hours per week).

Members were reminded that Staffing Sub Committee could make recommendations to Finance and Management Committee and in this respect a number of items had been put forward for consideration.

RESOLVED

- 1) That Town Clerk/Financial Officer be authorised to attend Strategic Lead Business Programme offered by Bangor University and delivered within Denbighshire.

Financial/Legal/Other Implications: Fee £995 to be met from budget provision over two year period. Attendance subject to NJC terms and conditions of service. Local Government Act 1972.
(Town Clerk/Financial Officer retired from Council Chamber during this item)
- 2) That revised job description of Town Business and Community Co-ordinator 22.5 hours per week (copy circulated at meeting) be referred to next Full Council.
- 3) That need for additional staff training on social media and website be accepted. Daydream Design estimate and costed alternative options discussed to be referred to next Full Council.
- 4) That actions of Assistant Town Clerk/Financial Officer on seeking replacement office cleaner/contracted service be accepted and progress be reported to next Full Council.
- 5) That following reduction in staffing levels the office be temporarily closed to general public on Fridays to be reviewed in three months time.
- 6) That review of assistant Town Clerk/Financial Officer job description be undertaken to include HR services and Town Clerk Deputising role. Proposals to be brought back for consideration.
(Assistant Town Clerk/Financial Officer retired during this item.)
- 7) That all Staffing Sub Committee minutes and recommendations be circulated in advance of future Finance and Management Committee meetings.

Chairman _____