St Asaph City Council Full Council Meeting 8th April 2025

Please note:

1. All Full Council and Committee minutes are published on the City Council website once they have been approved by the Council or relevant committee.
2. For planning applications, please visit the Denbighshire County Council planning portal to view the application and documents.
3. Papers will be redacted to ensure that personal or confidential items are not disclosed.

Agenda Items:

9.

a. Payments Schedule:

CATalyst Systems Ltd	£ 9.48	Backup service
Denbighshire CC	£ 3,308.00	Mill Race Meadow; Payment no 17
NWIMF	£ 750.00	Minute ref 2025/045
Dementia Friendly St Asaph	£ 100.00	Minute ref 2025/045
Designweb DMA Ltd	£ 90.00	
Natwest Bank Plc	£ 11.20	
A S Harris	£ 250.00	Bowling Club toilet
Colwyn Bay Ind Doors Ltd	£ 672.00	Strengthening stand shutters
Octopus Energy	£ 44.86	Re: Bowling Pavilion
John Roberts	£ 14.00	Reimbursement Only key cutting
TD & C Kelly Ltd	£ 1,740.00	Repair surface skate ramp
White Oak Property	£ 80.00	Remove moss Bowling Roof
Thorncliffe Bld Supp Ltd	£ 113.76	
Vale of Clwyd CC	£ 620.10	Includes Bowling Club £330 painting edge of green
Denbighshire CC	£ 230.00	New floral planters
Co-options Ltd	£ 40.00	
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Jill Ellison	£ 183.79	Reimbursement only. Includes Ukraine Flag £134-40
Octopus Energy	£ 35.85	Re: Football Pavilion

b.

Finance Report

Budget Report – Year End

Receipts

- Surplus of £3193 is represented by the following:

Item	£ in excess of budget	£ short of budget	Comment
Donations	729		Grotto & Football Club & wreaths
Meeting Room	1320		Bookings better than anticipated.
Angling		100	2024-2025 payment received in March 2024
Grants	619		Open Spaces noticeboard balance & interest paid
Other	625		Compensation Nat West, interest & wayleave
Totals	£3293	£100	£3193 net difference

Payments

Cost	Actual	Budget	Comment
Administration	£47484	£57200	Underspends staff costs. Training, Printer & IT, Accounting, legal & finance
Civic & democratic	£5201	£7700	Several councillors did not take their allowances
Library & Defibrillator	£12130	£12000	Ambulance service no longer provide free disposables for defibrillators
Grants	£2762	£2000	£750 to cathedral awarded 23-24 but drawn down in 24-25. Small excess agreed by Council March 25
Events	£1538	£2000	No additional events
Christmas Lighting	£3798	£7000	No new purchases to save costs
Outdoor Costs	£41599	£41985	
Property	£13757	£16408	Football Pavilion and meeting room underspend. Bowling club safety & maintenance repairs
Projects	£715	£11000	Projects suspended to fund tree work and build back reserves

Cost	Actual	Budget	Comment
Reserves	69812	33149	Payment for tree surgery o/s. Reserves now within recommended levels

Overall

- Total net costs were £28,309 under the total budget.
- Total net income was £3,193 over budget.
- Careful monitoring and delaying projects over the year has improved the Council's position. Cashflow forecasting was useful, and this can be used to predict use of cash – especially early in the financial year.
- The only expenditure budget which was overspent was the grants budget. This was due to a grant of £750 agreed in 2023-2024, which was paid out in 2024-2025. A small excess was agreed by Council in March 2025.

Reserves

- Reserves are now within the recommended range. It is wise for Council to retain additional funds in case of emergency work relating to its land and property holdings.
- The payments list for April is just under £7,424 after adjusting the payments paid out in March, and the precept is due at the end of the month.

Council is to be congratulated on these figures, which reflect the work of the Council to contain costs over the last year.

Payments List

- Payment numbers 1, 3, 4 & 5 were paid in March to ensure they were charged to the relevant year. Total value £4314.
- Vale of Clwyd CC £620-10 – includes safety work painting boards around Bowling Green.
- TD & C Kelly £1740 – repairs to surface around skate ramp. Health & Safety.
- Colwyn Bay Industrial Doors £672 – amendments to stand shutters to give greater resilience to adverse weather.
- Clerk's expense claim includes £134-40 for new Ukraine flag. Still awaiting delivery.

Other

- Ash Waste have invoiced £798-90 in error and claimed this sum under the direct debit. They are processing the refund. Direct debit to be cancelled once the refund received.

- £500 compensation received from Nat West due to issues with change of address and credit card. They have advised the credit card has been issued, but it has not yet been received.
- VAT claim £1529-07 made. Funds awaited.
- Denbighshire Open Spaces grant claim £12,223.45 made for the projects listed in the minutes of 25/03/2025,

9c.

- Review of standing orders and direct debits – please note the Ash Waste direct debit will need to be cancelled once the refund is received.

9d.

- Please can Council consider approving a direct debit in favour of Thorncliffe? The payment mandate will need to be completed online, but I will have a paper authority signed by councillor signatories, if approved.

9e.

Please can Council consider whether a transfer to the National Savings account is appropriate? Items to consider are:

- Two years cash flow reports attached for information.
- its financial commitments, including land maintenance;
- We have not yet had invoices for tree work, repairs at Bowling club, cut & collect for the last year, as well as other work issued but not yet invoiced.
- payment of VAT before re-claim,
- funding projects before grants can be re-claimed.
- unexpected repairs re: land and buildings.
- There is a gap in the invoices issued by Audit Wales. 2020-2021 & 2023-2024 have been received and paid, but 2022-2022 and 2022-2023 (full audit) are still outstanding.

15.

Title of Briefing:	County Council working more closely with City, Town & Community Councils
Date:	5 March 2025
Author:	Head of Housing & Communities Service

1. Introduction

Discussions have been held with stakeholders over recent months about how Denbighshire County Council (DCC) could work more collaboratively with City, Town & Community Councils (CT&CCs). A 2-year project has been developed to create the opportunity for closer working between the layers of local government. This briefing outlines the key areas of work and describes next steps.

2. Briefing Details

Further to engagement with CT&CCs and key stakeholders, a 2-year project has been funded by the Council's Budget and Transformation Board. The intention of the project is to improve working relationships between the DCC and CT&CCs, to share knowledge and expertise, to improve communications, and maximise the impact of collaborative working. The project will include the following areas of development:

a) Dedicated CT&CCs Liaison Officer - This officer would:
- be responsible for co-ordinating and leading on the engagement and communication with the CTCCs.
- be the first point of contact in the County Council for any issues or concerns
- provide signposting advice to CT&CC Clerks and Members.
- develop and coordinate the training programme (as detailed below)
- review and monitor the Charter between Denbighshire's City, Town and Community Councils and Denbighshire County Council
- promote and liaise with One Voice Wales

b) Community Champions from each Service - A Community Champion role will be developed in each service to support the CT&CC officer.

c) Provision of Virtual/eLearning Training, eg Code of Conduct, Finance, Planning

Processes, Procurement & Contract Management etc.

d) Advice Surgeries - short sessions for initial advice. This could be on a number of issues such as HR/Procurement/Financial/Payroll/Grant applications. These could also lead to topics for the bespoke training mention in (c) above. The purpose would be to give initial advice on a particular issue, signposting as appropriate to professional bodies/ providers.

e) Facilitate partnership working between CT&CCs – eg to submit a funding bid, or employ a joint clerk etc. Develop templates for Memoranda of Understanding, Partnership Agreements, SLAs etc as required.

f) Undertake audits to provide assurance and advice to all levels of management and elected members on the quality of operations within the CTCCs (chargeable)

g) Undertake the tender/procurement process on behalf of CTCCs. (chargeable)

h) Advertise jobs on DCC website and participation in schemes such as working Denbighshire, Recruitment events etc.

i) Quarterly briefing with Leader/Lead member/Chief Executive

j) ICT support and purchase of equipment purchase

k) Occupational Health support (pre-employment checks, specialist OH advice)

Review of CCTC Charter

This Charter represents a mutual agreement between the two tiers of local government. It sets out how both tiers of Council aim to work together to develop and promote local needs and aspirations for the benefit of local communities, whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

This needs to be reviewed to ensure that it remains relevant and achievable. Consideration should also be given to including performance measures and how this can be monitored via scrutiny committee.

Once the new charter is agreed, training to be given to both tiers of Council members, SLT and Clerks.

The responsibility for governing the charter would sit with the dedicated officer. The Charter should in clear performance standards for responding to enquiries and governance process.

https://www.denbighshire.gov.uk/en/your-council/about-the-council/ctcc-charter/ctcc-charter.aspx#PartnershipandJointWorking

Role of One Voice Wales

One Voice Wales provides a wide range of training and offers advice on specific matters a council may be struggling with. If it is something more complicated, they have solicitors that can be accessed for advice by members and close contact with Planning Aid Wales for complex planning related queries.

All CTCCs in Denbighshire except Rhyl are members of One Voice Wales. Membership is costed at 41p per electorate, which is why sometimes larger Town Councils choose not to be members.

One Voice Wales also has a digital officer who work with CTCCs on ICT and Broadband issues.

One Voice Wales organise quarterly regional meetings for their Conwy & Denbighshire members. One Voice are keen for DCC to attend and present at these meetings or use them as another communication channel.

3. Next Steps

The appointment of the CT&CC Liaison Officer will take place as soon as possible; once in post the officer will make early contact with CT&CCs and key stakeholders to inform the project and work plan.

16. Land Behind the Library

Details of agreement over the City Council's land which Denbighshire wishes to use for a project.

19. Correspondence

a)

I am the Co-op Member Activator for North West Wales. In my role, I work closely with the community and Co-op Member-Owners to foster engagement and support local initiatives.

I had the pleasure of meeting and talking to Cllr Colin Hardie on Sunday at the St. Asaph Parish Church Community Fridge. I am keen to explore opportunities to get involved in any upcoming events in the City. Could you please keep me informed about any planned events or initiatives where my participation could be beneficial?

Thank you for your time, and I look forward to hearing from you.

b)

I write on behalf of the Dementia Friendly St Asaph steering group to thank the City Council for their generous grant of £100 which is very much appreciated

All best wishes

c)

Dear Councillors,

Subject: Request for Financial Assistance for Easter Egg Hunt

I hope this letter finds you well. I am writing to request the City Council's support in funding our annual Easter Egg Hunt for the children in our community. This event is scheduled to take place during the Easter holidays, and as in previous years we are expecting a great turnout from families across the city.

As part of our efforts to make this event enjoyable and memorable for the children, we plan to provide chocolate eggs as prizes during the hunt. In previous years this has kindly been funded by way of a grant from the Blakemore Foundation, provided through SPAR shops. However, we have found that the grant value allocation reduces each year, and that coupled with the rising price of chocolate means we're able to serve fewer and fewer participants. Previous hunts have 'sold out' in a day where ideally, we would like the event to run on both the Monday and Wednesday to help ensure that every child can participate and receive a prize.

In light of this, we are kindly requesting financial assistance from the City Council to help cover the cost of additional chocolate eggs. Our £100 grant from the Blakemore Foundation has allowed us to purchase approximately 60 small eggs at this year's

prices (£1.65/unit). Based on last years participation we anticipate that this would last one day.

Thank you for considering this request. If needed, I would be more than happy to provide any additional information or discuss this further at your convenience. We sincerely hope that the City Council will support this initiative.

d)

Thank you for your letter dated 14th March and we're delighted that the City Council have awarded a grant of £750 for this year's festival.

I confirm that the £750 payment was received safely into the festival's account on 18th March.

Many thanks to you all for your support again this year and I'll keep in touch with details.