Cyngor Dinas Llanelwy St Asaph City Council

Policy Resources & Finance Committee

Monday 10th March 2025 at 2.00 pm, at the Community & Council Meeting Room, Roe Plas Meadow and with remote attendance via Zoom

Present: Cllrs Gedd, Grove, Hardie, Morton, Roberts and Scott.

2025/F01 Apologies for Absence

- Apologies were received from Cllr Williams.

2025/F02 Declarations of Interest

- None.

2025/F03 Minutes

Resolved that Cllr Gedd should sign the minutes of the meeting of 6th December 2024 as an accurate record.

2025/F04 Matters Arising

2024/F16 – the grant to the Cathedral for repairs to the clock has been paid.

2024/F17 – one of the local charity groups has not completed a hire form. The Committee confirmed that completion of the hire form is one of the conditions of hire and no further bookings should be taken until the paperwork is complete.

2024/F19 – Cllr Scott confirmed the precept request has been passed by Denbighshire.

2024/F22– The approved response to the Freedom of Information request was sent.

2025/F05 Online Banking

The Council has been using internet banking since September 2024. The Committee reviewed the procedures for making payments. The following issues were taken into account:

i. Potential risks to the Council, including internal and external fraud and human error.
ii. The value of funds which pass through the Council's accounts.
iii. That the systems and procedures should protect the Council, rather than relying on personal knowledge of individuals.

Recommended that Council approves the procedures for online banking payments, as follows:

- **A schedule of online banking payments is prepared and two Councillor bank signatories sign against each transaction to approve the payment.**
- **Each payment is allocated a unique payment reference, which is entered in the cash book and on the payments schedule approved by Council.**
- **The payments are input by the Clerk and a paper record is printed for each item.**
- **One of the Councillors who has online banking access checks the input and initials the paper records as confirmation of this check.**
- **Payments over £500, and all payments made to the Clerk irrespective of amount, are checked and initialled by two Councillors with online banking access.**
- **The upper limit for online banking payments is £5000. Above this amount, a cheque will be issued.**

Recommended that Council approves amendments to the following documents and policies to reflect the procedures for online bankng:

i. **Financial Regulations;**
ii. **Internal Control Procedures;**
iii. **Financial and Management Risk Assessment.**

2025/F06 Financial Regulations

New model regulations, drafted by One Voice Wales, had been amended to reflect the Council's procedures.

Recommended that Council approves and adopts the new Financial regulations.

The Clerk is to amend the regulations to reflect the online banking procedures, as recommended by the Committee.

2025/F07 Data Protection and IT Security

a) A report from the Council's Data Protection Officer was discussed.

Resolved to receive the Data Protection Update Report.

b) The Committee discussed the release of CCTV images and considered that the existing procedures were appropriate.

Recommended that Council does not amend its existing CCTV policy and procedures.

c) The Committee considered the new draft IT Access Control Policy. The Clerk is the only member of staff, so differing access levels do not apply. The Clerk does not monitor usage of council systems and e-mails. The Clerk responds to requests for information when legally required to do so.

Recommended that Council approves and adopts the IT Access Control Policy.

d) The Committee considered the Digital Health Check Report from One Voice Wales. This exercise has been completed for all member Councils. The following issues were discussed:
   i. Website – bilingual content. The Council's policy is the appropriate one relevant to the percentage of Welsh speakers in the community. Extending the Welsh language content would require the services of a translator. The Council's Welsh speaking members considered the existing arrangements appropriate.
   ii. Multi-location meetings – no recommendations. The Council meets the legal requirements.
   iii. Other digital engagement – as necessary, Councillors publish events or notices on social media. The Committee considers the present arrangements are appropriate.
   iv. Digital communication and collaboration – the Council has the recommended procedures in place with Council e-mails used for Council business. Online collaboration platforms were not considered to be worthwhile unless Councillors use, and are confident in using, the platforms.
   v. Digital services and operations – website information was considered appropriate. Digital accounting systems were discussed. Spreadsheets are deemed to be more flexible. When the Council previously used digital systems, a number of Councillors did not understand the reports. The importance of clarity, simplicity, and therefore transparency of information was emphasised. The Council could reconsider if, and when it meets the £200,000 threshold for income and expenditure accounts.
   vi. Technology – leasing options were recommended. The Committee noted that leasing proved much more costly than buying outright.

vii. People-centric digitalisation – the Clerk has good technical support from Designweb and CATalyst. Councillors' confidence varies greatly. Training is available should Councillors wish.

Resolved to receive the report.

2025/F08 Council Insurance

This was discussed previously at the Environment & Assets Committee. The Council does not have an insurable interest in the Clubs' property. The Bowling and Football Clubs have been notified that the Council cannot insure the Clubs' property.

2025/F09 Remembrance Sunday Protocol for Wreath Laying

Information had been received from the Royal British Legion regarding the order of wreath laying.

Recommended that Council does not amend its existing procedures.

2025/F10 Land Behind the Library

Cllr Hardie gave a summary of discussions between the Library Manager, Keep Wales Tidy, the Wildlife Trust, the Mayor and the Clerk for the project behind the Library. The Library Manager had applied for funding and free equipment and supplies. One of the conditions of the scheme was that the project remains in place for a period of five years. It was considered important to clarify the following issues:

i. Maintenance of the land and the respective responsibilities of Denbighshire and the City Council;
ii. The exact area of land that Denbighshire will maintain. A plan with the outline of the land Denbighshire will be responsible for should be agreed;
iii. Health and safety and risk assessment responsibilities;
iv. If a formal agreement is required, who will pay the legal fees?

Resolved the Clerk is to write to the Library Manager to clarify the terms and nature of the agreement.

2025/F11 Flag Flying Policy

The Council has flown the Ukraine flag most of the time over the last three years. The flag has suffered some wear and tear and is no longer able to be flown.

Resolved to instruct the Clerk to purchase a new Ukraine flag.

2025/F12 Grant Funding Applications

The Committee considered the Council's budget and the grants awarded over the financial year. It was noted that £750 to St Asaph Cathedral was allocated from the 2023-2024 budget, although it was paid out in the current financial year.

- Total budget for 2024-2025 is £2000.
- Total paid out in 2024-35 is £1912, although £750 is from the previous year, leaving £1162 paid out from the 2024-25 budget.
- This would leave £838 available for allocation.

Two applications for grant funding were considered:

Application from:	Recommended Council Response
NWIMF	Award £750 Grant
Dementia Friendly St Asaph	Award £100 grant

This would result in a £12 budget overspend for 2024-2025.
Recommended that Council exceeds its Grants budget for 2024-2025 by £12.
Recommended that Council approves an additional £750 to cover the 2023-24 allocation to the Cathedral.
The following items of correspondence were considered:

No.	E-mail or Letter from:	Recommended Council Response
a.	St Asaph cathedral	Received
b.	Theatr Bara Caws	Received
c.	Marie Curie Cymru	Received

Meeting ended 2.55 pm

Signed .....
Cllr Michael Gedd

Chair of the Policy resources & Finance Committee at its meeting 3rd November 2025