Cyngor Dinas Llanelwy St Asaph City Council

Policy Resources & Finance Committee

Monday 8th December 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 and Scott.

2025/F26 Apologies for Absence

- Apologies were received from Cllrs J O Roberts, and Williams.

2025/F27 Declarations of Interest

- None.

2025/F28 Minutes

Resolved that Cllr Gedd should sign the minutes of the meeting of 3rd November 2025 as an accurate record.

2025/F29 Matters Arising

2025/F18 – Health & Safety – Cllr Roberts and the Clerk are now in contact with the Police re: Martyn's Law and will receive updates.
2025/F20 – Document Retention – Cllr Hardie and the Clerk will meet in the new year to review documents.
2025/F22 – Council Agreements and Renewals – improvements to the MUGA and tennis court have been added to the next City Plan agenda.

2025/F30 Council Meeting Room Hire

a) The use of the meeting room by political parties was discussed.
Recommended that Council resolves not to hire its facilities to any political party, or political figure.
Recommended that Council hire agreements, policies and procedures be amended accordingly.

b) There was a discussion about problems with hirers not leaving the meeting room as they found it. Furniture not returned to its original layout and items left in the kitchen and the main room. The Committee stated the building should be treated with respect and left ready for use.

i. **Recommended that Council imposes an additional fee of £10 per half hour staff time returning the room to its original layout. This to be charged whether the hirer pays for the hire, or not.**

ii. **Recommended that Council resolves to cancel hire arrangements with individuals and groups, if they do not leave the building clear of belongings.**

iii. **Recommended that Council should instruct the Clerk to write to hirers advising that they will not be permitted to continue using the room if these terms are breached.**

2025/F31 Council Bank Accounts

It was noted that the FSCS limit was increased to £120,000 with effect from 1st December 2025.

Resolved that Cllr Scott and the Clerk will research the use of the Council's accounts and make recommendations to the Committee re: designation of accounts and any appropriate new products.

2025/F32 Scale of Fees and Charges

The schedule of fees and charges was considered. The following points were noted:

- The Council makes a contribution to green and pitch maintenance for the Bowling and Football Clubs, which exceeds the income from the facility.
- It was confirmed that the Angling Club pays for the fishing rights.
- The Caretaker is self-employed and will advise the Council when his hourly rate increases.

Recommended that Council makes the following amendments to the Scale of Fees and Charges:

i. **To remove the hourly hire of the meeting room. The minimum hire period is to be a half day.**

ii. **To limit the free use by charities local to St Asaph to one full day, or two half days per calendar month.**

iii. **To continue to offer the use of the room to the Allotments Group for one half day per week, as the group has no income.**

iv. **Agreements in iii and iv are subject to the hire terms and conditions being adhered to.**

2025/F33 Budget 2026-2027

Councillor Scott outlined the draft budget for 2026-2027. In addition to maintaining the Council's land, this included provision for the following community facilities:

- £12,000 contribution to the Library;
- £13000 to keep the public toilets open in St Asaph;
- £5000 to join the community CCTV scheme;

- £8000 for provision of Christmas lighting. It was noted that some of the fittings would need to be replaced as they had started to fail. A new Christmas tree is planned for Upper Denbigh Road, near the new developments, in addition to the existing trees.
- £1700 to maintain registered footpaths.
- £500 for the Defibrillators.
- £2500 for events.
- £2000 for small grants.

It was noted that the legal costs for the land on the High Street would be paid from the current year's budget.
Recommended that Council approves the budget, as per the draft, for 2026-2027.

2025/F34 Precept 2026-2027

Recommended that Council approves the precept, as required for the draft budget, for 2026-2027.

Meeting ended 2.45 pm

Signed **……**
Cllr Michael Gedd

Chair of the Policy resources & Finance Committee at its meeting 9th March 2026