



CYNGORDINAS LLANELWY ST ASAPH CITY COUNCIL

ANNUAL REPORT 2025-2026



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Foreword by the City Mayor, Cllr Peter Scott



It is my pleasure to write the foreword for this Annual Report, as City Mayor during this period I have been in continuous support of the Clerk Jill Ellison. Jill has been meticulous gathering all the information that is required for this report required for the smooth running of the Council.

The Council, together with all the City Councillors, are involved with many different aspects of life in St Asaph, mainly with the smooth running of the accounts which allow us to keep the City neat and tidy.

Out of the many functions that have been held over this past year, undoubtedly the visit of Their Majesties the King and Queen to St Asaph Cathedral on Thursday 2nd April 2026 was the standout event!! Their presence was for the King to hand out the annual Maundy coins in the Cathedral, this was a spectacular event where the King presented Maundy money to 77 men and 77 women, the visit was enjoyed by the whole of St Asaph.

It has been an honour to be Mayor again of this great City and I wish Rosalind Williams a very happy tenure as she becomes the new Mayor.

Cllr Peter Scott
Mayor St Asaph 2025/26

CITY OF ST ASAPH

St Asaph is the second smallest city in Wales, and the only city within the county of Denbighshire. It is within the parliamentary constituency of Clwyd North. St Asaph has a resident population of 3485 (2021 census). St Asaph is believed to have developed around a sixth century Celtic monastery founded by St Kentigern and is now home to the fourteenth century cathedral dedicated to St Asaph. As the seat of a medieval cathedral and diocese, St Asaph was historically regarded as a city, but only officially received city status in 2012 during Her Late Majesty, Queen Elizabeth II's Diamond Jubilee celebrations. The past few decades have seen our small city thrive, with the opening of the A55 in the 1970s and, more recently, the development of the Business Park, which has attracted national and international investment. St Asaph has a small high street, with a number of services based along the High Street and the Roe. The A525, which includes Upper Denbigh Road, the High Street and The Roe, is the main route from the Vale of Clwyd to the A55.

There are two primary schools and a Welsh-medium High School in St Asaph, as well as two GP surgeries, a dentist and pharmacy. The library remains open, partly due to the City Council's annual contribution of £12,000. The city serves as an ideal base for exploring the Vale of Clwyd.

The city is home to the annual North Wales International Music Festival and has a rich history. Felicia Hemans, the Powell Brothers and HM Stanley are just some of St Asaph's famous former residents.

A number of sports clubs are based in the City, including the Bowling Club, Cricket Club, Football Club, City Striders and Netball Club.

WHAT DOES THE CITY COUNCIL DO?

St Asaph Community Council was formed in 1974 under the provisions of the Local Government Act 1972 and replaced St Asaph Parish Council as the most local tier of government. Today, it continues a long tradition of community governance in St Asaph, which dates back to the formation of the St Asaph Parish Council at the end of the 19th century.

From 1974 St Asaph was known as a town and had a Town Mayor. In 2012, as part of the celebrations for the diamond jubilee of HM Queen Elizabeth II, St Asaph was granted city status. This was a proud achievement for St Asaph, which is the second smallest city in Wales.

The council has fourteen seats, divided equally between two wards – East ward and West ward, which are divided by River Elwy. Local councillors are elected every five years in local elections. The whole council retires at the same time. The most recent local elections were held in May 2022, with the next set of elections scheduled for May 2027. From time to time, vacancies may occur which may be filled following a bye-election or by co-option. City, Town and community councils provide the first and most local tier of local government.

Their members are the closest to the community they represent. They act as a bridge between the community and higher levels of government, advocating for the specific, place-based needs and priorities of the community they represent.

Denbighshire County Council is a unitary authority and has wide-ranging responsibilities, including highways and provision of education and social care. In contrast St Asaph City Council as a community council, is much smaller, with more limited powers, responsibilities, and financial resources. Nevertheless, town and community councils provide an important voice for the local community and can deliver a range of projects, events and initiatives that contribute to local wellbeing, as well as providing funding and support to organisations and community groups.

The City Council works with partners, such as North Wales Police, Denbighshire County Council and Natural Resources Wales to deliver services for the community.

Meetings

St Asaph City Council holds a Full Council Meeting on the second Wednesday of each month (chaired by the City Mayor). The Annual Meeting is held in May and extraordinary meetings are held when required in accordance with the Council's standing orders. Councillors receive a summons to attend council meetings. The Council, meets every month, except for August when it is in recess.

Under the Local Government (Wales) Act 2021, council meetings must now be held on a hybrid basis, with members (and the public) able to attend via video link or in person in the council meeting room at Roe Plas, off the High Street. To ensure compliance with the new law, and to increase the efficiency and effectiveness of hybrid meetings, the council invested in new video-conferencing equipment in 2023. Members of the public wishing to attend virtually must request a link from the Clerk to the Council ahead of the meeting. Agendas, meeting documents and minutes, as well as other documents, are available on the Council's website.

Committees and Working Groups

In addition, the Council has a number of committees and working groups. The standing committees have delegated authority to transact business, relevant to that committee, on behalf of the council. Working groups are temporary groups that meet between council meetings to address a particular challenge or problem. They may look at an issue in detail to provide recommendations to the Full Council.

Membership of Committees and Working Groups

Councillor	Env & Assets	Events	Licensing	P R F	Christmas Light	City Plan	Flood & C E	Mill Race Meadow	Website
Daryl Cassidy	X			X		X	X		
Joanne Ellison							X		X
Michael Gedd	X			X				X	
James Grove	X			X		X			
Leanne Groves						X	X		
Colin Hardie				X	X		X		
Martyn Hogg	X		X					X	
Katie Jones		X		X				X	
Peter Morton		X						X	X
Linda Nelson									
Gareth Roberts									
John Roberts	X	X		X	X	X			
Peter Scott	X	X	X	X	X	X	X		X
Rosalind Williams	X	X	X	X		X			

Council Activities:

The City Council provides the following amenities:

- Land providing amenity green spaces for the public, including Roe Plas, The Common, Land behind the Library, the Community Orchard and Jubilee Copse.
- Four play areas at Llys Dyffryn (Andrew Pirie), Bryn Gobaith, The Common (Lower Street) and a MUGA and tennis court at Roe Plas.
- Seating in the city centre and on the Council's land, including the fabulous decorated benches, painted by local artist, Chloe Dymond.
- Provision of litter bins on the City Council's land.
- Four stone bus shelters in the city centre, one of which has a wonderful mural, painted by Chloe Dymond, depicting St Asaph.
- Wildlife wood sculptures along the river.
- Flagpoles at Roe Plas.
- Information boards and other signs.
- War Memorial, Mary Short Fountain, H M Stanley obelisk and Mill Race.
- Floral planters throughout the city.
- Bowling green and clubhouse, used by St Asaph Bowling Club.
- Football pitch and pavilion, used by St Asaph Football Club.
- Land at Mill Race Meadow, leased to the St Asaph Allotments Association for provision of allotments.
- Land at Mill Race Meadow, leased for grazing to a local farmer. (Private property, subject to a public footpath).
- Events, such as Remembrance Sunday parade and wreath-laying ceremony, Grotto at the Winter Fair, VE Day and VJ Day commemorations.
- Christmas Lighting.
- Defibrillators.
- Contribution of £12,000 to keep the Library open.
- Maintaining some registered public footpaths. Waymarker posts have been installed at Mill Race Meadow to encourage the public to keep to the footpath.
- Grants.

This list is not exhaustive.

WHAT DO CITY COUNCILLORS DO?

Councillors ensure that residents have a voice in how the city is run and that residents' needs and concerns are heard. Councillors make decisions on setting and spending the council's budget and input into the planning process and on other matters that affect the community.

Councillors also work hard to improve the city's well-being and promote community involvement. They put together community events, lend support to local organisations, and talk to other local authorities and government bodies on behalf of St Asaph residents. City councillors are unsalaried, only receiving a small annual allowance to cover the costs of their duties, plus a stationery allowance. The Mayor and Deputy Mayor receive an additional Civic Dignitary allowance of £1,500 and £500 respectively for their extra work. Many of our city councillors have full-time jobs and work or volunteer in the community in addition to their role as councillors. They are public servants who are dedicated to making St Asaph a better place.

Training

Serving as a councillor is a responsible position and, as such, it is important that councillors and officers are competent to perform their duties in an effective and lawful manner. Councillor training is not yet compulsory, but city, town and community councils are obliged to publish a training plan. This is included on the council's website. Training is available to councillors through One Voice Wales in addition to Code of Conduct training from Denbighshire County Council.

COUNCIL STAFF

In 2025/26, St Asaph City Council employed one officer, the Clerk (0.85 Full-time Equivalent), to implement the decisions of council, deliver projects for the benefit of the community, and ensure that the council meets its legal and statutory obligations.

An officer is an employee of the council. They are not elected and are not a councillor. Therefore, they must be remunerated by the council at a scale commensurate with their roles and responsibilities. The council, as an employer, has a duty of care towards its staff and a legal responsibility to adhere to contractual and statutory employment law.

The Clerk performs the combined statutory roles of Proper Officer and Responsible Financial Officer, in addition to being responsible for all operational matters relating to the council but is ultimately accountable to the Full Council and works closely with the Mayor.

CITY MAYOR AND DEPUTY MAYOR

It is a legal requirement under the Local Government Act 1972 for a Community Council to appoint a Chairman, or Mayor, at its Annual Meeting. The City Mayor is the ceremonial head of the City Council and acts as the official representative of St Asaph at civic events, ceremonies, and functions within and outside the city.

The office engenders civic dignity and aspires to create a sense of unity and cohesiveness within the community. The Mayor will typically attend public, cultural and community events throughout the year, will welcome dignitaries, support community initiatives, and generally promote the city.

The City Mayor also serves as Chairman of the Council and must preside over council meetings, ensuring debates are conducted in an orderly manner and in line with the council's Standing Orders. The Mayor has a casting vote in the event of an equality of votes. The Mayor must also work closely with the Clerk to ensure good governance and management of the council. They must be a serving councillor and are elected by councillors each year at the council's Annual Meeting.

The council may also choose to elect a Deputy Mayor, but this is not a statutory requirement. The Deputy Mayor deputises for the Mayor by chairing Council meetings, or attending civic events, in the Mayor's absence.

At its Annual Meeting held on 14th May 2025, the council elected Cllr Peter Scott as City Mayor of St Asaph and Cllr Rosalind Williams as Deputy Mayor for the 2025/2026 Civic Year.



Representing St Asaph

The City Mayor has attended a number of Civic services across North Wales, representing St Asaph. This is in addition to flag-raising days and attending special events for St Asaph residents.



Thank you to Suzanne Kendrick/Newsquest for the Royal Maundy service photograph

FINANCIAL INFORMATION

The Council's total precept for this year was £169,940. For a band D property this equates to an annual charge of £101-15, or £1-95 per week. This is the main source of income for the council, together with rental and hire charges relating to its properties. The Clerk applies for any grants which may be available to fund additional projects. The Council funds the Library, Events, Christmas Lighting, Floral Planters, Grants, Open Spaces, Property, Bus shelters and other street furniture to name just some. A full breakdown of income and expenditure can be found overleaf.

AUDIT

In 2025, an audit was undertaken by Audit Wales on the Annual Return for the year ended 31 March 2025. The audit was conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.

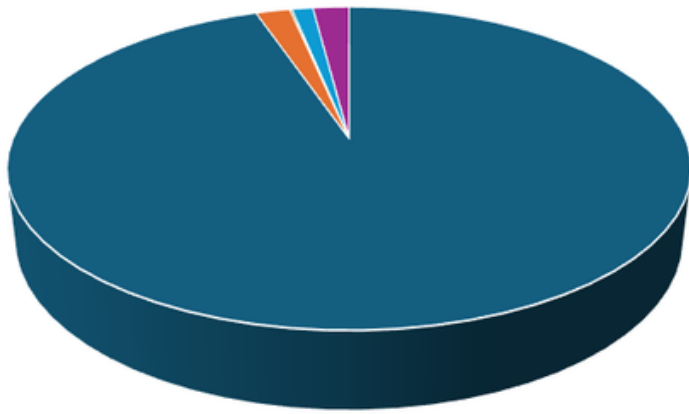
Audit opinion: Unqualified

This means that, on the basis of the audit, no matters came to the auditor's attention to give cause for concern that:

- o in any material respect, the information reported in the Annual Return has not been prepared in accordance with proper practices;
- o that relevant legislative and regulatory requirements have not been met; is not consistent with the Council's governance arrangements; and that
- o the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

The Council has received an unqualified opinion in each year since 2018/2019.

Income



■ Precept ■ Rents ■ Donations ■ Grants ■ Other

Where do we get our funding?

Precept £169,940 (94.7%)

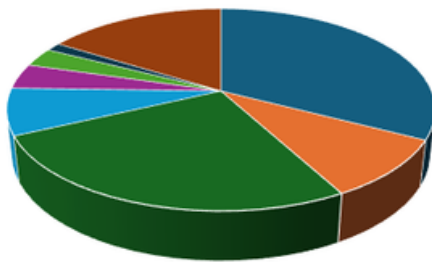
Rent £3,450 (1.9%)

Donations £226 (0.1%)

Grants £2,120 (1.2%)

Other £3,663 (2%)

Expenditure



■ Admin ■ Property
■ Outdoor ■ Library
■ Other Community & Events ■ Civic
■ Grants ■ Projects

How do we spend our money?

Administration £52,473 (32.6%)

Civic £4,875 (3%)

Outdoor/Open Spaces £41,732 (26%)

Property £15,139 (9.4%)

Library £12,000 (7.5%)

Events and other community £6,496 (4%)

Grants £2,147 (1.3%)

Projects £25,935 (16.1%)

GRANTS AWARDED

Awarded to	Value £
Afon Elwy Environment Group	£100
Elwy Invasive Plants Group	£191
Royal British Legion	£150
Welsh Air Ambulance	£50
DPJ Foundation	£50
St Asaph Library	£100
North Wales International Music Festival	£1,000
St Asaph Choral Society	£500
TOTAL	£2,141

CITY PLAN

Since 2021, the City Council has been working on a plan for the City to ensure that the Council's activities and plans reflect the needs and priorities of the residents. A working group was established to enable Councillors to examine the issues carefully and to draw up a plan. A community engagement questionnaire was published in the City Times which was delivered free of charge to every household in St Asaph. Many of the issues highlighted for improvement could only be resolved through discussion, negotiation and agreement with partners. The group has been meeting with officers from Denbighshire, as well as other organisations, to explore what could be done to deliver improvements for the residents of St Asaph. The plan is nearing completion and the Council hopes to publish it in the coming year.

PROJECTS WORK AND ACHIEVEMENTS



Dementia Friendly Council

The City Council was extremely proud to be awarded Dementia Friendly Council status. Pictured is Cllr Colin Hardie accepting the award on behalf of the City Council.



- We installed new street furniture – floral planters, benches, litter bins and signs.
-
- We had new flood shutters made for the football pavilion to protect the building in the event of adverse weather
-
- We installed an enclosure for the trade waste bins at Roe Plas.



Throughout the year, we have had meetings with Denbighshire County Council regarding the future of the toilets in Lower Street. The Council has agreed in principle to enter into a service level agreement to fund the cost of the toilets.

EVENTS



80th Anniversary of VE Day and VJ Day

This year we commemorated the 80th anniversary of the end of WWII.

Wreaths were laid at the War Memorial on 8th May to mark the end of the war in Europe, and then on 15th August on the anniversary of the end of hostilities in the pacific and the far east. St Asaph pupils also took part in the event.

Remembrance Sunday

Remembrance Sunday is always an important day in St Asaph. Following the service in the Cathedral, there was a parade to the War Memorial where wreaths were laid. As in previous years, the event was very well-attended.



Shop Window Competitions

The Mayor, Cllr Peter Scott, presented the trophy to the worthy winners of the Christmas Shop Window Competition, LNS Tyres and Batteries on The Roe. In March the Deputy Mayor, Cllr Rosalind Williams, judged the St David's Day Shop Window Competition and presented a hamper to the deserving winners, Jacob's Ladder.



Grotto at the Winter Fair

The City Councillors worked hard to provide the grotto at the Winter Fair. Preparations were in hand some weeks before, purchasing and wrapping gifts and decorating the grotto on the day to provide a magical experience for our youngest residents.



OUR PLANS FOR 2026-2027

- We continue to work with Denbighshire Biodiversity Officers towards achievement of bee-friendly status.
- We are continuing to work on the city plan and have met officers from various departments at Denbighshire to explore ways of improving the services offered to the community. We hope to publish the plan in the coming year.
- Completion of the city plan will see some progress towards initiating projects for the city.
- We continue with the Self-governance review. The initial review has been completed and we now need to write and consider policies to ensure the Council has the correct procedures in place.
- The City Council is continuing to work with North Wales Ambulance Service to provide further defibrillators for St Asaph and to improve coverage. We hope to install two additional devices in the next year.
- We have installed waymarker posts in Mill Race Meadow, to inform the public where they are permitted to walk on this private land. Our permissive footpath application for two additional short stretches of footpath has been approved and we will install the waymarker posts to indicate the routes.
- We have applied for grant funding to increase floral planters, install a new noticeboard and to improve accessible paths to our wildflower garden and seating area.
- We continue to work with Denbighshire County Council to ensure the public toilets in St Asaph remain open.
- We are working to replace and extend the Christmas lighting scheme in the City.
- We are working with officers from Denbighshire Sustainable Leisure and Clwydian Range and Dee Valley Natural Landscape to register a footpath route for the Community Miles scheme in St Asaph.
- Adding two additional lighting columns to the perimeter of the car park at Roe Plas.
- The Council is considering an application to the National Forest scheme.

Thank You

The Mayor and Councillors would like to like to express their heartfelt thanks to all those who volunteer their time and have done so much to help the Council and the Community, including the following:

- To North Wales Ambulance Service for their continued support in helping to improve access to defibrillators in St Asaph, and for providing training to defibrillator guardians.
- To The Chippery, The New Inn and the Diocesan Office for permitting community defibrillators to be located on their buildings, helping the Council to provide these potentially life-saving devices.
- To the resident who planted three trees at Roe Plas, from seeds gathered at the same location.
- To volunteers from Denbighshire County Council who did an amazing job, hedge-layering on the boundary between Roe Plas and Mill Race Meadow.
- To the Afon Elwy Environment Group who have given unstinting support to the City Council over so many years.
- To Denbighshire Officers who have generously given their time and expertise to support and advise the City Plan Working Group.

We couldn't have done it without you

CONTACT DETAILS AND INFORMATION

Councillor - East Ward	Contact Details
Cllr Peter Scott	Tel: 01745 583504/ Mob 07912 388132
Cllr John O Roberts	Tel 01745 583248/ Mob 07867 640398
	e-mail: aelygarth@gmail.com
Cllr Rosalind Williams	e-mail: cllr.rwilliams@gmail.com
Cllr Linda Nelson	Mob: 07930 149901
	e-mail: lindanelson1110@gmail.com
Cllr Martyn Hogg	Tel 01745 584506/ Mob 07795 650265
Cllr Daryl Cassidy	Mob: 07927 645193
	e-mail: darylcassidy61@gmail.com
Cllr Katie Jones	e-mail: wolnam1979@gmail.com
Councillor - West Ward	Contact Details
Cllr Colin Hardie	Tel 01745 585399/ Mob 07796 148486
Cllr Joanne Ellison	Mob 07789 363677
Cllr Mike Gedd	Tel 01745 583355
	e-mail: m.gedd@outlook.com
Cllr Peter G Morton	Tel 07810 328179
	e-mail: pmortonstasaphwest@btinternet.com
Cllr Leanne Groves	Tel 07771 542017
	e-mail: leannegroves94@gmail.com
Cllr Gareth Roberts	Tel 01745 583363
Cllr James Grove	e-mail: jamesgrove.stasaph@yahoo.com
Council	
Postal address	PO Box 224, Llanfairfechan LL57 9EQ
Telephone	07521 641756
e-mail	clerk@stasaphcitycouncil.gov.uk
Website	www.stasaphcitycouncil.gov.uk
Noticeboards	1. Entrance to Roe Plas
	2. Outside Salisburys Accountants, Upper Denbigh Road