Cyngor Dinas Llanelwy St Asaph City Council

Policy Resources & Finance Committee

Monday 9th March 2026 at 1.00 pm, at the Community & Council Meeting Room, Roe Plas Meadow and with remote attendance via Zoom

Present: Cllrs Gedd, Hardie, Roberts and Scott.

2026/F01 Apologies for Absence

- Apologies were received from Cllrs Grove, Morton and Williams.

2026/F02 Declarations of Interest

- None.

2026/F03 Minutes

Resolved that Cllr Gedd should sign the minutes of the meeting of 8th December 2025 as an accurate record.

2026/F04 Matters Arising

2025/F29 – Health & Safety – the Clerk attended a webinar on Martyn's Law and will send the documents and details of training to Cllr Roberts.
2025/F29 – Document Retention – Cllr Hardie and the Clerk will meet to review documents once the filing cabinets are accessible.
2025/F30 – Council Meeting Room Hire – items of left property disposed of after giving notice to hirers. New wall-mounted first aid box and contents installed and surplus cleaning materials locked away. The push button on the disabled toilet has gone missing and a replacement has been ordered. Keep under review.
2025/F31 – this item was discussed at March Council meeting. The Clerk has diarised to make agreed transfers in April.
2025/F32 – scale of fees and charges will be published on the website in April.

2026/F05 Financial Matters

a) The cash flow report was considered.
Resolved to receive the cash flow report.

b) The Clerk has reviewed the Denbighshire Internal Audit documents and confirmed that the Council has the necessary policy documents.

2026/F06 Data Protection

The Data Protection Officer's Autumn 2025 report was considered. The recommended Subject Access Request Complaints policy was previously adopted by Council.

Resolved to receive the Data Protection Officer's report.

2026/F07 Planning Matters

The Council's procedures for planning matters was considered and a protocol document was drawn up.

Recommended that Council approves the planning protocol document, including its publication on the website on the agendas and minutes page.

2026/F08 Safeguarding Policy

The draft safeguarding policy was considered. A Councillor had highlighted than DBS checks may be required for the grotto. The Clerk discussed the matter with the Cathedral to ascertain what their policy was, as event organiser. The Committee considered allergy risks where children are unaccompanied, especially as food items are given.

i. **Recommended that Council approves the Safeguarding Policy.**
ii. **Recommended that signs stating all children attending the grotto must be accompanied by a responsible adult.**
iii. **Resolved that Cllr Hardie will contact the volunteer to progress a DBS check.**

2026/F09 Grant Applications

The Committee considered the Council's budget and the grants awarded over the financial year to date.

- Total budget for 2025-2026 is £2000.
- Total paid out to date in 2025-26 is £490-99.
- This would leave £1509.01 available for allocation in the current financial year.
- The funds paid out includes £150 for poppy wreaths for VE Day 80, VJ Day 80 and Remembrance Sunday, as section 137 is used as the power to spend.

Two applications for grant funding were considered:

Application from:	Amount Requested & Purpose	Recommended Council Response
St Asaph Choral Society	£500 towards £1700 cost of hiring cathedral	To award grant of £500

Application from:	Amount Requested & Purpose	Recommended Council Response
NWIMF	£1500 towards £160,000 artistic costs of NWIMF 2026	To award grant of £1000

The following items of correspondence were considered:

No.	E-mail or Letter from:	Recommended Council Response
a.	Marie Curie	Received
b.	St Asaph Library	To award a grant of £100

It was noted these awards would result in the grants budget being exceeded by £91.

Recommended that Council approves an excess of £91 for the grants budget.

Meeting ended 1.55 pm

Signed **……**

Cllr Michael Gedd

Chair of the Policy resources & Finance Committee at its meeting 3rd November 2026