

**Cyngor Tref Llangollen Town Council.**  
**Agenda.**  
**20.06.2023.**

- |  |   |
|--|---|
| <b>1. Croesawiad a chyhoeddiadau Faer y Dref.</b>  | <b>Town Mayors welcome and announcements.</b>   |
| <b>2. Cyflwyniad.</b><br>Kimberly Mason, diweddariad Prosiect Pedair Ffordd Fawr   | <b>Presentation.</b><br>Kimberly Mason, Four Great Highways project update.   |
| <b>3. Datganiadau gan y cyhoedd.</b><br>I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda.   | <b>Statements from the public.</b><br>To receive statements from the public on matters on the agenda.   |
| <b>4. Datganiadau gan Cynghorwyr y Sir.</b><br>I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen.   | <b>Statements from County Councillors.</b><br>To receive statements from County Councillors on matters relating to Llangollen.  |
| <b>5. Ymddiheuriadau am absenoldeb.</b><br>I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.  | <b>Apologies for absence.</b><br>To receive, consider and accept apologies for absence.   |
| <b>6. Datganiadau o Fuddiant.</b><br>I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.   | <b>Declaration of Interest.</b><br>To receive any known declarations of interest in items on the agenda.  |
| <b>7. Cofnodion.</b>   | <b>Minutes.</b>   |
| a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y Cyfarfod Blynnyddol a gynhaliwyd ar 16.05.23  | To authorise the Chair to sign the minutes of the Annual Meeting held on the 16.05.23.  |
| b) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 13.06.23, fel cofnod cywir.  | To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 13.06.23, as a correct record.   |
| c) I dderbyn dderbyn cofnodion y Pwyllgorau Rheoli Asedau a gynhaliwyd ar 28.03.2023.  | To receive the minutes of the Asset Management Committee held on the 28.03.23.  |
| <b>8. Adroddiadau ariannol.</b><br>I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu. | <b>Financial reports.</b><br>To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial details are working documents and are therefore not translated. |
| a) Taliadau Awdurdodedig.  | Authorised Payments.  |
| b) Datganiadau Ariannol.   | Financial Statements.   |
| c) Cymodi banc.  | Bank reconciliation.  |
| d) Cronfeydd wrth gefn.  | Reserves.   |

- e) Taliadu bil awdurdodi deuol.
- f) Yswiriant.
- g) Ffurflen flynyddol.

Bill payments dual authorisation.  
Insurance.  
Annual return.

**9. Adroddiadau Clerc y Dref.**

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

- a) Rheolau Sefydlog
- b) Rhestr o gyfarfodydd

**Town Clerk's Reports.**

To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.  
Standing Orders.  
Schedule of meetings.

**10. Penodiadau pwyllgor.**

I benodi Aelodau am y flwyddyn i ddod.  
Nifer yr Aelodau mewn cromfachau.  
Rheoli Asedau (5)  
Cittaslow a Newid Hinsawdd (5)  
Rheoli a Sefydlu (3)  
(Mae Maer y Dref a Dirprwy Faer y Dref yn aelodau sefydlog o'r Pwyllgor.)

**Committee appointments.**

To appoint Members for the ensuing Year.  
Number of Members in brackets.  
Asset Management (5).  
Cittaslow and Climate Change (5)  
Human Resources. (3)  
(The Town Mayor and Deputy Town Mayor are standing members of the Committee.)

**11. Penodi Cynrychiolydd ar gyrff allanol.**

I adolygu a phenodi Aelodau fel cynrychiolwyr ar gyrff allanol.  
Nifer yr Aelodau mewn cromfachau  
Eiriolwr AHNE. (1).  
Dementia-gyfeillgar Llangollen (1)  
Partneriaeth (1)  
Cyrchfan Sir Ddinbych. (1)  
Ymddiriedolaeth John Mathews. (1).  
Prosiect Parciau Llangollen (2).  
Seindorf Llangollen. (1).  
Ymddiriedolaeth Ieuenctid Llangollen. (1)  
Gŵyl Nadolig Llangollen. (2).  
Un Llais Cymru. (1)  
Llangollen Di-Blastig. (1)  
Ysgol y Gwernant. (1)

**Appointment of Representative on outside bodies.**

To review and appoint Members as representative on outside bodies.  
Number of Members in brackets  
AONB Champions. (1)  
Dementia Friendly Llangollen. (1)  
Denbighshire Destination Management Partnership. (1)  
John Mathews Trust. (1).  
Llangollen Parks Project (2).  
Llangollen Silver Band. (1).  
Llangollen Youth Trust. (1).  
Llangollen Christmas Festival. (2).  
One Voice Wales. (1).  
Plastic Free Llangollen. (1)  
Ysgol y Gwernant. (1)

**12. Ceisiadau Cynllunio.**

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

**Planning Applications.**

To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).

**Ailymgynghori.**

**03/2021/1015 Pendre Farm Barn Pendre, Berwyn.**

Trosi ysgubor i ffurfio uned llety gwyliau, cadw garej newydd, gosod tanc septig a gwaith cysylltiedig (yn rhannol ôl-weithredol)

**03/2021/1017 Pendre Farm Barn, Pendre, Berwyn.**

Trosi ysgubor i ffurfio uned llety gwyliau, cadw garej newydd, gosod tanc septig a gwaith cysylltiedig (yn rhannol ôl-weithredol) (cais Adeilad Rhestredig)

**03/2023/0368 9 Stryd y Castell.**

Tynnu blwch diogelwch noson allanol ac ATM gan gynnwys gwneud yn iawn, Tynnu arwyddion a gwaith allanol cysylltiedig.

**Reconsultation.**

**03/2021/1015 Pendre Farm Barn Pendre, Berwyn.**

Conversion of barn to form a holiday accommodation unit, retention of replacement garage, installation of a septic tank and associated works (partly retrospective)

**03/2021/1017 Pendre Farm Barn , Pendre, Berwyn.**

Conversion of barn to form a holiday accommodation unit, retention of replacement garage, installation of a septic tank and associated works (partly retrospective) (Listed Building application)

**03/2023/03689 Castle Street.**

Removal of external night safe and ATM including making good, removal of signage and associated works.

**13. Gohebaith cynllinio.**

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn)

- a) **Gorchymyn Cadw Coed Ffordd Dinbren.**
- b) **Safleoedd Ymgeiswyr Cynllun Datblygu Lleol.**

**Planning correspondence.**

To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).

**Dinbren Road Tree Preservation Order. Local Development Plan Candidate Sites.**

**14. Tystysgrifau Penderfyniad**

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

**Cymeradwyo.**

**03/2023/0073 18 Stryd yr Eglwys. Llangollen**

**Certificates of Decision.**

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

**Approved.**

**03/2023/0073 18 Church Street Llangollen.**

**15. Gohebiaeth.**

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn)

- a) **Pennaeth Cyllid ac Archwilio, Cyngor Sir Dinbych.**

**Correspondence**

To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).

Head of Finance and Audit, Denbighshire County Council.

To consider the survey as part of the public consultation on Council Tax Premiums on Long

Ystyried yr arolwg fel rhan o'r ymgynghoriad  
cyhoeddus ar Breimymau Treth y Cyngor ar Ail  
Gartrefi a Thai Gwag Hirdymor (copi ynghlwm)

Term Empty Homes and Second Homes (copy  
attached)

## Authorised Payments.

Cyflenwr/Supplier	Purpose	Cyf/Ref	Net	TAW/VAT	Gros/Gross
<b>Taliad Bil/Bill Payments/ Visa</b>					
Staff	Salary	M3	£3,089.77	£0.00	£3,089.77
CThEM/HMRC	PAYE	M3	£888.03	£0.00	£888.03
Barclaycard Payments	Welsh Payment Card	28	£20.00	£0.00	£20.00
Brenda Jones	Translation	29	Awaited	£0.00	£0.00
Border Janitorial	Toiletries	30	£83.48	£16.69	£100.17
Broxap Ltd	Planters	31	£3,705.00	£741.00	£4,446.00
Ben Black Woodcraft	Door repair	32	£225.00	£0.00	£225.00
Canopy Tree Care	Tree surgery	33	£400.00	£80.00	£480.00
Good Energy	Electricity Town Hall 7390	34	£463.75	£92.73	£556.48
Good Energy	Electricity Town Hall 7391	35	25.19	1.26	£26.45
Good Energy	Electricity Town Hall 7392	36	£92.37	£4.32	£96.69
Good Energy	Gas Town Hall 7393	37	688.51	£177.15	£865.66
Hafren Dyfrdwy	Water charges	38	£228.90	£0.00	£228.90
JDH Business Services	Audit fee	39	£700.00	£140.00	£840.00
Morgans	Paint	40	£32.00	£6.40	£38.40
The Rowan	Payroll	41	£796.60	£0.00	£38.40
J Williams	Memorial cleaning	42	£120.00	£0.00	£120.00
Ultra Clean	Contract cleaning	43	£147.74	£29.55	£177.29
<b>Dyledion Uniongyrchol / Direct Debits Orchymyn Sefydlog/Standing Order</b>					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
British Telecom	Broadband		£48.95	£9.79	£58.74
CSD/DCC	NNDR		£1,097.00	£0.00	£1,097.00
HSBC	Charges		£8.00	£0.00	£8.00
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£80.00	£0.00	£80.00
		<b>Totals</b>	<b>£13,340.31</b>	<b>£1,298.89</b>	<b>£13,881.00</b>

# Llangollen Town Council

## Net Position by Cost Centre and Code

### Cost Centre Name

#### Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges				2,050.00	1,950.00	100.00
9	Cloud services				3,500.00	1,208.60	2,291.40
10	Health and safety				2,500.00		2,500.00
11	Insurance				6,000.00		6,000.00
12	Licenses				550.00	1,484.12	-934.12
13	NNDR				13,000.00	1,140.74	11,859.26
14	Payroll				750.00		750.00
15	Subscriptions				1,500.00		1,500.00
48	Expenses						
					<b>29,850.00</b>	<b>£5,783.46</b>	<b>24,066.54</b>

#### Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment				22,000.00	7,449.61	14,550.39
17	Projects						
18	Cleaning				3,000.00	432.05	2,567.95
19	Grounds maintenance				12,000.00	160.00	11,840.00
20	Christmas illuminations				9,800.00	1,990.85	7,809.15
21	Repairs and renewals				20,000.00	150.27	19,849.73
22	Waste collection				1,700.00		1,700.00
23	Water charges				2,000.00		2,000.00
					<b>70,500.00</b>	<b>£10,182.78</b>	<b>60,317.22</b>

#### Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments						

#### Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants				3,000.00		3,000.00
35	Donations				3,000.00		3,000.00
36	Cittaslow				2,000.00		2,000.00
					<b>8,000.00</b>		<b>8,000.00</b>

#### Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses						
25	Civic costs				2,300.00	889.60	1,410.40
26	Civic events				3,600.00		3,600.00
27	Mayor's allowance						
28	Remuneration				2,000.00		2,000.00
29	Member Training				2,000.00		2,000.00
30	Member allowances						
					<b>9,900.00</b>	<b>£889.60</b>	<b>9,010.40</b>

#### Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity				12,000.00	657.02	11,342.98
32	Gas				16,000.00	167.34	15,832.66
					<b>28,000.00</b>	<b>£824.36</b>	<b>27,175.64</b>

# Llangollen Town Council

## Net Position by Cost Centre and Code

### Cost Centre Name

Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Precept		155,677.00	51,892.00			-103,785.00
2	Interest		200.00				-200.00
3	Room hire		13,750.00	714.41			-13,035.59
4	Rents		23,100.00	5,045.34			-18,054.66
5	Grants						
6	Tenants recharges		3,000.00	225.00			-2,775.00
7	VAT refund		11,000.00	8,197.01	11,000.00		8,197.01
			<b>206,727.00</b>	<b>£66,073.76</b>	<b>11,000.00</b>		<b>-129,653.24</b>

  

Office Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
37	Office supplies				1,000.00		1,000.00
38	Telephone and broadband				1,800.00	193.90	1,606.10
39	Photocopier rental				1,100.00	259.92	840.08
40	Photocopying				1,000.00	21.92	978.08
41	Translation				1,700.00	88.21	1,611.79
47	Computer hardware						
					<b>6,600.00</b>	<b>£563.95</b>	<b>6,036.05</b>

  

Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				38,150.00	6,179.34	31,970.66
43	HR fees and charges						
44	Pension				4,500.00	800.79	3,699.21
45	Staff Training				1,600.00		1,600.00
46	HMRC				13,500.00	1,776.26	11,723.74
					<b>57,750.00</b>	<b>£8,756.39</b>	<b>48,993.61</b>

  

<b>NET TOTAL</b>			<b>206,727.00</b>	<b>£66,073.76</b>	<b>221,600.00</b>	<b>£27,000.54</b>	<b>53,946.22</b>
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# Llangollen Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/05/2023</b>		
	Cash in Hand 01/04/2023		196,030.65
	<b>ADD</b> Receipts 01/04/2023 - 31/05/2023		65,333.76
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/05/2023		261,364.41
	<b>Cash in Hand 31/05/2023</b> (per Cash Book)		29,591.39
<b>B</b>			<b>231,773.02</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Llangollen Town Council Instant Ac 30/04/2023	157,755.86	
	Llangollen Town Council Current Ac 30/04/2023	74,017.16	
			<b>231,773.02</b>
	Less unrepresented payments		
			231,773.02
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>231,773.02</b>
	<b>A = B Checks out OK</b>		



**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Reserves.  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To consider the level of reserves.

**2. Background.**

- 2.1 It is the responsibility of the Responsible Finance Officer (RFO) to advise the Town Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use. There is no statutory minimum but there are significant safeguards in place against the Town Council over committing itself financially: -
- The balanced budget requirement.
  - The year-end audit report from the Town Council's Internal Auditor
  - The External Auditors report on financial standing.
- 2.2 Llangollen Town Council, on the advice of their RFO, are required to make their own judgements on the level of reserves, considering all relevant local conditions. Local circumstances vary. A well-managed authority with a prudent approach to budgeting should operate with reserves in the Town Council's current range given its emerging service responsibilities. It is the responsibility of the RFO to ensure reserves are spent in line with their purpose. Where expenditure is planned in future accounting periods, it is prudent to build up reserves in advance.
- 2.3 The RFO has a fiduciary duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent responsible stewardship of public funds. Identifying the risks allows the Council to take account of the circumstances around current structural change due to service provision and economic circumstances. The Town Council has therefore resolved that the following reserves should be held: -
- a) A general reserve equating to between 3 and 6 months expenditure
  - b) A specific assets reserve to be strengthened each year from underspends to reduce the impact of significant expenditure in any one year on the maintenance or improvement of Town Council assets.

- 2.4 The current reserve position is as detailed below: -

General (6 months of expenditure)	£110,000.00
Assets	£32,000.00
Admin	£15,755.00
	£157,755.00

**3. 2022/2023 Year End.**

- 3.1 A surplus of £40,253 accrued during the financial year due to a number of factors including: -

Cost Centre	Value	Description
Asset Management	£16,883	Projects and illuminations savings
Community	£2,350	Cittaslow and donations savings
Cost of democracy	£12,212	Election cost and civic cost reductions
Office costs	£1,673	Cost reductions
Income	£7,135	Improved rental recovery and interest earned
Total	£40,253	

- 3.2 In addition to the yearend figures VAT to the value of £8,197 has been reclaimed which has also historically been apportioned to reserves.

#### **4. Reserves allocation.**

- 4.1 In the consideration of the allocation of surpluses to reserves the following commitments and expenditure that has been presented in this financial year that are attributed to historic costs need to be taken to account as detailed below.

Item	Value	Description
Surplus year end	£40,253	
Less		
Precept reduction.	£14,787	Use of reserves to cover inflation
Legal fees	£1,450	Late invoicing
Christmas illuminations	£1,991	Late invoicing
Payroll	£796	Late invoicing
Remuneration	£1,000	Failure to provide bank details
Tree surgery / Planters	£8,450	Commitment from AMC
Total commitments	£28,474	
Revised surplus	£11,779	
VAT refund	£8,197	
Total unattached funds	£19,976	

- 4.2 Members will also recall that in setting this year's budget the asset management project cost code was removed to facilitate more resources to cover energy costs. However, the need to upgrade the Morgue and Town Hall outbuildings continues to be a high priority and therefore the asset reserves should be increased to provide an appropriate level of reserves to cover any potential match funding requirements associated with works to the Town Hall.

- 4.3 It is proposed that the underspends and VAT refund are apportioned to cover commitments and to support the Asset's reserve as detailed below be: -

Increase to fees and charges cost code	£1,450
Increase to Christmas illuminations cost code	£1,991
Increase to payroll cost code	£796
Increase to remuneration cost code	£1,000
Increase to grounds maintenance cost code	£8,450

Transfer to Asser reserves	£7,739
Total	£21,426

4.4 The resultant reserves would therefore be: -

General (6 moths of expenditure)	£110,000
Assets	£39,739
Admin	£15,775
	£165,494

**5. Recommendations.**

- 5.1 It is recommended that the Town Council reallocates underspend and VAT refunds currently held in the current account to reserves as detailed in paragraph 4.3 of this report.

**6. Reasons for recommendations.**

- 6.1 To ensure effective governance and financial probity.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Bill payments dual authorisation.  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To move to dual authority options to complete online payment transactions.

**2.0 Background.**

- 2.1 Prior to the move to online banking all payments made by the Town Council were by cheque with the requirement that there should be at least two signatories before payment can be made. Clearly as cheques are no longer golden standard and far more payments are online via bill payment services new procedures have been required to facilitate this.
- 2.2 Financial regulation states that *“All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council”*. To facilitate this the Town Council operates the authorised payment system where once the payments have been presented to council for consideration a paper copy is signed the Town Clerk and counter signed by members. The authorised payments are then recorded in a minutes and monthly bank reconciliation is used to ensure that there are no discrepancies between those authorised payments and movement on the account.
- 2.3 Having moved to Unity Bank Limited they have a dual authority option which adds a greater level of accountability. This requires a minimum of two users, to complete a transaction. One user submits a transaction, and another user is notified by an e-mail and has to log onto the system to authorise the spending on the awaiting authorisation screen.
- 2.4 As the current position of Deputy Town Mayor has responsibility for presenting the bank reconciliation to the Town Council, and regularly has sight of bank statements, it would make sense that they also have the responsibility for the dual authority function.
- 2.5 This is a separate system to the account signatories who are currently the Town Clerk, Cllr Haddy and former Cllr Rush. As it stands therefore an additional account signature is also required to replace Cllr Rush and it would be useful if another Member act as a third signatory.

**4. Recommendation.**

- 4.1 It is recommended that the role of a dual authority is added to the Deputy Town Mayor’s responsibilities and that a new bank signatory is nominated.

**5. Reason for Recommendation.**

- 5.1 To ensure effective financial probity and governance.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Insurance.  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To be appraised of the situation that resulted in need to change the Town Council's insurance providers.

**2.0 Background.**

- 2.1 The Town Council undertook a tender exercise for insurance in 2020 and agreed to move to Business Services at CAS Ltd trading as Parish Protect in 2021 on a three-year long-term agreement which would finish on
- 2.2 Parish Protect have provided insurance solutions to Parish and Town Councils for over 20 years and they endeavoured to make sure that they provided the best value in terms of depth of policy coverage, rating competitiveness, technical, claims and administration support and security of provider. However, in early May the town clerk was contacted by a representative for Parish Protect who advised that insurance markets were going through challenging and uncertain times.
- 2.3 After over a decade of 'soft' market conditions, the insurance industry was experiencing a hardening market resulting in higher insurance premiums, less competition, less appetite for business leading to fewer providers in the market and potentially stricter underwriting criteria. A hardening market is not usually caused by one event, but a combination and COVID-19 has just been the catalyst for markets hardening very quickly, other contributing factors have been Brexit, low interest rate, climate change and Solvency II legislation.
- 2.4 Unfortunately, the Parish Council insurance market was no exception to and with very little notice, Parish Protect's scheme provider pulled out of the Council market advising they were unwilling to provide cover after our renewal date, even though a Long-Term Undertaking was in place.
- 2.5 The advisor at that time stated that Parish Protect had secured a new insurer Ansvar. However, on the 31 May, following the provision of further details to the advisor during the May, the Town clerk was advised that cover could not be provided due to the fact that Ansvar would not underwrite the Chainbridge.
- 2.6 Given that the Town Council's policy was to expire on the 1 June the Town clerk contacted the previous insurer, Zurich Municipal, to see if they would be in a position to resume cover and immediately contacted the Town Mayor to appraise him of the situation who agreed that every effort should be made to secure cover as soon as possible.
- 3. Zurich Municipal**
- 3.1 Zurich Municipal were able to provide cover backdate to the 1st of June on the proviso that payment of premium could be made as soon as possible. In setting this year's

budget provision was made for an increase in the cost code for insurance to £6000, in recognition of the volatile market conditions.

- 3.2 Zurich Municipal provided quotations and to keep within budget the Town Clerk agreed to enter a three-year Long-Term Undertaking until the 1 June 2026 at the fixed price of £5,550.33. This policy provides cover for all assets owned by the Town Council and reflects the new market valuation of the Town Hall which has been adjusted in line with market forces to £4,838,138.00.

**4. Recommendation.**

- 4.1 It is recommended that the actions of the Town Clerk to expedite insurance cover be noted and at the payment of £5,550.33 authorised by the Town Clerk in consultation with the Town Mayor to secure insurance cover from the 1st of June 2023 be endorsed.

**5. Reason for Recommendation.**

- 5.1 To ensure effective financial probity and governance.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Annual return for the year ending 31<sup>st</sup> March 2023  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To consider the internal auditors report on the annual return for the year ending 31<sup>st</sup> March 2023.

**2.0 Background.**

- 2.1 JDH Business Services Limited (JDH) have conducted the internal audit for the year ending 31<sup>st</sup> March 2023. In compliance with the 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2011), as detailed in the annexe.

- 2.2 The results of the audit are appended, with the Town Councils response to the recommendations.

**3. Auditors' conclusions.**

- 3.1 On the basis of the internal audit work conducted JDH's view is that the council's system of internal controls is in place, is adequate for the purpose intended and is effective, subject to the recommendations reported in the action plan. JDH will follow up all recommendations included in the action plan in the next financial year.

**4. Recommendation.**

- 4.1 It is recommended that the internal auditors report be accepted and given that the actions have been implemented that the Town Mayor be authorised to sign the Annual Return for submission to the external auditors.

**5. Reason for Recommendation.**

- 5.1 To ensure effective governance and financial probity.

## Appendix

### INTERNAL AUDIT REPORT LLANGOLLEN TOWN COUNCIL – 2022/2023

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year.
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for.
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks.
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate.
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved, and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee.

## Conclusion

Based on the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited 09/06/2023**

## ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The Council switched bank accounts during the year and bank transfers amounting to £8500 were	<i>Clarification should be sought from external audit as to how the £8,500 should be treated</i>	<b>Town Council to seek clarification when submitting Audit.</b>



	<p>made in error by HSBC following closure of the account. This amount was repaid to HSBC when the error was identified. This has been included within the accounts as both receipts and payments.</p> <p>We have not seen verification that the balance on the two HSBC bank accounts was nil and the accounts have been closed other than the transfer of balances into the new accounts.</p>	<p><i>as they may require it is removed from both receipts and payments.</i></p> <p><i>Verification should be obtained from HSBC showing the balance on closure of the accounts.</i></p>	<p><b>Town Clerk will contact HSBC.</b></p>
2	<p>Staff costs on the annual return is incorrect as it includes training costs and does not agree to the salary codes within the ledger.</p> <p>The total staff costs within the ledger excluding training costs = £51,867.</p>	<p><i>The annual return should be amended as follows:</i>  <b>Staff costs = 51,867</b>  <b>Total other payments = 121,720</b></p>	<p><b>Annual return has been amended</b></p>
3	<p>The 2021/22 balances stated on the annual return provided for internal audit were incorrect and exact balances have been stated.</p>	<p><i>The 21/22 balances on the annual return should be amend as follows:</i>  <b>Staff costs = 48,055</b>  <b>Total other payments = 110,218</b></p> <p><i>Balances should be rounded to the nearest £ on the annual return.</i></p>	<p><b>Annual return has been amended</b></p>
4	<p>Testing of a sample of payments identified the following:</p> <ul style="list-style-type: none"> <li>• A donation to the Llangollen International Eisteddfod for £3400 was not</li> </ul>	<p><i>The Council should request receipts for donations/grants.</i></p>	<p><b>Receipt will be requested.</b></p>

	<p>supported by a letter of receipt.</p> <ul style="list-style-type: none"> <li>A payment to ACS Technology for £4,200 on 14/4/22 was not authorised by two signatories BEFORE online banking payment was made (approval was on 19/4/22)</li> <li>We have not seen authorisation by two signatories for a payment of £5000 to ACS Technology on 10/05/22.</li> </ul>	<p><i>Two signatory approval BEFORE payment by bank transfer should be obtained. When signatures cannot be obtained, emailed authorisation should be obtained,</i></p>	<p><b>Emailed authorisation will be obtained,</b></p>
5	<p>The risk assessment does not address the risks of supplier (procurement) fraud.</p>	<p><i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i></p>	<p><b>The risk assessment will be updated and presented to Town Council</b></p>
<p><b>Follow up of 2021/22 internal audit recommendations.</b></p>			
1	<p>The bank reconciliation provided for internal audit is correct however does not agree to the SCRIBE reports or the annual return due to the following:</p> <ul style="list-style-type: none"> <li>The bank balances within the SCRIBE accounting ledger differ from the actual bank statements due to a mis-posting of deposit account</li> </ul>	<p><i>An adjustment should be posted to SCRIBE to ensure the interest is allocated correctly and the correct balances are carried forward for each bank account.</i></p> <p><i>An adjustment should be posted to SCRIBE to remove the duplicate entries, the annual return should be adjusted as follows:</i>  <b>Total other receipts £40,602</b>  <b>Balances carried forward £150,101</b></p>	<p><i>The annual return was updated during the internal audit.</i></p>

	<p>interest to the current account.</p> <ul style="list-style-type: none"> <li>The reconciling item in the SCRIBE bank balance of £577.50 outstanding receipts is incorrect as the invoices they relate to were paid during 2021/22 (invoices 3,4 and 8). Receipts 64,65 and 66 are duplicate entries posted on 31/3/22 and are therefore not outstanding receipts.</li> </ul>		
2	<p>Staff costs on the annual return is incorrect as it includes training costs and does not agree to the salary codes within the ledger.</p> <p>The total staff costs within the ledger excluding training costs = £48,055.</p>	<p><i>The annual return should be amended as follows:</i></p> <p><b>Staff costs = 48,055</b></p> <p><b>Total other payments = 110,218</b></p>	<p><i>The annual return was updated during the internal audit.</i></p>
4	<p>Our testing of a sample of payments identified a donation of £500 to the foodbank that was not supported by a letter of receipt/ email. The payment was made by bank transfer.</p>	<p><i>The Council should request receipts for donations/grants.</i></p>	<p><b>Outstanding</b></p>

# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2023

### Accounting statements 2022-23 for:

Name of body: LLANGOLLEN TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	124,432	150,101	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	144,795	149,900	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	40,602	69,617	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	48,055	51,867	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	1,455	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	110,218	121,720	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	150,101	196,031	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	150,101	196,031	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	150101	196,031	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	353087	355772	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes <input type="radio"/>	No <input type="radio"/>	N/A <input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. 3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £0.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
<b>RFO signature:</b> 	<b>Minute ref:</b>
<b>Name:</b> John Gareth Thomas	<b>Chair of meeting signature:</b>
<b>Date:</b> 19.06.2023	<b>Name:</b> Cllr Paul Keddie
	<b>Date:</b> 19.06.2023

## Annual internal audit report to:

Name of body: LLANGOLLEN TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* Except for issue 4 in internal audit report.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No petty cash
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* Except for issue 1 in internal audit report.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* Subject to issue 4 in internal audit report.
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

**For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 09.06.2023.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

**Name of person who carried out the internal audit:** JDH Business Services Ltd.

**Signature of person who carried out the internal audit:** JDH Business Services Ltd

**Date:** 09.06.2023



**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Standing orders.  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To consider adopting new standing or new model standing orders provided by One Voice Wales.

**2.0 Background.**

- 2.1 The Town Council have previously adopted standing orders prepared by 1 voice Wales as they are reflective of the current legal position facing the sector and widely used by other city town and community councils in Wales Councils in membership of One Voice Wales who have permission to edit and use the model standing orders in this publication for their governance purposes.

**3. Standing orders.**

- 3.1 The Model Standing Orders 2023 (Wales) appended, have been amended to reflect the operational aspects of the Town Council as was the case with the previous versions that are contained within the Constitution.

**4. Recommendation.**

- 4.1 It is recommended that The town council adopts the new standing orders and that they become part of the town council's constitution..

**5. Reason for Recommendation.**

- 5.1 To ensure probity and effective governance.

# **LLANGOLLEN TOWN COUNCIL**



## **STANDING ORDERS**

**Approved at the Annual Meeting of the Town Council held on the.**

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## INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

## **How to use model standing orders**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

## **Drafting notes**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting

shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **3. MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Notices of meetings
  - i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
  - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
  - iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
  - iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

- b Multi-location meetings
  - i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
  - ii. The minimum requirement is that members are able to hear and be heard by

others.

#### Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed 15 minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than 3 minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h [A person shall stand when requesting to speak other than in the case of a person attending from another location and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person



wants to speak, the chair of the meeting shall direct the order of speaking.

- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors

with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.*

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- v A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms

of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council if there is one, unless they resign or become**

**disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**

  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of the eligibility criteria for the use of the general power of competence
  - xi. Review and adoption of the council's annual report
  - xii. Review and adoption of the council's training plan
  - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xiv. Review of representation on or work with external bodies and arrangements for reporting back;

- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such date will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not**

**disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**
- **The names of the members who attended the meeting, and any apologies for absence;**
  - **Any declarations of interest; and**
  - **Any decisions taken at the meeting, including the outcomes of any votes.**
  - **The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.**

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(s).*



- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the [County Borough] OR [County Council] as soon as possible before the meeting that the dispensation is required for.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
  - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
  - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**
    - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
    - b) If a member wants to receive the summons in writing rather than

electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order 3(b)(a) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

*See also standing order 23;*

- xiii. arrange or manage the prompt authorisation, approval, and instruction

regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
*See also standing order 23.*

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date

for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Llangollen Town Council or the Human Resources Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Human Resources Committee or, if they are not available, the vice-chair (if there is one) of Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to Human Resources Committee at its next meeting.
- c The chair of Human Resources Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Human Resources Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Human Resources Committee or in their absence, the vice-chair Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources

Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of Human Resources Committee, this shall be communicated to another member of Human Resources Committee, which shall be reported back and progressed by resolution of Human Resources Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

## **24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillors representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Schedule of meetings.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider approving the attach schedule the meetings.

**2.0 Background.**

2.1 Members considered a schedule of meetings at the Annual Meeting and agreed that this should be looked at again with a view to spreading the workload of committees over a longer period of time rather than grouping them in one particular month.

2.2 The Town Clerk has therefore prepared a revised schedule meetings as detailed below.

<b>SCHEDULE OF MEETINGS 2023/24 MUNICIPAL YEAR</b>			
<b>Date</b>	<b>Meeting</b>	<b>Time</b>	<b>Location</b>
16 May 2023	Annual Meeting	6.00 pm	Chamber (hybrid)
16 May 2023	Town Council on rising of Annual Meeting	-	Chamber (hybrid)
23 May 2023	Human Resources Committee	6.00 pm	Chamber (hybrid)
24 May 2023	Climate, Ecology and Cittaslow Committee	6.00 pm	Chamber (hybrid)
25 May 2023	Asset Management Committee	6.00 pm	Chamber (hybrid)
13 June 2023	Town Council	6.00 pm	Chamber (hybrid)
20 June 2023	Town Council	6.00 pm	Chamber (hybrid)
27 June 2023	Human Resources Committee	6.00 pm	Hybrid only
11 July 2023	Climate, Ecology and Cittaslow Committee	6.00 pm	Chamber (hybrid)
18 July 2023	Town Council	6.00 pm	Chamber (hybrid)
27 July 2023	Asset Management Committee	6.00 pm	Chamber (hybrid)

**AUGUST RECESS**

12 September 2023	Human Resources Committee	6.00 pm	Hybrid only
26 September 2023	Town Council	6.00 pm	Chamber (hybrid)
10 October 2023	Climate, Ecology and Cittaslow Committee	6.00 pm	Chamber (hybrid)
17 October 2023	Town Council	6.00 pm	Chamber (hybrid)
17 November 2023	Asset Management Committee	6.00 pm	Chamber (hybrid)
21 November 2023	Town Council	6.00 pm	Chamber (hybrid)
12 December 2023	Human Resources Committee	6.00 pm	Hybrid only
19 December 2023	Town Council	6.00 pm	Chamber (hybrid)
09 January 2023	Climate, Ecology and Cittaslow Committee	6.00 pm	Chamber (hybrid)
16 January 2024	Town Council	6.00 pm	Chamber (hybrid)
13 February 2024	Asset Management Committee	6.00 pm	Chamber (hybrid)



20 February 2024	Town Council	6.00 pm	Chamber (hybrid)
12 March 2023	Human Resources Committee	6.00 pm	Hybrid only
19 March 2024	Town Council	6.00 pm	Chamber (hybrid)
09 April 2024	Climate, Ecology and Cittaslow Committee	6.00 pm	Chamber (hybrid)
23 April 2024	Town Council	6.00 pm	Chamber (hybrid)
14 May 2024	Asset Management Committee	6.00 pm	Chamber (hybrid)
Schedule excludes Task and Finish Groups and Extraordinary Meetings.			

**4. Recommendation.**

- 4.1 It is recommended that the Town Council approve the schedule the meetings and that it be posted on the Town Council's website.

**5. Reason for Recommendation.**

- 5.1 To ensure probity and effective governance.

# Have your say: Should we raise council tax on long-term empty homes and second homes in Denbighshire?

We are proposing increases to the domestic council tax premium for long-term empty and second homes in Denbighshire.

This proposal follows the introduction of new powers granted by Welsh Government, allowing local authorities in Wales to charge up to 300% over the standard charge.

The current charge for long-term empty homes and second homes in Denbighshire is 50% over the standard charge. We are proposing to increase this to:

1. From 1st April 2024: all long-term empty homes and second homes in Denbighshire will be charged 100% over the standard charge
2. From 1st April 2025: all long-term empty homes and second homes in Denbighshire will be charged 150% over the standard charge
3. From 1st April 2024: all long-term empty homes which have been empty for a continuous period of 5 years or longer will be charged an additional 50% over the proposed increases. This means the charge for these properties will be 150% over the standard charge from 1st April 2024, and 200% over the standard charge from 1st April 2025.

By increasing the council tax charges on long-term empty homes and second homes, we hope that homeowners will be encouraged not to leave their properties empty.

We would like to encourage homeowners to bring long term empty and second homes back into use for the benefit of the local community and economy.

## How to respond to this consultation

To respond to this consultation, please complete the attached consultation questions. You will need to provide your name and contact details. These will be used by Denbighshire County Council only for the purposes of verifying consultation responses. If you wish to receive a copy of the consultation report when available, you will have the opportunity to opt-in to this at the end of the consultation survey. For more information on how Denbighshire County Council handles your personal data, please visit the Council's website:

[www.denbighshire.gov.uk/privacy](http://www.denbighshire.gov.uk/privacy)

**You will then need to return your response in one of the following ways:**

1. Take it to any Denbighshire County Council Library and One Stop Shop
2. Post it to:  
Revenues Services, Denbighshire County Council, Russell House, Churton Road, Rhyl,  
LL18 3DP

**The closing deadline for all responses is Wednesday 21<sup>st</sup> June 2023**

## Which of the following apply to you?

### Definitions to help you answer this question:

- A long-term empty home is a dwelling (a domestic property designed to be lived in) that remains unoccupied and substantially unfurnished for a continuous period of at least 1 year.
- **A second home** is a dwelling (a domestic property designed to be lived in) that is a substantially furnished property and not a person's sole or main residence

*Please tick all that apply*

- |  |   |
|--|---|
| <input type="checkbox"/> I live in Denbighshire                | <input type="checkbox"/> I own a long-term empty home in Denbighshire                       |
| <input type="checkbox"/> I own a second home in Denbighshire   | <input type="checkbox"/> I own or work for a business in Denbighshire                       |
| <input type="checkbox"/> I am a Denbighshire County Councillor | <input type="checkbox"/> I am a member of a Town, City or Community Council in Denbighshire |
| <input type="checkbox"/> Other (please tell us)                |   |

There are currently 697 long-term empty homes in Denbighshire.

- To raise the premium to 100% over the standard charge from 1st April 2024
- To raise the premium to 150% over the standard charge from 1st April 2025

- To raise the premium to 150% over the standard charge from 1st April 2024
- To raise the premium to 200% over the standard charge from 1st April 2025

[illegible]

**Please tell us to what extent you agree or disagree with our proposals for second homes in Denbighshire:**

A second home is a dwelling (a domestic property designed to be lived in) that is a substantially furnished property and not a person’s sole or main residence.

There are currently 391 second homes in Denbighshire.

**For second homes, we are proposing:**

- To raise the premium to 100% over the standard charge from 1st April 2024
- To raise the premium to 150% over the standard charge from 1st April 2025

*Please tick one option only in each row*

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I am not sure / I don't have an opinion
To raise council tax to 100% from 1st April 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To raise council tax to 150% from 1st April 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**What impact do you think that an additional council tax premium on long-term empty homes and second homes could have on the supply of affordable housing in Denbighshire?**

Affordable homes are properties which cost no more to rent or buy than 80% of the average market rent or sale value

*Please tick one option only*

☐  
No impact on the supply of affordable housing

☐  
A decrease in supply of affordable housing

☐  
An increase in the supply of affordable housing

☐  
I'm not sure / I don't have an opinion

**What impact do you think that an additional council tax premium on long-term empty homes and second homes could have on the supply of property available for private rent in Denbighshire?**

*Please tick one option only*

☐  
No impact on the  
supply of rental  
housing

☐  
An increase in the  
supply of rental  
housing

☐  
A decrease in the  
supply of rental  
housing

☐  
I'm not sure / I don't  
have an opinion

---

**What impact do you think that an additional council tax premium on long-term empty homes and second homes could have on house prices in Denbighshire?**

**Note:** by 'house prices' we mean the purchase price of freehold properties available to purchase on the open housing market, either via estate agents or via private sale.

*Please tick one option only*

☐  
No impact on house  
prices

☐  
An increase in house  
prices

☐  
A decrease in house  
prices

☐  
I am not sure / I don't  
have an opinion

---

**Do you think that an additional council tax premium on long-term empty homes and second homes could have an impact on the tourism industry in Denbighshire?**

**This could include:**

- People visiting places or attractions in Denbighshire for day visits
- People visiting shops and retail outlets in Denbighshire
- People staying in Denbighshire overnight in serviced accommodation such as hotels or bed and breakfast, self-catering properties, and caravan/camp sites

*Please tick one option only*

☐  
Yes

☐  
No

☐  
I'm not sure / I don't have an  
opinion

**Would you like to give any reasons for your answer(s) to this question?**

**To what extent do you agree or disagree with the following statements about the impact a council tax premium on long-term empty homes could have on the Welsh language and Welsh culture?**

**Yr iaith Cymraeg** (the Welsh language) is a language spoken natively in many parts of Wales. As of the 2021 census, approximately 22.5% of the population of Denbighshire (slightly more than 1 in 5 people) can speak it.

Yr iaith Cymraeg has official status in Wales and is protected by the Welsh Language Measure 2011 and the Welsh Language Standards 2016.

**Diwylliant Cymru (Welsh culture) includes:**

- Yr iaith Cymraeg (the Welsh language)
- Welsh / Welshness as a national identity
- National symbols such as y ddraig goch (the red dragon), daffodils and leeks
- Music and the arts, including the harp (the national instrument of Wales) and cultural events like the Eisteddfod Genedlaethol (National Eisteddfod) and Eisteddfod yr Urdd (the Youth Eisteddfod). Locally in Denbighshire we also have the Llangollen International Musical Eisteddfod (LIME)

*Please tick one option only in each row*

[illegible]

## **Would you like to make any comments to support your responses?**

### **House rules for comments**

You are entitled to be as positive or as critical as you wish in making comments or observations as part of this consultation, however we politely request that your responses are civil and respectful.

Council staff and other individuals or organisations working on a future approach to council tax premiums in Denbighshire have a right to carry out their work free from abuse or fear of harm.

We will not consider any comments which:

- are unlawful, defamatory or libellous, abusive, threatening, harmful, racist, homophobic, transphobic or otherwise discriminatory
- bully, harass or intimidate any individual or organisation (either within or separate to Denbighshire County Council)
- use foul language

Any comments you make which fall foul of these guidelines will result in your entire response being removed from this consultation (including your answers to multiple-choice questions).

*You can continue on a separate sheet of paper if necessary:*



## Your contact details

To complete this consultation, we require you to provide your contact details. You can also choose to stay in touch if you would like to receive a copy of the consultation report when it is available.

### Privacy Statement

Denbighshire County Council will only use your personal details for the purposes of verifying responses and mapping respondent interest. Any data you do provide will be anonymised before being inserted into any final consultation reports.

If you would like to be informed of the outcome of the consultation, Denbighshire County Council will also use your contact details for this purpose.

For more information on how Denbighshire County Council handles your personal data, please visit our website:

[www.denbighshire.gov.uk/privacy](http://www.denbighshire.gov.uk/privacy)

**What is your name?**

**What is your address?**

  
  

**Would you like to stay in touch?**

If you would like to be informed of the outcome of this consultation, you can opt in to receive a copy of the consultation report (when available) and any further updates relating to this topic.

*Please tick one option only*

☐  
Yes

☐  
No

**If you would like to stay in touch, how would you like to be contacted?**

<input type="checkbox"/>	Please write to me at the above address	
<input type="checkbox"/>	Please email me, my email address is:	<input type="text"/>
<input type="checkbox"/>	An alternative means of contact:	<input type="text"/>

**What is your preferred language?**

*Please tick one option only*

☐  
Cymraeg (Welsh)

☐  
English

☐  
Another language (please tell us)

## Thank you. You have completed the main part of the survey.

We would be very grateful if you could also take the time to tell us a bit about yourself by answering some standard equality monitoring data.

This helps us to ensure that we are reaching as many of our diverse communities in Denbighshire as we possibly can as we continue to develop our future Corporate Plan.

If you do not wish to complete these questions, you can leave the rest of the survey blank.

### What is your ethnic group? Please choose one option that best describes your ethnic background

*Please tick one option only*

- |  |   |
|--|---|
| <input type="checkbox"/> White                           | <input type="checkbox"/> Gypsy or Irish Traveller     |
| <input type="checkbox"/> Mixed - White / Black Caribbean | <input type="checkbox"/> Mixed - White Caribbean      |
| <input type="checkbox"/> Mixed - White / Black African   | <input type="checkbox"/> Mixed - any other background |
| <input type="checkbox"/> Black - Caribbean               | <input type="checkbox"/> Black - African              |
| <input type="checkbox"/> Black - any other background    | <input type="checkbox"/> Asian - Indian               |
| <input type="checkbox"/> Asian - Bangladeshi             | <input type="checkbox"/> Asian - Pakistani            |
| <input type="checkbox"/> Asian - Chinese                 | <input type="checkbox"/> Asian - any other background |
|  | <input type="checkbox"/> Prefer not to say            |

☐ Any other ethnicity

---

### How would you describe your national identity?

*Please tick one option only*

- |   |  |
|---|--|
| <input type="checkbox"/> Welsh          | <input type="checkbox"/> British           |
| <input type="checkbox"/> English        | <input type="checkbox"/> Irish             |
| <input type="checkbox"/> Northern Irish | <input type="checkbox"/> Scottish          |
|   | <input type="checkbox"/> Prefer not to say |

☐ Other (please specify)

**Denbighshire County Council:** consultation on council tax for long-term empty homes and second homes in Denbighshire

**How would you best describe yourself?**

*Please tick one option only*

☐  
Man

☐  
Woman

☐  
I think of myself in another way  
(please tell us)

☐  
Prefer not to say

---

**Which of the following best describes your sexual orientation?**

*Please tick one option only*

☐  
Heterosexual /  
Straight

☐  
Gay man

☐  
Gay woman /  
lesbian

☐  
Bisexual

☐  
Prefer not to say

☐ Other (please tell us)

---

**Are you married or in a same-sex civil partnership?**

*Please tick one option only*

☐  
Yes

☐  
No

☐  
Prefer not to say

---

**Please tell us your age**

*Please tick one option only*

- ☐ 0-15 years
- ☐ 25-34 years
- ☐ 45-54 years
- ☐ 65-74 years

- ☐ 16-24 years
- ☐ 35-44 years
- ☐ 55-64 years
- ☐ 75 years or above
- ☐ Prefer not to say

**Denbighshire County Council:** consultation on council tax for long-term empty homes and second homes in Denbighshire

**What is your religion or belief?**

*Please tick one option only*

- ☐ No religion
- ☐ Muslim
- ☐ Jewish
- ☐ Atheist
- ☐ Prefer not to say

- ☐ Christian
- ☐ Buddhist
- ☐ Sikh

☐ Other (please tell us)

---

**Caring**

Do you look after or help family members, friends, neighbours or other people because of:

- A long-term physical or mental health condition or disability
- Problems related to old age

*Please tick one option only*

☐  
Yes

☐  
No

☐  
Prefer not to say

---

**Disability:**

Section 6(1) of the Equality Act 2010 states that a person has a disability if:

- That person has a physical or mental impairment, and
- The impairment has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Using this definition, do you consider yourself to be disabled?**

*Please tick one option only*

☐  
Yes

☐  
No

☐  
Prefer not to say

**Denbighshire County Council:** consultation on council tax for long-term empty homes and second homes in Denbighshire

**Please select the most appropriate options below in relation to the Welsh language**

*Please tick one option only in each row*

	Extremely confident / Welsh first language	Very confident / Welsh second language	Somewhat confident / Welsh learner	Not very confident / Beginner learner	Not at all confident / Not learning	No interest	Prefer not to say
Ability to speak in Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to read in Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to write in Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the Welsh language and Welsh culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Diolch am eich amser / thank you for your time**

Your views will help us to understand what our approach should be with regards to council tax charges for long-term empty homes and second homes in Denbighshire,