

## Minutes of Extraordinary Meeting held on 23rd November 2023

**Present: Cllrs**

Allan Morgans – Chair  
Jac Armstrong – Vice chair  
\*Paul Sheldon  
Amanda Curtis  
Lyn Gibson  
Simon Grice  
Margaret Narburgh – Clerk

**Apologies:**

None

**Members of the Public:**

Tony King – part time

**Not Responded**

Cllr Huw Williams

**Members of Sub-committee**

Ann Catherall  
Sean Thomas

\* Joined the meeting by phone.

**723. Apologies**

None

**724. Meeting Open to the Public**

Nothing raised.

**725. Declarations of Interest**

Cllr Grice declared a personal interest in the Part II discussion over disputed text. Action: Clerk to forward form for completion.

**726. National Lottery Grant for Maes Ysgawen Park Improvements**

The Chair thanked members of the sub-committee for their considerable efforts in securing a People and Places Grant of £20,288 to pay for the professional fees associated with improving Maes Ysgawen park.

The Chair stated that he had studied both the offer and the terms and conditions attached to it. He felt it 'fair and reasonable' and was in favour of accepting it subject to clarification of point 1.23 - producing all materials in Welsh and English. The Clerk stated this had been queried with the Funding Officer before the application was submitted when considering translation cost and it was said then that this only applied to materials in the public domain but she would ask again.

The Clerk stated that she too had studied the offer and terms and conditions and went through her understanding of the key elements. The only condition the Council cannot comply with is 1.17 because it does not have a Whistleblowing policy and procedures in place. Cllr Armstong stated that such a policy only applied to employees and was not sure if it was necessary given the Council only has one part time employee. He suggested asking One Voice Wales if they had a template that could be adapted. Action: Clerk to make enquires and prepare draft policy for consideration at the January meeting.

Cllr Gibson thought it was a good offer and should be accepted.

The Chair asked Councillors to consider the large amount of time needed to deliver such a large undertaking and asked them to help where possible.

Cllr Armstrong agreed the grant should be accepted and that work should start immediately.

Cllr Sheldon agreed it should be accepted as it was an opportunity to incorporate repair works into the plans.

Cllr Grice asked if the money could only be used for professional fees and the Clerk confirmed that this was correct. He agreed to accepting the grant and reiterated to everyone in attendance that there is period of up to 6 months from the date of acceptance to draw down the initial funds from the National Lottery Grant to start the project.

Cllr Curtis, Mrs Catherall and Mr Thomas all agreed that the grant should be accepted.

## CYNGOR CYMUNED – LLANFERRES - COMMUNITY COUNCIL

The Clerk suggested the Council may want to review the four quotes received from Landscape Architects and confirm which one should be appointed. Cllr Armstrong pointed out that the Council had already passed a motion on who to appoint if the grant application was successful and so this cannot be done again. The Clerk confirmed it was agreed who should be appointed during the extraordinary meeting held on 2<sup>nd</sup> August 2023.

The Chair queried if a Model Form Contract needed to be signed. The Clerk responded that quotes were valid until the end of March 2024 and had been presented using the RIBA (Royal Institute of British Architects) Plan of Work stages 1 to 4 and that the Council would probably need to enter into an agreement with the chosen architect. In the first instance, she would ring them to confirm that they can still undertake the work and if so, send a formal letter accepting their quote and then arrange a meeting to discuss the terms of engagement.

The Chair stated that non-councillor members of the sub-committee with no voting rights could vote on this matter as it involved council land.

Cllr Morgans proposed accepting the National Lottery grant offer of £20,288 subject to clarification of points 1.17 (whistleblowing policy) and 1.23 (dual language). Cllr Armstrong seconded and Cllrs Curtis, Sheldon, Grice and Gibson and Mrs Catherall and Mr Thomas voted in favour. There were no votes against or abstentions and the motion was carried. Action: Clerk to start the process of acceptance ASAP.

The Clerk stated that Councillors also needed to consider the £5,000 grant offer from Denbighshire CC's Sustainable Development fund which would cover the cost of a tree surgeons fees to undertake the work needed in Maes Ysgawen park. The quotes received to date were around £3,500 and one of the contractors had pointed out there may be bats roosting in one of the dead trees. She suggested contacting DCC's bat officer and accepting the whole amount as this would provide money to rehome the bats if needed and subject to the funding officer agreement. The funding officer's recent email stated that the SDF year end is December 2023 and that the grant would need to be accepted and paid to the Council before then.

Cllr Armstrong proposed accepting the SDF's grant offer of £5,000. Cllr Curtis seconded and Cllrs Sheldon, Grice, Gibson and Morgans and Mrs Catherall and Mr Thomas voted in favour. There were no votes against or abstentions and the motion was carried. Action: Clerk to start the process of acceptance ASAP

Cllr Morgan proposed closing the meeting and moving to Part II, Cllr Gibson seconded and members of the public and sub-committee left. The meeting was closed at 20.14 pm.

### **727. Part II**

Councillors considered the disputed text in the minutes of the meeting held on 12<sup>th</sup> October 2023 at length and agreed a course of action.

Cllr Morgan proposed closing the meeting, Cllr Curtis seconded the motion and Cllrs Armstrong, Sheldon, Gibson and Grice voted in favour. The meeting was closed at 21.00 pm.

**The next General Meeting of the Council will be held on Thursday 18<sup>th</sup> January 2024 at 7.30 pm by TEAMS video conferencing**