

RHYL NEIGHBOURHOOD BOARD

Terms of Reference

1. INTRODUCTION

In March 2025, the UK Government launched its ‘Plan for Neighbourhoods’ as part of its plan to ensure that nowhere is left behind. It is designed to help revitalise local areas and fight deprivation at root cause by zeroing in on 3 goals: thriving places, stronger communities, and taking back control. Rhyl is one of 75 places to receive a long-term, flexible funding pot of up to £20 million of funding and support over the next 10 years

Funding will be released to be invested over a 10-year period and will be split 25% revenue, 75% capital.

In establishing how this funding is to be invested, the UK Government is taking a distinct approach by requiring the establishment of Neighbourhood Boards as new decision-making bodies. These are to bring together residents, business and community leaders to devise and agree a shared vision for the future and to develop entrepreneurial, creative and forward-looking initiatives for each town. By devolving investment decisions to the town level, the Government also seeks the development of the capacity of local places to deliver positive change.

These Terms of Reference are informed by guidance produced by the Ministry of Housing, Communities and Local Government in March 2025.

2. THE ROLE OF THE TOWN DEAL BOARD

The Plan for Neighbourhoods has at its core a partnership between the Neighbourhood Board and local government, supported by the UK Government. This partnership will drive growth by improving the physical and social infrastructure of Rhyl and deliver tangible improvements to the everyday lives of its communities.

The Rhyl Neighbourhood Board, (“The Board”) working with the local authority, is responsible for producing a 10-year Regeneration Plan for Rhyl, setting out the activity that will be pursued to achieve the 3 strategic objectives of this programme:

- Thriving places
- Stronger communities
- Taking back control

In consultation with Rhyl’s community, the board will generate a vision for the future of Rhyl and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams.

The plan should outline the community's overarching vision for change over the next decade to deliver the strategic objectives of the programme, developed through grassroots engagement to reflect local people's priorities.

As part of the Regeneration Plan, boards will need to provide a more detailed investment plan for the first 4-year investment period cycle, which will include the interventions the board would like to pursue over the period and how that activity delivers across the 3 strategic objectives of the programme.

In addition the Board will consider how their Regeneration Plan interplays with the objectives of the Welsh Government's Programme for Government, The Well-being of Future Generations, the Transforming Towns programme the Future Wales planning framework, and other relevant programmes and strategies

The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles).
- Developing and agreeing an evidence-based, community led Regeneration Plan including a 4 year Investment Plan and a 10 year vision.
- Establishing a clear programme of interventions.
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- All documents, publicity and events will be available in Welsh under the Well-Being of Future Generations Act and the Welsh Language Act.
- Coordinating resources and engaging stakeholders.
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development.
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases.
- Overseeing each step of agreeing a Regeneration Plan for Rhyl, and overseeing compliance with the Heads of Terms Agreement with UK government.
- Ensure compliance with UK Government's Assurance Requirements
- Develop and monitor a clear Communications, Engagement and Consultation Plan.
- Provide a scrutiny role for the performance monitoring & evaluation of the interventions and overall Programme.

The geographic area that the Board represents is the Rhyl town boundary and is shown on the map at Appendix A.

The Board is not a legal entity, and its role is advisory. Its purpose is to work with Denbighshire County Council, as accountable body for the funding, to deliver a successful Regeneration Plan for the Town which sets out a clear focus of Rhyl's assets, opportunities and challenges. It will be instrumental in considering the quality of each intervention and project, ensuring compliance with UK Government's guidance around pre-determined projects and as appropriate the development of business cases in order to secure access to Plan for Neighbourhoods funding and demonstrate robust and well developed projects.

3. BOARD MEMBERSHIP

The Board is made up of the following members (June 2025), comprising:

Member	Organisation/representative	Category
Craig Sparrow	Clwyd Alyn	Chair/ Community Partner
Cllr Barry Mellor	Local Authority	Compulsory Board Member
Cllr Jason McClellan	Local Authority	Compulsory Board Member
Gill German	MP	Compulsory Board Member
Wayne Jones	Deputy PCC	Compulsory Board Member
Lee Boycott	Superintendent, North Wales Police	Compulsory Board Member
Wesley Williams	Chief Inspector, Denbighshire, North Wales Police	Compulsory Board Member
Gareth Davies	Senedd Member	Requested Member
Chris Ruane	DVSC Chair/ Board Member and Rhyl Resident	Community Partner
Dr Jane Moore	Executive Director of Public Health, Betsi Cadwaladr University Health Board	Community Partner
Sue Nash	White Rose Centre	Local Business/Social Enterprise
Nadeem Ahmed	Manager of Jean Emporium	Local Business/Social Enterprise
Jim Jones	North Wales Tourism Manager	Cultural, Arts, Heritage and Sporting Organisation
Gareth Matthews	Itec Training Solutions	Public Agency/Anchor Institution

Organisations on the Board will appoint nominated representatives and may send substitutes to individual meetings.

The Board will have the power at any time to invite further members if the Board considers it necessary. In the absence of the Chair at any meeting, the Vice Chair will chair the meeting.

A Board member shall cease to be a member in the event of:

- Such member giving written notice to the Board of their resignation, to take effect on receipt by the Board of the notice of resignation or, if later, the date stated in the notice.
- Such member's death or, being a corporation, its winding up.
- Such member's bankruptcy, making any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution, or administration or anything analogous to any of the foregoing occurring in relation to a member
- Such member ceasing to have an office or other base within Rhyl or ceasing to be employed or Trustee by such organisation as entitles them to be a member.

It is expected that the board members are acting a representative of the wider sector of each category within which they fall.

All Board members must retire every four years but can be re-appointed by their nominating body or representative sector at the end of each four-year period. Members shall be eligible for reappointment for a further period of three years with a maximum of six years being served.

Membership may be reviewed in order to respond to the development of programmes/projects. Decisions on Board membership will be taken by the Board itself by a majority vote.

Denbighshire County Council will provide administrative support to the Board subject to the availability of resources.

(i) Subgroups

It is expected that the board members will set up (where required) a wider sub group to ensure broader views of each category are sought and fed into the Board meetings.

4. BOARD MEETINGS

- The Board will meet at least 4 times per year, or more often as required. It is likely that in the lead up to the submission of the Regeneration Plan, monthly meetings may be required.
- No business shall be transacted at any Board meeting unless a quorum is present (see Section 5).
- Board meetings will not be public meetings.
- The Board will provide Denbighshire County Council with copies of the agenda, minutes of board meetings and reports that are open to public inspection at least

5 clear working days before each board meeting. Denbighshire County Council will publish on its website copies of

- Members should register any conflict of interest at each meeting and this will be recorded in the meeting minutes and within a conflict of interest register
- Denbighshire County Council will invite Ministry of Housing, Communities and Local Government to send a representative to attend Board meetings as an observer.
- Each Board member shall have one vote and decisions will be made on a show of hands. In the event of an equality of votes, the Chair shall have a casting vote.

5. QUORUM

The quorum for meetings of the Town Board shall be one quarter (25%) of the membership with a minimum of 4, including the Independent Chair and one representative from Denbighshire County Council.

If a quorum of members of the Town Board is not present within 15 minutes of the start time of the meeting, the meeting will be adjourned to a date to be agreed with the Chair.

During a meeting, should the number of members of the Town Board fall below the number required for a quorum, the meeting shall be adjourned to a date to be agreed with the Chair.

6. BOARD MEMBERS' CONDUCT

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

No decision can be taken by the Town Board which compromises the legal/statutory responsibilities of Denbighshire County Council or brings the Council in any way into disrepute.

7. CONFLICT OF INTEREST

Denbighshire County Council will maintain a Register of Board Member Interests and a Code of Conduct.

All Board Members are required to complete a declaration of personal and financial interests within the Denbighshire area immediately on appointment and will not be permitted to take part in Board business until such document or record of interests has been submitted to Denbighshire County Council. Details of interests to be recorded are set out in Annex B.

The following provisions shall apply to all Board members:

- A Declarations and Conflicts of Interest Item shall be at the top of the Agenda for each Board meeting and will be reported within the minutes of the relevant meeting.
- In the event that there is a conflict of interest, the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting, the person concerned will not be:
 - Entitled to remain present at the meeting during discussion of that matter
 - Counted in the quorum for that part of the meeting
 - Entitled to vote on the matter
- The Independent Chair may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

8. ROLES AND RESPONSIBILITIES

(i) The Chair

The role of the Independent Chair is to:

- Lead the Board to achieve its objectives, maintain an overview of activity and champion and support partnership working in relation to the Long-Term Plan.
- Ensure that the Town Board operates in line with these Terms of Reference, associated Town Board policies and conduct the business of the Town Board accordingly.
- Ensure that decisions of the Town Board are in accordance with good governance principles.
- Sign as required, any documents as advised by the Secretariat to the Town Board.
- Monitor the range of agreed indicators to demonstrate the success of the Neighbourhood Plan and wider activities and deliverables of the area.
- Effectively chair meetings of the Board, leading it towards decisions that ensure strategic vision and key objectives of the Board are delivered.
- Exert a casting vote in Board decisions if circumstances so require.
- Be an advocate for Rhyl on behalf of the board and the wider community

The Chair may appoint a Vice Chair who in their absence will assume the responsibilities. If the Chair resigns during the year, the Vice Chair will become the Interim Chair and an interim Vice Chair will be nominated by the Board until the formal elections are held.

(ii) Board Members

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Board members should take into account the views of other stakeholders and the community, because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Council.
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its' agencies.
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its' agencies.
- Actively develop an effective partnership.
- Contribute knowledge and expertise to the development and delivery of the interventions within the Plan for Neighbourhood Vision.
- Formally represent the Board in meetings with other bodies and partner organisations as required.
- Be an advocate for Rhyl on behalf of the board and wider community

- It is expected that the board members will set up (where required) a wider sub group to ensure broader views of each category are sought and fed into the Board meetings.

9. COMMUNICATION PROTOCOLS AND CONFIDENTIALITY

Members of the Town Board will be required to maintain confidentiality of all matters discussed at Board meetings and follow agreed communication protocols at all times. This will ensure open and transparent discussions can take place and mitigates the risk of premature or out of context announcements being made.

The Chair, in discussion with Denbighshire County Council will agree all formal communications including approval of meeting notes, press releases and social media communications.

10. EMERGENCY POWERS

The Chair, in consultation with Denbighshire County Council, may exercise appropriate decisions/approvals where timescales do not allow a meeting to take place and in accordance with the Denbighshire County Councils operating procedures. Any exercise of this emergency power is to be recorded comprehensively in writing and reported to the next meeting of that body. Emergency powers will not relate to the awarding of grants but may be applied to changes within approved projects and reporting requirements to the UK Government.

11. ALTERATIONS TO THE TERMS OF REFERENCE

The Terms of Reference will go under review every three years, in line with the 3 year investment plan. The Terms of Reference may be amended by a two-thirds majority vote cast by the Town Board. No amendment is valid if it would make a fundamental change to the objectives and responsibilities of The Board.

12. DISSOLUTION OF THE BOARD

The Town Board will cease at the end of the Neighbourhood Plan period, however there will be the ability for the board to evolve if there is desire to continue under a similar guise.

