

Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

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NOTE: The following meeting will be held remotely. If members of the public wish to observe they should email the Clerk town.clerk@holywell.wales for further guidance.

To: All Members of the Council

13th January 2022

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in **remotely** on **Tuesday 18th January 2022 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

Members are reminded that they must declare the existence and nature of their declared personal interests.

3. SPEAKER/PUBLIC MEETING – NORTH WALES POLICE

PC Phil Davies, North Wales Police, will attend the meeting to update members on local policing matters and answer any questions. Members to also consider requesting the Police call a public meeting, regarding the anti-social behaviour issues in the town.

4. MAYOR'S REMARKS

5. PUBLIC SPEAKING

6. MINUTES & MEETINGS

6.1. To receive and confirm as a correct record the attached minutes of the following meetings:

- Holywell Town Council held on Tuesday 21st December 2021.

6.2. Meetings of Committees

To consider and ratify the resolutions of any Committee meetings held where these are not delegated, and any matters arising.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held remotely on Tuesday, 21st December 2021 at 6.00pm.

PRESENT: Councillor E.B. Palmer (Mayor).

Councillors: K. Davies, S. Delaney, R. Dolphin, P.A. Johnson, M. Lewis-Jones, J. Pattison, and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillors S.E. Wallbanks and P.A. York.

IN ATTENDANCE: J. Baker (Clerk), and C.S. Lowry (Support Officer).

92. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
102	M. Lewis-Jones		✓	Member of King Head CIC Board

93. NORTH WALES POLICE

PC Phil Davies had sent apologies to the meeting. The Clerk read out an update that covered the recent spate of anti-social behaviour in the town centre. The Mayor advised he and other members had met with the PCC Andy Dunbobbin in the town and explained the issues. There were some options available. Members expressed concern that the Holywell Police Station was not being used as an office or base of operations, and resources had been moved to Flint.

RESOLVED:

That the Clerk follows up with PC Davies on the Holywell Police Station arrangements and reports back to members.

94. MAYOR’S REMARKS

The Mayor was pleased to attend the opening of the Llesty apartments at the Copper Beeches on 29th November 2021. The complex had made a positive difference to the regeneration of this area of the town.

The Mayor thanked everyone involved in the organisation of the Council's Christmas Lights Switch On Event held on Friday 26th November 2021. Special thanks were given to the Deputy Clerk for his hard work in the two weeks leading up to the event planning the arrangements.

The Council held a successful eco uniform drop in event at the offices on Tuesday 14th December 2021, the Mayor thanked Cllrs Mike Lewis-Jones, John Pattison, and Barry Scragg for their assistance, and gave special thanks to the Support Officer for organising the event and giving time up to sort through, catalogue and arrange the stock.

The Mayor and Support Officer judged the Best Christmas Shop Window competition on Wednesday 15th December 2021 and was pleased to announce the winners were Rosiez Café, runners up were Steph's Beauty Lounge, and joint third Bake a Wish and Hughes Parry Solicitors.

The closing date for Community Endeavour Award nominations was this Thursday 23rd December 2021. The Mayor reminded members to email the Clerk with their nominations.

The Council Offices would close for Christmas on Wednesday 22nd December 2021 and reopen on Tuesday 4th January 2022. The Clerk would be reachable by email or mobile if there was an urgent matter from members, and the Mayor would be available on the Council's mobile for urgent resident enquiries.

The mayor wished all councillors and staff a very happy Christmas and New Year, and best wishes for 2022.

95. PUBLIC SPEAKING

There were no such requests.

96. MINUTES & MEETINGS

96.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record. Minutes were to be signed at the Council Offices.

- Holywell Town Council held on Tuesday 16th November 2021.
- Resources Committee on Wednesday 8th December 2021.

96.2. Committee Vacancies

Members considered the vacant Councillor positions in Holywell West (2) as there had been no public call for an election, and the recent vacant position that had arisen in Holywell East ward.

Members also considered the existing committee and outside body vacancies, between now and the next Annual Meeting in May 2022.

RESOLVED:

- 1) That the Council hold over all remaining Councillor vacancies until the scheduled Local Council Elections in May 2022.
- 2) Committees. Councillor P.A. Johnson be appointed to the Development Committee. Councillors P.A. Johnson, M. Lewis-Jones, J. Pattison *, be appointed to the Town Centre & Events Committee.
- 3) Working Groups. Councillor S. Delaney be appointed to the Financial Assistance Working Group.
- 4) Outside Bodies. Councillors M. Lewis-Jones and J. Pattison be appointed to the Greenfield Valley Trust Partnership Group. Councillor J. Pattison be appointed to the North Wales Rail Liaison Committee.

* NB. Councillor J. Pattison withdrew from this role following the meeting.

96.3. Hybrid Meeting Update

The Clerk confirmed that the Council Chamber development works to enable hybrid meetings had now been completed and was tested and operational. Members considered a potential start date for hybrid meetings, bearing in mind the recent news and concerns over the new Omicron Covid variant.

RESOLVED:

That the Council continue with remote meetings for the time being, with a further review at the February 2022 Full Council meeting.

97. PLANNING

97.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

That the following responses be submitted to the County Planning Authority.

Application Number	Proposal Details
063565	Internal re arrangement & minor extensions to residential accommodation and minor internal and rear alterations to no. 2a (Listed Building) Location: The Old Wine Vaults, 3 Cross Street, Holywell, Flintshire, CH8 7LP. The Council wish to raise concerns over parking provision.
063566	Listed Building Application - Internal re arrangement & minor extensions to residential accommodation and minor internal and rear alterations to no.2a Location: The Old Wine Vaults, 3 Cross Street, Holywell, Flintshire, CH8 7LP. The Council wish to raise concerns over parking provision.
063610	Change of Use from B1 to D1 for the purpose of a day care setting/nursery. Location: Ysgol Y Fron, Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council had no objection to this application and were pleased the building was being utilised for the stated purpose.
063771	Removal of existing Conservatory. Erection of a lean-to extension to the rear. Store to side and front entrance porch Location: 2 Fairhaven, Holywell, Flintshire, CH8 7HB. The Council had no objection to this application, provided there was no detrimental impact on the neighbouring properties.
059504	Proposed change of use to form two number apartments. Location: The Old Bake House, High Street, Holywell. The Council wish to raise concerns over parking provision.
063773	Listed Building Application - Conversion of building into 3no. dwellings and 1no. DDA compliant accessible accommodation with external amenity space and covered bin store, bike store & storage. Critical structural upgrade to all facades and throughout. Location: 2 High Street, Holywell, Flintshire, CH8 7LH. The Council welcome this development but wish to raise concerns over parking provision. The Council's preference would be for retail use to be retained on the ground floor.
063777	Conversion of listed building into 3no. dwellings and 1no. DDA compliant accessible accommodation with external amenity space and covered bin store, bike store & storage. Critical structural upgrade to all facades and throughout. Location: 2 High Street, Holywell, Flintshire, CH8 7LH.

	The Council welcome this development but wish to raise concerns over parking provision. The Council's preference would be for retail use to be retained on the ground floor.
063867	Demolition of single storey rear extension proposed erection of single storey rear extension, single storey side extension & retaining walls and pitch roof over front door. Location: 6 Stamford Way, Milwr, CH8 7SB. The Council had no objection to this application.

98. ACCOUNTS

98.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – NOVEMBER 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8596	CHQ	Royal Poppy Appeal	Supply of wreath	60.00	^^
8597 - 8599	BP	Council Staff	Staff Salaries - November 2021	5,060.61	***
8600	BP	HMRC	PAYE/NI - November 2021	1,694.34	***
8601	BP	Clwyd Pension Fund	Staff Pension - November 2021	1,681.70	***
8602	BP	UK Vending Ltd	Consumables	132.60	****
8603	BP	BKB Solutions Ltd	PAT testing	80.64	****
8604	BP	Delyn Press	Office Stationery	44.40	****
8605	BP	Daydream Designs	Website Tech Support Nov 21	94.80	****
8606	BP	Sian Jones Translation	Translate posters	16.06	***
8607	BP	Kings Head CIC	Room Rent - Oct 2021 to Nov 2021	100.00	****
8608	BP	Friends of the Holway	Meeting Room Hire	50.00	****
8609	BP	Alive Network Ltd	Tribute Act Deposit (Christmas Lights Event)	142.00	^^
8610	BP	Rialtas Business Solutions	Software Installation (1 of 2)	30.00	***
8611	BP	Flintshire County Council	By Election Charges May 21	149.89	##
8612	BP	Collette Lowry	Eye Test reimbursement	25.00	***
8613	BP	B.E. Williams	Face Painting (Christmas Lights	100.00	^^

			event)		
8614	BP	Rough Cuts Ltd	Christmas Video Production	1,000.00	^^
8615	BP	Mike Andrew Sealey	Tribute Act Remainder Payment (Christmas Lights Event)	500.00	^^
8616	BP	BKB Solutions Ltd	Christmas lights Assist	1,800.00	^^
8617	BP	BKB Solutions Ltd	Christmas lights services	12,135.74	^^
8618	DD	Plusnet	Alarm Line Oct 21	21.60	****
8619	DD	Plusnet	Phone & Broadband Oct/Nov 21	34.90	****
8620	DD	British Gas	Electric 14BP Oct 21	11.63	****
8621	DD	British Gas	Electric 13BP Oct 21	34.66	****
8622	DD	British Gas	Gas 12-14BP Oct 21	84.59	****
8623	DD	Welsh Water	12-13 BP Apr-Nov 21 charges	55.83	****
8624	DD	Welsh Water	14 BP Apr-Nov 21 charges	71.70	****
8625	DC	Tesco	Refreshments	1.30	****
8626	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8627	DC	Tesco	Refreshments	0.89	****
8628	DC	Hayes Garden World	Storage Chest	299.00	****
8629	DC	Tesco	Refreshments	4.39	****
8630	DC	Amazon	HDMI Extender refund	-85.99	****
8631	DC	Amazon	HDMI Extender replacement	99.99	****
8632	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8633	DC	Tesco	Refreshments	4.89	****
8634	DC	Amazon	Photo frames	49.95	****
8635	DC	Safety Lifting Gear	Chains for parasols	46.35	^^
8636	DC	Tesco	Gifts for Switch on Children	11.50	^^
8637	DC	Tesco	Gifts for Switch on Children	20.00	^^
8638	DC	W Bevans	Cable Ties & Tape	13.85	****
8639	DC	1&1 Internet Ltd	Mail Pro	12.00	****
8640	DC	Tesco	Refreshments	0.89	****
			TOTAL	25,806.68	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – NOVEMBER 2021

Date	Category	Name	Payment Details	Amount £
16/11/21	Income	Flintshire County Council	Bike Repair Stand Contribution	995.00
30/11/21	Income	Street Vendors	Christmas Lights Event Contribution	80.00
			TOTAL	1,075.00

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- ****^ Local Government Act 1972 S.34
- ****^ Local Government (Misc. Provisions) Act 1953 S.4
- ****^ Local Government Act 1972 S.173, S.174
- ****^ Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31

99. **COMMUNITY ENGAGEMENT**

99.1. **Monthly Report**

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk.

Members further considered several options on how to utilise the £10k underspend from the County Council's Capital Enhancement Grant. CCTV and lighting in town centre areas affected by anti-social behaviour was the primary proposal. The funding could increase to £12k subject to final ratification by the County Council. Members also considered a working group to progress the outdoor gym project, community engagement across different stakeholder groups, and the future placement of the existing metal mickey mobile CCTV unit.

RESOLVED:

- 1) That the Deputy Clerk confirms to the County Council that the £10k-£12k funding would be deployed as follows (figures are estimates and subject to change):
 - a. Additional Street Lighting £8k.
 - b. 2 no. additional mobile CCTV Units £2.5k.
 - c. Tower Gardens Improvements £1.5k.
- 2) That the matter of a working group for the outdoor gym be supported and deferred to the next meeting of the Development Committee to determine.
- 3) That the Deputy Clerk be authorised to commence research into improved community engagement across the following three stakeholder areas:
 - a. Local Business Forum.
 - b. Friends of Holywell.
 - c. Resident Groups.
- 4) That the existing mobile CCTV Unit (Metal Mickey) remain in place at Panton Place in the short term.

100. CORRESPONDENCE RECEIVED

100.1. SLCC Clerk Training Opportunity

Members considered the Clerk's attendance on a Dealing with Challenging People and Situations training course on 18th January 2021.

RESOLVED:

That the Clerk be authorised to attend the course.

100.2. Letter From Ysgol Gwenffrwd, Holywell

Members considered the letter from the school, that concerned the Christmas Video released as part of the Christmas Lights Switch On event.

RESOLVED:

That the Clerk writes a bi-lingual letter to all local schools, requesting their support in singing a verse in Welsh on next year's video. That the Clerk also replies to Ysgol Gwenffrwd confirming the action taken.

100.3. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	Rob Roberts MP Updates	**	Various Dates
G	Greenfield Valley Options Appraisal Study	**	11 th Nov 2021
H	D. Pearson – Holywell Christmas Lights Meeting Feedback	**	12 th Nov 2021
I	One Voice Wales Nature Forum	**	15 th Nov 2021
J	WG Red Route Funding Letter	**	17 th Nov 2021
K	NW Police Update on ASB Issues in the town centre	**	19 th Nov 2021
L	SLCC Civility and Respect Project Update	**	19 th Nov 2021
M	Keep Wales Tidy Dog Fouling Campaign	**	22 nd Nov 2021
N	Ysgol Treffynnon Press Release - Movember	**	23 rd Nov 2021
O	Letter from Julie James MS – Climate Change	**	24 th Nov 2021
P	Ysgol Treffynnon Press Release – Head & Deputy Head Students	**	29 th Nov 2021
Q	One Voice Wales Transforming Towns training course	**	29 th Nov 2021
R	Menter Iaith AGM	**	30 th Nov 2021
S	FLVC – Loneliness & Social Isolation Grant 2021	**	2 nd Dec 2021
T	Ysgol Treffynnon Press Release – Shoeboxes & Ferns Visit	**	8 th Dec 2021
U	PC Phil Davies – Holywell Patrol Operations	**	13 th Dec 2021
V	Fr Dominic Cawdell – Well Being Open Day Invite	**	13 th Dec 2021
W	One Voice Wales – General Power of Competence Update	**	15 th Dec 2021
X	Ysgol Treffynnon Press Release – Panto Trip	**	15 th Dec 2021
Y	One Voice Wales Training – Training in 2021	**	15 th Dec 2021

101. ITEMS FROM MEMBERS

- Cllr P.A. York – Eco Uniform Shop. This item was deferred until the next meeting in February 2022.
- Cllr P.A. Johnson – Civility & Respect Campaign. Members considered their endorsement of this campaign, that had been launched jointly by the SLCC, One Voice Wales and NALC.

RESOLVED:

That members confirm their endorsement for the campaign; Clerk to write to SLCC to confirm the Council's support.

102. STORAGE UPDATE

The Clerk provided a position statement on storage provision. Members considered an appropriate period of notice to serve on the Kings Head Museum, for cessation of the storeroom agreement. Members also considered the ongoing situation with the events area parasols, which had been subject to recent vandalism. Quotations would be sought from contractors in early 2022 for the works required to the Council's storage facility, at the former toilet block. Legal completion on this facility was pending and waiting on the County Council.

RESOLVED:

- 1) That the Clerk serve notice on the Kings Head Museum that the Council would no longer require its storage provision there, after 31st March 2022.
- 2) That the Clerk seeks quotations for the temporary removal of the parasols, to the Council's garage or other storage unit as appropriate. The situation with vandalism to be monitored over the next few weeks and the Clerk would keep members updated on any interim action required.

103. COMPLAINTS POLICY UPDATE

Members reviewed the revised policy, which had been approved by the Resources Committee. The revised policy provided greater clarity on its scope, which was limited to the services the Council provides to its residents.

RESOLVED:

That the policy be approved; Clerk to arrange publishing.

104. REPRESENTATIVES REPORTS

Councillor B. Scragg provided an update on transport related matters, that included the proposed Railway Station at Greenfield, active travel funding allocations, and bus route provision. A meeting with the County Council and Transport for Wales had been arranged for Wednesday 5th January 2022. This meeting was to be in-house, with invites to businesses, Delyn MP and MS, and other stakeholders to follow for future meetings.

105. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson reported a favourable financial settlement, although the details had yet to be reviewed.

Councillor R. Dolphin reported that Jayne Rodgers, Streetscene was leaving the County Council at the end of December 2021/early January 2022.

106. CLOSE OF MEETING

The Mayor closed the meeting at 7.30pm.

.....
Mayor

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
063917	Retrospective application for the Change of Use of existing residential garage to hairdressing salon. Location: Beirnfels, Fron Park Road, Holywell, Flintshire, CH8 7UX.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

8. ACCOUNTS

8.1. Accounts for Payment

To approve the schedules of accounts for payment of expenditure (see attached).

SCHEDULE OF ACCOUNTS – DECEMBER 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8641	BP	Chris Noble Photography	Christmas Lights Switch On Photography	50.00	^^
8642	BP	Black & White Security	Christmas Lights Switch On Security	150.00	^^
8643	BP	Event Sound Ltd	Christmas Lights Switch On Lights & Sound	540.00	^^
8644-8646	BP	Council Staff	Staff Salaries - December 2021	5,060.41	***
8647	BP	HMRC	PAYE/NI - December 2021	1,694.54	***
8648	BP	Clwyd Pension Fund	Staff Pension - December 2021	1,681.70	***
8649	BP	Holywell Garden Centre	Planting of pots, Council Offices Maintenance	1,074.00	^^/** **
8650	BP	A Little Magic	Christmas Lights Switch On Services	400.00	^^
8651	BP	SLCC	Membership Fee	351.00	^^^
8652	BP	Rotary Club of Flint & Holywell	Rotary Club Calendar Advertising	100.00	^^
8653	BP	Daydream Designs	Website Tech Support Dec 21	94.80	****
8654	BP	Copyrite Systems	Copier Printing Charges	71.49	****
8655	BP	Barry Dugdale - (Radio Deeside)	Christmas Lights Switch On services	50.00	^^
8656	BP	Sian Jones Translation Serv.	Community Endeavour Poster	7.81	***
8657	BP	Viking	Office Supplies	1.66	****
8658	DD	Plusnet	Alarm Line Nov 21	21.60	****
8659	DD	Plusnet	Phone & Broadband Nov/Dec21	34.90	****
8660	DD	British Gas	Gas 12-14 BP Nov 21	150.70	****
8661	DD	British Gas	Electric 14 BP Nov 21	12.56	****
8662	DD	British Gas	Electric 13 BP Nov 21	55.36	****
8663	DC	W Bevans	Padlocks	38.25	****
8664	DC	W Bevans	Padlocks	15.00	****
8665	DC	Home Bargains	Anti-bacterial handwipes for uniform drop in	1.78	****
8666	DC	C.M. Scott	Replacement Shield for Christmas Window Competition	50.00	^^
8667	DC	Tesco	Refreshments	0.89	****
8668	DC	Amazon	iPad cases & Chargers (Replacements)	99.24	****
8669	DC	1&1 Internet Ltd	Office Premium/Mail Pro	33.53	****
8670	DC	1&1 Internet Ltd	Office Premium/Mail Pro	67.06	****
8671	DC	C.M. Scott	Engrave Shield	10.65	^^

8672	DC	Home Bargains	Disposable Masks	7.98	****
8673	DC	Tesco	Dividers	2.25	****
8674	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8675	DC	1&1 Internet Ltd	Mail Pro	12.00	****
			TOTAL	11,955.55	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – DECEMBER 2021

Date	Category	Name	Payment Details	Amount £
30/12/21	Income	Flintshire County Council	Local Taxation Precept (3 of 3)	84,966.67
			TOTAL	84,966.67

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- ****^ Local Government Act 1972 S.34
- ***** Local Government (Misc. Provisions) Act 1953 S.4
- ^^*** Local Government Act 1972 S.173, S.174
- ^^^*** Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31

9. COMMUNITY ENGAGEMENT

9.1 Deputy/Assistant Clerk's Report

1) 10k High Street Business Enhancement Grant

A final sum of £10k has been agreed with Frank Malloy FCC Regeneration. I am putting together a spec. and cost of supply details to be given to Frank based around lighting and 2 mobile CCTV Cameras as previously agreed.

2) Tower Gardens Canopies

I have spoken to Paul Brockley FCC Estates, and he confirmed that he has spoken to FCC Public Maintenance team to establish cost estimates and scope of works required and he is awaiting feedback. As soon as he has received a report he will feedback accordingly.

3) Railway Meeting Update

Feedback has been received from recent correspondence with Rob Roberts MP. An application for debate has been submitted to the House to consider plans for Greenfield Station. There is a lot of competition for debate slots, but if successful all the information on record will be presented for a positive response from the Minister. The project is a long-term aim that could take several years to complete. The MP has pledged his support to move the project forward.

Meeting also held with Kate Wilby and reps from TFW and members. Various options provided from the study carried out. **Presentation TFW Slides attached with Cllr Barry Scragg to provide feedback.**

4) Outdoor Gym

Three Quotes have been received. Formation of Council working group to be agreed at next Development Committee meeting towards end of Jan / early Feb to consider designs and costings and report back to Full Council.

5) Youth ASB

To assist with current issues within the town I would like members to approve that I can look at and work on the following. I appreciate that the Police need to be more involved but if we can assist then all well and good.

5.1) Young Persons Activity Guide

You always hear that there is nothing for the kids to do. This may be true in some cases, but I know there is plenty for them to do. What is not readily available is a guide /directory which shows what is going on in the area i.e., local football clubs, scouts, netball clubs, self-defence, dance and exercise classes, etc. What we don't know is where, when, costs etc. If we can provide young people and their parents with this information and signpost them

accordingly, I feel that this is something positive we could do. The biggest issue would be to keep information updated but I feel it is worth looking at.

5.2) Local Youth Agency

Some members may remember that I previously set up the above which was a partnership approach between key agencies who worked with young people. It was well received as it helped improve communication. There were reps from Children's and Social Services, Youth Services, Police, School liaison officers, drug and alcohol misuse service, housing associations, etc.

6) Wellbeing at St James Church

Zoom meeting held with Father Dominic and Father Christopher Powell (Project Manager) to talk about their new vision for St James' and how we can perhaps work together in terms of finding funding and in other ways.

7) Tower Gardens Toilet Block

New scope of works has been sent to four local suppliers requesting costs and availability to carry out works. Deadline set for quotes w/e 28th Jan and will feedback to members accordingly.

8) Woodland Project

Due to current Covid restrictions I requested an extension to the project from end of March to the end of May and have received the following reply back from my Heritage Lottery funded Project Manager. "I am very happy to agree to extend your project and change your end date to 31st May 2022. We understand the restrictions and challenges this year, and your project had a very short initial delivery period, so we have lots of flexibility here and I shall ask colleagues to make the technical changes required".

9.2 Community Endeavour Awards

Members to consider the attached nominations and decide on the winning entries and prizes.



TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

North Wales Metro Rail Update



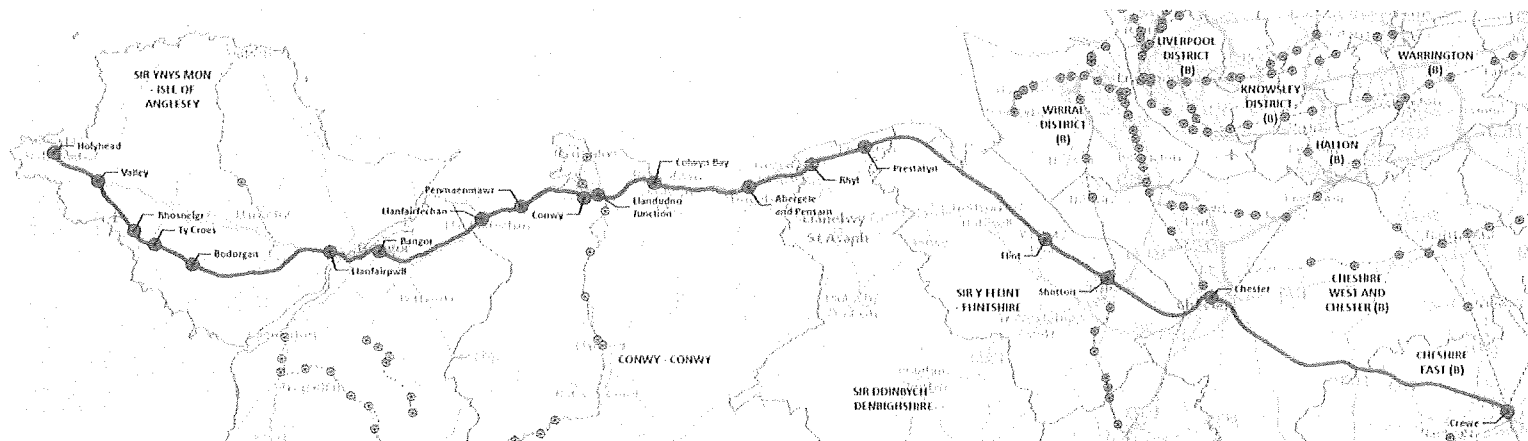
Mae Trafnidiaeth Cymru yn eiddo i
Lywodraeth Cymru
Transport for Wales is owned by the
Welsh Government

North Wales Metro Rail Update

North Wales Main Line Overview



Vision



Vision 1

4 trains per hour, all stop service
1 train per hour, key stop express service



Vision 2

Strategic connection to HS2 & NPR
Potential extension of services



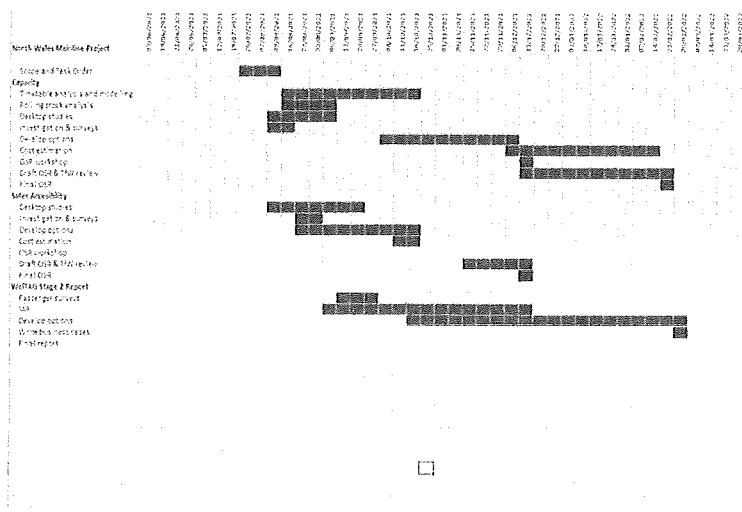
Vision 3

Reduced journey times



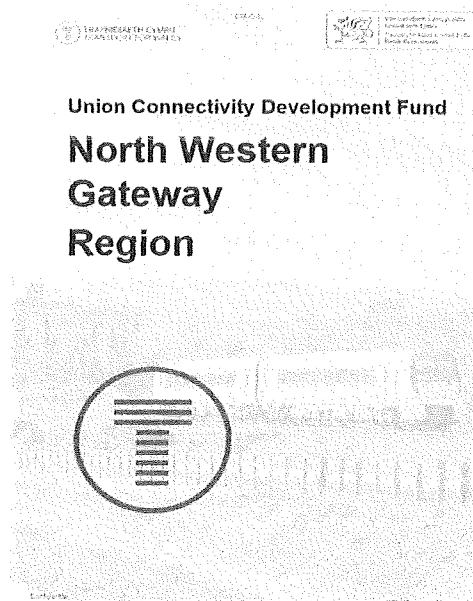
Current Work

- **Capacity**
 - Timetable modelling
 - Infrastructure options at stations (Prestatyn, Llandudno Junction, Bangor, Holyhead)
 - Infrastructure options along route (Britannia bridge, passing loops, signaling)
- **Safer accessibility**
 - Infrastructure options for level crossings
- **Improved journey times**
 - Infrastructure options for increased line speed
- **WelTAG Stage 2 Outline Business Case**



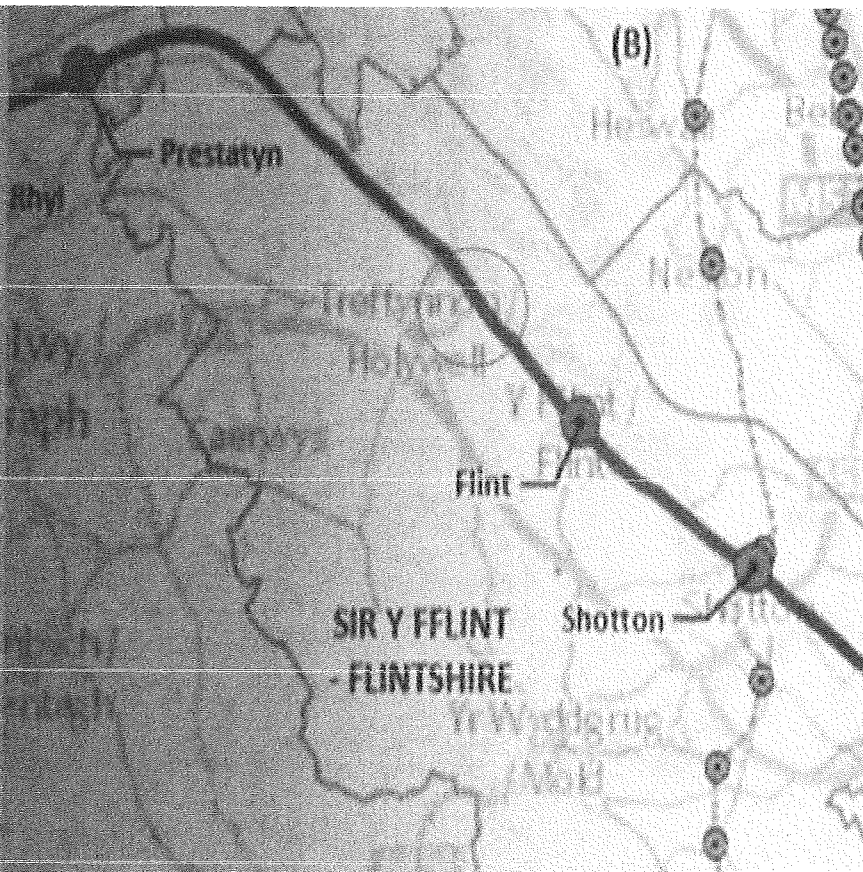
Future Work

- **Chester station and Cheshire capacity**
 - Review previous work
 - Programme Strategic Outline Case (PSOC)
 - Feasibility Study
 - Outline Business Case (OBC)
- **Decarbonisation options**
 - Technology Review
 - Review of previous work
 - Client Requirements Document
 - Feasibility Study



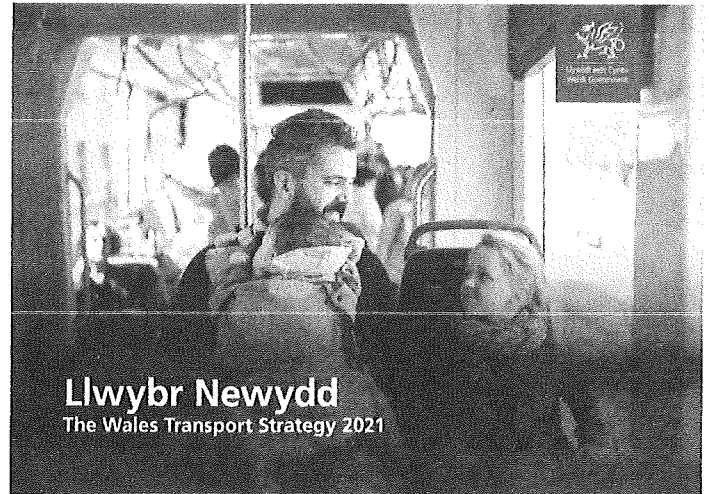
North Wales Metro Rail Update

New Greenfield Station



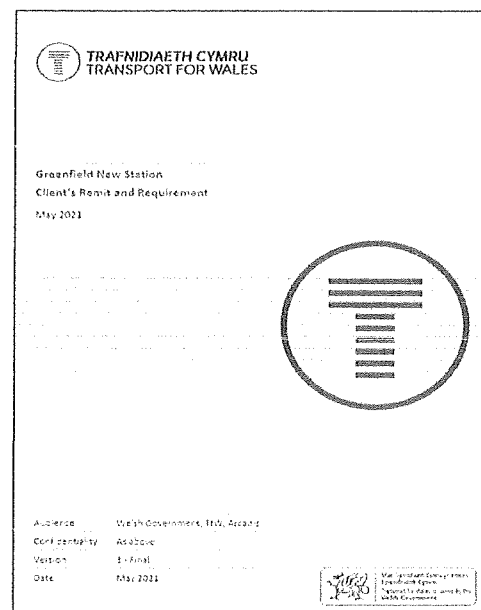
Objectives

- **Strategic objectives:**
 - To respond to the climate emergency;
 - Reduce car dependency and so increase public transport and active travel.
 - Improve air quality by reducing CO2 emissions.
 - Improving access to jobs and services across North Wales
 - To use transport and transport investment, as enabler of sustainable economic development, create social value and regeneration.
- **Local objectives:**
 - Reduce congestion in and around the Greenfield Area.
 - Providing active travel routes to the existing community.
 - Connect with local bus services.



Development Work

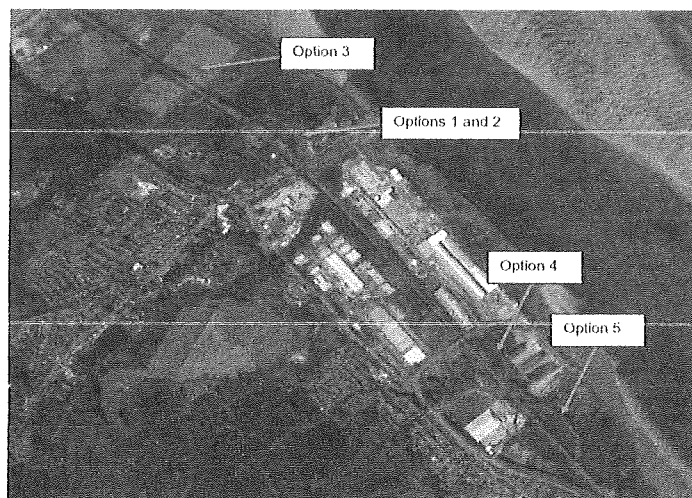
- **Project remit:**
 - Feasibility report on the preferred location, including review of:
 - Infrastructure / asset condition
 - Potential environmental issues
 - Potential transport / planning issues
 - Land acquisition requirements
 - Potential reuse of the former station infrastructure
 - Whether a different location would offer better value
 - Initial high level timetable analysis
 - WelTAG Stage 1 Strategic Outline Business Case
- **Specification:**
 - 2 single platforms of 150m length allowing for 6 car provision
 - Passenger waiting shelter on both platforms
 - Ticket machine, lighting, CCTV and help point on platforms
 - PRM compliant footbridge(s)
 - A car park with between 25-75 spaces
 - Bike storage shelter
 - Active travel facilities
 - Accessible by design



Options

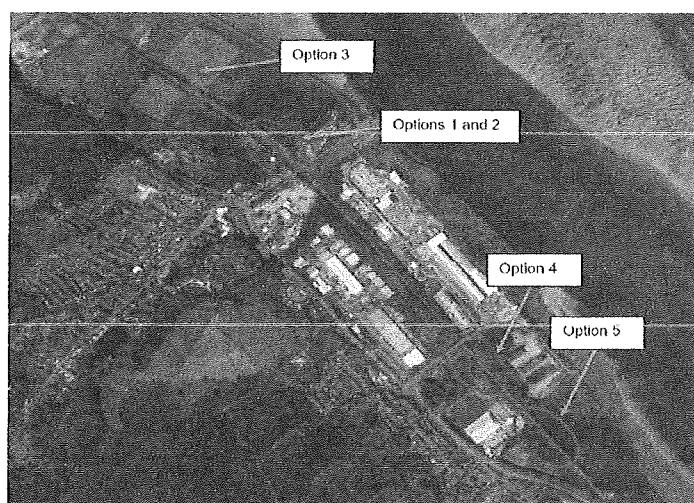
• Technical appraisal

- Four tracking capability
- Connectivity with active travel route
- Car park capacity
- Accessibility (road access) level
- Purchase of new land
- New infrastructure required
- Flooding risk
- Ecology/Environmental impact
- Fire and evacuation
- Estimated cost
- Signalling impact
- Mechanical & Electrical requirements
- Telecommunications requirements



Recommendations

	Option 1	Option 2	Option 3	Option 4	Option 5
Four tracking capability	5	5	3	3	3
Connectivity with active travel route	3	3	1	5	5
Car Park capacity	3 (47)	2 (40)	5 (75)	5 (75)	5 (75)
Accessibility (road access) level	3	3	1	4	5
Purchase of new land	1	5	2	3	4
New infrastructure required	5	4	1	2	3
Flooding Risk	5	5	5	2	1
Ecology/Environment Impact	5	5	3	3	3
Fire and Evacuation	3	1	3	5	3
Estimated Cost	3	4	1	5	1
Signalling Impact	3	3	1	5	2
M & E Requirements	3	3	3	3	3
Telecoms Requirements	3	3	3	3	3
Total Score	45	46	32	48	41



Note – Each of the criteria has been scored between 1 (lowest) and 5 (highest).



Next Steps

- Review recommendations with WG client and Network Rail
- Decide on priorities for 2022-23
- If prioritised, further assessment for single option selection
- WelTAG Stage 2 Outline Business Case



HOLYWELL TOWN COUNCIL – COMMUNITY ENDEAVOUR AWARD NOMINATIONS – 2021

Ward	Name	Nominated By	Details
All	Martin Evans	Paul Edwards	I would like to nominate Martin Evans for his achievement in leading a petition to have Holywell Town Council's decision to cancel Xmas lights switch on overturned many thanks.
Central	Doreen Lee	Julie Franks	I'd like to nominate Doreen who runs the charity shop next to Santander. She takes on the responsibility of the rent, electricity and water bills herself. I think this is extremely brave. She has the reward of the satisfaction of a job well done and that's all. I enjoy making stuff for the shop. She's always encouraging and grateful for donations. This shop supports the Mold office of the domestic abuse safety unit which directly helps this immediate area as well as others. It'd be lovely if Doreen got an award for her hard work.
Central	Daniel Thomas	Lesley Hughes	I would like to nominate Daniel Thomas. His commitment to the community and fundraising for numerous worthy causes have been well documented.
Greenfield	Becky Moore & Damian Evans	Cllr Rosetta Dolphin	I would like to put forward Becky Moore, and her partner Damian Evans, 9 Fulbrooke Road, Greenfield, for the Greenfield nomination, they work hard to promote any good news in the area, always ready to help with anything, especially with the church, Damian has even rubbed down and painted the benches to the front of the church.
Greenfield	Donna Prydderch & Ann-Marie Lewis	Anonymous	I am glad to have found out about local heroes. Bala Avenue is a cul de sac in Greenfield. We knew each other before the pandemic but only to wave to or smile. When the first lockdown began Donna Prydderch suggested Street Bingo. We took a chair and spaced out in the turning circle soon the Sunday afternoon game became the social event. More families joined in, and they have just celebrated Christmas together with a meal at Pet Cemetery. Each week has been remembered with an update and photos by Donna and Ann-Marie. Both ladies have made this Avenue a little friendlier and they always invite all to join them which is nice.
Central	Lesley Hughes	Cllr Ted Palmer	I would like to nominate Lesley Hughes as she had requested the Council install a planter at Strand Park to support the Wales in Bloom entry, and agreed to look after and maintain it, including the watering.
West	Helen Ryles	Cllr Paul Johnson	Helen Ryles from Tower Crafts - she lives on the Pistyll. For: Supporting and being an outlet for the local crafting community during the pandemic; Promoting awareness of the rights of children with Downs Syndrome.
East	Fiona Craig	Cllr Karin Davies	Fiona runs the local Pen-y-Maes Stores, is very community minded and has been kind enough to donate food to support local charities, on a regular basis since the start of the pandemic.

10. CORRESPONDENCE

10.1. Clwyd Pension Fund

- Clwyd Pension Fund - Draft Investment Strategy Statement Consultation – Climate Risk

Members to consider the draft strategy. The full suite of documents has been circulated with the agenda. Clerk's summary of the main changes is set out below after the letter from the CPF.

Dear Employer

As discussed at the Annual Employer Meeting (AJCM) on 24th November 2021 we are proposing to update the Fund's the Investment Strategy Statement (ISS) to reflect our planned approach to managing climate risk. This follows agreement of the recommendations for consultation at the Clwyd Pension Fund Committee on 10th November 2021.

LGPS regulation require us to consult on any material changes to our ISS and it is for that reason that we are sharing the proposed changes with you. The changes to the ISS can be found in the attachment and are, in the main (highlighted in green) on pages 28, 31 and 33. We have also updated our objectives (page 5) and the risk approach (page 20) to underline the importance of this issue.

The Clwyd Pension Fund Committee will consider any views expressed by employing bodies as a result of this consultation at their Committee meeting on 9th February 2022 before approving the ISS. In making these changes, including setting a net zero commitment, we have taken proper regulated financial advice from the Fund's investment consultants.

To assist with your consideration and provide the reasoning behind this approach I have also enclosed a copy of the CPF Committee agenda item from the 10th November which includes -information provided by the Fund's investment consultants. I look forward to receiving any views or comments and please feel free to contact me if you need further assistance.

Debbie Fielder
Deputy Head Clwyd Pension Fund

Clerk's Summary of Main Changes

- 1) Objectives. Ensure that the Fund's investments are aligned with the transition to a low carbon economy through a commitment to achieving a net zero carbon dioxide emission's target by 2045.

- 2) Risk Register. This includes the Fund's approach to the risks and opportunities associated with climate change, and the transition to a low carbon economy.
- 3) Responsible Investment. Ensure that the Fund's investments are aligned with the transition to a low carbon economy through a commitment to achieving a net zero carbon dioxide emission's target by 2045.
- 4) Net-Zero Commitment. As part of its commitment to RI the Fund has undertaken to evaluate and manage the carbon exposure of its investments to assist in ensuring an effective transition to a low-carbon economy. As part of this work, on 10 November 2021 the Clwyd Pension Fund Committee approved a strategy to achieve net-zero carbon emissions from its investment portfolio, this included carbon emissions analysis of the listed equity portfolio to provide a baseline for the Fund. Specifically, the Committee agreed an ambitious target for the investments in the Clwyd Pension Fund, as a whole, to have net zero carbon emissions by 2045, with an interim target of carbon reduction of 50% by 2030. Underlying this headline commitment, the plan also has a number of other key targets as outlined below:

a) for the Fund as a whole:

- to have at least 30% of the Fund's assets allocated to sustainable investments by 2030.
- to expand the measurement of the carbon emissions of the Fund's investments to include all assets by the end of 2023.

b) within the Listed Equity portfolio:

- achieve a reduction in carbon emissions of 36% by 2025 and 68% by 2030.
- target at least 30% of the Listed Equity portfolio to be invested in sustainable assets by 2030.
- reduce fossil fuel exposure relating to oil and gas by 70% by 2025 and 90% by 2030.
- reduce fossil fuel exposure relating to coal by 90% by 2025 and 95% by 2030.
- Engage with the biggest polluters within the Fund's Listed Equity portfolio as part of an overarching stewardship and engagement strategy, to achieve:
 - by 2025, at least 70% of organisations in carbon-intensive sectors have clearly articulated and credible strategies to attain net zero or are subject to engagement to achieve this objective.
 - by 2030, at least 90% of organisations in carbon-intensive sectors have clearly articulated and credible strategies to attain net

zero or are subject to engagement to achieve this objective.

The Fund will monitor and report against these targets at least annually and may review and revise them as appropriate particularly to ensure that targets and ambitions are in line with national and international developments and initiatives.

- 5) Active Engagement on ESG risks. Actuarial Valuation and review of Investment Strategy. The assessment of the impact of climate change on the Fund's investment strategy will underpin the actuarial valuation and investment strategy review processes, both of which will be carried out during 2022. Addressing climate change related risks will be a key factor in each.
- Email from Debbie Fielder in response to the Town Council's Friends of the Earth correspondence, on a campaign for CPF to divest from investment in fossil fuels within 3 years

Hopefully you received the email last week for your opportunity to respond to the consultation of the changes to the ISS for our NZ commitment.

I understand that the roadmap is very complex, and I think FOTE are only interested in the fossil fuel element of the portfolio whereas we believe that carbon intensity is across the whole portfolio and has to be managed down.

The main bullets I think are useful for HTC would be:

- Currently the Clwyd Fund has approximately £25m exposed to fossil fuels. The Fund is at £2.5bn so this equates to 1% of the Fund.
- The Fund is also looking to transition from its current Global Equity Exposure to Sustainable Global Equities in the next 12 months through the Wales Pension Partnership as our Fund formally requested that they make a sub fund available for that.
- Within the Roadmap agreed at the November Committee, it was agreed that:
 - The Fund is looking to reduce the carbon exposure on its listed equity portfolio by 36% by 2025 and by 68% by 2030.
 - Fossil fuel targets within the listed equity portfolio to target reductions in potential emission as follows:
 - For oil and gas, a reduction of 70% by 2025 and 90% by 2030.
 - For coal, a reduction of 90% by 2025 and 95% by 2030.

10.2. Welsh Government Consultation - Local Government and Elections (Wales) Act 2021

Please find attached the consultation on The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils. This consultation is seeking views on draft statutory guidance for community and town council. This is a written, electronic consultation. Please respond by:

- Completing the consultation response form; or
- Emailing or posting your response to the contact details below.

The consultation closes on 17 March 2022. It is recommended a working group be established to work through the questions, should members wish to participate in the consultation.



OPEN CONSULTATION

Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance

We want your views on guidance that will support community and town councils to put in place the Local Government and Elections Act (Wales) 2021.

First published: 17 December 2021

Last updated: 17 December 2021

Contents

Introduction

Overview of the provisions

Why we are introducing this guidance

Consultation questions

How to respond

Your rights

Further information and related documents

Introduction

This consultation has been issued to seek your views on the draft statutory guidance for community and town councils on a number of provisions in the Local Government and Elections Act ("the 2021 Act").

The 2021 Act was passed on 20 January 2021 and provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector and the key changes are explained in this draft statutory guidance.

The 2021 Act gives qualifying local authorities, including eligible community councils, a general power of competence. This guidance supports community

and town councils to consider the requirements should they wish to become eligible community councils.

This guidance also provides information to help all community councils discharge their new duties in relation to the following requirements:

- accessing meetings from multiple locations
- providing opportunity for public participation at public council meetings
- preparing and publishing an annual report
- preparing and publishing a training plan to support training for councillors and council staff
- other provisions which impact on community and town councils.

Overview of the provisions

There is support across the sector and from the public for increasing the visibility of the work of community councils. We want communities to take an interest in what their councils do and to have easy access to information on the council's work. The requirements in relation to annual reports, training plans, multi-location meetings and public participation are designed to support this intent.

Multi-location meetings

The 2021 Act requires that community councils must make and publish arrangements for its meetings 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. The minimum requirement is that members are able to hear and be heard by others.

Public participation at full council meetings

The 2021 Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public. 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.

Annual reports

The 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

Training plans

The 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Eligibility to exercise the general power of competence

There is also support to empower community councils to be more innovative and ambitious when delivering for their community. The Act introduces a general power of competence for 'eligible community councils', which empowers those councils to do anything that an individual generally can do. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended to do is not otherwise prohibited.

The 2021 Act sets out the conditions community councils must meet to be an 'eligible community council' with access to the general power. The statutory guidance provides information on the qualifying conditions and on the application of the general power of competence.

Other provisions in the Act

Information is provided to make community councils aware of changes to legislation regarding:

- Notices of meetings of community councils for example the time and place for giving notice of a council meetings.
- Proceedings of councils meetings for example a new requirement to publish key information within a week of council meetings.
- Community petitions, and where they replace community polls.
- The electoral cycle of community councils.

Important Dates

Provisions in the 2021 Act come into force on different dates, some linked to the financial year, others to the date of the local government elections. The coming into force dates are listed below:

- Duty on councils to publish annual reports: 1 April 2022
- Eligibility to be able to exercise the general power of competence for the community and town council sector: 5 May 2022
- Duty to make opportunity for public to participate in council meetings: 5 May 2022
- Duty to consider training for councillors and council staff: 1 April 2022, with first training plan to be published by November 2022.

Why we are introducing this guidance

This draft statutory guidance is intended to support community and town councils in implementing the 2021 Act. Councils will need to have due regard to this guidance when carrying out their activities. This consultation is intended to ensure that stakeholders are able to provide input and insight into the statutory guidance.

This document was downloaded from GOV.WALES and may not be the latest version.
Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.
Get information on copyright.

We intend for the final statutory guidance to be published in advance of the local government elections in May 2022. This date is when the key provision for eligibility to exercise the general power of competence will come into force.

The guidance is set out as follows:

- Chapter 1: General Power of Competence and eligible community councils
- Chapter 2: Multi-location meetings
- Chapter 3: Public participation in meetings
- Chapter 4: Annual reports
- Chapter 5: Training plans
- Chapter 6: Other provisions impacting community and town councils

Consultation questions

Question 1

Generally, is the structure and coverage of the guidance presented clearly and in a way which is practical for community and town councils?

Question 2

Does Chapter 1 provide sufficient and appropriate guidance on the eligibility conditions for exercising the general power of competence? Is it clear on how the general power of competence should be applied? What additional information would be helpful?

Question 3

What additional information would be helpful to illustrate or clarify how the general power of competence could be applied to community councils? Do you have any case studies which could support this?

This document was downloaded from GOV.WALES and may not be the latest version.
Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.
Get information on copyright.

Question 4

Do Chapters 2 and 3 provide sufficient and appropriate guidance on the requirements relating to multi-location meetings and on how the public may participate in council meetings?

Question 5

Does Chapter 4 provide sufficient and appropriate guidance on meeting the duty to prepare and publish annual reports? What additional specific information would be helpful?

Question 6

Does Chapter 5 provide sufficient and appropriate guidance on meeting the duty to prepare and publish training plans? What additional information would be helpful?

Question 7

We would like to know your views on the effects that this guidance would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

Question 8

Please also explain how you believe the proposed guidance could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh

language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

Question 9

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them.

How to respond

Submit your response by midnight **17 March 2022** in any of the following ways:

- Complete our online form
- Download, complete our online form and email LGPartnerships@gov.wales
- Download, complete our online form and post to:

Local Government Performance and Partnerships Division
Local Government Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Your rights

Under the data protection legislation, you have the right:

- to be informed of the personal data held about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing

- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tell us.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

E-mail: data.protectionofficer@gov.wales

Information Commissioner's Office

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: ico.org.uk

UK General Data Protection Regulation (UK GDPR)

The Welsh Government will be data controller for any personal data you provide as part of your response to the consultation. Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions. Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations. Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company). Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data. In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

You should also be aware of our responsibilities under Freedom of Information legislation. If your details are published as part of the consultation response then these published reports will be retained indefinitely. Any of your data held otherwise by Welsh Government will be kept for no more than three years.

Further information and related documents

Number: **WG43891**

You can view this document in alternative languages. If you need it in a different format, please contact us.

About this document

This document is a copy of the web page Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance downloaded.

Go to [https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory for the latest version](https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory-for-the-latest-version).

This document may not be fully accessible, for more information refer to our accessibility statement.

Get information on copyright.

10.3. Consultation - Llyr Griffiths MS, Shadow Minister for Finance and Local Government, Welsh Government

Members to consider the attached email and response to the consultation, if applicable.

I'm conducting a survey of communities across north Wales to find out the extent of sewage problems in watercourses. The matter has arisen as a result of a response to a complaint I made regarding sewage flowing through the centre of Capel Curig, a village in Snowdonia. This occurs on a regular basis due to the lack of capacity in the sewerage system during heavy rainfall, an ever-increasing occurrence. I was informed by Steve Wilson, operational director of Dwr Cymru's waste water services, that there were 3,000 locations that face sewage overflow and that Capel Curig was not even in the top 500.

This prompts a question - where are the top 500 and is your community one of those affected by sewage overflow problems that affect residents or watercourses in the locality? Mr Wilson goes on to say that capital spending is directed at areas where homes and commercial businesses are at risk. My view is that Dwr Cymru should also be prioritising environmental and human health considerations.

I'd be grateful if you could respond with any information regarding the situation in your community so that we can assess the extent of the problem across north Wales. Of particular interest would be:

- Location of sewage overflow - address, postcode or more detailed if possible.
- Frequency of sewage overflow - is the problem getting worse?
- Complaints made by the community council, councillors or other representatives regarding sewage overflow
- Copies of any responses from Dwr Cymru

10.4. Awel y Môr Offshore Wind Farm

Members to consider the following email, and attendance at the meeting.

To introduce ourselves, Cadno is a public affairs company working with RWE Renewables Ltd (RWE) to support stakeholder and community engagement on the proposed Awel y Môr Offshore Wind Farm.

Last year, RWE Renewables ran a statutory consultation on their plans for Awel y Môr, from 31st August to 11th October 2021. The feedback received was invaluable and has assisted RWE Renewables in progressing with certain design options over others and therefore arriving at some important design decisions overall. This process demonstrates the importance of community engagement and consultation when designing nationally significant infrastructure projects.

Now that the design envelope for the consent application has been finalised, we are keen to engage with all elected representatives in Conwy and Flintshire to provide a project update and to discuss what happens next.

The meeting for Conwy and Flintshire Councillors is proposed for **Friday 28th January, 11.00am – 12.00pm.**

10.5. Email from Sharon Doleman

Members to consider the attached email. **NB it is recommended this enquiry should be considered alongside any outcomes from item 5 in the Deputy Clerk's report.**

As you are aware there is a significant issue in Holywell in relation to young people who are potential experiencing boredom resulting in them causing anti-social behaviour in the town.

In hearing a young person's voice, it seems that they were promised an extension on the skate park. They are also reporting that there is little to do in Holywell and there is little advertisement of the things that are available.

Could this be discussed at the next council meeting as I feel that the young people of Hoywell's voices are not being heard.

10.6. AUDIT OF ACCOUNTS AND ANNUAL RETURN – YEAR ENDING 31 MARCH 2022

To note and approve the following appointments in respect of the financial year 2021/22, subject to any changes that may be notified by the Wales Audit Office:

- External Auditor – Audit Wales.
- Internal Auditor – JDH Business Services Ltd of Pantymwyn, Flintshire. See attached internal audit plan.

Holywell Town Council - Internal Audit Plan 2021/22

Introduction

According to 'Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019)', the purpose of internal audit is as follows:

'To review whether the systems of financial and other control are effective.'

This audit plan sets out how we intend to carry out the review of whether the systems of financial and other control are effective at your council.

What can you expect?

The annual internal audit work is detailed in this plan and comprises two internal audits and the issue of two internal audit reports. All Councils receive internal audit reports that detail our audit findings, this is in addition to the internal audit section on the annual return and should be presented to Council annually in order for the Council to agree actions and to address any recommendations.

In addition, we are available by email and telephone during the year if the Council wishes to discuss any issues that may arise during the financial year. There is no additional fee charge for this service but we do ask that in the first instance queries are sent by email.

Our fees are subject to review should significant devolved services pass to the Council

Snapshots of our services

We are a registered firm, fully authorised for audit activity, with the Institute of Chartered Accountants in England and Wales and have met this Institutes' Practice Assurance scheme.

The focus on public sector internal audit has resulted in a substantial client scope extending over 8 counties in England and Wales. The economies of scale associated with a large portfolio of local council internal audits has resulted in competitive fees for a specialist service from highly skilled and experienced staff. This also enables us to identify and share best practice between clients to support continuous improvement

Audit Plan

Scope

Our responsibilities are solely confined to carrying out the internal audit testing as specified by the Wales Audit Office in the Annual Return for Local Councils in Wales.

Internal Audits

Two internal audits are planned during the year as follows:

Interim audit: Review of Income and Expenditure internal controls / General governance review (page 5) **Year end audit:** Other areas for review and year end accounts (pages 6-7)

The terms of reference on page 3 and 4 details the audit testing that is carried out.

Timescale

The interim audits will be carried out between November and March. The final audit will take place between April and June. The timescales for the final year-end audit will be agreed with the Council in March.

Unplanned Work

If necessary, work will be varied to include areas where significant weaknesses are identified. No contingency for unplanned work has been included in the plan and each issue will be dealt with as it arises. Examples of unplanned work are:

- Investigations
- Requests from the Council
- Additional work required on planned activities

Reporting

Reports will be provided to the Council after each audit summarising:

- Issues Identified
- Recommendations
- Follow up of previous recommendations

The Internal Audit Plan will be kept under continuous review within the context of achieving overall objectives. Should significant amendments be necessary these will be discussed and reported to the Council at the earliest opportunity.

Access to Information, Members and Officers

We require access to such records and information as is necessary to carry out the required system and transaction testing, and full access to those charged with governance (i.e. members of the council), as required.

Internal Auditor's Terms of Reference this has been adapted from the suggested terms of reference in 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2011)'

Testing Required	
Internal Control	
Proper bookkeeping	- Is the cashbook maintained and up-to-date? - Is the cashbook arithmetic correct - Is the cashbook regularly balanced?
A. Standing Orders & Financial Regulations Adopted and Applied	- Has the Council formerly adopted its Standing Orders & Financial Regulations? - Has a responsible officer been appointed with specific duties?
B. Payment Controls	- Have items or services above the de minimis amount been competitively purchased? - Are payments in the cashbook supported by invoices authorised and minuted? - Has VAT on payments been identified, recorded and reclaimed? - Is Section 137 expenditure separately recorded and within statutory limits?
Risk Management Arrangements	- Does a review of the minutes identify any unusual financial activity? - Do minutes record the Council carrying out an annual risk assessment? - Is insurance cover appropriate and adequate? - Are internal financial controls documented and regularly reviewed? - Has the Council assessed the significant risks to achieving its objectives relative to its management of its finances and has procedures in place to deal with this?
Budgetary Controls	- Has the Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the Council? - Are there any significant unexplained variances from budget? - Is the budget matched to year end outturn to enable consistent comparison of financial performance ? - Are year end variances explained ?
Income Controls	Is income properly recorded and properly banked?

	Are security controls over cash and near cash adequate and effective?
Petty Cash Procedures	- Is all petty cash spent, recorded by VAT invoices/receipts? - Is petty cash expenditure reported to Council? - Is petty cash reimbursed when carried out regularly?
Payroll Controls	- Do all employees have contracts of employment with clear terms and conditions? - Do salaries paid agree with those approved by the Council? - Are other payments to employees reasonable and agreed by the Council? - Have PAYE and NIC been properly operated by the Council as an employer?
Asset Controls	- Does the Council maintain a register of all material assets owned or in its care? - Are the assets and investments, investments registers up-to-date and, where relevant, insured?
Bank Reconciliation	- Is there a bank reconciliation for each account? - Is there a bank reconciliation carried out regularly and in a timely fashion? - Are there any unexplained balancing entries in any reconciliation? - Is the value of investments held summarised in the reconciliation?
Year End Procedures	- Are year-end accounts prepared on the correct accounting basis (ie Income & Expenditure or Receipts & Payments accounts) - Do accounts agree with the cash book? - Is there an audit trail for underlying financial records to the accounts? - Where appropriate have debtors and creditors been properly recorded?
Improvements	Has the Council acted on the recommendations and comments of the internal and external auditors?

Interim internal audit: Review of Income and Expenditure systems

Approach: This internal audit comprises the following:

1. Follow up of previous internal control issues and recommendations reported to council
2. Review of Income and Expenditure systems - We will carry out detailed transaction testing and/or walkthrough testing of all main income and expenditure systems. We will need access to all source documents and to the general ledger (this could be provided through an audit trail report). Income source documents include bookings diaries, allotments records, burial registers etc will be required.. We will also need access to all tender and quotation documentation.
3. General review for effectiveness
 - Adherence to legislation, Financial Regulations, internal controls and other adopted council financial procedures.
 - Review of Financial Regulations compliance including walkthrough testing
 - Risk assessment process including review of insurance.

Remote internal audits: In the instance that the internal audit is carried out remotely, we will issue the Council with a list of records to be submitted electronically. Samples will be selected and photos/scans of source documents will be requested to be provided through our secure cloud-based fleshare facility.

Internal Audit Checklist

Please complete this form and include with the working papers when presenting for internal audit. Failure to do so may result in a delay in completing your internal audit and additional costs. Please ensure the minute references are provided where requested. **Please do not provide current cheque books for audit.**

		Included (✓)
1	Completed Accounts section of Annual Return and supporting accounts	
2	Prior years certified annual return.	
3	Prior year audit issues arising as reported to the Council by the external auditor.	
4	Response to previous year internal audit report. Minute reference.....	
5	Please state the following from your financial regulations on contracts: - level for obtaining quotations - level for formal tender process Please provide evidence for any contracts above these levels that the financial regulations have been complied with. If a contracts register is maintained, please provide. Minutes for the financial year	
7	Copy of risk assessment(s) and Internal Control procedures. Minute reference for Council approval of risk assessment:	
8	Investment strategy. Please state minute reference here	
9	Insurance documents. Please state the level of fidelity cover in place during the financial year	
10	Cash book (or equivalent) and bank reconciliations. Where an accounting package has been used a report showing transactions by income and expenditure heading should be provided.	
11	Bank Statements for the financial year and up to the date of audit.	
12	Petty cash book and vouchers.	
13	All expenditure vouchers/invoices for transactions	

14	All income vouchers for transactions. Please include source income documents such as burial records, Bookings diaries, receipt books etc	
15	The Financial Regulations and Standing Orders of the Council.	
16	All payroll records and HMRC returns. All contracts of employment. Please state minute reference here if the Council approved a pay rise	
17	VAT returns and supporting VAT records.	
18	Evidence to support the precept request	
19	Evidence of authorisation for clerks salary and clerk/members expenses.	
20	The fixed assets register together with valuations.	
21	Full supporting working papers for all Balance Sheet entries if income and expenditure accounts are required.	
22	Budgetary control information including calculation of the precept requirement and any budget monitoring reports issued to Council during the year.	
23	Details of ear-marked reserves and any planned capital expenditure schemes (for current and future years). Please state minute references for approval of ear-marked reserves/ planned capital expenditure	
24	Analysis of s137 and/or Power of Wellbeing payments, and the s137 statutory limit for council	
25	Please confirm that a council website is maintained which publishes electronically all the information required by the Local Government (Democracy) (Wales) Act 2013 YES /NO	
26	Any partnership agreements and/or service level agreements to support partnerships in which the council participates	
27	Evidence that responsibilities as sole trustees of charities have been complied with (where relevant). Please state charity name and charity number	
28	All other relevant documentation that helps substantiate the entries in the accounts of the council.	

JDH Business Services Ltd

Carreg Lwyd, Cefn Bychan
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Company Reg No: 03824298

Dear Clerk

Re Internal Audit for the year ended 31st March 2022

We can confirm continuing independence in our role as internal auditors for the above financial year and you can assume this to be the case for future financial years unless we inform you otherwise in writing.

Yours faithfully

John Henry FCA BFP
Managing Director

10.7. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	Rob Roberts MP Updates	**	Various Dates
G	FLVC Mental Health and Learning Disability Grant Fund	**	16 th Dec 2021
H	Boundary Commission – Representations Published	**	17 th Dec 2021
I	Thomas Pennant Update	**	22 nd Dec 2021
J	One Voice Wales – WG Draft Budget 2022/23	**	4 th Jan 2022
K	Emails from several residents – ASB Issues and Concerns in the Town Centre	**	Jan 2022

11. ITEMS FROM MEMBERS

- Cllr P.A. York to report – Eco Uniform Shop. Members to consider the acquisition of suitable premises in the town centre to facilitate a uniform shop outlet.
- Cllr P.A. Johnson to report – Friends of the Holway Funds. The funds require transferring from their existing account. Members to consider the Council managing the funds for an interim period through the setting up of a holding account, subject to audit guidelines.

12. STAFF TRAINING

Members to consider the Support Officer's study for the new FiLCA qualification, to support current work duties. The Financial Introduction to Local Council Administration (FiLCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to provide an introduction to council finance. The cost of the course is £120 plus vat.

13. REPRESENTATIVES' REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

14. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issues affecting the community of Holywell, not otherwise covered on the Agenda.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda item 16, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the reporting of the financial and other information provided with the applications.

16. APPLICATIONS FOR FINANCIAL ASSISTANCE

- **Schedule A** Donations granted 1/4/18 –31/3/21
- **Schedule B** Budget Provision 2021/22 & Donations Paid To Date
- **Schedule C** Financial Assistance Applications – January 2022

SCHEDULE A - Donations to Organisations 01/04/18 – 31/03/21

Ref	Organisation	2018/19 £	2019/20 £	2020/21
1	50+ Action Group Flintshire	-	100	-
2	B-Fest	-	400	-
3	Carmel Bowling Club	200	300	300
4	Citizens Advice Flintshire	1,000	1,000	750
5	Delyn Rec. Gymnastics Club	500	500	-
6	Estuary Cars Voluntary Scheme	600	-	-
7	Fron Park Bowling Club	250	250	-
8	Greenfield FC Youth	250	300	-
9	Greenfield Football Club	500	-	500
10	Headway Flintshire	-	500	-
11	Holywell AC Christmas Activities	-	300	-
12	Holywell Autumn Club	300	300	-
13	Holywell FC Girls	250	300	-
14	Holywell FC Ladies	-	500	-
15	Holywell FC Youth	-	300	-
16	Holywell Football Club	500	-	-
17	Holywell Sewing & Knitting Group	-	300	-
18	Kings Head CIC	-	460	-
19	Merched Y Wawr Treffynnon	100	-	-
20	St. Kentigern Hospice	200	-	200
21	The Cariad Project	200	-	-
22	The Holywell & District Society	200	-	-
23	Thomas Pennant Society	200	200	-
24	Toe to Toe	-	500	-
25	Transition Holywell & District	-	250	-
26	Flintshire Foodbank	-	-	250
27	Hope House Hospice	-	-	200
28	Carmel Cricket Club	-	-	250
	TOTAL	5,250	6,760	2,450

SCHEDULE B - Donations Budget & Paid To Date 2021/22

Ref	Organisation	2021/22 £
	Budget	7,000
	Paid To Date	
1	Delyn Recreational Gymnastics Club	500
2	Citizens Advice Flintshire	1,000
	Total Paid	1,500
	Balance Remaining	5,500

SCHEDULE C - Applications for Financial Support – January 2022

Ref	Organisation	Amount Requested £	Previously Supported (Last 3 Years)
1	Wales Air Ambulance	Any	
2	The Samaritans of Northeast Wales	200	
3	Urdd Gobaith Cymru – Eisteddfod Yr Urdd	300	
	TOTAL	500	

The Council's grant awarding policy can be found on the website. Copies are also available to members from the Clerk on request. The Council's Financial Assistance Working Group will review all new applications in line with the policy guidelines and make appropriate recommendations to the meeting.

17. ANNUAL BUDGET SETTING 2022/23

- a) Clerk to deliver a presentation to members outlining the key financial issues relevant to this year's budget setting process.
- b) To consider probable expenditure for 2021/22 and estimated expenditure under the budget heads for 2022/23 – **Statement A**.
- c) To consider the Clerk's supporting notes and financial detail for 2022/23 budget growth, savings options & one off/variable recurring items – **Statement A - Supporting Notes**.
- d) To consider income and probable expenditure for 2021/22 relative to working balances and reserves - **Statement B**.
- e) To determine the Local Taxation Precept for 2022/23 – **Statement C**.
- f) Included in the budget pack as additional information is a table showing the current 2021/22 precept level, tax base and total income generated for all Flintshire Town and Community Councils.
- g) The council is required to formally approve any carry over of earmarked reserves as part of the budget setting process. Clerk to report.

NOTE: The official minutes of the meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell.wales. Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.

STATEMENT A

HOLYWELL TOWN COUNCIL

ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2022/23

	Budget 2021/22 £	Probable 2021/22 £	Budget 2022/23 £	% Of Budget
INCOME				
Precept	254,900	254,900	254,850	
Events	1,000	80	1,000	
Grants	0	0	0	
Miscellaneous	0	1,230	0	
TOTAL INCOME	255,900	256,210	255,850	
EXPENDITURE				
Employee Salaries	94,200	99,804	104,400	38%
Establishment	14,500	16,754	11,850	4%
Loan Repayments	15,000	15,000	15,000	6%
Council Offices	23,550	8,667	21,150	8%
Community	3,300	2,386	3,400	1%
Civic	4,500	3,389	4,500	2%
Grants / Donations	7,000	4,200	7,000	3%
Members	2,050	1,850	2,500	1%
Environment	1,500	1,207	1,750	1%
Events	4,900	280	5,450	2%
Town Centre Projects	2,100	5,897	1,750	1%
Well Inn Music Festival	10,000	0	10,000	4%
Play Areas/Play Schemes	21,800	21,431	22,200	8%
Wales In Bloom	6,300	8,032	6,500	2%
Christmas Lights	21,200	23,000	25,000	9%
Woodland	1,000	505	1,000	0%
CCTV	18,000	15,311	18,000	7%
Contribution - Holywell Leisure Centre	12,000	10,000	10,000	4%
TOTAL EXPENDITURE	262,900	237,713	271,450	100%
NET POSITION	7,000	-18,497	15,600	
NOTE - the full £15,600 shortfall to be found from a budget saving or the council's reserves which includes savings from the 2021/22 current financial year.				

Statement A - Supporting Budget Notes

- 1 Where applicable inflation has been applied at the rate of 2.3%, based on the 2021 YTD mean average, in line with the Consumer Price Index (CPI).
- 2 Staff salary budgets have been adjusted for estimated pending pay awards, job evaluation regrading and NI/pension uplifts.
- 3 It has been necessary to adjust some budgets up or down based on current operational requirements and spending patterns; those budget heads where this has been necessary + / - £500 are summarised below in Table A.
- 4 In order to mitigate the impact on the precept one off and potential recurring commitments are proposed to be paid out of balances for the year 2022/23. These are summarised in Table B below.

TABLE A (Item 3)			
Budget Head	Increase £	Decrease £	
Employees			
Elections (to balances)	10,200		
Room Hire (Kings Head)		3,000	
Business Rates (Revaluation)		600	
Utility Contingency		3,600	
Mayors/DM Allowance *	1,200		
Civic Expense Budget *	750	750	
Christmas Lights Budget	3,800		
Holywell Leisure Centre		2,000	
Total	15,950	9,950	
Net Budget Movement	6,000		

TABLE B (Item 4)			
Budget Head	One Off £	Recurring £	
Elections (from base budget)			
One off every 5 years	10,000	3,000	
Recurs in the event of a by election			
Figures are estimates			
Total	10,000	3,000	
Net Total From Balances			13,000

* Mayoral Allowance, Deputy Mayor Allowance, and Charity Bank Accounts can all close down. A holding account can be created to manage the charity functions in the Council's accounts and main bank bank account. This change would bring the Council into line with the IRPW recommendations for payments of office.

STATEMENT B

HOLYWELL TOWN COUNCIL

ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2022/23

	£	£
ACTUAL BALANCES AT 1 APRIL 2021		
Current Account	99,252	
Money Market Investment Account	41,290	
Earmarked Reserves - Community Asset Transfer of Former Toilet Block	5,000	
		145,542
ESTIMATED INCOME 2021/22		
Sundry Income	1,310	
Precept	254,900	
		256,210
TOTAL BALANCE + ESTIMATED INCOME		401,752
PROBABLE NET EXPENDITURE 2021/22 (as per STATEMENT A)		237,713
PROJECTED BALANCE 31 MARCH 2022		164,039
Proposed <u>Minimum</u> Working Balance (3/12 of Gross Expenditure)	67,863	
Proposed Additional Working Balance	91,177	
Proposed Earmarked Reserves - Community Asset Transfer of Former Toilet Block	5,000	
		164,039
Take off new year budget shortfall for 2022/23 (i.e. standstill precept)		15,600
Take off grant monies carried forward from 2021/22		22,400
Revised balance going forward from which members can consider the scope for non-budgeted project works from the current business plan		126,039

HOLYWELL TOWN COUNCIL

ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2022/23

PRECEPT SETTING 2022/23

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	Option 1 Standstill Budget 2022/23 £	Option 2 50% of Budget Shortfall Covered 2022/23 £	Option 3 100% of Budget Shortfall Covered 2022/23 £
Current Year Precept	176,870.00	210,870.00	233,500.00	243,000.00	252,000.00	254,900.00	254,850.00	262,650.00	270,450.00
3 x Instalments (April, August & December)	58,956.67	70,290.00	77,833.33	81,000.00	84,000.00	84,966.67	84,950.00	87,550.00	90,150.00
Council Tax Base Band D (No. of Households)	3,269.78	3,265.40	3,324.14	3,371.72	3,342.05	3,380.78	3,379.85	3,379.85	3,379.85
Band D Charge	54.09	64.58	70.24	72.07	75.40	75.40	75.40	77.71	80.02
% Uplift	9.0%	19.4%	8.8%	2.6%	4.6%	0.0%	0.0%	3.1%	6.1%
Band D Weekly Household Equivalent	1.04	1.24	1.35	1.39	1.45	1.45	1.45	1.49	1.54
Increase Per Household Per Week	0.09	0.20	0.11	0.04	0.06	-0.00	0.00	0.04	0.09

Notes

1. The Holywell Town Council Precept for 2021/22 was set at £254,900.
2. That was an increase of £2,900 on the previous financial year 2020/21, this year's decrease is proposed to be £50.
3. The Town Council Tax is currently £75.40 per Band D property, the proposed new charge would still be £75.40, for the third year running.
4. See attached current Precepts and Charges List for the County of Flintshire, for comparisons with other local Councils.