

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held at the Stamford Gate Hotel, Halkyn Road, Holywell, on Tuesday, 17th May 2022 at 6.00pm.

PRESENT: Councillor I. Hodge (Elected Mayor).

Councillor E.B. Palmer (Retiring Mayor).

Councillors: C. Argent, L. Carter, L. Corbett, P. Corbett, R. Dolphin, P.A. Johnson, J. Jones, M. Lewis-Jones, S. Rush, B. Scragg, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors J.M. Johnson, and M. Sprake.

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

1. **ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2022/23**

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2022/23. Councillor I. Hodge was proposed and duly seconded.

RESOLVED:

That Councillor I. Hodge (Holywell East Ward) be elected Mayor of Holywell Town Council for 2022/23.

Investiture of Chain of Office, Signing of Declaration of Office, and other formalities.

The new Mayor was invested with the Chain of office and signed the Declaration of Acceptance of Office and exchanged gifts with the retiring Mayor.

Mayor's Opening Statement for 2022/23

The Mayor thanked members for their nomination and support. The Mayoress was to be Lyn Hodge. The first of the Mayor's charities was confirmed as the St. James Church Wellbeing Project. Further information would follow on the second charity, Civic Sunday, and Charity Ball arrangements. The Mayor was determined to promote unity in the Council and wider community.

2. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

3. RETIRING MAYOR’S CLOSING REMARKS

The retiring Mayor thanked all members and staff for their support over their term of office. The retiring Mayor also paid tribute to the last five years Council term and the completion of many projects in the Council’s business plan. The retiring Mayor looked forward to the next Council term. Jubilee mugs and bottles were to be handed out to all local schools, as a gift for the schoolchildren. Any members wishing to assist should contact the Clerk who would make the arrangements.

4. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2022/23

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2022/23. Councillor L.A. Carter was proposed and duly seconded.

RESOLVED:

That Councillor L.A. Carter (Holywell West Ward) be elected Deputy Mayor of Holywell Town Council for 2022/23.

5. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

5.1. Attendance Report 2021/22

Members received the attendance report for the 2021/22 civic year.

Member Attendances 2021/22 Civic Year

Name	Actual	Possible	%
<i>Councillors</i>			
CARTER L.A.	4	5	80%
DAVIES K.	16	16	100%
DELANEY S.	19	20	95%
DOLPHIN R.	16	20	80%
HODGE I.	8	9	89%
JOHNSON J.M.	6	9	67%
JOHNSON P.A.	16	19	84%
JOHNSON S.	6	9	67%
LEWIS-JONES M.	16	21	76%
PALMER E.B.	17	19	89%

PATTISON J.	16	18	89%
SCRAGG G.B.	20	20	100%
TRUMPER A.	10	10	100%
WALLBANKS S.E.	0	12	0%
YORK P.A.	16	19	84%

5.2. Appointments to Committees, Working Groups & Outside Bodies 2022/23

Consideration was given to appointing Committees, Working Groups and Outside Bodies Representatives for the forthcoming civic year. Members had before them for this purpose the schedules of the current representation.

RESOLVED:

That the Committees, Working Groups and Outside Bodies Representatives for 2022/23 be appointed as follows:

HOLYWELL TOWN COUNCIL COMMITTEES 2022/23

***Note:** The Mayor is an ex-officio Member of all Committees*

Chair's Advisory Committee - All Elected Chairs

Development Committee

Councillor C. Argent
Councillor R. Dolphin
Councillor P.A. Johnson
Councillor M. Lewis-Jones
Councillor S. Rush
Councillor B. Scragg
Councillor M. Sprake

Resources Committee

Councillor L.A. Carter
Councillor P. Corbett
Councillor J. Jones
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor B. Scragg

Town Centre & Events Committee

Councillor L.A. Carter
Councillor L. Corbett
Councillor P. Corbett
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Thomas

HOLYWELL TOWN COUNCIL WORKING GROUPS 2022/23

Financial Assistance

Councillor L.A. Carter
Councillor R. Dolphin
Councillor E.B. Palmer
Councillor B. Scragg

Events

Councillor L. Corbett
Councillor E.B. Palmer
Councillor D. Thomas
External Members

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2022/23

(a) North & Mid Wales Association Of Local Councils	Councillor L.A. Carter Councillor I. Hodge
(b) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor C. Argent
(c) Flintshire County Forum	Councillor L. Corbett Councillor J. Jones
(d) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor R. Dolphin (FCC Rep) Councillor M. Lewis-Jones Councillor S. Rush Councillor D. Thomas
(e) Transition Holywell & District	Councillor P. Corbett
(f) Friends of the Holway	Councillor C. Argent Councillor J. Jones
(g) Age & Dementia Friendly Holywell	Councillor I. Hodge
(h) Holywell & Greenfield Area Railway Station Forum	Councillor C. Argent Councillor R. Dolphin Councillor P.A. Johnson Councillor B. Scragg
(i) North Wales Rail Liaison Committee	Councillor I. Hodge Councillor M. Lewis-Jones (Sub)
(j) Holywell Air Cadets	Councillor E.B. Palmer
(k) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(l) Governor – Ysgol Maes Glas	Councillor R. Dolphin
(m) Governor – St. Winefrides RC School	Vacant (Request Letter Pending)

6. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT

RESOLVED:

- 1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.
- 2) That the current authorised signatories for (1) above be confirmed as follows:
Councillors R. Dolphin, E.B. Palmer, B. Scragg and D. Thomas. Clerk to arrange for new mandate forms where appropriate.

7. PUBLIC SPEAKING

There were no such requests.

8. MINUTES & MEETINGS

8.1. 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. Clerk to arrange with the respective Chairs.

- Holywell Town Council meeting held on Tuesday 19th April 2022.

8.2. Meetings of Committees and Working Groups

The Clerk reported on the outcomes from the Events Working Group meeting held on Wednesday 11th May 2022. The programme for the Council's Jubilee event on Thursday 2nd June was confirmed which included an artisan's market, fairground rides, children's entertainment, Holywell band, live music, and tea party for care home residents.

The Clerk also relayed details of provisional plans to live stream the jubilee party in London planned for Saturday evening, 4th June 2002 on a giant screen in Tower Gardens. There were concerns over security, licence costs, wi-fi connectivity and the event clashing with the local pubs in the town centre.

RESOLVED:

That the giant screen event be cancelled on this occasion. The Town Centre and Events Committee would review other options for a Screen event later in the year.

9. **PLANNING**

9.1. **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
064204	Variation of condition 1 of 054276 to extend expiration date. Location: Abbey House, Greenfield Road, Holywell, Flintshire, CH8 7QB. Clerk's Note – the original application was for conversion of the building to 4 flats and 1 mews dwelling. The Council's response was deferred at the request of the Greenfield Ward County Councillor, pending further clarification.
064157	Installation of 3 number scooter stores to the car park including associated groundworks to create a level platform. Location: Plas Gwenfrewi, New Road, Holywell, Flintshire, CH8 7LY. The Council had no objection to the application.

10. **ACCOUNTS**

10.1. **Accounts for Payment**

RESOLVED:

That payment of the following accounts be approved.
Cllrs I. Hodge and L.A. Carter would undertake the monthly invoice checks in future.

SCHEDULE OF ACCOUNTS – APRIL 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8793-8795	BP	Council Staff	Staff Salaries - April 2022	5,090.53	***

8796	BP	HMRC	PAYE/NI - April 2022	1,833.96	***
8797	BP	Clwyd Pension Fund	April Pension payments	1,711.17	***
8798	BP	Zurich Municipal	Insurance Policy	2,035.37	*^
8799	BP	Flintshire County Council	CCTV Charges 01/04-60/06	787.80	*****
8800	BP	Flintshire County Council	Garage rent 2022/2023	638.50	****
8801	BP	Cambria Band	Donation for Easter Event	100.00	^^
8802	BP	B.E. Williams	Face painting fee for Easter Event	100.00	^^
8803	BP	Councillor Ted Palmer	Draw down of Mayoral Allowance	100.00	*^^*
8804	BP	Daydream Designs	Website Tech Support Apr22	94.80	****
8805	BP	Connah's Quay Town Council	Chair's Charity Evening	50.00	///
8806	BP	DJ Phil - Phillip Crossley	Donation for Easter Event	50.00	^^
8807	BP	Mr Ian Roberts	Performers for Easter Event	250.00	^^
8808	BP	Holywell Debonaires	Donation for Easter Event	50.00	^^
8809	BP	North Wales Assoc. of Town Councils	4 x lunches for attendees at the quarterly meeting	80.00	****
8810	BP	Multiple Recipients	Refunds for cancelled Mayor's ball	570.00	^^
8811	BP	Flintshire County Council	Match funding for Groesffordd Play Area	10,000.00	^^^
8812	BP	Flintshire County Council	Installation of 2 lighting units	2,750.00	^*
8813	BP	Holywell Leisure Centre	Contribution (4 th Instalment)	2,500.00	^^^
8814	BP	Holywell Garden Centre	Doors for toilet block	3,081.60	****
8815	BP	Holywell Garden Centre	Labour for parasol installation/Easter event	425.00	^^
8816	BP	Amberol Ltd	Wales in Bloom Hanging baskets/brackets	477.22	^^
8817	BP	Full Circle Security Systems Ltd	Call out fee (CCTV Panton Place)	72.00	***
8818	BP	Black & White Security	Fee for Easter Event	125.00	^^
8819	BP	H.G. Jones	Reimbursement for craft items - Easter Event	36.38	^^
8820	BP	E.G. Roberts	Fee for services - Easter Event	149.50	^^
8821	BP	A Little Magic	Fee for services - Easter Event	260.00	^^
8822	BP	Sian Jones Translation Services	Translation services	12.26	***
8823	BP	Clerk	Travelling expenses NW Association meeting	13.95	^^**

8824	DD	Plusnet	Phone & Broadband April 22	38.97	****
8825	DD	BNP Paribas	Coffee machine lease	202.80	****
8826	DD	British Gas	14BP Electricity March 22	13.98	****
8827	DD	British Gas	13 BP Electricity March 22	49.46	****
8828	DD	British Gas	12-14 BP Gas March 22	158.89	****
8829	DC	Facebook Ads Team	Easter Event	8.13	^^
8830	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8831	DC	Tesco	Refreshments/toilet roll	10.75	****
8832	DC	Tesco	Spoons (sports equipment) Easter event	4.80	^^
8833	DC	Tesco	Easter Eggs (prizes - Easter Event)	36.00	^^
8834	DC	Holywell Crossways Garage	Easter Eggs (prizes - Easter Event)	15.00	^^
8835	DC	Tesco	Refreshments	4.50	****
8836	DC	C.M. Scott Jewellers	Trophies & Engraving	148.20	**
8836a	DC	C.M. Scott Jewellers	Trophies & Engraving	16.50	****
8837	DC	Holywell Crossways Garage	Easter Eggs (prizes - Easter Event)	10.00	^^
8838	DC	Tesco	Gift bags (jubilee event)	8.00	^^
8839	DC	Tesco	Easter Eggs (prizes - Easter Event)	23.00	^^
8840	DC	Lidl	Easter Eggs (prizes - Easter Event)	26.73	^^
8841	DC	Lidl	Easter Eggs (prizes - Easter Event)	35.64	^^
8842	DC	Holywell Crossways Garage	Refreshments	1.38	****
8843	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8844	DC	Amazon	Jabra Portable Speaker	200.99	****
8845	DC	1&1 Internet Ltd	Mail Pro	12.00	****
8846	DC	Tesco	Refreshments	0.95	****
n/a	DR	HSBC	Bank Charges March 2022	8.00	****
TOTAL				34,594.69	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2022

Date	Debtor Name	Income Details	Amount £
Various	Multiple Debtors	Charity Ball Tickets	455.00
02/04/22	Flintshire County Council	Town Centre Enhancement Grant	10,000.00
12/04/22	Flintshire County Council	Contribution to Easter Event	500.00
19/04/22	National Lottery Heritage Fund	Heritage Grant – 2 nd Instalment	8,800.00
29/04/21	Flintshire County Council	Local Taxation Precept (1 of 3)	84,950.00
TOTAL			104,705.00

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

11. COMMUNITY ENGAGEMENT

11.1. Monthly Report

Members had before them for consideration the latest report from the Deputy Clerk. There were action points this month related to dog waste bag dispensers and members' attendance at regeneration workshops to support the UK Shared Prosperity Fund. It was confirmed that the Woodland Project timetable for completion of works had been extended until 31st December 2022.

RESOLVED:

- 1) That the dog waste bag dispensers be placed at the top, middle, and bottom end of town, and at the end of Tower Gardens towards the Council Offices. Final position to be determined by Central ward members. Deputy Clerk to check any conservation issues with Chris Rees-Jones, Flintshire County Council.

- 2) That the following places be confirmed on the workshops:
 - a. Community & Place – M. Fearnley.
 - b. Supporting Local Business – Cllr. L.A. Carter.
 - c. People & Skills – Cllr D. Thomas.

12. CORRESPONDENCE RECEIVED

12.1. Independent Remuneration Panel for Wales – Annual Report and Determinations 2022/23

Members considered the letter and report from the IRPW which outlined the new determinations for 2022/23 civic year and noted those determinations that were mandated.

RESOLVED:

- 1) **Determination 44** £150 mandated payment – this payment **WILL** be made to all members unless members write to the Clerk individually to decline the payment.
- 2) **Determination 45** £500 mandated payment for specific responsibilities – this payment **WILL** be made to the Mayor only unless the Mayor writes to the Clerk to decline the payment. This is in addition to the £150 payment in 1) above.
- 3) **Discretionary Determinations 46** (travel costs), **47** (overnight stay), **48** (financial loss), to be adopted by the Council for the coming year.
- 4) **Discretionary Determination 49** Attendance Allowance. Members decided against the adoption of this allowance.
- 5) **Discretionary Determination 50** Mayor's Allowance – to be adopted by the Council and the value set at £1,000. Clerk to make the necessary arrangements.
- 6) **Discretionary Determination 51** Deputy Mayor's Allowance – to be adopted by the Council and the value set at £500. Clerk to make the necessary arrangements.

12.2. Flintshire Local Voluntary Council – Best Kept Communities Competition 2022

Members considered the Council's participation in this competition, to highlight the Holywell and Greenfield communities environmental

and physical attributes. Judging was to take place the week beginning 18th July 2022, with awards presented in September 2022.

RESOLVED:

That approval be given for the Clerk to apply for the competition.

12.3. 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 Updates & Planning Decisions	**	Various Dates
B	North Wales Police Alerts	**	Various Dates
C	Rob Roberts MP Press Releases	**	Various Dates
D	Kings Head Museum – Grant Feedback	**	12 th Apr 2022
E	HLC-CLT Financial Tracker Quarter 4 2021/22	**	21 st Apr 2022
F	Polling Station Finder – Elections 2022	**	25 th Apr 2022

13. STATUS REPORT – MEMBERS’ DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk reported that all fifteen Council members had now signed their declaration of acceptance of office form and can therefore undertake their official duties as Town Councillors.

14. MEMBERS TRAINING – CODE OF CONDUCT

The County Council had arranged code of conduct training for all new and returning Councillors, which was compulsory. There were three sessions available, and the Clerk handed out a form, for members to indicate their preferred date.

15. TOWER GARDENS EVENTS AREA PARASOLS

The Clerk updated members on the operational issues that affected the use of the parasols. They had been subjected to vandalism and anti-social behaviour over recent months and the Council were working with the Police to identify those responsible. It had been suggested that some form of outer ring protection be installed around the two parasols, in the form of railings or plastic/aluminium tubing. Security railings could cost in the region of £4,000. For the bandshell area it was suggested that anti vandal paint and signage would deter youths climbing onto the roof structure.

RESOLVED:

- 1) That the Deputy Clerk seek quotations for aluminium tubing, to place around the two parasols.
- 2) That the Deputy Clerk meet with the Police to seek further advice and obtain costs on the anti-vandal paint and signage.
- 3) That in the meantime the temporary fencing around both parasols be kept in place and removed and reinstalled for each event taking place.

16. REPRESENTATIVE REPORTS

There were no reports submitted.

17. COUNTY COUNCILLOR REPORTS

Cllr R. Dolphin reported on the election results at the County Council: 31 Labour, 30 Independent, 4 Liberal Democrat, and 2 Conservative seats.

Cllr I. Hodge reported he continued to attend several training and induction events to bring the new County members up to date as they begin their terms of office.

18. EVENT GRANT APPLICATION

Members considered a request from Mr K. Richmond to hold a Motorcycle Show in the town centre on 23rd July 2022.

RESOLVED:

That an event grant of £500 be approved to be paid upon completion of the event. Clerk to inform Mr. Richmond.

19. CLOSE OF MEETING

The Mayor closed the meeting at 8.15pm.

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Mayor