

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 Wednesday 20th May 2026 at 6.00pm.

PRESENT: Councillor P. Corbett (Elected Mayor).

Councillor M. Sprake (Retiring Mayor).

Councillors: P. Cooper, L. Corbett, P. Curtis, I. Hodge, L. Hodge, P.A. Johnson, M. Lewis-Jones, S. Rush, D. Smith, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, and E.B. Palmer.

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

1. **ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2026/27**

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2026/27. Councillor P. Corbett was proposed and duly seconded.

RESOLVED:

That Councillor P. Corbett (Holywell Central Ward) be elected Mayor of Holywell Town Council for 2026/27.

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. Councillor P. Curtis thanked the Retiring Mayor and wished the new Mayor well for a successful year in office.

2. **COMMUNITY ENDEAVOUR AWARD PRESENTATIONS**

The Mayor was delighted to introduce the award nominees to members, who were presented with hampers sourced from local businesses and certificates. The under 18 winners were presented with shopping vouchers and certificates. The Mayor thanked all of the local businesses that supplied goods for the hampers.

Award nominees were invited up to receive their awards, and the nominees were as follows:

- Greenfield - Liam Thorley
- Holywell Central - Julie Franks
- Holywell West - Sue Wynne
- Holywell East - Tracy Walker (award received by Sue Wynne on behalf of Tracy Walker)
- Holywell U18s - Albie-Junior Thomas, and Jayden Jones

3. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
11.4.	P.A. Johnson	✓		Governance of Clwyd Pension Fund.

4. MAYORS REMARKS

The Mayor thanked members for their nomination, trust, and support and thanked retiring Mayor Councillor Matt Sprake for his hard work during his year of office. The Mayor’s Consort was to be Phil Corbett.

It was a great honour and privilege to represent Holywell for the Mayor, who was born and bred in Holywell, raised three children and had worked in the town since leaving school at the age of sixteen, until her retirement in 2022. The Mayor stated it was great to see the growth in the market and that new business were being attracted to the town. The Mayor looked forward to promoting the town and celebrating the achievements of local residents, businesses, and organisations.

The four Mayor’s charities were confirmed as Kim Inspire, Holywell Area Community Museum, Holywell and Greenfield Churches, and Age and Dementia Holywell. The Mayor’s Civic Sunday would be held at St. Peter’s Church in the Autumn, and the Charity Ball in the Spring of 2027. Further information would follow in due course. The Mayor thanked the staff for their support on behalf of the Council.

5. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2026/27

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2026/27. Councillor M. Lewis-Jones was proposed and duly seconded.

RESOLVED:

That Councillor Mike Lewis-Jones (Greenfield Ward) be elected Deputy Mayor of Holywell Town Council for 2026/27. The formalities for this appointment would be completed at the next meeting.

6. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

6.1. Attendance Report 2025/26

Members received the attendance report for the 2025/26 civic year.

Name	Possible	Actual	%
<i>Councillors</i>			
ARGENT C.	13	3	23%
BLACKWELL C. (Resigned 27 th March)	21	4	19%
COOPER P.	21	9	43%
CORBETT L.	18	18	100%
CORBETT P.	18	17	94%
CURTIS P.	16	6	38%
HODGE I.	21	18	86%
HODGE L.	14	11	79%
JOHNSON P.A.	13	9	69%
LEWIS-JONES M.	15	15	100%
PALMER E.B.	21	14	67%
RUSH S.	16	6	38%
SMITH D.	16	15	94%
SPRAKE M.	21	20	95%
THOMAS D.	19	18	95%

6.2. Appointments to Committees, Working Groups & Outside Bodies 2026/27

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 2026/27 be appointed as follows.

It was noted that a reserve substitute was no longer required for the North & Mid Wales Rail Liaison Committee, as any member could attend. Cllr I. Hodge had been appointed Vice Chair of Ysgol Maes y Felin Governors and was awaiting a response from Ysgol Treffynnon regarding his Governor appointment there.

HOLYWELL TOWN COUNCIL COMMITTEES 2026/27

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

Chair's Advisory Committee

Mayor, Deputy Mayor, All Elected Chairs

Development Committee

Councillor P. Cooper
Councillor I. Hodge
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Smith
Councillor D. Thomas

Resources Committee

Councillor P. Cooper
Councillor L. Corbett
Councillor P. Corbett
Councillor I. Hodge
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor D. Thomas

Town Centre & Events Committee

Councillor P. Cooper
Councillor L. Corbett
Councillor P. Corbett
Councillor P. Curtis
Councillor I. Hodge
Councillor L. Hodge
Councillor E.B. Palmer
Councillor D. Thomas

Informal Personnel Committee

Councillor L. Corbett
Councillor P. Corbett

HOLYWELL TOWN COUNCIL WORKING GROUPS 2026/27

Financial Assistance

Councillor P. Corbett
Councillor I. Hodge
Councillor M. Lewis-Jones
Councillor E.B. Palmer

Public Toilets

Councillor P. Corbett
Councillor L. Corbett
Councillor I. Hodge
Councillor M. Sprake
Councillor D. Thomas

Events

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

Planning

Councillor P. Cooper
Councillor P. Corbett
Councillor E.B. Palmer
Councillor D. Smith

Regeneration

Councillor L. Corbett
Councillor P. Corbett
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Smith
Councillor M. Sprake
Councillor D. Thomas

Town Centre Recycling & Fly Tipping

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

Market

Councillor P. Cooper
Councillor L. Corbett
Councillor P. Corbett
Councillor I. Hodge
Councillor E.B. Palmer
Councillor D. Thomas

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2026/27

(a) North & Mid Wales Association Of Local Councils	Councillor P. Corbett Councillor I. Hodge Councillor E.B. Palmer
(b) Flintshire County Forum	Councillor L. Corbett Councillor M. Sprake
(c) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor I. Hodge (FCC Rep) Councillor M. Lewis-Jones Councillor S. Rush Councillor M. Sprake Councillor D. Thomas
(d) Transition Holywell & District	Councillor P. Corbett
(e) Friends of the Holway	Councillor C. Argent Councillor D. Smith
(f) Age & Dementia Friendly Holywell	Councillor I. Hodge
(g) North & Mid Wales Rail Liaison Committee	Councillor I. Hodge
(h) Holywell Air Cadets	Councillor P. Curtis Councillor M. Lewis-Jones Councillor E.B. Palmer
(i) West Flintshire Group of Councils	Councillor I. Hodge Councillor E.B. Palmer
(j) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(k) Governor - Ysgol Maes Glas	Councillor M. Sprake
(l) Governor - St. Winefrides RC	<i>Vacancy</i>
(m) Governor - Ysgol Treffynnon	Councillor I. Hodge
(n) North Wales Police Ward Representatives	Councillor L. Corbett (East) Councillor P. Corbett (Central) Councillor D. Smith (West) Councillor M. Sprake (Greenfield)

7. AUTHORITY FOR SIGNING ORDERS/INVOICE PAYMENT VALIDATION

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 reaffirmed as follows:
Councillors P. Corbett, E.B. Palmer, and D. Thomas. Councillor L. Hodge was appointed as a further signatory. Clerk to arrange for new mandate forms where appropriate.
- 3) That the nominated Councillors for checking and validation of monthly invoice payments, payroll transactions, and banking entries be confirmed as Councillors P. Corbett, and I. Hodge.

8. MINUTES & MEETINGS

8.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record.

- Holywell Town Council meeting held on Wednesday 15th April 2026.
- Town Centre & Events Committee meeting held on Wednesday 6th May 2026.

8.2. Meetings of Working Groups

The meeting notes of the Recycling Working Group held on Thursday 14th May 2026 were noted as received.

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. The Planning Working Group reported their findings and recommendations to the meeting.

RESOLVED:

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

Application Number	Proposal Details
FUL/000260/26	PROPOSAL: PROPOSED ERECTION OF A DETACHED DWELLING AND ASSOCIATED WORKS. LOCATION: Land at James Place, Holway Road, Holywell, CH8 7NP. <i>The Council confirmed its support for this application and had no objections.</i>

10. **ACCOUNTS**

10.1. **Accounts for Payment**

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – APRIL 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11437 - 11439	BP	Council Staff	Staff Salaries Apr26	5,972.74	***
11440	BP	HMRC	Staff PAYE/NI Apr26	2,101.26	***
11441	BP	Clwyd Pension Fund	Staff Pension Apr26	1,055.28	***
11442	BP	Zurich Municipal	Corporate Insurance Policy 2026/27	3,101.16	****
11443	BP	Flintshire County Council	Event Hub Business Rates	727.90	****
11444	BP	Chubb Fire & Security	Fire Prevention Equipment Contract 2026/27	333.72	****
11445	BP	Flintshire County Council	CCTV Charges Quarter 1 26/27	3,312.02	*****
11446	BP	Delyn Press	Market Flyers	60.00	#*
11447	BP	Rialtas Business Systems	Annual Support Licence	367.20	****
11448	BP	Philip Jones Computers	ICT Support Costs Q4	135.00	****
11449	BP	Imperative Training	Pads for Greenfield Defib	95.94	****
11450	BP	Daydream Designs	Website Tech Support	94.80	****
11451	BP	Veolia	Trade Waste Charges	88.27	****
11452	BP	Viking	Stationery/Paper/Water	150.45	****
11453	BP	Palm Signs	Supply & Fit Office Sign	58.80	****
11454	BP	Sian Jones Translation	Translate Documents	88.81	****
11455	BP	Holywell Garden Centre	Annual Bracket Pull Testing	275.00	^^

11456	BP	Stamford Gate Hotel	Deposit for Annual Meeting	100.00	^^
11457	BP	Paul Broadbent	Binding of Minute Books	125.00	****
11458	BP	Plug Tech	PAT Testing of Office Appliances	103.20	****
11459	BP	All Electric	Remove Car Charge Point	1,062.00	****
11460	BP	Tribute Act Management	Deposit for Tom Jones - Spring Event	145.00	^^
11461	BP	Tadmark	Supply 4 Banners - Spring Event	153.14	^^
11462	DD	Yu Energy	Gas Bank Place Mar26	464.24	****
11463	DD	Corona Energy	Electric 12/13 Bank Place Mar26	104.09	****
11464	DD	EDF Energy	Electric 14 Bank Place Mar26	25.44	****
11465	DD	EDF Energy	Electric Events Hub Mar 26	19.82	****
11466	DD	Vodafone	Office Mobile Apr/May	29.70	****
11467	DD	Wirehouse ER	Employment Services Apr26	132.00	****
11468	VIS	Microsoft	ICT Subscription	66.24	****
11469	VIS	Microsoft	ICT Subscription	11.52	****
11470	VIS	Facebook	Boost Spring Event Post	4.52	^^
11471	VIS	Tesco	Refreshments	1.20	****
11472	VIS	Amazon	Photo Frames/Gel Filters	43.09	****
11473	VIS	Amazon	Refuse Sacks	21.86	****
11474	VIS	Amazon	Filter Coffee Machine	44.99	****
11475	VIS	Amazon	Gel Filters	7.99	****
11476	VIS	Nexus Creative Spaces	Assorted Items (CE Awards)	41.80	^^
11477	VIS	Tesco	Refreshments	13.25	****
11478	VIS	Amazon	Refuse Sacks (Refund - Credit)	-21.86	****
11479	VIS	Tesco	Refreshments	1.20	****
11480	VIS	Zoom	Zoom Pro Subscription	16.79	****
11481	VIS	Flintshire County Council	TENS Licence - Mayors Charity Ball	21.00	^^
11482	VIS	W. Bevan	Batteries	7.30	****
11483	VIS	Tower Crafts	Coasters (CE Awards)	10.00	^^
11484	VIS	Amazon	Seat Cushion	41.68	****
11485	VIS	Dannys Butchers	Chutneys (CE Awards)	10.00	^^
11486	VIS	Greenfield Valley	Jams/Chutneys (CE Awards)	18.00	^^
11487	VIS	W. Bevan	Spring Clean Up Equipment	38.68	****
11488	VIS	Tesco	Refreshments	1.20	****
11489	DR	HSBC Bank	Bank Charges Mar26	9.15	****
TOTAL				20,891.58	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2025

Date	Debtor Name	Income Details	Amount £
07/04/26	Market Traders	Market Pitch Fees	14.84
07/04/26	Multiple	Mayors Charity Ball Proceeds	770.00
09/04/26	Market Traders	Market Pitch Fees	14.84
17/04/26	Market Traders	Market Pitch Fees	19.68
24/04/26	Market Traders	Market Pitch Fees	19.68
29/04/26	Multiple	Mayors Charity Buckets	125.00
30/04/25	Flintshire County Council	Local Taxation Precept (1 of 3)	119,833.33
		TOTAL	120,797.37

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
- ^* Parish Councils Act 1957 S.3; Highways Act 1980 S.301

11. CORRESPONDENCE RECEIVED

11.1. Coed Pen y Maes, Holywell

Members considered the email from Natural Resources Wales about whether Pen y Maes woods could be included within the National

Forest for Wales. Members also discussed the potential for Lluesty Woodland to be included.

RESOLVED:

That the matter be deferred to the next Development Committee meeting, with NRW being invited to the meeting.

11.2. Holywell Town Centre Broadband

Members considered an email enquiry from a local business owner, concerned about the lack of connection to full fibre broadband in Holywell town centre. Open Reach were unable to invest in the matter further until there was sufficient demand for the service from other users in the area. This affected businesses who rely on a robust and reliable internet service.

RESOLVED:

That the Council refer the enquiry to Becky Gittins MP for support and further assistance.

11.3. One Voice Wales Civility & Respect Pledge

Members considered the correspondence from One Voice Wales who had reviewed and revised the pledge to make it more relevant to Councils in Wales.

RESOLVED:

That the Council reconsider the matter at the next meeting. Clerk to compete a side by side comparison for the meeting.

11.4. Clwyd Pension Fund Representation on the Pension Fund Committee

Members considered the email from the Clwyd Pension Fund Committee, that set out the arrangements for the appointment of an 'Other Scheme Employer' representative.

RESOLVED:

That the correspondence be noted as received.

11.5. 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	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Sheep Entering Holywell Cemetery	**	Various Dates
H	Updated Rotary Programme 2026	**	13 th Apr 2026
I	North and Mid Wales Association of Local Councils - Minutes North Wales Coast Transport Meeting	**	13 th Apr 2026
J	Greenfield Valley Volunteers Newsletter APRIL 2026	**	13 th Apr 2026
K	Launch of the One Voice Wales Civility and Respect Pledge	**	14 th Apr 2026
L	FLVC E-bulletin April 16 2026	**	16 th Apr 2026 & 30 th Apr 2026
M	Connah's Quay Low Carbon Power – Acceptance of proposed changes to application	**	17 th Apr 2026
N	North and Mid Wales Association of Local Councils (Minutes & Senedd Election Process)	**	20 th Apr 2026
O	Cadi Ha Press Release	**	27 th Apr 2026
P	Cronfa Cyfle i Bawb yr Urdd Fund for All	**	5 th May 2026
Q	Rupert's Rainbow	**	11 th May 2026
R	Discovering Dementia Update (Dem Outside Lives)	**	12 th May 2026

12. MEMBERS ITEMS

Cllr P. Curtis - Holywell Town Football Club Finances. Cllr P. Curtis explained the background to this item and requested that the Council approve an annual contribution of £1,000.00 to the club. The club could apply for financial assistance from the Council if it so wished. Members considered this request and the contribution level, and other funding streams available.

RESOLVED:

That the matter be deferred to the Council's Resources Committee for further consideration.

13. CARETAKER SERVICE – CYCLICAL WORK

Members considered a cyclical work schedule to support specific repeating parcels of work with the caretaker service. The identified locations would receive two visits per year with the remaining budget allocated to adhoc/one off work. Members also discussed the promotion of the service.

RESOLVED:

That approval be given to implement the cyclical schedule. That before and after photographs are taken to promote the work of the Caretakers.

14. ANNUAL REVIEW OF ASSET LIST

Members reviewed the updated position on the Council's Asset List, as of 31st March 2026. The asset list included additions and disposals for the year and formed part of the Council's annual return and accounting statements.

RESOLVED:

That the Council's Asset List position be approved and noted.

15. COUNCIL SOCIAL MEDIA

Members received a verbal update from the clerk that outlined the Council's position related to social media posts managed by the staffing team. Examples of posts were for Mayoral civic duties, promotion of Council events, promotion of Council projects, community information, etc. Social media posts made by members were not routinely or regularly shared, liked or commented on, to maintain political neutrality, impartiality, and fairness to all members of the Council.

RESOLVED:

That the Council continue with the approach as stated above for all its social media operations, at the discretion of the Clerk.

16. REPRESENTATIVE REPORTS

Cllr I. Hodge would be travelling on the Shrewsbury Transport for Wales train service, as part of his work with the Rail Liaison Committee. Cllr Hodge stated that the Flint to Liverpool Lime Street direct train service was now in operation.

17. COUNTY COUNCILLOR REPORTS

Cllrs P. Johnson and D. Smith had met with Gwella recently to consider play area proposals for the Holway.

18. CLOSE OF MEETING

The Mayor closed the meeting at 7.30pm.

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Mayor