

# Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



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Holywell,  
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**NOTE: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the Clerk [town.clerk@holywell.wales](mailto:town.clerk@holywell.wales) for further guidance.**

To: All Members of the Council

12<sup>th</sup> May 2022

Dear Councillors,

Notice is given that the **Annual Meeting of Holywell Town Council** will be held at the **Stamford Gate Hotel, Halkyn Road, Holywell** on **Tuesday 17<sup>th</sup> May 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. ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2022/23
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

4. MAYOR'S REMARKS
5. ELECTION OF DEPUTY TOWN MAYOR - MUNICIPAL YEAR 2022/23

6. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

6.1. Attendance Report 2021/22

Members to receive the annual attendance report for the past municipal year.

**Member Attendances 2021/22 Civic Year**

| <b>Name</b>               | <b>Possible</b> | <b>Actual</b> | <b>%</b> |
|---------------------------|-----------------|---------------|----------|
| <b><i>Councillors</i></b> |                 |               |          |
| 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%      |

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

Schedules of representation for 2021/22 are attached for information.

**HOLYWELL TOWN COUNCIL COMMITTEES 2021/22**

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

**Chair's Advisory Committee** - All Elected Chairs

**Development Committee**

Councillor R. Dolphin  
Councillor P.A. Johnson  
Councillor M. Lewis-Jones  
~~Councillor J. Pattison~~  
Councillor B. Scragg  
~~Councillor P.A. York~~

**Resources Committee**

~~Councillor S. Delaney~~  
Councillor P.A. Johnson  
Councillor M. Lewis-Jones  
~~Councillor J. Pattison~~  
Councillor B. Scragg  
~~Councillor P.A. York~~

**Town Centre & Events Committee**

~~Councillor K. Davies~~  
~~Councillor S. Delaney~~  
Councillor R. Dolphin  
Councillor P.A. Johnson  
Councillor M. Lewis-Jones  
Vacant

**HOLYWELL TOWN COUNCIL WORKING GROUPS 2021/22**

**Financial Assistance**

~~Councillor S. Delaney~~  
Councillor R. Dolphin  
Councillor P.A. Johnson  
Councillor B. Scragg

**Events**

~~Councillor S. Delaney~~  
Councillor E.B. Palmer  
External Members

## **REPRESENTATIVES ON OUTSIDE BODIES 2021/22**

|                                                         |                                                                                                                                                 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) The Holywell Band                                   | Vacant                                                                                                                                          |
| (b) North & Mid Wales Association<br>Of Local Councils  | <del>Councillor K. Davies</del><br>Councillor P.A. York<br>Councillor M. Lewis-Jones                                                            |
| (c) Halkyn Mountain Common<br>Joint Consultative Board  | Councillor P.A. Johnson<br>Vacant                                                                                                               |
| (d) Estuary Voluntary Car Scheme                        | <del>Councillor S.E. Wallbanks</del>                                                                                                            |
| (e) Flintshire County Forum                             | <del>Councillor S. Delaney</del><br>Vacant                                                                                                      |
| (f) Greenfield Valley Trust<br>Partnership Group        | Councillor E.B. Palmer (FCC Rep)<br>Councillor R. Dolphin (FCC Rep)<br>Councillor M. Lewis-Jones<br><del>Councillor J. Pattison</del><br>Vacant |
| (g) Transition Holywell & District                      | Vacant                                                                                                                                          |
| (h) Friends of the Holway                               | Vacant<br>Vacant                                                                                                                                |
| (i) Age & Dementia Friendly<br>Holywell                 | Vacant                                                                                                                                          |
| (j) Holywell & Greenfield Area<br>Railway Station Forum | Councillor R. Dolphin<br>Councillor P.A. Johnson<br>Councillor B. Scragg                                                                        |
| (k) North Wales Rail Liaison<br>Committee               | <del>Councillor J. Pattison</del><br>Councillor M. Lewis-Jones (Sub)                                                                            |
| (l) Holywell Air Cadets                                 | <del>Councillor S. Delaney</del><br>Vacant<br>Vacant                                                                                            |
| (m) Holywell Business Group                             | Councillor E.B. Palmer                                                                                                                          |
| (n) West Flintshire Group of Councils                   | Councillor E.B. Palmer                                                                                                                          |
| (o) Governor - Ysgol Maes-y-Felin                       | Vacant                                                                                                                                          |
| (p) Governor – Ysgol Maes Glas                          | Councillor R. Dolphin                                                                                                                           |
| (q) Governor – St. Winefrides RC<br>School              | Councillor E.B. Palmer                                                                                                                          |

7. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT

To authorise the Council's appointed bank (HSBC) to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk, for all active Council bank accounts.

NB. Current authorised Member signatories are Councillors ~~K. Davies~~, R. Dolphin, B. Scragg and ~~S.E. Wallbanks~~.

8. PUBLIC SPEAKING

9. MEETINGS & MINUTES

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

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

9.2. Meetings of Committees & Working Groups

To consider any recommendations for Council approval from the Events Working Group meeting held on Wednesday 11<sup>th</sup> May 2022. Clerk to report.

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday, 19<sup>th</sup> April 2022 at 6.00pm.

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

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

APOLOGIES FOR ABSENCE were received from Councillor S.E. Wallbanks.

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

159. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

160. LONG SERVICE AWARD PRESENTATIONS

The Mayor was delighted to present long service awards to the following members. A gift and certificate were presented, and the Mayor thanked each Councillor for their many years of service.

Councillor Karin Davies – Holywell East ward.

Councillor Peter York – Holywell West ward.

Councillor Rosetta Dolphin – Greenfield ward.

Councillor Sheena Wallbanks – Greenfield ward. Cllr Wallbanks would receive her award by personal visit from the Mayor and Clerk.

Each Councillor remarked on their times serving the Council and recounted and shared some of their own personal memories.

161. MAYOR’S REMARKS

The Mayor provided an update on the forthcoming local government elections. Three current members of the Council were not standing for election on 5th May. There was an uncontested election in Holywell Central ward for the Town Council, and three candidates would therefore join the Council unopposed on 9th May, Daniel Thomas, Pat Corbett, and the Mayor. There would be elections for the Town Council in Holywell East (three seats), Holywell West (four seats), and Greenfield (five seats). No co-options were

therefore required following the election. All four County Council seats were subject to an election.

The Mayor was delighted to attend the Holywell Football Club match against Conway Borough on Friday 8th April for the launch of their partnership with Achieve More Training.

The Mayor attended Connah's Quay Town Council Charity Ball but sadly reported that his own Ball had been cancelled due to a lack of numbers attending. Those who had confirmed their attendance had been requested to consider donating to the Mayor's charities.

The Mayor was pleased to attend the Easter event in the town centre on Thursday 14<sup>th</sup> April and was delighted to see the town so busy. The event was well attended, and The Mayor thanked all those who contributed to its success.

As this was the last Council meeting in the five year administrative term of Councillors, the Mayor thanked all members and staff for their contribution to the Authority and helping to make the community an area to be proud of, visit, and enjoy. The Mayor wished all retiring members well for the future.

162. PUBLIC SPEAKING

There were no such requests.

163. MINUTES & MEETINGS

163.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record. Minutes were signed at the meeting by the respective Chairs.

- Holywell Town Council held on Tuesday 15<sup>th</sup> March 2022.

163.2. Meetings of Working Groups

The Events Working Group held a further meeting on Wednesday 6<sup>th</sup> April 2022. A programme would be available to members for the forthcoming Jubilee event on Thursday 2<sup>nd</sup> June, and the Group had requested staff research the feasibility of a giant screen to be situated in Tower Gardens on Saturday night the 4<sup>th</sup> of June to live stream the Jubilee celebrations. The cost would be around £1,500 and the Council would need to consider any licencing implications, security,

and resources on the night. Members also noted their concerns on the lack of a police presence at the Easter event.

RESOLVED:

- 1) That approval be given to holding the giant screen event in Tower Gardens. Deputy Clerk to finalise a proposal. Funding was to be allocated from the Council's reserves.
- 2) That the Clerk writes to District Inspector Steve Roberts, North Wales Police, to relay members concerns and request a police presence for the Jubilee events.

Members considered the draft response prepared by the appointed working group, to deal with the Play Sufficiency Assessment survey.

RESOLVED:

That the response be approved for the Clerk to submit to the County Council.

164. PLANNING

164.1. 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 064214             | Demolition of existing buildings, erection of a building to comprise production facility, office, machinery housing and internal storage area and recycling facility, erection of 3 silos, creation of new vehicular and pedestrian accesses, creation of forklift truck accesses, construction of internal roadway and car parking.<br>Location: Kingspan, Greenfield Business Park 2, Bagillt Road, Greenfield, Holywell, Flintshire, CH8 7GJ.<br><b>The Council had no objection to this application.</b> |
| 064211             | Construction of a single storey steel frame building to match the existing.<br>Location: Unit 35 Greenfield Business Park, Bagillt Road, Greenfield, Holywell, Flintshire, CH8 7HJ.<br><b>The Council had no objection to this application.</b>                                                                                                                                                                                                                                                              |

165. ACCOUNTS

165.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

**SCHEDULE OF ACCOUNTS – MARCH 2022**

| <b>Voucher Number</b> | <b>Payment Method</b> | <b>Creditor Name</b>       | <b>Payment Details</b>                                    | <b>Amount £</b> | <b>Power Key</b> |
|-----------------------|-----------------------|----------------------------|-----------------------------------------------------------|-----------------|------------------|
| 8744                  | BP                    | Palm Signs                 | Refurbish Swing Signs for Council Offices                 | 523.20          | ****             |
| 8745                  | BP                    | Copyrite Systems           | Copier Charges 16/11-22/02                                | 57.11           | ****             |
| 8746                  | BP                    | Councillor Ted Palmer      | Financial Loss/Drawdown of Mayoral Allow/Travelling Costs | 196.55          | ^^**             |
| 8747                  | BP                    | Kings Head CIC             | Financial Assistance                                      | 500.00          | **               |
| 8748                  | BP                    | Daydream Designs           | Website Tech Support March 22                             | 94.80           | ****             |
| 8749                  | BP                    | Veolia                     | Supply of bags/collection                                 | 106.08          | ****             |
| 8750                  | BP                    | Stamford Gate Hotel Ltd    | Deposit for AGM meeting                                   | 100.00          | ^^               |
| 8751                  | BP                    | Morton Parasols            | Replacement Protection Cover & Pole                       | 616.80          | ^^               |
| 8752                  | BP                    | Newydd Catering & Cleaning | Cleaning Contract October 21-March 22                     | 500.86          | ****             |
| 8753                  | BP                    | JDH Business Services Ltd  | Interim Internal Audit and report 2021/22                 | 351.00          | ***              |
| 8754                  | BP                    | Rosiez Café                | Civic Sunday Buffet                                       | 350.00          | ^^               |
| 8755                  | BP                    | Delyn Press                | Civic Service programmes                                  | 55.00           | ^^               |
| 8756                  | BP                    | SLCC                       | Community Engagement training                             | 108.00          | ***              |
| 8757                  | BP                    | Clwyd Pension Fund         | Staff Pension - March 2022                                | 2,034.61        | ***              |
| 8758                  | BP                    | HMRC                       | PAYE/NI - March 2022                                      | 2,302.68        | ***              |
| 8759-8761             | BP                    | Council Staff              | Staff Salaries - March 2022                               | 5,923.97        | ***              |
| 8762                  | BP                    | Bodfari Environmental      | Tree planting & wildflower meadow creation                | 8,880.00        | ***              |
| 8763                  | BP                    | Councillor Ted Palmer      | Subsistence cost (Wales in Bloom event)                   | 9.25            | ^^**             |
| 8764                  | BP                    | Mrs C.S. Lowry             | Travelling costs for parasol cover repair                 | 19.80           | ***              |
| 8765                  | BP                    | Chubb Fire & Security Ltd  | Service to equipment (fire prevention contract)           | 270.72          | ****             |
| 8766                  | BP                    | Running Imp                | Jubilee water bottles                                     | 1,664.69        | **               |
| 8767                  | BP                    | Communicorp                | Platinum Jubilee mugs                                     | 3,783.36        | **               |
| 8768                  | BP                    | Holywell Market Group      | Financial Assistance                                      | 200.00          | ^^               |

|              |    |                        |                                        |                  |      |
|--------------|----|------------------------|----------------------------------------|------------------|------|
| 8769         | BP | Wales in Bloom         | Entry fee 2022 competition             | 160.00           | **** |
| 8770         | BP | Philip Jones Computers | ICT Support Costs - Q4 2021/22         | 189.67           | **** |
| 8771         | BP | Audit Wales            | External Audit Fee 2020/21             | 250.00           | ***  |
| 8772         | BP | Bodfari Environmental  | Final payment of wild meadow creation  | 2,880.00         | ***  |
| 8773         | DD | Plusnet                | Alarm Line Feb 22                      | 21.60            | **** |
| 8774         | DD | Plusnet                | Phone & Broadband March 22             | 34.90            | **** |
| 8775         | DD | British Gas            | 14 BP Electricity Feb 22               | 13.32            | **** |
| 8776         | DD | British Gas            | 13 BP Electricity Feb 22               | 35.09            | **** |
| 8777         | DD | British Gas            | Gas Bank Place Feb 22                  | 236.49           | **** |
| 8778         | DD | Plusnet                | Alarm Line March 22                    | 21.60            | **** |
| 8779         | DC | Tesco                  | Refreshments                           | 0.95             | **** |
| 8780         | DC | Birdfood - CJ Wildlife | Nest Boxes & Bat boxes                 | 297.00           | ***  |
| 8781         | DC | Royal Collection       | Jubilee Gift Samples                   | 10.84            | ^^   |
| 8782         | DC | Tesco                  | Refreshments                           | 1.95             | **** |
| 8783         | DC | 1&1 Internet Ltd       | Office Premium/Mail Pro                | 100.59           | **** |
| 8784         | DC | Scott's Jewellers      | Plates & Engraving (Mayoral Donation)  | 84.43            | **   |
| 8785         | DC | David J Jones          | Canopy Cover repair                    | 75.00            | ^^   |
| 8786         | DC | Running Imp            | Jubilee Event items                    | 765.35           | ^^   |
| 8787         | DC | Amazon                 | Ukraine flag                           | 17.99            | **** |
| 8788         | DC | Tesco                  | Refreshments                           | 3.25             | **** |
| 8789         | DC | Tower Crafts           | Prizes for St. David's Day competition | 29.97            | ^^   |
| 8790         | DC | Zoom Video             | Monthly Pro Subscription               | 14.39            | **** |
| 8791         | DC | Tesco                  | Refreshments                           | 0.95             | **** |
| 8792         | DC | 1&1 Internet Ltd       | Mail Pro                               | 12.00            | **** |
| <b>TOTAL</b> |    |                        |                                        | <b>33,905.81</b> |      |

#### **INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – MARCH 2022**

| Date     | Category | Name             | Payment Details             | Amount<br>£   |
|----------|----------|------------------|-----------------------------|---------------|
| March 22 | Income   | Multiple Debtors | Mayors Charity Ball Tickets | 350.00        |
|          |          |                  | <b>TOTAL</b>                | <b>350.00</b> |

#### **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

## 166. COMMUNITY ENGAGEMENT

### 166.1. Monthly Report

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk. Members noted the operational updates that had been provided.

## 167. CORRESPONDENCE RECEIVED

### 167.1. Email from Roberta Owen, Transition Holywell and District

Members considered Roberta's email, which expressed concerns over the amount of litter in the area connecting St Winefride's Well into the Greenfield Valley.

#### RESOLVED:

That the Clerk contact the County Council's Streetscene Department to request a litter pick of the affected area.

### 167.2. Annual Meeting of the Council

The Mayor confirmed that the Annual Meeting was to take place at the Stamford Gate, Holywell at 6.00pm on Tuesday 17<sup>th</sup> May 2022. Hybrid meeting facilities would also be made available for those attending.

168. Reports/Correspondence 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 Press Releases                   | **     | Various Dates   |
| G   | Ysgol Treffynnon Press Release                  | **     | Various Dates   |
| H   | One Voice Wales Updates                         | **     | Various Dates   |
| I   | Ukraine Family Sponsorship Arrangements         | **     | 11 Mar 2022     |
| J   | Menter Iaith Thank You Letter – St. David's Day | **     | 14 Mar 2022     |
| K   | Greenfield Valley Clean Up Day                  | **     | 25 Mar 2022     |
| L   | Together With Refugees Event                    | **     | 1 Apr 2022      |
| M   | North Wales Trunk Road Agency Maintenance       | **     | 4 Apr 2022      |
| N   | Hannah Blythyn MS Update                        | **     | 6 Apr 2022      |
| O   | Hannah Blythyn MS Bus White Paper Cons.         | **     | 8 Apr 2022      |

169. WALES IN BLOOM 2022

The Clerk provided a report to members that outlined the main operational considerations for the 2022 summer season. Due to the elections and the arrangements in hand for the new Council, and the timing of seasonal activities required for this year's entry, early decisions were required to enable staff to plan and arrange the tasks required for a successful entry.

RESOLVED:

- 1) That Pottles of Gorsedd are appointed to supply the basket displays. Installation to be planned for the end of May 2022, in time for the Jubilee celebrations.
- 2) That Holywell Garden Centre are appointed to undertake watering and other ancillary duties. A 10% uplift to the contract would be applied in lieu of further work involving a line of baskets at the bottom of town.
- 3) That a second three tier unit be purchased for Greenfield Shop Parade, to match the existing unit.
- 4) That the Clerk research the supply of two further bug hotels, for the Council Offices and Greenfield Valley.

170. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 171, 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 staffing information provided.

171. STAFF/OFFICE MATTERS

Members considered a report from the Clerk on the following matters:

- Staff Salaries. Members considered an additional increment for the staff, on their existing salary scales.
- Off Site Equipment – Hybrid Meetings. The Clerk explained a portable conference speaker system was required for off site hybrid meetings should the need arise. This would enable an audio based solution which was the minimum legislative requirement. The cost could be contained within the office equipment budget.
- RBS Finance System – Cloud Migration. To support agile working and staff work patterns, and business continuity, the Clerk requested the current system be upgraded to allow cloud based access and move away from the restrictions in place when using a host machine. There was an annual cost of £400 for this enhanced feature.

RESOLVED:

- 1) That the staff receive incremental progression on their existing salary scale, with effect from 1<sup>st</sup> May 2022.
- 2) That the Clerk be authorised to purchase a suitable portable speaker system.
- 3) That the RBS Finance System be migrated to the new enhanced cloud based facility.

172. REPRESENTATIVES REPORTS

Cllr P.A. York reminded members that there was a meeting of the North Wales Association of Local Councils on Friday 22<sup>nd</sup> April 2022.

Cllr B. Scragg updated members on the recent site meeting with the County Council at Greenfield to look at several issues that included the Community Centre and Abbey Court.

Cllr J. Pattison updated members on matters arising from the last Rail Liaison Committee meeting. Shotton station had received funding as had Greenfield for the next stage of work. The "One Ticket" concept for bus and train travel was also discussed. Cllr Pattison noted for members that further energy letters had been sent off and he was awaiting replies.

RESOLVED:

That the Clerk follows up with the County Council on the feedback expected from the Greenfield site meeting.

173. COUNTY COUNCILLOR REPORTS

There were no reports received.

174. LEASE UPDATE – FORMER TOILET BLOCK

Members received an update from the Clerk on progress with the asset transfer. Matters were now in the hands of Solicitors. The Council's Solicitor had highlighted the lack of break clauses, and onerous maintenance obligations placed upon the Council, and had reverted to the County Council for further negotiation. Members considered the update but remained resolute in their intentions to acquire the asset and put it to community use as quickly as possible. The Mayor reported that an invoice for the replacement doors would require payment as part of the agreed contract.

RESOLVED:

That members note the progress report and legal update provided. That the Clerk contacts the Council's Solicitor to press for completion and arranges payment of any necessary accounts.

175. CLOSE OF MEETING

The Mayor closed the meeting at 7.20pm

.....

Mayor

10. PLANNING

10.1. Planning Applications

To consider the application(s) received (schedule attached).

| Application Number | Proposal Details                                                                                                                                                                                                                                             |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 064204             | Variation of condition 1 of 054276 to extend expiration date.<br>Location: Abbey House, Greenfield Road, Holywell, Flintshire, CH8 7QB.<br><b>Clerk's Note</b> – the original application was for conversion of the building to 4 flats and 1 mews dwelling. |
| 064157             | Installation of 3 number scooter stores to the car park including associated groundworks to create a level platform.<br>Location: Plas Gwenfrewi, New Road, Holywell, Flintshire, CH8 7LY.                                                                   |

**NOTES:**

1. Full details of planning applications may also be viewed on Flintshire County Council's website [www.flintshire.gov.uk](http://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.

## 11. ACCOUNTS

### 11.1. Accounts for Payment

To approve the attached schedules of accounts for payment.

### 11.2. Income Received

To receive the attached schedules.

#### **SCHEDULE OF ACCOUNTS – APRIL 2022**

| <b>Voucher Number</b> | <b>Payment Method</b> | <b>Creditor Name</b>                     | <b>Payment Details</b>                                                | <b>Amount £</b> | <b>Power Key</b> |
|-----------------------|-----------------------|------------------------------------------|-----------------------------------------------------------------------|-----------------|------------------|
| 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 April 22                                         | 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 Association of Town Councils | 4 x lunches for attendees at the quarterly meeting of the Association | 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 <sup>th</sup> 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/labour for 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 Conference 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             | **** |
|       |    |                                  | <b>TOTAL</b>                                 | <b>34,594.69</b> |      |

## INCOME RECEIVED – APRIL 2022

| Date     | Debtor Name                    | Income Details                              | Amount<br>£       |
|----------|--------------------------------|---------------------------------------------|-------------------|
| 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 <sup>nd</sup> Instalment | 8,800.00          |
| 29/04/21 | Flintshire County Council      | Local Taxation Precept (1 of 3)             | 84,950.00         |
|          |                                | <b>TOTAL</b>                                | <b>104,705.00</b> |

### 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

## 12. COMMUNITY ENGAGEMENT – DEPUTY CLERK’S REPORT

### 1) Town Enhancement Grant

#### a) Mobile CCTV Units

2 Mobile CCTV Units and 1 Mobile Solar Panel Camera have been ordered with one additional camera added to each RD Camera which allows for a 2 way footage. The following locations have been chosen for the initial installation after consultation and walkabout with the police.

1. Top of Bryn Mawr Road – Sited to lamp post adjacent Top Shop on left hand side (New RD Camera to be used with possible extra camera). **240v supply to be installed by FCC to top of post.**
2. Bottom of Bryn Mawr Road – Sited to second lamp post from the end on the left hand side (New RD Camera to be used with possible extra camera). **240v supply to be installed by FCC to top of post.**
3. Llyn Aled Flats – Sited to lamp post at top of steps (Panton Place existing RD Camera to be used with possible extra camera). **240v supply to be installed by FCC to top of post.**
4. Bowling Green – Sited to the front left column (Solar Camera to be used). **No requirement for 240v supply.**

The additional cost for another camera to each RD Camera would be £172.00 plus VAT and I have met with Darrell from FCC regarding the 240v supply.

#### b) Dog Poop and Bag Dispensers

4 Units have been ordered please see below. **Members to determine location in and around the Town Centre.**



#### Dog Bag Dispensers

Weather proof and vandal resistant  
Easy mounting on wall, post or dogden  
One-pull-out minimises wastage  
Locking front access for filling

Colours

Black White Grey

£79.00

### c) Pigeon Deterrent

Walkabout planned with rep from Arrest a Pest from Rhyl to look at most effective ways of deterring the pigeons.

## 2) Family Information Service

Meeting held with Pete Wynne FCC Children and Families Information Manager who is keen to work closer together with us to provide and inform families and children what services and information are available for them to access and will also actively promote what we are offering i.e., events promotion etc.

## 3) Regeneration - UK Shared Prosperity Fund

The Shared Prosperity Fund (SPF) is the UK replacement for EU Structural Funds and will deliver £2.6bn of investment until March 2025 across the UK. Wales's allocation is £585 million with Flintshire awarded nearly £11 million and additional funding set aside for the 'Multiply' (adult numeracy programme). SPF is predominantly revenue funding but can be used to support an element of capital activity and investment.

The aim of the SPF programme is "to build pride in place and increase life chances". The investment priorities are:

**Community and Place** - strengthening our social fabric and fostering a sense of local pride and belonging. Building resilient and safe neighbourhoods.

**Supporting Local Business** - Creating jobs and boosting community cohesion by supporting local businesses. Promoting networking and collaboration and stimulating innovation and growth. Targeting support to help businesses grow e.g., innovation, productivity, energy efficiency, low carbon, and exporting.

**People and Skills** - Boosting core skills and support adults to progress in work. Supporting disadvantaged people to access the skills they need. Funding local skills needs and supplementing local adult skills provision. Reducing levels of economic inactivity and supporting those furthest from the labour market.

Funds are allocated on a non-competitive basis; however, the UK Government has requested that local authorities develop and submit investment plans by 1<sup>st</sup> August 2022. These plans will incorporate priorities that can be delivered on a regional (i.e., North Wales) basis but must also consider the local context.

To assist with the compilation of the investment plan, Flintshire County Council is working with stakeholders and partners to identify the needs of Flintshire and to suggest key local priorities. This process is in its early stages and at this point only suggestions for programme priorities and NOT specific project ideas are required.

### Virtual Workshops (via Microsoft Teams)

The Council will be facilitating 3 virtual workshops to engage with partners as follows:

**Community and Place:** Tuesday 24<sup>th</sup> May 10.00am – 12.00 noon

**Supporting Local Business:** Tuesday 24<sup>th</sup> May 3.00pm – 5.00pm

**People and Skills:** Wednesday 25<sup>th</sup> May, 12.00 noon – 2.00pm

These workshops will provide an opportunity for participants to learn more about the SPF, the process, and steps to develop the investment plan and there will be facilitated sessions where there will be opportunities to discuss priorities and the key areas for consideration.

**Do members wish me to attend any of the workshops above – I would be struggling to attend the one on the Tuesday afternoon, but a member could possibly attend that one if available?**

#### **4) Holywell Leaflet**

Leaflet design has been completed and am in discussion with Richard Jones from FCC regarding printing quantities. He has requested quotes from FCC Graphics team for quantities of 30k, 50k and 70k and will then meet him to discuss a distribution plan.

#### **5) ASB Behaviour and Parasol Damage**

I have been in contact with Tiff and FCC regarding the above. She is currently reviewing various CCTV footage of the incidents and she will be speaking to any remaining shopkeepers on Tower Gardens who she hasn't visited yet to see if any witnesses can provide further information. Patrols have been conducted since the last incident and it appears that the fences have prevented further issues so far. She will keep us updated you with any progress as soon as possible.

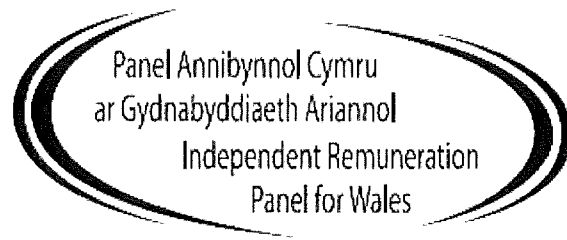
#### **6) Woodland Project**

Project interim report was well received with the project deadline extended until December and the 2<sup>nd</sup> allocation of the grant funding having been received. Those volunteers who have previously been involved in putting up bird and bat boxes etc have been invited to attend a scythe cutting training course to help with future management of the site with further opportunities for volunteers available.

#### **13. CORRESPONDENCE RECEIVED**

##### **13.1. Independent Remuneration Panel for Wales – Annual Report and Determinations 2022/23**

Members to review the determinations applicable to Town Councils. See attached letter and report extract. Clerk to report. The full report can be accessed using the following webpage: [Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)



**To:**

Leaders and Chief Executives of County and County Borough Councils  
Chairs and Chief Executives of National Park Authorities  
Chairs and Clerks of Fire and Rescue Authorities  
Chair and Chief Executive of One Voice Wales  
Leader and Chief Executive of Welsh Local Government Association  
Head of Democratic / Members Services of County and County  
Borough Councils, National Park Authorities and Fire and Rescue Authorities  
Clerks to Community & Town Councils

24 February 2022

Dear Colleague

**Independent Remuneration for Wales – Annual Report 2022/2023**

Attached is the finalised Annual Report in respect of 2022/2023 which is effective from 1 April. However, this year is also election for members of principal councils and community and town councils, so some of the determinations will be effective from 9<sup>th</sup> May. The effective dates are set out in the Report.

My thanks to the individuals and organisations who responded to the draft Report issued in September last year. The Panel has considered the views and comments that were expressed and have been taken into account in reaching the conclusions reflected in the Report.

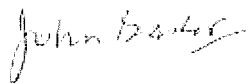
The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. The only substantive change to the draft

Report is the inclusion of a new section on Corporate Joint Committees. I also confirm that there are no changes to the remuneration of community and town councils. However, the Panel will be issuing a Supplementary Report on options following discussions between Welsh Government officials and HMRC regarding taxation.

I would also remind all relevant authorities of the obligation to comply with the decisions of the Panel, in particular the publication of the Schedule of Member Remuneration (Annex 3) and the Publication of Remuneration (Annex 4). There has been a significant increase in the number of authorities who have not complied with these statutory requirements.

This is the final Report that I will be involved in after over 16 years as a member of the Panel. I would like to put on record my appreciation and thanks to the many members and officers of councils, NPAs and FRAs that I have been able to engage with on Panel business.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'John Bader', with a stylized flourish at the end.

John Bader  
Chair

## 13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises that there is a wide variation in geography, scope and scale across the large number of community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the Annual Report 2021/2022 will continue to apply.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

**Table 9: Community and Town Council Groupings**

The current groups are:

| <b>Community and Town Council Group</b> | <b>Income or Expenditure in 2020-2021 of:</b> |
|-----------------------------------------|-----------------------------------------------|
| A                                       | £200,000 and above                            |
| B                                       | £30,000 - £199,999                            |
| C                                       | Below £30,000                                 |

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

**Table 10**

| <b>Group number</b> | <b>Size of Electorate</b>      |
|---------------------|--------------------------------|
| Group 1             | Electorate in excess of 14,000 |
| Group 2             | 10,000 to 13,999               |
| Group 3             | 5,000 to 9,999                 |
| Group 4             | 1,000 to 4,999                 |
| Group 5             | Under 1,000                    |

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

## **Payments towards costs and expenses**

- 13.14 The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.
- 13.15 Receipts are not required for these payments.

**Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.**

## **Taxation**

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

## **Senior roles**

- 13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior roles in Table 11 below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11.**

- 13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

## **Contribution towards costs of Care and Personal Assistance**

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in Section 10 apply to community and town councils.

## **Reimbursement of travel costs and subsistence costs**

- 13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

**Determination 46: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>7</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:**

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 47: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

## **Compensation for financial loss**

- 13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

**Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:**

- Up to £57.20 for each period not exceeding 4 hours
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours

<sup>7</sup> Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

### **Attendance Allowance**

13.23 Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction. Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, paragraph 13.24 details what should be included.

**Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.**

**A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.**

- 13.24 (a) As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.
- (b) If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.
- (c) The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.
- (d) Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.
- (e) All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline

to receive payment by informing (in writing) the proper officer.

### **Civic Head and Deputy Civic Head**

- 13.25 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.26 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.27 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.28 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.29 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.30 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.31 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

**Determination 50: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 51: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 52: The application of the Remuneration Framework by relevant Group is contained in Table 11.**

**Table 11**

| <b>Type of payment</b> | <b>Requirement</b>                           |
|------------------------|----------------------------------------------|
| <b>Group 1</b>         | <b>(Electorate over 14,000)</b>              |
| Basic Payment          | Mandatory for all Members                    |
| Senior Role Payment    | Mandatory for 1 member; optional for up to 7 |
| Attendance Allowance   | Optional                                     |
| Financial Loss         | Optional                                     |
| Travel and Subsistence | Optional                                     |
| Costs of Care          | Mandatory                                    |
| <b>Group 2</b>         | <b>(Electorate 10,000 to 13,999)</b>         |
| Basic Payment          | Mandatory for all members                    |
| Senior Role Payment    | Mandatory for 1 member; optional up to 5     |
| Attendance Allowance   | Optional                                     |
| Financial Loss         | Optional                                     |
| Travel and Subsistence | Optional                                     |
| Cost of Care           | Mandatory                                    |
| <b>Group 3</b>         | <b>(Electorate 5,000 to 9,999)</b>           |
| Basic Payment          | Mandatory for all members                    |
| Senior Role Payment    | Optional up to 3 members                     |
| Attendance Allowance   | Optional                                     |
| Financial Loss         | Optional                                     |
| Travel and Subsistence | Optional                                     |
| Cost of Care           | Mandatory                                    |
| <b>Group 4</b>         | <b>(Electorate 1,000 to 4,999)</b>           |
| Basic Payment          | Mandatory for all members                    |
| Senior Role Payment    | Optional up to 3 members                     |
| Attendance Allowance   | Optional                                     |
| Financial Loss         | Optional                                     |
| Travel and Subsistence | Optional                                     |
| Cost of Care           | Mandatory                                    |
| <b>Group 5</b>         | <b>(Electorate less than 1,000)</b>          |
| Basic Payment          | Mandatory for all members                    |
| Senior Role Payment    | Optional                                     |
| Attendance Allowance   | Optional                                     |
| Financial Loss         | Optional                                     |
| Travel and Subs        | Optional                                     |
| Cost of Care           | Mandatory                                    |

### **Making Payments to Members**

13.32 Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.

- 13.33 In respect of the mandated payments, no decision is required and members should receive monies to which they are properly entitled as a matter of course.
- 13.34 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.35 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.36 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.37 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 12**

| <b>Determination Number</b>                                                                                                                                                                                                           | <b>Is a decision required by council?</b>                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>44</b> Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional. | No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.<br><br>This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members. |
| <b>45</b> The payment for members undertaking a senior role is an annual amount of £500 as set out in <u>Table 11</u> .                                                                                                               | As set out in <u>Table 11</u> .                                                                                                                                                                                                                                                                        |
| <b>46</b> Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.                                                                                            | Yes – the payment of travel costs is optional.                                                                                                                                                                                                                                                         |
| <b>47</b> If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.                                                           | Yes – the payment of overnight subsistence expenses is optional.                                                                                                                                                                                                                                       |
| <b>48</b> Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.                                                             | Yes – the payment of financial loss compensation is optional if claimed                                                                                                                                                                                                                                |
| <b>49</b> Each council can decide to introduce an attendance                                                                                                                                                                          | Yes – the payment of attendance allowance is optional.                                                                                                                                                                                                                                                 |

| Determination Number                                                                                                                                                                                                                                                                                                    | Is a decision required by council?                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| allowance for members. The amount of each payment must not exceed £30.<br><br>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.                                                                                                                              |                                                                                                                                                                                                                                                                                                             |
| <b>50</b> Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.                                                                                                                                                                                             | Yes – the payment to a civic head is optional.                                                                                                                                                                                                                                                              |
| <b>51</b> Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.                                                                                                                                                                          | Yes – the payment to a deputy civic head is optional.                                                                                                                                                                                                                                                       |
| <b>52</b> The application of the Remuneration Framework by relevant Group.                                                                                                                                                                                                                                              | As set out in <u>Table 11</u> .                                                                                                                                                                                                                                                                             |
| <b>53</b> Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. | No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so. |

13.38 All members are eligible to be paid the £150 as set out in Determination 44 and Table 11, normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election.
- New members are entitled to a proportionate payment

13.39 Other amounts payable to members in recognition of specific responsibilities or

as a civic head or deputy civic head as set out in Determinations 50 and 51 are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out in 13.38 will apply.

13.40 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.41 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.42 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

**Determination 53: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.**

### **Publicity requirements**

13.43 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

13.2. Flintshire Local Voluntary Council - Best Kept Communities

Member to consider the Council's participation in this year's Best Kept Communities Competition. See attached email and supporting information from Shaun Darlington, Competition Coordinator.

# Best Kept Communities Competition 2022

We are so pleased to announce the return of the Best Kept Communities competition, this will be an opportunity to not only showcase your fantastic community environmental and physical attributes but also recognise the inspiring community togetherness during these difficult past few years.

However, we are aware that as we recover from the impact of the pandemic that each community will be at various stages of their recovery and therefore, we have decided to alter the format to accommodate the variety of entries and to ensure maximum participation and community acknowledgement.

The closing date for all entries is 2pm on Friday 17th June 2022. Judging will take place from the week beginning 18th July 2022. It is anticipated that awards will be presented in September 2022, and it is hoped that all entrants will accept an invite. All community and town councils are invited to participate in the competition, and are encouraged to support groups in their local area also wishing to take part.

Our panel of judges looks forward to receiving your entry, and to visiting your community.

Please do not hesitate to contact me with any questions.

Yours sincerely  
Shaun Darlington  
Competition Co-ordinator  
Flintshire Local Voluntary Council

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Consequently, the awards this year will be based on levels

**Platinum** – in honour of our Jubilee year and an expression of the highest standard

**Gold** – excellent overall aspects of community involvement, biodiversity and environmental enhancements

**Silver** – very good aspects of community involvement, biodiversity and environmental enhancements

**Bronze** – good aspects of community involvement, biodiversity and environmental enhancements

We wish to celebrate all these achievements at a Community Awards Ceremony evening in September and look forward to highlighting the wonderful people and places throughout Flintshire in this special Jubilee Year.

Following on from previous successful Competitions, the County Council hopes to encourage as many villages/towns and Senior Citizens' Social Housing Estates to participate this year, with an aspiration to receive at least one entry from every community.

To combat the restrictions associated with access, entrants are asked not to include areas or features within school grounds as part of their entry this year. There will, however, be a focus on:

1. How young people are encouraged to be involved in the up-keep of the community
2. How projects within schools contribute to the local environment and biodiversity

Building on the sustainability theme we would like the competition to continue to enhance our natural environment. In particular we would encourage participants to support vital components of our biodiversity by, for example, planting pollinating plants, which are good for bees and other insects, and by putting up insect and bird nesting boxes. When considering entries, judges will mark the overall appearance and will seek to establish the source of peat-free compost and plants supporting pollinating insects and other wildlife.

The Best Kept Communities competition fosters and showcases civic pride, and highlights the positive links between community involvement and improved well-being. This year, we want to hear more about who is involved in the creation and maintenance of our communities, what activities they're involved in, and the amount of time they devote to the upkeep of the areas, features and buildings to be judged.

**There are Five main categories in the competition:**

- A. Best Kept Village with a population of up to 1000
- B. Best Kept Village with a population over 1000
- C. Best Kept Town
- D. Best Kept Senior Citizens Social Housing Estate
- E. Best Kept Community Area (e.g. park, field, allotment, wildlife area, cemetery, church yard)
- F. Volunteer of the Year

**Competition timetable**

|                      |                                |
|----------------------|--------------------------------|
| Competition launched | April 2022                     |
| Deadline for entries | 2pm Friday 17th June 2022      |
| Judges visits        | Week commencing 18th July 2022 |
| Awards event         | September 2022                 |

### 13.3. Reports 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 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 <sup>th</sup> Apr 2022 |
| E   | HLC-CLT Financial Tracker Quarter 4 2021/22            | **     | 21 <sup>st</sup> Apr 2022 |
| F   | Polling Station Finder – Elections 2022                | **     | 25 <sup>th</sup> Apr 2022 |

### 14. STATUS REPORT – MEMBERS’ DECLARATIONS OF ACCEPTANCE OF OFFICE

Clerk to report.

### 15. MEMBERS TRAINING – CODE OF CONDUCT

The County Council have arranged training for town and community councils on the code of conduct. This training is compulsory for all members. There are three sessions available, and members are requested to select their preferred date.

### 15. TOWER GARDENS EVENTS AREA PARASOLS

Members to consider a report from the Clerk, outlining options for the future operational management of the parasols.

### 16. 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.

### 17. COUNTY COUNCILLOR REPORTS

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

### 18. EVENT GRANT APPLICATION

Members to consider the following application for a £500 Event Grant. Clerk to report on the details.

- Forgotten Riders – Motorcycle Show

**NOTE:** The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council’s website [www.holywell.wales](http://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.