

Cyngor Tref Treffynnon Holywell Town Council

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Treffynnon,
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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 for further guidance.

To: All Members of the Council

15th May 2026

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 Wednesday 20th May 2026 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 2026/27

2. COMMUNITY ENDEAVOUR AWARD PRESENTATIONS

Members to receive the award nominees from the four electoral wards and the under 18 nominees for Holywell.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

5. MAYOR'S REMARKS

6. ELECTION OF DEPUTY TOWN MAYOR - MUNICIPAL YEAR 2026/27

7. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

7.1. Attendance Report 2025/26

Members to receive the annual attendance report for the past municipal year (Full Council and Committee meetings only):

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%

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

Schedules of representation for 2025/26 are attached for information.

HOLYWELL TOWN COUNCIL COMMITTEES 2025/26

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

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 2025/26

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

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 2025/26

(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 Councillor M. Lewis-Jones (Sub)
(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)

8. AUTHORITY FOR SIGNING ORDERS/INVOICES & PAYMENT VALIDATION

- To authorise the Council's appointed bank (HSBC) to honour all payments 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 P. Corbett, E.B. Palmer, and D. Thomas.

- To confirm the nominated Councillors for checking and validation of the monthly invoice payments, payroll transactions, and banking entries.

NB. Current nominated Members are Councillors P. Corbett, and I Hodge.

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

9.2. Meetings of Committees & Working Groups

To consider any recommendations for Council approval from Committees and Working Groups held.

Recycling Working Group held on Thursday 14th May 2026. The notes from the meeting were circulated with the agenda email.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 15th April 2026 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

Councillors: P. Cooper, L. Corbett, I. Hodge, L. Hodge, M. Lewis-Jones, E.B. Palmer, S. Rush, and D. Smith.

APOLOGIES FOR ABSENCE were received from Councillors P. Corbett, P. Curtis, P.A. Johnson, and D. Thomas. Councillor C. Argent was absent without apology.

IN ATTENDANCE: J. Baker (Deputy Clerk).

141. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

142. MAYOR’S REMARKS

The Mayor thanked everyone that attended the Charity Ball on Saturday 28th March and helped make it a such a special night. The Mayor thanked everyone that contributed particularly the Support Officer who had worked so hard these past few weeks bringing everything together and ensuring all went smoothly on the night. Presentations would be made for the donations to the chosen charities over the next couple of weeks.

The Mayor attended the Mayor of Mold’s Charity Dinner on Saturday 11th April.

The Mayor attended the church service for the inauguration of the new Vicar for Holywell Reverend Philip Chew on Sunday 29th March.

At the conclusion of the Mayor’s remarks members received an update on the latest position with the Community Endeavour awards for this year and agreed a pathway forward for the remaining nominations.

143. MINUTES & MEETINGS

143.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 18th March 2026.

143.2 Meetings of Committees, Working Groups, and Outside Bodies

Market Working Group Meeting – Wednesday 25th March 2026

The market working group made the following recommendations to the Council.

- 1) Free pitch fees at the Spring Launch Event on Thursday 28th May.
- 2) £10.00 Registration Fee waived if new traders attend the market within the first three months of the Town Council operating it.
- 3) Free parking for two events this year – the Spring Launch event and the Party in the Park were proposed.
- 4) Local DJ to play music at market during selected periods i.e. school holidays, and two character costumes to be purchased.

RESOLVED:

That the recommendations be approved and implemented. The music on market days was to be played at a low ambient volume. The character costumes were subject to further discussion at the Town Centre & Events Committee, and a competition to design a character involving local schools.

144. PLANNING

144.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation. The Council's Planning Working Group provided their report to the meeting.

RESOLVED:

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

Application Number	Proposal Details
FUL/000243/26	PROPOSAL: DEMOLITION OF OUTBUILDING, PROPOSED SINGLE STOREY REAR EXTENSION - DISABLED ADAPTION. LOCATION: 7, Ffordd Fer, Holywell, CH8 7PH. The Council noted this application as received.
FUL/000268/26	PROPOSAL: PROPOSED CHANGE OF USE OF FORMER BUTCHERS SHOP (A1), TO A3 USE AT GROUND FLOOR WITH THE PROVISION OF SELF CONTAINED ACCOMMODATION TO UPPER FLOORS AND ALL OTHER ASSOCIATED WORKS RELATING TO. LOCATION: 27 High Street, Holywell, CH8 7TE. The council noted this application as received. It was noted that any arising recycling considerations could be reviewed by the Council's Town Centre Recycling Working Group.
LBC/000269/26	PROPOSAL: APPLICATION FOR LISTED BUILDING CONSENT - PROPOSED CHANGE OF USE OF FORMER BUTCHERS SHOP (A1), TO A3 USE AT GROUND FLOOR WITH THE PROVISION OF SELF CONTAINED ACCOMMODATION TO UPPER FLOORS AND ALL OTHER ASSOCIATED WORKS RELATING TO. LOCATION: 27 High Street, Holywell, CH8 7TE. The council noted this application as received.

145. ACCOUNTS

145.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – MARCH 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11381	BP	Mold Town Council	Charity Ball Tickets	76.00	///
11382	BP	Flintshire County Council	Charity Ball Tickets	80.00	///
11383	BP	Craig Buckley	Deposit Fish & Chip Van - Charity Ball	100.00	///
11384 - 11386	BP	Council Staff	Staff Salaries - Mar26	5,967.69	***
11387	BP	HMRC	Staff NI/PAYE - Mar26	2,071.15	***
11388	BP	Clwyd Pension Fund	Staff Pension - Mar26	2,153.72	***
11389	BP	Wales in Bloom	Town Entry Fee	165.00	^^
11390	BP	Delyn Press	Market Flyers	60.00	#*
11391	BP	Acoo Review Ltd	ID Card	11.64	****
11392	BP	Martin Fearnley	Travel Costs 14/2/26	10.80	***
11393	BP	Tadmark	Market Banners	153.14	#*

11394	BP	Flintshire County Council	Loan Repayment Charge (2 of 2)	7,000.00	^
11395	BP	Flintshire County Council	CCTV Charges 25/26	306.53	*****
11396	BP	J. Sheady	Refund of Charity Ball Tickets	60.00	///
11397	BP	Burbon & Boots	Perform at Charity Ball	200.00	///
11398	BP	Craig Buckley	Fish & Chips Van - Mayors Charity Ball	880.00	///
11399	BP	Darin Pegg	DJ Services - Mayors Charity Ball	25.00	///
11400	BP	Daz Extravagant Cakes	Cakes for Charity Ball	150.00	///
11401	BP	Amberol Ltd	Lock Assembly for Litter Bins	60.00	^^
11402	BP	Holywell Garden Centre	Caretaker Maintenance HGC132	255.00	^^
11403	BP	Automated Systems Group	Copier Charges	42.00	****
11404	BP	Daydream Designs	Website Tech Support	94.80	****
11405	BP	Veolia	Trade Waste Charges	87.73	****
11406	BP	Viking	Lever Arch Files	29.82	****
11407	DD	British Telecom	Phone & Broadband Feb26	156.79	****
11408	DD	Yu Energy	Gas Bank Place Feb26	273.19	****
11409	DD	EDF Energy	Electric 14 Bank Place Feb26	27.55	****
11410	DD	EDF Energy	Electric Events Hub Feb26	11.55	****
11411	DD	Corona Energy	Electric 12/13 Bank Place Jan/Feb26	98.05	****
11412	DD	Vodafone Business	Office Mobile Feb/Mar 26	28.54	****
11413	DD	Wirehouse HR	Employment Services Mar26	132.00	****
11414	DD	British Telecom	Phone & Broadband Mar26	136.51	****
11415	VIS	Microsoft	ICT Subscription	66.24	****
11416	VIS	Microsoft	ICT Subscription	11.52	****
11417	VIS	Tesco	Consumables	6.02	****
11418	VIS	ESET	Internet Security Renewal	284.94	****
11419	VIS	Amazon	Sum Up Card Reader & Dock	39.99	****
11420	VIS	Amazon	Flag	5.99	****
11421	VIS	Amazon	Flag	14.98	****
11422	VIS	Amazon	Lighting Gel Filters	11.99	****
11423	VIS	Tesco	Refreshments	1.20	****
11424	VIS	Tesco	Sundries (£10 Office Equip)	41.05	****
11425	VIS	Amazon	High Security Pouch	11.00	****
11426	VIS	Sum Up	Test Transaction	1.00	****
11427	VIS	Tesco	Refreshments/Card	3.45	****
11428	VIS	Marks & Spencer	Refreshments	3.75	****
11429	VIS	Tesco	Insect Spray	4.50	****
11430	VIS	Zoom	Zoom Pro Subscription	16.79	****
11431	VIS	Amazon	Consumables	25.04	****
11432	VIS	Tesco	Easter Egg Mayor Donation	54.75	^^
11433	VIS	Stamford Gate	Voucher - Mayors Ball	50.00	^^
11434	VIS	Waterhouse Flowers	Table Displays	50.00	^^
11435	VIS	C.M. Scott	Voucher - Mayors Ball	50.00	^^

11436	DR	HSBC Bank	Bank Charges	2.00	****
			TOTAL	21,660.40	

SCHEDULE OF ACCOUNTS RECEIVABLE – MARCH 2026

Date	Category	Name	Payment Details	Amount £
Various	Income	Multiple Debtors	Mayors Charity Ball Tickets	945.00
Various	Income	Multiple Debtors	Mayors Charity Ball Auctions	134.55
12/03/26	income	Sum Up	Test Transaction	0.98
27/03/26	Income	Kingspan	Donation – Charity Ball	100.00
			TOTAL	1,180.53

Categories – Income, Grant, VAT Refund, Refunds, Bank Transfers

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

145.2 Appointment of Internal Auditors 2025/26 Financial Year

Members considered the continued engagement of JDH Business Services Ltd, as the Council's Internal Auditors. Their letter of engagement was included with the agenda email. The Clerk confirmed that they undertake audits at many local councils, were professionally qualified and provided a professional service.

RESOLVED:

That the Council continues to engage with JDH Business Services for its internal audit requirements.

146. COMMUNITY ENGAGEMENT

146.1 Future of PACT Group

The Council were unsuccessful this year in obtaining further funding to support the activities and interventions for young people through the PACT programme. There was residual funding left of £1.6k from a previous grant award, with activities planned at Hwb Hapus and Flint and Deeside Leisure Centres to utilise this funding. The PACT group would next meet on 7th May where a view would be taken by its members on its future direction. Members considered the Council's future involvement in this project and determined it had made a positive impact on the lives of many young people in the community.

RESOLVED:

That the Council continue with its support for the PACT programme, even without further funding. The Deputy Clerk was to research other related funding areas, that included the Police and Crime Commissioner.

147. CORRESPONDENCE

147.1. Fit, Fed & Read Community Programme 2026

Members considered the letter from Gwella and determined any financial contribution payable. Funding had been set aside for this item in this year's budget. The programme involved one session per week over a five week period.

RESOLVED:

That the Council continue to support the Fit, Fed & Read Programme for the 2026 summer period.

147.2. Play Areas Match Funding Scheme 2026/27

Members considered the Council's participation in this year's scheme. The Council's annual match fund history was confirmed and Gwella recommended the Holway play area for refurbishment and as the play area most in need of investment.

RESOLVED:

That the Council approve the Holway play area to be upgraded on this year's match fund programme and commit the sum of £10,000 for this purpose.

147.3. Fron Park, Holywell - Inclusive Roundabout and New Pedestrian Access Gates

Members considered a quotation from Richard Roberts, Gwella, who had benefited from a play grant from Welsh Government, and this had provided funding to upgrade the pedestrian access gates into the Fron Park play area this year along with the supply only of an inclusive wheelchair friendly roundabout for Fron Park play area. It was recognised as a much needed play element for an important town park play facility. The Council had been requested to consider match funding the costs of the installation and associated safer surfacing work that would be £3k to be allocated from the Council's reserve balances.

RESOLVED:

That the Council approve the upgrade of the pedestrian access gates and the inclusive roundabout and commit the sum of £3,000 for this purpose.

147.4. Proposal for Community Hub Supporting Mothers/Fathers/Carers and Young Children

Members noted the details of the above proposal that provided a welcoming and supportive space where families could connect, access early years activities, and reduce feelings of isolation. Members discussed the support that the Town Council could provide.

RESOLVED:

That the Clerk writes a letter of support and advises the enquirer to contact Flintshire Local Voluntary Council who could assist with obtaining a club constitution and confirm available funding. The group could access the Council's financial assistance once constituted. Clerk to also signpost the group to potential suitable locations.

147.5 Substance Misuse Services

Members considered the email from Caniad, Substance Misuse Services who were looking to engage with service users in the local area.

RESOLVED:

That the Deputy Clerk contacts Caniad and suggests they attend the Council's Spring Market Launch Event on 28th May.

147.6. Quarterly Meeting – Police Engagement

Members considered the police proposal to hold quarterly drop in sessions at the Council Offices that precede the full council meeting, and then to attend the meeting to provide a policing update to members following these sessions. Members were supportive of the proposal and suggested starting the sessions in June following the annual meeting in May for the new civic year.

RESOLVED:

That the Deputy Clerk contacts the police to confirm the arrangements.

147.7. Reports Received

The following items had been received and already circulated to members.

Ref	Item	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	Book presentation – Local Author	12/03/26
H	Cymdeithas Thomas Pennant Society Update	13/03/26
I	Updated Rotary Programme 2026	18/03/26
J	Ongoing Distress Caused by Livestock Entering Holywell Cemetery	18/03/26
K	Post Office Limited – Holywell Consultation Decision	19/03/26
L	FLVC E-Bulletin	19/03/26 & 07/04/26
M	Virtual Dementia Tour Bus 23rd and 24th April	19/03/26
N	Quarterly Newsletter - Ambition North Wales	24/03/26
O	Holywell Strongest Man/Woman Event	07/04/26
P	Notification of Works A55/A494/A550/A483 (A5) Dual Carriageway	07/04/26
Q	North Wales Police Cadets	09/04/26

148. ARTISAN MARKET PROVIDER

The Council recently reviewed its arrangements for an artisan market provider, to attend at specific events through the annual events calendar. The Council

approached three providers to submit an expression of interest with one provider submitting a response. The response was included with the agenda email.

RESOLVED:

That Bryn & Carys Gittins be appointed as the Council's Artisan Market Provider for the 2026 events programme.
Clerk to confirm the appointment.

149. **MEMBERS' ITEMS**

Councillor	Subject	Motion
Ian Hodge	CCTV Coverage at Pen y Maes Playing Fields	Members to consider CCTV unit provision for this area. Cllr I. Hodge provided some further context and details of recent incidents. <u>RESOLVED:</u> That a mobile CCTV unit be moved to a suitable position to cover Pen y Maes playing fields. Deputy Clerk to liaise with North Wales Police on the selection of an appropriate unit.
Danny Thomas	Public Meeting	Members to consider holding a public meeting. <u>Note:</u> This item was deferred to the next meeting.
Linda Corbett	Running Uniform Hub at Holywell Market	Members to consider running the uniform hub at the weekly market. Cllr L. Corbett stated this would be beneficial during the summer months when the demand for uniform increases. <u>RESOLVED:</u> That approval is given for the uniform hub to operate at the weekly market as and when required.

150. **REPRESENTATIVE REPORTS**

Cllr I. Hodge reported that he would be undertaking rail surveys mid-May and there was a meeting with Transport for Wales in Shrewsbury in June. From 17th May it would be possible to travel by train from Flint direct to Liverpool stations.

151. **COUNTY COUNCILLOR REPORTS**

None to report.

152. CLOSE OF MEETING

The Mayor closed the meeting at 6.40pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday 6th May 2026 at 6.00pm.

PRESENT: Councillor I. Hodge (Vice Chair).

Councillors: P. Cooper, L. Corbett, P. Corbett, L. Hodge, and E.B. Palmer.

APOLOGIES FOR ABSENCE none were received. Cllr P. Curtis was absent without apology.

IN ATTENDANCE: Jason Baker (Town Clerk), and M.G. Fearnley (Deputy Clerk).

TC31. DECLARATIONS OF INTEREST

None were received.

Cllr E.B. Palmer joined the meeting at this point.

TC32. 2026 EVENTS PROGRAMME

Members received an update from the Deputy Clerk on the forthcoming events for this year.

Spring Market Launch Event Thursday 28th May 2026. The activity programme was confirmed that included singers, face painting, music, fun fair, free cakes for children, the town crier, punch & judy, and a sports cage. A bus would provide transport to and from the local housing estates. 17 community stalls had confirmed which would be located in the upper High Street area. The fun fair would be located in the lower High Street with Tower Gardens reserved for market traders and stage performers. Concerns were raised about the potential for vehicles parked early morning on the High Street. It was confirmed that the Eco Uniform stall would operate at the event. Members would set up the event laptop and sound system.

RESOLVED:

That members endorse the event plan. Support Officer to produce no parking flyers to be used prior to the event day.
Cllr E.B. Palmer to contact Flintshire County Council regarding enforcement.

Party in the Park Saturday 25th July 2026. Early planning had started with the climbing wall, bikes, obstacle course, face painter, DJ, club skills, and falconry all confirmed.

Well Inn Music Festival Saturday 5th September. Members confirmed the triangular stage configuration with the stage management options still to be determined. The artisan market was confirmed for this event. A Status Quo tribute act was suggested as a headline act. A silent disco would be considered.

RESOLVED:

That the Deputy Clerk call a Well Inn Steering Group meeting to confirm stage management requirements, and associated management and performer remuneration.

Christmas Lights Switch On Friday 27th November. Members confirmed that a headline act would not be required this year.

Christmas Market Sunday 6th December. The event date clashed with other local markets. Members considered funding and the scope for this event.

RESOLVED:

That the Christmas Market be rescheduled to take place on Sunday 13th December. Cllr E.B. Palmer to follow up on a funding contribution from Flintshire County Council. That the event utilise the Artisan Market; Deputy Clerk to make arrangements.

TC33. STREET MARKET OPERATIONS

The Clerk provided an update on trader activity and attendance for the first month of trading. The number of stalls attending had increased as a result of the Council's marketing and promotion both online and by visiting other local markets.

The Clerk reported some operational issues around stall position, vehicle presence and trader type that would continue to be monitored.

RESOLVED:

That the staffing team continue with the market promotion as required, with no trader type restrictions.

TC34. CHILDRENS CHARACTER (PENGUIN) BINS

The Clerk reported on the condition of the bins that were several years old and beyond their useful lifespan. Members considered other options to support this year's Wales in Bloom competition.

RESOLVED:

That the Deputy Clerk arranges removal of the bins and offers them to local schools/Greenfield Valley Trust. Clerk to research planter options for the town centre.

TC35. EVENTS AREA STAGE OPERATIONS

Members considered a suitable training programme for members and staff for setup and operation of the laptop, sound system, speakers, cabling, for the stage/bandshell area.

RESOLVED:

That the Clerk liaise with Cllr E.B. Palmer to arrange a training session.

TC36. CCTV UNIT COVERAGE

The County Council had confirmed a camera could be fixed to cover the area around the former F. Beech premises, to monitor for any recycling issues.

RESOLVED:

That the Deputy Clerk advise the CCTV Monitoring Unit to adjust the camera at permissible days and times.

TC37. VIC HOTEL HOLYWELL FOOTBALL CLUB BANNER

Cllr I. Hodge reported on the request for a banner, which would be provided by Age and Dementia Holywell.

RESOLVED:

That the Council endorse the placement of the banner, subject to compliance with any safety regulations. Cllr I. Hodge would progress with A&D Holywell.

TC38. FURTHER DISCUSSION ITEMS

Members considered future event options.

RESOLVED:

- Fron Park Adventure Trail Pathway – this item was deferred until the 2027/28 year.
- Community Engagement/Agency Event – this item was deferred for further discussion at the next committee meeting.

- Neurodiverse Day – this item was deferred until the 2027/28 year.
- Fireworks Day – this item was not in the immediate event plan and would not be considered any further.

TC39. CLOSE OF MEETING

The Chair closed the meeting at 7.10pm.

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Chair

10. PLANNING

10.1. Planning Applications

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

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.

NOTES:

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

11. ACCOUNTS

11.1. Accounts for Payment

To approve the attached schedules of accounts for payment.

SCHEDULE OF ACCOUNTS – MAY 2026

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 Services	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 RECEIVED – MAY 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.173,174
 ^^^* 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
 ### 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
 #* Food Act 1984 S.50
 ##** Public Health Act 1936 S.87

12. CORRESPONDENCE RECEIVED

12.1. Coed Pen y Maes, Holywell

Members to consider the following email, from Natural Resources Wales.
Further guidance was included with the agenda email.

My name is Shane Hughes and I'm the National Forest for Wales Liaison Officer for North-East Wales (Denbighshire, Flintshire, and Wrexham) with Natural Resources Wales. I am writing to introduce myself and my role, which is focussed on working in partnership with groups, landowners, businesses, and communities to manage, restore, and expand our woodlands as part of the National Forest for Wales.

In light of the above I was wondering if **Coed Pen y Maes** could be included within the **National Forest for Wales** and join the expanding network of woodlands across Wales becoming part of the National Forest. Essentially the National Forest for Wales is a network of woodlands, stretching across Wales allowing everyone to access and connect with our woodland and trees. The aim of the National Forest is to create new areas of wood whilst restoring and maintaining our existing woodlands, protect nature and address biodiversity loss, support our health and well-being, and provide spaces for leisure and nature. Woodlands can be as small as a tennis court and still apply for National Forest status.

My role involves helping with National Forest applications (and funding applications for any woodland planting and management training). The award is totally voluntary, no cost to join, signage and interpretation boards are also free, and sites can leave the [National Forest for Wales | GOV.WALES](#) at any time with no notice required.

12.2. Holywell Town Centre Broadband

Members to consider the following emails, and determine any action required.

I have contacted Councillor Corbett and she informed me to email you in the first instance.

I am passing on information from a tenant of mine who has transferred her business to Holywell (Mews area of the High Street).

Her tenancy commenced in March but she has given notice due to not being able to be connected to full broad band by open reach.

She is informed that there are no plans for connection at the present time.

I feel the council should be aware that this will jeopardise new businesses starting up in the Holywell High Street area.

I will send on the emails that have been sent to me by my tenant Ms Neary.

I will advise her to also contact yourselves.

Yours sincerely

Colin Griffiths

Hi,

I am forwarding emails from Ms Neary to myself regarding her termination of her business in Holywell.

Colin

Sent from my iPad

Begin forwarded message:

From: Gilly Neary [REDACTED]
Date: 11 April 2026 at 09:42:45 BST
To: Colin Griffiths [REDACTED]
Subject: Re: 29 The Mews, Holywell

Morning Colin

I sincerely appreciate your help and involvement with Flintshire County Council.

When I spoke with Vodafone yesterday they did indicate that OpenReach are refusing to invest in a resolution of this issue until such time that there is further demand for full fibre installation from other users in the area. I have requested a detailed report from OpenReach but have received nothing to date.

Please believe that this outcome is causing considerable distress and loss of business however, it would be impossible for me to continue without robust and reliable internet connection which is currently unavailable.

Thank you for your assistance, I will await hearing from you further and in the meantime, if I receive any further calls or correspondence from OpenReach/Vodafone I will advise you immediately.

12.3. One Voice Wales Civility & Respect Pledge

Members to consider the Council's adoption of the revised pledge produced by One Voice Wales. The revised pledge is shown overleaf.



New Welsh version - Who will be the first Council to sign up to it ?

One Voice Wales have amended the original pledge to make it more relevant to Councils in Wales - Your AGM would be a perfect agenda to adopt this new pledge and then why not send a press release to your local press about it!

Civility means politeness and courtesy in behaviour, speech and in the written word and these are fundamental to the success of councils in Wales. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind to each other.

It is acknowledged that a culture built around these essential values is a feature of how many councils operate but it is well known that for some councils this is not the case which is exemplified through high numbers of complaints being submitted to the Public Services Ombudsman for Wales, grievances submitted to councils by employees and lost work time caused by workplace stress illnesses.

The civility and respect pledge sets out a number of important commitments designed to create an environment conducive to effective working avoiding many of the issues that can adversely impact on the general performance of councils.

It is vital that committing the council to high standards of behaviour by completing and signing the pledge has a lasting impact and it is strongly recommended that the process is given a prominent place on council agendas possibly followed up with media coverage. It is suggested that the pledge could also be framed and displayed in meeting rooms to remind everyone of what they have committed themselves to for the current and long-term future.

We are aware that many Councils will already have signed up to the original pledge, however, as not all sections were relevant to Councils in Wales then One Voice

Wales has made some slight amendments to ensure that the whole document is now relevant. We would appreciate if Councils would consider adopting this new Welsh Council version. We would strongly encourage you to complete and sign the pledge and to let us have a scanned copy of the signed version so that we can retain a central register of those councils who have made this important commitment.

Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	

12.4. Clwyd Pension Fund Representation on the Pension Fund Committee

Members to consider the following email, sent on by the Clwyd Pension Team.

This email sets out important information regarding the governance of the Clwyd Pension Fund, in particular the Employer Representative appointment to the Pension Fund Committee.

Pension Fund Committee – 'Other Scheme Employer' Representative

The position on the Pension Fund Committee for the Clwyd Pension Fund which represents 'Other Scheme Employers' is due for reappointment from July 2026. The 'Other Scheme Employer' representative must be a person from an employer participating in the Clwyd Pension Fund which is:

- a town or community council,
- a further educational establishment,
- North Wales Fire Service or
- North Wales Valuation Tribunal

but is not from the three unitary local authorities (who are already represented on the Pension Fund Committee) or an admission body.

The main purpose of the Pension Fund Committee is to make the key strategic decisions relating to the management of the Fund by Flintshire County Council. This includes a range of responsibilities including how the Fund's assets are invested, the funding strategy and how the Fund is administered for its key stakeholders who are the scheme members and the employers who participate in the Fund. The term of appointment for this 'Other Scheme Employer' representative position is six years.

Cllr Andy Rutherford from Rhyl Town Council is the current representative on the Pension Fund Committee for 'Other Scheme Employers' and has held this position since the Committee was created in 2014, having been reappointed in July 2020. He has confirmed that he would be delighted to be reappointed to the role for a further term. However, to ensure a robust, fair and transparent reappointment process it is important that employers listed above are given the opportunity to nominate an individual to this employer representative position on the Committee. I am now writing to ask if you wish to nominate a representative to be considered for the position.

The nomination must be an individual on your decision-making Committee/ Board or equivalent and due to the Local Government Act 1972 cannot also be an employee of Flintshire County Council. As the appointed representative will be a formal member of a Flintshire County Council Committee, they will be required to sign agreeing to follow the Flintshire County Council's Members Code of Conduct, although they do not have to be an elected member.

This is a challenging role and will require a commitment from the organisation they represent to allow time for the individual to perform their Committee duties, as well as a commitment from the individual to undertake the required training and to prepare for and attend Committee meetings (usually four to five a year plus further training days/sessions). There is a requirement for all Committee members to attain

and maintain an appropriate level of knowledge to carry out their role as a Pension Fund Committee member, in line with regulatory guidance. Accordingly, it would be preferable if any nominated person has some experience of pensions, such as being involved with the Clwyd Pension Fund through their existing role or a being a trustee for a private sector pension fund. However, that is not essential as each member of the Committee is be provided with training on the Local Government Pension Scheme and pensions legislation generally, and also on the Clwyd Pension Fund specifically.

Without any further nominations we will progress with reappointing Cllr Andrew Rutherford to the Committee from July 2026.

Further information and expressions of interest

I would be happy to provide further information on this position. Initially I would recommend reading the information on our website relating to the governance and management of the Fund at <https://www.clwydpensionfund.org.uk/en/Governance/home.aspx>. Agendas relating to the Pension Fund Committee are also publicly available and can be found <http://committeemeetings.flintshire.gov.uk/mgCommitteeDetails.aspx?ID=445&LLL=0>.

If your organisation is intending to provide a nomination for this position, please provide an expression of interest to me at philip.latham@flintshire.gov.uk, copying in karen.williams@flintshire.gov.uk (Pension Operations Manager) by **12 noon on 25th May 2026**. It would be helpful if you could include some information as to why you think that person is suitable for the position.

If we receive further nominations in relation to the position, there may need to be a short-listing exercise and interview process. That process will be undertaken by members of the Fund's Advisory Panel and is likely to include myself and the Fund's Independent Adviser.

If you are not the person who would be responsible for dealing with this matter, could you please pass this email to them and let me know who that person is.

If you have any questions regarding the information in this email, please let me know.

Kind regards
Philip Latham
Head of Clwyd Pension Fund

12.5. Reports & Other Correspondence Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council 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

13. MEMBERS ITEMS

Cllr P. Curtis – Holywell Football Club Finances

Cllr Curtis will report further at the meeting.

14. CARETAKER SERVICE - CYCLICAL WORK

Members to consider the implementation of a cyclical work schedule to support specific repeating parcels of work on the caretaker service. The identified locations would receive two visits per year with the remaining budget allocated to adhoc/one off work. The proposed cyclical schedule was included with the agenda email.

15. ANNUAL REVIEW OF ASSET LIST

Members to review the updated position of the Council's Asset List, as of 31st March 2026. The asset list including confirmation of any additions and disposals was included with the agenda email.

16. COUNCIL SOCIAL MEDIA

Members to reaffirm the Council's position related to social media posts managed by the staffing team. Clerk to provide further details at meeting.

17. 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.

18. COUNTY COUNCILLOR REPORTS

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

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