

Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

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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

16th May 2025

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 21st May 2025 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 2025/26
2. COMMUNITY ENDEAVOUR AWARD PRESENTATIONS

Members to receive the award nominees from the four electoral wards and the under 18 nominees for Holywell and Greenfield.
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 2025/26

7. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

7.1. Attendance Report 2024/25

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.	14	5	36%
BLACKWELL C. (Started 6 May)	1	1	100%
CARTER L.A. (Resigned 30 June)	3	3	100%
COOPER P.	24	12	50%
CORBETT L.	27	25	93%
CORBETT P.	24	23	96%
CURTIS P.	15	10	67%
HODGE I.	21	21	100%
JOHNSON P.A.	15	10	67%
JONES J. (Resigned 17 Apr)	19	1	5%
LEWIS-JONES M.	21	18	86%
PALMER E.B.	25	19	76%
RUSH S.	21	7	33%
SCRAGG G.B. (Resigned 17 Feb)	16	13	81%
SMITH D. (Started 7 Oct)	9	9	100%
SPRAKE M.	23	20	87%
THOMAS D.	21	18	86%

7.2. Appointments to Committees, Working Groups & Outside Bodies 2025/26

Schedules of representation for 2024/25 are attached for information.

HOLYWELL TOWN COUNCIL COMMITTEES 2024/25

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 S. Rush
Councillor M. Sprake
Councillor D. Thomas
Vacancy

Resources Committee *

Councillor P. Cooper
Councillor P. Corbett
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor M. Sprake
Vacancy

Town Centre & Events Committee

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

Informal Personnel Committee

Councillor L. Corbett
Councillor P. Corbett

*** A request has been made for more powers and autonomy to be granted to the Resources Committee, to make decisions on behalf of the Council. Cllr P.A. Johnson to report.**

HOLYWELL TOWN COUNCIL WORKING GROUPS 2024/25

Financial Assistance

Councillor P. Corbett
Councillor I. Hodge
Councillor E.B. Palmer
Vacancy

Events

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

Planning

Councillor P. Cooper
Councillor L. Corbett
Councillor P. Corbett
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

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2024/25

(a) North & Mid Wales Association Of Local Councils	Councillor I. Hodge Councillor E.B. Palmer
(b) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor C. Argent
(c) Flintshire County Forum	Councillor L. Corbett <i>Vacancy</i>
(d) 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
(e) Transition Holywell & District	Councillor P. Corbett
(f) Friends of the Holway	Councillor C. Argent <i>Vacancy</i>
(g) Age & Dementia Friendly Holywell	Councillor I. Hodge
(h) North & Mid Wales Rail Liaison Committee	Councillor I. Hodge Councillor M. Lewis-Jones (Sub)
(i) Holywell Air Cadets	Councillor M. Lewis-Jones Councillor P. Curtis Councillor E.B. Palmer
(j) West Flintshire Group of Councils	Councillor E.B. Palmer Councillor I. Hodge
(k) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(l) Governor – Ysgol Maes Glas	Councillor M. Lewis-Jones
(m) Governor – St. Winefrides RC School	<i>Vacancy *</i>
(n) North Wales Police Ward Representatives	Councillor L. Corbett (East) Councillor P. Corbett (Central) Councillor P.A. Johnson (West) Councillor M. Sprake (Greenfield)

*** Clerk to report**

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 16th April 2025.
- Special Meeting of Holywell Town Council held on Wednesday 14th May 2025.

9.2. Meetings of Committees & Working Groups

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

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, 16th April 2025 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

Councillors: C. Argent, P. Cooper, P. Corbett, I. Hodge, M. Lewis-Jones, E.B. Palmer, D. Smith, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllrs P. Curtis, P.A. Johnson, and S. Rush. Cllr J. Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

140. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Agenda Item	Name of Councillor	Personal	Prejudicial	Nature of Interest
7.5.	E.B. Palmer	✓		Member of Clwyd Pension Fund.

141. MAYOR’S REMARKS

The Mayor was delighted to present a cheque for £1,293 to Holywell Debonaires, Holywell & Greenfield Churches and Holywell Leisure Centre this month for their share of the charity proceeds. The final presentation with Age & Dementia Holywell would be held next week at their monthly meeting.

142. MINUTES & MEETINGS

142.1. Minutes of Meetings

RESOLVED:

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

- Meeting of Holywell Town Council held on Wednesday 19th March 2025.
- Resources Committee meeting held on Tuesday 8th April 2025.

142.2. Meetings of Committees and Working Groups

Resources Committee meeting held on Tuesday 8th February 2025

Minute R45 - Water Testing Report

Members considered whether the grab rails should be removed from the Events Hub Toilet. If the toilet can be classified as dual use they should be retained, if it cannot they should be removed.

RESOLVED:

That the Clerk checks on whether the Council can open the toilet as a dual use facility and then takes the necessary action.

Minute R46 – Asbestos Survey Report

Asbestos found in the kitchen areas and categorised by the surveyors as very low risk.

RESOLVED:

That the Clerk be authorised to arrange removal of the asbestos.

Community Conference Task and Finish Group

The group had met and proposed that the conference takes place between 3.00pm and 7.00pm on Wednesday 28th May in Holywell Leisure Centre main sports hall. Attendees could arrive at any time and visit several organisations who were attending and would set up stands/tables. The Town Council could have a table if required.

RESOLVED:

That the arrangements be supported. Deputy Clerk to circulate the list of attendees to members and arrange for the promotion of the event.

Request for a Governor at St Winefride's Catholic Primary School, Holywell

The Vice Chair of Governors had contacted the Council following the resignation of Cllr P. Cooper. Prospective nominees must be prepared to attend compulsory training within the stipulated timeframes.

RESOLVED:

That the school be informed that the request was noted without a nomination being received on this occasion.

Other Meeting Matters

Members confirmed that the Community Endeavours Awards were to proceed as planned at the Council's Annual Meeting on 21st May, and that the Town Crier would not be required to attend on this occasion.

143. PLANNING

143.1. 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
	Nil Return.

144. ACCOUNTS

144.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – MARCH 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10697	BP	Council Staff	Staff Salaries - Mar25	6,215.71	***
10698 - 10700	BP	HMRC	Staff NI/PAYE - Mar25	2,031.14	***
10701	BP	Clwyd Pension Fund	Staff Pension - Mar25	2,267.41	***
10702	BP	Stamford Gate Hotel	Mayors Charity Ball 1/3/25	1,354.00	///
10703	BP	Newydd Catering	Cleaning Contract Bank Place Apr24-Sep24	601.20	****
10704	BP	Flintshire County Council	Lay Slabs Under NB	289.00	****
10705	BP	Wales in Bloom	Entry Fee - 2025 Competition	165.00	^^
10706	BP	Pure Glass	External Window Clean Council Offices	50.00	****

10707	BP	Automated Systems Group	Copier Charges 20/1-19/2	42.00	****
10708	BP	Ysgol Maes Glas	Wales in Bloom Schools Competition	50.00	^^
10709	BP	Ysgol Gwenffrwd	Wales in Bloom Schools Competition	50.00	^^
10710	BP	Flintshire County Council	Loan Payment 2 of 2	7,000.00	^
10711	BP	Flintshire County Council	Election Costs - Holywell West Ward	4,484.27	##
10712	BP	Holywell Garden Centre	Weedkiller	79.99	^^
10713	BP	Mega Electrical	Festive Lighting Repair as per Bill of Quantities	5,002.80	^^
10714	BP	Mega Electrical	Festive Lighting Repairs, Cables, Timers, Switches, Power Points	2,496.00	^^
10715	BP	Newydd Catering	Cleaning Contract Bank Place Oct24-Mar25	601.20	****
10716	BP	JRB Enterprises	2 x Dog Glove Dispenser Units	199.14	****
10717	BP	Daydream Designs	Website Tech Support - Mar25	94.80	****
10718	BP	Daydream Designs	Supply Table Plan Board	48.00	****
10719	BP	Veolia	Trade Waste Collection - Bank Place Offices	82.67	****
10720	BP	Automated Systems Group	Copier Charges 19/2-20/3	41.99	****
10721	BP	Five Villages Chronicle	Advert in Spring Edition	64.50	****
10722	DD	British Telecom	Phone & Broadband Feb25	65.44	****
10723	DD	Yu Energy	Gas Bank Place Feb25	534.94	****
10724	DD	Corona Energy	Electric 12/13 BP Feb25	100.94	****
10725	DD	EDF Energy	Electric 14 BP Feb25	25.57	****
10726	DD	Vodafone	Business Mobile 12/3-11-4	26.74	****
10727	DD	British Telecom	Phone & Broadband Mar25	65.44	****
10728	DC	Tesco	Flowers for Mayors Ball	18.00	^^
10729	DC	Royal British Legion	VE Day Flag & Bunting	121.48	^^
10730	DC	Tesco	Refreshments	1.20	****
10731	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10732	DC	W. Bevan & Sons	Glue	1.99	****
10733	DC	Tesco	Refreshments/Consumables	10.85	****
10734	DC	Tesco	Refreshments	1.20	****
10735	DC	Amazon	Orange Bin Bags	26.95	****
10736	DC	Zoom	Zoom Pro Subscription	15.59	****
10737	DC	Home Bargains	Toilet Brushes	7.47	****
10738	DR	HSBC Bank	Bank Charges Feb25	26.80	****
			TOTAL	34,462.01	

INCOME/GRANT/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – MARCH 2025

Date	Category	Name	Payment Details	Amount £
03/03/25	INCOME	Prestatyn Town Council	Mayors Charity Ball Tickets	56.00
04/03/25	INCOME	Various	Mayors Charity Ball Tickets	110.00
04/03/25	INCOME	Various	Mayors Charity Ball Proceeds	845.00
10/03/25	INCOME	Various	Mayors Charity Buckets	190.00
11/03/25	INCOME	Tesco	Mayors Charity Donation	850.00
31/03/25	INCOME	Power Portal Ltd	Car Charge Point	22.84
			TOTAL	2,073.84

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. CORRESPONDENCE

145.1. Play Areas' Match Funding Scheme 2025/26

Members considered the letter from Gwella that set out details for this year's scheme. The Clerk had provided a breakdown of the schemes upgraded over the last thirteen years. Gwella recommended Bryn Mawr Road play area as being most in need of investment this year.

RESOLVED:

- 1) That the Clerk advise Gwella that Bryn Mawr Road be confirmed for a play area upgrade this year.
- 2) That the Deputy Clerk research any grants available to support a programme of disabled play equipment installation, across the local play area locations.

145.2. Shine A Light On NF Awareness Day

Members considered the email from Nerve Tumours UK, who were requesting local authorities to light up their buildings and landmarks blue on Saturday 17th May, to support World NF Awareness Day.

RESOLVED:

That the Clerk arranges for the installation of ground level floodlights on the courtyard outside the council offices, to support this and other future campaigns.

145.3. Entrance To Valley Heritage Park

Members considered the letter received from Transition Holywell and District, that related to a grant bid to enable improvements to be made to two sections of the Holywell Heritage Trail. The Group had requested an email message of support from the Council for tree planting works at the gateway to Greenfield Valley, and improvement works to the pathway and steps on the path up to St. Beuno's Well.

RESOLVED:

That the Clerk be authorised to write an appropriate email of support.

145.4. Request For CCTV Installation

Members considered an enquiry for CCTV provision to cover Strand Crescent. A CCTV review was to be included at the next Town Centre & Events Committee meeting. Members discussed several measures that included ring doorbells and neighbourhood watch groups.

RESOLVED:

- 1) That the CCTV mobile unit be relocated from Tak Bo to Strand Crescent, subject to the necessary permissions and power accessibility.
- 2) That the Deputy Clerk researches any grant funding available for ring doorbells.

3) That the Police be invited to the June Council meeting.

145.5. Consultation – Clwyd Pension Fund Policies

The Clwyd Pension Fund had recently reviewed and updated their Pension Administration Strategy and had asked member councils for comments.

RESOLVED:

That the strategy documents be noted as received.

145.6. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was at the office 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	Tesco Stronger Starts - North/Mid Wales	**	18/03/2025
H	Launch of the New One Voice Wales Website	**	19/03/2025
I	FLVC E-Bulletins	**	20/03/2025 & 03/04/2025
J	North and Mid Wales Association of Local Councils – Agenda for Quarterly Meeting 2nd May 2025	**	24/03/2025
K	Notice of Election – Greenfield Ward	**	25/03/2025
L	Volunteer Organisers' Network Meeting	**	25/03/2025
M	LGA Annual Update 2025 - Information for Employers	**	25/03/2025
N	Ombudsman Complaint	**	31/03/2025
O	Transfer of functions from the Independent Remuneration Panel for Wales to Democracy and Boundary Commission Cymru	**	31/03/2025
P	Notification of Works A55 Holywell Bypass - J32 Holywell to J31 Caerwys Westbound	**	02/04/2025
Q	Statement of Persons Nominated - Greenfield Ward Election Thursday 1st May 2025	**	03/04/2025
R	Financial Management and Governance – Lessons from Audit for Community and Town Councils Wales	**	07/04/2025
S	Cymdeithas Thomas Pennant Society Update	**	07/04/2025
T	Awel y Môr newsletter - Spring 2025 edition	**	09/04/2025

146. MEMBERS AGENDA ITEMS

Councillor	Subject	Specific Matter To Be Considered
Pat Corbett	Town Centre Walkabout Meeting with Flintshire CC Regeneration Team	Members considered a walkabout meeting to identify any areas of concern and/or opportunities for improvement. <u>RESOLVED:</u> That the Clerk contacts the Regeneration Service Manager to arrange as soon as practical.
Matt Sprake	Smart Water Kits	Members considered support for the "We Don't Buy Crime" smart water initiative. This involved the marking of valuable items for easy identification. Kits were available to the Council at a discounted price of £10.00 for a minimum order of 100 kits. The kits could then be offered to the community at the discounted purchase rate (normally £60.00). <u>RESOLVED:</u> That the Deputy Clerk researches the scheme, places an initial order for the kits and liaises with the Police to promote the scheme. This scheme could potentially be launched at the Council's Community Information Event at the end of May.

Councillor	Subject	Specific Matter To Be Considered
Paul Cooper	Free Speech Union Membership	Members considered corporate membership of the FSU. Cllr P. Cooper outlined the benefits of membership which would cost £250.00 annually. The clerk confirmed the Council's insurance policy already covered members for libel and slander. <u>RESOLVED:</u> That the Clerk undertakes further research and benchmarking with other town councils. Cllr I. Hodge would raise the matter at the next meeting of the North Wales Association of Local Councils.

Danny Thomas	Town Centre Recycling and Fly Tipping Concerns	Cllr D. Thomas provided further detail to the meeting. Bin bags were being left in Panton Place and by Nexus Creative Spaces. Bulky items such as wardrobes were being left in the High Street unattended. <u>RESOLVED:</u> That the Clerk contacts the County Council's Waste Collection and Recycling Team to request an officer attends the next meeting of the Town Centre and Events Committee, to discuss the concerns.
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147. REPRESENTATIVE REPORTS

Cllr E.B. Palmer provided an update from the recent West Flintshire Council Group meeting and requested that the Clerk contacts Nat West Bank to request the mobile banking van is moved to Tower Gardens for its weekly visits to Holywell, to support the High Street businesses. The van was usually located in Tesco Car Park.

RESOLVED:

That the Clerk contacts Nat West Bank to request the van's relocation.

148. COUNTY COUNCILLOR REPORTS

No items were reported.

149. CLOSE OF MEETING

The Mayor closed the meeting at 7.40pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Special Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Tuesday, 14th May 2025 at 5.30pm.

PRESENT: Councillor L. Corbett (Mayor).

Councillors: C. Argent, C. Blackwell, P. Cooper, P. Corbett, P. Curtis, I. Hodge, P.A. Johnson, M. Lewis-Jones, E.B. Palmer, D. Smith, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllr S. Rush.

IN ATTENDANCE: J. Baker (Clerk).

150. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

151. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute 152, 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 considerations.

152. STAFFING

Members received an update from the Clerk and considered several matters. Members considered the council’s staffing resources and agreed measures to maintain service delivery.

RESOLVED:

That the Clerk be authorised to implement the measures agreed at the meeting.

153. CLOSE OF MEETING

The Mayor closed the meeting at 6.25pm.

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Mayor

10. PLANNING

10.1. Planning Applications

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

Application Number	Proposal Details
FUL/000305/25	PROPOSAL: RETROSPECTIVE APPLICATION FOR THE INSTALLATION OF AN AIR SOURCE HEAT PUMP WITHIN 3M OF THE PROPERTY BOUNDARY. LOCATION: 1 Meadow Villas, Greenfield Road, Greenfield, Holywell, CH8 7QJ.
FUL/000369/25	PROPOSAL: ONE-STOREY REAR GROUND FLOOR EXTENSION. LOCATION: MOLYNEUX, Holway Road, Holywell, CH8 7NN.

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 – APRIL 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10739 - 10741	BP	Council Staff	Staff Salaries - Apr25	6,229.90	***
10742	BP	HMRC	Staff PAYE/NI - Apr25	2,273.60	***
10743	BP	Clwyd Pension Fund	Staff Pension - Apr25	501.74	***
10744	BP	Zurich Municipal	Council Insurance Policy 2025/26	2,991.64	****
10745	BP	Flintshire County Council	CCTV Charges Apr-Jun	1,689.52	*****
10746	BP	Chubb Fire & Security	Fire Prevention Contract 2025/26	320.81	****
10747	BP	Milwr Tree Services	Tree Maintenance - Llesty Woodland	600.00	***
10748	BP	Rialtas Business Services	Annual Software Support & License	352.80	****
10749	BP	Holywell Garden Centre	Painting Hub & Office Windows	395.00	****
10750	BP	Holywell Garden Centre	Caretaker Work	90.00	^^
10751	BP	Holywell & Greenfield Churches	Mayoral Charity Donation	1,293.42	^^
10752	BP	Holywell Leisure Centre	Mayoral Charity Donation	1,293.42	^^
10753	BP	Holywell Debonaires	Mayoral Charity Donation	1,293.42	^^
10754	BP	Philip Jones Computers	ICT Support Costs	70.00	****
10755	BP	Veolia	Trade Waste Charges Mar25	83.21	****
10756	BP	Daydream Designs	Website Tech Support Mar25	94.80	****
10757	BP	Holywell Band	Attend VE Day event and beacon lighting	150.00	^^
10758	BP	Flintshire County Council	Business Rates - Events Hub 2025/26	738.40	****
10759	BP	Panel Systems Ltd	Supply 5 no. stage safety handrails	1,030.50	^^
10760	BP	Age & Dementia Holywell	Mayoral Charity Donation	1,293.42	^^
10761	BP	Five Tech Ltd	Supply 11 no. Acer Travelmate Laptops	4,627.20	****
10762	DD	Wirehouse HR	Employment Services	132.00	****
10763	DD	Yu Energy	Gas Bank Place Mar25	351.80	****
10764	DD	Corona Energy	Electric Bank Place Mar25	70.35	****

10765	DD	EDF Energy	Electric 14 BP Mar25	29.04	****
10766	DD	Vodafone	Office Mobile Apr/May	27.90	****
10767	DD	Wirehouse HR	Employment Services	132.00	****
10768	DD	British Telecom	Phone & Broadband Apr25	70.09	****
10769	VIS	Tesco	Refreshments	1.20	****
10770	VIS	Amazon	Stationery	13.79	****
10771	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10772	VIS	Amazon	Clock/Thermometer	45.55	****
10773	VIS	Tesco	Refreshments	12.00	****
10774	VIS	Amazon	Shredded Paper/Cellophane Bags	32.86	^^
10775	VIS	Amazon	Hamper Baskets	29.99	^^
10776	VIS	Tesco	Refreshments	1.20	****
10777	VIS	Amazon	iPad Case/Laptop Bags	51.95	****
10778	VIS	Amazon	iPad Case/Laptop Bags	51.95	****
10779	VIS	Amazon	Power Adaptors	72.20	****
10780	VIS	Amazon	iPad Case/Laptop Bags	51.95	****
10781	VIS	Amazon	Laptop Bags	21.76	****
10782	VIS	Amazon	Shredded Paper	28.37	^^
10783	VIS	Amazon	iPad Keyboard	28.48	****
10784	VIS	Amazon	iPad Tablet	309.98	****
10785	VIS	Amazon	iPad Tablet	309.98	****
10786	VIS	Amazon	iPad Tablet	309.98	****
10787	VIS	Amazon	iPad Tablet	309.98	****
10788	VIS	Zoom	Zoom Pro Subscription	15.59	****
10789	VIS	Tesco	Refreshments	1.20	****
10790	VIS	Tesco	CE Award Items	28.50	^^
10791	VIS	Tower Crafts	CE Award Items	20.00	^^
10792	DR	HSBC Bank	Bank Charges Mar25	43.93	****
TOTAL				30,118.96	

INCOME RECEIVED – APRIL 2025

Date	Debtor Name	Income Details	Amount £
29/04/25	PACT North Wales	PACT Grant	2,000.00
30/04/25	Flintshire County Council	Local Taxation Precept (1 of 3)	102,333.34
		TOTAL	104,333.34

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. CORRESPONDENCE RECEIVED

12.1. Halkyn Joint Consultative Board (JCB)

Members to consider the attached email, received from Tom Woodhall, Access and Natural Environment Manager, Flintshire County Council.

As an organisation which has provided a representative to the Halkyn JCB in the past, I write to seek your agreement that the group be dissolved.

The last meeting occurred on the 12th November 2019 and since then, after covid etc, the Halkyn Ranger retired, the Project Officer left to further his career, and the external funding – Sustainable Farming Scheme was concluded. My role within the Local Authority has been focused on other Council priorities and the Chairman has indicated that he no longer wishes to remain in post.

Most recently, we sadly lost our Treasurer, Billy Glynne and this has prompted HSBC to get in touch with our former Chairman, Gwyn Williams to ask what should be done with the account and remaining sum of £333.02. I have met with Gwyn to discuss the options and we are agreed that as the JCB currently does not meet, does not have a Treasurer nor Chairman and I am unable to provide the administrative and secretarial support to the group, then the JCB should be dissolved, the bank account closed and the money can be donated to either the North Wales Wildlife Trust or Grazing Association to be spent on benefitting the Common.

I am aware that there have been some discussions on re-establishing the JCB, so there could be an alternative option, that if a new Chairman, Treasurer and Secretary (who will also provide the administrative support) are put forward, then the bank account can be transferred and the JCB can remain.

It is necessary to resolve the matter fairly quickly to inform HSBC, so please respond with your agreement to the preferred option to dissolve the group, close the account and donate the remaining sum, or provide a nomination for the three roles by Wednesday 30th April.

12.2. Appointment of Internal Auditors

Members to approve the appointment of JDH Business Services, for the financial year 2024/25. See attached engagement letter. The cost of the internal audit year end work is £365.00.

JDH Business Services Ltd

Carreg Lwyd, Cefn Bychan
Road, Pantymwyn,
Flintshire, CH7 5EW

e-mail: jdh@jdhbs.co.uk

Engagement Letter for:

Council

JDH Business Services Limited is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

1.) Respective responsibilities of Council and Internal Auditors

i.) The Council – your responsibilities

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

ii.) Internal Audit – Our Responsibilities

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end review of the financial statements
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

2.) Reporting

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

3.) Independence and Objectivity

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

4.) Fees

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

5.) Period of Appointment

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

6.) Agreement of terms

The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

Yours

JDH Business Services Ltd

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

Signed.....Dated.....

For and on behalf of the Council

12.3. Heritage In Your Hands Project

Members to consider support for this project. See attached letter.


THE DISABILITY ACCESS CHARITY

Heritage in your Hands

Who are we:

COS is a disability charity based in North Wales. We have traditionally supported people with a sensory loss which is where it we developed our skill designing services and delivering information in the most accessible way.

About the Project:

COS has already created a portfolio of accessible videos of places of local interest; however, we are now looking to expand on this. The initiative is to make Welsh heritage sites accessible and leave a lasting legacy.

Heritage is crucial to everyone, as it provides a sense of identity, belonging and continuity. However, the hearing loss community often faces significant barriers to accessing heritage information due to lack of accessibility.

The media can play a pivotal role in ensuring that everyone can access and engage with heritage content. Needs for specific access can be related to disability but also just a literacy access need that has nothing to do with disability. Many people who are intelligent, motivated and educated have a literacy need. There can also be environmental issues which create anxiety which impacts on someone's ability to access written information temporarily. These can include:

- Neurodevelopmental Condition (ADHA, ASD, DCD)
- Blind or Visually Impaired
- Deaf and hard of hearing
- Dyslexia
- Development literacy need
- PTSD, Anxiety

The media will be available at the various sites via QR code in 3 options, video (BSL) and audio (English & Welsh). There will be no cost to the chosen sites as this will be a fully funded project.

How can you help?

By simply signing below to say that you support our funding application for the project and return the signed form to stephanie.evans@cos.org.uk

I wish to support the Heritage In your Hands Project

Name: **Organisation:**

Signature: **Date:**

12.4. Wall Mural - Transition Holywell and District Group

The Transition Group have funding available to commission a Graffiti Artist and have asked the Council for some ideas on where to engage the artist, around Holywell and Greenfield. They have suggested the Scout Hut, Holway Community Centre, and the end of buildings in Tower Gardens. Members to confirm their preference or suggest other alternatives.

12.5. Clwyd Pension Fund - Employer Representative on the Local Pension Board

Members to consider any nominations for the above role. Please see attached message from Philip Latham, Head of Clwyd Pension Fund.

I am emailing to let you know that the term of office for one of the employer representatives on the Local Pension Board for the Clwyd Pension Fund will come to an end in July, which will be the end of their five-year term. Although the current member, Steve Jackson (Deputy Chief Executive - Chief Operating Officer for Coleg Cambria), has indicated he would be willing to continue for a further term, we are required by the Pension Board Protocol to open this position up to all the Fund's current employers. This email therefore provides more information on the role and how we intend to proceed with selecting the new Pension Board employer representative.

If it would be more appropriate for an alternative colleague in your organisation to consider this matter, please pass this email to them and let me know who they are. If you intend to submit a nomination, please let me know by responding to this email by 31 May 2025. You are able to nominate yourself for this role.

The attached document provides further information about the Pension Board's responsibilities and also the role of Board members including the following key points:

- The Board is not a decision-making body, and its responsibilities relate to governance and administration matters (not investments or funding)
- Legally Board members must have the capacity to do the role, and it does require a reasonable time commitment (estimated at 15 to 20 days in total in the first year due to Board meetings, Committee meetings and training, some of which might be part-days)
- Legally Board members must have the appropriate level of knowledge to carry out their role. However, it is not necessary for anyone you wish to nominate to already have that knowledge as a full induction will be provided and there will also be ongoing training requirements in addition to support from the Fund officers and the Independent Chair, Karen McWilliam.
- The Employer Pension Board Representative position is not normally paid as it is expected that the employer will provide paid time off for the individual to carry out their Board responsibilities.

We recognise that an effective Pension Board will bring together a wide range of different skills, mindsets, experiences and perspectives. We are looking for someone who is:

- committed and enthusiastic about the role of the Pension Board
- appreciates the need for discretion and
- has a balanced mindset and respects others' views.

We are not necessarily looking for someone who has much knowledge of or is involved with the Fund. However, we would expect them to be a relatively senior officer (for example, a member of the management team if you have one) or a Board member within your organisation.

What happens next?

We are initially just looking to identify if there are likely to be any other nominations for this post given Steve Jackson has confirmed he is willing to stand for a further term. If there are any further nominations, we will provide further information on the selection criteria for the role and invite those individuals to submit a short written statement demonstrating their eligibility and suitability for the role. In the event of multiple nominations meeting the criteria there will need to be a selection process which may include a short discussion with the relevant individuals and the selection panel. The selection and decision process will likely involve myself and the Chair of the Board.

12.6. 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	North Wales Association of Local Councils Updates	**	Various Dates
H	Llais Newsletter	**	11/04/25
I	Hannah Blythyn MS Santander Bank Closure Meeting	**	16/04/25
J	FLVC E-Bulletin	**	17/04/25, 01/05/25, 07/05/25
K	Holywell Citizens Advice – Premises Update	**	24/04/25
L	Horses – Greenfield Area	**	24/04/25
M	Cymdeithas Thomas Pennant Society Update	**	25/04/25
N	Civic Charity Status Enquiry - The Holywell Band	**	01/05/25
O	Cadwyn Clwyd Prosperous Communities Flintshire - Key Fund	**	01/05/25

P	Becky Gittins MP - Holywell Banking Hub Report	**	06/05/25
Q	Electoral Review Programme 2025 (ERP 2025) Information Sessions	**	09/05/25
R	Holway Mine Message	**	09/05/25
S	Becky Gittins MP - Holywell Banking update	**	15/05/25

13. MEMBERS AGENDA ITEMS

Members to consider the following matters.

Councillor	Subject	Motion
C. Argent	Potential Air Pollution in Holywell West Ward.	Members to consider sending a letter to the County Council, to report this matter. Cllr C. Argent will provide further detail at the meeting.
D. Thomas	Communication of Flintshire County Council Tenant Policy Changes at Llwyn Beuno Retirement Housing Complex.	Members to consider sending a letter to the County Council, to outline any communication concerns. Cllr D. Thomas will provide further detail at the meeting.

14. 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.

15. 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.