

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

Tel: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: holywell.wales

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

10th April 2026

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Wednesday 15th April 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. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. MAYOR'S REMARKS

4. MINUTES & MEETINGS

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

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

4.2. Meetings of Committees, Working Groups, and Outside Bodies

Market Working Group Meeting – Wednesday 25th March 2026

Recommendations to Full 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.

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, 18th March 2026 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillor S. Rush. Councillors C. Blackwell and C. Argent were absent without apology.

IN ATTENDANCE: J. Baker (Deputy Clerk).

128. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
135	D. Thomas		✓	Owens business in town.

129. MAYOR’S REMARKS

The Mayor stated it was sad to hear of the passing of former Councillor John Griffiths recently, and all our thoughts were with John’s family at this very difficult time. John was Mayor three times during a long career with the Council.

The Mayor passed on congratulations to the winners of the best dressed window competition for St. David’s Day:

1st place, Tower Crafts
2nd place, Canine Cove/Amber Coffee
3rd place, FIKA hairdressers

The Mayor thanked all the businesses who took part and put a lot of effort into their displays.

The Mayor thanked those members that attended at the Covid memorial for the day of reflection tribute, on Sunday 8th March, and led with the tributes. The Mayor had given their apologies for this event.

The Mayor attended the Chair of Flintshire County Council’s Charity Dinner on Friday 6th March.

The Mayor visited Chestnut Hill School at Llanerch-y-Mor, Holywell earlier today to attend the opening of their new library.

Members were reminded that the Council continued to subscribe to zoom to facilitate its remote meetings. The Council was required by law to allow remote attendance to its full council and committees; members could also choose to attend in person as a hybrid meeting. The Council could not decide to just meet in person. Zoom meetings were advantageous in numerous scenarios not least over the winter period, particularly in times of inclement weather.

The Mayor reminded members that the staffing area was non-political and that staff work for the Council as a corporate body. It is important that the staffing team were shielded from any political issues to avoid any disruption to service delivery, which included the execution of council resolutions. The Clerk managed the staffing team and was responsible to the Council, not individual members. As the Council entered into the final 12 months of this Council where political issues and campaigns would naturally increase all members needed to be vigilant in maintaining these office protocols. Further advice could be sought from the Clerk or Monitoring Officer when necessary.

130. MINUTES & MEETINGS

130.1. 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 February 2026.
- Resources Committee meeting held on 25th February 2026.
- Development Committee meeting held on 4th March 2026.

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

130.2 Meetings of Committees, Working Groups, and Outside Bodies

Resources Committee 25th February 2026

Minute R22 Policy Reviews. The committee had recommended approval of the following policies:

- Gifts & Hospitality (Internal Audit Recommendation)
- Expenses (Internal Audit Recommendation)

- Sexual Harassment (HR Recommendation – Legislative)
- Special Leave (HR Reviewed)
- Grievance (HR Reviewed – Preamble Added)
- Equality & Diversity (HR Reviewed)
- Dignity at Work (HR Reviewed)

RESOLVED:

That the policies be approved and published where necessary.

Minute R26 Staffing. The committee had recommended approval of revised core office working hours. All day Tuesday, Wednesday, and Thursday, and Friday until 1pm was suggested to mitigate periods of office lone working and support staff work patterns. The office opening hours to the public would remain at sixteen hours per week. The current opening hours were 9.00am to 1.00pm Monday to Thursday, the revised opening hours were 9.00am to 1.00pm Tuesday to Friday. Cllr D. Thomas requested a recorded vote for this item. Cllr D. Smith requested it be noted that he had abstained due to not being granted permission to ask a question.

RESOLVED:

That the revised core office working hours be implemented with immediate effect.

Name	For	Against	Abstain
Cooper, Paul	✓		
Corbett, Linda	✓		
Corbett, Pat	✓		
Curtis, Peter	✓		
Hodge, Ian	✓		
Hodge, Lynda	✓		
Johnson, Paul	✓		
Lewis-Jones, Mike	✓		
Palmer, Ted	✓		
Smith, David			✓
Sprake, Matt	✓		
Thomas, Daniel		✓	
Totals	10	1	1

Minute R26 Staffing. The committee had recommended all job roles be assessed by an independent advisor, to take account of the impact of the management and operation of new assets and services on the staffing team.

RESOLVED:

That the Clerk be authorised to proceed with the job role assessment.

Development Committee 5th March 2026

Minute DC25 UK Town of Culture Competition. Members considered the town's entry into this competition, and whether a working group was required to enhance the draft expression of interest prepared by the Deputy Clerk. The deadline for EOI submissions was 31st March 2026.

RESOLVED:

That a working group be appointed to review and finalise the application. Cllrs L. Corbett, P. Cooper, E.B. Palmer, and D. Thomas were nominated to attend.

Market Working Group 25th February 2026

The group had recommended approval of the Council's market regulations and pitch fee rates, as part of the preparations for the running of the market from 1st April.

RESOLVED:

That the regulations and pitch fees be approved.

Events Working Group 5th March 2026

The group had recommended Thursday 28th May 2026 for the Council's Welsh themed Holywell Market Launch Spring Event. The usual music, funfair, and community stalls were agreed. Members considered including an artisan market but decided against it for this event, to concentrate on building up the weekly market.

RESOLVED:

That the staff proceed with the event planning based on the above scope.

New Working Group Request

A new working group had been requested at the recent recycling walkabout meeting, to look at recycling bays and other initiatives in the town centre.

RESOLVED:

That the working group be established. Cllrs L. Corbett, P. Corbett, E.B. Palmer, and D. Thomas were nominated and appointed to the group.

131. PLANNING

131.1. New Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
TCA/000094/26	PROPOSAL: Fell 1 No. Yew and 1 No. Ash. LOCATION: St James' Church, Greenfield Street, Holywell, CH8 7PN. <i>The Council noted this application as received.</i>
FUL/000136/26	PROPOSAL: CHANGE OF USE FROM OFFICE USE TO RESIDENTIAL. LOCATION: 31C & 31F, High Street, Holywell, CH8 7TE. <i>The Council noted this application as received.</i>
FUL/001018/25	PROPOSAL: Construction of three high quality self-contained glamping pods and associated infrastructure at Greenhill Farm (Reconsultation – the Council previously noted this application as received). LOCATION: Greenhill Farm, Holywell, CH8 7QF. <i>The Council supported this application and raised no objections.</i>
COU/000176/2	PROPOSAL: CHANGE FROM OFFICE SPACE BACK TO LIVING SPACE, NO STRUCTURAL CHANGES. LOCATION: Flat 6a, VICTORIA SQUARE, High Street, Holywell, CH8 7TF. <i>The Council supported this application and raised no objections.</i>

132. ACCOUNTS

132.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – FEBRUARY 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11330	BP	Mega Electrical	Take Down Xmas Lights & Move to Storage	7,080.00	^^
11331	BP	Automated Systems Group	Copier Charges	41.99	****
11332	BP	GR Consultancy	Staff Review & Evaluation	350.00	****
11333	BP	All Electric	Install Flood Lighting at Council Offices	2,058.00	****
11334	BP	All Electric	Electrical Remedial Works at Council Offices	969.60	****
11335	BP	All Electric	Electrical Inspection at Council Offices (14BP)	312.00	****
11336	BP	All Electric	Electrical Inspection at Council Offices (12/13BP)	456.00	****
11337	BP	Legend on the Bench	Supply Bench	1,780.00	^^
11338	BP	Veolia	Trade Waste Charges Dec25	98.12	****
11339	BP	Daydream Designs	Website Tech Support	94.80	****
11340	BP	Viking	Paper & Stationery	85.59	****
11341 - 11344	BP	Council Staff	Staff Salaries - Feb26	6,161.91	***
11345	BP	HMRC	Staff PAYE/NI - Feb26	2,089.95	***
11346	BP	Clwyd Pension Fund	Staff Pension - Feb26	1,125.34	***
11347	BP	Cylch Ti a Fi	Financial Assistance Donation	200.00	**
11348	BP	Greenfield Under 12 FC	Financial Assistance Donation	250.00	^^^
11349	BP	Rotary Club of Flint & Holywell	Financial Assistance Donation	100.00	**
11350	BP	Urdd Gobaith Cymru	Financial Assistance Donation	230.00	**
11351	BP	Treffynnon Cyntaf Scout Group	Financial Assistance Donation	500.00	**
11352	BP	Age & Dementia Holywell	Financial Assistance Donation	500.00	**
11353	BP	Clwyd Pension Fund	Staff Pension - Feb26	1,068.32	***
11354	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC131	480.00	^^
11355	BP	UK Vending Ltd	Drinks Machine Lease 4/2 - 3/5	248.40	****
11356	BP	Veolia	Trade Waste Charges Jan26	88.27	****
11357	BP	Holywell Leisure Centre	Contribution (4 of 4)	2,500.00	^^^

11358	BP	Daydream Designs	Website Tech Support	94.80	****
11359	BP	Flintshire County Council	Match Fund Contribution - Bryn Mawr Road Play Area Upgrade	10,000.00	^^^
11360	BP	All Electric	Rectification of Code 1 & 2 Observations	314.40	****
11361	BP	All Electric	Call Out - Make Safe Car Charge Point	96.00	****
11362	BP	Gas Cymru	Boilers Service x2 - Bank Place Offices	200.00	****
11363	BP	Newydd Catering	Office Cleaning Contract Apr-Nov	1,010.60	****
11364	BP	Automated Systems Group	Copier Charges	42.01	****
11365	BP	Full Circle Security Systems	CCTV Report and Identification	120.00	*****
11366	DD	Yu Energy	Gas Bank Place Jan26	486.84	****
11367	DD	Corona Energy	Electric 12-13BP Jan26	117.63	****
11368	DD	EDF Energy	Electric 14BP Jan26	34.61	****
11369	DD	BNP Paribas	Copier Lease 23/02-22/05	154.80	****
11370	DD	EDF Energy	Electric Events Hub Jan26	43.22	****
11371	DD	Vodafone Business	Office Mobile Jan26	27.90	****
11372	DD	Wirehouse HR	Employment Services Feb26	132.00	****
11373	VIS	Microsoft	ICT Subscription	66.24	****
11374	VIS	Microsoft	ICT Subscription	11.52	****
11375	VIS	Ionos Cloud	Web Domain	36.24	****
11376	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11377	VIS	Flintshire County Council	TENS License Fee - Mayors Charity Ball	21.00	^^
11378	VIS	Zoom	Zoom Pro Subscription	16.79	****
11379	VIS	Tesco	Refreshments	1.20	****
11380	DR	HSBC Bank	Bank Charges Jan26	3.45	****
			TOTAL	42,000.13	

SCHEDULE OF ACCOUNTS RECEIVABLE – FEBRUARY 2026

Date	Category	Name	Payment Details	Amount £
Various	Income	Multiple Debtors	Mayor's Charity Ball Tickets	990.00
			TOTAL	990.00

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

133. COMMUNITY ENGAGEMENT

133.1 Community Endeavour Awards

Members reviewed the nomination forms and procedure for the above awards, that would take place at the Council's Annual Meeting on Wednesday 20th May. The Council discussed further involvement in the process by the local community.

RESOLVED:

That the Council continue with the ward nomination categories and introduce community involvement on social media, with any nominations to be submitted to the Clerk. The respective ward members would then consider all nominations received and select a winning entry from those submitted.

134. CORRESPONDENCE

134.1. Sheep Movement Affecting Holywell Cemetery

The Council had received further correspondence about the above matter that highlighted recent sheep movement and the impact on the graves and pathways at the cemetery. Cllr P.A. Johnson confirmed that there was a high level Flintshire County Council meeting arranged about the matter. Cllr E.B.

Palmer stated that signage was being considered. All members remained very concerned about the lack of progress in managing and controlling the situation.

RESOLVED:

That the Clerk writes to the Chief Officer, Streetscene & Transportation, Flintshire County Council to highlight again the Council's concerns and request urgent remedial action is taken. North Wales Police and the Police Crime Commissioner were to be copied in on the correspondence.

134.2. One Voice Wales Membership 2026/27

Members discussed the recent membership correspondence received from One Voice Wales and noted the fees applicable for the coming year.

RESOLVED:

That the renewal letter be noted as received.

134.3. Democracy and Boundary Commission Cymru – Publication of the Annual Remuneration Report 2026/27

Members considered the letter and report from the Commission which outlined the new determinations for the 2026/27 civic year and noted those determinations that were mandated.

RESOLVED:

- 1) £156 mandated payment for extra costs of working from home. This payment will be made to all members unless members write to the Clerk individually to decline the payment.
- 2) £52 reimbursement for consumables. This payment will be made to all members for the cost of office consumables unless members write to the Clerk individually to decline the payment.
- 3) £500 mandated payment for senior role. Members confirmed that this payment would be payable to the Deputy Mayor, unless they write to the Clerk to decline the payment.
- 4) Travel Costs and Overnight Stay. Allowances to be adopted by the Council for the coming year.

- 5) Financial Loss. Members decided against the adoption of this allowance.
- 6) Attendance Allowance. Members decided against the adoption of this allowance.
- 7) Mayor's Allowance. To be adopted by the Council and the value set at £1,100. Clerk to make the necessary arrangements.
- 8) Deputy Mayor's Allowance. Members decided against the adoption of this allowance.

134.4. Code of Conduct Training Session (Evening) 16th April 2026

Members noted the arrangements for the training session. The County Monitoring Officer had requested all members make their best efforts to attend. Members considered holding a remote session at the Council Offices in the chamber.

RESOLVED:

That the Clerk advises the County Council of the group training option. Members could then select a preference for completing the training.

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

134.5 Lluesty Woodland Remedial Works

Members considered a report from the Council's tree maintenance contractor. The council recently completed urgent remedial works at the woodland that followed a branch falling, and the contractor has reported further works as follows:

1. Fell 85 ft Dead Beech Tree £400
2. Cut back long branch from Ash Tree / Reduce Sycamore tree to ground level £600
3. Replace gate hinges £50

RESOLVED:

That the Clerk be given approval to commission the required remedial works.

134.6. 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	Age Friendly Communities Newsletter	09/02/26
H	Enquiry 27 High Street	12/02/26
I	Community Energy Projects Knowledge Sharing Event	16/02/26
J	FLVC E-bulletin	19/02/26 & 05/03/26
K	Memory Lane Melodies New group Starting Ty Calon	26/02/26
L	Christmas Tree Vandalism Letter	03/03/26
M	DWP Outreach Sessions Statistics	05/03/26
N	Parking charges for Mobile Breast Screening Unit in Holywell	09/03/26
O	Urgent Concern – Sheep Continuing to Enter Holywell Cemetery	09/03/26

135. MEMBERS' ITEMS

Councillor	Subject	Motion
Ian Hodge	Traffic Management Holywell High Street (deferred from February meeting)	Following the comments made on social media and the press an outline of the actual suggestion made at last month's meeting, a confidential overview to just members. Cllr I. Hodge briefed members on a safety audit report, that highlighted a recent near miss and the merits of changing the direction of traffic on Holywell High Street. Cllr Hodge would be sending on the report to the County Council for consideration to support the planned feasibility study. <u>RESOLVED:</u> That the Council note the safety audit undertaken. That the Clerk sends on the relevant minute and resolution related to the feasibility study to Cllr P. Curtis from the January meeting.
Danny Thomas	Lone working in the Council Offices (deferred from February meeting)	Members to consider a working group to ensure the Council's duties as an employer are addressed, in terms of a policy and risk assessment. Cllr Thomas explained the context to this item. The Clerk confirmed the

		staff were satisfied with the revised office working arrangements. <u>RESOLVED:</u> That lone working is included as an agenda item for the next Resources Committee meeting.
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Cllr P. Curtis left the meeting at this point.

Cllr P.A. Johnson left the meeting at this point.

136. HOLYWELL PUBLIC TOILETS

Members considered the pending asset transfer of the public toilets, and when to commence the formal tendering process. Members also considered the merits of a public statement at this time.

RESOLVED:

That the Council defer tendering for three months with a further review at the appropriate time. Members decided against a public statement.

137. GENERAL MAINTENANCE & CARETAKER SERVICE LEVEL AGREEMENT 2026/27

Members considered the above service level agreement submitted by the Council's retained contractors. The contractors had confirmed that no increases have been applied to the submitted schedule of rates for the new financial year.

RESOLVED:

That the SLA be approved in readiness for the start of the new financial year. Clerk to inform the contractors.

138. REPRESENTATIVE REPORTS

None to report.

139. COUNTY COUNCILLOR REPORTS

None to report.

140. CLOSE OF MEETING

The Mayor closed the meeting at 7.45pm.

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Mayor

5. PLANNING

5.1. New Applications

To consider the applications received.

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.
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.
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.

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.

6. ACCOUNTS

6.1. Accounts for Payment

To approve the schedules of accounts for payment of expenditure (see attached).

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 Ltd	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
####	Litter Act 1983 S.5-6
*****	Local Government & Rating Act 1997 S.31
#*	Food Act 1984 S.50
##**	Public Health Act 1936 S.87

6.2. Appointment of Internal Auditors 2025/26 Financial Year

Members to confirm the continued engagement of JDH Business Services Ltd, as the Council's Internal Auditors. Their letter of engagement was included with the agenda email.

7. COMMUNITY ENGAGEMENT

7.1. 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 is 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 will next meet on 7th May where a view will be taken by its members on its future direction. Members to determine the Council's continued involvement in this project.

8. CORRESPONDENCE

8.1. Fit, Fed & Read Community Programme 2026

Members to consider the attached letter from Gwella and determine any financial contribution payable.



Mr Jason Baker
Holywell Town Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Via Email: town.clerk@holywell.wales

Your Ref/Eich Cyf
Our Ref/Elin Cyf
Date/Dyddiad
Ask for/Gofynnwr am
Direct Dial/Rhif Union
Fax/Ffacs

FFR/LB
28 January 2026
Michelle Thomas
01352 702430
Linda.bletcher@gwella.wales

Dear Clerk,

Re: Fit, Fed & Read Community Programme

I am writing to you following the conclusion of the summer 2025 Fit, Fed & Read community programme, which was successfully delivered across nine locations in the county over a five-week period during July and August. Enclosed, you will find a report and infographic highlighting key statistics and headline information about this year's scheme. These materials also include participant testimonials that provide valuable feedback on how vital this programme is to our communities.

The Fit, Fed & Read programme is a collaborative, multi-agency initiative involving a wide range of public sector partners to address critical issues such as health inequalities, food poverty, community cohesion, literacy, and physical and mental well-being.

While the programme has been running for the past five years, its continuation was at serious risk prior to summer 2024 due to the Welsh Government's termination of the holiday hunger funding. Fortunately, Flintshire's Sport Development team, working in partnership with others, was able to secure smaller funding streams to ensure the scheme could proceed. However, at this time, we are actively exploring other funding sources to support the summer 2026 programme, though nothing has been confirmed yet.



Flintshire Libraries and Leisure Limited
Deeside Leisure Centre, Chester Road West
Queensferry, Flintshire, CH5 1SA
www.gwella.wales

Llyfrgell a Hamdden Sir y Fflint Cyfyngedig
Canolfan Hysbyddu Clannau Dyfodol
Geddes Ffordd Caer, Queensferry, Sir y Fflint, CH5 1SA

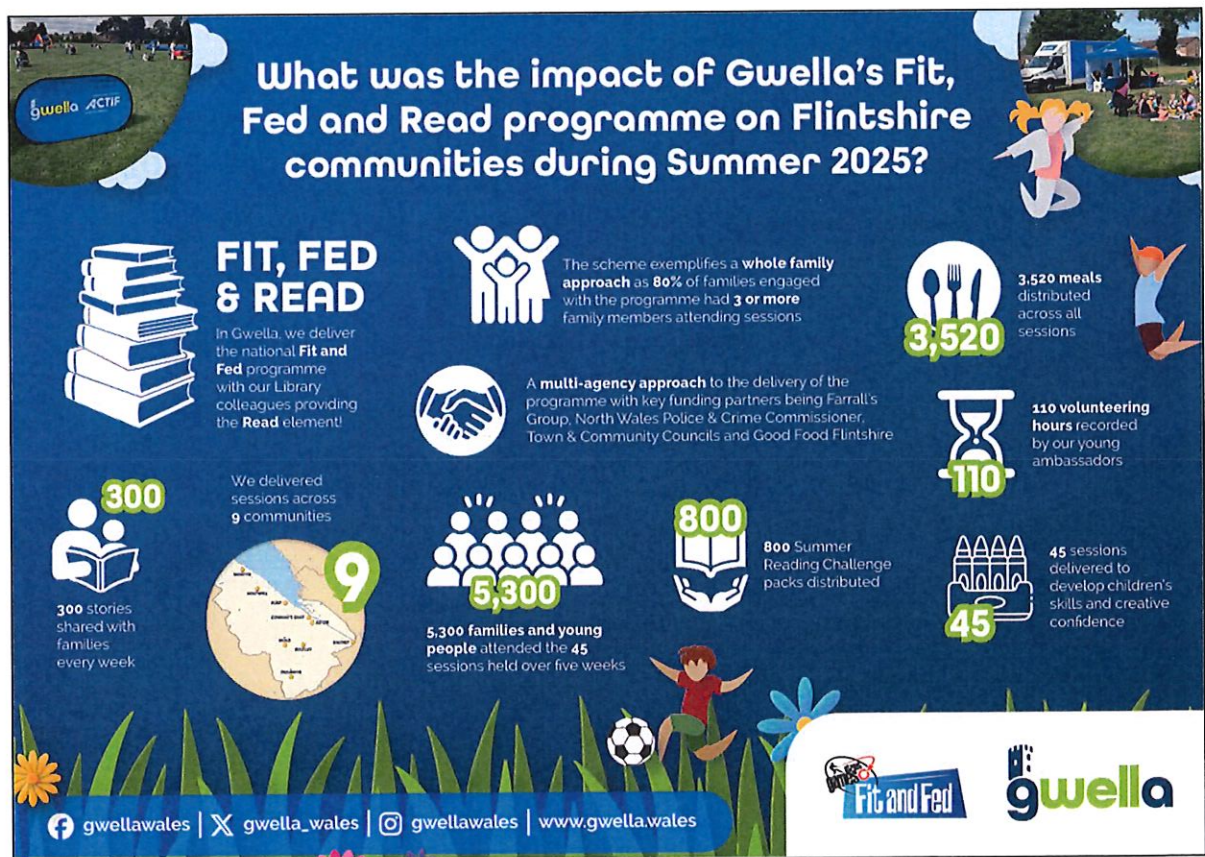
To ensure the continued delivery of this highly valued and much-needed service, we are seeking support from Town and Community Councils where the programme operates. Specifically, we are requesting a financial contribution of £1,000 from each Town and Community Council, as you generously supported us last year. By requesting support early, we hope this funding can be incorporated into the programme's running costs and included in our budget-setting process for 2026/27.

We are more than happy to join any upcoming Town and Community Council meeting to discuss and advocate the benefits and outcomes of this programme, or to answer any further questions you may have.

Thank you for your continued support of the Fit, Fed & Read programme.

Yours sincerely,

Michelle Vaughan Thomas
Active Communities Manager



8.2. Play Areas Match Funding Scheme 2026/27

Members to consider the Council's participation in this year's scheme. See attached letter from Gwella. The Council's annual match fund history is also attached below.



Mr Jason Baker
Holywell Town Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Your Ref/Eich Cyf	MF/Letter/0326
Our Ref/Ein Cyf	MF/0326
Date/Dyddiad	18 March 2026
Ask for/Gofynnwr am	Richard Roberts
Direct Dial/Rhif Union	01352 702466
Email/Ebost	richard.roberts@ gwella.wales

Via Email: town.clerk@holywell.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2026/27

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2026/27 budget for the match-funding of improvement works to children's play areas. For 2026/27, the match-funding scheme will be managed by Gwella, the Local Authority Trading Company (LATCo) wholly owned by Flintshire County Council.

Flintshire County Council and Gwella wish to work in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2026/27 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance. Earlier in 2025/26, Gwella commissioned an independent play consultancy to carry out a condition survey of each of the County Council's 200 outdoor play areas. The 2026/27 match-funding scheme is, therefore, aligned to the recommendations of the independent play review and based upon the following principles:

- Only sites identified by the play survey as requiring an upgrade and investment will be considered to meet the match-funding criteria.
- Historically, whilst expressions of interest tend to be between £1,000 and £10,000, it should be noted that Gwella will consider proposals in excess of £10,000 for the 2026/27 match-funding scheme. Please note that such requests will be assessed on a case-by-case basis and must align to the County Council's investment strategy.

Working in partnership with
Gweithio mewn partneriaeth gyda



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Queensferry, Flintshire, CH5 1SA
www.gwella.wales

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding.

To assist your members' match-funding decision, Gwella's Play Design service has identified the following play area within your community as being most in need of investment:

- **Holway Play Area**

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Gwella's Play Design Officer, by 31 May 2026. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Gwella and the County Council cannot guarantee that all expressions of interest will be approved.

Should you require any further information, please do not hesitate to contact Richard Roberts on 01352 702466 or via richard.roberts@gwella.wales.

Thank you for your continued support of children's play.

Yours sincerely,



Paul Jones
Head of Business Improvement & Performance (Gwella)

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HOLYWELL TOWN COUNCIL

MATCHFUNDED PLAY AREA IMPROVEMENTS - SCHEME HISTORY

Count	Year	Location	Ward	Match Funded (£)
1	2011/12	Clwyd Avenue	Greenfield	10,000.00
2	2012/13	Groesffordd	Greenfield	10,000.00
3	2013/14	Penrhyn, Pen-y-Maes	Holywell East	10,000.00
4	2014/15	Strand Walk	Holywell Central	10,000.00
5	2015/16	Pen-y-Maes Gardens, Pen-y-Maes	Holywell East	12,364.36
6	2016/17	Holway	Holywell West	10,000.00
7	2017/18	Bryn Mawr Road, Strand	Holywell Central	10,000.00
8	2018/19	Tan-y-Felin, Greenfield	Greenfield	10,000.00
9	2019/20	Pen-y-Maes	Holywell East	10,000.00
10	2021/22	Groesffordd	Greenfield	10,000.00
11	2022/23	Fron Park	Holywell Central	10,000.00
12	2023/24	Strand Walk	Holywell Central	10,000.00
13	2024/25	Penrhyn, Pen-y-Maes	Holywell East	10,000.00
14	2025/26	Bryn Mawr Road, Strand	Holywell Central	10,000.00

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

Members to consider the attached email and quotation from Richard Roberts, Gwella.

Please can I advise the Authority has benefited from a play grant from Welsh Government and this has 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 and the opportunity arose through this play grant.

In order install the inclusive roundabout with safer surfacing we are enquiring if you would consider match funding the costs of the installation and associated safer surfacing work, this would be £3k each, please see the attached quotation and this could potentially be an additional contribution to the match funding proposal for 2026-27, which this year has recommended the Holway play area, subject to consideration and approval.



**Design
Manufacture
Installation**

QUOTE 314320

GL Jones Playgrounds Ltd.
Station Road, Bethesda
Gwynedd LL57 3NE
Tel: 01248 600372
Fax: 01248 602085
www.gljones-playgrounds.co.uk
info@gljones-playgrounds.co.uk

Correspondence Address:

Flintshire Libraries & Leisure Limited (Gwella)
Deeside Leisure Centre (Leisure Services)
Chester Road West
Queensferry
Flintshire
Cymru
CH5 1SA
Ref: Richard Roberts
Tel: 01352 702 466

Site Address:

Fron Park Play Park
Fron Park Road
Holywell
Flintshire
Cymru
CH8 7TQ

Quote No.	Your Reference	Our Reference	Date
314320	Flintshire Librarie...	Amy Jones	09 Feb 2026

We thank you for the enquiry and are pleased to quote for, and hope to be favoured with your valued orders which will have our best attention at all times.

Qty	Code	Installation of Ability SpaceDisk
1.00	PLINT	Installation of D003 Ability SpaceDisk with Black EPDM Wet Pour (soft edge) Safety Surfacing

**Supply & Install*
Excl. VAT**

£6,175.00

Subtotal	£6,175.00
VAT @ 20.00%	£1,235.00
Total	£7,410.00

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

Members to consider the following email enquiry and confirm any action points.

I am writing to introduce a community initiative I am hoping to establish in Holywell, and to explore whether the Town Council may be able to offer support or guidance.

After working for several years as a primary school teacher, I am now developing plans to create a community hub for mothers and young children (aged 0–5). The aim of this project is to provide a welcoming and supportive space where families can connect, access early years activities, and reduce feelings of isolation.

Both professionally and personally, I understand how important these opportunities are. As a parent to a two-year-old daughter, I have experienced first-hand how vital social interaction, shared experiences, and simply having space to talk and laugh with others can be — not only for a child's development, but for a parent's wellbeing. However, I am also very aware that not all families have access to these opportunities.

Through my experience in education, I have seen how crucial the early years are for a child's development, alongside the importance of strong support networks for parents. Many mothers, particularly those with young children, can experience isolation or a lack of accessible local support.

This hub would aim to address these challenges by offering:

- Stay-and-play sessions to encourage early social development
- Baby massage and sensory classes to support development and bonding
- Small group sessions focused on specific needs, including support for mothers who have experienced IVF etc.
- Opportunities for parents to build friendships and a sense of community

The wider benefits to the Holywell community would include:

- Reducing social isolation and improving mental wellbeing for parents
- Supporting early childhood development and school readiness
- Strengthening community connections and local engagement
- Providing a safe, inclusive space for families from all backgrounds

I am passionate about creating a space that truly meets the needs of local families and contributes positively to the community. I would greatly appreciate any advice, support, or potential opportunities the Town Council

may be able to offer, whether that be guidance, partnerships, or use of local facilities.

Thank you very much for your time and consideration. I would welcome the opportunity to discuss this idea further.

Kind regards,
Hannah Prophet

8.5. Substance Misuse Services

Members to consider the following email enquiry and confirm any action points.

I'd like to introduce myself as the new substance misuse co-ordinator for Caniad in Flintshire and Wrexham.

At Caniad we strive to give service users an involvement in how their services run, and make sure their voices are heard. We are keen to work collaboratively with other organisations to develop joined-up, preventative approaches that support people safely and effectively, I'd love to drop by and discuss the work you do and whether Caniad could potentially aid your service users. Please let me know if this would be appropriate and when I can come by.

I look forward to hearing from you

Tom Simmons
Co-ordinator - Substance Abuse

8.6. Quarterly Meeting - Police Engagement

Members to consider the following email enquiry from North Wales Police and confirm any action points.

Further to previous discussion regarding Community Police Engagement events. I wanted your thoughts on the use of the Town Council meeting room.

The quarterly meeting would be open engagement event where members of the public could attend to discuss local concerns.

This could take place immediately prior to the Town Council meeting. Officers could remain and attend the Town Council meeting and discuss any wider Town Council issues or community concerns.

Your thoughts on whether this could be accommodated would be appreciated.

In addition to this, we will shortly be publicising some events locally 'Cuppa with a Coppa'. Proposing these will take place at the Leisure Centre Café. Will keep you posted.

Regards
Dave Hesketh (73564) Local Policing

8.7. Reports/Correspondence Received

The following items have been received this month and were 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

9. 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. Members to determine an appointment for the coming year's programme.

10. 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 will report further at meeting.
Danny Thomas	Public Meeting	Members to consider holding a public meeting. Cllr D. Thomas will report further at meeting.
Linda Corbett	Running Uniform Hub at Holywell Market	Members to consider running the uniform hub at the weekly market. Cllr L. Corbett will report further at meeting.

11. REPRESENTATIVE REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

12. 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 the 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.