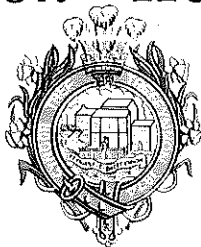


Cyngor Tref Treffynnon Holywell Town Council

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 July 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 July 2026** at **5.30pm**, 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. NORTH WALES POLICE

North Wales Police will attend at the conclusion of their office surgery and provide an update to members.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

4. MAYOR'S REMARKS

5. MINUTES & MEETINGS

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

- Holywell Town Council meeting held on Wednesday 17th June 2026.
- Town Centre & Events Committee meeting held on Wednesday 24th June 2026.
- Development Committee meeting held on Wednesday 8th July 2026.
** Please note the minutes to this meeting will follow by separate email.*

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

- Town Centre & Events Committee meeting held on Wednesday 24th June 2026.

Neurodiverse Day – Cllr D. Thomas to report.

5.3. Recording of Full Council Meetings and Committees

Members to consider the audio and visual recording of all future meetings, using the Council's existing zoom subscription administered by the Clerk. This would be irrespective of whether anyone attends remotely and would be to keep a permanent record of what has transpired at the meetings.

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, 17th June 2026 at 6.00pm.

PRESENT: Councillor P. Corbett (Mayor).

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

APOLOGIES FOR ABSENCE none were received. Councillor S. Rush was absent without apology.

IN ATTENDANCE: J. Baker (Deputy Clerk).

19. DEPUTY MAYOR APPOINTMENT FORMALITIES

Deputy Mayor Cllr M. Lewis-Jones was officially received by the Council. The Deputy Mayor confirmed his consort for the civic year, Louise Dunn, who was introduced to members.

20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
24.2	E.B. Palmer		✓	Tender submitted by Daydream Designs.

21. MAYOR’S REMARKS

The Mayor thanked all those who attended and contributed to the recent Market re-launch Spring Event held on Thursday 28th May, including the traders, community organisations, members, staff, and performers. It was another successful and well attended event with lots of positive feedback from the community.

This month the Mayor attended the following functions –

6th June – Rhyl Town Council Mayors Charity Concert with Trelawnyd Choir.

7th June – Holywell Ramblers 70th Anniversary event at the Pet Cemetery.

12th June – Age & Dementia Charity/Birthday event at St. Peter’s Church, Holywell.

Also, on 12th June - Thomas Pennant Society’s event to celebrate the 300th anniversary of his birth, at St. Peter’s Church.

The Mayor confirmed that their Civic Service would be held at 11.00am on Sunday 20th September in St. Peters Church, Holywell. Official invites would follow in due course.

A request had been received for all members of the Council to be invited to the presentation with Ysgol Treffynnon, for the £100 eco uniform donation.

RESOLVED:

That the Support Officer sends an invite to all members for the eco-uniform presentation.

22. MINUTES & MEETINGS

22.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council Annual Meeting held on Wednesday 20th May 2026.

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

RESOLVED:

That Cllr M. Sprake be approved re-join the Development and Resources Committees following his Mayoral term of office.

Well Inn Steering Group – Wednesday 3rd June 2026

RESOLVED:

That the notes to the meeting be approved. For the main stage performers, it was agreed that the appearance fee be increased from £200 to £250. The parasols would be used subject to suitable weather conditions. Water, fruit shoots, crisps and sweets to be provided for children.

Recycling & Fly Tipping Working Group – Thursday 11th June 2026

RESOLVED:

That the notes to the meeting be approved. Clerk to obtain further information on the recycling items to be provided by

members from the Events Hub. This item would then be reconsidered at the July meeting.

23. PLANNING

23.1. 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/000383/26	PROPOSAL: RETROSPECTIVE APPLICATION FOR ERECTION OF DECKING INCLUDING NEW SCREENING. LOCATION: 2, Tros Yr Aber, Greenfield, Holywell, CH8 7XP. <i>The Council noted this application as received.</i>
FUL/000355/26	PROPOSAL: REPLACEMENT OF WINDOWS WITH NEW AS LIKE-FOR-LIKE CONFIGURATION IN ACCOYA TIMBER AT 12-20 TOGETHER WITH THE REPAIR OF ORIGINAL TIMBER SASH WINDOWS WHERE FEASIBLE, ALONGSIDE THE LIKE-FOR-LIKE REPLACEMENT OF LATER, NON-ORIGINAL WINDOWS WITH APPROPRIATELY DETAILED TIMBER UNITS AT 1-11. LOCATION: LLYS Y BRENIN, Holywell, CH8 7TH. <i>The Council noted this application as received and noted that the concerns of the County Conservation Officer, who had requested the application be withdrawn.</i>
LBC/000356/26	PROPOSAL: LISTED BUILDING APPLICATION - THE PROPOSED WORKS COMPRISE THE REPAIR OF ORIGINAL TIMBER SASH WINDOWS WHERE FEASIBLE, ALONGSIDE THE LIKE-FOR-LIKE REPLACEMENT OF LATER, NON-ORIGINAL WINDOWS WITH APPROPRIATELY DETAILED TIMBER UNITS. LOCATION: LLYS Y BRENIN, Holywell, CH8 7TH. <i>The Council noted this application as received and noted that the concerns of the County Conservation Officer, who had requested the application be withdrawn.</i>
Amendments to submitted application FUL/000812/25	PROPOSAL: Conversion of Grade II Listed Building into 3 No independent self-contained 3 bedroom dwellings with internal and minor external alterations with associated parking and other external surfacing works. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application and raised no objections.</i>
Amendments to submitted application LBC/000813/25	PROPOSAL: Conversion of Grade II Listed Building into 3 No independent self-contained 3 bedroom dwellings with internal and minor external alterations with associated parking and other external surfacing works. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application and raised no objections.</i>

FUL/000463/26	PROPOSAL: PROPOSED SUN LOUNGE EXTENSION FOR RESIDENTIAL PURPOSES. LOCATION: 8, Glyn Abbott Avenue, Holywell, CH8 7ED. <i>The Council supported this application and raised no objections.</i>
FUL/000398/26	PROPOSAL: CHANGE OF USE OF SEMI DETACHED RESIDENTIAL DWELLING TO A HMO C4. MAXIMUM 4 PERSONS. LOCATION: 128, Pen Y Maes Road, Holywell, CH8 7BE. The Council objected to this application and raised a number of concerns. The size of the property and room space would not be suitable and fit for purpose as a HMO in its present form. A HMO in this location would not be in keeping with the local area. Members requested further information on whether it would be used for vulnerable adults. Cllr I. Hodge stated that several residents had not yet received a formal planning consultation letter. Cllr D. Smith was nominated by the Council to speak at the Flintshire County Council Planning Committee on this matter, that was due to be held on Wednesday 15th July.

Cllr D. Thomas requested that the vote be recorded for application number FUL/000398/26.

Name	For (Support)	Against (Object)	Abstain
Argent, Chris		✓	
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	0	8	5

23.2. PROPOSED UPGRADE TO EXISTING RADIO BASE STATION INSTALLATION AT CS12314125, HILLSIDE FARM, PEN-Y-BALL HILL, HOLYWELL, CLWYD, CH8 7TQ

Members discussed the letter received from Cornerstone on the proposed upgrade of the radio base station. Members noted that the location straddled both the Holywell West and Brynford Wards.

RESOLVED:

That the letter be noted as received.

24. ACCOUNTS

24.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – MAY 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11490 - 11492	BP	Council Staff	Staff Salaries May26	5,972.34	***
11493	BP	HMRC	Staff PAYE/NI May26	2,101.66	***
11494	BP	Clwyd Pension Fund	Staff Pension May26	1,055.28	***
11495	BP	Tribute Act Management	Tom Jones Tribute Act	450.00	^^
11496	BP	Milwr Tree Services	Lluesty Woods Tree Works	1,050.00	***
11497	BP	Automated Systems Group	Copier Charges	42.00	****
11498	BP	Holywell Leisure Centre	Contribution 1 of 4	2,500.00	^^^
11499	BP	Welsh Water	Water Charges Events Hub Oct-Apr	101.25	****
11500	BP	Welsh Water	Water Charges Fountain Oct-Apr	21.62	****
11501	BP	Automated Systems Group	Copier Charges	42.00	****
11502	BP	Automated Systems Group	Toner Delivery Charge	12.00	****
11503	BP	Automated Systems Group	Toner Delivery Charge	12.00	****
11504	BP	Stamford Gate Hotel	Annual Meeting Room Hire & Refreshments	457.30	^^
11505	BP	C. Baglin	Spring Event Entertainment	250.00	^^
11506	BP	P&O Lloyd	Spring Event Bus Transport	350.00	^^
11507	BP	The Flower Bowl	Annual Meeting Bouquets	80.00	^^
11508	BP	Holywell Garden Centre	Caretaker / Office Work HGC134	375.48	^^
11509	BP	Daydream Designs	Website Tech Support	94.80	****
11510	BP	UK Vending Ltd	Drinks Machine Lease May-Jul	303.90	****
11511	BP	Flintshire County Council	Council Offices Business Rates 1 of 2	4,455.25	****
11512	BP	Amberol	Hanging Basket Brackets	198.00	^^
11513	BP	Veolia	Trade Waste Charges	90.40	****

11514	BP	Daz Cakes	2 x Welsh Cakes for Spring Event	70.00	^^
11515	BP	Kim Inspire	Mayoral Charity Donation	1,100.00	^^
11516	BP	Age & Dementia Holywell	Mayoral Charity Donation	1,100.00	^^
11517	BP	Holywell & Greenfield Church	Mayoral Charity Donation	1,100.00	^^
11518	DD	Yu Energy	Gas Bank Place Apr26	183.09	****
11519	DD	Welsh Water	Water 12/13 Bank Place Oct-Apr	91.94	****
11520	DD	Welsh Water	Water 14 Bank Place Oct-Apr	150.73	****
11521	DD	Corona Energy	Electric 12/13 Bank Place Apr26	90.53	****
11522	DD	EDF Energy	Electric 14 Bank Place Apr26	27.25	****
11523	DD	EDF Energy	Electric Events Hub Apr26	28.96	****
11524	DD	Vodafone	Office Mobile May/Jun	29.70	****
11525	DD	BNP Paribas	Copier Lease May-Aug	154.80	****
11526	DD	Wirehouse ER	HR Support Charges	132.00	****
11527	VIS	Microsoft	ICT Subscription	66.24	****
11528	VIS	Microsoft	ICT Subscription	11.52	****
11529	VIS	Tesco	Consumables	16.50	****
11530	VIS	Tesco	Refreshments	1.20	****
11531	VIS	Coco	Chocolates (CE Awards)	38.00	^^
11532	VIS	Tesco	Wine & Biscuits (CE Awards)	42.00	^^
11533	VIS	W. Bevan	Extension Lead	19.99	****
11534	VIS	Tower Crafts	Welsh Flags & Bunting	115.00	^^
11535	VIS	Royal Mail	Vouchers (CE Awards)	100.00	^^
11536	VIS	Celtic Works	Coasters (CE Awards)	10.00	^^
11537	VIS	Tesco	Refreshments	5.75	****
11538	VIS	C.M. Scott	Engrave Mayoral Shield	18.15	***
11539	VIS	Tower Crafts	Bows (CE Awards)	2.40	^^
11540	VIS	Zoom	Zoom Pro Subscription	16.79	****
11541	VIS	Tesco	Refreshments	1.20	****
11542	VIS	Facebook	Boost Spring Event Post	27.00	^^
11543	VIS	W. Bevan	Extension Lead	9.99	****
11544	VIS	W. Bevan	Cable	3.99	****
11545	DR	HSBC Bank	Bank Charges Apr26	20.68	****
			TOTAL	24,800.68	

SCHEDULE OF ACCOUNTS RECEIVABLE – MAY 2026

Date	Category	Name	Payment Details	Amount £
1/5/26	Income	Market Traders	Pitch Fees 30/4	39.35
5/5/26	Income	Multiple Debtors	Mayoral Charity Funds	1,507.50
8/5/26	Income	Market Traders	Pitch Fees 7/5	34.43
14/5/26	VAT Refund	HMRC	VAT Refund 2025/26 Year	16,234.02
15/5/26	Income	Market Traders	Pitch Fees 14/5	24.60
22/5/26	Income	Market Traders	Pitch Fees 21/5	29.60
			TOTAL	17,869.50

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

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

24.2 Internal Audit Report 2025/26 Financial Year

Members had before them the internal auditor's report for consideration. There was one issue reported on website accessibility guidelines. The Clerk had obtained a quotation from the Council's website developers to update the website to ensure full compliance with the new guidelines. The quotation in the sum of £680.00 + vat was considered by members. The Council's website accessibility statement also required a review.

RESOLVED:

That the website developers be commissioned to undertake the necessary work to ensure full compliance. Clerk to arrange the work and update the accessibility statement.

24.3. Annual Return, Year End Accounts & Governance Statement 2025/26 Financial Year

Members considered the approval of the Council's accounting statements and annual governance statement certified by the Clerk. The Clerk provided a brief update that outlined the main financial issues. Members noted the reserve balances had reduced from the previous financial year due to unforeseen commitments.

RESOLVED:

That the annual return be approved and signed by the Mayor.

25. CORRESPONDENCE

25.1. Holway Play Area Upgrade Match Fund Scheme

Members considered the design proposals for the above scheme. Three new play structures and safer surfacing was to be installed.

RESOLVED:

That the proposed scheme be approved. Clerk to inform Gwella.

25.2. DWP Outreach – Extension Request

Members considered the extension request to the end of July 2026, for the outreach sessions, that take place every Wednesday afternoon at the Council Offices.

RESOLVED:

That the extension period be approved. Clerk to inform the DWP.

25.3. Opportunity to Sponsor Mold Food and Drink Festival in its 20th Anniversary Year

Members considered the email from the event organisers that requested a donation.

RESOLVED:

That this correspondence be noted as received.

25.4. Civility & Respect Pledge

Members considered the civility & respect pledge produced by One Voice Wales, and compared this to the original pledge.

RESOLVED:

That the Council continue to support the original pledge.

25.5. 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	Shine A Light - World NF Awareness Day	14 th May 2026
H	Fron Park MUGA Consultation	14 th May 2026
I	Thomas Pennant 300th Festival	14 th May 2026
J	A55 J32-J31 Emergency Repairs	14 th May 2026 & 28 th May 2026
K	FLVC E-bulletin	14 th May 2026
L	WSMR Direct Train To London Petition	18 th May 2026
M	Dementia Action Week	18 th May 2026
N	Updated Rotary Programme 2026	19 th May 2026
O	TFW Train Station Usage	19 th May 2026

26. MEMBERS' ITEMS

Councillor	Subject	Motion
Ian Hodge	Wood Lane/Pen y Maes Road Parking Issues	Cllr I. Hodge stated that business vehicles had been parking and causing a hazard at this junction. The police had now intervened. Cllr Hodge had requested double yellow lines in Wood Lane to the first driveway.
David Smith	Holywell Snooker Hall/Academy	Cllr D. Smith stated that the Deputy Clerk had looked into funding with none currently available. Cllr Smith requested that the Council fund a feasibility study into the project. <u>RESOLVED:</u> That the Deputy Clerk obtains quotes for a feasibility study to be completed

		in the first instance. Members would then consider the budget/financial implications.
Peter Curtis	New Holywell Post Office Location	Cllr P. Curtis reported on the requirement for pedestrian protection measures to be installed in the vicinity of the new post office. Cllr Curtis himself had been involved in an incident with a vehicle there recently. RESOLVED: That the Clerk request FCC Streetscene to undertake a survey and risk assessment to identify hazards and potential safety improvements. A site meeting with Central ward members would be requested.

27. REPRESENTATIVE REPORTS

Cllr P. Curtis reported that he attended a meeting of the Governors of St. Winefrides RC School, who were concerned and considering a policy for use of AI glasses. Cllr E.B. Palmer would raise the matter with the Chief Officer of Education, Flintshire County Council.

28. EXCLUSION OF PUBLIC & PRESS

RESOLVED:

That the public and press be excluded for the following minute 29, 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 contractual considerations.

29. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson provided an update on the ongoing sheep movement, and pending cattle grid installation on Pen y Ball Hill.

Cllr P.A. Johnson stated that the County Council have published their annual Welsh Language report. Cllr Johnson had requested funding and resources to support the Holywell Cadi Ha event as part of this process.

30. EXCLUSION OF PUBLIC & PRESS

RESOLVED:

That the public and press be excluded for the following minute 31, 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 financial considerations.

31. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last five years. Councillor M. Lewis-Jones read out the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (Nil) in the current financial year, budget provision for donations (£7,000), with remaining provision (£7,000) being available for allocation.

RESOLVED:

- 1) That, having considered each application on its merits and in accordance with the council's grant awarding policy, the following donations from the budget be made:

Organisation	£
Thomas Pennant Society	250
Kids Cancer Charity *	250
Fron Park Bowling Club	250
Holywell Swimming Club	500
Transition Holywell & District	500
Daffodils	250
Greenfield Football Club	500
Holywell Town Football Club (Women)	500
Holywell Town Football Club (Men)	500
Music 4 Youth	500
Holywell Area Community Museum	500
Carmel & District Cricket Club	250
Total	4,750

* Conditional on the donation supporting a family living in the Holywell & Greenfield ward boundaries.

- 2) That the following applications be noted as received without a donation on this occasion: Halkyn Mountain Quilters.

32. SECTION 116 – LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION TO FILL ONE VACANCY ON THE TOWN COUNCIL

Members had before them three expressions of interest for the vacant position in Greenfield ward. The appointment procedure followed the co-option best practice guidelines. Members had received copies in advance of all the expression of interest letters, in order to give prior consideration to all candidates. One candidate was proposed and seconded.

RESOLVED:

That Mr Liam Thorley of Greenfield, be co-opted to the Council to represent Greenfield Ward. Clerk to arrange the required paperwork and other formalities.

33. CLOSE OF MEETING

The Mayor closed the meeting at 7.25pm.

.....

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 24th June 2026 at 6.00pm.

PRESENT: Councillor I. Hodge (Chair – see minute TC1).
Councillors: L. Corbett, P. Corbett, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllrs P. Cooper, L. Hodge, and E.B. Palmer. Cllr P. Curtis was absent without apology.

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

TC1. ELECTION OF CHAIR – MUNICIPAL YEAR 2026/27

RESOLVED:

That Cllr I. Hodge be appointed as Chair for the municipal year 2026/27.

TC2. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2026/27

RESOLVED:

That Cllr L. Corbett be appointed as Vice Chair for the municipal year 2026/27. Cllr L. Corbett chaired the meeting with Cllr I. Hodge attending remotely.

TC3. DECLARATIONS OF INTEREST

None were received.

TC4. SPEAKER – FRON PARK TENNIS COURTS

Nicola Harrison, Delivery Manager with the Lawn Tennis Association, and local resident, addressed members about the benefits of tennis for fitness, social interaction and wellbeing in the local community. The talk covered education, funding, free activities, youth engagement, and investment in tennis. Holywell had two tennis courts located in Fron Park, that were administered through Holywell Leisure Centre.

RESOLVED.

That Nicola Harrison be thanked for attending and be invited to a meeting with appropriate representatives of the Holywell PACT group to speak about local tennis development.

TC5. STREET MARKET OPERATIONS

The Clerk provided an update on trader activity and attendance for the first quarter of trading. The Clerk reported a complaint and some operational issues around similar trading activity and queried the charging policy for non-commercial pitches.

RESOLVED:

- 1) That the market operates on a free trade basis with no restrictions applied. Clerk to advise the complainant.
- 2) That any non-commercial pitches are allowed to attend without a charge being applied. These must be pre-booked and a maximum of two pitches per week was agreed.
- 3) That the Council's offer of free registration be extended until 30th September 2026.

TC6. PARTY IN THE PARK – SATURDAY 25th JULY 2026

The Deputy Clerk provided an overview of the arrangements in hand for the event. The forthcoming Well Inn Music Festival was also discussed and lunch packs and refreshments for both events were reviewed.

Cllr I. Hodge left the meeting at this point.

RESOLVED:

- 1) That the Support Officer contacts all members to ask for business suggestions to be included on a supplier list, for future event lunch pack requirements. Once the list is compiled the staff will allocate future events on a rotational basis.
- 2) That refreshments are provided at the Holywell TC gazebo and each stage point for the Well Inn Event.

TC7. COMMUNITY ENGAGEMENT / AGENCY EVENT

Members considered the scope of the above event and stated the event should be held in Tower Gardens.

RESOLVED.

That the event planning be deferred to the next committee meeting.

TC8. MEMBER ITEMS

Cllr D. Thomas – Neurodiverse event. The previous minutes for this event were reviewed and confirmed by the Clerk.

RESOLVED:

That the event be included for further discussion on the agenda for the next meeting of the Full Council.

Cllr D. Thomas – Wire Brushes. These were to be considered for business frontage maintenance in the High Street. Cllr Thomas requested they be funded.

RESOLVED:

That the Support Officer request the County Council's Streetscene Department to supply and fund the brushes to assist businesses in keeping frontages in a tidy condition.

Cllr P. Corbett left the meeting at this point.

TC9. CLOSE OF MEETING

With the meeting no longer quorate, the Chair closed the meeting at 7.45pm.

.....
Chair

6. PLANNING

6.1. New Applications

To consider the applications received.

Application Number	Proposal Details
COU/000519/26	PROPOSAL: FULL APPLICATION FOR CHANGE OF USE OF FORMER SOLICITOR'S OFFICES (USE CLASS A2 / PROFESSIONAL SERVICES) TO A WOMEN'S AID CENTRE (SUI GENERIS). LOCATION: 73A, High Street, Holywell, CH8 7TF.

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.

6.2. Pre Consultation: CS 12315024 BAGILLT ROAD, GREENFIELD, GREENFIELD BUSINESS PARK 2 HOLYWELL, CLWYD, WALES, CH8 7GJ, NGR E: 319982 N: 377686

Members to consider the following letter and plans.

 **cornerstone**


WHP Telecoms Ltd
a WHP Group Company

Our ref: CS 12315024

1st July 2026

Holywell Town Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Email: town.clerk@holywells.wales

WHP Telecoms Ltd
Building 8 Unit 6
Carryduff Business Park
Comber Road
Carryduff
BT8 8AN

Dear Sir/Madam

PROPOSED BASE STATION UPGRADE AT CS 12315024 BAGILLT ROAD, GREENFIELD, GREENFIELD BUSINESS PARK 2 HOLYWELL, CLWYD, WALES, CH8 7GJ, NGR E: 319982 N: 377686.

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Greenfield area for radio base station upgrade that will improve service provision for VodafoneThree. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and VodafoneThree are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of VodafoneThree's continued network improvement program, there is a specific requirement for a radio base station to be upgraded at this location to provide 5G coverage to the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

In the first instance, all correspondence should be directed to the agent.
Cornerstone Planning Consultation Letter to Town Council - Reg 5 V.3 - 15/04/2021

Registered Address:
Cornerstone Telecommunications Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

Classification: Unrestricted

page 1

www.cornerstone.network

Our technical network requirement is as follows:

- Existing 3no. antennas to be removed and replaced with 6no. antennas
- 1no. GPS module to be removed and replaced with 1no. GPS module
- 3no. RRU's to be removed and replaced with 15no. RRU's
- 1no. cabinet to be removed
- Proposed 1no. cabinet

A number of options have been assessed in respect of the site search process, and we consider the best solution is as follows:

- Bagillt Road, Greenfield, Greenfield Business Park 2 Holywell, Clwyd, Wales, CH8 7GJ, NGR E: 319982 N: 377686
- This is the preferred options we are upgrading an existing site already in situ.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS 12315024).

Yours faithfully,

Caitlyn Richmond AssocRTPI
Senior Town Planner
c.richmond@whptelecoms.com
02891240990

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Town Council - Reg 5 V.3 - 15/04/2021

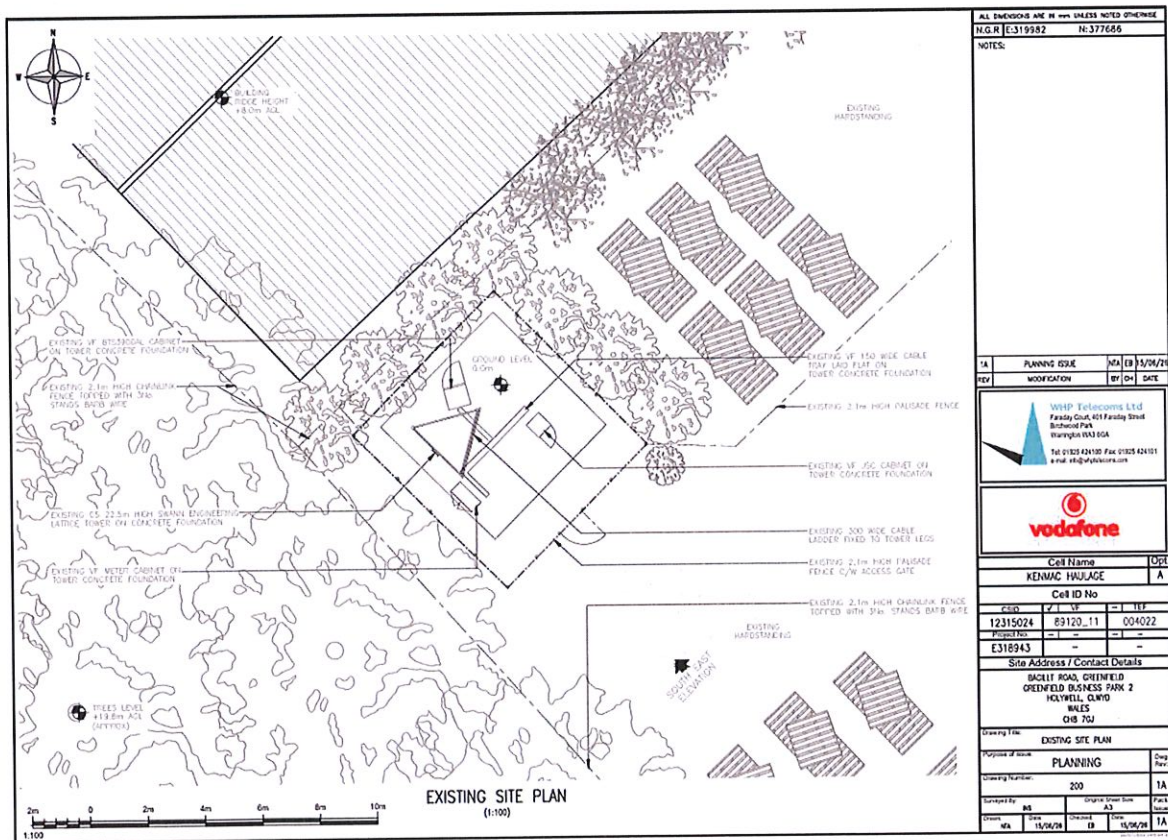
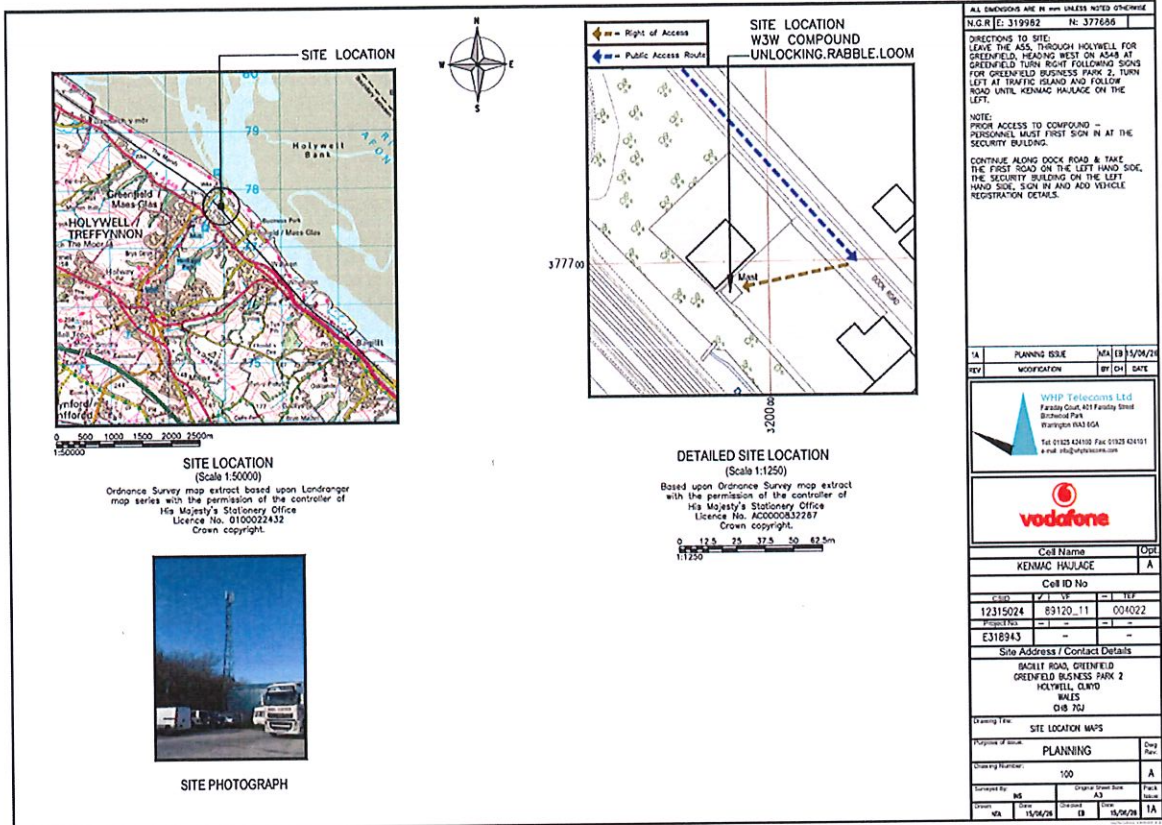
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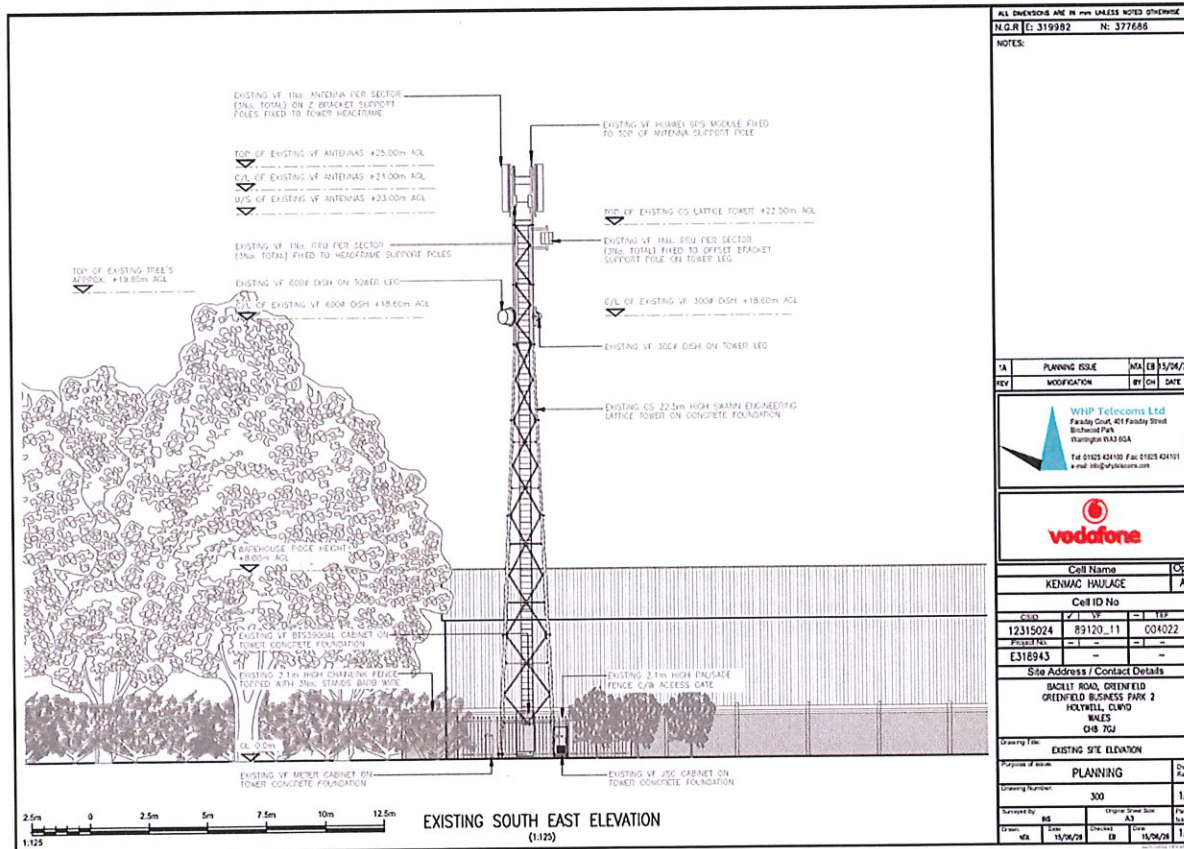
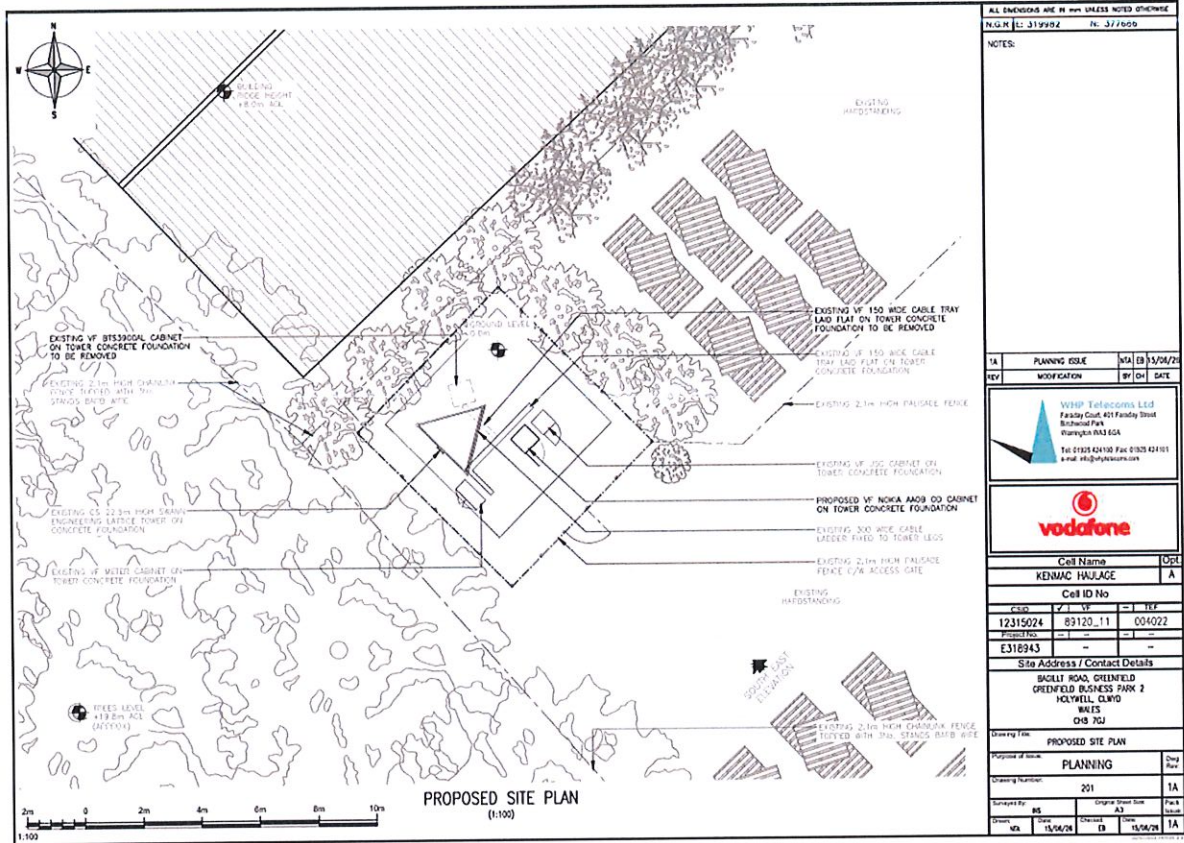
Classification: Unrestricted

page 2

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

www.cornerstone.network





7. ACCOUNTS

7.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS PAYABLE – JUNE 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11546 - 11548	BP	Council Staff	Staff Salaries Jun26	5,972.54	***
11549	BP	HMRC	Staff PAYE/NI Jun26	2,101.46	***
11550	BP	Clwyd Pension Fund	Staff Pension Jun26	1,055.28	***
11551	BP	Fran Hughes	Perform at Spring Event	115.00	^^
11552	BP	Tribute Act Management	Status Quo Tribute Deposit - Well Inn	285.00	^^
11553	BP	A Little Magic	Characters at Spring Event	400.00	^^
11554	BP	DJ Darin Pegg	DJ Services at Spring Event	25.00	^^
11555	BP	Ysgol Maes y Felin	Wales in Bloom Schools Competition	50.00	^^
11556	BP	Ysgol Maes Glas	Wales in Bloom Schools Competition	50.00	^^
11557	BP	Ysgol Gwenffrwd	Wales in Bloom Schools Competition	50.00	^^
11558	BP	Holywell Garden Centre	Stage & adhoc work for Spring Event	180.00	^^
11559	BP	Rialtas Business Systems	Year End Close Down Work	744.00	****
11560	BP	PHS Group	Sanitary Disposal Contract	447.29	****
11561	BP	Mega Electrical	Contract Variation Works 2 of 3 - Christmas Lights	5,062.50	^^
11562	BP	M. Fearnley	Travel Costs	66.55	***
11563	BP	Cllr C. Argent	Annual Allowance	208.00	*
11564	BP	Cllr P. Cooper	Annual Allowance	208.00	*
11565	BP	Cllr L. Corbett	Annual Allowance	208.00	*
11566	BP	Cllr P. Corbett	Annual Allowance	208.00	*
11567	BP	Cllr P. Curtis	Annual Allowance	208.00	*
11568	BP	Cllr I. Hodge	Annual Allowance	208.00	*
11569	BP	Cllr L. Hodge	Annual Allowance	208.00	*
11570	BP	Cllr M. Lewis-Jones	Annual Allowance	208.00	*
11571	BP	Cllr S. Rush	Annual Allowance	208.00	*
11572	BP	Cllr D. Smith	Annual Allowance	208.00	*
11573	BP	Cllr M. Sprake	Annual Allowance	208.00	*
11574	BP	Cllr D. Thomas	Annual Allowance	208.00	*

11575	BP	Radio Ysbyty Glan Clwyd	Donation - DJ Darin Pegg	50.00	^^
11576	BP	UK Vending Ltd	Drinks Machine Pods	84.69	****
11577	BP	Full Circle Security Systems	Data for Solar CCTV Unit	647.93	*****
11578	BP	Pure-Glass Window Cleaning	Clean office windows	50.00	****
11579	BP	JDH Business Services	YE Internal Audit & Report 2025/26	484.80	****
11580	BP	Gwella	Contribution to the Fit, Fed & Read Programme	1,000.00	^^^
11581	BP	St John Ambulance	First Aid provision at Spring event	195.30	^^
11582	BP	Daydream Designs	Website Tech Support	94.80	****
11583	BP	Veolia	Trade Waste Charges	114.65	****
11584	BP	GR Consultancy	Staff Review Report	350.00	***
11585	BP	V.E. Reed	Face Painting for Spring Event	320.00	^^
11586	BP	TNR Coaching	Hire of Climbing Tower & Mobile Targets Party in Park	1,500.00	^^
11587	BP	Automated Systems Group	Copier Charges (Net of Credit Applied)	5.79	****
11588	BP	Fairway Design	Honours Board Mayor Inscription	150.00	****
11589	BP	Cllr L. Thorley	Annual Allowance	190.67	*
11590	BP	Holywell Garden Centre	Planter & Basket Installations	1,132.00	^^
11591	BP	Ysgol Treffynnon	Trophies for Annual Awards	24.00	**
11592	DD	Yu Energy	Gas Bank Place May26	221.74	****
11593	DD	Corona Energy	Electric 12/13 Bank Place May26	84.46	****
11594	DD	EDF Energy	Electric 14 Bank Place May26	25.48	****
11595	DD	EDF Energy	Electric Events Hub May26	22.45	****
11596	DD	Vodafone	Office Mobile Jun/Jul	29.70	****
11597	DD	Wirehouse ER	HR Support Charges	132.00	****
11598	DD	British Telecom	Phone & Broadband Jun26	31.30	****
11599	VIS	Amazon	Lunch pack Bags	22.99	^^
11600	VIS	Microsoft	ICT Subscription	66.24	****
11601	VIS	Facebook	Spring Event Promo Boost	8.93	^^
11602	VIS	Microsoft	ICT Subscription	11.52	****
11603	VIS	Tesco	Refreshments	1.20	****
11604	VIS	Flintshire County Council	TENS Licence - Party in Park	21.00	^^
11605	VIS	Amazon	Clothes Rails	55.73	****
11606	VIS	Tesco	Refreshments/Consumables	7.55	****
11607	VIS	W. Bevan	Cable Ties	4.99	****
11608	VIS	Flintshire County Council	Small Society Lottery License	20.00	^^
11609	VIS	Marks & Spencer	Refreshments	3.75	****

11610	VIS	Zoom	Zoom Pro Subscription	16.79	****
11611	VIS	Tesco	Refreshments	6.95	****
11612	VIS	Tesco	Refreshments	3.00	****
11613	DR	HSBC Bank	Bank Charges May26	1.58	****
			TOTAL	24,800.68	

SCHEDULE OF ACCOUNTS RECEIVABLE – JUNE 2026

Date	Category	Name	Payment Details	Amount £
5/6/26	Income	Market Traders	Pitch Fees 4/6	24.60
10/6/26	Income	Multiple	Mayoral Charity Buckets	20.00
12/6/26	Income	Market Traders	Pitch Fees 11/6	14.76
17/6/26	Income	Multiple	Eco Uniform Donation	100.00
17/6/26	Income	Multiple	Mayoral Charity Sweep Stake	100.00
19/6/26	Income	Market Traders	Pitch Fees 18/6	39.35
26/6/26	Income	Market Traders	Pitch Fees 25/6	14.76
			TOTAL	313.47

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

8. COMMUNITY ENGAGEMENT

8.1. Defib Unit at Top Shop, Strand

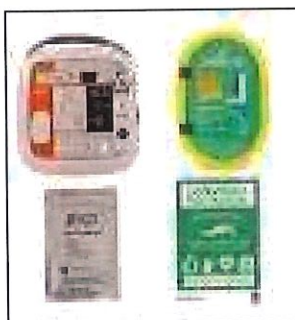
Members to consider the attached report from the Deputy Clerk and determine any action required.

STRAND DEFIB UPDATE FOR MEMBERS TO CONSIDER:

I met with and followed up with the owner of the Top Shop in the Strand and have secured permission to install a defib unit on the outside wall of their shop.

Cost Implications

- Purchase of cabinet / defib etc – Currently £1,527 inc. VAT from BHF Online shop (Equipment approved by Chris West Welsh Ambulance Services).



- Installation and power connection – £535.20 inc. VAT (All Electric)

Funding

- Flint Lions approached, but no funding available currently.
- Tesco Grant explored, but current round needs to be around children.
- BHF Funding identified with applications eligible from mid - July (**Unlockable cabinet only**).

Members to consider the following:

- Apply to BHF grant for **equipment only** but for **unlockable** cabinet (for speed of use).
- Council to fund cost of equipment and installation cost as highlighted above.
- Council to recognise the need for ongoing maintenance costs i.e. batteries, pads etc. Flint Lions will not maintain.

9. CORRESPONDENCE

9.1. DBCC Research

The Democracy and Boundary Commission Cymru (DBCC) has been asked to explore attitudes and perceptions of Town and Community Councillors with particular consideration to their views on the size and structure of such councils and how they vary according to local circumstances.

This online questionnaire forms one part of a review and will ask for information about your area, and your views and experiences of being a Councillor. The questionnaire is being carried out on DBCC's behalf by Opinion Research Services (ORS), an independent research company and will take around 15 minutes to complete.

Your feedback will help DBCC make recommendations on whether there is an appetite for a review of the size and structure of such councils across Wales. We welcome and encourage responses from individual councillors as well as agreed submissions from Councils as a whole.

The information you provide will be processed securely by ORS and whilst Council based responses will be shared with DBCC, any individual responses will be anonymised.

The link to the English survey can be accessed here - [www.opinionresearch.co.uk/DBCC Town and Community Council Survey](http://www.opinionresearch.co.uk/DBCC%20Town%20and%20Community%20Council%20Survey). Additional information on the survey can be found here - [DBCC Town and Community Council survey – Frequently Asked Questions - Opinion Research Services](#)

9.2. Recycling Items from the Eco Uniform Hub

Members had requested further details which is set out below. Members to consider approval of this initiative.

This would operate on a Thursday when the hub is open and supplement the service operating twice weekly (Mondays & Wednesdays) from the Flintshire Connects.

Flintshire County Council have confirmed the following stock –

- Blue glass boxes which are the largest item but stackable
- Food caddies, bulky but also stackable
- Blue and silver bags, these roll up and take limited space
- Food bags, rolls of - compact in a cardboard box

These could be replenished as and when needed by the Recycling Team through the Council staff/offices.

Residents details or confirmation of resident status are not required.

9.3. Use of Holywell Town Council Offices by Reform UK Senedd Members

Members to consider the attached email from the Office of Louise Emery and Tom Montgomery - Members of the Senedd for Clwyd.

Would the Town Council have any objections if Reform were to use an Office there for case surgeries possibly one day a month? Appreciate you would have to put this to the Council.

It would be a great opportunity for residents to use the 3 Clwyd MS to help with any queries that residents might have.

9.4. Public Spaces Protection Order (PSPO) Consultation Letter - Town and Community Councils

Members to consider the attached letter from Flintshire County Council and determine any response to the consultation.

David Fitzsimon
Prif Swyddog Lle a Thwf | Chief Officer
Place and Growth
Cyngor Sir y Fflint | Flintshire County
Council



To: All Town & Community Councils in Flintshire

Your Ref/Eich Cyl

Our Ref/Ein Cyl

Date/Dyddiad

Ask for/Gofynner ar

Direct Dial/Rhif Union

E-mail/e-bost

PSPO@flintshire.gov.uk

PSPOs 2026

24th June 2026

01352 703440

Dear Councillor,

**Consultation to renew Alcohol Control and Dog Control Public Spaces
Protection Orders (PSPO) in Flintshire, 24 June 2026 to 31 July 2026**

I write to inform you that a consultation concerning Flintshire's Public Spaces Protection Orders (PSPOs) has commenced.

PSPOs are interventions to prevent individuals or groups committing anti-social behaviour in public spaces. These powers were introduced as part of the Anti-Social Behaviour, Crime and Policing Act 2014.

Councils may grant a PSPO after consultation with the Police, the Police and Crime Commissioner and appropriate community representatives. They can be enforced by council officers, police officers or suitably authorised police community support officers. At present, there are two PSPOs in place in Flintshire which relate to dog control and the consumption of alcohol.

PSPOs can last for a maximum of three years before a review is required. As part of the statutory process we are now conducting a consultation on the current orders. Below is a brief outline of the prohibitions associated with the Dog Control and Alcohol Control Orders:

Ty Dewi Sant, St Davids Park
Ewloe, Flintshire. CH5 3FF
www.flintshire.gov.uk

Ty Dewi Sant, Parc Dewi Sant,
Ewlo, Sir Y Fflint. CH5 3FF
www.sirymflint.gov.uk

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.
Byddwn yn croeso i gyswlltu Gymraeg. Yn atebwn yn ddi-od i chyswlltu a dderbynnir drwy gyfrang y Gymraeg.

Dog Control PSPO

The Dog Control PSPO requires dog owners to:

- Remove their dogs' waste from all public places within Flintshire;
- Have with them a suitable means of collecting and disposing of dog waste;
- Place their dog on a lead when asked by an authorised officer, if the dog was causing a nuisance;
- Prohibit dogs from entering the playing areas of public marked sports pitches, formal recreation areas including but not exclusively bowling greens and tennis courts, fenced equipped children's play areas and all areas within school grounds;
- Keep their dog on a lead in cemeteries; and
- Prohibit the access of dogs in specified locations in the county; at present these areas are The Rosie, Wepre Park, Connah's Quay, and Mold Memorial Gardens (also known as the Ornamental or Flower Gardens, Mold).

Alcohol PSPO

The Alcohol Control PSPO allows police officers the power to request members of the public to surrender alcohol if a member of the public is believed to be causing a nuisance in a public place. This is not a total alcohol ban in public areas and is not applicable to licensed premises.

Any local authority that has a PSPO in place, may extend the period for which it has effect, if it is satisfied, on reasonable grounds, that doing so is necessary to prevent an occurrence or recurrence of the activities identified in the Order.

How to take part in our consultation

We value your opinion and would be grateful for your response to both surveys, which can be found using the following links:

<https://www.smartsurvey.co.uk/s/DF-PSPO-2026/> (Dog Control) and;
<https://www.smartsurvey.co.uk/s/A-PSPO-2026/> (Alcohol Control).

The consultation will be open between **24 June 2026 and 31 July 2026**.

Ty Dewi Sant, St Davids Park
Ewloe, Flintshire. CH5 3FF
www.flintshire.gov.uk

Ty Dewi Sant, Parc Dewi Sant,
Ewlo, Sir Y Fflint. CH5 3FF
www.sirymfflint.gov.uk

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.
Rydym yn croeso i chi ysgrifennu i Gymraeg. Yn atebwn i chi ddi-od i chi os ydych chi'n ysgrifennu i Gymraeg.

9.5. 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	Dem Outside Lives Weekly Updates	Various Dates
H	Thomas Pennant Festival Weekend	27 th May 2026
I	FLVC E-bulletin	28 th May 2026 & 25 th Jun 2026 & 9 th Jul 2026
J	Updated 2026 Rotary Programme	2 nd Jun 2026
K	National Blood Donor Week	9 th Jun 2026
L	Enquiry from Becky Gittins MP - Full Fibre Broadband in Holywell Town Centre	15 th Jun 2026
M	55 High Street Premises Update	24 th Jun 2026
N	Holywell Market – Beechwood Plants	6 th Jul 2026
O	North and Mid Wales Association of Local Councils - Cambrian/North Coast rail meeting 3rd July 2026 and rail report no 10a	6 th Jul 2026
P	Minutes to the last Greenfield Valley partnership group meeting 11 th May	8 th Jul 2026
Q	Draft Plan for the A548 Bagillt Road	9 th Jul 2026

10. ICT POLICY UPDATE – WEBSITE ACCESSIBILITY STATEMENT

Following the recent internal audit report, some development work was completed on the Council's website by the website providers to ensure the accessibility was compliant with the latest guidelines. The associated policy also required an update. Please see attached draft for members approval.

Holywell Town Council

Website Accessibility Statement

This website is maintained by Holywell Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also made the website text as simple as possible to understand.

www.abilitynet.org.uk/ has advice on making your device easier to use if you have a disability.

How accessible is this website?

We know some parts of this website aren't fully accessible:

- you can't modify the line height or spacing of text
- some PDF documents aren't fully accessible to screen reader software
- you can't skip to the main content when using a screen reader

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details below to request:

- Email Address: town.clerk@holywell.wales
- Telephone: (01352) 711757

We will consider your request and get back to you in 20 working days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of our website. If you find any problems that aren't listed on this page or think that we are not meeting accessibility requirements, contact the Clerk:

- Email Address: town.clerk@holywell.wales
- Telephone: (01352) 711757

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Contacting us by phone or by visiting us in person

Town Clerk and Responsible Financial Officer, Jason Baker

Email Address: town.clerk@holywell.wales

Telephone: (01352) 711757

Technical information about this website's accessibility

Holywell Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard (www.w3.org/TR/WCAG21/) due to the non-compliances listed below:

- The website can be fully navigated using a keyboard, allowing users to access menus, links, forms and other interactive elements without the use of a mouse.
- An accessibility toolbar is available throughout the website, providing a range of tools to help users customise their browsing experience. These include options such as text resizing, colour and contrast adjustments, highlighting links, improving readability and other accessibility enhancements.
- There may be pages with read more / click here links. See WCAG 2.1 Success Criterion 2.4.4 (Link Purpose (In Context)).
- There may be some pages where there are stray end tags. See WCAG 2.1 Success Criterion 4.1.1 (Parsing).
- Many of our older PDFs and Word documents don't meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. See WCAG 2.1 Success Criterion 4.1.2 (Name, Role, Value).
- Some images on the website may not have a text alternative, so the information on them isn't available to people using a screen reader. See WCAG 2.1 Success Criterion 1.1.1 (Non-text Content). We will continue to add text alternatives to existing images where practicable and will ensure all new content meets accessibility standards.

How we tested this website

This website was tested both manually and automatically prior to the writing of this statement. The tests were carried out by Holywell Town Council. This statement was prepared July 2026.

11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for agenda item 12 and 13, 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 sensitivity of the a) staffing information, and b) commercial information presented.

12. STAFFING MATTERS

Members to consider the endorsement of the Support Officer's continued employment with the Council, now that the initial six month probation period has been completed.

13. MEMBERS' ITEMS

Councillor	Subject	Motion
Linda Corbett	Holywell High Street Matters	Cllr L. Corbett will report under part 2.

14. 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.

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 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.