

Cyngor Tref Treffynnon Holywell Town Council

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

To: All Members of the Council

10th March 2023

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 March 2023 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. KIM INSPIRE PRESENTATION

Representatives from Kim Inspire will attend the meeting and speak to members about the work undertaken for the local community.

4. MAYOR'S REMARKS

5. PUBLIC SPEAKING

6. MINUTES & MEETINGS

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

- Holywell Town Council held on Wednesday 15th February 2023.
- Town Centre & Events Committee held on Thursday 16th February 2023.
- Resources Committee held on Tuesday 21st February 2023.
- Development Committee held on Tuesday 28th February 2023.

6.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 15th February 2023 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

Councillors: C. Argent, L.A. Carter, L. Corbett, P. Corbett, P. Curtis, R. Dolphin, P.A. Johnson, J. Jones, M. Lewis-Jones, E.B. Palmer, B. Scragg, M. Sprake, and D. Thomas.

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

IN ATTENDANCE: J. Baker (Clerk), M. Fearnley (Deputy Clerk), and C. Pickstock (Support Officer).

133. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
125	L.A. Carter		✓	Trustee of One Step CIC.
125	D. Thomas		✓	Director of One Step CIC.

134. LONG SERVICE AWARD PRESENTATION

The Mayor presented a long service award to Councillor Peter Curtis, who had completed over twenty years’ service with the Council. Councillor Curtis was Mayor of Holywell on three occasions in 1992, 1998, and 2010, and had also served on the County Council for many years. A silver plate and certificate were presented to Councillor Curtis to mark the occasion.

135. MAYOR’S REMARKS

The Mayor informed members that the six dog bag dispensers were now installed at various points around the town centre. These had been stocked with bags and were now operational. It was the Town Council’s responsibility to maintain them and restock the bags. Keys were available from the office for members to assist.

The Mayor attended a meeting on Friday 20th January with the Holywell Scouts to explain how the Council works and how decisions were made. The Clerk had received a letter back from Scouts Cymru that confirmed that the Council’s recent

donation had been allocated to the four Holywell Scouts attending the World Jamboree.

136. PUBLIC SPEAKING

There were no such requests.

137. MINUTES & MEETINGS

137.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Wednesday 18th January 2023.

138. PLANNING

138.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

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

Application Number	Proposal Details
FUL/000063/23	PROPOSAL: ERECTION OF AN AGRICULTURAL WORKERS DWELLING (FULL PLANNING). LOCATION: Moor Farm, The Holway, Holywell, CH8 8SW. The Council supported this application provided it complied with the necessary planning regulations.
FUL/000099/23	PROPOSAL: APPLICATION FOR REMOVAL OR VARIATION OF CONDITION 5 FOLLOWING GRANT OF PLANNING PERMISSION FUL/000136/22 LOCATION: HOLWAY GARAGE, Holway Road, Holway, Holywell, CH8 7LQ. The Council noted this variation was for the opening hours to satisfy the franchisee. The Council supported this application provided it complied with the necessary planning regulations.

138.2. Preliminary Inquiry – Holywell Fire Station, Whitford Street, Holywell

Members received the correspondence from WHP Telecoms that concerned the siting of a new mast at the above address. Members had expressed concern that a mast or other radio signal equipment was being placed close

to a school and domestic properties. The Inquirer had responded to note that all sites were ICNIRP compliant (ICNIRP = International Commission on Non-Ionizing Radiation Protection).

RESOLVED:

That members note the response provided.

Councillor L. Corbett left the meeting at this point.

138.3. Pre-application Consultation – Proposed Development at Kingspan Ltd, Greenfield Business Park, Bagillt Road, Greenfield

Members received the pre-application consultation, that involved the change of use of land to provide extension to existing fire test facility, erection of storage building, new vehicular and pedestrian access, provision of trailer and car parking.

RESOLVED:

That the council would support Kingspan in its endeavours, provided all the planning conditions were met.

139. ACCOUNTS

139.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – JANUARY 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9285 - 9287	BP	Council Staff	Staff Salaries - Jan23	5,515.75	***
9288	BP	HMRC	Staff PAYE/NI - Jan23	1,756.12	***
9289	BP	Clwyd Pension Fund	Staff Pension - Jan23	1,880.82	***
9290	BP	Flintshire County Council	Loan Repayment (1 of 2 22/23)	7,000.00	^
9291	BP	BKB Solutions Ltd	Removal of Christmas Lighting	3,000.00	^^
9292	BP	Welsh Water	Water Supply, Tower Gardens Fountain	32.45	^^
9293	BP	Black & White Security	Security Services Christmas Lights Switch On	100.00	^^
9294	BP	NW Association of Town Councils	2 x Lunches for Meeting Fri 20/1/22 (IH & LC)	44.00	^^**
9295	BP	Viking	Plastic Archive Boxes	49.03	****

9296	BP	Viking	Laminating Pouches/Mouse Pad	63.56	****
9297	BP	Philip Jones Computers	ICT Support Costs - Oct-Dec 22	134.00	****
9298	BP	JDH Business Services Ltd	Interim Internal Audit 22/23	366.00	***
9299	BP	Holywell & Greenfield Churches	Hire of St Peters Church 21/12/22	50.00	****
9300	BP	Chubb Fire & Security Ltd	Supply extra Fire Extinguisher to contract	11.96	^^
9301	BP	Stamford Gate Hotel Ltd	Deposit Mayors Charity Dinner 1/4/23	100.00	^^
9302	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
9303	BP	Daydream Designs	Website Tech Support Jan23	94.80	****
9304	BP	Viking	Binding Machine	84.13	****
9305	BP	St John Ambulance	First Aid Cover - Christmas Lights Event	120.00	^^
9306	BP	Flintshire County Council	CCTV Charges 01/23-03/23	3,075.49	*****
9307	BP	MIW Water Cooler Experts	Repair of Water Fountain	114.00	^^
9308	BP	Power Portal Ltd	Sim Card Upgrade & 3 Year Maintenance Contract	1,004.64	^^
9309	BP	Wales Air Ambulance	Financial Assistance/Donation	200.00	**
9310	BP	Thomas Pennant Society	Financial Assistance/Donation	300.00	**
9311	BP	Scouts Cymru	Financial Assistance/Donation	400.00	**
9312	BP	Home-Start Flintshire	Financial Assistance/Donation	500.00	**
9313	DD	Opus Energy	Gas Bank Place Offices 17/11-15/12	422.29	****
9314	DD	Plusnet	Alarm Line Jan23	23.62	****
9315	DD	Plusnet	Phone & Broadband Jan23	38.30	****
9316	DD	BNP Paribas	Copier Lease 16/1-15/4	154.80	****
9317	DD	EDF Energy	Electric 12/13 Bank Place to Jan23	224.57	****
9318	DD	EDF Energy	Electric 14 Bank Place to Jan23	49.40	****
9319	DD	Plusnet	Alarm Line Feb23	23.62	****
9320	DD	Opus Energy	Gas Bank Place Offices 16/12-15/1	245.10	****
9321	DC	Tesco	Refreshments	1.30	****
9322	DC	Homebase	Storage Box (Heritage Grant)	19.00	****
9323	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9324	DC	Amazon	Suitcase Belts/Pins (Heritage Grant)	15.79	****
9325	DC	Amazon	Pinboard Tacks	10.89	****
9326	DC	Amazon	Batteries	16.47	****
9327	DC	Sacktrucks Direct	Events Trolley (Enhancement Grant)	159.95	^^

9328	DC	Tesco	Refreshments	5.15	****
9329	DC	ICO	Data Protection Fee	40.00	****
9330	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9331	DC	Eventbrite	Understanding S106 Regulations Training - Cllr JJ	35.00	***
9332	DC	Tesco	Refreshments/Card	2.30	****
9333	DR	HSBC	Bank Charges - Dec22	10.40	****
TOTAL				30,109.68	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JANUARY 2023

Date	Category	Name	Payment Details	Amount £
13/1/23	Income	Christmas Lights Vendors	Event Income	335.00
13/1/23	Income	HTC Members	Donation in lieu of Christmas Cards	40.00
TOTAL				375.00

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

140. COMMUNITY ENGAGEMENT

140.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the shared prosperity grant funding, and a business forum letter. Members relayed their concerns over the SPF bid process, in particular the lack of support from the County Council available to the Town Council to formulate their own bid submission. The Council had been advised to send their project priorities through to project sponsors of existing County level bids.

RESOLVED:

- 1) That the Clerk write a letter to the Chief Executive, Flintshire County Council, to outline the Council's concerns over the SPF bid process.
- 2) That the Deputy Clerk be authorised to draft a letter on behalf of the Business Forum, to request businesses attend a meeting.

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

141. CORRESPONDENCE RECEIVED

141.1. Consultation – Statement of Gambling Policy

Members considered taking part in the above consultation. The deadline for responses was 20th February 2023.

RESOLVED:

That a working group be formed to respond to the consultation. Councillors I. Hodge, L.A. Carter, and J. Jones were nominated for the working group.

141.2. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council 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 Newsletter	**	13 th Jan 2023

G	Letter From Betsi Cadwaladr	**	17 th Jan 2023
H	Ukraine Charity Concert	**	17 th Jan 2023
I	LJLA Air Change Proposal	**	18 th Jan 2023
J	FLVC - Health & Well-Being Network Meeting	**	25 th Jan 2023
K	OPCC Update & Precept Information	**	30 th Jan 2023
L	FCC Place Making Plan Survey & Drop In Dates	**	30 th Jan 2023
M	Thomas Pennant Society Activity Information	**	30 th Jan 2023
N	Card from HM the King	**	1 st Feb 2023
O	NWCHC - Report on North Wales Vascular Services	**	3 rd Feb 2023
P	HLC-CLT Quarter 3 Business Plan Tracker	**	7 th Feb 2023

142. SECTION 6 BIODIVERSITY DUTY

Section 6 of the Environment (Wales) Act 2016 Part 1, stated that public authorities must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions, and in so doing, promote the resilience of ecosystems. Councils were required to report on their compliance with this duty every three years. Members therefore considered a report prepared by the Clerk to evidence the Council's compliance with this duty.

RESOLVED:

That the report be approved and published by the Clerk.

143. MEMBERS AGENDA ITEMS

Cllr P.A. Johnson – Birthplace of the Industrial Revolution

Cllr Johnson sought approval from members to invite Mr Paul Brighton to speak to the Council, to explain why Holywell and Greenfield Valley was the birthplace of the industrial revolution.

RESOLVED:

That Mr Brighton be asked to attend the next available Council meeting. Clerk to make the arrangements.

Cllr B. Scragg – Place Making Plan Strategy Session

Cllr Scragg explained the background to this item, and requested members consider holding an in house meeting to determine the Council's strategy for future regeneration and funding applications.

RESOLVED:

That the matter be referred to the next Resources Committee meeting, to determine a strategy and bid opportunity list.

Cllr D. Thomas – One Step CIC Youth Centre

Cllr Thomas requested that the Council consider providing financial support in the form of start up funding for a One Step CIC Youth Centre. The financial support would be for an initial three year period. The Council considered this project to be in principle a sound venture with potential for benefits to the local community.

RESOLVED:

That the Council note as received this request without financial support being granted on this occasion. That the Deputy Clerk signpost Cllr Thomas to applicable grant funding streams, as required.

144. HOLYWELL LEISURE CENTRE

Members considered a request for financial assistance from the Centre. The Resources Committee recommended that financial assistance be approved this year, and members noted that a provision of £10,000 had been included in the precept for 2023/24.

RESOLVED:

That financial assistance of £10,000 be approved for payment to the Centre for the 2023/24 year only, to be paid in equal instalments on a quarterly basis.

145. EVENTS GRANT APPLICATIONS

Members considered events grant applications from the following organisations for the stated events:

- Kim Inspire – Outside Artist for Brew & Do Sessions – February 2023.
- Transition Holywell & District – International Dance Festival “Dancing World” event to be held on Saturday 3rd June 2023.

RESOLVED:

That both Kim Inspire and Transition Holywell & District be awarded events grants of £500 to support their event activities. This payment would be made in arrears and be triggered upon delivery of the events.

146. REPRESENTATIVE REPORTS

Cllrs I. Hodge and L.A. Carter updated members on the main discussion points from the North Wales Association of Local Councils meeting held on 20th January 2023. Cllr Carter stated Psalm 23 was read out as a tribute to former Councillor Karin

Davies. A book for that signposted users of Health and Social Care was under consideration, and administrative cutbacks were discussed for Welsh Government.

Cllr B. Scragg provided an update to members from the Transport Working Group. Discussion points included the Greenfield Station project and the Council's preferred location option of Dock Road, outstanding active travel works, and the circular bus route. The outcome on the current stage report for the Station was expected by the end of March 2023, and further funding would be required from Welsh Government to progress work through to the next stage.

Cllr I. Hodge attended a school governor meeting at Ysgol Maes-y-Felin on Thursday 9th February 2023.

Cllr E.B. Palmer attended a West Flintshire Group of Councils meeting on Monday 13th February 2023. The group discussed the proposed UK Government constituency boundary changes and were disappointed with the proposals for Delyn, mainly due to the size of the proposed new ward, which would be a challenge for one MP in terms of casework and travelling around all of the electoral wards.

RESOLVED:

That the Clerk write to the Boundary Commission for Wales to outline the concerns over the proposed boundary changes.

147. COUNTY COUNCILLOR REPORTS

Cllr E.B. Palmer stated that the Flintshire LDP had now been adopted. More stringent recycling targets were now in place with hefty fines imposed if they were not met.

Cllr R. Dolphin reported 64% of food waste was being placed in the black bins, instead of the food waste bins. Travel funding could be subject to budget cuts, the bus companies were set to review this shortly.

148. CLOSE OF MEETING

The Mayor closed the meeting at 7.45pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell on Thursday 16th February 2023 at 10.00am.

PRESENT: Councillor L.A. Carter (Chair).
Councillors P. Corbett, and I. Hodge.

APOLOGIES FOR ABSENCE were received from Councillor L. Corbett, E.B. Palmer, and D. Thomas. Cllr S. Rush was absent without apology.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Deputy Clerk), and C. Pickstock (Support Officer).

TC24. DECLARATIONS OF INTEREST

None received.

TC25. CADI HA, HOLYWELL TOWN CENTRE

Chris Baglin from Menter Iaith attended the meeting and provided members with a brief outline of the proposed event. The Clerk also provided a summary of correspondence received from Dawnsywyr Delyn in relation to the event. An events grant was available from the Council to help with costs subject to approval. Menter Iaith and Dawnsywyr Delyn were to send on further advice as to the level of support expected from the Town Council for this event and would also contact local schools.

RESOLVED:

- 1) That the Cadi Ha event be held in the Town Centre on Saturday 29th April 2023.
- 2) That the Clerk send an application form to Mr Baglin for Dawnsywyr Delyn to apply for an events grant.

TC26. FEEDBACK FROM EVENTS WORKING GROUP

The Clerk provided feedback to members on the following topics from the Events Working Group meeting held on Tuesday 31st January 2023.

- Plans for St David's Day.

- Dance World International Festival – Date confirmed as Saturday 3rd June 2023 with organiser.
- 2023 Events Programme Suggestions.
- New Working Group Members. Social media promotion completed.
- Use of Events Grant. Social media promotion completed.

A further £1,000 had been approved by Flintshire County Council to top up the Events Grant Fund.

RESOLVED:

- 1) St David's Day event was confirmed for Thursday 2nd March 2023.
- 2) That the Clerk send an application form to Menter Iaith to apply for an events grant.
- 3) That the Deputy Clerk contact FCC Markets team about keeping a space stall free in front of the sculpture.
- 4) That the Clerk contact Rob Owen, to request the costs involved and level of support required from the Council, for the Dance Festival event.

TC27. EVENTS PROGRAMME 2023

Members discussed events and ideas for the Council's events programme for 2023. The Clerk informed members of the budget available over and above the Well Inn and Christmas Lights Switch on events which were accounted for separately.

RESOLVED:

- 1) That a best dressed Easter window competition would be held for local businesses to take part.
- 2) That a Kings Coronation Event be held on Friday 5th May 2023. An Events Working Group meeting would be arranged to review the detail.
- 3) That an all-inclusive Diversity Event be held in early July. Support Officer to check for event clashes. An Events Working Group meeting would be arranged to review the detail and set a date.
- 4) The date for the Well Inn Festival was confirmed as Saturday 2nd September 2023. It was agreed that the festival needed a full review at the next committee meeting and that the current Facebook and website pages be discontinued. Promotion

could be managed through the Council's social media channels.

- 5) That a best dressed Halloween window competition would be held for local businesses to take part.
- 6) Deputy Clerk to contact Pete Hayes FCC Markets to confirm a Christmas market on Sunday 10th December 2023.

TC28. EVENTS POLICY MATTERS

Members reviewed some policy related matters that affected the management of events. Members also considered charging and fundraising for events.

RESOLVED:

- 1) That the Deputy Clerk arranges transport for Council events, subject to budget available. Deputy Clerk to explore the Fflecsi Bus service and any available funding.
- 2) That the Deputy Clerk obtains quotes to install three floor box power supplies and agree final locations on the High Street.
- 3) That the Clerk obtains quotes for extra stage components and risers.
- 4) That the Clerk sources a giant events banner for the bandshell canopy.

TC29. PHONE BOX PROJECT

Members received an update from the Deputy Clerk and reviewed the funding criteria and timescales involved. The funding deadline was March 2023.

RESOLVED:

That the Deputy Clerk proceeds with a display case and map, in the Kings Head Museum with appropriate wording/directional arrow located on the phone box.

TC30. TOWER GARDEN SCRUB AREA DEVELOPMENT

Members received an overview of the suggested project which included a covid memorial, educational steps and development of the waste scrub area

at the entrance to Tower gardens. A potential grant source was also identified.

RESOLVED:

That a working group be set up to scope out and agree final details. Deputy Clerk to then submit relevant grant application. Cllr J. Jones to attend working group.

TC31. ELECTRIC CAR CHARGE POINT

The Clerk provided members with the costs for cosmetic improvements on the unit that would be covered by the remaining Town Centre Enhancement Grant monies. An extra promotional banner and painting of floor markings was also suggested to encourage its use.

RESOLVED:

That the Clerk be given approval to commission the works to the car charge unit.

TC32. DATE OF NEXT MEETING

The Chair closed the meeting at 12.00pm. The next meeting would be arranged for mid-April 2023.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 21st February 2023 at 5.30pm.

PRESENT: Councillor P. Corbett (Acting Chair).

Councillors: I. Hodge, J. Jones, E.B. Palmer, and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillor L.A. Corbett, and M. Lewis-Jones.

IN ATTENDANCE: J. Baker (Clerk).

R39. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None declared.

R40. BANK RECONCILIATION QUARTER 3 – 31st DECEMBER 2022

Members received the bank statement and reconciliation related to the third quarter from the Clerk, who explained the current balances and financial position.

Members discussed the financial position and balances in the Council’s Money Market Account and considered an increase of £10,000 as a transfer from the Council’s current account.

RESOLVED:

That members note and endorse the bank position as stated.
That an increase of £10,000 for the Money Market Account be recommended to Full Council at its next meeting.

R41. MANAGEMENT ACCOUNTS – QUARTER 3 – 31st DECEMBER 2022

The Clerk reported on all significant variances to the budget heads and cost centres. Members noted that the trends established through the year had continued into the third quarter’s projections.

RESOLVED:

That members note and endorse the accounts position as stated.

R42. COUNCIL POLICIES

The Clerk reported that the Financial Reserves, Document Retention, and Equality & Diversity, were due for review. The Clerk confirmed the minor changes to the existing policies. A draft Dignity at Work/Bullying & Harassment Policy was considered by members. This policy was required as part of the Council's obligations to the Civility and Respect Campaign.

RESOLVED:

That the updated policies be approved with minor amendments. That the Dignity at Work policy be recommended for approval by the Full Council at its next meeting.

R43. INTERNAL AUDIT REPORT – DRAFT SERVICE LEVEL AGREEMENT (SLA)

Following the advice received from the Council's Internal Auditor members considered a draft SLA prepared by the Clerk, for a general maintenance service provided by Holywell Garden Centre.

RESOLVED:

That the SLA be approved and signed by both parties, to be effective from 1st April 2023 for an initial 12 month period.

R44. COUNCIL INSURANCE POLICY – LONG TERM AGREEMENT

Members considered the position with the Council's insurance policy with its current insurers. A new three year long term agreement (LTA) would yield a financial saving and enable better budget forecasting. Members queried whether a five year LTA would yield a greater cost saving and the Clerk would check on this point.

RESOLVED:

That the Clerk be authorised to sign a new three year LTA to cover the Council's insurance requirements, with effect from 1st April 2023.

R45. OFFICE MAINTENANCE & RESOURCES

Members considered the following office maintenance and resourcing matters raised by the Clerk:

Flooring – Ladies WC, First Floor of Council Offices. This needed replacement.
Town Centre Noticeboard Refurbishment. Both the boards by Tesco and Home Bargains required a re-paint.

Clerk Publications. The Clerk suggested the purchase of both the Arnold Baker on Local Council Administration (13th Edition) and the 2023 edition of the Clerk's Manual.

RESOLVED:

That the Clerk seeks quotations for the flooring and noticeboard works and be given approval to commission this work. That the two publications be ordered as soon as practical.

R46. CLOSE OF MEETING

The Chair closed the meeting at 6.50pm. The next meeting would be called mid-April 2023.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Development Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 28th February 2023 at 10.00am.

PRESENT: Councillors B. Scragg (Chair).

Councillors: I. Hodge, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Councillors R. Dolphin and P.A. Johnson. Councillors C. Argent, M. Lewis-Jones, S. Rush, and D. Thomas were absent without apology.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Deputy Clerk), and C. Pickstock (Support Officer).

DC21. DECLARATIONS OF INTEREST

None reported.

DC22. REPORT FROM TRANSPORT MEETING WITH FLINTSHIRE COUNTY COUNCIL AND TRANSPORT FOR WALES

Members received an update from the Chair and Deputy Clerk related to the following matters.

- Greenfield Station. A site meeting was to be requested. Further funding was required for the next stage of the project. A copy of the North Flintshire Transport Study was to be forwarded to Transport for Wales, which highlighted the Dock Road site as the preferred location option.
- Active Travel. The County Council was to provide details of the outstanding schemes and completion dates.
- Circular Bus Route and Fflecsi Service. Bus companies were to be invited to attend a meeting.
- SPF Funding Bids. The Town Council had been advised to contact project sponsors to include its project priorities.

RESOLVED:

- 1) That the Deputy Clerk contacts Transport for Wales and requests the interim report completion date.
- 2) That the Deputy Clerk follow up with the County Council their responses to the actions noted at the meeting.

- 3) That the Deputy Clerk request copies of the SPF bids submitted to the County Council.
- 4) That the Deputy Clerk arrange meetings with local bus and taxi companies to progress the pilot circular bus route scheme.

DC23. NOTICEBOARD UPDATE

The Deputy Clerk provided an update on costings and proposed locations. The noticeboards and installation would cost in the region of £6-7k. Location options were Old Chester Road, Holway Bus Stop, and Pen-y-Maes Shops.

RESOLVED:

That the matter be deferred to the next committee meeting.
That the Deputy Clerk provide details of costings and proposed locations to members prior to the next meeting.

DC24. ITEMS FROM COUNCILLOR P.A. JOHNSON

North Flintshire Transport Study, and Wales Coastal Path / Coastal Park.

RESOLVED:

That the items be deferred to the next committee meeting.

DC25. LLUESTY WOODLAND AND GREENFIELD COMMUNITY GARDEN

The Clerk provided members with an update from Councillor R. Dolphin on the garden, which had been earmarked for social housing development by the County Council. The Council's solicitors had been contacted to provide the covenant information on the woodland.

DC26. ITEMS FROM COUNCILLOR D. THOMAS

Holywell Youth Centre, Strand Allotment, and Book Repository.

RESOLVED:

That the items be deferred to the next committee meeting.

DC27. QUARTERLY LITTER PICKS

Members considered this matter, and it was suggested a quarterly litter pick be held in each ward that involved members, staff, and the community. A suggested timetable would be April, June, August, and October. Litter picking activities would support the environment and the Wales in Bloom campaign.

RESOLVED:

That the first litter pick be arranged for April in the Greenfield Valley. Deputy Clerk to speak to the Countryside Ranger and confirm a date.

DC28. PUBLIC MEETING

Members discussed dates, venues, themes, and the format for the meeting. Several ideas for the format were discussed by members that included a world café style. Members determined that an introduction that highlighted the work/remit of the Town Council, followed by an informal coffee and chat session would be the best way forward. Residents could then speak to members on a one to one basis to discuss their concerns.

RESOLVED:

That a public meeting be held in St Peter's Church at 6.00pm. The meeting would be promoted and arranged for the end of April / beginning of May.

DC29. WALES IN BLOOM – BASKET PROVISION

Members considered additional baskets to other areas of the town centre that included the Tak Bo shop parade. Members noted that additional baskets would increase the monthly maintenance costs. Members also wished to focus on last year's judging report to identify strengths and weaknesses. A review would be undertaken at the next committee meeting.

RESOLVED:

That no additional baskets be ordered at this time.

DC30. DATE OF NEXT MEETING

The Chair closed the meeting at 11.30am. The next meeting would be arranged for mid-April 2023.

.....

Chair

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
	Nil Return.

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.

8. ACCOUNTS

8.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – FEBRUARY 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9334	BP	Flintshire County Council	Contribution - Fron Park Road Play Area	10,000.00	^^^
9335 - 9337	BP	Council Staff	Staff Salaries - Feb23	5,515.55	***
9338	BP	HMRC	Staff PAYE/NI - Feb23	1,756.32	***
9339	BP	Clwyd Pension Fund	Staff Pension - Feb23	1,880.82	***
9340	BP	AGS Security Systems	Supply and Fit Internal CCTV Camera - Council Offices	540.00	****
9341	BP	Kassidys Tea Rooms	Supply Buffet - Council Meeting 21/12/22	136.00	****
9342	BP	Holywell Garden Centre	Take Down & Removal of Office Christmas Tree	120.00	^^
9343	BP	Daydream Designs	Website Tech Support - Feb23	94.80	****
9344	BP	Veolia	Supply Trade Waste Bags	65.04	****
9345	BP	Viking	Supply Refuse Sacks & Laminating Pouches	34.78	****
9346	DD	Plusnet	Phone & Broadband Feb23	38.30	****
9347	DD	Opus Energy	Gas Bank Place Offices 16/1-12/2/23	436.63	****
9348	DC	Tesco	Refreshments	1.30	****
9349	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9350	DC	1&1 Internet Ltd	Domain Names	36.24	****
9351	DC	Amazon	Rubbish Bags	26.95	****
9352	DC	Tesco	Refreshments	1.30	****
9353	DC	Amazon	White Card	13.57	****
9354	DC	Royal Mail	Postages	20.64	***
9355	DC	Tesco	Refreshments	1.30	****
9356	DC	Tesco	Refreshments	1.30	****
9357	DC	CM Scott Jewellers	Supply and Engrave Plate	47.20	****
9358	DC	W. Bevan & Son Ltd	Adjustable Spanner	5.99	****
9359	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9360	DC	Tesco	Refreshments	1.30	****
9361	DR	HSBC Bank	Bank Charges - Jan23	15.13	****
			TOTAL	20,905.44	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – FEBRUARY 2023

Date	Category	Name	Payment Details	Amount £
17/02/23	Income	Flintshire County Council	Mayoral Buffet Tickets x2	50.00
20/02/23	Income	St. Asaph City Council	Mayoral Buffet Tickets x2	50.00
23/02/23	Income	Broughton & Bretton CC	Mayoral Buffet Tickets x2	50.00
			TOTAL	150.00

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

8.2. Review of Internal Controls/Investment Strategy

Members to consider and approve the following set of Internal Controls and the Council's Investment Strategy. Members are also requested to consider an increase to the investment but there are conditions. Clerk will report further at meeting.

Review of Internal Controls

What has to be done?

- Identify the controls
- Record them
- Review them annually
- Minute the review

What do controls include?

- Multiple payment signatories
- Monthly bank reconciliations

- Monthly review of accounting records
- Recording in minutes of powers for payments
- Minutes accurately recorded, numbered and approved
- Adequate insurance
- Testing of measures preventing fraud
- Risk Management

HOLYWELL TOWN COUNCIL / CYNGOR TREF TREFFYNNON

Annual Investment Strategy

The Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the Welsh Government.

All cash, bank balances, financial assets, borrowings, and credit arrangements * are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's financial reserves (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In this Annual Investment Strategy the Council has made appropriate arrangements for:

- Identification, management and control of risks in the investments/treasury management activities it undertakes
- Budgeting, accounting and audit arrangements
- Its cash and cash flow management requirements
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- Corporate governance
- Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.
- All investments undertaken by this Council will be made & repaid in sterling.

Listing of Investments to be Undertaken

All funds to be deposited in the HSBC Current Account, save for a maximum of £75,000 which shall be invested in a HSBC Money Market fixed term deposit investment account or similar, such arrangement to be kept under review by the Resources Committee.

Clerk authorised to transfer funds between the HSBC Money Market fixed term deposit investment account and the HSBC Current Account, subject to the investment holding not exceeding £75,000.

New Investments – Reporting Requirements

If any new investment interests are proposed during a financial year, before such an investment is undertaken it will need the prior approval of the Council.

** this covers all forms of borrowing or credit transactions that the Council may undertake.*

8.3. Internal Audit Plan 2022/23

The Council's Internal Auditor, JDH Business Services has confirmed the internal audit plan and fee (£630), for the 2022/23 financial year. Members to approve the continued engagement of JDH Business Services and the associated audit plan. Clerk to report.

Dear Clerk

Re Internal Audit for the year ended 31st March 2023

*We can confirm continuing independence in our role as internal auditors for the above financial year **and you can assume this to be the case for future financial years unless we inform you otherwise in writing.***

Yours faithfully

*John Henry FCA BFP
Managing Director*

Holywell Town Council - Internal Audit Plan 2022/23

Introduction

According to 'Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019)', the purpose of internal audit is as follows:

'To review whether the systems of financial and other control are effective.'

This audit plan sets out how we intend to carry out the review of whether the systems of financial and other control are effective at your council.

What can you expect?

The annual internal audit work is detailed in this plan and comprises two internal audits and the issue of two internal audit reports. All Councils receive internal audit reports that detail our audit findings, this is in addition to the internal audit section on the annual return and should be presented to Council annually in order for the Council to agree actions and to address any recommendations.

In addition, we are available by email during the year if the Council wishes to discuss any issues that may arise during the financial year. There is no additional fee charge for this service but we do ask that in the first instance queries are sent by email.

Our fees are subject to review should significant devolved services pass to the Council.

Snapshot of our services

We are a registered firm, fully authorised for audit activity, with the Institute of Chartered Accountants in England and Wales and have met this Institutes' Practice Assurance scheme.

The focus on public sector internal audit has resulted in a substantial client scope extending over 8 counties in England and Wales. The economies of scale associated with a large portfolio of local council internal audits has resulted in competitive fees for a specialist service from highly skilled and experienced staff. This also enables us to identify and share best practice between clients to support continuous improvement

Audit Plan

Scope

Our responsibilities are solely confined to carrying out the internal audit testing as specified by the Wales Audit Office in the Annual Return for Local Councils in Wales.

Internal Audits

Two internal audits are planned during the year as follows:

Interim audit: Review of Income and Expenditure internal controls / General governance review

Year end audit: Other areas for review and year end accounts

Timescale

The interim audits will be carried out between November and March. The final audit will take place between April and June. The timescales for the final year-end audit will be agreed with the Council in March.

Unplanned Work

If necessary, work will be varied to include areas where significant weaknesses are identified. No contingency for unplanned work has been included in the plan and each issue will be dealt with as it arises. Examples of unplanned work are:

- Investigations
- Requests from the Council
- Additional work required on planned activities

Reporting

Reports will be provided to the Council after each audit summarising:

- Issues Identified
- Recommendations
- Follow up of previous recommendations

The Internal Audit Plan will be kept under continuous review within the context of achieving overall objectives. Should significant amendments be necessary these will be discussed and reported to the Council at the earliest opportunity.

Access to Information, Members and Officers

We require access to such records and information as is necessary to carry out the required system and transaction testing, and full access to those charged with governance (i.e. members of the council), as required.

Interim internal audit: Review of Income and Expenditure systems

Approach: This internal audit comprises the following:

1. Follow up of previous internal control issues and recommendations reported to council
2. Review of Income and Expenditure systems - We will carry out detailed transaction testing and/or walkthrough testing of all main income and expenditure systems including payroll. We will need access to all source documents and to the general ledger (this could be provided through an audit trail report). Income source documents such as bookings diaries, allotments records, burial registers etc will be required where relevant. We will also need access to all tender and quotation documentation.
3. General review for effectiveness
 - Adherence to legislation, Financial Regulations, internal controls and other adopted council financial procedures.
 - Review of Financial Regulations compliance including walkthrough testing
 - Risk assessment process including review of insurance.

Remote internal audits: In the instance that the internal audit is carried out remotely, we will issue the Council with a list of records to be submitted electronically. Samples will be selected and photos/scans of source documents will be requested to be provided through our secure cloud-based fileshare facility.

Year end - Internal Audit Checklist and Scope of work

Please complete this form and include with the working papers when presenting for internal audit. Failure to do so may result in a delay in completing your internal audit and additional costs. Please ensure the minute references are provided where requested. **Please do not provide current cheque books for audit.**

		Included (✓)
1	Completed Accounts section of Annual Return and supporting accounts	
2	Prior years certified annual return.	
3	Prior year audit issues arising as reported to the Council by the external auditor.	
4	Response to previous year internal audit report. Minute reference	
5	Please state the following from your financial regulations on contracts: - level for obtaining quotations - level for formal tender process	

	Please provide evidence for any contracts above these levels that the financial regulations have been complied with. If a contracts register is maintained, please provide.	
6	Minutes for the financial year	
7	Copy of risk assessment(s) and Internal Control procedures. Minute reference for Council approval of risk assessment:	
8	Investment strategy. Please state minute reference here	
9	Insurance documents. Please state the level of fidelity cover in place during the financial year	
10	Cash book (or equivalent) and bank reconciliations. Where an accounting package has been used a report showing transactions by income and expenditure heading should be provided.	
11	Bank Statements for the financial year and up to the date of audit.	
12	Petty cash book and vouchers.	
13	All expenditure vouchers/invoices for transactions	
14	All income vouchers for transactions. Please include source income documents such as burial records, Bookings diaries, receipt books etc	
15	The Financial Regulations and Standing Orders of the Council.	
16	All payroll records and HMRC returns. All contracts of employment. Please state minute reference here if the Council approved a pay rise	
17	VAT returns and supporting VAT records.	
18	Evidence to support the precept request	
19	Evidence of authorisation for clerks salary and clerk/members expenses.	
20	The fixed assets register together with valuations.	
21	Full supporting working papers for all Balance Sheet entries if income and expenditure accounts are required.	
22	Budgetary control information including calculation of the precept requirement and any budget monitoring reports issued to Council during the year.	
23	Details of ear-marked reserves and any planned capital expenditure schemes (for current and future years). Please state minute references for approval of ear-marked reserves/ planned capital expenditure	

24	Analysis of s137 and/or Power of Wellbeing payments, and the s137 statutory limit for council	
25	Please confirm that a council website is maintained which publishes electronically all the information required by the Local Government (Democracy) (Wales) Act 2013 YES /NO	
26	Any partnership agreements and/or service level agreements to support partnerships in which the council participates	
27	Evidence that responsibilities as sole trustees of charities have been complied with (where relevant). Please state charity name and charity number	
28	All other relevant documentation that helps substantiate the entries in the accounts of the council.	

8.4 External Audit Report 2021/22

Members to consider the report detail and consider any follow up action required. The Clerk has identified several concerns and will provide further context and detail at the meeting.

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Holywell Town Council

Auditor General's report

Audit opinion – Qualified

Except for the matters reported below in my Basis for Qualification, on the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Basis for Qualification

Accounting Statement

I am unable to conclude whether or not the accounting statement has been prepared in accordance with proper practice and whether the statement properly presents the Council's income and expenditure and financial position:

- The Council records some categories of income net of related expenditure. This means that both income and expenditure reported in the Accounting Statement are understated. I am unable to establish the extent of the understatement.
- I have been unable to agree staff costs back to contracts of employment and cannot conclude whether staff have been properly paid in accordance with their contracts.

Other matters arising and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

Declarations of interest

I note that during meetings, members declare their interest in relevant matters to be discussed and decided by the Council. However, it is not clear from the minutes whether or not those members who declare interests leave the meeting and do not participate in discussions. We recommend that the Council ensures that following the declaration of an interest individual members leave the meeting and that this is recorded in the minutes.

Contracts of employment

We recommend that staff contracts of employment are updated to reflect the current approved salaries and that any future variations are properly recorded and attached to contracts.

Members' allowances

The Council has disclosed on its website a schedule of members allowances for 2021-22 (<https://holywell.wales/wp-content/uploads/Statement-of-Payments-to-Members-2021-22.pdf>). This schedule excludes a £500 senior allowance paid to the deputy Chair. We recommend that the Council ensures that its published schedule includes all payments made.

Compliance with Standing Orders

During the audit we sought to confirm that the Council had complied with its Standing Orders for contracts. We recommend that where the Council, has been unable to obtain the number of quotes set out in standing orders, that this fact is recorded in the minutes.

Grants received but not applied

Our audit identified a grant receipt of £6,000 that was recorded as a creditor for both 2020-21 and 2021-22. We recommend that the Council reviews the terms and condition of the grant and ensures that the grant is applied or repaid in accordance with those terms and conditions.

There are no further matters that I wish to draw to the Council's attention.



Richard Harries, Director, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 07/03/2023

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report Prepared By Deputy Clerk

1) Shared Prosperity Fund

Ideas and scopes for HTC projects were sent to Karen Whitney Lang, Richard Jones, Tom Woodall FCC and Brenda Harvey from the Valley Trust as suggested by Neal Cockerton and Niall Waller for inclusion in their bids. Clerk sent letter to Chief Executive outlining Council's concerns. No feedback received yet, to be progressed accordingly. **Members to provide feedback and agree next steps.**

List of HTC project priorities submitted:

- Improve Car Parking provision around the town. To commission a consultant/resource to complete a feasibility study into the current car parking provision, location, usage, and number of spaces available and the charging policy.
- Development of the old Halkyn road school site as a community facility. A number of interventions would be feasible to be explored including a pop-up shop scheme, artisans/indoor market, community group meetings, classes and recreational use.
- Improvement to Shop fronts, High Street, Tower Gardens and regeneration. Projects to include vacant units existing shops, replacement canopies in Tower Gardens and shop local and town centre promotion.
- Explore feasibility and Design out Crime scheme from Top of Valley bridge to Tesco. This could include lighting, CCTV, relandscaping and design, play activity, trim trail all which would help promote use of public space.
- Pilot Circular bus Route to connect communities, town centre and other attractions. Local bus companies to be approached – A 12-month pilot scheme is proposed aimed at connecting communities. This service would operate 7 days per week regularly throughout the day.
- Explore Solar Panels on Public buildings. Complete a feasibility study to look at using solar panels more linking to the Green agenda and Net Carbon Zero Plan
- Improve and Develop community centres and community engagement. Improve facilities and opening times, activities, managing and promotion, further events, building new or developing existing centres.
- Investment and Expansion of the Kings head CIC Holywell museum – Develop staffing structures and resources available, marketing and promotion, funding for cultural heritage and creative activities.
- Lluesty Woodland / Strand Allotment/Greenfield Community Garden- Development, improvement and investment to these green space sites and feasibility studies for capital delivery.
- Car and Coach drop off points and access in car park by the craft centre. Feasibility study to explore potential car and coach parking / drop off points in and around St Winefrides Well, St James Church and Craft Centre.
- Community Hub Facility at Greenfield Dock, Café, Toilets, and information centre. Improvement scheme and design proposals for the Dock area linking with the Wales Coastal Path and proposed Coastal Park.

- Explore additional Active Travel links and Routes in the area connecting communities with the Valley and the Wales Coastal path and beyond. Feasibility studies to inform future Welsh Government bids based around Active Travel and Connectivity investigating all potential networks.
- Marketing and Promotion of Holywell and Greenfield as a tourist and visitor destination. Online promotion, social media presence, tourism officer for the town, leaflet drops and engagement with local tourism accommodation and attraction providers.
- Investment in Hydro Electric/Green energy facilitated by ponds and water sources in the Valley to power lighting etc. Lighting funding already secured. Feasibility study to investigate and deliver schemes.

2) Dog Bins

Six dog bag dispensers have been installed at the agreed locations. Some feedback given whilst installation took place that actual dog bins are required in and around the Town Centre. **Members to agree on way forward.**

3) Your Community Your Choice Funding

As previously mentioned, I submitted a grant funding application for £2,500 to PACT for the "Your Community Your Choice" funding pot for a trial project aimed at tackling ASB in the town. Please see the below response received from PACT.

Your Community, Your Choice 2023

Once again, we have had a tremendous response to the Fund, with the quality of applications being extremely high and it has taken some time to process all the applications. We are delighted to confirm that your application has been selected to go forward for the final public vote. Many congratulations to you on getting to this final stage.

VOTING IS NOW OPEN - www.surveymonkey.co.uk/r/YCYC_23

Members to vote and share please.

4) Welsh Water Update, Woodland Drive, Greenfield

Number 14 has declined (private owner), 10, 20, 24 & 2 have been completed 12, & 18 are to be surveyed next week. Update provided by James Tattersfield, Programme Manager, Integral Energy Solutions.

5) Mobile CCTV

Redeployable cameras now installed outside Tak Bo and Park Avenue.

10. CORRESPONDENCE

10.1. Garage Rent Demand Letter 2023/24

Members to note the attached letter from Flintshire County Council concerning the annual rent for the Council's garage. Members are reminded that this budget was identified as a savings option as part of the budget setting deliberations for the 2023/24 year and are required to confirm the termination of this agreement.

Victoria Clark
Chief Officer, Housing and Communities
Prif Swyddog, Tai a Chymunedau



HOLYWELL TOWN COUNCIL
TOWN CLERK
HOLYWELL TOWN COUNCIL
BANK PLACE OFFICES
HOLYWELL
FLINTSHIRE
CH8 7TJ

Your Ref/Eich Cyf	4760030012
Our Ref/Ein Cyf	RGIYE
Date/Dyddiad	07/02/2023
Ask For/Gofynner am	Income Advisor
Email/E-bost	rents@flintshire.gov.uk

Dear TOWN CLERK

Notice of Variation of Garage Rent – 2023/24

The Council has reviewed the weekly charges it makes for garage rents. As from Monday, 3rd April 2023 your garage rent will increase by £0.53p to £11.17 per week.

You will receive your annual garage tenancy charge letter shortly, which sets out the new garage rent amount that you need to pay, together with an additional 20% VAT charge.

If you do not wish to accept this increase in your garage rent you have the right to terminate your garage tenancy agreement by giving one week's written notice before Monday 3rd April 2023.

During the week commencing Monday, 27th March 2023, those tenants who opt to pay by direct debit will be notified of their payments due from 3rd April 2023.

If you do not currently pay by direct debit why not consider joining the majority of other tenants who pay their rent by direct debit. Setting one up is quick and easy and can be done online using our Direct Debit form at www.flintshire.gov.uk/payingmyrent

If you have any questions relating to the planned rent increase for your council garage please contact our Housing Advisors on 01352 703838. We will be happy to help.

Yours sincerely

Chief Officer

10.2. Independent Remuneration Panel for Wales Report and Determinations
2023/24

Members to consider the attached report extract and make a series of decisions for each determination. The full IRPW report was sent out with the agenda email.

The report will have effect for the financial year 2023/24. The extract relates specifically to Community and Town Councils. Clerk will provide a summary of the main points for members and report further at meeting.

Contribution to costs and expenses of members of Community and Town Councils: Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

Reimbursement for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Guidance on taxation

It is not within the remit or authority of the Panel to provide specific advice on matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.

The £156 should fall under the statutory provisions of section 316A ITEPA: [Income Tax \(Earnings and Pensions\) Act 2003 \(legislation.gov.uk\)](#) and the current amount that can be paid without attracting a tax liability is £6 per week: [Expenses and benefits: homeworking: Homeworking expenses and benefits that are exempt from tax - GOV.UK \(www.gov.uk\)](#).

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory £500 for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of travel and subsistence costs;
- Compensation for financial loss;
- Attendance allowance and
- Co-opted members

10.3. One Voice Wales Training Needs Survey 2023

Members to consider taking part in the survey. See attached letter below.

One Voice Wales and the Society of Local Council Clerks have developed a training needs survey which we would like your Council to complete so that we can plan future training arrangements within our respective organisations that reflect the current needs of the sector. You will note that the questions relate to councillors, clerks and other staff as well as to the general role of the Council.

It is estimated that to complete the survey online will take around 20 minutes of your time. It is suggested that maybe a small group of councillors including the Chair should with the Clerk consider the responses to the questions before the online survey is completed.

I sincerely hope that you will allocate the necessary time to complete the survey so that the results can be regarded as fully reflective of the views of councils in Wales.

The closing date for responses is 28 March 2023.

In past surveys of this nature, we have received about a 40% response, and I am hopeful that on this occasion we can achieve with your support a much higher percentage than in previous surveys ensuring that the results can be fully relied upon to help both our organisations plan ahead with training opportunities that match your needs.

10.4. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletter	**	10 th Feb 2023
G	Scouts Cymru Thank You Letter – Financial Assistance	**	14 th Feb 2023
H	Transition Holywell Film In Denbigh – The Oil Machine	**	15 th Feb 2023
I	Rob Roberts MP Press Release Broadcasting in Wales	**	15 th Feb 2023
J	Rob Roberts MP Press Release Economy/Net Zero	**	16 th Feb 2023
K	Thomas Pennant Society Update	**	20 th Feb 2023
L	Rob Roberts MP – Update on Greenfield Station	**	27 th Feb 2023
M	OPCC Newsletter	**	27 th Feb 2023
N	Rob Roberts MP – Update on Hospital Waiting Times	**	28 th Feb 2023
O	NWCHC Our Lives On Hold Event/Talks	**	9 th Mar 2023

11. DIGNITY AT WORK POLICY

Members are asked to consider a new Dignity at Work/Bullying & Harassment Policy (attached below) as part of the Council's ongoing obligations to the Civility & Respect Campaign. The Resources Committee have reviewed the policy and recommended it for approval and adoption by the Full Council.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

HOLYWELL TOWN COUNCIL

DIGNITY AT WORK/BULLYING & HARASSMENT POLICY

Holywell Town Council

DIGNITY AT WORK/BULLYING & HARASSMENT POLICY

1. Purpose and Scope

1.1 Statement

In support of our value to respect others Holywell Town Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The Council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The Council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment

"Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.

All Holywell Town Council Policies are approved by full Council and subject to an annual review.

.....
Town Mayor & Chair of the Council

12. MEMBERS AGENDA ITEMS

Members to consider the following matters. Forms have been submitted by the Councillors to the Clerk and the details are summarised below:

Councillor	Subject	Motion
I. Hodge	Clarification Regarding The Taxi Rank Facilities	Members to request Flintshire County Council to confirm in writing the situation regarding taxi parking in Holywell High Street. Provision has been given verbally for taxis to use the bus stop, which is not used in town, but this has not been relayed to the Traffic Warden. Additionally the access to Well Street, and the taxi rank there is often obstructed by cars parking.
L.A. Carter	Dog Bin Provision – Holywell West Ward	To request Flintshire County Council to increase the number of dog waste bins in specific locations.

13. NATIONAL DAY OF REFLECTION

The National Day of Reflection in the United Kingdom is a day to remember those who died during the COVID-19 pandemic and takes place on 23rd March 2023. Members to consider and confirm this year's arrangements. Clerk to report.

14. POLICE CONTACT NOMINATIONS

North Wales Police have confirmed that where a specific matter of concern affects a particular ward, they will arrange to contact the relevant County/Town Councillor to consult on an action plan to address the issues raised. The Police have also requested a Town Councillor contact for all wards, to act as first line of contact for day to day issues. Members to consider any nominations and whether this method of communication suits the Council's needs.

15. EVENTS GRANT APPLICATIONS

Members to consider events grant awards for the following applications. Clerk will provide further details based on the application forms.

- Menter Iaith – St David's Day Event – 2nd March 2023 (Retrospective Application).
- C. Bedford – Classic Cars Event – 11th June 2023.

16. 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.

17. COUNTY COUNCILLOR REPORTS

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

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.